

WILLMAR CITY COUNCIL WORK SESSION  
COUNCIL CHAMBERS  
WILLMAR MUNICIPAL UTILITIES BUILDING  
WILLMAR, MINNESOTA

June 3, 2013  
6:00 p.m.

The Work Session 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, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 1 - Steve Ahmann.

Also present were City Administrator Charlene Stevens, Finance Director Steve Okins, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Kathy Aho, Springsted Inc., presented details of the Waste Water Utility Rate Study, noting various things that have changed including \$86,000 per year needed for the required reserve funding of the WIF Grant. The proposals included three options for consideration: 1) a base rate increase, 2) \$5.00 meter charge, and 3) \$10.00 meter charge (per month). Ms. Aho explained the system funding will be balanced at the end of 2017, noting each proposal collects nearly the same funds and an option with a higher meter charge will have a corresponding reduction in usage charges.

Following discussion, Council Member Anderson offered a motion to introduce the Ordinance Amending Chapter 16, Utilities, Article IV, Rates and Charges, Division 3, Sewer Service detailing a \$10.00 per month meter charge and set a public hearing on June 17, 2013. Council Member Fagerlie seconded the motion, which carried.

Finance Director Okins presented a historical budget review, Local Government Aid outlook, levy limit details, and a calendar of budgetary details. This matter was for information only.

There being no further business, the Work Session adjourned at 6:52 p.m. upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

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

June 3, 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 DeBlicek; Present 9, Absent 0.

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

Additions to the Agenda included a Waste Water Utility Rates upcoming hearing and Mayor's position paper on possible organizational changes.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of May 20, Rice Hospital Board Minutes of May 15, Municipal Utilities Commission Minutes of May 28, and Accounts Payable Report through May 30, 2013. Council Member Ahmann seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened a hearing on an Ordinance Amending No. 1060 Known as the Willmar Zoning Ordinance by Amending Section 3 Relating to Garage Door Height. Planning and Development Services Director Peterson presented details of the proposed Ordinance which will increase garage door height maximums from 10 to 12 feet. This amendment allows for RV's and other recreational vehicles to be stored within garages, but limits the storage of commercial sized vehicles. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:04 p.m.

Council Member Ahmann offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending No. 1060 Known as the Willmar Zoning Ordinance by Amending Section 3 Relating to Garage Door Height. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish acknowledged Debra Wodash, representing CenterPoint Energy. Ms. Wodash presented to the Council a check for \$2,500 from a CenterPoint Energy Community Grant to go towards the purchase of a Thermal Imaging Camera. Fire Chief Hendrickson explained to the Council the funds will make it possible for the Department to purchase a Thermal Imaging Camera. Resolution No. 1 was introduced by Council Member DeBlicek, seconded by Council Member Ahmann, and carried on a roll call vote of Ayes 8, Noes 0.

**RESOLUTION NO. 1**

WHEREAS, the Willmar Fire Department has received a donation in the amount of \$2,500 from CenterPoint Energy for the purchase of a Thermal Imaging Camera;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from CenterPoint Energy and that the City Administrator be directed to express the community's appreciation.

Dated the 3<sup>rd</sup> day of June, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Mayor Yanish recognized Willmar Fests Board Member Lori Tostenson who introduced the 2013 Willmar Fests Royalty: Queen of Festivals, Marie Nilles-Melcert; International Princess, Kaitlan Bloomquist; and Aqua Princess, Sarah Rodelius; and reviewed the various events for the community celebration. Ms. Tostenson thanked the Mayor and Council for past support and allowing City departments to assist with event functions. Ms. Tostenson highlighted the work of Rudy Vigil for the WRAC8 production of the Snow Queen festival held in Aberdeen, South Dakota. The Queen and Princesses provided a history of Kaffe Fest into the 1988 Willmar Fests and provided details of the T.I.A.R.A. Project for the benefit of Safe Harbor. Mayor Yanish thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations.

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

The Labor Relations Committee Report for May 29, 2013, was presented to the Mayor and Council by Council Member Ahmann. There were five items for Council consideration.

Item No. 1        There were no public comments.

Item No. 2        The meeting was closed for the purpose of discussing labor negotiation strategies pursuant to Minn. Stat. §13D.03 and then reopened. This matter was for information only.

Item No. 3        City Administrator Stevens informed the Committee that a vacancy would occur in the Public Works Superintendent position due to the retirement of Ron Gilbertson in July and asked for authorization to fill the vacancy. Ms. Stevens stated that the position was critical to operations and would remain the same in any of the proposed realignment strategies.

Following discussion, the Committee was recommending the Council authorize advertisement and filling of the vacancy for Public Works Superintendent due to retirement with an internal advertisement occurring before an external advertisement. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

Item No 4:        There was no old business.

Item No. 5:        Under new business, Council Member Anderson raised the idea of a Council retreat to occur in late summer or fall, ideally at an off-site location. Committee Members stated it would be important for all Council Members to participate. The Committee was recommending that the Council authorize the City Administrator to begin plans for a Council retreat to be held in fall of 2013 at an offsite location with a facilitator to be determined. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

Chair Ahmann raised the issue of Minnesota Data Practices, adhering to the law and City policy to educate and make Council Members aware. Ms. Stevens reminded the Council that a copy of the policy had been sent electronically to them and that the purpose of the policy and the law was to protect private employee data.

Chair Ahmann raised the issue of succession planning and knowledge transfer as employees retire and stated the Willmar Municipal Utilities was implementing a program that might serve as a model for the

City.

Chair Ahmann also commented on recognition of good employee performance and how that might be best communicated. It was suggested to forward compliments and/or concerns through the City Administrator's office, which would be passed on appropriately.

These matters were for information only.

Council Member Dokken recognized City staff, Police Department and Custodian Paul Tinklenberg for outstanding service at the City Auditorium for the Memorial Day event that was moved indoors. Mr. Tinklenberg came in on his day off, stayed for the whole event and he is to be commended.

The Labor Relations Committee Report for May 29, 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 Anderson, and carried.

The Community Development Committee Report for May 30, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were five items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff provided the Committee with an update on the City's historical use of tax increment financing and tax abatement tools to assist business and industry. It was noted that at one time the City had 16 tax increment districts, but as of 2012 all districts had been decertified. The Committee was informed that the City has used tax abatement to assist five businesses. One of those businesses has had their abatement retired and three of the remaining four will expire by the end of 2016. With changes to the tax increment financing legislation, tax abatement has become the tool of choice for economic development. This matter was for information only.

Item No. 3 The Committee considered a draft policy prepared by Staff for the use of tax abatement. The Council had requested that Staff draft a policy to be used to review and evaluate requests for tax abatement. The draft policy includes sections on purpose, statutory authority, eligible uses, approval criteria, evaluation criteria, project financing, and application/fees.

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

Item No. 4 Under new business the Committee discussed the advantages of eliminating paper agendas and meeting packets. Staff informed the Committee that there will be a request in the 2014 Capital Budget for the necessary software and equipment to move to an electronic agenda system.

The Committee also requested that Staff provide an update on enforcement of residential maintenance violations. This matter was for information only.

Item No. 5 The Committee was informed that Staff is preparing information on garbage and waste disposal to be reviewed at a future meeting. This matter was for information only.

The Community Development Committee Report for May 30, 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 DeBlick, and carried.

Under new business Council Member Anderson reported on the upcoming hearing for the Waste Water utility rates enacted at the Work Session held earlier in the evening.

Council Member DeBlieck thanked Council Members for attending/participating in the Greater Willmar Area Vision 2040 sessions and asked them to keep their schedules open for July 23 – 25, 2013.

Council Member DeBlieck requested to be excused from the June 17, 2013, Council meeting to attend a Willmar Municipal Utilities conference in Nashville, Tennessee.

Police Chief Wyffels reported on recent flag burning incidents that had happened the previous week. Criminal damage to property and arson charges could be filed. This matter was for information only.

Mayor Yanish informed the Council that he will be mailing out his white paper at the end of the week and asked Council Members to review and comment. He will then present comments to the Organizational consultants.

Announcements for Council Committee meeting dates were as follows: Finance, June 10; and Public Works/Safety, June 11, 2013

There being no further business to come before the Council, the meeting adjourned at 7:55 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JUNE 10, 2013**

The Municipal Utilities Commission met in its regular meeting on Monday, June 10, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Jeff Nagel and Joe Gimse. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Finance Tim Hunstad, Director of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, Power Supply Broker Chris Carlson, City Attorney Robert Scott (via teleconference), and Councilman Bruce DeBlicke.

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

**RESOLUTION NO. 25**

"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 May 28, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130952 to No. 131030 inclusive in the amount of \$1,275,726.69 with a MISO credit in the amount of \$65,744.30 and an Absaloka Coal payment in the amount of \$26,403.20.

Dated this 28<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Schrupp (Labor Committee Chair) reviewed with the Commission minutes from the April 12<sup>th</sup> WMU Labor Committee meeting. The main topic of discussion focused on the issues currently affecting the Line Department personnel. It was the recommendation of the Labor Committee to authorize the General Manager to contact Attorney Frank Madden to assist in creating wage adjustments in the Line Department that would be competitive in the current job market. The Labor Committee was also authorizing General Manager Hompe to hire replacement personnel for the Line Department (Apprentice Line Technician/Journeyman positions).

Commissioner Schrupp continued discussion with the Commission by reviewing minutes from the May 31<sup>st</sup> WMU Labor Committee meeting. Old business updates were given on the following topics: 1) approved an agreement between WMU and IBEW Local #160 incorporating a one-time wage adjustment to Line Dept. personnel which would be competitive with the current job market; 2) clarifications continue on the proposed Organizational Chart for WMU; 3) SCADA Programmer subject has been withdrawn; and, 4) modifications are being made to the current job description for the Director of Operations (position previously approved by the MUC).

New business to come before the Labor Committee included the possible hiring of additional personnel to assist in meeting the current and future needs of the WMU. Due to an impending retirement and miscellaneous work load activities, Staff was proposing to hire an individual to perform receptionist and various clerical duties to support the WMU organization. Following discussion, it was the recommendation of the Labor Committee to authorize the hiring of a Project Assistant.

The second position Staff was requesting for consideration by the Labor Committee was to hire an assistant for the Engineering Department. With the ever-growing number of activities related to the utility industry, Staff was recommending to hire an Engineering Assistant to support the Engineering Department in all areas of the Utility (electric transmission, generation, distribution, water & district heating). Following discussion, it was the recommendation of the Labor Committee to authorize the hiring of an Engineering Assistant.

Following discussion, Commissioner Schrupp offered a motion to approve the minutes from the April 12<sup>th</sup> and the May 31<sup>st</sup> WMU Labor Committee meetings as presented. Commissioner Gesch seconded the motion which carried by a vote of six ayes and zero nays.

At this time, Staff presented the Commission with two utility data reports. Power Supply Broker Carlson reviewed with the Commission the April 2013 Power Supply Report, and Customer Service Supervisor Stien reported on the May 2013 Revenue & Sales Report. These were for information only.

General Manager Hompe presented the Commission with a status update of the Strategic Planning Session held on June 1<sup>st</sup> at the Willmar Conference Center. Data gathered from the session has been forwarded to Dave Unmacht of Springsted, Inc., who acted as facilitator for the event. Once a report has been received from Mr. Unmacht, it will be shared with all WMU personnel and the Commissioners. The final report will be used as a working document to be followed by the Willmar Municipal Utilities.

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

1. WMU Planning Committee Meeting – June 12<sup>th</sup> @ 9:30 a.m. (WMU Conference Room)
2. APPA National Conference – June 14-19 (Nashville, TN)
3. MMUA Summer Conference – August 19-21 (Madden's Resort – Brainerd)

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 six ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

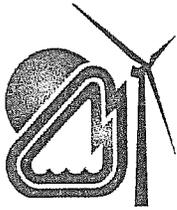
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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Jerry Gesch, Secretary



**WILLMAR MUNICIPAL  
UTILITIES  
WMU Labor Committee Meeting  
Minutes  
Friday, April 12, 2013 - 6:30 a.m.**

Attendees: Commissioners Matt Schrupp (Chair), Steve Salzer & Carol Laumer and General Manager Wesley Hompe

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➤ **Discussed & reviewed the current status of the Line Department Personnel:**

- Request consideration of possible wage adjustment

Following discussion, Commissioner Schrupp offered a motion to authorize General Manager Hompe to contact Attorney Frank Madden to collaborate in creating wage adjustments in the Line Dept. that would be competitive in the current job market. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.

- Request authorization to hire replacement personnel:

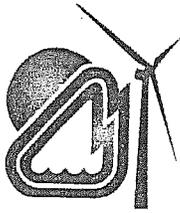
- Apprentice Line Technician/Journeyman positions

Following discussion, Commissioner Schrupp offered a motion to authorize the hiring of replacement personnel for the Line Department. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Adjournment:**

Commissioner Schrupp departed at 7:05 a.m.

Commissioner Laumer offered a motion to adjourn the meeting of the WMU Labor Committee at 7:20 a.m. Commissioner Salzer seconded the motion which carried by a vote of two ayes and zero nays.



**WILLMAR MUNICIPAL  
UTILITIES  
WMU Labor Committee Meeting  
Minutes  
Friday, May 31, 2013 - 7:00 a.m.**

Attendees: Commissioners Steve Salzer & Carol Laumer and General Manager Wesley Hompe

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**OLD BUSINESS UPDATES:**

- **Line Department:** Reviewed & approved Memorandum of Agreement between WMU and IBEW Local 160 incorporating wage adjustments which would be competitive with the current job market. Next step will be to request MUC approval.
- **Organizational Chart:** Continuing to clarify. Determination of General Manager vs. Commission to serve as manager of the entity must be finalized.
- **SCADA Programmer:** subject has been withdrawn
- **Director of Operations:** Position was previously approved by the MUC (10/17/11). Following modifications to the current job description, the Labor Committee was authorizing Staff to proceed.

**NEW BUSINESS:**

➤ **Receptionist/Customer Service Professional:**

With an impending retirement in the near future, this proposed position would perform both clerical and receptionist duties to support the WMU organization. With the multiple areas this employee would assist with, it was the recommendation of the Labor Committee that the actual position title be changed to Project Assistant.

Following discussion, Commissioner Salzer offered a motion to authorize the hiring of a Project Assistant to perform clerical and receptionist duties for the WMU. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Engineering Assistant:**

Due to the quantity of electrical engineering activities required in today's utility environment, it was the recommendation of Staff to consider the hiring of an Engineering Assistant at the WMU. This position will understand and interpret electrical engineering data to implement predictive, preventive, corrective and improvements activities of WMU's electric transmission, generation, distribution, water, and district heating systems.

Following discussion, Commissioner Salzer offered a motion to authorize the hiring of an Engineering Assistant to support the Engineering Department in all activities required for the electric, water, and district heating divisions. Commissioner Laumer seconded the motion which carried by a vote of two ayes and zero nays.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Laumer offered a motion to adjourn the meeting at 9:06 a.m. Commissioner Salzer seconded the motion which carried by a vote of two ayes and zero nays.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JUNE 12, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, June 12, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Andrew Engan, Nick Davis, Randy Czarnetzki, Scott Thaden, and Margaret Fleck.

\*\* Members Absent: Bob Poe, Charles Oakes, and Gary Geiger.

\*\* Others Present: Bruce D. Peterson-Director of Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the May 8, 2013 meeting were approved as presented.

3. WELCOME: The Planning Commission welcomed new member Margaret Fleck and thanked her for her willingness to serve her community.

4. MICRO BREWERY-TAP ROOMS ZONING DISCUSSION: The City Council is considering an Ordinance to license brewer taprooms. Staff explained that the Zoning Ordinance should stipulate where taprooms would be permissible uses. The Commission reviewed and discussed the State Statute on brewer's licensing. All the beer has to be manufactured on site for consumption on the premises. Restaurant licenses could also be issued for the brew house but it wouldn't be required. The Commission discussed and reviewed the statute and views the prospect of a brewer taproom in Willmar an unmet niche. The Planning Commission talked about zoning districts that would be suitable for such a use and what the review process would entail.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to direct staff to draft a zoning amendment and set up a public hearing for a future Commission meeting that would allow brewer tap rooms in the Central Business District (CBD) and the General Business District (GB) with a conditional use permit.

The motion carried

5. MISCELLANY: Staff presented an easement acquisition proposal for a lift station in Sperryville specifically on Lot 6, Block 7, Sperry's addition (204 High Ave. NE). The City wishes to purchase a 15' easement on the south end of the lot for a new lift station to replace the existing old lift station a few yards to the east. City Charter requires the Planning Commission to act on all land acquisitions.

Mr. Engan made a motion, seconded by Ms. Fleck, to recommend to the Council that the easement be acquired to keep the overall waste system operating properly.

The motion carried.

The Commission discussed the parking assessment that is being done and looks forward to the full report and recommendations in July.

Staff talked about a park plan that is being worked on by Mid-Minnesota Development that will help layout where parks should be in future developable areas. Once completed, this plan will tie in with the Comprehensive Plan and park dedications etc.

6. There being no further business to come before the Commission, the meeting adjourned at 7:55 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM  
06/12/2013 15:59:39

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 36522 06/12/13 SEPTIC PUMPING	330.00		21423		D N	CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I 000057 36523 06/12/13 FIRE EXTINGUISHER INSP.	50.00		02248159		D N	MTCE. OF EQUIPME	230.43430.0334
AMERIPRIDE LINEN & APPAR 000051 36524 06/12/13 TOWEL SERVICE	27.82		2200375892		D N	CLEANING AND WAS	101.43425.0338
36524 06/12/13 TOWEL SERVICE	30.42		2200380940		D N	CLEANING AND WAS	101.43425.0338
36524 06/12/13 TOWEL SERVICE	58.24		*CHECK TOTAL				
VENDOR TOTAL	58.24						
ANCOM TECHNICAL CENTER .02009 36525 06/12/13 RADIO REPAIR-LABOR	519.00		122587		D N	MTCE. OF EQUIPME	101.42412.0334
ANDERSON LAW OFFICES 002954 36526 06/12/13 PROFESSIONAL SERVICES	9,598.63		STMT/5-13		D M 07	PROFESSIONAL SER	101.41406.0446
ANDI'S FENCEALL 002815 36527 06/12/13 FENCING MAT'L-YLW FIELD	1,691.42		520		D N	OTHER IMPROVEMEN	450.45432.0554
36527 06/12/13 FENCING MAT'L-RED FIELD	547.26		521		D N	OTHER IMPROVEMEN	450.45432.0554
36527 06/12/13 FENCING MAT'L-RED FIELD	2,238.68		*CHECK TOTAL				
VENDOR TOTAL	2,238.68						
AQUA LOGIC INC 002243 36528 06/12/13 POOL CHEMICALS	4,924.06		40653		D N	GENERAL SUPPLIES	101.45437.0229
36528 06/12/13 POOL CHEMICALS	48.30		40705		D N	MTCE. OF OTHER I	101.45437.0226
36528 06/12/13 POOL MTCE-PARTS	4,972.36		*CHECK TOTAL				
VENDOR TOTAL	4,972.36						
ARC OF KANDIYOHI COUNTY .00713 36529 06/12/13 REFUND SHELTER DEPOSIT	50.00		061213		D N	DEPOSITS	101.230000
AT&T MOBILITY 000075 36530 06/12/13 WIRELESS INTERNET SERV.	40.65		X05252013		D N	COMMUNICATIONS	101.41402.0330
ATCO INTERNATIONAL 000072 36531 06/12/13 UNDERCOATING SPRAY	380.48		I0375216		D N	MTCE. OF EQUIPME	101.43425.0224
36531 06/12/13 UNDERCOATING SPRAY	252.25		I0375216		D N	GENERAL SUPPLIES	101.43425.0229
36531 06/12/13 GLOVES/SUPPLIES	632.73		*CHECK TOTAL				
VENDOR TOTAL	632.73						
BACKES TECHNOLOGY SERVIC 000087 36532 06/12/13 INST. CAT 5E JACKS	56.64		11872		D N	MTCE. OF OTHER I	101.41409.0226
36532 06/12/13 INST. CAT 5E JACKS	85.00		11872		D N	MTCE. OF OTHER I	101.41409.0336
36532 06/12/13 INST. CAT 5E JACKS	170.00		11926		D N	MTCE. OF OTHER I	101.43425.0226
36532 06/12/13 CHNG LINES TO CHARTER	311.64		*CHECK TOTAL				
VENDOR TOTAL	311.64						

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BAKER GRAPHICS 36533 06/12/13 FIREFIGHTER NAME PLATES 000917	58.57		9926		D N	SUBSISTENCE OF P	101.42412.0227
BATTERY WHOLESAL INC 36534 06/12/13 BATTERIES 002860	277.85		14476		D N	INVENTORIES-MDSE	101.125000
BECKER ARENA PRODUCTS IN 36535 06/12/13 DASHER BOARD SYSTEM 000097	7,404.34		00131501		D N	FURNITURE AND EQ	450.45433.0552
BEN WEESE & ASSOCIATES 36536 06/12/13 PLAN ANALYST SOFTWARE .00394	155.50		060513		D N	SMALL TOOLS	101.41402.0221
BENNETT OFFICE TECHNOLOG 36537 06/12/13 OFFICE SUPPLIES 000099	104.63		184647		D N	OFFICE SUPPLIES	651.48484.0220
BERNICK'S PEPSI-COLA CO 36538 06/12/13 CONCESSION SUPPLIES 000103	28.56		3016		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	54.00CR		3161		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	20.49CR		3310		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	125.67		3844		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	5.04CR		4578		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	5.04CR		6324		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	22.71CR		6678		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	71.76		8093		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	243.40		8180		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	72.60		8795		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 OFFICE COFFEE	39.48		8904		D N	GENERAL SUPPLIES	101.43425.0229
36538 06/12/13 CONCESSION SUPPLIES	9.18		9799		D N	GENERAL SUPPLIES	101.45433.0229
36538 06/12/13 CONCESSION SUPPLIES	5.04CR		9803		D N	GENERAL SUPPLIES	101.45433.0229
	478.33		*CHECK TOTAL				
	478.33						
VENDOR TOTAL							
BOLLIG INC 36539 06/12/13 PROFESSIONAL SERVICES 002999	20,625.60		2355		D N	PROFESSIONAL SER	432.48504.0446
36539 06/12/13 PROFESSIONAL SERVICES	10,750.00		2357		D N	PROFESSIONAL SER	432.48504.0446
36539 06/12/13 PROFESSIONAL SERVICES	2,992.52		2358		D N	OTHER SERVICES	413.48454.0339
	34,368.12		*CHECK TOTAL				
VENDOR TOTAL	34,368.12						
BRIMFYER FURSWAN LLC 36540 06/12/13 PROFESSIONAL SERVICES 003011	10,000.00		060313		D N	PROFESSIONAL SER	101.41401.0446
BRISSENDINE, PETTY CASH/S 36521 06/06/13 TILL/CONCESSION START UP 002521	300.00		060613		D N	PETTY CASH	101.102000
BSE 36541 06/12/13 CIRCUITS FOR CONC. BLDG 001980	70.89		905710656		D N	MTCE. OF STRUCTU	101.43425.0225
36541 06/12/13 ELEC PARTS FOR TRUCK	36.52		905723546		D N	MTCE. OF EQUIPME	101.42412.0224
	107.41		*CHECK TOTAL				
VENDOR TOTAL	107.41						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
BSN SPORTS INC 003001 36542 06/12/13 SOCCER BALLS 36542 06/12/13 INSTANT COLD PACKS	203.54 59.70 263.24	95308425 95373046 *CHECK TOTAL		D N D N	101.45432.0229 101.45432.0229
VENDOR TOTAL	263.24				
BUSINESSWARE SOLUTIONS 002776 36543 06/12/13 PRINT/PAGE COUNT 36543 06/12/13 PRINT/PAGE COUNT	26.37 14.33 10.48 133.09 6.79 13.56 21.55 11.83 13.10 14.79 96.88 0.91 365.68 365.68	198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 198907 *CHECK TOTAL		D N D N *CHECK TOTAL	101.41402.0220 101.41403.0220 101.41404.0220 101.41405.0220 101.41409.0220 101.41409.0220 101.42411.0220 101.43417.0220 101.43425.0220 101.45433.0220 101.45435.0220 101.48484.0220 651.48484.0220 651.48484.0220 *CHECK TOTAL
VENDOR TOTAL	365.68				
C D & T INC AUTO PARTS 000145 36544 06/12/13 SEALANT FOR PARK SHLTR 36544 06/12/13 SEALANT FOR MTCE TRUCK	7.35 7.35 14.70	921122 921471 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU 101.43425.0225 GENERAL SUPPLIES 101.43425.0229
VENDOR TOTAL	14.70				
CARD SERVICES 002552 36545 06/12/13 COFFEE 36545 06/12/13 COFFEE FLTRS/PAPER TWLS	38.43 7.58 46.01 46.01	052812 052812 *CHECK TOTAL		D N D N	SUBSISTENCE OF P 101.41408.0227 GENERAL SUPPLIES 101.41408.0229
VENDOR TOTAL	50.00				
CARANZA/NOE 002547 36546 06/12/13 PROFESSIONAL SERVICES	50.00	053013		D M 07	PROFESSIONAL SER 101.42411.0446
VENDOR TOTAL	50.00				
CASTILLO/CHRISTINE .01191 36547 06/12/13 REFUND SHELTER DEPOSIT	50.00	053013		D N	DEPOSITS 101.230000
CENTERPOINT ENERGY 000467 36548 06/12/13 NATURAL GAS CHARGES 36548 06/12/13 NATURAL GAS CHARGES 36548 06/12/13 NATURAL GAS CHARGES	243.08 291.75 12.82 547.65 547.65	6048932/5-13 6072309/5-13 6093527/5-13 *CHECK TOTAL		D N D N D N	UTILITIES 651.48484.0332 UTILITIES 101.45437.0332 UTILITIES 101.43425.0332
VENDOR TOTAL	817.91				
CENTRAL LAKES COOPERATIV 001259 36549 06/12/13 GREASE	817.91	35911		D N	MOTOR FUELS AND 651.48484.0222

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHAPPELL CENTRAL INC 36550 06/12/13 CK A/C ROOFTOP UNITS 000156	695.67		00053800		D N	MTCE. OF STRUCTU	101.45435.0335
CHARTER COMMUNICATIONS 36551 06/12/13 MONTHLY PHONE SERVICE 000736	50.21		3941/6-13		D N	COMMUNICATIONS	101.41409.0330
36551 06/12/13 MONTHLY PHONE SERVICE	261.66		4972/6-13		D N	COMMUNICATIONS	101.41409.0330
VENDOR TOTAL	311.87		*CHECK TOTAL				
CIT TECHNOLOGY FIN SERV 36552 06/12/13 COPIER LEASE AGRMT 002556	169.93		23406560		D N	RENTS	101.41405.0440
COLPAPERS INC 36553 06/12/13 CLEANING SUPPLIES 000170	94.39		8861841		D N	CLEANING AND WAS	101.41408.0228
36553 06/12/13 DISP. GLOVES/PAPER TWLS	115.14		8861841		D N	GENERAL SUPPLIES	101.41408.0229
36553 06/12/13 DISP. GLOVES/PAPER TWLS	179.60		8861841		D N	GENERAL SUPPLIES	101.45427.0229
36553 06/12/13 CLEANING SUPPLIES	294.23		8866049		D N	CLEANING AND WAS	101.45435.0228
VENDOR TOTAL	683.36		*CHECK TOTAL				
COMPUTER PROF. UNLIMITED 36554 06/12/13 CAMA MEETING 000065	22.50		STMT/6-13		D N	TRAVEL-CONF.-SCH	101.41404.0333
36554 06/12/13 PRISM MEETING	37.50		STMT/6-13		D N	TRAVEL-CONF.-SCH	101.41404.0333
36554 06/12/13 CAMA MONTHLY SUPPORT-JUN	145.98		STMT/6-13		D N	MTCE. OF EQUIPME	101.41404.0334
VENDOR TOTAL	205.98		*CHECK TOTAL				
COMPUTER RENAISSANCE 36555 06/12/13 SIGN DEPOSIT REFUND 000196	100.00		2013-07		D N	DEPOSITS-SIGN PE	101.230001
COPIER BUSINESS SOLUTION 36556 06/12/13 COPIER MTCE CHARGE 001934	35.78		223563		D N	MTCE. OF EQUIPME	101.42412.0334
36556 06/12/13 COPIER MTCE CHARGE	24.21		223716		D N	MTCE. OF EQUIPME	101.41405.0334
VENDOR TOTAL	59.99		*CHECK TOTAL				
CROW CHEMICAL & LIGHTING 36557 06/12/13 CLEANING SUPPLIES 000186	214.81		401659		D N	CLEANING AND WAS	101.45437.0228
36557 06/12/13 CLEANING SUPPLIES	95.23		401663		D N	CLEANING AND WAS	101.43425.0228
36557 06/12/13 CLEANING BRUSHES/HANDLES	72.78		401676		D N	GENERAL SUPPLIES	101.45437.0229
36557 06/12/13 FLOOR SQUEEGERS	141.50		401677		D N	SMALL TOOLS	101.43425.0221
36557 06/12/13 CLEANING SUPPLIES	60.92		401677		D N	CLEANING AND WAS	101.43425.0221
36557 06/12/13 GARBAGE PICKERS	326.90		401694		D N	SMALL TOOLS	101.43425.0221
36557 06/12/13 BETCO FOAM SOAP	73.95		401699		D N	CLEANING AND WAS	101.43425.0228
VENDOR TOTAL	986.09		*CHECK TOTAL				
DAKTRONICS INC 36558 06/12/13 MAINTENANCE AGREEMENT 000193	1,117.90		6550241		D N	PREPAID EXPENSES	101.128000

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
DAKTRONICS INC 36558 06/12/13 MAINTENANCE AGREEMENT 000193 VENDOR TOTAL	1,676.88 2,794.78 2,794.78	6550241 *CHECK TOTAL		D N	MTCE. OF OTHER I 101.43425.0336
DAN'S SHOP INC 36559 06/12/13 FILTERS 36559 06/12/13 FILTERS VENDOR TOTAL	6.41 133.32 139.73 139.73	59780 59839 *CHECK TOTAL		D N D N	INVENTORIES-MDSE 101.125000 INVENTORIES-MDSE 101.125000
DEPT OF HUMAN SERVICES 36560 06/12/13 CLEANING SERVICES 000009	112.50	00000137996		D N	CLEANING AND WAS 101.45435.0338
DEPT OF HUMAN SERVICES 36561 06/12/13 #22 RICE CARE CENTER- 002914	15,576.15	00000140517		D N	OTHER CHARGES 101.41428.0449
DIGITAL-ALLY INC 36562 06/12/13 MOBILE CAMERA REPAIR 002509	395.00	1056879		D N	MTCE. OF EQUIPME 101.42411.0334
DOMINO'S PIZZA 36563 06/12/13 FIRE CALL-PENNOCK 000210	124.56	0019840		D N	TRAVEL-CONF.-SCH 101.42412.0333
DONOHUE & ASSOCIATES 36564 06/12/13 WESTERN COLLECTOR SEW 36564 06/12/13 SPERRYVILLE L.S. 002293	16,504.59 7,557.50 24,062.09 24,062.09	11678-30 12466-2 *CHECK TOTAL		D N D N	CONTRACTS PAYABL 651.207000 PROFESSIONAL SER 651.48485.0446
DOOLEY'S PETROLEUM INC 36565 06/12/13 89 GALLONS DIESEL 36565 06/12/13 204 GALLONS UNLEADED 36565 06/12/13 100 GALLONS DIESEL 36565 06/12/13 154 GALLONS DIESEL 36565 06/12/13 112 GALLONS DIESEL 36565 06/12/13 DIESEL NOZZLE VENDOR TOTAL	319.69 844.76 359.20 553.16 398.94 85.50 2,561.25 2,561.25	265519 319117 319117 319137 319175 4743 *CHECK TOTAL		D N D N D N D N D N D N	MOTOR FUELS AND 651.48486.0222 MOTOR FUELS AND 651.48484.0222 MOTOR FUELS AND 651.48486.0222 MOTOR FUELS AND 651.48486.0222 MOTOR FUELS AND 651.48486.0222 MTCE. OF EQUIPME 651.48484.0224
DUNINCK CONCRETE 36566 06/12/13 NON-SHRINK GROUT 000151	96.52	53484		D N	MTCE. OF OTHER I 101.43425.0226
ED DAVIS BUSINESS MACHIN 36567 06/12/13 COPY PAPER 36567 06/12/13 FOLDING CHAIR CART VENDOR TOTAL	1,629.31 534.31 2,163.62 2,163.62	124062 124117 *CHECK TOTAL		D N D N	OFFICE SUPPLIES 741.48001.0220 SMALL TOOLS 101.45427.0221

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ED'S SERVICE CENTER & SA 36568 06/12/13 TOWING CHARGES 000231	753.50		STMT/5-13		D N	OTHER SERVICES	101.42411.0339
ELIZONDO/PATRICIA 36569 06/12/13 REFUND SHELTER DEPOSIT .02002	50.00		053013		D N	DEPOSITS	101.230000
ERIC'S AVIATION SERVICES 36570 06/12/13 ON SITE MGMT SERV-JUN 002998	6,333.33		STMT/6-13		D N	PROFESSIONAL SER	230.43430.0446
EVANS/MATT 36571 06/12/13 REFUND-WOOD BAT LEAGUE .02003	145.00		053013		D N	REFUNDS AND REIM	101.41428.0882
EXPLORE MN TOURISM 36517 05/31/13 ADVERTISING 002245	600.00		053013		D N	OTHER CHARGES	208.45010.0449
FARM-RITE EQUIPMENT 36572 06/12/13 #003576-COUPLER 003002	93.78	80993			D N	MTCE. OF EQUIPME	101.43425.0224
36572 06/12/13 #003576-COUPLER	1.08CR	80994			D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	92.70	*CHECK TOTAL					
FARNAM'S GENUINE PARTS 36573 06/12/13 #133877-TRLR CONNECTOR 000249	10.68		137-675509		D N	MTCE. OF EQUIPME	101.43425.0224
36573 06/12/13 #133877-TRLR BALL	7.80		137-675529		D N	MTCE. OF EQUIPME	101.43425.0224
36573 06/12/13 #133877-TRLR ADAPTER	33.65		137-675530		D N	MTCE. OF EQUIPME	101.43425.0224
36573 06/12/13 #05622D-HEATER VALVE	11.23		137-676910		D N	MTCE. OF EQUIPME	101.43425.0224
36573 06/12/13 BRAKES/ROTORS	463.22		137-677103		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	526.58	*CHECK TOTAL					
FASTENAL COMPANY 36574 06/12/13 MARKING PENS 001188	4.34		MNWILL104549		D N	MTCE. OF EQUIPME	101.43425.0224
36574 06/12/13 SUPPLIES	48.88		MNWILL104607		D N	GENERAL SUPPLIES	101.42412.0229
VENDOR TOTAL	53.22	*CHECK TOTAL					
FERGUSON ENTERPRISES INC 36575 06/12/13 PLUMBING PARTS 000810	122.69		2776435		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	132.01		2776595		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	10.43		2780123		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	8.04		2780450		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	44.22		2780980		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	39.57		2782248		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	64.40		2782248-1		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	8.57		2782815		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	148.06		2785233		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	398.52		2787067		D N	MTCE. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	6.16		2787337		D N	MTCE. OF STRUCTU	101.45437.0225

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FERGUSON ENTERPRISES INC 36575 06/12/13 PLUMBING PARTS 000810	26.02		2789739		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	55.23		2796046		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 WATER HEATER PARTS	592.24		2796173		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 RESTROOM REPAIR-PARTS	399.67		2796173-1		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 RESTROOM REPAIR-PARTS	76.11		2796208		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 RESTROOM REPAIR-PARTS	43.16		2798744		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	78.72		2799237		D N	MTC. OF STRUCTU	101.43425.0225
36575 06/12/13 PLUMBING PARTS	73.42		2800350		D N	MTC. OF STRUCTU	101.43425.0225
VENDOR TOTAL	2,327.24		*CHECK TOTAL				
FINANCE AND COMMERCE 36576 06/12/13 AD FOR BIDS-PROJ. 1304 002809	231.25		740926765		D N	ADVERTISING	413.48454.0447
FIRST CHOICE FOOD & BEVE 36577 06/12/13 CONCESSION SUPPLIES 000775	206.64		93975		D N	GENERAL SUPPLIES	101.45437.0229
36577 06/12/13 CONCESSION SUPPLIES	54.72		93976		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	261.36		*CHECK TOTAL				
FISCHER/BETH 36578 06/12/13 OFFICE SUPPLIES 002484	18.44		061213		D M 07	OFFICE SUPPLIES	208.45005.0220
36578 06/12/13 CELL PHONE-JUNE	14.77		061213		D M 07	COMMUNICATIONS	208.45005.0330
36578 06/12/13 SPICER BANQUET	20.00		061213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
36578 06/12/13 SPICER COMM. CLUB MTG	7.96		061213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
36578 06/12/13 PUBLIC POLICY MEETING	10.99		061213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
36578 06/12/13 THANK YOU BREAKFAST	14.05		061213		D M 07	AWARDS AND INDEM	208.45005.0442
36578 06/12/13 MSAE EXPO-MEALS	9.62		061213		D M 07	OTHER CHARGES	208.45008.0449
36578 06/12/13 MSAE EXPO-PARKING	10.00		061213		D M 07	OTHER CHARGES	208.45008.0449
36578 06/12/13 MSAE EXPO-LODGING EXP.	49.56		061213		D M 07	OTHER CHARGES	208.45008.0449
VENDOR TOTAL	155.39		*CHECK TOTAL				
FIVE-STAR PUMPING 36579 06/12/13 HAULED BIOSOLIDS 000234	4,122.15		3535		D N	RENTS	651.48486.0440
FLAHERTY & HOOD P.A. 36580 06/12/13 PROFESSIONAL SERVICES 001449	7,662.12		6434		D M 07	PROFESSIONAL SER	101.41406.0446
FREEMAN/LE ANNE 36581 06/12/13 INTERGENERATIONAL PRGRM 000937	10.78		061113		D N	GENERAL SUPPLIES	101.45435.0229
36581 06/12/13 INTERGENERATIONAL PRGRM	2.14		061113		D N	GENERAL SUPPLIES	101.45435.0229
36581 06/12/13 OFFICE SUPPLIES	9.93		061113		D N	OFFICE SUPPLIES	101.45437.0220
36581 06/12/13 CONCESSION SUPPLIES	38.66		061113		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	61.51		*CHECK TOTAL				

