

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

December 16, 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 and Bruce DeBlicke; Present 8, Absent 1 - Rick Fagerlie.

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.

The Council requested that the Donation from Willmar Area Disc Golfers and Community/Activity Center minutes be removed from the Consent Agenda.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 2, Municipal Utilities Commission Minutes of December 9, Planning Commission Minutes of December 11, Accounts Payable Report through December 11, Building Inspection Report for November, and Community/Activity Center Minutes from November 5, 2013. Council Member Dokken seconded the motion, which carried.

The donations of Willmar Area Disc Golfers were recognized by the Council, and Andy Bjur read each donor and donation amount into the record.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member DeBlicke, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City of Willmar has received donations from the following individuals designated for the 2014 Sign Purchasing Project at Robbins Island:

Travis Foster-Trav's Dinomat	\$ 100.00
Stephen Reynolds Foundation	\$ 900.00
Steven Wright/S & D Liquors, Inc.	\$1,000.00
Jennifer Briest/Marc Dissell Family	\$ 100.00
Heritage Bank	\$ 100.00
Janning ENT Center, LLC	\$ 100.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donations as presented and the City Administrator be directed to express the community's appreciation.

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Ahmann recognized the efforts of volunteers at the Community/Activity Center Council who have spent a total of 1,015 hours helping with intergenerational programs, special events and as greeters to the building. The Community/Activity Center Council minutes of December 3, 2013, were 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.

Mayor Yanish acknowledged Bob Enos who had signed up to address the City Council during its scheduled Open Forum. Mr. Enos discussed the City/County Economic Development Commission reserves stating bonding indebtedness reserves were the only allowable reserve for an Economic Development Authority.

The Finance Committee Report for December 9, 2013, was presented to the Mayor and Council by Council Member Anderson. There were eight items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff reviewed with the Committee the proposed Fire Protection Contract with Dovre Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Dovre Township.

The Committee was recommending the Council introduce a resolution authorizing the Mayor and City Administrator to execute the agreement with Dovre Township as presented in the amount of \$27,198.20.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Agreement for Fire Department Service between Dovre Township and City of Willmar through December 31, 2014.

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee considered the final budget for the Sperryville Lift Station Project totaling \$369,907 and was recommending the Council pass a Resolution adopting the Final Budget for the Sperryville Lift Station Project in the amount of \$369,907.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

FINAL SPERRYVILLE LIFT STATION BUDGET
ESTIMATED TOTAL COST \$369,907.00

OTHER SERVICES:
Mtce. Of Other Improvements

\$ 285,000.00

RECEIVABLES:

City 2013 Collection Capital Budget \$315,807.00

Other Services (7.5% Contingency)	<u>25,807.00</u>	City 2013 Collection Operating Budget	<u>54,100.00</u>
Total:	\$ 310,807.00	Total:	\$369,907.00
OTHER CHARGES:		FINANCING:	
Prof. Services (Donohue Contract)	<u>\$ 54,100.00</u>	City 2013 Collection Capital Budget	\$315,807.00
Total:	\$ 54,100.00	City 2013 Collection Operating Budget	<u>54,100.00</u>
		Total:	\$369,907.00
CAPITAL OUTLAY:			
Land and Legal (Permanent Easement)	\$ 5,000.00		
GRAND TOTAL:	\$369,907.00		

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee was informed by Staff that pursuant to an ordinance adopted in 2010 through which property owners are to be assessed for abatement of nuisance trees, there have been two such incidences to date in 2013. The cost to the City for removal of these two trees totals \$1,500 which is being invoiced to the applicable property owners. It is being recommended that the funds collected from the property owners be appropriated back into the Public Works Maintenance of Other Improvements Expenditure Account from which the cost was paid.

The Committee was recommending the Council approve appropriating \$1,500 back into Public Works Maintenance of Other Improvements Expenditures from the collection of tree removal charges. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2013 Public Works Budget, for the purpose of appropriating tree removal costs collected from property owners back into Public Works Maintenance of Other Improvements Expenditures, as follows:

Increase:	2013 Public Works Maintenance of Other Improvements	\$1,500.00
Decrease:	2013 Refunds/Reimbursements	\$1,500.00

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff presented to the Committee an amendment to the Lakeland Drive Interceptor Project Budget prepared by Paul Jurek of Bollig, Inc. The Committee raised the question of assessing the Railroad for its share of the costs. Noting the railroad is unique in this regard, Staff will research this possibility. The Committee was recommending the Council pass a Resolution adopting the Lakeland Drive Interceptor Project Budget as presented.

Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member

Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

PRELIMINARY LAKELAND DRIVE BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mtce. Of Other Improvements	\$4,693,000.00	State (PFA)	\$2,730,000.00
Total:	\$4,693,000.00	City (State Aid)	2,042,000.00
		City (LOST)	838,000.00
		Other	<u>304,000.00</u>
		Total:	\$5,914,000.00
OTHER CHARGES:		FINANCING:	
Prof. Services (Donohue Contract)	\$ 986,000.00	State (PFA)	\$2,730,000.00
Other Charges	<u>235,000.00</u>	City (State Aid)	2,042,000.00
Total:	\$1,221,000.00	City (LOST)	838,000.00
		Other	<u>304,000.00</u>
		Total:	\$5,914,000.00
GRAND TOTAL:	\$5,914,000.00		

Dated this 17th day of December, 2013.

/s/ Frank Yanish

MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 6 The Committee received the reports for October, 2013, Rice Trust and September, 2013 Rice Hospital. This matter was for information only.

Item No. 7 There was no old business for the Committee to discuss.

Item No. 8 It was the consensus of the Committee that the last Finance meeting of 2013 be set for December 30, 2013. This matter was for information only.

The Finance Committee Report for December 9, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Johnson, and carried.

The Public Works/Safety Committee Report for December 10, 2013, was presented to the Mayor and Council by Council Member Christianson. There were seven items for Council consideration

Item No. 1 There were no public comments.

Item No. 1 Paul Jurek of Bollig Inc. presented the Improvement Report for Project No. 1310, which proposes a two-inch mill and overlay of Lakeland Drive from Civic Center Drive to Willmar Avenue SE. The roadway will be striped to allow a center-turn lane from Willmar Avenue to just north of Becker Avenue. The wet-well lift station at the MinnWest Technology Campus will be demolished and replaced with a dry-well lift station, increasing the capacity as well. The forcemain will be abandoned in-place and a new 12" forcemain will be bored. New sanitary sewer will be replaced in deteriorated areas as needed; the extent of which is yet to be determined upon completion of the televising.

A new 8' trail will be constructed from Olena Avenue to Civic Center Drive. A center-median refuge island will be installed south of Trott Avenue where the trail crosses Lakeland Drive from the west to east and continues to the north. A quiet zone will be established at the four-track BNSF crossing just north of

Litchfield Avenue. Center medians will be installed along with gate arms where the trail crosses. The estimated total project cost is \$5,914,000.00.

The Committee was recommending the Council accept the Improvement Report for Project No. 1310 as presented and order an Improvement Hearing for January 6, 2014. Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC HEARING ON
PROJECT NO. 1310 IMPROVEMENTS MINNWEST LIFT STATION/LAKELAND DRIVE

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous milling, bituminous paving, curb and gutter, storm sewer, sanitary sewer, water main, sidewalk, railroad quiet zone(s), YMCA to Civic Center Drive trail connection, and turf establishment, in the City as described in and in accordance with the preliminary plans and report prepared by the Bollig Inc., Consulting Engineer.

2. The Council has been advised by the Consulting Engineer that said Project No. 1310 Improvements contained in the Preliminary Report are feasible and should best be made as proposed, and the Consulting Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk-Treasurer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk-Treasurer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk-Treasurer shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Jared Voge, the City's Interim Engineer of Bolton and Menk, was directed by the Council to investigate potential improvements associated with the City's stormwater system. Ultimately the tail water effect from Lake Wakanda, and only six-tenths of a foot of fall from the City's system, is the limiting factor restricting discharge. The backup results in localized flooding until the water elevation in Lake Wakanda recedes enough to permit the water from the City's storm sewer system to drain.

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

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

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

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

Item No. 4 Staff presented to the Committee Change Order No. 2 to the Western Interceptor Project. The change order revises the contract final completion date from December 1, 2013 to June 1, 2014. The project is substantially complete, but weather conditions have justified additional time to complete the punch list items. The revised completion date will allow a winter freeze/thaw cycle to ensure the establishment of vegetation.

The Committee was recommending approval of Change Order No. 2 to the Western Interceptor Project and authorize the City Administrator to sign on behalf of the City. Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 7

WHEREAS, the City of Willmar entered into Contract No. 1110 with Geislinger & Sons, Inc. for the Western Interceptor Sewer; and

WHEREAS, the Western Interceptor Sewer Project is substantially complete; and

WHEREAS, weather conditions have justified additional time to perform the remaining punch list work; and

WHEREAS, the final completion date and payment for the contract will be amended to June 1, 2014 with a zero dollar change to the contract price associated with Change Order No. 2; and

WHEREAS, it is recommended to approve Change Order No. 2.

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that Change Order No. 2 is approved. As a result, the contract final completion date is revised to June 1, 2014 with no change in contract price for project 1110 the Western Interceptor Sewer project.

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff informed the Committee that the City contracted with Greystone Construction in September, 2013 to construct a Salt Shed Storage Facility at the Public Works Complex. During construction, the contractor encountered poor soils requiring the removal and replacement of six inches of soil under the footings. A change order in the amount of \$550.00 resulted, increasing the contract amount to \$184,000.00. The 2013 CIP includes \$200,000.00 for the storage facility. With the addition of the cost for the bituminous pad by Duinick Inc. and the soil borings, this brings the total project cost to \$198,390.00. Staff recommended approval of Change Order No. 1 and approval of the project allowing issuance of final payment.

The Committee was recommending the Council approve Change Order No. 1 in the amount of \$550.00 for the replacement of poor soils. Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 8

WHEREAS, a contract has been awarded to Greystone Construction of Shakopee, Minnesota, on September 20, 2013, in the amount of \$183,450.00 for construction of a Salt Storage Facility at the Public Works Complex.

WHEREAS, it is desired to add to the above contract amount due to poor soils that needed to be replaced.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that:

1. Additional work is herewith authorized to be added to the above contract in the amount of \$550.00 and identified as Change Order No. 1.
2. Funding for the additional work is from the CIP budget.

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

IMPROVEMENT:	Project No. 1201-B – Street Reconstruction
CONTRACTOR:	Duininck Inc.
DATE OF CONTRACT:	June 7, 2012
BEGIN WORK:	June 28, 2012
COMPLETE WORK:	May 23, 2013
APPROVE, ENGINEERING DEPT:	October 24, 2013

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1201-B be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$968,617.30
Change Order None	\$ 0.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$968,617.30
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$937,300.67
Less Previous Payments	\$888,710.64
Less Bituminous Density Disincentive	\$4,300.39
FINAL PAYMENT DUE CONTRACTOR:	\$44,289.64

Dated this 17th day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Chief Wyffels reported the jail census at 68 and the report of calls for the last two weeks at 645. This matter was for information only.

The Public Works/Safety Committee Report for December 10, 2013, was approved as presented by Council Member Christianson, seconded by Council Member Nelsen, and carried.

The Community Development Committee Report for December 12, 2013, was presented to the Mayor and Council by Council Member DeBlieck. There were five items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Bob Mathiasen and Andrew Bjur presented to the Committee a revised site plan and elevations for the proposed Robbins Island Amphitheater. No fundraising has been done, pending Council support for the project. The estimated cost for the project is \$350,000. Because the project would be located on public property, it has been determined that the City needs to bid the project and manage construction. The Committee discussed facility design, location, maintenance, and type/frequency of use.

The Committee was recommending the Council support the project and commit to construction when the funds are raised.

Bob Mathiasen was present and commented on fund-raising avenues.

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

Item No. 3 Patrick Weideman, Planner with the District 8 MnDOT Office, presented information about the upcoming Highway 12 corridor study. He stated that the study is intended to create a vision for the future of the Highway 12 corridor through Willmar. It will not result in a plan, because no funding for projects has been identified. The corridor study will begin at 45th Street Southeast and continue west to CSAH 5. Partners in the project include MnDOT, the City of Willmar and Kandiyohi County. The study will specifically address land use, access, safety, and aesthetics within the corridor, with a minor discussion of drainage and is slated to begin in January, 2014. It will kick off with a number of issue identification meetings that will bring a broad range of community members to the table. This matter was for information only.

Item No. 4 Staff presented to the Committee information about deteriorated and unsafe structures at 1504 13th Ave NE and 944 Olaf Ave NW. Staff has attempted to work with the property owners to have the necessary repairs made or to have the structures demolished. Those efforts have been unsuccessful. Staff was recommending that formal removal proceedings begin.

The Committee was recommending the Council direct the City Attorney to initiate formal removal proceedings for the buildings at 1504 13th Ave NE and 944 Olaf Ave NW. Council Member DeBlieck moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

Item No. 5 Chair Fagerlie inquired about some issues resulting from the recent snow fall, including snow removal from sidewalks and people parking in front yards. Staff will put reminders on the website with specific ordinance sections detailing the responsibilities of the public regarding snow removal and parking. This matter was for information only.

The Community Development Committee Report for December 12, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBlieck, seconded by Council Member Dokken, and carried.

City Clerk Kevin Halliday presented to the Council On-Sale 2014 Sunday Liquor License Renewal of the Kandi Entertainment Center, noting they are in arrears with their property taxes in violation of Section 3-123(a). Council Member Ahmann moved to approve the 2014 Sunday Liquor License Renewal subject to the Kandi Entertainment Center providing the City Clerk-Treasurer with a receipt of payment of current property taxes. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Halliday presented to the Council On-Sale, Club On-Sale 2014 Sunday Liquor License Renewals as follows: On-Sale - Applebee's Neighborhood Grill & Bar, Austin F. Hanscom Post 167, El Tapatio Mexican Restaurant, Finstad-Week Post 1639, Holiday Inn/Green Mill Willmar, Grizzly's Grill N'Saloon, Peps Sports Bard and the Oaks at Eagle Creek. Council Member Anderson moved to approve the On-Sale, Club On-Sale 2014 Sunday Liquor License Renewals as presented. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Halliday presented to the Council for consideration a Civic Center Arena Special Event by On-Sale Liquor License Permit Holder. The Civic Center has rented space to the Willmar Curling Club who will hold a three-day Curling New Year's Bonspiel. On January 3, 4 and 5, 2014, the Willmar Curling Club plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has applied for this permit. Council Member Anderson moved to approve the Civic Center Arena Special Event by On-Sale Liquor License Permit Holder pending approval of the Community Education and Recreation Board. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Halliday presented an update on the Gun Range.

Council Member Christianson inquired about the 2014 sales tax exemptions. Mr. Okins informed the Council that the anticipated savings of \$200.00 was incorporated in the 2014 budget.

Council Member Ahmann commented that with an Industrial Park progress review should be conducted on the 1990 policy requiring employers to make job offers at \$12.00 per hour to qualify for tax breaks. He recommended referring those criteria to the Community Development Committee for review.

Announcements for Council Committee meeting dates were as follows: Finance, December 30, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:04 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

DECEMBER 18, 2013

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Michael Gardner, Treasurer; Eric Weiberg, Secretary; Lachlan Smith, M.D.; Andrea Carruthers; Dr. Douglas Allen

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Dale Hustedt, Dr. Ken Flowe, Teri Beyer, Wendy Ulferts, Sandy Roelofs

GUESTS: Jim Dokken, Dr. Fred Hund

Call to Order/Meeting Minutes: President Anfinson called the meeting to order at 5:35 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen, and carried that the Board of Directors hold a closed session, following its regular business meeting, in order to review and discuss the Hospital Board and Chief Executive Officer performance evaluation summaries. **ACTION:** A Motion was made by Director Carruthers, seconded by Director Allen and carried that the minutes of the November 20, 2013 meeting be approved as written.

Board Education: The Hospital Board was provided with a tour and update of the Imaging Services Department's building and remodeling projects (phase 1 and phase 2). Phase 3 is currently underway and should be completed by March, 2014.

Patient Experience: Teri Beyer reviewed a patient experience which involved a patient on the Adult Health Care unit who had a complication prior to being discharged. It was very fortunate that the situation occurred while he was still at the Hospital. His family was present, involved and engaged. The nurse involved who found the patient, stated that Rice Hospital staff quickly responded to care for him and as a result, he was rapidly air lifted to another facility.

Quality Report: Teri Beyer reviewed the quality report for the Board which was in regard to the Willmar Regional Cancer Center (WRCC). Providers of WRCC were surveyed by both inpatients and outpatients of the Cancer Center. The providers did score in the 90th percentile and as a result, the Guardian of Excellence Award was given to the WRCC providers. This was a very nice recognition for them to receive.

Financial Report: Bill Fenske, CFO, reviewed the Hospital's financial statements for the period ending October, 31, 2013 in regard to the following: A) October was a negative month in terms of financial performance compared to budget and in terms of actual performance. B) Rice generated a loss of \$776,000 from operations compared to budgeted Operating Income of \$76,000 and last year's October Operating Income of \$1.0 million. C) The Hospital will close on the bond issue on December 23. D) Hospital total operating revenues were 7.9% less than budget for the month and 21.0% less than last year. E) Surviving on Medicare is a today issue. It was anticipated that it would affect the Hospital in 2014, 2015, etc., but it has already affected Rice in 2013. F) The primary contributing factors for October's negative results were lower reimbursement and an increase in expenses. The lower reimbursement was due to the continued shift in payer mix and declining reimbursement rates within the governmental payers due to lower case mix acuity. **ACTION:** A motion was made by Director Smith, seconded by Director Weiberg and carried that the October 31, 2013 financial statements for Rice Memorial Hospital be approved as presented.

Medical Staff Report – Dr. Hund: The bulk of the November Medical Staff Executive Committee meeting dealt with discussion on Orthopedic services. Several conversations/meetings have been held with the Heartland Orthopedics group, and they have elected to remain on the Hospital's Affiliate Medical Staff effective February 1, 2014. As a result, they can only perform 15 procedures (per physician) per year, as stated in the Hospital Medical Staff Bylaws. Once that number is exceeded they would then become Active Medical Staff members and with that comes more physician responsibilities. **ACTION:** A Motion was made by Director Allen, seconded by Director Gardner and carried that the minutes of the November 26, 2013 Executive and Credentials Committee minutes be approved as presented; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved: **INITIAL APPLICATIONS:** **Locum Tenens Staff:** Jan Adams, M.D. – Emergency Medicine/Department of Emergency Medicine. Ninline, San Diego, CA. Temporary privileges previously granted for start date of 9/22/2013. Carol Grabowski, M.D. – Radiation

Oncology/Department of Internal Medicine. Allina Health, Minneapolis, MN. Temporary privileges granted for start date of 10/17/2013. Kimberly Haycraft-Williams, M.D. – Emergency Medicine/Department of Emergency Medicine. Neline, San Diego, CA. Temporary privileges for start date of 8/31/2013. June Kim, M.D. – Radiation Oncology/Department of Internal Medicine. Cancer CarePoint, Atlanta, GA. Temporary privileges granted for start date of 11/4/2013. Temporary Privileges: Beck, David M.D. – Hospitalist-Internal Medicine/Department of Internal Medicine. HealthEast Care System, St. Paul, MN. Temporary privileges for start date of 12/1/2013. Roland Engel, M.D. – Radiation Oncology/Department of Internal Medicine. Staff Care, Irving, TX. Temporary privileges for start date of 11/25/2013. Ann McIntosh, M.D. – Emergency Physician/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Temporary privileges for start state of 11/15/2013. Allied Health Staff: Michael Kunstle, PA-C – Physician Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Dennis Weigel, M.D. Stephanie Olson, PMHNP-BC – Nurse Practitioner/Department of Psychiatry. Rice Institute for Counseling & Education, Willmar, MN. Responsible Provider: Daniel Scott, M.D. Temporary privileges were previously granted for start date: 10/14/2013. **REAPPOINTMENT APPLICATIONS:** Active Staff: KerriAnn Mahon, M.D. – Pediatrician/Department of Pediatrics. Affiliated Community Medical Center, Willmar, MN. Andrew Hoffmann, M.D. – Family Practice/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Affiliate Staff: Richard Horecka, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Benson, MN. Mark Johnston, DPM – Podiatrist/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Mark Martone, M.D. – Cardiovascular Disease/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. James Wire, M.D. – Plastic Surgery/Department of Surgery. Private Practice, Chaska, MN. Allied Health Staff: Wendy Arnold, ST – Surgical Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. Responsible Physician: Christopher Widstrom, M.D. Alysa Bergstrom, LDA – Surgical Assistant/Department of Surgery. Oral-Facial Surgery, PA, Willmar, MN. Responsible: Dr. James Hughes, D.D.S. Sharon Cramlet, LPN – Surgical Assistant/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Kevin Unger, M.D. Rose Haroldson, PA-C – Physician Assistant/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Responsible Physician: Alan Roiseland, M.D. Steven Kuchta, LP – Psychologist/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: David Newcomer, D.O. Scooter Lippert, LICSW – Licensed social worker/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. Responsible Physician: Daniel Scott, M.D. Nick Pruett, PA-C – Physician Assistant/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell MN. Responsible Physicians: Jeffrey Gerdes, M.D.; Juan Martin, M.D. Tanya Smith, GNP-BC – Nurse Practitioner/Department of Emergency Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Kenneth Flowe, M.D. Diane Zorn, PsyD, LP – Psychologist/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: David Newcomer, D.O.

Old Business:

- A. Orthopedic Services Update – Mike Schramm: 1) Heartland Orthopedics had a lease for years with Affiliated Community Medical Center (ACMC). That lease was terminated when Dr. Haas joined the Orthopedic staff at ACMC. 2) Dr. Lister has also now resigned from ACMC and left the Willmar Community. 3) Several meetings/conversations have been held with Heartland Orthopedics and the Medical Staff in regard to providing orthopedic services to our community/service area. 4) The Board at a previous meeting instructed its Chief Executive Officer to utilize the necessary resources, etc., in an effort to support a long-term strategy for orthopedics. 5) Conversations have also been held with Heartland regarding call coverage and the expectations of the Hospital's Active Medical Staff members in terms of Department call coverage. A subcommittee of the Hospital's Medical Staff Executive Committee met with representatives of Heartland Orthopedics recently and informed them that the expected date for the Heartland Orthopedic Surgeons to begin providing call coverage at Rice Hospital would be February 1, 2014. They, however, have declined to do so. 6) Rice and ACMC have agreed on a concept to fund professional services for Orthopedics through Willmar Medical Services (WMS).

CEO Report:

- A. Willmar Medical Services (WMS)/ACMC: 1) The Hospital's service lines of Anesthesia and Sleep Study services have been added to Willmar Medical Services' service lines in 2013. 2) Willmar Surgery Center (WSC) building

- project: The WMS Operations Committee has approved the completion of an assessment in order to determine whether or not to proceed with a building project for WSC. 3) Hospitalist Program: The Hospital has been up to as high as four full-time Hospitalist physicians providing coverage at Rice. Discussions continue in regard to increasing this service line for Rice/our patients. 4) Willmar Regional Cancer Center (WRCC): a) Dr. Ewa Wysokinska, Medical Oncologist, has been on staff at WRCC for approximately one month. b) WMS has entered into an agreement for physician recruitment services through the Virginia Piper Cancer Institute (VPCI). They have been providing locums Radiation Oncology services for WRCC and have also been successful in recruiting a full-time Radiation Oncologist who will be joining the staff in the near future.
- B. The proposed Master Facility Plan for Rice will likely be completed and ready for review and discussion with the Board at its January meeting. Discussions have been held with the physicians, Directors and staff from the areas affected/involved in the proposed changes addressed in the plan.
 - C. Strategic Marketing Plan: Work continues on a strategic marketing plan for both the Hospital and the WRCC.
 - D. Rice Home Medical Building Project: A grand opening was held on November 21 at the newly remodeled Willmar RHM store location.
 - E. Board Membership: The City Council recently approved the Board's Nominating Committee recommendation for the appointment of Jon Saunders to the Hospital Board, replacing Steve Cederstrom, effective January 1, 2014.

New Business:

- A. 2014 Borrowing Resolution: Bill Fenske reviewed a proposed resolution relative to the Series 2014 bond issue which would take place in January. Rice Hospital has received from six local banks, proposed terms and conditions for the purchase by the Banks of hospital revenue notes, in the approximate principal amount of \$2,800,000 to be issued by the City of Willmar to finance the renovation of the Home Medical Store located in Alexandria, MN; and the construction of an addition to the Rice Care Center (Project F). At the November meeting, the Board approved a resolution in regard to City of Willmar Hospital Revenue Notes, Series 2013. Closing on the 2013 borrowing resolution will take place next week. **ACTION: A motion was made by Director Allen, seconded by Director Cederstrom and carried to approve the proposed Resolution of the Board of Directors of Rice Memorial Hospital, regarding City of Willmar Hospital Revenue Notes, Series 2014. (See Attachment).**
- B. 2014 Slate of Officers: President Anfinson reviewed the proposed slate of Officers for the Board for 2014. **ACTION: A motion was made by Director Smith, seconded by Director Carruthers, and carried that the proposed Slate of Officers of the Rice Memorial Hospital Board of Directors for 2014 be approved as presented and recommended, as follows: President – David Anfinson; Vice President – Douglas Allen, Ed.D; Secretary – Eric E. Weiberg; Treasurer – Michael Gardner, DDS.**
- C. Hospice Committee Appointments: President Anfinson presented the proposed Rice Hospital Hospice Committee appointments for 2014. **ACTION: A motion was made by Director Cederstrom, seconded by Director Allen, and carried that the following persons be appointed to the Rice Memorial Hospital Hospice Professional Advisory Committee for 2014: Mary Beth Potter, Chairperson; Sue Broberg, Dr. David Newcomer, Wendy Ulferts, Lisa Ziehl, Diane Hagedorn, and Shirley Carter.**

Hospital Committee Reports:

- A. Medical Staff Executive Committee: Director Smith attended both the November 26 and December 17, 2013 Medical Staff Executive Committee meetings.
- B. Conference Call: Participating in the conference call held earlier today with the Hospital's Audit firm, McGladrey, were Directors Weiberg, Gardner, Allen and Anfinson.
- C. Director Cederstrom expressed his thanks to the Hospital's Board and Administration for all of their support during his nine years of service to the Hospital and the community. President Anfinson also thanked Director Cederstrom for all of his hard work and efforts in service to Rice Hospital, its patients, and the Community.
- D. Board Executive Committee Meeting: In attendance at the Hospital Board Executive Committee meeting held on December 17 were Directors Gardner and Anfinson.

- E. Care Improvement Team (CIT) Meeting: Director Carruthers was in attendance at the CIT meeting on December 4. Director Carruthers also attended Board orientation sessions in November and December with both Mike Schramm and Bill Fenske.

Next Meetings: 1) The regular Board meeting in January will be rescheduled from January 15 to January 8 at 5:30 p.m. in the Hospital Board Room. 2) A special Board meeting will be held in closed session for strategic planning purposes, on January 22 at 5:30 p.m. in the Hospital Board Room.

The Board of Directors recessed their regular meeting at 7:06 p.m.

The Board of Directors went into closed session at 7:18 p.m. for the purpose of review and discussion of the 2013 Board of Directors and Chief Executive Officer performance evaluation summaries.

ACTION: A motion was made by Director Gardner, seconded by Director Weiberg and carried that the Board of Directors reconvene their regular meeting at 8:50 p.m.

ACTION: A motion was made by Director Gardner, seconded by Director Weiberg, and carried that the 2013 Chief Executive Officer performance incentive, with 90% of the criteria requirements met, be approved as presented and recommended.

ACTION: A motion was made by Director Allen, seconded by Director Carruthers and carried that the 2014 performance criteria established for Michael Schramm, Chief Executive Officer, be approved as presented and recommended.

ACTION: A motion was made by Director Allen, seconded by Director Carruthers and carried that the proposed 1.5% salary increase, plus 2% market adjustment, be approved for Michael Schramm, Chief Executive Officer, as presented and recommended.

Adjournment: There being no further business, the meeting was adjourned at 8:57 p.m.

Submitted By:

Eric E. Weiberg, Secretary

Sr

RESOLUTION OF THE HOSPITAL BOARD OF RICE MEMORIAL HOSPITAL

Regarding City of Willmar Hospital Revenue Notes, Series 2014

BE IT RESOLVED, by the Hospital Board (the "Board") of Rice Memorial Hospital (the "Hospital"):

Section 1. Rice Memorial Hospital (the "Hospital") has received from Concorde Bank, Lake Region Bank, Heritage Bank, Home State Bank, Bremer Bank and North American State Bank (together, the "Banks") proposed terms and conditions (the "Terms") for the purchase by the Banks of hospital revenue notes, in the approximate principal amount of \$2,800,000, to be issued by the City of Willmar to finance the renovation of the of the Home Medical Store located in Alexandria and the construction of an addition to the Rice Care Center (known internally as Project F). The Terms are generally acceptable to the Board.

Section 2. The Board hereby requests that the City of Willmar (the "City") proceed to issue its Hospital Revenue Notes, Series 2014 (the "Notes") consistent with the Terms and sell the same to the Banks.

Section 3. The Board hereby delegates to the Chief Executive Officer and the Chief Financial Officer the authority to approve final terms of the Notes and to execute any documents, agreements or certificates necessary or convenient to in connection with the issuance of the Notes on behalf of the Board. The Board further ratifies and approves actions previously taken by staff of the Hospital in connection with the development of the Terms.

Section 4. This resolution will take effect upon its passage.

Adopted this 18th day of December, 2013.

RICE MEMORIAL HOSPITAL BOARD

By: 
Its: Secretary

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 23, 2013

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 23, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Carol Laumer, and Joe Gimse.

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

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

RESOLUTION NO. 49

"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 December 9, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 132287 to No. 132385 inclusive in the amount of \$2,607,513.85, including a MISO credit in the amount of \$31,822.91 and an Absaloka Coal payment in the amount of \$85,176.50.

Dated this 23rd day of December, 2013.

President

ATTEST:

Secretary

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

At this time, a number of utility-related reports were presented to the Commission for their review and discussion. The first two items were the November 2013 Financial Report and the November 30, 2013 Investment Report which were both presented by Director of Finance Hunstad. The next document reviewed was the October 2013 Power Supply Report recapped by Power Supply Broker Carlson. The final report to be discussed was the November 2013 Sales & Revenue Report given by Customer Service Supervisor Stien. These reports were presented for information only.

General Manager Hompe opened discussion with the Commission on an opportunity presented before the Utilities to purchase property located near the WMU Office and Service Center. Hompe noted that a long-range facilities study had been conducted in 2010 (GLTArchitects). As a result of the study, operational and energy efficiency solutions along with facility improvements were

identified that would assist in improving service to the customers of WMU. Through this study a "road map" was established so that WMU could wisely invest their capital improvement dollars toward achieving this goal. It was recommended that as prospects arose to purchase property in the planned Utilities building area, WMU should take full advantage. These long-range facilities plans would assist in creating a viable future for the Willmar Municipal Utilities. The Expansion Reserve Fund has a current balance of \$100,000 which was created to assist in funding possible future property opportunities. Following discussion, Commission Holtz offered a resolution to approve the transfer of \$100,000 from the Expansion Reserve Fund to the General Funds Account to assist in the purchase of the former Gerry's Liquors property located at 810 SW Litchfield Avenue. Commissioner Laumer seconded.

RESOLUTION NO. 50

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Expansion Reserve Fund balance of \$100,000 be transferred to the General Funds Account to assist in the purchase of the property located at 810 SW Litchfield Avenue (formerly Gerry's Liquors)."

Dated this 23rd day of December, 2013.

President

ATTEST:

Secretary

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

In conjunction with the previously approved resolution, General Manager Hompe continued by requesting the Commission to approve the purchase of the above named property as a portion of the long-range facilities plan for the WMU. Councilman DeBlieck reminded the Commission that the property purchase would have to be presented to the City Planning Commission for approval prior to finalization of the sale. City Attorney Scott added that an independent appraisal to determine value of the proposed property was required. It was also noted that this property consists of the main floor commercial business with a second floor housing four rental apartments. At this time, the apartments would remain as rental units. Following discussion, Commissioner Gimse offered a resolution to authorize the approval of the Purchase Agreement for the property located at 810 SW Litchfield Avenue in the amount of \$213,000 pending formal approval of the City Planning Commission. Commissioner Laumer seconded.

RESOLUTION NO. 51

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Purchase Agreement between the Gerald V. Rengel Credit Trust and the Willmar Municipal Utilities be approved in the amount of \$213,000 in accordance with the agreed upon terms for the property located at the former Gerry's Liquors site at 810 SW Litchfield Avenue pending formal approval by the City Planning Commission. The legal description of the property is as follows: Lots 6, 7, 8, & 9, except the westerly 22 feet of Lot 9 measured to a line parallel with the west line of said Lot 9, all in Block 34 of the Original Town of Willmar, Kandiyohi County, Minnesota."

Dated this 23rd day of December, 2013.

President

ATTEST:

Secretary

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

At this time, Commission President Salzer recognized Commissioner Gesch for his nine years of service and dedication while serving on the Commission. An inscribed plaque along with an informational map was presented as mementos for his years of service (2005-2013). Commissioner Gesch expressed his appreciation to his fellow Commissioners and Staff for their assistance throughout years. Jerry's wealth of knowledge and informational contributions will be greatly missed. Best wishes, Jerry!

General Manager Hompe informed the Commission that due to vacancy of Commissioner Gesch, Justin Mattern has recently been appointed by the City Council to serve as the next Municipal Utilities Commissioner. We look forward to welcoming Mr. Mattern to the Commission.

General Manager Hompe informed the Commission that once again, APPA will be offering a four-part Electric Utility 101 Webinar Series which will be shown to all interested parties. Each webinar will be shown from 1:00-2:30 p.m. in the WMU Auditorium. These webinars provide an overview of the electric industry with focus on generation, substations, transmission, and distribution. The schedule for the upcoming webinars will be: 1) Generation: January 15th; 2) Substations: February 19th; 3) Transmission: March 19th; and, 4) Distribution: April 16th. All interested individuals are encouraged to attend.

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

- City Planning Commission meeting - January 8th @ 7:00 p.m.
- APPA Legislative Rally (Washington, DC) - March 10-12
- MMUA Legislative Conference - April 23-25

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

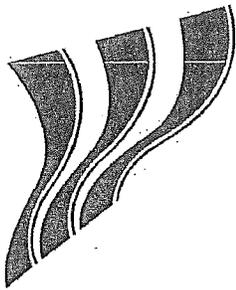
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary



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

Agenda Item Number: 5

Meeting Date: NA

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 6, 2014

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

Originating Department: Leisure Services

Agenda Item: Memorial Donation from the Family of Lorraine Himango

Recommended Action: Accept a Memorial Donation from the Family of Lorraine Himango in the amount of \$200.00.

Background/Summary: The Family of Lorraine Himango would like to make a memorial donation to the Community and Activity Center in honor of their mother.

Alternatives: NA

Financial Considerations: Accept the donation into the Community and Activity Center budget.

Preparer: LeAnne Freeman

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, the City of Willmar has received a donation of \$200.00 from the Family of Lorraine Himango to the Willmar Area Community and Activity Center;

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

Dated this 6th day of January, 2014.

MAYOR

Attest:

CITY CLERK

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

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

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

Applicant Information

Name: Shirley D. Carter Date of Application: Jan 2018
Address: 3103 Eagle Ridge Dr. E Phone No. 320-994-6634
(must be a resident of the City of Willmar)
Email: shirley.carter@rice.willmar.mn.us

What prompted you to make application for a citizen committee? Request to serve

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

To serve the community

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

Governance, Administration, Non-profit management

List your educational background: (MBA) Masters, Business Administration

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

Governing Board, Willmar Community Owned Grocery

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

Executive Director, Rice Health Foundation - Position

Michael Schramm, CEO Rice Memorial Hospital - Supervisor/Employer

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
01/02/2014 08:03:23

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACS 38353	12/31/13 SOFTWARE SUPPORT AGRM 13,106.06	13,106.06		980068		D N	PREPAID EXPENSES	101.128000
	000131							
	AFFILIATED MED CENTERS 000028	1,072.68		4911012/11-13		D N	SUBSISTENCE OF P	101.42412.0337
	38354 12/31/13 NEW HIRE PHYSICALS	1,000.35		4934253/12-13		D N	SAFETY PROGRAM	101.42428.0817
	38354 12/31/13 IMMUNIZATIONS	1,173.03	*CHECK TOTAL					
	VENDOR TOTAL	1,173.03						
	AFFORDABLE PUMPING SERVI 002404	250.00		23373		D N	CLEANING AND WAS	230.43430.0338
	38355 12/31/13 SEPTIC PUMPING							
	ALEX AIR APPARATUS INC 002061	8,256.95		24805		D N	SMALL TOOLS	101.42412.0221
	38356 12/31/13 HOSE NOZZLES	1,349.30		24896		D N	SMALL TOOLS	101.42412.0221
	38356 12/31/13 6 ROPES	1,74.81		24896		D N	MTCE. OF EQUIPME	101.42412.0224
	38356 12/31/13 AIR COMPRESSOR PARTS	9,681.06	*CHECK TOTAL					
	VENDOR TOTAL	9,681.06						
	AMERICAN WELDING & GAS I 000057	370.70		02491432		D N	SMALL TOOLS	651.48484.0221
	38357 12/31/13 WELDING TOOLS	128.99		02492710		D N	GENERAL SUPPLIES	651.48484.0229
	38357 12/31/13 WELDING GAS	31.50		02494988		D N	MTCE. OF EQUIPME	101.42412.0334
	38357 12/31/13 RECHARGED FIRE EXT.	531.19	*CHECK TOTAL					
	VENDOR TOTAL	531.19						
	AMERIPRIDE LINEN & APPAR 000051	26.72		2200452247		D N	CLEANING AND WAS	101.43425.0338
	38358 12/31/13 TOWEL SERVICE	26.72		2200457436		D N	CLEANING AND WAS	101.43425.0338
	38358 12/31/13 TOWEL SERVICE	33.89		2200462578		D N	CLEANING AND WAS	101.43425.0338
	38358 12/31/13 TOWEL SERVICE	87.33	*CHECK TOTAL					
	VENDOR TOTAL	87.33						
	APPERT'S FOOD SERVICE 002526	796.27		2043603		D N	GENERAL SUPPLIES	101.45433.0229
	38359 12/31/13 CONCESSION SUPPLIES							
	AT&T MOBILITY 000075	40.65		X12252013		D N	COMMUNICATIONS	101.41409.0330
	38360 12/31/13 WIRELESS INTERNET SERV.							
	BATTERY WHOLESALF INC 002860	699.95		18355		D N	MTCE. OF EQUIPME	651.48484.0224
	38361 12/31/13 GENERATOR BATTERIES							
	BERNICK'S PEPSI-COLA CO 000103	120.00		5397		D N	GENERAL SUPPLIES	101.45433.0229
	38362 12/31/13 CONCESSION SUPPLIES	435.63		6547		D N	GENERAL SUPPLIES	101.45433.0229
	38362 12/31/13 CONCESSION SUPPLIES	151.56		7288		D N	GENERAL SUPPLIES	101.45433.0229
	38362 12/31/13 CONCESSION SUPPLIES	39.48		9074		D N	GENERAL SUPPLIES	101.43425.0229
	38362 12/31/13 OFFICE COFFEE	746.67	*CHECK TOTAL					
	VENDOR TOTAL	746.67						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CODE 4 SERVICES LLC 002984 38378 12/31/13 OLD CAR 3 TEAR DOWN	352.00	1247		D N	MTCE. OF EQUIPME	101.42411.0334
COPIER BUSINESS SOLUTION 001934 38379 12/31/13 FREIGHT ON TONER	9.83	231735		D N	POSTAGE	101.41405.0223
CROW CHEMICAL & LIGHTING 000186 38380 12/31/13 HAND SOAP	40.40	402163		D N	GENERAL SUPPLIES	651.48484.0229
38380 12/31/13 DISPOSABLE GLOVES	133.59	402181		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	173.99	*CHECK TOTAL				
DELL MARKETING LP 001747 38381 12/31/13 LITHIUM CAMERA BATTERY	48.76	XJ94J2242		D N	GENERAL SUPPLIES	101.41409.0229
DELTA DENTAL OF MINNESOTA 002867 38352 12/30/13 DENTAL INSURANCE-NOV	26.55	5342200		D N	ACCOUNTS RECEIVA	101.120000
38352 12/30/13 DENTAL INSURANCE-JAN	26.55	5342200		D N	PREPAID EXPENSES	101.128000
38352 12/30/13 DENTAL INSURANCE-DEC	26.55	5342200		D N	RETIRED EMPLOYEE	101.41428.0818
VENDOR TOTAL	79.65	*CHECK TOTAL				
DEPT OF HUMAN SERVICES 000009 38382 12/31/13 CLEANING SERVICES	56.00	00000180279		D N	CLEANING AND WAS	101.45435.0338
38382 12/31/13 CLEANING SERVICES	1,332.00	00000181329		D N	CLEANING AND WAS	101.45433.0338
VENDOR TOTAL	1,388.00	*CHECK TOTAL				
DOOLEY'S PETROLEUM INC 000212 38383 12/31/13 427 GALLONS DIESEL	1,728.46	267728		D N	MOTOR FUELS AND	651.48486.0222
38383 12/31/13 215 GALLONS UNLEADED	677.48	267729		D N	MOTOR FUELS AND	651.48484.0222
VENDOR TOTAL	2,405.94	*CHECK TOTAL				
DOOLEY'S PETROLEUM INC 002163 38347 12/16/13 3,999 GALLONS UNLEADE	11,393.02	931591		D N	INVENTORIES-MDSE	101.125000
38347 12/16/13 4,002 GALLONS DIESEL	13,926.82	931591		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	25,319.84	*CHECK TOTAL				
38384 12/31/13 2,002 GALLONS UNLEADED	6,042.57	933914		D N	INVENTORIES-MDSE	101.125000
38384 12/31/13 6,000 GALLONS DIESEL	22,617.22	933914		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	28,659.79	*CHECK TOTAL				
DUININCK INC 000222 38385 12/31/13 CONCRETE WASHED SAND	2,305.19	515770		D N	GENERAL SUPPLIES	101.43425.0229
ED DAVIS BUSINESS MACHIN 000229 38386 12/31/13 OFFICE SUPPLIES	58.53	128827		D N	OFFICE SUPPLIES	741.48001.0220

