

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

**Agenda Item Number:** 3  
**Meeting Date:** January 27, 2014  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** February 3, 2014

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

**Originating Department:** Finance

**Agenda Item:** Rice Memorial Hospital 2013 Financial Report

**Recommended Action:** Receive and review the Rice Memorial Hospital 2013 Financial Report.

**Background/Summary:** Representatives from Rice Hospital are scheduled to attend this Finance Committee Meeting to present their 2013 Financial Report and to answer questions from the Committee.

**Alternatives:** N/A

**Financial Considerations:** Observe Rice Hospital's financial status as of 2013.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

**RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
BALANCE SHEET  
For the Twelve Months Ending December 31, 2013**

	CURRENT YEAR	PRIOR YEAR END	CHANGE
<b>1 ASSETS</b>			
<b>2 CURRENT ASSETS</b>			
3 CASH AND CASH EQUIVALENTS	\$9,357,157	\$2,999,489	\$6,357,668
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,379,838	2,393,907	(14,068)
5 ACCOUNTS RECEIVABLE NET	14,513,548	18,416,955	(3,903,406)
6 OTHER RECEIVABLES	437,453	626,156	(188,703)
7 INVENTORY	2,117,850	1,881,543	236,307
8 PREPAID EXPENSES	991,750	1,080,525	(88,774)
<b>10 TOTAL CURRENT ASSETS</b>	<u>29,797,596</u>	<u>27,398,573</u>	<u>2,399,023</u>
<b>11 ASSETS LIMITED AS TO USE</b>			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,571,279	3,181,089	390,189
15 REMAINDER UNITRUST - RECEIVABLE	47,522	43,996	3,526
16 ENDOWMENT FUND - INVESTMENTS	2,960,184	2,616,990	343,194
<b>18 TOTAL ASSETS - USE IS LIMITED</b>	<u>6,578,984</u>	<u>5,842,075</u>	<u>736,909</u>
<b>19 PROPERTY PLANT &amp; EQUIPMENT</b>			
21 PROPERTY PLANT & EQUIPMENT	136,903,754	132,297,068	4,606,687
22 LESS: ACCUMULATED DEPRECIATION	(75,712,695)	(72,741,611)	(2,971,084)
<b>24 NET PROPERTY, PLANT &amp; EQUIPMENT</b>	<u>61,191,059</u>	<u>59,555,457</u>	<u>1,635,603</u>
<b>25 OTHER ASSETS</b>			
27 INVESTMENTS	22,595,563	25,941,901	(3,346,337)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	3,932,519	3,647,124	285,395
30 OTHER INVESTMENTS	54,963	79,963	(25,000)
31 GOODWILL, NET	84,722	86,056	(1,333)
32 DEFERRED DEBT ACQUISITION COSTS	0	200,398	(200,398)
<b>35 TOTAL OTHER ASSETS</b>	<u>27,092,954</u>	<u>30,380,628</u>	<u>(3,287,674)</u>
<b>39 TOTAL ASSETS</b>	<u>\$144,660,594</u>	<u>\$129,767,653</u>	<u>\$14,892,941</u>
<b>40 LIABILITIES AND NET ASSETS</b>			
<b>41 CURRENT LIABILITIES</b>			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$1,730,232	\$2,290,275	(\$560,044)
43 ACCOUNTS PAYABLE - TRADE	1,934,402	1,730,604	203,798
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	192,060	(29,504)	221,564
45 ACCRUED SALARIES, WAGES AND BENEFITS	11,135,015	10,992,653	142,362
46 ACCRUED INTEREST AND DUE TO WMS	2,093,781	2,089,775	4,006
<b>48 TOTAL CURRENT LIABILITIES</b>	<u>17,085,490</u>	<u>17,073,804</u>	<u>11,686</u>
<b>49 LONG TERM DEBT (LESS CURRENT PORTION)</b>	<u>49,770,570</u>	<u>45,957,263</u>	<u>3,813,307</u>
<b>52 TOTAL LIABILITIES</b>	<u>66,856,060</u>	<u>63,031,067</u>	<u>3,824,993</u>
<b>53 COMMITMENTS AND CONTINGENCIES</b>			
<b>56 NET ASSETS</b>			
<b>57 RESTRICTED FUNDS</b>			
58 DEBT SERVICE AND RESERVE	3,001,698	3,181,089	(179,392)
59 SPECIFIC PURPOSE FUND	270,286	88,338	181,948
60 PERMANENT ENDOWMENT	2,960,184	2,616,990	343,194
61 CURRENT YEAR INCOME	(3,273,784)	2,430,598	(5,704,382)
62 UNRESTRICTED	54,846,150	51,828,651	3,017,499
<b>64 TOTAL NET ASSETS</b>	<u>57,804,534</u>	<u>60,145,666</u>	<u>(2,341,132)</u>
<b>66 TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$124,660,594</u>	<u>\$129,767,653</u>	<u>\$14,892,941</u>

RICE MEMORIAL HOSPITAL CONSOLIDATED  
For the Twelve Months Ending December 31, 2013

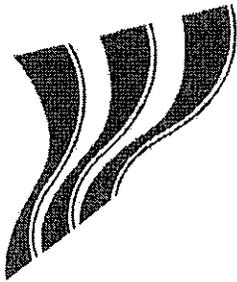
	CURRENT MONTH		PRIOR YR.		YEAR TO DATE		PRIOR YR.		VAR %
	ACTUAL	BUDGET	VAR	VAR %	BUDGET	VAR	VAR %	VAR %	
OPERATING REVENUE									
INPATIENT REVENUE	\$5,292,268	\$5,009,167	\$283,101	5.7%	\$5,478,952	\$2,934,656	4.9%	\$60,874,196	2.3%
OUTPATIENT REVENUE	9,889,714	10,315,727	(426,013)	(4.1%)	9,401,406	(6,133,320)	(4.9%)	120,441,357	(0.8%)
RICE CARE CENTER REVENUE	847,372	783,060	62,312	7.9%	861,737	452,235	4.6%	9,504,089	7.2%
RICE HOME MEDICAL REVENUE	1,286,589	1,167,130	119,459	10.2%	1,060,981	969,121	8.0%	10,467,284	24.6%
TOTAL PATIENT REVENUE	17,315,943	17,277,084	38,859	0.2%	16,803,076	(3,777,314)	(0.9%)	201,286,936	1.8%
LESS DISCOUNTS & CONTRACTUALS	8,789,583	8,091,818	697,765	8.6%	7,489,797	4,339,966	4.4%	94,670,764	7.8%
LESS UNCOMPENSATED CARE	70,066	124,097	(54,031)	(43.5%)	93,953	(2,709,711)	(17.8%)	1,412,606	(11.2%)
TOTAL DEDUCTIONS FROM REVENUE	8,859,649	8,215,915	643,734	7.8%	7,583,750	4,068,995	4.1%	96,083,370	7.5%
NET REVENUE FROM PATIENTS	8,456,294	9,061,169	(604,875)	(6.7%)	9,219,326	(5,846,309)	(5.4%)	105,203,566	(3.3%)
OTHER OPERATING REVENUE	2,138,893	1,499,899	638,994	42.6%	1,418,623	(533,761)	(3.0%)	17,571,197	(0.3%)
TOTAL OPERATING REVENUE	10,595,187	10,561,068	34,119	0.3%	10,637,949	(6,380,070)	(5.1%)	122,774,763	(2.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,985,245	1,697,562	287,683	16.9%	1,548,829	1,816,692	8.7%	20,785,386	9.1%
OPERATING EXPENSES									
SALARIES AND WAGES	3,946,945	3,882,307	64,638	1.7%	3,741,126	(263,604)	(0.6%)	44,950,173	2.3%
CONTRACT LABOR	260,176	249,837	10,339	4.1%	477,767	538,756	17.7%	3,945,352	(9.2%)
SUPPLEMENTAL BENEFITS	1,234,819	1,129,254	105,565	9.3%	1,176,329	13,462,942	2.2%	13,418,873	2.5%
SUPPLIES	1,244,388	1,145,780	98,608	8.6%	1,088,688	12,816,467	(3.1%)	11,884,945	4.5%
DRUGS	396,832	769,867	(373,035)	(48.5%)	546,183	9,337,074	(23.9%)	8,389,845	(15.4%)
PURCHASED SERVICES	519,442	522,096	(2,654)	(0.5%)	655,820	6,326,453	(0.5%)	7,185,504	(12.0%)
REPAIRS, SERVICE & RENTALS	252,557	269,627	(17,070)	(6.3%)	239,997	26,199	0.8%	3,096,613	8.3%
UTILITIES	149,049	146,185	2,864	2.0%	134,520	1,720,589	(9.6%)	1,649,567	1.3%
INSURANCE	55,715	59,957	(4,242)	(7.1%)	56,905	726,582	(2.6%)	708,321	(0.2%)
PATIENT RELATED TRAVEL	33,875	41,077	(7,202)	(17.5%)	37,307	460,028	(1.9%)	432,023	4.5%
EDUCATION, TRAVEL, & DUES	63,484	81,401	(17,917)	(22.0%)	78,984	(8,771)	(1.9%)	963,879	2.3%
OTHER	29,829	42,696	(12,867)	(30.1%)	36,819	(1,895)	(0.2%)	550,874	(30.9%)
DEPRECIATION AND AMORT	728,806	718,648	10,158	1.4%	637,609	479,927	(99.086)	7,952,550	1.7%
INTEREST	132,200	144,387	(12,067)	(8.4%)	(43,629)	8,413,289	(3.9%)	1,682,029	(1.6%)
BAD DEBTS	133,512	141,320	(7,808)	(5.5%)	267,902	1,754,576	(5.7%)	2,015,332	(10.4%)
TAXES & SURCHARGE	198,348	187,043	11,305	6.0%	161,944	(18,604)	(0.8%)	2,097,380	6.8%
TOTAL OPERATING EXPENSES	9,380,097	9,531,482	(151,385)	(1.6%)	9,294,271	(2,615,284)	(2.3%)	110,923,460	(0.4%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,000,002	899,371	100,631	11.2%	947,529	11,001,917	1.2%	10,409,657	6.9%
NET OPERATING EXPENSES	8,380,095	8,632,111	(252,016)	(2.9%)	8,346,742	(2,745,551)	(2.7%)	100,513,803	(1.1%)
OPERATING INCOME (LOSS)	229,847	231,395	(1,548)	(0.7%)	742,378	(5,451,211)	(211.2%)	1,475,574	(294.5%)
NON OPERATING INCOME	(243,940)	77,162	(321,102)	(416.1%)	(52,773)	(1,337,233)	(143.2%)	955,023	(142.2%)
NET INCOME (LOSS)	(14,093)	308,233	(322,326)	(104.6%)	(10,400)	(5,788,444)	(65.3%)	1,420,551	(142.2%)