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GARZA/ODESSA .02006 36582 06/12/13 REFUND SHELTER DEPOSIT	50.00		060613		D N	DEPOSITS	101.230000
GEISLINGER & SON'S INC 003005 36583 06/12/13 WESTERN INTERCEPTOR 293,324.61			1110/EST. 2		D N	MTCE. OF OTHER I	432.48503.0336
GENERAL MAILING SERVICES 000293 36584 06/12/13 POSTAGE 31.36 36584 06/12/13 POSTAGE 2,379.15 36584 06/12/13 POSTAGE 9.41 36584 06/12/13 POSTAGE 61.42 36584 06/12/13 POSTAGE 2,481.34 VENDOR TOTAL 2,481.34			663 664 9379 9452 *CHECK TOTAL		D N D N D N D N	POSTAGE POSTAGE POSTAGE POSTAGE	208.45005.0223 208.45006.0223 101.42411.0223 208.45006.0223
GONZALEZ/WENDY .02012 36585 06/12/13 REFUND SHELTER DEPOSIT	50.00		061213		D N	DEPOSITS	101.230000
GRAINGER INC 000786 36586 06/12/13 HVAC FILTERS 110.68 36586 06/12/13 INSPECTION CAMERA 361.28 471.96 VENDOR TOTAL 471.96			9146566691 9155887053 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME SMALL TOOLS	651.48485.0224 651.48484.0221
GURLEY'S FOODS 001711 36587 06/12/13 1ST 1/2 2013 TAX ABTMN 2,243.50			052313		D N	REFUNDS AND REIM	101.41428.0882
HACH COMPANY 000316 36588 06/12/13 SAMPLER TUBE 347.29 36588 06/12/13 LAB SUPPLIES 501.32 848.61 VENDOR TOTAL 848.61			8309859 8318214 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
HALLIDAY *ASSESSING/KEY 000319 36589 06/12/13 TO REIMBURSE PETTY CASH 34.34 36589 06/12/13 TO REIMBURSE PETTY CASH 11.26 36589 06/12/13 TO REIMBURSE PETTY CASH 9.99 55.59 VENDOR TOTAL 55.59			060313 060313 060313 *CHECK TOTAL		D N D N D N	OFFICE SUPPLIES GENERAL SUPPLIES TRAVEL-CONF.-SCH	101.41404.0220 101.41404.0229 101.41404.0333
HANSEN ADVERTISING SPECI 000321 36590 06/12/13 VISITOR BAGS 1,923.70 36590 06/12/13 MSAE EXPO PROMO ITEMS 565.25 2,488.95 VENDOR TOTAL 2,488.95			31183 31359 *CHECK TOTAL		D N D N	GENERAL SUPPLIES OTHER CHARGES	208.45005.0229 208.45008.0449
HARDWARE HANK EXPRESS 000452 36591 06/12/13 AIR FRESHENER 2.34 36591 06/12/13 BATTERIES 17.09			050113 050313		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.41408.0229 101.43425.0229

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HARDWARE HANK EXPRESS 36591 06/12/13	000452 CLEANING SUPPLIES	4.26		050613		D N	CLEANING AND WAS	101.45427.0228
36591 06/12/13	RESTROOM REPAIR-PARTS	7.70		050713		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	DRINKING FOUNTAIN-PARTS	44.86		050713		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	RESTROOM REPAIR-PARTS	46.98		051013		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	RESTROOM REPAIR-PARTS	7.03		051313		D N	GENERAL SUPPLIES	101.41408.0229
36591 06/12/13	MISCELLANEOUS SUPPLIES	4.26		051413		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	PLUMBING PARTS	21.33		051413		D N	MTCE. OF EQUIPME	101.45435.0224
36591 06/12/13	CHAIR TIPS	411.73		051513		D N	SMALL TOOLS	101.43425.0221
36591 06/12/13	1 GAL. SPRAYER	28.85		051613		D N	MTCE. OF EQUIPME	101.43425.0224
36591 06/12/13	COUPLING FOR GATOR	2.66		051713		D N	GENERAL SUPPLIES	101.45435.0229
36591 06/12/13	GARDEN HOSE REPAIR-PARTS	5.64		052013		D N	GENERAL SUPPLIES	101.45432.0229
36591 06/12/13	CABLE TIES	12.81		052013		D N	GENERAL SUPPLIES	101.45435.0229
36591 06/12/13	MISCELLANEOUS SUPPLIES	6.99		052013		D N	GENERAL SUPPLIES	101.45437.0229
36591 06/12/13	MISCELLANEOUS SUPPLIES	10.60		052013		D N	GENERAL SUPPLIES	101.45437.0229
36591 06/12/13	WAX	6.40		052213		D N	MTCE. OF STRUCTU	101.41408.0225
36591 06/12/13	GUN RANGE MTCE-PARTS	1.98		052213		D N	MTCE. OF EQUIPME	101.43425.0224
36591 06/12/13	KEYS FOR EQUIPMENT	19.99		052213		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	BLDG MTCE-PARTS	3.58		052213		D N	MTCE. OF STRUCTU	101.45427.0225
36591 06/12/13	GUN RANGE MTCE-PARTS	11.54		052213		D N	MTCE. OF STRUCTU	101.45433.0225
36591 06/12/13	PLUMBING PARTS	3.15		052413		D N	MTCE. OF STRUCTU	101.45427.0225
36591 06/12/13	LIGHT BULBS	16.55		052813		D N	SMALL TOOLS	101.43425.0221
36591 06/12/13	SCREWDRIIVER & BIT SET	9.50		052813		D N	GENERAL SUPPLIES	101.43425.0229
36591 06/12/13	MARKERS FOR HOCKEY BRDS	10.02		052913		D N	MTCE. OF STRUCTU	101.45427.0225
36591 06/12/13	PAINT FOR BLDG	59.09		052913		D N	GENERAL SUPPLIES	101.45432.0229
36591 06/12/13	WEED KILLER	8.00		052913		D N	GENERAL SUPPLIES	101.45432.0229
36591 06/12/13	CABLE TIES	10.53		053013		D N	SMALL TOOLS	101.45432.0221
36591 06/12/13	MEASURING TAPE	19.23		053113		D N	SMALL TOOLS	101.43425.0221
36591 06/12/13	PLUNGERS/TOILET AUGERS	73.47		053113		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	PVC CONDUIT	6.71		053113		D N	MTCE. OF STRUCTU	101.43425.0225
36591 06/12/13	RESTROOM REPAIR-PARTS	216.26		053113		D N	GENERAL SUPPLIES	101.43425.0229
36591 06/12/13	BATTERIES	20.50		053113		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	1,131.63		*CHECK TOTAL				
HAUG IMPLEMENT CO - JOHN 000324								
36592 06/12/13	#130813-TURN LIGHT KIT	171.05		124663		D N	MTCE. OF EQUIPME	101.43425.0224
36592 06/12/13	4" HUBS/RIMS/FILTERS	874.53		126429		D N	MTCE. OF EQUIPME	101.43425.0224
36592 06/12/13	HAND CLEANER/SUPPLIES	87.44		128148		D N	GENERAL SUPPLIES	101.45433.0229
	VENDOR TOTAL	1,133.02		*CHECK TOTAL				
HAUG-KUBOTA LLC 002609								
36593 06/12/13	FILTERS/SHAFTS	304.28		2842		D N	MTCE. OF EQUIPME	101.43425.0224
36593 06/12/13	MOWER PARTS	154.56		2860		D N	MTCE. OF EQUIPME	651.48484.0224
36593 06/12/13	MOWER PARTS	141.12		2861		D N	MTCE. OF EQUIPME	651.48484.0224
36593 06/12/13	MOWER PARTS	157.66		2862		D N	MTCE. OF EQUIPME	651.48484.0224
36593 06/12/13	MOWER PARTS	128.07		2863		D N	MTCE. OF EQUIPME	651.48484.0224

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HAUG-KUBOTA LLC 002609 36593 06/12/13 MOWER PARTS 36593 06/12/13 PULLEY/SPINDLE/BLADES VENDOR TOTAL	148.17 405.76 1,439.62 1,439.62		2864 2929 *CHECK TOTAL		D N D N	MICE. OF EQUIPME MICE. OF EQUIPME	651.48484.0224 101.43425.0224
HAWK PUBLISHING INC 002439 36594 06/12/13 ANNUAL SUBSCRIPTION 36594 06/12/13 ANNUAL SUBSCRIPTION VENDOR TOTAL	17.50 17.50 35.00 35.00		35566 35566 *CHECK TOTAL		D N D N	PREPAID EXPENSES SUBSCRIPTIONS AN	208.128000 208.45005.0443
HAWKINS INC 000325 36595 06/12/13 FERRIC CHLORIDE	4,882.18		3475517 RI		D N	GENERAL SUPPLIES	651.48484.0229
HD SUPPLY WATERWORKS LTD 002130 36596 06/12/13 HYDRANT WRENCH	47.77		9731447		D N	SMALL TOOLS	651.48484.0221
HEGJUND CATERING 002036 36597 06/12/13 CVB BOARD LUNCHES 36597 06/12/13 CVB BOARD LUNCHES 36597 06/12/13 CVB BOARD LUNCHES VENDOR TOTAL	8.98 8.98 98.80 116.76 116.76		6697 6697 6697 *CHECK TOTAL		D N D N D N	TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.41401.0333 101.45433.0333 208.45005.0333
HOME DEPOT CREDIT SERVIC 000058 36598 06/12/13 PAINT FOR BLDG	135.50		1590170		D N	MTCE. OF STRUCTU	101.45433.0225
HYDRITE CHEMICAL CO 002837 36599 06/12/13 MAGNESIUM HYDROXIDE	9,129.90		01602131		D N	GENERAL SUPPLIES	651.48484.0229
IMAGING PATH/THE 002270 36600 06/12/13 COPIER MTCE CHARGE	42.84		154559		D N	MTCE. OF EQUIPME	101.43425.0334
INFRATECH TECHNOLOGIES I 001473 36601 06/12/13 REMOVED SEWER BLOCKAGE	2,115.00		PR13273		D N	MTCE. OF OTHER I	651.48485.0336
JEFFERSON FIRE & SAFETY 002193 36602 06/12/13 CLASS C UNIFORMS	1,696.09		197301		D N	SUBSISTENCE OF P	101.42412.0227
K M FIRE PUMP SPECIALIST 000371 36603 06/12/13 #913707 REPAIR-PARTS 36603 06/12/13 #913707 REPAIR-LABOR VENDOR TOTAL	230.00 300.00 530.00 530.00		5886 5886 *CHECK TOTAL		D M 07 D M 07	MICE. OF EQUIPME MICE. OF EQUIPME	101.42412.0224 101.42412.0334
KANDIYOHI CO AUDITOR 000376 36604 06/12/13 2012 REPAIR LIENS	96.28		042413		D N	MTCE. OF OTHER I	101.43425.0336

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KANDIYOHI CO AUDITOR 000376 36604 06/12/13 2012 REPAIR LIENS 36604 06/12/13 2012 REPAIR LIENS VENDOR TOTAL	10.29 10.29 116.86 116.86		042413 042413 *CHECK TOTAL		D N D N	MTC. OF OTHER I 230.43430.0336 MTC. OF OTHER I 651.48484.0336	
KANDIYOHI CO PUBLIC HEAL 000378 36605 06/12/13 IMMUNIZATIONS	47.00		957		D N	SAFETY PROGRAM 101.42428.0817	
KANDIYOHI CO RECORDER'S 000382 36606 06/12/13 PLAT COPIES FEE 36606 06/12/13 PLAT COPIES FEE VENDOR TOTAL	10.00 10.00 20.00 20.00		SOP-055296 SOP-055308 *CHECK TOTAL		D N D N	PROFESSIONAL SER 101.41404.0446 PROFESSIONAL SER 101.41404.0446	
KANDIYOHI FIRE CHIEFS AS 002897 36607 06/12/13 ASSOCIATION DUES	55.00		053113		D N	SUBSCRIPTIONS AN 101.42412.0443	
KING/CHRISTOPHER 002379 36608 06/12/13 MEETS EXAM COURSE FEE	525.00		060313		D N	TRAVEL-CONF.-SCH 651.48484.0333	
LACEK/SUE .01315 36609 06/12/13 REFUND SHELTER DEPOSIT	50.00		060513		D N	DEPOSITS 101.230000	
LAKESIDE PRESS 001646 36610 06/12/13 BUDGET COVERS 36610 06/12/13 FISCHER-BUSINESS CARDS 36610 06/12/13 5,000 9X12 ENVELOPES VENDOR TOTAL	25.12 62.33 977.00 1,064.45 1,064.45		3093 3126 3132 *CHECK TOTAL		D N D N D N	OFFICE SUPPLIES 101.41405.0220 PRINTING AND PUB 208.45005.0331 PRINTING AND PUB 208.45005.0331	
LANCHE/CRAIG 002000 36611 06/12/13 FUEL REIMBURSEMENT 36611 06/12/13 MGIA NAT'L GANG CONF. VENDOR TOTAL	179.67 73.20 252.87 252.87		524 524 *CHECK TOTAL		D N D N	MOTOR FUELS AND 101.42411.0222 TRAVEL-CONF.-SCH 101.42411.0333	
LAPATKA/ANTHONY J 001431 36612 06/12/13 MJOA TRAINING	64.64		174		D N	TRAVEL-CONF.-SCH 101.42411.0333	
LEAGUE OF MN CITIES 000412 36613 06/12/13 YANISH-CONFERENCE REGIS. 36613 06/12/13 BJUR-CONFERENCE REGIS. VENDOR TOTAL	350.00 25.00 375.00 375.00		183338 183351 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH 101.41401.0333 TRAVEL-CONF.-SCH 101.41401.0333	
LEAGUE OF MN CITIES INS 000983 36614 06/12/13 CLAIM #C0021556-GOLDSC 1,342.69			C0021556		D N	INSURANCE DEDUCT 101.41428.0822	

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LEAGUE OF MN CITIES INS 000983 36614 06/12/13 VOLUNTEER ACCIDENT PLA	1,000.00		25288		D N	INSURANCES AND B 101.41428.0441
VENDOR TOTAL	2,342.69	*CHECK TOTAL				
LINCOLN FINANCIAL GROUP 002789						
36518 05/31/13 LIFE INSURANCE-JUNE	34.40		M263		D N	COBRA INS PREMIU 101.120001
36518 05/31/13 LIFE INSURANCE-JUNE	47.06		M263		D N	EMPLOYER INSUR. 101.41400.0114
36518 05/31/13 LIFE INSURANCE-JUNE	48.75		M263		D N	EMPLOYER INSUR. 101.41402.0114
36518 05/31/13 LIFE INSURANCE-JUNE	19.50		M263		D N	EMPLOYER INSUR. 101.41403.0114
36518 05/31/13 LIFE INSURANCE-JUNE	19.50		M263		D N	EMPLOYER INSUR. 101.41404.0114
36518 05/31/13 LIFE INSURANCE-JUNE	29.25		M263		D N	EMPLOYER INSUR. 101.41405.0114
36518 05/31/13 LIFE INSURANCE-JUNE	9.75		M263		D N	EMPLOYER INSUR. 101.41408.0114
36518 05/31/13 LIFE INSURANCE-JUNE	29.25		M263		D N	EMPLOYER INSUR. 101.41409.0114
36518 05/31/13 LIFE INSURANCE-JUNE	2.44		M263		D N	EMPLOYER INSUR. 101.41424.0114
36518 05/31/13 LIFE INSURANCE-JUNE	1,508.95		M263		D N	INS. PASS THROUG 101.41428.0819
36518 05/31/13 LIFE INSURANCE-JUNE	1,351.00		M263		D N	EMPLOYER INSUR. 101.42411.0114
36518 05/31/13 LIFE INSURANCE-JUNE	29.25		M263		D N	EMPLOYER INSUR. 101.42412.0114
36518 05/31/13 LIFE INSURANCE-JUNE	24.38		M263		D N	EMPLOYER INSUR. 101.43417.0114
36518 05/31/13 LIFE INSURANCE-JUNE	195.00		M263		D N	EMPLOYER INSUR. 101.43425.0114
36518 05/31/13 LIFE INSURANCE-JUNE	19.50		M263		D N	EMPLOYER INSUR. 101.45432.0114
36518 05/31/13 LIFE INSURANCE-JUNE	39.00		M263		D N	EMPLOYER INSUR. 101.45433.0114
36518 05/31/13 LIFE INSURANCE-JUNE	4.87		M263		D N	EMPLOYER INSUR. 101.45437.0114
36518 05/31/13 LIFE INSURANCE-JUNE	87.75		M263		D N	EMPLOYER INSUR. 101.45437.0114
36518 05/31/13 LIFE INSURANCE-JUNE	9.75		M263		D N	EMPLOYER INSUR. 651.48484.0114
36518 05/31/13 LIFE INSURANCE-JUNE	9.75		M263		D N	EMPLOYER INSUR. 651.48485.0114
VENDOR TOTAL	2,519.10	*CHECK TOTAL				651.48486.0114
LOCATORS & SUPPLIES INC 002162 36615 06/12/13 FLAGS FOR LOCATES	109.73		0213117		D N	GENERAL SUPPLIES 101.43425.0229
MACQUEEN EQUIPMENT INC 000427 36616 06/12/13 #05622D-GUTTER BROOM	2,380.64		2133572		D N	MTCE. OF EQUIPME 101.43425.0224
MADISON NATIONAL LIFE 002249						
36519 05/31/13 LTD PREMIUM-JULY	48.42		204		D N	EMPLOYER INSUR. 101.41400.0114
36519 05/31/13 LTD PREMIUM-JULY	87.32		204		D N	EMPLOYER INSUR. 101.41402.0114
36519 05/31/13 LTD PREMIUM-JULY	34.59		204		D N	EMPLOYER INSUR. 101.41403.0114
36519 05/31/13 LTD PREMIUM-JULY	22.48		204		D N	EMPLOYER INSUR. 101.41404.0114
36519 05/31/13 LTD PREMIUM-JULY	59.61		204		D N	EMPLOYER INSUR. 101.41405.0114
36519 05/31/13 LTD PREMIUM-JULY	8.19		204		D N	EMPLOYER INSUR. 101.41408.0114
36519 05/31/13 LTD PREMIUM-JULY	41.80		204		D N	EMPLOYER INSUR. 101.41409.0114
36519 05/31/13 LTD PREMIUM-JULY	1.71		204		D N	EMPLOYER INSUR. 101.41424.0114
36519 05/31/13 LTD PREMIUM-JULY	584.36		204		D N	EMPLOYER INSUR. 101.42411.0114
36519 05/31/13 LTD PREMIUM-JULY	19.88		204		D N	EMPLOYER INSUR. 101.42412.0114
36519 05/31/13 LTD PREMIUM-JULY	34.06		204		D N	EMPLOYER INSUR. 101.43417.0114
36519 05/31/13 LTD PREMIUM-JULY	269.10		204		D N	EMPLOYER INSUR. 101.43425.0114

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE 002249 36519 05/31/13 LTD PREMIUM-JULY 36519 05/31/13 LTD PREMIUM-JULY	13.68 42.44 9.76 9.80 122.42 13.09 13.68 1,446.39 1,446.39		204 204 204 204 204 204 204 *CHECK TOTAL		D N D N D N D N D N D N D N	EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR.	101.45432.0114 101.45433.0114 101.45435.0114 101.45437.0114 51.48484.0114 51.48485.0114 51.48486.0114
VENDOR TOTAL							
MATHISON TRI-GAS INC 002898 36617 06/12/13 SMALL TOOLS 36617 06/12/13 CYLINDER RENTAL	189.17 44.20 233.37 233.37		06979163 07056155 *CHECK TOTAL		D N D N	SMALL TOOLS RENTS	101.45433.0221 101.45433.0440
VENDOR TOTAL							
MCMASTER-CARR SUPPLY CO 000446 36618 06/12/13 BLOWER RUBBER FLAPPER	16.70		53045187		D N	MTCE. OF EQUIPME	651.48484.0224
VENDOR TOTAL							
MENARDS 000449 36619 06/12/13 RESTROOM REPAIR-PARTS 36619 06/12/13 BLDG MTCE-PARTS 36619 06/12/13 FURNACE FILTERS 36619 06/12/13 BLDG MTCE-MATERIALS 36619 06/12/13 SHOWER REPAIR-PARTS 36619 06/12/13 PLANT SUPPLIES 36619 06/12/13 POOL CHEMICALS 36619 06/12/13 PLUMBING PARTS 36619 06/12/13 OSHA UPGRADES-PARTS 36619 06/12/13 PAINT-LINCOLN SHELTER 36619 06/12/13 SELVIG FOUNTAIN-PARTS 36619 06/12/13 28' EXTENSION LADDER	29.06 21.01 74.00 50.12 85.74 106.86 25.39 23.06 83.83 80.25 147.41 318.49 1,045.22 1,045.22		21390 22040 22045 22274 22506 23098 23116 23154 23228 23315 23691 24074 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU SMALL TOOLS GENERAL SUPPLIES MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF OTHER I SMALL TOOLS	101.43425.0225 101.45437.0225 101.43425.0225 101.43425.0225 101.45437.0225 651.48484.0221 101.45437.0225 101.45433.0225 101.45433.0225 101.43425.0225 101.43425.0226 51.48484.0221
VENDOR TOTAL							
METRO FIRE 000450 36620 06/12/13 HYDRANT FITTING	84.00		47400		D N	SMALL TOOLS	101.42412.0221
MIDWEST MEETINGS 002685 36621 06/12/13 ADVERTISING	1,000.00		SUI387		D N	OTHER CHARGES	208.45008.0449
VENDOR TOTAL							
MIDWEST OVERHEAD CRANE 002104 36622 06/12/13 SHOP HOIST/CRANE REPAIR 36622 06/12/13 SHOP HOIST/CRANE REPAIR	463.72 827.86 1,291.58 1,291.58		75262 75282 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.43425.0335 101.43425.0225
VENDOR TOTAL							

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MIKE'S SMALL ENGINE CENT 36623 06/12/13 CARB. KIT 002699	13.84		102532		D N	INVENTORIES-MDSE	101.125000
MILLER SANITATION 002936							
36624 06/12/13 GARBAGE SERVICE-JUNE	93.90		1298/6-13		D N	CLEANING AND WAS	101.45433.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	46.22		1299/6-13		D N	CLEANING AND WAS	101.45433.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	52.70		1300/6-13		D N	CLEANING AND WAS	101.42412.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	64.74		1301/6-13		D N	CLEANING AND WAS	101.41408.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	64.74		1301/6-13		D N	CLEANING AND WAS	101.45427.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	251.31		1302/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	24.34		1303/6-13		D N	CLEANING AND WAS	651.48484.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	48.67		1304/6-13		D N	CLEANING AND WAS	651.48484.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	161.04		1304/6-13		D N	CLEANING AND WAS	651.48484.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	49.67		1305/6-13		D N	CLEANING AND WAS	101.45435.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	58.64		1378/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	616.55		1379/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	61.60		1379/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	251.60		1388/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	85.27		1389/6-13		D N	CLEANING AND WAS	101.43425.0338
36624 06/12/13 GARBAGE SERVICE-JUNE	78.84		1456/6-13		D N	CLEANING AND WAS	101.45437.0338
	2,009.83		*CHECK TOTAL				
	2,009.83						
VENDOR TOTAL							
MILLS AUTOMOTIVE GROUP 000432							
36625 06/12/13 COOLING FANS/MOTORS	161.97		2254272		D N	INVENTORIES-MDSE	101.125000
MINI BIFF LLC 001805							
36626 06/12/13 TOILET RENTALS	77.59		A-56734		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	155.18		A-56735		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56736		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56738		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56741		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56742		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56743		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	77.59		A-56745		D N	RENTS	101.43425.0440
36626 06/12/13 TOILET RENTALS	775.90		A-56746		D N	RENTS	101.43425.0440
	775.90		*CHECK TOTAL				
VENDOR TOTAL							
MN ELEVATOR INC 000499							
36627 06/12/13 ELEVATOR SERVICE	143.01		279258		D N	MTCE. OF STRUCTU	101.41408.0335
MN POLLUTION CONTROL AGE 000511							
36628 06/12/13 LICENSE RENEWAL FEE	23.00		060513		D N	LICENSES AND TAX	651.48484.0445
36628 06/12/13 TEMPLER-CERTIF. EXAM	55.00		061113		D N	TRAVEL-CONF. -SCH	651.48484.0333
	78.00		*CHECK TOTAL				
VENDOR TOTAL							

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MN SPORTS FEDERATION 36629 06/12/13	000517 TEAM MEMBERSHIP FEES	120.00		060613		D N	OTHER CHARGES	101.45432.0449
MN WOMEN IN CITY GOVERN 36520 05/31/13	001104 STEVENS-MEETING REGIS.	25.00		052913		D N	TRAVEL-CONF. -SCH	101.41400.0333
36520 05/31/13	NELSEN-MEETING REGIS.	25.00		052913		D N	TRAVEL-CONF. -SCH	101.41401.0333
	VENDOR TOTAL	50.00		*CHECK TOTAL				
		50.00						
MORTON SALT INC 36630 06/12/13	002997 ROAD SALT	4,148.48		5400059617		D N	GENERAL SUPPLIES	101.43425.0229
36630 06/12/13	ROAD SALT	4,470.22		5400099092		D N	GENERAL SUPPLIES	101.43425.0229
36630 06/12/13	ROAD SALT	2,121.92		5400108474		D N	GENERAL SUPPLIES	101.43425.0229
36630 06/12/13	ROAD SALT	2,163.78		5400110878		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	12,904.40		*CHECK TOTAL				
		12,904.40						
MUNICIPAL UTILITIES 36631 06/12/13	000541 UTILITIES FOR MAY	2,476.00		5/13		D N	UTILITIES	101.41408.0332
36631 06/12/13	UTILITIES FOR MAY	2,282.03		5/13		D N	UTILITIES	101.41409.0332
36631 06/12/13	UTILITIES FOR MAY	728.49		5/13		D N	UTILITIES	101.42412.0332
36631 06/12/13	UTILITIES FOR MAY	4,162.70		5/13		D N	UTILITIES	101.43425.0332
36631 06/12/13	UTILITIES FOR MAY	1,138.59		5/13		D N	UTILITIES	101.45427.0332
36631 06/12/13	UTILITIES FOR MAY	3,192.63		5/13		D N	UTILITIES	101.45433.0332
36631 06/12/13	UTILITIES FOR MAY	829.58		5/13		D N	UTILITIES	101.45435.0332
36631 06/12/13	UTILITIES FOR MAY	105.56		5/13		D N	UTILITIES	101.45437.0332
36631 06/12/13	UTILITIES FOR MAY	2,645.63		5/13		D N	UTILITIES	230.43430.0332
36631 06/12/13	UTILITIES FOR MAY	44,157.36		5/13		D N	UTILITIES	651.48484.0332
36631 06/12/13	ADMIN FEE	1,500.00		5/13		D N	PROFESSIONAL SER	651.48484.0446
36631 06/12/13	UTILITIES FOR MAY	3,639.84		5/13		D N	UTILITIES	651.48485.0332
36631 06/12/13	UTILITIES FOR MAY	64,858.41		*CHECK TOTAL				
	VENDOR TOTAL	64,858.41						
MVTL LABORATORIES INC 36632 06/12/13	000544 PROFESSIONAL SERVICES	39.00		656693		D N	PROFESSIONAL SER	651.48484.0446
36632 06/12/13	PROFESSIONAL SERVICES	39.00		657463		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	78.00		*CHECK TOTAL				
		78.00						
NELSON/SETH 36633 06/12/13	.02010 WAX FOR POOL	4.19		061113		D N	GENERAL SUPPLIES	101.45437.0229
NEW LONDON FINE ART FEST 36634 06/12/13	002866 SPECIAL PROJECTS FUNDING	375.00		061113		D N	OTHER CHARGES	208.45013.0449
NEXTEL COMMUNICATION 36635 06/12/13	000578 CELLULAR PHONE USAGE	58.99		317498885-060		D N	COMMUNICATIONS	101.41400.0330
36635 06/12/13	CELLULAR PHONE USAGE	58.99		317498885-060		D N	COMMUNICATIONS	101.41402.0330

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION			000578								
36635	06/12/13	CELLULAR PHONE USAGE	58.99		317498885-060		D	N		COMMUNICATIONS	101.41403.0330
36635	06/12/13	CELLULAR PHONE USAGE	58.99		317498885-060		D	N		COMMUNICATIONS	101.41405.0330
36635	06/12/13	CELLULAR PHONE USAGE	176.97		317498885-060		D	N		COMMUNICATIONS	101.41409.0330
36635	06/12/13	CELLULAR PHONE USAGE	253.13		317498885-060		D	N		COMMUNICATIONS	101.42411.0330
36635	06/12/13	CELLULAR PHONE USAGE	172.30		317498885-060		D	N		COMMUNICATIONS	101.42412.0330
36635	06/12/13	CELLULAR PHONE USAGE	20.71		317498885-060		D	N		COMMUNICATIONS	101.43417.0330
36635	06/12/13	CELLULAR PHONE USAGE	117.38		317498885-060		D	N		COMMUNICATIONS	101.43425.0330
36635	06/12/13	CELLULAR PHONE USAGE	23.98		317498885-060		D	N		COMMUNICATIONS	101.45432.0330
36635	06/12/13	CELLULAR PHONE USAGE	13.27		317498885-060		D	N		COMMUNICATIONS	101.45433.0330
36635	06/12/13	CELLULAR PHONE USAGE	66.29		317498885-060		D	N		COMMUNICATIONS	101.48484.0330
36635	06/12/13	CELLULAR PHONE USAGE	8.89		317498885-060		D	N		COMMUNICATIONS	651.48485.0330
		VENDOR TOTAL	1,088.88		*CHECK TOTAL						
			1,088.88								
NORTHHERN BUSINESS PRODUC			002322								
36636	06/12/13	OFFICE SUPPLIES	55.25		583552-0		D	N		OFFICE SUPPLIES	741.48001.0220
NORTHHERN STATES SUPPLY			000585								
36637	06/12/13	SMALL TOOLS	14.58		10-505824		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	GUN RANGE MTCE-PARTS	110.55		10-505848		D	N		MTCE. OF STRUCTU	101.45427.0225
36637	06/12/13	SHOVELS-TREE PLANTING	185.96		10-505878		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	DRILL PRESS	855.00		10-505905		D	N		SMALL TOOLS	101.45433.0221
36637	06/12/13	1 TON CABLE HOIST	58.29		10-505946		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	CABLE HOIST SFTY LATCH	9.02		10-505951		D	N		MTCE. OF EQUIPME	101.43425.0224
36637	06/12/13	ANCHORS	9.31		10-506187		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	CHALK LINE FOR CONCRETE	16.93		10-506289		D	N		MTCE. OF STRUCTU	101.43425.0221
36637	06/12/13	RESTROOM REPAIR-PARTS	11.04		10-506298		D	N		SMALL TOOLS	101.45433.0221
36637	06/12/13	HOLESAW/BITS	18.66		10-506470		D	N		SMALL TOOLS	101.43425.0225
36637	06/12/13	FENCE REPAIR-PARTS	67.28		10-506479		D	N		MTCE. OF OTHER I	101.43425.0226
36637	06/12/13	RESTROOM REPAIR-PARTS	10.31		10-506486		D	N		MTCE. OF STRUCTU	101.43425.0225
36637	06/12/13	SCREWDRIVER BIT SET	45.96		10-506496		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	SMALL TOOLS	0.16		10-506511		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	SMALL TOOLS	92.27		10-506528		D	N		SMALL TOOLS	101.45433.0221
36637	06/12/13	CABLE TIES	13.22		10-506613		D	N		GENERAL SUPPLIES	101.43425.0229
36637	06/12/13	HAMMER DRILL/SMALL TOOLS	216.33		10-506761		D	N		MTCE. OF OTHER I	101.43425.0221
36637	06/12/13	SELVIG FOUNTAIN-PARTS	48.99		10-506763		D	N		GENERAL SUPPLIES	101.45433.0229
36637	06/12/13	SUPPLIES	2.55		10-506772		D	N		SMALL TOOLS	101.43425.0221
36637	06/12/13	SMALL TOOLS	2.47		10-506800		D	N		MTCE. OF STRUCTU	101.45427.0225
36637	06/12/13	GUN RANGE MTCE-PARTS	337.78		109756		D	N		SMALL TOOLS	101.45433.0221
36637	06/12/13	CONVEYOR HD PIPE STAND	2,135.26		118180		D	N		SMALL TOOLS	101.45433.0221
		VENDOR TOTAL	2,135.26		*CHECK TOTAL						
			2,135.26								
OESTREICH/JOSH			01876								
36638	06/12/13	POOL SUPPLIES	8.49		061113		D	N		GENERAL SUPPLIES	101.45437.0229
ORDONEZ/LETICIA			02004								
36639	06/12/13	REFUND SHELTER DEPOSIT	50.00		053013		D	N		DEPOSITS	101.230000

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PAPER PLACE/THE 36640 06/12/13	TABLE COVERS 000597	58.50		15740		D M 07	GENERAL SUPPLIES	101.45435.0229
PERKINS LUMBER CO INC 36641 06/12/13	CONCRETE FRAMING MAT'L 000604	46.98		373833		D N	GENERAL SUPPLIES	101.43425.0229
36641 06/12/13	EXPANSION JOINT	48.06		374227		D N	MTCE. OF OTHER I	101.43425.0226
36641 06/12/13	CONCRETE FRAMING MAT'L	41.61		374227		D N	GENERAL SUPPLIES	101.43425.0229
36641 06/12/13	REROD	4.48		374563		D N	MTCE. OF OTHER I	101.43425.0226
36641 06/12/13	PLASTIC	94.04		374563		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	235.17		*CHECK TOTAL				
PETE'S COMMUNICATIONS 36642 06/12/13	REPL. SIREN BATTERIES 000610	2,024.80		0052037		D N	CIVIL DEFENSE	101.42428.0809
36642 06/12/13	REPAIRED 2 CHARGERS	2,607.58		0052038		D N	CIVIL DEFENSE	101.42428.0809
	VENDOR TOTAL	2,607.58		*CHECK TOTAL				
PFC EQUIPMENT INC 36643 06/12/13	L.S. SEAL/WATER FILTERS 001909	168.86		299159		D N	MTCE. OF EQUIPME	651.48485.0224
PIONEERLAND LIBRARY SYST 36644 06/12/13	2ND QTR OPERATIONAL B 000614	92,918.25		060313		D N	OTHER CHARGES	101.45426.0449
PRINT MASTERS 36645 06/12/13	TRAINING MATERIALS 000624	88.00		75370		D N	GENERAL SUPPLIES	101.45437.0229
PRO ACTION 36646 06/12/13	CSO UNIFORMS 001782	224.99		10667		D N	SUBSISTENCE OF P	101.42411.0227
QUICK SIGNS 36647 06/12/13	VEHICLE LETTERING 001093	58.78		168913		D N	MTCE. OF EQUIPME	101.43425.0224
RAILROAD MANAGEMENT CO I 36648 06/12/13	WATER PIPELINE LEASE 002582	88.55		297837		D N	PREPAID EXPENSES	101.128000
36648 06/12/13	WATER PIPELINE LEASE	44.32		297837		D N	RENTS	101.43425.0440
36648 06/12/13	WATER PIPELINE LEASE	88.55		297838		D N	PREPAID EXPENSES	101.128000
36648 06/12/13	WATER PIPELINE LEASE	44.32		297838		D N	RENTS	101.43425.0440
	VENDOR TOTAL	265.74		*CHECK TOTAL				
RAMBOW INC 36649 06/12/13	SUMMER STAFF T-SHIRTS 000639	579.50		506152		D N	GENERAL SUPPLIES	101.45432.0229
REGAL STARTER & GENERATO 36650 06/12/13	RTV 1100 STARTER REPAIR 002686	42.75		11001		D M 07	MTCE. OF EQUIPME	651.48484.0224
RIDGEWATER COLLEGE 36651 06/12/13	FREEMAN-SEMINAR REGIS. 001136	250.00		00171537		D N	TRAVEL-CONF. -SCH	101.45435.0333

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
RIDGEWATER COLLEGE 36651 06/12/13 FREEMAN-SEMINAR REGIS. VENDOR TOTAL	250.00 500.00 500.00		00171537 *CHECK TOTAL		D N		TRAVEL-CONF.-SCH	101.45437.0333
ROAL MACHINERY & SUPPL. 36652 06/12/13 TRASH PUMP REPAIR-PARTS 36652 06/12/13 TRASH PUMP REPAIR-PARTS VENDOR TOTAL	135.03 99.37 234.40 234.40		S24014 S24049 *CHECK TOTAL		D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48485.0224 651.48485.0224
RUNNING'S SUPPLY INC 36653 06/12/13 TREE PRUNERS 36653 06/12/13 SHOVEL 36653 06/12/13 PLANT SUPPLIES 36653 06/12/13 MINERAL OIL 36653 06/12/13 MOWER TIRE 36653 06/12/13 GATOR SPRAYER 36653 06/12/13 MANHOLE MARKERS 36653 06/12/13 #101303-AIR COMPRESSOR 36653 06/12/13 RV DUMP STATION-PARTS 36653 06/12/13 SPRAY TANK 36653 06/12/13 SPRAYER PARTS 36653 06/12/13 #092117-SPRAY NOZZLES 36653 06/12/13 PLUMBING PARTS VENDOR TOTAL	39.52 19.23 46.66 40.59 34.19 244.71 63.96 32.05 32.93 21.36 25.91 61.96 19.52 682.59 682.59		3142943 3146697 3147727 3148554 3148641 3153600 3153862 3153916 3158867 3159451 3159814 3160474 3160933 *CHECK TOTAL		D N D N		SMALL TOOLS SMALL TOOLS GENERAL SUPPLIES MICE. OF EQUIPME INVENTORIES-MDSE SMALL TOOLS GENERAL SUPPLIES MICE. OF EQUIPME MICE. OF OTHER I MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF STRUCTU	101.43425.0221 651.48484.0221 651.48484.0229 651.48484.0224 101.125000 101.43425.0221 651.48485.0229 101.43425.0224 651.48484.0226 101.43425.0224 101.43425.0224 101.43425.0224 101.45433.0225
S. ROBERTS COMPANY 36654 06/12/13 FINE SCREEN BAGS VENDOR TOTAL	751.33		13-109		D N		MTCE. OF EQUIPME	651.48484.0224
SAND ELECTRIC 36655 06/12/13 REPL. BALLASTS-LABOR 36655 06/12/13 REPL. BALLASTS-LABOR VENDOR TOTAL	173.30 175.00 348.30 348.30		3191 3191 *CHECK TOTAL		D N D N		MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45435.0335 101.45435.0335
SERVICE CENTER/CITY OF W 36656 06/12/13 EQUIPMENT REPAIR-OIL 36656 06/12/13 EQUIPMENT REPAIR-OIL	20.40 25.72 32.30 455.28 289.10 615.54 10.11 587.27 81.70 719.16		STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13		D N D N D N D N D N D N D N D N D N D N		MOTOR FUELS AND MICE. OF EQUIPME MOTOR FUELS AND MICE. OF EQUIPME	101.41402.0222 101.41402.0224 101.42411.0224 101.42411.0224 101.42412.0222 101.42412.0224 101.43417.0222 101.43417.0222 101.43417.0224 101.43425.0222