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ENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
ED'S SERVICE CENTER & SA 38387 12/31/13 TOWING CHARGES	942.69	STMT/11-13		D N	OTHER SERVICES 101.42411.0339
EMERGENCY RESPONSE SOLUT 38388 12/31/13 HELMET	242.33	1161		D N	SUBSISTENCE OF P 101.42412.0227
38388 12/31/13 MASK BAGS	86.02	1165		D N	SUBSISTENCE OF P 101.42412.0227
38388 12/31/13 HELMETS	750.74	1178		D N	SUBSISTENCE OF P 101.42412.0227
38388 12/31/13 LEATHER FRONTS	164.27	1179		D N	SUBSISTENCE OF P 101.42412.0227
38388 12/31/13 KEVLAR HOODS	167.35	1185		D N	SUBSISTENCE OF P 101.42412.0227
38388 12/31/13 KEVLAR HOODS	1,410.71	*CHECK TOTAL		D N	
VENDOR TOTAL	1,410.71				
ERIC'S AVIATION SERVICES 38389 12/31/13 ON SITE MGMT SERV-JAN	6,333.33	STMT/1-14		D N	PREPAID EXPENSES 230.128000
ETTERMAN ENTERPRISES 38390 12/31/13 BOLTS/NUTS/WASHERS	103.23	203933		D M 07	MTCE. OF EQUIPME 651.48484.0224
38390 12/31/13 PIPE NIPPLES	386.91	203934		D M 07	MTCE. OF EQUIPME 651.48484.0224
38390 12/31/13 SUPPLIES	23.39	204388		D M 07	GENERAL SUPPLIES 101.45433.0229
38390 12/31/13 SHOP TOWELS	34.45	204761		D M 07	GENERAL SUPPLIES 651.48484.0229
38390 12/31/13 SHOP TOWELS	547.98	*CHECK TOTAL		D M 07	
38390 12/31/13 SHOP TOWELS	547.98			D M 07	
VENDOR TOTAL	1,096.50				
EVERETT & VANDERWIEL PLL 38391 12/31/13 PROFESSIONAL SERVICES	1,096.50	1948		D N	PROFESSIONAL SER 101.41406.0446
EXCEL OVERHEAD DOOR 38392 12/31/13 REPL. DAMAGED DR SLATS	991.00	21140		D N	INSURANCE DEDUCT 101.41428.0822
FASTENAL COMPANY 38393 12/31/13 PLANT SUPPLIES	245.61	MNWILL10365		D N	GENERAL SUPPLIES 651.48484.0229
38393 12/31/13 PLOW BOLTS	1.95	MNWILL10536		D N	MICE. OF EQUIPME 651.48484.0224
38393 12/31/13 PLOW BOLTS	247.56	*CHECK TOTAL		D N	
38393 12/31/13 PLOW BOLTS	247.56			D N	
VENDOR TOTAL	3.21	560		D N	TRAVEL-CONF. -SCH 101.42411.0333
FELT/JAMES E. 38394 12/31/13 LINE OF DUTY TRNG	3.21			D N	
FERGUSON ENTERPRISES INC 38395 12/31/13 PLUMBING PARTS	7.47	0996389		D N	MICE. OF STRUCTU 101.43425.0225
38395 12/31/13 PLUMBING PARTS	8.75	0996555		D N	MICE. OF STRUCTU 101.43425.0225
38395 12/31/13 PLUMBING PARTS	19.68	0996559		D N	MICE. OF STRUCTU 101.43425.0225
38395 12/31/13 PLUMBING PARTS	256.56	0996566		D N	MICE. OF STRUCTU 101.43425.0225
38395 12/31/13 PLUMBING PARTS	3.78	0996571		D N	GENERAL SUPPLIES 101.45435.0229
38395 12/31/13 PLUMBING PARTS	296.24	*CHECK TOTAL		D N	
38395 12/31/13 PLUMBING PARTS	296.24			D N	
VENDOR TOTAL	9.00	103113		D M 07	TRAVEL-CONF. -SCH 208.45005.0333
FISCHER/BETH 38396 12/31/13 WINTERFEST MEETING	9.00			D M 07	

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FISCHER/BETH			002484											
38396	12/31/13	13	PUBLIC POLICY MEETING	9.00		110113		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
38396	12/31/13	13	PUBLIC POLICY MEETING	9.00		121313		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
38396	12/31/13	13	WINTERFEST MEETING	7.96		121913		D	M	07			TRAVEL-CONF.-SCH	208.45005.0333
38396	12/31/13	13	POSTAGE STAMPS	9.20		122013		D	M	07			POSTAGE	208.45005.0223
			VENDOR TOTAL	44.16		*CHECK TOTAL								
				44.16										
FREMONT INDUSTRIES INC			002879											
38397	12/31/13	13	POLYMER	4,973.05		818417		D	N				GENERAL SUPPLIES	651.48486.0229
GENERAL MAILING SERVICES			000293											
38398	12/31/13	13	POSTAGE	23.44		10605		D	N				POSTAGE	101.41401.0223
38398	12/31/13	13	POSTAGE	14.00		10605		D	N				POSTAGE	101.41402.0223
38398	12/31/13	13	POSTAGE	59.61		10605		D	N				POSTAGE	101.41403.0223
38398	12/31/13	13	POSTAGE	7.84		10605		D	N				POSTAGE	101.41404.0223
38398	12/31/13	13	POSTAGE	2.24		10605		D	N				POSTAGE	101.41405.0223
38398	12/31/13	13	POSTAGE	15.00		10605		D	N				POSTAGE	101.41408.0223
38398	12/31/13	13	POSTAGE	2.24		10605		D	N				POSTAGE	101.41409.0223
38398	12/31/13	13	POSTAGE	0.56		10605		D	N				POSTAGE	101.41428.0223
38398	12/31/13	13	POSTAGE	1.68		10605		D	N				POSTAGE	101.41428.0223
38398	12/31/13	13	POSTAGE	21.84		10605		D	N				POSTAGE	101.42411.0223
38398	12/31/13	13	POSTAGE	0.56		10605		D	N				POSTAGE	101.42412.0223
38398	12/31/13	13	POSTAGE	11.48		10605		D	N				POSTAGE	101.43417.0223
38398	12/31/13	13	POSTAGE	11.48		10605		D	N				POSTAGE	101.43425.0223
38398	12/31/13	13	POSTAGE	14.56		10605		D	N				POSTAGE	101.45432.0223
38398	12/31/13	13	POSTAGE	21.17		10605		D	N				POSTAGE	208.45005.0223
38398	12/31/13	13	POSTAGE	15.12		10605		D	N				POSTAGE	230.43430.0223
38398	12/31/13	13	POSTAGE	16.77		10676		D	N				POSTAGE	651.48484.0223
38398	12/31/13	13	POSTAGE	24.32		10676		D	N				POSTAGE	101.41401.0223
38398	12/31/13	13	POSTAGE	84.19		10676		D	N				POSTAGE	101.41402.0223
38398	12/31/13	13	POSTAGE	127.68		10676		D	N				POSTAGE	101.41403.0223
38398	12/31/13	13	POSTAGE	0.56		10676		D	N				POSTAGE	101.41404.0223
38398	12/31/13	13	POSTAGE	15.00		10676		D	N				POSTAGE	101.41405.0223
38398	12/31/13	13	POSTAGE	0.56		10676		D	N				POSTAGE	101.41408.0223
38398	12/31/13	13	POSTAGE	0.56		10676		D	N				POSTAGE	101.41409.0223
38398	12/31/13	13	POSTAGE	1.12		10676		D	N				POSTAGE	101.41428.0223
38398	12/31/13	13	POSTAGE	0.81		10676		D	N				POSTAGE	101.42411.0223
38398	12/31/13	13	POSTAGE	1.37		10676		D	N				POSTAGE	101.42412.0223
38398	12/31/13	13	POSTAGE	1.93		10676		D	N				POSTAGE	101.43417.0223
38398	12/31/13	13	POSTAGE	9.48		10676		D	N				POSTAGE	101.43425.0223
38398	12/31/13	13	POSTAGE	2.43		10676		D	N				POSTAGE	230.43430.0223
38398	12/31/13	13	POSTAGE	21.10		10712		D	N				POSTAGE	651.48484.0223
38398	12/31/13	13	POSTAGE	16.24		10712		D	N				POSTAGE	101.41401.0223
38398	12/31/13	13	POSTAGE	13.83		10712		D	N				POSTAGE	101.41402.0223
38398	12/31/13	13	POSTAGE	4.48		10712		D	N				POSTAGE	101.41403.0223
38398	12/31/13	13	POSTAGE	5.60		10712		D	N				POSTAGE	101.41404.0223
38398	12/31/13	13	POSTAGE	15.00		10712		D	N				POSTAGE	101.41405.0223

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GENERAL MAILING SERVICES 38398 12/31/13	000293 POSTAGE 12/09 - 12/13/13	3.36		10712		D N	POSTAGE	101.41428.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	1.68		10712		D N	POSTAGE	101.42411.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	1.87		10712		D N	POSTAGE	101.42412.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	6.55		10712		D N	POSTAGE	101.43425.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	0.56		10712		D N	POSTAGE	101.45432.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	14.00		10712		D N	POSTAGE	101.45433.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	3.92		10712		D N	POSTAGE	101.45435.0223
38398 12/31/13	POSTAGE 12/09 - 12/13/13	0.56		10712		D N	POSTAGE	230.43430.0223
	*CHECK TOTAL	607.43						
	VENDOR TOTAL	607.43						
GRAINGER INC 38399 12/31/13	000786 SAFETY WARNING TAPE	24.53		9319983194		D N	OFFICE SUPPLIES	651.48484.0220
38399 12/31/13	SAFETY LABELS	25.22		9321537954		D N	OFFICE SUPPLIES	651.48484.0220
	*CHECK TOTAL	49.75						
	VENDOR TOTAL	49.75						
GREYSTONE CONSTRUCTION 38400 12/31/13	003047 SALT STORAGE SHED	9,200.00		24212		D N	BUILDINGS AND ST	450.43425.0551
GUPTILL PAINTING 38401 12/31/13	000304 PREP/PAINT WOODSHOP	1,375.00		121313		D N	MTCE. OF STRUCTU	101.45435.0335
HACH COMPANY 38402 12/31/13	000316 LAB SAMPLERS-PUMP	1,328.83		8603629		D N	MTCE. OF EQUIPME	651.48484.0224
HAINES/DONA 38403 12/31/13	.01548 GARDEN DEPOSIT REFUND	15.00		121113		D N	DEPOSITS	101.230000
HARTLAND OFFICIALS ASSOC 38404 12/31/13	002608 PROFESSIONAL SERVICES	830.00		121313		D N	PROFESSIONAL SER	101.45432.0446
HAUG-KUBOTA LLC 38405 12/31/13	002609 OIL	31.98		3785		D N	MOTOR FUELS AND	101.45433.0222
38405 12/31/13	PARTS	12.74		3785		D N	MTCE. OF EQUIPME	101.45433.0224
38405 12/31/13	OIL	13.00		3918		D N	MOTOR FUELS AND	101.45433.0222
38405 12/31/13	KUBOTA WEAR BLADE BOLTS	5.29		3952		D N	MTCE. OF EQUIPME	651.48484.0224
	*CHECK TOTAL	63.01						
	VENDOR TOTAL	63.01						
HAWKINS INC 38406 12/31/13	000325 FERRIC CHLORIDE	4,900.82		3544740 RI		D N	GENERAL SUPPLIES	651.48484.0229
HAYNES WINDOW CLEANING S 38407 12/31/13	000327 CLEANING SERVICES	53.44		23648		D N	CLEANING AND WAS	101.41409.0338
HENDRICKSON/KEITH 38408 12/31/13	001976 PARTS RUN-WISCONSIN	18.00		489		D N	TRAVEL-CONF. -SCH	101.45433.0333

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HERITAGE BANK 38350 12/18/13 #147 2004 GO IMP BOND- 7,900.00 38350 12/18/13 #147 2004 GO IMP BOND 200,000.00 38350 12/18/13 #147 2005 GO IMP BOND 18,453.75 38350 12/18/13 #149 2005 GO IMP BOND 350,000.00 38350 12/18/13 #151 2006 GO IMP BOND 14,916.25 38350 12/18/13 #151 2006 GO IMP BOND 195,000.00 38350 12/18/13 #148 2004 GO IMP BOND 21,246.25 38350 12/18/13 #148 2004 GO IMP BOND 140,000.00 38350 12/18/13 #148 2004 GO IMP BOND 947,516.25		121813 121813 121813 121813 121813 121813 121813 121813 *CHECK TOTAL		D N D N D N D N D N D N D N D N	INTEREST BONDS INTEREST BONDS INTEREST BONDS INTEREST BONDS	304.47100.0444 304.47100.0660 305.47100.0444 305.47100.0660 306.47100.0444 306.47100.0660 330.43430.0444 330.43430.0660
38409 12/31/13 2011 HOSP REV BOND-I 10,244.73 38409 12/31/13 2011 HOSP REV BOND 2,892,634.55 38351 12/18/13 FIRE LOSS DEMOLITION 33,651.95 VENDOR TOTAL 3,850,395.53		123113 123113 *CHECK TOTAL		D N D N	INTEREST BONDS	350.47402.0444 350.47402.0660
HERRBOLDT/NATHAN & LORAL 38351 12/18/13 FIRE LOSS DEMOLITION 33,651.95		121813		D N	OTHER SERVICES	812.42412.0339
HILLENBRAND/DAVID 38410 12/31/13 MILEAGE 11/14-12/9/13 18.99		122613		D N	TRAVEL-CONF. -SCH	101.41409.0333
HILLYARD FLOOR CARE SUPP 38411 12/31/13 CLEANING SUPPLIES 60.40 38411 12/31/13 ICE MELT/HAND TOWELS 191.58 38411 12/31/13 CLEANING SUPPLIES 116.58 38411 12/31/13 ICE MELT 22.71 38411 12/31/13 CLEANING SUPPLIES 396.01 38411 12/31/13 CLEANING SUPPLIES 82.89 38411 12/31/13 CLEANING SUPPLIES 236.03 38411 12/31/13 FLOOR SCRUBBER REPAIR 243.00 38411 12/31/13 FLOOR SCRUBBER REPAIR 1,349.20 VENDOR TOTAL 1,349.20		600961178 600961178 600961178 600961178 600963111 600970184 700111108 *CHECK TOTAL		D N D N D N D N D N D N D N	CLEANING AND WAS GENERAL SUPPLIES CLEANING AND WAS GENERAL SUPPLIES CLEANING AND WAS GENERAL SUPPLIES CLEANING AND WAS MTCE. OF EQUIPME MTCE. OF EQUIPME	101.41408.0228 101.41408.0229 101.45427.0228 101.45427.0229 101.45433.0228 101.45433.0228 101.45427.0224 101.45427.0334
HOLME/MICHAEL 38412 12/31/13 LINE OF DUTY TRNG 6.65		601		D N	TRAVEL-CONF. -SCH	101.42411.0333
HOME DEPOT CREDIT SERVIC 38413 12/31/13 CHAIN-BARRICADED DOORS 11.08		121213		D N	GENERAL SUPPLIES	101.42411.0229
HYDRITE CHEMICAL CO 38414 12/31/13 ANTIFOAM 440.00 38414 12/31/13 MAGNESIUM HYDROXIDE 9,067.50 38414 12/31/13 MAGNESIUM HYDROXIDE 9,507.50 VENDOR TOTAL 9,507.50		01656789 01660149 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
INDEPENDENT SCHOOL DIST 38415 12/31/13 JUL CER 16,209.55		121613		D N	DUE TO SCHOOL -	101.223002

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INDEPENDENT SCHOOL DIST 38415 12/31/13 AUG CER	000348 VENDOR TOTAL	9,793.66 26,003.21 26,003.21	*CHECK TOTAL	121613		D N	DUE TO SCHOOL -	101.223002
INNOVATIVE OFFICE SOLUTI 38416 12/31/13 PHONE CORD UNTANGLER	003023 VENDOR TOTAL	5.29		IN0420493		D N	SMALL TOOLS	101.42412.0221
IVERSON/JEAN 38417 12/31/13 GARDEN DEPOSIT REFUND	.01780 VENDOR TOTAL	15.00		1211113		D N	DEPOSITS	101.230000
JAGUSH/JEFFREY 38418 12/31/13 MILEAGE 12/10-12/20/13	003037 VENDOR TOTAL	22.60 22.60 45.20 45.20	*CHECK TOTAL	122613 122613		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.43425.0333 101.45435.0333
JEFFERSON FIRE & SAFETY 38419 12/31/13 FIREFIGHTER WORK BOOTS	002193 VENDOR TOTAL	2,645.50		202158		D N	SUBSISTENCE OF P	101.42412.0227
K M FIRE PUMP SPECIALIST 38420 12/31/13 #022446 REPAIR-PARTS	000371 VENDOR TOTAL	989.60 2,137.50 856.68 1,687.50 5,671.28 5,671.28	*CHECK TOTAL	6030 6030 6030 6030		D M 07 D M 07 D M 07 D M 07	MTC. OF EQUIPME MTC. OF EQUIPME MTC. OF EQUIPME MTC. OF EQUIPME	101.42412.0224 101.42412.0334 101.42412.0224 101.42412.0334
KANDIYOHI AREA TRANSIT 38348 12/16/13 2013 OPERATING EXPENS	001941 VENDOR TOTAL	13,000.00		4555		D N	OTHER SERVICES	101.43001.0339
KANDIYOHI CO AUDITOR 38421 12/31/13 LANDFILL CHARGES	000376 VENDOR TOTAL	29.32 12.58 26.23 68.13 68.13	*CHECK TOTAL	312087 312091 312096		D N D N D N	CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS	101.45433.0338 101.45433.0338 101.45433.0338
KANDIYOHI CO PUBLIC HEAL 38422 12/31/13 CIVIC CNTR LICENSE APPL.	000378 VENDOR TOTAL	265.00		121613		D N	PREPAID EXPENSES	101.128000
KANDIYOHI CO-OP ELECTRIC 38423 12/31/13 WELCOME TO WILLMAR SIGN	000375 VENDOR TOTAL	54.00 148.00 353.00 68.00 36.00 711.76 711.76	*CHECK TOTAL	STMT/12-13 STMT/12-13 STMT/12-13 STMT/12-13 STMT/12-13 STMT/12-13		D N D N D N D N D N D N	UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES	101.43425.0332 101.43425.0332 651.48485.0332 651.48485.0332 651.48485.0332

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KDJS AM-FM 38424 12/31/13 ADVERTISING 000388 38424 12/31/13 ADVERTISING 38424 12/31/13 ADVERTISING	25.00 40.00 130.00 195.00		7269-4 7269-5 7269-6 *CHECK TOTAL		D N D N D N	ADVERTISING ADVERTISING ADVERTISING	101.45433.0447 101.45433.0447 101.45433.0447
VENDOR TOTAL	195.00						
LAPATKA/GEORGE 38425 12/31/13 GARDEN DEPOSIT REFUND .02093	15.00		121113		D N	DEPOSITS	101.230000
LAUMER/CAROL 38426 12/31/13 GARDEN DEPOSIT REFUND .02064	15.00		121113		D N	DEPOSITS	101.230000
LINCOLN FINANCIAL GROUP 002789							
38349 12/16/13 LIFE INSURANCE-DECEMBER	34.40		M269		D N	COBRA INS PREMIU	101.120001
38349 12/16/13 LIFE INSURANCE-DECEMBER	47.06		M269		D N	EMPLOYER INSUR.	101.41400.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	48.75		M269		D N	EMPLOYER INSUR.	101.41402.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	19.50		M269		D N	EMPLOYER INSUR.	101.41403.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	39.00		M269		D N	EMPLOYER INSUR.	101.41404.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	29.25		M269		D N	EMPLOYER INSUR.	101.41405.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	9.75		M269		D N	EMPLOYER INSUR.	101.41408.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	39.00		M269		D N	EMPLOYER INSUR.	101.41409.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	2.44		M269		D N	EMPLOYER INSUR.	101.41424.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	508.95		M269		D N	INS. PASS THROUGH	101.41428.0819
38349 12/16/13 LIFE INSURANCE-DECEMBER	351.00		M269		D N	EMPLOYER INSUR.	101.42411.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	29.25		M269		D N	EMPLOYER INSUR.	101.42412.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	34.13		M269		D N	EMPLOYER INSUR.	101.43417.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	187.20		M269		D N	EMPLOYER INSUR.	101.43425.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	19.50		M269		D N	EMPLOYER INSUR.	101.45432.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	39.00		M269		D N	EMPLOYER INSUR.	101.45433.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	5.85		M269		D N	EMPLOYER INSUR.	101.45435.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	4.87		M269		D N	EMPLOYER INSUR.	101.45437.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	89.70		M269		D N	EMPLOYER INSUR.	101.48484.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	9.75		M269		D N	EMPLOYER INSUR.	651.48485.0114
38349 12/16/13 LIFE INSURANCE-DECEMBER	9.75		M269		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	2,558.10		*CHECK TOTAL				
38427 12/31/13 LIFE INSURANCE-JANUARY	2,396.95		M270		D N	PREPAID EXPENSES	101.128000
38427 12/31/13 LIFE INSURANCE-JANUARY	1,109.20		M270		D N	PREPAID EXPENSES	651.128000
VENDOR TOTAL	2,506.15		*CHECK TOTAL				
M-R SIGN CO INC 000424							
38428 12/31/13 STREET SIGNS	127.29		179798		D N	MTCE. OF OTHER I	101.43425.0226
MACTA 000428							
38429 12/31/13 2014 MEMBERSHIP DUES	675.00		123113		D N	PREPAID EXPENSES	101.128000

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADDEN, GALANTER, HANSEN 38430 12/31/13	PROFESSIONAL SERVICES 000429	1,808.12		120113		D N	PROFESSIONAL SER	101.41406.0446
MALINEN MANAGEMENT LLC 38431 12/31/13	SIGN DEPOSIT REFUND 002985	100.00		2013/54		D N	DEPOSITS-SIGN PE	101.2300001
MEL'S SPORT SHOP 38432 12/31/13	AMMUNITION 001327	4,702.50		385411		D N	GENERAL SUPPLIES	101.42411.0229
MENARDS 38433 12/31/13	BLDG MTCE-MATERIALS 000449	32.32		38929		D N	MTCE. OF STRUCTU	101.45433.0225
METRO SALES INC 38434 12/31/13	COPIER MTCE CHARGE-DEC 003016	280.41		571547		D N	MTCE. OF EQUIPME	741.48001.0334
MIKE'S SMALL ENGINE CENT 38435 12/31/13	POLE SAW REPAIR-PARTS 002699	345.24		4403461		D N	MTCE. OF EQUIPME	101.43425.0224
38435 12/31/13	POLE SAW REPAIR-LABOR	117.00		4403461		D N	MTCE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	462.24		*CHECK TOTAL				
MINN WEST TECHNOLOGY CAM 38436 12/31/13	2ND 1/2 TAX ABATEMENT 002565	22,746.16		FT000569		D N	REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA 38437 12/31/13	PROFESSIONAL SERVICES 000466	160.20		400413004435		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 194 12/19/13	SALES TAX-NOVEMBER 000492	153.00		STMT/11-13		M N	SALES TAX PAYABL	101.206000
194 12/19/13	USE TAX-NOVEMBER	193.61		STMT/11-13		M N	SALES TAX PAYABL	101.206000
194 12/19/13	USE TAX-NOVEMBER	69.24		STMT/11-13		M N	SMALL TOOLS	101.41409.0221
194 12/19/13	USE TAX-NOVEMBER	1.20		STMT/11-13		M N	MTCE. OF EQUIPME	101.41409.0224
194 12/19/13	USE TAX-NOVEMBER	60.40		STMT/11-13		M N	GENERAL SUPPLIES	101.41409.0229
194 12/19/13	USE TAX-NOVEMBER	5.16		STMT/11-13		M N	TRAVEL-CONF.-SCH	101.41409.0333
194 12/19/13	USE TAX-NOVEMBER	2.58		STMT/11-13		M N	PROFESSIONAL SER	101.41409.0446
194 12/19/13	USE TAX-NOVEMBER	76.47		STMT/11-13		M N	MOTOR FUELS AND	101.43425.0222
194 12/19/13	DIESEL FUEL TAX-NOVEMBER	0.98		STMT/11-13		M N	MOTOR FUELS AND	101.43425.0222
194 12/19/13	USE TAX-NOVEMBER	1.62		STMT/11-13		M N	MOTOR FUELS AND	101.45433.0222
194 12/19/13	USE TAX-NOVEMBER	67.68CR		STMT/11-13		M N	MOTOR FUELS AND	230.43430.0222
194 12/19/13	USE TAX-NOVEMBER	1,243.42		STMT/11-13		M N	MOTOR FUELS AND	651.48478.0222
194 12/19/13	USE TAX-NOVEMBER	45.59		STMT/11-13		M N	GENERAL SUPPLIES	651.48484.0229
194 12/19/13	DIESEL FUEL TAX-NOVEMBER	177.51		STMT/11-13		M N	MOTOR FUELS AND	651.48485.0222
194 12/19/13	DIESEL FUEL TAX-NOVEMBER	2,369.28		STMT/11-13		M N	MOTOR FUELS AND	651.48486.0222
	VENDOR TOTAL	2,369.28		*CHECK TOTAL				
MN DEPT OF TRANSPORTATIO 38438 12/31/13	MATERIAL SAMPLE TESTS 000497	715.05		P00002534		D N	OTHER SERVICES	413.48451.0339

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION	000578					
38446 12/31/13	CELLULAR PHONE USAGE	309.14	317498885-067			101.42411.0330
38446 12/31/13	5 SAMSUNG GALAXY TABLE	1,870.25	317498885-067			101.42412.0221
38446 12/31/13	CELLULAR PHONE USAGE	1,406.94	317498885-067			101.42412.0330
38446 12/31/13	CELLULAR PHONE USAGE	18.95	317498885-067			101.43417.0330
38446 12/31/13	CELLULAR PHONE USAGE	118.06	317498885-067			101.43425.0330
38446 12/31/13	CELLULAR PHONE USAGE	28.22	317498885-067			101.45432.0330
38446 12/31/13	CELLULAR PHONE USAGE	29.73	317498885-067			101.45433.0330
38446 12/31/13	CELLULAR PHONE USAGE	72.26	317498885-067			651.48484.0330
38446 12/31/13	CELLULAR PHONE USAGE	59.03	317498885-067			651.48485.0330
38446 12/31/13	VENDOR TOTAL	3,765.80	*CHECK TOTAL			
NORTH AMERICAN SALT CO	002344					
38447 12/31/13	ROAD SALT	1,897.90	71066526			101.43425.0229
38447 12/31/13	ROAD SALT	4,326.45	71079662			101.43425.0229
38447 12/31/13	ROAD SALT	6,224.35	*CHECK TOTAL			
38447 12/31/13	VENDOR TOTAL	12,448.70				
NORTHERN STATES SUPPLY	000585					
38448 12/31/13	PLOW BOLTS/NUTS	29.20	10-512905			101.43425.0224
38448 12/31/13	SMALL TOOLS	17.90	178632			101.43417.0221
38448 12/31/13	SMALL TOOLS	47.10	*CHECK TOTAL			
38448 12/31/13	VENDOR TOTAL	94.10				
OFFICE SERVICES	000589					
38449 12/31/13	PHOTO	551.55	STMT/11-13			101.41401.0220
38449 12/31/13	COPIES-NOVEMBER	60.63	STMT/11-13			101.41401.0220
38449 12/31/13	COPIES-NOVEMBER	17.77	STMT/11-13			101.41402.0220
38449 12/31/13	PHOTO	28.20	STMT/11-13			101.41403.0220
38449 12/31/13	COPIES-NOVEMBER	84.39	STMT/11-13			101.41404.0220
38449 12/31/13	COPIES-NOVEMBER	36.75	STMT/11-13			101.41404.0220
38449 12/31/13	COPIES-NOVEMBER	85.50	STMT/11-13			101.41405.0220
38449 12/31/13	PHOTO	6.60	STMT/11-13			101.41409.0220
38449 12/31/13	COPIES-NOVEMBER	22.96	STMT/11-13			101.41409.0220
38449 12/31/13	PHOTO	6.00	STMT/11-13			101.41409.0220
38449 12/31/13	COPIES-NOVEMBER	3.00	STMT/11-13			101.43417.0220
38449 12/31/13	PHOTO	50.33	STMT/11-13			101.43425.0220
38449 12/31/13	COPIES-NOVEMBER	35.99	STMT/11-13			101.43425.0220
38449 12/31/13	PHOTO	10.58	STMT/11-13			101.45432.0220
38449 12/31/13	COPIES-NOVEMBER	49.73	STMT/11-13			101.45432.0220
38449 12/31/13	PHOTO	0.23	STMT/11-13			413.48451.0220
38449 12/31/13	COPIES-NOVEMBER	100.79	STMT/11-13			651.48484.0220
38449 12/31/13	PHOTO	0.23	STMT/11-13			
38449 12/31/13	COPIES-NOVEMBER	1.05	STMT/11-13			
38449 12/31/13	PHOTO	1,152.28	*CHECK TOTAL			
38449 12/31/13	COPIES-NOVEMBER	1,152.28				
38449 12/31/13	VENDOR TOTAL	1,152.28				

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ORSTEN/APRIL 38450 12/31/13 GARDEN DEPOSIT REFUND .02094	15.00		121113		D N	DEPOSITS	101.230000
PAPER PLACE/THE 38451 12/31/13 SUPPLIES 000597	16.03		16129		D M 07	GENERAL SUPPLIES	101.45435.0229
PERKINS LUMBER CO INC 38452 12/31/13 PARTS FOR MAIL BOX	31.36		395848		D N	GENERAL SUPPLIES	101.43425.0229
38452 12/31/13 SCREWS/SUPPLIES	430.54		396383		D N	GENERAL SUPPLIES	101.41402.0229
38452 12/31/13 SCREWS/SUPPLIES	16.99		396485		D N	GENERAL SUPPLIES	101.41402.0229
VENDOR TOTAL	478.89	*CHECK TOTAL					
PETERSON *PETTY CASH/BR 38453 12/31/13 TO REIMBURSE PETTY CASH 000609	40.04		122713		D N	SMALL TOOLS	101.41402.0221
38453 12/31/13 TO REIMBURSE PETTY CASH	22.75		122713		D N	SUBSISTENCE OF P	101.41402.0227
38453 12/31/13 TO REIMBURSE PETTY CASH	18.26		122713		D N	GENERAL SUPPLIES	101.41402.0229
38453 12/31/13 TO REIMBURSE PETTY CASH	7.67		122713		D N	TRAVEL-CONF.-SCH	101.41402.0333
VENDOR TOTAL	88.72	*CHECK TOTAL					
PHYSIO-CONTROL INC 38454 12/31/13 2 MEDTRONIC AED'S 000612	3,655.13		S3402291		D N	SMALL TOOLS	101.42412.0221
PREMIUM WATERS INC 38455 12/31/13 DRINKING WATER 000374	10.00		329949/11-13		D N	SUBSISTENCE OF P	101.42412.0227
PRO ACTION 38456 12/31/13 CSO UNIFORMS 001782	6.99		11356		D N	SUBSISTENCE OF P	101.42411.0227
38456 12/31/13 CSO UNIFORMS	8.99		11357		D N	SUBSISTENCE OF P	101.42411.0227
38456 12/31/13 CSO NAME TAG	17.09		11465		D N	SUBSISTENCE OF P	101.42411.0227
38456 12/31/13 CSO NAME TAG	17.09		11466		D N	SUBSISTENCE OF P	101.42411.0227
VENDOR TOTAL	50.16	*CHECK TOTAL					
Q102 - FM 38457 12/31/13 ADVERTISING 000630	312.00		121613		D N	ADVERTISING	101.42411.0447
REGION VI CHIEF'S ASSN 38458 12/31/13 MEMBERSHIP DUES 000645	40.00		2014		D N	PREPAID EXPENSES	101.128000
RICE HOSPITAL 38459 12/31/13 2013 PERA STATE AID 001166	70,326.00		122613		D N	REFUNDS AND REIM	101.41428.0882
RICOH USA INC 38460 12/31/13 COPIER LEASE AGRMT 002101	675.45		91451403		D N	PREPAID EXPENSES	741.128000
RIDGEWATER COLLEGE 38461 12/31/13 LIVE BURN TRAINING 001136	1,500.00		00177402		D N	TRAVEL-CONF.-SCH	101.42412.0333

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EDGewater COLLEGE	001136							
38461 12/31/13	FIRE/ELEC SAFETY COURSE	400.00		00177515		D N	TRAVEL-CONF. -SCH	101.42412.0333
38461 12/31/13	EMT REFRESHER COURSE	825.00		00177709		D N	TRAVEL-CONF. -SCH	101.42411.0333
38461 12/31/13	FIRST RESPONDER COURSE	1,820.00		00177710		D N	TRAVEL-CONF. -SCH	101.42411.0333
	VENDOR TOTAL	4,545.00		*CHECK TOTAL				
		4,545.00						
TRULE TIRE SHOP	000665							
38462 12/31/13	TIRES	560.00		65311		D N	MTCE. OF EQUIPME	101.42412.0224
38462 12/31/13	BAL. AND ROTATION	40.00		65418		D N	MTCE. OF EQUIPME	101.42412.0334
38462 12/31/13	FLAT REPAIR-LABOR	15.00		66009		D N	INVENTORIES-MDSE	101.125000
38462 12/31/13	TIRE REPAIR-LABOR	10.50		66055		D N	MTCE. OF EQUIPME	651.48484.0334
38462 12/31/13	TIRES-BIOSOLIDS TRUCK	861.41		66055		D N	MTCE. OF EQUIPME	651.48486.0224
38462 12/31/13	TIRES-LABOR	104.96		*CHECK TOTAL				
38462 12/31/13	INST. TIRES-LABOR	1,591.87						
	VENDOR TOTAL	1,591.87						
		1,591.87						
RUTER/DOUGLAS H	002288							
38463 12/31/13	WASTE TRTMTNT TECHNOLOGY	154.16		450		D N	TRAVEL-CONF. -SCH	651.48484.0333
		154.16						
SERVICE CENTER/CITY OF W	000685							
38464 12/31/13	GAS-36.67 GALLONS	118.84		STMT/10-13		D N	MOTOR FUELS AND	101.41402.0222
38464 12/31/13	GAS-1695.08 GALLONS	5,524.41		STMT/10-13		D N	MOTOR FUELS AND	101.42411.0222
38464 12/31/13	DIESEL-83.3 GALLONS	290.10		STMT/10-13		D N	MOTOR FUELS AND	101.42412.0222
38464 12/31/13	GAS-90.65 GALLONS	289.77		STMT/10-13		D N	MOTOR FUELS AND	101.43417.0222
38464 12/31/13	GAS-87.18 GALLONS	280.76		STMT/10-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	DIESEL-2333.48 GALLONS	8,178.64		STMT/10-13		D N	MOTOR FUELS AND	101.45433.0222
38464 12/31/13	GAS-81.5 GALLONS	2,621.46		STMT/10-13		D N	MOTOR FUELS AND	101.48485.0222
38464 12/31/13	GAS-53.19 GALLONS	177.54		STMT/10-13		D N	MOTOR FUELS AND	101.42411.0224
38464 12/31/13	DIESEL-143.9 GALLONS	480.63		STMT/11-13		D N	MTCE. OF EQUIPME	101.42411.0222
38464 12/31/13	EQUIPMENT REPAIR-OIL	32.30		STMT/11-13		D N	MOTOR FUELS AND	101.41402.0222
38464 12/31/13	EQUIPMENT REPAIR-PARTS	48.23		STMT/11-13		D N	MOTOR FUELS AND	101.41408.0222
38464 12/31/13	EQUIPMENT REPAIR-OIL	70.40		STMT/11-13		D N	MOTOR FUELS AND	101.42411.0222
38464 12/31/13	EQUIPMENT REPAIR-OIL	78.56		STMT/11-13		D N	MOTOR FUELS AND	101.42412.0222
38464 12/31/13	GAS-25.59 GALLONS	63.83		STMT/11-13		D N	MOTOR FUELS AND	101.42412.0222
38464 12/31/13	GAS-20.79 GALLONS	5,727.56		STMT/11-13		D N	MOTOR FUELS AND	101.43417.0222
38464 12/31/13	GAS-1858.45 GALLONS	328.21		STMT/11-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	DIESEL-98.95 GALLONS	271.63		STMT/11-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	GAS-88.48 GALLONS	259.55		STMT/11-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	GAS-84.01 GALLONS	7,132.36		STMT/11-13		D N	MOTOR FUELS AND	101.45433.0222
38464 12/31/13	DIESEL-2152.53 GALLONS	2,181.94		STMT/11-13		D N	MOTOR FUELS AND	101.45433.0222
38464 12/31/13	GAS-709.8 GALLONS	30.09		STMT/11-13		D N	MOTOR FUELS AND	101.48485.0222
38464 12/31/13	DIESEL-9.09 GALLONS	122.31		STMT/11-13		D N	MOTOR FUELS AND	101.42411.0222
38464 12/31/13	GAS-39.84 GALLONS	535.51		STMT/11-13		D N	MOTOR FUELS AND	101.42411.0222
38464 12/31/13	DIESEL-161.57 GALLONS	11.90		STMT/11-13		D N	MTCE. OF EQUIPME	101.42411.0222
38464 12/31/13	EQUIPMENT REPAIR-OIL	25.52		STMT/12-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	EQUIPMENT REPAIR-PARTS	287.60		STMT/12-13		D N	MTCE. OF EQUIPME	101.43425.0222
38464 12/31/13	EQUIPMENT REPAIR-OIL	272.10		STMT/12-13		D N	MOTOR FUELS AND	101.43425.0222
38464 12/31/13	EQUIPMENT REPAIR-PARTS	35,441.95		STMT/12-13		D N	MTCE. OF EQUIPME	101.43425.0224
38464 12/31/13	EQUIPMENT REPAIR-PARTS	35,441.95		*CHECK TOTAL				
	VENDOR TOTAL	35,441.95						

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SHRINE CIRCUS 38465 12/31/13 ADVERTISING 001198	140.00		2013139		D N	ADVERTISING	101.45433.0447
SKOVIERA/SAM 38466 12/31/13 GARDEN DEPOSIT REFUND .01957	15.00		121113		D N	DEPOSITS	101.230000
SRF CONSULTING GROUP INC 38467 12/31/13 PROFESSIONAL SERVICES 003049	347.50		08252.00-3		D N	PROFESSIONAL SER	101.41401.0446
STATEWIDE DISTRIBUTING I 38468 12/31/13 CONCESSION SUPPLIES 000718	150.95		097552		D N	GENERAL SUPPLIES	101.45433.0229
38468 12/31/13 CONCESSION SUPPLIES	123.00		097568		D N	GENERAL SUPPLIES	101.45433.0229
38468 12/31/13 SUPPLIES	32.06		097613		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	306.01		*CHECK TOTAL				
STREICHER'S 38469 12/31/13 AMMUNITION 000722	1,132.88		I1061898		D N	GENERAL SUPPLIES	101.42411.0229
38469 12/31/13 AMMUNITION	1,350.69		I1064207		D N	GENERAL SUPPLIES	101.42411.0229
VENDOR TOTAL	2,483.57		*CHECK TOTAL				
SURPLUS WAREHOUSE INC 38470 12/31/13 GLOVES 000728	49.95		122313		D N	SUBSISTENCE OF P	651.48484.0227
TASC 38471 12/31/13 ADMIN FEE 002856	465.00		IN223800		D N	PREPAID EXPENSES	101.128000
38471 12/31/13 FLEX PLAN ENROLLMENT	235.00		IN223800		D N	PREPAID EXPENSES	101.128000
VENDOR TOTAL	700.00		*CHECK TOTAL				
TIRES PLUS 38472 12/31/13 TIRE REPAIR-PARTS 000747	2.66		243697		D N	MTCE. OF EQUIPME	101.42411.0224
38472 12/31/13 TIRE REPAIR-LABOR	12.00		243697		D N	MTCE. OF EQUIPME	101.42411.0334
38472 12/31/13 REMOVE/INST. TIRE-PARTS	2.66		243729		D N	MTCE. OF EQUIPME	101.42411.0224
38472 12/31/13 REMOVE/INST. TIRE-LABOR	7.00		243729		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	24.32		*CHECK TOTAL				
TORKEILSON'S LOCK SERVICE 38473 12/31/13 REKEYED DEADBOLT LOCKS 002583	52.00		151163		D N	MTCE. OF STRUCTU	101.41404.0335
TRAVEL GUIDES FREE 38474 12/31/13 TRAVEL GUIDE AD 002717	224.73		18139		D N	OTHER CHARGES	208.45010.0449
TRI AIR TESTING INC 38475 12/31/13 QUARTERLY AIR TESTS 000755	332.80		77194		D N	PROFESSIONAL SER	101.42412.0446