RICE CARE CENTER  
For the Twelve Months Ending December 31, 2013

	CURRENT MONTH			YEAR TO DATE				
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %	PRIOR YR	VAR %
OPERATING REVENUE								
RICE CARE CENTER REVENUE	\$847,372	\$785,060	7.9%	\$10,185,462	\$9,733,227	4.6%	\$9,504,099	7.2%
TOTAL PATIENT REVENUE	847,372	785,060	7.9%	10,185,462	9,733,227	4.6%	9,504,099	7.2%
LESS DISCOUNTS & CONTRAFACTUALS	257,547	180,564	42.6%	3,235,268	2,238,642	44.5%	2,250,703	43.7%
TOTAL DEDUCTIONS FROM REVENUE	257,547	180,564	42.6%	3,235,268	2,238,642	44.5%	2,250,703	43.7%
NET REVENUE FROM PATIENTS	589,825	604,496	(2.4%)	6,950,194	7,494,585	(7.3%)	7,253,396	(4.2%)
OTHER OPERATING REVENUE	453	717	(36.8%)	7,447	8,600	(13.4%)	10,271	(27.5%)
TOTAL OPERATING REVENUE	590,278	605,213	(2.5%)	6,957,641	7,503,185	(7.3%)	7,263,667	(4.2%)
LESS: WILLMAR MEDICAL SERVICES								
OPERATING EXPENSES								
SALARIES AND WAGES	216,966	204,683	6.0%	2,534,261	2,597,639	(2.4%)	2,643,815	(4.1%)
CONTRACT LABOR	96,932	72,814	33.2%	1,197,456	937,769	27.7%	867,347	38.1%
SUPPLEMENTAL BENEFITS	43,488	35,702	21.8%	1,030,338	1,134,566	(9.2%)	1,122,598	(8.2%)
SUPPLIES	10,844	14,666	(26.1%)	483,221	460,924	4.8%	453,480	6.6%
DRUGS	15,093	13,341	13.1%	174,291	188,885	(7.7%)	188,453	(7.5%)
PURCHASED SERVICES	8,719	3,998	118.1%	239,588	166,102	44.2%	213,067	12.4%
REPAIRS, SERVICE & RENTALS	12,119	9,709	24.8%	69,771	38,726	80.2%	44,044	58.4%
UTILITIES	4,195	4,175	0.5%	119,996	116,180	3.3%	105,521	13.7%
INSURANCE	300	330	(9.1%)	49,298	49,225	0.1%	40,323	22.3%
PATIENT RELATED TRAVEL	3,008	3,696	(18.6%)	4,478	4,224	(7.4%)	4,407	(21.1%)
EDUCATION, TRAVEL, & DUES	22	249	(91.2%)	46,206	46,401	(0.4%)	50,340	(8.2%)
OTHER	37,835	20,328	86.1%	7,559	2,990	152.8%	3,353	125.4%
DEPRECIATION AND AMORT	4,764	18,628	(74.4%)	383,243	383,243	0.0%	358,736	6.8%
INTEREST	(2,339)	1,250	(287.1%)	122,964	223,914	(45.1%)	131,182	(6.3%)
BAD DEBTS	34,984	35,170	(0.5%)	2,609	15,000	(82.6%)	4,255	(38.7%)
TAXES & SURCHARGE	592,941	528,424	12.2%	421,262	423,500	(0.5%)	402,837	4.6%
TOTAL OPERATING EXPENSES	592,941	528,424	12.2%	6,885,561	6,789,288	1.4%	6,633,758	3.8%
LESS: WILLMAR MEDICAL SERVICES								
NET OPERATING EXPENSES	592,941	528,424	12.2%	6,885,561	6,789,288	1.4%	6,633,758	3.8%
OPERATING INCOME (LOSS)	(2,663)	76,789	(103.5%)	72,080	713,897	(89.9%)	629,909	(88.6%)
NON OPERATING INCOME	210	500	(58.0%)	2,448	6,000	(59.2%)	4,851	(49.5%)
OPERATING INCOME (LOSS)	(2,453)	76,289	(103.3%)	69,632	607,897	(88.3%)	625,058	(89.1%)





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

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

**Meeting Date:** January 27, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** February 3, 2014

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

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Consultant Service Contract for William Latham Real Estate, Inc.

**Recommended Action:**

Approve the contract with William Latham Real Estate, Inc. and authorize the Mayor and City Administrator to execute the contract.

**Background/Summary:**

19 parcels of property need to be appraised to purchase easements to construct the designed bike path along Lakeland Drive.

**Alternatives:** Terminate investing in bike paths along this street until available funding can be obtained for the whole project.

**Financial Considerations:** \$29,500 from Local Option Sales Tax funds

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:** Approve the Agreement for Consultant Services Contract

## CONSULTANT SERVICE CONTRACT

This Contract is made this \_\_\_\_\_ day of January, 2014, by and between the CITY OF WILLMAR, a Minnesota Municipal Corporation, 333 6<sup>th</sup> Street SW, Willmar, MN 56201, ("CITY"), and William Latham Real Estate, Inc., 11305 North Shore Drive, Spicer, Minnesota, ("CONSULTANT"), (collectively the "PARTIES").

WHEREAS, CITY requires appraisal services in conjunction with Lakeland Drive Interceptor Project; and

WHEREAS, CONSULTANT agrees to furnish the various appraisal services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

### SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph J of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation for the additional services proportionate to the compensation provided for in Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate, prior to CITY's authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT's effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT's compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and

CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.

E. **Insurance.**

1. Required Insurance. CONSULTANT agrees to maintain, at CONSULTANT's expense, the following insurance policies in the listed amounts:

Comprehensive General Liability	\$1,000,000 property damage and bodily injury per occurrence \$1,000,000 general aggregate \$1,000,000 Products – Completed Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense
Comprehensive Automobile Liability	\$500,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles)

All policies listed above shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

With the exception of the Worker's Compensation policies, all policies listed above shall insure the defense and indemnity obligations assumed by CONSULTANT under this Contract, and shall name CITY as an additional insured under the policy.

All policies listed above shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to CITY.

2. Professional Liability Insurance. CONSULTANT agrees to provide to CITY a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services for CITY. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services. Said policy shall provide coverage in the minimum amounts of \$1,000,000 for each occurrence. Said policy shall not name CITY as an insured. Said policy shall additionally contain a provision that coverages afforded there under shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to CITY.
3. Certificates of Insurance. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
4. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT's insurance company.

CONSULTANT will take the action required by CITY within fifteen (15) days of receiving notice from CITY.

## SECTION II – CITY’S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the City Clerk-Treasurer, in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT’s request.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT’s performance of the services detailed in Exhibit 1, attached hereto.
- D. Kevin J. Halliday, CITY’s City Clerk-Treasurer, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY'S policies with respect to the Project and CONSULTANT's services.  
Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

## SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 1, Schedule of Fees, which is attached hereto and incorporated herein by reference, for CONSULTANT’s performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the City Clerk-Treasurer and expenses within thirty days after the date of CONSULTANT’s invoice, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

## SECTION IV – TERM AND TERMINATION

- A. **Term.** This Contract shall be in effect until such time as the Project is completed or as

otherwise provided in this Contract.

- B. **Termination.** This Contract may be terminated by either party for any reason or for convenience by either party upon seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Contract.
- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorney and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the City Clerk-Treasurer prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 1, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the City Clerk-Treasurer as determined by CITY.

#### SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CONSULTANT or its agents, employees, contractors, subcontractors, or sub-consultants with respect to CONSULTANT's performance of its obligations under this Contract. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY. CITY, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CITY.

All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

- B. CITY shall indemnify protect, save, hold harmless and insure CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors, subcontractors or sub-consultants with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense, with counsel reasonably acceptable to CONSULTANT. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

#### SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents thereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** The PARTIES' representatives for notification for all purposes are:

**CITY:**

Kevin J. Halliday  
City Clerk-Treasurer  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Phone: 320-214-5166  
Email: khalliday@willmarmn.gov

**CONSULTANT:**

William Latham

Certified General Real Property Appraiser  
11305 North Shore Drive  
Spicer, MN 56288  
Phone: 320-796-5264  
Email: blatham@tds.net

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by the CONSULTANT and is not warranted to be compatible with other systems or software.
- F. **Opinions or Estimates of Construction Cost.** Where provided by the CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CITY and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.
- G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf.

- H. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within 10 calendar days of CONSULTANT's receipt of payment from the CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s). This paragraph does not prohibit consultant from using a licensed appraiser to assist in researching and preparing appraisal reports provided that all appraisal reports submitted to the City are submitted and signed by consultant.
- I. **Assignment.** This Contract may not be assigned by either Party without the written consent of the other Party.
- J. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the CITY and CONSULTANT.
- K. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract.
- CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- L. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the party

affected by force majeure shall give written notice with explanation to the other party immediately.

- M. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- N. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- O. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with the CITY.
- P. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.
- Q. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- R. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- S. **Governing Law.** This Contract shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.
- T. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes,

Section 13.01 *et seq.*

- U. **No Waiver.** Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving Party.
  
- V. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.
  
- W. **Patented Devices, Materials and Processes.** If this Contract requires, or the CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.
  
- X. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
  
- Y. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.
  
- Z. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
  
- AA. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of CITY and

CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.

- BB. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

*Remainder of page intentionally left blank.*

**SECTION VII –SIGNATURES**

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

**CONSULTANT:** William Latham Real Estate, Inc.

By: \_\_\_\_\_  
(Signature)

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

Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

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

Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**CITY OF WILLMAR:**

By: \_\_\_\_\_  
Frank Yanish, Its Mayor

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

ATTEST:

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

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

**EXHIBIT 1**  
**SCOPE OF SERVICES AND COMPENSATION**

Subject to the terms of this Contract, CONSULTANT shall perform the following services:

Wm. Latham Real Estate, Inc.  
 11305 North Shore Dr. Spicer, MN 56288  
 blatham@tds.net 320-796 5264

January 14, 2014

Kevin Halliday  
 333 6<sup>th</sup> Street SW  
 PO Box 755  
 Willmar, MN 56201

Sent Via E-mail: [khalliday@willmarmn.gov](mailto:khalliday@willmarmn.gov)

RE: Market value appraisal reports for 19 parcels with permanent and or temporary easements over land owned by landowners located along Lakeland Drive SE, Willmar Minnesota.

Dear Mr. Halliday:

This proposal is to prepare appraisal reports for the following parcels to be completed by September 1, 2014 for the following fees. On completion, two copies of each report will be provided to the City of Willmar by the appraiser.

Parcel #	Owner	Parcel Tax ID #	Easement Area Permanent Easement (PE) SF	Easement Area Temporary Easement (TE) SF	Proposed Fee \$
1	Gesch	95-914-2610	22,660	19,995	\$1,500*
2	Willmar Leased HSG Assoc. IV	95-913-1220		1,625	\$1,500
3	Perle Berg/Floyd	95-913-1210		575	\$1,500
4	Hanson Properties	95-913-1040	2,200	2,200	\$1,500**
5	Anda Construction Co Inc	95-913-0997	1,871	1,871	\$1,500*
6	Common Element IN CIC	95-445-0030 95-445-0020 95-445-0010		473	\$1,500
7	Home State Bank of Kandiyohi	95-367-0010 95-367-0030	1,411		\$1,500*
8	Willmar Ten Investors	95-830-0020		737	\$1,500
9	County of Kandiyohi	95-182-1430 95-182-1450 95-182-1460 95-182-1490	750	1,000	\$1,500*
10	To The Queen LLC	95-182-1410		502	\$1,500
11	Agri Warehouse LLC	95-912-0960		2,403	\$1,500
12	Gary Helenbrand	95-912-1060		1,500	\$1,500
13	CC VIII Operating LLC	95-912-0980		1,460	\$1,500
14	Holmgren Properties LLC	95-912-0985		1,180	\$1,500
15	Erickson Land Company of Willmar	95-828-0500	1,000		\$1,500*
16	Four East of Willmar LLC	95-828-0210 95-828-0200	2,236		\$1,500*

17	Erickson Land Company of Willmar	95-828-0100 95-912-0950	1,000 + Slope Easement 20,394		\$2,500
18	Regency of Minnesota Inc.	95-912-0951		2,805	\$1,500
19	Carol J. Gilbertson	95-912-0952	2,915		\$1,500*

\*If it is determined that a "before and after" report is required for any of the above parcels the proposed fee is \$2,500 per parcel.  
 \*\* If it is determined that a "before and after" report is required the fee is to be determined.

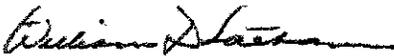
The City will grandfather the existing right of way line for determining front yard setback to reduce damages in the event the new r/w line would restrict or prevent rebuilding of a structure according to zoning regulations.

If I am required to present my reports at a Commissioners Hearing, my hourly rate at the hearings is \$150. Any additional consultation and preparation leading up to the hearing will be billed at \$85 per hour. The City will provide copies of the respective field cards to the appraiser.

The appraisal reports will be prepared in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.

If you agree to these basic terms of the assignment, please return a signed copy of this proposal as my authorization to proceed on the assignment.

Sincerely,  
 Wm. Latham Real Estate, Inc.



Bill Latham  
 MN Certified General Appraisal License #4000331

AUTHORIZATION TO PROCEED:

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_**  
**PRELIMINARY LAKELAND DRIVE PATH BUDGET**  
**FOR EASEMENT ACQUISITION**  
**ESTIMATED TOTAL COST \$70,000.00**

\*Budget Amounts are Essential

Dated: January 17, 2014

Code

**PERSONNEL SERVICES**

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

**RECEIVABLES**

Property Owners  
 County  
 Stte  
 City  
 City (LOST) \$70,000.00  
 Other  
**TOTAL \$70,000.00**

**SUPPLIES**

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

**FINANCING**

Bonds  
 State  
 City  
 City (LOST)  
 Other \$70,000.00  
**TOTAL \$70,000.00**

**GRAND TOTAL \$70,000.00**

Dated:

**OTHER SERVICES**

30 Communications  
 31\* Printing & Publishing  
 32 Utilities  
 33\* Travel-Conf.-Schools  
 34 Mtce. of Equipment  
 35 Mtce. of Structures  
 36\* Mtce. of Other Impr.  
 37 Subsistence of Persons  
 38 Cleaning & Waste Removal  
 39\* Other Services  
**TOTAL \$0.00**

\_\_\_\_\_  
 Mayor

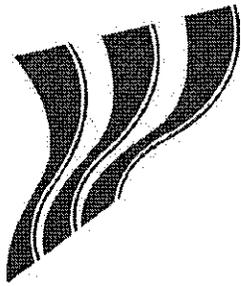
Attest:

**OTHER CHARGES**

40 Rents  
 41\* Insurance & Bonds  
 42 Awards & Indemnities  
 43 Subscription/Memberships  
 44 Interest  
 45 Licenses & Taxes  
 46\* Prof. Serv. \$29,500.00  
 47\* Advertising  
 48\* Adm. OH (Transfer)  
 49 Other Charges \$40,500.00  
**TOTAL \$70,000.00**

\_\_\_\_\_  
 City Clerk/Treasurer

**GRAND TOTAL \$70,000.00**



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

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

Meeting Date: January 27, 2014

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:** Public Works

**Agenda Item:** Project 1304 budget amendment (Robbins Island Trail)

**Recommended Action:** Approve the budget as amended.

**Background/Summary:** The project budget has not been amended since before bids were taken. Bids came in considerably higher than anticipated. The State of Minnesota has agreed to cover 80% of the bid costs for the project with federal grant dollars. Total construction costs are estimated at \$260,000.00. The project bid was \$251,986.00, but due to the addition and deletion of items in the project, there will be approximately \$8,000.00 of additional costs that will need to be borne by the City. The entire City portion is being funded by the local options sale tax.

**Alternatives:** The project has been constructed. There are no alternatives, as it is necessary to amend the budget to pay the contractor.

