

CITY OF WILLMAR

MISSION STATEMENT

The City of Willmar is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

COMMUNITY VALUES

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
SUPPORTING THE CONSENSUS OF THE JULY 22, 2017 STRATEGY WORK SESSION

Motion By: Plowman

Second By: Mueske

WHEREAS, the City Council of the City of Willmar on July 22, 2017 held a Council Strategic Retreat to prioritize and reach a consensus with respect to views on capital projects.

WHEREAS, multiple projects were discussed under three categories defined as Facilities, Stormwater Management and Parks to provide additional guidance regarding execution of those projects.

WHEREAS, the following summary of capital priorities was reached:

Facilities:

1. City Hall (high consideration given to consolidation of multiple facilities)
2. Civic Center (ice plant is urgent/consider consultant for master plan)
3. Community Center/Auditorium tied (both guided by community input, tuckpointing of Auditorium immediate concern)
4. Aquatic Center (pool bottom repair immediate concern)

Stormwater Management:


1. Western Interceptor (design 2017, construction 2018)
2. Menards (design and land purchase 2018, construction 2019)
3. Kennedy School Area (not likely in the next five years)
4. Analyze annually and adjust plans

Parks:

1. Robbins Island (\$250,000 match to receive \$606,000 Legacy Grant)
2. Neighborhood Parks and Playgrounds (replace play units)
3. Rice Park/Miller Park (complete Rice to plan, reconstruct tennis courts at Miller)
4. Swansson Park (improved lighting for Baker Field)

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that the priorities developed at the July 22, 2017 Council Work Session be supported and developed into next year and future City budgets.

Dated this 7th day of August, 2017



Mayor

Attest:



City Clerk



**WILLMAR CITY COUNCIL MEETING
MONDAY, OCTOBER 19, 2020 AT 7:00 PM
BOARD ROOM, HEALTH AND HUMAN SERVICES BUILDING
2200 – 23RD STREET NE, WILLMAR, MINNESOTA
ALSO AVAILABLE BY ELECTRONIC MEANS (GOTO MEETING)**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items
 - Approve: A. City Council Minutes of October 5, 2020
 - B. Willmar Municipal Utilities Commission Minutes of October 12, 2020
 - C. Accounts Payable Report for October 1 through 14, 2020
 - Accept: D. Police Commission Minutes of August 11, 2020
 - E. Building Report for the Month of September, 2020
 - Information: F. Invest in Willmar Board Minutes of September 9, 2020
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Presentation of JC Penney Site Proposal for a City Hall/Community Center – Dione Warne
9. Public Works/Safety Report of October 7, 2020
 - Action Item: A. Resolution to Approve Purchase of Outdoor Community Display Sign at Fire Station
 - B. Resolutions (2)
 - Authorizing Change Order No. 1 – Project No. 2003-A (First Street Overlay)
 - Authorizing Change Order No. 2 – Project No. 2003-A (First Street Overlay)
 - C. Resolution Authorizing Change Order No. 13 – Willmar Wye Project
10. Community Development Committee Report of October 12, 2020
11. Consideration of Civic Center Arena Special Event by On-Sale Liquor License Permit - Warhawks
12. Council Members' Announcements
13. Announcement of Council Committee Meeting Dates
14. Closed Session: Labor Negotiations Strategy under MN Statute §13D.03 Subd. 1(b)
15. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
& BY ELECTRONIC MEANS (GOTO MEETING)

October 5, 2020
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, City Clerk Judy Thompson, and City Attorney Robert Scott.

At this time, Mayor Calvin turned the meeting over to Mayor Pro Tempore Rick Fagerlie.

There were no additions or deletions to the agenda.

Council Member Mueske moved to approve the agenda, as presented. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of September 21, 2020
- B. Willmar Municipal Utilities Board Minutes of September 28, 2020
- C. Planning Commission Minutes of September 16, 2020
- D. Accounts Payable Report for September 17 through September 30, 2020
- E. Park and Recreation Board Minutes of August 19, 2020
- F. Central Community Transit Minutes of April 28, 2020

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Public Works Committee Report for September 23, 2020 was presented to the Mayor and Council by Council Member Plowman. There were four items for consideration.

Item No. 1 It was the recommendation of the Committee to apply and accept, if awarded, for an "Assistance to Firefighters Grant- COVID-19 Supplemental Program" (AFG-S). Through this funding opportunity, FEMA will directly award funding for Personal Protective Equipment (PPE) and other supplies to support the COVID-19 response. FEMA anticipates opening the application period in October 2020. With this grant we would be purchasing coveralls and boots for medical response. This PPE could also be used for other purposes related to COVID-19. The amount of the grant application would be \$40,000 with a 10 percent match required by the City.

Resolution No. 2020-130 Authorization to Apply and Accept the FEMA COVID-19 Grant was introduced by Council Member Plowman. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 2 It was the recommendation of the Committee to approve the Cooperative Construction Agreement with MnDOT for the TH 71 project. The State has improvements scheduled for North TH 71. The State project includes bituminous and concrete surfacing, ADA improvements, J-Turns and tension

cable guardrail from 95 feet south of County Road 90 (37th Avenue NE) to 48th Avenue NE as well as improvements to the existing J-Turn at the intersection of TH 71 and County Road 24 (26th Ave NE). They are requesting the City's participation in the annual future maintenance of the sidewalks at CSAH 24.

Resolution No. 2020-131 Authorizing Entering into Cooperative Construction Agreement Between the City and MnDOT for the TH No. 71 Project was introduced by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 3 Staff brought forth, for information, the stop sign discussion at 15th Avenue SW. Concerns were voiced by several citizens who reside in the neighborhood of cars failing to adhere to the stop sign at the intersection of 15th Avenue and 16th Street, as well as speeding. The Committee and staff discussed various resolves to these issues. This item was for information only.

Item No. 4 Staff brought forth, for information, an update on the 2020 street improvement construction projects currently underway. This item was for information only.

The Public Works Committee Report of September 23, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Finance Committee Report for September 24, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were five items for consideration.

Item No. 1 Staff reported the Willmar Stingers are requesting a 50 percent reduction in their field rental for the 2020 season due to the Covid-19 Pandemic. This year's season consisted of 24 home games of which 14 were on a weekday and 10 were on a weekend. The normal field rent was \$450 for weekday games and \$350 for weekend games which would total \$9,800 for the season. The Willmar Stingers are requesting to pay \$225 for weekday games and \$175 for weekend games totaling \$4,900 for the season.

In July, 2020, an updated plan for outdoor recreation facilities was released by the State of Minnesota which allowed those groups to utilize 25 percent of the normal capacity for suite areas. This limited the Stingers to provide considerably smaller group outings of up to 50 people with 12 regular season games played under this updated plan. Consequently, due to the capacity restrictions set by the State of Minnesota, the 2020 average attendance was 275 which is substantially less than the average attendance in 2019 of 1,006. The Willmar Parks and Recreation Board has reviewed the Stingers' request and is recommending approval by the City Council.

Questions were raised about whether the Stingers had applied for a CARES Act grant for businesses; staff was aware they had submitted an application but was unaware whether or not they received this funding. Further, there were concerns a precedent may be established if the Stingers rent was reduced, resulting in other entities seeking a reduction in charges as well. Committee members also noted the City continued to incur full expenses at the stadium for the home games played this year.

The Committee requested staff to obtain further information from the Stingers, including what grants they may have received relative to the Covid-19 shutdown. This issue will be revisited at the next Finance Committee meeting.

This item was for information only.

Council Member Nelsen informed the Council the Stingers have since removed their request for reduction in fees.