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LINE	ENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
	002687		27.61		55717718		D N	GENERAL SUPPLIES	208.45005.0229
38476	12/31/13	BOXES					D N	COMMUNICATIONS	101.45432.0330
	002915		17.50		STMT/11-13		D N	GENERAL SUPPLIES	101.45433.0229
38477	12/31/13	CELLULAR PHONE USAGE					D N	DEPOSITS	101.230000
	000777		274.00		1218048		D N	GENERAL SUPPLIES	101.45433.0229
38478	12/31/13	CONCESSION SUPPLIES					D N	DEPOSITS	101.230000
	001273		15.00		121113		D N	GENERAL SUPPLIES	101.45433.0229
38479	12/31/13	GARDEN DEPOSIT REFUND					D N	GENERAL SUPPLIES	101.45433.0229
	002566		166.38CR		38066220		D N	GENERAL SUPPLIES	101.45433.0229
38480	12/31/13	CREDIT FOR DBL PAYMENT	451.31		38207107		D N	GENERAL SUPPLIES	101.45433.0229
38480	12/31/13	CONCESSION SUPPLIES	284.93						
		VENDOR TOTAL	284.93		*CHECK TOTAL				
	000789		12.79		111713		D N	MTCE. OF EQUIPME	101.42411.0224
38481	12/31/13	WIPER BLADE	20.26		112213		D N	GENERAL SUPPLIES	101.42411.0229
38481	12/31/13	SUPPLIES-HOLIDAZE PARADE	20.27		120313		D N	SMALL TOOLS	101.41409.0221
38481	12/31/13	CORDELESS PHONE	5.28		120413		D N	GENERAL SUPPLIES	651.48484.0229
38481	12/31/13	GENERATOR WATER	5.28		120513		D N	GENERAL SUPPLIES	651.48484.0229
38481	12/31/13	GENERATOR WATER	94.99		120913		D N	SMALL TOOLS	101.41409.0221
38481	12/31/13	MOUSE	31.12		121113		D N	GENERAL SUPPLIES	101.42411.0229
38481	12/31/13	COFFEE	93.65		121113		D N	GENERAL SUPPLIES	651.48484.0229
38481	12/31/13	PLANT SUPPLIES	48.26		122713		D N	GENERAL SUPPLIES	101.42411.0229
38481	12/31/13	BATTERIES/COFFEE	331.90						
38481	12/31/13	BATTERIES/COFFEE	331.90						
		VENDOR TOTAL	331.90		*CHECK TOTAL				
	000796		48.37		076741S		D N	MTCE. OF EQUIPME	101.43425.0224
38482	12/31/13	ANTENNA/MOUNT	45.00		076741S		D N	MTCE. OF EQUIPME	101.43425.0334
38482	12/31/13	INST. ANTENNA-LABOR	28.62		076751S		D N	MTCE. OF EQUIPME	101.43425.0224
38482	12/31/13	RADIO SPEAKER	82.00		076751S		D N	MTCE. OF EQUIPME	101.43425.0334
38482	12/31/13	INST. SPEAKER-LABOR	203.99						
		VENDOR TOTAL	203.99		*CHECK TOTAL				
	000803		470.87		17370		D N	OFFICE SUPPLIES	101.42411.0220
38483	12/31/13	DAILY REPORTS/FORMS					D N	OFFICE SUPPLIES	101.42411.0220
	000805		27.45		6806100/12-13		D N	CLEANING AND WAS	230.43430.0338
38484	12/31/13	GARBAGE SERVICE-DECEMBER					D N	CLEANING AND WAS	230.43430.0338
	000807		93.00		CL03058869		D N	PRINTING AND PUB	101.41401.0331
38485	12/31/13	ORDINANCE PUBLISHED	84.00		CL03058870		D N	PRINTING AND PUB	101.41401.0331
38485	12/31/13	ORDINANCE PUBLISHED					D N	PRINTING AND PUB	101.41401.0331

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 000807														
38485	12/31/13	DOG/CAT LICENSE NOTICES	156.00		CL03059069			D	N				PRINTING AND PUB	101.41403.0331
38485	12/31/13	COUNCIL PROCEEDINGS PUB.	108.00		DI03119804			D	N				PRINTING AND PUB	101.41401.0331
38485	12/31/13	COUNCIL PROCEEDINGS PUB.	720.00		DI03119805			D	N				PRINTING AND PUB	101.41401.0331
38485	12/31/13	AERATION WARNING	384.00		DI03119806			D	N				PRINTING AND PUB	101.43425.0331
38485	12/31/13	AERATION WARNING	345.60		DI03119807			D	N				PRINTING AND PUB	101.43425.0331
38485	12/31/13	COUNCIL PROCEEDINGS PUB.	720.00		DI03119810			D	N				PRINTING AND PUB	101.41401.0331
38485	12/31/13	COUNCIL PROCEEDINGS PUB.	100.00		DI03119811			D	N				PRINTING AND PUB	101.41401.0331
38485	12/31/13	SIGN DEPOSIT REFUND	2,782.60		2013-27			D	N				DEPOSITS-SIGN PE	101.230001
		VENDOR TOTAL	2,782.60		*CHECK TOTAL									
WILLMAR AUTO VALUE 002689														
38486	12/31/13	ANTIFREEZE	32.04		22071352			D	N				MTCE. OF EQUIPME	651.48484.0224
38486	12/31/13	SMALL TOOLS	9.07		22071554			D	N				SMALL TOOLS	651.48484.0221
38486	12/31/13	HYDRAULIC OIL	9.27		22071713			D	N				MOTOR FUELS AND	651.48484.0222
38486	12/31/13	VALVE TOOL	2.02		22072378			D	N				SMALL TOOLS	651.48484.0221
		VENDOR TOTAL	52.40		*CHECK TOTAL									
WILLMAR CHAMBER OF COMME 000812														
38487	12/31/13	DIRECTOR SALARY	3,917.74		STMT/12-13			D	N				SALARIES-REG. EM	208.45005.0110
38487	12/31/13	ASSISTANT SALARY	3,112.00		STMT/12-13			D	N				SALARIES-REG. EM	208.45005.0110
38487	12/31/13	FICA & INSURANCE	1,091.16		STMT/12-13			D	N				EMPLOYER PENSION	208.45005.0113
38487	12/31/13	IRA CONTRIBUTION	210.90		STMT/12-13			D	N				EMPLOYER PENSION	208.45005.0113
38487	12/31/13	STATE UNEMPLOYMENT TAX	45.65		STMT/12-13			D	N				EMPLOYER PENSION	208.45005.0113
38487	12/31/13	MN WORKFORCE FEE	8.80		STMT/12-13			D	N				EMPLOYER PENSION	208.45005.0113
38487	12/31/13	PHOTO COPIES-DECEMBER	14.88		STMT/12-13			D	N				OFFICE SUPPLIES	208.45005.0220
38487	12/31/13	PAYROLL/FLEX FEE	77.79		STMT/12-13			D	N				OTHER SERVICES	208.45005.0339
38487	12/31/13	OFFICE RENT-DECEMBER	626.61		STMT/12-13			D	N				RENTS	208.45005.0440
38487	12/31/13	MAIL PICKUP FEE-NOVEMBER	50.00		39420			D	N				POSTAGE	208.45005.0223
38487	12/31/13	INTERNET-4TH QUARTER	125.16		39430			D	N				COMMUNICATIONS	208.45005.0330
		VENDOR TOTAL	9,280.69		*CHECK TOTAL									
WOODY'S CUSTOM EDGE 003057														
38488	12/31/13	SHARPENED RENTAL SKATES	500.00		122713			D	N				MTCE. OF EQUIPME	101.45432.0224
WYFFELS *PETTY CASH/DAV 000723														
38489	12/31/13	TO REIMBURSE PETTY CASH	0.46		123013			D	N				POSTAGE	101.42411.0223
38489	12/31/13	TO REIMBURSE PETTY CASH	165.26		123013			D	N				SUBSISTENCE OF P	101.42411.0227
38489	12/31/13	TO REIMBURSE PETTY CASH	2.00		123013			D	N				GENERAL SUPPLIES	101.42411.0229
		VENDOR TOTAL	167.72		*CHECK TOTAL									
ZEE MEDICAL SERVICE 000839														
38490	12/31/13	FIRST AID SUPPLIES	100.97		54160010			D	N				SUBSISTENCE OF P	101.41408.0227

CS FINANCIAL SYSTEM
1/02/2014 08:03:23

VENDOR NAME AND NUMBER DESCRIPTION
CHECK# DATE

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

AMOUNT
4,327,942.03

CLAIM INVOICE

PO#

F S 9 EX M ACCOUNT NAME

ACCOUNT

CITY OF WILLMAR
GL540R-V07.23 PAGE 19

REPORT TOTALS:

RECORDS PRINTED - 000454

ACS FINANCIAL SYSTEM
01/02/2014 08:03:24

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.23 RECAPPAGE
GL540R

FUND RECAP:		
FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	338,367.50
208	CONVENTION & VISITORS BUREAU	12,764.53
230	WILLMAR MUNICIPAL AIRPORT	7,567.12
304	D.S. - 2004 BOND	207,900.00
305	D.S. - 2005 BOND	368,453.75
306	D.S. - 2006 BOND	209,916.25
330	D.S. - 2004C BOND AIRPORT	161,246.25
350	RICE HOSPITAL DEBT SERVICE	2,902,879.28
413	S.A.B.F. - #2013	2,706.29
432	C.P. - WASTE TREATMENT	28,946.96
450	CAPITAL IMPROVEMENT FUND	9,200.00
651	WASTE TREATMENT	43,327.76
741	OFFICE SERVICES	1,014.39
812	FIRE INSURANCE ESCROW/TRUST	33,651.95
TOTAL ALL FUNDS		4,327,942.03

BANK RECAP:		
BANK NAME		DISBURSEMENTS
HERT HERITAGE BANK		4,327,942.03
TOTAL ALL BANKS		4,327,942.03

City of Willmar, Minnesota Building Inspection Report

From 12/01/2013 To 12/31/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21955	12/5/2013	RAHIM MILANI 1002 HILL Road SW	95-600-0640 L PT OF 4&5; B 4 ORCHARD HILL, NURSERY A	Residential Add/Alter Remodel	RESIDENTIAL REMODEL	\$17,000.00	\$358.15
21965	12/5/2013	DENNIS NEESER 2010 REV TRUST CITY OF WILLMAR - FIRE DEPARTME 221 20TH Street SE	95-182-2210 L PT OF 1-2; B 14 ERICKSON'S 2ND ADDITION	Move/Raze Demolition	HOUSE/GARAGE BURN BY WILLMAR FIRE DEPARTMENT	\$0.00	\$105.00
21970	12/3/2013	ARBY'S 2415 1ST Street S	95-923-8840 L; B S 23; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	INSTALL ANSUL R-102 FIRE SUPPRESSION SYSTEM	\$2,750.00	\$124.72
21977	12/5/2013	AMY HAUBER 624 15TH Street SW	95-040-0260 L PT OF 7-8; B 4 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,500.00	\$32.25
21986	12/5/2013	LOUISE JEAN OLSON 1216 16TH Street NE	95-390-0310 L 1; B 3 IVERSON PARK ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,200.00	\$32.10
21987	12/6/2013	SDA WILLMAR HISPANIC CHURCH 420 MINNESOTA Avenue SW	95-006-0910 L PT OF 8-9; B 63 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF - PORTION	\$6,000.00	\$115.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21988	12/3/2013	MARVIN WOEHLER 805 27TH Avenue SW	95-867-0550 L 15; B 2 WEST PORTLAND ACRES 2N	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
21989	12/16/2013	RICE CARE CENTER CITY OF WILLMAR 1801 WILLMAR Avenue SW	95-921-5710 L ; B S 21; T 119N; R 35W	Commercial Add/Alter Fire Sprinkler	INSTALL FIRE SPRINKLER SYSTEM	\$16,075.00	\$420.04
21990	12/11/2013	BOULDER RIDGE DEVELOPMENT INC 508 19TH Street SE	95-094-0240 L 5; B 1 BOULDER PT. 2ND	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$170,259.69	\$1,824.28
21995	12/6/2013	NATHAN & LORI HERRBOLDT 306 LITCHFIELD Avenue SE	95-310-0050 L PT OF 5-6; B HIGHLAND ADDITION	Move/Raze Demolition	DEMO HOME DUE TO FIRE DAMAGE	\$0.00	\$75.00
21996	12/24/2013	WILLMAR PROFESSIONAL CENTER 1101 1ST Street S	95-914-1590 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL INTERIOR	\$147,865.00	\$1,933.89
21997	12/12/2013	DONALD NELSON TRUST 716 11TH Street NW	95-050-0020 L 2; B 1 BEASLEY'S 1ST ADDITION	Residential Add/Alter Residential/Alteration	REMODEL BATHROOM	\$6,000.00	\$160.15
21998	12/31/2013	KOOSMAN CONSTRUCTION 1613 OLENA Avenue SE	95-176-0520 L 13; B 4 EMERALD POND	Residential Add/Alter Addition	ADD STORAGE ROOM ABOVE GARAGE	\$11,880.54	\$268.09

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
1999	12/31/2013	KOOSMAN CONSTRUCTION 1701 OLENA Avenue SE	95-176-0510 L 12; B 4 EMERALD POND	Residential Add/Alter Addition	ADD STORAGE ROOM ABOVE GARAGE	\$11,880.54	\$268.09
2000	12/31/2013	KOOSMAN CONSTRUCTION 1705 OLENA Avenue SE	95-176-0500 L 11; B 4 EMERALD POND	Residential Add/Alter Addition	ADD STORAGE ROOM ABOVE GARAGE	\$11,880.54	\$268.09
2001	12/13/2013	JON EMAMI 1800 COUNTRY CLUB Drive NE	95-467-0020 L 2; B 1 LAKEWOOD 3RD ADDITION	Residential Add/Alter Residential/Alteration	FINISH BASEMENT BATHROOM	\$3,000.00	\$106.15
2002	12/24/2013	TOM BUTTERFIELD 1508 6TH Street SW	95-140-0100 L 10; B 1 CURTIS ADDITION	Residential Add/Alter Residential/Alteration	REPAIR GARAGE DAMAGE	\$6,197.05	\$177.75
2005	12/24/2013	HERMAN VAN NIEJENHUIS 1103 4TH Street SW	95-280-1530 L PTS. OF 12 - 13; B 8 HANSON'S ADDITION	Garage/Shed Garage	CONSTRUCT 14' X 24' DET. GARAGE	\$13,577.76	\$303.94
2006	12/24/2013	SAM CAMP 311 COUNTRY CLUB Drive NE	95-467-0320 L 2; B 4 LAKEWOOD 3RD ADDITION	Residential Add/Alter Residential/Alteration	INSTALL INTERIOR DRAINAGE SYSTEM	\$3,000.00	\$106.15
2008	12/31/2013	GOOD LUCK, LLC 103 15TH Avenue NW	95-443-0100 L 10-11; B 1 LAKE NORTH ADDITION	Commercial Add/Alter Commercial/Alteration	REROOF WATERS EDGE OFFICE BUILDING	\$85,000.00	\$836.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
222009	12/24/2013	BILL LEENSTRA 708 25TH Avenue SW	95-682-0330 L 13; B 3 PORTLAND ACRES 2ND ADD	Residential Add/Alter Residential/Alteration	INTERIOR REMODEL/ADD BATH	\$25,000.00	\$502.15
222012	12/31/2013	SEVENTH DAY ADVENTIST CHURCH HUGO 420 MINNESOTA Avenue SW	95-006-0910 L 8-9; B 63 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	CONSTRUCT STAGE AND BAPTISMAL POOL	\$1,500.00	\$80.78
Current Year Current Month Totals						\$553,566.12	\$8,131.02
Previous Year Current Month Valuation						\$996,487.07	
Current YTD Valuation From 01/01/2013 To 12/31/2013						\$49,216,963.18	
Previous YTD Valuation						\$17,114,395.38	

**CER JOINT POWERS BOARD MEETING
DECEMBER 13, 2013**

Members Present: Eric Banks, Andy Boersma, Patty Johnson, Tim Johnson, Ross Magnuson, Mike Miller, Audrey Nelson, Bonnie Pehrson, Rachel Smith, Charlene Stevens, Liz VanDerBill

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

Guests Present: Tony LaPatka, Roger Worner

The meeting was called to order by Chairman Eric Banks. After introductions, Roger Worner presented his report on Community Education and Recreation based upon his research and interviews with City and School staff, Joint Powers Board Members and CER staff. He stated that CER is well run in general. Mr. Worner examined CER programs from a standpoint of enhancing programs. He also stated he and Rob had gone on a tour of various facilities – Robbins Island, Civic Center Arena, ball fields and parks. Mr. Worner was impressed with everything he saw.

Looking over the Joint Powers Agreement, he stated there are some concerns regarding the language and that some points need clarifying. The main point is the role or non-role of the Joint Powers Board members. Are they an advisory board or a working board that has direct input in CER programs, etc? Mr. Worner feels specific roles and functions should be assigned to Board Members.

The major components are:

Organization

Participation – over the past five years, has been consistent

Finances – good, overall

Program & Services – continue offering the same programs or come up with new ideas?

Facilities – the number of parks is great, need more gym space and support spaces, and possibly a field house

Overall, Community Education and Recreation is well managed and the collaboration works well.

Mr. Worner stated that one complaint that he received, from many sources, is that part-time staff is not working (ie texting, visiting, etc.) He suggests that some process is put in place to eliminate this perception.

Another issue in the Joint Powers Agreement is that the process of billing the City by the School be simplified. Staff with both entities spends a lot of time compiling monthly reports so maybe quarterly or annually would be a better process moving forward.

**CER JOINT POWERS BOARD MEETING
DECEMBER 13, 2013, PAGE 2**

Mr. Worner finished his presentation, asking if there were any questions. Bonnie Pehrson thanked him for the scope and completeness of his report. Steve Brisendine thanked Mr. Worner for his hard work and his presentation.

Chairman Banks called upon Tony LaPatka to present his request for a temporary liquor license for the upcoming Curling Bonspiel Tournament January 3, 4 and 5 at the Blue Line Center at the Arena. He stated that Dave Baker from The Oaks at Eagle Creek will be furnishing the liquor and staff to sell, as he has in the past. Eric asked if there were any questions. Since there were no questions, Mike Miller made a motion recommending that a temporary liquor license be granted for the Bonspiel Tournament. Bonnie Pehrson seconded. Motion was carried with one no vote.

Steve Brisendine spoke about the Park Planning Open House that we hosted at the Library on Tuesday night. He stated that approximately 30 people attended. There were different stations regarding the various park plan ideas. Don Winckler was present to talk about the regional park concept and making Robbins Island and Swansson (softball, baseball, soccer, and Aquatic Center) regional parks. Info received from the open house will be used to formulate the park plan.

Ross Magnuson asked how this Park Planning works with Vision 2040. Charlene Stevens responded that both groups are coming together with ideas.

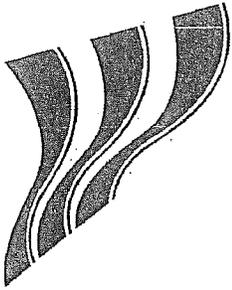
Steve stated that Bob Mathiason had received permission from the Planning & Development Committee to present his request to the City Council to fundraise for an amphitheatre at Robbins Island.

A suggestion was made by Ross Magnuson that we request space at the various schools during conferences. This would be a good way to reach families regarding the park plan.

The next item on the agenda was an update on the City Auditorium Range. Steve stated that Kevin Halliday is enlisting help in order to get a better understanding of what needs to be done. The HVAC system needs to be replaced. Charlene said we are waiting to do the needed cleaning of the building until we find out if the decommissioning of the old HVAC system will create more cleaning needs.

Right now, the gym is still open for public use. The basement Range and Indoor Playground are closed. Steve stated that we have opened the Jefferson Gym on Fridays from 11 am to 3 pm for parents to bring their children.

As there was no further business, the meeting adjourned. The next meeting will be January 24.



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

Agenda Item Number: 7

Meeting Date: NA

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 6, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Order Improvements and Preparation of Plans and Specifications for the MinnWest Technology Campus Lift Station/Lakeland Drive Improvements

Recommended Action: Order Improvements and Direct Preparation of Plans and Specifications as presented.

Background/Summary: A Public Hearing on the proposed MinnWest Technology Campus Lift Station/Lakeland Drive Improvements has been called for the purpose of reviewing and explaining the proposed improvement, estimated costs, and to obtain input from interested parties.

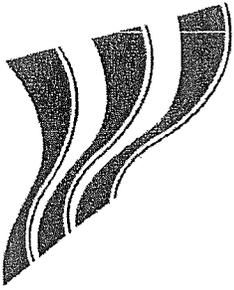
Alternatives: 1. Approve the improvements
2. Refer back to committee for additional review

Fiscal Impact: Sources of funding for the project include monies from assessments, state aid, PFA, and Local Option Sales Tax. The estimated total cost for the project is \$5,914,000.

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

Signature:

Comments:



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

Agenda Item Number: 8

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Community Ed/Rec

Agenda Item: WCER Organizational Study/Recommendations

Recommended Action: For information only at this time.

Background/Summary: Willmar Public Schools enlisted the services of Roger Worner Associates, Inc. to complete an organizational study of the Willmar Community Education and Recreation Department last summer. Roger Worner interviewed WCER Staff, District Staff, City Staff and members of the School Board/City Council/WCER Joint Powers Board. Upon completion of these interviews along with studying budgets, by-laws and numerous other WCER documents the final report was completed. This report along with the Power Point presentation Dr. Worner will go over at the council meeting is attached in the Council packet.

Alternatives: Direct staff to review the recommendations submitted and come back to the City Council and School Board with plans for the future.

Financial Considerations: None at this time.

Preparer: Steve Brisendine

Signature:

Comments:

**WILLMAR COMMUNITY EDUCATION
AND RECREATION PROGRAM**

ORGANIZATIONAL ANALYSIS STUDY

Prepared for

**Dr. Jerry Kjergaard, Superintendent of Schools
Willmar School District #347**

and

**Ms. Charlene Stevens, City Administrator
City of Willmar**

Dr. Roger B. Worner

Roger Worner Associates, Inc.

Cedar, Minnesota

November, 2013

WILLMAR COMMUNITY EDUCATION AND RECREATION ORGANIZATIONAL ANALYSIS STUDY

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CHAPTER I

DESIGN OF THE STUDY

1.0 Purpose of the Study

Dr. Jerry Kjergaard, Superintendent of Schools of Willmar School District #347, and Ms. Charlene Stevens, City of Willmar City Administrator, determined it would be enhancing to the school district and City to commission an independent, third-party, neutral firm to conduct an **Organizational Analysis Study** of the Willmar Community Education and Recreation Program.

The purposes of the **Organizational Analysis Study** were to conduct a status review of the Willmar Community Education and Recreation Program and provide timely, value-added recommendations that may assist the Superintendent of Schools, City Administrator, and Director of the Willmar Community Education and Recreation Program in future planning, development, and organizational refinement. The ultimate focus of any **Organizational Analysis Study** is to enhance the organizations' (in this case, the school district and city) effectiveness, efficiency, and cost/effectiveness.

The Superintendent of Schools selected Roger Worner Associates, Inc., Educational Systems' Consultants, Cedar, Minnesota, to design and conduct the **Organizational Analysis Study** and serve as the school district's **independent third-party neutral** throughout the duration of the study. Dr. Roger Worner, Roger Worner Associates, Inc., was engaged as the study's Project Consultant.

As designed by the Project Consultant, the **Organizational Analysis Study** focused on a comprehensive examination of the Willmar Community Education and Recreation Program's organization; participation; finances; programs and services; facilities; and other operational components.

The timetable of the **Organizational Analysis Study** spanned four months, commencing on or about August 1, 2013 and concluding on or about November 26, 2013.

1.1 Need for the Study

In 2000, Willmar School District #347 and the City of Willmar entered into a Joint Powers Agreement to merge the school district's Community Education Program and the City's recreation programs and services to establish, in effect, a "one-stop shop" for community programming.

With the establishment of this formal joint venture, the school district and city selected a single executive administrator as the Director of Willmar Community Education and Recreation Program, whose responsibilities—among others—included reporting to the City of Willmar City Council and Willmar School District #347's School Board.

The school district/city Joint Powers Agreement established a Joint Powers Board to provide "advice" to the Director of the Willmar Community Education and Recreation Program.

The school district/city "product line"—as a result of merging programs and services to the Joint Powers Agreement mechanism—is very comprehensive and complex.

The need for the **Organizational Analysis Study** is precipitated by the comprehensiveness, complexity, and uniqueness of the Willmar Community Education and Recreation Program and the sense that, after thirteen years of operation, it would be valuable to the Superintendent of Schools, the City Administrator, and Director of the Willmar Community Education and Recreation Program to engage the services of an **independent third party neutral** firm to examine the status of the Program and, as appropriate, tender recommendations that may be of assistance in future organizational planning, development, and refinement.

The Project Consultant verified that additional needs justifying the **Organizational Analysis Study** included the following:

- ❖ The school district and city have a need to demonstrate financial and operational accountability to its citizenry.
- ❖ The school district and city have a need to provide programs, services, staffing, and facilities that are cost/effectively operated within the financial parameters of the Willmar Community Education and Recreation Program's budget.
- ❖ The school district and city have a need to provide quality programs, services, staffing and facilities that will accommodate the short-term and long-term educational, recreational, social, and support needs and interests of the school district's and community's pre-school, school-aged, and adult populations.

1.2 Methodology of the Study

At the time of the design of the framework for the Willmar Community Education and Recreation Program's **Organizational Analysis Study**, the Project Consultant delineated methodological procedures to address the purpose and need of the study. Select components of the study's methodology were as follows:

- ❖ Interview the Superintendent of Schools.
- ❖ Interview members of the School Board.
- ❖ Interview members of the Joint Powers Board.
- ❖ Interview the Director of the Willmar Community Education and Recreation Program.
- ❖ Interview select members of the Willmar Community Education and Recreation Program's staff.
- ❖ Interview the City of Willmar City Administrator.
- ❖ Interview the City of Willmar Chief Financial Officer.
- ❖ Interview the Willmar School District's Chief Financial Officer.
- ❖ Examine the City of Willmar/Willmar School District #347 Joint Powers Agreement.
- ❖ Examine the Willmar Community Education and Recreation Program's organizational structure.
- ❖ Examine the Willmar Community Education and Recreation Program's job descriptions.
- ❖ Examine the Willmar Community Education and Recreation Program's programs and services.
- ❖ Examine the Willmar Community Education and Recreation Program's multi-year participation rates.
- ❖ Tour the City of Willmar's community facilities and a sampling of the City's (most frequently used) parks.

- ❖ Examine financial trend data for the Willmar Community Education and Recreation Program.
- ❖ Examine promotional documentation for programs and services delivered by the Willmar Community Education and Recreation Program.
- ❖ Gather and examine additional data.
- ❖ Conduct informal interviews with community patrons and parents.
- ❖ Gather/analyze other data as may be warranted.
- ❖ Prepare the **Organizational Analysis Study** final document.
- ❖ Present the **Organizational Analysis Study** findings and recommendations to the School Board and Superintendent of Schools.

1.3 Geographic Setting

Willmar School District #347 is a large critical student mass educational enterprise by State of Minnesota standards. At the onset of the 2013-14 school year, the school district enrolled 4,095 students in grades K-12.

Located in south-central Minnesota, Willmar School District #347 is situated entirely in Kandiyohi County. The primary population centers in Willmar School District #347 are the City of Willmar, the county seat of Kandiyohi County, and the communities of Blomkest, Kandiyohi, and Pennock.

Willmar School District #347 is contiguous to the following school districts: New London-Spicer, Atwater-Cosmos-Grove City (ACGC), Bird Island-Olivia-Lake Lillian-Danube (BOLD), Renville County West, Maynard-Clara City-Raymond (M.A.C.C.R.A.Y.), and Kerkhoven-Murdock-Sunburg (KMS).

Willmar School District #347's District Administrative Center is located at 611 5th Street Southwest, Willmar, Minnesota 56201. The school district's Superintendent of Schools is Dr. Jerry Kjergaard. Regular and special School Board meetings of Willmar School District #347 are convened at the District Administrative Center at 611 5th Street Southwest, Willmar, Minnesota 56201.

Willmar School District #347's District Administrative Center and the City of Willmar are geographically located 62 miles southwest of the City of St. Cloud along Minnesota Highway 23 and 94 miles due west of the City of Minneapolis along U.S. Highway 12.

For the readers information, the City of Willmar reported a 2010 census population of 19,610 residents. The population of the City of Willmar has increased over the past 50 years from 10,417 residents (1960) to 19,610 (2010), a gain of +9,193 residents or +88.2%.

1.4 Questions of the Study

At the initiation of the Willmar Community Education and Recreation Program **Organizational Analysis Study**, the Project Consultant identified critical questions to aid in investigating the purpose of and needs for the study. Subsequently, the Project Consultant gathered and analyzed data which would permit the formulation of findings, conclusions, and recommendations for review and consideration by the School Board, Superintendent, City Council, City Administrator, and Director of the Willmar Community Education and Recreation Program of Willmar School District #347.

The specific questions prepared to guide the Project Consultant and furnish substantial content for the **Organizational Analysis Study** document were as follows:

- ❖ What is the current status of the Willmar Community Education and Recreation Program, including its organization, participation, finances, programs and services, facilities, and other related issues?
- ❖ What conclusions may be drawn about the effectiveness, efficiency, and cost/effectiveness of the Willmar Community Education and Recreation Program's operations?
- ❖ What recommendations does the Project Consultant suggest be implemented to increase the effectiveness, efficiency, and/or cost/effectiveness of the Willmar Community Education and Recreation Program's operations in the future?

1.5 Assumptions

The Project Consultant identified specific operating assumptions that would facilitate the qualitative conduct of the **Organizational Analysis Study** for the Willmar Community Education and Recreation Program. Prior to actually gathering and analyzing comprehensive data, presenting findings, drawing conclusions, and tendering recommendations, the Project Consultant established the following operating assumptions:

- ❖ The Willmar Community Education and Recreation Program is a large, complex organizational subdivision of the City of Willmar and Willmar School District #347.

- ❖ The Willmar Community Education and Recreation Program delivers a broad array of programs and services to pre-school, school-aged, and adult populations in the City of Willmar and Willmar School District #347.
- ❖ The Willmar Community Education and Recreation Program is a financially well-managed organizational subdivision of the City of Willmar and Willmar School District #347.
- ❖ The Willmar Community Education and Recreation Program has displayed, in the main, effectiveness, efficiency, and cost/effectiveness in the delivery of its programs and services.
- ❖ The Willmar Community Education and Recreation Program will display operational functions which are **not** enhancing to the organization and **if identified and corrected** will strengthen the effectiveness, efficiency, and cost/effectiveness of the organization and/or strengthen the quality of programs and services delivered by the organization.

1.6 Organization of the Study

The Willmar Community Education and Recreation Program **Organizational Analysis Study** is designed in a seven chapter format. Chapter I contains the study's design, including purpose, needs, methodology, geographic setting, questions, assumptions, and organization. Chapters II through VI present the Project Consultant's findings regarding the Willmar Community Education and Recreation Program's organization; participation; finances; programs and services; and

facilities. Chapter VII offers the Project Consultant's conclusions and recommendations for deliberation and future action by the Superintendent, School Board, City Administrator, City Council, and Director of the Willmar Community Education and Recreation Program of Willmar School District #347.

CHAPTER II ORGANIZATION

2.0 Introduction

A central feature of an **Organizational Analysis Study** is an examination of the organization's legal authorization, purpose, governance, leadership, and organizational components.

An examination of the organization of the Willmar Community Education and Recreation Program was undertaken by the Project Consultant through a review and analysis of a myriad of organizational source documents and interviews of Joint Powers Board members, Willmar Community Education and Recreation Program staff members, Willmar School District #347 School Board members, the Superintendent of Schools of Willmar School District #347, the City Administrator of the City of Willmar, and the chief financial officers of Willmar School District #347 and the City of Willmar.

2.1 Legal Authorization

The Willmar Community Education and Recreation Program receives its legal authorization from a **Joint Powers Agreement for Community Education and Recreation**. The agreement was written and entered into by Independent School District #347 (Willmar School District #347) and the City of Willmar both in 2000 pursuant to and in accordance with authority granted by Minnesota Statute 471.59.

2.2 Purpose

According to the **Joint Powers Agreement for Community Education and Recreation**, the purpose of the formal agreement between Willmar School District #347 and the City of Willmar was specified as follows:

“To collaborate and coordinate in the provision of social, educational, vocational and recreational services to the members of the community.”

The agreement between Willmar School District #347 and the City of Willmar further specified the following:

“These services include, but are not limited to, the following: Community Education programs for adults and children; Community Recreational programs for adults and children; recreational athletic programs for adults and children; community safety programs; Adult Basic Education programs; Early Childhood Education; chemical abuse education; collaboration between law enforcement and public schools; and any other programs or services that the parties agree to jointly offer.”

The Project Consultant assessed that there was evidence of a good faith effort on the part of the school district and city “to offer services collaboratively,” “to coordinate their service program,” “to eliminate (or avoid) duplication of services,” and “to maximize the effectiveness of services provided.”

2.3 Governance

In accordance with the **Joint Powers Agreement for Community Education and Recreation**, Willmar School District #347 and the City of Willmar created a Joint Powers Board “to exercise any power provided to such a board in this agreement and the powers of a Joint Board as set out in Minnesota Statute 471.59.”

The Joint Powers Board is comprised of 14 members. Six members each are appointed by the Willmar City Council and the Willmar School District #347 School Board, along with one elected member of the Willmar City Council and the Willmar School District #347 School Board. The Willmar City Administrator and the Willmar School District #347 Superintendent of Schools serve as ex-officio members of the Joint Powers Board.

The Willmar Community Education and Recreation Program Joint Powers Board meets on a monthly basis. Agendas for the monthly meetings are distributed prior to the meetings and Joint Powers Board members are afforded opportunities to suggest additional items to board meeting agendas. Minutes are recorded for each Joint Powers Board meeting and distributed for board member review.

The focuses of a preponderance of Joint Powers Board meetings were presentations by the Director of the Willmar Community Education and Recreation Program and/or members of his staff regarding programs, services, possible future initiatives, topics of interest, and the like.

The Project Consultant assessed that (a) the **Joint Powers Agreement for Community Education and Recreation** does not clearly delineate the desired role and/or functions of the Joint Powers Board; (b) Joint Powers Board members, generally, are not certain of the role and/or responsibilities they are to perform on behalf of their appointing organizations; (c) Joint Powers Board members do not have in their possession a role and/or responsibility description; and (d) Joint Powers Board members have not participated in a strategic planning process which would/could provide

guidance in performing their roles and/or responsibilities as members of a Joint Powers Board.

During the course of interviewing Joint Powers Board members and Willmar Community Education and Recreation Program staff members, any number of interviewees referred to the Joint Powers Board as a “listening Board.” That is, it was stated and implied, the Joint Powers Board members were expected to attend meetings, listen to presentations, and offer minimal “input” or “advice.”

Whether or not it is an intention that the Willmar Community Education and Recreation Program Joint Powers Board serve as a “listening Board,” it is clear that, while some Board members are fulfilled in performing that role, other Board members are not. The latter Board members expressed a desire to contribute in a more meaningful manner **without** infringing on the management prerogatives of the Director of Willmar Community Education and Recreation Program and his staff.

The Project Consultant observed that there is merit in formally delineating/specifying the role and responsibilities of the Joint Powers Board, expanding the role and responsibilities beyond its current functions, and developing a Joint Powers Board/Director of Community Education and Recreation Program strategic plan. These documents should be shared, in turn, with the Willmar City Council and Willmar School District #347 School Board for review, revision (as necessary), and adoption.

For those who might be inclined to seek out a “culprit” in the status of the Willmar Community Education and Recreation Program Joint Powers

Board governance, the Project Consultant would identify the **Joint Powers Agreement for Community Education and Recreation** document itself as the culprit. Candidly, while the document is quite specific and well-crafted in numerous sections, it is mostly “amorphous” in specifying a specific role for the Joint Powers Board. Conversely, in those sections of the Joint Powers Agreement which are concretely specified, implementation has occurred with a high degree of precision (e.g. Joint Powers Board structure; monthly meetings; agendas; minutes; information dissemination).

2.4 Leadership

The Director of Willmar Community Education and Recreation Program is the executive administrator of the Willmar Community Education and Recreation Program.

The Superintendent of Schools of Willmar School District #347 is the perceived immediate supervisor of the Director of Community Education and Recreation. (The Joint Powers Agreement is not clear about the Director’s chain of command and immediate supervisor).

The Director of the Willmar Community Education and Recreation Program regularly attends the meetings of and, as required, reports to the Willmar City Council and Willmar School District #347 School Board.

The Director of Willmar Community Education and Recreation serves on the Superintendent of Schools’ administrative cabinet (meets twice monthly) and regularly reports to and confers with both Willmar School

District 347's Superintendent of Schools and the City of Willmar City Administrator.

The Director of Willmar Community Education and Recreation Program has in place a formal job description which delineates a detailed job summary and essential duties and responsibilities. The Director's job summary states as follows:

"Under the direction of the Superintendent and City of Willmar Administrator, the Director of WCER is responsible for the overall planning, implementation, fiscal control and operation of Community Education programs and its staff in the areas of Early Childhood Family Programs, School Readiness, Preschool Screening, School Age Care, Glacial Lakes ABE Consortium, Youth/Adult Enrichment, Youth/Adult Recreation, and Senior Programming. In addition to programming, the Director and CER staff oversee the use of public facilities including two ice sheet Civic Center, Community Center, Dorothy Olson Aquatic Center, schools, ball fields, and gymnasiums."

As specified in Article 5, Section 5.3 of the **Joint Powers Agreement for Community Education and Recreation**, "The school district will employ an individual certified in the State of Minnesota to administer Community Education Programs and to manage the programs listed in Paragraph 5.1 above (scheduling necessary facilities, services, and employees to provide adult and youth Community Education programs, youth and adult enrichment programs, and youth and adult recreational and athletic programs). The City and School agree to share equally in the cost of the Director's salary and benefits."

The Project Consultant found that the essential organizational components for the Willmar Community Education and Recreation Program are in place. That is, a Director has been employed; a chain of command for supervisory, reporting, and evaluative purposes—the Superintendent of Schools (with participation by and input from the City of Willmar City Administrator) performs the Director’s evaluation—is in place; a job description is in place; and a clear and unambiguous role and responsibilities for the Director have been established.

2.5 Organizational Components of the Program

The Director of the Willmar Community Education and Recreation Program has established or caused to have been established select organizational components of the Program, including an organizational chart; organizational chain of command; job descriptions; coordinated program management meetings; and other organizational features (e.g. meeting agendas).

Organizational Chart

There is in place an organizational chart of the Willmar Community Education and Recreation Program which establishes the line and staff relationships between the Director of Willmar Community Education and Recreation Program and the Joint Powers Board, City Administrator, Superintendent of Schools, and subordinate Coordinators.

Organizational Chain of Command

The organizational chart (referred to as CER Flow Chart) delineates the superordinate/subordinate relationship between the Superintendent of Schools/City Administrator/Joint Powers Board and the Director of the

Willmar Community Education and Recreation Program. As well, the organizational chart specifies the superordinate/subordinate relationship between the Director and nine Willmar Community Education and Recreation Program Coordinators.

Organizational Job Descriptions

The Director of the Willmar Community Education and Recreation Program has created, participated in creating, or caused to have been created job descriptions for each of the nine subordinate Coordinators. The primary roles of those nine Coordinators are as follows: Civic Center Manager; Cardinal Place Coordinator; Early Childhood Program Coordinator; Youth/Adult Enrichment Coordinator; Senior/Intergenerational Program Coordinator; Facilities/Middle School Athletics/Youth Recreation/Sports Coordinator; Adult Recreation and Aquatics Coordinator; ABE Consortium Coordinator; and Child Guides Coordinator.

The Willmar Community Education and Recreation Program Coordinators respective job descriptions specify, individually, a Job Summary and Essential Duties and Responsibilities. Each of the nine Coordinators are subordinate to the Willmar Community Education and Recreation Program Director and responsible to the Director for supervisory, reporting, and evaluative purposes. The nine Coordinators receive performance evaluations from the Director on an annual basis.

Select Coordinators receive their salary and benefits from the City of Willmar, while the significant majority of such Coordinators receive their salary and benefits from Willmar School District #347. Despite their

funding sources, all nine Coordinators are subordinate and accountable to the Director of the Willmar Community Education and Recreation Program.

Program Management Meetings

The Director of the Willmar Community Education and Recreation Program convenes regular meetings (twice monthly) of the Coordinators for the purposes of administering and managing the Program, planning, delegating tasks, organizing, scheduling, sharing/communicating, and evaluating components of the Program.

Program management meetings are structured with formal agendas. The Director is primarily responsible for creating the initial, skeletal agenda, though Coordinators are encouraged to submit issues for placement on meeting agendas.

2.6 Observations and Conclusions

The Project Consultant concluded that the Willmar Community Education and Recreation Program—along with the Joint Powers Board, Director of the Willmar Community Education and Recreation Program, Willmar School District #347's Superintendent of Schools, and the City of Willmar City Administrator—would benefit from a more detailed specification and greater clarity in the contents of the **Joint Powers Agreement for Community Education and Recreation**.

The Project Consultant concluded that it would be beneficial to explain and amplify on the role of the Willmar Community Education and Recreation Program Joint Powers Board.

The Project Consultant concluded that the Willmar Community Education and Recreation Program Joint Powers Board, Director, and Coordinators would benefit from the development of an over-arching strategic plan.

The Project Consultant concluded that the meetings of the Director and Coordinators of the Willmar Community Education and Recreation Program would be greatly enhanced by expanding the content of those meetings to focus more expansively on planning, needs assessment, program development, and program evaluation. Additionally, periodic half-day or full-day retreats for planning purposes may prove valuable.

CHAPTER III PARTICIPATION

3.0 Introduction

Quality participation in any Community Education Program is vital to the long-term viability of the enterprise. In general, Community Education Programs are expected to be financially self sufficient, and only in the rarest of circumstances would School Boards and Superintendents be willing to devote funding from other General Fund programs and services to “cost underwrite” Community Education Programs that are not “paying their own way.”

In most school districts in the State of Minnesota and, as well, Willmar School District #347, Community Education Programs are heavily reliant on the generation of fees and tuitions from community residents to assist, significantly, in cost/underwriting the organization’s operating budget. Hence, quality, robust program participation is essential to ensure the maintenance and/or expansion of staff, programs, and services.