**Financial Considerations:** Total project cost is being covered by the Federal grant and the local option sales tax.

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

**Signature:**

**Comments:**

**RESOLUTION NO. \_\_\_\_\_**  
**PRELIMINARY PROJECT NO. 1304 BUDGET**

**ESTIMATED TOTAL COST \$293,576**

\*Budget Amounts are Essential

Dated: January 23, 2014

Code

**PERSONNEL SERVICES**

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

**SUPPLIES**

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

**OTHER SERVICES**

30	Communications	
31*	Printing & Publishing	\$500.00
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$260,000.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$7,524.00
	<b>TOTAL</b>	<b>\$268,024.00</b>

**OTHER CHARGES**

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$20,052.00
47*	Advertising	\$500.00
48*	Adm. OH (Transfer)	\$5,000.00
49	Other Charges	
	<b>TOTAL</b>	<b>\$25,552.00</b>

**GRAND TOTAL \$293,576.00**

**RECEIVABLES**

Property Owners	
County	
State (MSA)	
City (LOST)	\$92,059.00
City	
Other (Fed. Grant)	\$201,517.00
<b>TOTAL</b>	<b>\$293,576.00</b>

**FINANCING**

Bonds	
State (MSA)	
City (LOST)	\$92,059.00
City	
Other (Fed. Grant)	\$201,517.00
<b>TOTAL</b>	<b>\$293,576.00</b>

**GRAND TOTAL \$293,576.00**

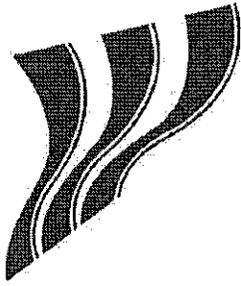
Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer

1. Bike Path \$293,576.00  
(Downtown/Robbins Island)



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

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

**Meeting Date:** January 27, 2014

**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:** Public Works

**Agenda Item:** Purchase of two trucks with snow removal equipment

**Recommended Action:** Approve the purchase of two International trucks to replace two Sterling trucks.

**Background/Summary:** These trucks would be equipped with plows and dump bodies. The total cost for the two trucks is \$333,568.48; this includes tax and license fees. The Capital Improvements Program for 2014 included \$320,000.00 for the two trucks. There is a \$49,000 trade value that would be credited at the time of delivery.

**Alternatives:**

1. Purchase the trucks and plows as proposed
2. Reconsider other options

**Financial Considerations:** There are sufficient funds in the 2014 Capital Improvements Program to cover these anticipated costs.

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

**Signature:**

**Comments:**



**WILLMAR**

**PUBLIC WORKS**

**DIRECTOR/CITY ENGINEER**

City Office Building  
Box 755 320-235-4202

**STREET/PARK SUPERINTENDENT**

801 W. Hwy. 40 320-235-3827

**WASTEWATER TREATMENT**

3000 75th St. SW 320-235-4760

Willmar, Minnesota 56201

Fax 320-235-4917

[www.ci.willmar.mn.us](http://www.ci.willmar.mn.us)

## Memorandum

**TO:** Charlene Stevens, City Administrator

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

**DATE:** January 15, 2014

**RE:** Purchase of Trucks with Snow Removal Equipment

-----

Staff is in the process of proceeding with the purchase and replacement of two (2) dump trucks in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace Sterling Truck # 039839 and Sterling Truck # 039838 for \$157,164.88 from Astleford International., through State Contract # 60983 and \$176,403.60 from Tow Master Inc. to replace plows, dump body, warning lights and hydraulic systems, through State Contract # 61353. Please be advised that the 2014 Capital Outlay Program has included \$320,000.00 for replacement of above stated equipment. Please note that sales tax has been included for the Tow Master Inc. equipment and tax and license would be added later on the truck chassis portion. Please note Truck # 039839 and Truck # 039838 would be traded to Astleford International and would be credited \$49,000.00 trade value at the time of delivery.

Please let me know if you concur with this submittal.

sl

Approval: \_\_\_\_\_



Holen

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number 039839 Photo    
 (8160,000.00) Steering Dump Truck

Finance Director comments

\_\_\_\_\_  
Initial \_\_\_\_\_

Operator comments

BASICALLY SAME COMMENTS AS BELOW. NO FUEL GAUGE. WHEN START UP  
TAKES A WHILE FOR TRUCK TO GET RUNNING WELL - SEEMS TO BE  
SLUGGISH. SHIFTING FROM FORWARD TO REVERSE AND VICE VERSA  
NOT ALWAYS SMOOTH. Initial GS

3-20-13

Mechanic comments

44,069 miles Approximate hours - 3,055 - Dash information not always  
accessible. Fuel gauge does not work - Needs new electronic dash - if available.  
Many parts not available. Fenders/supports in need of repair/replacement.

Initial MDS 3/15/13

Supervisor comments (if applicable)

This unit should be replaced without dash  
information can't operate truck

Initial Rouff

Department Director comments

This vehicle should be replaced as noted.

Initial [Signature] 3-22-13

APPROVED

DENIED

Vehicle/Equipment Committee

April 18, 2013  
Date

APPROVED

DENIED

[Signature]

5-30-13  
Date

City Administrator



TAG# 039839 STERLING DUMP TRUCK

Cal

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number 03 9838 Photo 
(\$160,000.00) Sterling Dump Truck

Finance Director comments

Initial

Operator comments

HEATER DEFROST MAJOR REPAIR - OIL COOLED LEAKING POOR VISIBILITY AT WINDSHIELD - WIPERS/DEFROSTERS FRAME TWISTED FROM HITTING MANHOLES/WATER VALVES

Initial CR

Mechanic comments

39,671 miles. Approximate hours 3,191. Information often not accessible in dash. Heater/defrost/AC controls/ductwork not working - needs major repair in dash components. Truck frame/Plow frame twisted - had incident that broke engine + transmission mounts and trans. Housing. Fenders + bracing in need of repair. Some parts not available. Initial MDS 3/15/13

Supervisor comments (if applicable)

With what mechanic has commented this unit should be replaced.

Initial Ron A

Department Director comments

This vehicle should be replaced as noted.

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

APR 18, 2013 Date

APPROVED

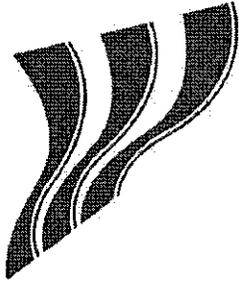
DENIED

[Signature] City Administrator

5-30-13 Date



TAG# 03 9828      STERLING      DUMP TRUCK



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

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

Meeting Date: January 27, 2014

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:** Public Works

**Agenda Item:** Purchase of trailer-mounted oil distributor

**Recommended Action:** Approve the purchase in the amount of \$41,296.00 from Stepp Manufacturing.

**Background/Summary:** The oil distributor used by the Public Works Department for street patching is in need of replacement. The 2014 Capital Improvement Program included \$187,427 for replacement. Staff is proposing that a 300 gallon trailer-mounted unit be purchased, as opposed to a 1,000 gallon truck-mounted unit.

**Alternatives:**

1. Purchase as proposed
2. Reconsider other options

**Financial Considerations:** The 2014 Capital Improvement Program anticipated this purchase.

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

**Signature:**

**Comments:**



**WILLMAR**



**PUBLIC WORKS**

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

# Memorandum

**TO:** Charlene Stevens, City Administrator  
**FROM:** Bruce Peterson, Planning and Development Services Director  
**DATE:** January 14, 2014  
**RE:** Purchase of Trailer Mounted Oil Distributor

.....  
Staff is in the process of proceeding with the purchase and replacement of an Oil Distributor in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace International Truck # 898881 for \$41,296.00 from Stepp Mfg., through State Contract # P-961(5). Staff is recommending changing from a truck mounted 1000 gallon unit, which Public Works currently has, to a 300 gallon trailer mounted unit. Please be advised that the 2014 Capital Outlay Program has included \$187,425.00 for replacement of above stated equipment.

Please be advised that the end of the State Contract term is August 31, 2014.

Also be advised that staff is recommending selling Unit # 898881 on a governmental selling outlet, such as the City Vehicle Auction, League of Minnesota Cities Web site or other such approved outlets.

Please let me know if you concur with this submittal.

sl

Approval: \_\_\_\_\_



VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number  
(8187, 425.00)

89881  
International (Tax Dist.)

Photo X

Finance Director comments

\_\_\_\_\_  
Initial

Operator comments

UNIT IS OFTEN USED TO PULL PATCHING TRAILER - HAVE  
NOTICED TRANSMISSION OFTEN TAKES A LONG TIME BETWEEN  
SHIFTS (I.E. GETTING VERY WEAR) PUMP ON REAR SEEMS TO  
BE GETTING WEAK.

Initial

Mechanic comments

74,223 miles 5,777 hours Unit is 24 years old - Parts are getting  
difficult to get. Air/Broke system has multiple small leaks - basically needs complete  
component replacement. Air compressor is not up to today's standards.  
Transmission has tendency to overheat.

Initial MDS 3/15/13

Supervisor comments (if applicable)

This unit should be replaced

Initial Ran

Department Director comments

Replace before it fails completely.

Initial BJ 3-27-13

X APPROVED

\_\_\_\_ DENIED

Vehicle/Equipment Committee

CPW

April 18, 2013  
Date

X APPROVED

\_\_\_\_ DENIED

Calvin Harris  
City Administrator

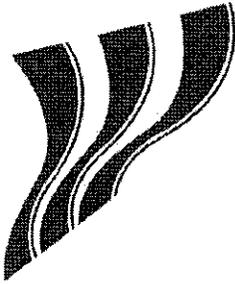
5-30-13  
Date



TAG # 898581

INTERNATIONAL

TAR DIST.



