

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

October 7, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Pro Tempore Denis Anderson. Members present on a roll call were Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Rick Fagerlie and Bruce DeBlieck; Present 7, Absent 2 – Mayor Frank Yanish and Council Member Jim Dokken were excused from the meeting.

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

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of September 16, Municipal Utilities Commission Minutes of September 23, Rice Hospital Board Minutes of September 25, Planning Commission Minutes of September 25, Exempt Permit for Willmar Curling Club, Accounts Payable Report through October 2, Building Inspection Report for September, and Community Ed/Recreation Joint Powers Board Minutes of September 27, 2013. Council Member Ahmann seconded the motion, which carried.

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

The Labor Relations Committee Report for September 17, 2013, was presented to the Council by Council Member Ahmann. There were four items for Council consideration.

Item No. 1 The meeting was called to order Council Member Christenson.

Item No. 2 There were no public comments offered at the meeting.

Item No. 3 The Committee discussed what they hoped to accomplish with a planning retreat. Suggestions included holding the retreat offsite, review of roles and responsibilities, review of the City Charter, additional training for Council Members, and a personality profile, such as the Meyers-Briggs assessment. Chair Ahmann arrived at this point in the meeting.

Carl Neu was suggested as a facilitator. It was also suggested that the retreat be held in late October or November if possible. Later in the meeting it was suggested that following the rollout of the Vision 2040 plan, it might be also appropriate to meet in January to consider a long-term plan for the City. Staff was directed to return with additional information. This matter was for information only.

Item No. 4 Chair Ahmann stated that he requested that the Convention and Visitors Bureau contract be placed on the agenda as a periodic review of contracts. Chamber of Commerce Director Ken Warner was invited to address the Committee regarding the history of the contract. Mr. Warner and City Clerk Halliday reviewed the contract between the City and Chamber of Commerce for the purposes of Convention and Visitors' services, as well as how the employees of the CVB are compensated. The CVB Executive Director's annual bonus, based on productivity goals set by the Chamber President, CVB Executive Committee and the CVB Executive Director were discussed. Ms. Fischer reviewed the various services provided by the CVB and some of the annual goals.

A few suggestions were made with regards to updating some language in the contract. This matter was for information only.

Item No. 5 City Administrator Stevens reviewed goals and progress of the Administrator to date based upon previous discussions with the City Council. Following discussion, it was suggested that the goals could be refined as the year went on, but that it was a good starting point. This matter was for information only.

The Labor Relations Committee Report for September 17, 2013, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

The Finance Committee/Council Work Session Report for September 30, 2013, was presented to the Council by Council Member Anderson. There were five items for Council consideration.

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

Item No. 2 Council Members were provided a written report reflecting detail by department of the Travel/Training, Subscriptions/Memberships, and Professional Services expenses incurred to date in 2013, the department requests for 2014 and the Mayor's proposed reductions for 2014. City Department Directors also reviewed the detail of these expenses with the Council. Council Member Christianson questioned whether or not the City can legally pay for the Community Ed & Rec Director's membership in the Rotary Club. The City Attorney will be consulted in this matter. Council Member Deblieck asked for the amount of the Safe Assure contract. Staff will provide this information.

The Capital Improvements Plan for 2014 through 2018 was presented to the Council. A staff committee reviews all proposed projects, using specific criteria to rank and prioritize them. It was noted that these projects are funded through bonding, State Aid, cash, and special revenue funds such as Local Option Sales Tax. Council Member Christianson raised several questions, including a concern about spending \$200,000 for Downtown Gateways. He also asked if the City could perform the Facilities Study in-house rather than contracting it out. Concerns were raised about the lack of a canine unit in the police department. Council Member Anderson requested that the canine unit be a specific discussion at the November Budget meeting. Council Member Ahmann suggested that the City contact professional commercial building inspectors to address the Public Works garage issues.

The Vehicle Replacement Policy was presented to the Council. Council Members Christianson and Ahmann raised a concern about the life of vehicles used. Council Member Christianson also felt lawn mowing at the waste treatment plant could be contracted with outside sources rather than purchasing a new mower for use at the plant.

This matter was for information only.

Item No. 3 The Council reviewed a funding request of \$2,000 from the Willmar Lakes Area Community Marketing Coalition for 2014. These dollars would be used for advertising campaigns promoting the Willmar Lakes Area, such as the banners recently placed on light poles along First Street. Council Member Anderson again noted that the Mayor's 2014 Proposed Budget does not include contributions to community groups. This matter was for information only.

Item No. 4 The Council was informed that the agenda for the October 14, 2013, Finance Committee meeting will include the EDC, HRA, and 2012 Audit Presentation.

Item No. 5 Council Members were provided with further information from the West Central Integration Collaborative regarding hours of translation services provided to the City of Willmar to date for

2013. Council Member Christianson requested this same information for the past three years as well. This matter was for information only.

Item No. 6 There was no new business to discuss at this time.

The Finance/Council Work Session Minutes for September 30, 2013, was approved as presented upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

City Clerk Halliday informed the Council that pursuant to Section 16-127 of the Willmar City Code, the Willmar Municipal Utilities Commission has requested the Council certify the unpaid utility charges of various properties as a lien on real property. According to City Code a hearing was offered to property owners to object to the charge. The Commission received no requests for appearance.

City Attorney Scott informed the Mayor and Council that Willow Run Apartments are in bankruptcy and should be considered at a later time. Following discussion regarding the removal of #27 and #28 of Willow Run, Resolution No. 1 was introduced by Council Member DeBlieck, seconded by Council Member Fagerlie, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 36 on September 9, 2013, requesting the Willmar City Clerk-Treasurer to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$13,978.92 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2014 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows: (for Resolution in its entirety, see City Council Minutes file dated October 7, 2013, located in the City Clerk's Office)

Dated this 7th day of October, 2013.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Peterson reviewed with the Council the 2014 Improvements which include street and utility construction in multiple locations throughout the City. The areas were selected based on the five-year Capital Improvement Program as well as input from Engineering Staff and Municipal Utilities Staff. It was noted the funding associated with the project includes special assessments, local funds, Local Option Sales Tax monies, and State Aid Funds.

Following discussion, Resolution No. 2 was introduced by Council Member DeBlieck, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

RESOLUTION ORDERING PREPARATION OF
REPORT ON IMPROVEMENT

WHEREAS, it is proposed to construct the following improvements under the 2014 Improvement Projects: grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm sewer, and watermain;

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

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

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

Dated this 7th day of October, 2013.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Under Old Business Council Member Christianson brought up a tabled motion which required a Council presence on committees that interview and hire Department Heads, Supervisors and Confidential Employees.

Council Member Christianson moved to remove a motion from the table. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 5, Noes 2 – Council Members Nelsen and DeBlieck voting “No.”

Council Member Christianson moved that the Willmar City Council adopt a formal written policy that states: “The Labor Relations Committee Chairperson or his/her appointee from the Labor Committee be on every hiring committee involving the hiring of department heads, supervisors and confidential employees.” Council Member Ahmann seconded the motion. Council Member Christianson noted that City Attorney Scott said the policy cannot include supervisors and confidential employees as the City Ordinance grants that responsibility to the City Administrator. Council Member Christianson moved to amend the motion deleting supervisors and confidential employees with Council Member Ahmann seconding the motion which carried on a roll call vote of Ayes 5, Noes 2 – Council Member Nelsen and DeBlieck voted “No.” In the ensuing discussion Council Member DeBlieck said Council Members should not be serving on a hiring committee, as it is the City Administrator’s responsibility, and that this policy undermines the authority of the City Administrator. Council Member Nelsen spoke against the motion stating she had concerns about who would be the appointee and the message it would send to candidates and staff, with further concerns that training is needed when someone is involved in the hiring process and asked what would be the role of that council person. Ms. Nelsen stated that there is a good process in place and believes it has worked well with past hiring.

Council Member Christianson said elected officials are responsible for all services delivered in Willmar, making sure services are delivered to citizens, and that the Council needs to be involving in hiring department heads.

Council Member Anderson said he opposed the motion and said the discussion gets to the philosophy of trust and respect, noting the Council's duty is to hire an Administrator empowered to hire department heads.

Council Member Ahmann asked the City Administrator about her thoughts. City Administrator Stevens stated that the process has worked well and did not think adding a Council Member will necessarily improve the process. Ms. Stevens said whether they intend it or not, having a Council Member on that panel might be intimidation.

Following discussion, the motion as amended then carried on a roll call vote of Ayes 4, Noes 3 with Council Members Anderson, Nelsen and DeBlieck voting "No."

Announcements for Council Committee meeting dates were as follows: Finance, October 14; Public Works/Safety, October 15; Labor Relations, October 16; and Community Development, October 17, 2013.

It was noted the Vision 2040 Rollout will be held on November 20, 2013, starting at 11:30 a.m. at the Willmar Conference Center and 6:00 p.m. at the Willmar Education and Arts Center.

It was noted the Willmar Municipal Utilities Open House will be held on October 8, 2013, at the Civic Center Arena.

There being no further business to come before the Council, the meeting adjourned at 7:54 p.m. upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR PRO TEMPORE

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 15, 2013

The Municipal Utilities Commission met in its regular meeting on Tuesday, October 15, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Jerry Gesch, Jeff Nagel, and Joe Gimse. Absent were Commissioners Steve Salzer & Dan Holtz.

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

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

RESOLUTION NO. 39

"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 September 23, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 131811 to No. 131936 inclusive in the amount of \$334,653.54 including a MISO charge in the amount of \$122,934.15 and an Absaloka Coal payment in the amount of \$168,951.57.

Dated this 15th day of October, 2013.

Vice President

ATTEST:

Secretary

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

Commissioner Gesch distributed to the Commission an article from the Wall Street Journal entitled, "*Six Myths About Renewable Energy*". This was for information only.

Commissioner Schrupp (Chair) reviewed with the Commission minutes from the September 20th WMU Labor Committee meeting. Discussion and updates were given on the following topics: 1) Director of Operations position; 2) General Manager Performance Evaluation; 3) Organizational Chart recommendation; 4) upcoming union negotiations; and, 5) personnel status including changes/additions. Following discussion and review, Commissioner Nagel offered a motion to

approve the minutes of the September 20th WMU Labor Committee meeting as presented. Commissioner Gesch seconded the motion which carried by a vote of five ayes and zero nays. Commissioner Gesch along with General Manager Hompe reviewed with the Commission the minutes from the September 30th WMU Planning Committee meeting. The two main topics of interest discussed were power supply issues & options facing WMU and an update of the computer system conversion/upgrade project. Following discussion and review, Commissioner Laumer offered a motion to approve the minutes of the September 30th WMU Planning Commission meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of five ayes and zero nays.

IS (Information Systems) Coordinator Sangren along with Director of Finance Hunstad presented a request to the Commission to approve the issuing of a Request for Proposals (RFP) for vendors who would propose software systems in association with the computer system upgrade. The vendor selected would provide the required applications for the Customer Information System (CIS), Financial Information System (FIS) and the Work Management System (WMS). Evaluating factors of the submitted vendor proposals would include experience, functionality requirements, system support, ease of integration, timeframe implementation, and pricing. Following discussion, Commissioner Gesch offered a motion to approve issuing a Request for Proposal for a vendor to provide the CIS, FIS, and WMS for the WMU's computer system conversion/upgrade. Commissioner Gimse seconded the motion which carried by a vote of five ayes and zero nays.

Director of Finance Hunstad reviewed with the Commission the proposals submitted to provide audit services for the 2013-2015 WMU financial audits. Five proposals had been submitted to provide the required financial services. Following discussion, Commissioner Schrupp offered a resolution to approve the proposal submitted by Conway, Deuth & Schmiesing, PLLP, to conduct the 2013-2015 financial audits of the Willmar Municipal Utilities. Commissioner Gimse seconded.

RESOLUTION NO. 40

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed three-year agreement with Conway, Deuth & Schmiesing, PLLP, to conduct the WMU audit services in the amounts of \$17,300 for the year 2013, \$17,650 for the year 2014, and \$18,000 for the year 2015 be approved."

Dated this 15th day of October, 2013.

Vice President

ATTEST:

Secretary

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

Supervisor of Electric Production Folkedahl reviewed with the Commission the submitted bid received for the Coal Car Hydraulic Unloader Project. The single bid received was from Sarka, Ltd., of Tiffin, OH, in the amount of \$148,859.50. Factors considered in the evaluation of the bid included cost, performance history, and timeliness. It was noted that the upgrade would be a permanent, anchored structure that would be more efficient and safer for the WMU personnel involved in the unloading process of the coal cars. Following discussion, Commissioner Nagel offered a resolution

to award the bid for the Coal Car Hydraulic Unloader to Sarka, Ltd., in the amount of \$148,859.50. Commissioner Laumer seconded.

RESOLUTION NO. 41

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed agreement with Sarka, Ltd., of Tiffin, Ohio, to provide the Coal Car Hydraulic Unloader in the amount of \$148,859.50 be approved.”

Dated this 15th day of October, 2013.

Vice President

ATTEST:

Secretary

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

General Manager Hompe presented the Commission with a recap of the recent Customer Appreciation Open House held on October 8th at the Willmar Civic Center. The annual event is held in conjunction with APPA's Public Power Week. Once again, the Open House was a huge success with approximately 1,750 customers attending. Commissioner Schrupp expressed his appreciation to Staff and Commissioners for their involvement in the event. Eight lucky WMU customers were drawn to receive \$50 credits on their utility bills. They were: Norman Christensen, Dean Boike, Anna Stiles, Lisa Anderson, Susan Henriksen, Sharon Palmer, Helen Trochlil, and Debra Lentz. Congratulations to all!

General Manager Hompe informed the Commission that a final analysis of the data and information gathered at the Strategic Planning Session held this summer should be available for review in the near future. The main topics discussed during the session included power supply issues, staffing, and technology.

General Manager Hompe made a request to the Commission to schedule a meeting of the WMU Planning Committee. Among the topics to be discussed would be the 2014 WMU Budget (preliminary). Following discussion, it was the consensus of the Commission to conduct a meeting of the WMU Planning Committee on Friday, October 25th at 1:00 p.m.

General Manager Hompe was also requesting to schedule a meeting of the WMU Labor Committee. Topics to be addressed would include the General Manager Performance Evaluation and union negotiation strategies. A meeting of the WMU Labor Committee will be tentatively scheduled during the final week of October, with the exact date and time to be determined.

General Manager Hompe and Councilman DeBlieck reminded the Commission of the upcoming Willmar Lakes Area Community Vision 2040 community meetings to be held on Wednesday, November 20th. The purpose of the meetings will be to establish and develop a vision for the Willmar community for the future by engaging citizens, business leaders, and elected officials. The November 20th meetings will be held at: 1) Willmar Conference Center @ 11:30 a.m.-1:30 p.m.; and, 2) WEAC (611 5th St. SW) @ 6:30-8:30 p.m.

General Manager Hompe and Supv. of Electric Production Folkedahl presented the Commission with a brief update of the current status of the wind turbine generators. The generators continue to be out of service due to a technical problem with the 15 KV switch. WMU continues to be in steady contact with DeWind Co. technicians in an effort to resolve this problem.

Commissioner Laumer left the meeting at 12:25 p.m.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary



**WILLMAR MUNICIPAL
UTILITIES
WMU Labor Committee Meeting
Minutes
Friday, September 20, 2013 – 10:00 a.m.**

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

AGENDA:

PERSONNEL ISSUES OF DISCUSSION:

➤ **Director of Operations:**

A national search for the position of Director of Operations had been held. The format of the interviewing process was discussed. Following a review & screening of submitted applications, the top three potential candidates were identified. The next step required to filling the position was to conduct telephone interviews with each of the three candidates. In-person interviews were next conducted with the General Manager along with facility tours by Staff members who would be working directly with the newly appointed Director of Operations. A meeting of Staff involved in the tour and/or informational sessions was held to discuss views & opinions of each of the individual finalists (including strengths & work experience). The Labor Committee further discussed the attributes of the three finalists for the position of the Director of Operations. A job offer will be proposed to the top candidate in the very near future.

➤ **General Manager Performance Evaluation:**

A performance review of the General Manager position was last conducted in March 2013 (six-month review). The actual anniversary date is August 27th (one year). Forms were reviewed & discussed which included operational information, personnel activity, and long-term goals. The General Manager Performance Evaluation form will be distributed to each of the Commissioners for their input and evaluation. Target date for completion would Oct. 31st.

➤ **Organizational Chart Review:**

A review of the proposed WMU Organizational Chart was presented for discussion. This chart has been updated to reflect the various departmental needs and staffing required to conduct the operations of the Utilities.

Following discussion, Commissioner Salzer offered a motion to recommend approval of the Organizational Chart as presented. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays. The next step forward in the process would be to present the recommended Organizational Chart to the Commission for their official approval.

➤ **Union Negotiations:**

Discussion was held regarding a recent correspondence received from IBEW Local #160 requesting amendments to the current union contract. The current union contract between IBEW & WMU expires December 31, 2013. This is a standard procedure which then allows for labor negotiations to begin between the Union and WMU in an effort to reach an agreement that is mutually beneficial to all parties involved. Negotiation strategies were discussed. General

Manager Hompe will contact Attorney Frank Madden along with the City of Willmar's Labor Committee Chair to begin the negotiation process & strategies.

➤ **Personnel Status Updates:**

- Line Department – New hires
 - Nick Danielson (09/09/13)
 - Dylan Berg (09/16/13)
- Project Assistant (new hire) – Kelly Adolphson (08/19/13)
- Engineering Assistant – promoted Dave Andrist from within (Power Plant) (09/30/13)
- Manager of Electric Services (retirement) – divided position duties between Drafting, Engineer, Line Supv., Admin. Assistant, Accounts Payable, and Director of Finance
- Compliance Officer (new hire) – Janell Johnson (04/15/13)
- HR position– WMU is open and willing to continue discussions with the City regarding the possibility of sharing duties of this position.

➤ **For Information:**

General Manager Hompe informed the Commission that it appears that a complete Rate Study for the WMU may be required in 2014. Further discussions will continue.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Schrupp offered a motion to adjourn the meeting at 11:26 a.m. Commissioner Salzer seconded the motion which carried by a vote of three ayes and zero nays.



**WILLMAR MUNICIPAL
UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Monday, September 30, 2013 – 10:00 a.m.
WMU Conference Room**

Present: Commissioners Dan Holtz (Chair), Jerry Gesch & Jeff Nagel, Wesley Hompe, Chris Carlson, Mike Sangren, and Tim Hunstad (via teleconference).

Following a brief update by General Manager Hompe on a recent power outage, Chairman Holtz called the meeting to order at 10:06 a.m.

AGENDA ITEMS:

1. Continuation of Discussion Regarding Power Supply Issues:

Conversations continue with Great River Energy (GRE) regarding proposed revisions by WMU for the current power supply contract between WMU and GRE (30 megawatts). WMU requested revisions would include reductions in both demand and energy charges beginning January 2014. The current contract's expiration date is December 31, 2015. GRE responded negatively to the request. GRE countered that following the expiration of the current contract, they would be open to accepting new terms & conditions requested by WMU (reductions in demand and energy rates). Options to the existing contract terms were discussed. Flexibility of short-term contracts versus long-term contracts is also an issue that is addressed through the assessment process. Further communications between WMU & GRE will continue. Additional power supply options were discussed.

Following discussion, Commissioner Holtz made a request to Staff to create a graphic depicting the power supply needs relative to how WMU meets the demand and energy load of our customers. Data will be forwarded to the Commission for their review & comments.

2. Computer System Conversion/Upgrade Project:

IS Coordinator Sangren presented the WMU Planning Committee with an update on the status of the Computer System Conversion/Upgrade Project. Staff has been working on an RFP (Request for Proposal) with our project manager Power System Engineering (PSE). Preliminary numbers and cost estimates are being established to give us a "ballpark" figure for the entire project. Sangren noted that some of the vendors may have a higher front-end number and a lower cost maintenance plan or vice versa. PSE will do a present value over a 10-year basis for price/cost comparisons to assist in selecting a vendor(s) for the project. Estimated budgetary figures were presented for discussion. Preliminary cost estimates for the hardware, software & vendor services is \$425,000 with an additional maintenance cost of 20% per year (\$39,000). The goal is to have the Financial Information System (FIS) portion of the project in place by August 2014, and to have the Customer Information System (CIS) portion to overlap in 2014 with full implementation 2015. Contingency costs and additional financial estimates (associated conversion costs, etc.) were discussed. Staff and PSE continue to finalize the Request for Proposal (RFP) for the project. There are eight vendors on the current listing to receive the RFP. Staff will be requesting the Commission to authorize approval of the RFP in its entirety at the October 15th meeting. The vendor selection process was discussed along with the estimated timetable for the project. Further clarification of the components and functions of the WMU's computer system were discussed including potential integration of future software systems. Automation of current manual processes will greatly be

improved. The Planning Committee requested Staff to compile a listing of the tasks that are currently operated manually that would be automated through the conversion of the system.

Update Request:

Commissioner Holtz requested an update on the wind turbine generators (previously discussed). WMU has been contacting DeWind in an effort to resolve this issue. Technicians for DeWind continue to work on restoring the operation of the wind generators.

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 11:10 a.m. Commissioner Holtz seconded, and the motion was carried by a vote of three ayes and zero nays.

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
10/16/2013 14:22:29

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFILIATED MED CENTERS 37697 10/16/13 IMMUNIZATIONS 000028	27.60		4934253/10-13		D N	SAFETY PROGRAM	101.42428.0817
VENDOR TOTAL	77.60	*CHECK TOTAL					
AGUIRRE/JOVANIE 37698 10/16/13 REFUND SHELTER DEPOSIT .02073	50.00		100313		D N	DEPOSITS	101.230000
ALTERNATIVE MICROGRAPHIC 37699 10/16/13 PROFESSIONAL SERVICES 000042	260.22		2705		D N	PROFESSIONAL SER	101.41404.0446
AMERICAN WELDING & GAS I 37700 10/16/13 FIRE EXTINGUISHER INSP. 000057	40.75		02400699		D N	MICE. OF EQUIPME	101.42411.0334
AMERIPRIDE LINEN & APPAR 37701 10/16/13 TOWEL SERVICE 000051	27.46		2200421559		D N	CLEANING AND WAS	101.43425.0338
37701 10/16/13 TOWEL SERVICE	40.83		2200421561		D N	CLEANING AND WAS	101.43425.0338
37701 10/16/13 TOWEL SERVICE	27.46		2200426774		D N	CLEANING AND WAS	101.43425.0338
37701 10/16/13 TOWEL SERVICE	31.30		2200426775		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	127.05	*CHECK TOTAL					
ANDERSON LAW OFFICES 37702 10/16/13 PROFESSIONAL SERVICES 002954	10,089.76		STMT/10-13		D N	PROFESSIONAL SER	101.41406.0446
AT&T MOBILITY 37703 10/16/13 WIRELESS INTERNET SERV. 000075	40.65		X09252013		D N	COMMUNICATIONS	101.41402.0330
BCA CJTE 37704 10/16/13 HELGESSON-SEMINAR REGIS. 000095	30.00		1760		D N	TRAVEL-CONF.-SCH	101.42411.0333
37704 10/16/13 SCHNEIDER-SEMINAR REGIS.	75.00		2114		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	105.00	*CHECK TOTAL					
BERNICK'S PEPSI-COLA CO 37705 10/16/13 OFFICE COFFEE 000103	39.48		7957		D N	GENERAL SUPPLIES	101.43425.0229
BLEESS AUTOMOTIVE INC 37706 10/16/13 SIGN DEPOSIT REFUND .01447	100.00		2013-15		D N	DEPOSITS-SIGN PE	101.230001
BOLLIG INC 37707 10/16/13 PROFESSIONAL SERVICES 002999	2,562.50		2491		D N	OTHER SERVICES	413.48451.0339
BOLTON & MENK INC 37708 10/16/13 4TH AVE SW IMPROVEMENT 001010	3,255.00		0160243		D N	PROFESSIONAL SER	413.48452.0446
37708 10/16/13 INTERIM CITY ENG SERV	10,980.00		0160247		D N	PROFESSIONAL SER	101.43417.0446
37708 10/16/13 WILLMAR AVE IMPROVEMEN	4,997.00		0160249		D N	PROFESSIONAL SER	413.48452.0446
VENDOR TOTAL	19,232.00	*CHECK TOTAL					

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
BRAD'S PLUMBING			001896								
37709	10/16/13	10/16/13	WATER CONDITIONER FILTERS	678.93		4273		D	N	MICE. OF EQUIPME	651.48484.0224
37709	10/16/13	10/16/13	CLOTHES WSHR PLMG REPAIR	295.00		4273		D	N	MICE. OF EQUIPME	651.48484.0334
			VENDOR TOTAL	973.93		*CHECK TOTAL					
BSE			001980								
37710	10/16/13	10/16/13	LIGHT BULBS FOR BLDG	253.41		906225842		D	N	MICE. OF STRUCTU	101.42412.0225
37710	10/16/13	10/16/13	ELEC PARTS FOR PARK LTS	74.92		906266389		D	N	MICE. OF OTHER I	101.43425.0226
37710	10/16/13	10/16/13	ELEC PARTS FOR PARK LTS	74.91		906266389		D	N	MICE. OF OTHER I	101.45432.0226
37710	10/16/13	10/16/13	ELEC PARTS FOR BLDG	118.77		906274782		D	N	MICE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	522.01		*CHECK TOTAL					
C D & T INC AUTO PARTS			000145								
37711	10/16/13	10/16/13	#101303-HOSE	6.86		923561		D	N	MICE. OF EQUIPME	101.43425.0224
37711	10/16/13	10/16/13	#101303-BREATHR VENT	3.20		923565		D	N	MICE. OF EQUIPME	101.43425.0224
37711	10/16/13	10/16/13	#101303-AIR COUPLER	11.17		923695		D	N	MICE. OF EQUIPME	101.43425.0224
37711	10/16/13	10/16/13	#073501-RESEVOIR CAP	5.22		923904		D	N	MICE. OF EQUIPME	101.43425.0224
37711	10/16/13	10/16/13	SUPPLIES	23.43		923914		D	N	GENERAL SUPPLIES	101.45433.0229
37711	10/16/13	10/16/13	AERATION PARTS	12.02		923950		D	N	MICE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	61.90		*CHECK TOTAL					
CARD SERVICES			002552								
37712	10/16/13	10/16/13	CONCESSION SUPPLIES	67.02		091214		D	N	GENERAL SUPPLIES	101.45433.0229
37712	10/16/13	10/16/13	PLANT-OKINS FUNERAL	53.44		092708		D	N	GENERAL SUPPLIES	101.41405.0229
37712	10/16/13	10/16/13	CONCESSION SUPPLIES	65.23		092716		D	N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	185.69		*CHECK TOTAL					
CARDMEMBER SERVICE			002365								
37713	10/16/13	10/16/13	TEXTING SERVICE	329.99		STMT/9-13		D	N	PREPAID EXPENSES	101.128000
37713	10/16/13	10/16/13	PETERSON-SEMINAR REGIS.	80.00		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.41402.0333
37713	10/16/13	10/16/13	PETERSON-LODGING EXPENSE	231.66		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.41402.0333
37713	10/16/13	10/16/13	OFFICE SUPPLIES	97.63		STMT/9-13		D	N	OFFICE SUPPLIES	101.42411.0220
37713	10/16/13	10/16/13	RETURNED VOICE RECORDER	38.59CR		STMT/9-13		D	N	SMALL TOOLS	101.42411.0221
37713	10/16/13	10/16/13	SPIT HOODS	155.50		STMT/9-13		D	N	SUBSISTENCE OF P	101.42411.0227
37713	10/16/13	10/16/13	MOVABLE SIGN KIT	388.76		STMT/9-13		D	N	GENERAL SUPPLIES	101.42411.0229
37713	10/16/13	10/16/13	TEXTING SERVICE	110.01		STMT/9-13		D	N	COMMUNICATIONS	101.42412.0330
37713	10/16/13	10/16/13	HENDRICKSON-AMEM CONF.	130.00		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	HENDRICKSON-LODGING EXP.	570.00		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	COOKIES-DEPARTMENT TRNG	23.96		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	MSFCA CONFERENCE REGIS.	680.00		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	MEALS-DEPARTMENT MTG	8.54		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	CHRISTENSEN-LODGING EXP.	87.90		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	GABRIELSON/HYATT-LODGING	87.90		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37713	10/16/13	10/16/13	TAMMEN/COOL-LODGING EXP.	87.90		STMT/9-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE 37713 10/16/13	002365 MEALS-ROOKIE INTERVIEWS	19.22		STMT/9-13		D N	TRAVEL-CONF. -SCH	101.42412.0333
37713 10/16/13	NRA RANGE SOURCE BOOK	29.87		STMT/9-13		D N	SAFETY PROGRAM	101.42428.0817
37713 10/16/13	DESCHEPPER-SEMINAR REG.	147.00		STMT/9-13		D N	TRAVEL-CONF. -SCH	230.43430.0333
	VENDOR TOTAL	3,227.25		*CHECK TOTAL				
		3,227.25						
CARRANZA/NOE 37714 10/16/13	002547 PROFESSIONAL SERVICES	50.00		100113		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 37715 10/16/13	000467 NATURAL GAS CHARGES	53.74		6072309/9-13		D N	UTILITIES	101.45437.0332
CENTRAL LAKES COOPERATIV 37716 10/16/13	001259 PROPANE-STREET PATCHING	78.19		052899		D N	MTCE. OF OTHER I	101.43425.0226
37716 10/16/13	GREASE	1,226.87		36231		D N	MOTOR FUELS AND	651.48484.0222
	VENDOR TOTAL	1,305.06		*CHECK TOTAL				
		1,305.06						
CHARTER COMMUNICATIONS 37717 10/16/13	000736 MONTHLY PHONE SERVICE	41.53		3941/10-13		D N	COMMUNICATIONS	101.41409.0330
CHRISTENSEN/JAIME 37718 10/16/13	002946 STATE FIRE SCHOOL	26.48		255		D N	TRAVEL-CONF. -SCH	101.42412.0333
CIT TECHNOLOGY FIN SERV 37719 10/16/13	002556 COPIER LEASE AGRMT	169.93		24012840		D N	RENTS	101.41405.0440
CITY OF WILLMAR-GENERAL 37720 10/16/13	000292 BLDG PERMIT #21893	2,248.69		21893		D N	LICENSES AND TAX	101.43425.0445
COLEPAPERS INC 37721 10/16/13	000170 CLEANING SUPPLIES	183.30		8900482		D N	CLEANING AND WAS	101.45435.0228
37721 10/16/13	CLEANING SUPPLIES	55.63		8905849		D N	CLEANING AND WAS	101.41408.0228
37721 10/16/13	PLASTIC CUPS/HAND TWLS	196.04		8905849		D N	GENERAL SUPPLIES	101.41408.0229
37721 10/16/13	CLEANING SUPPLIES	97.42		8905849		D N	CLEANING AND WAS	101.45427.0228
37721 10/16/13	HAND TOWELS	130.71		8905849		D N	GENERAL SUPPLIES	101.45427.0229
	VENDOR TOTAL	663.10		*CHECK TOTAL				
		663.10						
COMPUTER PROF, UNLIMITED 37722 10/16/13	000065 CAMA MONTHLY SUPPORT-OCT	145.98		STMT/10-13		D N	MTCE. OF EQUIPME	101.41404.0334
37722 10/16/13	CAMA MEETING	44.00		STMT/9-13		D N	TRAVEL-CONF. -SCH	101.41404.0333
37722 10/16/13	CAMA MONTHLY SUPPORT-SEP	145.98		STMT/9-13		D N	MTCE. OF EQUIPME	101.41404.0334
	VENDOR TOTAL	335.96		*CHECK TOTAL				
		335.96						
COMPUTER RENAISSANCE 37723 10/16/13	000196 SIGN DEPOSIT REFUND	100.00		2013-17		D N	DEPOSITS-SIGN PE	101.230001

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COOL/PAUL 37724 10/16/13 STATE FIRE SCHOOL 002861	29.17		256		D N	TRAVEL-CONF. -SCH	101.42412.0333
COPIER BUSINESS SOLUTION 37725 10/16/13 COPIER MTCE CHARGE 001934	58.47		228377		D N	MTCE. OF EQUIPME	101.42412.0334
37725 10/16/13 COPIER MTCE CHARGE 228481	26.03		228481		D N	MTCE. OF EQUIPME	101.41405.0334
VENDOR TOTAL	84.50		*CHECK TOTAL				
CROW CHEMICAL & LIGHTING 37726 10/16/13 CLEANING SUPPLIES 000186	6.73		401970		D N	CLEANING AND WAS	101.43425.0228
CUMMINS NPOWER LLC 37727 10/16/13 PLANT GENERATOR REPAIR 000903	782.74		100-93961		D N	MTCE. OF EQUIPME	651.48484.0224
37727 10/16/13 PLANT GENERATOR REPAIR	1,140.27		100-93961		D N	MTCE. OF EQUIPME	651.48484.0334
VENDOR TOTAL	1,923.01		*CHECK TOTAL				
DAN'S SHOP INC 37728 10/16/13 FILTERS 002212	233.87		61479		D N	INVENTORIES-MDSE	101.125000
37728 10/16/13 FILTERS	51.35		61767		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	285.22		*CHECK TOTAL				
DEPT OF HUMAN SERVICES 37729 10/16/13 CLEANING SERVICES 000009	112.00		00000164869		D N	CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 37730 10/16/13 #22 RICE CARE CENTER- 002914	19,447.91		000000167472		D N	OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT 37731 10/16/13 PAINT STRAINER 000205	10.15		821054445		D N	GENERAL SUPPLIES	101.43425.0229
37731 10/16/13 TRAFFIC PAINT	108.16		821054535		D N	GENERAL SUPPLIES	101.43425.0229
37731 10/16/13 TRAFFIC PAINT	108.16		821054583		D N	GENERAL SUPPLIES	101.43425.0229
37731 10/16/13 TRAFFIC PAINT	108.16		821054610		D N	GENERAL SUPPLIES	101.43425.0229
37731 10/16/13 TRAFFIC PAINT	396.51		821054626		D N	GENERAL SUPPLIES	101.43425.0229
37731 10/16/13 PAINT FOR PARK SHELTER	170.68		821054677		D N	MTCE. OF STRUCTU	101.43425.0225
37731 10/16/13 PAINTING SUPPLIES	26.89		821054678		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	928.71		*CHECK TOTAL				
DIGITAL-ALLY INC 37732 10/16/13 RMT BATTERY PACK 002509	106.88		1060156		D N	MTCE. OF EQUIPME	101.42411.0224
DOBANSKY JR/R. PETE 37733 10/16/13 ACTIVE SHOOTER COURSE 001771	25.67		549		D N	TRAVEL-CONF. -SCH	101.42411.0333
DONOHUE & ASSOCIATES 37734 10/16/13 NPDES-SALTY DISCHARGE 002293	18,985.00		12553-01		D N	PROFESSIONAL SER	651.48484.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC 002163 37735 10/16/13 211 GALLONS UNLEADED 37735 10/16/13 185 GALLONS DIESEL VENDOR TOTAL	736.60 662.68 1,399.28 1,399.28	*CHECK TOTAL	267086 267086 *CHECK TOTAL		D N D N	MOTOR FUELS AND MOTOR FUELS AND	651.48484.0222 651.48486.0222
ED DAVIS BUSINESS MACHIN 000229 37736 10/16/13 OFFICE SUPPLIES 37736 10/16/13 OFFICE SUPPLIES VENDOR TOTAL	46.07 40.77 86.84 86.84	*CHECK TOTAL	126862 127110 *CHECK TOTAL		D N D N	OFFICE SUPPLIES OFFICE SUPPLIES	741.48001.0220 741.48001.0220
ED'S SERVICE CENTER & SA 000231 37737 10/16/13 TOWING CHARGES	1,096.00		STMT/9-13		D N	OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC 000788 37738 10/16/13 L.S. CONTROL FLOATS	521.07		0051105		D N	MICE. OF EQUIPME	651.48485.0224
ER PORTAL SOFTWARE GROUP 002945 37739 10/16/13 SOFTWARE SUPPORT AGRMT 37739 10/16/13 SOFTWARE SUPPORT AGRMT VENDOR TOTAL	1,424.98 1,475.02 1,900.00 1,900.00	*CHECK TOTAL	030692 030692 *CHECK TOTAL		D N D N	PREPAID EXPENSES MICE. OF EQUIPME	651.128000 651.48484.0334
ERICKSON/PAITY 000952 37740 10/16/13 MILEAGE 12/27/12-10/1/13	100.07		101013		D N	TRAVEL-CONF. -SCH	101.41404.0333
FARM-RITE EQUIPMENT 003002 37741 10/16/13 #080492-TIRES	913.50		W00158		D N	MICE. OF EQUIPME	101.43425.0224
FARNAM'S GENUINE PARTS 000249 37742 10/16/13 BRAKE ROTORS 37742 10/16/13 EXHAUST GASKETS 37742 10/16/13 FUSE HOLDERS 37742 10/16/13 FUSE HOLDERS 37742 10/16/13 SUPPLIES VENDOR TOTAL	207.42 15.79 23.12 16.51 40.89 303.73 303.73		137-685658 137-686065 137-686248 137-686798 137-686811 *CHECK TOTAL		D N D N D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE GENERAL SUPPLIES	101.125000 101.125000 101.125000 101.125000 101.45433.0229
FASTENAL COMPANY 001188 37743 10/16/13 CLEANING SUPPLIES 37743 10/16/13 HOSE CLAMPS 37743 10/16/13 MACH. LIFT EYE FOR PUMP 37743 10/16/13 HACK BLADES FOR SAW VENDOR TOTAL	8.60 20.66 11.81 9.59 50.66 50.66		MNWL108290 MNWL108315 MNWL108567 108290 MNWL108290 *CHECK TOTAL		D N D N D N D N	CLEANING AND WAS SMALL TOOLS MICE. OF EQUIPME SMALL TOOLS	101.42412.0228 101.42412.0221 651.48484.0224 101.42412.0221
FLAHERTY & HOOD P.A. 001449 37744 10/16/13 PROFESSIONAL SERVICES	8,518.73		6628		D M 07	PROFESSIONAL SER	101.41406.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
FLEETPRIDE	37745	10/16/13	002973 BRAKE VALVE/FITTINGS	40.08		56867534		D	N	INVENTORIES-MDSE	101.125000
FRANCOTYP-POSTALIA INC	37746	10/16/13	001791 POSTAGE METER RENTAL	174.21		RI101708327		D	N	RENTS	101.42411.0440
	37746	10/16/13	INKJET CARTRIDGE	107.81		RI101711325		D	N	OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	282.02		*CHECK TOTAL					
G & K SERVICES	37747	10/16/13	002465 CLEANING SERVICES	56.62		1043530754		D	N	CLEANING AND WAS	230.43430.0338
	37747	10/16/13	CLEANING SERVICES	56.62		1043541273		D	N	CLEANING AND WAS	230.43430.0338
			VENDOR TOTAL	113.24		*CHECK TOTAL					
GARCIA/NICOLE	37748	10/16/13	.02074 REFUND SHELTER DEPOSIT	50.00		100313		D	N	DEPOSITS	101.230000
GENERAL MAILING SERVICES	37749	10/16/13	000293 POSTAGE 09/23 - 09/27/13	87.24		10046		D	N	POSTAGE	101.41401.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	14.56		10046		D	N	POSTAGE	101.41402.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	5.80		10046		D	N	POSTAGE	101.41403.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	6.72		10046		D	N	POSTAGE	101.41404.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	15.00		10046		D	N	POSTAGE	101.41408.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	7.99		10046		D	N	POSTAGE	101.42411.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	1.87		10046		D	N	POSTAGE	101.42412.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	0.56		10046		D	N	POSTAGE	101.43417.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	1.12		10046		D	N	POSTAGE	101.43425.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	3.92		10046		D	N	POSTAGE	101.45432.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	13.44		10046		D	N	POSTAGE	101.45435.0223
	37749	10/16/13	POSTAGE 09/23 - 09/27/13	0.56		10046		D	N	POSTAGE	101.48484.0223
	37749	10/16/13	UPS CHARGES	28.97		10122		D	N	POSTAGE	651.48484.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	16.12		10200		D	N	POSTAGE	101.42412.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	22.55		10200		D	N	POSTAGE	101.41401.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	14.25		10200		D	N	POSTAGE	101.41402.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	5.60		10200		D	N	POSTAGE	101.41403.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	2.80		10200		D	N	POSTAGE	101.41404.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	15.00		10200		D	N	POSTAGE	101.41405.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	1.12		10200		D	N	POSTAGE	101.41408.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	2.24		10200		D	N	POSTAGE	101.41409.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	5.04		10200		D	N	POSTAGE	101.42411.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	6.51		10200		D	N	POSTAGE	101.42412.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	13.12		10200		D	N	POSTAGE	101.43417.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	0.56		10200		D	N	POSTAGE	101.43425.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	1.12		10200		D	N	POSTAGE	101.45432.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	0.56		10200		D	N	POSTAGE	101.45433.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	18.48		10200		D	N	POSTAGE	101.45435.0223
	37749	10/16/13	POSTAGE 09/30 - 10/04/13	3.36		10200		D	N	POSTAGE	230.43430.0223
			VENDOR TOTAL	316.18		*CHECK TOTAL					651.48484.0223
				316.18							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP 37757 10/16/13 2 CASES TOILET TISSUE	88.88		600872726		D N	GENERAL SUPPLIES	101.45427.0229
HOFFMAN FILTER SERVICE 37758 10/16/13 ANTI-FREEZE	285.09		64913		D N	INVENTORIES-MDSE	101.125000
HOLMGREN APPRAISALS 37759 10/16/13 PROFESSIONAL SERVICES	400.00		CH133584		D M 07	PROFESSIONAL SER	101.41402.0446
HYDRITE CHEMICAL CO 37760 10/16/13 ANTI-FOAM	880.00		01637017		D N	GENERAL SUPPLIES	651.48484.0229
INFRA TECH TECHNOLOGIES I 37761 10/16/13 SENSOR FOR GAS MONITOR	194.63		1300416		D N	MTCE. OF EQUIPME	651.48484.0224
INNOVATIVE OFFICE SOLUTI 37762 10/16/13 PAPER SHREDDER	128.68		IN0361108		D N	SMALL TOOLS	101.42412.0221
INTEGRATED POWER SERVICE 37763 10/16/13 EAGLE LK #3 PUMP REPAIR 37763 10/16/13 EAGLE LK #3 PUMP REPAIR	205.80 2,144.18 2,349.98		9003496 9003496 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48485.0224 651.48485.0334
VENDOR TOTAL	2,349.98						
I\O SOLUTIONS INC 37764 10/16/13 FIREFIGHTER HIRING EXAMS	313.00		C30193A		D N	OFFICE SUPPLIES	101.42412.0220
JAGUSH/JEFFREY 37765 10/16/13 MILEAGE 10/1-10/11/13 37765 10/16/13 MILEAGE 10/1-10/11/13	22.60 22.60 45.20		101513 101513 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.43425.0333 101.45435.0333
VENDOR TOTAL	45.20						
JMD MANUFACTURING INC 37766 10/16/13 VALVE WRENCHES	21.38		85470		D N	SMALL TOOLS	101.45437.0221
JOB SHQ 37767 10/16/13 ACCOUNTING CLERK AD 37767 10/16/13 P.W. DIRECTOR/ENG. AD	424.40 954.20 1,378.60		103559/9-13 103559/9-13 *CHECK TOTAL		D N D N	ADVERTISING ADVERTISING	101.41405.0447 101.43417.0447
VENDOR TOTAL	1,378.60						
KANDIYOHI CO AUDITOR 37768 10/16/13 LANDFILL CHARGES	26.56		307738		D N	CLEANING AND WAS	651.48484.0338
KANDIYOHI CO RECORDER'S 37769 10/16/13 RECORDING FEES	46.00		614110		D N	PROFESSIONAL SER	101.41401.0446