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SERVICE CENTER/CITY OF W 000685				STMT/5-13		D N	MOTOR FUELS AND	101.45432.0222
36656 06/12/13	EQUIPMENT REPAIR-OIL	8.50		STMT/5-13		D N	MTCE. OF EQUIPME	101.45432.0224
36656 06/12/13	EQUIPMENT REPAIR-PARTS	64.44		STMT/5-13		D N	MOTOR FUELS AND	101.45435.0222
36656 06/12/13	EQUIPMENT REPAIR-OIL	3.40		STMT/5-13		D N	MTCE. OF EQUIPME	101.45435.0224
36656 06/12/13	EQUIPMENT REPAIR-PARTS	42.62		STMT/5-13		D N		
	VENDOR TOTAL	2,955.54	*CHECK TOTAL					
	VENDOR TOTAL	2,955.54						
SERVICEMASTER PROF. SERV 000687				100277		D N	PROFESSIONAL SER	101.43425.0446
36657 06/12/13	PROF. BLDG MAINTENANCE	422.69		100277		D N	PROFESSIONAL SER	101.45435.0446
36657 06/12/13	PROF. BLDG MAINTENANCE	1,690.41		100277		D N	PROFESSIONAL SER	651.48484.0446
36657 06/12/13	PROF. BLDG MAINTENANCE	507.12		100277		D N	PROFESSIONAL SER	651.48485.0446
36657 06/12/13	PROF. BLDG MAINTENANCE	84.43		100277		D N		
	VENDOR TOTAL	2,704.65	*CHECK TOTAL					
	VENDOR TOTAL	2,704.65						
SMEBY/ROSS 06/12/13	MILEAGE 5/1-5/31/13	153.68	060413			D N	TRAVEL-CONF.-SCH	101.41409.0333
SOS TECHNOLOGIES .02007				63577		D N	GENERAL SUPPLIES	651.48484.0229
36659 06/12/13	DEFIBRILLATOR BATTERY	117.55				D N		
ST CLOUD FIRE EQUIPMENT 003021				61938		D N	MTCE. OF STRUCTU	101.41408.0335
36660 06/12/13	ALARM MONITORING FEE	80.16				D N		
STACY'S NURSERY INC 000706				7580		D N	GENERAL SUPPLIES	651.48484.0229
36661 06/12/13	CEDAR CHIPS-LANDSCAPING	106.88		7583		D N	GENERAL SUPPLIES	101.41408.0229
36661 06/12/13	FLOWERS/POTTING SOIL	43.73		7619		D N	MTCE. OF OTHER I	101.43425.0226
36661 06/12/13	SOD FOR BALLFIELD	24.05		*CHECK TOTAL				
	VENDOR TOTAL	174.66						
	VENDOR TOTAL	174.66						
STATEWIDE DISTRIBUTING I 000718				096593		D N	GENERAL SUPPLIES	651.48484.0229
36662 06/12/13	HAND TOWELS	86.78		096602		D N	GENERAL SUPPLIES	101.43425.0229
36662 06/12/13	GARBAGE BAGS	39.22		*CHECK TOTAL				
	VENDOR TOTAL	126.00						
	VENDOR TOTAL	126.00						
STEIN'S INC 000720				668882		D N	CLEANING AND WAS	101.43425.0228
36663 06/12/13	CLEANING SUPPLIES	128.25		669692		D N	GENERAL SUPPLIES	101.43425.0229
36663 06/12/13	TOILET TISSUE/HAND TWLS	397.77		669692		D N	GENERAL SUPPLIES	101.43425.0229
36663 06/12/13	DISPOSABLE GLOVES	73.93		671164		D N	CLEANING AND WAS	101.45437.0228
36663 06/12/13	CLEANING SUPPLIES	492.20		*CHECK TOTAL				
	VENDOR TOTAL	1,092.15						
	VENDOR TOTAL	1,092.15						
TAHER INC 000623				3139		D N	GENERAL SUPPLIES	101.41404.0229
36664 06/12/13	PEDERSON-WELCOME COFFEE	42.65				D N		

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TERMINAL SUPPLY CO 36665 06/12/13 LED STROBE HEAD 001974	164.83		29040-00		D N	INVENTORIES-MDSE	101.125000
THOMAS TOOL AND SUPPLY I 36666 06/12/13 SUPPLIES 36666 06/12/13 POWER SCREED RENTAL 36666 06/12/13 POWER SCREED RENTAL	40.56 37.41 37.41 115.38		276588 292068 293090 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES RENTS RENTS	101.45433.0229 101.43425.0440 101.43425.0440
VENDOR TOTAL	115.38						
THOMPSON/COLLEEN 36667 06/12/13 MILEAGE 3/22-5/24/13 000948	315.27		060313		D N	TRAVEL-CONF.-SCH	651.48484.0333
TIRES PLUS 36668 06/12/13 REMOVE/INST. 36668 06/12/13 REMOVE/INST.	10.64 36.00 10.64 36.00 10.64 36.00 10.64 36.00 45.00 5.32 27.00 227.88		235996 235996 236046 236046 236076 236889 236889 236892 236992 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME *CHECK TOTAL	101.42411.0224 101.42411.0334 101.42411.0224 101.42411.0224 101.42411.0334 101.42411.0334 101.42411.0224 101.42411.0224 101.42411.0334 101.42411.0334 101.42411.0224 101.42411.0334
VENDOR TOTAL	227.88						
TOM'S SO. SPICER NURSERY 36669 06/12/13 3' SPRUCE TREE 02011	35.00		060513		D N	MTCE. OF OTHER I	651.48484.0226
TOSHIBA FINANCIAL SERVIC 36670 06/12/13 COPIER LEASE AGRMT 000218	120.77		053113		D N	RENTS	101.42412.0440
TOWMASTER 36671 06/12/13 #135285-DUMP BOX 002674	13,686.41		348640		D N	MACHINERY AND AU	450.43425.0553
TRAVEL GUIDES FREE 36672 06/12/13 TRAVEL GUIDE AD 002717	297.00		17106		D N	OTHER CHARGES	208.45010.0449
TREBIL FOUNDATION SYSTEM 36673 06/12/13 HOLDING TANK CRACK INJ 003022	1,500.00		4129		D N	MTCE. OF OTHER I	651.48484.0336
TREELINE 36674 06/12/13 PROFESSIONAL SERVICES 002942	1,912.50		1240C-1305		D N	PROFESSIONAL SER	101.41401.0446
TURRUBIATES/JOANNA 36675 06/12/13 REFUND SHELTER DEPOSIT 02008	50.00		060613		D N	DEPOSITS	101.230000

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USA WEEKEND 36676 06/12/13 USA WEEKEND AD 002813	1,600.00		W0235906		D N	OTHER CHARGES	208.45010.0449
VANDER HAGEN/DUSTIN 36677 06/12/13 MGIA NAT'L GANG CONF. 002316	58.67		526		D N	TRAVEL-CONF.-SCH	101.42411.0333
VEGA/MARTHA 36678 06/12/13 REFUND SHELTER DEPOSIT .01828	50.00		061213		D N	DEPOSITS	101.230000
VERIZON WIRELESS 36679 06/12/13 CELLULAR PHONE USAGE 002915	29.43		STMT/5-13		D N	COMMUNICATIONS	101.45432.0330
VIKING COCA-COLA BOTTLIN 36680 06/12/13 CONCESSION SUPPLIES 000777	735.00		113467		D N	GENERAL SUPPLIES	101.45437.0229
WEST CENTRAL INTEGRATION 36681 06/12/13 1ST QTR OPERATIONAL B 002168	10,500.00		201364		D N	REFUNDS AND REIM	101.41428.0882
	10,500.00		201364		D N	REFUNDS AND REIM	101.41428.0882
	21,000.00		*CHECK TOTAL				
	21,000.00						
VENDOR TOTAL							
WEST CENTRAL TRIBUNE 36682 06/12/13 NOTICE PUBLISHED 00807	68.40		CL03050857		D N	PRINTING AND PUB	205.41001.0331
	19.95		CL03052298		D N	PRINTING AND PUB	101.41401.0331
	22.80		CL03052399		D N	PRINTING AND PUB	101.41401.0331
	71.25		CL03052312		D N	PRINTING AND PUB	101.41401.0331
	520.00		35008/5-13		D N	ADVERTISING	208.45006.0447
	355.00		36787/6-13		D N	ADVERTISING	101.45437.0447
	1,057.40		*CHECK TOTAL				
	1,057.40						
VENDOR TOTAL							
WEST CENTRAL TROPHIES 36683 06/12/13 PLAQUES-VB TOURNAMENT 00808	64.13		17481		D N	AWARDS AND INDEM	101.45432.0442
WILLMAR AUTO VALUE 36684 06/12/13 OIL FILTER 002689	3.73		22045179		D N	MTCE. OF EQUIPME	651.48484.0224
	9.08		22045195		D N	MTCE. OF EQUIPME	651.48484.0224
	8.42		22045431		D N	SMALL TOOLS	651.48484.0221
	214.99		22047528		D N	INVENTORIES-MDSE	101.125000
	112.73		22047571		D N	INVENTORIES-MDSE	101.125000
	39.19		22047640		D N	INVENTORIES-MDSE	101.125000
	13.46		22048001		D N	MTCE. OF EQUIPME	651.48484.0224
	323.22		*CHECK TOTAL				
	323.22						
VENDOR TOTAL							
WILLMAR BUS SERVICE 36685 06/12/13 BUS SERVICE 000813	50.00		13-0083		D N	OTHER CHARGES	101.45435.0449

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
36686	06/12/13	DIRECTOR SALARY		3,917.74		STMT/5-13		D	N				SALARIES-REG. EM	208.45005.0110
36686	06/12/13	ASSISTANT SALARY		2,457.35		STMT/5-13		D	N				SALARIES-REG. EM	208.45005.0110
36686	06/12/13	FICA & INSURANCE		1,795.72		STMT/5-13		D	N				EMPLOYER PENSION	208.45005.0113
36686	06/12/13	IRA CONTRIBUTION		152.10		STMT/5-13		D	N				EMPLOYER PENSION	208.45005.0113
36686	06/12/13	PHOTO COPIES-MAY		46.24		STMT/5-13		D	N				OFFICE SUPPLIES	208.45005.0220
36686	06/12/13	PAYROLL/FLEX FEE		62.48		STMT/5-13		D	N				OTHER SERVICES	208.45005.0339
36686	06/12/13	OFFICE RENT-MAY		626.61		STMT/5-13		D	N				RENTS	208.45005.0440
		VENDOR TOTAL		8,058.24		*CHECK TOTAL								
WILLMAR FESTS SOFTBALL			.01680											
36687	06/12/13	SPECIAL PROJECTS FUNDING		250.00		061113		D	N				OTHER CHARGES	208.45013.0449
WILLMAR FIRE RELIEF ASSN			001226											
36688	06/12/13	RESTITUTION DISTRIBUTI		1,500.00		053013		D	N				REFUNDS AND REIM	101.42428.0882
WILLMAR OVERHEAD DOOR SA			000825											
36689	06/12/13	OVERHEAD DR REPAIR-PARTS		12.83		0045987		D	N				MTCE. OF STRUCTU	101.43425.0225
36689	06/12/13	OVERHEAD DR REPAIR-LABOR		147.00		0045987		D	N				MTCE. OF STRUCTU	101.43425.0335
		VENDOR TOTAL		159.83		*CHECK TOTAL								
WILLMAR WATER & SPAS			000831											
36690	06/12/13	DRINKING WATER		7.00		E1046		D	N				SUBSISTENCE OF P	101.41408.0227
36690	06/12/13	SOFTENER SALT		4.38		E1046		D	N				GENERAL SUPPLIES	101.41408.0229
36690	06/12/13	DRINKING WATER		10.00		E170		D	N				SUBSISTENCE OF P	101.42412.0227
36690	06/12/13	SOFTENER SALT		8.76		E225		D	N				GENERAL SUPPLIES	230.43430.0229
36690	06/12/13	SOFTENER SALT		4.38		E400		D	N				GENERAL SUPPLIES	101.41408.0229
36690	06/12/13	DRINKING WATER		20.00		E803		D	N				SUBSISTENCE OF P	101.42412.0227
36690	06/12/13	SOFTENER SALT		9.08		E803		D	N				GENERAL SUPPLIES	101.42412.0229
36690	06/12/13	WTR PURIFIER RENTAL-MAY		37.41		13-5		D	N				RENTS	101.41408.0440
36690	06/12/13	WTR PURIFIER RENTAL-JUN		37.41		13-5		D	N				RENTS	101.41408.0440
36690	06/12/13	DRINKING WATER		35.00		34362		D	N				SUBSISTENCE OF P	101.42412.0227
36690	06/12/13	SOFTENER SALT		18.17		34362		D	N				GENERAL SUPPLIES	101.42412.0229
36690	06/12/13	SOFTENER SALT		4.38		34380		D	N				GENERAL SUPPLIES	230.43430.0229
36690	06/12/13	DRINKING WATER		7.00		34605		D	N				SUBSISTENCE OF P	101.41408.0227
36690	06/12/13	SOFTENER SALT		13.15		34605		D	N				GENERAL SUPPLIES	101.41408.0227
		VENDOR TOTAL		216.12		*CHECK TOTAL								
		VENDOR TOTAL		216.12										
WINDSTREAM			002100											
36691	06/12/13	MONTHLY SERVICE-MAY		44.39		STMT/5-13		D	N				COMMUNICATIONS	101.41406.0330
36691	06/12/13	MONTHLY SERVICE-MAY		370.12		STMT/5-13		D	N				COMMUNICATIONS	101.41408.0330
36691	06/12/13	MONTHLY SERVICE-MAY		39.00		STMT/5-13		D	N				COMMUNICATIONS	101.42411.0330
36691	06/12/13	MONTHLY SERVICE-MAY		41.99		STMT/5-13		D	N				COMMUNICATIONS	101.43425.0330
36691	06/12/13	MONTHLY SERVICE-MAY		293.34		STMT/5-13		D	N				COMMUNICATIONS	101.45433.0330
36691	06/12/13	MONTHLY SERVICE-MAY		129.41		STMT/5-13		D	N				COMMUNICATIONS	101.45435.0330

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM  
06/12/2013 15:59:39

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WINDSTREAM 36691 06/12/13 36691 06/12/13 36691 06/12/13	002100 MONTHLY SERVICE-MAY MONTHLY SERVICE-MAY MONTHLY SERVICE-MAY	31.78 237.89 139.80 1,327.72 1,327.72		STMT/5-13 STMT/5-13 STMT/5-13 *CHECK TOTAL		D N D N D N	COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	101.45437.0330 230.43430.0330 651.48484.0330
X-ERCON 36692 06/12/13	000836 SHOP SUPPLIES	204.05		20679195		D N	GENERAL SUPPLIES	651.48484.0229
YMCA 36693 06/12/13	01608 REFUND SHELTER DEPOSIT	50.00		053013		D N	DEPOSITS	101.230000
ZAVALA/AMBER 36694 06/12/13 36694 06/12/13 36694 06/12/13	02013 REFUND DAMAGE DEPOSIT SHELTER FEE CANCELLATION FEE	50.00 75.00 10.00CR 115.00 115.00		061213 061213 061213 *CHECK TOTAL		D N D N D N	DEPOSITS REFUNDS AND REIM REFUNDS AND REIM	101.230000 101.41428.0882 101.41428.0882
3D SPECIALITIES INC 36695 06/12/13 36695 06/12/13	002726 SIGN POSTS SIGN POSTS	1,209.56 1,183.48 2,393.04 2,393.04		442245 442246 *CHECK TOTAL		D N D N	MTCE. OF OTHER I MTCE. OF OTHER I	101.43425.0226 101.43425.0226
	VENDOR TOTAL							

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CITY OF WILLMAR  
GL540R-V07.23 PAGE 24

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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738,105.52

REPORT TOTALS:  
RECORDS PRINTED - 000556

Vendor Payments History Report

ACS FINANCIAL SYSTEM  
 06/12/2013 15:59:40

FUND RECAP:	
FUND	DESCRIPTION
----	-----
101	GENERAL FUND
205	INDUSTRIAL DEVELOPMENT
208	CONVENTION & VISITORS BUREAU
230	WILLMAR MUNICIPAL AIRPORT
413	S.A.B.F. - #2013
432	C.P. - WASTE TREATMENT
450	CAPITAL IMPROVEMENT FUND
651	WASTE TREATMENT
741	OFFICE SERVICES
	TOTAL ALL FUNDS
	DISBURSEMENTS
	250,726.84
	68.40
	18,989.64
	9,620.28
	3,223.77
	324,700.21
	23,329.43
	105,762.39
	1,684.56
	738,105.52

BANK RECAP:	
BANK	NAME
----	-----
HERT	HERITAGE BANK
	TOTAL ALL BANKS
	DISBURSEMENTS
	738,105.52
	738,105.52

# City of Willmar, Minnesota Building Inspection Report

From 05/01/2013 To 05/31/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21363	5/20/2013	REY LEAL REGENCY MANAGEMENT 401 30TH Street NW H-8	95-980-1080 L H-8; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #6782, '67 MARSHFIELD 12X68 BRW/BEIGE	\$0.00	\$25.00
21371	5/20/2013	MARTHA RAMIREZ SANCHEZ RE 1400 LAKELAND Drive NE Lot 80	95-980-6200 L 80; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #3148, '78 REGAL 16X80 GRAY/BLACK	\$0.00	\$25.00
21374	5/20/2013	MICHAEL SALAZER REGENCY MANAGEMENT 1400 LAKELAND Drive NE Lot 52	95-980-5520 L 52; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #29835, '74 ROLLOHOME 14X70 GREEN/WHITE	\$0.00	\$25.00
21417	5/20/2013	INEZ JIMENEZ REGENCY MANAGEMENT 401 30TH Street NW B-11	95-980-0480 L B-11; B S ; T ; R	Mobile Home In/Out Demolition	#1129558 74 SCHULT 14X70 CREAM/TAN	\$0.00	\$25.00
21431	5/24/2013	WILLMAR LEASED HOUSING ASSOC. SOMERSET APARTMENTS 1401/1405 19TH Avenue SE	95-142-0280 L PTS. OF 8 - 10; B 2 DANA HEIGHTS ADDITION	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 2000 SF CLUBHOUSE/AP T REMODEL	\$800,000.00	\$7,267.71
21432	5/24/2013	WILLMAR LEASED HOUSING ASSOC. WATERS EGDE APARTMENTS 420/430 30TH Street NW	95-909-0160 L ; B S 9; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL INT. / EXT. OF BOTH BUILDINGS	\$575,000.00	\$5,577.40

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21433	5/24/2013	WILLMAR LEASED HOUSING ASSOC. EAGLE RIDGE APARTMENTS 511/515 LAKELAND Drive S	95-913-1220 L ; B S 13; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	EXT. / INT. REMODEL OF BOTH BUILDINGS	\$575,000.00	\$5,577.40
21453	5/9/2013	GEORGE & RAMONA BERG 2605 15TH Street SW	95-209-0110 L 11; B 1 FAIRACRE ADDT.	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$327,469.36	\$3,001.88
21475	5/1/2013	STEVE WOEHLE 1612 19TH Avenue NW	95-604-0160 L 7; B 2 OSLO MEADOWS	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$224,328.84	\$2,002.47
21476	5/3/2013	LINDA DUERING 1212 4TH Street SW	95-915-2650 L ; B S 15; T 119N; R 35W	Residential Add/Alter Residential/Alteration	EGRESS WINDOW/ BATHROOM REMODEL	\$5,000.00	\$142.15
21483	5/16/2013	MILLS PROPERTIES INC. MILLS AUTO CENTER 3700 HIGHWAY 71 S	95-507-1000 L 1; B 1 MILLS 2ND ADDITION	Commercial New Commercial	CONSTRUCT NEW 64295 SF AUTO DEALERSHIP	\$5,000,000.00	\$28,920.21
21489	5/15/2013	BOB BUSBY 930 MEADOW Lane SW	95-590-0410 L PTS. OF 10 - 11; B 3 NYQUIST'S NO. ORCHARD	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,700.00	\$76.45
21491	5/13/2013	JAMES ANFINSON 2309 WILLIAMS Parkway SW	95-715-1560 L 6; B 3 SOUTHGATE 3RD ADDITION	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$173,403.75	\$1,846.85

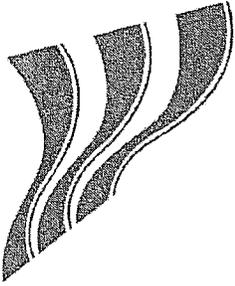
No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21494	5/3/2013	ART BENSON 1408 15TH Avenue NW	95-903-0020 L ; B S 3; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
21495	5/3/2013	WALMART STORES INC. 700 19TH Avenue SE	95-841-1000 L 1; B 1 WATER VIEW BUS. PARK 2N	Commercial Add/Alter Commercial/Alteration	INTERIOR AND EXTERIOR REMODEL	\$400,000.00	\$4,138.96
21497	5/8/2013	ROTHENBERG APARTMENTS 1510 5TH Street SW	95-700-0480 L 18-20; B 3 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$14,000.00	\$219.25
21499	5/13/2013	MILLS PROPERTIES INC, MILLS AUTO CENTER 3700 HIGHWAY 71 S	95-507-1000 L 1; B 1 MILLS 2ND ADDITION	Commercial New Commercial	CONSTRUCT WASTE OIL AND FUELING FACILITY	\$131,434.00	\$1,793.68
21500	5/10/2013	RUSSELL LAMMERS 408 14TH Street SW	95-015-0320 L 3; B 3 FOURTH RAILROAD ADDITIO	Residential Add/Alter Residential/Alteration	ENLARGE GARAGE/RES, REROOF	\$15,000.00	\$322.15
21501	5/8/2013	DIANE SING 1404 BECKER Avenue SE	95-184-0430 L 13 & 14; B 3 ERICKSON'S 3RD ADDITION	Residential Add/Alter Siding	REPLACE SIDING AND WINDOWS	\$4,600.00	\$52.30
21502	5/15/2013	DOUG BUCHANAN 1101 15TH Avenue NW	95-560-0150 L 15; B 1 NORTHWOOD ESTATES	Garage/Shed Garage	CONSTRUCT 28' X 24' DETACHED GARAGE	\$27,155.52	\$541.03

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21505	5/15/2013	CLAIR & PAULETTE REIGSTAD 1908 17TH Street NW	95-604-0010 L 1; B 1 OSLO MEADOWS	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$201,025.46	\$2,056.66
21509	5/9/2013	EUGENE OLSON 1426 11TH Street SW	95-690-1680 L 18; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
21510	5/10/2013	SARA LUND 1105 OLENA Avenue SE	95-665-0250 L 15; B 2 PERKIN'S 5TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,200.00	\$31.10
21511	5/23/2013	BEN RAMPAART 1216 TROTT Avenue SE	95-184-0810 L 1, PTS. OF 2; B 6 ERICKSON'S 3RD ADDITION	Garage/Shed Garage	CONSTRUCT 16' X 25' ATTACHED GARAGE ADDN.	\$16,164.00	\$357.73
21513	5/13/2013	NATHAN COOLEY 3108 1ST Avenue NW	95-835-0280 L 5; B 2 VOS PARK ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$2,500.00	\$105.90
21514	5/15/2013	DIVINE HOUSE 1909 21ST Street SW	95-228-0030 L 3; B 1 FOSSUM ADDITION	Residential Add/Alter Reroofing	REPLACE REROOF	\$4,200.00	\$32.10
21515	5/15/2013	LES HEITKE 709 26TH Avenue NE	95-902-0050 L ; B S 02; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,300.00	\$32.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21516	5/15/2013	SUE STAEBELL 2808 14TH Avenue NW	95-135-0140 L 14; B 1 COLLEGE VIEW ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
21517	5/13/2013	GENE FLOREN 404 24TH Avenue SW	95-680-0770 L 7; B 4 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
21518	5/16/2013	DUSTIN SCHROEDER 925 14TH Avenue SW	95-690-1410 L PT OF 10; B 7 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,500.00	\$31.25
21519	5/16/2013	STEVEN WOLD 604 27TH Avenue SW	95-684-0220 L 2; B 2 PORTLAND ACRES 4TH ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,239.73	\$32.12
21520	5/16/2013	TROY RAITZ 1504 14TH Avenue NE	95-911-0360 L ; B S 11; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,770.00	\$30.89
21521	5/20/2013	LARRY PETERSON 713 PARK Avenue NW	95-820-0420 L PT OF 1; B 3 THORPE & LIEN'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
21524	5/16/2013	ROSCOE BERG 524 12TH Street SW	95-006-7230 L 7; B 111 FIRST ADDITION	Residential Add/Alter Deck	CONSTRUCT 5' X 8' FRONT DECK	\$400.00	\$29.60

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21525	5/20/2013	LAURA E GUERRERO 313 11TH Street NW	95-009-1220 L 3; B 134 SECOND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$14,000.00	\$37.00
21526	5/20/2013	BUILDING THREE THIRTY 302 4TH Street SW	95-003-4960 L PT OF 1-2; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	RESIDENTIAL REROOF/4 BATHROOM/RO OF DRAIN	\$49,000.00	\$590.25
21528	5/22/2013	ST. MARY'S CATHOLIC CHURCH 1112 MONONGALIA Avenue SW	95-006-5570 L PT OF 8-9; B 99 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
21533	5/22/2013	CENTRAL LAKES COOPERATIVE 302 8TH Street SW	95-003-4370 L PT OF 1-2; B 39 ORIGINAL CITY	Move/Raze Demolition	DEMOLISH HOME	\$0.00	\$75.00
21534	5/24/2013	KANDIYOHI COUNTY 400 BENSON Avenue SW	95-003-2350 L 1 - 8; B 23 - 24 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	INTERIOR RENOVATION	\$89,000.00	\$1,395.03
21535	5/31/2013	DAN KOOSMAN 1605 OLENA Avenue SE	95-176-0540 L 15; B 4 EMERALD POND	New Two-Family Dwelling New Residence	NEW DUPLEX AND GARAGES	\$303,464.35	\$2,821.88
21536	5/23/2013	MARK BOESCHEN 909 IRENE Avenue SE	95-056-0360 L 6; B 4 BERGQUIST'S ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21537	5/23/2013	TERRY WOITASZEWSKI 608 9TH Street SE	95-222-1700 L 20; B 8 FERRING'S 2ND ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$300.00	\$50.15
21547	5/31/2013	DAN KOOSMAN 1609 OLENA Avenue SE	95-176-0530 L 14; B 4 EMERALD POND	New Two-Family Dwelling New Residence	NEW DUPLEX AND GARAGES	\$303,464.35	\$2,821.88
21551	5/31/2013	VICTORIA LUCHT 129 ELLA Avenue NE	95-450-0270 L 17&18; B 2 LAKESIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,700.00	\$30.85
21557	5/31/2013	JERRY BREDESEN 1024 6TH Street SW	95-090-1470 L PT OF 6-7; B K BOOTH'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$3,287.00	\$51.64
21559	5/31/2013	JOHN LAMBING 1509 MONONGALIA Avenue SW	95-042-0030 L PT OF 1; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Reroofing	GARAGE REROOF	\$3,200.00	\$31.60
				46			
Current Year Current Month Totals						\$9,314,306.36	\$72,451.42
Previous Year Current Month Valuation						\$3,766,799.42	
Current YTD Valuation From 01/01/2013 To 05/31/2013						\$19,151,351.21	
Previous YTD Valuation						\$8,048,413.17	



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 1

Meeting Date:

Attachments: Yes  No

CITY COUNCIL ACTION

Date: June 17, 2013

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Engineering

Agenda Item: Annual Storm Water Hearing

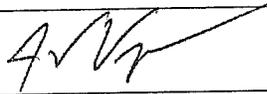
Recommended Action: Receive Annual Storm Water Report for MS4 Permitting

Background/Summary: A Public Hearing for the Annual Storm Water Permit/Pollution Prevention Program has been called for the purpose of giving an update on the status of compliance with the MS4 permit conditions and the implementation of the Storm Water Pollution

Alternatives: None

Financial Considerations: None

Preparer: Jared Voge, Interim City Engineer

Signature: 

Comments:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 16, UTILITIES, ARTICLE IV, RATES AND CHARGES,  
DIVISION 3, SEWER SERVICE

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 16-158, DETERMINATION OF CHARGES. Willmar Municipal Code Section 16-158, Determination of Charges, is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

(a) The approving authority shall make sewer service charges to offset the cost of operation and maintenance, including replacement, and local capital costs, such as debt retirement, depreciation and previous years' operating debt, of its wastewater treatment facility, wastewater pumping stations and collection system. The sewer service charges shall consist of an administrative charge, utility improvement charge, a meter or availability charge, a usage charge, a surcharge, noncompliance fine, a violation fine and a sump pump fee, if applicable. The costs shall be reviewed and the rates adjusted by the approving authority on an annual basis; except, if necessary, the rates may be adjusted more frequently. The amounts of sewer service charges shall be kept on file at the office of the city clerk-treasurer.

RATE SCHEDULE  
SEWER SERVICE CHARGES

Sewer service charges will be billed for the following described items, as applicable to a given user, at rates established and updated from time to time by Ordinance of the City Council and set out on the Table of Sewer Rates, attached ~~set out~~ as Exhibit A to this rate schedule. [The amounts of sewer service charges shall be kept on file at the office of the city clerk-treasurer.]

Section 2. AMENDMENT OF TABLE OF SEWER RATES, EXHIBIT A TO MUNICIPAL CODE SECTION 16-158, DETERMINATION OF CHARGES. Exhibit A to the rate schedule contained in Municipal Code Section 16-158, Determination of Charges, which most recently was updated to list sewer rates through the year 2012, is hereby updated and amended to read as shown on Exhibit A attached hereto.

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

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: June 3, 2013

This Ordinance published on: June 8, 2013

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

**EXHIBIT A TO RATE SCHEDULE – SEWER SERVICE CHARGES  
TABLE OF SEWER RATES**

<b>1</b>	<b>Administration (Billing) Charge</b>	\$2.62	\$2.70	\$2.78	\$2.86	\$2.95
<b>2</b>	<b>Utility Improvement Charge</b>	4.00	4.00	4.00	4.00	4.00
<b>3</b>	<b>Usage Charge (basic metered rate)</b>					
	<b>1 Unit = 1,000 Gallons</b>					
	Usage 0-1,200 units	3.20	3.36	3.53	3.70	3.89
	Usage > 1,200 units	4.89	5.13	5.39	5.66	5.94
	<b>1 Unit = 100 Cubic Feet</b>					
	Usage 0-1,605 units	2.39	2.51	2.64	2.77	2.91
	Usage > 1,605 units	3.66	3.84	4.03	4.23	4.44
<b>4</b>	<b>Meter Charge</b>					
	5/8 inch	28.00	28.00	28.00	28.00	28.00
	3/4 inch	42.00	42.00	42.00	42.00	42.00
	1 inch	70.00	70.00	70.00	70.00	70.00
	1.5 inch	140.00	140.00	140.00	140.00	140.00
	2.0 inch	224.00	224.00	224.00	224.00	224.00
	3.0 inch	448.00	448.00	448.00	448.00	448.00
	4.0 inch	700.00	700.00	700.00	700.00	700.00
	6.0 inch	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
<b>5</b>	<b>Surcharge</b>					
	<b>BOD &amp; TSS charge per pound over 250 mg/l</b>					
	250 mg/l - 299 mg/l	0.15	0.16	0.16	0.17	0.18
	300 mg/l - 399 mg/l	0.17	0.17	0.18	0.18	0.19
	400 mg/l - 499 mg/l	0.18	0.18	0.19	0.19	0.20
	500 mg/l - 599 mg/l	0.19	0.19	0.20	0.20	0.21
	600 mg/l - 699 mg/l	0.20	0.20	0.21	0.22	0.22
	over 700 mg/l	0.21	0.21	0.22	0.23	0.23
	<b>TKN per pound over 40 mg/l*</b>	0.65	0.67	0.69	0.71	0.74
	<b>TP per pound over 5 mg/l*</b>	1.22	1.26	1.30	1.34	1.38
<b>6</b>	<b>Non-Metered Rates</b>					
	Residential	\$61.93	\$63.13	\$64.42	\$65.71	\$67.10
	Commercial/Industrial**	101.71	103.68	105.80	107.92	110.21
	Eagle Lake	64.08	65.12	66.24	67.36	68.57
<p>* Note charges only apply when TKN &amp; TP removal are in place  ** Maximum charge; may be increased if City engineer determines that flow and/or strength of sewage to be more than  The average commercial/industrial user.</p>						
<b>7</b>	<b>Non-Compliance Fine</b>					
	a. Maximum Day Loading	\$1,000 per day				
	b. Maximum Month Loading	\$5,000				
	c. Maximum 12-month rolling average					
	d. Instantaneous Maximum	\$1,000 per occurrence				
<b>8</b>	<b>Violation Fine - \$100 to \$25,000</b>					
<b>9</b>	<b>Sump Pump Users Fee</b>	\$10.00 Per Month				

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE  
CITY OF WILLMAR, MINNESOTA

HELD: JUNE 17, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Kandiyohi County, Minnesota, was duly held at the Municipal Utilities Building on June 17, 2013, at \_\_\_\_\_ o'clock P.M., for the purpose in part of awarding the sale of a \$1,886,812 General Obligation Sewer Revenue, Series 2013B.

The following members were present:

and the following were absent: \_\_\_\_\_

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES  
AUTHORITY TO PURCHASE A \$1,886,812 GENERAL OBLIGATION SEWER REVENUE  
NOTE, SERIES 2013B, PROVIDING FOR ITS ISSUANCE AND AUTHORIZING  
EXECUTION OF A BOND PURCHASE AND PROJECT LOAN AGREEMENT  
FOR THE NOTE

A. WHEREAS, the City Council of the City of Willmar, Minnesota (the "City"), has heretofore applied for a loan from the Minnesota Public Facilities Authority (the "PFA") to provide financing pursuant to Minnesota Statutes, Chapters 444 and 475, for the acquisition and construction of approximately 13,000 linear feet of gravity sewer pipe and associated structures referred to as the Western Interceptor Project (collectively, the "Project"); and

B. WHEREAS, the PFA is authorized pursuant to Minnesota Statutes, Chapter 446A, as amended, to issue its bonds (the "PFA Bonds") and to use the proceeds thereof, together with certain other funds, to provide loans and other assistance to municipalities to fund eligible costs of construction of sanitary sewer collection systems; and

C. WHEREAS; the City has applied for a loan from the PFA pursuant to such program and the PFA has committed to make a loan to the City in the principal amount of \$1,886,812 to be disbursed and repaid in accordance with the terms of a Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement (the "Project Loan Agreement") to be executed by the City and the PFA, a draft copy of which has been presented to the Council and is on file with the Clerk; and

D. WHEREAS, the \$1,886,812 General Obligation Sewer Revenue Note, Series 2013B (the "Note") of the City is tax-exempt, and in addition the City will covenant to take no action to impair the tax-exemption of the PFA Bonds; and

E. WHEREAS, in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(4), the City is authorized to issue obligations to a board, department or agency of the State of Minnesota by negotiation and without advertisement for bids and the PFA is, and has represented that it is, a board, department or agency of the State of Minnesota; and

F. WHEREAS, a contract or contracts for the Project have been made by the City with the approval of the PFA and all other state and federal agencies of which approval is required:

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

1. Acceptance of Offer; Payment; Forgivable Loan. The offer of the PFA to purchase a \$1,886,812 General Obligation Sewer Revenue Note, Series 2013B of the City (the "Note") at the rate of interest hereinafter set forth, and to pay therefor the sum of \$1,886,812 as provided below, is hereby accepted, and the sale of the Note is hereby awarded to the PFA. Payment for the Note by the PFA shall be made in installments as eligible costs of the Project are reimbursed or paid, all as provided in the Project Loan Agreement.

2. Title; Date; Denomination; Interest Rates; Maturities. The Note shall be a fully registered negotiable obligation, shall be titled the "General Obligation Sewer Revenue Note, Series 2013B", shall be dated as of the date of delivery and shall be issued forthwith. The Note shall be in the principal amount of \$1,886,812, or so much thereof as shall be disbursed pursuant to the Project Loan Agreement, shall bear interest on so much of the principal amount of the Note as may be disbursed and remains unpaid until the principal amount of the Note has been paid or has been provided for, at the rate of one and one hundred twenty four thousandths percent (1.124%) per annum (calculated on the basis of a 360-day year of twelve 30-day months). Interest on the Note is payable semi-annually on February 20 and August 20, commencing February 20, 2014 interest starts accruing as of the date of the initial disbursement. Principal on the Note shall mature on August 20 of the years and in the installments as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2014	\$6,812	2029	\$82,000
2015	5,000	2030	82,000
2016	5,000	2031	83,000
2017	5,000	2032	84,000
2018	15,000	2033	85,000
2019	24,000	2034	86,000
2020	35,000	2035	87,000
2021	42,000	2036	88,000
2022	50,000	2037	89,000
2023	76,000	2038	90,000
2024	77,000	2039	91,000
2025	78,000	2040	92,000
2026	79,000	2041	93,000
2027	80,000	2042	96,000
2028	81,000		

Interest shall accrue only on the aggregate principal amount of the Note which has been disbursed and is unpaid under the Project Loan Agreement. The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of the Note has not been disbursed; provided that if the full principal amount of the Note is never disbursed, the amount of the principal not disbursed shall be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be reamortized to provide similarly level annual installments of total debt service payments). Principal, interest and any premium due under the Note will be paid on each payment date by wire payment, or by check or draft mailed at least five business days prior to the payment date to the person in whose name the Note is registered, in any coin or currency of the United States which at the time of payment is legal tender for public and private debts.

Interest on the Note includes amounts treated by the PFA as service fees.

3. Purpose; Cost. The proceeds of the Note shall provide funds to finance construction of the Project. The total cost of the construction of the Project, including legal and other professional charges, publication and printing costs, interest accruing on money borrowed for the Project before the collection of net revenues pledged and appropriated therefor, and all other costs necessarily incurred and to be incurred from the inception to the completion of the Project, is estimated to be at least equal to the amount of the Note. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Redemption. The Note shall be subject to redemption and prepayment in whole or in part at the option of the City or mandatorily as provided in the Project Loan Agreement. If

redemption is in part, installments of principal payable last under the Note shall be prepaid first, unless the City and the holder of the Note agree to a different result.

5. Registration of Note. At the time of issuance and delivery of the Note, the officer of the City performing the functions of the Treasurer (the "Treasurer") shall register the Note in the name of the payee in a note register which the Treasurer and the officer's successors in office shall maintain for the purpose of registering the ownership of the Note. The Note shall be prepared for execution with an appropriate text and spaces for notation of registration. The force and effect of such registration shall be as stated in the form of Note hereinafter set forth. Payment of principal installments and interest, whether upon redemption or otherwise, made with respect to the Note, may be made to the registered holder thereof or to the registered holder's legal representative, without presentation or surrender of the Note.

6. Form of Note. The Note, together with the Certificate of Registration attached thereto, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF KANDIYOHI  
CITY OF WILLMAR

\$1,886,812 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2013B

The City of Willmar, Kandiyohi County, Minnesota (the "City"), certifies that it is indebted and for value received promises to pay to the Minnesota Public Facilities Authority or the registered assign, the principal sum of ONE MILLION EIGHT HUNDRED EIGHT-SIX THOUSAND EIGHT HUNDRED TWELVE DOLLARS, or so much thereof as may have been disbursed, on August 20 of the years and in the installments as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2014	\$6,812	2029	\$82,000
2015	5,000	2030	82,000
2016	5,000	2031	83,000
2017	5,000	2032	84,000
2018	15,000	2033	85,000
2019	24,000	2034	86,000
2020	35,000	2035	87,000
2021	42,000	2036	88,000
2022	50,000	2037	89,000
2023	76,000	2038	90,000
2024	77,000	2039	91,000
2025	78,000	2040	92,000
2026	79,000	2041	93,000
2027	80,000	2042	96,000
2028	81,000		

and to pay interest on so much of the principal amount of the Note as may be disbursed and remains unpaid until the principal amount hereof is paid at the rate of one and one hundred twenty four thousandths percent (1.124%) per annum (calculated on the basis of a 360-day year of twelve 30-day months). Interest on the Note is payable semiannually on each February 20 and August 20, commencing February 20, 2014. Interest starts accruing of the date of the initial disbursement.

Principal and Interest Payments. Interest shall accrue only on the aggregate amount of this Note which has been disbursed under the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement dated as of \_\_\_\_\_, 2013, by and between the City and the Minnesota Public Facilities Authority (the "Project Loan Agreement"). The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of this Note has not been disbursed; provided that if the full principal amount of this Note is never disbursed, the amount of the principal not disbursed shall be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total

of all unpaid principal installments (i.e., the remaining principal payment schedule shall be reamortized to provide similarly level annual installments of total debt service payments). Interest on this Note includes amounts treated by the Minnesota Public Facilities Authority as service fees. Principal, interest and any premium due under this Note will be paid on each payment date by wire payment, or by check or draft mailed at least five business days prior to the payment date to the person in whose name this Note is registered, in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

Redemption. This Note is subject to redemption and prepayment in whole or in part at the option of the City or mandatorily as provided in the Project Loan Agreement. If redemption is in part, installments of principal payable last under this Note shall be prepaid first, unless the City and the holder of this Note agree to a different result.