Programs and services with poor organization, content, and/or delivery typically result in reduced participations which, in turn, yields reduced revenues which, in turn, result in budget reductions which, in turn, result in staffing reductions which, in turn, result in program and service reductions, which, in turn, result in reduced participation. This is not the case in the Willmar Community Education and Recreation Program.

3.1 Participation Documentation

The Willmar Community Education and Recreation Program reports community education participation on an annual basis to the Minnesota Department of Education through the **Community Education Annual Report**. Additionally, reports are also submitted by the district to the Minnesota Department of Education on the following, additional programs and services: Adult Basic Education; School Readiness; Pre-School Screening; Early Childhood Family Education.

The **Community Education Annual Report** requests that Minnesota school districts report participation in the following five categories:

- ❖ **Pre-Kindergarten**
- ❖ **Youth**
- ❖ **Adult**
- ❖ **Adults with Disabilities**
- ❖ **Community (two categories)**

Reviewing each of the aforementioned categories, the following seven **service** focuses are delineated:

- ❖ **Academic**
- ❖ **Childcare** (not include for adult or adults with disabilities)
- ❖ **Enrichment**
- ❖ **Health/Safety**
- ❖ **Recreation**
- ❖ **Service**
- ❖ **Sports**

For each of the **service** focuses, participants are to be cited by the school district for the following age categories:

- ❖ **Age 0-5**
- ❖ **Grade K-5**
- ❖ **Grade 6-8**
- ❖ **Grade 9-12**
- ❖ **Age 19-54**
- ❖ **Age 55+**

(The Project Consultant note: The design of the **MDE Community Education Annual Report** is poor. It lends itself, unfortunately, to duplicatory counting of participants and inconsistencies in year-to-year reporting within a school district and between/among school districts).

The Project Consultant examined five years of the Willmar Community Education and Recreation Program's submission of the **Community Education Annual Report** to the Minnesota Department of Education.

In an examination of the most recent **Community Education Annual Report**, submitted in November, 2012, youth participation was recorded as follows: Age 0-5: 730 participants (Enrichment; Recreation; Service; Sports); Grade K-5: 2,953 participants (Academic; Childcare; Enrichment; Recreation; Service; Sports); Grade 6-8: 618 participants (Academic; Enrichment; Recreation; Sports); Grade 9-12: 237 participants (Academic; Enrichment; Recreation; Sports).

During that same year, adult participation was reported as follows: Age 19-54: 3,946 participants (Enrichment; Health/Safety; Recreation; Sports);

Age 55+: 936 participants (Enrichment; Health/Safety; Recreation; Service; Sports).

Adults with disabilities' participation was cited in the annual report as follows: Age 19-54: 377 participants (Enrichment; Recreation); Age 55+: 58 participants (Enrichment; Recreation).

Participation rates for community were reported as follows: Age 0-5: 250 participants; Grade K-5: 460 participants; Age 19-54: 280 participants; Age 55+: 70 participants. The service provided to these age groups was labeled as "community concerns."

The number of participants using facilities managed by the Willmar Community Education and Recreation Program amounted to 137,500.

In a separate document (**Early Childhood Screening Report**), it was reported that 323 children were screened by the school district (a function which is under the auspices of the Willmar Community Education and Recreation Program).

In a separate document (**Early Childhood Family Education Annual Report**) it was reported that 304 children—ages 0-5—were enrolled in Early Childhood Family Education class offerings (a function which is under the auspices of the Willmar Community Education and Recreation Program).

In a separate document (**School Readiness Annual Report**) it was reported that 174 children were served in the School Readiness Program

(a function which is under the auspices of the Willmar Community Education and Recreation Program).

The Project Consultant did not find it instructive or valuable to compute multi-year participation trend data for the Willmar Community Education and Recreation Program, given that potential fluctuations in program offerings, community events, facility demand, and other variables could/would significantly distort comparative data and, possibly, result in rendering highly inaccurate conclusions.

3.2 Observations and Conclusions

The Project Consultant concluded, in general, that participation rates in the Willmar Community Education and Recreation Program were robust. While participation numbers fluctuate from year-to-year, it would appear that the numbers of participants were commendable across all age and grade classifications. Participation by service focus would appear to be strongest in Childcare; Enrichment; Recreation; Sports; and Health/Safety.

The Project Consultant concluded that it would be valuable for the Willmar Community Education and Recreation Program Director, Coordinators, and the Joint Powers Board to explore procedures for more precisely recording participation data in the future. Accurate, multi-year trend data could prove to be a significant asset in making future decisions about whether or not existing programs should be strengthened, otherwise modified, or deleted and replaced by programs or services with greater customer appeal.

The Project Consultant noted that, during the course of numerous interviews, no mention was made by any interviewees of deteriorating

participation rates in programs and services delivered by the Willmar Community Education and Recreation Program. Indeed, some mention was made of the fact that participation in select programs was limited by space or staffing, and consideration should be given to possible program or service expansion.

CHAPTER IV

FINANCES

4.0 Introduction

The Project Consultant examined select aspects of Willmar Community Education and Recreation Program's financial condition as one aspect of the organization's accountability.

4.1 Financial Analysis

In order to provide a context for examining the revenues, expenditures, and fund balances of the Willmar Community Education and Recreation Program, the Project Consultant gathered and analyzed Willmar School District #347's audit reports for each of the five fiscal years from 2007-08 through 2011-12. The Project Consultant focused on the status of the school district's General Fund budget and, subsequently, the Willmar Community Education and Recreation Program's budget.

Table 1 data delineate that Willmar School District #347's General Fund revenues increased from \$41,038,954 in 2007-08 (base year) to \$42,225,736 in 2011-12, an increase of +\$1,186,782 or +2.9%. Within the same five year span of time, the school district's General Fund expenditures decreased from \$42,897,780 in 2007-08 to \$42,255,530 in 2011-12, a decline of -\$642,250 or -1.5%.

Between the 2007-08 (base year) and 2011-12, Willmar School District #347's General Fund balance increased from \$6,115,487 (2007-08) to \$8,296,414 (2011-12), an increase of +\$2,180,927 or +35.7%.

TABLE 1 WILLMAR SCHOOL DISTRICT #347 GENERAL FUND REVENUES, EXPENDITURES, FUND BALANCES 2007-08 / 2011-12			
<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Fund Balance</u>
2007-08	\$41,038,954	\$42,897,780	\$6,115,487
2008-09	\$41,252,010	\$42,793,992	\$4,593,661
2009-10	\$42,068,352	\$40,313,101	\$6,351,012
2010-11	\$43,334,980	\$41,639,948	\$8,326,208
2011-12	\$42,225,736	\$42,255,530	\$8,296,414
Change	+\$1,186,782	-\$642,250	+\$2,180,927
% Change	+2.9%	-1.5%	+35.7%

Willmar School District #347 presents itself as a **financially well-managed educational enterprise.**

As depicted in Table 2, the Willmar Community Education and Recreation Program revenues increased from \$2,196,730 in 2007-08 to \$2,337,454 in 2011-12, an increase of +\$140,724 or +6.4%. Within the same five year span of time, the Program's expenditures increased from \$2,280,929 in 2007-08 to \$2,444,428 in 2011-12, an increase of +\$163,499 or +7.2%.

Between the 2007-08 and 2011-12 organizational years, the Willmar Community Education and Recreation Program fund balance increased from \$264,868 to \$417,789, a gain of +\$152,921 or +57.7%.

Over the five year span of time reported (2007-08 through 2011-12), the Willmar Community Education and Recreation Program operated three balanced and two (slightly) imbalanced operating budgets.

TABLE 2
WILLMAR SCHOOL DISTRICT #347
COMMUNITY SERVICES REVENUE, EXPENDITURES, FUND BALANCES
2007-08 / 2011-12

<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Fund Balance</u>
2007-08	\$2,196,730	\$2,280,929	\$264,868
2008-09	\$2,028,015	\$2,012,843	\$280,040
2009-10	\$2,241,563	\$2,027,701	\$493,902
2010-11	\$2,283,602	\$2,252,741	\$524,763
2011-12	\$2,337,454	\$2,444,428	\$417,789
Change	+\$140,724	+\$163,499	+\$152,921
% Change	+6.4%	+7.2%	+57.7%

At the conclusion of the 2011-12 organizational year, the Willmar Community Education and Recreation Program's fund balance (\$417,789) amounted to +17.1% of the organization's operating budget in that year (\$2,444,428).

Table 3 reports the sources of revenue for the Willmar Community Education and Recreation Program budget during the 2011-12 organizational year. As depicted in the Table, tuition/fees—amounting to \$1,039,058—represented 44.4% of the Program's revenue, while funding from the State of Minnesota—totaling \$896,722 in 2011-12—represented 38.4% of the Program's revenue. Local property taxes contributed \$366,500 or 15.7% of the Program's revenue. Other, minor sources of revenue for the Willmar Community Education and Recreation Program were as follows: federal: \$34,989 or 1.5% and interest earnings: \$185.

TABLE 3
WILLMAR SCHOOL DISTRICT #347
SOURCES OF COMMUNITY SERVICES REVENUE
2011-12

<u>Source</u>	<u>Actual</u>	<u>% of Total</u>
Local Property Taxes	\$366,500	15.7%
Interest Earnings	\$185	.0%
Other: Primarily Tuition/Fees	\$1,039,058	44.4%
State	\$896,722	38.4%
Federal	\$34,989	1.5%
Total	\$2,337,454	100.0%

The Project Consultant concluded that the primary sources of revenue for supporting the Willmar Community Education and Recreation Program were tuition and fees and funding from the State of Minnesota.

The Project Consultant concluded that the stability of Willmar Community Education and Recreation Program's revenue would suggest a high degree of consistency in the participation rates of clients/customers, including pre-school, school-aged, and adult populations. This is particularly noteworthy in light of the fact that the organization's fees and tuitions have remained relatively constant over a multi-year timeframe.

4.2 Observations and Conclusions

The Project Consultant concluded that the Willmar Community Education and Recreation Program is a **financially well-managed component of Willmar School District #347 and the City of Willmar.**

The Project Consultant observed that the Willmar Community Education and Recreation Program Director and support staff were involved, monthly, in preparing a billing and support documentation for transmission to the City of Willmar in order to secure City funding. Given the consistency of City spending each year to support the Willmar Community Education and Recreation Program, the Project Consultant concluded that the current billing practice is cost/ineffective and should be discontinued, replacing it by a single, estimated billing at the onset of the fiscal year and, as necessary, a final billing reconciliation at the conclusion of the fiscal year.

The Project Consultant noted an unusual and disconcerting provision—related to financing the Willmar Community Education and Recreation Program—in the **Joint Powers Agreement for Community Education and Recreation**. That provision—located in Article 4, Section 5.3—states as follows: “The amount to be paid by City to School District shall not exceed the amount budgeted by City for its obligations under this agreement.” The implications of Article 4 Section 5.3 might very well be that the City of Willmar City Council could—at its own discretion—unilaterally reduce its budgetary commitment to the Willmar Community Education and Recreation Program at any time it were to see fit, resulting in an increased budgetary commitment/obligation on the part of Willmar School District #347. The Project Consultant concluded that this passage of the **Joint Powers Agreement for Community Education and Recreation** should be modified in such a way as to provide reasonable notification to Willmar School District #347 if the City of Willmar were planning to reduce its fiscal commitment to the Willmar Community Education and Recreation Program for the ensuing fiscal year. An advance

notice of six months in advance of the initiation of the subsequent fiscal year would not appear burdensome to either of the parties.

CHAPTER V

PROGRAMS AND SERVICES

5.0 Introduction

The Willmar Community Education and Recreation Program offers an impressive array of programs and services to pre-school, school-aged, and adult populations in the Willmar School District #347 and City of Willmar service areas.

The Project Consultant examined documentation about and/or visited/toured a sampling of the programs and services dispensed by the Willmar Community Education and Recreation Program.

Brief commentary about the Willmar Community Education and Recreation Program's programs and services is offered below.

5.1 Programs and Services

The Project Consultant examined multiple informational sources to acquire an understanding of the breadth and scope of programs and services delivered (or facilitated) by the Willmar Community Education and Recreation Program. Indeed, the array of programs and services offered or facilitated is impressive.

Table 4 reveals the **primary programs and services** delivered by the Willmar Community Education and Recreation Program in 2013-14. Those **primary programs and services** would be classified (by the Project Consultant) as primarily focused on the following age groupings:

- ❖ **Early Childhood**
- ❖ **Youth**
- ❖ **Adult**
- ❖ **Senior Adult**
- ❖ **Multi-Age Category**
- ❖ **Facilities**

TABLE 4 WILLMAR SCHOOL DISTRICT #347 COMMUNITY SERVICES PRIMARY PROGRAMS AND SERVICES 2013-14
◆ Preschool (3-5 years old) (Cardinal Kids)
◆ School Readiness
◆ Early Childhood Family Education (Birth-5 years old)
◆ Early Childhood Screening
◆ Youth Service
◆ Youth Enrichment
◆ Youth Recreation
◆ Adult Enrichment
◆ Adult Recreation
◆ Senior/Intergenerational
◆ Aquatics
◆ Adult Basic Education (including GED; citizenship)
◆ School Age Childcare – Cardinal Place
◆ Facilities Management
◆ Willmar Community Center
◆ Civic Center (Arena)

Major **Early Childhood Programs and Services** dispensed by Willmar Community Education and Recreation Program include Early Childhood Family Education; School Readiness; Early Childhood Screening; and 3-5 year old pre-school (Cardinal Kids).

Major **Youth Programs and Services** include Youth Service; Youth Enrichment; and Youth Recreation.

Major **Adult Programs and Services** include Adult Enrichment; Adult Recreation; and Adult Basic Education.

Major **Senior Adult Programs and Services** include Senior/Intergenerational.

Major **Multi-Age Programs and Services** include Aquatics; and School Age Childcare (Cardinal Place).

Major **Facility Functions** include Facilities Management; Willmar Community Center; and Civic Center (arena).

5.2 Array of Programs, Services, Courses, and Activities

Through an examination of a multiplicity of Willmar Community Education and Recreation Program documents over a multi-year time span, the Project Consultant was in a position to review the content of programs, services, courses, and activities that were made available to pre-school, school-aged, and adult populations.

While the Willmar Community Education and Recreation Program Director and Coordinators are responsible for organizing and overseeing the delivery of programs, services, courses, and activities, published information confirms that there is a high degree of collaboration and cooperation between WCERP and other organizations in providing

opportunities for the community's and area's pre-school, school-aged, and adult populations.

The Project Consultant is highly complimentary of the degree to which the Willmar Community Education and Recreation Program collaborates and cooperates with other entities to enhance the volume and quality of opportunities made available to its clientele.

5.3 Publicity

The Project Consultant reviewed mechanisms employed by the Willmar Community Education and Recreation Program to publicize its programs, services, courses, and activities. Among those publicity sources reviewed were fall, winter, and summer catalogues; program and service brochures; website; Facebook; and, indirectly, mass media advertisements (radio, newspaper).

The Project Consultant assessed that the publicity vehicles employed by the Willmar Community Education and Recreation Program were comprehensive and informative. The 40 page catalogue—distributed three times annually—is a particularly informative and attractive document, providing instructions on opportunities, fees, registration options, forms, and telephone/fax numbers.

5.4 Registration

In keeping with modern-day Community Education programming, Willmar Community Education and Recreation Program provides four, customer-friendly means by which interested patrons can register for programs,

services, courses, and/or activities. Customers may register (a) online; (b) by mail; (c) by telephone; and (d) in person/face-to-face.

Refunds of fees are provided by the Willmar Community Education and Recreation Program for programs, services, courses, or activities that are cancelled as a result of insufficient enrollment or the activity has achieved its maximum enrollment. Other refunds—caused by participant withdrawal—may or may not be made at the discretion of WCERP's administration.

5.5 Observations and Conclusions

During the course of the conduct **Organizational Analysis Study**, the Project Consultant received more comments related to programs and services (and/or their delivery) than on any other aspect of the Willmar Community Education and Recreation Program. Detailed below are observations and conclusions that were gleaned from multiple sources regarding WCERP programs and services.

The Project Consultant concluded that there is significant dissatisfaction about the (perceived lack of) training for and general attentiveness of youth who are assigned responsibilities for supervising/overseeing select programs or activities.

The Project Consultant concluded there is concern that the Middle School program is receiving insufficient oversight and priority for future development, resulting in lessened opportunities for those students.

The Project Consultant concluded that there is substantial support for and interest in involving Willmar High School coaches and assistant coaches in provided orientation and training to volunteer coaches of younger athletes to ensure a "seamless transition" from youth programming to junior varsity and varsity athletics.

The Project Consultant concluded that there is substantial interest in conducting future needs assessments which could/would ascertain programmatic interests of the community's/school district's diverse population and, ultimately, result in expanded programming to enhance greater participation by that diverse population.

The Project Consultant concluded there is broad interest in expanding "individual" (lifelong) activities/sports offerings.

The Project Consultant concluded there was concern, among many interviewed, that the programs and services remain unchanged and, over time, will result in a future decline in participation.

The Project Consultant concluded there is substantial concern about the need for additional gymnasium space in the community. Multiple references were made to the need for the construction of a field house.

CHAPTER VI FACILITIES

6.0 Introduction

The Willmar Community Education and Recreation Program operates a significant number of facilities and sites on behalf of its “parent organizations,” Willmar School District #347 and the City of Willmar.

During the course of the study, the Project Consultant was accorded one or more opportunities to observe, tour, or visit facilities and sites owned and maintained by either Willmar School District #347 or the City of Willmar and **all scheduled** by members of the Willmar Community Education and Recreation Program staff.

Table 5 delineates those facilities and sites primarily operated for the delivery of Willmar Community Education and Recreation programs and services.

To be sure, the Project Consultant noted that the City of Willmar has in operation 36 parks and 9 shelters—along with biking and walking trails—not delineated in the table.

Table data reveal that Rob Baumgarn is primarily responsible for the Willmar Community Education and Recreation Program’s facilities’ scheduling, while LeAnne Freeman is responsible for scheduling the Willmar Community and Activity Center and Dorothy Olson Aquatics Center, and Kevin Madsen schedules the Willmar Civic Center.

TABLE 5
WILLMAR SCHOOL DISTRICT #347
FACILITIES/SITES
2013-14

<u>Facility/Site</u>	<u>Scheduling Responsibility</u>	<u>Maintenance Responsibility</u>
◆ Dorothy Olson Aquatics Center	Freeman	City
◆ Soccer Fields	Baumgarn	District
◆ Bill Taunton Stadium @ Bakers Field	Baumgarn	City
◆ North Swanson Athletic Complex	Baumgarn	City
◆ Willmar Community and Activity Center	Freeman	City
◆ Willmar Civic Center	Madsen	City
◆ City Auditorium	Baumgarn	City
◆ Robbins Island	Baumgarn	City
◆ Rice Park	Baumgarn	City
◆ Willmar High School	Baumgarn	District
◆ Willmar Middle School	Baumgarn	District
◆ Jefferson School	Baumgarn	District
◆ Roosevelt Elementary School	Baumgarn	District
◆ Kennedy Elementary School	Baumgarn	District
◆ Willmar Education and Arts Center	Baumgarn	District
◆ Parks	Baumgarn	City
◆ Closed School (Garfield)	Baumgarn	City

The Project Consultant found that there is a fairly clear delineation of responsibility for maintaining Willmar Community Education and Recreation Program facilities and sites.

Primary maintenance responsibilities for the City of Willmar include the Dorothy Olson Aquatics Center; Bill Taunton Stadium at Bakers Field; North Swanson Athletic Complex; Willmar Community and Activity Center;

Willmar Civic Center; City Auditorium; Robbins Island; Rice Park; and all other parks.

Willmar School District #347's personnel are assigned responsibility for maintaining school facilities and sites that are used for the delivery of P-K-12 programs and services and, as well, Willmar Community Education and Recreation Program services, activities, and opportunities. Primary facilities and sites operated and maintained by Willmar School District #347 personnel include Willmar High School; Willmar Middle School; Jefferson School; Kennedy Elementary School; Willmar Education and Arts Center; and Roosevelt Elementary School.

6.1 Observations and Conclusions

The Project Consultant concluded that given the high demand for facilities and grounds, Willmar Community Education and Recreation Program staff members perform remarkably well and satisfy the facility/site interests of the dispensers of programs, services, courses, and activities at a high level.

The Project Consultant concluded that—in the main—indoor facilities used by the Willmar Community Education and Recreation Program were of adequate to good quality and befitting the programs assigned to them.

The Project Consultant concluded that, based on feedback from multiple sources, the Willmar Community Education and Recreation Program has substantial needs for greater, quality gymnasium and support spaces.

The Project Consultant concluded there were numerous instances in which programs and services offered through Willmar Community Education and Recreation Program were reported to be of insufficiently high priority by school personnel (when compared to regular school district programs) to be prepared for usage by customers on a timely basis.

CHAPTER VII

CONCLUSIONS AND RECOMMENDATIONS

7.0 Introduction

Throughout Chapters II-VI of the **Willmar Community Education and Recreation Program Organizational Analysis Study**, the Project Consultant offered summary observations and conclusions for the reader's further analysis and consideration. Many of those observations and conclusions—though meritorious and worthy of consideration—have not been included in this chapter in order that a smaller number of conclusions and recommendations could be purposefully highlighted.

7.1 Major Conclusions

The Project Consultant tenders the following major conclusions for consideration by the School Board, Superintendent of Schools, Director of Willmar Community Education and Recreation Program, the Willmar City Council, and the City Administrator:

Conclusion 1

The Joint Powers Agreement for Community Education and Recreation does not clearly delineate the desired role and/or functions of the Joint Powers Board.

Conclusion 2

Joint Powers Board members do not have in their possession or have access to an explanation of their role and/or responsibility description.

Conclusion 3

The Joint Powers Board members have not participated in a strategic planning process which would provide guidance in performing their roles and/or responsibilities as a member of a Joint Powers Board.

Conclusion 4

The essential organizational components for the Willmar Community Education and Recreation Program are in place, including the employment of a Director, a chain of command for supervisory, reporting, and evaluative purposes, a job description, and a clear and unambiguous role and responsibilities for the Director.

Conclusion 5

The Director of the Willmar Community Education and Recreation Program has established or caused to have been established select organizational components of the Program, including an organizational chart; organizational chain of command; job description; coordinated program management and meetings; and other organizational features.

Conclusion 6

Participation rates in the Willmar Community Education and Recreation Program are robust and have been consistently so over a multi-year time span.

Conclusion 7

The Willmar Community Education and Recreation Program is a financially well-managed component of Willmar School District #347 and the City of Willmar.

Conclusion 8

The Willmar Community Education and Recreation Program offers and delivers an excellent array of programs, services, activities, and opportunities to the community's and area's pre-school, school-aged, and adult populations.

Conclusion 9

The Willmar Community Education and Recreation Program is a highly collaborative organization.

Conclusion 10

The Willmar Community Education and Recreation Program schedules and operates a highly significant number of facilities and sites on behalf of Willmar School District #347 and the City of Willmar. Given the high demand for usage of facilities and grounds, Willmar Community Education and Recreation Program staff members perform remarkably well in satisfying the facility/site interests of the dispensers of programs, services, courses, and activities.

Conclusion 11

Based on feedback from multiple sources, it would appear that the Willmar Community Education and Recreation Program, City of

Willmar, and Willmar School District #347 have substantial need for greater, quality gymnasium and support spaces.

Conclusion 12

There are a number of measures which—if implemented—would increase the effectiveness, efficiency, and/or cost/effectiveness (including customer satisfaction) of the Willmar Community Education and Recreation Program's operations in the future.

7.2 Recommendations

The Project Consultant tenders the following major recommendations for consideration by the School Board, Superintendent of Schools, Director of Willmar Community Education and Recreation Program, the Willmar City Council, and the City Administrator:

Recommendation 1

The Project Consultant recommends that a specific role and functions of the Joint Powers Board and its members be developed and approved by the Willmar City Council and the School Board of Willmar School District #347.

Recommendation 2

The Project Consultant recommends that, among other functions, the Joint Powers Board be assigned participatory responsibilities for strategic planning, needs assessment, program evaluation, and program publicity.

Recommendation 3

The Project Consultant recommends that the Director, Coordinators, and Joint Powers Board members be engaged in the process of developing a strategic plan for the Willmar Community Education and Recreation Program.

Recommendation 4

The Project Consultant recommends that the Willmar Community Education and Recreation Program establish a time table for regularly conducting needs assessments and evaluations of its several programs and services.

Recommendation 5

The Project Consultant recommends that the billing process between the City of Willmar and Willmar School District #347—on behalf of the Willmar Community Education and Recreation Program—be simplified and standardized.

Recommendation 6

The Project Consultant recommends that the Joint Powers Agreement for Willmar Community Education and Recreation be modified to provide reasonable notification to Willmar School District #347 if the City of Willmar were intending to reduce its fiscal commitment to the Willmar Community Education and Recreation Program.

Recommendation 7

The Project Consultant recommends that the Willmar Community Education and Recreation Program examine processes and

procedures for training (primarily itinerate) youth supervisors to perform their duties with greater effectiveness and involving the school district's coaching staff in orienting and training volunteer coaches (of younger athletes) to ensure those youth are acquiring background skills necessary to function, later, in junior varsity and varsity level programs.

Recommendation 8

The Project Consultant recommends that Willmar School District 347 and the City of Willmar support future endeavors which will result in the provision of additional, quality gymnasium and support spaces.

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, DECEMBER 30, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, December 30, 2013, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order. Members present included Chair Denis Anderson, Vice-Chair Tim Johnson, Rick Fagerlie, and Audrey Nelsen. Others present included Mayor Frank Yanish; Council Member Bruce Deblieck; Council Member Ron Christianson; City Administrator Charlene Stevens; City Finance Director Steve Okins; City Clerk-Treasurer Kevin Halliday; Andy Bjur of Engan Associates; Perry Nistler of Duffy Engineering; Accounting Supervisor Carol Cunningham; and West Central Tribune Journalist David Little.

Item No. 1 – Public Comment

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

Item No. 2 – Windstream Office Closure (Motion)

Staff explained to the Committee that Windstream has approached the City with the request to close its local office. Section 5, Paragraph 8 of the current cable television franchise requires a cable company to maintain a local office within the City operating for 40 hours per week, staffed for bill payments, subscriber inquiries and equipment transfers. Windstream is proposing language to amend the cable franchise agreement with Windstream to allow closing of the local office with the following stipulations: \$10,000 payment to the City; 3rd party location able to accept payment 40 hours per week; subscribers do not have to return cable equipment; and Windstream will notify subscribers prior to effective date. It was noted that Charter Communications is also operating under an identical cable television franchise. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to make a motion to deny the Windstream request to close its local office and to leave the existing cable franchise agreement with Windstream as is.

Item No. 3 – Extend Rice Hospital Land Lease (Resolution)

Staff explained to the Committee that Rice Memorial Hospital approached the City in 1995 for permission to construct a vehicle storage facility on City property next to the fueling facilities. Permission was granted and a lease executed. Rice Hospital is now requesting an extension of this lease for a 10-year period, which would be through August 31, 2015. Member Johnson inquired about the status of the insurance requirements in the agreement. After discussion, it was then moved by Council Member Fagerlie, seconded by Council Member Johnson and passed for the following:

RECOMMENDATION: To introduce a resolution authorizing the Mayor and the City Administrator to execute the land lease extension agreement with Rice Memorial Hospital through August 31, 2015, subject to receiving proof of insurance from the Hospital.

Item No. 4 – Consideration of City Auditorium Upgrades (Resolution)

Staff explained to the Committee that in early September, 2013, the City closed the Indoor Gun Range at the City Auditorium due to a malfunction with the Heating Ventilation and Air Conditioning (HVAC) system. At the same time, access to other areas of the building were limited due to concerns regarding potential contamination from the range HVAC. Since that time, testing has been conducted that revealed the shortfalls in the gun range technology and HVAC system. Staff has solicited proposals from architectural and mechanical engineering firms to assist in redesigning the HVAC and assessing any other building conditions that may need upgrades in order to return the range and other areas to public use. Proposals from three architectural firms with associated mechanical firms were received: 1) TSP with WSB, Inc. from Rochester; Miller Dunwiddie with Gausman & Moore from Roseville; and Engan Associates with Duffy Engineering from Willmar. Staff was recommending Engan Associates with Duffy Engineering for the low bid of \$9,500. After discussion, it was then moved by Council Member Nelsen, seconded by Council Member Fagerlie and passed for the following:

RECOMMENDATION: To introduce a resolution awarding the contract to conduct a building assessment and master planning for the City Auditorium improvements to Engan Associates with Duffy Engineering for \$9,500.

Item No. 5 – Reports (Information)

The Committee received the preliminary 12/31/13 general fund expenditures report, with staff noting areas that have exceeded the 2013 budget amounts which include Mayor/Council Professional Services, Legal Professional Services, and NonDepartmental in both General and Public Safety. The final overages will be addressed by the Council in January. Chair Anderson asked staff to look into a policy governing the procedure for staff to follow in contacting Flaherty & Hood in an effort to streamline charges. The Committee also received reports on the November CVB Financials, October Rice Financials, MUC financials, and November Rice Trust Financials. This matter was taken for information only.

Item No. 6 – Old Business (Information)

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

Item No. 7 – New Business (Information)

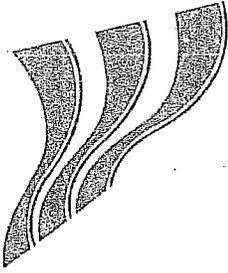
Member Fagerlie raised the issue of Rice Hospital no longer allowing Heartland Orthopedics to operate at the hospital. This question will be addressed when representatives from the Hospital will present their year-end financial report to the Finance Committee in January.

There being no further business to come before the Committee, Chair Anderson declared the meeting adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3
Meeting Date: 12/30/2013
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administrator

Agenda Item: Windstream Office Closure

Recommended Action: Staff is asking the committee for direction on how to proceed.

Background/Summary: Windstream has approached the City with the wish to close its local office. Section 5, Paragraph 8 (page 20) of the current cable television franchise requires a cable company to maintain a local office within the City operating for 40 hours per week, staffed for bill payments, subscriber inquiries and equipment transfers.

Windstream is proposing language to amend the cable franchise agreement with Windstream to allow closing of the local office with the following stipulations:

- \$10,000 payment to the City
- 3rd party location able to accept payment 40-hours per week
- Subscribers do not have to return cable television equipment
- Windstream will notify subscribers prior to effective date

Charter Communications is also operating under an identical cable television franchise.

Alternatives: 1. Allow Windstream to close office with terms described above. 2. Allow Windstream to close office with different terms. 3. Do not allow Windstream to close office as is currently specified in the cable television franchise.

Financial Considerations: If you choose alternative 1, Windstream will include a \$10,000 payment to the City.

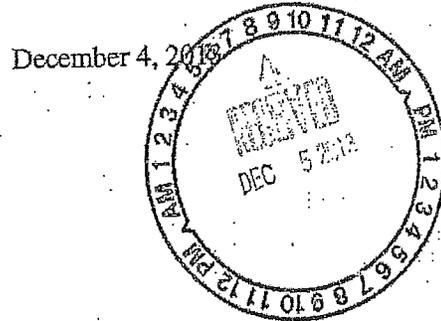
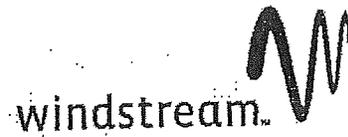
Preparer: Mark Boeschen, Information Systems Coordinator

Signature:

Comments:

Charles Bruggemann
Division VP - Field Operations
Windstream
115 S. Second Avenue West
Newton, IA 50208

(641) 787-2555
Charles.J.Bruggemann@windstream.com



BY OVERNIGHT COURIER

Charlene Stevens
City Administrator
City of Willmar
333 SW 6th St.
Willmar, MN 56201

Re: City of Willmar, Minnesota Ordinance No. 1152 for Cable Television Franchise for En-Tel Communications, L.L.C.

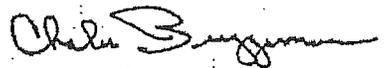
Dear Ms. Stevens:

We met in March to discuss the status of Windstream's retail store in Willmar. At that time, you indicated that you would be open to a franchise amendment that would permit Windstream to close the store, subject to certain conditions. We sent you a draft franchise amendment regarding the matter that, among other things, would avoid the level playing field concerns that you raised.

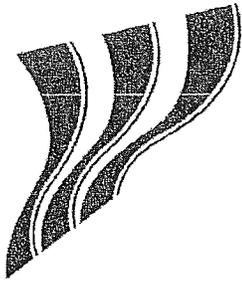
Windstream would like to resolve this matter promptly and is willing to improve its offer to Willmar by including in the option for electing the alternative to maintaining a local office payment of \$10,000, which is reflected in the revised proposed amendment.

Again, please let us know what you think. If you would prefer to have your counsel contact Ed Krachmer, please feel free to do so. His telephone number is (501) 748-5777 and his e-mail is edward.krachmer@windstream.com.

Sincerely,


Charles Bruggemann
Division VP - Field Operations

Attachment



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

Agenda Item Number: 4
Meeting Date: September 23, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 7, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Extend Rice Hospital Land Lease

Recommended Action: Extend lease per Rice Memorial Hospital for an additional 10-year period changing Paragraph #2 from September 1, 1995, and August 31, 2005, to September 1 2005, and August 31, 2015.

Background/Summary: In 1995 Rice Memorial Hospital approached the City for permission to construct a vehicle storage facility on City property next to the fueling facilities. Permission was granted and a lease executed.

Alternatives: 1) Don't extend the lease;
2) Extend the lease for a shorter period of time; or
3) Extend the lease for a longer period of time.

Financial Considerations: None recommended.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

AGREEMENT

This Agreement is made and entered into this 30 day of AUGUST, 1995, by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (hereinafter City), and Rice Memorial Hospital, a political subdivision of the City of Willmar (hereinafter Hospital). In consideration of the mutual covenants and agreements herein set out, the parties hereto do agree as follows:

1. In consideration of one (\$1.00) dollar and other good and valuable consideration to it in hand paid, City does hereby grant to Hospital the right to use a tract of real estate 34 feet by 175 feet East of City's steel building located at the Public Works - City Garage facility on West Highway 40 in the City of Willmar for the purposes of Hospital constructing a garage and storage building thereon. City further grants to Hospital the right to use all driveways, parking lots, and other common facilities upon such terms and conditions as City may hereafter establish.
2. The right herein granted to Hospital by City shall be for a term of ten (10) years, commencing September 1, 1995, and terminating on August 31, 2005, unless sooner terminated as hereinafter provided.
3. Hospital agrees to obtain all permits necessary for the construction of said building and further agrees that the building will be constructed in conformance with all codes applicable within the City of Willmar. Hospital further agrees to use the subject building for the storage of motor vehicles and any other use of said building without first obtaining the written consent of City is prohibited.
4. Hospital shall pay the entire cost of constructing the

subject building, including the costs of providing sewer and water service if such service is desired, and shall also pay the costs of installing any fire hydrant required by the Fire Marshal. All landscaping, graveling and bituminous overlays shall be paid by Hospital without reimbursement from the City.

5. Hospital shall obtain and keep in force during the entire term of this Agreement an insurance policy protecting itself and City from liability for damages to property or death or injury to persons arising from Hospital's use, ownership and possession of the subject building. City shall be named as a joint insured on said policy. The limits of coverage on said policy shall be not less than \$1,000,000.00, CSL.

6. At the termination of this Agreement or in the event that Hospital shall be sold to a private entity prior to the termination of this Agreement, then at the time of such sale, City shall have the first right to purchase the subject building at a price to be agreed upon by the parties. In the event that the parties are unable to agree upon a price, then the price shall be determined by two disinterested appraisers, one chosen by City and one chosen by Hospital.

7. In the event that Hospital shall desire to extend this Agreement at the expiration of the original term hereof, then Hospital shall have the right to do so for one additional ten (10) year term, provided that Hospital is still a municipal hospital. City shall have the same right to purchase the building as set out in the previous paragraph during said additional term or the expiration thereof.

8. Hospital, at its own expense, shall keep the building in

good repair and condition and the surrounding premises occupied by it in a clean and neat condition. Hospital shall not allow any waste or nuisance on the subject premises.

9. Hospital agrees to indemnify and hold harmless the City for any damage to property or injury or death to persons that shall arise as a result of Hospital's use, ownership and possession of the subject building.

10. This Agreement is personal to Hospital and Hospital shall not assign, transfer, sell or convey its interest in this Agreement or the subject building.

11. In the event the subject building shall be wholly or substantially destroyed, then this Agreement shall terminate and be of no further force and effect.

12. Hospital shall be responsible for snow removal and lawn mowing on the premises occupied by it. Hospital acknowledges that it may be at least eight (8) hours after City commences any snow removal campaign before City removes the snow from the common areas at the Public Works site. In the event that Hospital shall require snow removal prior to City's commencement of snow removal at the site, it shall do so at its own expense.

13. If the subject building shall become deserted or vacated; or if Hospital or its property shall be taken by garnishment, attachment, execution or other process of law; or if the Hospital shall make a general assignment for the benefit of creditors; or if a receiver or trustee is appointed for Hospital; or if Hospital shall be adjudicated a bankrupt or a petition for reorganization is filed; then in any one of such events, City shall have the immediate right to terminate this Agreement without any further

rights or obligations to Hospital.

14. This Agreement constitutes the entire agreement of the parties hereto and shall not be amended, except in writing and signed by both of the parties.

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

CITY OF WILLMAR

By:

Its

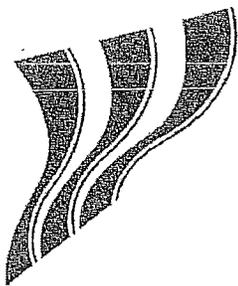
RICE MEMORIAL HOSPITAL

By:

Its

DRAFTED BY:

Richard L. Ronning
Attorney at Law
P.O. Box 971
401 SW 5th St.
Willmar, MN 56201
(612) 235-6480
Mn Atty. Lic. No. 93191



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5
Meeting Date: December 30, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of contract with architectural firm for redesign of HVAC system and other upgrades to City Auditorium.

Recommended Action:

Review recommendations from staff and consider entering a contract with an architectural firm to re-design the HVAC system for the City Auditorium.

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

Staff has solicited proposals from architectural and mechanical engineering firms to assist in re-designing the HVAC and assessing any other building conditions that may need upgrades in order to return the range and other areas to public use. Staff will provide a summary of the proposals at the meeting for discussion and review.

Alternatives: Seek additional proposals. City staff lack expertise to perform the work in-house.

Financial Considerations: \$250,000 was allocated towards improvements of the range and City Auditorium in the 2014 budget.

Preparer: Kevin Halliday

Signature:

Comments:

CITY AUDITORIUM UPGRADES

STAFF HAS SOLICITED PROPOSALS FROM ARCHITECTURAL AND MECHANICAL ENGINEERING FIRMS FOR BUILDING ASSESSMENT AND MASTER PLANNING WITH PROJECT PRIORITIES TO INCLUDE: LEAD AND HAZARDOUS MATERIAL ABATEMENT AND CLEANING, GUN RANGE IMPROVEMENTS, MECHANICAL EQUIPMENT UPGRADES, AND OTHER CONSIDERATIONS LIKE ROOF UPGRADES AND ADA / BUILDING CODE LIFE SAFETY UPGRADES.

ARCHITECTURAL FIRM	TSP	MILLER DUNWIDDIE	ENGAN ASSOCIATES
MECHANICAL FIRM	WSB, INC	GAUSMAN & MOORE	DUFFY ENGINEERING
LOCATION	ROCHESTER, MN	ROSEVILLE, MN	WILLMAR, MN
EXPERIENCE	Designed the Kandiyohi County Law Enforcement Center gun range.	Miller Dunwiddie includes historical preservation as one of its specialties.	Engan Assoc. includes historical preservation as one of its specialties.
			Duffy Engineering has provided <ul style="list-style-type: none"> - a firing range for the Department of Natural Resources in Grand Rapids, MN (2012) - a 7-lane firing range for a private owner in Isle, MN (2012) - a 5-lane firing range for a private owner in Sauk Rapids, MN (2012) - a 360-degree firing range for the Camp Ripley Shoot House (2002) - a firing range at the National Guard Armory in Rosemount, MN (1990's) - a firing range for Camp Ripley (1980's). - Perry Nistler PE of Duffy Engineering was previously an engineer for the MN Army National Guard and worked directly on firing range projects. - Nistler also was a Design Specification Writer for National Guard Firing Range Standards.
COST		\$9,800	\$9,500
	Hourly rates		
	Not to Exceed	\$22,500	

Kevin Halliday

From: Jim Manning <jmanning@gausman.com>
Sent: Monday, December 23, 2013 1:08 PM
To: Kevin Halliday
Cc: Paul G. May (pmay@millerdunwiddie.com)
Subject: RE: Auditorium Gun Range - Lead Assessment Report

Kevin,

First, I want to thank you so much for the opportunity. To confirm our telephone discussion last Friday, we are pleased to submit this proposal for professional services for the expanded scope discussed in earlier conversations and per your email below. As noted earlier in our discussions, the expanded scope of work not only requires the analysis of a mechanical and electrical engineer, but also of an architect – preferably one with experience with historical significance, including community-initiated significance.

We contacted Paul May of Miller Dunwiddie, a leading well-established full-service architectural firm which includes historical preservation as one of its specialties. He has agreed to be part of the team, and we discussed our approach to the scope of the project. I've also included Paul in this correspondence. Our efforts would include:

- Traveling to the site and spending a day at the Auditorium to review the current conditions of the building and assess its code, envelope, systems, and accessibility shortfalls. Our plan is that the architect, mechanical engineer, and electrical engineer would be traveling to the site to develop a quick overview of the current situation.
- During a portion of our visit, we'd like to arrange a time to hear from the stakeholders regarding their desires for repurposing the Auditorium Building. This high level 'brainstorming' exercise can assist in the development of a 'wish list' of ideas which could affect the analysis. For example, repurposing for community education activities would differ from the requirements necessary for a kitchen and dining facility in a portion of the building. You've witnessed this nuance with the incorporation of a gun range into the existing facility in the late 70's.
- We'd develop a consolidated report on our assessment of the building, review repurposing ideas and opportunities, and provide order-of-magnitude level opinions of probable cost to assist in developing scope and budget for each of the ideas. Foremost in priority is cleaning of the facility of its current lead contamination and the remodel efforts necessary to construct a healthy and environmentally sensitive gun range within the facility to replace the one which currently exists within the facility.
- After you and the other stakeholders have had a chance to review the report, we'd like the opportunity to have a conference call to explain any items, review any questions, and discuss next steps.
- Per our discussion, there are some existing drawings which we can use to facilitate our walk-through and analysis.