Item No. 2 Staff explained the Kandiyohi County Board has received and approved the CARES Act Funds for Elections to be distributed in Kandiyohi County based on the State's default allocation method.

By using this method, the City of Willmar will receive \$8,196.10 to be used for election expenses due to Covid-19. A resolution needs to be adopted by the Council acknowledging the default allocation method for receipt of these funds.

It was the recommendation of the Committee to approve a resolution to acknowledge and approve the Default Allocation Method to Allocate CARES Act Election Grant Funding to Townships and Cities in Kandiyohi County with the sum of \$8,196.10 to be allocated to the City of Willmar.

Resolution No. 2020-132 Approving Default Allocation Method to Allocate CARES Act Election Grant Funding was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 3 Staff explained it is the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the 2021 crop year. The proposed resolution was presented to the Committee listing the property owners who have made application for Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

It was the recommendation of the Committee to approve a resolution for the agricultural land exemption of special assessments as presented.

Resolution No. 2020-133 Approving Certification of Agricultural Use for Temporary Exemption/Subsequent Deferment of Special Assessments was introduced by Council Member Nelsen. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 4 On May 4, 2020, the City Council adopted the Renaissance Zone (RZ), which is a new zoning overlay encompassing the Central Business District (CBD) and adjacent areas. The RZ is a five-year pilot program intended to encourage economic development. This RZ will offer greater flexibility relative to zoning requirements otherwise imposed by the underlying zoning and is regulated by Section 12 of the Zoning Ordinance. On August 3, 2020, the City Council adopted the additional incentive to provide \$5,000 and \$10,000 matching loans for storefront improvements in the RZ. These loans will be forgiven at 20 percent each year over their five-year term. The Planning and Development Services Department will partner with the Kandiyohi County Housing and Redevelopment Authority (HRA) who will administer the incentive for this year and 2021. Funding for the loans will come from the City's DEED Small Cities Development Program revolving fund. A fee of 15 percent of the project costs (\$10,200 of the \$68,000 balance) will be charged to the DEED account, not to the applicant. For said fee, the HRA will meet with commercial property owners to receive and process their applications, determine the scope of work, prepare contractor specs, solicit contractor bids, award bids, prepare closing docs, collect owner portion of funds, complete closing, record docs, inspect during construction, perform Davis Bacon wage interviews, pay contractors, track projects and report to DEED. The goal is to award up to \$55,000 (for five to eleven projects) worth of storefront loans through 2021. This item was for information only.

Item No. 5 Chair Nelsen explained review of the Mayor's 2021 Proposed Budget will be conducted in a similar manner as last year and the full council should be in attendance at future Finance Committee Meetings to discuss the various aspects of the budget. This item was for information only.

The Finance Committee Report of September 24, 2020, was approved and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson presented a request to approve a resolution appointing election judges for the 2020 General Election. In accordance to Minnesota Statute 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges.

Resolution No. 2020-134 Appointing Election Judges was introduced by Council Member Mueske. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Administrator Gramentz presented information regarding an option to purchase surplus Ridgewater College property from the State of Minnesota, Parcel No. 95-909-0114 as no current public purpose use has been identified. A review of the parcel by City department heads and the Willmar Utility Director has indicated no known City public purpose use for this parcel. The HRA has been contacted and is reviewing the option.

This item died for a lack of discussion by Council.

Council Member Asmus offered the following comments: as she was driving to the meeting tonight, she enjoyed the stunning view of the sunset and the Fall colors; over the weekend many people were at Ramblewood Park taking photos; great week to take in the beautiful weather and colors.

Council Member Mueske offered the following comments: appreciates the efforts made by staff to make tonight's meeting happen; wants community to know we are open for business.

Council Member Schwantes offered the following comments: regarding the 15th Avenue issue – urged everyone to be thoughtful, courteous, and smart around the parks and schools.

Council Member Alvarado offered the following comments: pick up apples and pumpkins, great weather for pictures, "Hats Off" to City IT Department for making this work tonight.

Council Member Plowman offered the following comments: thanked staff for "hybrid" meeting tonight.

Council Member Nelsen offered the following comments: "thank you" to staff for all their time and effort in making the meeting happen tonight.

Council Member Fagerlie inquired about the "smoke" testing process to take place this week on the downtown sewer system.

Public Works Director Christensen explained the process is used to identify any leaks/holes in the system, and indicated the system is pressurized with smoke and the smoke will escape through any leaks/holes allowing for identification of repairs needed.

Council Member Fagerlie then offered the following comments: thanked the Mayor for the recent "Ron Andreen Day", and stated the Mr. Andreen passed away last week.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Wednesday, October 7th at 5:00 p.m.; Finance Committee –no meeting scheduled at this time.; Community Development Committee – Monday, October 12th at 5:15 p.m.; and Labor Relations Committee – no meeting scheduled at this time, but a closed session will be held following the October 19th Council meeting to discuss labor negotiations and strategies.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 7:38 p.m.

MAYOR PRO TEMPORE

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-130

AUTHORIZATION TO APPLY AND ACCEPT THE FEMA COVID-19 GRANT.

Motion By: Plowman Second By: Alvarado

BE IT RESOLVED, by the City Council of the City of Willmar to support submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from FEMA Covid-19.

Dated this 5th day of October, 2020.

s/s Rick Fagerlie
Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-131

A RESOLUTION AUTHORIZING ENTERING INTO COOPERATIVE CONSTRUCTION AGREEMENT BETWEEN THE CITY AND MnDOT FOR THE TH NO. 71 PROJECT.

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into the Cooperative Construction Agreement between the City of Willmar and MnDOT for the TH No. 71 Project.

Dated this 5th day of October, 2020

s/s Rick Fagerlie
Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-132

APPROVING DEFAULT ALLOCATION METHOD TO ALLOCATE CARES ACT ELECTION GRANT FUNDING

Motion By: Nelsen Second By: Asmus

The Council of the City of Willmar hereby acknowledges that the default allocation method will be used to allocate CARES Act Election Grant Funding to the Townships and Cities in Kandiyohi County, the sum of \$8,196.10 will be provided by the county to the municipality under the CARES Act grant to which the county is the Grantee, and the municipality acknowledges that it is subject to the provisions of paragraphs 1 through 5, 7 through 11, and 13 through 15 of the 2020 CARES Act Grant Agreement as if it were the Grantee.

Dated this 5th day of October, 2020.

s/s Rick Fagerlie
MAYOR PRO TEMPORE

ATTEST:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 2020-133

RESOLUTION APPROVING CERTIFICATION OF AGRICULTURAL USE FOR TEMPORARY EXEMPTION/SUBSEQUENT DEFERMENT OF SPECIAL ASSESSMENTS

Motion By: Nelsen Second By: Plowman

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 1404, and 1601, and certain sewer and watermain improvements made under Projects No. 9303 and 9002.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:

1.	Gesch Properties LLC c/o LeAnn Isaacson 10785 46 th Place N Plymouth, MN	95-914-2610 Project 9002 Project 9303 Project 0501 Project 1404	\$39,731.66 20,130.42 77,504.80 180,688.13
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Section 14, Township 119, Range 35

South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins Fifth Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning; except part platted into City of Willmar 12th Street Southeast right-of-way plat. (87.23 acres)

2.	Langsjoen Properties, LLC & Carter Family Holding, LLC 2337 Kennedy Drive Faribault, MN	95-903-0010 Project 0501	\$93,012.00
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Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