Purpose; General Obligation. This Note has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota for the purpose of providing money to finance the construction of improvements to the City's municipal sewer system (the "Sewer System"), specifically the acquisition and construction of approximately 13,000 linear feet of gravity sewer pipes and associated structures and is payable out of the PFA Debt Service Account of the Sewer Fund of the City, to which account have been pledged net revenues of the Sewer System. This Note constitutes a general obligation of the City, and to provide moneys for the prompt and full payment of said principal installments and interest when the same become due, the full faith, credit and taxing powers of the City have been and are hereby irrevocably pledged.

Registration; Transfer. This Note shall be registered in the name of the payee on the books of the City by presenting this Note for registration to the City's Treasurer, who will endorse his or her name and note the date of registration opposite the name of the payee in the certificate of registration attached hereto. Thereafter this Note may be transferred to a bona fide purchaser only by delivery with an assignment duly executed by the registered owner or the registered owner's legal representative, and the City may treat the registered owner as the person exclusively entitled to exercise all the rights and powers of an owner until this Note is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the City's Treasurer.

Fees Upon Transfer or Loss. The Treasurer may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer of this Note and any legal or unusual costs regarding transfers and lost notes.

Project Loan Agreement. The terms and conditions of the Project Loan Agreement are incorporated herein by reference and made a part hereof. The Project Loan Agreement may be attached to this Note, and shall be attached to this Note if the holder of this Note is any person other than the Minnesota Public Facilities Authority.

Tax-Exempt Obligation. The City intends that the interest on this Note will be excluded from gross income for United States income tax purposes or from both gross income and taxable net income for State of Minnesota income tax purposes.

Qualified Tax-Exempt Obligation. This Note has been designated by the City as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the federal Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Note, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the City has covenanted and agreed with the holder of this Note that it will impose and collect charges for the service, use and availability of and connection to the Sewer System at the times and in amounts necessary to produce net revenues adequate to pay all principal and interest when due on this Note; that the City will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property in the City, without limitation as to rate or amount, for the years and in amounts sufficient to pay the installments of principal and interest on this Note as they respectively become due, if the net revenues from the Sewer System and any other revenues irrevocably appropriated to said PFA Debt Service Account are insufficient therefor; and that this Note, together with all other debts of the City outstanding on the date hereof, being the date of its actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Willmar, Kandiyohi County, Minnesota, by its City Council has caused this Note to be executed on its behalf by the signatures of its Mayor and of its Clerk, and the corporate seal of the City having been intentionally omitted as permitted by law, all as of (do not date), 2013.

CITY OF WILLMAR, KANDIYOHI COUNTY,  
MINNESOTA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Note may be made only by the registered owner or his, her or its legal representative last noted below.

**DATE OF  
REGISTRATION**  
(do not date)

**SIGNATURE OF CITY  
REGISTERED OWNER**

**TREASURER**

Minnesota Public Facilities Authority  
Saint Paul, Minnesota  
Federal Employer Identification  
No. 41-6007162

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Execution. The Note shall be executed on behalf of the City by the signatures of its Mayor and Clerk and be sealed with the seal of the City; provided, however, that the seal of the City may be intentionally omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Note may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

8. Delivery; Application of Proceeds. The Note when so prepared and executed shall be delivered by the Treasurer to the purchaser thereof prior to disbursements pursuant to the Project Loan Agreement, and the purchaser shall not be obliged to see to the proper application thereof.

9. Fund and Accounts. There has heretofore been created a separate fund in the City treasury designated the Sewer Fund (the "Fund"). The Treasurer and all municipal officials and employees concerned therewith shall establish and maintain financial records of the receipts and disbursements of the municipal sewer system (the "Sewer System") in accordance with this resolution. There shall be maintained in the Fund, in addition to any accounts heretofore created, the following accounts:

(a) A "PFA Construction Account", to which shall be credited all draws received on the Note. The draws under the Note shall be the only source of moneys credited to the PFA Construction Account. It is recognized that the sale proceeds of the Note are received in reimbursement for costs expended on the Project or in direct payment of such costs, and that accordingly the moneys need not be placed in the PFA Construction Account upon receipt but may be applied immediately to reimburse the source from which the expenditure was made. The moneys in the PFA Construction Account shall be used solely for the purpose of paying for the cost of constructing the Project, including all costs enumerated in Minnesota Statutes, Section 475.65, provided that such moneys shall only be expended for costs and expenses which are permitted under the Project Loan Agreement. The PFA prohibits the use of proceeds of the Note to reimburse costs initially paid from proceeds of other obligations of the City unless otherwise specifically approved. Upon completion of the Project and the payment of the costs thereof, any surplus shall be transferred to the PFA Debt Service Account.

(b) An "Operation and Maintenance Account", into which shall be paid all gross revenues and earnings derived from the operation of the Sewer System, including all charges for the service, use and availability of and connection to the Sewer System, when collected, and all moneys received from the sale of any facilities or equipment of the Sewer System or any by-products thereof. From this account there shall be paid all the normal, reasonable and current costs of operating and maintaining the Sewer System. Current expenses include the reasonable and necessary costs of operating, maintaining and insuring the Sewer System, salaries, wages, costs of materials and supplies, necessary legal, engineering and auditing services, and all other items which, by sound accounting

practices, constitute normal, reasonable and current costs of operating and maintenance, but excluding any allowance for depreciation, extraordinary repairs and payments into any debt service account. All moneys remaining in the Operation and Maintenance Account after paying or providing for the foregoing items constitute, and are referred to in this resolution as, "net revenues".

(c) A "PFA Debt Service Account", to which shall be irrevocably appropriated, pledged and credited: (1) net revenues of the Sewer System in an amount sufficient, with other moneys, to pay the principal of, and interest on, the Note when due; (2) any collection of taxes which may hereafter be levied in the event the net revenues of the Sewer System herein pledged for the payment of the Note are insufficient therefor; (3) all investment earnings on moneys held in the PFA Debt Service Account; (4) any amounts transferred from the PFA Construction Account; and (5) any other moneys which are properly available and are appropriated by the City Council to the PFA Debt Service Account. The moneys in said account shall be used only to pay or prepay the principal of, and interest on, the Note and any other general obligation bonds hereafter issued and made payable from said account, and to pay any rebate due to the United States with respect to the PFA Bonds in connection with the Note.

(d) Excess net revenues may be used for any proper purpose.

No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued, and (2) in addition to the above in an amount not greater than the lesser of 5% of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note or any sums from time to time held in the PFA Construction Account, Operation and Maintenance Account or PFA Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Note) in excess of amounts which under then-applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. In addition, moneys in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the federal Internal Revenue Code of 1986, as amended (the "Code").

The City shall observe the covenants of paragraphs 17, 18 and 19 of this resolution and of Article III of the Project Loan Agreement with regard to the Fund.

10. Coverage Test; Pledge of Net Revenues; Excess Revenues. It is hereby found, determined and declared that the net revenues of the Sewer System are sufficient in amount to pay when due 105% of the principal of and interest on the Note and any other outstanding obligations payable from net revenues of the Sewer System when due, and the net revenues of the Sewer System are hereby pledged to the payment of the Note, but solely to the extent

required to meet, with other pledged sources, 105% of the principal and interest requirements of the Note as the same become due. Excess net revenues may be used for any proper purpose. Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the Sewer System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that estimated net revenues of the Sewer System will be sufficient, in addition to all other sources, for the payment of the Note and such additional obligations, and any such pledge and appropriation of net revenues may be made superior or subordinate to, or on a parity with, the pledge and appropriation herein.

11. Pledge to Produce Revenues. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the holder of the Note that it will impose and collect charges for the service, use and availability of and connection to the Sewer System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Note.

12. General Obligation Pledge. The full faith, credit and taxing powers of the City shall be, and are hereby, irrevocably pledged for the prompt and full payment of the principal and interest on the Note as the same respectively become due. If the net revenues of the Sewer System appropriated and pledged to the payment of principal and interest on the Note, together with other funds irrevocably appropriated to the PFA Debt Service Account shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount, an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as they become due. If the balance in the PFA Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other obligations payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed, with or without interest, from the PFA Debt Service Account when a sufficient balance is available therein.

13. Certificate of Registration. The Clerk is hereby directed to file a certified copy of this resolution with the County Auditor of Kandiyohi County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's certificate that the Note has been entered in the County Auditor's Bond Register.

14. Project Loan Agreement. The Project Loan Agreement is hereby approved in substantially the form heretofore presented to the City Council, and in the form executed is hereby incorporated by reference and made a part of this resolution. Each and all of the provisions of this resolution relating to the Note are intended to be consistent with the provisions of the Project Loan Agreement, and to the extent that any provision in the Project Loan Agreement is in conflict with this resolution as it relates to the Note, that provision shall control and this resolution shall be deemed accordingly modified. The Mayor and Clerk have previously executed the Project Loan Agreement and it has been submitted to the Authority. The execution of the Project Loan Agreement by the appropriate officers shall be conclusive evidence of the approval of the Project Loan Agreement in accordance with the terms hereof. The Project Loan

Agreement may be attached to the Note, and shall be attached to the Note if the holder of the Note is any person other than the PFA.

15. Principal Forgiveness. In addition to the Note, the City is obligated to repay the Principal Forgiveness (as defined in the Project Loan Agreement) in accordance with Section 2.3 of the Project Loan Agreement. Notwithstanding any provision to the contrary in the Project Loan Agreement, the Principal Forgiveness is payable solely from legally available funds and is a special, limited revenue obligation of the Sewer System and not a general obligation of the City. Neither the full faith and credit nor the taxing powers of the City are pledged to the payment of the Principal Forgiveness.

16. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the PFA, and to the attorneys approving the legality of the issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates, and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates, and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

17. Negative Covenants as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that no actions will be taken over the term of the Note that would cause it to be a private activity bond, and the average term of the Note is not longer than reasonably necessary for the governmental purpose of the issue. The City hereby covenants not to use the proceeds of the Note in such a manner as to cause the Note to be a "hedge bond" within the meaning of Section 149(g) of the Code.

The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangement for the cost of the Project, in such a manner as to cause the PFA Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that it will take no actions over the term of the Note that would cause the PFA Bonds to be private activity bonds, and the average term of the Note is not longer than reasonably necessary for its governmental purpose.

18. Tax-Exempt Status of the Note; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (a) requirements relating to temporary periods for investments, (b) limitations on amounts invested at a yield greater than the yield on the Note, and (c) the rebate of excess investment earnings to the United States if the Note (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small-issuer exception amount of \$5,000,000.

For purposes of qualifying for the exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (a) the Note is issued by a governmental unit with general taxing powers, (b) the Note is not a private activity bond, (c) 95% or more of the net proceeds of the Note are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (d) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Note is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

19. Tax-Exempt Status of the PFA Bonds; Rebate. The City shall comply with requirements necessary under the Code in order to not impair the exclusion from gross income under Section 103 of the Code of the interest on the PFA Bonds, including without limitation (a) requirements relating to temporary periods for investments of the Note proceeds and sinking fund proceeds, (b) limitations on Note proceeds and sinking fund proceeds invested at a yield greater than the yield on the PFA Bonds, and (c) the rebate of excess investment earnings on the Note proceeds to the United States. The City covenants and agrees with the PFA and holders of the Note that the investments of proceeds of the Note, including the investment of any revenues pledged to the Note which are considered gross proceeds of the PFA Bonds under the applicable regulations, and accumulated sinking funds, if any, shall be limited as to amount and yield in such manner that the PFA Bonds shall not be arbitrage bonds within the meaning of Section 148 of the Code and any regulations thereunder. On the basis of the existing facts, estimates and circumstances, including the foregoing findings and covenants, the City hereby certifies that it is not expected that the proceeds of the Note will be used in such manner as to cause the PFA Bonds to be arbitrage bonds under Section 148 of the Code and any regulations thereunder. The Mayor and Clerk shall furnish a certificate to the PFA based on the foregoing certification at the time of delivery of the Note to the PFA. The proceeds of the Note will not be used in such manner so that the Note is a private activity bond under Section 103(b) of the Code.

20. Designation of Qualified Tax-Exempt Obligation. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Note is issued after December 31, 2008;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (c) the City hereby designates the Note as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the

City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2013 will not exceed \$10,000,000; and

(e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2013 have been designated for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

21. Compliance with Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Note, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than 60 days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively, the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Note, and (ii) a de minimis amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or 5% of the proceeds of the Note.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Note or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Note and in all events within the period ending on the date which is the later of three years after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Note proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Note is issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph 21 upon receipt of an opinion of its Bond Counsel for the Note stating in effect that such action will not impair the tax-exempt status of the Note.

22. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

23. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

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

and the following voted against the same: \_\_\_\_\_

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF KANDIYOHI  
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to the \$1,886,812 General Obligation Sewer Revenue Note, Series 2013B.

WITNESS my hand on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Clerk

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, JUNE 10, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, June 10, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Mike Schramm and Bill Fenske of Rice Memorial Hospital, Ryan McCormick of Willmar Public Library, Jill Bengtson of Willmar HRA, Mayor Frank Yanish, and Accounting Supervisor Carol Cunningham.

**Item No. 1 – Public Comment**

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

**Item No. 2 – Rice Memorial Hospital 2012 Final and 04/30/13 Financial Reports ( Information )**

Bill Fenske, CFO of Rice Hospital, presented the Committee with the 2012 Financial Report, which reflects an increase in net assets of \$4,061,904 as of December 31. Mr. Fenske also discussed the April 30, 2013, Financial Report which reflects a net loss of \$1,205,613. Volumes are down so far in 2013, including outpatient services. It was noted that the debt service coverage ratio is still good. Mike Schramm, CEO of Rice Hospital, discussed efforts being undertaken to improve Rice Home Medical as well as efforts to recruit more specialized physicians for the hospital. They also continue to monitor the decrease in demand for hospital services. This matter was received for information only.

**Item No. 3 – Willmar Library Funding Request ( Resolution )**

Ryan McCormick, of the Willmar Public Library, presented the Committee with a request for disbursement of \$12,000 from the Library Capital Reserve Fund for the purchase of 12 new tables for the multipurpose room. They would replace existing tables which are nearly twenty years old. It was noted there are over 200 groups that utilize the multipurpose room in a year so they are well used. He briefly described the new, high-quality, tables which would be easier to set up and take down and would include electrical outlets and data ports. This cost is eligible to be paid from the Library Reserve Fund which was established from the prior local option sales tax program that funded the Library's construction. Following discussion, it was moved by Council Member Nelsen, seconded by Council Member Johnson, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution allocating \$12,000 from the Library Reserve Fund for the purchase of 12 new tables for the multipurpose room.

**Item No. 4 – HRA – Highland Apartments Bond Refinancing ( Resolution )**

Jill Bengtson, HRA Executive Director, presented to the Committee a proposal to refinance Highland Apartments' debt by applying for low-income housing tax credits and a Minnesota Housing Finance Agency mortgage at 4.75% for 30 years. The purpose of this debt refinance is to lower the debt interest rate and to complete some refurbishing of the units. The scope of work to be done was reviewed as well as development costs involved. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution supporting the Willmar HRA's proposed Highland Apartments redevelopment project and to agree to act as applicant for the submission of a Small Cities Development grant, if necessary, to provide funding for a portion of the project.

**Item No. 5 – HRA SCDP Contract and Section 3 Plan**

HRA Executive Director Jill Bengtson presented the Administrative Contract for the current Willmar SCDP Program. This contract formally authorizes the Willmar HRA to administer the SCDP Program on behalf of the City of Willmar. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution approving the Administrative Contract for the Willmar SCDP Program and authorizing the Mayor and the City Administrator to execute said contract.

Ms. Bengtson then presented the City of Willmar Section 3 Plan which gives preference to low- and very-low income persons or businesses working on HUD-funded projects. This plan is required by HUD to administer the SCDP Program. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution adopting the Section 3 Plan as presented.

**Item No. 6 – City Clerk Investment Report**

City Clerk Kevin Halliday reported to the Committee that he had discussed interest rates for short-term investments with Bremer Bank. The current interest rate received on the City's Flex Gold Savings account at Heritage Bank is .10%. The annual yield proposed currently by Bremer Bank is .55%, less bank and administrative fees which could net to approximately .25%. It was staff's recommendation to proceed with transferring some of the City's short-term investments from Heritage Bank to Bremer Bank. The consensus of the Committee was that Heritage Bank should be contacted again to determine if they would provide a counter offer. Following discussion, it was moved by Council Member Nelsen, seconded by Council Member Johnson, and passed to make the following:

**RECOMMENDATION:** to make a motion authorizing the City Clerk-Treasurer to open a new account at Bremer Bank for short term investments, subject to Heritage Bank providing a counter offer.

**Item No. 7 – Mid-Minnesota Development Lease Agreement**

Administrator Stevens explained to the Committee that Mid-Minnesota Development has been leasing office space in the basement of City Hall for many years with the existing lease expiring May 31, 2013. The current rent is \$1,350/month and is proposed to be increased \$50/month for the first year and each year thereafter on a three-year lease. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to make a motion authorizing the Mayor and the City Administrator to execute a three-year lease with Mid-Minnesota Development effective June 1, 2013, as presented.

**Item No. 8 – Reports ( Information )**

The Committee received the April 30, 2013, General Fund Financial Report. This matter was taken for information only.

**Item No. 9 – Old Business (Information)**

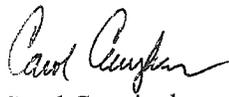
- A) Chair Anderson reminded Committee members to provide the Mayor with budget information by the end of June.
- B) Administrator Stevens reminded the Committee that the waste treatment rates will be discussed at the City Council meeting Monday, June 17, 2013.

**Item No. 10 – New Business (Information)**

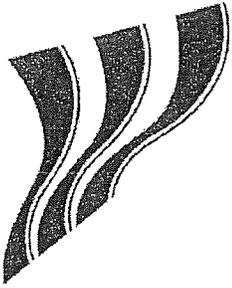
Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, the meeting was adjourned at 5:56 p.m. upon motion by Council Member Johnson, second by Council Member Fagerlie, and carried.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



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

**Agenda Item Number:** 3

**Meeting Date:** June 10, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

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

**Originating Department:** Finance

**Agenda Item:** Rice Memorial Hospital Financial Reports: 2012 Final and 04/30/13

**Recommended Action:** Review and discuss the Rice Memorial Hospital Financial Reports for the year ended 12/31/2012 and for the current year through 04/30/2013.

**Background/Summary:** Periodic review and discussion with Rice Hospital Staff regarding the financial condition of Rice Hospital.

**Alternatives:** None suggested.

**Financial Considerations:** None.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

Rice Memorial Hospital  
Financial Statements  
April 30, 2013

Executive Summary

April was another negative month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a loss of \$315,000 from operations in April compared to budgeted Operating Income of \$151,000 which compounded the YTD budget deficit to \$2.5 million. The primary contributing factor for this month's loss was the write-offs of receivables at Home Medical which accounted for \$280,000 of the deficit. The write-offs related to three main areas: prior errors and adjustments on old accounts; lack of documentation and medical necessity; and timely filings. The unfortunate aspect to this issue is that we believe we have not fully cleared up the issues from the old accounts and thus further write-offs may be necessary. At this point, 100% of the Billing department is working on this issue and Rice is outsourcing the work on the newer accounts through the software system vendor. In addition to Home Medical write-offs; Hospital Net Patient Revenue was 8.6% less than projected due to lower than expected outpatient activity. Outpatient Revenues were 10.7% less than budget and 5.7% less than last year. In addition, profitability at Willmar Medical Services (WMS) activity also contributed to the lower than projected results.

Here is a summary of key financial indicators:

	<u>Actual</u>	<u>Budget</u>	<u>Last Month/ Last YTD</u>	<u>Prior Year</u>	<u>Benchmark</u>
Operating Margin-Month	-4.1%	1.8%	-2.7%		
Operating Margin-YTD	-5.1%	2.8%	-2.4%	1.4%	2.2%
Excess Margin-Month	-2.2%	2.6%	0.8%		
Excess Margin-YTD	-3.8%	3.7%	-1.2%	2.3%	2.8%
EBIDA Margin-Month	8.3%	12.5%	10.6%		
EBIDA Margin-YTD	6.4%	13.2%	8.8%	13.1%	10.8%
Net Days of Receivables	56	50	67	64	46
Days of Cash	110	129	98	114	131
Debt/Capitalization	42.7%	41.8%	44.9%	43.4%	38.7%
Cash/Debt	63%	82%	54%	63%	87%

**April 30, 2013 Balance Sheet:**

The April YTD balance sheet realized a decrease in Net Assets of \$844,000. Total Assets have decreased \$3.6 million while Total Liabilities have decreased \$2.7 million. The Total Asset decrease was due to a decrease in Current Assets of \$4.3 million; an increase in Assets Limited as to Use of \$112,000; an increase in Property, Plant, and Equipment of \$974,000; and a decrease in Other Assets of \$378,000. The increase in Current Assets was due to decreases in Cash, Trustee Bond Agreement reserves (debt service payments) and Receivables. Receivable collections have improved as Days Outstanding decreased in April from 58 days to 56 days. Assets Limited as to Use has

increased due to market value increases in the Rice Trust Endowment Fund. Property, Plant, and Equipment has increased due to the Care Center Project and Other Assets have decreased due to General Investment transfers to Cash offset by a timing difference in the investment in Willmar Medical Services. Cash & General Investments have decreased \$1.0 million since December 31, 2012 due to lower than anticipated operating performance. Liabilities have decreased due decreases in Current Liabilities and debt payments. Net Assets have decreased due to financial performance but offset somewhat by increases in Specific Purpose Funds and the Rice Trust Fund.

#### **April 2013 Results:**

The overall net Operating Loss was \$315,000 compared to budgeted Operating Income of \$151,000 and compared to last year's Operating Loss of \$216,000. Hospital Patient Revenues were \$174,000 (1.6%) less than budget for the month but 1.7% greater than the prior year. Inpatient Revenues were 13.0% greater than budget but Outpatient Revenues were 10.7% less than budget. Inpatient revenues were driven by increased revenues in many departments due to the increased census. Outpatient Revenue decreases were the result of lower revenues in Surgery, Lab, Radiation Oncology, and Hospice. The revenue variances related to lower volumes however, Surgery continued to experience a lower acuity of procedures thus creating its negative rate variance. Care Center Revenues were greater than budget by 11.2% due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 5.5% higher than budget due to higher Rental Revenue activity.

Consolidated deductions from revenue were 5.1% (\$420,000) greater than budget due to the Home Medical write-offs and payer mix. Separating out these write-offs of \$280,000 still indicate that the payer mix continues to push toward government sources thus lowering the reimburse rate. As a result, a negative Net Patient Revenue variance of \$780,000 (8.8%) occurred in the month. The Hospital's reimbursement rate for the month was 47.36% compared to a budget of 48.72%; a negative revenue variance of \$201,000.

Other operating revenues were \$281,000 (18.7%) less than budget due to projected lower WMS activity and profits. WMS activity at Rice was less than budget by \$109,000 (6.2%) due to lower Radiation Oncology and Imaging activity. Total Operating Revenues were \$7.6 million or \$952,000 (11.1%) less than budget and \$498,000 (6.1%) less than last year.

Net Expenses were \$7.9 million which was \$485,000 (5.8%) less than budget. Expenses were mostly lower than budget for the month with Salaries \$40,000 (1.1%) less than budget due to lower Hospital patient activity and lower FTE's. Contract Labor was \$24,000 (8.7%) greater due to Care Center contracted therapy costs. Benefits were \$162,000 (14.6%) less due to Health Insurance claims. Supplies were \$156,000 (15.1%) less than budget due lower activity in Surgery and Home Medical sales. Drugs were \$287,000 (36.3%) less due to lower Medical Oncology purchases. Purchased Services were \$1,900 (0.4%) less than budget; Repairs were at \$6,100 (2.3%) greater than budget; Utilities were \$19,000 (14.8%) less than budget; Insurance was \$2,600 (4.5%) less than budget; Patient Related Travel was \$2,600 (7.1%) greater than budget; Education, Travel, and Dues were \$3,100 (4.0%) less than budget; and Other was \$3,700 (9.7%) less than budget. Depreciation was \$29,000 (4.2%) less than budget while Interest was \$8,000 (5.5%) less than budget as Care Center financing has not occurred. Bad Debts were \$35,000 (24.6%) less than budget with Taxes \$5,600 (3.0%) greater than budget due to

MN Care taxes paid. Bad Debts and Uncompensated Care were \$76,000 (27.9%) less than budget and 25.6% less than last year.

Non-operating activity was \$70,000 greater than budget due to unrealized gains on investments. Rice will continue to monitor its investments and analyze if some investments that should be sold in order to capture the realized gains on the instruments. In addition, this is an agenda item at the upcoming meeting.

The Hospital generated Operating Income of \$1,000 compared to budgeted Operating Income of \$115,000 and last year's Operating Loss of \$135,000. Care Center activity generated an Operating Loss of \$18,000 compared to expected Operating Income of \$61,000 and last year's Operating Income of \$48,000. Home Medical activity generated an Operating Loss of \$297,000 compared to a budgeted Operating Loss of \$25,000 and last year's Operating Loss of \$55,000.

#### **April YTD 2013 Results:**

The overall net Operating Loss was \$1.5 million compared to budgeted Operating Income of \$986,000 and last year's Operating Loss of \$793,000. Hospital Patient Revenues were \$2.3 million (5.0%) less than budget and 2.7% less than last year. Inpatient Revenues were 0.5% less than budget and Outpatient Revenues 8.2% less than budget. Inpatient revenues were driven by the lower census while Outpatient Revenues were the result of lower revenues in Surgery, Anesthesia, Emergency, Pharmacy, Lab, and Medical Imaging activity. Most of the revenue variances related to lower volumes however, Surgery experienced a lower acuity of procedures thus creating a negative rate variance. Care Center Revenues were greater than budget by \$179,000 (5.4%) due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 0.6% greater than budget (Rental revenues) and 18.3% greater than last year due to higher Sales and Rental revenues.

Consolidated deductions from revenue were only 0.4% (\$141,000) less than budget even though Patient Revenues were 4.9% less than budget. A downward shift in reimbursement due to government payers contributed to this variance along with the negative write-offs at Home Medical. Net Patient Revenue was \$3.3 million (9.1%) less than budget and 4.2% less than last year. The Hospital's reimbursement rate was 47.28% compared to a budget of 49.12%; a negative revenue variance of \$1.0 million.

Other operating revenues were \$868,000 (14.4%) less than budget due to lower WMS activity and profits. WMS activity at Rice was less than budget by \$339,000 (4.8%) due to lower Medical Oncology and Imaging activity. Total Operating Revenues were \$31.5 million or \$3.8 million (10.9%) less than budget and \$1.4 million (4.4%) less than last year.

Net Expenses were \$33.1 million which was \$1.2 million (3.7%) less than budget. Expenses were mostly lower with Salaries \$359,000 (2.3%) less than budget due to lower Hospital patient activity and thus lower FTE's. Contract Labor was \$83,000 (8.1%) greater due to Care Center contracted therapy costs. Benefits were \$48,000 (1.1%) lower due to Health Insurance claims. Supplies were \$363,000 (8.5%) less than budget due lower activity in Surgery and Home Medical sales. Drugs were \$1.0 million (32.2%) less due to Medical Oncology purchases and decreased Hospital patient activity. Purchased Services were at budget; Repairs were \$30,000 (2.8%) greater than budget due new patient monitoring leases; Utilities were \$35,000 (6.3%) less than budget; Insurance was

\$12,000 (5.3%) less than budget; Patient Related Travel was at budget; Education, Travel, and Dues were \$30,000 (9.1%) greater than budget due to Administration and SWEPT activity; and Other was \$4,700 (3.1%) less than budget. Depreciation was \$39,000 (1.4%) less than budget while Interest was \$31,000 (5.4%) less than budget. Bad Debts were \$107,000 (18.3%) less than budget with Taxes \$26,000 (3.5%) less than budget. Bad Debts and Uncompensated Care were \$239,000 (21.7%) less than budget and \$93,000 (9.7%) less than last year.

Non-operating activity was \$75,000 greater than budget. Rice will continue to monitor its investments and analyze if some investments that should be sold in order to capture the realized gains on the instruments.

The Hospital generated an Operating Loss of \$1.4 million compared to budgeted Operating Income of \$755,000 and last year's Operating Loss of \$807,000. Care Center activity generated Operating Income of \$70,000 compared to expected Operating Income of \$243,000 and last year's Operating Income of \$82,000. Home Medical activity generated an Operating Loss of \$232,000 compared to a budgeted Operating Loss of \$11,000 and last year's Operating Loss of \$68,000.

#### **Statistical and Volume Summary**

Statistics and volumes were mixed for the month. Patient days were 75 (8.0%) greater than budget with admissions were 30 (11.2%) greater than budget yielding a decrease in length of stay of 2.6% from budget. Compared to the prior year, patient days were 46 (4.8%) greater for the month with admissions 25 (9.3%) greater than last year. The average daily census for the month was 33.8 compared to a budget of 31.3 and 32.3 last year. Observation patients were 39.2% less than budget and 31.6% less than last year. Medicare case mix was 6.3% less than budget while the overall case mix was 5.7% less than budget. Overall activity as measured in terms of adjusted admissions was 4.9% less than budget and 2.4% less than last year while adjusted patient days were 7.7% less than budget and 6.4% less than last year. There were 83 deliveries for the month compared to a budget of 61 and 67 from a year ago. Care Center resident days were 11.4% less than budget with a 65.1 average daily census.

YTD patient days were 64 (1.5%) less than budget while admissions were 15 (1.3%) less than budget yielding a 0.7% decrease from budget. Compared to the prior year, patient days were 189 (4.4%) less with admissions 36 (3.0%) less than last year. The average daily census was 33.9 compared to a budget of 34.4 and 35.2 last year. Observation patients were 31.6% less than budget and 25.2% less than last year. Medicare case mix was 4.7% less than budget while the overall case mix was 2.3% less than budget. Overall activity as measured in terms of adjusted admissions was 6.7% less than budget and 6.5% less than last year while adjusted patient days were 6.8% less than budget and 7.7% less than last year. There were 275 deliveries compared to a budget of 241 and 240 from a year ago. Care Center resident days were 9.6% less than budget with a 66.7 average daily census.

Ancillary departments were mixed for the month. Surgery & GI procedures were 7.7% greater than budget and 7.5% greater than last year. Emergency Room visits were 10.5% less than budget and 10.2% less than last year. Lab tests were down 6.8% from budget and 7.1% less than last year. Medical Imaging procedures were down 8.9% from budget and 8.8% less than last year. Radiation Oncology treatments were 45.1% less than budget and 44.6% less than last year while Medical Oncology visits were 7.8% less than

budget and 7.1% less than last year. Dialysis treatments were 10.5% greater than budget and 11.6% greater than last year; Rehab visits were 17.5% less than budget and 17.2% less than last year; Hospice visits were 19.5% less than budget and 21.9% less than last year; and Ambulance runs were 0.5% less than budget but 0.5% greater than last year.

On a YTD basis, Surgery & GI procedures were 2.3% greater than budget and 2.1% greater than last year. Emergency Room visits were 6.6% less than budget and 6.3% less than last year. Lab tests were down 9.4% from budget and 9.9% less than last year. Medical Imaging procedures were down 13.7% from budget and 13.7% less than last year. Radiation Oncology treatments were 33.4% less than budget and 32.8% less than last year while Medical Oncology visits were 13.0% less than budget and 12.2% less than last year. Dialysis treatments were 9.9% greater than budget and 11.0% greater than last year; Rehab visits were 5.1% less than budget and 5.5% less than last year; Hospice visits were 3.1% less than budget and 6.0% less than last year; and Ambulance runs were 2.8% greater than budget and 3.8% greater than last year.

Full Time Equivalent's (FTE's) for the month were 795 compared to a budget of 804 (1.0%) and compared to last year's total of 792 (0.5%). Hospital FTE's were 1.5% less than budget; Care Center 6.2% less than budget; and Home Medical 8.9% greater than budget. YTD FTE's were 802 compared to a budget of 820 (2.2%) and last year's total of 806 (0.4%). Hospital FTE's were 2.6% less than budget and 1.8% less than last year; Care Center was 3.3% less than budget and 0.5% less than last year; and Home Medical was 2.6% greater than budget and 12.6% greater than last year.

#### **Key Indicators**

The Operational indicators were negative for the month compared to budget. Consolidated Operating Margin was -4.1% compared to the budget target of 1.8% and last year's -2.7%. Excess Margin was -2.2% compared to a budget of 2.6% and last year's 0.8%. The EBIDA Margin was 8.3% for the month compared to a budget of 12.5% and last year's 10.6%. The YTD Operational indicators were negative compared to budget. Consolidated Operating Margin was -5.1% compared to the budget of 2.8% and last year's -2.4%. Excess Margin was -3.8% compared to a budget of 3.7% and last year's -1.2%. The EBIDA Margin was 6.4% compared to a budget of 13.2% and last year's 8.8%.

The Financial ratios indicate that the Debt/Capitalization ratio of 42.7% was higher than the year-end target of 41.8% and higher than the benchmark of 38.7%. Debt Service Coverage was 1.7 compared to the budget of 3.1 and the debt covenant of 1.25. Days in accounts receivable were 56 compared to a target of 50 and last year's 67. Days of Cash were 110 compared to the year-end target of 129 and last year's 98. The Cash/Debt ratio was 63% compared to the year-end target of 82%; last year's 54% and the benchmark of 87%. The Financial Strength Index was -0.85 compared to the budget of 1.21 and 0.73 last year.

YTD Hospital productivity ratios in terms of staffing was greater than budget with FTE's per adjusted admit at 15.1 compared to a budget of 14.7; last year's ratio of 14.4; and the benchmark of 14.9. FTE's per adjusted patient day were 4.3 compared to the budget of 4.1; last year's ratio of 4.0; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.4 compared to the budget of 6.1 and the benchmark of 5.8. Sales per FTE at Home Medical were \$154,600 which was 1.9% less than the target but 5.1% higher than last year.

**RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
BALANCE SHEET**  
For the Four Months Ending April 30, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
<b>1 ASSETS</b>			
<b>2 CURRENT ASSETS</b>			
3 CASH AND CASH EQUIVALENTS	\$2,698,165	\$2,999,489	(\$301,323)
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,186,649	2,393,907	(1,207,257)
5 ACCOUNTS RECEIVABLE NET	15,423,011	18,416,955	(2,993,944)
6 OTHER RECEIVABLES	477,391	626,156	(148,765)
7 INVENTORY	2,017,605	1,881,543	136,062
8 PREPAID EXPENSES	1,247,055	1,080,525	166,530
<b>10 TOTAL CURRENT ASSETS</b>	<u>23,049,876</u>	<u>27,398,573</u>	<u>(4,348,697)</u>
<b>11 ASSETS LIMITED AS TO USE</b>			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,181,089	0
15 REMAINDER UNITRUST - RECEIVABLE	43,996	43,996	0
16 ENDOWMENT FUND - INVESTMENTS	2,729,190	2,616,990	112,200
<b>18 TOTAL ASSETS - USE IS LIMITED</b>	<u>5,954,275</u>	<u>5,842,075</u>	<u>112,200</u>
<b>19 PROPERTY PLANT &amp; EQUIPMENT</b>			
21 PROPERTY PLANT & EQUIPMENT	134,135,322	132,297,068	1,838,255
22 LESS: ACCUMULATED DEPRECIATION	(73,605,197)	(72,741,611)	(863,586)
<b>24 NET PROPERTY, PLANT &amp; EQUIPMENT</b>	<u>60,530,125</u>	<u>59,555,457</u>	<u>974,669</u>
<b>25 OTHER ASSETS</b>			
27 INVESTMENTS	25,231,368	25,941,901	(710,532)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	3,984,237	3,647,124	337,113
30 OTHER INVESTMENTS	79,963	79,963	0
31 GOODWILL, NET	85,611	86,056	(444)
32 DEFERRED DEBT ACQUISITION COSTS	195,402	200,398	(4,996)
<b>35 TOTAL OTHER ASSETS</b>	<u>30,001,768</u>	<u>30,380,628</u>	<u>(378,860)</u>
<b>37 TOTAL ASSETS</b>	<u>\$119,536,045</u>	<u>\$123,176,733</u>	<u>(\$3,640,688)</u>
<b>39 LIABILITIES AND NET ASSETS</b>			
<b>40 CURRENT LIABILITIES</b>			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,179,761	\$2,290,275	(\$110,514)
43 ACCOUNTS PAYABLE - TRADE	1,480,804	1,730,604	(249,800)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(29,504)	(29,504)	0
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,524,901	10,992,653	(467,752)
46 ACCRUED INTEREST AND DUE TO WMS	1,920,154	2,089,775	(169,621)
<b>48 TOTAL CURRENT LIABILITIES</b>	<u>16,076,116</u>	<u>17,073,804</u>	<u>(997,687)</u>
<b>49 LONG TERM DEBT (LESS CURRENT PORTION)</b>	<u>44,158,647</u>	<u>45,957,263</u>	<u>(1,798,616)</u>
<b>50 TOTAL LIABILITIES</b>	<u>60,234,763</u>	<u>63,031,067</u>	<u>(2,796,303)</u>
<b>53 COMMITMENTS AND CONTINGENCIES</b>			
<b>55 NET ASSETS</b>			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,181,089	0
59 SPECIFIC PURPOSE FUND	185,080	88,338	96,743
60 PERMANENT ENDOWMENT	2,729,190	2,616,990	112,200
61 CURRENT YEAR INCOME	(1,205,612)	2,430,598	(3,636,210)
62 UNRESTRICTED	54,411,534	51,828,651	2,582,883
<b>64 TOTAL NET ASSETS</b>	<u>59,301,281</u>	<u>60,145,666</u>	<u>(844,385)</u>
<b>66 TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$119,536,045</u>	<u>\$123,176,733</u>	<u>(\$3,640,688)</u>

RICE MEMORIAL HOSPITAL CONSOLIDATED  
For the Four Months Ending April 30, 2013

	CURRENT MONTH		YEAR TO DATE	
	BUDGET	VAR %	BUDGET	VAR %
ACTUAL				
OPERATING REVENUE				
INPATIENT REVENUE	\$4,657,181	13.1%	\$20,634,832	(0.5%)
OUTPATIENT REVENUE	10,680,409	(10.4%)	41,902,268	(8.5%)
RICE CARE CENTER REVENUE	823,428	11.2%	3,302,855	5.4%
RICE HOME MEDICAL REVENUE	952,359	5.5%	4,003,297	0.6%
TOTAL PATIENT REVENUE	17,093,377	(2.1%)	69,848,352	(4.9%)
LESS DISCOUNTS & CONTRACTUALS	8,584,175	5.7%	32,947,194	0.0%
LESS UNCOMPENSATED CARE	88,370	(31.7%)	515,127	(25.6%)
TOTAL DEDUCTIONS FROM REVENUE	8,672,545	5.1%	33,462,321	(0.4%)
NET REVENUE FROM PATIENTS	8,060,744	(8.8%)	36,386,031	(9.1%)
OTHER OPERATING REVENUE	1,220,762	(18.7%)	6,017,677	(14.4%)
TOTAL OPERATING REVENUE	9,281,506	(10.3%)	42,403,708	(9.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,654,673	(6.2%)	7,039,408	(4.8%)
TOTAL OPERATING REVENUE	7,626,833	(11.1%)	35,364,300	(10.9%)
OPERATING EXPENSES				
SALARIES AND WAGES	3,821,745	(1.1%)	15,633,452	(2.3%)
CONTRACT LABOR	298,542	8.7%	1,028,375	8.1%
SUPPLEMENTAL BENEFITS	950,648	(14.6%)	4,503,203	(1.1%)
SUPPLIES	881,615	(15.1%)	4,259,649	(8.5%)
DRUGS	503,351	(36.3%)	3,172,180	(32.2%)
PURCHASED SERVICES	543,893	(0.4%)	2,170,300	0.0%
REPAIRS, SERVICE & RENTALS	279,936	2.3%	1,114,250	2.8%
UTILITIES	115,285	(14.8%)	553,423	(6.3%)
INSURANCE	57,100	(2.6%)	239,135	0.3%
PATIENT RELATED TRAVEL	39,705	7.1%	151,782	5.3%
EDUCATION, TRAVEL, & DUES	75,895	(4.0%)	337,539	9.1%
OTHER	34,763	(9.7%)	155,196	(3.1%)
DEPRECIATION AND AMORT	674,842	(4.2%)	2,743,193	(1.4%)
INTEREST	138,612	(8.072)	591,282	(5.4%)
BAD DEBTS	108,732	(24.6%)	479,006	(18.3%)
TAXES & SURCHARGE	195,778	3.0%	753,542	(3.5%)
TOTAL OPERATING EXPENSES	9,393,233	(7.6%)	38,061,420	(5.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	737,295	(23.6%)	3,684,197	(17.6%)
NET OPERATING EXPENSES	7,942,291	(5.8%)	34,377,223	(3.7%)
OPERATING INCOME (LOSS)	315,458	(308.3%)	986,977	(2,585,111)
NON OPERATING INCOME	147,870	77,163	316,650	75,871
NET INCOME (LOSS)	463,328	(47.2%)	1,303,627	24.0%
PRIOR YR				
OPERATING REVENUE	\$4,587,482		\$20,411,429	
OUTPATIENT REVENUE	9,909,118		40,259,770	
RICE CARE CENTER REVENUE	715,442		2,569,959	
RICE HOME MEDICAL REVENUE	807,039		3,402,183	
TOTAL PATIENT REVENUE	16,019,081		66,650,341	
LESS DISCOUNTS & CONTRACTUALS	7,483,326		31,624,817	
LESS UNCOMPENSATED CARE	124,526		491,762	
TOTAL DEDUCTIONS FROM REVENUE	7,607,852		32,116,579	
NET REVENUE FROM PATIENTS	8,411,229		34,533,762	
OTHER OPERATING REVENUE	1,395,113		5,396,589	
TOTAL OPERATING REVENUE	9,806,342		39,930,351	
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,681,136		6,965,929	
TOTAL OPERATING REVENUE	8,125,206		32,964,422	
OPERATING EXPENSES				
SALARIES AND WAGES	3,643,030		15,269,157	
CONTRACT LABOR	282,556		1,270,924	
SUPPLEMENTAL BENEFITS	1,223,981		4,471,185	
SUPPLIES	973,373		3,801,844	
DRUGS	750,564		3,118,519	
PURCHASED SERVICES	630,197		2,565,899	
REPAIRS, SERVICE & RENTALS	227,808		1,051,811	
UTILITIES	121,861		532,771	
INSURANCE	54,550		217,442	
PATIENT RELATED TRAVEL	32,215		138,900	
EDUCATION, TRAVEL, & DUES	58,393		312,907	
OTHER	41,946		177,436	
DEPRECIATION AND AMORT	676,756		2,647,190	
INTEREST	147,465		710,580	
BAD DEBTS	171,383		463,651	
TAXES & SURCHARGE	183,701		645,213	
TOTAL OPERATING EXPENSES	9,219,779		37,395,429	
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	877,816		3,637,461	
NET OPERATING EXPENSES	8,341,963		33,757,968	
OPERATING INCOME (LOSS)	(216,757)		(793,546)	
NON OPERATING INCOME	279,985		380,676	
NET INCOME (LOSS)	63,228		(417,892)	

**RICE HOSPITAL**  
**CURRENT MONTH**  
 For Periods Ending April 30, 2013

	CURRENT MONTH ACTUAL		CURRENT MONTH BUDGET		RICE ACT/BUD		PRIOR YEAR ACTUAL		RICE CY/PY			
	RICE	WMS	TOTAL	RICE	WMS	VAR \$	VAR %	RICE	WMS	TOTAL	VAR \$	VAR %
<b>OPERATING REVENUE</b>												
INPATIENT REVENUE	\$4,909,966	\$334,941	\$5,244,907	\$4,637,181	\$564,456	13.0%	13.0%	\$4,352,258	\$235,224	\$4,587,482	\$557,708	12.8%
OUTPATIENT REVENUE	6,148,640	3,419,133	9,567,773	10,680,409	(738,793)	(10.7%)	(10.7%)	6,522,290	3,386,828	9,909,118	(373,650)	(5.7%)
<b>TOTAL PATIENT REVENUE</b>	<b>11,058,605</b>	<b>3,754,075</b>	<b>14,812,680</b>	<b>15,317,589</b>	<b>(174,338)</b>	<b>(1.6%)</b>	<b>(1.6%)</b>	<b>10,874,548</b>	<b>3,622,052</b>	<b>14,496,600</b>	<b>184,057</b>	<b>1.7%</b>
LESS DISCOUNTS & CONTRACTUALS	5,592,649	2,116,550	7,709,199	7,725,639	200,423	3.7%	3.7%	5,108,974	2,033,940	7,142,914	483,675	9.5%
LESS UNCOMPENSATED CARE	88,235	0	88,235	128,693	(40,458)	(31.4%)	(31.4%)	121,500	0	121,500	(33,264)	(27.4%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>5,680,884</b>	<b>2,116,550</b>	<b>7,797,435</b>	<b>7,854,332</b>	<b>159,965</b>	<b>2.9%</b>	<b>2.9%</b>	<b>5,230,473</b>	<b>2,033,940</b>	<b>7,264,413</b>	<b>450,411</b>	<b>8.6%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>5,377,721</b>	<b>1,637,524</b>	<b>7,015,245</b>	<b>7,463,257</b>	<b>(334,303)</b>	<b>(5.9%)</b>	<b>(5.9%)</b>	<b>5,644,074</b>	<b>1,588,112</b>	<b>7,232,187</b>	<b>(266,354)</b>	<b>(4.7%)</b>
OTHER OPERATING REVENUE	1,198,768	17,149	1,215,916	1,482,557	(283,789)	(19.1%)	(19.1%)	1,369,454	18,541	1,387,995	(170,687)	(12.5%)
<b>TOTAL OPERATING REVENUE</b>	<b>6,576,488</b>	<b>1,654,673</b>	<b>8,231,162</b>	<b>8,959,064</b>	<b>(618,092)</b>	<b>(8.6%)</b>	<b>(8.6%)</b>	<b>7,013,529</b>	<b>1,606,653</b>	<b>8,620,182</b>	<b>(437,041)</b>	<b>(6.2%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	1,654,673	1,654,673	1,764,484	0	0.0%	0.0%	0	1,681,136	1,681,136	0	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>6,576,488</b>	<b>0</b>	<b>6,576,488</b>	<b>7,194,580</b>	<b>(618,092)</b>	<b>(8.6%)</b>	<b>(8.6%)</b>	<b>7,013,529</b>	<b>(74,483)</b>	<b>6,939,046</b>	<b>(437,041)</b>	<b>(6.2%)</b>
<b>OPERATING EXPENSES</b>												
SALARIES AND WAGES	3,170,741	169,374	3,340,115	3,363,139	(23,024)	(0.7%)	(0.7%)	3,069,334	154,460	3,223,794	101,407	3.3%
CONTRACT LABOR	38,914	145,509	184,423	193,609	7,210	22.7%	22.7%	98,939	125,253	224,192	(60,025)	(60.7%)
SUPPLEMENTAL BENEFITS	720,842	44,067	764,909	893,168	44,067	(19.3%)	(19.3%)	1,044,983	44,723	1,089,706	(324,141)	(31.0%)
SUPPLIES	533,019	14,334	547,352	676,461	(124,926)	(19.0%)	(19.0%)	613,814	23,896	637,710	(80,795)	(13.2%)
DRUGS	235,054	250,852	485,906	308,764	465,744	(23.9%)	(23.9%)	304,222	430,404	734,626	(69,168)	(22.7%)
PURCHASED SERVICES	446,556	40,960	487,516	470,947	506,642	(5.2%)	(5.2%)	562,330	31,802	594,132	(115,174)	(20.6%)
REPAIRS, SERVICE & RENTALS	241,623	7,220	248,842	246,588	5,991	(2.0%)	(2.0%)	206,143	6,311	212,454	35,479	17.2%
UTILITIES	97,541	255	97,795	116,655	188	(16.4%)	(16.4%)	109,338	166	109,504	(11,797)	(10.8%)
INSURANCE	48,038	924	48,963	48,697	775	(1.4%)	(1.4%)	45,460	767	46,227	2,579	5.7%
PATIENT RELATED TRAVEL	23,638	1,079	24,716	18,914	2,081	25.0%	25.0%	17,789	1,399	19,187	5,849	32.9%
EDUCATION, TRAVEL, & DUES	58,174	8,552	66,726	66,394	3,897	(12.4%)	(12.4%)	48,628	2,029	50,657	9,546	19.6%
OTHER	25,288	0	25,288	28,674	2,074	(3.386)	(11.8%)	30,352	5,633	35,985	(5,063)	(16.7%)
DEPRECIATION AND AMORT	585,593	14,164	599,758	639,141	(39,384)	(6.3%)	(6.3%)	590,128	14,072	604,200	(4,535)	(0.8%)
INTEREST	124,127	0	124,127	124,307	(180)	(0.1%)	(0.1%)	132,515	0	132,515	(8,388)	(6.3%)
BAD DEBTS	66,406	39,978	106,385	138,780	(31,537)	(32.2%)	(32.2%)	132,968	36,902	169,870	(66,562)	(50.1%)
TAXES & SURCHARGE	159,913	27	159,940	149,705	10,208	6.8%	6.8%	142,347	0	142,347	17,567	12.3%
<b>TOTAL OPERATING EXPENSES</b>	<b>6,575,467</b>	<b>737,295</b>	<b>7,312,762</b>	<b>7,079,148</b>	<b>965,310</b>	<b>(7.1%)</b>	<b>(7.1%)</b>	<b>7,149,288</b>	<b>877,816</b>	<b>8,027,104</b>	<b>(573,821)</b>	<b>(8.0%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	737,295	737,295	965,217	0	0.0%	0.0%	0	877,816	877,816	0	0.0%
<b>NET OPERATING EXPENSES</b>	<b>6,575,467</b>	<b>0</b>	<b>6,575,467</b>	<b>7,079,240</b>	<b>(503,681)</b>	<b>(7.1%)</b>	<b>(7.1%)</b>	<b>7,149,288</b>	<b>0</b>	<b>7,149,288</b>	<b>(573,821)</b>	<b>(8.0%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,022</b>	<b>0</b>	<b>1,022</b>	<b>115,341</b>	<b>(114,411)</b>	<b>(99.1%)</b>	<b>(99.1%)</b>	<b>(135,759)</b>	<b>(74,483)</b>	<b>(210,242)</b>	<b>136,780</b>	<b>(100.8%)</b>
NON OPERATING INCOME	145,545	0	145,545	75,833	69,711	91.9%	91.9%	282,062	0	282,062	(136,518)	(48.4%)
<b>NET INCOME (LOSS)</b>	<b>144,566</b>	<b>0</b>	<b>144,566</b>	<b>115,341</b>	<b>(29,275)</b>	<b>(20.2%)</b>	<b>(20.2%)</b>	<b>282,062</b>	<b>(74,483)</b>	<b>207,579</b>	<b>(174,952)</b>	<b>(67.8%)</b>

**RICE HOSPITAL**  
**YEAR TO DATE**  
 For Periods Ending April 30, 2013

	CURRENT YTD ACTUAL			CURRENT YTD BUDGET			RICE ACT/BUD			PRIOR YEAR ACTUAL			RICE C/Y/PY			
	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR \$	VAR %	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR \$	VAR %
<b>OPERATING REVENUE</b>																
INPATIENT REVENUE	\$19,212,428	\$1,318,778	\$20,531,206	\$19,310,366	\$1,324,466	\$20,634,832	(\$97,938)	(0.5%)	\$19,031,609	\$1,379,820	\$20,411,429	\$19,031,609	\$1,379,820	\$20,411,429	\$180,819	1.0%
OUTPATIENT REVENUE	24,635,176	13,712,572	38,347,748	26,846,370	15,055,898	41,902,268	(2,211,194)	(8.2%)	26,024,055	14,235,716	40,259,770	26,024,055	14,235,716	40,259,770	(1,388,879)	(5.3%)
TOTAL PATIENT REVENUE	43,847,604	15,031,349	58,878,954	46,156,737	16,380,364	62,537,100	(2,309,132)	(5.0%)	45,055,663	15,615,535	60,671,199	45,055,663	15,615,535	60,671,199	(1,208,059)	(2.7%)
LESS DISCOUNTS & CONTRACTUALS	22,278,251	8,380,499	30,658,750	21,920,807	9,393,955	31,314,762	357,444	1.6%	21,736,424	8,697,977	30,434,402	21,736,424	8,697,977	30,434,402	541,827	2.5%
LESS UNCOMPENSATED CARE	382,810	0	382,810	506,873	0	506,873	(124,063)	(24.5%)	483,134	0	483,134	483,134	0	(100,324)	(20.8%)	
TOTAL DEDUCTIONS FROM REVENUE	22,661,061	8,380,499	31,041,560	22,427,680	9,393,955	31,821,635	233,381	1.0%	22,219,558	8,697,977	30,917,536	22,219,558	8,697,977	30,917,536	441,503	2.0%
NET REVENUE FROM PATIENTS	21,186,543	6,650,851	27,837,394	23,729,057	6,986,408	30,715,465	(2,542,514)	(10.7%)	22,836,105	6,917,558	29,753,663	22,836,105	6,917,558	29,753,663	(1,649,562)	(7.2%)
OTHER OPERATING REVENUE	5,070,601	49,028	5,119,629	5,931,253	53,000	5,984,253	(860,652)	(14.5%)	5,312,216	48,371	5,360,587	5,312,216	48,371	5,360,587	(241,615)	(4.5%)
TOTAL OPERATING REVENUE	26,257,144	6,699,878	32,957,022	29,660,310	7,039,408	36,699,718	(3,403,166)	(11.5%)	28,148,321	6,965,929	35,114,250	28,148,321	6,965,929	35,114,250	(1,891,177)	(6.7%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	6,699,878	6,699,878	0	7,039,408	7,039,408	0	0.0%	0	0	6,965,929	0	6,965,929	6,965,929	0	0.0%
<b>TOTAL OPERATING REVENUE</b>	26,257,144	0	26,257,144	29,660,310	0	29,660,310	(3,403,166)	(12.5%)	28,148,321	0	28,148,321	28,148,321	0	28,148,321	(1,891,177)	(6.7%)
<b>OPERATING EXPENSES</b>																
SALARIES AND WAGES	12,807,371	689,591	13,496,962	13,092,708	689,591	13,782,299	(285,337)	(2.2%)	12,882,164	637,532	13,519,695	12,882,164	637,532	13,519,695	(74,793)	(0.6%)
CONTRACT LABOR	167,170	519,585	686,755	101,288	601,885	703,173	65,882	65.0%	498,055	638,587	1,136,642	498,055	638,587	1,136,642	(330,885)	(66.4%)
SUPPLEMENTAL BENEFITS	3,656,246	179,416	3,835,662	3,655,317	179,416	3,834,733	929	0.0%	3,655,641	184,271	3,839,912	3,655,641	184,271	3,839,912	605	0.0%
SUPPLIES	2,466,809	66,504	2,533,313	2,729,730	76,688	2,806,418	(262,921)	(9.8%)	2,463,956	78,513	2,542,470	2,463,956	78,513	2,542,470	2,852	0.1%
DRUGS	939,450	1,140,971	2,080,421	1,372,576	1,734,102	3,106,678	(433,126)	(31.6%)	1,349,384	1,706,091	3,055,474	1,349,384	1,706,091	3,055,474	(409,934)	(30.4%)
PURCHASED SERVICES	1,794,305	143,147	1,937,452	1,870,331	134,221	2,004,552	(76,026)	(4.1%)	2,281,473	106,641	2,388,114	2,281,473	106,641	2,388,114	(487,168)	(21.4%)
REPAIRS, SERVICE & RENTALS	994,211	43,743	1,037,954	999,028	28,072	1,027,100	(4,817)	(0.5%)	936,716	43,770	980,486	936,716	43,770	980,486	57,495	6.1%
UTILITIES	437,626	940	438,566	475,986	752	476,738	(38,360)	(8.1%)	465,402	401	465,803	465,402	401	465,803	(27,776)	(6.0%)
INSURANCE	190,130	3,696	193,826	194,788	3,100	197,888	(4,658)	(2.4%)	181,081	3,067	184,149	181,081	3,067	184,149	9,049	5.0%
PATIENT RELATED TRAVEL	91,136	7,031	98,167	77,810	6,414	84,224	13,327	17.1%	77,257	5,862	83,120	77,257	5,862	83,120	13,879	18.0%
EDUCATION, TRAVEL, & DUES	304,783	21,840	326,623	285,846	14,906	300,752	18,938	6.6%	262,007	11,789	273,796	262,007	11,789	273,796	42,776	16.3%
OTHER	108,532	1,732	110,264	116,680	7,756	124,436	(8,148)	(7.0%)	150,407	8,527	158,934	150,407	8,527	158,934	(41,875)	(27.8%)
DEPRECIATION AND AMORT	2,346,512	56,657	2,403,170	2,440,078	42,493	2,482,571	(93,566)	(3.8%)	2,302,192	56,289	2,358,481	2,302,192	56,289	2,358,481	44,320	1.9%
INTEREST	501,137	0	501,137	501,252	0	501,252	(115)	0.0%	650,269	0	650,269	650,269	0	650,269	(149,132)	(22.9%)
BAD DEBTS	317,480	160,174	477,654	399,525	165,077	564,602	(82,045)	(20.5%)	293,800	156,122	449,922	293,800	156,122	449,922	23,680	8.1%
TAXES & SURCHARGE	570,323	45	570,368	592,205	0	592,205	(21,882)	(3.7%)	505,920	0	505,920	505,920	0	505,920	64,403	12.7%
TOTAL OPERATING EXPENSES	27,693,222	3,035,074	30,728,295	28,905,148	3,684,474	32,589,622	(1,211,926)	(4.2%)	28,955,724	3,637,461	32,593,186	28,955,724	3,637,461	32,593,186	(1,262,503)	(4.4%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	3,035,074	3,035,074	0	3,684,197	3,684,197	0	0.0%	0	0	3,637,461	0	3,637,461	3,637,461	0	0.0%
<b>NET OPERATING EXPENSES</b>	27,693,222	(500)	27,692,722	28,905,148	277	28,905,425	(1,211,926)	(4.2%)	28,955,724	0	28,955,724	28,955,724	0	28,955,724	(1,262,503)	(4.4%)
<b>OPERATING INCOME (LOSS)</b>	(1,436,077)	500	(1,435,577)	755,162	(277)	754,885	(2,191,239)	(290.2%)	(807,403)	0	(807,403)	(807,403)	0	(807,403)	(628,674)	77.9%
NON OPERATING INCOME	389,526	(500)	389,026	311,333	0	311,333	78,192	25.1%	369,971	0	369,971	369,971	0	369,971	19,555	5.3%
<b>NET INCOME (LOSS)</b>	(1,046,551)	0	(1,046,551)	(523,715)	(277)	(523,992)	(477,167)	(45.6%)	(437,433)	0	(437,433)	(437,433)	0	(437,433)	(609,119)	(58.2%)



**RICE HOME MEDICAL**  
For the Month Ending April 30, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
<b>GROSS SALES</b>								
SALES REVENUE	\$577,390	57.4%	\$607,200	63.7%	(4.9%)	\$506,585	62.8%	14.0%
RENTS REVENUE	427,241	42.5%	345,159	36.2%	23.8%	300,454	37.2%	42.2%
MISC REVENUE	500	0.0%	500	0.1%				
<b>GROSS SALES</b>	<b>1,005,131</b>	<b>100.0%</b>	<b>952,859</b>	<b>100.0%</b>	<b>5.5%</b>	<b>807,039</b>	<b>100.0%</b>	<b>24.5%</b>
LESS: CONTRACTUAL ALLOWANCES	(515,522)	(51.3%)	(207,329)	(21.8%)	148.6%	(188,431)	(23.3%)	173.6%
LESS: UNCOMPENSATED CARE	(135)	(0.0%)	(720)	(0.1%)	(81.3%)	(3,026)	(0.4%)	(95.5%)
<b>NET SALES</b>	<b>489,474</b>	<b>48.7%</b>	<b>744,810</b>	<b>78.2%</b>	<b>(34.3%)</b>	<b>615,582</b>	<b>76.3%</b>	<b>(20.5%)</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	9,213	1.9%	10,459	1.4%	(11.9%)	9,714	1.6%	(5.2%)
EQUIPMENT	72,088	14.7%	88,395	11.9%	(18.4%)	63,958	10.4%	12.7%
SUPPLY - FREIGHT	13,829	2.8%	15,000	2.0%	(7.8%)	12,663	2.1%	9.2%
SUPPLY	160,331	32.8%	180,118	24.2%	(11.0%)	187,317	30.4%	(14.4%)
EQUIPMENT REPAIR	21,593	4.4%	12,939	1.7%	66.9%	9,694	1.6%	122.7%
SHOP EXPENSE	4,247	0.9%	5,597	0.8%	(24.1%)	6,521	1.1%	(34.9%)
PURCHASE DISCOUNTS	(4,006)	(0.8%)	(5,345)	(0.7%)	(25.1%)	(5,937)	(1.0%)	(32.5%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>277,295</b>	<b>56.7%</b>	<b>307,163</b>	<b>41.2%</b>	<b>(9.7%)</b>	<b>283,930</b>	<b>46.1%</b>	<b>(2.3%)</b>
<b>GROSS PROFIT</b>	<b>212,179</b>	<b>48.3%</b>	<b>437,647</b>	<b>58.8%</b>	<b>(51.5%)</b>	<b>331,653</b>	<b>53.9%</b>	<b>(36.0%)</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	239,471	48.9%	236,120	31.7%	1.4%	214,029	34.8%	11.9%
SUPPLEMENTAL BENEFITS	109,939	22.5%	79,067	10.6%	39.0%	44,814	7.3%	145.3%
SUPPLIES AND DRUGS	12,378	2.5%	10,028	1.3%	23.4%	7,610	1.2%	62.7%
PURCHASED SERVICES	30,784	6.3%	25,869	3.5%	19.0%	17,303	2.8%	77.9%
REPAIRS, SERVICE & RENTALS	19,032	3.9%	18,118	2.4%	5.0%	13,350	2.2%	42.6%
UTILITIES	8,198	1.7%	9,857	1.3%	(16.8%)	7,409	1.2%	10.6%
INSURANCE	4,092	0.8%	6,262	0.8%	(34.7%)	5,454	0.9%	(25.0%)
PATIENT RELATED TRAVEL	14,907	3.0%	15,726	2.1%	(5.2%)	12,504	2.0%	19.2%
EDUCATION, TRAVEL, & DUES	5,209	1.1%	4,622	0.6%	12.7%	4,109	0.7%	26.8%
OTHER EXPENSE	9,004	1.8%	7,511	1.0%	19.9%	5,907	1.0%	52.4%
DEPRECIATION & AMORTIZATION	47,261	9.7%	37,386	5.0%	26.4%	41,682	6.8%	13.4%
INTEREST EXPENSE	3,774	0.8%	3,749	0.5%	0.7%	4,050	0.7%	(6.8%)
BAD DEBTS	1,633	0.3%	4,208	0.6%	(60.7%)	2,395	0.4%	(31.0%)
TAXES	4,193	0.9%	4,513	0.6%	(7.1%)	6,387	1.0%	(34.4%)
<b>TOTAL OPERATING EXPENSES</b>	<b>509,895</b>	<b>104.2%</b>	<b>463,036</b>	<b>62.2%</b>	<b>10.1%</b>	<b>387,003</b>	<b>62.9%</b>	<b>31.8%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(29,716)</b>	<b>(60.8%)</b>	<b>(25,389)</b>	<b>(3.4%)</b>	<b>(107.6%)</b>	<b>(56,351)</b>	<b>(70.6%)</b>	<b>(47.9%)</b>

**RICE HOME MEDICAL**  
For the Four Months Ending April 30, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
<b>GROSS SALES</b>	<b>4,037,666</b>	<b>100.0%</b>	<b>4,010,297</b>	<b>100.0%</b>	<b>0.7%</b>	<b>3,409,183</b>	<b>100.0%</b>	<b>18.4%</b>
SALES REVENUE	\$2,321,325	57.5%	\$2,596,019	64.7%	(10.6%)	\$2,166,305	63.5%	7.2%
RENTS REVENUE	1,711,583	42.4%	1,412,278	35.2%	21.2%	1,242,878	36.5%	37.7%
MISC REVENUE	4,658	0.1%	2,000	0.0%	132.9%			
<b>GROSS SALES</b>	<b>4,037,666</b>	<b>100.0%</b>	<b>4,010,297</b>	<b>100.0%</b>	<b>0.7%</b>	<b>3,409,183</b>	<b>100.0%</b>	<b>18.4%</b>
LESS: CONTRACTUAL ALLOWANCES	(1,182,429)	(29.3%)	(872,775)	(21.8%)	35.5%	(747,086)	(21.9%)	58.3%
LESS: UNCOMPENSATED CARE	(326)	(0.0%)	(8,254)	(0.2%)	(96.1%)	(8,628)	(0.3%)	(96.2%)
<b>NET SALES</b>	<b>2,854,911</b>	<b>70.7%</b>	<b>3,129,268</b>	<b>78.0%</b>	<b>(8.8%)</b>	<b>2,653,469</b>	<b>77.8%</b>	<b>7.6%</b>
<b>COST OF GOODS SOLD</b>	<b>39,085</b>	<b>1.4%</b>	<b>43,263</b>	<b>1.4%</b>	<b>(9.7%)</b>	<b>42,913</b>	<b>1.6%</b>	<b>(8.9%)</b>
OXYGEN	315,089	11.0%	378,928	12.1%	(16.8%)	265,073	10.0%	18.9%
EQUIPMENT	57,601	2.0%	60,000	1.9%	(4.0%)	54,838	2.1%	5.0%
SUPPLY - FREIGHT	655,863	23.0%	692,479	22.1%	(5.3%)	671,744	25.3%	(2.4%)
SUPPLY	66,510	2.3%	57,823	1.8%	15.0%	34,011	1.3%	95.6%
EQUIPMENT REPAIR	13,352	0.5%	22,399	0.7%	(40.4%)	20,523	0.8%	(34.9%)
SHOP EXPENSE	(22,283)	(0.8%)	(28,557)	(0.9%)	(22.0%)	(31,721)	(1.2%)	(29.8%)
PURCHASE DISCOUNTS								
<b>TOTAL COST OF GOODS SOLD</b>	<b>1,125,217</b>	<b>39.4%</b>	<b>1,226,335</b>	<b>39.2%</b>	<b>(8.2%)</b>	<b>1,057,381</b>	<b>39.8%</b>	<b>6.4%</b>
<b>GROSS PROFIT</b>	<b>1,732,694</b>	<b>60.6%</b>	<b>1,802,933</b>	<b>60.9%</b>	<b>(9.1%)</b>	<b>1,596,088</b>	<b>60.2%</b>	<b>8.4%</b>
<b>OPERATING EXPENSES</b>	<b>960,731</b>	<b>33.7%</b>	<b>977,707</b>	<b>31.2%</b>	<b>(1.7%)</b>	<b>859,660</b>	<b>32.4%</b>	<b>11.8%</b>
SALARIES & WAGES	343,033	12.0%	327,393	10.5%	4.8%	244,438	9.2%	40.3%
SUPPLEMENTAL BENEFITS	35,119	1.2%	40,363	1.3%	(13.4%)	30,242	1.1%	16.1%
SUPPLIES AND DRUGS	143,461	5.0%	109,649	3.5%	30.8%	115,429	4.4%	24.3%
PURCHASED SERVICES	84,151	2.9%	74,271	2.4%	13.3%	56,653	2.1%	48.5%
REPAIRS, SERVICE & RENTALS	36,536	1.3%	41,916	1.3%	(12.8%)	30,633	1.2%	19.3%
UTILITIES	16,369	0.6%	25,047	0.8%	(34.6%)	21,816	0.8%	(25.0%)
INSURANCE	52,983	1.9%	66,074	2.1%	(19.8%)	54,337	2.0%	(2.5%)
PATIENT RELATED TRAVEL	25,669	0.9%	21,029	0.7%	22.1%	20,923	0.8%	22.7%
EDUCATION, TRAVEL, & DUES	38,185	1.3%	29,763	1.0%	28.3%	18,196	0.7%	109.9%
OTHER EXPENSE	188,811	6.6%	149,174	4.8%	26.6%	164,481	6.2%	14.8%
DEPRECIATION & AMORTIZATION	15,111	0.5%	15,140	0.5%	(0.2%)	16,330	0.6%	(7.5%)
INTEREST EXPENSE	5,313	0.2%	16,833	0.5%	(68.4%)	14,276	0.5%	(62.8%)
BAD DEBTS	17,163	0.6%	19,927	0.6%	(13.9%)	17,645	0.7%	(2.7%)
TAXES								
<b>TOTAL OPERATING EXPENSES</b>	<b>1,962,635</b>	<b>68.7%</b>	<b>1,914,486</b>	<b>61.2%</b>	<b>2.5%</b>	<b>1,665,059</b>	<b>62.8%</b>	<b>17.9%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(229,941)</b>	<b>(8.2%)</b>	<b>(111,553)</b>	<b>(3.4%)</b>	<b>(19.3%)</b>	<b>(668,971)</b>	<b>(21.6%)</b>	<b>23.7%</b>

**RICE MEMORIAL HOSPITAL  
CONSOLIDATED CASH FLOW STATEMENT**

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

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ (1,205,609)	\$ (412,877)
3 Depreciation & Amortization	2,703,264	\$ 2,647,191
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>1,497,655</u>	<u>2,234,314</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	3,763,046	2,842,815
11 Debt Payments/Re-funding	1,909,130	2,403,227
12 Working Capital Changes & Other - Net	(3,162,665)	534,732
13		
14 Total Uses	<u>2,509,511</u>	<u>5,780,774</u>
15		
16 Increase / (Decrease) Cash & Investments	(1,011,856)	(3,546,460)
17		
18 Beginning of Period (January 1)	<u>28,941,389</u>	<u>28,854,321</u>
19		
20 End of Period	<u>\$ 27,929,533</u>	<u>\$ 25,307,861</u>

**RICE MEMORIAL HOSPITAL  
STATISTICAL AND VOLUME SUMMARY  
FOR THE PERIOD ENDED:  
April 30, 2013**

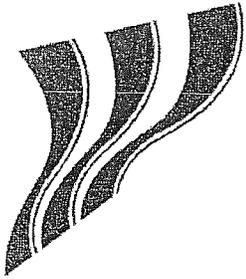
CURRENT MONTH				YEAR-TO-DATE				Act/Prior	
Actual	Budget	Var.	Var. %	Prior Yr.	Var. %	Actual	Budget	Var.	Var. %
480	469	11	2.3%	483	-0.6%	2,091	2,156	(65)	-3.0%
260	223	37	16.6%	230	13.0%	907	957	(50)	-5.2%
48	50	(2)	-4.0%	52	-7.7%	220	272	(52)	-19.1%
226	197	29	14.7%	203	11.3%	850	747	103	13.8%
1,014	939	75	8.0%	968	4.8%	4,068	4,132	(64)	-1.5%
33.8	31.3	2.5	8.0%	32.3	4.8%	33.9	34.4	(0.5)	-1.5%
3.45	3.54	(0.09)	-2.6%	3.65	-5.6%	3.52	3.54	(0.02)	-0.7%
295	265	30	11.2%	270	9.3%	1,152	1,167	(15)	-1.3%
141	232	(91)	-39.2%	206	-31.6%	697	1,019	(322)	-31.6%
1,252	1,336	(84)	-6.3%	1,336	-6.3%	1,274	1,336	(62)	-4.7%
0.982	1,042	(60)	-5.7%	0.978	0.4%	1,018	1,042	(24)	-2.3%
833	876	(43)	-4.9%	853	-2.4%	3,304	3,541	(236)	-6.7%
2,864	3,102	(238)	-7.7%	3,059	-6.4%	11,685	12,534	(849)	-6.8%
21	16	5	31.3%	21	0.0%	99	106	(7)	-6.6%
170	120	50	41.7%	138	23.2%	582	481	101	21.0%
6.4	4.5	1.8	40.4%	5.3	20.1%	5.7	4.9	0.8	16.0%
83	61	22	36.1%	67	23.9%	275	241	34	14.1%
1,953	2,205	(252)	-11.4%	2,187	-10.7%	8,009	8,861	(852)	-9.6%
65.1	73.5	(8.4)	-11.4%	72.9	-10.7%	66.7	73.8	(7.1)	-9.6%
<b>Patient Days</b>									
Adult Health Care									
Women and Children's Care									
ICCU									
Mental Health									
Total Adult & Peds									
Average Daily Census									
Average Length of Stay									
Admissions-Inpatient									
Observation patients									
Medicare Case Mix Index									
Case Mix Index-Total									
Adjusted Admissions									
Adjusted Patient Days									
Intermediate Care Nursery									
Nursery									
Average Daily Census-ICN/Nursery									
Births									
Rice Care Center-Days									
Rice Care Center-Average Daily Census									
Act/Prior Var. %									
2,222									
986									
280									
769									
4,257									
35.2									
3.60									
1,188									
932									
1,336									
1,012									
3,532									
12,656									
43									
490									
4.4									
240									
8,628									
71.3									



**RICE MEMORIAL HOSPITAL  
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED: 04/30/13

Line #		Month-to-Date				Year-to-Date				Industry Benchmarks					
		Actual	Budget	Prior Yr	Variance Act vs Bud	Variance Act vs Prior	Actual	Budget	Prior Yr		Variance Act vs Bud	Variance Act vs Prior			
1	<b>OPERATIONAL</b>														
2	Operating Margin	0.0%	1.6%	-3.0%	-1.6%	3.0%	-5.5%	2.5%	-2.9%	-8.0%	-2.6%				
3	Rice Hospital	-3.4%	9.7%	8.6%	-13.1%	-12.0%	2.9%	9.6%	3.9%	-6.6%	-0.9%				
4	Rice Care Center	-60.3%	-3.4%	-8.9%	-56.9%	-51.4%	-8.1%	-0.4%	-2.6%	-7.7%	-5.5%				
5	Rice Home Medical														
6	Consolidated Operating Margin	-4.1%	1.8%	-2.7%	-5.9%	-1.5%	-5.1%	2.8%	-2.4%	-7.9%	-2.7%				2.2%
7	Consolidated Excess Margin	-2.2%	2.6%	0.8%	-4.8%	-2.9%	-3.8%	3.7%	-1.2%	-7.4%	-2.5%				2.8%
8	EBIDA	8.3%	12.5%	10.6%	-4.2%	-2.3%	6.4%	13.2%	8.8%	-6.7%	-2.4%				10.8%
9	(Earnings Before Interest + Depreciation + Amortization)														
10	<b>FINANCIAL</b>														
11	Debt/Capitalization Ratio						42.7%	41.8%	44.9%	2.1%	-2.2%				38.7%
12	Debt Service Coverage						1.7	3.1	2.2	-4.7%	-21.1%				2.9
13	Net Days in Accounts Receivable-Hospital						56	50	67	11.9%	-16.5%				46
14	Days of Cash						110	129	98	-14.6%	12.9%				131
15	Unrestricted Cash/Debt						63%	82%	54%	-22.9%	16.4%				87%
16	Cushion Ratio						7.8	8.6	6.2	-9.7%	24.6%				9.1
17	Average Age of Plant						9.1	10.0	9.5	-9.2%	-4.3%				10.2
18	Financial Strength Index						(0.85)	1.21	0.73	-169.9%	-216.6%				0.30
19	<b>PRODUCTIVITY</b>														
20	Rice Hospital														
21	Controllable Expense/Adj. Admit	\$ 7,717	\$ 8,139	\$ 8,378	-5.2%	-7.9%	\$ 8,249	\$ 8,202	\$ 8,235	0.6%	0.2%				\$ 8,429
22	Compensation Ratio	52.1%	50.2%	52.6%	3.9%	-1.0%	54.7%	49.6%	52.7%	10.2%	3.8%				50%
23	FTE per Adjusted Admit	14.8	14.4	14.5	2.8%	1.8%	15.1	14.7	14.4	2.6%	4.4%				14.9
24	FTE per Adjusted Patient Day	4.3	4.5	4.1	-4.4%	6.1%	4.3	4.1	4.0	4.2%	5.8%				4.4
25	Supply Expense per CMI Adjusted Discharge	\$ 671	\$ 741	\$ 778	-9.5%	-13.8%	\$ 750	\$ 762	\$ 714	-1.5%	5.0%				
26	Drug Expense per CMI Adjusted Discharge	\$ 596	\$ 849	\$ 897	-29.8%	-33.6%	\$ 616	\$ 843	\$ 859	-26.9%	-28.3%				
27	Total Supply & Drug Expense per CMI Adj. Disch	\$ 1,267	\$ 1,590	\$ 1,675	-20.3%	-24.4%	\$ 1,366	\$ 1,605	\$ 1,573	-14.9%	-13.2%				\$ 1,271
28	Bad Debt as % of Net Patient Revenue	1.5%	1.9%	2.3%	-18.4%	-35.4%	1.7%	1.8%	1.5%	-6.7%	13.5%				7.4%
29	Capital Expense (Interest + Depreciation)	9.9%	9.5%	9.2%	4.3%	7.9%	9.5%	9.2%	9.2%	3.2%	2.4%				6.9%
30	Rice Care Center Hours per Day	6.3	6.2	6.2	2.8%	2.2%	6.4	6.1	6.2	4.9%	3.3%				5.8
31	Rice Home Medical														
32	Sales per FTE	\$ 151,604	\$ 156,509	\$ 138,985	-3.1%	9.1%	\$ 154,600	\$ 157,641	\$ 147,138	-1.9%	5.1%				
33	Inventory Turns						5.2	7.0	6.0	-25.5%	-13.1%				
34	Inventory Days on Hand						70	53	61	34.2%	15.1%				



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7  
Meeting Date: June 10, 2013  
Attachments:  Yes No

CITY COUNCIL ACTION

Date: June 17, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Finance

Agenda Item: Willmar Library Funding Request

**Recommended Action:** To approve the request and appropriate \$12,000 for the acquisition of new tables from the Library Capital Reserve Fund.

**Background/Summary:** The City of Willmar has received a request from Ryan McCormick, Willmar Head Librarian, for disbursement of \$12,000 from the Library Capital Reserve Fund for the purchase of new tables for the multi-purpose room. The Library Capital Reserve Fund has a balance of \$178,251 as of 05/31/2013 and was established by excess local option sales tax for the Library expansion.