As discussed, our fee for these services is \$9,800 and is broken down as indicated below:

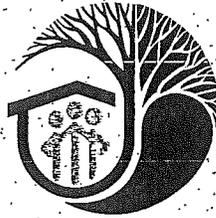
- o Miller Dunwiddie (architectural analysis): \$5,000
- o Gausman & Moore (mechanical and electrical analysis): \$4,800

Per our conversation on Friday, the date required for submission was extended to the following week, but we thought we'd get our thoughts and proposal to you earlier to facilitate any discussion or refinement prior to your Administrator's review with the Finance Committee. Please contact me with any questions you may have. If this appears satisfactory, we will follow up with our formal letter proposal for signature.

Again, on behalf of our team, thank you so much for the opportunity to assist you with your project. We look forward to hearing from you soon. Have a great Christmas and Holiday Season and enjoy the time with family and friends! Take care.

Gausman & Moore
James D. Manning III, PE, LEED AP BD+C

**ENGAN
ASSOCIATES, P.A.**
ARCHITECTS
INTERIOR DESIGNERS



December 26, 2013

Kevin Halliday, City Clerk-Treasurer
City of Willmar
333 6th St. SW
Willmar, MN 56201

Re: City Auditorium upgrades (P1096.08)

Dear Kevin,

Thank you for the walk-through of the City Auditorium on Tuesday. This building is an important community asset, and the City of Willmar is taking the right step in investing in the future with timely maintenance.

This letter provides a **proposal for building assessment and master plan** services for the Willmar City Auditorium. Engan Associates provides this proposal based on over 30 years' experience in historic renovation, master planning, and multi-phased project management. This assessment and master plan will give the City the information needed to determine the best next steps for City Auditorium building maintenance investments.

Master Plan

The existing building is a solid structure with historical value and its use is enjoyed by the public. The goal of the Master Plan is develop a list of improvement needs for the building, develop the scope for a construction project, and provide a cost opinion. This master plan may be broken up into a multi-phased project based on construction costs and building priorities.

Project priorities include:

- Lead and hazardous material abatement and cleaning
- Firing range improvements
- Mechanical equipment upgrades
- Masonry restoration
- Plumbing fixtures improvements
- Building code Life Safety upgrades
- ADA building code accessibility upgrades, including consideration of an elevator
- Roofing upgrades
- Lighting upgrades
- Energy-saving construction

Further details on this work are included in the attached *Anticipated Assessment Process*.

Project Funding:

Because the City Auditorium is a historic structure, there is a high likelihood that Minnesota Historical Society **Legacy Grant funding** is available for portions of these building improvements. Engan Associates can help the City apply for these grants. Our familiarity with the application process has been formed through many years of assisting historic renovation clients with this process.

Specifically, grant funding opportunities exist for funding the **Master Plan, construction projects, and energy-reduction** construction initiatives.

Professional Service Fee:

Building assessment and master planning = \$9,500.00

This fee may be covered with Legacy Grant funding if application is successful. Professional fees for projects defined in the master plan can be determined when projects scopes are defined.

Thank you for the opportunity to support the City of Willmar in this important work. We look forward to moving forward together in investing in our city's infrastructure.

Sincerely,



Andrew Bjur, AIA, LEED AP, CID

Enclosure

Anticipated Assessment Process: Willmar City Auditorium

prepared for the

City of Willmar, Minnesota

December 26, 2013



Engan Associates

Architects

Interior Designers

311 4th Street SW

PO Box 956

Willmar, MN 56201

320.235.0860

www.engan.com

RESOLVING THE FACILITY NEEDS:

The following is an anticipated assessment process of a project to resolve the needs of the **City Auditorium in Willmar, MN**. It is based on and expands upon basic services as defined in AIA Document B101. We anticipate reviewing this process with you, the Owner, and revising it in a mutually agreeable manner.

- A. Project Understanding
- B. Building Condition Review
- C. Architectural Study
- D. Estimate of Probable Cost

This AAP has been prepared by Engan Associates for this project and is not to be shared or duplicated in any form.



I. PREDESIGN

A. PROJECT UNDERSTANDING

Team members including Owner and Architect create a statement that will direct the project. The statement is an outline for the work to come. It helps keep discussion and exploration focused on the Owner's goals.

Process:

- Revisit reasons for the study
- Review Owner's stated mission

Outcome:

- Understanding the philosophy of the project and what will make it successful
- A project statement identifying what a successful project will mean



I. PREDESIGN

B. BUILDING CONDITION REVIEW

The building condition will be surveyed for each of its components. This will include an opinion on the condition of each. A description of each component will include age, condition and anticipated life expectancy. This list can be reviewed and modified.

Process:

- Review construction plans for the existing facility
- Conduct on-site review focusing on building functions, use, and efficiency of utilization:
 - Location
 - Access
 - Area
 - Layout
 - Flexibility for future
- Conduct on-site review focusing on project objectives and building condition of all systems:
 - Architectural & Structural
 - Site work
 - Building structure
 - Roof
 - Walls and windows
 - Mechanical
 - Plumbing
 - Heating
 - Ventilation
 - Electrical
 - Power
 - Lighting
 - Fire alarm
 - Interior finishes
 - Equipment
 - Other
 - Temperature control
 - Fire protection
 - Other
 - Technical Systems (telephone and data)
 - Other

Outcome:

- Building condition study



I. PREDESIGN

C. ARCHITECTURAL STUDY

At this time a project takes graphic form for the Owner. This may focus on issues related to handicap accessibility, elevator location, and under-utilized areas.

Process:

- Analyze information provided by Owner
- Use firm resources and past experience to make recommendations to Owner
- Establish alternative ways of organizing building for long-range needs
- Begin code review of the building
- Review alternatives to arrive at the desired goal
- Develop project budget for building development

Outcome:

- Master plan for development that follows the building condition - this should reinforce the project statement and be in line with the Owner's mission



I. PREDESIGN

D. ESTIMATE OF PROBABLE COST

Develop cost information for decision making.

Process:

- Develop a cost estimate for the project defined by the architectural study
- Break down costs of:
 - Site work (including working with City on cleaning)
 - Sub-structure
 - Super-structure
 - Exterior enclosure
 - Roofing
- Develop cost estimate based on information gathered on-site, in our files, and from industry standards

Outcome:

- An estimate of probable project cost for the proposed building project



ENGAN
ASSOCIATES, P.A.
ARCHITECTS
INTERIOR DESIGNERS



December 27, 2013

Kevin Halliday, City Clerk-Treasurer
City of Willmar
333 6th St. SW
Willmar, MN 56201

Re: Firing Range Experience for City Auditorium Upgrades (P1096.08)

Dear Kevin,

Further to our December 26 proposal regarding building assessment and master planning services for the City Auditorium, the following outlines the firing range experience we offer the City of Willmar.

Engan Associates Architects and its partner Duffy Engineering offer over 30 years' collective experience in designing and assessing firing ranges for public and private clients. Specifically:

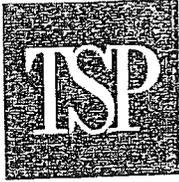
- Duffy Engineering has provided
 - a firing range for the Department of Natural Resources in Grand Rapids, MN (2012)
 - a 7-lane firing range for a private owner in Isle, MN (2012)
 - a 5-lane firing range for a private owner in Sauk Rapids, MN (2012)
 - a 360-degree firing range for the Camp Ripley Shoot House (2002)
 - a firing range at the National Guard Armory in Rosemount, MN (1990's)
 - a firing range for Camp Ripley (1980's).
- Perry Nistler PE of Duffy Engineering was previously an engineer for the MN Army National Guard and worked directly on many firing range projects.
- Nistler also was a Design Specification Writer for National Guard Firing Range Standards.
- One of Engan Associates Architects' areas of expertise is historic building facility studies and upgrades. Within this experience, we have repurposed 6 firing ranges for the National Guard Armories in Albert Lea, Bloomington, Jackson, Montevideo, Rochester, and St. Peter, MN. Each project involved assessments of decontamination needs and changes to mechanical and electrical systems.

As described above, the team of Engan Associates and Duffy Engineering provides the City of Willmar with comprehensive expertise for the Willmar City Auditorium project. Representatives of our team will attend the Finance Committee meeting at 4:45pm on Monday, December 30th in order to answer any questions the Committee may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. M. Engan', written in a cursive style. The signature is positioned above the printed name of the signatory.

Mitra M. Engan



To Solve. To Excel. Together.

1500 Highway 52 North
Rochester, MN
55901-0273

phone (507) 288-8155
fax (507) 288-7220

www.teamtsp.com

Architecture
Engineering
Construction

December 6, 2013

Kevin Halliday
City of Willmar
333 6th Street SW
Willmar, MN 56201

Re: Willmar City Auditorium & Shooting Range
Willmar, Minnesota

TSP appreciates the opportunity to submit this proposal to prepare a study with recommendations to address the issues in the Willmar City Auditorium and Shooting Range. WSB, Inc. will provide consulting services on the environmental issues.

Background

The Willmar Auditorium building is a 75-year old three story building of historic significance. The Auditorium has a stage and permanent seating for 160 and is also used as a gymnasium with a shooting range in the lower level. Recent internal OSHA compliance audits discovered high lead levels in dust throughout much of the building. The necessity to conduct lead dust abatement requires an assessment of the HVAC system including an assessment of asbestos for any building components that may also need to be removed.

Currently the utility of the building is hampered by the lack of an elevator and old HVAC equipment, as well as windows and doors that are not energy efficient. Planning is needed for an upgrade and re-vitalization of the building and a strategy may also be needed for acquiring the necessary funding and financing.

Scope of Proposed Services

Inspection from a Certified Environmental manager and a Licensed Lead Assessor to review the building and HVAC system and to collect and analyze additional dust samples from the HVAC system (air-handlers, ducts, filters, diffusers, etc.). A report will be submitted on the findings of all of the lead dust studies and existing asbestos studies with a recommendation for an abatement approach, expected costs and schedules.

Marshalltown, IA
Marshall, MN
Minneapolis, MN
Rochester, MN
Omaha, NE
Rapid City, SD
Sioux Falls, SD
Sheridan, WY

Services would include inspection of the property, sampling of an anticipated 20 lead dust samples, shipment of samples to the lab for analysis, lab analysis fees and reporting results of the inspection including the location and volumes of previously identified asbestos that must be removed prior to demolition of any HVAC components. Once the lab reports are complete we would prepare drawings or descriptions of the lead and asbestos containing building materials including the lead and asbestos volumes and locations that can be used for preparing abatement cost estimates and later for specifying the scope of necessary abatement plans and specifications.

The services also include the preparation of an abatement and HVAC component demolition cost estimate.

Once the extent of the hazardous materials is documented we will analyze the existing HVAC and electrical equipment, calculate the heating and cooling demands of the building and the shooting range area, calculate the exhaust requirements for the building and shooting range area, and determine the equipment and options that will best contain and prevent the movement of lead out of the shooting range and into other parts of the building. This will assist in the City's decisions for proceeding with the next phase of design.

The following services are included:

1. Document and evaluate existing mechanical systems serving the building.
2. Document and evaluate existing electrical power systems serving the building.
3. Evaluate existing mechanical and electrical drawings.
4. Calculate HVAC loads for the building.
5. Make preliminary selections of HVAC equipment.
6. Evaluate location of new HVAC equipment.
7. Evaluate capability and condition of the electrical power system.
8. Evaluate the system requirements that will be needed to contain the lead dust.
9. Evaluate the impact of new HVAC equipment on roof penetrations and structural capability to support new HVAC equipment.
10. Review codes and standards for requirements that apply to the type of building and occupancy.
11. Develop option or options for HVAC systems and estimated costs.

Our study will also include an overall building condition assessment. This would include accessibility, energy code, exterior envelope, structural condition, etc. The

Kevin Halliday- 12/06/13

intent of this would be to identify improvements and associated costs that would make unused portions of the building functional for additional community uses.

As part of this study, our team will explore available funding and financing resources for the abatement and any building renovation including assessment of eligibility from Heritage & Legacy Grants, Economic Development Grants, Abatement Grants and government bonding options (local and state bonding or other financing.). We will prepare a report with findings and recommendations.

Fees

We will provide the services for the study as outlined above on an hourly basis, not-to-exceed \$22,500.

In addition to the above fee, any out-of-pocket expenses for printing, postage, long-distance telephone, mileage, etc., will be billed as a reimbursable expense per the enclosed Reimbursable Expense Rate sheet.

Later you may also wish to consider grant writing for targeted funds. WSB Associates has a professional team of grant writers who work on many different types and sources of grant funding. In 2013 alone they were successful in gaining approval for more than \$21.8 million dollars in grants for Minnesota clients. For that service, we conduct an evaluation of potential grant and funding sources and the criteria for a successful funding application once the scope of the abatement and restoration is defined the City.

Please contact me if you have any questions regarding this fee proposal, bearing in mind that I will be on vacation the week of December 9.

TSP, Inc.



Steven D. Sorensen, AIA

Enclosure



To Solve. To Excel. Together.

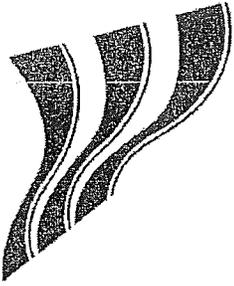
2013 TSP Reimbursable Expenses

TSP reimbursable expenses that appear on your invoices are based on the following rates. These rates are established by TSP and will be updated annually.

Photocopying	<u>8 1/2 x 11</u>	<u>8 1/2 x 14</u>	<u>11 x 17</u>
Black & White	\$.10/side	\$.15/side	\$.30/side
Color	\$.40/side		\$.80/side
Color Glossy	\$1.00/side		\$2.00/side

Printing/Plotting	<u>Bond</u>	<u>Color</u>	<u>Vellum</u>	<u>Mylar</u>
8.5 x 11	\$.10	\$.40		
11 x 17	\$.30	\$.80		
12 x 18	\$.40			
15 x 21	\$.60			
18 x 24	\$.75			
24 x 36	\$1.50	\$4.00	\$6.00	\$6.00
30 x 42	\$2.00	\$5.50	\$8.25	\$8.25

CD	\$ 7.50 (plus charge for CAD file, etc.)
Facsimile	\$.25 per page (outgoing/incoming)
Long Distance Telephone	Cost plus 10%
Overnight Delivery	Cost plus 10%
Postage/UPS	Cost plus 10%
Archive Retrieval Fee	\$25.00 per project
Mileage	IRS rate
Meals and Lodging	Cost plus 10%
CAD Files (Drawing Format)	\$150/Drawing sheet
Outside Professional Consultant	Cost plus 10%
Outside Printing Service	Cost plus 10%



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

Agenda Item Number: 6
Meeting Date: December 30, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review reports:
A) Preliminary General Fund Expenditures
B) November CVB Financial Reports
C) October Rice Financial Report
D) MUC Financial Report
E) November Rice Trust Report

Background/Summary: Periodic review of reports

Alternatives: N/A

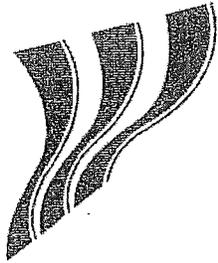
Financial Considerations: Review financial status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GENERAL FUND						
101 CITY ADMINISTRATOR	272,701.00	0.00	16,088.16	269,867.47	2,833.53	98
41400 MAYOR AND COUNCIL	209,615.00	0.00	30,466.22	211,626.49	2,011.49	100
41402 PLANNING & DEVELOP. SERVICES	482,412.00	0.00	29,181.55	481,632.06	779.94	99
41403 CITY CLERK-TREASURER	207,994.00	0.00	11,793.77	204,007.98	3,986.02	98
41404 ASSESSING	274,950.00	0.00	15,885.17	221,915.56	53,034.44	80
41405 FINANCE DEPARTMENT	387,032.00	0.00	21,605.64	335,819.66	51,212.34	85
41406 LEGAL	216,000.00	0.00	22,067.05	235,917.02	19,917.02	109
41408 CITY HALL	145,254.00	0.00	8,505.79	112,374.28	32,879.72	77
41409 INFORMATION TECHNOLOGY	425,530.00	0.00	20,329.34	377,606.07	47,923.93	88
41418 CULTURAL DIVERSITY	0.00	0.00	0.00	0.00	0.00	0
41424 ELECTIONS	22,697.00	0.00	556.70	21,138.25	1,558.25	93
41428 NON-DEPARTMENTAL	1,255,100.00	0.00	9,490.12	1,365,325.82	111,225.82	108
42411 POLICE DEPARTMENT	4,111,630.00	0.00	214,446.65	3,815,259.06	296,370.94	92
42412 FIRE PROTECTION	645,430.00	0.00	40,531.84	501,462.58	143,967.42	77
42428 NON-DEPARTMENTAL	15,000.00	0.00	10.58	44,889.43	29,889.43	289
43001 TRANSIT SYSTEM	13,000.00	0.00	13,000.00	13,000.00	0.00	100
43417 ENGINEERING	496,938.00	0.00	20,986.15	272,922.82	224,015.18	54
43425 PUBLIC WORKS	2,384,391.00	0.00	108,832.68	2,179,633.25	204,757.75	91
43428 NON-DEPARTMENTAL	2,000.00	0.00	66.50	872.50	1,127.50	43
43430 AIRPORT	0.00	0.00	0.00	0.00	0.00	0
44428 NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0
45426 LIBRARY	469,173.00	0.00	0.00	420,431.10	48,741.90	89
45427 AUDITORIUM	47,500.00	0.00	6,685.13	40,280.22	7,219.78	84
45428 NON-DEPARTMENTAL	110,500.00	0.00	0.00	46,000.00	64,500.00	41
45431 PARK DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
45432 LEISURE SERVICES	334,670.00	0.00	49,226.07	282,924.98	51,675.02	84
45433 CIVIC CENTER	564,705.00	0.00	36,179.45	545,832.21	18,872.79	96
45435 COMMUNITY CENTER	133,242.00	0.00	10,054.40	113,948.15	19,293.85	85
45437 AQUATIC CENTER	199,669.00	0.00	3,944.20	180,408.95	19,260.05	90
49429 TRANSFERS	1,817,611.00	0.00	1,727,258.50	1,817,611.00	0.00	100
TOTAL: GENERAL FUND	15,244,744.00	0.00	2,417,191.67	14,113,777.41	1,130,966.59	92



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of November 30, 2013
(As of 12/11/13)

Assets

Cash	\$ 22,563.12
Petty Cash	50.00
Investments	174,887.85
Taxes Receivable	-
Accounts Receivable	15,774.02
Prepaid Expenses	-
Interest Receivable	-
Total Assets	\$ 213,274.99

Liabilities

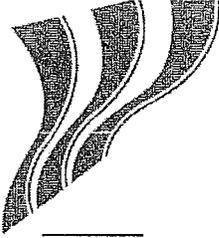
Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	15,094.17
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	166,937.20
Total Fund Balance	213,274.99

Total Liabilities & Fund Balance **\$ 213,274.99**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended November 30, 2013
 (As of 12/11/13)

	<u>Budget</u>	<u>2013 Actual</u>	<u>2012 Actual</u>	
Lodging Receipts	\$ 152,000.00	\$ 148,653.07	\$ 140,198.22	*
State Tourism Grant	3,000.00	2,975.00	4,922.16	*
Kandiyohi County	14,500.00	14,885.55	14,728.80	*
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-	
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00	
Advertising Sales	4,000.00	1,899.50	2,653.50	
Miscellaneous	-	1,661.68	1,105.00	*
Interest Earnings	6,000.00	2,225.17	2,720.50	
Market Value Increase (Decr)	-	52.37	651.07	*
Refunds & Reimbursements	-	1,080.08	2,601.81	*
Total Revenues	214,500.00	207,432.42	203,581.06	
<u>Expenditures</u>				
Operating				
Full Time Exec Director Salary	84,240.00	63,016.30	61,444.77	
Temporary Employee Salaries	-	-	-	
Benefits and Taxes	19,500.00	11,065.95	13,267.63	
Office Supplies/Copies	3,400.00	2,486.22	2,116.87	
Small Tools	-	616.52	751.59	*
Postage	1,300.00	857.94	985.62	
Mtce. of Equipment	1,000.00	-	-	
General Supplies	2,200.00	2,173.70	350.92	
Telephone/Fax	4,200.00	3,191.56	3,400.92	
Printing & Publishing	2,000.00	1,039.33	1,453.70	
Travel/Lodging/Dues	5,000.00	5,546.01	6,049.35	*
Mtce. of Equipment	-	168.33	-	*
Other Services	-	645.20	768.92	*
Rents	8,000.00	6,266.10	6,266.10	
Insurances & Bonds	355.00	375.00	355.00	*
Awards & Indemnities	200.00	270.55	256.50	*
Subscription/Membership	1,600.00	2,602.43	1,562.19	*
Professional Services	2,400.00	1,848.00	2,598.00	*
Advertising/Marketing	-	343.10	-	*
Other Charges				
Contingency Fund	1,300.00	60.00	4,105.07	
City Transfer (5%)	7,500.00	-	-	
Transfer Out Capital Improvement	-	-	-	
Refunds and Reimbursements	-	-	46.78	*
Market Value Adjustment	-	11,846.61	607.37	*
Tourism Expenses	34,000.00	34,805.85	38,005.24	*
Ad Development & Revisions	250.00	-	-	
Conference & Convention	21,000.00	8,652.36	15,064.58	
Group Tour Promotions	2,000.00	1,510.99	1,972.00	
Leisure Travel	25,000.00	17,557.62	26,217.78	*
Fall/Winter Promotions	6,000.00	3,743.65	3,491.85	
Spring/Summer Promotions	-	-	-	
Special Projects	7,000.00	1,625.00	5,750.00	
Strategic Marketing	6,000.00	-	3,123.52	
Total Expenditures	245,445.00	182,314.32	200,012.27	
Net Income (Loss)	(30,945.00)	25,118.10	3,568.79	
Fund Balance January 1	188,156.89	188,156.89	207,922.15	
Prior Period Adjustment	-	-	-	
Fund Balance November 30	<u>\$ 157,211.89</u>	<u>\$ 213,274.99</u>	<u>\$ 211,490.94</u>	

* Indicates Over Budget

Rice Memorial Hospital Financial Statements October 31, 2013

Executive Summary

October was a negative month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a loss of \$776,000 from operations compared to budgeted Operating Income of \$76,000 and last year's October Operating Income of \$1.0 million. The primary contributing factors for this month's negative results were lower reimbursement and an increase in expenses. The lower reimbursement was due to the continued shift in payer mix and declining reimbursement rates within the governmental payers due to lower case mix acuity. All three operating entities incurred operating deficits for the month.

Here is a summary of key financial indicators:

	<u>Actual</u>	<u>Budget</u>	<u>Last Year/ Last YTD</u>	<u>Prior Year</u>	<u>Benchmark</u>	<u>Actual - YTD</u>	<u>Desired</u>
Operating Margin- Month	-10.1%	0.9%	10.7%			↓	↑
Operating Margin- YTD	-3.0%	2.4%	0.7%	1.4%	2.2%	↓	
Excess Margin- Month	-8.7%	1.8%	10.7%			↓	
Excess Margin- YTD	-3.2%	3.3%	1.7%	2.3%	2.8%	↓	
EBIDA Margin- Month	0.5%	11.0%	19.2%			↓	
EBIDA Margin- YTD	7.2%	12.2%	10.4%	13.1%	10.8%	↓	
Debt/Capitalization	42.4%	41.8%	43.9%	43.4%	38.7%	↔	↓
Net Days of Receivables	53	50	58	64	46	↔	↓
Days of Cash	110	129	122	114	131	↓	↑
Cash/Debt	64%	82%	67%	63%	87%	↔	↑

October 31, 2013 Balance Sheet:

The October YTD balance sheet realized a decrease in Net Assets of \$1.4 million. Total Assets have decreased \$2.6 million while Total Liabilities have decreased \$1.2 million. The Total Asset decrease was due to a decrease in Current Assets of \$3.8 million; an increase in Assets Limited as to Use of \$223,000; an increase in Property, Plant, and Equipment of \$1.4 million; and a decrease in Other Assets of \$495,000. The decrease in Current Assets was due to decreases in Trustee Bond Agreement reserves (debt service payments) and Receivables. Assets Limited as to Use has increased due to market value increases in the Rice Trust Endowment Fund. Property, Plant, and Equipment has increased due to the Care Center Project and Other Assets have decreased due to General Investment transfers to Cash partially offset by an increase in the investment in Willmar Medical Services.

Cash & General Investments have decreased \$1.3 million since December 31, 2012 due to lower than anticipated operating performance and construction projects funded out of operations. This will substantially change once the 2013 Bond Issue is completed and the proceeds are deposited. Liabilities have decreased due debt payments (\$2.3 million) made during the year. Net Assets have decreased due to financial performance but offset somewhat by increases in the Rice Trust Fund and the Specific Purpose Fund.

October 2013 Results:

The overall Net Operating Loss was \$776,000 compared to budgeted Operating Income of \$76,000 and compared to last year's Operating Income of \$1.0 million. Hospital Total Operating Revenues were 7.9% less than budget for the month and 21.0% less than last year. Inpatient Revenues were 11.1% greater than budget while Outpatient Revenues were 5.6% less than budget. Inpatient Revenues were driven by increased activity in many departments due to the higher census. Outpatient Revenue decreases were the result of lower revenues in Emergency Room, Laboratory, and Hospice. Care Center Resident Revenues were greater than budget by 6.0% while Home Medical revenues were 13.7% greater than budget due to increased Sales Revenues. Overall Patient Revenues were \$540,000 (3.2%) greater than budget and 1.0% greater than last year.

Consolidated deductions from revenue were 11.0% (\$908,000) greater than budget even though Patient Revenues were only 3.2% greater than budget. The continued shift to government payer sources and a decrease in case mix or patient acuity contributed to this negative variance. The Hospital's reimbursement rate for the month was 45.18% compared to a budget of 48.23%; a negative revenue variance of \$474,000.

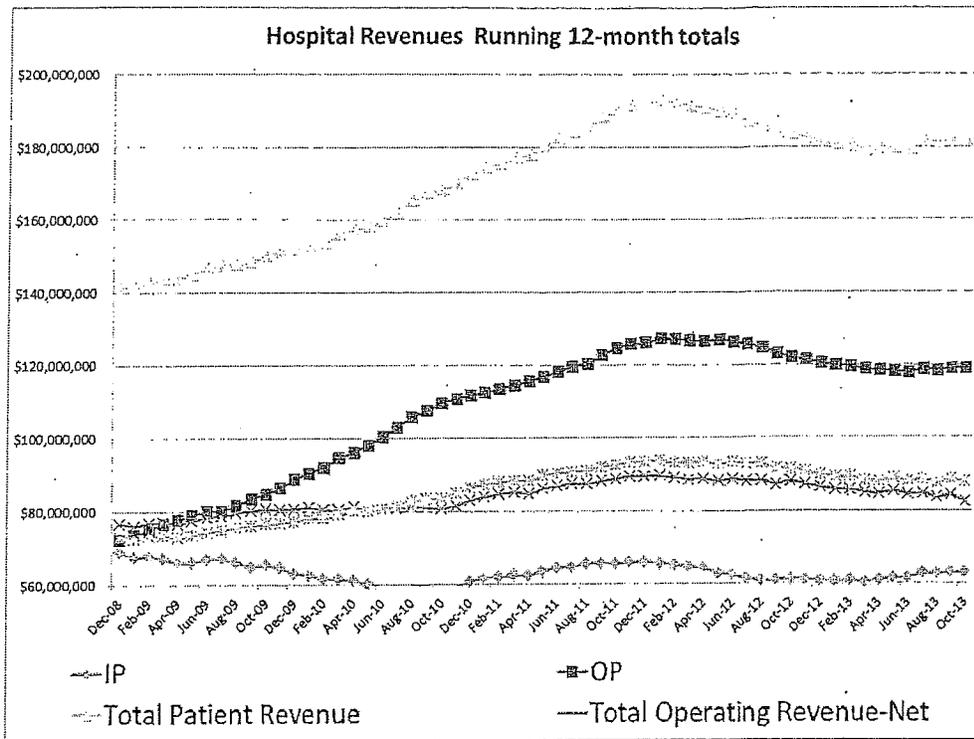
Other operating revenues were \$66,000 (4.5%) less than budget even though there has been improved WMS activity and profits. Other Operating Revenue activity at the Hospital has been lower than projected due to Laboratory and Anesthesia services. Laboratory non-Rice activity was down due to the loss of a couple of clients while Anesthesia services that were previously sold to the Willmar Surgery Center are now part of Willmar Medical Services and thus these services are no longer sold but allocated and then deducted from Rice's activity. Net WMS activity at Rice was greater than budget by \$318,000 (17.6%) due to added Anesthesia and Sleep services into WMS. Total Operating Revenues were \$7.7 million; \$754,000 (8.9%) less than budget and \$1.8 million (19.4%) less than last year. Last year the Stage I Meaningful Use reimbursements were received in the amount of \$1.2 million. It is expected and hopeful that Rice will receive the Stage II Meaningful Use reimbursements in December 2013 at an estimated amount of \$800,000.

Net Expenses were \$8.4 million; \$98,000 (1.2%) greater than budget but 0.6% less than last year. Expenses were mixed for the month with Salaries \$160,000 (4.2%) greater than budget due to FTE's; Contract Labor \$60,000 (23.0%) greater due to Hospital contracted services and Care Center contracted therapy costs; and Benefits \$197,000 (17.9%) greater due to increased health insurance and worker's compensation costs. The Hospital Compensation Ratio was 56.9% compared to the target of 50.4% a variance of \$549,000. Supplies were \$29,000 (2.9%) greater than budget due higher Sales Revenues at Home Medical. Drugs were \$133,000 (16.6%) less than budget due to lower than projected Medical Oncology activity. Purchased Services were \$82,000 (15.3%) less than budget due to lower costs in Surgery and Hospice; Repairs & Rentals were \$12,000 (4.5%) greater than budget due to numerous departments and timing of service contract payments; Utilities were at budget; Insurance was at budget; Patient Related Travel was \$4,500 (11.4%) greater than budget due to Ambulance and Hospice activity ; Education, Travel, and Dues were \$6,900 (8.8%) greater than budget due to SWEPT and Anesthesia; and Other was \$15,000 (39.1%) less than budget. Capital Costs were lower with Depreciation \$39,000 (5.5%) less than budget and Interest \$7,900 (5.5%) less than budget as Care Center financing has not occurred. Bad Debts were \$13,000 (9.0%) less than budget due to improved aging of the accounts. Bad Debts and Uncompensated Care were \$84,000 less than budget and \$130,000 less than last year. Taxes were \$3,500 (1.9%) greater than budget.

The Hospital generated an Operating Loss of \$668,000 compared to budgeted Operating Income of \$32,000 and last year's Operating Income of \$1.0 million. Care Center activity generated an Operating Loss of \$34,000 compared to expected Operating Income of \$40,000 and last year's Operating Income of \$45,000. The Care Center Loss was due to the ups and downs of the census during the renovation projects. Home Medical activity generated an Operating Loss of \$72,000 compared to budgeted Operating Income of \$4,200 and last year's Operating Loss of \$46,000. The Home Medical Loss was due to lower reimbursements on activity and increases in expenses.

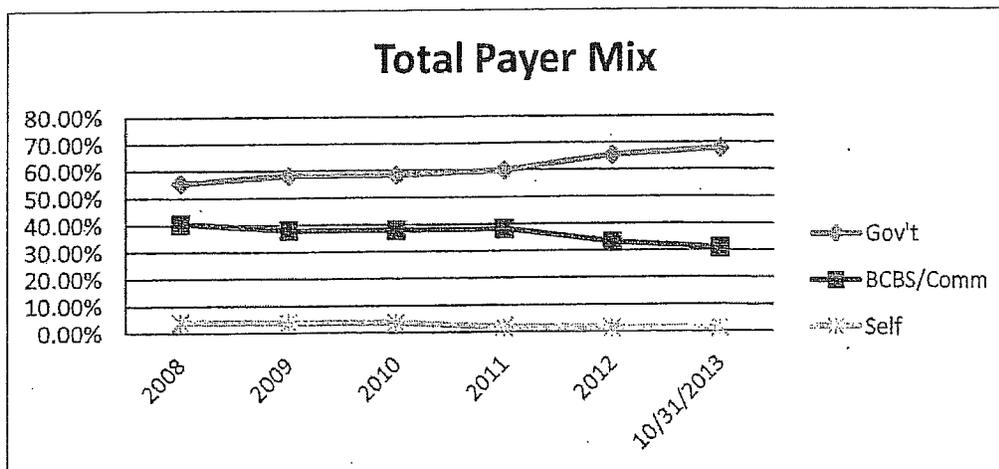
October YTD 2013 Results:

The overall YTD net Operating Loss was \$2.3 million compared to budgeted Operating Income of \$2.1 million and last year's Operating Income of \$633,000. Hospital Operating Revenues were \$4.4 million (6.2%) less than budget and 4.7% less than last year. Inpatient Revenues were 4.2% greater than budget and 2.4% greater than last year while Outpatient Revenues 7.3% less than budget and 4.6% less than last year. Inpatient Revenues were driven by the increased census while Outpatient Revenues were the result of lower revenues in Surgery, Anesthesia, Emergency, Pharmacy, Lab, Hospice, and Medical Imaging. Most of the revenue variances related to lower volumes however, Surgery experienced a lower acuity of procedures thus creating a negative rate variance.



Care Center Resident Revenues were greater than budget by \$305,000 (3.7%) due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 7.5% greater than budget (Sales and Rentals) and 22.7% greater than last year (Sales and Rentals).

Consolidated deductions from revenue were 3.8% (\$3.1 million) greater than budget even though Total Patient Revenues were 0.6% less than budget. A continued downward shift in reimbursement due to an increase in activity from government payers contributed to this variance along with the negative write-offs at Home Medical. In addition, lower inpatient reimbursements due to decreases in the case mix or patient acuity has further contributed to this negative variances. Net Revenue from Patients was \$4.2 million (4.7%) less than budget and 2.3% less than last year. The Hospital's reimbursement rate was 47.83% compared to a budget of 48.96%; a negative revenue variance of \$1.7 million.

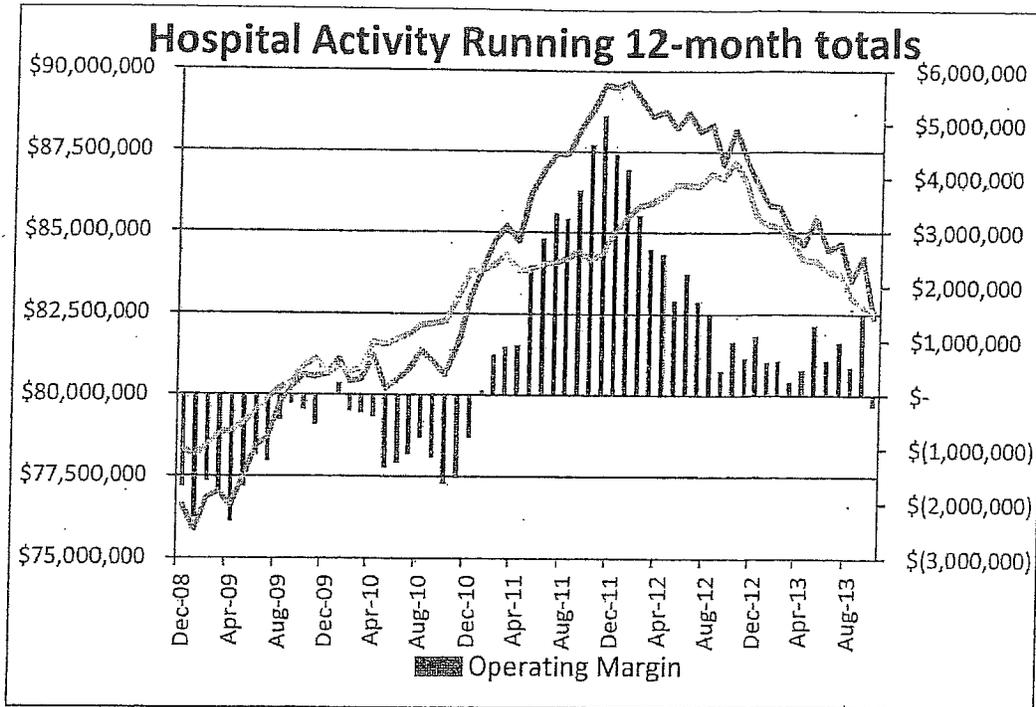


Other operating revenues were \$1.1 million (7.5%) less than budget due to lower activity in Laboratory, Pharmacy (WMS related), and Anesthesia (WMS related). In addition, Dental Clinic grant revenues were also lower than projected. WMS activity at Rice was greater than budget by \$1.3 million (7.4%) due to inclusion of Anesthesia and Sleep services. Total Operating Revenues were \$80.5 million; \$6.6 million (7.6%) less than budget and \$4.3 million (5.1%) less than last year.

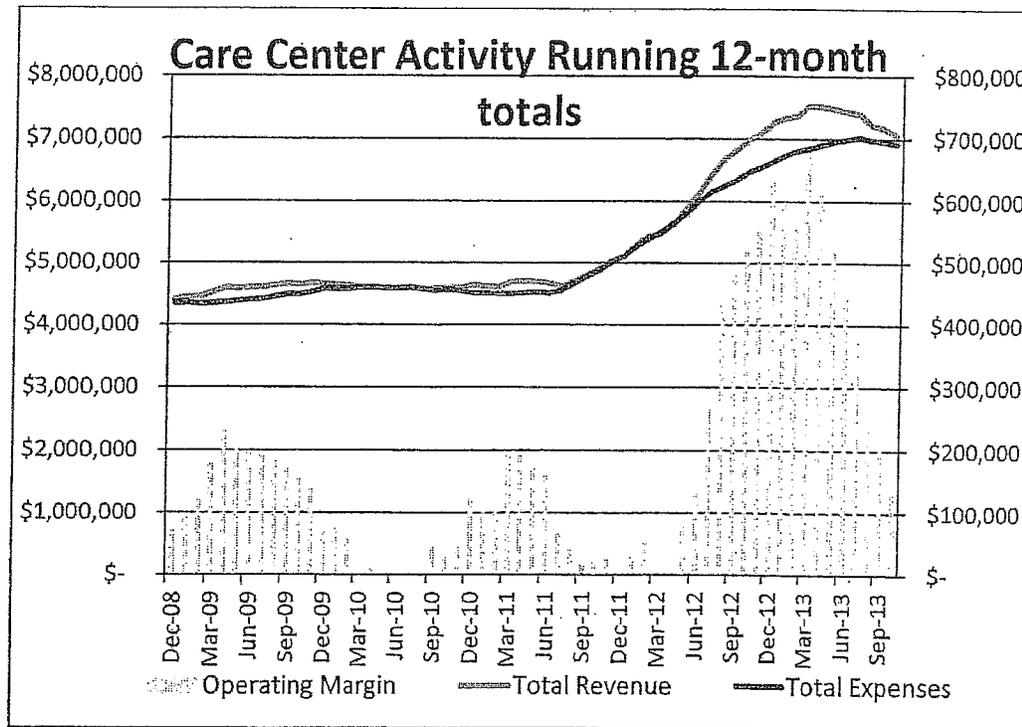
Net Expenses were \$82.9 million; \$2.1 million (2.5%) less than budget and 1.5% less than last year. Expenses were mostly lower with Salaries \$262,000 (0.7%) less than budget due to lower Hospital patient activity. Contract Labor was \$457,000 (17.8%) greater than budget due to Hospital (Behavioral Health, Care Management, Pharmacy, Emergency Room Physicians, Therapy, and Patient Accounting) and Care Center (Therapy) contracted services. Benefits were \$198,000 (1.8%) greater due to lower salaries but offset by health insurance. The Compensation Ratio was 52.3% compared to the target of 49.6%, a negative variance of \$2.3 million. Supplies were \$519,000 (4.9%) less than budget due lower activity in Surgery. Drugs were \$1.7 million (22.8%) less due to lower Medical Oncology purchases. Purchased Services were \$114,000 (2.2%) less than budget; Repairs, Service, & Rentals were \$54,000 (2.0%) greater than budget due new patient monitoring leases; Utilities were \$53,000 (3.7%) less than budget; Insurance was \$15,000 (2.5%) less than budget; Patient Related Travel was \$3,200 (0.9%) greater than budget; Education, Travel, and Dues were \$13,000 (1.7%) greater than budget; and Other was \$74,000 (18.8%) less than budget. Capital Costs were less than budget with Depreciation \$201,000 (2.9%) less than budget and Interest \$79,000 (5.4%) less than budget. Bad Debts were \$63,000 (4.4%) greater than budget. Combined, Bad Debts and Uncompensated Care were \$223,000 (8.9%) less than budget and 7.9% less than last year. Taxes were \$20,000 (1.1%) less than budget.

Non-operating activity was \$946,000 less than budget due to unrealized losses which has been offsetting the unrealized gains from prior years.