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
MAGNUSON SHEET METAL INC 001121 37778 10/16/13 SERVICED EQUIP-LABOR	240.00		122304		D N	MTCE. OF STRUCTU	101.42412.0335
VENDOR TOTAL	495.61	*CHECK TOTAL					
MALDONADO/GERZON .01573 37779 10/16/13 REFUND SHELTER DEPOSIT	50.00		100313		D N	DEPOSITS	101.230000
MARC 000435 37780 10/16/13 LEATHER/VINYL CLEANER	128.27		0506992		D N	CLEANING AND WAS	101.43425.0228
MATHESON TRI-GAS INC 002898 37781 10/16/13 CYLINDER RENTAL	45.25		07776436		D N	RENTS	101.45433.0440
MBPTA 001749 37782 10/16/13 KARDELL-SEMINAR REGIS.	85.00		101413		D N	TRAVEL-CONF.-SCH	101.41402.0333
MCCULLOUGH/PASTOR PAUL .00725 37783 10/16/13 SAFETY/SECURITY SEMINAR	137.52		545		D N	TRAVEL-CONF.-SCH	101.42411.0333
MENARDS 000449							
37784 10/16/13 PAINT FOR BLDG	27.19		32370		D N	MTCE. OF STRUCTU	101.45435.0225
37784 10/16/13 BLDG MTCE-PARTS	19.14		33330		D N	MTCE. OF STRUCTU	101.43425.0225
37784 10/16/13 SUPPLIES	43.19		33478		D N	GENERAL SUPPLIES	651.48484.0229
37784 10/16/13 ELEC PARTS FOR PARK LTS	6.34		33497		D N	MTCE. OF OTHER I	101.43425.0226
37784 10/16/13 ELEC PARTS FOR PARK LTS	6.34		33497		D N	MTCE. OF OTHER I	101.45432.0226
37784 10/16/13 DRAIN PAN FOR WTR HTR	5.10		33678		D N	MTCE. OF STRUCTU	651.48484.0225
37784 10/16/13 FITTINGS-SAMPLER TUBES	52.55		33984		D N	MTCE. OF OTHER I	651.48484.0226
37784 10/16/13 PLANT MAINTENANCE PARTS	15.29		34031		D N	MTCE. OF OTHER I	651.48484.0226
37784 10/16/13 SAMPLER PARTS	43.82		34046		D N	MTCE. OF OTHER I	651.48484.0226
37784 10/16/13 HOCKEY BOARDS	189.95		34154		D N	MTCE. OF STRUCTU	101.45433.0225
VENDOR TOTAL	408.91	*CHECK TOTAL					
MIKE'S SMALL ENGINE CENT 002699							
37785 10/16/13 #050291-ALTERNATOR PARTS	53.38		101619		D N	MTCE. OF EQUIPME	101.43425.0224
37785 10/16/13 #880981-CARB DIAPHRAM	5.29		101844		D N	MTCE. OF EQUIPME	101.43425.0224
37785 10/16/13 CHAIN SAW RECOIL ROPE	17.05		101883		D N	MTCE. OF EQUIPME	101.43425.0224
37785 10/16/13 STIHL SAW REPAIR-PARTS	149.57		4403046		D N	MTCE. OF EQUIPME	101.43425.0334
37785 10/16/13 STIHL SAW REPAIR-LABOR	47.50		4403046		D N	MTCE. OF EQUIPME	101.43425.0334
37785 10/16/13 STIHL BLWR REPAIR-PARTS	2.14		4403054		D N	MTCE. OF EQUIPME	101.43425.0224
37785 10/16/13 STIHL BLWR REPAIR-LABOR	15.00		4403054		D N	MTCE. OF EQUIPME	101.43425.0334
VENDOR TOTAL	289.93	*CHECK TOTAL					
MILLER SANITATION 002936							
37786 10/16/13 GARBAGE SERVICE-OCTOBER	130.86		1298/10-13		D N	CLEANING AND WAS	101.45433.0338
37786 10/16/13 GARBAGE SERVICE-OCTOBER	83.18		1299/10-13		D N	CLEANING AND WAS	101.45433.0338

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION 37786 10/16/13	002936 GARBAGE SERVICE-OCTOBER	52.70		1300/10-13		D	N	CLEANING AND WAS	101.42412.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	64.74		1301/10-13		D	N	CLEANING AND WAS	101.41408.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	64.74		1301/10-13		D	N	CLEANING AND WAS	101.45427.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	251.31		1302/10-13		D	N	CLEANING AND WAS	101.43425.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	24.34		1303/10-13		D	N	CLEANING AND WAS	651.48484.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	48.67		1304/10-13		D	N	CLEANING AND WAS	651.48484.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	161.04		1304/10-13		D	N	CLEANING AND WAS	651.48484.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	79.67		1305/10-13		D	N	CLEANING AND WAS	101.45435.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	58.64		1378/10-13		D	N	CLEANING AND WAS	101.43425.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	616.55		1379/10-13		D	N	CLEANING AND WAS	101.43425.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	61.60		1379/10-13		D	N	CLEANING AND WAS	101.43425.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	251.60		1388/10-13		D	N	CLEANING AND WAS	101.43425.0338
37786 10/16/13	GARBAGE SERVICE-OCTOBER	83.60		1389/10-13		D	N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	2,033.24		*CHECK TOTAL					
		2,033.24							
MILLS AUTOMOTIVE GROUP 37787 10/16/13	000432 DOOR LATCH	151.77		2299913		D	N	INVENTORIES-MDSE	101.125000
37787 10/16/13	BRAKE ROTORS	200.50		2305068		D	N	INVENTORIES-MDSE	101.125000
37787 10/16/13	EXHAUST PIPE/GASKETS	601.21		2310868		D	N	INVENTORIES-MDSE	101.125000
37787 10/16/13	CORE RETURN	85.50CR		2312254		D	N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	867.98		*CHECK TOTAL					
		867.98							
MINI BIFF LLC 37788 10/16/13	001805 TOILET RENTALS	78.79		A-60213		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	157.58		A-60214		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60215		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60217		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60218		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60219		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60220		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60221		D	N	RENTS	101.43425.0440
37788 10/16/13	TOILET RENTALS	78.79		A-60224		D	N	RENTS	101.43425.0440
	VENDOR TOTAL	787.90		*CHECK TOTAL					
		787.90							
MINNEAPOLIS FINANCE DEPA 37789 10/16/13	000466 PROFESSIONAL SERVICES	208.80		400413004296		D	N	PROFESSIONAL SER	101.42411.0445
MN DEPT OF LABOR & INDUS 37790 10/16/13	000094 BOILER INSPECTION	40.00		ABR0077789I		D	N	LICENSES AND TAX	101.45433.0445
37790 10/16/13	AIR TANK REGISTRATIONS	20.00		ABR0077797I		D	N	LICENSES AND TAX	101.43425.0445
	VENDOR TOTAL	60.00		*CHECK TOTAL					
		60.00							
MN DEPT OF LABOR & INDUS 37791 10/16/13	000522 3RD QTR SURCHARGE PYMT	3,935.64		101613		D	N	OTHER CHARGES	101.41402.0449

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN ELEVATOR INC 37792 10/16/13	000499 ELEVATOR SERVICE	143.01		290680		D N	MTCE. OF STRUCTU	101.41408.0335
MN UC FUND 37793 10/16/13	000524 UNEMPLOYMENT BENEFITS	1,206.94		07977283/10-13		D N	RE-EMPLOYMENT IN	101.41428.0815
MONSON CORPORATION 37794 10/16/13	000126 MILL & OVERLAY PRKNG	43,796.50		13119SB		D N	OTHER IMPROVEMEN	450.45435.0554
37794 10/16/13	MIX FOR STREET PATCHING	636.63		1834SB		D N	MTCE. OF OTHER I	101.43425.0226
37794 10/16/13	MIX FOR STREET PATCHING	628.52		1846SB		D N	MTCE. OF OTHER I	101.43425.0226
37794 10/16/13	1.5" ROCK	138.57		4249CD		D N	MTCE. OF OTHER I	101.43425.0226
	VENDOR TOTAL	45,200.22		*CHECK TOTAL				
	VENDOR TOTAL	45,200.22						
MUNICIPAL UTILITIES 37795 10/16/13	000541 UTILITIES FOR SEPTEMBE	3,189.41		9/13		D N	UTILITIES	101.41408.0332
37795 10/16/13	UTILITIES FOR SEPTEMBER	542.32		9/13		D N	UTILITIES	101.41409.0332
37795 10/16/13	UTILITIES FOR SEPTEMBER	806.50		9/13		D N	UTILITIES	101.42412.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	1,880.95		9/13		D N	UTILITIES	101.43425.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	1,535.82		9/13		D N	UTILITIES	101.45427.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	3,327.66		9/13		D N	UTILITIES	101.45433.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	1,566.18		9/13		D N	UTILITIES	101.45435.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	1,715.09		9/13		D N	UTILITIES	101.45437.0332
37795 10/16/13	UTILITIES FOR SEPTEMBE	2,789.99		9/13		D N	UTILITIES	230.43430.0332
37795 10/16/13	UTILITIES FOR SEPTEMB	52,574.99		9/13		D N	UTILITIES	651.48484.0332
37795 10/16/13	ADMIN FEE	1,500.00		9/13		D N	PROFESSIONAL SER	651.48484.0446
37795 10/16/13	UTILITIES FOR SEPTEMBE	79,185.70		9/13		D N	UTILITIES	651.48485.0332
	VENDOR TOTAL	79,185.70		*CHECK TOTAL				
MVTL LABORATORIES INC 37796 10/16/13	000544 PROFESSIONAL SERVICES	39.00		673776		D N	PROFESSIONAL SER	651.48484.0446
37796 10/16/13	PROFESSIONAL SERVICES	1,737.00		674415		D N	PROFESSIONAL SER	651.48486.0446
37796 10/16/13	PROFESSIONAL SERVICES	39.00		675069		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	1,815.00		*CHECK TOTAL				
	VENDOR TOTAL	1,815.00						
NCL OF WISCONSIN INC 37797 10/16/13	001627 LAB SUPPLIES	226.00		328399		D N	GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL 37798 10/16/13	000568 #052444-ALTERNATOR	156.83		607838		D N	MTCE. OF EQUIPME	101.43425.0224
37798 10/16/13	#052443-BRAKE CHAMBER	78.18		608677		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	235.01		*CHECK TOTAL				
	VENDOR TOTAL	235.01						
NORTHERN BUSINESS PRODUC 37799 10/16/13	002322 OFFICE SUPPLIES	126.98		624879-0		D N	OFFICE SUPPLIES	741.48001.0220

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585							
37800 10/16/13 CABLE TIES	117.61		10-509643		D N	GENERAL SUPPLIES	101.45433.0229
37800 10/16/13 BAND SAW BLADES	24.77		10-509731		D N	SMALL TOOLS	101.43425.0221
37800 10/16/13 #088709-CLEVIS PINS	17.70		10-509841		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 SMALL TOOLS	7.09		10-509915		D N	SMALL TOOLS	101.43425.0221
37800 10/16/13 SCREWS	5.10		10-509915		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 CBD BENCH REPAIR-PARTS	7.87		10-509964		D N	MTC. OF OTHER I	101.43425.0226
37800 10/16/13 BOLTS/ANCHORS	11.36		10-510016		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 BOLTS/ANCHORS	4.69		10-510040		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 6" CASTER WHEELS	106.29		10-510108		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 PLOW BOLTS/NUTS	79.85		10-510395		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 SUPPLIES	6.46		10-510417		D N	GENERAL SUPPLIES	101.45433.0229
37800 10/16/13 BALLFIELD VACUUM PARTS	333.45		146776		D N	MTC. OF EQUIPME	101.43425.0224
37800 10/16/13 TAPE MEASURE	17.90		149673		D N	SMALL TOOLS	101.43417.0221
37800 10/16/13 NON-SKID TAPE FOR TFLRS	93.20		153899		D N	MTC. OF EQUIPME	101.43425.0224
VENDOR TOTAL	833.34		*CHECK TOTAL		D N		
O'REILLY AUTOMOTIVE INC 000650							
37801 10/16/13 AIR FRESHENERS	11.09		1528-247438		D N	GENERAL SUPPLIES	101.43425.0229
OFFICE SERVICES 000589							
37802 10/16/13 OFFICE SUPPLIES-SEP	20.86		STMT/9-13		D N	OFFICE SUPPLIES	101.41401.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	45.49		STMT/9-13		D N	OFFICE SUPPLIES	101.41401.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	262.65		STMT/9-13		D N	OFFICE SUPPLIES	101.41401.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	47.62		STMT/9-13		D N	OFFICE SUPPLIES	101.41402.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	22.73		STMT/9-13		D N	OFFICE SUPPLIES	101.41403.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	1.24		STMT/9-13		D N	OFFICE SUPPLIES	101.41403.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	50.56		STMT/9-13		D N	OFFICE SUPPLIES	101.41403.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	87.15		STMT/9-13		D N	OFFICE SUPPLIES	101.41403.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	79.97		STMT/9-13		D N	OFFICE SUPPLIES	101.41404.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	31.02		STMT/9-13		D N	OFFICE SUPPLIES	101.41404.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	28.73		STMT/9-13		D N	OFFICE SUPPLIES	101.41404.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	9.40		STMT/9-13		D N	OFFICE SUPPLIES	101.41405.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	39.77		STMT/9-13		D N	OFFICE SUPPLIES	101.41405.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	257.33		STMT/9-13		D N	OFFICE SUPPLIES	101.41405.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	3.12		STMT/9-13		D N	OFFICE SUPPLIES	101.41409.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	4.36		STMT/9-13		D N	OFFICE SUPPLIES	101.41409.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	5.03		STMT/9-13		D N	OFFICE SUPPLIES	101.41409.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	2.15		STMT/9-13		D N	OFFICE SUPPLIES	101.43417.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	36.51		STMT/9-13		D N	OFFICE SUPPLIES	101.43417.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	30.75		STMT/9-13		D N	OFFICE SUPPLIES	101.43417.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	78.96		STMT/9-13		D N	OFFICE SUPPLIES	101.43425.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	1.51		STMT/9-13		D N	OFFICE SUPPLIES	101.43425.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	37.50		STMT/9-13		D N	OFFICE SUPPLIES	101.43425.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	4.30		STMT/9-13		D N	OFFICE SUPPLIES	101.45432.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	13.44		STMT/9-13		D N	OFFICE SUPPLIES	101.45432.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	0.68		STMT/9-13		D N	OFFICE SUPPLIES	101.45432.0220

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 000589							
37802 10/16/13 PHOTO COPIES-SEPTEMBER	18.15		STMT/9-13		D N	OFFICE SUPPLIES	413.48451.0220
37802 10/16/13 OFFICE SUPPLIES-SEP	15.27		STMT/9-13		D N	OFFICE SUPPLIES	651.48484.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	20.05		STMT/9-13		D N	OFFICE SUPPLIES	651.48484.0220
37802 10/16/13 PHOTO COPIES-SEPTEMBER	1.73		STMT/9-13		D N	OFFICE SUPPLIES	651.48484.0220
VENDOR TOTAL	1,258.03	*CHECK TOTAL					
	1,258.03						
PAPER PLACE/THE 000597							
37803 10/16/13 TABLE COVERS	83.36		15976		D M 07	GENERAL SUPPLIES	101.45435.0229
PERKINS LUMBER CO INC 000604							
37804 10/16/13 WOOD FOR RAILING	62.20		387825		D N	MTCE. OF STRUCTU	101.43425.0225
37804 10/16/13 CONCRETE MIX	8.53		388961		D N	MTCE. OF OTHER I	101.43425.0226
VENDOR TOTAL	70.73	*CHECK TOTAL					
	70.73						
PETERSON SHOE STORE 000608							
37805 10/16/13 TINKLENBERG-SAFETY BOOTS	125.00		151840		D N	SUBSISTENCE OF P	101.43425.0227
PLUMBING & HEATING OF WI 000618							
37806 10/16/13 AUGER/OPEN DRAIN-LABOR	140.00		16592		D N	MTCE. OF STRUCTU	101.41408.0335
PREMIUM WATERS INC 000374							
37807 10/16/13 DRINKING WATER	116.00		329949/9-13		D N	SUBSISTENCE OF P	101.42412.0227
37807 10/16/13 SOFTENER SALT	12.83		329949/9-13		D N	GENERAL SUPPLIES	101.42412.0229
VENDOR TOTAL	128.83	*CHECK TOTAL					
	128.83						
REGAL STARTER & GENERATO 002686							
37808 10/16/13 REBUILD ALTERNATOR	164.97		11466		D M 07	INVENTORIES-MDSE	101.125000
RICOH USA INC 002951							
37809 10/16/13 TONER FOR COPIER	101.44		1037203448		D N	OFFICE SUPPLIES	741.48001.0220
S. ROBERTS COMPANY 002993							
37810 10/16/13 FINE SCREEN BAGS	741.71		13-115		D N	GENERAL SUPPLIES	651.48484.0229
S.E.W. ENTERPRISES 000688							
37811 10/16/13 UMBRELLA REPAIR-LABOR	55.00		7333		D M 07	MTCE. OF EQUIPME	101.45437.0334
SCHWEGMAN'S CLEANERS 000682							
37812 10/16/13 DRY CLEANING SERVICES	3.40		436735		D N	CLEANING AND WAS	101.42411.0338
37812 10/16/13 DRY CLEANING SERVICES	8.25		436892		D N	CLEANING AND WAS	101.42411.0338
VENDOR TOTAL	11.65	*CHECK TOTAL					
	11.65						
SCHWIETTERS 003031							
37813 10/16/13 #103997 REPAIR-LABOR	46.44		07736		D N	MTCE. OF EQUIPME	101.42411.0334

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W 000685								
37814 10/16/13	EQUIPMENT REPAIR-PARTS	532.95		STMT/10-13		D N	MTCE. OF EQUIPME	101.42411.0224
37814 10/16/13	EQUIPMENT REPAIR-OIL	84.10		STMT/10-13		D N	MOTOR FUELS AND	101.43425.0222
37814 10/16/13	EQUIPMENT REPAIR-PARTS	372.78		STMT/10-13		D N	MTCE. OF EQUIPME	101.43425.0224
37814 10/16/13	GAS-93.6 GALLONS	324.97		STMT/9-13		D N	MOTOR FUELS AND	101.41402.0222
37814 10/16/13	GAS-55.1 GALLONS	192.30		STMT/9-13		D N	MOTOR FUELS AND	101.41408.0222
37814 10/16/13	GAS-1899.2 GALLONS	6,551.37		STMT/9-13		D N	MOTOR FUELS AND	101.42411.0222
37814 10/16/13	DIESEL-97.8 GALLONS	326.65		STMT/9-13		D N	MOTOR FUELS AND	101.42412.0222
37814 10/16/13	GAS-117.6 GALLONS	410.42		STMT/9-13		D N	MOTOR FUELS AND	101.42417.0222
37814 10/16/13	GAS-92 GALLONS	313.80		STMT/9-13		D N	MOTOR FUELS AND	101.43425.0222
37814 10/16/13	DIESEL-1437.4 GALLONS	4,759.59		STMT/9-13		D N	MOTOR FUELS AND	101.43425.0222
37814 10/16/13	GAS-828.7 GALLONS	2,874.87		STMT/9-13		D N	MOTOR FUELS AND	101.45433.0222
37814 10/16/13	DIESEL-24.1 GALLONS	79.18		STMT/9-13		D N	MOTOR FUELS AND	101.45433.0222
37814 10/16/13	GAS-80.6 GALLONS	275.65		STMT/9-13		D N	MOTOR FUELS AND	101.45433.0222
37814 10/16/13	DIESEL-211 GALLONS	694.24		STMT/9-13		D N	MOTOR FUELS AND	101.48485.0222
	VENDOR TOTAL	17,792.87		*CHECK TOTAL				
		17,792.87						
SMEBY/ROSS								
37815 10/16/13	MILEAGE 9/1-9/30/13	128.26		100713		D N	TRAVEL-CONF. -SCH	101.41409.0333
SPRINGSTED INCORPORATED								
37816 10/16/13	PROFESSIONAL SERVICES	2,750.00		R03458		D N	PROFESSIONAL SER	304.47100.0446
37816 10/16/13	PROFESSIONAL SERVICES	2,750.00		R03465		D N	PROFESSIONAL SER	306.47100.0446
	VENDOR TOTAL	5,500.00		*CHECK TOTAL				
STACY'S NURSERY INC								
37817 10/16/13	STRAW BLANKET	53.44		7817		D N	GENERAL SUPPLIES	101.43425.0229
STATEWIDE DISTRIBUTING I								
37818 10/16/13	CLEANING SUPPLIES	93.84		097227		D N	CLEANING AND WAS	230.43430.0228
37818 10/16/13	CLEANING SUPPLIES	32.06		097232		D N	CLEANING AND WAS	101.43425.0228
37818 10/16/13	KLEENEX/HAND TOWELS	100.25		097236		D N	CLEANING AND WAS	651.48484.0228
	VENDOR TOTAL	226.15		*CHECK TOTAL				
STERLING WATER-MINNESOTA								
37819 10/16/13	SOFTENER RENTAL	32.28		112508-9/5-13		D N	RENTS	101.45435.0440
37819 10/16/13	SOFTENER RENTAL	33.93		112508-9/8-13		D N	RENTS	101.45435.0440
37819 10/16/13	SOFTENER RENTAL	33.93		112508-9/9-13		D N	RENTS	101.45435.0440
	VENDOR TOTAL	100.14		*CHECK TOTAL				
100.14		100.14						
STOEN'S HYDROSTATIC SERV								
37820 10/16/13	REBUILD 2 HYD. MOTORS	367.58		41837		D N	MTCE. OF EQUIPME	101.43425.0224
37820 10/16/13	REBUILD 2 HYD. MOTORS	342.00CR		41837		D N	MTCE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	25.58		*CHECK TOTAL				
		25.58						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES 37821 10/16/13 HEALTH INSURANCE-NOV 000892		4,061.00		C269		D N	EMPLOYER INSUR.	101.41400.0114
37821 10/16/13 HEALTH INSURANCE-NOV		5,303.50		C269		D N	EMPLOYER INSUR.	101.41402.0114
37821 10/16/13 HEALTH INSURANCE-NOV		3,244.29		C269		D N	EMPLOYER INSUR.	101.41403.0114
37821 10/16/13 HEALTH INSURANCE-NOV		4,523.50		C269		D N	EMPLOYER INSUR.	101.41404.0114
37821 10/16/13 HEALTH INSURANCE-NOV		5,489.00		C269		D N	EMPLOYER INSUR.	101.41405.0114
37821 10/16/13 HEALTH INSURANCE-NOV		1,428.00		C269		D N	EMPLOYER INSUR.	101.41408.0114
37821 10/16/13 HEALTH INSURANCE-NOV		5,501.50		C269		D N	EMPLOYER INSUR.	101.41409.0114
37821 10/16/13 HEALTH INSURANCE-NOV		214.21		C269		D N	EMPLOYER INSUR.	101.41424.0114
37821 10/16/13 HEALTH INSURANCE-NOV		9,425.00		C269		D N	RETIRED EMPLOYEE	101.41428.0818
37821 10/16/13 HEALTH INSURANCE-NOV		29,871.10		C269		D N	INS. PASS THROUGH	101.41428.0819
37821 10/16/13 HEALTH INSURANCE-NOV		45,536.50		C269		D N	EMPLOYER INSUR.	101.42411.0114
37821 10/16/13 HEALTH INSURANCE-NOV		4,723.90		C269		D N	EMPLOYER INSUR.	101.42412.0114
37821 10/16/13 HEALTH INSURANCE-NOV		4,172.50		C269		D N	EMPLOYER INSUR.	101.43417.0114
37821 10/16/13 HEALTH INSURANCE-NOV		21,340.30		C269		D N	EMPLOYER INSUR.	101.43425.0114
37821 10/16/13 HEALTH INSURANCE-NOV		1,766.60		C269		D N	EMPLOYER INSUR.	101.45432.0114
37821 10/16/13 HEALTH INSURANCE-NOV		5,501.50		C269		D N	EMPLOYER INSUR.	101.45433.0114
37821 10/16/13 HEALTH INSURANCE-NOV		784.20		C269		D N	EMPLOYER INSUR.	101.45435.0114
37821 10/16/13 HEALTH INSURANCE-NOV		865.60		C269		D N	EMPLOYER INSUR.	101.45437.0114
37821 10/16/13 HEALTH INSURANCE-NOV		685.30		C269		D N	EMPLOYER INSUR.	651.48484.0114
37821 10/16/13 HEALTH INSURANCE-NOV		1,428.00		C269		D N	EMPLOYER INSUR.	651.48485.0114
37821 10/16/13 HEALTH INSURANCE-NOV		1,428.00		C269		D N	EMPLOYER INSUR.	651.48486.0114
168,293.50	*CHECK TOTAL							
168,293.50	VENDOR TOTAL							
TERMINAL SUPPLY CO 37822 10/16/13 BACKUP ALARM/STROBE LTS 001974		91.42		60215-00		D N	INVENTORIES-MDSE	101.125000
37822 10/16/13 PLOW MARKERS		384.29		60885-00		D N	GENERAL SUPPLIES	101.43425.0229
475.71	*CHECK TOTAL							
475.71	VENDOR TOTAL							
THOMAS TOOL AND SUPPLY I 37823 10/16/13 SAW BLADE 001530		90.79		308849		D N	SMALL TOOLS	101.43425.0221
TINKLEBERG/PAUL C 37824 10/16/13 MILEAGE 7/22-10/1/13 002604		24.58		100113		D N	TRAVEL-CONF. -SCH	101.45427.0333
TIRES PLUS 37825 10/16/13 TIRE REPAIR-PARTS 000747		2.66		241974		D N	MTCE. OF EQUIPME	101.42411.0224
37825 10/16/13 TIRE REPAIR-LABOR		15.00		241974		D N	MTCE. OF EQUIPME	101.42411.0334
37825 10/16/13 SWAP OUT TIRE RIMS-PARTS		2.66		241986		D N	MTCE. OF EQUIPME	101.42411.0224
37825 10/16/13 SWAP OUT TIRE RIMS-LABOR		18.00		241986		D N	MTCE. OF EQUIPME	101.42411.0334
37825 10/16/13 DISMOUNT/REMOUNT TIRE		10.64		241988		D N	MTCE. OF EQUIPME	101.42411.0224
37825 10/16/13 DISMOUNT/REMOUNT TIRE		54.00		241988		D N	MTCE. OF EQUIPME	101.42411.0334
102.96	*CHECK TOTAL							
102.96	VENDOR TOTAL							
TOSHIBA FINANCIAL SERVIC 37826 10/16/13 COPIER LEASE AGRMT 000218		120.77		100713		D N	RENTS	101.42412.0440

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
US BANK 37827 10/16/13 #151 GO IMP BOND-SC 000264	431.25		3498450		D N	OTHER CHARGES	306.47100.0449
VANDEK HAGEN/DUSTIN 37828 10/16/13 ACTIVE SHOOTER COURSE 002316	22.50		547		D N	TRAVEL-CONF. -SCH	101.42411.0333
VENENGA/JAMES A 37829 10/16/13 ACTIVE SHOOTER COURSE 002324	27.00		546		D N	TRAVEL-CONF. -SCH	101.42411.0333
VERIZON WIRELESS 37830 10/16/13 CELLULAR PHONE USAGE 002915	23.11		STMT/9-13		D N	COMMUNICATIONS	101.45432.0330
VIKING COCA-COLA BOTTLIN 000777							
37831 10/16/13 CONCESSION SUPPLIES	283.50CR		1138475		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	425.25		1181066		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	1,458.25CR		1181067		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	1,121.50CR		1181068		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	2,879.80		122126		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	351.25		122862		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	27.50		138196		D N	GENERAL SUPPLIES	101.45433.0229
37831 10/16/13 CONCESSION SUPPLIES	52.20CR		550882		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	1,768.35		*CHECK TOTAL				
	1,768.35						
WEST CENTRAL INDUSTRIES 000801							
37832 10/16/13 LAWN MAINTENANCE	39.54		00039778		D N	MTCE. OF OTHER I	101.45437.0336
WEST CENTRAL TRIBUNE 000807							
37833 10/16/13 RIDE FOR THE TRAILS AD	1,391.10		36787/9-13		D N	ADVERTISING	101.45432.0447
WEST CENTRAL TROPHIES 000808							
37834 10/16/13 SOFTBALL PLAQUES/ENGRAV.	98.33		18047		D N	AWARDS AND INDEM	101.45432.0442
WILLMAR COIN LAUNDRY .02039							
37835 10/16/13 SIGN DEPOSIT REFUND	100.00		2013-16		D N	DEPOSITS-SIGN PE	101.230001
WILLMAR ELECTRIC SERVICE 000816							
37836 10/16/13 ALARM PANEL MTCE-PARTS	40.49		23868		D N	MTCE. OF STRUCTU	230.43430.0225
37836 10/16/13 ALARM PANEL MTCE-LABOR	55.00		23868		D N	MTCE. OF STRUCTU	230.43430.0335
VENDOR TOTAL	95.49		*CHECK TOTAL				
	95.49						
WILLMAR LAKES ROTARY 001557							
37837 10/16/13 QUARTERLY MEALS	96.00		1099		D N	SUBSISTENCE OF P	101.45432.0227
37837 10/16/13 QUARTERLY DUES	35.94		1099		D N	SUBSCRIPTIONS AN	101.45432.0443
VENDOR TOTAL	131.94		*CHECK TOTAL				
	131.94						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR NOON LIONS 37838 10/16/13	000822 TKTS-RIDE FOR TRLS EVENT	336.00		2470		D N	SUBSISTENCE OF P	101.45432.0227
WINDSTREAM 37839 10/16/13	002100 MONTHLY SERVICE-SEPT	11.46CR		STMT/9-13		D N	COMMUNICATIONS	101.41408.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	39.88		STMT/9-13		D N	COMMUNICATIONS	101.42411.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	43.52		STMT/9-13		D N	COMMUNICATIONS	101.43425.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	301.55		STMT/9-13		D N	COMMUNICATIONS	101.45433.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	132.77		STMT/9-13		D N	COMMUNICATIONS	101.45435.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	33.25		STMT/9-13		D N	COMMUNICATIONS	101.45437.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	244.48		STMT/9-13		D N	COMMUNICATIONS	230.43430.0330
37839 10/16/13	MONTHLY SERVICE-SEPT	143.84		STMT/9-13		D N	COMMUNICATIONS	651.48484.0330
	VENDOR TOTAL	927.83		*CHECK TOTAL				
WM MUELLER & SONS INC 37840 10/16/13	002544 TACK OIL-STREET PATCHING	853.93		187952		D N	MICE. OF OTHER I	101.43425.0226

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

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

514,907.80

RECORDS PRINTED - 000446

ACS FINANCIAL SYSTEM
10/16/2013 14:22:29

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.23 RECAPPAGE
GL540R

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	281,678.82
230	WILLMAR MUNICIPAL AIRPORT	4,276.58
304	D.S. - 2004 BOND	2,750.00
306	D.S. - 2006 BOND	3,181.25
413	S.A.B.F. - #2013	65,569.45
450	CAPITAL IMPROVEMENT FUND	43,796.50
651	WASTE TREATMENT	113,239.94
741	OFFICE SERVICES	315.26
TOTAL ALL FUNDS		514,907.80

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	514,907.80
TOTAL ALL BANKS		514,907.80

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)
 If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name: Willmar Hockey Association
 Previous gambling permit number:

Minnesota tax ID number, if any: Federal employer ID number (FEIN), if any: 23-7087204

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: P.O. Box 445
 City: Willmar State: MN Zip code: 56201 County: Kandiyohi

Name of chief executive officer [CEO]: Kip R. Oveson
 Daytime phone number: 320-212-1352
 E-mail address: kip.oveson@ridgewater.edu

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of **both** of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Willmar Civic Center

Address [do not use PO box]: 2707 Arena Dr.
 City or township: Willmar Zip code: 56201 County: Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
 February 6, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises
located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].

The application is denied.

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 10/14/2013

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises
located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

a copy of your proof of nonprofit status, and

application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
Pheasant's Forever Kandiyohi County Chpt #2

Previous gambling permit number
x-03697-13-006

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address City State Zip code County
Box 732 Willmar MN 56201 Kandiyohi

Name of chief executive officer [CEO] Daytime phone number E-mail address
Kevin Ochsendorf (Pres) 320-212-2412 kjochs@yahoo.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

x on file **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of **both** of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Holiday Inn Conference Center

Address [do not use PO box] City or township Zip code County
2100 E Highway 12 Willmar 56201 Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
April 5, 2014

Check each type of gambling activity that your organization will conduct.

Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 10-15-2013

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]
Print township name _____
Signature of township officer _____
Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name Kevin Ochsendorf

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

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All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

List your educational background: Graduated from Willmar High School and attended Gustavus
College.

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

Aside from sports, I am an active member of Sertoma, the Chamber, and the Educational Chair for Next,
associated Financial Representative for Thrivent Kandiyohi County Chapter, and mentor for Faith Lutheran
Church

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

Financial Associate with Kandiyohi County Area Associates Team

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Willmar Lakes Area CVB Board Meeting
EBO Room of the Chamber/CVB
Tuesday, September 17, 2013 @ 12:00 Noon

Members Present: Ron Erpelding, Jim Butterfield, Kevin Halliday, Janet Demuth, Kevin Madsen, David Feist, Ken Warner, Ron Fake, Don Asche, Audrey Nelsen, Sue Steinert and Roger Imdieke

Members Excused: Denny Baker and Dave Pederson

Members Absent: Asim Siddiqui

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:13pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.

- II. **Approve Minutes from the June 18, 2013 Meeting:** It was MSC (m/Warner; s/Fake) to approve the minutes from the June 18, 2013 meeting.

- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Erpelding, s/Butterfield) to approve the financial report as it was presented.

- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Asche reviewed past events saying the Willmar Fests Softball Tournament was cancelled due to rain, the Willmar Fests Tennis Tournament had 50 people, and the Cardinal Classic Tennis Tournament had 117 people participate. The CVB sent out tennis tournament information to all tennis coaches and athletic directors in the state of Minnesota, which may have helped boost the numbers. Also, the Mayor's Bike Ride was a success and had 70 people participate. Next year's bike ride is scheduled for May 16, 2014. The BAM event had 275 riders, the Biking for Babies event had 40 riders, and the MN Parks & Trails event had 90 riders, which is the maximum that event will allow. Asche also shared that there is a Parks Plan survey on the WCER website and so far 600 people have taken it. He also shared that there is a Vision 2040 meeting on November 20th from 12-1:30pm at the Conference Center and the field house will be part of the discussion.
 - b. **Special Events Committee:** Fischer shared that they last met in July and gave \$500 in funding for Celebrate Art! Celebrate Coffee! They also informed the group that it was the last year we will give them funding and they will need to look elsewhere.
 - c. **Meetings & Conventions Committee:** Feist shared that Rick Schueller from the KEC joined the meeting and that committee members continue to go over cold files and find new contacts and leads. He also shared that Drodofsky and Jaime Larson went to the MN State Fair to get information and potential leads from association booths and barns. The group talked about creating conventions in our area during the nine months of the year when we're not as busy. They also worked on 2014 advertising ideas for meetings and conventions.
 - d. **Visitor Guide Committee:** Steinert stated that they are busy working on the 2014 Visitor's Guide. Ad sales are going well, but they are still looking for more pictures for the guide. They will be looking at a sample cover and layout at Wednesday's meeting.

- e. **Leisure Travel Committee:** Demuth shared that the group met at O'Neil's in Spicer and had an extensive conversation about sports shows for 2014. The group decided on the Omaha Sports Show, the Northwest Sports Show, and the Sioux Falls Sports Show and added a Des Moines show if they can find a volunteer to go.
- f. **Executive Committee –** No new business to report.

V. Affiliated Partnership Updates/Reports:

- a. **Community Marketing Coalition Update:** No new business to report.

VI. Executive Director Report: Fischer presented the Executive Director's Report and went over some of the larger events that are coming up. She pointed out that Celebrate Art! Celebrate Coffee!, Ride for the Trails, and the New London Fall Festival are all this weekend, the Animal Science Conference is September 30-October 1st, and the MN Best events and the Zombies Bite Run are in October. The CVB will be doing advertising for MN Best. Fischer shared the many different ads that she has submitted including the fall issue of MN Getaways, MN Explorer, MN Bike issue of AAA Living, MN Trails, Minnesota Snowmobiling Destinations, and hockey ads and tournament listings in Let's Play Hockey. She also shared a few of the many bids she has submitted including 2015 MN State Bowling Open Championships, Independent Order of Odd Fellows 2015 Convention, and the 2015 MN 4-H Adult Volunteers Convention. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Shawna Adams Board Position:** Steinert stated that Shawna Adams is no longer with the KEC. It was MSC (m/Imdieke; s/Halliday) to accept her resignation from the CVB Board. The board agreed that there should still be a representative from the KEC on the board. Steinert and Fischer will work with the KEC on a board replacement from their property.
- b. **Word Around the Community:**
 - i. **Imdieke:** Imdieke shared that the New London Fall Festival and 5K Run is this weekend, Prairie Pot Hole Day had less people this year due to the hot weather, and that the Middle Fork Café opened on Monday in New London and they have a beer and wine license.
 - ii. **Butterfield:** Butterfield stated that Val was appointed as the County Assessor and that the county had to rename the old County Road 9. It is now East Eagle Lake Road or County Road 290.
 - iii. **Erpelding:** Erpelding shared that Prairie Woods Environmental Learning Center had a very successful Music Under the Prairie Stars event.
 - iv. **Warner:** Warner shared that Representative Winkler will be here Thursday at 1pm at the Health and Human Services Building, on November 4th the Education Commissioner will come and talk about business and education and how they could work together, and on November 20th there is a Vision 2040 meeting from Noon to 1:30pm in the Conference Center. It will be a joint service club meeting day and they are planning for 200 people.
 - v. **Fake:** Fake stated that Spicer is proud of the renovations that O'Neil's has done including the patio and event center!
 - vi. **Madsen:** Madsen attended the Ice Arena Conference and found out that other businesses are having issues with Absolute Ice Arena so it does not look like it will work for the Willmar Civic Center. The industry is trying to resolve the problems with their refrigerant systems before they become obsolete in 2020.