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

**Agenda Item Number:** 8  
**Meeting Date:** January 27, 2014  
**Attachments:**  Yes No

**CITY COUNCIL ACTION**

**Date:** February 3, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Finance

**Agenda Item:** Reports

**Recommended Action:** Receive and review the following reports:  
A) 12/31/13 Cash/Investments Portfolio  
B) 4th Quarter Investment Activity  
C) 2013 Interest/Dividends by Institution  
D) 10-Year Investments By Quarter  
E) 10-Year interest/Dividends By Quarter  
F) December Rice Trust  
G) 2013 Kandiyohi Area Transit

**Background/Summary:** Periodically, Council reviews various financial reports.

**Alternatives:** N/A

**Financial Considerations:** Review Financial Status.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

**CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2013**

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	96,129.60
2	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	96,133.44
3	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	96,172.80
4	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	151,500.00
5	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,557.76
6	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	246,425.90
7	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,871.50
8	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,316.50
9	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	250,382.65
10	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,309.00
11	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,289.50
12	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	250,252.80
13	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	151,749.00
14	MSSB	FNMA-3136G1PJ2	07/17/2018	1.800%	1,000,000.00	994,220.00
15	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	234,398.85
16	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	1,895,356.00
17	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	931,580.00
18	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	5,588,700.00
19	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,871,516.00
20	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,841,490.00
21	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	910,650.00
22	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	740,321.80
23	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	912,210.00
24	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,824,416.00
25	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	3,699,600.00
26	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,700,480.00
27	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	912,660.00
28	UBS	FNMA-3136G0Z23	11/15/2022	2.250%	1,900,000.00	1,737,778.00
29	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,769,224.00
30	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,740,020.00
31	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	893,330.00
32	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	915,440.00
33	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,032,815.00
34	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	767,983.50
35	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	918,130.00
36	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,787,200.00
37	Wells Fargo Advisors	FHLB-313383BL4	06/13/2023	1.500-4.000%	2,500,000.00	2,276,150.00
38	Multi-Bank Securities	FNMA-3136G1Q51	07/24/2023	2.050-6.500%	1,000,000.00 ^	958,740.00
39	Wells Fargo Advisors	FHLB-313383PQ8	07/25/2023	2.000-6.500%	1,000,000.00 ^	971,170.00
<b>TOTAL INVESTMENT</b>					<b>\$ 47,461,872.34</b>	<b>\$ 43,871,669.60</b>
40	Heritage Bank	Low Activity Ckg	None	0.250%	6,600,885.63	6,300,885.63
41	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	48,031.22	48,031.22
42	Heritage Bank	Commercial Ckg	None	0.100%	644,624.27	644,624.27
<b>TOTAL PORTFOLIO FOR DECEMBER 31, 2013</b>					<b>\$ 54,755,413.46</b>	<b>\$ 50,865,210.72</b>

\* Par Value is not equal to Purchase Amount

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



**WILLMAR**

**FINANCE**

City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4984  
FAX: 320-235-4917

**INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING DECEMBER 31, 2013**

**BALANCE AT PRIOR QUARTER ENDED SEPTEMBER 30, 2013** **\$ 45,544,516.83**

**SUMMARY OF OCTOBER THROUGH DECEMBER, 2013, TRANSACTIONS:**

(10/07/2013) SOLD: MSSB, CD-591557DP5, 1.15%	(245,000.00)
(10/07/2013) Market Value Adjustment: MSSB, CD-591557DP5	(17.15)
(10/15/2013) SOLD: MSSB, CD-70153RGY8, 1.25%	(245,000.00)
(10/15/2013) Market Value Adjustment: MSSB, CD-70153RGY8	(90.65)
(12/24/2013) SOLD: MSSB, CD-02580VDA0, 4.750%	(96,000.00)
(12/24/2013) Market Value Adjustment: MSSB, CD-02580VDA0	(913.92)
(12/24/2013) SOLD: MSSB, CD-02586TDA9, 4.750%	(96,000.00)
(12/24/2013) Market Value Adjustment: MSSB, CD-02586TDA9	(913.92)
(12/31/2013) SOLD: MSSB, CD-36159CGN0, 4.100%	(96,000.00)
(12/31/2013) Market Value Adjustment: MSSB, CD-36159CGN0	(831.36)
(12/31/2013) SOLD: MSSB, CD-381426XZ3, 4.000%	(96,000.00)
(12/31/2013) Market Value Adjustment: MSSB, CD-381426XZ3	(816.96)
(12/31/2013) Quarter-End Market Value Adjustment	(795,263.27)

**DECEMBER 31, 2013 BALANCE** **\$ 43,871,669.60**





# WILLMAR



## FINANCE

City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4984  
FAX: 320-235-4917

### 2013 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2013 Year-To-Date</u>	<u>2012 Year-To-Date</u>
Heritage Bank	\$ 418.11	\$ 427.63	\$ 983.60	\$ 8,043.19	\$ 17,638.45
Morgan Stanley Smith Barney	\$ 4,288.66	\$ -	\$ 17,531.25	\$ 132,876.68	\$ 145,374.94
Multi-Bank Securities	\$ -	\$ 8,750.00	\$ 7,500.00	\$ 33,750.00	\$ -
UBS	\$ 16,000.00	\$ 26,375.00	\$ 26,250.03	\$ 307,250.06	\$ 180,625.08
Wells Fargo	\$ 18,400.00	\$ 20,000.00	\$ 42,700.00	\$ 215,200.00	\$ 170,618.05
Wells Fargo Advisors	\$ 16,250.00	\$ -	\$ 59,004.11	\$ 192,008.66	\$ 310,504.84
<b>Totals</b>	<b>\$ 55,356.77</b>	<b>\$ 55,552.63</b>	<b>\$ 153,968.99</b>	<b>\$ 889,128.59</b>	<b>\$ 824,761.36</b>



# Historical Balances At the End of Each Quarter 2003 through 12/31/2013

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$33,825,796.69	\$36,595,276.05	\$36,590,625.49	\$41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98
2003	\$34,064,199.18	\$30,950,347.81	\$35,925,098.63	\$40,818,791.70	\$ 3,859,939.14 **	\$ 7,755,088.56 **	\$ 2,656,112.08 **	\$ 933,074.61 **

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

\*\*4M, Flex Gold, General Ckg

## Historical Interest/Dividends Received Per Quarter 2003 through 12/31/2013

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92
2003	\$ 347,623.33	\$ 429,146.02	\$ 278,583.40	\$ 303,848.26	\$ 1,359,201.01



Investment Management  
& Trust

# Activity Summary as of 12/31/2013

RICE CUSHMAN A CHAR TR

Account 180205

## Market Value Reconciliation

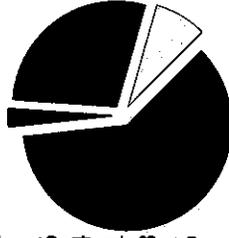
	Since 12/01/2013 (\$)	Year to Date (\$)
<b>Beginning Market Value</b>	<b>2,922,121.60</b>	<b>2,616,990.01</b>
<b>Disbursements</b>		
Withdrawals	0.00	-53,002.36
Expenses	0.00	-498.75
Fees	-1,815.94	-21,068.12
<b>Total Disbursements</b>	<b>-1,815.94</b>	<b>-74,569.23</b>

<b>Income</b>		
Investment Income	10,739.92	52,769.41
Other Income	0.00	46.00
<b>Total Income</b>	<b>10,739.92</b>	<b>52,815.41</b>

<b>Value on Dec 31, 2013</b>	<b>2,960,183.93</b>	<b>2,960,183.93</b>
<b>Total Change in Portfolio Value</b>	<b>29,138.35</b>	<b>364,947.74</b>

## Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	29,833.66	1.01
Fixed Income	842,573.15	28.46
Alternative	241,084.00	8.14
Equity	1,800,060.79	60.81
Other	46,632.33	1.58
<b>Total</b>	<b>\$2,960,183.93</b>	<b>100.00%</b>



## Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	10,739.92	52,769.41
Other Income	0.00	46.00
<b>Total Income Summary</b>	<b>10,739.92</b>	<b>52,815.41</b>

## Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	1,758.36	2,033.73
Long-term	43,450.58	60,729.38
<b>Total Gain/Loss Summary</b>	<b>45,208.94</b>	<b>62,763.11</b>



*Investment Management  
& Trust*

**Selected Period Performance**  
**RICE CUSHMAN A CHAR TR**  
 Account 180205  
 Period Ending: 12/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (1 Year)</u>
Total Fund	2,921,201	1.42	16.50
Total Fd Net Fee	2,921,201	1.36	15.61
Fixed Income	848,874	-.36	-.01
BarCap Int Aggregate Bd		-.57	-1.03
Domestic Equity	1,417,344	2.77	32.38
S&P 500 Index		2.53	32.41
Russell 2000 Index		1.97	38.82
Intl. Equity	384,066	1.85	17.60
MSCI EAFE (US\$ & Net) Index		1.50	22.79
Short Term Cash	28,637	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	241,084	-.27	-.99
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	1,197	.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.