3.	J & C Enterprises of Central MN c/o Stephen Jennings PO Box 639 Richmond	Project 8606 Hidden Valley Estates	\$17,869.51
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- 95-308-0010 *Sect-08 TWP -119 Rang-35 Lot-001 Blk-001*
- 95-308-0020 *Sect-08 TWP -119 Rang-35 Lot-002 Blk-001*
- 95-308-0030 *Sect-08 TWP -119 Rang-35 Lot-003 Blk-001*
- 95-308-0040 *Sect-08 TWP -119 Rang-35 Lot-004 Blk-001*
- 95-308-0050 *Sect-08 TWP -119 Rang-35 Lot-005 Blk-001*
- 95-308-0060 *Sect-08 TWP -119 Rang-35 Lot-006 Blk-001*
- 95-308-0070 *Sect-08 TWP -119 Rang-35 Lot-007 Blk-001*
- 95-308-0080 *Sect-08 TWP -119 Rang-35 Lot-008 Blk-001*
- 95-308-0090 *Sect-08 TWP -119 Rang-35 Lot-009 Blk-001*
- 95-308-0100 *Sect-08 TWP -119 Rang-35 Lot-010 Blk-001*
- 95-308-0110 *Sect-08 TWP -119 Rang-35 Lot-011 Blk-001*
- 95-308-0120 *Sect-08 TWP -119 Rang-35 Lot-012 Blk-001*

95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
 95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
 95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
 95-308-0160 Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
 95-308-0170 Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
 95-308-0200 Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
 95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
 95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
 95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
 95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003
 95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003
 95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003
 95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003
 95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003
 95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003
 95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003
 95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003
 95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003
 95-308-0390 Sect-08 TWP -119 Rang-35 Lot-010 Blk-003
 95-308-0400 Sect-08 TWP -119 Rang-35 Lot-001 Blk-004
 95-308-0410 Sect-08 TWP -119 Rang-35 Lot-002 Blk-004
 95-308-0420 Sect-08 TWP -119 Rang-35 Lot-003 Blk-004
 95-308-0430 Sect-08 TWP -119 Rang-35 Lot-004 Blk-004
 95-308-0500 Sect-08 TWP -119 Rang-35 Lot-001 Blk-005
 95-308-0510 Sect-08 TWP -119 Rang-35 Lot-002 Blk-005
 95-308-0520 Sect-08 TWP -119 Rang-35 Lot-003 Blk-005
 95-308-0530 Sect-08 TWP -119 Rang-35 Lot-004 Blk-005
 95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005
 95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

4. Erickson Land Company of Willmar 95-912-0950
 PO Box 628 Project 1601 \$26,156.80
 Willmar, MN

SECT-12 TWP-119 RANG-35

That part of the West Half of Northwest Quarter described as follows: Commencing at the Northwest corner of said Section 12, Thence South 977.23 feet to point of beginning of tract herein described, Thence East 113.15 feet, Thence Northeasterly 120.30 feet, Thence Northeasterly 138.50 feet, Thence Southeasterly 196.87 feet, Thence Southeasterly 318.20 feet, Thence Southwesterly 15.49 feet, Thence Southeasterly 149.81 feet, Thence Southeasterly 153.04 feet, Thence Easterly 193.16 feet to East line of West 40 acres of North 1655 feet of said Northwest Quarter, Thence South 389.82 feet to South line of North 1655 feet of said Northwest Quarter, Thence West 1053 feet to West line of said Section 12, Thence North 677.77 feet to point of beginning, Except that part platted as Trentwood Estates Third Addition.(13.90 acres)

Dated this 5th day of October 2020.

s/s Rick Fagerlie
 Mayor Pro Tempore

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 2020-134

A RESOLUTION APPOINTING ELECTION JUDGES

Motion By: Mueske Second By: Schwantes

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the General Election in the City of Willmar on Tuesday, November 3, 2020:

WARD ONE	Precinct One:	Pat Morse Carl Shuldes Tina Harried Kent Skoglund Wallis Klause Ann Holter Carrie Hjelle
	Precinct Two:	Ramona Berg-Perry Anthony Ogdahl Samuela Heyer Darlene Estwick Jo DeBruycker Ann Day Dana Rucker
	Precinct Three:	Lynn Shuldes Sharon Cruze James Halverson Marv Meyer Judith Hoffer Melissa Maas Lois Picha
WARD TWO	Precinct One:	Mary Louise Wallin Helen Behrends Karen Stern James Buisman Millicent Larsen Marilyn Stulen Ron Noyes Sherris Klaers
	Precinct Two:	Carol Wegner Rita Dragt Linda Dilly Bonnie Ogdahl Patrick Curry Clara DeRonde Marlene Vossen Shannon Orred Barbara Argabright

	Precinct Three:	Donna Hillenbrand Les Heitke Sharon Olson Mary Lorentzen Anne Polta Robert Bliss Nasra Ibrahim Christopher Radel Cole Eischens Daniele Flaten
WARD THREE	Precinct One:	Kathryn Halldin John Dahl Harold Kloster Susan Schiro Jan Dahl Shelley Hedlund Ardel Stiles Randy Lieberg
	Precinct Two:	Kerry Johnson Carol Laumer Janice Vazquez Cheryl Baron Jody Loseth Margaret Erickson Sheniah Kallevig
	Precinct Three:	Sally McAdams Ken Nelson Susan Smith Charles Wattnem Denis Anderson Steve Van Meter Keith Pearson
WARD FOUR	Precinct One:	David Rogers Susan Brauchler Joan Glaesman Sandra George Janice Olson Jim Olson Dan Hurley
	Precinct Two:	Dennis Krueger Marsha Butterfield Mary Huesing Mary Konieczny David Baron Lory Bendickson Sara Rucker Steve Slominski

Precinct Three:

Suzanne Rogers
Benjamin Maas
Marlin Breems
Judy Kloster
Janice Krueger
Linda Zeug
Marlene Adam
Terry Brunson

Dated this 5th day of October 2020.

s/s Rick Fagerlie
MAYOR PRO TEMPORE

ATTEST:

s/s Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF OCTOBER 12, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, October 12, 2020 at 11:45 a.m. with the following Commissioners present: Justin Mattern, Carol Laumer, Abdirizak Mahboub, Nathan Weber, Bruce DeBlicke, Ross Magnuson and Cole Erickson.

Others present at the meeting were: General Manager John Harren, Compliance/HR Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, and City Attorney Robert Scott.

Commissioner Mattern opened the meeting by asking if any revisions were needed to the agenda presented. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlicke seconded.

RESOLUTION NO. 35

“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 28, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20201422 to No. 20201486 and associated wire transfers inclusive in the amount of \$422,763.44.

Dated this 12th day of October, 2020.

President

Attest:

Secretary

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

Finance & Office Services Supervisor Prekker presented the Commission with the August 2020 Financial Reports along with a recap of the August 31, 2020 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2019/2020 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Finance & Office Services Supervisor Prekker continued by reviewing with the Commission the WMU Cost of Power Report for August 2020. This report is illustrated using a rolling year-to-date format and provides the overall cost of power for the year (.069 per kWh twelve-month rolling average). Additional data reflecting the month-to-date cost (.079 per kWh) was also presented for review.

Facilities & Maintenance Supervisor Marti presented the Commission with the September 2020 Wind Turbine Report. Turbine availabilities for the month of September were at 95.2% (Unit #3) and 96.1% (Unit #4) with a total monthly production of 531,071 kilowatt hours. The total generation year-to-date for 2020 is 5,246,596 kilowatt hours. In conjunction with the report, Marti presented the Commission

with photos of blade damage discovered while conducting recent maintenance on the units. (The Commission had been informed of the damage at their Sept. 14th mtg.) Following discussion, the Commission directed staff to conduct additional inspections of the units to determine if any additional damage has been caused to the blades and/or plates (i.e. metal fatigue). Following completion of the investigation, the findings will be presented to the Commission at a future meeting.