- vii. **Feist:** Feist shared that Country Inn & Suites received Property of the Year last night at the TPI Banquet and congratulated Demuth on this accomplishment.
- viii. **Asche:** Asche shared that there is a Willmar Christian Hockey League in town is open to all men age 18 and up and all levels of skating. They will have eight teams this year and the deadline to sign up is September 30th.
- ix. **Nelsen:** Nelsen asked everyone to do the online survey for the park plan. She said there is Legacy Funding if the community creates a regional park. Swanson Field and Robbins Island are possible locations for a regional park. She also stated that the Mayor's Bike Ride was fun and a great opportunity to meet people from the community and that the Labor Relations Committee Meeting is tonight at 4:45pm and they will be reviewing the contract for the CVB. Nelsen distributed the Ride for the Trails brochure to everyone.

VIII. Adjournment: Steinert adjourned the meeting at 12:54pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of August 31, 2013
(As of 10/02/13)

Assets

Cash	\$ 18,664.02
Petty Cash	50.00
Investments	177,159.20
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	18,974.46
Interest Receivable	-
Total Assets	\$ 214,847.68

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	168,509.89
Total Fund Balance	214,847.68

Total Liabilities & Fund Balance **\$ 214,847.68**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended September 30, 2013
 (As of 10/01/13)

	<u>Budget</u>	<u>2013 Actual</u>	<u>2012 Actual</u>
Revenues			
Lodging Receipts	\$ 152,000.00	\$ 116,549.21	\$ 110,340.03
State Tourism Grant	3,000.00	2,975.00	4,922.16 *
Kandiyohi County	14,500.00	-	-
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	-	1,281.68 *	1,105.00 *
Interest Earnings	6,000.00	1,798.50	2,328.62
Market Value Increase (Decr)	-	52.37 *	578.47 *
Refunds & Reimbursements	-	975.25 *	2,424.55 *
Total Revenues	214,500.00	159,531.51	158,352.33
Expenditures			
Operating			
Full Time Exec Director Salary	84,240.00	48,956.82	45,720.99
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,500.00	8,843.76	10,370.47
Office Supplies/Copies	3,400.00	2,164.15	1,887.19
Small Tools	-	445.53 *	751.59 *
Postage	1,300.00	576.32	830.12
Mtce. of Equipment	1,000.00	-	-
General Supplies	2,200.00	2,173.70	350.92
Telephone/Fax	4,200.00	2,195.78	2,949.73
Printing & Publishing	2,000.00	1,039.33	1,453.70
Travel/Lodging/Dues	5,000.00	3,648.36	4,608.33
Mtca. of Equipment	-	168.33 *	-
Other Services	-	564.07 *	677.92 *
Rents	8,000.00	5,012.88	5,012.88
Insurances & Bonds	355.00	375.00 *	355.00 *
Awards & Indemnities	200.00	270.55 *	256.50 *
Subscription/Membership	1,600.00	1,690.19 *	1,562.19 *
Professional Services	2,400.00	48.00	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	-	-	39.32 *
Market Value Adjustment	-	9,575.26 *	569.31 *
Tourism Expenses	34,000.00	23,239.25	37,238.44 *
Ad Development & Revisions	250.00	-	-
Conference & Convention	21,000.00	5,924.05	14,049.54
Group Tour Promotions	2,000.00	-	1,972.00
Leisure Travel	25,000.00	12,482.03	25,165.25 *
Fall/Winter Promotions	6,000.00	1,669.26	2,368.63
Spring/Summer Promotions	-	-	-
Special Projects	7,000.00	1,375.00	4,500.00
Strategic Marketing	6,000.00	-	3,123.52
Total Expenditures	245,445.00	132,840.72	172,516.61
Net Income (Loss)	(30,945.00)	26,690.79	(14,164.28)
Fund Balance January 1	188,156.89	188,156.89	207,922.15
Prior Period Adjustment	-	-	-
Fund Balance September 30	\$ 157,211.89	\$ 214,847.68	\$ 193,757.87

* Indicates Over Budget



Lodging Tax History

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
January	\$ 6,721.82	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,663.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.86	\$ 9,592.37	\$ 10,146.02
February	\$ 8,283.41	\$ 8,301.68	\$ 8,273.68	\$ 8,584.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	\$ 10,602.01	\$ 8,480.61	\$ 10,444.86	\$ 10,611.48	\$ 11,908.11	\$ 10,911.35
March	\$ 8,434.93	\$ 9,310.62	\$ 8,369.82	\$ 7,834.78	\$ 8,617.73	\$ 9,891.40	\$ 9,789.91	\$ 10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.60	\$ 10,383.91	\$ 11,246.07	\$ 12,266.25
April	\$ 7,739.99	\$ 7,911.69	\$ 8,354.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,288.58	\$ 11,256.19	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97
May	\$ 11,331.49	\$ 9,234.55	\$ 10,054.29	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,918.43	\$ 12,498.33	\$ 11,400.34	\$ 9,580.19	\$ 10,408.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30
June	\$ 11,234.16	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,858.60	\$ 14,272.52	\$ 13,687.69	\$ 14,135.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.60
July	\$ 14,621.28	\$ 13,666.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	\$ 17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17
August	\$ 12,651.31	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,657.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 16,076.77	\$ 14,583.82	\$ 16,071.90	\$ 17,059.31	\$ 18,441.81	\$ 19,836.73
September	\$ 9,640.39	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,681.74	\$ 12,474.13	\$ 12,845.44	\$ 12,966.58	\$ 14,185.25	\$ 16,027.03	
October	\$ 8,639.82	\$ 10,148.01	\$ 10,165.02	\$ 10,481.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.67	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	
November	\$ 7,549.81	\$ 7,893.51	\$ 6,802.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,178.16	\$ 9,264.67	\$ 9,444.09	\$ 8,785.58	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	
December	\$ 7,321.74	\$ 8,725.40	\$ 7,875.14	\$ 8,683.87	\$ 8,621.65	\$ 10,286.25	\$ 9,985.78	\$ 9,345.52	\$ 8,748.94	\$ 6,988.74	\$ 9,662.25	\$ 10,045.27	\$ 10,378.89	
Total Lodging tax	\$ 115,069.89	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,466.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 116,548.59

CVB Executive Director's Report – October 2013

- October 18-19: MN BEST Competition Days
- October 26: Red Carpet Event – Nicholas David
- October 26: Zombies Bite 5K
- November 4-6: Motor Sports of Willmar Dealer Meeting
- November 9: HomeFront Connection Veteran's Day 5K
- November 16: University of MN Indoor Marching Band Concert
- November 22-24: SW MN Synod – Jr. High Youth Gathering
- November 23: Holidaze Parade
- November 28: Turkey Leg 5K
- December 6-8: A & B Bantam Hockey Tournament
- January 3 – 5: New Years Bonspiel
- January 11: Lakes Area Classic
- January 18: Willmar Lakes Area 100
- January 17 - 19: Girls 10UB & 12 UB Hockey Tournament
- January 31 – February 2: Pee Wee Hockey Tournament

Advertising:

- Submitted ad to Let's Play Hockey and updated Tournament Listing.
- Submitted MN Travel Guide ad.
- Contracted ad space in the Mar/Apr issue of Midwest Living.
- Contracted ad space at the Willmar Civic Center.
- Interview with St. Cloud Times regarding the Glacial Ridge Trail.
- Press releases & interview set-up for 261 Locomotive.
- Press releases & Open Mic for MN BEST.

Proposals/Conference Assistance:

- Willmar was awarded the 2016 Junior National Curling Championships
- Willmar was awarded the 2015 MN 4-H Adult Volunteers Convention. The group met for a second site visit in Willmar, following our bid and prior to the convention was awarded. The CVB provided the group with information on service projects that could be done during their convention and welcome bags for the visit.
- Willmar was awarded the 2014 MN Habitat for Humanity Convention.
- A bid was submitted to host the 2017 Division II American Legion State Tournament in Spicer. Assisted with lodging information for the bid.
- Assisted MN BEST with a variety of items for the upcoming Robotics Competition. I have submitted press releases on the event to all local media, set up an Open Mic appearance, took pictures at Mall Day and promoted the event via social media. I have also attended the planning meetings for the event. I will assist with judging the marketing presentations and a variety of game day activities. The CVB will also prepare pit passes for the competitors and mentors.
- Working with the Zombies Bite 5K organizer on details for the October event. We are assisting with promotion of the event, props for the run and securing volunteers.
- Assisting the Willmar Hockey Association with room blocks and promotion of their upcoming hockey tournaments. Visited with organizers on multiple occasions to assist them with a variety of details for their association. The CVB is also coordinating the marketing components for their tournament program.
- Assisting the Lakes Area Classic with room blocks and with a promotional flyer for the event.
- Provided name badges and welcome bags for the Animal Science Conference.

- Assisted the 261 Locomotive with press releases, interviews and restaurant information. We also contacted local restaurants and businesses to let them know the train was coming to Willmar.
- Assisted WLA 100 with details for their January race. Finalized contracts and agreements for the event. Room blocks are set up at area hotels and a banquet facility is secured.
- Assisted the MN Elks State Bowling Tournament with maps and flyers for their upcoming tournament. A packet is being mailed to each lodge.
- Assisted the "Walk to End Alzheimer's" organizer with informing the media of the change in location for their event.
- Working with a bus company on two possible visits to the Willmar Lakes Area in upcoming months.
- CVB provided welcome bags for Ride for the Trails.
- Assisted several groups with facility arrangements for smaller day meetings and completed a variety of sales calls.

Misc:

- Attended the MN Heartland Tourism Association Board & the Association meeting in Crookston.
- Attended a variety of meetings including, but not limited to, the Spicer Commercial Club Board, Connections Committee, MN BEST Robotics, City Auditorium/Memorial Room, City of Willmar Labor Relations and Willmar Fests.
- Continue to market the Willmar Lakes Area via Facebook, Twitter as well as through weekly fishing reports.

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
Tuesday Oct 1, 2013

Members Present: Loren Luschen, Cathy Johnson, Jim Collier, Jordan Larson, Earl Knutson, Carol Laumer, Tim Johnson and LeAnne Freeman

Members Absent: Lori Park-Smith and Steve Brisendine

The meeting was called to order at 11:10am by Chairperson Cathy Johnson

1. **Auditorium Committee Report:** LeAnne Freeman reported that the Auditorium committee is looking at how to celebrate the Auditorium's 76th year and the Memorial Rooms 75th Anniversary. Dale Johnson the former Parks and Recreation Director heads up this group along with Councilmen Jim Dokken, Jill Wohnoutka, Kelly Welch, Mary Seifert, Connie Wanner, Irene Wellin and LeAnne Freeman. The group is looking at putting together a brochure, working with WRAC on doing a video and, making postcards of the Memorial Room and Auditorium. The group is still looking at three options for a celebration.
2. **High Ave Community Garden:** LeAnne Freeman reported that the gardeners need to clean out their plots by Friday, October 18. The gardeners will also do a volunteer work day on Saturday Oct 19 at 9am; this will be a work day for all the gardeners to close their plots. We will be also working on the perennial garden, as it has been neglected this summer.
3. **2014 Rental Agreement:** LeAnne Freeman handed out the information that was requested by the council on raising the rental rates for long term renters 2% and one time rental rates 5%. After a lengthy discussion, Loren Luschen made a motion to raise the rental rates for both the long-term and one time renters, Earl Knutson second the motion. Motion passed.
4. **Woodshop Update:** LeAnne Freeman and Loren Luschen reported on the progress of the woodshop. At the finance/maintenance committee meeting, the group looked at the 2013 budget and assist where the committee can come up with the money to remodel the woodshop. After looking at the budget through September, we are at 60% of expenditures with three months left of the year. The committee felt that we could take on this project and get the woodshop in operation by January 1, 2014. After a discussion lead by Loren Luschen regarding the project and supplies, equipment, clean-up and lay-out of the woodshop. Carol Laumer made a motion to spend \$3,000 on getting the woodshop up to date, seconded by Earl Knutson. Motion Passed.
5. **Miscellaneous:**
 - a. Next Meeting: Tuesday Nov 5 @11am
 - b. Committee Meeting Dates
Program – Monday, Oct 14 at 2:30pm-Deidra's

- Maintenance & Finance – Tuesday, Oct 15 at 1:30pm-WCAC
Marketing & PR – Tuesday, Oct 15 at 3:00pm-The Goodness
- c. Thank you outgoing board members; Loren Luschen, Cathy Johnson & Lori Park-Smith

As there was no further business, the meeting adjourned at 12:05pm.

Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

GENERAL RENTAL STATEMENT 2014

The Willmar Community Center is operated by the City of Willmar under policies and guidelines established by the Willmar Community Center Council and the City Council. The Center will serve as a location of the City's 50+ programs and also be available for general community use.

RENTAL HOURS

The Willmar Community Center will be available for rentals **weekdays from 9am-5pm**. Regular Center activities and organizations of the Center shall have first priority in the use of any Center facilities.

Additional Rental Hours

Monday thru Friday	5pm-10pm
Saturdays	8am-10pm
Sundays	1pm-5pm

The Willmar Community Center will be closed for major holidays such as:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- *Christmas Eve (If it falls on a weekend)*
- Christmas Day

BUILDING RENTAL FEES:

Weekdays

Sunshine Room

\$142.00 - 1 to 4 hours
\$30.00 - each additional hour
\$50.00 – Catering Fee
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B. N. Room or Selvig Room

\$210.00 – 1 to 4 hours
\$30.00 – each additional hour
\$50.00 – Catering Fee
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Weekends

Sunshine Room

\$210.00 – 1 to 4 hours
\$30.00 - each additional hour
\$50.00 – Catering Fee
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B. N. Room or Selvig Room

\$315.00 – 1 to 4 hours
\$30.00 – each additional hour
\$50.00 – Catering Fee
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Non-Profit:

Weekdays

Sunshine Room

\$142.00 – a day

\$25.00 – Reservation Fee

Room Capacity with tables and chairs 38

Room Capacity with chairs 76

B.N. Room or Selvig Room

\$210.00 a day

\$25.00 – Reservation Fee

Room Capacity with tables and chairs 93

Room Capacity with chairs 194

Non-Profit:

Weekends

Sunshine Room

\$158.00 a day

\$25.00 – Reservation Fee

Room Capacity with tables and chairs 38

Room Capacity with chairs 76

B.N. Room or Selvig Room

\$225.00 a day (\$50 fee for use of the kitchen (limited))

\$25.00 – Reservation Fee

Room Capacity with tables and chairs 93

Room Capacity with chairs 194

Closed Events for Adults 50 and over (Birthdays & Anniversaries)

Weekends/Weekday Evenings

B.N. Room or Selvig Room

20% discount on Weekend Fees

Special Events

High risk events drawing up to 200 people or more will be required to provide insurance coverage, with the City listed as additional insured.

- Security Personnel Required – Contact City of Willmar Police Department or a Licensed Security Company.

B. N. Room & Selvig Room

\$683.00 – 1 to 4 hours

\$100.00 – each additional hour

\$100.00 – Reservation Fee

\$100.00 – Catering Fee

Room Capacity for both rooms with tables and chairs

Room Capacity for both rooms with chairs

OTHER FEES

\$100 fee Damage Deposit (Returned 7-10 business days after event)

\$35 fee for Garbage removal

\$100 fee for use of the kitchen (limited usage)

\$25 fee for use of Power Point projector

\$100 fee for special set-up (per room)

\$20 fee for coffee carafe rental (16 cups per carafe)

\$5 fee per coffee server

\$15 an hour for per staff

- **The large coffee pot and dishwasher are not for rent**

YEARLY RENTALS – Rates, time, & increases
--

Renter	How often they meet	2014
ELK'S HANDICAPPED DANCE	2 ND THURS. OF THE MONTH	\$0.00
NOON KIWANIS	EVERY TUESDAY	\$714.00 \$ 50.00
NOON KIWANIS BOARD	THIRD TUES OF MONTH	
NOON LIONS	EVERY WEDNESDAY	\$714.00 \$ 50.00
NOON LIONS BOARD	THIRD WED OF MONTH	
SR. CLUB MTG.	EVERY WEDNESAY	\$1,225.00 \$ 50.00
SR. CLUB FUN DAY	EVERY FRIDAY	
SR. CLUB BOARD	2 ND TUESDAYS OF THE MONTH	
SR. CLUB CRAFT	EVERY MONDAY	
SWEDISH FRIENDS	1 ST MONDAYS OF THE MONTH	\$204.00 \$ 25.00
SONS OF NORWAY	2 ND MONDAYS OF THE MONTH	\$255.00 \$ 50.00
SONS OF NORWAY BOARD	LAST MON OF THE MONTH	
BARBERSHOP PRACTICE	EVERY MONDAY	4 Performances
MN TOPS	EVERY TUESDAY	\$204.00
COUNTRY QUILTERS	2 ND TUESDAYS OF THE MONTH	\$714.00 \$ 50.00
30's QUILTER GROUP	1 ST WED OF THE MONTH	
SIT & STITCH QUILTERS	3 RD TUES OF THE MONTH	
CRAZY QUILTERS	LAST THURS OF THE MONTH	
LULLABY QUILTERS	3 RD TUES OF THE MONTH	
FIRST TIME QUILTERS	1 ST MONDAY OF THE MONTH	
HTE	1 ST TUESDAYS OF THE MONTH	\$357.00 \$ 50.00

HORTICULTURE SOCIETY	4 TH TUESDAYS OF THE MONTH	\$204.00 \$ 25.00
SUNRISE ESTATES MTG.	1 ST THURSDAYS OF THE MONTH	\$204.00 \$ 25.00
SENIOR COALITION	1 ST THUR/SEPT, DEC, MAR & JUNE	Resource
L.S.S	2 ND THURSDAY OF THE MONTH	Payment in Kind
MEAL SITE	EVERY DAY	\$ 0.00
RETIRED TEACHERS	MONDAY- JAN, JUNE, SEPT & DEC	\$153.00 \$ 50.00
AARP – TAX SERVICE	4 days in Jan – Thurs/Feb-Apr	Volunteer Service
Gideon's	3 rd Monday of the month	\$204.00 \$ 50.00

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 9, 2013**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, October 9, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, John Lambing, Steve NedreLOW, and Don Cole.

** Members Absent: Sandy Gardner and Dan Reigstad.

** Others Present: John Deal, Dan O'Meara, Pete Fransen, Ron Buchanan, Tom Sand, Marney Negen, Eric Rudningen- Eric's Aviation Services, Jared Voge- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the August 28, 2013 minutes were approved as presented.

3. SNOW GUARD QUOTES: Staff presented two quotes for snow guards for over the two terminal building entrances; there is concern that the melting/falling snow that comes down in sheets could be a liability hazard. The lowest bid was West Central Roofing for \$657.21.

Mr. Lambing made a motion, seconded by Mr. Cole, for staff to contact West Central Roofing to award them the contract for putting in the snow guards on the terminal building.

The motion carried.

4. MANHOLE SEALING: Staff updated the Commission on the farthest east manhole in the private hangar area. The manhole that was known to have water infiltration issues was sealed as per Airport Commission's recommendation on September 12, 2013. It was inspected by Bolton and Menk and stopping the infiltration at that location; however with the amount of water in the system it appears there may be other areas that water is infiltrating. Staff will keep the Commission informed on water issue culprits and solutions.

5. NOXIOUS WEEDS, AG SPRAYING QUOTES: Eric Rudningen reported that to get a commercial Ag sprayer to come in to treat all the Airport property for broadleaf would be approximately \$2,500 to \$3,000. Another possibility would be for Mr. Rudningen to handle the spraying, he just needs to get the proper applicators license. He has access to equipment and is familiar with the process.

Mr. Albers made a motion, seconded by Lambing, to have Eric's Aviation perform weed control on the airport once the proper licensure is obtained.

The motion carried.

6. RUNWAY TURF IMPROVEMENTS PROJECT UPDATE: Jared Voge of Bolton and Menk explained that the turf runway was sprayed for weeds on Monday October 7. The contractor will also be reseeded the turf runway again this fall. They will also be performing some soil testing as there are some areas simply not responding that may need some soil supplements.
7. MISCELLANY: Staff distributed Eric's Aviation monthly report for information only. And let those in attendance know there are forms available on the City Website for those interested in serving on the Airport Commission.
8. MINIMUM STANDARDS-DISCUSSION CONTINUED: As per the Airport Commission's direction Staff went through the Willmar Municipal Airport Minimum Standards for Aeronautical Activity and made suggested edits to bring the document up to current and uniform standards as the original document was adopted prior to the new airport.

One item that Mr. Rudningen made note of is that the single standard operator requirement states the operator whether be it a air craft sales business or flight training school would have to construct a facility to operate out of at the airport and have a five days a week eight hours a day. That requirement in this economic climate and the aviation industry this would be a hardship on any startup business. The recommendation would be to require office/business hours be clearly posted as well as contact information and lease space or use the terminal meeting room when available.

The Airport Commission made recommendations as they reviewed the draft document for wording changes etc. and voted on each draft amendment. It was noted this is by no means the final action of the Commission just an organized process to show consensus for each suggested change to be reviewed again at the next meeting. It was also noted, that certain parts of the current minimum standards document conflicts with the current FBO contract.

Mr. Nedrelow made a recommendation, seconded by Mr. Lambing, to remove the sentence from the draft that requires the FBO have a rental airplane and provide charter service.

The recommendation carried.

The Commission discussed the FBO hours of operations. The minimum standards document lists seven days a week and eight hours a day. They talked about five or six days a week with on-call hours would seem sufficient.

Mr. Lambing made a recommendation, seconded by Mr. Albers, to amend the single service operators to not require construction of a new building and to clearly post office hours and contact information as depicted on the draft.

The recommendation carried.

Dr. Nedrelow made a recommendation, seconded by Mr. Cole, to strike the language about flying clubs prohibiting rental and lessons to club members.

The recommendation carried.

Dr. Nedrelow made a recommendation, seconded by Mr. Albers, that in Section 8 to remove the text regarding branded fuel being required for the FBO.

The recommendation carried with Dr. Nedrelow, Mr. Albers, Mr. Lambing, and Mr. Curry voting aye, and Mr. Cole voting nay.

Dr. Nedrelow made a recommendation, seconded by Mr. Cole, to remove the suggested number 4 language and verify the amount of time a spill would have to react to suggest wording is as soon as possible.

The recommendation carried.

Dr. Nedrelow made a motion, seconded by Mr. Cole, to add in Section 9 the apron width of private hangars to the taxiways should be at a minimum the width of the door.

The recommendation carried.

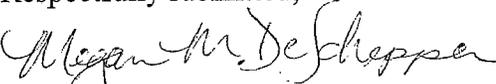
Dr. Nedrelow made a recommendation, seconded by Mr. Lambing, to verify the sprinkler requirements for commercial hangars and make sure the maximum is under that size, and require that all commercial hangars on the main ramp connect to the ramp and pave ten feet beyond the end of their hangar to ensure connection with the next hangar and connect to the ramp along the entire width of the building. The depth of the apron shall not be as deep as the existing concreted apron.

The recommendation carried.

Staff reminded the Commission that this is a working draft there will be review comments from the airport consultant, a public hearing review and input meeting, as well as FAA and MNDOT Aviation review.

9. MISCELLANY: Staff distributed the 2014 Airport Capital Improvement list for information only.
10. There being no further business to come before the Commission, the meeting adjourned at 6:31 p.m.

Respectfully submitted,


Megan M. DeSchepper, AICP
Planner/Airport Manager

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, OCTOBER 14, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, October 14, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Mayor Frank Yanish, Council Members Bruce Deblieck and Jim Dokken, Safe House Representatives Bob Bonawitz, Michelle Tejada, and Jen Johnson; City Auditorium Appreciation Committee members Kelly Welch and Dale Johnson; David Euerle of Westberg & Eischens, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

Safe House Representatives Bob Bonawitz, Michelle Tejada, and Jen Johnson presented a funding request to the City of Willmar in the amount of \$37,000 for 2014. Other funding sources for Safe House are diminishing; consequently, new funding avenues are being pursued in order to maintain current staffing levels, particularly the monitors required during family visits. It was noted that some of the other funding sources include Pact 4, United Way, Kandiyohi County, the State of Minnesota Department of Justice, Bremer, etc. Mayor Yanish also addressed the Committee, speaking in favor of funding for this charity.

Kelly Welch and Dale Johnson, representing the City Auditorium Appreciation Group, explained that their purpose is to restore and preserve the City Auditorium. Mr. Welch asked the Council to research and apply for a Legacy Grant as a source of funding to make the necessary improvements to the gun range, which is located in the basement of the Auditorium. He also explained that sometime in the future they will be submitting a funding request to the City for an estimated \$7,000 to cover the cost of brochures, photographs and display graphics promoting the Auditorium. They are in the early stages of this process and do not anticipate a need for these funds until 2015. Mr. Welch also invited Finance Committee Chair Denis Anderson and Community Development Chair Rick Fagerlie to the next City Auditorium Appreciation Committee meeting on November 5, 2013, at 1 PM, at the Kandiyohi County Historical Society.

Item No. 2 – EDC 2014 Proposed Budget Presentation (Motion)

Steve Renquist, EDC Executive Director, reviewed the EDC 2014 Budget with the Committee. Anticipated revenue for 2013 includes the County Tax Levy of \$455,000, which has not changed in five years, plus \$9,262 in other miscellaneous revenue. The EDC is also proposing to utilize \$67,445 from the Agency’s reserves as a funding source. The overall budgeted expenditures for 2014 total \$531,707 which is an increase of \$29,000 over the 2013

budget. Mr. Renquist stated that he is proposing a \$5,000 increase in each of the salaries for the Assistant Director and the Ag Specialist, however, the EDC operations board has not yet approved this increase. All other salary increases for the EDC will be the blended rate of approved City and County salary increases. 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 approving the proposed EDC 2014 Budget as presented including the Tax Levy for the EDC.

Item No. 3 – HRA 2014 Proposed Budget Presentation (Information)

This item will be presented at the October 28, 2014, Finance Committee Meeting.

Item No. 4 – 2012 Audit/Financial Statement (Information)

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

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

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

Item No. 5 – 2014 Budget Items and Calendar Revision (Information)

Chair Anderson asked the Committee if they need further information on any of the budget topics discussed to date, such as the Community Groups requests, Capital Expenditures, or specific line item detail. He also asked if there is any part of the unresolved budget issues on which the Committee can come to a consensus.

Council Member Nelsen explained that with looming retirements, the City would best be served by conducting succession planning. To do that, the budget amounts cut by the Mayor should be restored to the original estimates. Council member Fagerlie felt that a portion could be restored but not to the full amount. Council Member Johnson was still concerned that exact information was not presented regarding which expenditures are mandatory and which are just

beneficial. Council Member Nelsen wondered how the Council could expect to receive ipads and training but not allow staff to be trained in their respective areas. She also felt the City needs to include diversity training for staff. Concerns were discussed regarding professional services cuts, particularly for legal services, the airport management contract, and the required annual audit services.

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

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

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

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

Chair Anderson requested the Committee consider changing the budget meeting originally scheduled for Monday, November 25, 2013, to Tuesday, November 19, 2013, to enable staff adequate time to complete the Council's final amendments to the 2014 budget before the following council meeting. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to change the budget meeting date to Tuesday, November 19, 2013.

Item No. 6 – Reports (Information)

The Committee received the August, 2013, Reports for Rice Trust and Rice Hospital. It was noted that representatives from the Hospital and Municipal Utilities will attend a future meeting prior to the November 19, 2013, meeting to discuss their budgets. This matter was taken for information only.

Item No. 7 – Old Business (Information)

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

Item No. 8 – New Business (Information)

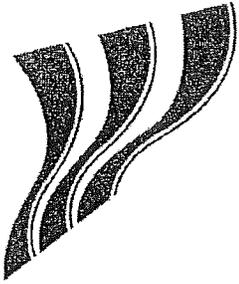
Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, the meeting was adjourned at 6:50 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,

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

Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3
Meeting Date: October 14, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 21, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: EDC 2014 Proposed Budget Presentation

Recommended Action: Receive and discuss the City/County Economic Development Commission's proposed 2014 budget.

Background/Summary: Annually, the EDC presents its budget to the Finance Committee as required under the Joint Powers Agreement.

Alternatives: None.

Financial Considerations: None.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 7/25/2013

Joint Operations Board adopted / /2013
Board adopted / /2013

	2014 Proposed Budget	2013 Revised Budget	2013 Actual as of 6/30/2013
Levy	\$ 455,000	\$ 455,000	\$ 246,473.73
Other Revenues:			
Reserve Fund	\$ 67,445	\$ 40,104	
Loan Application Fees	\$ 200	\$ 200	\$ 99.98
Conference Registrations			
Finance Seminar			
Refunds and Reimbursements	\$ 500	\$ 1,000	\$ 45.99
Insurance Reimbursements (dividends)	\$ 3,000	\$ 3,000	
Interest on investments			
Heritage Bank savings account	\$ 405	\$ 1,496	\$ 123.14
Concorde Bank (Revolving Loan Fund savings account)	\$ 251	\$ 118	\$ 116.37
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000	\$ 1,000	
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150	\$ 1,150	\$ 576.73
United Prairie Bank 17-month CD \$100,000 at 1.09%	\$ 1,090	\$ 1,090	
US Bank CD (Tourism Development Account)	\$ 225	\$ 225	
Interest on Revolving Loan Fund loans	\$ 1,441	\$ 2,324	\$ 1,253.93
Total Revenues	\$ 531,707	\$ 506,707	\$ 248,689.87
Director's Salary	\$ 79,500	\$ 79,500	\$ 39,750.00
Director's Auto Allowance (\$525 per month)	\$ 6,300	\$ 6,300	\$ 3,150.00
Director's health insurance (\$722.50 p/mo.)	\$ 8,670	\$ 8,670	\$ 4,335.00
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,564	\$ 6,627	\$ 3,281.85
Director's pension (PERA) 2013 employer rate is 7.25%	\$ 5,764	\$ 5,787	\$ 2,881.91
Total Executive Director's Compensation	\$ 106,798	\$ 106,884	\$ 53,398.76
Assistant Director's Salary	\$ 65,984	\$ 60,984	\$ 30,492.00
Asst Director's health insurance (\$722.50 p/mo.)	\$ 8,670	\$ 8,670	\$ 4,335.00
Asst Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 5,048	\$ 4,794	\$ 2,332.63
Assistant Director's pension (PERA) 2013 employer rate is 7.25%	\$ 4,784	\$ 4,443	\$ 2,210.64
Total Assistant Director's Compensation	\$ 84,486	\$ 78,891	\$ 39,370.27
Workers' compensation insurance	\$ 491	\$ 491	\$ 490.67
Total Employee Compensation	\$ 191,775	\$ 186,266	\$ 93,259.70
MCIT property/casualty insurance	\$ 3,000	\$ 2,794	\$ 2,794.00
Meals not for a committee	\$ 1,800	\$ 2,500	\$ 641.25
Memberships, dues, subscriptions	\$ 3,000	\$ 2,500	\$ 2,011.38
Professional services:			
Auditor per bid	\$ 6,000	\$ 6,300	\$ 2,400.00
Bookkeeping	\$ 4,200	\$ 3,600	\$ 2,547.76
Legal	\$ 1,000	\$ 1,500	\$ 510.00
Seminars and Promotions	\$ 2,500	\$ 2,500	\$ 1,105.75
Travel, conference, school	\$ 6,000	\$ 6,000	\$ 2,779.18
Depreciation			
Total Administrative Expenses	\$ 27,500	\$ 27,694	\$ 14,789.32

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 7/25/2013

Joint Operations Board adopted / /2013
board adopted / /2013

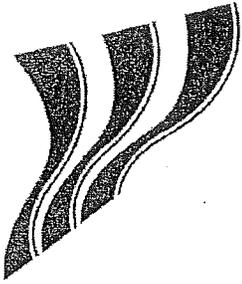
	2014 Proposed Budget	2013 Revised Budget	2013 Actual as of 6/30/2013
Furniture and equipment	\$ 1,500	\$ 2,000	
Rent (water cooler, post office box)	\$ 300	\$ 500	\$ 111.30
Waste and snow removal	\$ 800	\$ 800	\$ 653.28
Office equipment and miscellaneous	\$ 3,000	\$ 3,000	\$ 605.98
Maintenance of equipment (Toshiba service contract \$1,468.92)	\$ 3,500	\$ 3,500	\$ 1,841.01
Rent (office lease \$2113.40/month & \$35 extra parking)	\$ 25,781	\$ 24,150	\$ 12,133.62
Telephone/Telecommunications	\$ 6,400	\$ 6,400	\$ 2,573.58
General supplies	\$ 4,000	\$ 4,097	\$ 1,841.15
Printing, Copying & Publishing	\$ 2,448	\$ 1,000	\$ 1,192.65
Postage, Mailing Service	\$ 1,000	\$ 2,000	\$ 135.68
Professional services:			
General administrative (5%)	\$ 55,650	\$ 53,000	\$ 25,219.92
Planning session facilitator	\$ 1,500	\$ 1,500	
Web hosting	\$ 300	\$ 200	\$ 180.00
Cleaning person	\$ 2,600	\$ 2,600	\$ 1,282.50
Depreciation Expense - Furniture & Equipment			
Total Office Expenses	\$ 108,779	\$ 104,747	\$ 47,770.67
Agriculture and Renewable Energy Development			
Ag Specialist's position			
Ag Specialist's salary	\$ 50,000	\$ 45,000	\$ 16,875.00
Health insurance	\$ 8,670	\$ 7,000	\$ 2,890.00
Payroll taxes (FICA 6.20%; Medicare 1.45%)	\$ 3,825	\$ 3,179	\$ 1,290.94
Pension (PERA) 2013 employer rate is 7.25%	\$ 3,625	\$ 3,263	\$ 1,223.46
Workers' compensation insurance	\$ 245	\$ 245	\$ 245.33
Incurred costs (mileage, expenses, other)	\$ 1,041		\$ 2,215.74
Meals	\$ 780		\$ 390.25
Program administration	\$ 2,500	\$ 5,298	\$ 296.16
Seminars/Conferences	\$ 3,000		\$ 879.28
Telephone/Telecommunications	\$ 1,314	\$ 1,014	\$ 656.74
Subtotal:	\$ 75,000	\$ 64,999	\$ 26,962.90
Business Retention and Expansion/Recruitment (includes Technology Advisory Committee)		\$ 11,000	
Meals			\$ 14.78
Professional services			\$ 781.38
Seminars			\$ 70.00
Technology Advisory Committee			\$ 972.00
Subtotal:	\$ 11,000	\$ 11,000	\$ 1,838.16

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 7/25/2013

Joint Operations Board adopted / /2013
board adopted / /2013

	2014 Proposed Budget	2013 Revised Budget	2013 Actual as of 6/30/2013
Finance			
Marketing		\$ 300	
Meals		\$ 600	\$ 57.87
Seminars		\$ 300	
Professional services (administrative/legal)		\$ 600	\$ 102.00
Other Charges (filing fees)		\$ 200	
Subtotal:	\$ 2,000	\$ 2,000	\$ 159.87
Marketing & Public Relations			
Meals		\$ 600	\$ 306.76
Media		\$ 5,050	\$ 875.00
Memberships (James J. Hill)		\$ 550	\$ 371.25
Printing and Publishing		\$ 5,000	\$ 17.10
Professional services			\$ 83.42
General administrative		\$ 2,800	\$ 223.88
REDstar		\$ 7,000	\$ 701.67
Special projects		\$ 12,000	\$ 3,491.80
Subtotal:	\$33,000	\$33,000	\$ 6,070.88
Tourism/CVB Leisure Travel Committee			
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000	\$ 34,000.00
Subtotal:	\$ 34,000	\$ 34,000	\$ 34,000.00
Total Committee Expense	\$ 155,000	\$ 144,999	\$ 69,031.81
Countywide Business Development	\$ 5,000	\$ 5,000	
Southwest Initiative Foundation	\$ 18,000	\$ 18,000	\$ 18,000.00
Total Countywide Business Development	\$ 23,000	\$ 23,000	\$ 18,000.00
Other Expenses:			
EDC Joint Powers Board (includes meals/administrative time)	\$ 1,000	\$ 1,000	\$ 229.17
EDCOB (includes meals/administrative time)	\$ 2,000	\$ 2,000	\$ 933.44
SCORE (cell phone and email account)	\$ 300	\$ 500	\$ 115.93
Other operating expenses	\$ 2,353	\$ 2,500	
Loan write-offs and allowances	\$ 5,000		
Total Other Expenses	\$ 10,653	\$ 6,000	\$ 1,278.54
Community contributions related to economic development		\$ 10,000	\$ 6,041.93
Ag Tech Showcase	\$ 2,000		
Animal Science Conference & Venture Forum	\$ 1,500		
Blandin Foundation USDA Rural Development Rural Business			
Opportunity Program grant (2014 and 2015)	\$ 5,000		
Community Marketing Coalition	\$ 2,500		\$ 2,500.00
Vision 2040	\$ 2,500		
Other	\$ 1,500		
Total community contributions related to economic development	\$ 15,000	\$ 10,000	\$ 8,541.93
Undesignated Funds			
Contribution to Reserve Fund			
TOTAL PROGRAM EXPENSES	\$ 531,707	\$ 502,706	\$ 252,671.97



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

Agenda Item Number: 4
Meeting Date: October 14, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 21, 2013

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

Originating Department: Finance

Agenda Item: HRA 2014 Proposed Budget Presentation

Recommended Action: Receive and discuss the Housing and Redevelopment Authority's proposed 2014 budget.

Background/Summary: Annually, the HRA presents its budget to the Finance Committee as required by past and current policies and procedures.

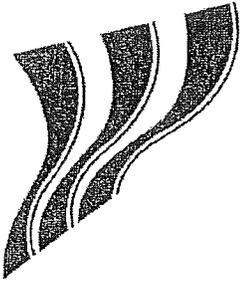
Alternatives: None.

Financial Considerations: None.

Preparer: Steve Okins, Finance Director

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5
Meeting Date: October 14, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 21, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: 2012 Audit Presentation

Recommended Action: Receive a report from auditors Westberg & Eischens regarding the 2012 Financial Statements. *Please bring the 2012 Financial Statements Booklet, which was previously distributed to Council Members, to today's meeting. This presentation will reference that booklet.*

Background/Summary: Westberg & Eischens conducted their audit of the City's 2012 financial statements. Upon completion, they present their report to the Finance Committee.

Alternatives: None.

Financial Considerations: None.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

**CITY OF WILLMAR, MINNESOTA
GOVERNANCE COMMUNICATION
DECEMBER 31, 2012**

advisors and accountants. profit from our experience.