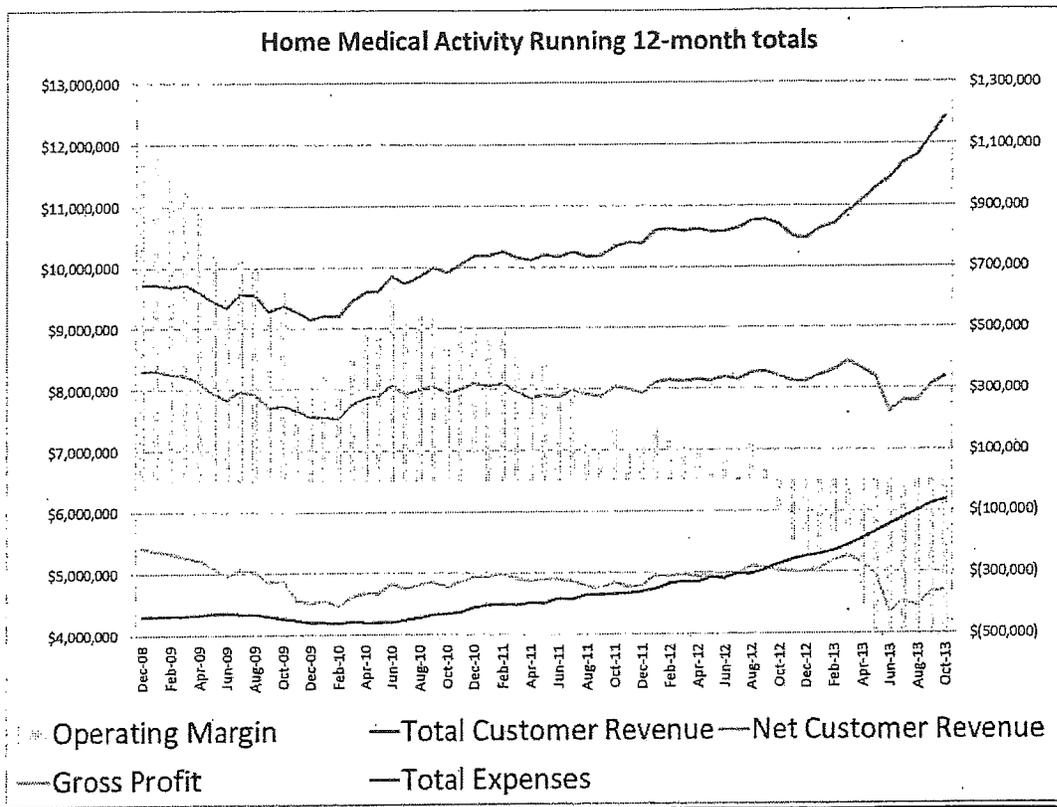
The Hospital generated an Operating Loss of \$938,000 compared to budgeted Operating Income of \$1.6 million and last year's Operating Income of \$350,000. The downward trend of Net Patient Revenues and Total Operating Revenues continued to push lower profitability.



Care Center activity generated Operating Income of \$20,000 compared to expected Operating Income of \$600,000 and last year's Operating Income of \$517,000. The construction projects continued to limit occupancy which has trended Revenues and Operating Margin lower.



Home Medical activity generated an Operating Loss of \$1.4 million compared to a budgeted Operating Loss of \$124,000 and last year's Operating Loss of \$234,000.



Trend Reports – Monthly & YTD

The trended reports have been included in this packet for a few months but with little mention of the reports. As Rice will be moving to a forecasting model and away from a monthly budget model, more emphasis will be placed on trends and monthly results and compared to historical results. Each quarter global type metrics will be reported and updates to quarterly forecasts will be prepared and shared at the Finance Committee meetings. Included in this packet of material are monthly and YTD performance comparing actual monthly activity and the prior four months along with actual YTD activity and the prior four years of YTD activity.

Trend Reports - Monthly

The Hospital activity continued to bounce back and forth between profitability and losses over the past five months. The numbers indicate that in months with losses, the actual amount of losses are significant and are nearly double than the profitable months. Rice has not experienced a month in the last few months that profits were significant or measured in excess of \$500,000 for any given month. However, two of the past three months, losses have exceeded or approximated \$500,000.

The Care Center activity also bounced back and forth but not to nearly the same magnitude. As previously mentioned, the results were related to the renovation projects at the Care Center which will be finished in July 2014 and then operating activity will improve back to projected results.

Home Medical continued to struggle and underperform. Operating losses continued to mount on top of the write-offs from earlier in the year. Three of the last four months have experienced operating deficits due to lower reimbursements and higher expenses.

Trend Reports - YTD

The Hospital activity continued to bounce back and forth between profitability and losses over the past five years. Three of the past five years have generated positive operating results but with only 2011 generating satisfactory results and profitability. While losses in 2013 are not as significant as 2010, the Operating Margin deficit of 1.4% was still below expectations.

The Care Center activity has been substantially positive over the past five years with 2011 the only negative year (-\$8,100) which was due to the construction of Therapy Suites. The improved performance related to investments made in Therapy Suites and general operational performance prior to Therapy Suites.

Home Medical continued to struggle and underperform over the past three years. Prior to 2011, profitability was generated but through continued downward pressure on reimbursement and the changes in the rules and regulations, it has taken Rice longer to move away from government payment sources to retail cash payment sources. On a positive note, Patient Revenues have increased from \$7.4 million in 2009 to \$10.6 million in 2013 of which the key to success will be to convert this increased activity into profits.

Statistical and Volume Summary

Patient days were 125 (14.3%) greater than budget with admissions 47 (18.8%) greater than budget yielding a decrease in length of stay of 5.1% from budget. Compared to the prior year, patient days were 33 (3.2%) less for the month with admissions 4 (1.3%) less than last year. The average daily census for the month was 32.3 compared to a budget of 28.3 and 33.4 last year. Observation patients were 22.2% less than budget and 25.0% less than last year. Medicare case mix was 8.8% less than budget while the overall case mix was 9.5% less than budget. Overall activity as measured in terms of adjusted admissions was 5.0% greater than budget and 0.4% less than last year while adjusted patient days were 0.9% greater than budget but 2.3% less than last year. There were 87 deliveries for the month compared to a budget of 49 and 77 one year ago. Care Center resident days were 4.6% less than budget with a 61.1 average daily census.

YTD patient days were 621 (6.4%) greater than budget while admissions were 200 (7.4%) greater than budget yielding a minimal decrease in the length of stay. Compared to the prior year, patient days were 84 (0.8%) greater with admissions 55 (1.9%) greater than last year. The average daily census was 33.7 compared to a budget of 31.7 and 33.4 last year. Observation patients were 23.2% less than budget and 17.4% less than last year. Medicare case mix was 3.3% less than budget while the overall case mix was 2.5% less than budget. Overall activity as measured in terms of adjusted admissions was at budget and 1.8% less than last year while adjusted patient days were 0.8% less than budget and 2.7% less than last year. There were 706 deliveries compared to a budget of 614 (15.0%) and 633 (11.5%) from a year ago. Care Center resident days were 10.1% less than budget with a 64.0 average daily census.

Ancillary departments were mixed for the month. Surgery & GI procedures were 9.9% greater than budget and 18.6% greater than last year. Inpatient activity was 6.6% less than budget and 7.3% less than last year while Outpatient activity was 16.8% greater than budget and 30.8% greater than last year. The difficulty that Rice experienced was the lower acuity in the surgical activity and especially the inpatient cases which has a negative effect on Net Patient Revenues through a lower case mix index. Emergency Room visits were 8.2% less than budget and 7.4% less than last year. Lab tests were

0.7% less than budget and 7.3% less than last year. Medical Imaging procedures were 2.4% less than budget and 7.3% less than last year. Radiation Oncology treatments were 60.6% less than budget and 39.8% less than last year. Hopefully this will improve subsequent to the transition of physician services. Medical Oncology visits were 7.1% less than budget and 7.9% less than last year. Dialysis treatments were 9.0% greater than budget and 7.8% greater than last year; Rehab visits were 10.3% greater than budget and 4.4% greater than last year; Hospice visits were 2.1% less than budget and 18.9% less than last year; and Ambulance runs were at budget and 0.9% less than last year.

On a YTD basis, Surgery & GI procedures were 2.7% greater than budget and 4.5% greater than last year. Inpatient procedures were 1.4% less than budget and 5.2% less than last year while Outpatient procedures were 4.3% greater than budget and 8.8% greater than last year. Emergency Room visits were 5.8% less than budget and 4.5% less than last year. Lab tests were 4.6% less than budget and 5.6% less than last year. Medical Imaging procedures were 7.5% less than budget and 7.8% less than last year. Radiation Oncology treatments were 39.6% less than budget and 30.4% less than last year while Medical Oncology visits were 10.4% less than budget and 8.0% less than last year. Dialysis treatments were 7.0% greater than budget and 7.7% greater than last year; Rehab visits were 0.5% greater than budget and 0.1% less than last year; Hospice visits were 0.4% less than budget and 11.6% less than last year; and Ambulance runs were 1.4% less than budget and 0.6% greater than last year.

Full Time Equivalent's (FTE's) for the month were 805 compared to a budget of 774 (4.0%) and compared to last year's total of 806 (-0.1%). Hospital FTE's were 3.9% greater than budget; Care Center 2.6% greater than budget; and Home Medical 5.6% greater than budget. YTD FTE's were 804 compared to a budget of 799 (0.6%) and last year's total of 804 (0.0%). Hospital FTE's were 0.2% greater than budget and 0.7% less than last year; Care Center was 2.6% less than budget and 4.4% less than last year; and Home Medical was 7.8% greater than budget and 11.9% greater than last year.

Key Performance Indicators

The Operational indicators were negative for the month and compared to budget. Consolidated Operating Margin was -10.1% compared to the budget of 0.9% and last year's 10.7%. Excess Margin was -8.7% compared to a budget of 1.8% and last year's 10.7%. The EBIDA Operating Margin was 0.5% for the month compared to a budget of 11.0% and last year's 19.2%. The YTD Operational indicators were negative compared to budget and last year. Consolidated Operating Margin was -3.0% compared to the budget of 2.4% and last year's 0.7%. Excess Margin was -3.2% compared to a budget of 3.3% and last year's 1.7%. EBIDA Operating Margin was 7.2% compared to a budget of 12.2% and last year's 10.4%.

The Financial ratios indicate that the Debt/Capitalization ratio of 42.4% was higher than the year-end target of 41.8%, lower than last year's 43.9%, and higher than the benchmark of 38.7%. Debt Service Coverage was 1.9 compared to the budget of 3.1 and the debt covenant of 1.25. Days in accounts receivable were 53 compared to a target of 50 and last year's 56. Days of Cash were 110 compared to the year-end target of 129 and last year's 122. The Cash/Debt ratio was 64% compared to the year-end target of 82%; last year's 67% and the benchmark of 87%. The Financial Strength Index was -0.71 compared to the budget of 1.21 and 0.73 last year.

YTD Hospital productivity ratios in terms of staffing was slightly less budget with FTE's per adjusted admit at 14.6 compared to a budget of 14.7; last year's ratio of 14.5; and the benchmark of 14.9. FTE's per adjusted patient day were 4.2 compared to the budget of 4.1; last year's ratio of 4.1; and the benchmark of 4.4. The YTD Hospital Compensation Ratio was 52.3% compared to a budget of 49.6% and 50.3% last year. Care Center Hours per Resident Day were 6.6 compared to the budget of 6.2 and the benchmark of 5.8. Sales per FTE at Home Medical were \$158,000 which was 0.3% less than the target but 9.6% higher than last year.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Ten Months Ending October 31, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$3,354,564	\$2,999,489	\$355,075
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,866,729	2,393,907	(527,178)
5 ACCOUNTS RECEIVABLE NET	14,767,062	18,416,955	(3,649,892)
6 OTHER RECEIVABLES	426,788	626,156	(199,368)
7 INVENTORY	2,219,401	1,881,543	337,859
8 PREPAID EXPENSES	935,326	1,080,525	(145,198)
10 TOTAL CURRENT ASSETS	23,569,871	27,398,573	(3,828,702)
12 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,181,089	0
15 REMAINDER UNITRUST - RECEIVABLE	43,996	43,996	0
16 ENDOWMENT FUND - INVESTMENTS	2,840,263	2,616,990	223,273
18 TOTAL ASSETS - USE IS LIMITED	6,065,349	5,842,075	223,273
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	135,650,597	132,297,068	3,353,529
22 LESS: ACCUMULATED DEPRECIATION	(74,691,505)	(72,741,611)	(1,949,894)
24 NET PROPERTY, PLANT & EQUIPMENT	60,959,092	59,555,457	1,403,635
26 OTHER ASSETS			
27 INVESTMENTS	24,286,682	25,941,901	(1,655,218)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,845,183	3,647,124	1,198,058
30 OTHER INVESTMENTS	54,963	79,963	(25,000)
31 GOODWILL, NET	84,944	86,056	(1,111)
32 DEFERRED DEBT ACQUISITION COSTS	187,908	200,398	(12,490)
35 TOTAL OTHER ASSETS	29,884,867	30,380,628	(495,761)
37 TOTAL ASSETS	\$120,479,178	\$123,176,733	(\$2,697,555)
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,754,479	\$2,290,275	\$464,204
43 ACCOUNTS PAYABLE - TRADE	1,695,074	1,730,604	(35,530)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(107,940)	(29,504)	(78,436)
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,684,572	10,992,653	(308,081)
46 ACCRUED INTEREST AND DUE TO WMS	3,576,124	2,089,775	1,486,348
48 TOTAL CURRENT LIABILITIES	18,602,309	17,073,804	1,528,505
50 LONG TERM DEBT (LESS CURRENT PORTION)	43,158,132	45,957,263	(2,799,131)
52 TOTAL LIABILITIES	61,760,440	63,031,067	(1,270,626)
54 COMMITMENTS AND CONTINGENCIES			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,181,089	0
59 SPECIFIC PURPOSE FUND	235,165	88,338	146,828
60 PERMANENT ENDOWMENT	2,840,263	2,616,990	223,273
61 CURRENT YEAR INCOME	(2,553,603)	2,430,598	(4,984,201)
62 UNRESTRICTED	55,015,823	51,828,651	3,187,172
64 TOTAL NET ASSETS	58,718,737	60,145,666	(1,426,929)
66 TOTAL LIABILITIES AND NET ASSETS	\$120,479,178	\$123,176,733	(\$2,697,555)

RIE MEMORIAL HOSPITAL CONSOLIDATED
For the Ten Months Ending October 31, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE	17,608,953	17,068,705	3.2%	171,546,451	172,636,418	(0.6%)
INPATIENT REVENUE	9,141,236	8,161,440	12.0%	85,072,093	81,660,849	4.2%
OUTPATIENT REVENUE	59,895	130,810	(54.2%)	987,058	1,273,461	(22.5%)
RICE CARE CENTER REVENUE	832,212	785,060	6.0%	8,493,624	8,188,298	3.7%
RICE HOME MEDICAL REVENUE	1,207,945	1,062,013	13.7%	10,619,380	9,874,883	7.5%
TOTAL PATIENT REVENUE	11,781,286	11,380,123	3.5%	117,172,555	116,102,339	0.9%
LESS DISCOUNTS & CONTRACTUALS	(1,434,953)	(1,501,925)	(4.5%)	(13,924,966)	(15,049,811)	(7.5%)
LESS UNCOMPENSATED CARE	(9,842,775)	(10,278,380)	(4.2%)	(99,412,266)	(104,751,919)	(5.1%)
TOTAL DEDUCTIONS FROM REVENUE	(11,377,728)	(11,780,305)	(3.5%)	(113,337,232)	(120,801,730)	(6.2%)
NET REVENUE FROM PATIENTS	3,203,518	3,203,518	0.0%	3,203,518	3,203,518	0.0%
OTHER OPERATING REVENUE	1,434,953	1,501,925	(4.5%)	13,924,966	15,049,811	(7.5%)
TOTAL OPERATING REVENUE	4,638,471	4,705,443	(1.4%)	45,130,484	47,253,329	(4.7%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	(2,130,656)	(1,811,739)	17.6%	(18,876,525)	(17,573,118)	7.4%
TOTAL OPERATING REVENUE	2,507,815	2,893,704	(13.0%)	26,253,959	29,680,211	(11.6%)
OPERATING EXPENSES	3,950,699	3,790,168	4.2%	38,315,919	38,378,564	(0.7%)
SALARIES AND WAGES	323,768	263,182	23.0%	3,020,911	2,563,401	17.8%
CONTRACT LABOR	1,300,623	1,103,549	17.9%	11,425,606	11,227,030	1.8%
SUPPLEMENTAL BENEFITS	1,070,529	1,040,807	2.9%	10,077,851	10,597,703	(4.9%)
SUPPLIES	669,536	803,058	(16.6%)	6,057,457	7,842,455	(22.8%)
DRUGS	456,790	539,599	(15.3%)	5,203,630	5,318,276	(2.2%)
PURCHASED SERVICES	280,075	268,063	4.5%	2,841,524	2,786,595	2.0%
REPAIRS, SERVICE & RENTALS	133,765	133,313	0.3%	1,391,364	1,444,603	(3.7%)
UTILITIES	60,771	59,957	1.4%	591,559	606,669	(2.5%)
INSURANCE	84,978	78,078	8.8%	883,523	830,254	6.3%
PATIENT RELATED TRAVEL	24,465	40,167	(39.1%)	322,970	397,740	(17.7%)
EDUCATION, TRAVEL, & DUES	674,444	713,530	(5.5%)	6,783,298	6,985,243	(2.9%)
OTHER	132,058	144,962	(9.0%)	1,386,085	1,465,565	(5.4%)
DEPRECIATION AND AMORT	196,072	192,478	1.9%	1,863,801	1,884,154	(1.1%)
INTEREST	196,072	192,478	1.9%	1,863,801	1,884,154	(1.1%)
BAD DEBTS	196,072	192,478	1.9%	1,863,801	1,884,154	(1.1%)
TAXES & SURCHARGE	196,072	192,478	1.9%	1,863,801	1,884,154	(1.1%)
TOTAL OPERATING EXPENSES	9,540,417	9,356,322	2.0%	92,023,110	94,358,473	(2.5%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	(1,052,214)	(966,263)	8.9%	(9,100,207)	(9,287,764)	(2.0%)
NET OPERATING EXPENSES	8,488,203	8,390,059	1.2%	82,922,903	85,070,709	(2.5%)
OPERATING INCOME (LOSS)	(776,084)	(76,582)	(1,113.4%)	(2,387,162)	(2,108,092)	(213.2%)
NON OPERATING INCOME	93,739	77,163	21.5%	(166,440)	779,625	(121.3%)
NET INCOME (LOSS)	(682,345)	(68,419)	(1,000.0%)	(2,553,602)	(1,328,467)	(183.4%)

RICE: TOTAL
CURRENT MONTH
 For Periods Ending October 31, 2013

	CURRENT MONTH ACTUAL		CURRENT MONTH BUDGET		RICE ACT/BUD		PRIOR YEAR ACTUAL		RICE CY/PY				
	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR \$	VAR %	RICE	WMS	TOTAL	VAR \$	VAR %
OPERATING REVENUE													
INPATIENT REVENUE	\$4,687,723	\$528,941	\$5,216,664	\$4,221,129	\$284,638	\$4,505,767	\$466,594	11.1%	\$4,973,865	\$300,604	\$5,274,469	(\$286,143)	(5.8%)
OUTPATIENT REVENUE	6,232,931	4,119,201	10,352,132	6,600,409	4,115,456	10,715,865	(367,479)	(5.6%)	6,316,590	4,002,694	10,319,284	(83,659)	(1.3%)
TOTAL PATIENT REVENUE	10,920,653	4,648,142	15,568,796	10,821,538	4,400,094	15,221,632	99,115	0.9%	11,290,455	4,303,298	15,593,754	(369,802)	(3.3%)
LESS DISCOUNTS & CONTRACTUALS	5,958,323	2,517,158	8,475,481	5,303,823	2,445,944	7,749,768	654,500	12.3%	5,660,903	2,246,559	7,907,462	297,420	5.3%
LESS UNCOMPENSATED CARE	35,869	22,989	58,858	130,515	0	130,515	(94,646)	(72.5%)	133,055	0	133,055	(97,186)	(73.0%)
TOTAL DEDUCTIONS FROM REVENUE	5,994,192	2,540,148	8,534,340	5,434,339	2,445,944	7,880,283	559,853	10.3%	5,793,958	2,246,559	8,040,517	200,234	3.5%
NET REVENUE FROM PATIENTS	4,926,461	2,107,995	7,034,456	5,387,199	1,954,149	7,341,348	(460,738)	(8.6%)	5,496,497	2,056,739	7,553,237	(570,036)	(10.4%)
OTHER OPERATING REVENUE	1,401,449	22,661	1,424,110	1,482,837	13,250	1,496,107	(81,408)	(5.5%)	2,512,676	11,679	2,524,355	(1,111,227)	(44.2%)
TOTAL OPERATING REVENUE	6,327,910	2,130,656	8,458,566	6,870,056	1,967,399	8,837,455	(542,146)	(7.9%)	8,009,174	2,068,418	10,077,592	(1,681,263)	(21.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	2,130,656	2,130,656	0	1,811,739	1,811,739	0	0.0%	0	1,900,913	1,900,913	0	0.0%
TOTAL OPERATING REVENUE	6,327,910	0	6,327,910	6,870,056	155,661	7,025,717	(542,146)	(7.9%)	8,009,174	167,505	8,176,679	(1,681,263)	(21.0%)
OPERATING EXPENSES													
SALARIES AND WAGES	3,113,422	366,175	3,479,597	3,149,139	184,881	3,334,021	(35,717)	(1.1%)	3,175,523	165,261	3,340,784	(62,101)	(2.0%)
CONTRACT LABOR	86,982	145,205	232,188	27,752	162,616	190,368	59,230	213.4%	88,654	132,294	220,948	(1,672)	(1.9%)
SUPPLEMENTAL BENEFITS	1,007,109	95,275	1,102,383	881,557	48,102	929,659	125,551	14.2%	946,817	47,779	994,596	60,292	6.4%
SUPPLIES	634,760	22,593	657,352	642,845	19,394	662,239	(8,085)	(1.3%)	639,547	12,478	652,025	(4,787)	(0.7%)
DRUGS	382,412	283,122	665,534	329,059	459,334	788,392	53,353	16.2%	232,820	320,921	553,741	149,592	64.3%
PURCHASED SERVICES	366,877	38,332	405,209	433,646	64,098	497,745	(66,769)	(15.4%)	523,835	44,350	568,184	(156,957)	(30.0%)
REPAIRS, SERVICE & RENTALS	236,194	16,974	253,168	239,363	5,704	245,066	(3,169)	(1.3%)	225,524	6,623	232,147	10,670	4.7%
UTILITIES	116,898	410	117,308	113,400	188	113,588	3,498	3.1%	111,022	191	111,212	5,876	5.3%
INSURANCE	51,452	1,302	52,754	48,745	775	49,520	2,707	5.6%	49,081	767	49,848	2,371	4.8%
PATIENT RELATED TRAVEL	27,768	1,589	29,357	20,489	1,612	22,101	7,279	35.5%	22,120	3,100	25,220	5,648	25.5%
EDUCATION, TRAVEL, & DUES	65,816	10,843	76,659	66,271	3,889	70,160	(455)	(0.7%)	70,834	3,792	74,625	(5,018)	(7.1%)
OTHER	13,789	618	14,407	28,022	2,048	30,070	(14,233)	(50.8%)	27,547	1,276	28,823	(13,758)	(49.9%)
DEPRECIATION AND AMORT	538,157	20,184	558,341	591,817	20,208	612,025	(53,660)	(9.1%)	580,390	14,325	594,714	(42,233)	(7.3%)
INTEREST	122,597	0	122,597	122,734	0	122,734	(137)	(0.1%)	128,452	0	128,452	(5,855)	(4.6%)
BAD DEBTS	76,728	49,557	126,285	97,450	42,575	140,025	(20,722)	(21.3%)	136,809	41,085	177,894	(60,082)	(43.9%)
TAXES & SURCHARGE	155,891	36	155,928	152,205	0	152,205	3,686	2.4%	147,020	0	147,020	8,871	6.0%
TOTAL OPERATING EXPENSES	6,996,852	1,052,214	8,049,066	6,944,494	1,015,424	7,959,918	52,358	0.8%	7,105,996	794,241	7,900,237	(109,143)	(1.5%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	1,052,214	1,052,214	0	966,263	966,263	0	0.0%	0	752,480	752,480	0	0.0%
NET OPERATING EXPENSES	6,996,852	0	6,996,852	6,944,494	49,161	6,993,655	52,358	0.8%	7,105,996	41,761	7,147,757	(109,143)	(1.5%)
OPERATING INCOME (LOSS)	(668,942)	0	(668,942)	(74,438)	106,500	32,062	(594,504)	798.7%	903,178	125,744	1,028,922	(1,572,120)	(174.1%)

RICE HOSPITAL

YEAR TO-DATE

For Periods Ending October 31, 2013

	CURRENT YTD ACTUAL			CURRENT YTD BUDGET			RICE ACT/BUD			PRIOR YEAR ACTUAL			RICE CY/PY			
	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR \$	VAR %	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR \$	VAR %
OPERATING REVENUE																
INPATIENT REVENUE	\$47,828,326	\$4,329,716	\$52,158,042	\$45,917,044	\$3,321,954	\$49,238,998	\$1,911,283	4.2%	\$46,700,200	\$3,356,471	\$50,056,671	\$1,128,126			\$1,128,126	2.4%
OUTPATIENT REVENUE	61,665,398	38,610,007	100,275,405	66,526,991	38,807,249	105,334,239	(4,861,593)	(7.3%)	64,626,398	37,079,484	101,705,882	(2,961,000)			(2,961,000)	(4.6%)
TOTAL PATIENT REVENUE	109,493,724	42,939,723	152,433,447	112,444,034	42,129,203	154,573,237	(2,950,310)	(2.6%)	111,326,598	40,435,955	151,762,553	(1,832,874)			(1,832,874)	(1.6%)
LESS DISCOUNTS & CONTRACTUALS	55,313,250	23,230,646	78,543,896	54,430,169	23,197,701	77,627,870	883,081	1.6%	54,400,097	21,329,050	75,729,147	913,153			913,153	1.7%
LESS UNCOMPENSATED CARE	773,348	208,607	981,955	1,262,363	0	1,262,363	(489,015)	(38.7%)	1,210,284	0	1,210,284	(436,936)			(436,936)	(36.1%)
TOTAL DEDUCTIONS FROM REVENUE	56,086,598	23,459,252	79,545,851	55,692,533	23,197,701	78,890,234	394,066	0.7%	55,610,381	21,329,050	76,939,431	476,217			476,217	0.9%
NET REVENUE FROM PATIENTS	53,407,125	19,500,471	72,907,596	56,751,502	18,931,502	75,683,004	(3,344,376)	(5.9%)	55,716,217	19,106,905	74,823,122	(2,309,091)			(2,309,091)	(4.1%)
OTHER OPERATING REVENUE	13,711,769	133,840	13,845,609	14,840,445	132,500	14,972,945	(1,128,676)	(7.6%)	14,726,582	136,006	14,862,588	(1,014,814)			(1,014,814)	(6.9%)
TOTAL OPERATING REVENUE	67,118,894	19,634,311	86,753,205	71,591,946	19,064,002	90,655,949	(4,473,053)	(6.2%)	70,442,799	19,242,911	89,685,710	(3,323,905)			(3,323,905)	(4.7%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	18,876,525	18,876,525	0	17,573,118	17,573,118	0	0.0%	0	17,665,139	17,665,139	0			0	0.0%
TOTAL OPERATING REVENUE	67,118,894	757,786	67,876,680	71,591,946	1,490,884	73,082,831	(4,473,053)	(6.2%)	70,442,799	1,577,772	72,020,571	(3,323,905)			(3,323,905)	(4.7%)
OPERATING EXPENSES																
SALARIES AND WAGES	31,221,523	2,486,335	33,707,858	32,184,424	1,779,947	33,964,371	(962,902)	(3.0%)	31,468,364	1,641,464	33,109,828	(246,842)			(246,842)	(0.8%)
CONTRACT LABOR	630,481	1,374,960	2,005,441	214,190	1,594,721	1,768,911	416,291	194.4%	959,368	1,519,565	2,478,933	(328,887)			(328,887)	(34.3%)
SUPPLEMENTAL BENEFITS	9,034,834	648,406	9,683,240	8,995,886	463,102	9,458,988	38,948	0.4%	9,071,880	474,550	9,546,431	(37,046)			(37,046)	(0.4%)
SUPPLIES	6,244,437	202,483	6,446,920	6,768,289	198,998	6,967,288	(523,853)	(7.7%)	6,436,766	190,471	6,627,237	(192,329)			(192,329)	(3.0%)
DRUGS	2,663,799	3,244,507	5,908,305	3,284,780	4,397,650	7,682,429	(2,000,981)	(18.9%)	3,147,231	4,098,809	7,246,040	(483,432)			(483,432)	(15.4%)
PURCHASED SERVICES	4,055,073	552,120	4,607,194	4,290,324	617,564	4,907,887	(235,250)	(5.5%)	5,141,420	568,090	5,709,510	(1,086,347)			(1,086,347)	(21.1%)
REPAIRS, SERVICE & RENTALS	2,465,118	102,143	2,567,260	2,496,887	67,643	2,564,530	(31,769)	(1.3%)	2,349,825	59,426	2,409,251	115,293			115,293	4.9%
UTILITIES	1,200,285	2,673	1,202,958	1,243,847	1,880	1,245,727	(43,561)	(3.5%)	1,214,736	1,543	1,216,278	(14,450)			(14,450)	(1.2%)
INSURANCE	499,144	9,619	508,763	495,426	7,750	503,176	3,718	0.8%	485,013	7,668	492,681	14,131			14,131	2.9%
PATIENT RELATED TRAVEL	227,155	12,687	239,842	197,165	16,351	213,516	29,990	15.2%	202,255	16,159	218,414	24,900			24,900	12.3%
EDUCATION, TRAVEL, & DUES	674,860	83,693	758,553	699,864	40,969	740,833	(25,004)	(3.6%)	688,349	41,189	729,538	(13,489)			(13,489)	(2.0%)
OTHER	220,247	4,619	224,866	289,837	19,652	309,488	(69,590)	(24.0%)	342,575	18,608	361,183	(122,328)			(122,328)	(35.7%)
DEPRECIATION AND AMORT	5,716,398	166,814	5,883,212	6,158,020	131,961	6,289,980	(441,622)	(7.2%)	5,799,086	142,002	5,941,088	(82,688)			(82,688)	(1.4%)
INTEREST	1,240,856	0	1,240,856	1,241,790	0	1,241,790	(934)	(0.1%)	1,432,746	0	1,432,746	(191,890)			(191,890)	(13.4%)
BAD DEBTS	1,025,790	449,800	1,475,590	987,513	407,491	1,395,005	38,277	3.9%	1,143,520	389,181	1,532,701	(117,730)			(117,730)	(10.3%)
TAXES & SURCHARGE	1,454,089	181	1,454,270	1,484,410	0	1,484,410	(30,321)	(2.0%)	1,390,184	0	1,390,184	63,905			63,905	4.6%
TOTAL OPERATING EXPENSES	68,574,089	9,341,040	77,915,128	71,032,651	9,705,679	80,738,330	(2,458,562)	(3.5%)	71,273,319	9,168,725	80,442,044	(2,699,230)			(2,699,230)	(3.8%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	9,100,207	9,100,207	0	9,287,764	9,287,764	0	0.0%	0	8,771,737	8,771,737	0			0	0.0%
NET OPERATING EXPENSES	68,574,089	240,832	68,814,921	71,032,651	417,915	71,450,566	(2,458,562)	(3.5%)	71,273,319	396,987	71,670,306	(2,699,230)			(2,699,230)	(3.8%)
OPERATING INCOME (LOSS)	(1,455,195)	516,954	(938,241)	559,295	1,072,969	1,632,265	(2,014,490)	(360.2%)	(830,520)	1,180,784	350,265	(624,675)			(624,675)	(75.2%)

RICE CARE CENTER
For the Ten Months Ending October 31, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE						
RICE CARE CENTER REVENUE (12.4%)	\$832,212	\$785,060	6.0%	\$8,493,624	\$8,188,298	3.7%
TOTAL PATIENT REVENUE (12.4%)	832,212	785,060	6.0%	8,493,624	8,188,298	3.7%
LESS DISCOUNTS & CONTRACTUALS (0.0%)	284,420	180,564	57.5%	2,794,240	1,883,309	45.2%
TOTAL DEDUCTIONS FROM REVENUE (0.0%)	284,420	180,564	57.5%	2,794,240	1,883,309	45.2%
NET REVENUE FROM PATIENTS (17.7%)	547,792	604,496	(9.4%)	5,759,384	6,304,989	(8.7%)
OTHER OPERATING REVENUE (48.1%)	385	717	(332)	5,653	7,167	(21.1%)
TOTAL OPERATING REVENUE (17.8%)	548,177	605,213	(9.4%)	5,765,037	6,312,156	(8.7%)
LESS: WILLMAR MEDICAL SERVICES						
TOTAL OPERATING REVENUE (17.8%)	548,177	605,213	(9.4%)	5,765,037	6,312,156	(8.7%)

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING EXPENSES						
SALARIES AND WAGES (8.4%)	208,191	204,683	1.7%	2,120,964	2,194,808	(3.4%)
CONTRACT LABOR (21.6%)	88,854	72,814	22.0%	1,004,336	794,490	26.4%
SUPPLEMENTAL BENEFITS (5.6%)	97,893	89,685	9.2%	842,797	957,892	(12.0%)
SUPPLIES (5.1%)	37,956	35,702	6.3%	405,271	390,556	3.8%
DRUGS (79.6%)	4,003	14,666	(10,663)	149,152	160,026	(6.8%)
PURCHASED SERVICES (2.0%)	18,742	13,299	5,443	209,112	139,535	49.9%
REPAIRS, SERVICE & RENTALS (59.1%)	3,694	2,956	678	31,802	26,658	83.8%
UTILITIES (1.6%)	7,249	9,711	(2,462)	96,976	96,761	0.2%
INSURANCE (3.6%)	4,195	4,175	20	40,907	40,875	0.1%
PATIENT RELATED TRAVEL (1.0%)	421	330	91	2,899	3,573	(674)
EDUCATION, TRAVEL, & DUES (15.2%)	4,697	3,696	1,001	39,023	39,023	366
OTHER (9.288.9%)	845	249	596	7,239	2,492	4,747
DEPRECIATION AND AMORT (105.1%)	57,180	57,180	0	307,648	307,648	0
INTEREST (1.7%)	10,711	18,628	(7,917)	107,489	186,658	(79,169)
BAD DEBITS (44.9%)	2,725	1,250	1,475	321	12,500	(12,179)
TAXES & SURCHARGE (0.0%)	35,709	35,900	(191)	351,294	353,160	(1,866)
TOTAL OPERATING EXPENSES (6.2%)	583,005	564,974	18,081	5,744,254	5,711,799	32,455
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES (6.2%)	583,005	564,974	18,081	5,744,254	5,711,799	32,455

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING INCOME (LOSS) (0.6%)	5,213,060	5,707,243	(8.7%)	5,705,037	6,312,156	(8.7%)
OPERATING INCOME (LOSS) (0.6%)	5,213,060	5,707,243	(8.7%)	5,705,037	6,312,156	(8.7%)

RICE HOME MEDICAL
For the Month Ending October 31, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	CHANGE
GROSS SALES								
SALES REVENUE	\$804,040	66.4%	\$636,394	59.9%	26.3%	\$561,056	62.9%	43.3%
RENTS REVENUE	403,905	33.3%	425,619	40.1%	(5.1%)	331,181	37.1%	22.0%
MISC REVENUE	3,570	0.3%	600	0.1%	495.0%	282	0.0%	1,166.0%
GROSS SALES	1,211,515	100.0%	1,062,613	100.0%	14.0%	892,519	100.0%	35.7%
LESS: CONTRACTUAL ALLOWANCES	(381,334)	(31.5%)	(231,109)	(21.7%)	65.0%	(189,871)	(21.3%)	100.8%
LESS: UNCOMPENSATED CARE	(1,037)	(0.1%)	(295)	(0.0%)	251.5%	(51)	(0.0%)	1,933.3%
NET SALES	829,144	68.4%	831,209	78.2%	(0.2%)	702,597	78.7%	18.0%
COST OF GOODS SOLD								
OXYGEN	6,777	0.6%	13,336	1.3%	(49.2%)	12,272	1.4%	(44.8%)
EQUIPMENT	94,224	7.8%	98,134	9.2%	(4.0%)	65,979	7.4%	42.8%
SUPPLY - FREIGHT	16,493	1.4%	15,000	1.4%	10.0%	13,602	1.5%	21.3%
SUPPLY	217,738	18.0%	187,695	17.7%	16.0%	172,299	19.3%	26.4%
EQUIPMENT REPAIR	26,809	2.2%	12,558	1.2%	113.5%	12,309	1.4%	117.8%
SHOP EXPENSE	3,834	0.3%	5,602	0.5%	(31.6%)	7,306	0.8%	(47.5%)
PURCHASE DISCOUNTS	(6,888)	(0.6%)	(4,501)	(0.4%)	53.0%	(20,884)	(2.3%)	(67.0%)
TOTAL COST OF GOODS SOLD	358,987	29.6%	327,824	30.9%	9.5%	262,883	29.5%	36.6%
GROSS PROFIT	470,557	38.8%	503,885	47.2%	(6.6%)	459,714	49.5%	(6.9%)
OPERATING EXPENSES								
SALARIES & WAGES	262,911	21.7%	251,465	23.7%	4.6%	257,919	28.9%	1.9%
CONTRACT LABOR	2,727	0.2%						
SUPPLEMENTAL BENEFITS	100,347	8.3%	84,205	7.9%	19.2%	73,259	8.2%	37.0%
SUPPLIES AND DRUGS	9,345	0.8%	10,541	1.0%	(11.3%)	7,966	0.9%	17.3%
PURCHASED SERVICES	32,839	2.7%	28,555	2.7%	15.0%	20,540	2.3%	59.9%
REPAIRS, SERVICE & RENTALS	23,274	1.9%	20,041	1.9%	16.1%	18,550	2.1%	25.5%
UTILITIES	9,208	0.8%	10,013	0.9%	(8.0%)	8,298	0.9%	11.0%
INSURANCE	3,822	0.3%	6,262	0.6%	(39.0%)	6,566	0.7%	(41.8%)
PATIENT RELATED TRAVEL	14,719	1.2%	17,498	1.6%	(15.9%)	14,885	1.7%	(1.1%)
EDUCATION, TRAVEL, & DUES	3,623	0.3%	4,221	0.4%	(14.2%)	3,154	0.4%	14.9%
OTHER EXPENSE	9,213	0.8%	9,848	0.9%	(6.4%)	14,957	1.7%	(38.4%)
DEPRECIATION & AMORTIZATION	58,924	4.9%	44,326	4.2%	32.9%	38,625	4.3%	52.6%
INTEREST EXPENSE	3,750	0.3%	3,600	0.3%	4.2%	4,045	0.5%	(7.3%)
BAD DEBTS	3,337	0.3%	4,208	0.4%	(20.7%)	12,628	1.4%	(73.6%)
TAXES	4,435	0.4%	4,373	0.4%	1.4%	4,387	0.5%	1.1%
TOTAL OPERATING EXPENSES	542,474	44.8%	499,156	47.0%	8.7%	485,779	54.4%	11.7%
NET OPERATING INCOME	(71,917)	(5.9%)	(95,271)	(9.0%)	(6.3%)	(126,065)	(14.4%)	(5.0%)

RICE HOME MEDICAL
For the Ten Months Ending October 31, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr.	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$6,518,966	61.3%	\$6,197,192	62.7%	5.2%	\$5,453,425	63.0%	19.5%
RENTS REVENUE	4,100,414	38.6%	3,677,691	37.2%	11.5%	3,202,961	37.0%	28.0%
MISC REVENUE	11,158	0.1%	5,400	0.1%	106.6%	2,464	0.0%	352.8%
GROSS SALES	10,630,538	100.0%	9,880,283	100.0%	7.6%	8,658,850	100.0%	22.8%
LESS: CONTRACTUAL ALLOWANCES	(3,793,957)	(35.7%)	(2,149,671)	(21.8%)	76.5%	(1,893,803)	(21.9%)	100.3%
LESS: UNCOMPENSATED CARE	(5,103)	(0.0%)	(11,098)	(0.1%)	(54.0%)	(9,753)	(0.1%)	(47.7%)
NET SALES	6,831,478	64.3%	7,719,514	78.1%	(11.5%)	6,755,294	78.0%	1.1%
COST OF GOODS SOLD								
OXYGEN	89,046	0.8%	114,775	1.2%	(22.4%)	112,954	1.3%	(21.2%)
EQUIPMENT	796,522	7.5%	949,225	9.6%	(16.1%)	722,094	8.3%	10.3%
SUPPLY - FREIGHT	146,256	1.4%	150,000	1.5%	(2.5%)	139,917	1.6%	4.5%
SUPPLY	1,800,347	16.9%	1,737,189	17.6%	3.6%	1,646,320	19.0%	9.4%
EQUIPMENT REPAIR	266,834	2.5%	131,816	1.3%	102.4%	97,533	1.1%	173.6%
SHOP EXPENSE	39,858	0.4%	55,844	0.6%	(28.6%)	52,896	0.6%	(24.6%)
EQUIPMENT RENTAL & LEASES	40	0.0%						
PURCHASE DISCOUNTS	(62,546)	(0.6%)	(64,299)	(0.7%)	(2.7%)	(88,113)	(1.0%)	(29.0%)
TOTAL COST OF GOODS SOLD	3,076,357	28.9%	3,074,550	31.1%	0.1%	2,683,601	31.0%	14.6%
GROSS PROFIT	3,755,121	35.7%	3,644,964	47.0%	(19.7%)	4,071,639	47.0%	(7.8%)
OPERATING EXPENSES								
SALARIES & WAGES	2,487,097	23.4%	2,419,385	24.5%	2.8%	2,220,007	25.6%	12.0%
CONTRACT LABOR	11,134	0.1%						
SUPPLEMENTAL BENEFITS	899,569	8.5%	810,149	8.2%	11.0%	635,227	7.3%	41.6%
SUPPLIES AND DRUGS	86,758	0.8%	101,011	1.0%	(14.1%)	84,757	1.0%	2.4%
PURCHASED SERVICES	387,324	3.6%	270,855	2.7%	43.0%	251,642	2.9%	53.9%
REPAIRS, SERVICE & RENTALS	215,803	2.0%	190,263	1.9%	13.4%	147,110	1.7%	46.7%
UTILITIES	91,429	0.9%	102,115	1.0%	(10.5%)	75,926	0.9%	20.4%
INSURANCE	41,889	0.4%	62,618	0.6%	(33.1%)	57,474	0.7%	(27.1%)
PATIENT RELATED TRAVEL	140,784	1.3%	163,165	1.7%	(13.7%)	135,413	1.6%	4.0%
EDUCATION, TRAVEL, & DUES	46,420	0.4%	50,776	0.5%	(8.6%)	54,223	0.6%	(14.4%)
OTHER EXPENSE	90,865	0.9%	85,760	0.9%	6.0%	101,052	1.2%	(10.1%)
DEPRECIATION & AMORTIZATION	592,438	5.6%	387,615	3.9%	52.8%	400,939	4.6%	47.8%
INTEREST EXPENSE	37,740	0.4%	37,117	1.7%	0.4%	40,687	0.5%	(7.2%)
BAD DEBTS	37,337	0.4%	42,083	0.4%	(11.3%)	58,005	0.7%	(35.6%)
TAXES	58,238	0.5%	46,584	0.5%	25.0%	43,967	0.5%	32.5%
TOTAL OPERATING EXPENSES	5,224,825	49.1%	4,769,496	48.3%	9.5%	4,306,429	49.7%	21.3%
NET OPERATING INCOME (LOSS)	(469,704)	(4.4%)	(124,532)	(1.6%)	(102.2%)	(234,790)	(2.7%)	52.8%