As part of the Silent Impact Resolution Workshop presented by Joe Schmit, Compliance/HR Manager Johnson presented the Commission with the September video update entitled "*Fear*". The topics presented continue to be relevant, timely and thought provoking for all. At this time, the informational video was viewed.

General Manager Harren informed the Commission that a meeting of the WMU Labor Committee has been scheduled for Wednesday, Oct. 14th beginning at 7:30 a.m. The main topic of discussion will be related to labor contract negotiations.

General Manager Harren informed the Commission that due to the continued concerns regarding COVID-19, the 2020 MRES Area Meetings will be held via four short webinars on four separate days. Each webinar will cover a different set of topics and are anticipated to last no longer than 1.5 hours. The webinars will all begin at 9:00 a.m. on the following dates: Wed., October 28th; Thurs., October 29th; Wed., November 4th; and Thurs., November 5th. While all four webinars are informative, the following is a prioritization of the four dates felt to be most advantageous for Commission(er) participation: #1 October 29th; #2 November 5th; #3 October 28th; and, #4 November 4th. If any Commissioner would like to participate in any or all of the webinars, please contact Beth to make the necessary arrangements.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming (TBD). Tentative Labor Committee agenda items would include labor negotiations and Renewable Energy Program review. Tentative Planning Committee agenda item(s) will include: Power Plant Phases I & II Environmental Studies, Willmar/Priam Ownership & Construction Agreement; and, Power Plant Substation Control Building.

For information: 2020 Upcoming meetings/events to note include:

- WMU Labor Committee Mtg.: October 14th @ 7:30 a.m. (WMU Office)
- Accounting Clerk Gwen Lipinski retiring October 14th (34+ yrs. of service)
- MRES Area Meeting Webinars (4) @ 9:00 a.m. Oct. 28 & 29 and Nov. 4 & 5

There being no further business to come before the Commission, Commissioner Mahboub offered a motion to adjourn. Commissioner DeBlicke seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:11 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	10/01/2020	thru 10/14/2020
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check.. Number.....		thru
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Totals Only?.....	N	
1099 Vendors Only?.....		
Lower Dollars Limit.....		
Create Excel file & Download	N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AMAZON CAPITAL SERVICES 003557	60244	10/14/20	TONER	149.67		19WX-9Q3M-6QKD		D	N				REFUNDS AND REIM	219.42428.0882
AMERICAN WELDING & GAS I 000057	60245	10/14/20	PLANT WORK GLOVES	69.16		07329462		D	N				SUBSISTENCE OF P	651.48484.0227
	60245	10/14/20	FIRE EXT. TRAINING	567.58		07341076		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	60245	10/14/20	FIRE EXTINGUISHER	71.50		07353766		D	N				SMALL TOOLS	101.42411.0221
	60245	10/14/20	FIRE EXT. INSPECTION	72.00		07355605		D	N				MTCE. OF EQUIPME	101.41408.0334
	60245	10/14/20	FIRE EXT. INSPECTION	72.00		07355606		D	N				MTCE. OF EQUIPME	101.45427.0334
	60245	10/14/20	WELDING GAS	50.25		07374536		D	N				GENERAL SUPPLIES	101.43425.0229
				902.49										
			VENDOR TOTAL	902.49										
ANDERSON LAW OFFICES 002954	60246	10/14/20	LEGAL SERVICES-SEP	16,028.29		13		D	M	07			PROFESSIONAL SER	101.41406.0446
ANDI'S FENCEALL 002815	60247	10/14/20	SHOOTING CAGE	1,431.09		1897		D	N				MTCE. OF STRUCTU	899.45433.0225
	60247	10/14/20	INST. SHOOTING CAGE-LA	2,126.00		1897		D	N				MTCE. OF STRUCTU	899.45433.0335
				3,557.09										
			VENDOR TOTAL	3,557.09										
AT&T MOBILITY 000075	60248	10/14/20	PHONE SERV-SEP	1,193.53		X10032020		D	N				COMMUNICATIONS	101.41409.0330
ATWATER FORD INC 000073	60249	10/14/20	PROGRAMMED KEY FOBS	91.73		80259		D	N				MTCE. OF EQUIPME	101.42411.0334
	60249	10/14/20	PROGRAMMED KEY FOBS	60.25		80269		D	N				MTCE. OF EQUIPME	101.42411.0334
				151.98										
			VENDOR TOTAL	151.98										
AUSTIN INCORPORATED 003610	60250	10/14/20	SEPTIC PUMPING	190.00		13599		D	N				OTHER SERVICES	230.43430.0339
BACKES TECHNOLOGY SERVIC 000087	60251	10/14/20	INTERNET CABLE REPAIR	16.50		18812		D	N				MTCE. OF EQUIPME	101.45433.0224
	60251	10/14/20	INTERNET CABLE REPAIR	315.00		18812		D	N				MTCE. OF EQUIPME	101.45433.0334
				331.50										
			VENDOR TOTAL	331.50										
BAKER TILLY MUNICIPAL AD 003482	60252	10/14/20	ARBITRAGE COMPLIANCE R	3,100.00		BTMA6953		D	N				PROFESSIONAL SER	315.47100.0446
BATTERY WHOLESALE INC 002860	60253	10/14/20	BATTERIES	93.24		154068WIL		D	N				MTCE. OF EQUIPME	101.45433.0224
BENNETT VENTURES INC 001323	60254	10/14/20	KEYS FOR MESSAGE TRLR	24.00		14622		D	N				GENERAL SUPPLIES	101.42411.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BRAUN INTERTEC CORPORATI 000117														
	60255	10/14/20	CONST. MATERIALS TESTI	2,292.00		B224311		D	N				PROFESSIONAL SER	400.48451.0446
	60255	10/14/20	CONST. MATERIALS TESTI	4,310.50		B224448		D	N				PROFESSIONAL SER	400.48453.0446
	60255	10/14/20	CONST. MATERIALS TESTING	822.00		B225402		D	N				PROFESSIONAL SER	400.48451.0446
	60255	10/14/20	CONST. MATERIALS TESTI	1,153.00		B227239		D	N				PROFESSIONAL SER	400.48451.0446
	60255	10/14/20	CONST. MATERIALS TEST	12,881.00		B227261		D	N				PROFESSIONAL SER	400.48453.0446
				21,458.50										
			VENDOR TOTAL	21,458.50										
*CHECK TOTAL														
BROKEN WINDOWS & PRO TEC 002892														
	60256	10/14/20	REPAIRED BROKEN WINDOW	405.00		IBP-0915-16505		D	N				MTCE. OF STRUCTU	101.45433.0225
	60256	10/14/20	REPAIRED BROKEN WINDOW	25.00		IBP-0915-16505		D	N				MTCE. OF STRUCTU	101.45433.0335
				430.00										
			VENDOR TOTAL	430.00										
*CHECK TOTAL														
BSE 001980														
	60257	10/14/20	LT BULBS FOR BLDG	152.40		920760898		D	N				MTCE. OF STRUCTU	101.45433.0225
	60257	10/14/20	LT BULBS FOR BLDG	152.40		920769650		D	N				MTCE. OF STRUCTU	101.45433.0225
				304.80										
			VENDOR TOTAL	304.80										
*CHECK TOTAL														
BULLET PROOF MECHANICAL 003181														
	60258	10/14/20	POOL REPAIR-PARTS	75.00		6484		D	N				MTCE. OF OTHER I	101.45437.0226
	60258	10/14/20	POOL REPAIR-LABOR	420.00		6484		D	N				MTCE. OF OTHER I	101.45437.0336
				495.00										
			VENDOR TOTAL	495.00										
*CHECK TOTAL														
CAMP RIPLEY MESS FUND 001174														
	60259	10/14/20	SNIPER TRNG & LODGING	465.00		20-292		D	N				TRAVEL-CONF. -SCH	101.42411.0333
CARRANZA/NOE 002547														
	60260	10/14/20	INTERPRETED 10/04/20	120.00		260		D	M	07			PROFESSIONAL SER	101.42411.0446
CARRANZA/NORMA I 002542														
	60261	10/14/20	INTERPRETED 10/07/20	120.00		261		D	M	07			PROFESSIONAL SER	101.42411.0446
	60261	10/14/20	INTERPRETED 10/08/20	120.00		262		D	M	07			PROFESSIONAL SER	101.42411.0446
				240.00										
			VENDOR TOTAL	240.00										
*CHECK TOTAL														
CENTERPOINT ENERGY 000467														
	60262	10/14/20	NATURAL GAS-SEP	17.06		6038773/9-20		D	N				UTILITIES	101.43425.0332
	60262	10/14/20	NATURAL GAS-SEP	113.36		6048932/9-20		D	N				UTILITIES	651.48484.0332
	60262	10/14/20	NATURAL GAS-SEP	367.37		6061271/9-20		D	N				UTILITIES	101.45433.0332
	60262	10/14/20	NATURAL GAS-SEP	17.06		6069198/9-20		D	N				UTILITIES	101.43425.0332
	60262	10/14/20	NATURAL GAS-SEP	54.01		6072309/9-20		D	N				UTILITIES	101.45437.0332
	60262	10/14/20	NATURAL GAS-SEP	87.85		6084836/9-20		D	N				UTILITIES	101.45435.0332
	60262	10/14/20	NATURAL GAS-SEP	1,173.25		6085332/9-20		D	N				UTILITIES	101.45433.0332
	60262	10/14/20	NATURAL GAS-SEP	17.06		6093527/9-20		D	N				UTILITIES	101.43425.0332
				1,847.02										
			VENDOR TOTAL	1,847.02										
*CHECK TOTAL														