**Alternatives:** Require other funding, not purchase the tables, or fund a portion thereof.

**Financial Considerations:** Reduce the Library Capital Reserve Fund by \$12,000 leaving a balance of \$166,251.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

## Willmar Public Library

410 5<sup>th</sup> St. SW  
Willmar, MN 56201

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Phone: (320) 235-3162

Fax: (320) 235-3169

[willmar.staff@pioneerland.lib.mn.us](mailto:willmar.staff@pioneerland.lib.mn.us)

June 3, 2013

Charlene Stevens  
City Administrator  
333 6<sup>th</sup> Street SW  
Willmar, MN 56201

Dear Ms. Stevens:

On behalf of the Willmar Public Library I would like to request a disbursement of the library's reserve capital funds to purchase new tables for the multipurpose room.

The tables currently located in the multipurpose room are nearly twenty years old and we would like to purchase twelve new replacements for a cost of up to \$12,000.

Please take this request to the City Council for approval. Upon approval for disbursement of funds, the Willmar library will move forward with purchasing new tables. (For the convenience of all involved, I would recommend that the city submits funding to the Pioneerland Library System who will then pay the invoices.)

I would be happy to answer any questions you may have about this project. If it is convenient for you, you are welcome and encouraged to visit the library to see firsthand why these new tables are needed. Feel free to stop by anytime.

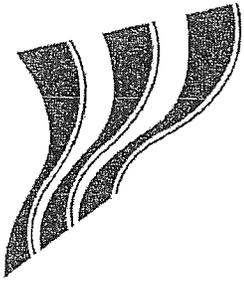
Thank you very much for your time and consideration.

Sincerely,



Ryan McCormick  
Head Librarian

c: Denis Anderson  
Mayor Frank Yanish  
Steve Okins



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

**Agenda Item Number:** 4  
**Meeting Date:** June 10, 2013  
**Attachments:** Yes  No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

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

**Originating Department:** Willmar HRA

**Agenda Item:** Highland Apartments Bond Refinancing

**Recommended Action:** Authorize staff to start the process to refinance the Highland Apartments debt.

**Background/Summary:** The City has received a request from the Willmar HRA to consider authorizing them to refinance the Highland Apartments debt to lower the interest rate and complete some refurbishing of the units. More detailed information will be provided at the June 10<sup>th</sup> meeting.

**Alternatives:** Not allow the refinancing and continue paying higher interest rates on the debt. Direct the HRA to find alternative financing for the refurbishing.

**Financial Considerations:** Lower interest rates, could offset refurbishing costs.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

## Willmar HRA

### Highland Apartments Refinance/Rehab

#### Project Summary

The Highland Apartments were built in 1978. The Willmar HRA purchased the project with a revenue bond on December 22, 1993 for \$3.745 million. Highland is a 78 unit housing project for elderly and disabled households. The building has 24 hour care provided by Minnesota Senior Care.

All of the 78 units are 1-bedroom, 1-bath units and are approximately 500 square feet of living space. All tenants pay no more than 30% of their income for their rent and utilities. The HRA receives a subsidy from the Department of Housing and Urban Development for the difference between the tenant's portion of rent and the base rent of \$609 per month. The subsidy contract is in place until 2019. The HRA makes payment in lieu of taxes to the City annually at an amount of approximately \$38,000.

Highland is in need of several large capital repairs to improve its condition, improve its energy efficiency and maintain its occupancy. A preliminary scope of work, construction budget and 15 year pro forma are attached.

The HRA has engaged the Southwest Minnesota Housing Partnership to assist the HRA with planning for refinancing and rehab utilizing low-income housing tax credits and a Minnesota Housing Finance Agency mortgage at 4.75% interest for 30 years.

The application to Minnesota Housing will require the City Council's resolution support for the project. The attached resolution also indicates the City will act as an applicant for the submission of a Small Cities Development Program grant. The HRA will not know if the Small Cities funds will be needed until Minnesota Housing is determining which tax credit projects it will fund.

## **BIDDING PHASE - SCOPE OF WORK**

**Project Name:** Highland Apartments - Willmar HRA  
**Project Address:** 115 Becker Avenue SE  
Willmar, Minnesota 56201  
**I&S Group Project Number:** 13-15611  
**Date:** May 24, 2013

### **Division 1 General Requirements**

- The Contractor shall attend a site visit conducted by the Owner to verify all quantities and the scope of work prior to submitting a bid.
- With the submission of the bid, the Contractor's lump sum bid and alternates shall be accompanied by a detailed breakdown of costs and work associated with each apartment unit.
- Furnish and install all materials and labor to professionally complete all work listed in the scope of work below, the project specifications, and in accordance with all applicable city, state and federal codes and regulations.
- Remove and replace countertops and casework in common area kitchen and dining room to meet current ADA guidelines.
- Review ADA compliant Units 110, 112, 114 and 116 and replace or adjust elements as required for complete compliance with current ADA guidelines. All plumbing in ADA compliant units shall be wrapped to meet current ADA guidelines.
- Review all second and third floor apartment units and common areas for subfloor failures and replace as necessary to create solid finished floor conditions.
- Provide an ADA compliant accessible route from accessible parking stalls into the building on both the north and south sides of the building.
- Convert a portion of the existing community room to an exercise room for use by residents.



## **Division 2 Existing Conditions and Demolition**

- Include all necessary demolition, removal and disposal to complete the work identified in the scope below and as indicated in the specifications.
- A complete asbestos survey and report shall be completed for the entire property.
- A complete lead-based paint inspection and assessment shall be completed for the entire property.
- A complete radon survey and report shall be completed for the entire property.
- Any visible mold or water infiltration shall be investigated for possible causes and properly mitigated. Any materials with mold that cannot be properly cleaned shall be removed and replaced. If mold is found on gypsum board, it shall be abated.
- Demolish approximately 50 percent of existing concrete sidewalks.
- Demolish all exterior windows.
- Demolish all casework and countertops in common kitchen and dining room.
- Demolish casework and countertops in units which have not been upgraded previously (approximately 60 percent of all units).
- Demolish all sinks, toilets and shower valves.
- Remove flooring and failing gypcrete and wood subfloor materials in second and third floor common areas and apartment units.

## **Division 3 Concrete**

- Refer to Division 34 Roads and Walks for concrete curbing, driveway pavement and sidewalk scope of work.

## **Division 7 Thermal and Moisture Protection**

- Add 8 inches of additional treated cellulose attic insulation.



- Remove all fascia, soffit and plywood. Add insulation wind wash to ensure proper attic air movement and furnish and install new metal fascia and soffit.
- Furnish and install new asphalt shingle roof with proper ridge and soffit venting.
- Repair or replace flashing at 44 existing metal roof exhaust hoods and re-paint hoods.

### **Division 8 Windows and Doors**

- Furnish and install new vinyl side-by-side glider Energy Star rated apartment windows sized to match existing openings.
- Furnish and install new vinyl fixed and operating Energy Star rated windows in all common areas.
- Remove and replace all exterior steel doors, frames and hardware.
- Remove and replace all interior steel doors, frames and hardware in first floor service and garbage areas.
- Remove and replace all common area door knobs with ADA compliant lever style handles.

### **Division 9 Finishes**

- Repair all cracks, holes and openings in gypsum board.
  - New materials shall match existing adjacent materials in all respects.
  - Paint repaired areas with low VOC paints and primers that meet Green Seal G-11 Environmental Standard.
- Remove and replace all gypsum board walls and ceilings, paint, doors, casework, flooring and base throughout Unit 207.
- Repair extensive damage to gypsum board walls throughout Unit 117.
- Repair damaged gypsum board ceilings in bathrooms of Units 121, 201, 202, 203, 205, 208 and 213.
- Repair damaged gypsum board ceilings in living rooms of Units 118, 224 and 228.



- Paint repaired gypsum board and miscellaneous existing gypsum board walls and ceilings which require aesthetic improvement.
- All new gypsum board shall receive a high quality gypsum board primer and a finish coat of low VOC, high-build latex eggshell enamel with a minimum dry film thickness of 3.0 mils.
- Remove flooring and failing gypcrete and wood subfloor materials in second and third floor common areas and apartment units. Replace approximately 2,000 square feet of subfloor and add appropriate ¾" wood subfloor under new flooring.
- Remove and replace carpet in all common areas.
  - Carpet shall be replaced with Green Label carpet as scheduled.
- Remove and replace carpet in approximately 75 percent of apartment units.
  - Carpet shall be replaced with Green Label carpet as scheduled.
- Remove and replace sheet vinyl in approximately 75 percent of apartment units.
  - In units with original flooring, replace carpet in entry halls and dining rooms with sheet vinyl.
- Remove and replace shower wall tile in ADA compliant Units 110, 112, 114 and 116.
- All primers, paints, adhesives and sealants shall be low/no VOC products.

### **Division 10 Specialties**

- Furnish and install accessible parking signage in accordance with all applicable codes.

### **Division 12 Furnishings**

- Remove and dispose of existing kitchen base and upper cabinets, countertops, bathroom vanities and medicine cabinets in units which have not been upgraded previously (approximately 60 percent of all units). Furnish and install cabinets constructed of solid hardwood face frames, doors and drawer fronts. Drawer boxes shall be plywood. Carcasses shall be joined using metal or plastic corner bracing. All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits or all exposed particleboard edges shall be sealed with a clear, low VOC sealant or shall receive a factory applied sealant prior to installation. All

MDF edges shall meet ANSI A208.2 for formaldehyde emission limits or all exposed MDF edges shall be sealed with a clear, low VOC sealant or shall receive a factory applied low VOC sealant prior to installation. Furnish and install bright brass or brushed chrome knobs and pulls on all doors and drawers (operable and non-operable blank plates) even when routed finger grooves exist. Owner shall choose style and finish from those available in product line proposed by Contractor.

- Provide wood base moldings as required at bottom of cabinets to conceal new transition from cabinets to flooring. Moldings shall be stained and varnished.
  - Provide finished end panels on cabinets which are exposed to view and adjacent to appliances.
  - Provide preformed plastic laminate kitchen countertops with 4 inch high backsplash and no drip edge.
  - Provide one-piece cultured marble vanity tops with integral sink bowl and built-in overflow drain.
  - Replace countertops and casework in common area kitchen and dining room to meet current ADA standards.
- Remove and replace all existing window blinds with new window blinds for privacy and control of solar heat gain.

### **Division 22 Plumbing**

- Replace all existing toilet fixtures with 1.28 gpf fixtures (81 total, including 79 unit toilets and 2 public restroom toilets on first floor).
- Replace all existing vanity faucets and restroom faucets with 0.5 gpm faucets (81 total, including 79 vanity faucets and 2 public restroom faucets on first floor).
- Replace all kitchen sink faucets with 1.5 gpm fixtures (83 total, including 79 unit faucets and 4 common area faucets).
- Replace all shower valves with 2.0 gpm shower valves (79 total). Replace all shower heads.
- Replace all kitchen sinks (83 total, including 79 unit sinks and 4 common area sinks).
- Remove and replace hot water storage tank.

### **Division 23 Heating, Ventilation and Air Conditioning (HVAC)**



- Remove and replace original bathroom exhaust fans with new exhaust fans. Install Energy Star rated ceiling mounted fan/light fixture rated for minimum 100 watt bulb with exterior ducted vent fan for minimum 80 CFM operating at 1/3 horsepower or less, vented with damper to exterior. Switch fan and light using single switch with time delay for fan or fan equipped with humidistat sensor. Install 4 inch metal duct and vent to exterior through wall or gable end using 4 inch hooded vent with damper. All duct seams shall be sealed with duct mastic. Insulate ductwork with vinyl or foil faced R-6 minimum duct insulation. Repair any damage to ceiling and air seal fan/light assembly to ceiling with low VOC sealant.
- Remove and replace all existing dryer exhaust ducts from laundry rooms to exterior of building. New duct shall be rigid (no flex duct). Install new termination cap with flap damper at exterior of building. All seams shall be properly secured with approved duct adhesive tape. Repair any damage to ceiling and walls. Seal all interior and exterior wall and ceiling penetrations with low VOC sealant.
- Upgrade common area radiator mounted dials to new wall mounted lockable digital thermostat controls.

### **Division 26 Electrical**

- Remove and replace all light bulbs with CFL bulbs.
- Furnish and install accessible range hood switches in ADA compliant Units 110, 112, 114 and 116.
- Furnish and install new breaker panels in all units.
- Furnish and install new smoke detectors in bedrooms in all units.
- Furnish and install GFCI circuits in kitchens of all units for light fixtures above sinks.
- Furnish and install AFCI breakers for all unit bedroom, living room and lighting circuits in accordance with National Electrical Code requirements.
- Furnish and install new Energy Star rated light fixtures in all unit halls, kitchens, dining rooms and bathrooms.



- Furnish and install new range hoods in all unit kitchens and common area kitchen.
- Upgrade emergency call system in all units.
- Furnish and install ADA compliant power operated door at south side main entrance.
- Inspect all electrical panels to certify that each panel meets current codes and a current inspection sticker is provided and attached to each panel door.

#### **Division 28 Detection and Alarm**

- Furnish and install horn and strobe in ADA compliant Units 110, 112, 114 and 116.

#### **Division 32 Exterior Improvements**

- Repair foam insulation at grade and replace metal flashing cover and river rock landscaping.
- Construct a steel framed covered portico at service entrance / loading dock on north side of building.
- Construct a steel framed covered portico at south side main entrance.
- Repair all disturbed turf and landscaping to original condition.

#### **Division 34 Roads and Walks**

- Remove and replace areas of existing sidewalks which present potential tripping hazards and do not comply with current ADA guidelines. Install new ADA compliant concrete sidewalks (approximately 50 percent of existing sidewalks).
  - Concrete, bituminous and rock debris resulting from removal operations shall become property of the Contractor and shall be disposed of offsite in accordance with applicable regulations.
  - Whenever possible, remove concrete to an existing joint.
  - Correct unsuitable base material as recommended by geotechnical engineer.
  - Concrete shall be 4,000 psi.
  - Concrete sidewalks shall be 4 inches thick minimum.
  - Concrete sidewalks shall be 4 feet wide minimum and reinforced with continuous wire mesh.



- Install new concrete sidewalks to match adjacent concrete in all respects.
- Provide ADA compliant accessible pedestrian ramps with MnDOT compliant truncated domes.
- Construction of accessible features of new sidewalks shall be in accordance with all applicable city, state and federal requirements.
- Provide new accessible post mounted signs at accessible parking stalls. Signs shall be installed in accordance with applicable City and State requirements.
- All liquid and solid wastes generated by concrete washout operations must be contained and prevented from contact with surface water or groundwater. This includes ditches, slopes to ditches, curb and gutter, and storm sewer systems. All concrete trucks used on site shall not be allowed to washout on site. All excess water and concrete shall leave site within concrete trucks. All liquid and solid wastes shall be disposed of properly.
- Replace any concrete curbing damaged during construction.
  - Reinstall curbing to match adjacent profiles and construction.
- Repave or repair damaged or noncompliant areas of driveway and both parking lots. Seal coat remaining bituminous areas.
  - Prior to placement of seal coat, pavement surface shall be cleaned by sweeping, flushing or other means necessary to remove all loose particles of paving, dirt and other extraneous material.
  - All surface metal utility covers and castings shall be thoroughly protected prior to seal coating. Covers shall be uncovered and cleaned of slurry material at end of each workday.
  - Bituminous seal coat material shall not be applied if either pavement or air temperature is below 15 degrees C (60 degrees F) and falling, but may be applied when both air and pavement temperature is minimum 13 degrees C (55 degrees F) and rising.
  - Bituminous seal coat material shall not be placed on any wet surface and shall be heated to 52 to 85 degrees C (125 to 185 degrees F).
  - Bituminous seal coat material shall be CRS-1 or CRS-2 emulsion and applied at a rate of 0.15 to 0.25 gallons per square yard.
  - Aggregate shall be MnDOT Type 2 and applied at a rate of 100 pounds for each gallon seal emulsion per square yard. Aggregate shall be uniformly applied within one minute following placement of seal coat material.
  - Initial pass and subsequent four passes (five passes total) of pneumatic-tired roller shall be within five minutes of spreading of aggregate. All rolling operations shall be completed within 30 minutes of placement of seal coat material. Rollers shall not be operated at speeds in excess of five miles per hour.



- Rolling shall begin at outer edge and continue in a longitudinal direction working toward center of pavement.
- Re-stripe all parking surfaces and include two ADA compliant stalls in each parking lot. Striping materials shall be 100 percent acrylic low solids water borne traffic and parking lot paint formulated to meet or exceed performance requirements of Federal Specification TT-P-1952B.

**END OF SCOPE OF WORK**



Electronic Application

4. Financing Costs

- a) Hazard and Liability Insurance
- b) Construction Int. at: + 4.00% | 16 months
- c) Taxes during construction +
- d) Agency Inspection Fee (MHFA First Mortgage Only)  
(1% of gross construction cost. See VLB.L.) +
- e) Other Inspection Fee +
- f) MHFA Origination Fee (2% of 1st \$5m. then 1%. \$25K min. fee.) +
- g) Other Origination Fee (Permanent financing fee not eligible for basis.) +
- h) Mortgage Insurance Premium +
- i) Revenue Bond Premium +
- j) Title and Recording +
- k) MHFA DCE (Line V.F.4)
- l) Other: Specify Construction Loan Fees
- m) Other: Specify Soft Cost contingency
- n) Other: Specify MHFA app fee
- o) Total Financing Costs (lines 4.a thru 4.n)

a.		
b.	\$74,997	\$32,000
c.		
d.	\$31,072	\$31,072
e.		
f.	\$40,385	
g.		
h.	\$5,250	
i.		
j.	\$35,000	\$28,000
k.	\$80,769	
l.	\$85,324	\$85,324
m.	\$15,000	\$7,500
n.	\$800	
o.	\$368,597	\$328,212

D. Total Mortgageable Costs (TMC)

(Total of subtotal lines) \$72,741 per unit

E. Non-Mortgageable Costs (For example: Syndication Reserves)

- a. Specify: Syndication reserves
- a. Specify: Owner Reserve Balance
- a. Specify: Section 8 Reserve

D. \$5,746,537 \$5,706,152

1.	\$17,945	
2.	\$190,405	
3.		

F. Total Development Cost (TDC)

(Total lines VLD and VLE) \$91.13 | \$75,378  
Per Sq Ft Per Unit

4. \$208,350  
F. \$5,954,887 \$5,914,502

G. Total Basis for Tax Credits (Sum of 30% + 70% PV Basis)

G. \$5,542,336 \$1,405,000 \$4,137,336

H. Total Intermediary Costs

H. \$881,444 14.802%

VII. FUNDING REQUIREMENTS:

A. Capital Sources of Funding: Negotiated Mortgage \$2,100,000 \*\*Check to include in Housing Tax Credit

Name of Source	Term	Calculated Gap		Per Unit	Committed?	(HTC) gap calculation		MHFA USE ONLY		
		Rate	Amount			HTC Gap**	Finance Type	Program Units	Pay Out Order	
1. LMIR 1st Mortgage			\$2,100,000	\$26,582	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes				15
2. General Partner Cash					<input type="checkbox"/> Yes					1
3. Syndication Proceeds*	Deferred Proc.->		\$3,391,687	\$42,933	<input type="checkbox"/> Yes					2
4. Owner Equity			\$190,409	\$2,410	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				3
5. MHFA			\$272,791	\$3,453	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				4
6.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				5
7.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				6
8.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				7
9.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				8
10. Construction Loan		4.00%	\$2,812,364	\$35,600	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Interim Loan			9
11.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				10
12.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				11
13.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				12
14.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				13
15.					<input type="checkbox"/> Yes	<input type="checkbox"/> Yes				14
<b>Total of Permanent Financing</b>			\$5,954,887	\$75,378	2812364					

\* HOUSING TAX CREDIT ONLY: List syndication proceeds from historic credits separately.

\*\* HOUSING TAX CREDIT ONLY: Check yes for sources of financing which must be included in the HTC equity gap calculation.

B. Non-Capital Sources of Funding

Type of Source	Name of Source	Term	# of Units	Amount	\$ per Unit
					\$0
					\$0
					\$0
					\$0
<b>Total Non-Capital Financing</b>				0	\$0

C. Effective Rate of all MHFA's financing, blending amortizing and deferred loan rates

D. Other Requirements

- 1. Working Capital Escrow (3% of MHFA Net Mortgage)\*  
MHFA 1st mortgage only \$60,577
  - 2. Rent Up Escrow (3% of MHFA Net Mortgage)\*  
MHFA 1st mortgage only with unoccupied building \$0
  - 3. Insurance Escrow (MHFA determines \$) for MHFA 1st Mortgage
  - 4. Other - List:
  - 5. Other - List:
- \*Can be Cash or Letter of Credit.

**Exhibit IV - Pro forma**

NOTE: Please input only in the shaded areas of the worksheet. Please prepare separate pro formas for residential and commercial space. No support services revenues and/or expenses should be included in the residential pro forma.

Project Name:	Highland Apartments															
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
<b>REVENUES</b>																
+ Gross Rent	\$570,024	\$578,574	\$587,253	\$596,062	\$605,003	\$614,078	\$623,289	\$632,638	\$642,128	\$651,760	\$661,536	\$671,459	\$681,531	\$691,754	\$702,130	
Operating Subsidy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
+ Other Income	\$7,292	\$7,401	\$7,512	\$7,625	\$7,739	\$7,856	\$7,973	\$8,093	\$8,214	\$8,338	\$8,463	\$8,590	\$8,718	\$8,849	\$8,982	
+ Reserve Draws	\$577,316	\$585,976	\$594,765	\$603,687	\$612,742	\$621,933	\$631,262	\$640,731	\$650,342	\$660,097	\$669,999	\$680,049	\$690,250	\$700,603	\$711,112	
= Gross Income	\$28,501	\$28,929	\$29,363	\$29,803	\$30,250	\$30,704	\$31,164	\$31,632	\$32,106	\$32,588	\$33,077	\$33,573	\$34,077	\$34,588	\$35,107	
- (Vacancy)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Bad Debt	\$548,815	\$557,047	\$565,403	\$573,884	\$582,492	\$591,229	\$600,098	\$609,099	\$618,236	\$627,509	\$636,922	\$646,476	\$656,173	\$666,016	\$676,006	
<b>Net Revenue</b>																
	\$26,544	\$27,340	\$28,161	\$29,005	\$29,876	\$30,772	\$31,695	\$32,646	\$33,625	\$34,634	\$35,673	\$36,743	\$37,845	\$38,981	\$40,150	
<b>OPERATING EXPENSES</b>																
Management Fee	\$300	\$315	\$330	\$346	\$363	\$380	\$397	\$415	\$434	\$452	\$472	\$492	\$513	\$534	\$556	
Advertising	\$3,530	\$3,636	\$3,745	\$3,857	\$3,973	\$4,092	\$4,215	\$4,341	\$4,472	\$4,606	\$4,744	\$4,886	\$5,033	\$5,184	\$5,339	
Administration	\$72,821	\$75,006	\$77,256	\$79,573	\$81,961	\$84,419	\$86,952	\$89,561	\$92,247	\$95,015	\$97,865	\$100,801	\$103,825	\$106,940	\$110,148	
Payroll	\$3,150	\$3,245	\$3,342	\$3,442	\$3,545	\$3,652	\$3,761	\$3,874	\$3,990	\$4,110	\$4,233	\$4,360	\$4,491	\$4,626	\$4,765	
Legal	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377	\$3,478	\$3,582	\$3,690	\$3,800	\$3,914	\$4,032	\$4,153	\$4,277	\$4,406	\$4,538	
Accounting/Audit	\$32,338	\$33,308	\$34,307	\$35,337	\$36,397	\$37,489	\$38,613	\$39,772	\$40,965	\$42,194	\$43,460	\$44,763	\$46,106	\$47,489	\$48,914	
Electric & Gas	\$26,668	\$27,468	\$28,292	\$29,141	\$30,015	\$30,916	\$31,843	\$32,798	\$33,782	\$34,796	\$35,840	\$36,915	\$38,022	\$39,163	\$40,338	
Water & Sewer	\$3,400	\$3,502	\$3,607	\$3,715	\$3,827	\$3,942	\$4,060	\$4,182	\$4,307	\$4,436	\$4,569	\$4,706	\$4,848	\$4,993	\$5,143	
Waste Removal	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534	\$2,610	\$2,688	\$2,768	\$2,852	\$2,937	\$3,025	
Snow Removal	\$2,150	\$2,215	\$2,281	\$2,349	\$2,420	\$2,492	\$2,567	\$2,644	\$2,724	\$2,805	\$2,889	\$2,976	\$3,065	\$3,157	\$3,252	
Grounds Maintenance	\$17,700	\$18,231	\$18,778	\$19,341	\$19,922	\$20,519	\$21,135	\$21,769	\$22,422	\$23,094	\$23,787	\$24,501	\$25,236	\$25,993	\$26,773	
Repairs/Maintenance	\$4,702	\$4,843	\$4,988	\$5,138	\$5,292	\$5,451	\$5,614	\$5,783	\$5,956	\$6,135	\$6,319	\$6,509	\$6,704	\$6,905	\$7,112	
Elevator Maintenance	\$11,870	\$12,226	\$12,593	\$12,971	\$13,360	\$13,761	\$14,173	\$14,599	\$15,037	\$15,488	\$15,952	\$16,431	\$16,924	\$17,431	\$17,956	
Supplies	\$10,020	\$10,521	\$11,030	\$11,549	\$12,078	\$12,616	\$13,164	\$13,732	\$14,320	\$14,928	\$15,556	\$16,204	\$16,872	\$17,560	\$18,268	
Pest Control	\$28,000	\$28,840	\$29,705	\$30,596	\$31,514	\$32,460	\$33,433	\$34,436	\$35,470	\$36,534	\$37,629	\$38,759	\$39,921	\$41,119	\$42,353	
Insurance	\$9,500	\$9,785	\$10,079	\$10,381	\$10,692	\$11,013	\$11,343	\$11,684	\$12,034	\$12,395	\$12,767	\$13,150	\$13,545	\$13,951	\$14,370	
Other Expense	\$38,444	\$39,597	\$40,785	\$42,009	\$43,269	\$44,567	\$45,904	\$47,281	\$48,700	\$50,161	\$51,666	\$53,215	\$54,812	\$56,456	\$58,150	
Property Taxes	\$31,600	\$32,548	\$33,524	\$34,530	\$35,566	\$36,633	\$37,732	\$38,864	\$40,030	\$41,231	\$42,468	\$43,742	\$45,054	\$46,406	\$47,798	
Replacement Reserves	\$16,000	\$16,480	\$16,974	\$17,484	\$18,008	\$18,548	\$19,105	\$19,678	\$20,268	\$20,876	\$21,503	\$22,148	\$22,812	\$23,497	\$24,201	
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Unique Operating	\$343,937	\$354,255	\$364,883	\$375,829	\$387,104	\$398,717	\$410,679	\$422,999	\$435,689	\$448,760	\$462,223	\$476,089	\$490,372	\$505,083	\$520,236	
<b>Total Operating Expenses</b>																
	\$204,878	\$202,792	\$200,520	\$198,055	\$195,388	\$192,512	\$189,419	\$186,100	\$182,547	\$178,750	\$174,699	\$170,387	\$165,801	\$160,932	\$155,770	
<b>Net Operating Income</b>																
TIF Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Adjusted NOI	\$204,878	\$202,792	\$200,520	\$198,055	\$195,388	\$192,512	\$189,419	\$186,100	\$182,547	\$178,750	\$174,699	\$170,387	\$165,801	\$160,932	\$155,770	
Debt Service 1st Mortgage	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	\$135,349	
Debt Service TIF Note	\$69,529	\$67,443	\$65,171	\$62,706	\$60,039	\$57,163	\$54,070	\$50,751	\$47,198	\$43,401	\$39,350	\$35,038	\$30,452	\$25,583	\$20,421	
- Debt Service Payable from Cash Flow	1.51	1.50	1.48	1.46	1.44	1.42	1.40	1.37	1.35	1.32	1.29	1.26	1.22	1.19	1.15	
Cash Flow	1.60	1.57	1.55	1.53	1.50	1.48	1.46	1.44	1.42	1.40	1.38	1.36	1.34	1.32	1.30	
<b>Debt Coverage Ratio</b>																
Expense Coverage Ratio	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	\$208,350	
Operating Reserve Deposits/(Draws)	\$31,600	\$32,548	\$33,524	\$34,530	\$35,566	\$36,633	\$37,732	\$38,864	\$40,030	\$41,231	\$42,468	\$43,742	\$45,054	\$46,406	\$47,798	
Capitalized Replacement Reserve	\$4,167	\$4,882	\$5,631	\$6,414	\$7,233	\$8,089	\$8,983	\$9,918	\$10,893	\$11,912	\$12,975	\$14,083	\$15,240	\$16,446	\$17,704	
Interest on Reserve	\$208,350	\$244,117	\$281,547	\$320,703	\$361,647	\$404,446	\$449,168	\$495,883	\$544,665	\$595,588	\$648,731	\$704,975	\$764,423	\$827,093	\$893,000	
Cumulative Reserve																
	\$208,350	\$244,117	\$281,547	\$320,703	\$361,647	\$404,446	\$449,168	\$495,883	\$544,665	\$595,588	\$648,731	\$704,975	\$764,423	\$827,093	\$893,000	

Notes:

Resolution No. \_\_\_\_\_

RESOLUTION SUPPORTING THE WILLMAR HRA PROPOSED HIGHLAND APARTMENTS REDEVELOPMENT PROJECT

WHEREAS, the City of Willmar has a critical need and desire to provide affordable housing options to people of all incomes; and

WHEREAS, the Willmar HRA owns and operates the Highland Apartments, a 79 unit affordable housing project within the City of Willmar; and

WHEREAS, the Highland Apartments have significant rehabilitation and recapitalization needs that are in excess of the project and the Willmar HRA's financial ability to remedy; and

WHEREAS, the Willmar HRA is proposing to apply for financing to refinance and undertake substantial repairs that are necessary to preserve the current operations through funding available through the Minnesota Housing Finance Agency June 18<sup>th</sup> funding round; and

WHEREAS, the proposed project will help preserve and continue to support local rental housing needs within the Willmar Community.

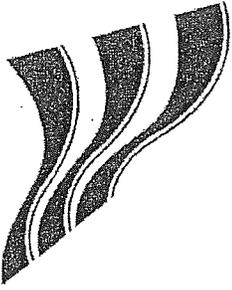
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLMAR, KANDIYOHI COUNTY, MINNESOTA, DOES HEREBY RESOLVE THAT: the City of Willmar will support proposed Highland Apartment application to the Minnesota Housing Finance Agency in the following manner:

- The City of Willmar will act as applicant for the submission of a Small Cities Development grant to provide funding to the project.

Adopted by the City Council of the City of Willmar, Kandiyohi County, Minnesota, this 17th day of June, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: June 10, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: June 17, 2013

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

Originating Department: Willmar HRA

Agenda Item: SCDP Administrative Contract

Recommended Action: Authorize Mayor and Administrator to sign the SCDP Program Administrative Agreement as presented.

Background/Summary: The City has for many years used the Willmar HRA as the Administrator for all SCDP Program Grants.

Alternatives: Don't authorize the SCDP Program Agreement with the HRA and hire staff to do so.

Financial Considerations: Possible additional staffing costs if HRA staff is not utilized.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

RESOLUTION NO. \_\_\_\_\_

**APPROVING ADMINISTRATIVE CONTRACT**

**FOR**

**WILLMAR COMPREHENSIVE SMALL CITIES DEVELOPMENT PROGRAM**

**WHEREAS**, the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota, submitted an application on behalf of the City of Willmar, Minnesota for the Willmar Comprehensive Small Cities Development Program under the Small Cities Development Program administered by the Minnesota Department of Employment and Economic Development;

**WHEREAS**, the City of Willmar has been notified of funding approval of the application by the Department of Employment and Economic Development;

**NOW THEREFORE BE IT RESOLVED** that the City of Willmar, Minnesota hereby approves the *Administrative Contract By and Between the City of Willmar, Minnesota, and the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota attached hereto as Exhibit A*; and

**BE IT FURTHER RESOLVED** that the Mayor and the City Administrator of the City of Willmar, Minnesota are hereby authorized to execute said agreement.

DATED: \_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY Administrator

**ADMINISTRATIVE CONTRACT BY AND BETWEEN**

**CITY OF WILLMAR, MINNESOTA**

**AND**

**HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF WILLMAR, MINNESOTA**

THIS CONTRACT for Administrative Services is between the City of Willmar, Minnesota, hereinafter referred to as the "City" or "Grantee", and the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota, hereinafter referred to as the "HRA".

WHEREAS, the City of Willmar has been awarded a Grant from the Department of Employment and Economic Development, hereinafter referred to as Grantor, under the Small Cities Development Program, hereinafter referred to as "SCDP"; and,

WHEREAS, the City of Willmar desires to contract with the HRA for Administrative Services; and

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the City and the HRA agree as follows:

- I. The term of this contract is for the period commencing on June 1, 2012 through December 31, 2014;
- II. The HRA agrees to act as the administrative and fiscal agent for the City of Willmar to implement the Willmar Comprehensive SCDP Program funded through the Small Cities Development Program, Project No. CDAP-11-0094-0-FY12; draw requests for reimbursement of administrative and project costs will be prepared by the HRA and submitted to the City for approval prior to submission to the Grantor; funds will be deposited in designated City of Willmar account and paid by the City to the HRA;
- III. The HRA as fiscal agent will receive financial reimbursements based upon a cost-reimbursement basis, accounted for in accordance with "The Common Rule" and said financial reimbursements shall include the general administrative and program activity fees associated with the grant delivery functions from the City of Willmar's Small Cities Development Program funds;
- IV. As the administering agent, the HRA agrees to comply with all provisions of the Grant Agreement between the City of Willmar, Minnesota and the State of Minnesota acting through the Department of Employment and Economic for the above described grant which Agreement is attached hereto as Exhibit A. The HRA agrees to perform the activities that are proposed in the application and further are specified under Grant conditions during the period from June 1, 2012 through December 31, 2014, in accordance with all applicable provisions of Title 1 of the Housing and Community Development Act of 1974, as amended, its implementing regulations particularly federal statutes identified in Title 24 of the Code of Federal Regulations, Part 570, "Implementation Manual" provided by Grantor, and all other applicable state and federal laws;
- V. On behalf of the Grantee, the HRA hereby assigns to the State of Minnesota any and all

claims for overcharges as to goods and/or services provided in connection with the contract resulting from antitrust violations which arise under the antitrust laws of the State of Minnesota.

- VI. Project Planning: The HRA will coordinate the preparation of plans, specifications, contracts, budgets, and other agreements in a manner consistent with applicable State and Federal laws and regulations for all project activities.
- VII. Implementation: The HRA will implement programs authorized under the Small Cities Development Program Grant within the respective limitations of the grant monies provided and/or in accordance with State and Federal requirements.
- VIII. Rehabilitation Program: The HRA will develop program guidelines for owner-occupied housing rehabilitation, downtown commercial rehabilitation and downtown rental housing rehabilitation and implement them in accordance with Federal and State standards. This would include, but not be limited to, determination of eligibility, property and dwelling unit inspection, rehabilitation work write-up, assistance to property owners in obtaining bids, inspections during construction, and certification of completion for contractor payoff.
- IX. Coordination of Other Rehabilitation Programs within the Project Area: The HRA will coordinate other applicable rehabilitation programs in the project area including but not limited to MHFA property improvement programs, USDA Rural Development property improvement programs, Heartland Community Action Agency weatherization program, Southwest Minnesota Housing Partnership property improvement programs funded through Greater Minnesota Housing Fund and Federal Home Loan Bank Affordable Housing Programs;
- X. Fair Housing: The HRA in conjunction with the City agrees to abide by and promote all Fair Housing Regulations during the years the grant is open. Activities will be reported on forms provided by the Grantor annually.
- XI. Financial Recordkeeping and Control: The HRA will keep complete and accurate records of all claims and disbursements in accordance with the following procedures:
  - 1) The HRA will examine each claim and verify that the work has been done and/or materials actually provided for the project.
  - 2) Requisition prepared by the HRA: The HRA, in anticipation of cash needs, will prepare a voucher as required by the State.
  - 3) The HRA will submit the voucher and supporting documentation to the City Administrator for review and signature upon which the HRA will submit the requisitions to the State.
  - 4) Payments to be made: Within three (3) days of the receipt of State monies, subject to any changes in State or Federal regulations, the City will pay the HRA who will in turn make payments authorized on each respective voucher.
  - 5) As often as necessary, prepare a voucher listing all claims certified and paid by the HRA and submit this voucher to the HRA Board of Commissioners for its ratification.

6) The City and the HRA mutually agree that a mortgage, assignments and/or repayment agreement shall be executed in the name of the Willmar HRA for loans originated under the SCDP to individual property owners for rehabilitation purposes. In regard to such mortgages, repayment agreements and assignments, the HRA shall prepare all documents and obtain all necessary signatures required for proper execution of such documents and file a secured interest with the Kandiyohi County Recorder's Office.

7) The City and the HRA mutually agree that generated post close-out program income realized from the administration of the Small Cities Development Program will be used by the Willmar HRA for SCDP approved activities similar in purpose to the originally proposed activities. Program income received when the grant is open must be used to reduce draws of SCDP funds for grant activities.

XII. For the purposes of this contract, the HRA shall be deemed an independent contractor and not an employee of the City. Any and all employees of the HRA or other persons while engaged in the performance of any work or services required by the HRA under this contract, shall not be considered employees of the City and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or admission on the part of said employees or the HRA shall in no way be the obligation or responsibility of the City.

XIII. It is further agreed that the HRA shall defend and save the City harmless from any claims, demands, actions, or causes of action arising out of any act or admission on the part of the HRA, its agents, servants, or employees in performance of, or with relation to, any of the work or services provided, to be performed, or furnished by the HRA under the terms of this contract.

XIV. The HRA shall not assign any interest in this contract and shall not transfer any interests in the same, whether by assignment, subcontract, or novation without the prior written consent of the City. Services for lead assessments and lead clearance will be secured by the HRA through a separate contract.

XV. Any alteration, variation, modification, or waiver of the provisions of this contract shall be valid only after it has been reduced in writing, duly signed by both parties, and attached to the original of this contract.

XVI. The waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of the agreement are cumulative and not mutually exclusive.

XVII. This contract, as well as Exhibit A, which is attached hereto and incorporated herein by reference, shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

XVIII. The City shall have full access to all records relating to the performance of this agreement.

XIX. In performing the provisions of this contract, the HRA agrees to comply with all Federal, State, or local laws and all applicable rules, regulations, or standards established by any agency or governmental units which are now or hereafter promulgated.

XX. In consideration of the prompt and efficient carrying out of the above, the City agrees to reimburse the HRA, dollar for dollar, for its administrative and project related costs in carrying out the above activities up to an amount not to exceed the maximum amount allowable as specified by the State of Minnesota, Department of Employment and Economic Development, Community Development Division. During the term of the contract, said monies are to come solely from the General Administration and Rehabilitation Administration funds budgeted and totally available for the administration of the Small Cities Development Program. Accurate records of administrative costs shall be kept by the HRA and billings shall be made at such times as are convenient to implement the City's requisition of funds from the State of Minnesota. For the purposes of this contract, administrative and project related costs are defined as follows:

- 1) Salary and professional services costs actually incurred by the HRA for time expended in all phases of the project.
- 2) Mileage, supplies, audit; publication costs; and other direct costs associated with the program administration.
- 3) Proportionate share of allowable overhead expenses figured on a time expended basis according to the HRA's approved cost allocation plan.
- 4) Costs incurred by the attendance at applicable Small Cities Development Program conferences within the term of this contract, including registration fees and travel expenses. Conference attendance shall be for the purpose of gaining additional information on community development and regulations and program implementation.