DRAFT

**KANDIYOHI AREA TRANSIT  
LOCAL AND MNDOT REVENUES**

REVENUES	12 month budget												YTD	Remaining	%
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13			
2010-1 FAREBOX - CASH	\$ 1,436	\$ 1,281	\$ 1,254	\$ 1,099	\$ 1,536	\$ 1,051	\$ 1,483	\$ 835	\$ 1,243	\$ 1,620	\$ 1,409	\$ 1,361	\$ 15,608	\$ 892	-5.4%
2010-2 FAREBOX - PREPAID	\$ 4,692	\$ 13,526	\$ 15,100	\$ 12,494	\$ 16,735	\$ 15,353	\$ 11,685	\$ 14,104	\$ 11,193	\$ 23,690	\$ 9,992	\$ 24,039	\$ 172,602	\$ (19,102)	12.4%
2013 TITLE III FARES	\$ 470	\$ 914	\$ 886	\$ 881	\$ 1,430	\$ 851	\$ 1,156	\$ 890	\$ 351	\$ 1,392	\$ 845	\$ 887	\$ 10,963	\$ (963)	9.6%
2013 TITLE III COST SHARE	\$ 5,000	\$ 83	\$ 161	\$ 158	\$ 252	\$ 150	\$ 60	\$ 407	\$ 474	\$ 806	\$ 797	\$ 1,251	\$ 4,755	\$ 245	-4.9%
<b>SUBTOTAL</b>	<b>\$ 185,000</b>	<b>\$ 6,680</b>	<b>\$ 15,883</b>	<b>\$ 17,407</b>	<b>\$ 19,954</b>	<b>\$ 17,405</b>	<b>\$ 14,383</b>	<b>\$ 16,236</b>	<b>\$ 13,261</b>	<b>\$ 27,508</b>	<b>\$ 13,043</b>	<b>\$ 27,537</b>	<b>\$ 203,928</b>	<b>\$ (18,928)</b>	<b>10.2%</b>

LOCAL REVENUE	2020-1	2023	2023-1	2024	2025	2026	2027	LOCAL SUBTOTAL
ST OF MIN-MVST	\$ 428,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TITLE III - CONTRACT	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TITLE III - CITY OF SPICER	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SPECIAL SERVICES	\$ 17,000	\$ -	\$ 1,250	\$ 1,063	\$ 2,263	\$ -	\$ -	\$ 4,576
FUNDRAISING	\$ 1,000	\$ -	\$ -	\$ 61	\$ 128	\$ 35	\$ -	\$ 224
ADVERTISING	\$ 13,000	\$ 675	\$ 195	\$ 2,470	\$ 2,095	\$ 745	\$ 1,270	\$ 7,350
INTEREST	\$ 3,500	\$ 258	\$ 209	\$ 154	\$ 173	\$ 146	\$ 213	\$ 1,359
<b>LOCAL SUBTOTAL</b>	<b>\$ 496,375</b>	<b>\$ 933</b>	<b>\$ 44,729</b>	<b>\$ 2,824</b>	<b>\$ 3,739</b>	<b>\$ 196,010</b>	<b>\$ 947</b>	<b>\$ 75,190</b>

MNFD OPERATION GRANTS	2028	2028-1	2028-2	2028-3	2028-4	2028-5	2028-6	2028-7	2028-8
MNDOT GRANT	\$ 280,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL GRANT	\$ 299,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KANDIYOHI COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY OF WILLMAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ 579,825</b>	<b>\$ -</b>	<b>\$ 140,363</b>	<b>\$ -</b>					

<b>OPERATIONS SUBTOTAL</b>	<b>\$ 1,266,200</b>	<b>\$ 7,613</b>	<b>\$ 200,975</b>	<b>\$ 20,232</b>	<b>\$ 18,368</b>	<b>\$ 215,968</b>	<b>\$ 37,639</b>	<b>\$ 201,363</b>	<b>\$ 36,746</b>	<b>\$ 15,102</b>	<b>\$ 180,251</b>	<b>\$ 28,507</b>	<b>\$ 30,554</b>	<b>\$ 100,818</b>	<b>\$ (60,382)</b>	<b>-12.7%</b>
----------------------------	---------------------	-----------------	-------------------	------------------	------------------	-------------------	------------------	-------------------	------------------	------------------	-------------------	------------------	------------------	-------------------	--------------------	---------------

CAPITAL REIMBURSEMENTS	2029-1	2029-2	2029-3	2029-4	2029-5	2029-6	2029-7	2029-8	2029-9
STATE OF MINNESOTA	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL	\$ 92,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KANDIYOHI COUNTY	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY OF WILLMAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INSURANCE REIMB.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL SUBTOTAL</b>	<b>\$ 254,000</b>	<b>\$ -</b>							

<b>TOTAL REVENUES</b>	<b>\$ 1,515,200</b>	<b>\$ 7,613</b>	<b>\$ 200,975</b>	<b>\$ 20,232</b>	<b>\$ 18,368</b>	<b>\$ 215,968</b>	<b>\$ 37,639</b>	<b>\$ 201,363</b>	<b>\$ 36,746</b>	<b>\$ 15,102</b>	<b>\$ 180,251</b>	<b>\$ 28,507</b>	<b>\$ 30,554</b>	<b>\$ 100,818</b>	<b>\$ (60,382)</b>	<b>-12.7%</b>
-----------------------	---------------------	-----------------	-------------------	------------------	------------------	-------------------	------------------	-------------------	------------------	------------------	-------------------	------------------	------------------	-------------------	--------------------	---------------

JARC	PROCEEDS-BUSES SOLD	RESERVE	NET-OUT OF COUNTY	GRAND TOTAL
\$ (22,422)	\$ -	\$ 21,000	\$ 11,200	\$ 1,524,978

CHECKING	SAVINGS	SAVINGS DIRECT
\$ 28,577	\$ 487,768	\$ 153,254
\$ 28,950	\$ 562,086	\$ 153,297
\$ 28,857	\$ 456,166	\$ 153,334
\$ 30,219	\$ 405,142	\$ 153,374
\$ 36,195	\$ 495,470	\$ 153,413
\$ 32,188	\$ 466,645	\$ 153,449
\$ 25,890	\$ 658,135	\$ 153,490
\$ 25,550	\$ 672,791	\$ 153,528
\$ 45,691	\$ 581,892	\$ 153,567
\$ 72,556	\$ 675,229	\$ 183,901
\$ 57,366	\$ 564,814	\$ 283,957
\$ 57,362	\$ 521,635	\$ 284,032