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTRAL COUNTIES COOPERA 001259	60263	10/14/20	WEED KILLER	1,732.38		12522		D N	GENERAL SUPPLIES	101.43425.0229
	60263	10/14/20	WEED KILLER	1,732.38		12628		D N	GENERAL SUPPLIES	101.43425.0229
				3,464.76						
			VENDOR TOTAL	3,464.76						
CENTRAL TIRE AND AUTO IN 000150	60264	10/14/20	#162835-TIRES	897.00		77412		D N	MTCE. OF EQUIPME	651.48486.0224
	60264	10/14/20	#104969-TIRES	741.00		77446		D N	MTCE. OF EQUIPME	651.48484.0224
				1,638.00						
			VENDOR TOTAL	1,638.00						
CHAMBERLAIN OIL CO 000154	60265	10/14/20	OIL	237.45		337298-00		D N	MOTOR FUELS AND	101.42411.0222
CHAPPELL CENTRAL INC 000156	60266	10/14/20	INST. BOILER	10,662.00		00190099		D N	FURNITURE AND EQ	450.41408.0552
CHARTER COMMUNICATIONS 000736	60267	10/14/20	PHONE SERV-OCT	1,527.50		0009126092220		D N	COMMUNICATIONS	101.41409.0330
	60267	10/14/20	INTERNET SERV-OCT	184.97		0438138100220		D N	COMMUNICATIONS	101.41409.0330
				1,712.47						
			VENDOR TOTAL	1,712.47						
COPSGEAR.COM 003247	60268	10/14/20	THERMAL IMAGE CAMERA	3,700.00		5166		D N	MACHINERY AND AU	450.42411.0553
	60268	10/14/20	THERMAL IMAGE CAMERA	3,700.00		5166		D N	MACHINERY AND AU	450.42411.0553
				7,400.00						
			VENDOR TOTAL	7,400.00						
CORE & MAIN LP 002130	60269	10/14/20	HYDRANT PARTS	816.47		N125871		D N	MTCE. OF OTHER I	101.43425.0226
	60269	10/14/20	HYDRANT PARTS	132.48		N125901		D N	MTCE. OF OTHER I	101.43425.0226
	60269	10/14/20	HYDRANT PARTS	215.66		N131349		D N	MTCE. OF OTHER I	101.43425.0226
				1,164.61						
			VENDOR TOTAL	1,164.61						
CROW CHEMICAL & LIGHTING 000186	60270	10/14/20	CLEANING SUPPLIES	85.30		18885		D N	CLEANING AND WAS	101.43425.0228
	60270	10/14/20	DUST MOP/FLOOR PADS	45.08		18885		D N	GENERAL SUPPLIES	101.43425.0229
	60270	10/14/20	NITRILE GLOVES	344.60		18898		D N	GENERAL SUPPLIES	651.48484.0229
				474.98						
			VENDOR TOTAL	474.98						
DAN'S SHOP INC 002212	60271	10/14/20	FILTERS	60.79		103665		D N	INVENTORIES-MDSE	101.125000
	60271	10/14/20	FILTERS	70.90		103728		D N	INVENTORIES-MDSE	101.125000
	60271	10/14/20	FILTERS	88.70		103930		D N	INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC			002212							
	60271	10/14/20	FILTERS	75.31		104005		D N	INVENTORIES-MDSE	101.125000
	60271	10/14/20	FILTERS	35.59		104035		D N	INVENTORIES-MDSE	101.125000
	60271	10/14/20	FILTERS	88.70		104066		D N	INVENTORIES-MDSE	101.125000
	60271	10/14/20	FILTERS	138.23		104427		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	558.22		*CHECK TOTAL				
				558.22						
DOOLEY'S PETROLEUM INC			000212							
	60240	10/07/20	144.9 GALLONS DIESEL	249.51		489731		D N	MOTOR FUELS AND	651.48486.0222
	60240	10/07/20	125.6 GALLONS DIESEL	212.52		9069		D N	MOTOR FUELS AND	651.48486.0222
	60240	10/07/20	69.2 GALLONS DIESEL	117.09		9069		D N	MOTOR FUELS AND	651.48486.0222
			VENDOR TOTAL	579.12		*CHECK TOTAL				
				579.12						
	60243	10/08/20	6,001 GALLONS UNLEADE	10,622.11		60573		D N	INVENTORIES-MDSE	101.125000
	60243	10/08/20	2,005 GALLONS DIESEL	2,626.73		60573		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	13,248.84		*CHECK TOTAL				
				13,248.84						
	60272	10/14/20	524.1 GALLONS DIESEL	1,023.04		9149		D N	MOTOR FUELS AND	651.48484.0222
	60272	10/14/20	196.1 GALLONS UNLEADED	344.16		9150		D N	MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	1,367.20		*CHECK TOTAL				
				15,195.16						
DUININCK CONCRETE			000151							
	60273	10/14/20	CONCRETE FOR SIDEWALK	400.00		100480		D N	MTCE. OF OTHER I	101.43425.0226
DUININCK CONCRETE CONST			003245							
	60274	10/14/20	EVAPORATION RETARDANT	59.42		2009-639317		D N	GENERAL SUPPLIES	101.43425.0229
DUININCK INC			000222							
	60275	10/14/20	9TH ST RECONSTRUCTIO	375,093.87		2001A/EST. 4		D N	MTCE. OF OTHER I	400.48451.0336
	60275	10/14/20	MIX FOR STREET PATCHIN	6,633.88		543927		D N	MTCE. OF OTHER I	101.43425.0226
	60275	10/14/20	WINTER SAND	2,171.94		544082		D N	GENERAL SUPPLIES	101.43425.0229
	60275	10/14/20	WINTER SAND	1,783.38		544223		D N	GENERAL SUPPLIES	101.43425.0229
	60275	10/14/20	MIX FOR STREET PATCHIN	2,958.18		544244		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	388,641.25		*CHECK TOTAL				
				388,641.25						
EAGLE CREEK STORAGE BLDG			003614							
	60276	10/14/20	10'X20' STORAGE SHED	3,797.00		1626		D N	SMALL TOOLS	101.42412.0221
ED'S SERVICE CENTER & SA			000231							
	60277	10/14/20	TOWING CHARGES-SEP	91.58		STMT/9-20		D N	OTHER SERVICES	101.42411.0339