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Month Ending

	ACTUAL BY MONTH				% Variance	July 2013	% Variance	June 2013	% Variance
	October 2013	September 2013	August 2013	July 2013					
OPERATING REVENUE									
INPATIENT REVENUE	\$5,216,664	\$5,408,870	\$5,032,671	\$5,734,125	(3.6%)	3.7%	\$5,303,026	(9.0%)	(1.6%)
OUTPATIENT REVENUE	10,352,132	10,295,478	9,878,954	10,862,122	0.6%	4.8%	9,965,459	(4.7%)	3.9%
RICE CARE CENTER REVENUE	832,212	795,896	796,697	895,172	4.6%	4.5%	794,792	(7.0%)	4.7%
RICE HOME MEDICAL REVENUE	1,207,945	1,180,388	1,025,026	1,209,970	2.3%	17.8%	1,024,623	(0.2%)	17.9%
TOTAL PATIENT REVENUE	17,608,953	17,680,632	16,733,348	18,701,389	(0.4%)	5.2%	17,087,900	(5.8%)	3.0%
LESS DISCOUNTS & CONTRACTUALS	9,141,236	8,496,643	8,549,377	9,350,518	7.6%	6.9%	8,780,993	(2.2%)	4.1%
LESS UNCOMPENSATED CARE	59,895	110,101	94,375	46,923	(45.6%)	(36.5%)	185,052	27.6%	(67.6%)
TOTAL DEDUCTIONS FROM REVENUE	9,201,131	8,606,744	8,643,752	9,397,441	6.9%	6.4%	8,966,045	(2.1%)	2.6%
NET REVENUE FROM PATIENTS	8,407,822	9,073,888	8,089,596	9,303,948	(7.3%)	3.9%	8,121,855	(9.6%)	3.5%
OTHER OPERATING REVENUE	1,434,953	1,348,365	1,362,564	1,687,507	6.4%	5.3%	1,574,110	(15.0%)	(8.8%)
TOTAL OPERATING REVENUE	9,842,775	10,422,253	9,452,160	10,991,455	(5.6%)	4.1%	9,695,965	(10.5%)	1.5%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,130,656	2,021,784	2,021,807	2,405,670	5.4%	5.4%	1,745,806	(11.4%)	22.0%
TOTAL OPERATING REVENUE	7,712,119	8,400,469	7,430,353	8,585,785	(8.2%)	3.8%	7,950,159	(10.2%)	(3.0%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,950,699	3,813,303	3,764,824	3,805,754	3.6%	4.9%	3,792,183	3.8%	4.2%
CONTRACT LABOR	323,768	278,984	418,334	310,728	16.1%	(22.6%)	263,409	4.2%	22.9%
SUPPLEMENTAL BENEFITS	1,300,623	1,204,119	1,171,688	1,108,008	8.0%	11.0%	974,241	17.4%	33.5%
SUPPLIES	1,070,529	1,030,203	1,003,820	1,113,190	3.9%	6.6%	991,179	(3.8%)	8.0%
DRUGS	669,536	655,060	549,694	728,817	2.2%	21.8%	661,003	(8.1%)	1.3%
PURCHASED SERVICES	456,790	493,595	436,787	541,254	(7.5%)	4.6%	552,529	(15.6%)	(17.3%)
REPAIRS, SERVICE & RENTALS	280,075	230,976	307,898	300,047	21.3%	(9.0%)	274,079	(6.7%)	2.2%
UTILITIES	133,765	162,050	156,125	150,531	(17.5%)	(14.3%)	145,474	(11.1%)	(8.0%)
INSURANCE	60,771	68,261	60,485	59,965	(11.0%)	0.5%	58,597	1.3%	3.7%
PATIENT RELATED TRAVEL	44,497	40,397	33,601	36,191	10.1%	32.4%	37,756	23.0%	17.9%
EDUCATION, TRAVEL, & DUES	84,978	68,173	55,218	59,296	24.7%	53.9%	76,561	43.3%	11.0%
OTHER	24,465	27,410	15,639	25,196	(10.7%)	56.4%	40,973	(2.9%)	(40.3%)
DEPRECIATION AND AMORT	674,444	676,495	673,014	685,598	(0.3%)	0.2%	695,229	(1.6%)	(3.0%)
INTEREST	137,058	137,230	137,770	137,891	(0.1%)	(0.5%)	138,207	(0.6%)	(0.8%)
BAD DEBTS	132,347	99,706	166,355	242,037	32.7%	(20.4%)	149,902	(45.3%)	(11.7%)
TAXES & SURCHARGE	196,072	173,168	204,281	199,228	13.2%	(4.0%)	178,468	(1.6%)	9.9%
TOTAL OPERATING EXPENSES	9,540,417	9,159,130	9,155,533	9,503,731	4.2%	4.2%	9,029,790	0.4%	5.7%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,052,214	1,061,796	1,081,498	1,155,464	(0.9%)	(2.7%)	810,074	(8.9%)	29.9%
NET OPERATING EXPENSES	8,488,203	8,097,334	8,074,035	8,348,267	4.8%	5.1%	8,219,716	1.7%	3.3%
OPERATING INCOME (LOSS)	(776,084)	303,135	(643,682)	237,518	(356.0%)	20.6%	(269,557)	(426.7%)	187.9%
NON OPERATING INCOME	93,739	5,261	(111,489)	33,250	1,681.8%	(184.1%)	(336,185)	181.9%	(127.9%)
NET INCOME (LOSS)	(682,345)	308,396	(755,171)	270,768	(621.3%)	(9.6%)	(602,735)	(552.1%)	(176.9%)

RICE HOSPITAL
For the Month Ending

	October 2013	September 2013	% Variance	August 2013	% Variance	July 2013	% Variance	June 2013	% Variance
ACTUAL BY MONTH									
OPERATING REVENUE									
INPATIENT REVENUE	\$5,216,664	\$5,408,870	(3.6%)	\$5,032,671	3.7%	\$5,734,125	(9.0%)	\$5,303,026	(1.6%)
OUTPATIENT REVENUE	10,352,132	10,295,479	0.6%	9,878,954	4.8%	10,862,122	(4.7%)	9,965,459	3.9%
TOTAL PATIENT REVENUE	15,568,796	15,704,349	(0.9%)	14,911,625	4.4%	16,596,247	(6.2%)	15,268,485	2.0%
LESS DISCOUNTS & CONTRACTUALS	8,475,481	7,992,369	6.0%	7,972,478	6.3%	8,743,664	(3.1%)	7,657,777	10.7%
LESS UNCOMPENSATED CARE	58,858	110,101	(46.5%)	94,072	(37.4%)	46,711	26.0%	183,486	(67.9%)
TOTAL DEDUCTIONS FROM REVENUE	8,534,339	8,102,470	5.3%	8,066,550	5.8%	8,790,375	(2.9%)	7,841,263	8.8%
NET REVENUE FROM PATIENTS	7,034,457	7,601,879	(7.5%)	6,845,075	2.8%	7,805,872	(9.9%)	7,427,222	(5.3%)
OTHER OPERATING REVENUE	1,424,110	1,340,447	6.2%	1,356,020	5.0%	1,682,725	(15.4%)	1,568,429	(9.2%)
TOTAL OPERATING REVENUE	8,458,567	8,942,326	(5.4%)	8,201,095	3.1%	9,488,597	(10.9%)	8,995,651	(6.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,130,656	2,021,784	5.4%	2,021,807	5.4%	2,405,670	(11.4%)	1,745,806	22.0%
TOTAL OPERATING REVENUE	6,327,911	6,920,542	(6.6%)	6,179,288	2.4%	7,082,927	(10.7%)	7,249,845	(2.7%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,479,597	3,347,278	4.0%	3,298,739	5.5%	3,322,264	4.7%	3,341,044	4.1%
CONTRACT LABOR	232,188	184,019	26.2%	317,075	(26.8%)	209,311	10.9%	176,370	31.6%
SUPPLEMENTAL BENEFITS	1,102,383	1,033,801	6.6%	1,042,574	5.7%	921,067	19.7%	754,164	46.2%
SUPPLIES	657,352	640,606	2.6%	622,720	5.6%	701,819	(6.3%)	639,703	2.8%
DRUGS	665,534	645,577	3.1%	538,503	23.6%	707,674	(6.0%)	646,523	2.9%
PURCHASED SERVICES	405,209	416,995	(2.8%)	372,171	8.9%	490,731	(17.4%)	504,631	(19.7%)
REPAIRS, SERVICE & RENTALS	253,168	209,148	21.0%	282,841	(10.5%)	269,461	(6.0%)	243,143	4.1%
UTILITIES	117,308	142,233	(17.5%)	136,753	(14.2%)	132,475	(11.4%)	128,102	(8.4%)
INSURANCE	52,754	60,244	(12.4%)	52,058	1.3%	50,460	4.5%	50,459	4.5%
PATIENT RELATED TRAVEL	29,357	25,013	17.4%	21,150	38.8%	25,622	14.6%	22,845	28.5%
EDUCATION, TRAVEL, & DUES	76,659	61,970	23.7%	49,493	54.9%	55,745	37.5%	66,269	15.7%
OTHER	14,407	12,310	17.0%	8,660	66.4%	16,011	(10.0%)	32,679	(55.9%)
DEPRECIATION AND AMORT	558,341	567,813	(1.7%)	573,110	(2.6%)	580,560	(3.8%)	599,931	(6.9%)
INTEREST	122,597	122,865	(0.2%)	123,196	(0.5%)	123,458	(0.7%)	123,625	(0.8%)
BAD DEBTS	126,285	96,363	31.1%	159,739	(20.9%)	229,141	(44.9%)	147,780	(14.5%)
TAXES & SURCHARGE	155,928	133,749	16.6%	150,396	3.7%	159,808	(2.4%)	139,049	12.1%
TOTAL OPERATING EXPENSES	8,049,067	7,699,984	4.5%	7,749,178	3.9%	7,995,607	0.7%	7,616,317	5.7%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,052,214	1,061,796	(0.9%)	1,081,498	(2.7%)	1,155,464	(8.9%)	810,074	29.9%
NET OPERATING EXPENSES	6,996,853	6,638,188	5.4%	6,667,680	4.9%	6,840,143	2.3%	6,806,243	2.8%
OPERATING INCOME (LOSS)	(668,942)	282,354	(336.9%)	(488,392)	37.0%	242,784	(375.5%)	443,602	(250.8%)
NON OPERATING INCOME	98,686	4,300	2,195.0%	(112,063)	(188.1%)	32,925	199.7%	(336,473)	(129.3%)
NET INCOME (LOSS)	(570,256)	\$246,654	(298.9%)	(600,455)	(50.9%)	\$275,709	(306.9%)	\$107,129	(652.9%)

RICE CARE CENTER
For the Month Ending

	October 2013	September 2013	% Variance	August 2013	% Variance	July 2013	% Variance	June 2013	% Variance
ACTUAL BY MONTH									
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$832,212	\$795,896	4.6%	\$796,697	4.5%	\$895,172	(7.0%)	\$794,792	4.7%
TOTAL PATIENT REVENUE	832,212	795,896	4.6%	796,697	4.5%	895,172	(7.0%)	794,792	4.7%
LESS DISCOUNTS & CONTRACTUALS	284,420	221,484	28.4%	268,552	5.9%	310,032	(8.3%)	250,244	13.7%
TOTAL DEDUCTIONS FROM REVENUE	284,420	221,484	28.4%	268,552	5.9%	310,032	(8.3%)	250,244	13.7%
NET REVENUE FROM PATIENTS	547,792	574,412	(4.6%)	528,145	3.7%	585,140	(6.4%)	544,548	0.6%
OTHER OPERATING REVENUE	385	1,614	(76.1%)	501	(23.2%)	325	18.5%	299	28.8%
TOTAL OPERATING REVENUE	548,177	576,026	(4.8%)	528,646	3.7%	585,465	(6.4%)	544,847	0.6%
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	548,177	576,026	(4.8%)	528,646	3.7%	585,465	(6.4%)	544,847	0.6%
OPERATING EXPENSES									
SALARIES AND WAGES	208,191	209,733	(0.7%)	212,242	(1.9%)	225,806	(7.8%)	209,713	(0.7%)
CONTRACT LABOR	88,854	92,352	(3.8%)	95,464	(6.9%)	101,417	(12.4%)	87,039	2.1%
SUPPLEMENTAL BENEFITS	97,893	81,084	20.7%	57,195	71.2%	85,070	15.1%	112,310	(12.8%)
SUPPLIES	37,956	32,801	15.7%	37,736	0.6%	38,805	(2.2%)	32,458	16.9%
DRUGS	4,003	9,483	(57.8%)	11,190	(64.2%)	21,144	(81.1%)	14,479	(72.4%)
PURCHASED SERVICES	18,742	23,758	(21.1%)	20,804	(9.9%)	20,694	(9.4%)	18,850	(0.6%)
REPAIRS, SERVICE & RENTALS	3,634	2,525	43.9%	3,767	(3.5%)	10,877	(66.6%)	8,243	(55.9%)
UTILITIES	7,249	10,124	(28.4%)	10,043	(27.8%)	9,329	(22.3%)	9,371	(22.6%)
INSURANCE	4,195	4,196	0.0%	4,195	0.0%	4,046	3.7%	4,046	3.7%
PATIENT RELATED TRAVEL	421	382	10.2%	425	(0.9%)	146	188.4%	332	26.8%
EDUCATION, TRAVEL, & DUES	4,697	4,351	8.0%	4,523	3.8%	2,476	89.7%	3,707	26.7%
OTHER	845	2,819	(70.0%)	1,182	0.0%	1,182	(28.5%)	117	622.2%
DEPRECIATION AND AMORT	57,180	27,761	106.0%	27,501	107.9%	28,059	103.8%	27,821	105.5%
INTEREST	10,711	10,711	0.0%	10,711	0.0%	10,711	0.0%	10,711	0.0%
BAD DEBTS	2,725	469	481.0%	(1,006)	(370.9%)	1,878	45.1%	(1,105)	(346.6%)
TAXES & SURCHARGE	35,709	34,984	2.1%	34,984	2.1%	34,984	2.1%	34,984	2.1%
TOTAL OPERATING EXPENSES	583,005	547,533	6.5%	529,774	10.0%	596,624	(2.3%)	573,076	1.7%
LESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	583,005	547,533	6.5%	529,774	10.0%	596,624	(2.3%)	573,076	1.7%
OPERATING INCOME (LOSS)	(34,828)	28,493	(222.2%)	(1,128)	2,987.6%	(11,159)	212.1%	(28,229)	23.4%
NON OPERATING INCOME	(4,947)	325	(1,622.2%)	574	(961.8%)	350	(1,513.4%)	291	(1,800.0%)
NET INCOME (LOSS)	(39,775)	\$28,818	(238.8%)	(554)	(170.6%)	(10,809)	(266.0%)	(28,938)	(42.4%)

RICE HOME MEDICAL
For the Month Ending

	October 2013	September 2013	% Variance	ACTUAL BY MONTH August 2013	% Variance	July 2013	% Variance	June 2013	% Variance
OPERATING REVENUE									
RICE HOME MEDICAL REVENUE	\$1,207,945	\$1,180,388	2.3%	\$1,025,026	17.8%	\$1,209,970	(0.2%)	\$1,024,623	17.9%
TOTAL PATIENT REVENUE	1,207,945	1,180,388	2.3%	1,025,026	17.8%	1,209,970	(0.2%)	1,024,623	17.9%
LESS DISCOUNTS & CONTRACTUALS	381,334	282,791	34.8%	308,348	23.7%	296,822	28.5%	872,971	(56.3%)
LESS UNCOMPENSATED CARE	1,037	303	0.0%	303	242.2%	212	389.2%	1,567	(33.8%)
TOTAL DEDUCTIONS FROM REVENUE	382,371	282,791	35.2%	308,651	23.9%	297,034	28.7%	874,538	(56.3%)
NET REVENUE FROM PATIENTS	825,574	897,597	(8.0%)	716,375	15.2%	912,936	(9.6%)	150,085	450.1%
OTHER OPERATING REVENUE	10,458	6,303	65.9%	6,043	73.1%	4,457	134.6%	5,383	94.3%
TOTAL OPERATING REVENUE	836,032	903,900	(7.5%)	722,418	15.7%	917,393	(8.9%)	155,468	437.8%
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	836,032	903,900	(7.5%)	722,418	15.7%	917,393	(8.9%)	155,468	437.8%
OPERATING EXPENSES									
SALARIES AND WAGES	262,911	256,292	2.6%	253,843	3.6%	257,684	2.0%	241,426	8.9%
CONTRACT LABOR	2,727	2,613	4.4%	5,795	(52.9%)		0.0%		0.0%
SUPPLEMENTAL BENEFITS	100,347	89,233	12.5%	71,920	39.5%	101,871	(1.5%)	107,767	(6.9%)
SUPPLIES	375,220	356,796	5.2%	343,364	9.3%	372,566	0.7%	319,018	17.6%
PURCHASED SERVICES	32,839	52,842	(37.9%)	43,812	(25.0%)	29,829	10.1%	29,048	13.1%
REPAIRS, SERVICE & RENTALS	23,274	19,303	20.6%	21,291	9.3%	19,709	18.1%	22,693	2.6%
UTILITIES	9,208	9,692	(5.0%)	9,329	(1.3%)	8,727	5.5%	8,001	15.1%
INSURANCE	3,822	3,822	0.0%	4,232	(9.7%)	5,459	(30.0%)	4,092	(6.6%)
PATIENT RELATED TRAVEL	14,719	15,003	(1.9%)	12,026	22.4%	10,422	41.2%	14,578	1.0%
EDUCATION, TRAVEL, & DUES	3,623	1,853	95.5%	1,203	201.2%	1,075	237.0%	6,586	(45.0%)
OTHER	9,213	12,281	(25.0%)	6,980	32.0%	8,003	15.1%	8,177	12.7%
DEPRECIATION AND AMORT	58,924	80,921	(27.2%)	72,403	(18.6%)	76,979	(23.5%)	67,477	(12.7%)
INTEREST	3,750	3,654	2.6%	3,863	(2.9%)	3,722	0.8%	3,871	(3.1%)
BAD DEBTS	3,337	2,874	16.1%	7,622	(56.2%)	11,018	(69.7%)	3,227	3.4%
TAXES & SURCHARGE	4,435	4,435	0.0%	18,900	(76.5%)	4,435	0.0%	4,435	0.0%
TOTAL OPERATING EXPENSES	908,349	911,614	(0.4%)	876,583	3.6%	911,499	(0.3%)	840,396	8.1%
LESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	908,349	911,614	(0.4%)	876,583	3.6%	911,499	(0.3%)	840,396	8.1%
OPERATING INCOME (LOSS)	(72,317)	(7,714)	837.5%	(154,165)	(53.1%)	5,894	(1,327.0%)	(684,928)	(89.4%)
NON OPERATING INCOME		636	(100.0%)		0.0%	(26)	(100.0%)	(3)	(100.0%)
NET INCOME (LOSS)	(72,317)	(7,078)	911.7%	(154,165)	(53.1%)	5,868	(1,332.4%)	(684,931)	(89.4%)

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	October 2010	% Variance	October 2009	% Variance
	October 2013	October 2012	October 2011	October 2010					
OPERATING REVENUE									
INPATIENT REVENUE	\$52,158,042	\$50,056,671	\$54,716,325	\$49,920,021	4.2%	\$49,920,021	4.5%	\$54,305,330	(4.0%)
OUTPATIENT REVENUE	100,275,405	101,705,882	105,767,107	92,878,559	(1.4%)	92,878,559	8.0%	72,105,401	39.1%
RICE CARE CENTER REVENUE	8,493,624	7,744,014	4,650,756	4,480,377	9.7%	4,480,377	89.6%	4,168,828	103.7%
RICE HOME MEDICAL REVENUE	10,619,380	8,656,386	8,349,198	8,203,758	22.7%	8,203,758	29.4%	7,460,533	42.3%
TOTAL PATIENT REVENUE	171,546,451	168,162,953	173,483,386	155,482,715	2.0%	155,482,715	10.3%	138,040,092	24.3%
LESS DISCOUNTS & CONTRACTUALS	85,072,093	79,401,973	84,470,736	73,430,421	7.1%	73,430,421	13.9%	62,896,818	35.3%
LESS UNCOMPENSATED CARE	987,058	1,220,037	1,582,769	1,028,249	(19.1%)	1,028,249	(37.6%)	868,568	13.6%
TOTAL DEDUCTIONS FROM REVENUE	86,059,151	80,622,010	86,053,505	74,458,670	6.7%	74,458,670	15.6%	63,765,386	35.0%
NET REVENUE FROM PATIENTS	85,487,300	87,540,943	87,429,881	81,024,045	(2.3%)	81,024,045	5.5%	74,274,706	15.1%
OTHER OPERATING REVENUE	13,924,966	14,961,989	14,728,656	13,030,277	(6.9%)	13,030,277	6.9%	12,873,509	8.2%
TOTAL OPERATING REVENUE	99,412,266	102,502,932	102,158,537	94,054,322	(3.0%)	94,054,322	5.7%	87,148,215	14.1%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	18,876,525	17,665,139	18,206,235	16,038,275	6.9%	16,038,275	17.7%	9,414,356	100.5%
TOTAL OPERATING REVENUE	80,535,741	84,837,793	83,952,302	78,016,047	(5.1%)	78,016,047	3.2%	77,733,859	3.6%
OPERATING EXPENSES									
SALARIES AND WAGES	38,315,919	37,529,269	36,526,993	36,872,276	2.1%	36,872,276	4.9%	36,010,512	6.4%
CONTRACT LABOR	3,020,911	3,148,249	1,548,319	1,904,124	(4.0%)	1,904,124	95.1%	709,443	325.8%
SUPPLEMENTAL BENEFITS	11,425,606	11,107,033	10,729,926	10,492,066	2.9%	10,492,066	6.5%	10,240,200	11.6%
SUPPLIES	10,077,851	9,854,493	9,989,994	9,739,110	2.3%	9,739,110	3.5%	9,027,383	11.6%
DRUGS	6,057,457	7,410,222	5,635,115	5,128,577	(18.3%)	5,128,577	7.5%	2,597,541	133.2%
PURCHASED SERVICES	5,203,630	6,138,962	5,766,116	5,128,577	(15.2%)	5,128,577	(9.8%)	4,994,434	4.2%
REPAIRS, SERVICE & RENTALS	2,841,524	2,592,147	2,550,766	2,578,874	9.6%	2,578,874	10.2%	2,668,155	6.5%
UTILITIES	1,391,364	1,379,452	1,359,469	1,302,471	0.9%	1,302,471	2.3%	1,269,186	9.6%
INSURANCE	591,559	582,383	517,974	432,768	1.6%	432,768	36.7%	389,643	51.8%
PATIENT RELATED TRAVEL	383,525	357,465	354,990	330,208	7.3%	330,208	16.1%	307,041	24.9%
EDUCATION, TRAVEL, & DUES	844,362	825,422	788,708	737,034	2.3%	737,034	14.6%	668,819	26.2%
OTHER	322,970	464,527	398,540	375,819	(30.5%)	375,819	(14.1%)	327,663	(1.4%)
DEPRECIATION AND AMORT	6,783,298	6,644,801	6,121,913	6,059,460	2.1%	6,059,460	11.9%	6,170,020	9.9%
INTEREST	1,386,085	1,582,815	2,071,364	2,121,629	(12.4%)	2,121,629	(34.7%)	2,134,908	(35.1%)
BAD DEBTS	1,513,248	1,592,116	1,465,839	1,732,481	(5.0%)	1,732,481	(12.7%)	1,665,868	(9.2%)
TAXES & SURCHARGE	1,863,801	1,767,054	1,748,359	1,577,008	5.5%	1,577,008	18.2%	1,528,600	21.9%
TOTAL OPERATING EXPENSES	92,023,110	92,976,410	87,574,385	86,783,439	(1.0%)	86,783,439	6.0%	80,709,416	14.0%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	9,100,207	8,771,737	7,413,363	7,562,188	3.7%	7,562,188	20.3%	3,343,289	172.2%
NET OPERATING EXPENSES	82,922,903	84,204,673	80,161,022	79,221,251	(1.5%)	79,221,251	4.7%	77,366,127	7.2%
OPERATING INCOME (LOSS)	(2,387,162)	633,120	3,791,280	(1,205,204)	(477.0%)	(1,205,204)	98.1%	367,732	(749.2%)
NON OPERATING INCOME	(166,440)	838,079	1,215,906	1,461,899	(119.9%)	1,461,899	(111.4%)	548,852	(130.3%)
NET INCOME (LOSS)	(166,599)	1,471,209	4,997,186	(253,305)	(236.6%)	(253,305)	(10.0%)	548,852	(378.9%)

RICE HOSPITAL
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	October 2010	% Variance	October 2009	% Variance
	October 2013	October 2012	October 2011	October 2010					
OPERATING REVENUE									
INPATIENT REVENUE	\$52,158,042	\$50,056,671	\$54,716,325	\$49,920,021	(4.7%)	\$49,920,021	\$54,305,330	4.5%	(4.0%)
OUTPATIENT REVENUE	100,275,405	101,705,882	105,767,107	92,878,559	(5.2%)	92,878,559	72,105,400	8.0%	39.1%
TOTAL PATIENT REVENUE	152,433,447	151,762,553	160,483,432	142,798,580	(5.0%)	142,798,580	126,410,730	6.7%	20.6%
LESS DISCOUNTS & CONTRACTUALS	78,543,896	75,729,147	82,032,388	71,128,241	(4.3%)	71,128,241	61,330,047	10.4%	28.1%
LESS UNCOMPENSATED CARE	981,955	1,210,284	1,581,498	1,028,157	(37.9%)	1,028,157	867,602	(4.5%)	13.2%
TOTAL DEDUCTIONS FROM REVENUE	79,525,851	76,939,431	83,613,886	72,156,398	(4.9%)	72,156,398	62,197,649	10.2%	27.9%
NET REVENUE FROM PATIENTS	72,907,596	74,823,122	76,869,546	70,642,182	(5.2%)	70,642,182	64,213,081	3.2%	13.5%
OTHER OPERATING REVENUE	13,845,609	14,862,588	14,670,848	12,977,987	(5.6%)	12,977,987	12,814,554	6.7%	8.0%
TOTAL OPERATING REVENUE	86,753,205	89,685,710	91,540,394	83,620,169	(5.2%)	83,620,169	77,027,635	3.7%	12.6%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	18,876,525	17,665,139	18,206,235	16,038,275	3.7%	16,038,275	9,414,356	17.7%	100.5%
TOTAL OPERATING REVENUE	67,876,680	72,020,571	73,334,159	67,581,894	(7.4%)	67,581,894	67,613,279	(0.4%)	(0.4%)
OPERATING EXPENSES									
SALARIES AND WAGES	33,707,858	33,109,828	32,659,463	33,240,327	3.2%	33,240,327	32,404,131	1.4%	4.0%
CONTRACT LABOR	2,005,441	2,478,933	1,470,219	1,874,131	(19.1%)	1,874,131	668,055	7.0%	200.2%
SUPPLEMENTAL BENEFITS	9,683,240	9,546,431	9,358,424	9,291,280	4.2%	9,291,280	9,075,580	4.2%	6.7%
SUPPLIES	6,446,920	6,627,237	6,840,058	6,669,735	(5.7%)	6,669,735	6,065,965	(3.3%)	6.3%
DRUGS	5,908,305	7,246,040	5,550,331	5,311,520	(18.5%)	5,311,520	2,519,290	11.2%	134.5%
PURCHASED SERVICES	4,607,194	5,709,510	5,352,040	4,626,654	(13.9%)	4,626,654	4,611,904	(0.4%)	(0.1%)
REPAIRS, SERVICE & RENTALS	2,567,260	2,409,251	2,377,053	2,348,456	6.6%	2,348,456	2,420,246	9.3%	6.1%
UTILITIES	1,202,958	1,216,278	1,198,439	1,171,696	(1.1%)	1,171,696	1,135,217	2.7%	6.0%
INSURANCE	508,763	492,681	437,058	358,246	3.3%	358,246	325,090	42.0%	56.5%
PATIENT RELATED TRAVEL	239,842	218,414	225,936	227,141	9.8%	227,141	200,968	5.6%	19.3%
EDUCATION, TRAVEL, & DUES	758,553	729,538	703,802	673,178	4.0%	673,178	591,999	12.7%	28.1%
OTHER	224,866	361,183	315,999	309,068	(37.7%)	309,068	222,916	(27.2%)	0.9%
DEPRECIATION AND AMORT	5,883,212	5,941,089	5,560,856	5,553,270	(1.0%)	5,553,270	5,683,850	5.9%	3.5%
INTEREST	1,240,856	1,432,746	1,949,016	2,018,289	(13.4%)	2,018,289	2,022,954	(38.5%)	(38.7%)
BAD DEBTS	1,475,590	1,532,701	1,401,101	1,691,402	(3.7%)	1,691,402	1,622,683	(12.8%)	(9.1%)
TAXES & SURCHARGE	1,454,270	1,390,184	1,526,080	1,366,450	(4.7%)	1,366,450	1,318,190	6.4%	10.3%
TOTAL OPERATING EXPENSES	77,915,128	80,442,044	76,925,875	76,730,843	(3.1%)	76,730,843	70,889,038	1.5%	9.9%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	9,100,207	8,771,737	7,413,363	7,562,188	3.7%	7,562,188	3,343,289	20.3%	172.2%
NET OPERATING EXPENSES	68,814,921	71,670,307	69,512,512	69,168,655	(4.0%)	69,168,655	67,545,749	(0.5%)	1.9%
OPERATING INCOME (LOSS)	(938,241)	350,264	3,821,647	(1,586,761)	(367.9%)	(1,586,761)	67,530	(40.9%)	(1,489.4%)
NON OPERATING INCOME	(171,871)	831,689	1,180,510	1,425,017	(120.7%)	1,425,017	517,829	(112.1%)	(133.2%)
NET INCOME (LOSS)	(\$1,110,112)	\$1,181,953	\$5,002,157	(\$161,744)	(122.2%)	(\$161,744)	\$585,459	586.3%	(289.6%)

RICE CARE CENTER
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance
	October 2013	October 2012	October 2011	October 2010	
OPERATING REVENUE					
RICE CARE CENTER REVENUE	\$8,493,624	\$7,744,014	\$4,650,756	\$4,480,377	89.6%
TOTAL PATIENT REVENUE	8,493,624	7,744,014	4,650,756	4,480,377	89.6%
LESS DISCOUNTS & CONTRACTUALS	2,734,240	1,779,023	570,645	653,835	318.2%
TOTAL DEDUCTIONS FROM REVENUE	2,734,240	1,779,023	570,645	653,835	318.2%
NET REVENUE FROM PATIENTS	5,759,384	5,964,991	4,080,111	3,826,542	50.5%
OTHER OPERATING REVENUE	5,653	8,824	8,292	8,072	(31.8%)
TOTAL OPERATING REVENUE	5,765,037	5,973,815	4,088,403	3,834,614	50.3%
LESS: WILLMAR MEDICAL SERVICES					
TOTAL OPERATING REVENUE	5,765,037	5,973,815	4,088,403	3,834,614	50.3%
OPERATING EXPENSES					
SALARIES AND WAGES	2,120,964	2,199,434	2,043,903	1,767,903	20.0%
CONTRACT LABOR	1,004,336	669,316	24,646	3,609	27,728.7%
SUPPLEMENTAL BENEFITS	842,797	925,376	803,231	730,683	15.3%
SUPPLIES	405,271	370,785	366,634	316,924	27.9%
DRUGS	149,152	164,182	84,784	88,014	69.5%
PURCHASED SERVICES	209,112	177,810	134,234	320,182	(34.7%)
REPAIRS, SERVICE & RENTALS	58,460	35,786	30,038	38,799	50.7%
UTILITIES	96,976	87,248	74,298	53,986	79.6%
INSURANCE	40,907	32,228	28,040	21,510	90.2%
PATIENT RELATED TRAVEL	2,899	3,639	2,164	1,711	69.4%
EDUCATION, TRAVEL, & DUES	39,389	41,661	38,563	32,740	20.3%
OTHER	7,239	2,293	11,881	4,965	45.8%
DEPRECIATION AND AMORT	307,648	302,774	180,442	140,899	118.3%
INTEREST	107,489	109,381	72,239	45,780	134.8%
BAD DEBTS	321	1,410	16,985	2,009	(84.0%)
TAXES & SURCHARGE	351,294	332,902	184,425	174,752	101.0%
TOTAL OPERATING EXPENSES	5,744,254	5,456,225	4,096,507	3,744,466	53.4%
LESS: WILLMAR MEDICAL SERVICES					
NET OPERATING EXPENSES	5,744,254	5,456,225	4,096,507	3,744,466	53.4%
OPERATING INCOME (LOSS)	20,783	517,590	(8,104)	90,148	(76.9%)
NON OPERATING INCOME	1,913	4,791	6,750	7,569	(74.7%)
NET INCOME (LOSS)	\$22,696	\$522,381	(14,354)	\$97,717	(66.8%)
					(83.5%)

RICE HOME MEDICAL
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance
	October 2013	October 2012	October 2011	October 2010	
OPERATING REVENUE					
RICE HOME MEDICAL REVENUE	\$10,619,380	\$8,656,386	\$8,349,198	\$8,203,758	29.4%
TOTAL PATIENT REVENUE	10,619,380	8,656,386	8,349,198	8,203,758	29.4%
LESS DISCOUNTS & CONTRACTUALS	3,793,957	1,893,803	1,867,702	1,648,345	130.2%
LESS UNCOMPENSATED CARE	5,103	9,753	1,271	92	5,446.7%
TOTAL DEDUCTIONS FROM REVENUE	3,799,060	1,903,556	1,868,973	1,648,437	130.5%
NET REVENUE FROM PATIENTS	6,820,320	6,752,830	6,480,225	6,555,321	4.0%
OTHER OPERATING REVENUE	73,704	90,577	49,516	44,218	66.7%
TOTAL OPERATING REVENUE	6,894,024	6,843,407	6,529,741	6,599,539	4.5%
LESS: WILLMAR MEDICAL SERVICES					
TOTAL OPERATING REVENUE	6,894,024	6,843,407	6,529,741	6,599,539	4.5%
OPERATING EXPENSES					
SALARIES AND WAGES	2,487,097	2,220,007	1,823,627	1,864,047	33.4%
CONTRACT LABOR	11,134	53,454	26,384	41,012	(57.8%)
SUPPLEMENTAL BENEFITS	899,569	635,227	568,272	470,103	91.4%
SUPPLIES	3,225,660	2,856,471	2,783,302	2,752,452	17.2%
PURCHASED SERVICES	387,324	251,642	279,842	181,741	113.1%
REPAIRS, SERVICE & RENTALS	215,803	147,110	143,675	191,619	12.6%
UTILITIES	91,429	75,926	86,733	76,789	19.1%
INSURANCE	41,889	57,474	52,876	53,012	(20.8%)
PATIENT RELATED TRAVEL	140,784	135,413	126,889	101,357	38.9%
EDUCATION, TRAVEL, & DUES	46,420	54,223	46,342	31,116	49.2%
OTHER	90,865	101,052	70,660	61,786	47.1%
DEPRECIATION AND AMORT	592,438	400,939	380,615	365,292	62.2%
INTEREST	37,740	40,687	50,110	57,560	(34.4%)
BAD DEBTS	37,337	58,005	47,754	39,070	(4.4%)
TAXES & SURCHARGE	58,238	43,967	37,855	35,807	62.6%
TOTAL OPERATING EXPENSES	8,363,727	7,078,143	6,552,006	6,308,135	32.6%
LESS: WILLMAR MEDICAL SERVICES					
NET OPERATING EXPENSES	8,363,727	7,078,143	6,552,006	6,308,135	32.6%
OPERATING INCOME (LOSS)	(1,469,703)	(234,736)	(22,265)	291,404	(604.4%)
NON OPERATING INCOME	3,517	1,599	28,646	29,313	(88.0%)
NET INCOME (LOSS)	(\$1,466,186)	(\$233,137)	(\$6,619)	\$190,717	(557.2%)
					(84.6%)
					(85.5%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

FOR THE PERIOD ENDED:

October 31, 2013

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ (2,553,597)	\$ 1,471,197
3 Depreciation & Amortization	6,783,297	\$ 6,644,802
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>4,229,700</u>	<u>8,115,999</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	8,236,681	4,846,087
11 Debt Payments/Re-funding	2,334,927	2,865,825
12 Working Capital Changes & Other - Net	(5,041,765)	(1,713,966)
13		
14 Total Uses	<u>5,529,843</u>	<u>5,997,946</u>
15		
16 Increase / (Decrease) Cash & Investments	(1,300,143)	2,118,053
17		
18 Beginning of Period (January 1)	<u>28,941,389</u>	<u>28,854,321</u>
19		
20 End of Period	<u>\$ 27,641,246</u>	<u>\$ 30,972,374</u>

RICE MEMOR HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
October 31, 2013

CURRENT MONTH				YEAR-TO-DATE							
Actual	Budget	Var.	Var.%	Prior Yr.	Actual	Budget	Var.	Var.%	Prior Yr.	Act/Prior	Var.
499	453	46	10.2%	542	5,341	4,909	432	8.8%	5,305	0.7%	
224	173	51	29.5%	208	2,138	2,109	29	1.4%	2,152	-0.7%	
60	50	10	20.0%	58	613	626	(13)	-2.1%	608	0.8%	
218	200	18	9.0%	226	2,164	1,991	173	8.7%	2,107	2.7%	
1,001	876	125	14.3%	1,034	10,256	9,635	621	6.4%	10,172	0.8%	
32.3	28.3	4.0	14.3%	33.4	33.7	31.7	2.0	6.4%	33.4	1.2%	
3.36	3.54	(0.18)	-5.1%	3.54	3.51	3.54	(0.03)	-0.9%	3.56	-1.3%	
294	247	47	18.8%	298	2,922	2,722	200	7.4%	2,867	1.9%	
176	226	(50)	-22.2%	235	1,688	2,198	(510)	-23.2%	2,043	-17.4%	
1,218	1,336	(0.118)	-8.8%	1,336	1,292	1,336	(0.044)	-3.3%	1,336	-3.3%	
0.943	1.042	(0.099)	-9.5%	1.021	1,016	1,042	(0.026)	-2.5%	1,039	-2.2%	
877	836	41	5.0%	881	8,544	8,547	(2)	0.0%	8,698	-1.8%	
2,987	2,959	28	0.9%	3,057	30,004	30,255	(251)	-0.8%	30,835	-2.7%	
2	38	(36)	-94.7%	38	185	237	(52)	-21.9%	135	37.0%	
178	95	83	87.4%	155	1,479	1,193	286	24.0%	1,294	14.3%	
5.8	4.3	1.5	35.3%	6.2	5.5	4.7	0.8	16.4%	4.7	16.8%	
87	49	38	77.6%	77	706	614	92	15.0%	633	11.5%	
1,893	1,984	(91)	-4.6%	2,229	19,462	21,648	(2,186)	-10.1%	22,152	-12.1%	
61.1	64.0	(2.9)	-4.6%	71.9	64.0	71.2	(7.2)	-10.1%	72.6	-11.9%	

Patient Days

Adult Health Care	7.9%
Women and Children's Care	7.7%
ICCU	3.4%
Mental Health	-3.5%
Total Adult & Peds	-3.2%