KANDYQHI AREA TRANSIT  
LOCAL AND MINDOT EXPENDITURES

PERSONNEL	12 month budget												Remaining	%		
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13			YTD	
1010 Admin Mgmt	\$ 94,520	\$ 7,271	\$ 7,271	\$ 7,271	\$ 10,907	\$ 7,137	\$ 7,222	\$ 7,213	\$ 7,187	\$ 7,271	\$ 10,907	\$ 7,271	\$ 94,201	\$ 319	0.3%	
1020 Drivers	\$ 292,315	\$ 21,917	\$ 23,366	\$ 23,051	\$ 32,083	\$ 22,698	\$ 20,867	\$ 20,989	\$ 21,227	\$ 20,647	\$ 33,202	\$ 22,345	\$ 285,611	\$ 6,704	2.3%	
1029 Driver Coordinator	\$ 25,114	\$ 1,552	\$ 964	\$ 1,423	\$ 2,523	\$ 333	\$ 1,607	\$ 1,051	\$ 1,133	\$ 1,643	\$ 1,579	\$ 1,517	\$ 16,879	\$ 8,235	32.8%	
1030 Maintenance	\$ 44,156	\$ 3,173	\$ 2,958	\$ 3,132	\$ 4,646	\$ 2,888	\$ 2,792	\$ 2,578	\$ 2,616	\$ 2,758	\$ 5,019	\$ 3,596	\$ 39,257	\$ 4,899	11.1%	
1031 Bus Washing	\$ 10,000	\$ 631	\$ 551	\$ 631	\$ 724	\$ 277	\$ 335	\$ 303	\$ 308	\$ 405	\$ 659	\$ 228	\$ 5,623	\$ 4,377	43.8%	
1041 Secretary/Clerk	\$ 35,446	\$ 2,727	\$ 2,786	\$ 2,694	\$ 4,309	\$ 2,871	\$ 2,730	\$ 2,796	\$ 2,763	\$ 2,744	\$ 4,081	\$ 2,719	\$ 35,950	\$ 4,504	12.4%	
1041-1 Advertising Commission	\$ 3,741	\$ -	\$ -	\$ 219	\$ 377	\$ 314	\$ 112	\$ 199	\$ 243	\$ 243	\$ 371	\$ -	\$ 2,195	\$ 1,547	41.3%	
1042 Fiscal Clerk	\$ 11,201	\$ 856	\$ 867	\$ 898	\$ 1,294	\$ 876	\$ 882	\$ 860	\$ 875	\$ 868	\$ 1,312	\$ 917	\$ 11,391	\$ 4,501	19.0%	
1050 Operations Support	\$ 76,050	\$ 4,309	\$ 4,488	\$ 4,989	\$ 7,659	\$ 5,350	\$ 5,995	\$ 6,074	\$ 6,061	\$ 6,037	\$ 9,233	\$ 5,951	\$ 71,549	\$ 4,501	5.9%	
1061 Health & Life Insurance	\$ 106,920	\$ 7,116	\$ 6,989	\$ 8,844	\$ 7,726	\$ 8,816	\$ 5,428	\$ 7,852	\$ 7,685	\$ 9,473	\$ 7,598	\$ 10,294	\$ 96,680	\$ 10,240	9.6%	
1062 Employer Payroll Taxes	\$ 46,382	\$ 2,886	\$ 5,486	\$ 3,132	\$ 4,502	\$ 2,992	\$ 3,028	\$ 2,931	\$ 3,114	\$ 3,124	\$ 4,839	\$ 3,260	\$ 40,267	\$ 8,792	17.9%	
1064 PERA	\$ 17,000	\$ 16,663	\$ -	\$ (1,626)	\$ -	\$ 510	\$ 100	\$ -	\$ -	\$ 944	\$ -	\$ -	\$ 41,658	\$ 4,724	10.2%	
1065 Workers Compensation	\$ 900	\$ 50	\$ -	\$ 100	\$ -	\$ 50	\$ 100	\$ -	\$ -	\$ 50	\$ 50	\$ 200	\$ 16,491	\$ 509	3.0%	
1066 Other	\$ 812,804	\$ 71,291	\$ 58,913	\$ 58,486	\$ 81,468	\$ 58,243	\$ 54,242	\$ 55,964	\$ 56,239	\$ 59,201	\$ 83,391	\$ 61,345	\$ 758,455	\$ 54,349	6.7%	
1000 TOTAL STAFF																
<b>ADMINISTRATION</b>																
1130 Advertising/Marketing	\$ 14,554	\$ 736	\$ 392	\$ 1,121	\$ 497	\$ 497	\$ 497	\$ 141	\$ 959	\$ 786	\$ 2,216	\$ 1,861	\$ 10,262	\$ 4,292	29.5%	
1141 Legal	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	100.0%	
1142 Accounting	\$ 6,000	\$ 1,664	\$ -	\$ 806	\$ 4,892	\$ 1,007	\$ 1,145	\$ 960	\$ 971	\$ -	\$ 2,308	\$ 976	\$ 16,015	\$ 2,985	15.7%	
1144 Audit Services	\$ 3,000	\$ 760	\$ 790	\$ 44	\$ 124	\$ (692)	\$ (520)	\$ -	\$ -	\$ 135	\$ 391	\$ -	\$ 5,600	\$ 400	6.7%	
1150 Training	\$ 8,000	\$ -	\$ -	\$ 6	\$ 68	\$ 118	\$ 1,506	\$ 375	\$ 608	\$ -	\$ 784	\$ 1,331	\$ 1,633	\$ 1,367	45.6%	
1160 Office Supplies	\$ 15,500	\$ 822	\$ 208	\$ 838	\$ 169	\$ 2,339	\$ 570	\$ 166	\$ 292	\$ -	\$ 4,147	\$ 1,632	\$ 4,866	\$ 3,134	39.2%	
1161 Computer Expense	\$ 2,200	\$ 154	\$ 154	\$ 230	\$ 154	\$ 115	\$ 154	\$ 154	\$ 175	\$ -	\$ 308	\$ 173	\$ 11,666	\$ 3,854	24.7%	
1170 Leases/Copier	\$ 35,000	\$ 2,788	\$ 1,742	\$ 2,006	\$ 2,456	\$ 1,890	\$ 1,620	\$ 2,217	\$ 1,414	\$ 1,486	\$ 2,855	\$ 2,832	\$ 27,262	\$ 275	12.5%	
1180 Utilities	\$ 20,000	\$ 387	\$ 285	\$ 153	\$ 872	\$ 942	\$ 1,157	\$ 1,298	\$ 31,836	\$ (29,778)	\$ 316	\$ 920	\$ 8,270	\$ 11,730	22.1%	
1190 Other Directs	\$ 4,600	\$ 171	\$ 307	\$ -	\$ -	\$ -	\$ -	\$ 64	\$ -	\$ -	\$ -	\$ 2,854	\$ 3,422	\$ 1,178	58.6%	
1191 Uniforms	\$ 5,700	\$ 265	\$ 299	\$ 1,101	\$ 104	\$ 30	\$ 565	\$ 324	\$ 419	\$ 1,451	\$ 1,205	\$ 1,086	\$ 7,201	\$ (1,501)	-26.3%	
1193 Title III Other Admin	\$ 134,554	\$ 7,747	\$ 4,237	\$ 6,305	\$ 10,942	\$ 6,247	\$ 6,694	\$ 11,298	\$ 36,674	\$ (25,920)	\$ 14,529	\$ 13,165	\$ 98,124	\$ 36,430	27.1%	
1200 TOTAL VEHICLE																
<b>VEHICLE CHGES</b>																
1210 Fuel/Lubricants	\$ 114,000	\$ 9,121	\$ 2,790	\$ 8,792	\$ 9,420	\$ 8,375	\$ 8,475	\$ 8,767	\$ 10,189	\$ 9,023	\$ 11,302	\$ -	\$ 95,451	\$ 18,549	16.3%	
1220 Internal Routine Parts	\$ 14,000	\$ 325	\$ 810	\$ 352	\$ 1,635	\$ 1,688	\$ 353	\$ 337	\$ 482	\$ 436	\$ 679	\$ 426	\$ 7,933	\$ 6,067	43.3%	
1222 Internal Repair Parts	\$ 4,500	\$ 985	\$ 1,828	\$ 725	\$ (340)	\$ 915	\$ 568	\$ 572	\$ 741	\$ 37	\$ 847	\$ 1,952	\$ 10,385	\$ (385)	-3.8%	
1230 Contract Labor-Routine	\$ 1,000	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 84	\$ 30	\$ -	\$ 159	\$ 80	\$ -	\$ 402	\$ 4,098	91.1%	
1232 Contract Parts-Routine	\$ 12,500	\$ 2,340	\$ -	\$ 68	\$ 355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,451	\$ -	\$ 6,666	\$ 1,000	100.0%	
1234 Contract Repair Labor	\$ 8,000	\$ 2,572	\$ -	\$ -	\$ 452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,525	\$ 5,834	46.7%	
1236 Contract Repair Parts	\$ 6,000	\$ -	\$ -	\$ -	\$ 953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,423	\$ 68	\$ 7,491	\$ 4,509	37.6%	
1240 Tires	\$ 182,000	\$ 15,343	\$ 5,428	\$ 10,013	\$ 11,257	\$ 10,378	\$ 9,480	\$ 9,706	\$ 11,456	\$ 9,655	\$ 24,332	\$ 5,010	\$ 135,225	\$ 46,775	25.7%	
1250 Other Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
1200 TOTAL VEHICLE																
<b>OPERATIONS CHGES</b>																
1310 Purchase of Service	\$ 37,740	\$ 3,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1333 Senior Volunteer	\$ 30,000	\$ 3,865	\$ 1,320	\$ 1,462	\$ 2,615	\$ 619	\$ 1,954	\$ 1,728	\$ 1,704	\$ 3,553	\$ 5,010	\$ 4,207	\$ 40,076	\$ (2,336)	-6.2%	
1340 Other Rep/Maint.	\$ 67,740	\$ 6,936	\$ 1,320	\$ 4,528	\$ 9,810	\$ 619	\$ 5,458	\$ 5,386	\$ 5,242	\$ 5,749	\$ 9,616	\$ 5,758	\$ 26,453	\$ 3,547	11.8%	
1300 TOTAL OPERATIONS																
<b>INSURANCE CHGES</b>																
1410 Liability Insurance	\$ 39,880	\$ 15,035	\$ -	\$ -	\$ 21,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,580)	\$ 31,396	\$ 8,484	21.3%	
1420 Other	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 2,000	66.7%	
1400 TOTAL INSURANCE	\$ 42,880	\$ 15,035	\$ -	\$ -	\$ 21,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (5,580)	\$ 32,396	\$ 10,484	24.4%	
OPERATIONS SUBTOTAL	\$ 1,239,976	\$ 116,351	\$ 69,897	\$ 80,576	\$ 90,495	\$ 128,290	\$ 76,087	\$ 75,874	\$ 82,354	\$ 109,611	\$ 132,868	\$ 79,690	\$ 1,090,728	\$ 149,250	12.0%	
<b>CAPITAL EXPEND</b>																
1710 Vehicles	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	115,000	100.0%
1750 Other	\$ 170,000	\$ 6,210	\$ 44,205	\$ 47,571	\$ 18,866	\$ 2,359	\$ 19,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,213	\$ 5,787	3.4%	
1700 TOTAL CAPITAL EXP	\$ 285,000	\$ 6,210	\$ 44,205	\$ 47,571	\$ 18,866	\$ 2,359	\$ 19,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,213	\$ 120,787	42.4%	
TOTAL EXPENDITURES	\$ 1,524,976	\$ 122,561	\$ 114,103	\$ 128,087	\$ 109,362	\$ 130,649	\$ 95,726	\$ 82,354	\$ 109,611	\$ 48,685	\$ 132,868	\$ 79,698	\$ 1,254,941	\$ 270,037	17.7%	