September 5, 2013

To the City Council
City of Willmar, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Willmar, Minnesota for the year ended December 31, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 19, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Willmar, Minnesota are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period. However as discussed in Note 5 and the Schedule of Findings and Questioned Costs, management has not adopted Government Accounting Standards Board Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions* as it relates to the primary government.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 5, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Recommended Policy Improvements

Budget management

The legal level of budget control is at the department level. The Council authorizes budget amendments when circumstances change during the year. However, there is no formal action taken when department expenditures exceed the budget. We recommend the Council implement policies for formally authorizing a department to exceed budget.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of City Council and management of the City of Willmar, Minnesota and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Westberg Eischens, PLLP
Willmar, Minnesota

**CITY OF WILLMAR
UNCORRECTED PROPOSED ADJUSTMENTS
12-31-2012**

101-42425.0222	Motor Fuels	54,000	
100-125000	Inventories		54,000

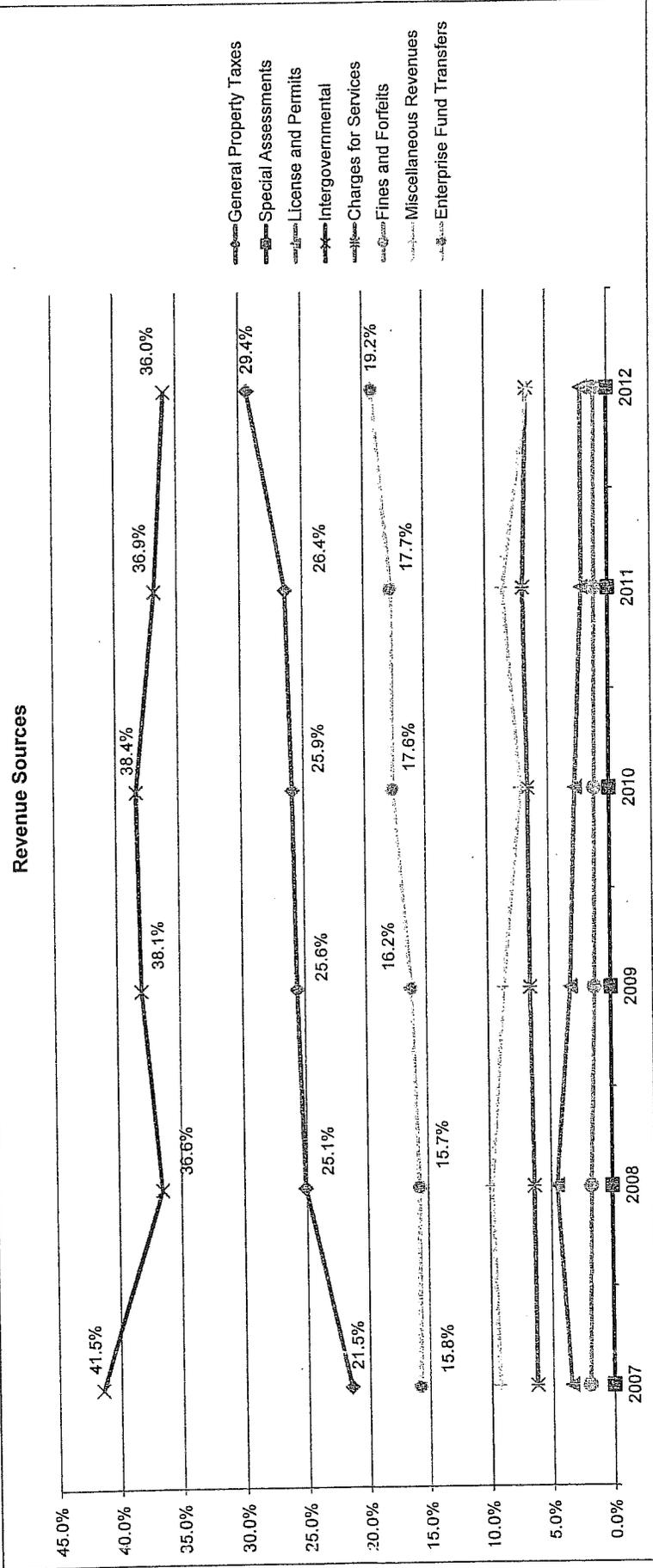
To adjust inventory to end of year count

Fund 101, 207 and 651	Personal services	175,652	
xxx-203000	Accrued wages payable		175,652

To record wage and benefit expense

**CITY OF WILLMAR, MINNESOTA
GENERAL FUND REVENUES**

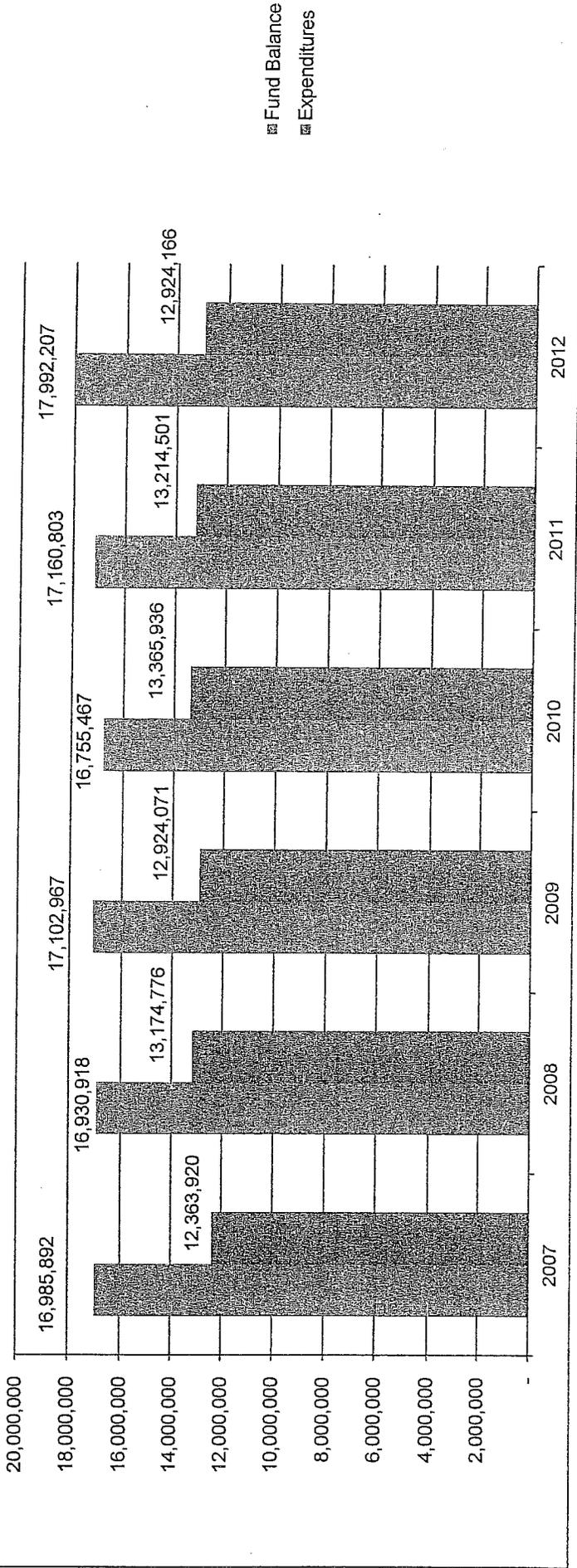
	2007	2008	2009	2010	2011	2012
General Property Taxes	\$ 2,804,690	\$ 3,354,241	\$ 3,505,876	\$ 3,369,088	\$ 3,562,239	\$ 3,965,431
Special Assessments	1,513	1,831	1,302	2,023	1,477	1,767
License and Permits	452,348	601,424	447,306	364,712	297,119	293,104
Intergovernmental	5,411,261	4,884,359	5,212,835	4,995,300	4,975,220	4,857,858
Charges for Services	825,015	856,016	902,661	869,222	944,488	896,567
Fines and Forfeits	259,559	236,776	188,957	168,716	163,098	153,648
Miscellaneous Revenues	1,220,383	1,317,105	1,197,478	945,976	1,165,662	882,808
Enterprise Fund Transfers	2,061,400	2,103,292	2,221,400	2,292,300	2,391,736	2,597,466
Total	\$ 13,036,169	\$ 13,355,044	\$ 13,677,815	\$ 13,007,337	\$ 13,501,039	\$ 13,648,649



The City's general fund revenue has been relatively stable over time. However, the sources have changed. Property taxes and enterprise fund transfers have increased to make up for decreases in local government aid, permits and investment income.

CITY OF WILLMAR, MINNESOTA

GENERAL FUND AND CAPITAL IMPROVEMENT FUND
FUND BALANCE VS EXPENDITURES



Note: The Capital Improvement Fund is used to accumulate resources for capital outlay other than major projects.

The City has accumulated and maintained a strong fund balance. Most of the fund balance is unrestricted and available to be used according to City policies.

PER CAPITA DATA COMPARISON

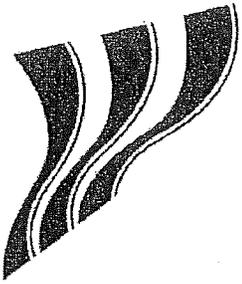
Entity: Willmar
 County: Kandiyohi
 Year: 2011
 Population: 19,600

Entity: Marshall
 County: Lyon
 Year: 2011
 Population: 13,767

Entity: Hutchinson
 County: McLeod
 Year: 2011
 Population: 14,148

Description	Per			Amount	Per Capita	Rank	Amount	Per Capita	Rank
	Amount	Capita	Rank						
Taxable Tax Capacity	13,175,837	672.24	160 of 226	9,814,225	712.88	150 of 226	10,448,522	738.52	145 of 226
Net Tax Levy	3,796,749	193.71	214 of 226	4,807,441	349.20	119 of 226	6,360,222	449.55	50 of 226
Revenues									
Property Taxes	3,555,466	181.40	215 of 226	4,386,650	318.64	154 of 226	6,152,091	434.84	70 of 226
Franchise Taxes	230,675	11.77	96 of 180	489,134	35.53	31 of 180	83,587	5.91	148 of 180
Hotel/Motel Taxes	158,432	8.08	24 of 62	153,578	11.16	13 of 62	72,627	5.13	34 of 62
Sales Taxes	1,970,760	100.55	6 of 26	-	-	N/A	-	-	N/A
Tax Increment	11,980	0.61	195 of 195	1,103,373	80.15	35 of 195	274,265	19.39	129 of 195
Total Taxes	5,927,313	302.41	188 of 226	6,132,735	445.47	102 of 226	6,582,570	465.27	88 of 226
Special Assessments	1,746,011	89.08	46 of 221	1,072,197	77.88	58 of 221	888,578	62.81	79 of 221
Licenses and Permits	297,119	15.16	148 of 226	460,093	33.42	39 of 226	223,755	15.82	139 of 226
Federal Grants	637,447	32.52	64 of 163	1,055,976	76.70	37 of 163	1,145,016	80.93	35 of 163
State Grants	5,711,962	291.43	51 of 226	4,560,980	331.30	42 of 226	3,170,699	224.11	77 of 226
Local Grants	171,461	8.75	87 of 181	364,991	26.51	29 of 181	180,181	12.74	66 of 181
Total Intergovernmental Revenues	6,520,870	332.70	59 of 226	5,981,947	434.51	37 of 226	4,495,896	317.78	63 of 226
Charges for Services	987,478	50.38	150 of 225	1,648,370	119.73	57 of 225	2,316,008	163.70	30 of 225
Fines and Forfeits	163,098	8.32	76 of 222	130,542	9.48	60 of 222	50,604	3.58	183 of 222
Interest Earnings	757,449	38.65	21 of 226	448,821	32.60	32 of 226	207,153	14.64	110 of 226
All Other Revenues	1,519,641	77.53	28 of 226	6,027,275	437.81	1 of 226	1,094,669	77.37	29 of 226
Total Revenues	17,918,979	914.23	95 of 226	21,901,980	1,590.90	15 of 226	15,859,233	1,120.95	57 of 226
Total Borrowing	1,825,000	93.11	96 of 128	2,809,769	204.09	65 of 128	2,809,483	198.58	69 of 128
Current Expenditures									
General Government	3,436,610	175.34	23 of 226	1,861,197	135.19	65 of 226	2,103,242	148.66	47 of 226
Police and Ambulance	3,524,792	179.84	92 of 225	2,222,671	161.45	116 of 225	2,887,060	204.06	51 of 225
Fire	691,413	35.28	143 of 225	606,268	44.04	104 of 225	552,927	39.08	124 of 225
Other Public Safety	14,608	0.75	201 of 206	125,436	9.11	153 of 206	183,413	12.96	128 of 206
Streets and Highways	2,779,037	141.79	47 of 226	2,745,516	199.43	15 of 226	2,609,878	184.47	21 of 226
Sanitation	-	-	N/A	-	-	N/A	-	-	N/A
Health	-	-	N/A	-	-	N/A	-	-	N/A
Libraries	459,007	23.42	57 of 112	760,835	55.27	16 of 112	182,407	12.89	72 of 112
Parks and Recreation	1,648,124	84.09	75 of 226	1,507,470	109.50	43 of 226	1,981,967	140.09	18 of 226
Housing/Economic Develop.	1,007,875	51.42	75 of 196	1,055,476	76.67	44 of 196	687,323	48.58	86 of 196
Airport	142,062	7.25	45 of 55	367,957	26.73	22 of 55	97,023	6.86	46 of 55
All Other Expenditures	59,150	3.02	106 of 134	-	-	N/A	550,318	38.90	31 of 134
Total Current Expenditures	13,762,678	702.18	71 of 226	11,252,826	817.38	35 of 226	11,835,558	836.55	33 of 226
Capital Outlay									
General Government CO	32,271	1.65	118 of 174	13,629	0.99	136 of 174	249,518	17.64	32 of 174
Police and Ambulance CO	245,298	12.52	26 of 147	10,650	0.77	135 of 147	173,153	12.24	27 of 147
Fire CO	44,031	2.25	113 of 153	9,250	0.67	141 of 153	-	-	N/A
Other Public Safety CO	-	-	N/A	886,736	64.41	8 of 41	-	-	N/A
Streets and Highways CO	2,695,716	137.54	88 of 217	4,232,451	307.43	29 of 217	4,784,026	338.14	20 of 217
Sanitation CO	-	-	N/A	-	-	N/A	-	-	N/A
Health CO	-	-	N/A	-	-	N/A	-	-	N/A
Libraries CO	2,024	0.10	48 of 49	9,352	0.68	36 of 49	-	-	N/A
Parks and Recreation CO	102,380	5.22	145 of 202	5,373,950	390.35	2 of 202	300,903	21.27	49 of 202
Housing/Economic Develop CO	-	-	N/A	-	-	N/A	205,807	14.55	42 of 95
Airport CO	961	0.05	39 of 39	204,014	14.82	24 of 39	117,073	8.27	29 of 39
All Other Capital Outlay	-	-	N/A	-	-	N/A	13,832	0.98	50 of 57
Total Capital Outlay	3,122,681	159.32	131 of 226	10,740,032	780.13	13 of 226	5,844,312	413.08	33 of 226
Total Debt Service	2,417,213	123.33	141 of 223	6,113,525	444.07	22 of 223	3,317,101	234.46	79 of 223
Total Expenditures	19,302,572	984.83	117 of 226	28,106,383	2,041.58	13 of 226	20,996,971	1,484.09	36 of 226

The above information is derived from the website of the Office of the State Auditor. The per capita rankings includes cities with a population above 2,500.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Administrator

Agenda Item: 2014 Budget Outstanding Items and Revisions to the Budget Calendar.

Recommended Action: Adopt the revised budget calendar and select a date for a special meeting of either November 19 or 21, 2014.

Background/Summary: Attached is a listing of a number of outstanding items for the 2014 Budget on which the Finance Committee and City Council will need to act. Most pressing at this time is to revise the Budget Calendar to allow sufficient time for changes to be incorporated prior to the December 2nd adoption. The normal Finance Committee meeting in November would be the 25th, with the Thanksgiving holiday, this allows very little time for changes to be made prior to the December 2nd Council Meeting. Staff recommends holding a special Finance Committee meeting on either November 19 or 21, 2014.

Alternatives: Keep with the original budget calendar and hold the meeting on November 25th.

Financial Considerations: n/a

Preparer: *C. Stevens*

Signature: *[Handwritten Signature]*

Comments:

REVISED BUDGET CALENDAR

CALENDAR

PROPOSED ACTION

MAY

Mayor, City Administrator, Finance Committee Chair and Finance Director to meet on establishing the Budget Calendar.

Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual Budget preparation to Department Heads.

Development of Capital Improvement Program
Items submitted, May 24th
Peer Review – May 24th-June 7th.

JUNE

Council Work Session (June 3rd @ 6 p.m.)

Completed Department Heads' estimates must be returned and reviewed with the City Administrator.

JULY

Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.

Publish a notice in paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and open for inspection.

AUGUST 12th

Mayor presents Proposed Budget and CIP to Finance Committee.
(Broadcast live on WRAC-8)

AUGUST 26th

Finance Committee action on Mayor's Proposed Tax Levy.

SEPTEMBER 3rd

Adopt and certify proposed Levy to County Auditor for the Truth-in-Taxation requirements.

OCTOBER

Council Workshops
HRA, EDC Budget Presentations

NOVEMBER

New Date – November 19 or 21st
MUC and Rice Hospital Budget Presentations.
Publish notice in paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth-in-Taxation Hearing.

DECEMBER 2nd.

City Council shall hold Truth-in-Taxation Hearing to study the Proposed Budget. Date determined by County and School District Hearings.
Adoption of the Budget

BY DECEMBER 31st

Certification of the Tax Levy to the County.

2014 Budget – Outstanding Items:

1. Mayor's Reductions and unallocated funds (\$228,000)
 - a. Dues, Subscriptions and Memberships (35% reduction)
 - b. Travel and Training (50% reduction)
 - c. Professional Services (35% reduction)

2. Funding for Community Groups:
 - a. Willmar Design Center
 - b. West Central Integration Collaborative
 - c. WAM-BC
 - d. Community Marketing Coalition
 - e. New Application from Safe Avenues

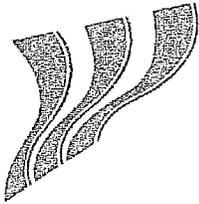
3. Coalition of Greater Minnesota Cities

4. National League of Cities

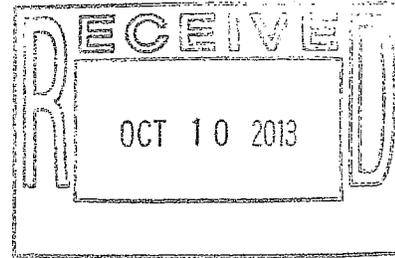
5. Capital Expenditures

6. Vehicle Replacements

7. Balancing the Budget
 - a. Increase spending on streets or capital
 - b. Levy Reduction
 - c. Other



Willmar
★



Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: 37,000
2. Agency: Safe Avenues
3. Program: Harmony Visitation Center
4. Name, Title, Address, and Phone Number of Contact Person: _____
Carrie Buddy, Executive Director, P.O. Box 568, Willmar, MN 56201 320.235.0475 ext. 1

5. Agency Mission or Purpose:

Safe Avenues Mission:

To provide safety, support and empowerment for victims of abuse and families in turmoil.

Safe Avenues' Agency Purpose:

Safe Avenues offers emergency safe shelter for abused women and their children. Comprehensive advocacy services are available to survivors of domestic abuse or sexual assault; women, children, men and secondary victims who are closely related and are affected by the abuse of their family member or friend. Safe Avenues provides supervised parenting time assistance to families when there is a safety risk for the children. In order to stop the familial cycle of violence, Safe Avenues also operates a youth program to work with child witnesses of family violence.

Harmony Visitation Program Mission:

Provide a neutral, safe and healthy interactive environment for children and their parents. To prevent further violence to victims of abuse. To protect children from witnessing arguments, hostility, or violence between parents. To promote both the well-being and sense of security for children, as well as the promotion of non-violent and cooperative relationships between parents and healthy non-violent parent-child relationships.

6. 2011 Total Expenditures:	<u>169,583</u>	2011 City Funding:	<u>None</u>
2012 Total Expenditures:	<u>164,153</u>	2012 City Funding:	<u>None</u>
2013 Total Budget:	<u>178,392</u>	2013 City Request:	<u>None</u>
2014 Proposed Budget:	<u>151,838</u>	2014 City Request:	<u>37,000</u>

(Attach Schedules A and B)

Our Fiscal Year July 1-June30th

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
State	<u>41,096</u>	<u>44,667</u>	<u>43,509</u>	<u>40,478</u>
City	<u>None</u>	<u>None</u>	<u>None</u>	<u>TBD</u>
Program Income	<u>6,904</u>	<u>5,479</u>	<u>4,346</u>	<u>5,000</u>
Other	<u>126,361</u>	<u>117,909</u>	<u>107,560</u>	<u>99,300</u>

8. Description of Program proposed to be paid for with City funding:

Harmony Visitation Center (HVC), the only parenting time center serving Willmar, was established in 1995 in response to community forums which included parents who were court ordered to use supervised visitation, parents who were fearful and/or had been abused when exchanging children for court ordered visitation, and representatives of the court.

HVC serves families with children (newborn to age 18) who are separated due to: child abuse and/or neglect; or, exposure to factors that contribute to the risk of child abuse and neglect, including: parental substance abuse, parental mental illness, or domestic violence. HVC programming balances the need for child/parent contact and the security and comfort all children need for healthy development through structured parenting time services, including supervised visits, semi-supervised visits, monitored exchanges, and supportive parenting education. To ensure safety during parenting time services, HVC utilizes security features which include: surveillance cameras, panic buttons, keycard only entrances, separate arrival times, and multiple staff on site. In addition, staff participate in ongoing training and are trained in effective, safe, and accountable intervention.

During supervised visitation, all contact between a child and non-custodial parent occurs in the presence of trained, impartial HVC staff. All parent/child interaction is objectively documented and staff intervene when necessary.

When deemed appropriate, semi-supervised visits are an alternative to fully supervised visitation. During semi-supervised visits, which are held on-site, staff periodically check in with the family during visits, giving the children a sense of security and serving as a resource for parents. Semi-supervised visits often serve as a stepping stone for families transitioning from supervised visits to monitored exchanges.

Monitored exchanges are available to families when there are no concerns about the child's safety with either parent, however, there are concerns about the child witnessing hostility or violence between parents during an exchange. Monitored exchanges eliminate this risk, to the children and general public, since the parents do not have contact with each other.

During supervised visits, monitored exchanges, or in conversations with parents, supportive parenting education may be provided. In addition, staff provides resources and referrals to parents upon request or when an unmet need is noted.

9. Program Goals and Objectives for the proposed year (specific and measurable):

GOAL: Through parenting time services at Harmony Visitation Center, children separated from their parent(s) will be able to visit their non-custodial parent and/or be exchanged between parents in a safe environment.

OBJECTIVE: Ninety percent of non-custodial parent and child contacts at Harmony Visitation Center will occur without significant incident. HVC staff will establish an "incident score" based upon each parent/child contact. The score will be established on a scale of 1 to 5, with a score of 5 indicating no incident occurred during the contact; a score of 4 indicating a minor incident occurred during the contact (i.e. parent says to the child, "Wouldn't you rather do exchanges at Burger King with the park?" when monitored exchanges are court ordered due to past domestic violence); a score of 3 indicating a moderate incident occurred during the contact (i.e. Mom repeatedly questions child about Dad's new girlfriend); a score of 2 indicating a serious incident occurred during the contact (i.e. parent tells child they wouldn't have to do these visits if child would have kept their mouth shut); and a score of 1 indicating a critical incident occurred during the contact (i.e. parent becomes out of control during visit, yelling and making threatening gestures).

10. Measures of Program Outcomes (What do City taxpayers get for their investment in your program? Include results from 2012 operations and projections for 2013 and 2014.)

Most families who utilize Harmony programming have had an incident or incidents that have necessitated court intervention (i.e. child abuse, order for protection, etc.). The majority of referrals (~90%) to Harmony come via the court system.

RESULTS FROM ANALYSIS OF DATA FROM JULY 1, 2012 – JUNE 30, 2013: Six hundred and eighty parent and child contacts were included in analysis for this objective. Of the 680 contacts, 588 received a rating of 5 (no incident), 51 received a rating of 4 (minor incident), 41 received a rating of 3 (moderate incident), and there were no contacts that received a rating of 2 or 1 (serious incident and critical incident). For purposes of analysis, incident scores of 3 and lower were considered "significant", therefore, 93.9% (639 of 680) of contacts occurred without significant incident.

Despite the fact that the incidents which resulted in the need for services were often serious enough to warrant court intervention, HVC's 2014 projection is that ninety percent of non-custodial parent and child contacts at Harmony Visitation Center will occur without significant incident.

Without HVC, situations requiring supervised visits would either end with children not getting to see their parent(s) at all, or children seeing their parent(s) in a less safe setting. Extreme-conflict exchange cases would most likely be court ordered to occur at a public location, such as a fast-food parking lot. The general public, as well as the children, are then subject to the hostility and potential violence between parents. Exchange cases that are perhaps not quite so high-conflict may be ordered to occur at the parties' residences, or through other family members, but often will eventually lead to further conflict and calls for police involvement.

According to the WPD 2012 Annual Report, Willmar Police responded to 103 calls regarding child custody disputes in 2012. If it weren't for HVC services, the number of calls requiring police response for custody disputes would undoubtedly be higher. Funding from the City of Willmar will enable HVC to work to decrease the number of such calls.

Outcomes stated above clearly demonstrate the impact HVC has on the safety of these children and families today, but HVC programming also has a profound, long-term impact. There is no greater relationship than the one that exists between a parent and child. The relationship between parent and child sets the stage for all future relationships for that child, interpersonal and within the greater community. Today's children will be the citizens of Willmar tomorrow. The way we guide those children today will greatly influence the forward progression of our community into the future.

Operating Budget Information - Schedule A

Agency: Safe Avenues, Harmony Visitation Program

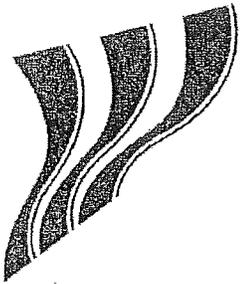
	2,011 Actual	2,012 Actual	2,013 Estimate	2,014 Proposed	% Change 2013 to 2014
Salaries	124,547	120,375	130,534	105,994	-0.188
Benefits	24,649	23,131	21,609	23,420	0.08
Office Supplies	1,976	1,263	664	850	0.28
Printing	1,501	1,170	1,378	1,240	-0.1
Postage	537	454	350	116	-0.67
Telephone	2,153	1,896	2,143	1,999	-0.067
Electricity & Gas	None	None	None	None	None
Rent	5,148	5,148	5,302	5,414	0.02
Building Maintenance	435	1,158	225	None	-100
Insurance	12,995	1,590	1,950	2,027	0.04
Training	2,352	3,414	1,252	2,000	0.6
Mileage	1,607	845	881	700	-0.2
Subscriptions/Dues	321	377	490	325	-0.34
Other					
Professional Fees	1,660	1,400	4,474	5,460	0.22
Program Supplies	1,065	1,416	*6,249	1,968	-0.685
Pub/ Advertising	337	516	891	325	-0.635
Total	169,583	164,153	178,392	151,838	-0.148

* New Software Program

Schedule of Positions and Salaries - Schedule B

Agency: Safe Avenues, Harmony Visitation Program

Position Title (List each position and its FTE, 1.0 for full time, 0.5 for half time, 0.25 for 1/4 time)	2012 Actual		2013 Current		2014 Proposed	
	% FTE	Amount	% FTE	Amount	% FTE	Amount
HVC Director	1.0	32,877	1.0	35,733	0.5	18,652
HVC Co-Director	0.7	20,602	0.75	23,334	0.5	17,264
HVC Client Service Manager	0.95	27,240	0.91	27,252	1.0	30,888
Monitors	1.32	26,842	1.45	29,703	1.25	25,543
Executive Director	0.13	6,764	0.13	7,597	0.13	6,414
Financial Director	0.13	4,181	0.13	4,865	0.13	4,700
Admin. Assistant	0.06	1,869	0.06	2,050	0.07	1,830
Volunteer Coordinator					0.03	703
TOTALS	4.29	120,375	4.43	130,534	3.61	105,994



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

Agenda Item Number: 7
Meeting Date: October 14, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 21, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

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

Background/Summary: Periodic review of reports

Alternatives: N/A

Financial Considerations: Review financial status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Market Value Reconciliation

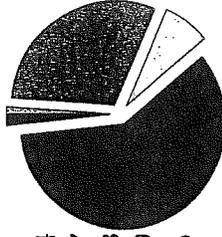
	Since 08/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,807,121.61	2,616,990.01
Disbursements		
Withdrawals	0.00	-42,002.36
Expenses	0.00	-498.75
Fees	-1,765.74	-13,893.71
Total Disbursements	-1,765.74	-56,394.82

Income		
Investment Income	7,349.27	33,129.34
Total Income	7,349.27	33,129.34

Value on Aug 31, 2013	2,761,416.39	2,761,416.39
Total Change in Portfolio Value	-51,288.75	167,691.86

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	30,988.31	1.12
Fixed Income	835,167.49	30.24
Alternative	206,145.73	7.47
Equity	1,642,482.53	59.48
Other	46,632.33	1.69
Total	\$2,761,416.39	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	7,349.27	33,129.34
Total Income Summary	7,349.27	33,129.34

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	-38.49	16,443.96
Total Gain/Loss Summary	-38.49	16,582.61



Investment Management
& Trust

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 08/31/2013

Sector	Market Value	1 Month	Year to Date (8 Months)
Total Fund	2,719,203	-1.71	7.75
Total Fd Net Fee	2,719,203	-1.77	7.19
Fixed Income	838,274	-.44	-1.08
BarCap Int Aggregate Bd		-.42	-1.88
Domestic Equity	1,322,962	-2.83	16.92
S&P 500 Index		-2.90	16.16
Russell 2000 Index		-3.18	20.03
Intl. Equity	320,833	-1.74	3.64
MSCI EAFE (US\$ & Net) Index		-1.32	8.15
Short Term Cash	30,531	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	206,146	.18	1.26
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	458	.00	.00

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

**Rice Memorial Hospital
Financial Statements
August 31, 2013**

Executive Summary

August was a negative month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a loss of \$643,000 from operations compared to budgeted Operating Income of \$309,000 and last year's August Operating Income of \$102,000. The primary contributing factors for this month's negative results were the lower volumes and Net Revenues at the Hospital and increases in Cost of Goods Sold and Expenses at Home Medical. Hospital Operating Revenues were 19.0% less than budget and 15.5% less than last year while Hospital Expenses were 8.9% less than budget and 9.4% less than last year. Care Center activity was break-even while Home Medical incurred a \$154,000 loss.

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	-8.7%	3.5%	1.2%			↓	↑
Operating Margin- YTD	-3.0%	2.5%	0.5%	1.4%	2.2%	↓	
Excess Margin- Month	-10.3%	4.3%	1.9%			↓	
Excess Margin- YTD	-3.4%	3.3%	1.7%	2.3%	2.8%	↓	
EBIDA Margin- Month	2.2%	13.0%	10.5%			↓	
EBIDA Margin- YTD	7.2%	12.0%	10.3%	13.1%	10.8%	↓	
Debt/Capitalization	42.7%	41.8%	44.1%	43.4%	38.7%	↔	↓
Net Days of Receivables	52	50	58	64	46	↔	↓
Days of Cash	114	129	113	114	131	↔	↑
Cash/Debt	65%	82%	62%	63%	87%	↔	↑

August 31, 2013 Balance Sheet:

The August YTD balance sheet realized a decrease in Net Assets of \$1.2 million. Total Assets have decreased \$3.1 million while Total Liabilities have decreased \$1.9 million.

The Total Asset decrease was due to a decrease in Current Assets of \$3.4 million; an increase in Assets Limited as to Use of \$28,000; an increase in Property, Plant, and Equipment of \$743,000; and a decrease in Other Assets of \$485,000. The decrease in Current Assets was due to decreases in Trustee Bond Agreement reserves (debt service payments) and Receivables but offset by increases in Cash. 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 \$388,000 since December 31, 2012 due to lower than anticipated operating performance and construction projects funded out of operations. However, this was a significant improvement from the \$1.4 million decrease of a month ago. Liabilities have decreased due debt payments (\$2.0 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.

August 2013 Results:

The overall net Operating Loss was \$643,000 compared to budgeted Operating Income of \$309,000 and compared to last year's Operating Income of \$102,000. Hospital Operating Revenues were \$1.3 million (17.6%) less than budget for the month and 13.7% less than last year. Inpatient Revenues were 7.9% less than budget while Outpatient Revenues were 13.0% less than budget. Inpatient Revenues were driven by decreased activity in many departments due to the lower census. Outpatient Revenue decreases were the result of lower revenues in Surgery, Laboratory, Emergency Services, Medical Imaging, and Oncology. Care Center Resident Revenues were lower than budget by 2.8% due decreased resident census. Home Medical revenues were 21.9% greater than budget due to increased Sales and Rental Revenues. Overall Patient Revenue was \$944,000 (5.3%) less than budget and 3.6% less than last year.

Consolidated deductions from revenue were 2.2% (\$183,000) greater than budget even though Patient Revenues were 5.3% less than budget. The continuing shift to government payer sources along with Medical Assistance reprocessing claims previously paid contributed to this negative variance. The Hospital's reimbursement rate for the month was 45.90% compared to a budget of 49.50%; a negative revenue variance of \$536,000.

Other operating revenues were \$147,000 (9.8%) less than budget even though there has been improved WMS activity and profits. Other activity at the Hospital has been lower than projected. Net WMS activity at Rice was greater than budget by \$222,000 (12.4%) due to added Anesthesia and Sleep services into WMS. Total Operating Revenues were \$7.4 million; \$1.4 million (16.8%) less than budget and \$1.3 million (15.1%) less than last year.

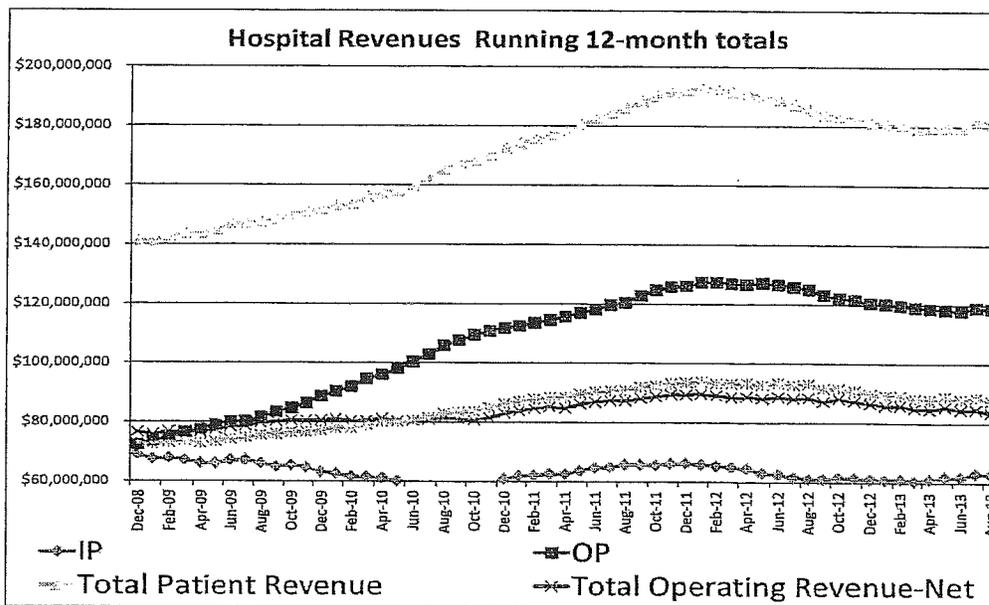
Net Expenses were \$8.0 million; \$544,000 (6.3%) less than budget that while positive did not fully offset the negative Operating Revenue variance. Expenses were mixed for the month with Salaries \$163,000 (4.2%) lower than budget due to lower patient activity. Contract Labor was \$167,000 (67.0%) greater due to Hospital contracted services (Pharmacy, Therapy, and ER Physicians), a reclassification of Purchased Services related to coding support, and Care Center contracted therapy costs. Benefits were \$32,000 (2.9%) greater due to increased health insurance costs. Supplies were \$66,000 (6.3%)

less than budget due lower revenues in Surgery. Drugs were \$251,000 (31.4%) less due to lower Hospital activity and Medical Oncology purchases. Purchased Services were \$86,000 (16.5%) less than budget due to the reclassification; Repairs & Contracts were at \$28,000 (10.1%) greater than budget due to activity in numerous departments; Utilities were \$3,600 (2.4%) greater than budget; Insurance was \$7,700 (11.4%) less than budget; Patient Related Travel was \$1,400 (4.2%) less than budget; Education, Travel, and Dues were \$20,000 (27.2%) less than budget; and Other was \$22,000 (59.4%) less than budget. Depreciation was \$30,000 (4.4%) less than budget while Interest was \$7,700 (5.3%) less than budget as Care Center financing has not occurred. Bad Debts were \$17,000 (11.7%) greater than budget due to aging of the accounts. Bad Debts and Uncompensated Care were \$11,000 less than budget and \$119,000 less than last year. Taxes were \$17,000 (9.2%) greater than budget due to higher collections resulting in higher MN Care taxes paid and a Home Medical sales audit which resulted in additional taxes due.

The Hospital generated an Operating Loss of \$488,000 compared to budgeted Operating Income of \$200,000 and last year's Operating Loss of \$162,000. Care Center activity generated an Operating Loss of \$1,100 compared to expected Operating Income of \$63,000 and last year's Operating Income of \$134,000. Home Medical activity generated an Operating Loss of \$154,000 compared to a budgeted Operating Loss of \$68,000 and last year's Operating Income of \$12,000.

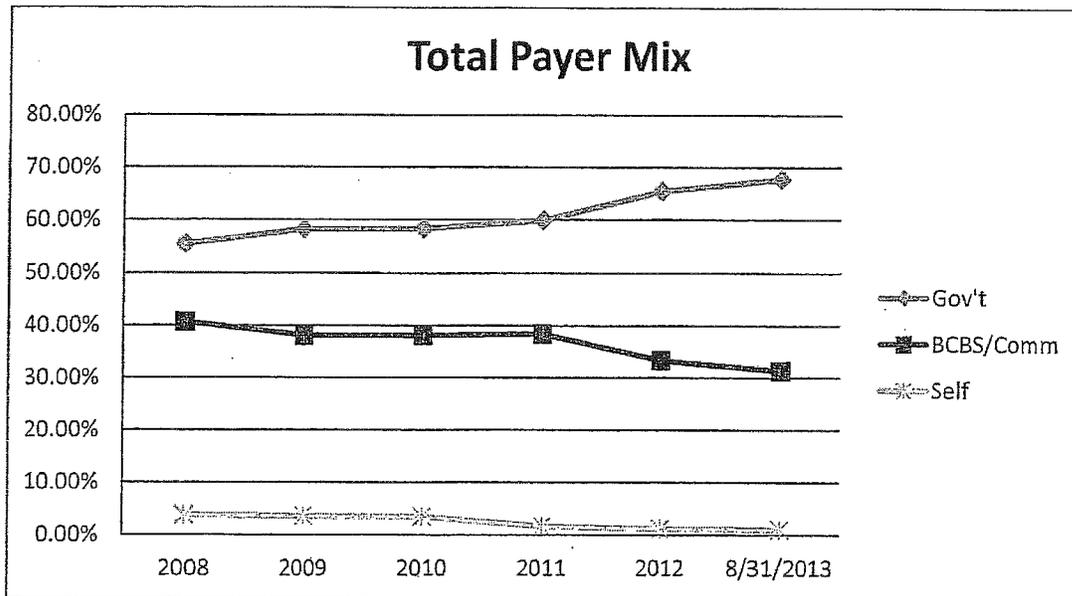
August YTD 2013 Results:

The overall YTD net Operating Loss was \$1.9 million compared to budgeted Operating Income of \$1.7 million and last year's Operating Income of \$345,000. Hospital Operating Revenues were \$3.7 million (6.5%) less than budget and 4.4% less than last year. Inpatient Revenues were 2.9% greater than budget and 3.3% greater than last year while Outpatient Revenues 7.6% less than budget and 5.4% 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 \$248,000 (3.8%) due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 4.4% greater than budget (Rentals) and 19.6% greater than last year (Sales and Rentals).

Consolidated deductions from revenue were 2.8% (\$1.8 million) greater than budget even though Total Patient Revenues were 1.6% 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. Net Revenue from Patients was \$4.0 million (5.6%) less than budget and 3.7% less than last year. The Hospital's reimbursement rate was 48.09% compared to a budget of 49.06%; a negative revenue variance of \$1.1 million.



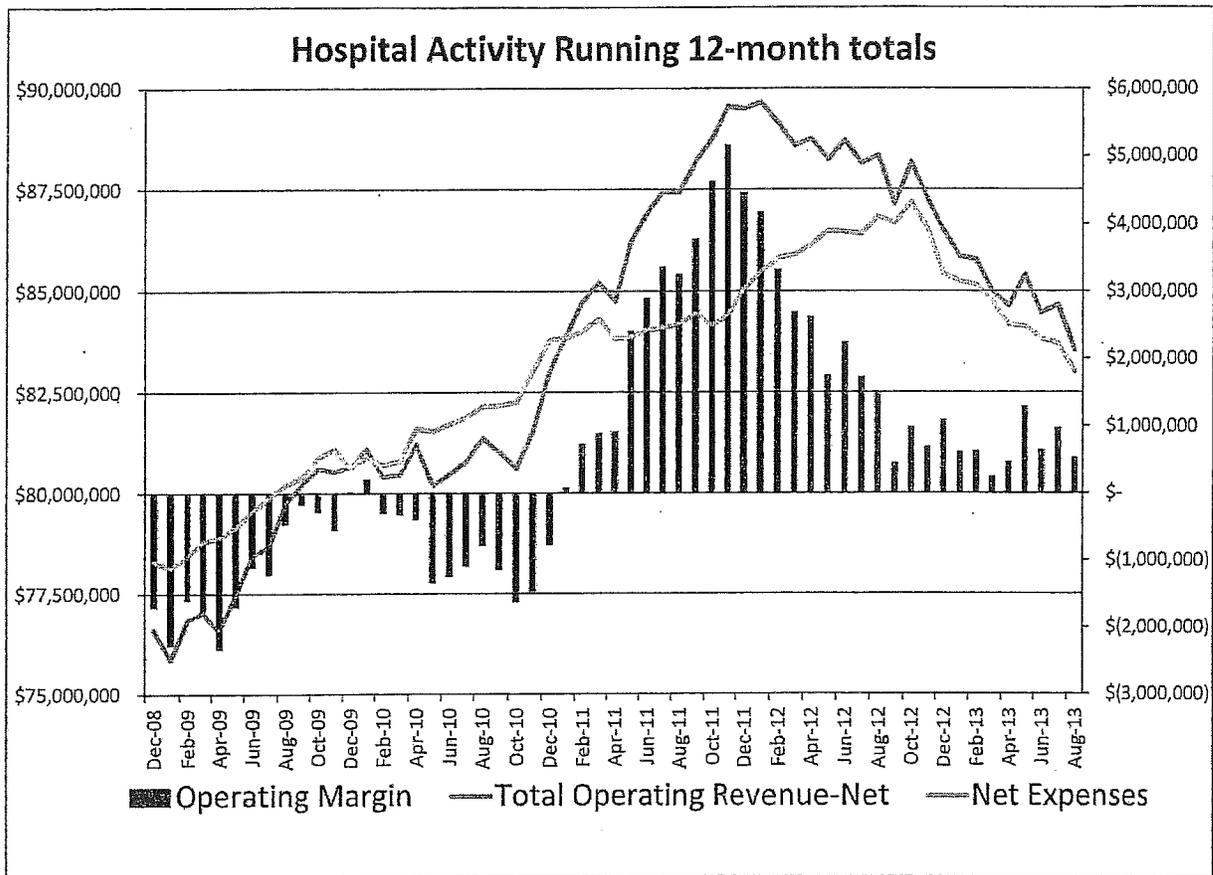
Other operating revenues were \$894,000 (7.4%) less than budget due to lower activity than projected even though WMS activity and profits are up. WMS activity at Rice was greater than budget by \$731,000 (5.2%) due to inclusion of Anesthesia and Sleep services. Total Operating Revenues were \$64.4 million; \$5.6 million (8.1%) less than budget and \$3.3 million (5.0%) less than last year.