Average Daily Census

Average Length of Stay

Admissions-Inpatient
Observation patients

Medicare Case Mix Index
Case Mix Index-Total

Adjusted Admissions
Adjusted Patient Days

Intermediate Care Nursery
Nursery

Average Daily Census-ICN/Nursery

Births

Rice Care Center-Days
Rice Care Center-Average Daily Census

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

October 31, 2013

CURRENT MONTH			YEAR-TO-DATE			Act/Prior		
Actual	Budget	Var.	Var. %	Prior Yr.	Actual	Budget	Var.	Var. %
127	136	(9)	-6.6%	137	1,429	1,449	(20)	-1.4%
382	327	55	16.8%	292	3,698	3,545	153	4.3%
509	463	46	9.9%	429	5,127	4,994	133	2.7%
154	158	(4)	-2.5%	158	1,710	1,672	38	2.3%
823	906	(83)	-9.2%	897	8,917	9,615	(698)	-7.3%
977	1,064	(87)	-8.2%	1,055	10,627	11,287	(660)	-5.8%
22,410	22,565	(155)	-0.7%	24,184	224,762	235,571	(10,809)	-4.6%
1,400	1,434	(34)	-2.4%	1,511	14,168	15,311	(1,143)	-7.5%
352	894	(542)	-60.6%	585	4,167	6,895	(2,728)	-39.6%
223	240	(17)	-7.1%	242	2,057	2,295	(238)	-10.4%
882	809	73	9.0%	818	8,215	7,676	539	7.0%
4,157	3,769	388	10.3%	3,983	37,225	37,027	198	0.5%
1,989	2,031	(42)	-2.1%	2,454	18,561	18,634	(73)	-0.4%
228	228	-	0.0%	230	2,216	2,247	(31)	-1.4%
644	620	24	3.9%	640	642	640	2	0.3%
78	76	2	2.6%	88	82	84	(2)	-2.6%
82	78	4	5.6%	78	80	74	6	7.8%
805	774	31	4.0%	806	804	799	5	0.6%

CURRENT MONTH			YEAR-TO-DATE			Act/Prior		
Actual	Budget	Var.	Var. %	Prior Yr.	Actual	Budget	Var.	Var. %
127	136	(9)	-6.6%	137	1,429	1,449	(20)	-1.4%
382	327	55	16.8%	292	3,698	3,545	153	4.3%
509	463	46	9.9%	429	5,127	4,994	133	2.7%
154	158	(4)	-2.5%	158	1,710	1,672	38	2.3%
823	906	(83)	-9.2%	897	8,917	9,615	(698)	-7.3%
977	1,064	(87)	-8.2%	1,055	10,627	11,287	(660)	-5.8%
22,410	22,565	(155)	-0.7%	24,184	224,762	235,571	(10,809)	-4.6%
1,400	1,434	(34)	-2.4%	1,511	14,168	15,311	(1,143)	-7.5%
352	894	(542)	-60.6%	585	4,167	6,895	(2,728)	-39.6%
223	240	(17)	-7.1%	242	2,057	2,295	(238)	-10.4%
882	809	73	9.0%	818	8,215	7,676	539	7.0%
4,157	3,769	388	10.3%	3,983	37,225	37,027	198	0.5%
1,989	2,031	(42)	-2.1%	2,454	18,561	18,634	(73)	-0.4%
228	228	-	0.0%	230	2,216	2,247	(31)	-1.4%
644	620	24	3.9%	640	642	640	2	0.3%
78	76	2	2.6%	88	82	84	(2)	-2.6%
82	78	4	5.6%	78	80	74	6	7.8%
805	774	31	4.0%	806	804	799	5	0.6%

Ancillary Services

IP Surgeries	1,429	1,449	(20)	-1.4%	1,507	-5.2%
OP Surgeries	3,698	3,545	153	4.3%	3,398	8.8%
Total Surgeries	5,127	4,994	133	2.7%	4,905	4.5%
ER Visits-Inpatient	1,710	1,672	38	2.3%	1,712	-0.1%
ER Visits-Outpatient	8,917	9,615	(698)	-7.3%	9,419	-5.3%
ER Visits-Total	10,627	11,287	(660)	-5.8%	11,131	-4.5%
Lab Tests	224,762	235,571	(10,809)	-4.6%	238,213	-5.6%
Medical Imaging Procedures	14,168	15,311	(1,143)	-7.5%	15,361	-7.8%
Radiation Oncology Treatments	4,167	6,895	(2,728)	-39.6%	5,985	-30.4%
Medical Oncology Visits	2,057	2,295	(238)	-10.4%	2,235	-8.0%
Dialysis Treatments	8,215	7,676	539	7.0%	7,630	7.7%
Rehab Visits	37,225	37,027	198	0.5%	37,270	-0.1%
Hospice Visits	18,561	18,634	(73)	-0.4%	21,004	-11.6%
Ambulance Runs	2,216	2,247	(31)	-1.4%	2,203	0.6%

Full Time Equivalents (FTE's)

FTE's - Hospital	642	640	1	0.2%	647	-0.7%
FTE's - Care Center	82	84	(2)	-2.6%	86	-4.4%
FTE's - Home Medical	80	74	6	7.8%	72	11.9%
Total FTE's	804	799	5	0.6%	804	0.0%

**CE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED: 10/31/13

Line #	Month-to-Date				Year-to-Date				Industry Benchmarks
	Actual	Budget	Prior Yr	Variance Act vs Bud	Actual	Budget	Prior Yr	Variance Act vs Bud	
1	OPERATIONAL								
2	Operating Margin								
3	Rice Hospital	-10.6%	0.5%	12.6%	-11.0%	2.2%	0.5%	-3.6%	-1.9%
4	Rice Care Center	-6.4%	6.7%	6.8%	-13.0%	9.5%	8.7%	-9.2%	-8.3%
5	Rice Home Medical	-8.7%	0.5%	-6.6%	-9.2%	-1.6%	-3.5%	-19.9%	-18.0%
6									
7	Consolidated Operating Margin	-10.1%	0.9%	10.7%	-11.0%	2.4%	0.7%	-5.4%	-3.7%
8									2.2%
9	Consolidated Excess Margin	-8.7%	1.8%	10.7%	-10.5%	3.3%	1.7%	-6.5%	-4.9%
10									2.8%
11	EBIDA Operating Margin	0.5%	11.0%	19.2%	-10.6%	12.2%	10.4%	-5.0%	-3.3%
12									10.8%
13	FINANCIAL								
14	Debt/Capitalization Ratio					41.8%	43.9%	1.3%	-1.5%
15	Debt Service Coverage					1.9	3.1	2.9	-34.6%
16	Net Days in Accounts Receivable-Hospital					53	58	58	-9.3%
17	Days of Cash					110	129	122	-14.4%
18	Unrestricted Cash/Debt					64%	67%	67%	-4.6%
19	Cushion Ratio					7.7	8.6	7.6	-10.7%
20	Average Age of Plant					9.2	10.0	9.2	0.0%
21	Financial Strength Index					(0.71)	0.73	-159.0%	-198.3%
22	PRODUCTIVITY								
23	Rice Hospital								
24									
25	Controllable Expense/Adj. Admit	\$ 8,220	\$ 8,461	\$ 7,979	-2.8%	\$ 8,394	\$ 8,246	-3.3%	-1.5%
26		\$ 56.9%	50.4%	45.2%	12.9%	49.6%	50.3%	5.5%	4.0%
27	Compensation Ratio								
28	FTE per Adjusted Admit	14.4	14.3	14.1	0.3%	14.7	14.5	-0.4%	1.0%
29	FTE per Adjusted Patient Day	4.2	4.5	4.1	-6.9%	4.1	4.1	1.7%	2.1%
30	Supply Expense per CMI Adjusted Discharge	\$ 784	\$ 760	\$ 740	3.1%	\$ 783	\$ 735	-5.1%	1.0%
31	Drug Expense per CMI Adjusted Discharge	\$ 794	\$ 905	\$ 628	-12.3%	\$ 863	\$ 804	-21.1%	-15.3%
32	Total Supply & Drug Expense per CMI Adj. Disch	\$ 1,578	\$ 1,666	\$ 1,368	-5.3%	\$ 1,646	\$ 1,539	-13.5%	-7.5%
33		\$ 1.8%	1.9%	2.4%	-5.9%	1.8%	2.0%	9.8%	-1.2%
34	Bad Debt as % of Net Patient Revenue								
35	Capital Expense (Interest + Depreciation)	8.5%	9.2%	9.2%	-8.4%	9.3%	9.2%	-2.0%	-0.3%
36		6.6	6.2	6.2	7.1%	6.2	6.2	6.7%	6.9%
37	Rice Care Center Hours per Day								
38									5.8
39									
40									
41									
42									
43	Sales per FTE	\$ 175,765	\$ 163,157	\$ 137,797	7.7%	\$ 159,187	\$ 144,836	-0.3%	9.6%
44									
45	Inventory Turns	4.3	7.0	5.6	-38.1%	5.6	5.6	-38.1%	-22.8%
46	Inventory Days on Hand	85	53	65	61.5%	65	65	61.5%	29.5%
47									

DRAFT-NOT COMMISSION APPROVED

Combined Summary

	2012 Actual	2013 Budget	2013 Reforecast	2014 Budget	2015 Estimate	Change 2013	Change 2014	Change 2015
Operating revenues								
Residential	\$8,701,746	\$9,003,900	\$8,642,900	\$8,844,800	\$8,907,645	(\$58,846)	\$201,900	\$62,845
Commercial/industrial	20,665,788	21,122,200	20,763,800	21,023,800	21,307,071	78,012	260,000	283,271
Energy acquisition/fuel adj	0	0	(36,622)	0	100,300	(36,622)	36,622	100,300
Miscellaneous	317,519	335,700	311,541	313,500	314,600	(5,978)	1,959	1,100
Total operating revenues	29,705,053	30,461,800	29,681,619	30,182,100	30,629,616	(23,434)	500,481	447,516
						-0.1%	1.7%	1.5%
Operating expenses								
Production operation	3,315,432	3,658,700	2,690,600	3,031,700	3,343,700	(624,832)	341,100	312,000
Production maintenance	765,827	1,287,100	1,365,000	986,719	1,120,719	599,173	(378,281)	134,000
Purchased power	12,923,522	14,629,800	14,566,830	15,188,411	15,517,179	1,642,308	622,581	328,768
Transmission operation	155,069	142,000	156,555	182,753	182,753	1,486	26,198	0
Transmission maintenance	135,165	91,500	33,849	181,937	58,598	(101,317)	148,089	(123,339)
Distribution operation	782,237	782,400	743,700	800,419	823,619	(38,537)	56,719	23,200
Distribution maintenance	532,610	606,200	510,866	549,700	584,000	(21,744)	38,834	34,300
Customer service/energy services	632,275	740,200	674,233	733,559	736,631	41,958	59,326	3,072
General & administrative	3,300,393	3,609,500	3,549,419	3,561,040	3,653,534	249,026	11,622	92,494
Depreciation	2,308,454	2,195,400	2,299,474	2,433,667	2,704,951	(8,981)	134,194	271,284
Total operating expenses	24,850,984	27,742,800	26,589,525	27,649,906	28,725,684	1,738,541	1,060,381	1,075,779
						6.5%	3.8%	3.7%
Operating income	4,854,069	2,719,000	3,092,094	2,532,194	1,903,931	(1,761,975)	(559,900)	(628,263)
Other income	387,196	192,400	285,458	332,384	346,384	(101,738)	46,926	14,000
Other expense	(373,565)	(368,600)	(359,038)	(340,196)	(319,840)	14,527	18,842	20,356
Net earnings	4,867,700	2,542,800	3,018,514	2,524,382	1,930,475	(1,849,186)	(494,132)	(593,907)
Intragovernmental transfer	1,918,820	1,955,400	1,995,573	2,075,396	2,158,412	76,753	79,823	83,016
Retained earnings	\$2,948,880	\$587,400	\$1,022,941	\$448,986	(\$227,937)	(\$1,925,939)	(\$573,955)	(\$676,923)
	10%	2%	3%	1%	-1%			

DRAFT-NOT COMMISSION APPROVED

Electric

Summary

	2012 Actual	2013 Budget	2013 Reforecast	2014 Budget	2015 Estimate	Change 2013	Change 2014	Change 2015
Operating revenues								
Residential	\$7,473,729	\$7,806,900	\$7,450,000	\$7,624,500	\$7,700,745	(\$23,729)	\$174,500	\$76,245
Commercial/industrial	19,025,053	19,385,700	19,014,400	19,299,100	19,588,071	(10,653)	284,700	288,971
Energy acquisition/fuel adj	0	0	0	0	0	0		
Miscellaneous	235,852	252,300	227,841	224,500	224,500	(8,011)	(3,341)	0
Total operating revenues	26,734,634	27,444,900	26,692,241	27,148,100	27,513,316	(42,393)	455,859	365,216
						-0.2%	1.7%	1.3%
Operating expenses								
Production operation	3,052,185	3,404,700	2,426,800	2,770,700	3,073,000	(625,385)	343,900	302,300
Production maintenance	662,323	1,158,700	1,238,100	863,219	997,219	575,777	(374,881)	134,000
Purchased power	12,504,618	14,091,300	14,065,130	14,575,911	14,904,679	1,560,512	510,781	328,768
Transmission operation	155,069	142,000	156,555	182,753	182,753	1,486	26,198	0
Transmission maintenance	135,165	91,500	33,849	181,937	58,598	(101,317)	148,089	(123,339)
Distribution operation	579,992	575,400	557,100	612,419	635,619	(22,892)	55,319	23,200
Distribution maintenance	380,343	429,800	333,166	374,400	408,800	(47,177)	41,234	34,400
Customer service/energy services	459,352	542,000	481,495	519,485	522,725	22,143	37,990	3,240
General & administrative	2,706,683	2,913,800	2,887,917	2,882,688	2,946,391	181,234	(5,229)	63,703
Depreciation	1,693,294	1,713,000	1,782,432	1,894,992	2,138,660	89,138	112,560	243,668
Total operating expenses	22,329,024	25,062,200	23,962,544	24,858,504	25,868,445	1,633,520	895,961	1,009,940
						6.8%	3.6%	3.9%
Operating income	4,405,610	2,382,700	2,729,697	2,289,596	1,644,871	(1,675,913)	(440,102)	(644,725)
Other income	347,925	164,300	255,258	282,164	293,784	(92,667)	26,906	11,620
Other expense	(351,035)	(350,800)	(341,238)	(326,606)	(311,381)	9,797	14,632	15,225
Net earnings	4,402,500	2,196,200	2,643,717	2,245,154	1,627,274	(1,758,783)	48,954	(568,926)
Intragovernmental transfer	1,727,738	1,759,800	1,796,016	1,867,856	1,942,571	68,278	71,841	74,714
Retained earnings	\$2,674,762	\$436,400	\$847,702	\$377,297	(\$315,297)	(\$1,827,060)	(\$470,404)	(\$692,594)
	10%	2%	3%	1%	-1%			

DRAFT-NOT COMMISSION APPROVED

Water

Summary	2012 Actual	2013 Budget	2013 Reforecast	2014 Budget	2015 Estimate	Change 2013	Change 2014	Change 2015
Operating revenues								
Residential	\$1,141,174	\$1,081,000	\$1,076,100	\$1,108,300	\$1,096,900	(\$65,074)	\$32,200	(\$11,400)
Commercial/industrial	944,819	930,000	921,600	924,700	919,000	(23,219)	3,100	(5,700)
Energy acquisition/fuel adj	0	0	0	0	0	0	0	0
Miscellaneous	77,162	79,400	79,500	84,800	85,900	2,338	5,300	1,100
Total operating revenues	2,163,155	2,090,400	2,077,200	2,117,800	2,101,800	(85,955)	40,600	(16,000)
						-4.1%	1.9%	-0.8%
Operating expenses								
Production operation	263,247	254,000	263,700	260,900	270,600	453	(2,800)	9,700
Production maintenance	103,008	112,400	110,200	106,800	106,800	7,192	(3,400)	0
Purchased power	122,867	139,000	139,000	147,000	147,000	16,133	8,000	0
Transmission operation	0	0	0	0	0	0	0	0
Transmission maintenance	0	0	0	0	0	0	0	0
Distribution operation	145,113	139,800	161,900	163,500	163,500	16,787	1,600	0
Distribution maintenance	127,002	126,800	103,000	106,600	108,900	(24,002)	3,600	2,300
Customer service/energy services	164,689	188,800	183,560	203,880	203,720	18,871	20,320	(160)
General & administrative	468,719	549,200	522,238	535,541	558,270	53,519	13,303	22,729
Labor growth reduction	0	0	0	0	0	0	0	0
Depreciation	374,977	288,300	317,236	338,386	362,475	(57,742)	21,151	24,089
Total operating expenses	1,769,622	1,798,300	1,800,834	1,862,607	1,921,266	31,212	61,774	58,658
						1.7%	3.3%	3.1%
Operating income	393,533	292,100	276,366	255,193	180,534	(117,167)	(21,174)	(74,658)
Other income	22,416	15,800	17,200	28,800	30,200	(5,216)	11,600	1,400
Other expense	(22,530)	(17,800)	(17,800)	(13,590)	(8,459)	4,730	4,210	5,131
Net earnings	393,419	290,100	275,766	270,403	202,275	(117,653)	(5,364)	(68,127)
Intragovernmental transfer	143,911	136,900	139,690	145,278	151,089	(4,221)	5,588	5,811
Retained earnings	\$249,508	\$153,200	\$136,076	\$125,125	\$51,186	(\$113,432)	(\$10,951)	(\$73,938)
	12%	7%	7%	6%	2%			

DRAFT-NOT COMMISSION APPROVED

Heating

Summary

	2012 Actual	2013 Budget	2013 Reforecast	2014 Budget	2015 Estimate	Change 2013	Change 2014	Change 2015
Operating revenues								
Residential	\$86,843	\$116,000	\$116,800	\$112,000	\$110,000	\$29,957	(\$4,800)	(\$2,000)
Commercial/Industrial	715,916	806,500	827,800	800,000	800,000	111,884	(27,800)	0
Energy acquisition/fuel adj	0	0	(36,622)	0	100,300	(36,622)	36,622	100,300
Miscellaneous	4,505	4,000	4,200	4,200	4,200	(305)	0	0
Total operating revenues	807,264	926,500	912,178	916,200	1,014,500	104,914	4,022	98,300
						11.5%	0.4%	9.7%
Operating expenses								
Production operation	0	0	100	100	100	100	0	0
Production maintenance	496	16,000	16,700	16,700	16,700	16,204	0	0
Purchased power	296,037	399,500	361,700	465,500	465,500	65,663	103,800	0
Transmission operation	0	0	0	0	0	0	0	0
Transmission maintenance	0	0	0	0	0	0	0	0
Distribution operation	57,132	67,200	24,700	24,500	24,500	(32,432)	(200)	0
Distribution maintenance	25,265	49,600	74,700	68,700	66,300	49,435	(6,000)	(2,400)
Customer service/energy services	8,234	9,400	9,178	10,194	10,186	944	1,016	(8)
General & administrative	124,991	146,500	139,263	142,811	148,872	14,272	3,547	6,061
Depreciation	240,183	194,100	199,806	200,289	203,816	(40,377)	483	3,527
Total operating expenses	752,338	882,300	826,147	928,794	935,974	73,809	102,647	7,180
						8.9%	11.7%	0.8%
Operating income	54,926	44,200	86,031	(12,594)	78,526	31,105	(98,625)	91,120
Other income	16,855	12,300	13,000	21,420	22,400	(3,855)	8,420	980
Other expense	0	0	0	0	0	0	0	0
Net earnings	71,781	56,500	99,031	8,826	100,926	27,250	(90,205)	92,100
Intragovernmental transfer	47,171	58,700	59,867	62,262	64,752	12,696	2,395	2,490
Retained earnings	\$24,610	(\$2,200)	\$39,163	(\$53,436)	\$36,174	\$14,553	(\$92,599)	\$89,610
	3%	0%	4%	-6%	4%			

Electric Summary

	Original 2014 Budget	Enhanced Revenue Recapture	Distrib Operation/ Maint	PP 30-60 days	\$22 v \$20 WPPI Recovery	PP transfmr Maint	MTO fee	Revised 2014 Budget
Operating revenues								
Residential	7,524,500	100,000						7,624,500
Commercial/industrial	19,299,100							19,299,100
Energy acquisition/fuel adj	0				0			0
Miscellaneous	224,500							224,500
Total operating revenues	27,048,100	100,000	0	0	0	0	0	27,148,100
Operating expenses								
Production operation	3,070,700			(300,000)				2,770,700
Production maintenance	1,088,219					(225,000)		863,219
Purchased power	14,737,911				(162,000)			14,575,911
Transmission operation	182,753					0		182,753
Transmission maintenance	196,937							181,937
Distribution operation	632,419		(20,000)			(15,000)		612,419
Distribution maintenance	404,400		(30,000)					374,400
Customer service/energy services	519,485							519,485
General & administrative	2,882,688							2,882,688
Depreciation	1,894,992							1,894,992
Total operating expenses	25,610,505	0	(50,000)	(300,000)	(162,000)	(15,000)	(225,000)	24,858,505
Operating income								
Other income	1,437,595	100,000	50,000	300,000	162,000	15,000	225,000	2,289,595
Other expense	282,164							282,164
Net earnings	(326,606)							(326,606)
	1,393,153	100,000	50,000	300,000	162,000	15,000	225,000	2,245,153
Intragovernmental transfer	1,867,856							1,867,856
Retained earnings	(474,703)	100,000	50,000	300,000	162,000	15,000	225,000	377,297
	-2%							1%

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Combined Summary

	Original 2014 Budget	Electric	Water	Heating	Revised 2014 Budget
Operating revenues					
Residential	\$8,691,500	\$100,000	\$53,300		\$8,844,800
Commercial/industrial	21,009,100		14,700		21,023,800
Energy acquisition/fuel adj	89,900			(89,900)	0
Miscellaneous	313,500				313,500
Total operating revenues	30,104,000	100,000	68,000	(89,900)	30,182,100
Operating expenses					
Production operation	3,331,700	(300,000)			3,031,700
Production maintenance	1,211,719	(225,000)			986,719
Purchased power	15,350,411	(162,000)			15,188,411
Transmission operation	182,753	0			182,753
Transmission maintenance	196,937	(15,000)			181,937
Distribution operation	820,419	(20,000)			800,419
Distribution maintenance	579,700	(30,000)			549,700
Customer service/energy services	733,559				733,559
General & administrative	3,561,040				3,561,040
Depreciation	2,433,667				2,433,667
Total operating expenses	28,401,906	(752,000)	0	0	27,649,906
Operating income					
Other income	1,702,094	852,000	68,000	(89,900)	2,532,194
Other expense	332,384				332,384
	(340,196)				(340,196)
Net earnings	1,694,282	852,000	68,000	(89,900)	2,524,382
Intragovernmental transfer	2,075,396				2,075,396
Retained earnings	(\$381,114)	\$852,000	\$68,000	(\$89,900)	\$448,986
					1%

-1%

1%

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No. Description	Priority (1-3)	Total Cost	2014	2015	2016	2017	2018	Funded Projects 2014	Other Funding/ Carryover
Power Production									
1 Coal area runoff control	2	125,000	125,000	0	0	0	0	125,000	JF
2 Diesel generator relocation	2	3,220,000	100,000	3,120,000	0	0	0	100,000	JS
3 Willmar distribution substation	2	1,940,000	0	0	970,000	970,000	0	0	JS
4 Cooling towers rebuild	2	467,500	467,500	0	0	0	0	467,500	JF
5 Substation communications upgrade	2	100,000	0	100,000	0	0	0	0	JS
6 Southwest substation battery bank	3	35,000	0	35,000	0	0	0	0	JS
7 Priam substation	2	3,000,000	500,000	2,500,000	0	0	0	500,000	JS
8 Tools & equipment (as needed) (>\$500 each)	2	5,000	5,000	0	0	0	0	5,000	JF
9 Power plant upgrade	3	16,000,000	0	2,000,000	14,000,000	0	0	0	0
Total power production		24,892,500	1,197,500	7,755,000	14,970,000	970,000	0	1,197,500	0
Priority 1		0	0	0	0	0	0	0	
Priority 2		8,857,500	1,197,500	5,720,000	970,000	970,000	0	0	
Priority 3		16,035,000	0	2,035,000	14,000,000	0	0	0	
Total		24,892,500	1,197,500	7,755,000	14,970,000	970,000	0	0	

Priority 1: Project or purchase must be done in year budgeted.
 Priority 2: Project or purchase should be done in the year budgeted, if funding is available.
 Priority 3: Project or purchase could be done in the year budgeted, if funding is available.

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No.	Description	Priority (1-3)	Total Cost	2014	2015	2016	2017	2018	Funded Projects 2014	Other Funding/ Carryover
Electric Distribution										
1	Hookups	1	24,900	4,200	4,800	4,900	5,500	5,500	4,200	
2	New street lights	2	10,300	1,700	2,000	2,000	2,300	2,300	1,700	
3	New security lights	1	2,000	400	400	400	400	400	400	
4	Residential additions	1	271,000	39,000	45,000	54,000	63,000	70,000	39,000	
5	Commercial customers	1	664,500	146,500	124,000	128,000	131,000	135,000	146,500	
6	U/G conversion projects	2	310,000	154,000	39,000	39,000	39,000	39,000	154,000	
7	Replace existing U/G primaries	1	802,000	99,000	165,000	172,000	180,000	186,000	99,000	
8	Commerical customer U/G improvement	2	109,000	35,000	30,000	14,500	15,000	15,000	35,000	
9	U/G feeder cable replacement	2	326,000	120,000	103,000	103,000	0	0	120,000	
10	U/G feeder line Cty 5 from Hwy 12 TO Hwy 40	2	167,000	167,000	0	0	0	0	167,000	
11	City Industrial Park distribution system	2	116,500	42,500	44,000	30,000	0	0	42,500	
12	Extend FDR 43 to east of airport	2	157,000	94,500	62,500	0	0	0	94,500	
13	Small U/G residential project areas	3	41,500	14,900	14,000	12,600	0	0	0	
14	Vehicle replacement	2	478,000	198,000	0	250,000	30,000	0	198,000	
15	U/G feeder & distribution south of Hwy 23/71 Bypass	1	400,000	400,000	0	0	0	0	400,000	
16	Line department & drafting/engineering tools	1	104,500	20,500	24,000	20,000	20,000	20,000	20,500	
17	LED street light testing	2	41,000	10,000	1,000	10,000	10,000	10,000	10,000	
18	East Hwy 12 Relocation	1	64,000	64,000	0	0	0	0	64,000	
19	12th Street SW extension	1	29,300	29,300	0	0	0	0	29,300	
Total electric distribution			4,118,500	1,640,500	658,700	840,400	495,700	483,200	1,625,600	0
	Priority	1	2,362,200	802,900	363,200	379,300	399,900	416,900		
	Priority	2	1,714,800	822,700	281,500	448,500	95,800	66,300		
	Priority	3	41,500	14,900	14,000	12,600	0	0		
	Total		4,118,500	1,640,500	658,700	840,400	495,700	483,200		

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No.	Description	Priority (1-3)	Total Cost	2014	2015	2016	2017	2018	Funded Projects 2014	Other Funding/ Carryover
Water & Heating										
1	Water meters	1	225,500	40,800	42,900	45,000	47,300	49,500	40,800	
2	Water vehicles	2	60,000	30,000	30,000	0	0	0	30,000	
3	Water plants life extension	2	8,725,400	127,900	661,000	3,967,600	3,968,900	0	127,900	
4	Water mains	1	580,000	140,000	110,000	110,000	110,000	110,000	140,000	
5	Heating meters	1	87,500	15,000	15,000	17,500	20,000	20,000	15,000	
6	Booster station life extension	2	108,800	0	51,800	0	57,000	0	0	
7	Well life extension	2	126,700	22,000	30,300	23,800	24,800	25,800	22,000	
8	Willmar water tower life extensor	2	100,000	0	0	0	0	100,000	0	
9	College watertower life extension	1	258,996	64,749	64,749	64,749	64,749	0	64,749	
Total Water & Heating				440,449	1,005,749	4,228,649	4,292,749	305,300	440,449	0
Priority 1			1,151,996	260,549	232,649	237,249	242,049	179,500		
Priority 2			9,120,900	179,900	773,100	3,991,400	4,050,700	125,800		
Priority 3			0	0	0	0	0	0		
Total			10,272,896	440,449	1,005,749	4,228,649	4,292,749	305,300	440,449	0

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No.	Description	Priority (1-3)	Total Cost	2014	2015	2016	2017	2018	Funded Projects 2014	Other Funding/ Carryover	
General Administrative & Meter											
1	Computer hardware/software	2	245,000	35,000	50,000	75,000	35,000	50,000	35,000	MS	
2	Office furniture & equipment	2	50,000	10,000	10,000	10,000	10,000	10,000	10,000	SW	
3	Load share receiver installations	2	250,000	50,000	50,000	50,000	50,000	50,000	50,000	DO	
4	Property acquisition	2	450,000	50,000	100,000	100,000	100,000	100,000	50,000	SW	
5	WMU Office/Garage Headquarters	2	8,500,000	0	0	1,000,000	2,500,000	5,000,000	0	WH	
6	Automated meter reading	2	2,550,000	50,000	2,500,000	0	0	0	50,000	JS	
7	Electric meters	1	335,000	55,000	55,000	75,000	75,000	75,000	55,000	SS	
8	System Conversion project	1	593,300	495,975	97,325	0	0	0	495,975	MS	
9	Service Center floor sweeper	2	8,000	8,000	0	0	0	0	8,000	SW	
10	Meter reading vehicles	2	42,000	21,000	21,000	0	0	0	21,000	SS	
Total general, administrative & meter				13,023,300	774,975	2,883,325	1,310,000	2,770,000	5,285,000	774,975	0
Priority		1	928,300	550,975	152,325	75,000	75,000	75,000			
Priority		2	12,095,000	224,000	2,731,000	1,235,000	2,695,000	5,210,000			
Priority		3	0	0	0	0	0	0			
Total			13,023,300	774,975	2,883,325	1,310,000	2,770,000	5,285,000			

Company Total

	Total					
	2013	2014	2015	2016	2017	2018
Power Production	24,892,500	1,197,500	7,755,000	14,970,000	970,000	0
Electric Distribution	4,118,500	1,640,500	658,700	840,400	495,700	483,200
Water & Heating	10,272,896	440,449	1,005,749	4,228,649	4,292,749	305,300
General, Administrative & Meter	13,023,300	774,975	2,883,325	1,310,000	2,770,000	5,285,000
TOTAL	52,307,196	4,053,424	12,302,774	21,349,049	8,528,449	6,073,500
Priority 1	4,442,496	1,614,424	748,174	691,549	716,949	671,400
Priority 2	31,788,200	2,424,100	9,505,600	6,644,900	7,811,500	5,402,100
Priority 3	16,076,500	14,900	2,049,000	14,012,600	0	0
Total	52,307,196	4,053,424	12,302,774	21,349,049	8,528,449	6,073,500

Sources:

	2013	2014	2015	2016	2017	2018
Cash flow	4,289,268	2,023,554	2,265,714	0	0	0
Expansion Reserve	0	0	0	0	0	0
Water Plant Construction Reserve	0	0	0	0	0	0
Generation Construction Reserve	0	0	0	0	0	0
Transmission Construction Reserve	0	0	0	0	0	0
Other financing requirement	0	0	0	0	0	0
Other financing	0	0	0	0	0	0
Total	4,289,268	2,023,554	2,265,714	0	0	0

Reserves (end of year)

	2013	2014	2015	2016	2017	2018
Expansion Reserve	100,000	100,000	100,000	100,000	100,000	100,000
Water Plant Construction Reserve	1,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Generation Construction Reserve	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Transmission Construction Reserve	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total	7,100,000	8,100,000	8,100,000	8,100,000	8,100,000	8,100,000



**Investment Management
& Trust**

ACTIVITY SUMMARY AS OF 11/30/2013

RICE CUSHMAN A CHAR TR

Account 180205

Market Value Reconciliation

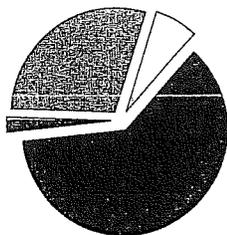
	Since 11/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,892,801.63	2,616,990.01
Disbursements		
Withdrawals	0.00	-53,002.36
Expenses	0.00	-498.75
Fees	-1,802.18	-19,252.18
Total Disbursements	-1,802.18	-72,753.29

Income		
Investment Income	2,215.30	42,029.49
Other Income	0.00	46.00
Total Income	2,215.30	42,075.49

Value on Nov 30, 2013	2,922,121.60	2,922,121.60
Total Change in Portfolio Value	28,906.86	335,809.39

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	14,759.84	0.51
Fixed Income	851,629.51	29.14
Alternative	202,103.66	6.92
Equity	1,806,996.27	61.84
Other	46,632.33	1.60
Total	\$2,922,121.60	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	2,215.30	42,029.49
Other Income	0.00	46.00
Total Income Summary	2,215.30	42,075.49

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	147.50	275.37
Long-term	2,072.48	17,278.80
Total Gain/Loss Summary	2,219.98	17,554.17

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

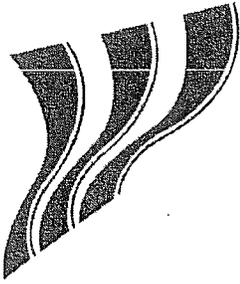


**Investment Management
& Trust**

**Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 11/30/2013**

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (11 Months)</u>
Total Fund	2,882,140	1.17	14.87
Total Fd Net Fee	2,882,140	1.10	14.07
Fixed Income	856,668	-.05	.34
BarCap Int Aggregate Bd		-.21	-.47
Domestic Equity	1,451,145	2.36	28.81
S&P 500 Index		3.05	29.14
Russell 2000 Index		4.01	36.14
Intl. Equity	357,463	.56	15.47
MSCI EAFE (US\$ & Net) Index		.77	20.97
Short Term Cash	14,275	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	202,104	-.90	-.72
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	485	.00	.00

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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION

Agenda Item Number: 11

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 6, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of New Established Fees

Recommended Action: Motion to Adopt Established Fees Resolution

Background/Summary:

Various departments of the City establish charges, fees, and rental rates for the myriad of programs offered Willmar citizens. New recommendations are listed on the resolution as underlined and removed charges as a ~~strike through~~. It is staff's recommendation that the Council adopt the new resolution covering 2014 charges, fees, and rental rates.

Alternatives:

Financial Considerations

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, sets fees for permits and licenses, and establishes rental rates for City equipment.

NOW, THEREFORE, BE IT RESOLVED that the below listed fees be duly adopted for the year 2014 and the same hereby ordered kept on file in the office of the City Clerk-Treasurer.

CITY CLERK:

Liquor License Investigation Fees:

Sole Proprietor	\$100.00
Partnership	150.00
Corporation	300.00
Limited Liability Company	300.00

Liquor Licenses:

On-Sale Liquor	\$4,000.00 per year
Off-Sale Liquor	950.00 per year
Club On-Sale Liquor	300.00 per year
On-Sale Wine	200.00 per year
On-Sale Sunday	200.00 per year
On-Sale 3.2% Malt Liquor	150.00 per year
Temporary On-Sale Liquor	100.00 per event
On-Sale Taproom	150.00 per year
Off-Sale Taproom	150.00 per year

PUBLIC WORKS:

Maintenance Trucks:

3 -5 Ton Trucks	\$ 35.00/hour
1 Ton Truck	18.00/hour
3 -5 Ton Truck/Plow/Sander	41.00/hour
3 -5 Ton Truck/Plow/Sander/Wing	55.00/hour
1 Ton Truck Plow	27.00/hour
Tandem Truck	41.00/hour
Tandem Truck/Plow/Sander/Wing	57.00/hour
½-3/4 Ton Pickup	17.00/hour
1 Ton /Water Tank	27.00/hour

Tractors, Loaders, Motor Graders:

2 -3 CY Loaders	\$ 82.00/hour
Loader/Plow/Wing	102.00/hour
Loader/Snow Blower	122.00/hour
Motor Grader	96.00/hour
Motor Grader/One-Way Plow	102.00/hour
Motor Grader/One-Way Plow/Wing	115.00/hour
40-50 Hp Tractor	21.00/hour
40-50 Hp Tractor/Attachments	35.00/hour
MT Trackless/Blower/Mower	61.00/hour
90 Hp Tractor/22' Flail Mower	55.00/hour
30-40 Hp Unit Mower/Blower/Sweeper	35.00/hour
Skid-Loader	35.00/hour
Skid-Loader/Attachments	50.00/hour
Snowplowing Sidewalks (incl. labor and equipment)	0.60/LF

Specialty Equipment:

Air Conveyance Unit	\$ 55.00/hour
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Elgin Sweeper (4 CY)	\$ 70.00/hour
Hydraulic Sewer Cleaner	68.00/hour
Sewer Rodder	41.00/hour
Paint Sprayer	9.00/hour
Paint Sprayer and 1 Ton Truck	27.00/hour
50' Bucket Truck	70.00/hour
30' Bucket Truck	41.00/hour
Brush Chipper	29.00/hour
Tamper	9.00/hour
Bituminous Distributor and Truck (less material)	50.00/hour
Bituminous Roller	55.00/hour
Grass and Leaf Pickup Broom	29.00/hour
Chain Saws	10.00/hour
Trailers	12.00/hour
Over Seeder	29.00/hour
Turf Pro	29.00/hour
Gator and Sprayer	27.00/hour
Generator	9.00/hour
Trash Pumps	9.00/hour
Utility Vehicle with Crane Hoist	42.00/hour
Air Compressor	25.00/hour
 Materials:	
Winter Sand Mixed with Salt	\$50.00 <u>\$ 55.00</u> CY
Gravel	20.00/Ton
Bituminous Cold Mix	95.00 <u>105.00</u> /Ton
Chalk Dust (50lb. bag)	6.00 <u>7.00</u> /bag
Diamond Dry (50lb. bag)	42.00 <u>13.00</u> /bag
Bituminous Repair (incl. labor and equipment)	45.00 <u>55.00</u> /SY
 Facilities or Equipment:	
Bleachers – 3 or 5 High	\$27.00/day
Minimum moving charge	75.00/day
Picnic Tables – Rental per table (12 maximum) (for pickup only-no delivery)	10.00/day
 Barricades	
Minimum charge for hauling barricades	\$ 2.00/day 20.00
Lights for ball fields	\$25.00/day for each field
 Labor:	
Regular	Contract rate plus 53%
Overtime	Contract rate plus 53%
 Access Fees:	
Industrial Park Storm Pond	\$ 835.00/acre
Lake North Lift Station	595.00/acre
Arby's Lift Station	1,050.00/acre
Ortenblad Lift Station	247.91/lot
Abbott Drive, Lift Station	895.00/acre
 Wastewater Treatment:	
5,000 gallon tanker with hydraulic boom:	\$ 30.00/hour
Portable Lab Sampler	\$ 5.00/hour

Airport:
 Conference Room \$40.00/non-airport related meetings

COMMUNITY EDUCATION AND RECREATION:

Adult recreation programs will charge cost of program, officials, balls, sanctioning fees, etc., plus \$7.00 per team court fee for volleyball/basketball and \$10.00 per team field fee for softball.

Baseball Fields	\$50.00 per game	\$250.00 daily rate
Softball Fields	\$30.00 per game	\$200.00 daily rate
Robbins Island enclosed shelters*	\$100.00/day	April - October
Open shelters	\$32.00-with electricity	\$20-w/o electricity
Damage deposit	\$50.00	
Indoor Playground	\$30.00/hour	\$200.00 damage deposit
City Auditorium Gym	\$200.00/day	\$300.00 damage deposit
Custodial Fees	\$35.00/Monday-Saturday	\$45.00 Sunday
Range Rental	\$27.00/hour	

Showmobile:
 Events in Willmar (not for profit) \$215.00/day + staff expenses
 (Plus Clean-up/Damage Deposit) 200.00
 Plus Staff Costs
 Events in Willmar (for profit) \$500.00/day + staff expenses

Civic Center:	2014	2015
Dry floor events	\$580.00/day	
Ice Rental	130.00/hour	\$140.00/hour

Aquatic Center:	
Individual season pass	\$ 85.00
Family of 2	125.00
Family of 3	135.00
Family of 4	145.00
Family of 5	155.00
Family of 6	165.00
Each Additional Family Member	15.00
Daily Admission Rate	3.00
Observers	3.00
Group Admission	2.50

Discount Coupons:
 10 Coupons \$ 25.00
 20 Coupons 45.00
 Pool Rental:
 2-hour minimum \$100.00 per hour plus guard/staff fees

FIRE DEPARTMENT:

Firefighter hours that are billed are taken directly from the roll call list.
 Firefighters receive a \$14.30 per hour and are paid in one-hour increments.

Equipment:	<u>First Hour</u>	<u>Additional Hour</u>
1 st line pumper - 5251, 5257 and 5258	\$300	\$200/hour
Tanker/pumpers 5276	300	200/hour
Ladder truck - 5299	500	400/hour
Grass rig - 5285	150	100/hour

Support Vehicles – 5296, 5297	75	50/hour
Trailers	75	50/hr

Equipment charges are billed by the quarter hour as time listed on the fire report, after initial one-hour charge.

Special equipment and supplies used will be billed on a cost basis.

A 25% administrative fee will be added to fire watch/standby conducted by the Fire Department for special events and any standby conducted during fire protection/detection system downtime (as described in the Minnesota State Fire Code).

<u>Fire Alarm Permit</u>	<u>\$ 30.00</u>
<u>Fire Alarm Permit Renewals</u>	<u>\$ 30.00 every 3 years</u>
<u>Alarm Malfunction</u>	<u>\$500.00</u>

3000 PSI (only) air tank filling fee	\$15.00
Fire Reports	\$ 0.25/page plus postage

POLICE DEPARTMENT:

\$60.00 per hour for off-duty police officers
 \$ 1.40 Automated Pawn Transaction Fee-each electronic reportable transaction
\$10.00 – Dangerous Animal Tag - (MN Statute 347.51 sub 2a)
\$20.00 – Dangerous Animal Sign - (MN Statute 347.51 sub 2a)
\$30.00 – Annual Fee Dangerous Animal Certificate of Registration - (Ordinance 1350, Sec. 4-59 and MN Statute 347.51 sub 3)

<u>Contracted Towing (Per tow)</u>	<u>\$ 45.00 per towed vehicle</u>
	<u>\$ 61.52 towing administrative fee</u>
	<u>\$ 8.48 tax</u>
<u>BaseTotal</u>	<u>\$ 115.00</u>

Possible extra tow costs depending upon circumstances involved:

\$160.00 per hour for "extra work" labor
\$160.00 per hour for flat hourly tow rate
\$ 5.50 per mile outside of City limits
\$ 10.00 per day storage fee after 48 hours

Dated this 6th day of January, 2014.

 MAYOR

Attest:

 CITY CLERK