	60277	10/14/20	MOVE CARS IN IMPOUND LOT	320.00		137394		D N	OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	411.58		*CHECK TOTAL				
				411.58						
ELECTRIC MOTOR COMPANY			003288							
	60278	10/14/20	FAN FOR AERATOR	374.90		152296		D N	MTCE. OF EQUIPME	651.48484.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ELECTRIC PUMP INC			000788							
	60279	10/14/20	MIXER REPAIR-PARTS	1,336.00		0069383-IN		D N	MTCE. OF EQUIPME	651.48484.0224
	60279	10/14/20	MIXER REPAIR-LABOR	540.00		0069383-IN		D N	MTCE. OF EQUIPME	651.48484.0334
	60279	10/14/20	MIXER REPAIR-PARTS	11.54		0069410-IN		D N	MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	1,887.54		*CHECK TOTAL				
				1,887.54						
FELT/JAMES E			000993							
	60280	10/14/20	FUEL REIMBURSEMENT	26.70		092420		D N	MOTOR FUELS AND	101.42411.0222
	60280	10/14/20	INTERNAL AFFAIRS TRNG	14.00		092420		D N	TRAVEL-CONF. -SCH	101.42411.0333
			VENDOR TOTAL	40.70		*CHECK TOTAL				
				40.70						
FERGUSON ENTERPRISES INC			000810							
	60281	10/14/20	PED. LT REPAIR-PARTS	83.78		7851143		D N	MTCE. OF OTHER I	101.43417.0226
	60281	10/14/20	PVC BUSHING	7.42		7877339		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	91.20		*CHECK TOTAL				
				91.20						
FIVE-STAR PUMPING			000234							
	60282	10/14/20	BIOSOLIDS LAND APPLIC	10,640.75		3843		D N	OTHER SERVICES	651.48486.0339
FLAHERTY & HOOD P.A.			001449							
	60283	10/14/20	LEGAL SERVICES-SEP	8,956.25		15182		D M 07	PROFESSIONAL SER	101.41406.0446
	60283	10/14/20	LEGAL SERVICES-SEP	72.50		15182		D M 07	REFUNDS AND REIM	219.42428.0882
	60283	10/14/20	LABOR/EMPL. CONSULT-SEP	878.75		15241		D M 07	PROFESSIONAL SER	101.41406.0446
			VENDOR TOTAL	9,907.50		*CHECK TOTAL				
				9,907.50						
FLEXIBLE PIPE TOOL CO			000273							
	60284	10/14/20	HOSE REEL SWIVEL	351.75		25481		D N	MTCE. OF EQUIPME	651.48485.0224
FORUM COMMUNICATIONS COM			002269							
	60285	10/14/20	ADS-100 MILES/100 DAYS	555.00		103559/10-20		D N	ADVERTISING	101.45432.0447
FRAMEWORK INC			003459							
	60286	10/14/20	WEBSITE HOSTING	199.00		001455		D N	PROFESSIONAL SER	208.45005.0446
GALLS			000288							
	60287	10/14/20	LEATHER BELT	16.38		016516076		D N	SUBSISTENCE OF P	101.42412.0227
	60287	10/14/20	SWAT CLOTHING	59.99		016561725		D N	SUBSISTENCE OF P	101.42411.0227
	60287	10/14/20	SWAT CLOTHING	182.84		016581534		D N	SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	259.21		*CHECK TOTAL				
				259.21						
GATEWOOD ELECTRIC INC			000387							
	60288	10/14/20	INST. GREASE BAY LIGHTS	112.09		8761		D N	MTCE. OF STRUCTU	101.42412.0225
	60288	10/14/20	INST. GREASE BAY LIGHTS	225.00		8761		D N	MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	337.09		*CHECK TOTAL				
				337.09						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293	60289	10/14/20	POSTAGE/FED EX CHARGES	65.87		55360		D	N				POSTAGE	101.42411.0223
GRAHAM TIRE CO 002462	60290	10/14/20	#075799-TIRES	451.82		9337357		D	N				MTCE. OF EQUIPME	101.42411.0224
HAWKINS INC 000325	60291	10/14/20	FERRIC CHLORIDE	5,448.09		4799976		D	N				GENERAL SUPPLIES	651.48484.0229
	60291	10/14/20	POLYMER	8,299.94		4802422		D	N				GENERAL SUPPLIES	651.48486.0229
			VENDOR TOTAL	13,748.03		*CHECK TOTAL								
HIGH POINT NETWORKS INC 002299	60292	10/14/20	FIREWALL SUBSCRIP.-OCT	987.00		165330		D	N				SUBSCRIPTIONS AN	101.41409.0443
	60292	10/14/20	DATTO CLOUD STORAGE-OCT	259.00		165348		D	N				SUBSCRIPTIONS AN	101.41409.0443
	60292	10/14/20	ANTIVIRUS SUBSCRIP.-SEP	618.80		165500		D	N				SUBSCRIPTIONS AN	101.41409.0443
			VENDOR TOTAL	1,864.80		*CHECK TOTAL								
HILLYARD\HUTCHINSON 000333	60293	10/14/20	CLEANING SUPPLIES	252.32		604020009		D	N				CLEANING AND WAS	101.41408.0228
	60293	10/14/20	HAND TWLS/SUPPLIES	1,125.62		604020009		D	N				GENERAL SUPPLIES	101.41408.0229
	60293	10/14/20	CLEANING SUPPLIES	115.40		604020009		D	N				CLEANING AND WAS	101.45427.0228
	60293	10/14/20	HAND TWLS/SUPPLIES	407.06		604020009		D	N				GENERAL SUPPLIES	101.45427.0229
	60293	10/14/20	WINDOW CLEANER	35.16		604025758		D	N				CLEANING AND WAS	101.41408.0228
	60293	10/14/20	TOILET TISSUE	157.84		604025758		D	N				GENERAL SUPPLIES	101.41408.0229
	60293	10/14/20	CLEANING TRAY	20.00		604052711		D	N				GENERAL SUPPLIES	101.45435.0229
	60293	10/14/20	SPRAY GUN FOR CLEANING	595.00		604069785		D	N				REFUNDS AND REIM	219.42428.0882
	60293	10/14/20	CLEANING SUPPLIES	1,528.04		604075885		D	N				CLEANING AND WAS	101.45433.0228
	60293	10/14/20	NITRILE GLOVES	299.60		604075886		D	N				GENERAL SUPPLIES	101.45433.0229