Net Expenses were \$66.3 million; \$2.0 million (3.0%) less than budget and 1.6% less than last year. Expenses were mostly lower with Salaries \$409,000 (1.3%) less than budget due to lower Hospital patient activity and lower FTE's. Contract Labor was \$371,000 (18.2%) greater than budget due to Hospital and Care Center contracted therapy costs. Benefits were \$90,000 (1.0%) lower due to lower salaries and health insurance. Supplies were \$570,000 (6.7%) less than budget due lower activity in Surgery and Home Medical Sales. Drugs were \$1.5 million (25.2%) less due to lower Medical Oncology purchases. Purchased Services were \$6,900 (0.2%) less than budget; Repairs & Contracts were \$98,000 (4.4%) greater than budget due new patient monitoring leases and other service contracts; Utilities were \$54,000 (4.8%) less than budget; Insurance was \$24,000 (5.0%) less than budget; Patient Related Travel was \$4,900 (1.6%) less than budget; Education, Travel, and Dues were \$15,000 (2.4%) greater than budget due to Administration and SWEPT activity; and Other was \$45,000 (14.3%) less than budget. Depreciation was \$138,000 (2.5%) less than budget while Interest was \$63,000 (5.4%)

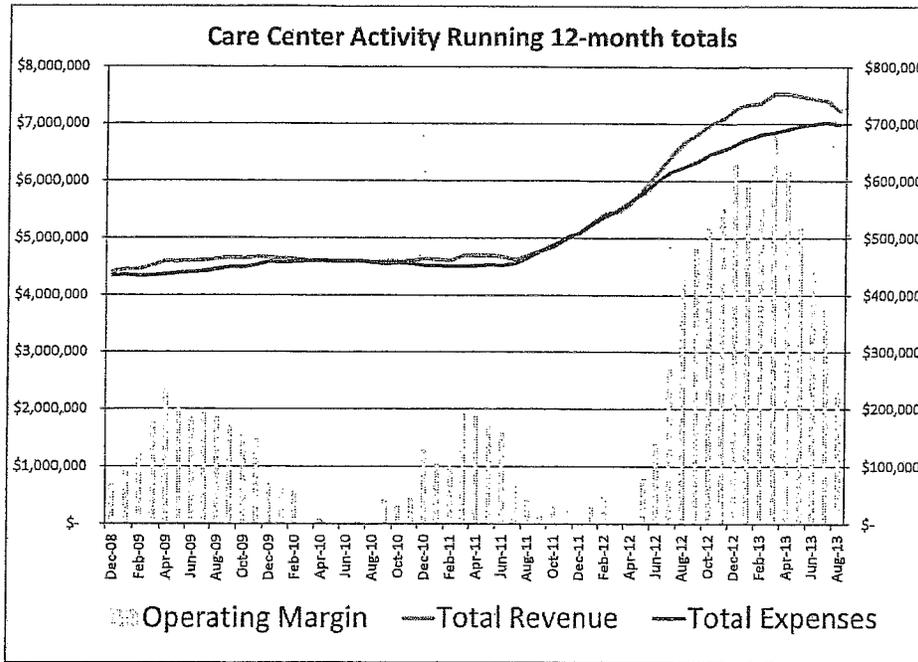
less than budget. Bad Debts were \$123,000 (10.6%) greater than budget. Combined, Bad Debts and Uncompensated Care were \$76,000 (3.6%) less than budget and 3.5% less than last year. Taxes were \$10,000 (0.7%) less than budget.

Non-operating activity was \$890,000 less than budget due to booked unrealized losses which has been offsetting the unrealized gains from prior years. It was recently shared with the Finance Committee the updated Rice strategy to investment activity considering the changes in the interest rate markets.

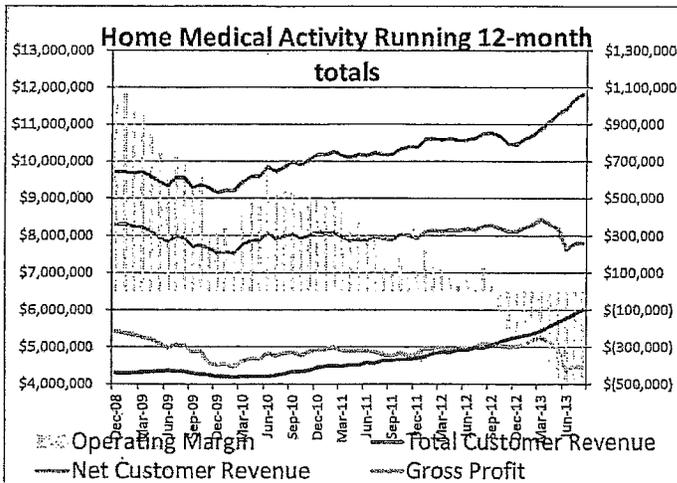
The Hospital generated an Operating Loss of \$551,000 compared to budgeted Operating Income of \$1.3 million and last year's Operating Income of \$15,000. The continued downward trend of Net Patient Revenues and Total Operating Revenues continued to push lower profitability.



Care Center activity generated Operating Income of \$27,000 compared to expected Operating Income of \$499,000 and last year's Operating Income of \$418,000. The construction projects continued to limit occupancy which has trended Revenues and Operating Margin lower.



Home Medical activity generated an Operating Loss of \$1.3 million compared to a budgeted Operating Loss of \$98,000 and last year's Operating Loss of \$89,000. Factoring out Home Medical's write-offs, Operating Income for the year was \$12,000.



Statistical and Volume Summary

Patient days were 19 (1.9%) less than budget with admissions 18 (6.4%) greater than budget yielding a decrease in length of stay of 6.5% from budget. Compared to the prior year, patient days were 74 (7.0%) less for the month with admissions 22 (7.9%) greater than last year. The average daily census for the month was 31.8 compared to a budget of 32.4 and 34.2 last year. Observation patients were 24.3% less than budget and 34.1% less than last year. Medicare case mix was 0.5% less than budget while the overall case mix was 3.6% greater than budget. Overall activity as measured in terms of adjusted admissions was 4.1% greater than budget and 9.0% greater than last year while adjusted patient days were 4.0% less than budget and 6.0% less than last year. There were 62 deliveries for the month compared to a budget of 71 and 70 from a year ago. Care Center resident days were 12.1% less than budget with a 60.7 average daily census.

YTD patient days were 381 (4.9%) greater than budget while admissions were 125 (5.7%) greater than budget yielding minimal change in the length of stay. Compared to the prior year, patient days were 118 (1.5%) greater with admissions 60 (2.6%) greater than last year. The average daily census was 33.7 compared to a budget of 32.2 and 33.1 last year. Observation patients were 22.9% less than budget and 17.0% less than last year. Medicare case mix was 0.9% less than budget while the overall case mix was 1.4% less than budget. Overall activity as measured in terms of adjusted admissions was 0.6% less than budget and 2.0% less than last year while adjusted patient days were 1.3% less than budget and 2.9% less than last year. There were 551 deliveries compared to a budget of 497 (10.9%) and 495 (11.3%) from a year ago. Care Center resident days were 10.8% less than budget with a 64.7 average daily census.

Ancillary departments were mostly lower for the month. Surgery & GI procedures were 10.1% less than budget and 1.6% less than last year. Inpatient activity was 10.0% greater than budget and 20.5% greater than last year while Outpatient activity was 18.5% less than budget and 10.8% less than last year. Emergency Room visits were 6.7% less than budget and 1.6% less than last year. Lab tests were 14.3% less than budget and 19.9% less than last year. Medical Imaging procedures were 13.2% less than budget and 13.9% less than last year. Radiation Oncology treatments were 58.0% less than budget and 26.4% less than last year while Medical Oncology visits were 14.0% less than budget and 1.0% less than last year. Dialysis treatments were 12.4% greater than budget and 1.4% greater than last year; Rehab visits were 4.8% less than budget and 8.5% less than last year; Hospice visits were 7.1% greater than budget and 26.1% less than last year; and Ambulance runs were 7.5% less than budget and 9.4% less than last year.

On a YTD basis, Surgery & GI procedures were 0.5% greater than budget and 1.5% greater than last year. Inpatient procedures were 0.7% greater than budget and 0.8% less than last year while Outpatient procedures were 0.5% greater than budget and 2.5% greater than last year. Emergency Room visits were 6.1% less than budget and 5.1% less than last year. Lab tests were 7.2% lower than budget and 8.4% less than last year. Medical Imaging procedures were 8.7% less than budget and 8.8% less than last year. Radiation Oncology treatments were 32.1% less than budget and 27.1% less than last year while Medical Oncology visits were 10.6% less than budget and 8.3% less than last year. Dialysis treatments were 7.0% greater than budget and 6.5% greater than last year; Rehab visits were 1.5% less than budget and 2.0% less than last year; Hospice visits were 0.4% less than budget and 7.7% less than last year; and Ambulance runs were 2.7% less than budget and 2.2% less than last year.

Full Time Equivalent's (FTE's) for the month were 812 compared to a budget of 784 (3.5%) and compared to last year's total of 813 (-0.2%). Hospital FTE's were 1.6% greater than budget; Care Center 0.1% less than budget; and Home Medical 27.6% greater than budget. YTD FTE's were 804 compared to a budget of 802 (0.3%) and last year's total of 804 (0.0%). Hospital FTE's were 0.1% less than budget and 1.0% less than last year; Care Center was 3.4% less than budget and 3.5% less than last year; and Home Medical was 7.2% greater than budget and 13.0% greater than last year.

Key Performance Indicators

The Operational indicators were negative for the month and compared to budget. Consolidated Operating Margin was -8.7% compared to the budget of 3.5% and last year's 1.2%. Excess Margin was -10.3% compared to a budget of 4.3% and last year's 1.9%. The EBIDA Operating Margin was 2.2% for the month compared to a budget of 13.0% and last year's 10.5%. The YTD Operational indicators were negative compared to budget and last year. Consolidated Operating Margin was -3.0% compared to the budget of 2.5% and last year's 0.5%. Excess Margin was -3.4% compared to a budget of 3.3% and last year's 1.7%. EBIDA Operating Margin was 7.2% compared to a budget of 12.0% and last year's 10.3%.

The Financial ratios indicate that the Debt/Capitalization ratio of 42.7% was higher than the year-end target of 41.8%, lower than last year's 44.1%, and higher than the benchmark of 38.7%. Debt Service Coverage was 1.8 compared to the budget of 3.1 and the debt covenant of 1.25. Days in accounts receivable were 52 compared to a target of 50 and last year's 58. Days of Cash were 114 compared to the year-end target of 129 and last year's 113. The Cash/Debt ratio was 65% compared to the year-end target of 82%; last year's 62% and the benchmark of 87%. The Financial Strength Index was -0.69 compared to the budget of 1.21 and 0.73 last year.

YTD Hospital productivity ratios in terms of staffing was at budget with FTE's per adjusted admit at 14.7 compared to a budget of 14.7; last year's ratio of 14.6; and the benchmark of 14.9. FTE's per adjusted patient day were 4.2 compared to the budget of 4.1; last year's ratio of 4.1; and the benchmark of 4.4. The YTD Hospital Compensation Ratio was 51.9% compared to a budget of 49.6% and 50.6% 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 \$154,000 which was 2.6% less than the target but 5.8% higher than last year.

Entity Indicators:

Included in the packet is a new worksheet that highlights key performance indicators for the Rice Consolidated along with the Hospital, Care Center, and Home Medical. The worksheet highlights key operational indicators for the past four years along with the past six quarters. This worksheet will be utilized in conjunction with graphs to start moving toward a greater emphasis placed on quarterly results compared to actual historical results in attempt to identify trends and certain events that may have affected actual results.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Eight Months Ending August 31, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$4,339,178	\$2,999,489	\$1,339,689
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,387,919	2,393,907	(1,005,988)
5 ACCOUNTS RECEIVABLE NET	14,655,702	18,416,955	(3,761,253)
6 OTHER RECEIVABLES	379,045	626,156	(247,111)
7 INVENTORY	2,164,468	1,881,543	282,925
8 PREPAID EXPENSES	<u>1,019,175</u>	<u>1,080,525</u>	<u>(61,350)</u>
10 TOTAL CURRENT ASSETS	23,945,486	27,398,573	(3,453,086)
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	<u>2,645,835</u>	<u>2,616,990</u>	<u>28,845</u>
18 TOTAL ASSETS - USE IS LIMITED	5,870,920	5,842,075	28,845
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	133,895,880	132,297,068	1,598,813
22 LESS: ACCUMULATED DEPRECIATION	<u>(73,597,233)</u>	<u>(72,741,611)</u>	<u>(855,622)</u>
24 NET PROPERTY, PLANT & EQUIPMENT	60,298,648	59,555,457	743,191
26 OTHER ASSETS			
27 INVESTMENTS	24,213,746	25,941,901	(1,728,154)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,900,836	3,647,124	1,253,712
30 OTHER INVESTMENTS	79,963	79,963	0
31 GOODWILL, NET	85,167	86,056	(889)
32 DEFERRED DEBT ACQUISITION COSTS	<u>190,406</u>	<u>200,398</u>	<u>(9,992)</u>
35 TOTAL OTHER ASSETS	29,895,305	30,380,628	(485,323)
37 TOTAL ASSETS	\$120,010,359	\$123,176,733	(\$3,166,374)
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,128,613	\$2,290,275	(\$161,662)
43 ACCOUNTS PAYABLE - TRADE	1,456,567	1,730,604	(274,037)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(489,593)	(29,504)	(460,089)
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,414,478	10,992,653	(578,175)
46 ACCRUED INTEREST AND DUE TO WMS	<u>3,647,514</u>	<u>2,089,775</u>	<u>1,557,739</u>
48 TOTAL CURRENT LIABILITIES	17,157,579	17,073,804	83,776
50 LONG TERM DEBT (LESS CURRENT PORTION)	43,926,405	45,957,263	(2,030,857)
52 TOTAL LIABILITIES	61,083,985	63,031,067	(1,947,082)
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	263,466	88,338	175,128
60 PERMANENT ENDOWMENT	2,645,835	2,616,990	28,845
61 CURRENT YEAR INCOME	(2,179,654)	2,430,598	(4,610,252)
62 UNRESTRICTED	<u>55,015,638</u>	<u>51,828,651</u>	<u>3,186,987</u>
64 TOTAL NET ASSETS	58,926,374	60,145,666	(1,219,292)
66 TOTAL LIABILITIES AND NET ASSETS	\$120,010,359	\$123,176,733	(\$3,166,374)

RIE MEMORIAL HOSPITAL CONSOLIDATED
For the Eight Months Ending August 31, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE						
INPATIENT REVENUE	\$5,032,671	\$5,288,938	(4.8%)	\$41,532,508	\$39,959,558	3.9%
OUTPATIENT REVENUE	9,878,954	10,728,442	(7.9%)	79,627,795	83,983,896	(5.2%)
RICE CARE CENTER REVENUE	796,697	819,627	(2.8%)	6,865,516	6,616,607	3.8%
RICE HOME MEDICAL REVENUE	1,025,026	840,806	21.9%	8,231,047	7,885,327	4.4%
TOTAL PATIENT REVENUE	16,733,348	17,677,813	(5.3%)	136,256,866	138,445,388	(1.6%)
LESS DISCOUNTS & CONTRACTUALS	8,549,377	8,337,578	2.5%	67,494,215	65,371,758	3.2%
LESS UNCOMPENSATED CARE	94,375	123,172	(23.4%)	817,063	1,016,222	(19.6%)
TOTAL DEDUCTIONS FROM REVENUE	8,643,752	8,460,750	2.2%	68,251,278	66,387,980	2.8%
NET REVENUE FROM PATIENTS	8,089,596	9,217,063	(12.2%)	68,005,588	72,057,408	(5.6%)
OTHER OPERATING REVENUE	1,362,564	1,509,825	(9.8%)	11,141,648	12,036,234	(7.4%)
TOTAL OPERATING REVENUE	9,452,160	10,726,888	(11.9%)	79,147,236	84,093,642	(5.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,021,807	1,799,467	12.4%	14,724,086	13,992,633	5.2%
TOTAL OPERATING REVENUE	7,430,353	8,927,421	(16.8%)	64,423,150	70,101,009	(8.1%)
OPERATING EXPENSES						
SALARIES AND WAGES	3,764,824	3,928,718	(4.2%)	30,551,917	30,961,427	(1.3%)
CONTRACT LABOR	418,334	250,486	67.0%	2,418,159	2,046,515	18.2%
SUPPLEMENTAL BENEFITS	1,171,688	1,139,109	2.9%	8,920,864	9,011,263	(1.0%)
SUPPLIES	1,003,820	1,070,818	(6.3%)	7,977,119	8,547,162	(6.7%)
DRUGS	549,694	801,446	(31.4%)	4,732,861	6,323,230	(25.2%)
PURCHASED SERVICES	436,787	523,329	(16.5%)	4,253,245	4,260,228	(0.2%)
REPAIRS, SERVICE & RENTALS	307,898	279,677	10.1%	2,330,473	2,231,773	4.4%
UTILITIES	156,125	152,433	2.4%	1,095,549	1,150,347	(4.8%)
INSURANCE	60,485	68,269	(11.4%)	462,527	486,755	(5.0%)
PATIENT RELATED TRAVEL	33,601	35,074	(4.2%)	298,632	303,592	(1.6%)
EDUCATION, TRAVEL, & DUES	55,218	75,853	(27.2%)	691,211	675,256	2.4%
OTHER	15,639	38,554	(59.4%)	271,095	316,409	(14.3%)
DEPRECIATION AND AMORT	673,014	703,964	(4.4%)	5,432,359	5,571,057	(2.5%)
INTEREST	137,770	145,533	(5.3%)	1,111,797	1,175,423	(5.4%)
BAD DEBTS	166,355	148,955	11.7%	1,281,195	1,157,979	10.6%
TAXES & SURCHARGE	204,281	187,043	9.2%	1,494,561	1,504,633	(0.7%)
TOTAL OPERATING EXPENSES	9,155,533	9,549,261	(4.1%)	73,323,564	75,723,049	(3.2%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,081,498	931,094	16.2%	6,986,198	7,355,320	(5.0%)
NET OPERATING EXPENSES	8,074,035	8,618,167	(6.3%)	66,337,366	68,367,729	(3.0%)
OPERATING INCOME (LOSS)	(643,682)	309,254	(308.1%)	(1,914,216)	1,733,280	(210.4%)
NON OPERATING INCOME	(111,489)	77,163	(244.5%)	(265,441)	625,300	(890.741)
NET INCOME (LOSS)	(755,171)	386,417	(295.3%)	(2,179,657)	2,358,580	(109.2%)
PRIOR YR						
OPERATING REVENUE	\$5,298,672		(5.0%)	\$39,750,129		4.5%
INPATIENT REVENUE	10,233,392		(3.5%)	81,635,803		(2.5%)
OUTPATIENT REVENUE	937,768		(15.0%)	5,931,585		15.7%
RICE CARE CENTER REVENUE	895,962		14.4%	6,884,541		19.6%
RICE HOME MEDICAL REVENUE	17,365,794		(3.6%)	134,202,058		1.5%
TOTAL PATIENT REVENUE	7,901,940		8.2%	62,591,034		7.7%
LESS DISCOUNTS & CONTRACTUALS	1,792,209		(47.3%)	961,284		(15.0%)
LESS UNCOMPENSATED CARE	8,081,149		7.0%	63,552,318		7.4%
TOTAL DEDUCTIONS FROM REVENUE	9,284,645		(12.9%)	70,649,740		(3.7%)
NET REVENUE FROM PATIENTS	1,288,933		5.7%	11,123,691		0.2%
OTHER OPERATING REVENUE	10,573,578		(10.6%)	81,773,431		(3.2%)
TOTAL OPERATING REVENUE	1,821,074		11.0%	13,987,693		5.3%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,821,074		11.0%	13,987,693		5.3%
TOTAL OPERATING REVENUE	0			0		
OPERATING EXPENSES						
SALARIES AND WAGES	3,753,407		0.3%	30,036,197		1.7%
CONTRACT LABOR	314,774		32.9%	2,485,492		(2.7%)
SUPPLEMENTAL BENEFITS	1,150,859		1.8%	8,924,094		0.0%
SUPPLIES	1,070,655		(6.2%)	7,905,965		0.9%
DRUGS	752,374		(31.4%)	6,245,218		(24.2%)
PURCHASED SERVICES	624,899		(16.5%)	4,907,298		(13.3%)
REPAIRS, SERVICE & RENTALS	276,158		11.5%	2,067,857		12.7%
UTILITIES	144,705		7.9%	1,100,096		(0.4%)
INSURANCE	61,563		(1.8%)	457,454		1.1%
PATIENT RELATED TRAVEL	38,849		(13.5%)	277,140		7.8%
EDUCATION, TRAVEL, & DUES	56,389		(2.1%)	661,561		4.5%
OTHER	53,342		(70.7%)	15,955		29.4%
DEPRECIATION AND AMORT	668,309		0.7%	5,320,972		2.1%
INTEREST	143,981		(4.3%)	1,296,043		(14.2%)
BAD DEBTS	200,609		(17.1%)	1,216,591		5.3%
TAXES & SURCHARGE	185,902		9.9%	1,401,156		6.7%
TOTAL OPERATING EXPENSES	9,496,775		(3.6%)	74,687,097		(1.8%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	846,900		27.7%	7,246,903		(3.6%)
NET OPERATING EXPENSES	8,649,875		(6.7%)	67,440,194		(1.6%)
OPERATING INCOME (LOSS)	102,629		(727.2%)	345,544		(654.0%)
NON OPERATING INCOME	62,195		(279.2%)	790,717		(133.6%)
NET INCOME (LOSS)	164,824		(255.2%)	1,136,261		(218.2%)

RICE HOSPITAL
CURRENT MONTH
 For Periods Ending August 31, 2013

	CURRENT MONTH ACTUAL		CURRENT MONTH BUDGET		RICE ACT/BUD		PRIOR YEAR ACTUAL		RICE C/Y/PY			
	RICE	WMS	TOTAL	RICE	WMS	VAR \$	VAR %	RICE	WMS	TOTAL	VAR \$	VAR %
OPERATING REVENUE												
INPATIENT REVENUE	\$4,548,215	\$484,456	\$5,032,671	\$4,940,823	\$348,115	\$392,608	(7.9%)	\$4,917,254	\$381,418	\$5,298,672	(\$369,038)	(7.5%)
OUTPATIENT REVENUE	5,912,216	3,966,738	9,878,954	6,792,488	3,935,954	(880,273)	(13.0%)	6,561,916	3,671,477	10,233,392	(649,700)	(9.9%)
TOTAL PATIENT REVENUE	10,460,431	4,451,194	14,911,625	11,733,311	4,284,069	(1,272,880)	(10.8%)	11,479,169	4,052,894	15,532,064	(1,018,738)	(8.9%)
LESS DISCOUNTS & CONTRACTUALS	5,695,700	2,276,778	7,972,478	5,606,513	2,359,487	89,187	1.6%	5,396,269	2,088,458	7,484,727	299,431	5.9%
LESS UNCOMPENSATED CARE	(68,345)	162,417	94,072	122,777	0	(191,122)	(155.7%)	178,765	0	178,765	(247,110)	(138.2%)
TOTAL DEDUCTIONS FROM REVENUE	5,627,355	2,439,195	8,066,549	5,729,290	2,359,487	(101,935)	(1.8%)	5,575,034	2,088,458	7,663,492	52,321	0.9%
NET REVENUE FROM PATIENTS	4,833,076	2,011,999	6,845,076	6,004,021	1,924,582	(1,170,945)	(19.5%)	5,904,135	1,964,437	7,868,572	(1,071,059)	(18.1%)
OTHER OPERATING REVENUE	1,346,212	9,808	1,356,020	1,490,757	13,250	(144,545)	(9.7%)	1,253,742	15,142	1,268,884	92,471	7.4%
TOTAL OPERATING REVENUE	6,179,288	2,021,807	8,201,096	7,494,778	1,937,832	(1,315,490)	(17.6%)	7,157,877	1,979,579	9,137,456	(978,588)	(13.7%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	2,021,807	2,021,807	0	1,799,467	1,799,467	0.0%	0	1,821,074	1,821,074	0	0.0%
TOTAL OPERATING REVENUE	6,179,288	0	6,179,288	7,494,778	138,365	(1,315,490)	(17.6%)	7,157,877	158,504	7,316,381	(978,588)	(13.7%)
OPERATING EXPENSES												
SALARIES AND WAGES	2,941,329	357,410	3,298,739	3,312,173	180,690	(370,844)	(11.2%)	3,158,371	163,224	3,321,595	(217,041)	(6.9%)
CONTRACT LABOR	188,759	128,316	317,075	17,120	154,864	171,639	1,002.6%	72,629	139,675	212,304	116,130	159.9%
SUPPLEMENTAL BENEFITS	949,580	92,994	1,042,574	923,975	47,011	25,605	2.8%	957,034	47,118	1,004,753	(8,034)	(0.8%)
SUPPLIES	596,330	26,391	622,720	711,442	19,281	(115,113)	(16.2%)	705,454	31,649	737,103	(109,125)	(15.5%)
DRUGS	200,501	338,002	538,503	346,979	438,655	(146,478)	(42.2%)	347,923	391,175	739,098	(147,421)	(42.4%)
PURCHASED SERVICES	322,694	49,477	372,171	423,320	59,417	(100,626)	(23.8%)	538,041	43,980	582,021	(215,348)	(40.0%)
REPAIRS, SERVICE & RENTALS	274,129	8,712	282,841	250,773	5,704	23,356	9.3%	249,269	10,454	259,723	24,860	10.0%
UTILITIES	136,464	289	136,753	130,760	188	5,704	4.4%	127,177	190	127,366	9,287	7.3%
INSURANCE	51,134	924	52,058	57,057	775	(5,923)	(10.4%)	50,611	767	51,378	523	1.0%
PATIENT RELATED TRAVEL	20,668	482	21,150	19,119	1,593	1,549	8.1%	22,633	715	23,348	(1,965)	(8.7%)
EDUCATION, TRAVEL, & DUES	38,831	10,661	49,493	64,780	3,778	(25,949)	(40.1%)	41,548	4,527	46,075	(2,716)	(6.5%)
OTHER	8,660	0	8,660	27,950	1,960	(19,291)	(69.0%)	38,181	331	38,512	(29,521)	(77.3%)
DEPRECIATION AND AMORT	552,747	20,363	573,110	636,118	0	(83,372)	(13.1%)	583,823	14,186	598,009	(31,076)	(5.3%)
INTEREST	123,196	0	123,196	123,254	0	(58)	0.0%	128,989	0	128,989	(5,793)	(4.5%)
BAD DEBTS	112,290	47,449	159,739	102,125	41,372	10,165	10.0%	151,185	39,359	190,543	(38,894)	(25.7%)
TAXES & SURCHARGE	150,369	27	150,396	147,500	0	2,869	1.9%	146,548	0	146,548	3,821	2.6%
TOTAL OPERATING EXPENSES	6,667,680	1,081,498	7,749,178	7,294,445	955,289	(626,765)	(8.6%)	7,320,014	887,350	8,207,364	(652,334)	(8.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	1,081,498	1,081,498	0	931,094	931,094	0.0%	0	846,900	846,900	0	0.0%
NET OPERATING EXPENSES	6,667,680	0	6,667,680	7,294,445	24,195	(626,765)	(8.6%)	7,320,014	40,450	7,360,464	(652,334)	(8.9%)
OPERATING INCOME (LOSS)	(488,391)	0	(488,391)	200,333	134,170	(688,725)	(343.8%)	(162,137)	118,054	(44,083)	(326,254)	201.2%

RICE HOSPITAL
YEAR TO DATE
 For Periods Ending August 31, 2013

	CURRENT YTD ACTUAL			CURRENT YTD BUDGET			RICE ACT/BUD			PRIOR YEAR ACTUAL			RICE CY/PY		
	RICE	WMS	TOTAL	RICE	WMS	TOTAL	RICE	VAR \$	VAR %	RICE	WMS	TOTAL	VAR \$	VAR %	
OPERATING REVENUE															
INPATIENT REVENUE	\$38,327,343	\$3,205,164	\$41,532,508	\$37,250,684	\$2,708,874	\$39,959,558	\$1,076,659		2.9%	\$37,110,602	\$2,639,528	\$39,750,129	\$1,216,742	3.3%	
OUTPATIENT REVENUE	49,224,183	30,403,612	79,627,795	53,278,357	30,705,539	83,983,896	(4,054,175)		(7.6%)	52,060,186	29,575,617	81,635,803	(2,836,004)	(5.4%)	
TOTAL PATIENT REVENUE	87,551,526	33,608,777	121,160,303	90,529,042	33,414,413	123,943,455	(2,977,516)		(3.3%)	89,170,788	32,215,144	121,385,932	(1,619,262)	(1.8%)	
LESS DISCOUNTS & CONTRACTUALS	44,011,537	18,064,508	62,076,046	43,785,089	18,348,217	62,133,306	226,448		0.5%	42,799,865	17,079,659	59,879,564	1,211,672	2.8%	
LESS UNCOMPENSATED CARE	650,579	162,417	812,996	1,005,714	0	1,005,714	(353,135)		(35.3%)	951,583	0	951,583	(301,004)	(31.6%)	
TOTAL DEDUCTIONS FROM REVENUE	44,662,117	18,226,925	62,889,042	44,790,803	18,348,217	63,139,020	(128,687)		(0.3%)	43,751,448	17,079,659	60,831,147	910,668	2.1%	
NET REVENUE FROM PATIENTS	42,889,409	15,381,851	58,271,261	45,738,238	15,066,196	60,804,434	(2,848,829)		(6.2%)	45,419,339	15,135,445	60,554,785	(2,529,930)	(5.6%)	
OTHER OPERATING REVENUE	10,981,032	100,020	11,081,052	11,874,006	106,000	11,980,006	(892,974)		(7.5%)	10,941,232	109,255	11,050,487	39,800	0.4%	
TOTAL OPERATING REVENUE	53,870,441	15,481,872	69,352,313	57,612,244	15,172,196	72,784,440	(3,741,803)		(6.5%)	56,360,571	15,244,700	71,605,272	(2,490,130)	(4.4%)	
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	14,724,086	14,724,086	0	13,992,633	13,992,633	0		0.0%	0	13,987,693	13,987,693	0	0.0%	
TOTAL OPERATING REVENUE	53,870,441	757,786	54,628,227	57,612,244	1,179,563	58,791,807	(3,741,803)		(6.5%)	56,360,571	1,257,007	57,617,579	(2,490,130)	(4.4%)	
OPERATING EXPENSES															
SALARIES AND WAGES	25,110,671	1,770,311	26,880,983	25,830,928	1,412,599	27,243,527	(720,256)		(2.8%)	25,212,991	1,323,894	26,536,884	(102,319)	(0.4%)	
CONTRACT LABOR	501,678	1,087,556	1,589,234	169,476	1,230,231	1,399,707	332,202		196.0%	801,007	1,219,375	2,020,382	(299,329)	(37.4%)	
SUPPLEMENTAL BENEFITS	7,084,951	462,105	7,547,056	7,218,405	367,526	7,585,931	(133,454)		(1.8%)	7,304,853	382,929	7,687,782	(219,902)	(3.0%)	
SUPPLIES	4,990,307	158,655	5,148,962	5,486,878	159,796	5,646,674	(496,571)		(9.1%)	5,186,034	173,597	5,359,631	(195,727)	(3.8%)	
DRUGS	1,952,478	2,644,716	4,597,194	2,712,502	3,480,448	6,192,950	(760,024)		(28.0%)	2,669,401	3,448,503	6,117,904	(716,923)	(26.9%)	
PURCHASED SERVICES	3,322,363	462,627	3,784,990	3,443,293	489,475	3,932,768	(120,930)		(3.5%)	4,101,839	472,603	4,574,442	(779,476)	(19.0%)	
REPAIRS, SERVICE & RENTALS	2,027,720	77,225	2,104,945	2,005,045	51,136	2,056,181	22,676		1.1%	1,884,443	46,990	1,931,433	143,278	7.6%	
UTILITIES	941,430	1,987	943,417	991,276	1,504	992,780	(49,846)		(5.0%)	967,953	1,162	969,114	(26,523)	(2.7%)	
INSURANCE	388,373	7,393	395,766	397,936	6,200	404,136	(9,563)		(2.4%)	382,845	6,135	388,980	5,528	1.4%	
PATIENT RELATED TRAVEL	176,269	9,203	185,472	157,440	13,032	170,472	18,830		12.0%	157,800	11,505	169,306	18,469	11.7%	
EDUCATION, TRAVEL, & DUES	554,685	65,239	619,925	567,802	33,203	601,005	(13,117)		(2.3%)	546,000	34,571	580,571	8,685	1.6%	
OTHER	194,759	3,391	198,150	231,693	15,565	247,258	(36,934)		(15.9%)	294,389	15,128	309,517	(99,630)	(33.8%)	
DEPRECIATION AND AMORT	4,630,793	126,266	4,757,058	4,953,854	91,553	5,045,407	(323,061)		(6.5%)	4,636,241	113,491	4,749,732	(5,448)	(0.1%)	
INTEREST	995,394	0	995,394	996,130	0	996,130	(736)		(0.1%)	1,175,758	0	1,175,758	(180,364)	(15.3%)	
BAD DEBTS	902,712	350,231	1,252,942	791,660	322,652	1,114,312	111,052		14.0%	863,159	310,286	1,173,445	39,553	4.6%	
TAXES & SURCHARGE	1,164,466	127	1,164,593	1,184,705	0	1,184,705	(20,239)		(1.7%)	1,103,720	0	1,103,720	60,746	5.5%	
TOTAL OPERATING EXPENSES	54,939,050	7,227,030	62,166,080	57,139,021	7,674,921	64,813,942	(2,199,971)		(3.9%)	57,288,434	7,560,167	64,848,601	(2,349,384)	(4.1%)	
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	0	6,986,198	6,986,198	0	7,355,320	7,355,320	0		0.0%	0	7,246,903	7,246,903	0	0.0%	
NET OPERATING EXPENSES	54,939,050	240,832	55,179,882	57,139,021	319,601	57,458,622	(2,199,971)		(3.9%)	57,288,434	313,265	57,601,698	(2,349,384)	(4.1%)	
OPERATING INCOME (LOSS)	(1,068,609)	516,984	(551,625)	473,223	859,961	1,333,185	(1,541,832)		(325.8%)	(927,863)	943,743	15,880	(140,746)	15.2%	

RICE CARE CENTER
For the Eight Months Ending August 31, 2013

	CURRENT MONTH			YEAR TO DATE				
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %	PRIOR YR	VAR %
OPERATING REVENUE								
RICE CARE CENTER REVENUE	3796,697	\$819,627	(2.8%)	\$937,768	(15.0%)	\$248,909	\$5,931,585	3.8%
TOTAL PATIENT REVENUE	796,697	819,627	(2.8%)	937,768	(15.0%)	248,909	5,931,585	3.8%
LESS DISCOUNTS & CONTRACTUALS	268,552	188,514	42.5%	233,145	15.2%	706,516	1,253,058	46.4%
TOTAL DEDUCTIONS FROM REVENUE	268,552	188,514	42.5%	233,145	15.2%	706,516	1,253,058	46.4%
NET REVENUE FROM PATIENTS	528,145	631,113	(16.3%)	704,623	(25.0%)	(457,607)	4,678,527	(9.0%)
OTHER OPERATING REVENUE	501	717	(30.1%)	844	(40.6%)	(2,079)	7,385	(36.3%)
TOTAL OPERATING REVENUE	528,646	631,830	(16.3%)	705,467	(25.1%)	(459,686)	4,685,912	(9.0%)
LESS: WILLMAR MEDICAL SERVICES								
TOTAL OPERATING EXPENSES	529,774	568,089	(6.7%)	570,827	(7.2%)	12,200	4,267,124	0.3%
NET OPERATING EXPENSES	529,774	568,089	(6.7%)	570,827	(7.2%)	12,200	4,267,124	0.3%
OPERATING EXPENSES								
SALARIES AND WAGES	1,703,040	1,781,730	(4.4%)	1,760,464	(4.4%)	(78,690)	1,760,464	(4.4%)
CONTRACT LABOR	823,130	646,808	27.3%	176,322	27.3%	176,322	465,110	27.0%
SUPPLEMENTAL BENEFITS	663,820	776,991	(14.6%)	738,762	(14.6%)	(113,171)	738,762	(14.6%)
SUPPLIES	334,513	318,239	5.1%	16,274	5.1%	16,274	291,802	5.1%
DRUGS	135,666	130,280	4.1%	5,386	4.1%	5,386	127,314	6.6%
PURCHASED SERVICES & RENTALS	166,612	112,751	53.8%	53,861	47.8%	53,861	128,158	30.0%
REPAIRS, SERVICE & RENTALS	52,302	25,071	108.6%	27,231	108.6%	27,231	21,674	141.3%
UTILITIES	79,603	76,405	4.2%	3,198	4.2%	3,198	70,763	12.5%
INSURANCE	32,516	32,525	(.0%)	(9)	(.0%)	(9)	24,132	34.7%
PATIENT RELATED TRAVEL	2,097	2,907	(30.3%)	(810)	(27.9%)	(810)	2,957	(29.1%)
EDUCATION, TRAVEL, & DUES	30,342	31,617	(3.8%)	(1,275)	(4.0%)	(1,275)	34,692	(12.5%)
OTHER	3,574	1,993	79.3%	1,581	79.3%	1,581	2,137	67.2%
DEPRECIATION AND AMORT	222,707	222,707	0.0%	0	0.0%	0	247,460	(10.0%)
INTEREST	86,067	149,402	(42.4%)	(63,335)	(42.4%)	(63,335)	87,581	(1.7%)
BAD DEBITS	(2,873)	10,000	(188.2%)	(12,873)	(128.7%)	(12,873)	1,876	(253.1%)
TAXES & SURCHARGE	280,600	282,090	(0.5%)	(1,490)	(0.5%)	(1,490)	262,242	7.0%
TOTAL OPERATING EXPENSES	4,613,716	4,601,516	0.3%	12,200	0.3%	12,200	4,267,124	8.1%
LESS: WILLMAR MEDICAL SERVICES								
NET OPERATING EXPENSES	4,613,716	4,601,516	0.3%	12,200	0.3%	12,200	4,267,124	8.1%

RICE HOME MEDICAL
For the Month Ending August 31, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	CHANGE
GROSS SALES								
SALES REVENUE	\$642,402	62.6%	\$537,355	63.9%	19.5%	\$584,348	65.1%	9.9%
RENTS REVENUE	382,624	37.3%	303,450	36.1%	26.1%	311,614	34.7%	22.8%
MISC REVENUE	600	0.1%	600	0.1%		1,216	0.1%	(50.7%)
GROSS SALES	1,025,626	100.0%	841,405	100.0%	21.9%	897,178	100.0%	14.3%
LESS: CONTRACTUAL ALLOWANCES	(308,348)	(30.1%)	(183,064)	(21.8%)	68.4%	(184,067)	(20.5%)	67.5%
LESS: UNCOMPENSATED CARE	(303)	(0.0%)	(395)	(0.0%)	(23.3%)	(445)	(0.0%)	(31.9%)
NET SALES	716,975	69.9%	657,946	78.2%	9.0%	712,666	79.4%	0.6%
COST OF GOODS SOLD								
OXYGEN	8,873	1.2%	11,366	1.7%	(21.9%)	12,538	1.8%	(29.2%)
EQUIPMENT	77,396	10.8%	91,833	14.0%	(15.7%)	74,195	10.4%	4.3%
SUPPLY - FREIGHT	17,407	2.4%	15,000	2.3%	16.0%	15,723	2.2%	10.7%
SUPPLY	185,367	25.9%	153,269	23.3%	20.9%	159,803	22.4%	16.0%
EQUIPMENT REPAIR	36,785	5.1%	11,848	1.8%	210.5%	15,055	2.1%	144.3%
SHOP EXPENSE	5,115	0.7%	5,562	0.8%	(8.0%)	5,547	0.8%	(7.8%)
PURCHASE DISCOUNTS	(5,443)	(0.8%)	(4,501)	(0.7%)	(20.9%)	(17,989)	(2.5%)	(69.7%)
TOTAL COST OF GOODS SOLD	325,500	45.4%	284,377	43.2%	14.5%	264,872	37.2%	22.9%
GROSS PROFIT	391,475	54.6%	553,569	50.8%	18.8%	447,999	62.8%	(12.6%)
OPERATING EXPENSES								
SALARIES & WAGES	253,843	35.4%	217,936	33.1%	16.5%	217,418	30.5%	16.8%
CONTRACT LABOR	5,795	0.8%						
SUPPLEMENTAL BENEFITS	71,920	10.0%	72,978	11.1%	(1.4%)	61,673	8.7%	16.6%
SUPPLIES AND DRUGS	12,421	1.7%	9,046	1.4%	37.3%	7,200	1.0%	72.5%
PURCHASED SERVICES	43,812	6.1%	26,990	4.1%	62.3%	27,637	3.9%	58.5%
REPAIRS, SERVICE & RENTALS	21,291	3.0%	20,275	3.1%	5.0%	15,378	2.2%	38.5%
UTILITIES	9,329	1.3%	10,528	1.6%	(11.4%)	7,815	1.1%	19.4%
INSURANCE	4,232	0.6%	6,262	1.0%	(32.4%)	6,138	0.9%	(31.1%)
PATIENT RELATED TRAVEL	12,026	1.7%	14,013	2.1%	(14.2%)	15,156	2.1%	(20.7%)
EDUCATION, TRAVEL, & DUES	1,203	0.2%	3,562	0.5%	(66.2%)	6,208	0.9%	(80.6%)
OTHER EXPENSE	6,980	1.0%	8,394	1.3%	(16.8%)	14,176	2.0%	(50.8%)
DEPRECIATION & AMORTIZATION	72,403	10.1%	40,345	6.1%	79.5%	39,520	5.5%	83.2%
INTEREST EXPENSE	3,863	0.5%	3,651	0.6%	5.8%	4,092	0.6%	(5.6%)
BAD DEBTS	7,622	1.1%	4,208	0.6%	81.1%	8,926	1.3%	(14.6%)
TAXES	18,900	2.6%	4,373	0.7%	332.2%	4,387	0.6%	330.8%
TOTAL OPERATING EXPENSES	545,640	76.1%	442,561	67.3%	23.3%	435,724	61.1%	25.2%