XXI. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of any Federal or State law or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid and that the remainder of this contract shall remain in full force.

XXII City reserves the right to terminate this contract if the HRA inexcusably fails to perform any of the provisions hereof. Such termination shall occur thirty (30) days after the receipt by the HRA of written notice specifying the grounds thereof, unless, prior to that date, the HRA has cured the alleged non-performance of the provisions of this contract.

XXIII. NOTICE TO HRA: It is required by Minnesota Statutes, Section 270.66 to provide your Minnesota Tax identification number if you do business with the State of Minnesota. These numbers will be available to federal and state personnel involved in the payment of state obligations.

Minnesota Tax ID 7382806  
Federal Employer Tax ID 41-0951605

XXIV. It is understood that this agreement may be subject to review and/or approval by the Department of Employment and Economic Development.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed.

CITY OF WILLMAR

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF WILLMAR, MN

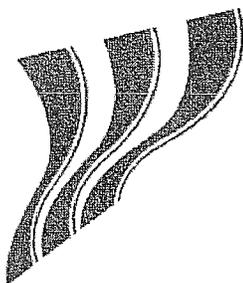
BY: \_\_\_\_\_  
MAYOR, CITY OF WILLMAR

BY: \_\_\_\_\_  
CHAIR

ATTEST:

BY: \_\_\_\_\_  
CITY ADMINISTRATOR

BY: \_\_\_\_\_  
EXECUTIVE DIRECTOR



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

**Agenda Item Number:** 5

**Meeting Date:** June

**Attachments:** Yes No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Housing and  
Redevelopment Authority

**Action Requested:** Approval of Resolution Adopting Section 3 Plan

**Guiding Principle:** The Department of Housing and Urban Development requires cities receiving its financial assistance to adopt a Section 3 Plan.

**Introduction:** All grantees must have a written plan in place to indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible toward low and very-low income persons (<80% of area median income), particularly those who are recipients of government assistance for housing.

These efforts could include:

1. Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered program or project is located, or similar methods.
2. Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
3. Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

DEED requires that Grantees have all potential contractors complete the Section 3 Business Certification Form. The plan and Certification Forms will be checked at grant monitoring. The Willmar HRA will be responsible for ensuring the requirements are met.

**Background/Justification:** Because the City is a HUD Small Cities Program grantee, it is required to comply with adopting a Section 3 Plan in order to receive the funds.

**Fiscal Impact:** \$1,076,162

**Alternatives:** To not adopt the Section 3 plan and not receive Small Cities Development Program funding for community rehab needs.

**Staff Recommendation:** To adopt the Section 3 Plan.

**Reviewed by:** Jill Bengtson, Housing and Redevelopment Director for Kandiyohi County

**Preparer:** City Administrator Charlene Stevens

**Signature:**

**Comments:**

Resolution \_\_\_\_\_

City of Willmar Section 3 Plan

WHEREAS, The City of Willmar is a recipient of the HUD Small Cities Development Program to fund home owner rehabilitation, rental rehabilitation and commercial rehabilitation; and

WHEREAS, the Department of Housing and Urban Development requires its grantees to have a plan in place to direct employment and other opportunities created by the financial assistance received by the City towards low and very low income persons with incomes less than 80% of area median income particularly those who are recipients of government assistance for housing;

NOW, THEREFORE BE IT RESOLVED that the City of Willmar, Minnesota, hereby adopts the Section 3 Plan for the City of Willmar as attached hereto on this 17<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Frank Yanish, Mayor

Attest:

\_\_\_\_\_  
Charlene Stevens, City Administrator

## **City of Willmar Section 3 Plan**

The City of Willmar, Minnesota, in conjunction with the Small Cities Development Program, has the following plan to direct employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Section 3 is a HUD requirement that is intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to low- and very low-income persons or businesses. Being a Section 3 Business is not required, however preference is given to those businesses.

The City of Willmar will attempt to recruit low-income residents through at least one of the following: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the City of Willmar in which the Section 3 covered program or project is located, or participate in the one of the HUD program or other program which promotes the training or employment of Section 3 residents, or will participate in a HUD program or other program which promotes the award of contracts to businesses which meet the definition of Section 3.

The City of Willmar will require all contractors to complete and submit the Section 3 Business Certification Form prior to awarding contracts. The City of Willmar will keep a list of Section 3 businesses. While being a Section 3 business is not required for the program, the City of Willmar will give preference to qualified, competitive Section 3 businesses.

## Section 3 Business Certification Form

Section 3 is a HUD requirement that is intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to persons or businesses earning less than 80% of area median income (AMI) as provided by local administrator. Being a Section 3 Business is NOT required, however preference is given to those businesses.

Name of Business \_\_\_\_\_ Owner(s) of Business \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Address of Business \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Please answer the following questions:

1. Is your business owned by a person(s) with an annual income below 80% of area median income(AMI)? (local administrators should attach income chart)  
 Note: If there is more than one owner, at least 51% ownership must be by a person(s) below that income level.  
 Yes Go to Question 2.  
 No Go to Question 3.
  
2. What is the 80% AMI or less income owners(s) name(s)? \_\_\_\_\_ . Skip questions 4&5, provide signature, and answer additional required questions.
  
3. Are 30% of full-time employees earning below 80% area median income?  
 Yes Skip Question 4 and provide signature and answer additional required questions.  
 No Go to Question 4.
  
4. Can you provide documented evidence that if your business does sub-contracting, that more than 25% of the dollar value of all contracts will go to those businesses that are at or below 80% of the area median income?  
 Yes Sign and date this form and answer additional required questions.  
 No Sign and date form.

If you answered no to all these questions, you are not a Section 3 Business. You do not have to be a Section 3 Business in order to work on HUD projects.

Business Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you certify that you are a Section 3 Business, complete the following questions**

1. Number of New Hires \_\_\_\_\_
2. Percentage of New Hires with income below 80% of area median income \_\_\_\_\_
3. Percentage of New Hire hours completed by persons earning income below 80% of area median income \_\_\_\_\_
4. Percentage of total staff hours completed by Section 3 Employees and Trainees \_\_\_\_\_
5. Number of Section 3 Trainees \_\_\_\_\_
6. In any, what trades do the Section 3 new hires/employees work?  
 Examples: Professionals, technicians, office/clerical, construction. If construction, please indicate specific trade(s). \_\_\_\_\_

*It is a crime to knowingly make false statements to the United States on this or any similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.*

STATE OF MINNESOTA  
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT  
BUSINESS AND COMMUNITY DEVELOPMENT DIVISION

Small Cities Development Program  
Grant Agreement

CDAP-11-0094-O-FY12

This Agreement is made on June 1, 2012 between the State of Minnesota acting through the Department of Employment and Economic Development (hereinafter the Grantor) and the City of Willmar, 333 SW 6th Street, P.O. Box 755, Willmar, MN 56021-0755 (hereinafter the Grantee).

The Grantor has been allocated funds by the United States Department of Housing and Urban Development under the Community Development Block Grant Program (CDBG) and is authorized to administer the funds pursuant to Minnesota Statutes 116J.401(2). Under Minn. Stat. 116J.402, the Grantor is empowered to enter into contracts as necessary to perform the Commissioner's duties.

The Grantee has made application to the Grantor for the purpose of administering a Small Cities Development Program (SCDP) project for the City of Willmar in the manner described in Grantee's "APPLICATION," which is incorporated into this agreement by reference.

In consideration of mutual promises set forth below, the parties agree as follows:

The Grantor shall grant to the Grantee the total sum of ONE MILLION SEVENTY-SIX THOUSAND ONE HUNDRED SIXTY-TWO DOLLARS (\$1,076,162), which shall be federal funds appropriated to the State of Minnesota under the CDBG. The Grantee shall perform the activities that are proposed in the application and further are specified under Grant Conditions during the period from June 1, 2012 through December 31, 2014 in accordance with all applicable provisions of Title 1 of the Housing and Community Development Act of 1974, as amended, its implementing regulations particularly federal statutes identified in Title 24 of the Code of Federal Regulations, Part 570, guidelines provided by Grantor and all other applicable state and federal laws.

Grantee agrees to complete the project in accordance with the approved budget and within the time frames specified in the application and agreement. Any change in the scope of the project, the budget, or the completion date must be approved in writing by the Grantor.

Funds made available pursuant to this agreement shall be used only for expenses incurred in performing and accomplishing such purposes and activities during the grant period described above. Notwithstanding all other provisions of this agreement, it is understood that any reduction or termination of Housing and Urban Development funds provided to the Grantor may result in a like reduction to the Grantee.

Where provisions of the Grantee's application are inconsistent with other provisions of this agreement, the other provisions of this agreement shall take precedence over the provisions of the application.

**GRANT CONDITIONS**

1. The following activities, goals, and budget costs are approved by the Grantor. Any modifications to the budget must have written Grantor approval prior to implementation.

Fed. Obj	Activity Code	Activity Title	Unit Goal	Number of households /persons served	Number of LMI households /persons served	SCDP Funds	Other Funds	Total
LMH	14A	Res Owner Rehab	32	32	32	\$480,000	\$208,000	\$688,000
LMH	14B	Rental Rehab	17	17	17	196,350	2,735,949	2,932,299
SBA	14E	Commercial Rehab	8	8		267,800	93,918	361,718
	21A	Administration				132,012	0	132,012
		Totals				\$1,076,162	\$3,037,867	\$4,114,029

2. Successors and Assignees: The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the Grantor and a fully executed grant agreement executed and approved by the same parties whom executed and approved the grant, or their successors in office. This agreement shall be binding upon any successors or assignees of the parties.
3. Amendments: Any amendment to this grant contract, with the exception of Grant Adjustment Notices (GANs), must be in writing and will not be effective until it has been executed and approved by those parties authorized by resolution to enter into this contract, their successors and assigns, or other party authorized by the Grantee through a formal resolution of its governing body. GANs must be approved by the Grantor in writing, and require a written change request by the Grantee.
4. Waiver: If the state fails to enforce any provisions of this grant agreement that failure does not waive the provisions or its right to enforce it.
5. Pre-Agreement Costs: Grantee may incur administrative costs for this grant prior to the executed grant agreement. This does not include the award of construction contracts prior to environmental clearance.
6. Environmental Compliance: Unless the Grantor indicates otherwise, the Grantee is required to conduct an environmental review on project activities, to comply with the National Environmental Policy Act of 1969 (NEPA), as amended. Disbursement of funds will not occur until Grantee has provided assurances that all NEPA requirements will be met.

Environmental clearance must be received by the Grantor and other agencies prior to committing funds for activities. Grantee must maintain environmental review documentation and records.

The Grantee may enter into a programmatic agreement with the Minnesota State Historic Preservation Office (MnSHPO) that allows the grantee to not seek further consultation from MnSHPO on eligible properties in eligible rehabilitation projects.

7. Timeliness: The Grantor may cancel this Grant Agreement if it determines that the progress towards completion of the activities is not reasonable.
8. Drug-free Workplace/Drug-Free Workplace Awareness Program: The Grantee agrees to provide a drug-free workplace by notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying actions that will be taken against employees for violation of such prohibition. The Grantee must have an Awareness Program, or establish a

drug-free workplace awareness program to inform employees about the dangers of drug abuse, the availability of drug counseling and penalties for violations of the drug-free workplace policy. Prior to release of funds, Grantee will provide evidence of a drug-free workplace to the Grantor.

9. Prohibition of Excessive Force Policy: The Grantee agrees to adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations (P.L. 101-144, Section 519). Prior to release of funds, Grantee will provide evidence of a Prohibition of Excessive Force Policy to the Grantor.
10. Residential Anti-displacement and Relocation Assistance Plan: The Grantee agrees to adopt, make public and follow a "residential anti-displacement and relocation assistance plan" in accordance with Section 104(d) of the Housing and Community Development Act of 1974, as amended. This plan must include steps to minimize displacement of residents caused by project activities. Prior to release of funds, Grantee will provide evidence of a Residential Anti-displacement and Relocation Assistance Plan to the Grantor.
11. Fair Housing: Grantee agrees to abide by and promote all Fair Housing Regulations during the grant period, including conducting at least one unique activity to affirmatively further fair housing each year that the grant remains open. Activity(ies) must be reported via the Grantor's Annual Report annually.
12. Policies and Procedures: Where applicable and prior to release of funds, Grantee must approve policies and procedures which are consistent with the Application and consistent with current SCDP guidance and policy. All policies and procedures must adhere to federal and/or state requirements.
13. Federal Labor Standards: When applicable, Grantee must comply with all federal Davis Bacon and Related Act requirements and must submit "Notice of Contract Award" required by the Grantor before using grant funds to pay contractors or subcontractors.
14. Reporting: Grantee shall submit reports annually during the grant period, to Grantor by October 15, or the date designated by the Grantor. All other reports must be in accordance with the reporting requirements set forth in Minnesota Rule 4300.3200. Grantee shall use the reporting forms provided by the Grantor.
15. Accounting: For all expenditures of funds made pursuant to this agreement, Grantee shall keep financial records, including invoices, contracts, receipts, vouchers, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditure. Accounting methods shall be in accordance with "The Common Rule," Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at 24 CFR, Part 85, as amended.
16. Procurement: The Grantee must maintain documentation that shows that professional services were procured in accordance with "The Common Rule," Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at 24 CFR, Part 85, as amended. Services obtained from units of government such as HRA, RDC, or nonprofit organizations do not have to be procured by competitive negotiation, but contracts for these services must only be on a cost-reimbursement basis, accounted for in accordance with "The Common Rule."

All construction contracts will require competitive bidding, unless waived by the Grantor.

17. Audit and Inspection: The Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156). When a Grantee expends over \$500,000 in federal funds during their fiscal year, an A-133 audit is required. Accounts and records related to the funds provided under this agreement shall be accessible to authorized representatives of the Grantor for purposes of examination and audit. In addition, Grantee will give the U.S. General Accounting Office, the U.S. Department of Housing and Urban Development, State of Minnesota, Department Of Employment and Economic Development, the Legislative Auditor, and State Auditor's Office, through any authorized representatives, access to and the right to examine all records, books, papers, and documents related to the grant for a minimum of six years from the end of this Grant Agreement. The Catalogue of Federal Domestic Assistance (CFDA) number for grants made available from Small Cities is: 14.228.

18. Liability: Grantee agrees to indemnify and save and hold Grantor, its agents and employees harmless from any and all claims or causes of action arising from the performance of the Grant by Grantee or Grantee's agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the Grantor's failure to fulfill its obligations pursuant to this Agreement.
19. Data Practices Act: The Grantee shall comply with the Minnesota Government Data Practices Act, Chapter 13.
20. Conflict of Interest: The Grantee shall comply with the conflict of interest provisions of Minnesota Statutes Sections 471.87-471.88, and Subpart K of 24 CFR, Part 570.611 of the Code of Federal Regulations.
21. Payment/Disbursements: Grantor shall disburse funds to the Grantee pursuant to this agreement, based upon a payment request submitted by the Grantee and reviewed and approved by the Grantor. Payment requests will be processed on a bi-weekly calendar provided by Grantor. The amount of grant funds requested must be two thousand dollars (\$2,000) or more (except for the final draw).
- Grantor has authority to withhold administrative funds if adequate progress on contractual goals is not being met.
22. Program Income and local income generated: Program Income is defined as any income equal to or exceeding \$35,000 in a federal fiscal year (10/1-9/30) received by the Grantee from the CDBG (SCDP and federal Minnesota Investment Fund). Any income received from a SCDP grant under \$35,000 in a federal fiscal year, is not Program Income, but must be reused for an approved purpose.

If a Grantee has an open SCDP grant and receives income (Program Income or not) from that SCDP grant, or previous SCDP grants that are now closed, the amount received must be used for grant activities prior to drawing awarded funds. Program Income will be subtracted from the amount requested on the Disbursement Request Form (DRF).

Grantee agrees to have a "Program Income and Local Funds Generated Plan" on file that states how Program Income and local funds generated from the grant will be reused. This plan should state funds will be reused for an approved SCDP purpose and be consistent with the Grantee's application. If the funds received by the Grantee cannot be utilized by the Grantee within a reasonable amount of time, it must be returned to Grantor.

Annual Reporting: Following grant closeout, the Grantee must report Program Income funds available at the beginning of the year, Program Income received, Program Income expended, and the Program Income funds balance at the end of the year. This reporting is completed on-line. If the Grantee receives income from a grant of less than \$35,000 in a federal fiscal year, it is NOT Program Income and the report should report \$0 for Program Income. Grantees must complete the report annually even if there is no Program Income. Annual Program Income reporting will be required as long as the Grantee has Program Income or has outstanding loans for grant funds or Program Income funds:

If Program Income is expended, when it is not on an open grant, the Post Closeout Program Income Expenditure Reporting Form must be completed to show accomplishments achieved with those and leveraged funds.

23. The Grantee must comply with Minnesota Statutes, Section 290.9705 by either:
- A. Depositing with the State, eight percent of every payment made to non-Minnesota construction contractors, where the contract exceeds \$100,000; or
  - B. Receiving a waiver from this requirement from the Minnesota Department of Revenue.
24. Anti-Lobbying: The Grantee must not use SCDP funds to pay any person for influencing or attempting to influence an officer or employee of a federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of any federal contract, the making of a federal grant, the making of a federal loan, the entering into of any cooperative agreement, and the extension, continuation,

renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If the Grantee uses non-federal funds to conduct any of the aforementioned activities, the Grantee must complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying." Further the Grantee must include the language of this provision in all contracts and subcontracts and all contractors and subcontractors must comply accordingly.

25. Equal Employment & Section 3: Grantee must include Executive Order 11246 (Standard Federal Equal Employment Opportunity Construction Contract Specifications) as well as the Section 3 Clause §135.38, notice regarding economic opportunities for low and very low income persons in all Grantee bidding and contract documents for which the construction costs exceed \$100,000. All Grantees must have a Section 3 plan documenting how they will promote Section 3 and collect the SCDP Section 3 Contractor Certification form when applicable.
26. Uniform Relocation Assistance and Real Property Acquisition Policies Act: Permanent easements of land required for any public facilities improvement made using SCDP funds, or in conjunction with SCDP activities, must be acquired in conformance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR 24). Budget modification, if necessary to achieve compliance, must be approved in writing by the Grantor.  
  
Unless otherwise approved in writing by Grantor, use of SCDP funds to purchase real property is limited to the value established by appraisal(s) conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.  
  
Reuse of real property that is acquired with SCDP funds must be approved by Grantor.
27. Assessments: Grantee will not assess the SCDP funds share of any public facilities project.
28. Provision for Contracts and Subcontracts: Grantee shall include in any contract or subcontract such provisions as to assure contractor and subcontractor compliance with applicable state and federal laws.
29. Eligible Contractors: Grantees are required to verify that all contractors, subcontractors and sub-recipients are not listed on the Federal publication that lists debarred, suspended and ineligible contractors. Evidence of this determination must be readily available to the Grantor throughout the life of the project.
30. Reduction in Actual Costs: On projects that involve construction of public facilities, new housing construction, conversion for new housing, or rehabilitation of 8 housing units or more under one site. If bids are significantly lower than estimated project costs presented in the Grantor's application, Grantee must contact Grantor. Grant amount may be reduced.
31. Termination and Cancellation: This Grant may be cancelled by the Grantor at any time, upon thirty (30) days written notice to the Grantee. In the event of such cancellation, Grantee shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
32. Worker's Compensation: The grantee certifies that it is in compliance with Minnesota Statute 176.181 Subd.02, pertaining to worker's compensation insurance coverage. The Grantee's employers and agents will not be considered state employees. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
33. Governing Law, Jurisdiction and Venue: Minnesota law, without regard to its choice for law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
34. Monitoring: Grantee will be monitored through an on-site visit at least once during the grant period.
35. Public Hearing: The Grantee will hold a second public hearing (first was held for submission of Application) midway through the implementation period to solicit public feedback on grant progress and results. The public

hearing must be publicly advertised and minutes from the hearing and evidence that the hearing was publicly advertised will be provided to the Grantor after the hearing is held. This documentation will be provided by October 15, 2013.

36. Bid Specifications: For projects that involve construction of public facilities, new housing construction, conversion for new housing, or rehabilitation of 8 housing units or more under 1 site: Grantee will provide Grantor with bid specifications (not maps or architectural drawings) for review and approval.
37. Allowable Costs – Grant funds will only be used to reimburse costs that are eligible and allowable under the CDBG program. Grantor will require that Grantee refund any unallowable costs to Grantor.
38. Rental Development Agreement – When applicable and prior to release of funds, the Grantee will provide the Grantor with a development agreement between the Grantee and developer and, if applicable, the Management Company. The agreement(s) will include provisions to ensure that rents charged for housing units and incomes of tenants are adequate to satisfy a National Objective. If applicable, the agreement would also ensure against the economic displacement of any current housing tenants.

The Grantor and Grantee acknowledge their assent to this agreement and agree to be bound by its terms through their signatures entered below.

GRANTEE: We have read and we agree to all of the above provisions of this agreement.

By *Frank Reynolds*

Title MAYOR

Date July 10, 2012

By *Charles Atwood*

Title CITY ADMINISTRATOR

Date July 10, 2012

STATE OF MINNESOTA by and through the Department of Employment and Economic Development

By *Rene Nor*

Title DEPUTY COMMISSIONER

Date July 18, 2012

ENCUMBERED:  
Department of Employment and Economic Development

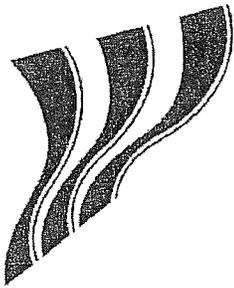
By *Marcus Meyer*  
(Name)

*6/25/12*  
Date Encumbered

[Individual signing certifies that funds have been encumbered as required by Minnesota Statute 16A.]

*PO# 3-53987*  
*SL 48474*

City of Willmar  
Grant #CDAP-11-0094-O-FY12



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

**Agenda Item Number:** 6

**Meeting Date:** June 10, 2013

**Attachments:** X Yes \_\_\_ No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

- Approved       Denied  
 Amended       Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Approve

**Guiding Principle:** Minnesota Statute 118A

**Agenda Item:** Request authority to open a new account at Bremer Bank for short term investments.

**Background/Justification:**

The City Clerk Treasurer implements investment strategies in the management of the City's \$50-\$55 million dollar portfolio. The current strategy of maintaining \$4-\$6 million in short term investments, used to match the liquidity needs of our municipal service expenditure levels, has resulted in a disappointing one-tenth of one percent earnings ratio. In an attempt to improve the earnings, staff has met with Bremer officials to develop a liquid investment tool. The result is a short term duration portfolio structure of treasury's, taxable municipal bonds, agency non-callable bonds and brokered CD's that could achieve a yield nearly six times (.55%) higher than the current strategy.

**Fiscal Impact:** \$ 13,500-\$27,000

**Alternatives:** Leave all funds in existing Heritage Bank account

**Staff Recommendation:** Open a Bremer Bank account

**Preparer:** City Clerk-Treasurer

**Signature:**



Investment Management & Trust

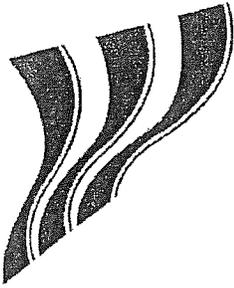
City of Willmar  
 Limited Duration 2 yr Avg Mat. Complies with MN Statute 118A.04  
 As of: 4/15/2013  
 Estimated Market Value: \$3,000,000

Estimated Gross Annual Yield: 0.55%  
 Estimated Average Maturity (Years): 1.56 years

Type	Name	Quality	Coupon	Dollar Price	Term to Maturity/ Average Life	Amount	% of Total	Yield to Maturity	Estimated Annual Coupon Income	Estimated Annual Portfolio Life Income
Treasury	Treasury Bill	Aaa	0.00%	\$99.91	Feb-14	\$225,000	7.50%	0.10%	\$0	\$185
Treasury	U.S. Treasury note	Aaa	0.88%	\$101.57	Dec-16	\$225,000	7.50%	0.45%	\$1,969	\$3,654
Agency non-callable	Federal Home Loan Mfge Corp	Aaa	0.50%	\$100.20	Oct-13	\$300,000	10.00%	0.15%	\$1,500	\$226
Agency non-callable	Federal Home Loan Bank	Aaa	1.03%	\$100.56	Nov-13	\$300,000	10.00%	0.20%	\$3,090	\$357
MBS	Freddie Gold 7yr Collateral (0.81 Year Avg. Life)	Aaa	5.00%	\$103.50	Mar-14	\$300,000	10.00%	0.45%	\$15,000	\$1,184
MBS	- Final Maturity 12/1/15* Fannie Mae 10yr Collateral (1.2 Year Avg. Life) -	Aaa	4.50%	\$103.50	Jul-14	\$300,000	10.00%	0.45%	\$13,500	\$1,635
MBS	Final Maturity 2/1/15* Fannie Mae 10yr Collateral (1.1 Year Avg. Life) -	Aaa	4.50%	\$105.09	Jul-14	\$300,000	10.00%	0.55%	\$13,500	\$1,998
Taxable Municipal	Central Bucks, PA Taxable G.O.	Aa1	2.55%	\$109.66	May-15	\$150,000	5.00%	0.65%	\$3,825	\$1,993
Taxable Municipal	Eden Prairie, MN G.O.	Aaa	2.09%	\$102.94	Dec-15	\$150,000	5.00%	0.95%	\$3,075	\$3,748
Taxable Municipal	Johnston, IA Taxable G.O.	Aa1	3.25%	\$103.61	Jun-17	\$150,000	5.00%	0.95%	\$4,875	\$5,887
Brokered CD	Safra Nat'l Bank (FDIC Insured)	Aaa	0.30%	\$100.00	Apr-14	\$200,000	6.67%	0.30%	\$600	\$577
Brokered CD	Key Bank (FDIC Insured)	Aaa	0.35%	\$100.00	Sep-14	\$200,000	6.67%	0.35%	\$700	\$967
Brokered CD	Synovus Bank (FDIC Insured)	Aaa	0.60%	\$100.00	Mar-16	\$200,000	6.67%	0.60%	\$1,200	\$3,455
Total						\$3,000,000			\$62,834	\$25,864

Commercial paper & discount notes, like T-bills, are sold at a discount. The return is the difference between purchase price and maturity at par (\$100). No coupon is paid.  
 \*All MBS pass Price, Average Life, Average Life, and Mortgage Price Sensitivity Test

The above portfolio structure assumes full investment management authority in types of securities and in asset allocation concentrations. Allocations and interest rates MAY NOT BE GUARANTEED AT ANY TIME. Prices, yields and inventory levels of all investments are subject to variability and volatility.



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

**Agenda Item Number:** \_\_\_\_\_

**Meeting Date:** June 17, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

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

**Originating Department:** Administration

**Agenda Item:** Renewal of lease with Mid-Minnesota Development Commission.

**Recommended Action:**

Renew the lease with Mid-Minnesota Development Commission for a three year term, commencing June 1, 2013 and expiring May 31, 2016 with two one year options to renew.

**Background/Summary:** Mid Minnesota Development Commission has leased the basement of City Hall since 1980 for office space. The lease has been a good match for both parties. The current monthly rate is \$1,350/month. The recommended renewal includes an increase of \$50/month for the first year and each year thereafter.

**Alternatives:** Not renew the lease or renew the lease at a different rate.

**Financial Considerations:** The City will receive an additional \$600/year.

**Preparer:**

**Signature:**

**Comments:**

## EXTENSION OF LEASE AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the CITY OF WILLMAR, a municipal corporation under the laws of the State of Minnesota (hereinafter City) and MID-MINNESOTA DEVELOPMENT COMMISSION (hereinafter Commission). WITNESSETH:

WHEREAS, City did enter into a Lease Agreement with Commission dated September 29, 1980, and did enter into a number of Extensions of said Lease Agreement, wherein City leased certain office space to Commission; and

WHEREAS, both parties are desirous of extending said Lease Agreement for an additional three (3) years commencing June 1, 2013, and expiring May 31, 2016.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. That the Lease Agreement of September 29, 1980; and the Extensions are further extended for an additional period of five (5) years at all of the same terms and conditions therein contained, except as hereinafter provided.
2. That the termination notice by the City shall be a six (6) month written notice and the termination notice of the Commission shall be a six (6) month written notice, except that the Commission shall provide a three (3) month notice if relocation is within the City of Willmar.
3. That the City will allow the Commission to sublease not more than twenty (20) percent of its area to governmental or nonprofit agencies that provide services and programs compatible with those provided by the Commission and which deliver said services and programs on a multi-jurisdictional basis. Said sublessee shall be subject to the Commission advising the City of its intent, and further that sublease shall adhere to and abide by all other terms and conditions of the Lease between the City and the Commission.
4. Under the terms of this Agreement, the City further agrees to provide as follows:
  - A. Carpet cleaning of major traffic areas between April 1 and May 15 of each year.
  - B. Heating, cooling, electricity and replacement of light bulbs.
  - C. Paper towels in the lounge area.
  - D. Space for adequate signage on both the exterior and interior of the building.
  - E. Rugs on the step landing, bottom of the steps and by the elevator door.

5. It is agreed that the rent payable on the first day of each month during the first three (3) years of this Lease Extension shall be One Thousand Four Hundred (\$1,400) Dollars per month. Rent payable on the first day of each month during the second (2<sup>nd</sup>) year of the Lease Extension shall be One Thousand Four Hundred Fifty (\$1,450) Dollars per month, and during the third (3<sup>rd</sup>) year of the Lease Extension, rent payable on the first day of each month shall be One Thousand Five Hundred (\$1,500) Dollars per month. There is also an option for two additional one-year renewals with increases of \$1550 and \$1600 respectively.

6. Except as herein modified and amended, the parties do hereby reaffirm all the original terms of the original Lease Agreement of September 29, 1980, and Extensions.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement the day and year first above written.

CITY OF WILLMAR

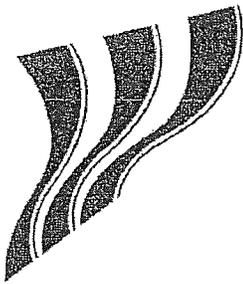
MID-MINNESOTA DEVELOPMENT COMMISSION

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: Chairperson

By: \_\_\_\_\_  
Its: City Administrator

By: \_\_\_\_\_  
Its: Executive Director



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

**Agenda Item Number:** 9  
**Meeting Date:** June 10, 2013  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Finance

**Agenda Item:** Reports

**Recommended Action:** Receive and review reports:  
A) May 31<sup>st</sup> General Fund

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

**Alternatives:** N/A

**Financial Considerations:** Review financial status.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

2013

GENERAL FUND

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

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 Actual As of 05/31/13
Undesignated Bal. \$	- \$	- \$	- \$	- \$	-
Designated Bal.	14,576,343	14,042,972	14,191,120	14,993,343	14,993,343
Revenues	13,501,740	13,851,529	14,723,664	13,896,432	2,193,016
Operating	(12,840,642)	(12,681,667)	(12,708,429)	(13,273,307)	(4,679,797)
Capital Transfers	(1,194,915)	(1,018,319)	(1,213,012)	(1,817,611)	-
Expenditures	<u>(14,035,557)</u>	<u>(13,699,986)</u>	<u>(13,921,441)</u>	<u>(15,090,918)</u>	<u>(4,679,797)</u>
Prior Adjust.	446	(3,395)	-	-	-
Balance-Dec. 31	<u>14,042,972</u>	<u>14,191,120</u>	<u>14,993,343</u>	<u>13,798,857</u>	<u>12,506,562</u>

**SUMMARY OF REVENUE ACCOUNTS**

**GENERAL FUND**

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Actual</u> <u>As Of 05/31/13</u>
<b>TAXES</b>					
CURRENT AD VALOREM	3,296,429	3,450,982	3,899,155	3,992,734	45,655
DELINQUENT AD VALOREM	72,658	111,256	66,276	100,000	6,701
FRANCHISE FEE	-	-	-	230,000	62,070
<b>LICENSES AND PERMITS</b>	364,712	297,120	293,104	277,730	218,565
<b>INTERGOVERNMENTAL</b>					
OTHER AIDS	942,510	922,430	805,068	736,941	128,977
LOCAL GOVERNMENT AID	4,052,790	4,052,790	4,052,790	4,052,790	-
<b>SERVICE CHARGES</b>	869,222	944,488	896,566	724,450	205,311
<b>FINES AND FORFEITS</b>	168,716	163,098	153,648	170,500	64,297
<b>SPECIAL ASSESSMENTS</b>	2,023	1,477	1,768	-	119
<b>MISCELLANEOUS REVENUE</b>	1,142,314	1,274,952	917,185	980,500	361,721
<b>OTHER FINANCING SOURCES</b>	2,590,364	2,632,936	3,638,105	2,836,522	1,099,600
<b>EXTRAORDINARY ITEMS</b>	-	-	-	-	-
<b>TOTAL</b>	<u><u>13,501,740</u></u>	<u><u>13,851,529</u></u>	<u><u>14,723,665</u></u>	<u><u>14,102,167</u></u>	<u><u>2,193,016</u></u>

**SUMMARY OF EXPENDITURES BY FUNCTION**

**GENERAL FUND**

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Actual</u> <u>As of 05/31/13</u>
<b>GENERAL GOVERNMENT</b>					
CITY ADMINISTRATOR	231,208	264,211	236,273	272,701	112,808
MAYOR & COUNCIL	160,960	185,704	187,322	204,615	44,951
PLANNING & DEVELOPMENT	449,573	449,048	458,200	482,412	192,413
CITY CLERK-TREASURER	206,961	206,706	207,603	207,994	88,191
ASSESSING	301,090	259,332	234,101	274,950	88,158
FINANCE	341,668	344,326	362,821	387,032	131,431
LEGAL	186,844	185,280	197,952	216,000	79,923
CITY HALL	135,765	151,789	172,426	145,254	47,414
INFORMATION TECHNOLOGY	264,646	267,029	234,925	425,530	173,462
CULTURAL DIVERSITY	21,000	42,000	-	-	-
ELECTIONS	48,010	28,672	49,878	22,697	15,425
NON-DEPARTMENTAL	1,158,402	1,233,737	1,237,140	1,255,100	418,115
<b>TOTAL GENERAL GOV'T</b>	<u>3,506,127</u>	<u>3,617,834</u>	<u>3,578,641</u>	<u>3,894,285</u>	<u>1,392,291</u>
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT	4,006,814	3,775,748	3,828,289	4,111,630	1,469,572
FIRE PROTECTION	718,077	732,263	541,000	645,430	209,423
NON-DEPARTMENTAL	1,660	14,608	33,868	15,000	174
<b>TOTAL PUBLIC SAFETY</b>	<u>4,726,551</u>	<u>4,522,619</u>	<u>4,403,157</u>	<u>4,772,060</u>	<u>1,679,169</u>
<b>PUBLIC WORKS</b>					
TRANSIT SYSTEM	-	6,000	9,000	13,000	-
ENGINEERING	705,408	470,502	426,674	496,938	96,523
PUBLIC WORKS	2,882,784	2,859,601	2,989,357	2,384,391	850,172
NON-DEPARTMENTAL	928	812	242,486	2,000	806
AIRPORT	110,632	151,062	229,720	-	-
<b>TOTAL PUBLIC WORKS</b>	<u>3,699,752</u>	<u>3,487,977</u>	<u>3,897,237</u>	<u>2,896,329</u>	<u>947,501</u>

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 Actual <u>As of 05/31/13</u>
<b>HEALTH &amp; SOCIAL SERVICES</b>					
NON-DEPARTMENTAL	15,000	15,000	15,000	-	-
<b>TOTAL HEALTH/SOC SER</b>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>-</u>
<b>CULTURE &amp; RECREATION</b>					
LIBRARY	412,597	459,007	413,511	469,173	92,920
AUDITORIUM	65,111	40,867	48,063	47,500	15,040
NON-DEPARTMENTAL	41,800	51,000	64,500	110,500	40,000
PARK DEVELOPMENT	22,000	(21,057)	45,000	-	-
LEISURE SERVICES	402,516	435,107	411,004	327,051	98,678
CIVIC CENTER	550,277	541,883	625,698	564,705	256,209
COMMUNITY CENTER	135,474	82,920	64,822	133,242	42,182
AQUATIC CENTER	176,852	176,394	174,730	199,669	25,454
<b>TOTAL CULTURE/RECR</b>	<u>1,806,627</u>	<u>1,766,121</u>	<u>1,847,328</u>	<u>1,851,840</u>	<u>570,483</u>
<b>OTHER FINANCING USES</b>					
TRANSFERS OUT	281,500	290,435	180,078	1,817,611	90,353
<b>TOTAL OTHER FINANC</b>	<u>281,500</u>	<u>290,435</u>	<u>180,078</u>	<u>1,817,611</u>	<u>90,353</u>
<b>GRAND TOTAL</b>	<u>14,035,557</u>	<u>13,699,986</u>	<u>13,921,441</u>	<u>15,232,125</u>	<u>4,679,797</u>

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-09**  
**CITY OF WILLMAR**  
**TUESDAY, JUNE 11, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, June 11, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Audrey Nelsen, Bruce DeBlieck, and Steve Ahmann. Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Jared Voge, Interim City Engineer; Joe Ridler, Storm Water Task Force; and Janell Sommers, Recording Secretary.

**1. STORM WATER REPORT (FOR INFORMATION ONLY):**

The City Council requested an update on various studies and information the City has obtained over time relating to storm water issues. Jared Voge, Interim City Engineer of Bolton and Menk, was asked to review the documents and prepare a summary for the committee. The memo presented at the meeting summarized the City's drainage concerns and what projects have incrementally been completed to reduce flooding. Mr. Voge noted the areas the City is experiencing flooding issues at are the same areas where flooding occurred in the 1950's. The Watershed Management Plan completed by Barr Engineering analyzed the entire City storm sewer system and identified areas of inadequate storm sewer capacity.

It is evident the outlet elevation to the southeast does not provide for reducing the tailwater conditions created by the elevation of Lake Wakanda. A document prepared by Vern Carlson, PE, in February, 2013 addresses four potential improvement options. The first option consists of lowering Lake Wakanda which would increase capacity of County Ditch 23A. This would require 100% of the affected property owners to sign off before the DNR would consider this option. This would also result in the loss of wetland that would need to be justified and mitigated. The second option considers bypassing or re-aligning County Ditch 23A, but this option must adhere to Minnesota Statute 103.E and would take many years and significant analysis and permitting. Option three partially bypasses Grass Lake similar to the second option with the same Statute requirements. The fourth option consists of the utilization of Grass Lake as a detention basin with a pumping system to control the water elevation.

Mr. Voge analyzed all the completed reports and it was agreed that the tailwater condition is the driving force behind the underperformance of the City's storm sewer system. It does not allow runoff to be conveyed through the City system in an efficient manner and begins to pond in localized areas throughout the City. Given these considerations, Option Number 4 presented in Vern Carlson's memo should be further analyzed. This option seems to be the most viable.

Joe Ridler, Chairman of the Storm Water Task Force, addressed the committee. He stated the area northeast of Willmar is 90 feet higher than the City and contributes a great deal of water to the drainage system. He informed the members that an email has been sent to each member of the Council with several attachments for their review. The committee was informed that the required MS4 hearing would be held on June 17, 2013.