	60293	10/14/20	SPRAY GUN FOR CLEANING	595.00		604086337		D	N				REFUNDS AND REIM	219.42428.0882
	60293	10/14/20	HAND SANITIZER	272.68		604086338		D	N				GENERAL SUPPLIES	101.45433.0229
	60293	10/14/20	HAND TWLS	225.76CR		800492208		D	N				GENERAL SUPPLIES	101.41408.0229
	60293	10/14/20	WINDOW CLEANER	35.16CR		800493232		D	N				CLEANING AND WAS	101.41408.0228
			VENDOR TOTAL	5,142.80		*CHECK TOTAL								
HOFFMAN FILTER SERVICE 000335	60294	10/14/20	ANTIFREEZE	280.50		84493		D	N				INVENTORIES-MDSE	101.125000
HOME DEPOT CREDIT SERVIC 000058	60295	10/14/20	HEAVY DUTY UTILITY CART	119.00		3050281		D	N				SMALL TOOLS	651.48484.0221
	60295	10/14/20	SHELVING FOR TRAILER	86.98		6520186		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	205.98		*CHECK TOTAL								
INDIGITAL 003613	60296	10/14/20	SCANNED DOCUMENTS	839.85		12549		D	N				PROFESSIONAL SER	101.41403.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
JOHANNECK WTR CONDITIONI 003355										
	60297	10/14/20	COOLER RENTAL	1.00		CR1711-3-074		D N	RENTS	651.48484.0440
	60297	10/14/20	COOLER RENTAL	2.00		CR1711-3-086		D N	RENTS	651.48484.0440
	60297	10/14/20	COOLER RENTAL	2.00		ER1801-3-033		D N	RENTS	101.41408.0440
	60297	10/14/20	R.O. SYSTEM RENTAL	39.00		ER1801-3-033		D N	RENTS	101.41408.0440
	60297	10/14/20	DRINKING WATER	26.00		71356		D N	GENERAL SUPPLIES	651.48484.0229
	60297	10/14/20	DRINKING WATER	30.00		71594		D N	GENERAL SUPPLIES	651.48484.0229
	60297	10/14/20	SOFTENER SALT	26.10		71595		D N	GENERAL SUPPLIES	101.43425.0229
	60297	10/14/20	DRINKING WATER	12.00		71681		D N	GENERAL SUPPLIES	651.48484.0229
	60297	10/14/20	DRINKING WATER	24.00		71933		D N	GENERAL SUPPLIES	651.48484.0229
	60297	10/14/20	DRINKING WATER	28.00		72189		D N	GENERAL SUPPLIES	651.48484.0229
	60297	10/14/20	DRINKING WATER	26.00		72389		D N	GENERAL SUPPLIES	651.48484.0229
				216.10						
			VENDOR TOTAL	216.10		*CHECK TOTAL				
KANDI STEEL AND FAB 000867										
	60298	10/14/20	STEEL FOR THE BLDG	16.54		2090		D N	MTCE. OF STRUCTU	101.45433.0225
KANDIYOHI CO RECORDER'S 000382										
	60299	10/14/20	RECORDING FEES	46.00		669697		D N	PROFESSIONAL SER	101.41403.0446
LAND PRIDE CONSTRUCTION 003149										
	60241	10/07/20	SANITARY SEWER IMPROV	22,187.54		2001E/EST. 2		D N	MTCE. OF OTHER I	400.48451.0336
LEAGUE OF MN CITIES INS 001189										
	60300	10/14/20	WORKER'S COMP AUDIT	4,055.00CR		40000465/10-20		D N	DUE FROM M.U.C.-	101.123006
	60300	10/14/20	WORKER'S COMP AUDIT	34.22		40000465/10-20		D N	EMPLOYER INSUR.	101.41400.0114
	60300	10/14/20	WORKER'S COMP AUDIT	0.15		40000465/10-20		D N	EMPLOYER INSUR.	101.41401.0114
	60300	10/14/20	WORKER'S COMP AUDIT	359.16CR		40000465/10-20		D N	EMPLOYER INSUR.	101.41402.0114
	60300	10/14/20	WORKER'S COMP AUDIT	184.30		40000465/10-20		D N	EMPLOYER INSUR.	101.41403.0114
	60300	10/14/20	WORKER'S COMP AUDIT	67.05		40000465/10-20		D N	EMPLOYER INSUR.	101.41405.0114
	60300	10/14/20	WORKER'S COMP AUDIT	159.68		40000465/10-20		D N	EMPLOYER INSUR.	101.41408.0114
	60300	10/14/20	WORKER'S COMP AUDIT	239.79		40000465/10-20		D N	EMPLOYER INSUR.	101.41409.0114
	60300	10/14/20	WORKER'S COMP AUDIT	6.61		40000465/10-20		D N	EMPLOYER INSUR.	101.41420.0114
	60300	10/14/20	WORKER'S COMP AUDIT	68.00CR		40000465/10-20		D N	EMPLOYER INSUR.	101.41424.0114
	60300	10/14/20	WORKER'S COMP AUDIT	2,018.52CR		40000465/10-20		D N	EMPLOYER INSUR.	101.42411.0114
	60300	10/14/20	WORKER'S COMP AUDIT	1,983.41		40000465/10-20		D N	EMPLOYER INSUR.	101.42412.0114
	60300	10/14/20	WORKER'S COMP AUDIT	71.55CR		40000465/10-20		D N	EMPLOYER INSUR.	101.43417.0114
	60300	10/14/20	WORKER'S COMP AUDIT	7,902.81		40000465/10-20		D N	EMPLOYER INSUR.	101.43425.0114
	60300	10/14/20	WORKER'S COMP AUDIT	1.14		40000465/10-20		D N	EMPLOYER INSUR.	101.45001.0114
	60300	10/14/20	WORKER'S COMP AUDIT	5,559.01		40000465/10-20		D N	EMPLOYER INSUR.	101.45432.0114
	60300	10/14/20	WORKER'S COMP AUDIT	22.64CR		40000465/10-20		D N	EMPLOYER INSUR.	101.45433.0114
	60300	10/14/20	WORKER'S COMP AUDIT	537.39		40000465/10-20		D N	EMPLOYER INSUR.	101.45435.0114
	60300	10/14/20	WORKER'S COMP AUDIT	4,732.53CR		40000465/10-20		D N	EMPLOYER INSUR.	101.45437.0114
	60300	10/14/20	WORKER'S COMP AUDIT	3,908.18		40000465/10-20		D N	EMPLOYER INSUR.	651.48484.0114
	60300	10/14/20	WORKER'S COMP AUDIT	400.81		40000465/10-20		D N	EMPLOYER INSUR.	651.48485.0114
	60300	10/14/20	WORKER'S COMP AUDIT	1,932.15CR		40000465/10-20		D N	EMPLOYER INSUR.	651.48486.0114
				7,725.00		*CHECK TOTAL				
			VENDOR TOTAL	7,725.00						