RICE HOME MEDICAL
For the Eight Months Ending August 31, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES	8,238,035	100.0%	7,888,527	100.0%	4.4%	6,885,948	100.0%	19.6%
LESS: CONTRACTUAL ALLOWANCES	(3,129,832)	(38.0%)	(1,716,632)	(21.8%)	82.3%	(1,458,411)	(21.2%)	114.6%
LESS: UNCOMPENSATED CARE	(4,067)	(0.0%)	(10,508)	(0.1%)	(61.3%)	(9,702)	(0.1%)	(58.1%)
NET SALES	5,104,136	62.0%	6,162,387	78.1%	(17.2%)	5,417,835	78.7%	(5.8%)
COST OF GOODS SOLD	75,140	1.5%	89,502	1.5%	(16.0%)	90,327	1.7%	(16.8%)
OXYGEN	608,984	12.0%	755,023	12.3%	(19.2%)	540,744	10.0%	12.8%
EQUIPMENT	1,395,531	27.3%	1,386,928	22.5%	(2.6%)	1,113,758	2.1%	2.8%
SUPPLY - FREIGHT	192,413	3.8%	106,659	1.7%	80.4%	76,748	1.4%	150.7%
SUPPLY	33,319	0.7%	44,665	0.7%	(25.4%)	41,578	0.8%	(19.9%)
EQUIPMENT REPAIR	40	0.0%	(46,294)	(0.8%)	7.9%	(64,412)	(1.2%)	(22.4%)
SHOP EXPENSE	(49,955)	(1.0%)						
EQUIPMENT RENTAL & LEASES								
PURCHASE DISCOUNTS								
TOTAL COST OF GOODS SOLD	2,373,382	46.5%	2,456,483	39.9%	(3.4%)	2,125,814	39.2%	11.6%
GROSS PROFIT	2,730,754	53.5%	3,705,904	60.1%	(26.3%)	3,292,021	60.8%	(17.0%)
OPERATING EXPENSES	1,967,894	38.6%	1,936,171	31.4%	1.6%	1,738,849	32.1%	13.2%
SALARIES & WAGES	5,795	0.1%						
CONTRACT LABOR	709,988	13.9%	648,342	10.5%	9.5%	497,550	9.2%	42.7%
SUPPLEMENTAL BENEFITS	70,307	1.4%	79,473	1.3%	(11.5%)	64,307	1.2%	9.3%
SUPPLIES AND DRUGS	301,843	5.9%	214,708	3.5%	40.5%	204,698	3.8%	47.4%
PURCHASED SERVICES	173,226	3.4%	150,521	2.4%	15.1%	114,760	2.1%	51.0%
REPAIRS, SERVICE & RENTALS	72,529	1.4%	81,162	1.3%	(10.6%)	60,219	1.1%	20.4%
UTILITIES	34,245	0.7%	50,094	0.8%	(31.6%)	44,342	0.8%	(22.8%)
INSURANCE	111,062	2.2%	130,214	2.1%	(14.7%)	104,877	1.9%	5.9%
PATIENT RELATED TRAVEL	40,944	0.8%	42,635	0.7%	(4.0%)	46,299	0.9%	(11.6%)
EDUCATION, TRAVEL, & DUES	69,370	1.4%	67,158	1.1%	3.3%	72,309	1.3%	(4.1%)
OTHER EXPENSE	452,593	8.9%	302,943	4.9%	49.4%	323,780	6.0%	39.8%
DEPRECIATION & AMORTIZATION	30,337	0.6%	29,891	0.5%	1.5%	32,704	0.6%	(7.2%)
INTEREST EXPENSE	31,126	0.6%	33,667	0.5%	(7.5%)	41,270	0.8%	(24.6%)
BAD DEBTS	49,368	1.0%	37,838	0.6%	30.5%	35,193	0.6%	40.3%
TAXES								
TOTAL OPERATING EXPENSES	4,120,427	80.7%	3,804,817	61.7%	8.3%	3,881,147	62.4%	21.9%

NET OPERATING INCOME

RICE HOSPITAL
For the Month Ending

	ACTUAL BY MONTH					% Variance
	August 2013	July 2013	June 2013	May 2013	April 2013	
OPERATING REVENUE						
INPATIENT REVENUE	\$5,032,671	\$5,734,125	\$5,303,026	\$4,931,480	\$5,244,907	(4.0%)
OUTPATIENT REVENUE	9,878,954	10,862,122	9,965,459	10,573,512	9,567,773	3.3%
TOTAL PATIENT REVENUE	14,911,625	16,596,247	15,268,485	15,504,992	14,812,680	0.7%
LESS DISCOUNTS & CONTRACTUALS	7,972,478	8,743,664	7,657,777	7,043,377	7,709,199	3.4%
LESS UNCOMPENSATED CARE	94,072	46,711	183,486	105,917	88,235	6.6%
TOTAL DEDUCTIONS FROM REVEN	8,066,550	8,790,375	7,841,263	7,149,294	7,797,434	3.5%
NET REVENUE FROM PATIENTS	6,845,075	7,805,872	7,427,222	8,355,698	7,015,246	(2.4%)
OTHER OPERATING REVENUE	1,356,020	1,682,725	1,568,429	1,354,249	1,215,916	11.5%
TOTAL OPERATING REVENUE	8,201,095	9,488,597	8,995,651	9,709,947	8,231,162	(0.4%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,021,807	2,405,670	1,745,806	1,850,925	1,654,673	22.2%
TOTAL OPERATING REVENUE	6,179,288	7,082,927	7,249,845	7,859,022	6,576,489	(6.0%)
OPERATING EXPENSES						
SALARIES AND WAGES	3,298,739	3,322,264	3,341,044	3,421,974	3,340,115	(1.2%)
CONTRACT LABOR	317,075	209,311	176,370	199,723	184,423	71.9%
SUPPLEMENTAL BENEFITS	1,042,574	921,067	754,164	993,588	764,909	36.3%
SUPPLIES	622,720	701,819	639,703	651,406	547,352	13.8%
DRUGS	538,503	707,674	646,523	624,073	485,906	10.8%
PURCHASED SERVICES	372,171	490,731	504,631	480,005	487,516	(23.7%)
REPAIRS, SERVICE & RENTALS	282,841	269,461	243,143	271,546	248,842	13.7%
UTILITIES	136,753	132,475	128,102	107,521	97,795	39.8%
INSURANCE	52,058	50,460	50,459	48,963	48,963	6.3%
PATIENT RELATED TRAVEL	21,150	25,622	22,845	17,688	24,716	(14.4%)
EDUCATION, TRAVEL, & DUES	49,493	55,745	66,269	121,794	66,726	(25.8%)
OTHER	8,660	16,011	32,679	30,536	25,288	(65.8%)
DEPRECIATION AND AMORT	573,110	580,560	599,931	600,289	599,758	(4.4%)
INTEREST	123,196	123,458	123,625	123,978	124,127	(0.8%)
BAD DEBTS	159,739	229,141	147,780	238,629	106,385	50.2%
TAXES & SURCHARGE	150,396	159,808	139,049	144,971	159,940	(6.0%)
TOTAL OPERATING EXPENSES	7,749,178	7,995,607	7,616,317	8,076,684	7,312,761	6.0%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,081,498	1,155,464	810,074	903,589	737,295	46.7%
NET OPERATING EXPENSES	6,667,680	6,840,143	6,806,243	7,173,095	6,575,466	1.4%
OPERATING INCOME (LOSS)	(488,392)	242,784	443,602	685,927	1,023	(47,841.2%)
NON OPERATING INCOME	(112,063)	32,925	(336,473)	(248,272)	145,545	(177.0%)
NET INCOME (LOSS)	(500,455)	\$275,709	(107,129)	\$437,655	\$146,568	(519.7%)

RICE CARE CENTER
For the Month Ending

	ACTUAL BY MONTH				% Variance	May 2013	% Variance	April 2013	% Variance
	August 2013	July 2013	June 2013	2013					
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$796,697	\$895,172	\$794,792	\$896,796	(11.0%)	0.2%	\$915,978	(11.2%)	(13.0%)
TOTAL PATIENT REVENUE	796,697	895,172	794,792	896,796	(11.0%)	0.2%	915,978	(11.2%)	(13.0%)
LESS DISCOUNTS & CONTRACTUALS	268,552	310,032	250,244	303,357	(13.4%)	7.3%	359,453	(11.5%)	(25.3%)
TOTAL DEDUCTIONS FROM REVENUE	268,552	310,032	250,244	303,357	(13.4%)	7.3%	359,453	(11.5%)	(25.3%)
NET REVENUE FROM PATIENTS	528,145	585,140	544,548	593,439	(9.7%)	(3.0%)	556,525	(11.0%)	(5.1%)
OTHER OPERATING REVENUE	501	325	299	385	54.2%	67.6%	340	30.1%	47.4%
TOTAL OPERATING REVENUE	528,646	585,465	544,847	593,824	(9.7%)	(3.0%)	556,865	(11.0%)	(5.1%)
LESS: WILLMAR MEDICAL SERVICES									

TOTAL OPERATING REVENUE 528,646 585,465 544,847 593,824 (9.7%) (3.0%) 556,865 (11.0%) (5.1%)

OPERATING EXPENSES									
SALARIES AND WAGES	212,242	225,806	209,713	219,210	(6.0%)	1.2%	201,353	(3.2%)	5.4%
CONTRACT LABOR	95,464	101,417	87,039	114,171	(5.9%)	9.7%	114,119	(16.4%)	(16.3%)
SUPPLEMENTAL BENEFITS	57,195	85,070	112,310	84,737	(32.8%)	(49.1%)	75,800	(32.5%)	(24.5%)
SUPPLIES	37,736	38,805	32,458	44,876	(2.8%)	16.3%	40,583	(15.9%)	(7.0%)
DRUGS	11,190	21,144	14,479	19,972	(47.1%)	(22.7%)	17,445	(44.0%)	(35.9%)
PURCHASED SERVICES	20,804	20,694	18,850	15,964	0.5%	10.4%	25,594	30.3%	(18.7%)
REPAIRS, SERVICE & RENTALS	3,767	10,877	8,243	6,361	(65.4%)	(54.3%)	12,062	(40.8%)	(68.8%)
UTILITIES	10,043	9,329	9,371	7,570	7.7%	7.2%	9,242	32.7%	8.7%
INSURANCE	4,195	4,046	4,046	4,046	3.7%	3.7%	4,046	3.7%	3.7%
PATIENT RELATED TRAVEL	425	146	332	82	191.1%	28.0%	82	418.3%	418.3%
EDUCATION, TRAVEL, & DUES	4,523	2,476	3,707	3,701	82.7%	22.0%	3,960	22.2%	14.2%
OTHER	1,182	1,182	117	264	(100.0%)	(100.0%)	471	(100.0%)	(100.0%)
DEPRECIATION AND AMORT	27,501	28,059	27,821	27,878	(2.0%)	(1.2%)	27,823	(1.4%)	(1.2%)
INTEREST	10,711	10,711	10,711	10,711	0.0%	0.0%	10,711	0.0%	0.0%
BAD DEBTS	(1,006)	1,878	(1,105)	1,320	(153.6%)	(9.0%)	695	(176.2%)	(244.7%)
TAXES & SURCHARGE	34,984	34,984	34,984	35,709	0.0%	0.0%	31,645	(2.0%)	10.6%
TOTAL OPERATING EXPENSES	529,774	596,624	573,076	596,572	(11.2%)	(7.6%)	575,631	(11.2%)	(8.0%)
LESS: WILLMAR MEDICAL SERVICES									

NET OPERATING EXPENSES 529,774 596,624 573,076 596,572 (11.2%) (7.6%) 575,631 (11.2%) (8.0%)

OPERATING INCOME (LOSS) (1,128) (11,159) (28,229) (2,748) (89.9%) (96.0%) (18,766) (89.0%) (94.0%)

NON OPERATING INCOME 574 350 291 3,825 64.0% 97.3% 325 (85.0%) 76.6%

NET INCOME (LOSS) (554) (10,809) (28,938) (61,923) (92.9%) (98.7%) (18,441) (91.4%) (97.4%)

RICE HOME MEDICAL
For the Month Ending

	ACTUAL BY MONTH				% Variance	May 2013	% Variance	April 2013	% Variance
	August 2013	July 2013	June 2013						
OPERATING REVENUE									
RICE HOME MEDICAL REVENUE	\$1,025,026	\$1,209,970	\$1,024,623	(15.3%)	\$938,419	9.2%	\$1,004,631	2.0%	
TOTAL PATIENT REVENUE	1,025,026	1,209,970	1,024,623	(15.3%)	938,419	9.2%	1,004,631	2.0%	
LESS DISCOUNTS & CONTRACTUALS	308,348	296,822	872,971	3.9%	469,262	(34.3%)	515,522	(40.2%)	
LESS UNCOMPENSATED CARE	303	212	1,567	42.9%	1,660	(81.7%)	135	124.4%	
TOTAL DEDUCTIONS FROM REVENUE	308,651	297,034	874,538	3.9%	470,922	(34.5%)	515,657	(40.1%)	
NET REVENUE FROM PATIENTS	716,375	912,936	150,085	(21.5%)	467,497	53.2%	488,974	46.5%	
OTHER OPERATING REVENUE	6,043	4,457	5,383	35.6%	14,119	(57.2%)	4,506	34.1%	
TOTAL OPERATING REVENUE	722,418	917,393	155,468	(21.3%)	481,616	50.0%	493,480	46.4%	
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	722,418	917,393	155,468	(21.3%)	481,616	50.0%	493,480	46.4%	

OPERATING EXPENSES									
SALARIES AND WAGES	253,843	257,684	241,426	(1.5%)	254,211	(0.1%)	239,471	6.0%	
CONTRACT LABOR	5,795			0.0%		0.0%		0.0%	
SUPPLEMENTAL BENEFITS	71,920	101,871	107,767	(29.4%)	85,398	(15.8%)	109,939	(34.6%)	
SUPPLIES	343,364	372,566	319,018	(7.8%)	276,079	24.4%	293,680	16.9%	
PURCHASED SERVICES	43,812	29,829	29,048	46.9%	55,493	(21.0%)	30,784	42.3%	
REPAIRS, SERVICE & RENTALS	21,291	19,709	22,693	8.0%	25,383	(16.1%)	19,032	11.9%	
UTILITIES	9,329	8,727	8,001	6.9%	9,937	(6.1%)	8,198	13.8%	
INSURANCE	4,232	5,459	4,092	(22.5%)	4,092	3.4%	4,092	3.4%	
PATIENT RELATED TRAVEL	12,026	10,422	14,578	15.4%	21,054	(42.9%)	14,907	(19.3%)	
EDUCATION, TRAVEL, & DUES	1,203	1,075	6,586	11.9%	6,411	(81.2%)	5,209	(76.9%)	
OTHER	6,980	8,003	8,177	(12.8%)	8,026	(13.0%)	9,004	(22.5%)	
DEPRECIATION AND AMORT	72,403	76,979	67,477	(5.9%)	46,922	54.3%	47,261	53.2%	
INTEREST	3,863	3,722	3,871	3.8%	3,770	2.5%	3,774	2.4%	
BAD DEBTS	7,622	11,018	3,227	(30.8%)	3,946	93.2%	1,653	361.1%	
TAXES & SURCHARGE	18,900	4,435	4,435	326.2%	4,435	326.2%	4,193	350.8%	
TOTAL OPERATING EXPENSES	876,583	911,499	840,396	(3.8%)	805,157	8.9%	791,197	10.8%	
LESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	876,583	911,499	840,396	(3.8%)	805,157	8.9%	791,197	10.8%	

OPERATING INCOME (LOSS)	(154,165)	5,894	(684,928)	(2,715.6%)	(323,541)	(77.5%)	(297,717)	(48.2%)
NON OPERATING INCOME	(26)	(26)	(3)	(100.0%)	909	(100.0%)	2,000	(100.0%)
NET INCOME (LOSS)	(154,191)	5,868	(684,931)	(2,727.2%)	(322,632)	(77.5%)	(295,717)	(47.9%)

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	August 2011	% Variance	August 2010	% Variance	August 2009	% Variance
	August 2013	August 2012	August 2011	August 2010							
OPERATING REVENUE											
INPATIENT REVENUE	\$41,532,508	\$39,750,129	\$44,923,485	\$40,013,805	4.5%	\$44,923,485	(7.5%)	\$40,013,805	3.8%	\$43,637,346	(4.8%)
OUTPATIENT REVENUE	79,627,795	81,635,803	82,839,719	74,250,178	(2.5%)	82,839,719	(3.9%)	74,250,178	7.2%	57,168,540	39.3%
RICE CARE CENTER REVENUE	6,865,516	5,931,585	3,518,856	3,525,032	15.7%	3,518,856	95.1%	3,525,032	94.8%	3,363,261	104.1%
RICE HOME MEDICAL REVENUE	8,231,047	6,884,541	6,511,210	6,532,033	19.6%	6,511,210	26.4%	6,532,033	26.0%	5,849,806	40.7%
TOTAL PATIENT REVENUE	136,256,866	134,202,058	137,793,270	124,321,048	1.5%	137,793,270	(1.1%)	124,321,048	9.6%	110,018,953	23.8%
LESS DISCOUNTS & CONTRACTUALS	67,434,215	62,591,034	67,241,488	58,582,680	7.7%	67,241,488	0.3%	58,582,680	15.1%	50,376,883	33.9%
LESS UNCOMPENSATED CARE	817,063	961,284	1,306,149	849,107	(15.0%)	1,306,149	(37.4%)	849,107	(3.8%)	779,467	4.8%
TOTAL DEDUCTIONS FROM REVEN	68,251,278	63,552,318	68,547,637	59,431,787	7.4%	68,547,637	(0.4%)	59,431,787	14.8%	51,156,350	33.4%
NET REVENUE FROM PATIENTS	68,005,588	70,649,740	69,245,633	64,889,261	(3.7%)	69,245,633	(1.8%)	64,889,261	4.8%	58,862,603	15.5%
OTHER OPERATING REVENUE	11,141,648	11,123,691	12,033,757	10,477,960	0.2%	12,033,757	(7.4%)	10,477,960	6.3%	10,324,430	7.9%
TOTAL OPERATING REVENUE	79,147,236	81,773,431	81,279,390	75,367,221	(3.2%)	81,279,390	(2.6%)	75,367,221	5.0%	69,187,033	14.4%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	14,724,086	13,987,693	14,287,982	12,643,693	5.3%	14,287,982	3.1%	12,643,693	16.5%	7,545,923	95.1%
TOTAL OPERATING REVENUE	64,423,150	67,785,738	66,991,408	62,723,528	(5.0%)	66,991,408	(3.8%)	62,723,528	2.7%	61,641,110	4.8%
OPERATING EXPENSES											
SALARIES AND WAGES	30,551,917	30,036,197	29,005,734	29,577,811	1.7%	29,005,734	5.3%	29,577,811	3.3%	28,808,160	6.1%
CONTRACT LABOR	2,418,159	2,485,492	1,170,537	1,525,660	(2.7%)	1,170,537	106.6%	1,525,660	58.5%	482,674	401.0%
SUPPLEMENTAL BENEFITS	8,920,864	8,924,094	8,805,991	8,353,989	0.0%	8,805,991	1.3%	8,353,989	6.8%	8,469,799	5.3%
SUPPLIES	7,977,119	7,905,965	8,003,729	7,914,870	0.9%	8,003,729	(0.3%)	7,914,870	0.8%	7,120,676	12.0%
DRUGS	4,732,861	6,245,218	4,311,633	4,307,752	(24.2%)	4,311,633	9.8%	4,307,752	9.9%	1,961,089	141.3%
PURCHASED SERVICES	4,253,245	4,907,298	4,600,643	4,110,890	(13.3%)	4,600,643	(7.6%)	4,110,890	3.5%	3,959,739	7.4%
REPAIRS, SERVICE & RENTALS	2,330,473	2,067,857	2,065,671	2,086,801	12.7%	2,065,671	12.8%	2,086,801	11.7%	2,116,207	10.1%
UTILITIES	1,095,549	1,100,096	1,080,994	1,049,610	(0.4%)	1,080,994	1.3%	1,049,610	4.4%	1,027,935	6.6%
INSURANCE	462,527	457,454	409,826	336,391	1.1%	409,826	12.9%	336,391	37.5%	304,607	51.8%
PATIENT RELATED TRAVEL	298,632	277,140	284,700	268,514	7.8%	284,700	4.9%	268,514	11.2%	238,104	25.4%
EDUCATION, TRAVEL, & DUES	691,211	661,561	649,545	582,833	4.5%	649,545	6.4%	582,833	18.6%	541,854	27.6%
OTHER	271,095	383,963	305,770	270,296	(29.4%)	305,770	(11.3%)	270,296	0.3%	269,860	0.5%
DEPRECIATION AND AMORT	5,432,359	5,320,972	4,871,092	4,842,481	2.1%	4,871,092	11.5%	4,842,481	12.2%	4,932,163	10.1%
INTEREST	1,111,797	1,296,043	1,645,793	1,700,162	(14.2%)	1,645,793	(32.4%)	1,700,162	(34.6%)	1,700,930	(34.6%)
BAD DEBTS	1,281,195	1,216,591	1,221,950	1,270,513	5.3%	1,221,950	4.8%	1,270,513	0.8%	1,263,502	1.4%
TAXES & SURCHARGE	1,494,561	1,401,156	1,454,094	1,252,215	6.7%	1,454,094	2.8%	1,252,215	19.4%	1,220,580	22.4%
TOTAL OPERATING EXPENSES	73,323,564	74,687,097	69,887,702	69,450,788	(1.8%)	69,887,702	4.9%	69,450,788	5.6%	64,417,879	13.8%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	6,986,198	7,246,903	5,743,671	5,975,144	(3.6%)	5,743,671	21.6%	5,975,144	16.9%	2,675,585	161.1%
NET OPERATING EXPENSES	66,337,366	67,440,194	64,144,031	63,475,644	(1.6%)	64,144,031	3.4%	63,475,644	4.5%	61,742,294	7.4%
OPERATING INCOME (LOSS)	(1,914,216)	345,544	2,847,377	(752,116)	(654.0%)	2,847,377	(167.2%)	(752,116)	154.5%	(101,184)	1,791.8%
NON OPERATING INCOME	(265,441)	790,717	1,019,663	1,303,055	(133.6%)	1,019,663	(126.0%)	1,303,055	(120.4%)	432,564	(161.4%)
NET INCOME (LOSS)	(2,179,657)	1,166,261	3,867,040	(1,055,171)	(291.3%)	3,867,040	(156.2%)	(1,055,171)	(99.5%)	(331,330)	(65.8%)

RICE HOSPITAL
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	August 2010	% Variance	August 2009	% Variance
	August 2013	August 2012	August 2011	August 2010					
OPERATING REVENUE									
INPATIENT REVENUE	\$41,532,508	\$39,750,129	\$44,923,485	\$40,013,805	(7.5%)	\$40,013,805	3.8%	\$43,637,346	(4.8%)
OUTPATIENT REVENUE	79,627,795	81,635,803	82,839,719	74,250,178	(3.9%)	74,250,178	7.2%	57,168,540	39.3%
TOTAL PATIENT REVENUE	121,160,303	121,385,932	127,763,204	114,263,983	(5.2%)	114,263,983	6.0%	100,805,886	20.2%
LESS DISCOUNTS & CONTRACTUALS	62,076,046	59,879,564	65,404,207	56,856,822	(5.1%)	56,856,822	9.2%	49,139,312	26.3%
LESS UNCOMPENSATED CARE	812,996	951,583	1,305,048	849,015	(37.7%)	849,015	(4.2%)	778,500	4.4%
TOTAL DEDUCTIONS FROM REVENUE	62,889,042	60,831,147	66,709,255	57,705,837	(5.7%)	57,705,837	9.0%	49,917,812	26.0%
NET REVENUE FROM PATIENTS	58,271,261	60,554,785	61,053,949	56,558,146	(4.6%)	56,558,146	3.0%	50,888,074	14.5%
OTHER OPERATING REVENUE	11,081,052	11,050,487	12,000,110	10,433,078	(7.7%)	10,433,078	6.2%	10,290,419	7.7%
TOTAL OPERATING REVENUE	69,352,313	71,605,272	73,054,059	66,991,224	(5.1%)	66,991,224	3.5%	61,178,493	13.4%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	14,724,086	13,987,693	14,287,982	12,643,693	3.1%	12,643,693	16.5%	7,545,923	95.1%
TOTAL OPERATING REVENUE	54,628,227	57,617,579	58,766,077	54,347,531	(7.0%)	54,347,531	0.5%	53,632,570	1.9%
OPERATING EXPENSES									
SALARIES AND WAGES	26,880,983	26,536,884	25,988,144	26,671,087	3.4%	26,671,087	0.8%	25,923,231	3.7%
CONTRACT LABOR	1,589,234	2,020,382	1,103,114	1,504,717	44.1%	1,504,717	5.6%	450,045	253.1%
SUPPLEMENTAL BENEFITS	7,547,056	7,687,782	7,721,989	7,394,252	(2.3%)	7,394,252	2.1%	7,531,358	0.2%
SUPPLIES	5,148,962	5,359,631	5,183,315	5,419,088	(6.7%)	5,419,088	(5.0%)	4,766,279	8.0%
DRUGS	4,597,194	6,117,904	4,232,128	4,242,613	8.6%	4,242,613	8.4%	1,896,681	142.4%
PURCHASED SERVICES	3,784,990	4,574,442	4,297,092	4,297,162	(11.9%)	4,297,162	1.7%	3,661,813	3.4%
REPAIRS, SERVICE & RENTALS	2,104,945	1,931,433	1,921,852	1,896,582	9.5%	1,896,582	11.0%	1,915,284	9.9%
UTILITIES	943,417	969,114	951,630	943,189	(0.9%)	943,189	0.0%	914,935	3.1%
INSURANCE	395,766	388,980	347,161	276,983	14.0%	276,983	42.9%	256,097	54.5%
PATIENT RELATED TRAVEL	185,472	169,306	182,712	185,695	1.5%	185,695	(0.1%)	155,008	19.7%
EDUCATION, TRAVEL, & DUES	619,925	580,571	585,025	533,226	6.0%	533,226	16.3%	475,303	30.4%
OTHER	198,150	309,517	247,520	222,611	(19.9%)	222,611	(11.0%)	183,627	7.9%
DEPRECIATION AND AMORT	4,757,058	4,749,732	4,449,292	4,438,936	6.9%	4,438,936	7.2%	4,544,571	4.7%
INTEREST	995,394	1,175,758	1,562,023	1,616,868	(36.3%)	1,616,868	(38.4%)	1,610,761	(38.2%)
BAD DEBTS	1,252,942	1,173,445	1,154,266	1,237,105	8.5%	1,237,105	1.3%	1,224,529	2.3%
TAXES & SURCHARGE	1,164,593	1,103,720	1,275,560	1,083,772	(8.7%)	1,083,772	7.5%	1,052,494	10.7%
TOTAL OPERATING EXPENSES	62,166,081	64,848,601	61,537,823	61,386,886	1.0%	61,386,886	1.3%	56,562,016	9.9%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	6,986,198	7,246,903	5,743,671	5,975,144	21.6%	5,975,144	16.9%	2,675,585	161.1%
NET OPERATING EXPENSES	55,179,883	57,601,698	55,794,152	55,411,742	(1.1%)	55,411,742	(0.4%)	53,886,431	2.4%
OPERATING INCOME (LOSS)	(551,656)	15,881	2,971,925	(1,064,211)	(118.6%)	(1,064,211)	(48.2%)	(253,861)	117.3%
NON OPERATING INCOME	(274,857)	775,195	987,816	1,273,348	(127.8%)	1,273,348	(121.6%)	409,408	(167.1%)
NET INCOME (LOSS)	(826,513)	1,556,386	3,959,741	(2,337,863)	(204.5%)	(2,337,863)	(49.5%)	(155,453)	(331.4%)

RICE CARE CENTER
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	August 2011	YEAR TO DATE ACTUAL		% Variance	August 2010	% Variance	August 2009	% Variance
	August 2013	August 2012	August 2011	August 2010			August 2009						
OPERATING REVENUE													
RICE CARE CENTER REVENUE	\$6,865,516	\$5,931,585	\$3,518,856	\$3,525,032	15.7%	3,518,856	95.1%	\$3,525,032	94.8%	\$3,363,261	94.8%	\$3,363,261	104.1%
TOTAL PATIENT REVENUE	6,865,516	5,931,585	3,518,856	3,525,032	15.7%	3,518,856	95.1%	3,525,032	94.8%	3,363,261	94.8%	3,363,261	104.1%
LESS DISCOUNTS & CONTRACTUALS	2,228,336	1,253,058	412,923	475,450	77.8%	412,923	439.6%	475,450	368.7%	228,546	368.7%	228,546	875.0%
TOTAL DEDUCTIONS FROM REVEN	2,228,336	1,253,058	412,923	475,450	77.8%	412,923	439.6%	475,450	368.7%	228,546	368.7%	228,546	875.0%
NET REVENUE FROM PATIENTS	4,637,180	4,678,527	3,105,933	3,049,582	(0.9%)	3,105,933	49.3%	3,049,582	52.1%	3,134,715	52.1%	3,134,715	47.9%
OTHER OPERATING REVENUE	3,654	7,385	7,020	6,593	(50.5%)	7,020	(47.9%)	6,593	(44.6%)	4,829	(44.6%)	4,829	(24.3%)
TOTAL OPERATING REVENUE	4,640,834	4,685,912	3,112,953	3,056,175	(1.0%)	3,112,953	49.1%	3,056,175	51.9%	3,139,544	51.9%	3,139,544	47.8%
LESS: WILLMAR MEDICAL SERVICES													
TOTAL OPERATING REVENUE	4,640,834	4,685,912	3,112,953	3,056,175	(1.0%)	3,112,953	49.1%	3,056,175	51.9%	3,139,544	51.9%	3,139,544	47.8%
OPERATING EXPENSES													
SALARIES AND WAGES	1,703,040	1,760,464	1,574,305	1,416,570	(3.3%)	1,574,305	8.2%	1,416,570	20.2%	1,429,225	20.2%	1,429,225	19.2%
CONTRACT LABOR	823,130	465,110	20,480	2,885	77.0%	20,480	3,919.2%	2,885	28,431.4%	(791)	28,431.4%	(791)	(104,161.9%)
SUPPLEMENTAL BENEFITS	663,820	738,762	619,304	585,044	(10.1%)	619,304	7.2%	585,044	13.5%	571,347	13.5%	571,347	16.2%
SUPPLIES	334,513	291,802	284,979	255,038	14.6%	284,979	17.4%	255,038	31.2%	237,631	31.2%	237,631	40.8%
DRUGS	135,666	127,314	79,505	65,138	6.6%	79,505	70.6%	65,138	108.3%	64,407	108.3%	64,407	110.6%
PURCHASED SERVICES	166,612	128,158	82,257	250,306	30.0%	82,257	102.6%	250,306	(33.4%)	224,982	(33.4%)	224,982	(25.9%)
REPAIRS, SERVICE & RENTALS	52,302	21,674	29,998	36,756	141.3%	29,998	74.4%	36,756	42.3%	40,337	42.3%	40,337	29.7%
UTILITIES	79,603	70,763	58,342	44,739	12.5%	58,342	36.4%	44,739	77.9%	47,417	77.9%	47,417	67.9%
INSURANCE	32,516	24,132	20,443	16,467	34.7%	20,443	59.1%	16,467	97.5%	14,029	97.5%	14,029	131.8%
PATIENT RELATED TRAVEL	2,097	2,957	1,579	1,449	(29.1%)	1,579	32.8%	1,449	44.7%	1,223	44.7%	1,223	71.5%
EDUCATION, TRAVEL, & DUES	30,342	34,692	30,268	23,752	(12.5%)	30,268	0.2%	23,752	27.7%	28,302	27.7%	28,302	7.2%
OTHER	3,574	2,137	9,642	4,227	67.2%	9,642	(62.9%)	4,227	(15.4%)	37,128	(15.4%)	37,128	(90.4%)
DEPRECIATION AND AMORT	222,707	247,460	118,014	112,733	(10.0%)	118,014	88.7%	112,733	97.6%	115,031	97.6%	115,031	93.6%
INTEREST	86,067	87,581	42,219	37,010	(1.7%)	42,219	103.9%	37,010	132.6%	42,035	132.6%	42,035	104.8%
BAD DEBTS	(2,873)	1,876	13,771	(653)	(253.1%)	13,771	(120.9%)	(653)	340.0%	9,467	340.0%	9,467	(130.3%)
TAXES & SURCHARGE	280,600	262,242	147,830	140,033	7.0%	147,830	89.8%	140,033	100.4%	140,033	100.4%	140,033	100.4%
TOTAL OPERATING EXPENSES	4,613,716	4,267,124	3,132,936	2,991,494	8.1%	3,132,936	47.3%	2,991,494	54.2%	3,001,803	54.2%	3,001,803	53.7%
LESS: WILLMAR MEDICAL SERVICES													
NET OPERATING EXPENSES	4,613,716	4,267,124	3,132,936	2,991,494	8.1%	3,132,936	47.3%	2,991,494	54.2%	3,001,803	54.2%	3,001,803	53.7%
OPERATING INCOME (LOSS)	27,118	418,788	(19,983)	64,681	(93.5%)	(19,983)	(235.7%)	64,681	(58.1%)	137,741	(58.1%)	137,741	(80.3%)
NON OPERATING INCOME	6,535	4,896	6,000	6,069	33.5%	6,000	8.9%	6,069	7.7%	6,148	7.7%	6,148	6.3%
NET INCOME (LOSS)	33,653	423,684	(13,983)	70,750	(92.1%)	(13,983)	(340.7%)	70,750	(50.4%)	143,889	(50.4%)	143,889	(66.6%)

RICE HOME MEDICAL
For the Year To Date Period Ending

	YEAR TO DATE ACTUAL				% Variance	August 2011	% Variance	August 2010	% Variance	August 2009	% Variance
	August 2013	August 2012	August 2011	August 2010							
OPERATING REVENUE											
RICE HOME MEDICAL REVENUE	\$8,231,047	\$6,884,541	\$6,511,210	\$6,532,033	19.6%		26.4%		26.0%	\$5,849,806	40.7%
TOTAL PATIENT REVENUE	8,231,047	6,884,541	6,511,210	6,532,033	19.6%		26.4%		26.0%	5,849,806	40.7%
LESS DISCOUNTS & CONTRACTUALS	3,129,832	1,458,411	1,424,358	1,250,408	114.6%		119.7%		150.3%	1,009,024	210.2%
LESS UNCOMPENSATED CARE	4,067	9,702	1,100	92	(58.1%)		269.7%		4,320.7%	967	320.6%
TOTAL DEDUCTIONS FROM REVENUE	3,133,899	1,468,113	1,425,458	1,250,500	113.5%		119.9%		150.6%	1,009,991	210.3%
NET REVENUE FROM PATIENTS	5,097,148	5,416,428	5,085,752	5,281,533	(5.9%)		0.2%		(3.5%)	4,839,815	5.3%
OTHER OPERATING REVENUE	56,943	65,819	26,627	38,289	(13.5%)		113.9%		48.7%	29,182	95.1%
TOTAL OPERATING REVENUE	5,154,091	5,482,247	5,112,379	5,319,822	(6.0%)		0.8%		(3.1%)	4,868,997	5.9%
LESS: WILLMAR MEDICAL SERVICES											
TOTAL OPERATING REVENUE	5,154,091	5,482,247	5,112,379	5,319,822	(6.0%)		0.8%		(3.1%)	4,868,997	5.9%
OPERATING EXPENSES											
SALARIES AND WAGES	1,967,894	1,738,849	1,443,285	1,490,154	13.2%		36.3%		32.1%	1,455,704	35.2%
CONTRACT LABOR	5,795	46,942	46,942	18,058	0.0%		(87.7%)		(67.9%)	33,421	(82.7%)
SUPPLEMENTAL BENEFITS	709,988	497,550	464,698	374,694	42.7%		52.8%		89.5%	367,095	93.4%
SUPPLIES	2,493,644	2,254,533	2,200,435	2,240,744	10.6%		13.3%		11.3%	2,116,766	17.8%
PUCHASED SERVICES	301,643	204,698	221,294	140,422	47.4%		36.3%		114.8%	72,945	313.5%
REPAIRS, SERVICE & RENTALS	173,226	114,750	113,821	153,463	51.0%		52.2%		12.9%	160,586	7.9%
UTILITIES	72,529	60,219	71,022	61,682	20.4%		2.1%		17.6%	65,584	10.6%
INSURANCE	34,245	44,342	42,222	42,941	(22.8%)		(18.9%)		(20.3%)	34,482	(0.7%)
PATIENT RELATED TRAVEL	111,062	104,877	100,408	81,370	5.9%		10.6%		36.5%	81,873	35.7%
EDUCATION, TRAVEL, & DUES	40,944	46,299	34,253	25,854	46.9%		19.5%		58.4%	38,249	7.0%
OTHER	69,370	72,309	48,608	43,457	(4.1%)		42.7%		59.6%	49,105	41.3%
DEPRECIATION AND AMORT	452,593	323,780	303,785	290,812	39.8%		49.0%		55.6%	272,561	66.1%
INTEREST	30,337	32,704	41,551	46,284	(7.2%)		(27.0%)		(34.5%)	48,134	(37.0%)
BAD DEBTS	31,126	41,270	53,913	34,061	(24.6%)		(42.3%)		(8.6%)	29,507	5.5%
TAXES & SURCHARGE	49,368	35,193	30,704	28,410	40.3%		60.8%		73.8%	28,053	76.0%
TOTAL OPERATING EXPENSES	6,543,764	5,571,373	5,216,941	5,072,406	17.5%		25.4%		29.0%	4,854,065	34.8%
LESS: WILLMAR MEDICAL SERVICES											
NET OPERATING EXPENSES	6,543,764	5,571,373	5,216,941	5,072,406	17.5%		25.4%		29.0%	4,854,065	34.8%
OPERATING INCOME (LOSS)	(1,389,673)	(89,126)	(104,562)	247,416	1,459.2%		1,229.0%		(661.7%)	14,932	(9,406.7%)
NON OPERATING INCOME	2,881	10,625	25,847	23,638	(72.9%)		(88.9%)		(87.8%)	17,008	(83.1%)
NET INCOME (LOSS)	(1,386,792)	(78,501)	(78,715)	271,054	1,406.6%		(61.6%)		(61.6%)	(17,940)	(341.9%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
August 31, 2013**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ (2,179,648)	\$ 1,136,258
3 Depreciation & Amortization	5,432,358	\$ 5,320,973
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>3,252,710</u>	<u>6,457,231</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	5,891,163	4,146,766
11 Debt Payments/Re-funding	2,192,520	2,729,075
12 Working Capital Changes & Other - Net	(4,442,508)	(437,421)
13		
14 Total Uses	<u>3,641,175</u>	<u>6,438,420</u>
15		
16 Increase / (Decrease) Cash & Investments	(388,465)	18,811
17		
18 Beginning of Period (January 1)	<u>28,941,389</u>	<u>28,854,321</u>
19		
20 End of Period	<u>\$ 28,552,924</u>	<u>\$ 28,873,132</u>

RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
August 31, 2013

CURRENT MONTH				YEAR-TO-DATE								
Actual	Budget	Var.	Var.%	Prior Yr.	Actual	Budget	Var.	Var.%	Prior Yr.	Actual	Prior	Var.
176	160	16	10.0%	146	1,192	1,184	8	0.7%	1,202	1,192	1,202	-0.8%
313	384	(71)	-18.5%	351	2,887	2,874	13	0.5%	2,817	2,887	2,817	2.5%
489	544	(55)	-10.1%	497	4,079	4,058	21	0.5%	4,019	4,079	4,019	1.5%
Ancillary Services												
176	175	1	0.6%	152	1,377	1,356	21	1.5%	1,369	1,377	1,369	0.6%
914	993	(79)	-8.0%	956	7,114	7,685	(571)	-7.4%	7,583	7,114	7,583	-6.2%
1,090	1,168	(78)	-6.7%	1,108	8,491	9,041	(550)	-6.1%	8,952	8,491	8,952	-5.1%
21,276	24,816	(3,540)	-14.3%	26,562	175,795	189,441	(13,646)	-7.2%	192,000	175,795	192,000	-8.4%
1,332	1,535	(203)	-13.2%	1,547	11,220	12,294	(1,074)	-8.7%	12,299	11,220	12,299	-8.8%
306	729	(423)	-58.0%	416	3,606	5,307	(1,701)	-32.1%	4,949	3,606	4,949	-27.1%
197	229	(32)	-14.0%	199	1,624	1,816	(192)	-10.6%	1,771	1,624	1,771	-8.3%
862	767	95	12.4%	850	6,488	6,061	427	7.0%	6,094	6,488	6,094	6.5%
3,773	3,962	(189)	-4.8%	4,125	29,427	29,872	(445)	-1.5%	30,038	29,427	30,038	-2.0%
1,826	1,705	121	7.1%	2,471	14,800	14,856	(56)	-0.4%	16,029	14,800	16,029	-7.7%
211	228	(17)	-7.5%	233	1,744	1,793	(49)	-2.7%	1,783	1,744	1,783	-2.2%
Full Time Equivalents (FTE's)												
649	639	10	1.6%	653	642	642	(0)	-0.1%	648	642	648	-1.0%
82	82	(0)	-0.1%	89	83	85	(3)	-3.4%	86	83	86	-3.5%
81	64	18	27.6%	72	80	74	5	7.2%	71	80	71	13.0%
812	784	28	3.5%	813	804	802	2	0.3%	804	804	804	0.0%

**RICE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

08/31/13

FOR THE PERIOD ENDED:

Line #	Month-to-Date				Year-to-Date				Industry Benchmarks	
	Actual	Budget	Prior Yr	Variance Act vs Bud	Variance Act vs Prior	Actual	Budget	Prior Yr		Variance Act vs Bud
1	OPERATIONAL									
2	Operating Margin									
3	-7.9%	4.1%	-0.6%	-12.0%	-7.3%	-1.0%	2.3%	0.0%	-3.3%	-1.0%
4	-0.2%	10.1%	19.1%	-10.3%	-19.3%	0.6%	9.8%	8.9%	-9.2%	-8.4%
5	-21.5%	-10.5%	1.7%	-11.0%	-23.2%	-27.2%	-1.6%	-1.6%	-25.6%	-25.6%
6										
7	-8.7%	3.5%	1.2%	-12.1%	-9.8%	-3.0%	2.5%	0.5%	-5.4%	-3.5%
8										2.2%
9	-10.3%	4.3%	1.9%	-14.6%	-12.2%	-3.4%	3.3%	1.7%	-6.7%	-5.1%
10										2.8%
11	2.2%	13.0%	10.5%	-10.7%	-8.2%	7.2%	12.0%	10.3%	-4.8%	-3.1%
12										10.8%
13	FINANCIAL									
14	Debt/Capitalization Ratio									
15						42.7%	41.8%	44.1%	2.2%	-1.4%
16						1.8	3.1	2.9	-41.3%	-36.5%
17						52	50	58	4.7%	-9.1%
18						114	129	113	-11.7%	0.9%
19						65%	82%	62%	-20.7%	4.2%
20						7.9	8.6	7.1	-7.7%	11.6%
21						9.0	10.0	9.3	-9.7%	-2.5%
22						(0.69)	1.21	0.73	-156.9%	-194.8%
23										
24										
25						\$ 8,118	\$ 8,409	\$ 8,330	-3.5%	-2.5%
26						\$ 51.9%	49.6%	50.6%	4.7%	2.6%
27										50%
28										
29						14.7	14.7	14.6	-0.1%	0.9%
30						4.2	4.1	4.1	2.0%	2.1%
31										14.9
32						\$ 738	\$ 792	\$ 737	-6.8%	0.2%
33						\$ 659	\$ 868	\$ 841	-24.1%	-21.6%
34						\$ 1,397	\$ 1,660	\$ 1,577	-15.9%	-11.5%
35										\$ 1,271
36						2.2%	1.8%	1.9%	17.3%	11.0%
37										7.4%
38						9.3%	9.3%	9.1%	-0.7%	1.3%
39										6.9%
40						6.6	6.2	6.2	6.6%	6.0%
41										
42										
43						\$ 154,855	\$ 159,064	\$ 146,417	-2.6%	5.8%
44										
45						4.5	7.0	5.6	-35.2%	-19.4%
46						81	53	65	54.3%	24.0%
47										

PRODUCTIVITY

Rice Hospital

KEY PERFORMANCE INDICATORS by ENTITY

	2009	2010	2011	2012	1st Qtr 2012	2nd Qtr 2012	3rd Qtr 2012	4th Qtr 2012	1st Qtr 2013	2nd Qtr 2013	YTD 2013	5-Year Plan 2013	Benchmark
Rice Consolidated:													
Operating Margin %	0.4%	-0.2%	4.4%	1.4%	-1.9%	3.4%	-2.8%	6.7%	-5.4%	-0.9%	-3.0%	2.4%	2.2%
Excess Margin %	1.0%	1.1%	5.8%	2.3%	-1.9%	5.1%	-1.7%	7.0%	-4.3%	-2.7%	-3.4%	3.2%	2.8%
EBIDA Operating Margin %	11.1%	10.1%	14.1%	10.8%	7.9%	12.8%	7.1%	14.9%	4.9%	9.1%	7.2%		
EBIDA Excess Margin %	11.6%	11.3%	15.3%	11.6%	8.2%	14.4%	8.2%	15.3%	5.8%	7.5%	6.8%	12.5%	10.8%
Operating Margin	\$ 405,364	\$ (158,344)	\$ 4,556,798	\$ 1,379,217	\$ (578,796)	\$ 872,514	\$ (690,514)	\$ 1,774,013	\$ (1,282,672)	\$ (225,371)	\$ (1,914,207)		
Excess Margin	\$ 862,328	\$ 1,082,832	\$ 6,006,622	\$ 2,334,239	\$ (476,103)	\$ 1,336,759	\$ (408,248)	\$ 1,882,833	\$ (1,038,021)	\$ (657,224)	\$ (2,179,648)		
EBIDA Margin	\$ 10,908,798	\$ 10,903,468	\$ 15,873,756	\$ 11,964,654	\$ 2,057,445	\$ 3,793,835	\$ 2,023,129	\$ 4,080,245	\$ 1,411,424	\$ 1,803,214	\$ 4,364,508		
Hospital													
Operating Margin %	0.0%	-0.9%	6.0%	1.3%	-2.8%	3.3%	-4.0%	7.8%	-7.3%	5.2%	-1.0%		
EBIDA Operating Margin %	11.5%	10.0%	15.0%	11.2%	7.9%	13.2%	6.7%	16.5%	3.8%	15.2%	9.5%		
Revenues:													
Inpatient Revenue	\$ 63,085,598	\$ 60,784,544	\$ 66,088,083	\$ 60,874,197	\$ 15,823,947	\$ 14,230,491	\$ 14,727,765	\$ 16,091,994	\$ 15,288,299	\$ 15,478,413	\$ 41,532,508		
Outpatient Revenue	\$ 88,804,546	\$ 111,787,552	\$ 126,062,246	\$ 120,441,356	\$ 30,350,652	\$ 31,170,716	\$ 29,865,229	\$ 29,054,759	\$ 28,779,975	\$ 30,106,744	\$ 79,627,795		
Net Patient Revenue	\$ 77,236,768	\$ 86,366,460	\$ 93,638,445	\$ 89,837,598	\$ 22,521,476	\$ 22,927,057	\$ 21,821,352	\$ 22,567,713	\$ 20,822,149	\$ 22,798,166	\$ 56,271,262		
Revenues	\$ 80,654,346	\$ 83,014,293	\$ 89,486,295	\$ 86,512,613	\$ 21,209,275	\$ 22,219,196	\$ 20,415,422	\$ 22,668,720	\$ 19,880,658	\$ 21,685,356	\$ 54,628,227		
Total Operating Expenses													
Operating Margin	\$ 23,893	\$ (781,830)	\$ 4,454,044	\$ 1,090,943	\$ (597,161)	\$ 740,973	\$ (822,471)	\$ 1,769,002	\$ (1,436,600)	\$ 1,130,552	\$ (551,656)		
Revenue/Adj. Admission Reimbursement Rate													
Revenue/Adj. Admission	\$ 9,653	\$ 10,151	\$ 10,120	\$ 10,402	\$ 9,690	\$ 10,554	\$ 10,115	\$ 11,037	\$ 10,006	\$ 10,611	\$ 10,190		
Reimbursement Rate	50.9%	50.0%	48.7%	49.5%	48.8%	50.5%	48.9%	50.0%	47.3%	50.0%	48.09%	49.2%	
FTE/Adj. Admission FTE/Adj. Patient Day													
FTE/Adj. Admission	15.4	14.7	13.4	14.6	14.5	14.4	14.8	14.9	15.2	14.7	(1.65)	14.7	14.9
FTE/Adj. Patient Day	4.4	4.2	3.8	4.1	4.0	4.1	4.1	4.3	4.3	4.0	(0.47)	4.1	4.4
Total Expense Ratio Controllable													
Total Expense Ratio	55.8%	53.7%	49.0%	52.9%	53.2%	53.4%	53.4%	51.6%	53.1%	50.5%			
Expense/Adj. Admit Compensation Ratio													
Expense/Adj. Admit	\$ 7,697	\$ 6,110	\$ 7,610	\$ 8,295	\$ 8,186	\$ 8,283	\$ 8,345	\$ 8,337	\$ 8,427	\$ 8,032	\$ 8,118	\$ 8,630	
Compensation Ratio	54.0%	52.0%	48.1%	50.5%	52.7%	49.6%	50.7%	49.1%	55.5%	48.9%	51.9%	49.6%	50.0%
Supply & Drug Expense/CMI Adj. Admit													
Supply & Drug Expense/CMI Adj. Admit	\$ 1,087	\$ 1,417	\$ 1,357	\$ 1,525	\$ 1,516	\$ 1,579	\$ 1,574	\$ 1,418	\$ 1,402	\$ 1,400	\$ 1,397	\$	

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-16
CITY OF WILLMAR
TUESDAY, OCTOBER 15, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, October 15, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Audrey Nelsen, Bruce DeBlieck, and Steve Ahmann. Also present were: Mayor Frank Yanish; Council Member Jim Dokken; Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Gary Hendrickson, Fire Chief; Tom Anderson and Sam Weeks, City Prosecuting Attorneys; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. PUBLIC COMMENT:

There were no public comments.

2. FIRE DEPARTMENT UPDATE (FOR INFORMATION ONLY):

Fire Chief Hendrickson gave a brief update on recent fire department calls. To date there have been 225 calls and between four and one half and five million dollars in property damages.

3. BNSF AGREEMENT:

The City is in receipt of the BNSF Grade Crossing Construction and Maintenance Agreement for the proposed Willmar Avenue Quiet Zone. The agreement is very similar to the one completed for the Trott Avenue Crossing. An additional \$2,000.00 for administrative costs is requested for payment at this time in addition to the \$15,000.00 easement previously authorized. The project can still be constructed this year with exception of the signals. A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

To approve the Willmar Avenue Grade Crossing Agreement with BNSF and authorize the City Administrator to execute the same. (Resolution)

4. DANGEROUS ANIMAL ORDINANCE PROPOSAL:

Police Chief Wyffels presented a proposed Dangerous Animals Ordinance for consideration by the committee. State Statute does address dangerous animals, although it does not allow due process for the owner. Attorneys Tom Anderson and Sam Weeks, both representing the City, were in attendance to address questions of the committee. The proposed ordinance addresses the City's need to allow a procedure to declare an animal as "potentially dangerous" or as a "dangerous animal." It also designates and defines the "animal control authority" for the City. These deficiencies prevent the Willmar Police, City Prosecutor and the District Court from taking the action necessary to protect the public from animals that would otherwise be deemed to be potentially dangerous or dangerous under Minnesota Statute Chapter 347.

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

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

RECOMMENDATION:

Introduce the Dangerous Animal Ordinance for hearing. (Motion)

5. DANGEROUS WEAPONS ORDINANCE AMENDMENT:

This item was brought back to committee for further review and revisions. Chief Wyffels and City Attorney Robert Scott were directed to prepare an amendment to the dangerous weapons ordinance using language similar to an ordinance currently in place in Hutchinson, MN. The proposal only allows the discharge of bows and arrows in authorized physical education programs in a school under supervision of a faculty member, at a community-wide supervised class authorized by the Chief or Police, or at bow and arrow range specifically established and so designated by the City Council. A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen to approve the

ordinance amendment as presented. The committee discussed the proposal and determined it excluded the use of bow and arrows on approved waterways with retractable arrows. Council Member Nelsen then withdrew her second to the motion and staff was directed to revise the ordinance amendment to allow such activity. This matter was for information only.

6. OLD BUSINESS:

Chief Wyffels reported the jail census at 85 and the report of calls for the last two weeks at 795.

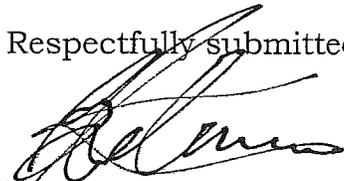
7. NEW BUSINESS:

Council Member DeBlieck questioned the traffic control over the First Street Bridge and was informed by staff that it was set up in error and would be removed the following day. DeBlieck also informed the committee that the wind turbines remain inoperable and that WMU continues to be in contact the installer.

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

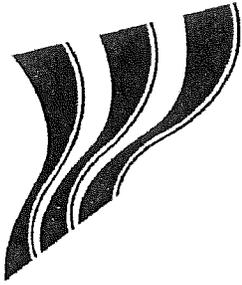
There being no further business to come before the committee, the meeting adjourned at 5:47 p.m.

Respectfully submitted:



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

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 21, 2013

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

Originating Department: Engineering

Agenda Item: BNSF Grade Crossing Construction and Maintenance Agreement

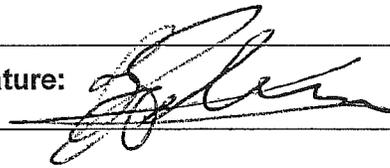
Recommended Action: Approve the agreement as presented.

Background/Summary: The attached agreement is a requirement of BNSF Railroad for the construction of the new Willmar Avenue Crossing. It is very similar to the agreement signed for the Trott Avenue Crossing.

- Alternatives:
1. Approve the agreement
 2. Do not approve the agreement and do not build the crossing.

Financial Considerations: The Council previously approved a \$15,000.00 easement payment. BNSF also requires \$2,000.00 for administrative costs.

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

Signature: 

Comments:

GRADE CROSSING CONSTRUCTION AND MAINTENANCE
AGREEMENT

BNSF File No.: BF10004011
Mile Post 1.14
Line Segment 197
U.S. DOT Number 067710A
Marshall Subdivision

This Agreement ("**Agreement**"), is executed to be effective as of this _____ day of _____, 20__ ("**Effective Date**"), by and between BNSF RAILWAY COMPANY, a Delaware corporation ("**BNSF**"), and the City of Willmar, a political subdivision of the State of Minnesota ("**Agency**").

RECITALS:

WHEREAS, BNSF owns and operates a line of railroad in and through the City of Willmar, State of Minnesota;

WHEREAS, in the interest of aiding vehicular travel and public safety, the Agency is undertaking a project to improve the existing Willmar Ave at-grade crossing, located at BNSF Line Segment 197 and Milepost 1.18, and designated by D.O.T. No. 067710A, by reconstructing, realigning and widening the roadway, and installing railroad crossing signals and activation equipment within a new roadway easement across the BNSF right-of-way at milepost 1.14 as indicated on the Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the parties agree that the RAILROAD will receive no ascertainable benefit from the installation of advance warning signs, pavement marking stop bars or crossing signal equipment (hereinafter collectively called, "Crossing Signal Equipment"); and

WHEREAS, the Agency also desires BNSF to install a new crossing surface at Willmar Ave with a new concrete and rubber crossing surface;

WHEREAS, the Agency is paying for the acquisition and installation of crossing signal equipment and the new crossing surface at Willmar Ave;

WHEREAS, the BNSF agrees to purchase and install, at AGENCY'S sole expense, the crossing signal equipment and the new crossing described in the scope of work herein, and upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE I) SCOPE OF WORK

1. The term "**Project**" as used herein includes any and all work related to the reconstruction/widening/realigning/construction of the Willmar Ave by Agency and installation of crossing signals/activation equipment/new crossing surfaces at U.S. D.O.T No. 067710A, (hereinafter referred to as the "**Crossing**") by BNSF, more particularly described on the Exhibit A-1, including, but not limited to, any and all changes to telephone, telegraph, signal and electrical lines and appurtenances, temporary and permanent track work, fencing, grading, alterations to or new construction of drainage facilities, preliminary and construction engineering and contract preparation and the permanent removal, closure, vacation, and abandonment of the at-grade crossings known as Willmar Avenue, Milepost 1.18, DOT No. 067710A, Line Segment 197, Marshall Subdivision, Twin Cities Division.

ARTICLE II) RAILROAD OBLIGATIONS

In consideration of the covenants of Agency set forth herein and the faithful performance thereof, BNSF agrees as follows:

1. In consideration of the faithful performance of the Agency's covenants contained herein, BNSF hereby grants to Agency, its successors and assigns, upon and subject to the terms and conditions set forth in this Agreement, a temporary non-exclusive license (hereinafter called, "Temporary Construction License") to construct the Crossing across or upon the portion of BNSF's right-of-way described further on Exhibit A-1, attached hereto and incorporated herein, excepting and reserving BNSF's rights, and the rights of any others who have obtained, or may obtain, permission or authority from BNSF, to do the following:

- (a) Operate, maintain, renew and/or relocate any and all existing railroad track or tracks, wires, pipelines and other facilities of like character upon, over or under the surface of said right-of-way;
- (b) Construct, operate, maintain, renew and/or relocate upon said right-of-way, without limitation, such facilities as the BNSF may from time to time deem appropriate;
- (c) Otherwise use or operate the right-of-way as BNSF may from time to time deem appropriate.

Upon receiving the payment from Agency described in the subsequent sentence and provided Agency is in compliance with the terms and conditions of this Agreement, BNSF will grant to Agency, its successors and assigns, an easement (hereinafter called, the "Easement") to enter upon and use that portion of BNSF's right-of-way as is necessary to use and maintain the Crossing, substantially in the form of Exhibit B attached to this Agreement. Agency must pay BNSF the sum of Seventeen Thousand and No/100 Dollars (\$17,000) as compensation for the Easement within thirty (30) days of issuing a Notice to Proceed pursuant to Article III, Section 8 of this Agreement. If Agency fails to pay BNSF within the thirty day time period set forth in the preceding sentence, BNSF may stop construction of the Project until full payment is received by BNSF.

2. BNSF will furnish all labor, materials, tools, and equipment for railroad work required for the construction of the Project, such railroad work and the estimated cost thereof being as shown on Exhibit D attached hereto and made a part hereof. In the event construction on the Project has not commenced within six (6) months following the Effective Date, BNSF may, in its sole and absolute discretion, revise the cost estimates set forth in said Exhibit D. In such event, the revised cost estimates will become a part of this Agreement as though originally set forth herein. Any item of work incidental to the items listed on Exhibit D not specifically mentioned therein may be included as a part of this Agreement upon written approval of Agency, which approval will not be unreasonably withheld. Construction of the Project must include the following railroad work by BNSF:

- (a) Procurement of materials, equipment and supplies necessary for the railroad work;
- (b) Preliminary engineering, design, and contract preparation;
- (c) Furnishing of flagging services during construction of the Project as required and set forth in further detail on Exhibit C, attached to this Agreement and made a part hereof;
- (d) Furnishing engineering and inspection as required in connection with the construction of the Project;
- (e) Removal of the existing surface material and signal equipment at the existing Willmar Avenue crossing at MP 1.18
- (f) Installation of one 88-foot concrete crossing surface for the one track complete with new rail, ties, ballast, fasteners, along with appropriate surfacing, to carry the improved roadway and sidewalks.
- (g) Installation of Crossing Signal Equipment and Crossing Signal Control House as shown on Exhibit A;

(h) Make such changes in the alignment, location and elevation of its telephone, telegraph, signal and/or wire lines and appurtenances along, over or under the tracks, both temporary and permanent, as may become necessary by reason of the construction of the Project.

3. BNSF will do all railroad work set forth in Article II, Section 2 above on an actual cost basis, when BNSF, in its sole discretion, determines it is required by its labor agreements to perform such work with its own employees working under applicable collective bargaining agreements.

4. Agency agrees to reimburse BNSF for work of an emergency nature caused by Agency or Agency's contractor in connection with the Project which BNSF deems is reasonably necessary for the immediate restoration of railroad operations, or for the protection of persons or BNSF property. Such work may be performed by BNSF without prior approval of Agency and Agency agrees to fully reimburse BNSF for all such emergency work.

5. BNSF may charge Agency for insurance expenses, including self-insurance expenses, when such expenses cover the cost of Employer's Liability (including, without limitation, liability under the Federal Employer's Liability Act) in connection with the construction of the Project. Such charges will be considered part of the actual cost of the Project, regardless of the nature or amount of ultimate liability for injury, loss or death to BNSF's employees, if any.

6. During the construction of the Project, BNSF will send Agency progressive invoices detailing the costs of the railroad work performed by BNSF under this Agreement. Agency must reimburse BNSF for completed force-account work within thirty (30) days of the date of the invoice for such work. Upon completion of the Project, BNSF will send Agency a detailed invoice of final costs, segregated as to labor and materials for each item in the recapitulation shown on Exhibit D. Pursuant to this section and Article IV, Section 7 herein, Agency must pay the final invoice within ninety (90) days of the date of the final invoice. BNSF will assess a finance charge of .033% per day (12% per annum) on any unpaid sums or other charges due under this Agreement which are past its credit terms. The finance charge continues to accrue daily until the date payment is received by BNSF, not the date payment is made or the date postmarked on the payment. Finance charges will be assessed on delinquent sums and other charges as of the end of the month and will be reduced by amounts in dispute and any unposted payments received by the month's end. Finance charges will be noted on invoices sent to Agency under this section.

ARTICLE III) AGENCY OBLIGATIONS

In consideration of the covenants of BNSF set forth herein and the faithful performance thereof, Agency agrees as follows:

1. Agency must furnish to BNSF plans and specifications for the Project. Said plans (reduced size 11" x 17"), showing the plan and profile of the roadway work on BNSF right-of-way and marked as Exhibit A, attached hereto and made a part hereof, must be submitted to BNSF for the development of railroad cost estimates.

2. Agency must make any required application and obtain all required permits and approvals for the construction of the Project.

3. Agency must acquire all rights of way necessary for the construction of the Project.

4. Agency must make any and all arrangements for the installation or relocation of wire lines, pipe lines and other facilities owned by private persons, companies, corporations, political subdivisions or public utilities other than BNSF which may be necessary for the construction of the Project.

5. Agency must construct the Project as shown on the attached Exhibit A and do all work ("Agency's Work") provided for in the plans and specifications for the Project, except railroad work that will be performed by BNSF hereunder. Agency must furnish all labor, materials, tools and equipment for the performance of Agency's Work. The principal elements of Agency's Work are as follows:

- (a) Design and Reconstruction of Willmar Ave;
- (b) Installation of a pavement marking stop bar in accordance with the Manual on Uniform Traffic Control Devices (hereinafter called, "MUTCD");
- (c) Installation of advance warning signs in accordance with the MUTCD
- (d) Perform all necessary grading and paving, including backfill of excavations and restoration of disturbed vegetation on BNSF's right-of-way;
- (e) Provide suitable drainage, both temporary and permanent;
- (f) Provide all barricades, lights, flagmen or traffic control devices necessary for preventing vehicular traffic from using a portion of the Crossing, during the installation of the concrete crossing surfaces, and also during the installation of the Crossing Signal Equipment.
- (g) Construct asphalt/concrete roadway surface on approaches to each track. Roadway surface will match elevation of the Main (and Siding) Track crossing surface(s) and remain level to a point at least thirty (30) feet from nearest rail. Any concrete headers will be constructed no closer than 5'-6"

(preferably 6'-0") from centerline of each track to provide for a minimum of 11'-0" (preferably 12'-0") opening for track and railroad crossing surface;

- (h) Provide and place six (6) to twelve (12) inch wide section of asphalt between roadway concrete headers (and sidewalks) and the new concrete crossing surfaces, including that portion of Willmar Ave located between the Main Track and Siding Track
- (i) Job site cleanup including removal of all construction materials, concrete debris, surplus soil, refuse, contaminated soils, asphalt debris, litter and other waste materials to the satisfaction of BNSF;

6. The Agency will approve the location of the signals and signal bungalow prior to the installation by BNSF.

7. The Agency must have advanced railroad crossing signs and standard pavement markings in place at the crossing shown on Exhibit A (if the same are required by the MUTCD) prior to the acceptance of this Project by the Agency.

8. The Agency must give BNSF's Manager Public Projects written notice to proceed ("**Notice to Proceed**") with the railroad portion of the work after receipt of necessary funds for the Project. BNSF will not begin the railroad work (including, without limitation, procurement of supplies, equipment or materials) until written notice to proceed is received from Agency.

9. The Agency's Work must be performed by Agency or Agency's contractor in a manner that will not endanger or interfere with the safe and timely operations of BNSF and its facilities.

10. For any future inspection or maintenance, either routine or otherwise, performed by subcontractors on behalf of the Agency, Agency shall require the subcontractors to execute the C documents. Prior to performing any future maintenance with its own personnel, Agency shall: comply with all of BNSF's applicable safety rules and regulations; require any Agency employee performing maintenance to complete the safety training program at the BNSF's Internet Website "contractororientation.com"; notify BNSF when, pursuant to the requirements of exhibit C, a flagger is required to be present; procure, and have approved by BNSF's Risk Management Department, Railroad Protective Liability insurance.

11. Agency must require its contractor(s) to notify BNSF's Roadmaster at least thirty (30) calendar days prior to requesting a BNSF flagman in accordance with the requirements of Exhibit C attached hereto. Additionally, Agency must require its contractor(s) to notify BNSF's Manager of Public Projects thirty (30) calendar days prior to commencing work on BNSF property or near BNSF tracks.

12. Agency must include the following provisions in any contract with its contractor(s) performing work on said Project:

- (a) The Contractor is placed on notice that fiber optic, communication and other cable lines and systems (collectively, the "Lines") owned by various telecommunications companies may be buried on BNSF's property or right-of-way. The locations of these Lines have been included on the plans based on information from the telecommunications companies. The contractor will be responsible for contacting BNSF's Engineering Representative, at (763)-782-3482 and/or the telecommunications companies and notifying them of any work that may damage these Lines or facilities and/or interfere with their service. The contractor must also mark all Lines shown on the plans or marked in the field in order to verify their locations. The contractor must also use all reasonable methods when working in the BNSF right-of-way or on BNSF property to determine if any other Lines (fiber optic, cable, communication or otherwise) may exist.
- (b) Failure to mark or identify these Lines will be sufficient cause for BNSF's engineering representative at (763)-782-3482 to stop construction at no cost to the Agency or BNSF until these items are completed.

In addition to the liability terms contained elsewhere in this Agreement, the contractor hereby indemnifies, defends and holds harmless BNSF for, from and against all cost, liability, and expense whatsoever (including, without limitation, attorney's fees and court costs and expenses) arising out of or in any way contributed to by any act or omission of Contractor, its subcontractors, agents and/or employees that cause or in any way or degree contribute to (1) any damage to or destruction of any Lines by Contractor, and/or its subcontractors, agents and/or employees, on BNSF's property or within BNSF's right-of-way, (2) any injury to or death of any person employed by or on behalf of any telecommunications company, and/or its contractor, agents and/or employees, on BNSF's property or within BNSF's right-of-way, and/or (3) any claim or cause of action for alleged loss of profits or revenue by, or loss of service by a customer or user of such telecommunication company(ies). **THE LIABILITY ASSUMED BY CONTRACTOR WILL NOT BE AFFECTED BY THE FACT, IF IT IS A FACT, THAT THE DAMAGE, DESTRUCTION, INJURY, DEATH, CAUSE OF ACTION OR CLAIM WAS OCCASIONED BY OR CONTRIBUTED TO BY THE NEGLIGENCE OF BNSF, ITS AGENTS, SERVANTS, EMPLOYEES OR OTHERWISE, EXCEPT TO THE EXTENT THAT SUCH CLAIMS ARE PROXIMATELY CAUSED BY THE INTENTIONAL MISCONDUCT OR GROSS NEGLIGENCE OF BNSF.**

- (c) The Contractor will be responsible for the rearrangement of any facilities or Lines determined to interfere with the construction. The Contractor must cooperate fully with any telecommunications company(ies) in performing such rearrangements.

13. Agency must require compliance with the obligations set forth in this agreement, including Exhibit C and Exhibit C-1, and incorporate in each prime contract for construction of the Project, or the specifications therefor (i) the provisions set forth in Article III; (ii) the provisions set forth in Article IV; and (iii) the provisions set forth in Exhibit C and Exhibit C-1, attached hereto and by reference made a part hereof.

14. Except as otherwise provided below in this Section 13, all construction work performed hereunder by Agency for the Project will be pursuant to a contract or contracts to be let by Agency, and all such contracts must include the following:

- (a) All work performed under such contract or contracts within the limits of BNSF's right-of-way must be performed in a good and workmanlike manner in accordance with plans and specifications approved by BNSF;
- (b) Changes or modifications during construction that affect safety or BNSF operations must be subject to BNSF's approval;
- (c) No work will be commenced within BNSF's right-of-way until each of the prime contractors employed in connection with said work must have (i) executed and delivered to BNSF a letter agreement in the form of Exhibit C-1, and (ii) delivered to and secured BNSF's approval of the required insurance; and
- (d) If it is in Agency's best interest, Agency may direct that the construction of the Project be done by day labor under the direction and control of Agency, or if at any time, in the opinion of Agency, the contractor has failed to prosecute with diligence the work specified in and by the terms of said contract, Agency may terminate its contract with the contractor and take control over the work and proceed to complete the same by day labor or by employing another contractor(s) provided; however, that any contractor(s) replacing the original contractor(s) must comply with the obligations in favor of BNSF set forth above and, provided further, that if such construction is performed by day labor, Agency will, at its expense, procure and maintain on behalf of BNSF the insurance required by Exhibit C-1.
- (e) To facilitate scheduling for the Project, Agency shall have its contractor give BNSF's Roadmaster 90 days advance notice of the proposed times and dates for work windows. BNSF and Agency's contractor will establish mutually agreeable work windows for the Project. BNSF has the right at any time to revise or change the work windows, due to train operations or

service obligations. BNSF will not be responsible for any additional costs and expenses resulting from a change in work windows. Additional costs and expenses resulting from a change in work windows shall be accounted for in the contractor's expenses for the Project.

15. Agency must advise the appropriate BNSF Manager Public Projects, in writing, of the completion date of the Project within thirty (30) days after such completion date. Additionally, Agency must notify BNSF's Manager Public Projects, in writing, of the date on which Agency and/or its Contractor will meet with BNSF for the purpose of making final inspection of the Project.

16. TO THE FULLEST EXTENT PERMITTED BY LAW, AGENCY HEREBY RELEASES, INDEMNIFIES, DEFENDS AND HOLDS HARMLESS BNSF, ITS AFFILIATED COMPANIES, PARTNERS, SUCCESSORS, ASSIGNS, LEGAL REPRESENTATIVES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES AND AGENTS FOR, FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITIES, FINES, PENALTIES, COSTS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, DEMANDS, JUDGMENTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, COURT COSTS AND ATTORNEYS' FEES) OF ANY NATURE, KIND OR DESCRIPTION OF ANY PERSON (INCLUDING, WITHOUT LIMITATION, THE EMPLOYEES OF THE PARTIES HERETO) OR ENTITY DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO (IN WHOLE OR IN PART) (I) THE USE, OCCUPANCY OR PRESENCE OF AGENCY, ITS CONTRACTORS, SUBCONTRACTORS, EMPLOYEES OR AGENTS IN, ON, OR ABOUT THE CONSTRUCTION SITE, (II) THE PERFORMANCE, OR FAILURE TO PERFORM BY THE AGENCY, ITS CONTRACTORS, SUBCONTRACTORS, EMPLOYEES, OR AGENTS, ITS WORK OR ANY OBLIGATION UNDER THIS AGREEMENT, (III) THE SOLE OR CONTRIBUTING ACTS OR OMISSIONS OF AGENCY, ITS CONTRACTORS, SUBCONTRACTORS, EMPLOYEES, OR AGENTS IN, ON, OR ABOUT THE CONSTRUCTION SITE, (IV) AGENCY'S BREACH OF THE TEMPORARY CONSTRUCTION LICENSE OR EASEMENT GRANTED TO AGENCY PURSUANT TO ARTICLE II OF THIS AGREEMENT, (V) ANY RIGHTS OR INTERESTS GRANTED TO AGENCY PURSUANT TO THE TEMPORARY CONSTRUCTION LICENSE OR EASEMENT DISCUSSED IN ARTICLE II OF THIS AGREEMENT, (VI) AGENCY'S OCCUPATION AND USE OF BNSF'S PROPERTY OR RIGHT-OF-WAY, INCLUDING, WITHOUT LIMITATION, SUBSEQUENT MAINTENANCE OF THE STRUCTURE BY AGENCY, OR (VII) AN ACT OR OMISSION OF AGENCY OR ITS OFFICERS, AGENTS, INVITEES, EMPLOYEES OR CONTRACTORS OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM, OR ANYONE THEY CONTROL OR EXERCISE CONTROL OVER. THE LIABILITY ASSUMED BY AGENCY WILL NOT BE AFFECTED BY THE FACT, IF IT IS A FACT, THAT THE DAMAGE, DESTRUCTION, INJURY OR DEATH WAS OCCASIONED BY OR CONTRIBUTED TO BY THE NEGLIGENCE OF BNSF, ITS AGENTS, SERVANTS, EMPLOYEES OR OTHERWISE, EXCEPT TO THE EXTENT THAT SUCH CLAIMS ARE PROXIMATELY CAUSED BY THE INTENTIONAL MISCONDUCT OR GROSS NEGLIGENCE OF BNSF.

17. Agency must take all necessary actions to permanently close, vacate, and abandon, the roadways crossing the right of way known as Willmar Avenue, Milepost 1.18

ARTICLE IV) JOINT OBLIGATIONS

IN CONSIDERATION of the premises, the parties hereto mutually agree to the following:

1. All work contemplated in this Agreement must be performed in a good and workmanlike manner and each portion must be promptly commenced by the party obligated hereunder to perform the same and thereafter diligently prosecuted to conclusion in its logical order and sequence. Furthermore, any changes or modifications during construction which affect BNSF will be subject to BNSF's approval prior to the commencement of any such changes or modifications.

2. The work hereunder must be done in accordance with the Exhibit A and the detailed plans and specifications approved by BNSF.

3. Agency must require its contractor(s) to reasonably adhere to the Project's construction schedule for all Project work. The parties hereto mutually agree that BNSF's failure to complete the railroad work in accordance with the construction schedule due to inclement weather or unforeseen railroad emergencies will not constitute a breach of this Agreement by BNSF and will not subject BNSF to any liability. Regardless of the requirements of the construction schedule, BNSF reserves the right to reallocate the labor forces assigned to complete the railroad work in the event of an emergency to provide for the immediate restoration of railroad operations (BNSF or its related railroads) or to protect persons or property on or near any BNSF owned property. BNSF will not be liable for any additional costs or expenses resulting from any such reallocation of its labor forces. The parties mutually agree that any reallocation of labor forces by BNSF pursuant to this provision and any direct or indirect consequences or costs resulting from any such reallocation will not constitute a breach of this Agreement by BNSF.

4. BNSF will have the right to stop construction work on the Project if any of the following events take place: (i) Agency (or any of its contractors) performs the Project work in a manner contrary to the plans and specifications approved by BNSF; (ii) Agency (or any of its contractors), in BNSF's opinion, prosecutes the Project work in a manner which is hazardous to BNSF property, facilities or the safe and expeditious movement of railroad traffic; (iii) the insurance described in the attached Exhibit C-1 is canceled during the course of the Project; or (iv) Agency fails to pay BNSF for the Temporary Construction License or the Easement pursuant to Article II, Section 1 of this Agreement. The work stoppage will continue until all necessary actions are taken by

Agency or its contractor to rectify the situation to the satisfaction of BNSF's Division Engineer or until additional insurance has been delivered to and accepted by BNSF. In the event of a breach of (i) this Agreement, (ii) the Temporary Construction License, or (iii) the Easement, BNSF may immediately terminate the Temporary Construction License or the Easement. Any such work stoppage under this provision will not give rise to any liability on the part of BNSF. BNSF's right to stop the work is in addition to any other rights BNSF may have including, but not limited to, actions or suits for damages or lost profits. In the event that BNSF desires to stop construction work on the Project, BNSF agrees to immediately notify the following individual in writing:

City Engineer
City of Willmar, MN
333 SW 6th Street
Willmar, MN 56201

5. Agency must supervise and inspect the operations of all Agency contractors to assure compliance with the plans and specifications approved by BNSF, the terms of this Agreement and all safety requirements of the BNSF railroad. If BNSF determines that proper supervision and inspection is not being performed by Agency personnel at any time during construction of the Project, BNSF has the right to stop construction (within or adjacent to its operating right-of-way). Construction of the Project will not proceed until Agency corrects the situation to BNSF's reasonable satisfaction. If BNSF feels the situation is not being corrected in an expeditious manner, BNSF will immediately notify City Engineer for appropriate corrective action.

6. Pursuant to this section and Article II, Section 6 herein, Agency must reimburse BNSF in full for the **actual costs** of all work performed by BNSF under this Agreement. BNSF's Share must be paid upon completion of the Project.

7. All expenses detailed in statements sent to Agency pursuant to Article II, Section 6 herein will comply with the terms and provisions of the Federal Aid Highway Program Manual, U.S. Department of Transportation, as amended from time to time, which manual is hereby incorporated into and made a part of this Agreement by reference. The parties mutually agree that BNSF's preliminary engineering, design, and contract preparation costs described in Article II, Section 2 herein are part of the costs of the Project even though such work may have preceded the date of this Agreement.

8. The construction of the Project will not commence until Agency gives BNSF's Manager Public Projects thirty (30) days prior written notice of such commencement. The commencement notice will reference BNSF's file number BF10004011 and D.O.T. Crossing No. 067710A and must state the time that construction activities will begin.

9. In addition to the terms and conditions set forth elsewhere in this Agreement, BNSF and the Agency agree to the following terms upon completion of construction of the Project:

- (a) Agency will own and be fully responsible for repairs, maintenance, future construction or reconstruction of the Willmar Ave roadway.
- (b) Agency will maintain the elevation of the Willmar Ave roadway approaches to match the elevation on the railroad track crossing surfaces and to be no more than three (3) inches above or six (6) inches below top-of-rail elevation at a distance measured thirty (30) feet from the nearest rail..
- (c) Agency will maintain the advanced railroad crossing warning signs and pavement markings and agrees to hold harmless and indemnify BNSF for any claims, damages or losses, in whole or in part, caused by or due to the Agency's failure to maintain the advanced warning signs and markings or other requirements of the MUTCD.
- (d) Agency will do nothing and permit nothing to be done in the maintenance of the Willmar Ave roadway, which will interfere with or endanger facilities of BNSF.
- (e) It is expressly understood by Agency and BNSF that any right to install utilities will be governed by a separate permit or license agreement between the parties hereto.
- (f) BNSF will, at its sole cost and expense, operate and maintain the Crossing Signal Equipment, Crossing Signal Control House, and the new crossing surfaces, from end-of-tie to end-of-tie, in proper condition
- (g) Notwithstanding the preceding provision, if any regulations, ordinances, acts, rules or other laws subsequently passed or amended by the Agency or any other governmental or legislative authority increase the Agency's portion of maintenance cost under this Agreement, BNSF will receive the benefit of any such regulations, ordinances, acts, rules or other laws and the Agency's increased portion of maintenance costs will be incorporated into and made a part of this Agreement.
- (h) If a railway or highway improvement project necessitates rearrangement, relocation, or alteration of the Crossing Signal Equipment, Crossing Signal House, or the new crossing surface installed hereunder, the costs for such rearrangement, relocation or alteration will be the responsibility of the party requesting such changes.

- (i) If any of the Crossing Signal Equipment is partially or wholly destroyed, then such repair and/or replacement costs must be distributed among the parties as follows:
 - a) In the event the BNSF's sole negligence destroys or damages the Crossing Signal Equipment and/or the Crossing Signal House, BNSF must, at its sole cost and expense, replace or repair such Crossing Signal Equipment and/or Crossing Signal House.
 - b) In the event the Crossing Signal Equipment is damaged or destroyed by any other cause, Agency must reimburse BNSF for the costs to replace or repair such Crossing Signal Equipment and/or Crossing Signal House.
- (j) If the Crossing Signal Equipment and/or Crossing Signal House installed hereunder cannot, through age, be maintained, or by virtue of its obsolescence, requires replacement, the cost of installation of the new crossing signal equipment and/or new crossing signal house will be negotiated by the parties hereto on the basis of the current Federal Aid Railroad Signal Program participation and applicable Agency at the time of such replacement is warranted.