2. **CONSIDERATION OF REQUEST FOR MUNICIPAL WATER SERVICE BY ARNOLD'S OF WILLMAR (FOR INFORMATION ONLY):**

A request by Arnold's of Willmar to allow the extension of municipal water service to their property outside the City limits for the purpose of providing water for a fire sprinkler system was referred back to the committee for consideration. Current policy does not provide for the extension of municipal utilities beyond the City limits and the comprehensive plan urban growth boundaries adopted by the City does not include annexation in this area. Comments from the City Engineering staff and Willmar Municipal Utilities were received for consideration. The item was referred back to staff for further discussion with Arnold's of Willmar of possible annexation.

3. **MINNWEST LIFT STATION/LAKELAND DRIVE SEWER UPDATE (FOR INFORMATION ONLY):**

Bruce Peterson, Director of Planning and Development Services, updated the committee on the MinnWest Lift Station/Lakeland Drive Sewer Project. The project is currently designed to 30% by Bollig Inc. The estimated costs to complete the project in its entirety are exceeding the financing. Various alternatives are being explored to make sure the necessary infrastructure improvements are completed. The alternative of elimination of lift stations showed no savings. During the design process, there were indications that the piping may only be utilized at 30-35% capacity, which has led staff to proceed with having 9,000 LF of sanitary sewer televised to look at the condition of the pipe. If the piping is in good condition and of adequate size, this may postpone the reconstruction of the gravity sewer and Lakeland Drive. Design continues for the lift station and force main.

4. **CONSIDER DANGEROUS WEAPONS ORDINANCE REVISION:**

Police Chief Wyffels presented proposed changes to the current Dangerous Weapons Ordinance, Article III to include extending the time limit on the

permits from 60 to 180 days and adding arrows shot from a bow, cross-bow or similar device as a dangerous weapon. Lengthening the time to 180 days would allow a person to only have to obtain one permit for a growing season, saving both resident and staff time of processing two more permits. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

**RECOMMENDATION:**

Authorize staff to draft the ordinance changes to include the extension to 180 days and also the addition of arrows as dangerous weapons. Council Member DeBlieck voted against the ordinance change.

Chief Wyffels updated the committee on the number of calls and jail census and wanted to remind citizens not to blow lawn clippings into the street.

**5. ORDER GARAGE REMOVAL AT 201 HAVANA STREET:**

Subsequent to the City receiving a court order to remove the house at 201 Havana Street NE, the garage has fallen into a state of major disrepair and is the target of graffiti. Staff is proposing adoption of a resolution for order of garage repair or removal. Cost to the City would be the demolishing and removal of the garage should the property owner choose to ignore the directive. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen and passed for the following

**RECOMMENDATION:**

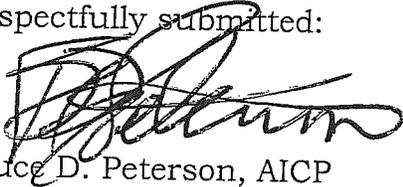
Authorize the resolution ordering the repair or removal of hazardous conditions at the garage at 201 Havana Street NE. (Resolution)

**6. CONDITION OF RICE WADING POOL (FOR INFORMATION ONLY):**

The committee was informed of the deteriorating condition of the wading pool at Rice Park. The pool has been filled three times this year and the water has all leaked out. The walls are crumbling and various cracks are present. At staff's discretion, the pool will no longer be used. Review of the area for future land use will be conducted through park planning and capital improvements.

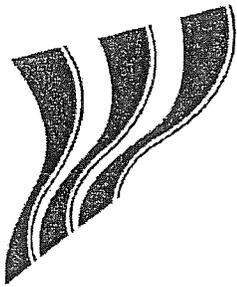
There being no further business to come before the committee, the meeting adjourned at 6:35 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Bruce D. Peterson". The signature is stylized and somewhat cursive.

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

Janell Sommers  
Recording Secretary



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: June 11, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: June 17, 2013

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

Originating Department: Engineering

Action Requested: N/A Information only

Recommended Action: N/A Information only

**Background/Summary:** The Public Works/Public Safety Committee requested information regarding the storm water management system within the City. Staff has prepared a memo summarizing improvements previously completed and has identified options for moving forward which further the improvements completed to date.

Alternatives: N/A

Financial Considerations: None at this time

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

Signature:

Comments:



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

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

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## MEMORANDUM

**Date:** May 20, 2013

**To:** Charlene Stevens, City Administrator

Bruce Peterson, Director of Planning and Development Services

**From:** Jared Voge, P.E.

Interim City Engineer

**Subject:** Stormwater Management

City of Willmar

BMI Project No.: W18.105587

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

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

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

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

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

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

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



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

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

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

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

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

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



Ms. Stevens and Mr. Peterson

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

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

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

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

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

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



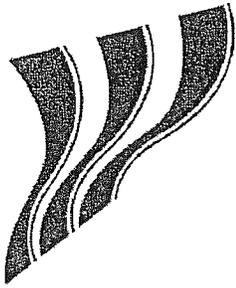
Ms. Stevens and Mr. Peterson  
May 20, 2013  
Page 5

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

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

If you have any questions on the above please call.

JAV/kg



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: June 11, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

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

Originating Department: Planning and Development Services

Agenda Item: Arnold's Inc. water request

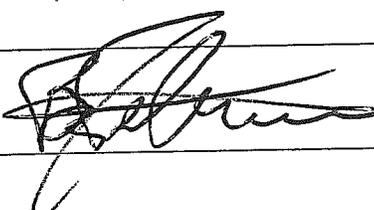
Recommended Action: To deny the request for water service to charge a new sprinkler system.

Background/Summary: This matter was discussed at a previous Committee Meeting and preliminary approval was granted contingent upon further engineering and Municipal Utilities review. Subsequent to that action, the interim City Engineer and Municipal Utilities staff has weighed in with recommendations that do not support the extension of the water line to Arnolds for a variety of reasons that are summarized in the communications that are attached.

Alternatives: 1. Approve the extension  
2. Deny the extension

Financial Considerations: If approval is granted to extend, all construction costs would be borne by the business. There would be some ongoing cost to the City for inspections of the system to verify its operability.

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:

# ARNOLD'S

# CASE III

AGRICULTURE

ARNOLD'S OF KIMBALL, INC.  
701 STATE HWY 55 EAST  
PO BOX 388  
KIMBALL, MN 55353  
TEL: (320) 398-3800  
Fax: (320) 398-6900

ARNOLD'S OF WILLMAR, INC.  
4773 HWY 71 SOUTH  
WILLMAR, MN 56201  
TEL: (320) 235-4898  
FAX: (320) 235-2755

ARNOLD'S OF GLENCOE, INC.  
655 LINDBERGH TRAIL  
GLENCOE, MN 55336  
TEL: (320) 864-5531  
FAX: (320) 864-5533

ARNOLD'S OF ST. MARTIN, INC.  
374 INDUSTRIAL DRIVE  
PO BOX 304  
ST. MARTIN, MN 56376  
TEL: (320) 548-3285  
FAX: (320) 548-3346

ARNOLD'S OF MANKATO, INC.  
1715 HOWARD DRIVE  
NO MANKATO, MN 56003  
TEL: (507) 387-5515  
FAX: (507) 387-6449

ARNOLD'S OF ALDEN, INC.  
110 NORTH STAR ROAD  
ALDEN, MN 56009  
TEL: (507) 874-3400  
FAX: (507) 874-3434

Bruce Peterson, AICP  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, Minn. 56301

Dear Mr. Peterson,

We want to thank you for the opportunity to discuss our proposed project. This summer the planning phase for a new building structure at our current location will be under way. Our business location borders the city of Willmar on Hwy 71. If possible, we would like to share our plans and a project obstacle at your May 14 city planning meeting.

In order to efficiently grow our company and increase our employee base, we need to expand the implement repair portion of our facilities. With the demand for larger equipment by farm producers, it is imperative that this area be a clear spanned open space. The project will add 15,000 sq. ft. of building on the north end of the current structure. Unfortunately, with our type of usage, Minnesota 2006 building code only allows 12,000 sq. ft. without fire suppression. We are in process of researching all fire suppression options.

One option, which would be the least complicated and most economical, would be to connect to the city of Willmar's water system. We are aware that city policy does not allow for extending services to non-city entities. However, we would appreciate consideration to an exception to this policy for the following reasons:

- The entire expense of hook up would be incurred by the owner.
- If this project goes forward, there will be additional real estate taxes collected. This revenue will benefit the local county, city, school district and HRA.
- If in the event this property is annexed, this service has been already provided at no city expense.
- With this expansion, our employment will increase.
- For city fire personnel protection and property reasons, the owner will extend the fire suppression system throughout the existing service area.
- We will install a fire hydrant safely assessable for firefighting near our structure.
- It is our hope that this water source will never be needed. It is just for fire protection.

In conclusion, as business owners in Willmar since 1993, we have never requested or received any form of community financial assistance. We pride ourselves on being a quality long-term Willmar employer. (Current employment is 38 local jobs.) Likewise, we continue to invest in our physical presence as can be seen by entering the city on 71 south. As a member of the Willmar business community, we want to add to the business climate and appeal to all visitors.

Once again, thank you for your time and consideration.

  
John G. Arnold

**Kraig Dejong**

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**From:** Ryan Gideon <ryan@ricebuildingsystems.com>  
**Sent:** Monday, May 20, 2013 9:01 AM  
**To:** jarnold@arnoldsinc.com; kdejong@arnoldsinc.com  
**Subject:** Arnolds of Willmar  
**Attachments:** C1.1 Water Main Plan  
**Importance:** High

320-894-6977  
Kraig DeJong

Good Morning –

Attached is a preliminary water main plan for your meeting tonight with the city. I think it should help clarify what you want to do and that it will be properly designed. If it helps, you can let them know that I am licensed civil engineer and that final plans will be per 10 States Standards and be signed.

**Ryan T. Gideon, PE**  
*Director of Business Development*  
[ryan@ricebuildingsystems.com](mailto:ryan@ricebuildingsystems.com)



1019 Industrial Drive | PO Box 128  
Sauk Rapids, MN 56379  
t: 320-252-0404 | f: 320-252-0470 | c: 320-247-9193  
[www.ricebuildingsystems.com](http://www.ricebuildingsystems.com)



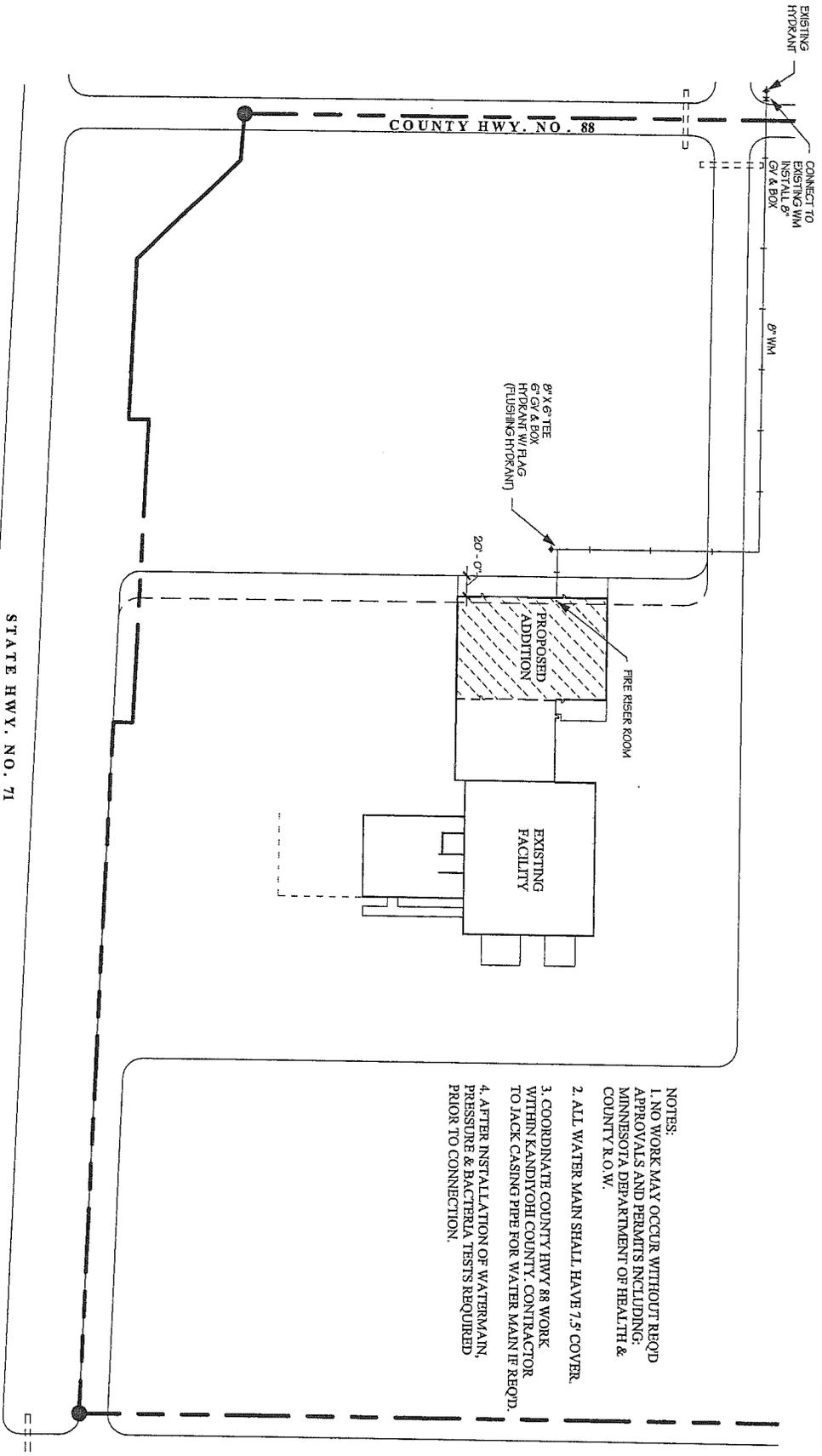
1 Enlarged Site Plan  
1" = 100'-0"

# 2013 BUILDING ADDITION

## ARNOLD'S of WILLMAR

Preliminary  
Water Main Plan  
05.20.13

### C1.1



- NOTES:
1. NO WORK MAY OCCUR WITHOUT REQ'D APPROVALS AND PERMITS INCLUDING: MINNESOTA DEPARTMENT OF HEALTH & COUNTY R.O.W.
  2. ALL WATER MAIN SHALL HAVE 7.5 COVER.
  3. COORDINATE COUNTY HWY 88 WORK WITHIN KANDIYOHI COUNTY. CONTRACTOR TO JACK CASING PIPE FOR WATER MAIN IF REQ'D.
  4. AFTER INSTALLATION OF WATERMAIN, PRESSURE & BACTERIA TESTS REQUIRED PRIOR TO CONNECTION.

## **Bruce Peterson**

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**From:** Jared Voge <jaredvo@bolton-menk.com>  
**Sent:** Friday, May 17, 2013 1:36 PM  
**To:** Bruce Peterson  
**Subject:** RE: water extension to Arnold's implement

Bruce,  
I've reviewed the concept of extending municipal water to the Arnold's site. Based on my experience in other communities throughout the state, very rarely have municipal utilities been extended outside of a City's corporate limits. In my experience when they have, it has been short-term while annexation documents were being prepared. From a policy standpoint, it does not sound like a wise decision.

From an engineering standpoint since the water extension is proposed solely for the purpose of a fire suppression system and not consumption, I am concerned about stagnant water in the watermain. Although a hydrant would be required on the end of the main for maintenance purposes, flushing of the main would be required frequently to ensure that the residual chlorine levels are maintained in the system. In addition, the dead-end watermain could contribute to the potential contamination of other components of the water system as a result of the stagnant water since no consistent water use is proposed.

There is no question that additional staff time would be required to maintain the watermain serving Arnold's should it be installed. This then raises concerns regarding the costs associated with the necessary maintenance activities to protect the rest of the system and the compensation from the property for those maintenance activities. An agreement would be required to ensure that the extension of watermain to the property does not simply benefit the user while placing additional burdens on the existing system users. In addition, I don't know that a Water Availability Charge (WAC) can be collected by the City outside of the corporate limits.

I would recommend that the property be annexed into the City of Willmar before watermain is extended for fire suppression purposes.

If you have any questions or need any additional information, please let me know.  
Have a great weekend!  
Thank you,  
Jared

## **Bruce Peterson**

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**From:** Curly Wittman  
**Sent:** Thursday, May 16, 2013 11:53 AM  
**To:** Bruce Peterson  
**Subject:** RE: water main extension

The policy issue is a major concern. Another concern is cost. At minimum, an agreement will have to be in place that all costs plus tapping fee are paid by Arnold. The agreement shall also state that if water main is not extended to property line now, future extensions will be assessed. This is a dead end water main and is subject to possible short term outages if any type of failure occurs.

## **Bruce Peterson**

---

**From:** Bart Murphy <bmurphy@wmu.willmar.mn.us>  
**Sent:** Wednesday, May 15, 2013 3:29 PM  
**To:** Bruce Peterson  
**Subject:** RE: water main extension

Bruce,

This is a bad idea. They should petition for annexation just like everyone else has for decades to receive the benefits of City services. Granting an exception opens the door that policy makers will have a very hard, if not impossible, time closing every time it comes up and it will come up again and again.

In the event they grant the exception, the extension of the line, from the existing network, should be entirely private; all costs borne by Arnolds. Design and installation of the line must meet City Specifications and WMU operations policy as any new customer within the City limits would have to do.

I want to talk to you before Monday night's meeting.

Bart

Bruce,

A couple more thoughts—

1-If an exception is granted the City must collect a tapping fee; not sure how much that should be.

2- In my tenure the only 'special agreements' I'm aware of that could be used as models are 1987 with Willmar Community Golf Club Inc(primarily about sewer service) and 1976 with Orvis Pattison.

3-Why the rush to judgment? Arnold's letter says they are in the 'planning phase' this summer. Unless the council is clearly ready to just say NO, this should be tabled for some thoughtful planning.

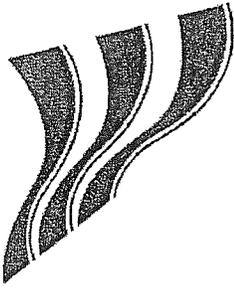
4-Wesley brought to my attention that annexation would be a positive for electrical service by WMU. That is a complicated subject, but should not be overlooked. Please talk to him directly.

Bart

Bruce,

One more thought-- Policy exceptions should only be granted for 'compelling reasons.' I don't see any compelling reasons here, quite the contrary, this seems to be purely a matter of 'convenience' because another policy, the fire code, is demanding certain actions from them and they know there is no possibility of getting an exception to that code. Clearly, a candidate for annexation; contiguous to the city limits, city services(water and sewer) available nearby, etc. Why don't they want to annex? That's the real question.

Bart



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: June 11, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning and Development Services

Agenda Item: MinnWest Lift Station/Lakeland Drive Sewer Update

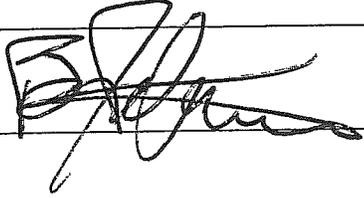
Recommended Action: N/A

**Background/Summary:** Staff will present update on progress to determine the extent of the MinnWest Lift Station/Lakeland Drive Sewer Project. The project has been slowed due to efforts to flush out the various alternatives to make sure the necessary infrastructure improvements are made without getting ahead of ourselves from a construction and financing standpoint. Staff will review the information options included with this attachment.

Alternatives: N/A

Financial Considerations: Vary greatly due to range of options available.

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:

## MinnWest Lift Station Alternatives

### Option 1 - New MinnWest Lift Station, Utilize Existing Forcemain

Item	Unit	Units Required	Unit Cost	Total Cost	Interceptor/Lift Station (PFA Eligible)	Roadway (Non-PFA Eligible)
Mobilization	EA	1	\$52,000	\$52,000	\$52,000	--
New MinnWest Lift Station	EA	1	\$750,000	\$750,000	\$750,000	--
Dewatering	LS	1	\$100,000	\$100,000	\$100,000	--
Lift Station Demolition	LS	1	\$10,000	\$10,000	\$10,000	--
<b>Subtotal</b>				<b>\$912,000</b>	<b>\$912,000</b>	--
Contingency				\$182,000	\$182,000	--
Engineering, Legal, & Admin				\$137,000	\$137,000	--
<b>MinnWest Option 1 Total Cost (Rounded)</b>				<b>\$1,231,000</b>	<b>\$1,231,000</b>	--

### Option 2 - New MinnWest Lift Station, New 12" Forcemain

Item	Unit	Units Required	Unit Cost	Total Cost	Interceptor/Lift Station (PFA Eligible)	Roadway (Non-PFA Eligible)
Mobilization	EA	1	\$78,000	\$78,000	\$78,000	--
New MinnWest Lift Station	EA	1	\$750,000	\$750,000	\$750,000	--
12-inch FM	LF	3,500	\$128	\$448,000	\$448,000	--
Dewatering	LS	1	\$100,000	\$100,000	\$100,000	--
Lift Station Demolition	LS	1	\$10,000	\$10,000	\$10,000	--
<b>Subtotal</b>				<b>\$1,386,000</b>	<b>\$1,386,000</b>	--
Contingency				\$277,000	\$277,000	--
Engineering, Legal, & Admin				\$208,000	\$208,000	--
<b>MinnWest Option 2 Total Cost (Rounded)</b>				<b>\$1,871,000</b>	<b>\$1,871,000</b>	--

## Interceptor Alternatives

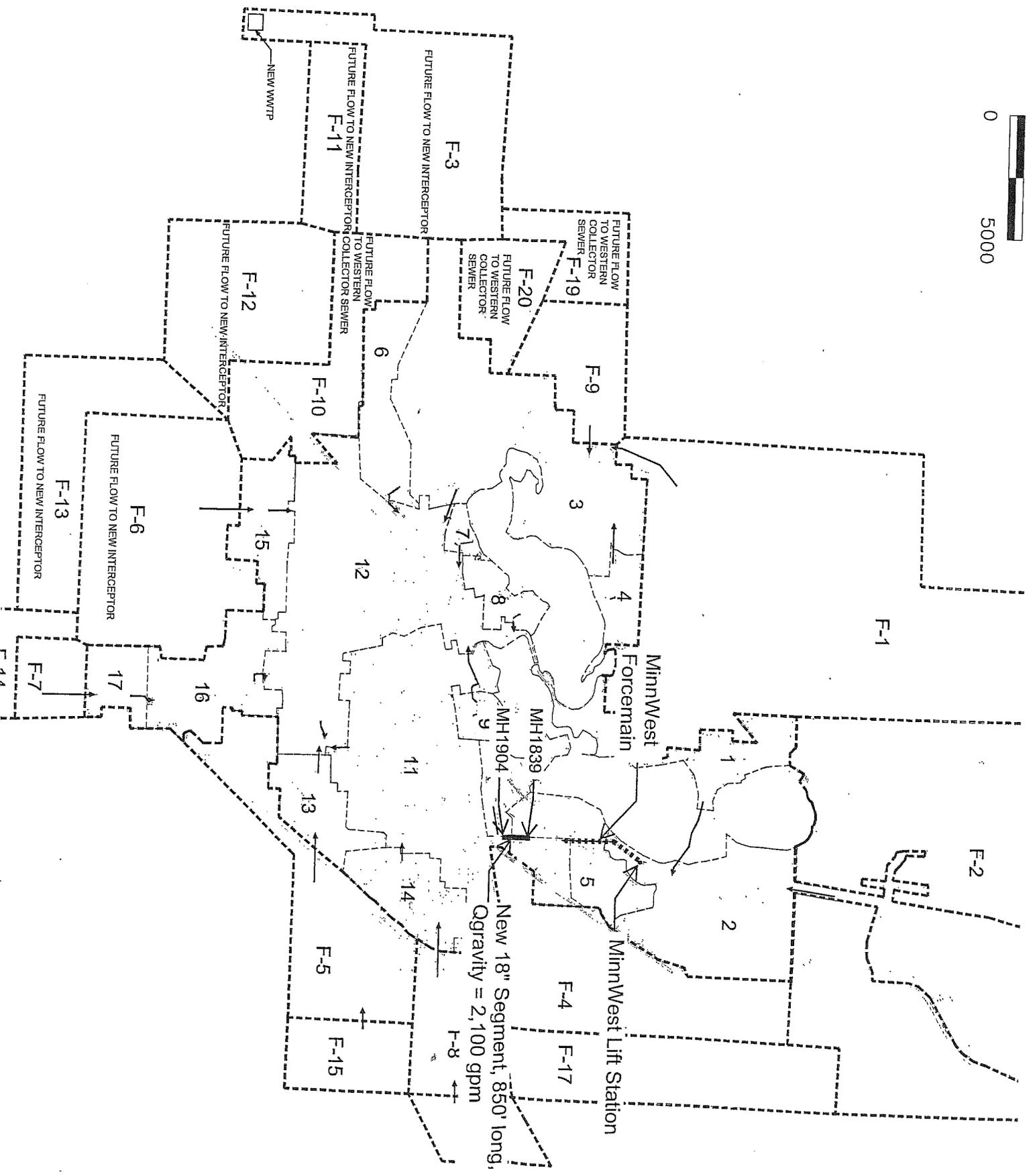
### Option 1 - MH 1839 to MH 1904, New 18-inch Interceptor

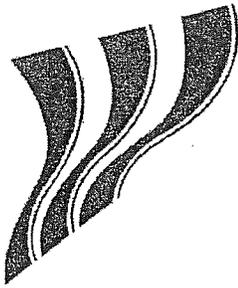
Item	Unit	Units Required	Unit Cost	Total Cost	Interceptor/Lift Station (PFA Eligible)	Roadway (Non-PFA Eligible)
Mobilization	EA	1	\$18,000	\$18,000	\$18,000	--
18-inch RCP (10' to 20' )	LF	850	\$167	\$142,000	\$142,000	--
Dewatering	LF	850	\$15	\$12,800	\$12,800	--
Roadway and Restoration	LS	1	\$150,000	\$150,000	\$150,000	--
<b>Subtotal</b>				<b>\$323,000</b>	<b>\$323,000</b>	--
Contingency				\$65,000	\$65,000	--
Engineering, Legal, & Admin				\$48,000	\$48,000	--
<b>Interceptor Option 1 Total Cost (Rounded)</b>				<b>\$436,000</b>	<b>\$436,000</b>	--

### Option 2 - MH 1842 to MH 1836, New 18-inch and 21-inch Interceptor

Item	Unit	Units Required	Unit Cost	Total Cost	Interceptor/Lift Station (PFA Eligible)	Roadway (Non-PFA Eligible)
Mobilization	EA	1	\$48,000	\$48,000	\$48,000	--
18-inch RCP (10' to 20')	LF	1175	\$167	\$196,200	\$196,200	--
21-inch RCP (10' to 20')	LF	1,000	\$180	\$180,000	\$180,000	--
Dewatering	LF	2,175	\$15	\$32,600	\$32,600	--
Roadway and Restoration	LS	1	\$390,000	\$390,000	\$390,000	--
<b>Subtotal</b>				<b>\$847,000</b>	<b>\$847,000</b>	--
Contingency				\$169,000	\$169,000	--
Engineering, Legal, & Admin				\$127,000	\$127,000	--
<b>Interceptor Option 2 Total Cost (Rounded)</b>				<b>\$1,143,000</b>	<b>\$1,143,000</b>	--

Option Matrix	Opinion of Probable Cost	Remarks
Option A - MinnWest Option 1, no other action	\$1,231,000	Buildout MinnWest Lift Station structure with pumps for 800 gpm, potential for surcharging at MH 1839 and MH 1837, lowest initial cost, will need to replace existing MinnWest pumps and forcemain in future, will need to make interceptor improvements in the future
Option B - MinnWest Option 2, no other action	\$1,871,000	Buildout MinnWest Lift Station throttled to 800 gpm, forcemain for the upstream future service area (1,800 gpm), potential for surcharging at MH 1839 and MH 1837, will need to make interceptor improvements in the future
Option C- MinnWest Option 1, Interceptor Option 1	\$1,667,000	Buildout MinnWest Lift Station structure with pumps for 800 gpm, reduced potential for surcharging MH 1839 and MH 1837, will need to replace MinnWest pumps and forcemain and new 18-in interceptor in future along with additional interceptor improvements
Option D - MinnWest Option 1, Interceptor Option 2	\$2,374,000	Buildout MinnWest Lift Station structure with pumps for 800 gpm, reduced potential for surcharging from MH 1842 to MH 1836, will need to replace MinnWest pumps and forcemain in future, the new 18-inch and 21-inch will be adequate for future
Option E - MinnWest Option 2, Interceptor Option 1	\$2,307,000	Buildout MinnWest Lift Station throttled to 800 gpm, forcemain for the upstream future service area (1,800 gpm), reduce potential for surcharging at MH 1839 and MH 1837, will need to replace new 18-inch interceptor in future along with additional interceptor improvements
Option F - MinnWest Option 2, Interceptor Option 2	\$3,014,000	Buildout MinnWest Lift Station throttled to 800 gpm, forcemain for the upstream future service area (1,800 gpm), MinnWest and interceptor improvements from MH 1842 to MH 1836, the new 18-inch and 21-inch will be adequate for future
Council Approved Interceptor/Lift Station (Alt 2)	\$6,611,000	Buildout MinnWest Lift Station, forcemain, and interceptor along Lakeland corridor to Willmar Ave (PFA eligible portion)
Gravity Option to Eliminate MinnWest (Alt 3)	\$6,170,000	Buildout gravity interceptor along Lakeland corridor to Willmar Ave (PFA eligible portion)





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: June 11, 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 Changes

**Recommended Action:** Review a proposal involving two separate proposed changes to City Ordinance Article III – Dangerous Weapons.

First Recommend Change – Change Section 10.54 (d) relating to a current 60 day time limit on permits to shoot pests to be lengthened to 180 days.

Second Recommend Change – Consider adding arrows shot from a bow, cross-bow or similar device as a dangerous weapon and add language accordingly covering those devices under Section 10.54 as well.

**Background/Summary:**

**First Recommend Change** – The same people predominately come to the police department to obtain a permit to shoot pests. It has been expressed by more than one person that it would be nice not to have to re-apply for a permit every sixty days and requests have been made to lengthen the time span of a valid permit. Experiencing a pest problem throughout one gardening season currently requires a person to obtain three separate permits. Lengthening the time to 180 days would allow a person to only have to obtain one permit for growing season, saving both resident time and staff time from having to process two more permits.

**Second Recommended Change** – Currently nothing prohibits citizens from shooting arrows from a cross-bow, compound bow, recurve bow or similar device within city limits. Citizens do periodically inquire whether or not it is legal to do so and are advised accordingly. If Council believes this to be a dangerous action, then this would be a good time (after obtaining citizen input) to consider adding language regulating this device in the same manner as firearms are currently regulated Section 10.54. If the first recommended change was to go forward and this change is desired it would be more efficient to enact both changes at the same time instead of having to revisit the ordinance again at a later date.

**Alternatives:** Consider recommended changes. Instruct staff to prepare language changes on the recommendations that appear to have merit. Present to Council as a proposed ordinance change. **OR** Recommend no further action and receive as information only.

**Financial Considerations:** None.

Preparer: Chief of Police David Wyffels

Signature: *David Wyffels*

Comments:



PART II - CODE OF ORDINANCES  
Chapter 10 - OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE III. - DANGEROUS WEAPONS

**ARTICLE III. - DANGEROUS WEAPONS**

Sec. 10-51. - Definition.

Sec. 10-52. - Aiding and abetting violations.

Sec. 10-53. - Manufacture, sale, possession; of certain weapons prohibited; destruction.

Sec. 10-54. - Discharge of firearms.

Secs. 10-55—10-60. - Reserved.

**Sec. 10-51. - Definition.**

The term "person," as used in this article, shall mean and include any person, firm, corporation, association, trustee, or receiver, but shall not include regular peace officers of the city or the state.

(Code 1978, § 415.03)

**Cross reference—**Definitions and rules of construction generally, § 1-2.

**Sec. 10-52. - Aiding and abetting violations.**

Every person who, directly or indirectly, aids, abets, counsels, encourages, hires, commands, induces or otherwise procures another to violate any of the provisions of this article shall be guilty of a violation of this article.

(Code 1978, § 415.04)

**Sec. 10-53. - Manufacture, sale, possession, of certain weapons prohibited; destruction.**

- (a) It shall be unlawful within the corporate limits of the city for any person to manufacture, cause to be manufactured, sell, offer or expose for sale, lend, give away or have in possession any instrument or weapon of the kind commonly known as a slingshot, blackjack, sand-club, or metal knuckles, or other dangerous weapon of a similar kind. No person shall manufacture, cause to be manufactured, sell, offer or expose for sale, lend, give away or have in possession any dagger, dirk, stiletto, or device of the type commonly known as a switchblade knife, spring-blade knife, or push button knife.
- (b) Upon conviction of any person for violation of this section, any of the devices listed in subsection (a) of this section found in the possession of the defendant shall be destroyed in such manner as the court may direct.

(Code 1978, §§ 415.01, 415.02)

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

- (a) *Generally.* Any person who shall discharge a firearm in the city except as is permitted by this section shall be guilty of a misdemeanor.

PART II - CODE OF ORDINANCES  
Chapter 10 - OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE III. - DANGEROUS WEAPONS

- (b) *Definition.* For purposes of this section, a firearm shall be any gun from which shot or a projectile is discharged by means of an explosive, gas, or compressed air.
- (c) *Lawful defense, law enforcement.* Nothing in this article shall be construed to embrace 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 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) 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.
- (e) *Trap, skeet and firing ranges.*
- (1) The discharge of firearms shall also be permitted at any trap, skeet or firing range, the location of which has been approved by the city council, but only upon such days and at such times as the range is open for shooting and when the manager of the range or his lawful agent is present and supervising the shooting of firearms. All trap, skeet and firing ranges shall have signs conspicuously placed on the premises stating the substance of this section.
  - (2) No person shall possess or consume nonintoxicating malt liquor or intoxicating liquor at any trap, skeet or firing range located in the city.

(Code 1978, § 412.04; Ord. No. 853, § 2, 6-19-85; Ord. No. 904, § 1, 6-3-87; Ord. No. 914, § 1, 10-7-87)

Secs. 10-55—10-60. - Reserved.

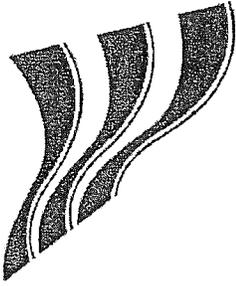
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FOOTNOTE(S):

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--- (2) ---

Cross reference— Possession, discharge of firearm prohibited in public parks, § 11-89. (Back)



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

Agenda Item Number: \_\_\_\_\_

Meeting Date: June 11, 2013

Attachments:  Yes  No

**CITY COUNCIL ACTION**

Date: \_\_\_\_\_

- Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** Planning and Development Services

**Agenda Item:** Order for garage repair or removal at 201 Havana Street Northeast

**Recommended Action:** Adopt the resolution as presented

**Background/Summary:** Since the City received a Court Order to remove the house at 201 Havana Street Northeast the garage has fallen into a state of major disrepair and is the target for graffiti. This is an ongoing issue that the City has been dealing with and wishes to eliminate it once and for all.

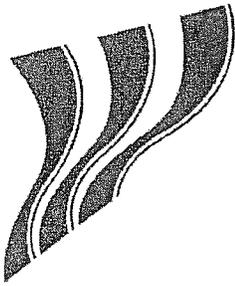
**Alternatives:** 1. Do not issue the order  
2. Issue the order

**Financial Considerations:** The City may be faced with a small cost for demolishing and removing the garage should the property owner choose to ignore our directive.

**Preparer:** Bruce D. Peterson, AICP

**Signature:**

**Comments:**



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

**Agenda Item Number:** 12

**Meeting Date:** June 17, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** June 17, 2013

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

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of a New Ordinance Establishing an On-Sale Brewer Taproom Liquor License Category

**Recommended Action:** Call for the Hearing

**Background/Summary:**

The City has received a request to create a new category of liquor licenses to accommodate the unique retailing venue of breweries/brew pubs in the city. This new category is requested following the Minnesota Statutes that were created in 2011.

The Minnesota Legislature established a new law that allows municipalities to create a special on-sale category for breweries/brew pubs called a taproom license which would allow them to sell their on-site brewed products for consumption on the premises. (No person may directly or indirectly manufacture or sell at wholesale intoxicating liquor, or 3.2 percent malt liquor without obtaining an appropriate license from the Commissioner of the Liquor Control Division). The authority to establish this license category can be found in MN State Statute 340A.301, sub. 6b.

Under current City Code, the City restricts on-sale intoxicating liquor licenses to hotels and restaurants.

The Council was previously agreeable to creating this new on-sale liquor license category. The City Attorney has drafted an Ordinance and now a public hearing shall be held to amend the City Code.

If established, this category will for the first time, allow for the consumption of alcohol on the premises without an accompanying food sales requirement.

**Alternatives:** Deny

**Financial Considerations:** A Resolution Setting the Annual Fee Should Follow the Action on the Ordinance.

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE CREATING A NEW CHAPTER 3,  
ALCOHOLIC BEVERAGES, ARTICLE III, SALE OF INTOXICATING LIQUOR FOR ON-  
PREMISES CONSUMPTION, DIVISION 2, LICENSE, SECTION 3-137, BREWER  
TAPROOM LICENSES

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

Section 1. ENACTMENT OF NEW MUNICIPAL CODE SECTION 3-137. The Willmar Municipal Code is hereby amended to include a new Section 3-137 to read as follows:

**Sec. 3-137.—Brewer Taproom Licenses**

(a) *Definition.* A brewer taproom license shall mean a license authorizing the on-sale of malt liquor produced by a brewer for consumption on the premises of or adjacent to one (1) brewer location owned by the brewer.

(b) *Issuance of license; fee; conditions of license.* Brewer taproom licenses may be issued to the holder of a brewer's license under Minnesota Stat. § 3409A.301, subd. 6(c), (i) or (j). Said license may be issued without regard to the limitations contained in section 3-113 and are subject to the following conditions:

- (1) The license and investigating fees established in sections 3-117 and 3-120 of this code shall be paid.
- (2) The license shall be valid on all days of the week consistent with the hours of sale provided in section 3-83 of this code.
- (3) A brewer may only hold one (1) brewer taproom license under this section.
- (4) The only alcoholic beverages sold or consumed on the premises of the taproom will be malt liquor produced by the brewer upon the brewery premises.
- (5) No taproom shall be located across a public right-of-way such as a street or alley from the brewery location.
- (6) All other provisions of this chapter shall be applicable to such licenses and licensees unless inconsistent with the provisions of this section.

(c) *Public hearing; notices.* No new brewer taproom license shall be issued until the council shall have first held a public hearing on the application. The failure to give mailed notice to owners or occupants residing within three hundred fifty (350) feet, or defects in the notice shall not invalidate the license provided a bona fide attempt to comply with this section has been made. A

bona fide attempt is evidenced by a notice addressed to "owner" and to "occupant" of the listed address. Only one (1) notice need be mailed to each house or each rental unit within a multiple-family dwelling regardless of the number of occupants.

(d) Nothing in this section shall preclude the holder of a brewer taproom license from also holding a license to operate a restaurant at the taproom location.

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:        \_\_\_ AHMANN    \_\_\_ ANDERSON \_\_\_ CHRISTIANSON  
\_\_\_ DEBLIECK    \_\_\_ DOKKEN    \_\_\_ FAGERLIE    \_\_\_ JOHNSON    \_\_\_ NELSON

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: \_\_\_\_\_