KANDIYOHI AREA TRANSIT  
GENERAL TRANSPORTATION

12 month budget	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	YTD	Remaining	%
<b>REVENUES</b>															
2024-1 OUT OF COUNTY REV	\$ 50,750	\$ -	\$ 3,238	\$ 4,013	\$ 4,604	\$ 5,004	\$ 4,627	\$ 5,599	\$ 6,919	\$ 8,055	\$ 7,342	\$ 6,921	\$ 57,620	\$ (6,870)	13.5%
2024-2 BLUE RIDE	\$ -	\$ -	\$ (1)	\$ 1,999	\$ 1,538	\$ 1,406	\$ 2,361	\$ 2,361	\$ 2,376	\$ 2,989	\$ 2,706	\$ 2,052	\$ 22,315	\$ (22,315)	#DIV/0!
2024-3 U CARE	\$ -	\$ -	\$ 206	\$ 214	\$ 235	\$ 691	\$ -	\$ 997	\$ 417	\$ 215	\$ 603	\$ 400	\$ 4,188	\$ (4,188)	#DIV/0!
<b>TOTAL REVENUES</b>	<b>\$50,750</b>	<b>\$ -</b>	<b>\$ 3,442</b>	<b>\$ 6,755</b>	<b>\$ 6,838</b>	<b>\$ 7,233</b>	<b>\$ 6,033</b>	<b>\$ 8,957</b>	<b>\$ 9,696</b>	<b>\$ 10,646</b>	<b>\$ 10,934</b>	<b>\$ 9,373</b>	<b>\$ 84,122</b>	<b>\$ (33,372)</b>	<b>65.8%</b>
<b>EXPENSES</b>															
2024.15 OUT OF COUNTY	\$ 39,550	\$ -	\$ -	\$ 4,359	\$ 6,985	\$ 4,000	\$ -	\$ 5,538	\$ 7,499	\$ 4,826	\$ 3,350	\$ 2,687	\$ 48,926	\$ (9,376)	-23.7%
2024.25 BLUE RIDE	\$ 1,276	\$ -	\$ -	\$ 879	\$ 1,565	\$ 1,048	\$ -	\$ 1,313	\$ 1,376	\$ 1,717	\$ 1,587	\$ 1,387	\$ 14,227	\$ (14,227)	#DIV/0!
2024.35 UCARE	\$ -	\$ -	\$ -	\$ 96	\$ 685	\$ 711	\$ -	\$ 157	\$ 404	\$ 222	\$ 266	\$ 205	\$ 3,187	\$ (3,187)	#DIV/0!
<b>TOTAL EXPENSES</b>	<b>\$39,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,334</b>	<b>\$ 9,236</b>	<b>\$ 5,759</b>	<b>\$ -</b>	<b>\$ 7,008</b>	<b>\$ 9,278</b>	<b>\$ 6,765</b>	<b>\$ 5,203</b>	<b>\$ 4,279</b>	<b>\$ 66,340</b>	<b>\$ (26,790)</b>	<b>67.7%</b>
<b>NET</b>	<b>\$11,200</b>	<b>\$ (5,663)</b>	<b>\$ 3,442</b>	<b>\$ 1,421</b>	<b>\$ (2,397)</b>	<b>\$ 1,474</b>	<b>\$ 6,033</b>	<b>\$ 1,949</b>	<b>\$ 418</b>	<b>\$ 3,881</b>	<b>\$ 5,731</b>	<b>\$ (65)</b>	<b>\$ 17,783</b>	<b>\$ (6,582)</b>	<b>-58.8%</b>



**KANDIYOHI AREA TRANSIT  
JARC**

	12 month budget												%			
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	YTD	Remaining	%	
<b>REVENUES</b>																
2010 Farebox-Cash	\$ 7,000	\$ 746	\$ 713	\$ 684	\$ 749	\$ 552	\$ 600	\$ 605	\$ 539	\$ 686	\$ 555	\$ 734	\$ 7,835	\$ (835)	11.9%	
2025 Fundraising	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 100	\$ -	\$ 250	\$ -	\$ 1,100	\$ (100)	10.0%	
2028 Federal Grant	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 1,490	\$ -	\$ 4,697	\$ -	\$ -	\$ 5,628	\$ -	\$ 11,815	\$ 8,185	-40.9%	
<b>TOTAL REVENUES</b>	<b>\$ 28,000</b>	<b>\$ 746</b>	<b>\$ 713</b>	<b>\$ 684</b>	<b>\$ 749</b>	<b>\$ 2,042</b>	<b>\$ 1,350</b>	<b>\$ 5,302</b>	<b>\$ 639</b>	<b>\$ 686</b>	<b>\$ 6,433</b>	<b>\$ 734</b>	<b>\$ 20,750</b>	<b>\$ 7,250</b>	<b>-25.9%</b>	
<b>EXPENSES</b>																
1010 Admin Mgmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ (31)	#DIV/0!	
1020 Drivers	\$ 19,095	\$ 1,443	\$ 1,510	\$ 1,524	\$ 2,317	\$ 1,425	\$ 1,437	\$ 1,684	\$ 1,554	\$ 1,381	\$ 2,087	\$ 1,253	\$ 19,170	\$ (75)	-0.4%	
1030 Maintenance Wages	\$ 350	\$ -	\$ 208	\$ 75	\$ 132	\$ 113	\$ 113	\$ 75	\$ 151	\$ 132	\$ 75	\$ 38	\$ 1,274	\$ (924)	-263.9%	
1032 Repair Wages	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	100.0%	
1050 Operations Support	\$ 1,000	\$ 115	\$ 115	\$ 115	\$ 172	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 86	\$ 57	\$ 1,346	\$ (346)	-34.6%	
1060 Fringe Benefits	\$ 3,327	\$ 232	\$ 273	\$ 249	\$ 391	\$ 246	\$ 248	\$ 265	\$ 271	\$ 243	\$ 335	\$ 201	\$ 3,226	\$ 101	3.0%	
1180 Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1130 Advertising/Mktg	\$ 10,000	\$ 786	\$ 675	\$ 897	\$ 111	\$ 786	\$ 786	\$ 675	\$ 786	\$ 1,461	\$ 428	\$ 786	\$ 8,963	\$ 1,037	10.4%	
1150 Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1160 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1190 Other Admin	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	100.0%	
1210 Fuel & Lubricants	\$ 10,500	\$ 888	\$ -	\$ 857	\$ 855	\$ 999	\$ 943	\$ 1,075	\$ 1,841	\$ 809	\$ 366	\$ -	\$ 9,437	\$ 1,063	10.1%	
1220 Maint/Parts	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441	\$ 59	11.8%	
1222 Rep Parts	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318	\$ 182	36.3%	
1230 Contract Maint/Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1232 Contract Maint/Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1234 Contract Rep Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1236 Contract Rep Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1240 Tires	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335	\$ -	\$ 335	\$ (35)	-11.5%	
1340 Other Facility Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1410 Public Liab & Prop In	\$ 4,000	\$ 3,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,498	\$ 502	12.6%	
1420 Insurance-Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
1510 Vehicle Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>TOTAL EXPENSES</b>	<b>\$ 50,422</b>	<b>\$ 6,962</b>	<b>\$ 2,781</b>	<b>\$ 3,693</b>	<b>\$ 3,717</b>	<b>\$ 3,684</b>	<b>\$ 3,641</b>	<b>\$ 3,920</b>	<b>\$ 4,718</b>	<b>\$ 4,458</b>	<b>\$ 4,153</b>	<b>\$ 2,335</b>	<b>\$ 48,039</b>	<b>\$ 2,383</b>	<b>-4.7%</b>	
<b>TOTAL</b>	<b>\$ (22,422)</b>	<b>\$ (6,216)</b>	<b>\$ (2,106)</b>	<b>\$ (3,033)</b>	<b>\$ (3,229)</b>	<b>\$ (1,642)</b>	<b>\$ (2,291)</b>	<b>\$ 1,382</b>	<b>\$ (4,080)</b>	<b>\$ (3,773)</b>	<b>\$ 2,280</b>	<b>\$ (1,602)</b>	<b>\$ (27,289)</b>	<b>\$ 4,867</b>	<b>-21.7%</b>	
<b>CAPITAL REIMBURSEMENTS</b>																
2029-2 FEDERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL CAP REIMB</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,602)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	
<b>CAPITAL EXPEND</b>																
1710 Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1750 Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL CAP EXPEND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,602)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	
<b>NET</b>	<b>\$ (22,422)</b>	<b>\$ (6,216)</b>	<b>\$ (2,106)</b>	<b>\$ (3,033)</b>	<b>\$ (3,229)</b>	<b>\$ (1,642)</b>	<b>\$ (2,291)</b>	<b>\$ 1,382</b>	<b>\$ (4,080)</b>	<b>\$ (3,773)</b>	<b>\$ 2,280</b>	<b>\$ (3,203)</b>	<b>\$ (27,289)</b>	<b>\$ 4,867</b>	<b>-21.7%</b>	