10. Agency must notify and obtain prior authorization from BNSF's Manager of Public Projects before entering BNSF's right-of-way for **Inspection and Maintenance** purposes and the BNSF Manager of Public Projects will determine if flagging is required. If the construction work hereunder is contracted, Agency must require its prime contractor(s) to comply with the obligations set forth in Exhibit C and Exhibit C-1, as the same may be revised from time to time. Agency will be responsible for its contractor(s) compliance with such obligations.

11. Any books, papers, records and accounts of the parties hereto relating to the work hereunder or the costs or expenses for labor and material connected with the construction will at all reasonable times be open to inspection and audit by the agents and authorized representatives of the parties hereto, as well as the State of Minnesota and the Federal Highway Administration, for a period of one (1) year from the date of the final BNSF invoice under this Agreement.

12. The covenants and provisions of this Agreement are binding upon and inure to the benefit of the successors and assigns of the parties hereto. Notwithstanding the preceding sentence, neither party hereto may assign any of its rights or obligations hereunder without the prior written consent of the other party.

13. In the event construction of the Project does not commence within 18 months of the Effective Date, this Agreement will become null and void.

14. Neither termination nor expiration of this Agreement will release either party from any liability or obligation under this Agreement, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination or expiration.

15. To the maximum extent possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement is prohibited by, or held to be invalid under, applicable law, such provision will be ineffective solely to the extent of such prohibition or invalidity and the remainder of the provision will be enforceable.

16. This Agreement (including exhibits and other documents, manuals, etc. incorporated herein) is the full and complete agreement between BNSF and Agency with respect to the subject matter herein and supersedes any and all other prior agreements between the parties hereto.

17. Any notice provided for herein or concerning this Agreement must be in writing and will be deemed sufficiently given when sent by certified mail, return receipt requested, to the parties at the following addresses:

BNSF Railway Company:

BNSF's Manager Public Projects
80 44th Ave NE
Minneapolis, MN 55421

Agency:

City Engineer
City of Willmar, MN
333 SW 6th Street
Willmar, MN 56201

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first above written.

BNSF RAILWAY COMPANY

By: _____

Printed Name: _____

Title: _____

WITNESS:

**AGENCY
City of Willmar**

WITNESS:

By: _____

Printed Name: _____

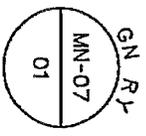
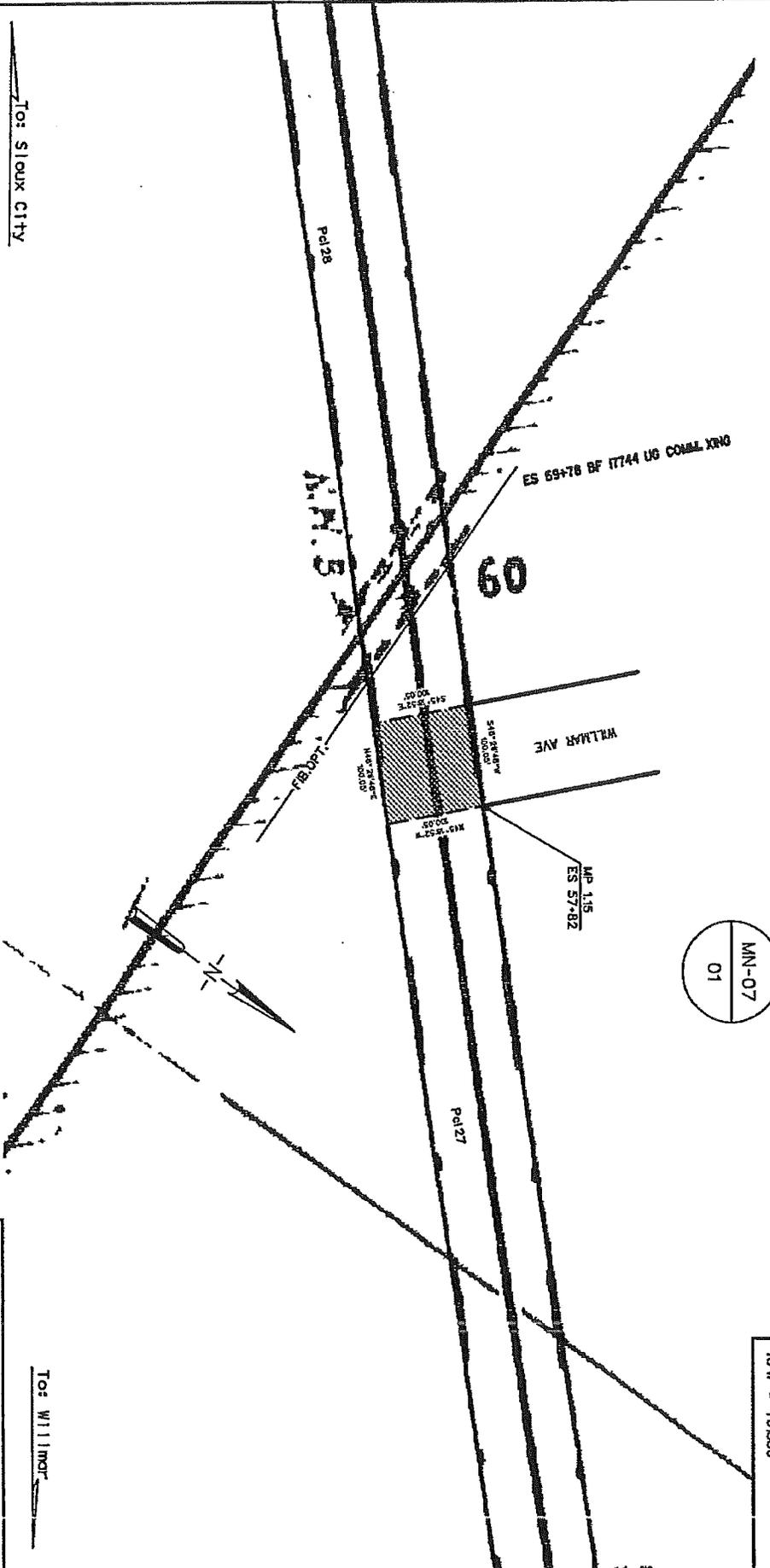
Title: _____

Exhibit A-1

Scale: 1" = 100' +/-

This map used by BNSF RAILWAY COMPANY in the ordinary course of business, but it is subject to audit and should be used only with the expressed understanding the BNSF make no representations whatsoever about the quality, accuracy, errors or omissions relating to this map.

To: City of Willmar
At: Willmar
Kandiyohi County,
Minnesota



Legend:
Easement Area

To: Sioux City

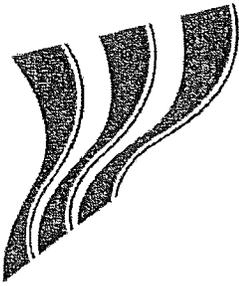
To: Willmar

Twin Cities Division
Marshall Subdivision - L.S. 0197-1
Vol. Sec. 69007
GN RY MN-07, Map 01
Sec. 16, T119N, R35W 5th PM
March 31, 2009
M.P. 1.15 TR

Staubach Tracking T119-1/A
B&W Proj. No.: 012196.003
MAP REFERENCE:
Sta. = N/A
R/W = 161350

EXHIBIT "A"

DRAWING NO. 3-46201



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

Agenda Item Number: _____

Meeting Date: October 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Willmar Police Department

Agenda Item: Dangerous Animal Ordinance Proposal

Recommended Action:

Request PW/PS Committee to consider adding Article III / Division 3, Sections 4.55 thru 4.66 entitled "Dangerous Animals" to the existing Chapter 4 "Animals" ordinance.

Background/Summary: There are no current mechanisms in place to establish the process and procedure necessary to declare an animal as potentially dangerous or as a dangerous animal within the City of Willmar. There is also no declaration or definition of the "animal control authority" for the City of Willmar.

These deficiencies prevent the Willmar Police, the Willmar City Prosecutor, and the District Court from taking the action necessary to protect the public from animals that would otherwise be deemed to be potentially dangerous or dangerous under Minnesota Statute Chapter 347. Specifically, (1) the City lacks a clearly defined procedure whereby animal owners and keepers may be informed that their animal has been determined to be potentially dangerous or dangerous, (2) the City lacks a procedure for citizens to challenge or appeal a dangerous animal classification (due process), and (3) the Court cannot order the destruction and impoundment of potentially dangerous or dangerous animals without a procedure to review the dangerous animal classification.

Alternatives: Allow animals that would otherwise be deemed as dangerous animals to remain as a continued threat to the citizens of the community.

Financial Considerations: None.

Preparer: Chief of Police David Wyffels

Signature: *David Wyffels*

Comments: City Attorney Tom Anderson and his Assistant Attorney Samuel Weeks will provide current examples of why this ordinance addition is necessary and to be present to answer questions relating to the proposed addition.

ORDINANCE NO. _____

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

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

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

ARTICLE III. DANGEROUS ANIMALS

Sec. 4-55. Animal Control Authority.

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

Sec. 4-56. Definitions

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

4-57. Potentially Dangerous Animals

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

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

(b) *Designation as potentially dangerous animal.* The Animal Control Authority shall designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subdivision (a). When an animal is declared potentially dangerous, the Animal Control Authority shall cause the owner(s) of the potentially dangerous animal to be notified in writing that such animal is potentially dangerous. An animal that has been determined to be potentially dangerous must be microchipped in accordance with Section 4-61, licensed in accordance with Section 4-42, and may, at the discretion of the animal control authority, be required to comply with one (1) or more of the following conditions:

- (1) An owner of a dog may be required to complete an approved dog obedience class;
- (2) The animal may be required to be restrained by chain or leash not to exceed six (6) feet in length, and/or muzzled, and under the control of a person eighteen (18) years of age or older at all times it is outdoors and not inside a proper enclosure.
- (3) The owner of the animal may be required to show proof of up to date rabies vaccination and, if required, licensing.
- (4) The owner may be required to sterilize the animal at the owner's expense. If the owner does not have the animal sterilized within the specified time limits, the animal control authority may seize the animal and have it sterilized at the owner's expense.
- (5) If the animal is a dog or cat, the owner shall purchase a proper license.

(c) *Procedure.* The animal control authority shall notify the owner(s) of the animal in writing or in person that the animal has been determined to be potentially dangerous pursuant to Section 4-62 and shall specify what, if any, conditions are being required of the owner. This notice shall state the date, time, place, and parties bitten, chased attacked or threatened by the animal, and shall advise the owner that they have fourteen (14) days to appeal the determination or the imposition of conditions on maintaining the animal by requesting a hearing before the Willmar Public Works and Public Safety Committee.

- (1) If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing. The committee may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the committee chair person shall issue a written order which rejects or upholds the determination based upon the majority opinion of the committee. If the committee upholds the determination as potentially dangerous, the order may affirm or modify the conditions recommended by the animal control authority. If as a result of testimony or other evidence at the hearing there are grounds for declaring the animal to be dangerous pursuant to Section 4-58, the committee chairperson may change the designation and issue the appropriate orders.

- (2) If an owner fails to comply with any conditions specified in the order and fails to request a hearing under subdivision (c)(1), the animal shall be seized. The animal may be reclaimed by the owner as set forth in Section 4-59.
- (d) *Subsequent Offenses.* If an owner of an animal which has been declared potentially dangerous and is subject to the conditions of this section fails to comply with the conditions imposed by the animal control authority or the Public Works and Public Safety Committee, the animal must be seized by the animal control authority. Notice shall be provided to the owner of the basis for the seizure and the right to request a hearing before the Willmar Public Works and Public Safety Committee to determine whether the conditions were violated. A request for hearing must be made within fourteen (14) days of the seizure. If the owner fails to request a hearing within fourteen (14) days, or is found to have violated the conditions, the Willmar Public Works and Public Safety Committee may order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the owner is found not to have violated the conditions, the owner may reclaim the animal under the provisions of Section 4-59.
- (e) *Review of Designation.* The animal control authority may review the status of an animal which has been determined to be potentially dangerous if a period of two years has passed without any further incidents under section (a) above and may use discretion in determining whether any conditions which have been ordered are still required. After the initial two year period, an owner may request a review annually. The owner must provide evidence that the animal's behavior has changed due to the animal's age, sterilization, environment, completion of obedience training that includes modification of aggressive behavior, or other factors.

Sec. 4-58. Dangerous Animals.

- (a) *Definitions.* A dangerous animal is an animal which has:
- (1) Without provocation caused substantial bodily harm to any person on public or private property. Substantial bodily harm means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the functions of any bodily member or organ, or which causes a fracture of any bodily member.
 - (2) Killed a domestic animal without provocation while off the owner's property;
 - (3) Been found to be potentially dangerous pursuant to Section 4-57, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals;
 - (4) Bitten one (1) or more persons on two (2) or more occasions; or
 - (5) Fresh wounds, scarring, or is observed in a fight, or has other indications which to a reasonable person evidence that the animal has been or will be used, trained or

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

- (b) *Designation as dangerous animal.* The animal control authority may designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subdivision (a).
- (c) *Procedure.* The animal control authority, after having determined that an animal is dangerous, shall proceed in the following manner:
- (1) The animal control authority shall seize the dangerous animal and notify its owner pursuant to Section 4-62 that the animal has been determined to be dangerous and that the animal is to be destroyed if the owner does not comply with the conditions and requirements of Section 4-59 and applicable state laws. This notice shall state that the owner shall have 14 days to reclaim the animal and appeal the determination by submitting to the City Administrator a written request for a hearing before the city council.
 - (A) If no appeal is filed, the orders issued shall be final.
 - (B) If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing.
 - (C) Pending a hearing on the determination, the animal may be seized and kept at animal control unless the owner shows proof that the animal is licensed and has a current rabies vaccination, and agrees that the animal will not be permitted to be outside without being in a proper enclosure or being restrained on a leash and wearing a muzzle.
 - (D) The city council may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the city council shall issue a written order which rejects or upholds the determination of the animal control authority.
 - (E) If no appeal is filed, or if the city council upholds the determination that the animal is dangerous, then the animal control authority may take the animal into custody for destruction, if such animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the animal control authority and failure to do so shall be a misdemeanor.
 - (2) Nothing in this section shall prevent the animal control authority from ordering the immediate seizure and quarantine of a rabies-suspected animal.

Sec. 4-59. Dangerous Animal Registration

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

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

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

Sec. 4-60. Reclamation.

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

Sec. 4-61. Exceptions.

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

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

Sec. 4-62. Microchip Identification.

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

Sec. 4-63. Notice Requirements.

- (a) The authority declaring the animal dangerous or potentially dangerous shall give notice of the right to a hearing by delivering or mailing it to the owner of the animal, or by posting a copy of it at the place where the animal is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:
 - (1) a description of the seized animal; the authority for and purpose of the dangerous animal or potentially dangerous animal declaration and seizure; the time, place, and circumstances under which the animal was declared dangerous or potentially dangerous; and the telephone number and contact person where the animal is kept;
 - (2) a statement that the owner of the animal may request a hearing concerning the dangerous animal or potentially dangerous animal declaration and, if applicable, prior potentially dangerous animal declarations for the animal, and that failure to do so within 14 days of the date of the notice will terminate the owner's right to a hearing under this section;
 - (3) a statement that if an appeal request is made within 14 days of the notice, the owner must immediately comply with the requirements of Sections 4-57 and/or 4-58 until such time as the hearing officer issues an opinion;
 - (4) a form to request a hearing under this subdivision; and
 - (5) a statement that all actual costs of the care, keeping, and disposition of the animal are the responsibility of the person claiming an interest in the animal, except to the extent that a

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

Sec. 4-64. Right to a Hearing.

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

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

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

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

Vote: ____ AHMAN ____ ANDERSON ____ CHRISTIANSON
 ____ DEBLIECK ____ DOKKEN ____ FAGERLIE
 ____ JOHNSON ____ NELSEN

This Ordinance introduced by Council Member: _____

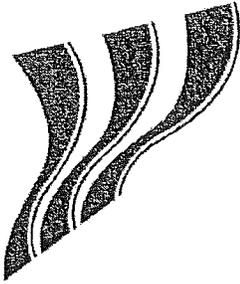
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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

Agenda Item Number: _____

Meeting Date: October 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Willmar Police Department

Agenda Item: Dangerous Weapons Ordinance Change Proposal

Recommended Action:

Request PW/PS Committee to review changes to the Dangerous Weapons ordinance. Pass on to Council for further consideration and action to be made towards eventual ordinance amendment.

Background/Summary: On June 11, 2013, a proposal increasing the valid time limit of for a pest permit and language pertaining to new regulation of the use of bows and arrows within Willmar city limits was introduced for committee consideration. The initial proposal was passed through Committee and on to the City Council. Council referred the matter back to committee.

On July 30, 2013, the committee further reviewed the section of the proposed ordinance related to the proposed regulation of bows and arrows. Sample ordinances of five other similar communities were reviewed. Discussion was held regarding the need for such regulation within the community. A motion was made to adopt language similar to an ordinance currently in place in Hutchinson, Mn. Further direction was given to prepare similar ordinance language for the committee.

City Attorney Robert Scott has prepared the ordinance language as requested with sections (b) and (c) mirroring the Hutchinson ordinance. Section (a) was also added simply to define bows and arrows.

An attachment reflects the requested language and is being presented for review.

Alternatives: Provide further direction as to the changes desired or recommend making no change at all to the existing ordinance as it is.

Financial Considerations: None.

Preparer: Chief of Police David Wyffels

Signature: *David J. Wyffels*

Comments:

ORDINANCE NO. _____

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

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

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

Sec. 10-54. – Discharge of firearms.

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

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

Sec. 10-55.—Bows and Arrows

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

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

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

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

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

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

- (1) Bows and arrows may be used as authorized in a physical education program in a school when supervised by a member of its faculty;
- (2) Bows and arrows may be used in a community-wide supervised class or event as specifically authorized in advance by the Chief of Police; or
- (3) Bows and arrows may be used in any bow and arrow range specifically established and so designated by the city council.

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

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

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on October 16, 2013, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Ron Christianson	Member
	Jim Dokken	Member

Others present included Frank Yanish, Mayor; Bruce DeBlieck, Council Member; Audrey Nelsen, Council Member; and Kevin Halliday, City Clerk-Treasurer.

Item No. 1 Call to Order

The meeting was called to order Council Member Ahmann at 4:45 p.m.

Item No. 2 Public Comment

There were no public comments offered at the meeting.

Item No. 3 Consideration of Ordinance Amending Willmar Code Chapter 2, Administration, Article II, Officers and Employees, City Attorney

Committee Members considered an Ordinance Amending Willmar Code Chapter 2, Administration, Article II, Officers and Employees, City Attorney. Pursuant to direction from the Willmar City Charter requiring that the duties of the City Attorney be enumerated in a City Ordinance the Committee reviewed the first draft prepared by Robert Scott of Flaherty-Hood. The Committee reviewed the tasks listed and found everything to be in order. Council Member Christianson inquired whether a comment on the Attorney/Client privilege should be included. Following discussion no amendments were offered and Council Member Anderson moved to introduce the Ordinance and hold a public hearing on November 4, 2013. Council Member Dokken seconded the motion which carried.

Item No. 4 Discussion of Council Planning Retreat

Committee Members reviewed data prepared by staff for a Council Planning Retreat. It was noted staff had secured quotes from Neu & Company with Dr. Carl Neu and Big River Group, LLC with Bruce Miles. The Committee discussed what they wanted to accomplish in the retreat noting that they wanted to work on policy development, understanding the City Charter and incorporating the Charter direction as Council policy. Council Member Christianson noted that the Mission Statement seems adequate; however, the goals and objectives should be reviewed and made current. Also, they should iron out personalities and their roles and relationship with administration. It was further noted that once the retreat is concluded a six month follow up should be implemented to monitor progress. The Committee discussed the dollar amounts and the concepts offered by both consultants. Following a lengthy discussion Council Member Dokken moved to accept the request for proposal of Neu & Company. Council Member Anderson seconded the motion which carried.

The Committee then continued to discuss the location and time to carry out the retreat activities. Council Member Anderson noted the benefits of team building and consideration of an offsite location.

Various dates were offered beginning with November 22 and 23, 2013, suggesting that offsite locations such as Prairie Woods Environmental Learning Center, Green Lake Bible Camp, or the Girl Scout Camp should be contacted. The Committee directed staff to reserve a retreat facility using the three dates and three locations offered and to report back at the October 21, 2013, City Council Meeting.

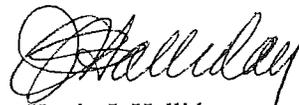
Item No. 5 Other Business

Council Member Ahmann discussed capital improvement activity and the need to clarify how to prioritize various projects, complete with funding for each project, and the ranking of the project. This discussion excluded street improvements and vehicle replacements. This matter was for information only.

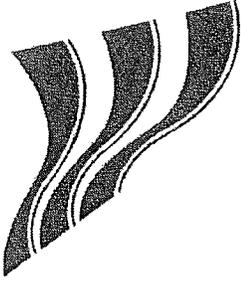
Council Member Ahmann discussed the review of the City Administrator Goals and Objectives which were submitted to the Labor Relations Committee. He was advocating for a better plan of written objectives stated for the coming year with all those objectives submitted to the Council Members and Mayor for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

There being no further business, the meeting was adjourned at 5:45 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken, and carried.

Respectfully submitted,



Kevin J. Halliday,
City Clerk-Treasurer



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

Agenda Item Number: _____

Meeting Date: October 16, 2013

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: October 21, 2013

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Ordinance Hearing for Section 2.08

Recommended Action: Set Hearing for November 4, 2013

Background/Summary:

Pursuant to this section of the Charter this draft of the Ordinance is here for your review

Section 2.08. Appointive offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 2. [City Attorney.] The City Council shall appoint a licensed attorney(s) who shall be an officer of the City and shall be called the City Attorney(s). Alternately, the City Council may contract for legal services with a licensed individual or law firm. Such attorney(s) shall perform the duties required of the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 3. Votes required for appointments. All appointments shall require the affirmative votes of at least five (5) members of the Council.

(Ord. No. 1027, § 1, 7-15-92) (Ord. No. 1340, § 1, 03-04-2013)

Alternatives:

Financial Considerations:

Preparer: City Clerk-Treasurer

Signature:

Comments:

ORDINANCE NO. _____

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

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

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

DIVISION 3. – CITY ATTORNEY

Sec. 2-41. – Position Established.

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

Sec. 2-42. – Duties and Responsibilities.

The City Attorney shall have the following duties and responsibilities:

- (1) Act as legal advisor of the City Council and of the officers of the City.
- (2) Advise the City Council and the officers of the City as necessary regarding the requirements of the City Charter.
- (3) Represent the City in matters in which the City is interested coming before any court or tribunal.
- (4) Prosecute persons accused of any violation of the City's ordinances or state statutes for which the City has enforcement responsibility.
- (5) Prepare or revise ordinances when so requested by the City Council, any committee thereof, or the City Administrator.
- (6) Give opinions upon any legal matter or question submitted by the City Council, any committee thereof, or the City Administrator.
- (7) Attend City Council meetings when so requested by the City Council or the City Administrator for the purpose of giving the City Council any legal advice requested by its members.

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

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

Sec. 2-43—2-45. – Reserved.

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

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

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____ NELSON

This Ordinance introduced by Council Member: _____

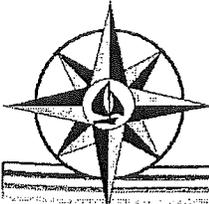
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City of Willmar, MN • Proposal for Council Retreat Project October 9, 2013

Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Willmar City Council & Administration through the refinement of the work that they perform together.

The system proposed has been used extensively with service and educational organizations; including governmental units, schools and school districts, interagency collaboratives, colleges and universities, other non-profit organizations. This system will allow participants to quickly work through issues and develop more effective strategies where needed.

Development & Delivery of Retreat Project

1) Preplanning Activities

- A) In-person interviews with all Council members & selected Administration.
- B) Draft agenda developed & presented to Council President & Administrator for edits and/or approval prior to each sessions.
- C) Two personality assessments ordered & delivered to participants.

2) Retreat Sessions

The session agendas may be refined, but are expected to be developed with the following items:

Session #1: Foundation (two hours)

- A) ID recent successes & issues
- B) Review information re: effective Councils, & effective cities
- C) Work through "My Job, Your Job" exercise re: roles & responsibilities
- D) Evaluate the session

Session #2: Application of New Knowledge (two hours)

- A) Review all results from Session #1
- B) Review & apply results from two assessments

1. Leader's Window
 2. Thomas-Kilmann Conflict Mode Instrument
- C) Evaluate the session

Session #3: Improve & Adjust Roles & Responsibilities (two hours)

- A) Review all results from Session #2
- B) Adjust roles & responsibilities using new information
- C) ID system for periodic review of Council work & effectiveness
- D) Evaluate the session

Session #4: Improve Vision & Clarify Priorities (two hours)

- A) Review all results from Session #3
- B) Participate in a vision exercise
- C) Clarify near-term priorities for City
- D) Evaluate the session

Total list of work to be completed through the retreat project:

- 1) Complete an Outcome Diagnosis (past successes & history)
- 2) Review information re: effective Councils, & effective cities
- 3) Work through "My Job, Your Job" exercise
- 4) Review & apply results from two assessments
 - A. Leader's Window
 - B. Thomas-Kilmann Conflict Mode Instrument
- 5) Adjust goals, roles & responsibilities using new information
- 6) ID system for periodic review of Council work & effectiveness
- 8) Draft elements of an improved vision & near-term priorities
- 9) Evaluate each of the planning sessions.

3) Post-Session Work

- We prepare & e-mail all final products from each of the sessions.

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has been a paraprofessional, a regular education & special education teacher, and a school administrator. For five years, he was an Assistant Professor at St. Cloud State University & taught Graduate & Doctoral coursework in the areas of Educational Administration leadership, planning, finance & personnel. He is a national-level facilitator, presenter and trainer in the areas of strategic planning, school improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty one years and works with more than 8,000 participants / 110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Executive Searches
- Leadership training
- Workplace climate issues
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Data-based decision-making
- Followership training
- Reducing organizational conflict
- Hiring & firing
- Increased accountability

Recent clients & organizations include:

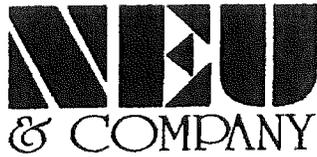
- Regional & city governmental units
- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.

Tasks & Costs

- A) Travel to Willmar
- B) Interview each council member & key city employees
- C) Return travel
- D) Draft session #1 Agenda
- E) Assemble all session materials & supplies
- F) Travel to Willmar
- G) Facilitate session #1
- H) Return travel
- I) Assemble & e-mail all session results & debrief w/ key city employees
- J) Draft session #2 Agenda
- K) Assemble all session materials & supplies
- L) Travel to Willmar
- M) Facilitate session #2
- O) Return travel
- P) Assemble & e-mail all session results & debrief w/ key city employees
- Q) Draft session #3 Agenda
- R) Assemble all session materials & supplies
- S) Travel to Willmar
- T) Facilitate session #3
- U) Return travel

- V) Assemble & e-mail all session results & debrief w/ key city employees
- W) Draft session #4 Agenda
- X) Assemble all session materials & supplies
- Y) Travel to Willmar
- Z) Facilitate session #4
- AA) Return travel
- AB) Assemble & e-mail all session results & debrief w/ key city employees
- Cost for interviews, preparation, supplies, travel, facilitation & followup:
\$9625.00



**Proposal for
Facilitation Services**

to design and conduct a

Willmar City Council Retreat

Submitted by

Carl H. Neu, Jr.
Neu and Company
Lakewood, Colorado

on

October 3, 2013

**Proposal for
Facilitation Services**

to design and conduct a

Willmar City Council Retreat

Submitted by

**Carl H. Neu, Jr.
Neu and Company
Lakewood, Colorado**

**on
October 3, 2013**

1. Purpose:

Every city that ponders and prepares for its future, a future based upon leadership intent rather than fate. The city council, with the assistance of the city administration and key management staff, benefits from creating a vision-based framework of strategic perspectives, policies and goals that enable and determine how resources should be spent – both time and money – to reach the vision and answer the question, “What really is most important”? This strategic leadership process positions the city council to be proactive, rather than reactive, in its performance. It also clarifies the “governance role” and leadership required of the council, in its relationship with the “executive role” of the city administrator. It also enables the city administrator and management team to create and implement the administrative tools “to move the city forward into the future it desires.”

2. Premises and Retreat Themes

The seven key attributes that contribute to a mayor’s and council’s success in governing and leading a city are:

- understanding the city’s governance model and its implications pertaining to the leadership capacity and performance of elected officials.
- the ability of the mayor and council members to balance: “Were we elected to do what the people want or to govern our community well?”
- establishing a powerful leadership vision and clear strategic priorities, goals and policies necessary for the city to achieve that vision.

- the council’s willingness and ability to function as an effective and disciplined policy-setting body.
- the degree to which local government officials inspire and unite the people and publics they represent and serve in a commitment to realize the highest quality future for their community.
- the confidence people have in their city government to “speak with one concerted voice” and promote respect and civility in all relationships the mayor and council members have with each other and the city’s citizens, staff, boards and commissions.

3. Proposed Workshop Objectives

Upon completion of this workshop, the participants will have:

- a. a thorough understanding of the strategic leadership processes, and performance characteristics, mindsets, and behaviors exhibited within highly-effective councils and council-administration partnerships.
- b. identified their individual personal strengths in relating to others with whom they must interact, in various situations, under two conditions:
 - when everything is going well
 - when they are faced with conflict and differing opinions.
- c. identified the means to move strategically and take positions for effective action – developing the way that one’s personal strengths may be used to improve relationships with others.
- d. reexamined and evaluated the mayor’s and council’s shared leadership vision and priorities for the City of Willmar as the basis for goal-setting and policy formulation for the municipal enterprise through:
 - identifying the primary strategic focus areas or issues shaping the city’s future which must be addressed with dynamic leadership commitment and plans if the mayor’s and council’s shared vision for the city is to be achieved.
 - establishing specific leadership goals that will drive council-administration priorities and performance, policy and decision making, and revenue generation and resource allocation (operating and capital budgets) for the next five years.

- e. clarifying their initial expectations about the respective roles of, and desired working relationships among, the mayor, council members and city staff in providing strategic-based leadership and administrative performance for the city.
- f. identified steps for creating proposed specific performance objectives and outcomes to be achieved during the next two calendar/fiscal years in pursuit of the mayor's and council's vision, priorities and long-term goals.
- g. defined the mayor's and council's role and involvement in communicating with the citizens about the City's Strategic Leadership Vision and Direction and engaging the whole community in working together for the future of the city achieved through sound leadership, sound planning and active community awareness and involvement.
- h. defined the council's role in implementing the Willmar Lakes Area 2040 Plan.
- i. defined post-workshop follow-up deemed necessary to implement the key conclusions reached by the retreat participants.

4. A Proposed Retreat Agenda

for a "full Friday and 2/3 of a Saturday" retreat.

a. Friday: Specify date

8:00 a.m. Welcome, introductions and review of workshop objectives.

8:20 a.m. The strategic governance processes and performance characteristics of highly-effective mayors, city councils (policy-setting bodies) and mayor-administration partnerships.

10:00 a.m. Break

10:15 a.m. Governance starts with people.

How we interact with and relate to others especially within the council determines the impact we have as elected officials in the governance and future of our community.

- Creating an inventory of how we shape and deploy our personal strengths in relating to others and we can

thoroughly employ these strengths for effective actions that improve working relationships with others.

- This session is not a test or judgment of “right” or “wrong” practices. It is designed to expand one’s knowledge of the strengths they bring to communicating and working with others.

12:00 Noon Lunch

1:00 p.m. Governance: The Job of Leadership.

- Leadership and the Strategic Planning Process: what is it, why do it and what difference does it make?
- Evaluating the Mayor-Council Shared Leadership Vision for the City of Willmar.
- Identification of the Strategic Focus Areas of predominant significance/importance to achieving the desired vision for the City of Willmar.
- Proposed leadership goals as the basis for leadership direct, policy-setting, municipal organizational performance, revenue generation and resource allocation (budgeting) decisions and the community’s ability to evaluate objectively what the city set out to accomplish and actually achieved.

5:00 p.m. Adjourn

b. Saturday: Specify date

8:00 a.m. We have THOUGHT together. Now we must define our part and roles in achieving the vision, goals and performance we envision.

Leadership and Stewardship:

- Making things happen that achieve positive results.
- Ensuring the preservation and sustainability of “what we make happen.”

Part 1: Council is a body, the parts of which are people.

Part 2: Roles and Relationships

What are our (mayor, council and administrative staff) expectations of each other in terms of the respective roles of, and desired working relationships among, the mayor, council, council members and administrative staff in our partnership?

Part 3: The performance arenas of mayor-council working relationships, communications, and policy-setting and decision making.

Part 4: The Council-staff partnership: an essential factor in achieving extraordinary municipal leadership and performance.

12:00 Noon Lunch

1:00 p.m. Defining City Council's role and contributions to implementation of the Willmar Lakes Area 2040 Plan.

Defining the next steps: post-workshop follow-up toward completing, adopting and committed implementation of the ideas generated by participants.

2:30 p.m. Conclusion

4. Pre-Workshop Assignments

- a. Complete a Strength Deployment Inventory and return to the facilitator.

Each council member, and any other retreat participants will receive the inventory instrument directly from the facilitator.

- b. Read the following articles:

- Local Governments: The America That Works.
- The Ten Habits of Highly-Effective City Councils.
- A Better Way to Govern.

5. Estimated Project Costs

- a. Facilitator Professional Fees

- Preparation of retreat materials and compiling results from the Strength Deployment Inventories. (1 day)
- Conducting the retreat workshop (2 days – on site)
- Preparing and submitting a post-retreat Summary of Key Observations and Conclusions Created by the Retreat Participants. (1/2 day)

3-1/2 days @ \$1500.00/Day \$5,250.00

b. Participant materials (Based upon 10 retreat participants) \$ 510.00

10 Strength Deployment Inventories
@ \$26.00 each \$260.00

10 Participant Workbooks @ \$25.00 \$250.00

c. Clerical charges for preparation of participant materials and post-retreat report. \$ 750.00

d. Estimated travel and lodging related expenses (Subject to change in prices at time of the retreat).

- Airfare \$250.00
- Car rental and gas \$260.00
- Hotel (arrangements made by City)
- Meals \$150.00
- Airport Parking (DIA) \$ 66.00
- Miscellaneous \$ 24.00 \$ 750.00

Total \$ 7,260.00



October 3, 2013



Mr. Kevin Halliday
City Clerk Treasurer
City of Willmar
333 6th Street, SW
Willmar, MN 56201

Dear Kevin:

Enclosed is the proposal for a Willmar City Council Retreat I promised to send to you.

It is a comprehensive retreat that focuses on helping council members:

- Identify and understand their communications strengths and ways to improve their relationships especially in working with others,
- Re-evaluate the goals and policy-setting processes of the City Council,
- Clarify roles and responsibilities within the City Council and between council and the administration.

The Strength Deployment Inventory (SDI) has proven to be popular with elected officials as compared to other behavior and personality instruments. The SDI is based on identifying one's strengths and applying them to improving relationships with others. The rest of the retreat objectives are based both upon my 30 plus years as a consultant to municipal and county governing bodies and management teams and upon my experience as a city council president and member.

The projected fees and related expenses are: professional fees for creating, conducting and reporting the Key Observations and Conclusions of the Retreat Participants (post-retreat report) are \$5,250.00, plus reimbursements for receipted charges for participant materials, clerical costs and travel-related expenses. An estimated list of costs is included in the proposal. The travel-related charges are subject to vendor pricing at the time of travel.

The retreat requirements are:

- A comfortable retreat setting – preferably not in City Hall,
- A U-shaped table that can accommodate the council members, and key administrative staff who may be participating in the retreat,

Phone: 303/986-8487
Fax: 303/986-0223
E-mail: carlneu@mindspring.com
Website: www.carlneu.com

- Computer, projector and large screen for Power Point presentations.
- A table at the front of the room for my materials
- An overhead projector (transparencies) for presentation of SDI profiles,
- 2-firm backed stands with large flip chart pads
- Markers and masking tape
- A constant supply of beverages and snacks available to the participants throughout the retreat.

Also enclosed are the following:

- An SDI Survey Instrument for your review
- Copies of the 2, pre-workshop reading assignment articles
- My vita

As indicated in our telephone conversation, I am available after October 23 through January expect for holidays, November 6, December 18 and January 30-31. This is one of the advantages of being semi-retired but still active.

Please call or e-mail me with any questions or comments you or other have. The proposed objectives, and retreat agenda are a draft. If the proposal is accepted, I will submit a mutually-agreed upon set of retreat objectives and an agenda.

Thank you for the request to submit this proposal. I have had the honor of working with the Willmar City Council before and also serving as facilitator for the Willmar 2020 Project community visioning project.

Sincerely,



Carl H. Neu, Jr.

CHN/sw

Enclosures:

- Proposal
- Strength Deployment Inventory document
- 2 Articles
- Vita

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, OCTOBER 17, 2013**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, October 17, 2013, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45pm.

Present:

Rick Fagerlie	Chair
Jim Dokken	Council Member
Bruce DeBlieck	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Steve Renquist, EDC Director

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments.

2. LAND PRICING WRITE-DOWN POLICY (MOTION)

Staff presented a proposed policy to write down the cost of land in the Industrial Park (see attachment). The policy is necessary to stay competitive with other communities in offering our Industrial Park properties for sale. Steve Renquist, Economic Development Commission Director, emphasized the need for competitive sales of property and to further the ability of staff to market the properties. Staff noted that the real value of the land lies in its ability to grow jobs and tax base.

The Committee discussed the value of the Industrial Park to the region. Staff agreed that the Industrial Park development was a regional project in that the infrastructure for the Industrial Park was being paid for by Local Option Sale Tax funding. Those funds were collected, in part, from shoppers and visitors from beyond the City. It was noted that the proposed policy should be changed so that the reference in No. 5 was for State Statutes Chapter 469 and 116 J, not Chapter 169.

Following discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Dokken, and passed for the following:

RECOMMENDATION: To adopt the policy with the change to the statute language.

3. **RULE TIRE BUILDING (MOTION)**

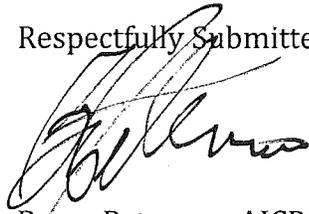
Staff presented an update on the status on the Rule family's attempt to gift the former Rule Tire Shop property to the City. The family has expressed urgency in completing a transaction, or else they are going to let the property go tax forfeiture. Recently, another non-profit entity has come forward that would like to acquire the property and use it for a parking lot. The parking lot would keep the property on the tax rolls. Staff was recommending that the City continue to work as a liaison between the parties and to try to complete the gift of the property to the other non-profit organization. Failing that, it was staff's recommendation that the City accept the property as a gift.

Following discussion, a motion was made by Council Member Dokken, seconded by Council Member DeBlieck, and passed for the following:

RECOMMENDATION: That the City accept the Rule property as a gift, unless they are able to complete the transaction with the other non-profit entity. Also, that the matter be referred to Finance to determine a source of demolition funding estimated at \$60,000. One condition to City acceptance would be that all real state taxes and penalties be paid and there be no encumbrances on the property.

4. There being no further business to come before the Committee, the meeting adjourned at 5:40 p.m.

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services

Willmar Industrial Land Pricing Write-Down Policy

1. Purpose

The purpose of the land write-down policy is to stimulate and assist economic development projects by reducing the sale price of City-owned (industrial) properties, based on an established formula of price credits for job creation and tax base enhancement.

2. Impacted Properties

This policy shall apply to the sale of any and all City-owned industrial properties. These properties will most likely be located in one of the phases of the Willmar Industrial Park.

3. Qualifying Buyers/Projects

To be eligible for a land write-down, a qualifying business shall be either a permitted or conditional use as listed in the appropriate zoning district of the Willmar Zoning Ordinance. Any approval of a land write-down shall be conditioned on land use approval.

4. Calculating the Write-Down

Any land write-down shall use as its basis the asking/listing price for the property as calculated and offered by the City.

- A. Employment credit: A qualifying project shall be credited \$10,000 off the listing price per job created. Job creation goals shall be stated and included in a formal agreement between the buyer and the City.
- B. Tax base credit: A qualifying project shall be credited \$25,000 off the listing price per million dollars of estimated market value created as determined by the office of the City Assessor. Tax base creation goals shall be stated and included in a formal agreement between the buyer and the City.

In no instance shall the amount of the land write-down credited to the buyer exceed the stated price of the property being acquired.

5. Relationship to Minnesota Statutes

Any land write-down shall be authorized by and in full compliance with applicable Minnesota Statutes, including but not limited to Minn. Stat. Chs. 469 and 116J.

6. Land Write Down/Business Subsidy Process Costs

The buyer/write down recipient shall be responsible for payment of all real estate commissions and legal/administrative costs incurred by the City in the transaction.