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LOCAL GOV'T INFORMATION			003226							
	60301	10/14/20	MONTHLY SUBSCRIP.-OCT	1,891.00		49339		D N	SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC			002162							
	60302	10/14/20	GAS CAN NOZZLE	22.80		0287661-IN		D N	SMALL TOOLS	651.48484.0221
	60302	10/14/20	EAR PLUGS	105.06		0287823-IN		D N	SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	127.86		*CHECK TOTAL				
LOFFLER COMPANIES			002593							
	60303	10/14/20	CONTRACT USAGE-SEP	160.78		3535160		D N	MTCE. OF EQUIPME	101.41405.0334
MACQUEEN EMERGENCY			003615							
	60304	10/14/20	HELMET FRONTS	89.04		16151		D N	SUBSISTENCE OF P	101.42412.0227
MACQUEEN EQUIPMENT INC			000427							
	60305	10/14/20	#130012-STROBE LIGHT	238.46		P30140		D N	INVENTORIES-MDSE	101.125000
	60305	10/14/20	#201663-PROXIMITY SENSOR	103.74		P30175		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	342.20		*CHECK TOTAL				
MALLORY SAFETY & SUPPLY			.02952							
	60306	10/14/20	FIREFIGHTER BADGES	646.49		4933604		D N	SUBSISTENCE OF P	101.42412.0227
MARCO TECHNOLOGIES LLC			000437							
	60307	10/14/20	RE-BILLED AT NEW RATE	26.60CR		INV7976989		D N	OFFICE SUPPLIES	101.41400.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	45.09CR		INV7976989		D N	OFFICE SUPPLIES	101.41402.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.61CR		INV7976989		D N	OFFICE SUPPLIES	101.41403.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	60.18CR		INV7976989		D N	OFFICE SUPPLIES	101.41405.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	30.61CR		INV7976989		D N	OFFICE SUPPLIES	101.41409.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.70CR		INV7976989		D N	OFFICE SUPPLIES	101.41420.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	27.20CR		INV7976989		D N	OFFICE SUPPLIES	101.42411.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	39.58CR		INV7976989		D N	OFFICE SUPPLIES	101.43417.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	65.55CR		INV7976989		D N	OFFICE SUPPLIES	101.43425.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.61CR		INV7976989		D N	OFFICE SUPPLIES	101.45001.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.61CR		INV7976989		D N	OFFICE SUPPLIES	101.45433.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.61CR		INV7976989		D N	OFFICE SUPPLIES	101.45435.0220
	60307	10/14/20	RE-BILLED AT NEW RATE	26.61CR		INV7976989		D N	OFFICE SUPPLIES	651.48484.0220
	60307	10/14/20	PRINT/PAGE COUNT	474.74		INV8011532		D N	OFFICE SUPPLIES	101.42411.0220
	60307	10/14/20	PRINT/PAGE COUNT	18.48		INV8011540		D N	OFFICE SUPPLIES	101.41402.0220
	60307	10/14/20	PRINT/PAGE COUNT	33.57		INV8011540		D N	OFFICE SUPPLIES	101.41405.0220
	60307	10/14/20	PRINT/PAGE COUNT	4.00		INV8011540		D N	OFFICE SUPPLIES	101.41409.0220
	60307	10/14/20	PRINT/PAGE COUNT	0.09		INV8011540		D N	OFFICE SUPPLIES	101.41420.0220
	60307	10/14/20	PRINT/PAGE COUNT	0.59		INV8011540		D N	OFFICE SUPPLIES	101.42411.0220
	60307	10/14/20	PRINT/PAGE COUNT	12.97		INV8011540		D N	OFFICE SUPPLIES	101.43417.0220
	60307	10/14/20	PRINT/PAGE COUNT	38.94		INV8011540		D N	OFFICE SUPPLIES	101.43425.0220
	60307	10/14/20	HP LASERJET PRINTER	1,080.27		INV8013842		D N	SMALL TOOLS	101.41409.0221
			VENDOR TOTAL	1,209.09		*CHECK TOTAL				
				1,209.09						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MARCO TECHNOLOGIES LLC 001838	60308	10/14/20	COPIER LEASE-OCT	150.00		424983930		D	N				RENTS	101.42412.0440
MARCUS/PAUL 001280	60309	10/14/20	PUMP REPAIR-NEW PRAGUE	9.65		093020		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MATHESON TRI-GAS INC 002898	60310	10/14/20	WELDING SUPPLIES	69.04		22345069		D	N				GENERAL SUPPLIES	101.45433.0229
MENARDS 000449	60311	10/14/20	RV ANTIFREEZE	15.48		05653		D	N				GENERAL SUPPLIES	101.43425.0229
	60311	10/14/20	3QT DRUM FUNNEL	7.99		05716		D	N				SMALL TOOLS	651.48484.0221
	60311	10/14/20	PLANT SUPPLIES	22.66		05903		D	N				GENERAL SUPPLIES	651.48484.0229
	60311	10/14/20	SCREW HOOKS	12.93		06302		D	N				GENERAL SUPPLIES	101.45435.0229
	60311	10/14/20	DOG FOOD/SUPPLIES	127.96		06451		D	N				GENERAL SUPPLIES	101.42411.0229
				187.02										
			VENDOR TOTAL	187.02										
													*CHECK TOTAL	
MIDWEST OVERHEAD CRANE 002104	60312	10/14/20	SHOP HOIST/CRANE INSP.	1,019.22		111656		D	N				MTCE. OF STRUCTU	101.43425.0335
MILLS AUTOMOTIVE GROUP 000432	60313	10/14/20	PARTS FOR L.S. TRUCK	43.24		5116168		D	N				MTCE. OF EQUIPME	651.48485.0224
MINI BIFF LLC 001805	60314	10/14/20	TOILET RENTALS	86.96		A-118473		D	N				RENTS	101.43425.0440
	60314	10/14/20	TOILET RENTALS	86.96		A-118486		D	N				RENTS	101.43425.0440
	60314	10/14/20	TOILET RENTALS	204.26		A-118917		D	N				RENTS	101.43425.0440
	60314	10/14/20	TOILET RENTALS	173.91		A-118947		D	N				RENTS	101.43425.0440
	60314	10/14/20	TOILET RENTALS	86.96		A-119053		D	N				RENTS	101.43425.0440
				639.05										
			VENDOR TOTAL	639.05										
													*CHECK TOTAL	
MN DEPT OF COMMERCE 002553	60315	10/14/20	UNCLAIMED CHECK #48098	50.00		100220		D	N				REFUNDS AND REIM	101.41428.0882
MN DEPT OF LABOR & INDUS 000522	60316	10/14/20	3RD QTR SURCHARGE PYMT	5,730.02		100620		D	N				OTHER CHARGES	101.41402.0449
MN DEPT OF LABOR & INDUS 002857	60317	10/14/20	PRESSURE VESSEL INSP.	30.00		ABR0240394X		D	N				MTCE. OF STRUCTU	101.45433.0335
	60317	10/14/20	BOILER INSPECTION FEE	20.00		ABR0240615X		D	N				LICENSES AND TAX	651.48486.0445
	60317	10/14/20	ELEVATOR LICENSE	100.00		ALR0110232X		D	N				LICENSES AND TAX	101.45433.0445
				150.00										
			VENDOR TOTAL	150.00										
													*CHECK TOTAL	
MN DEPT OF REVENUE 000492	367	10/09/20	SALES TAX-SEP	545.00		STMT/9-20		M	N				SALES TAX PAYABL	101.206000
	367	10/09/20	USE TAX-SEP	13.69		STMT/9-20		M	N				SALES TAX PAYABL	101.206000
	367	10/09/20	SALES TAX-SEP	4.49CR		STMT/9-20		M	N				GENERAL SUPPLIES	101.41401.0229

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MN POLLUTION CONTROL AGE 000511	60320	10/14/20	LUNSTROM-CLASS D EXAM	55.00		101220		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MN POLLUTION CONTROL AGE 000512	60321	10/14/20	LUNGSTROM-TRNG REGIS.	390.00		101220		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MN WEST COMMUNITY TECH C 001713	60322	10/14/20	RADUNZ-CVI RECERTIF.	100.00		725788		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	60322	10/14/20	JUVEN-CVI RECERTIF.	100.00		725788		D	N				TRAVEL-CONF.-SCH	101.43425.0333
				200.00										
			VENDOR TOTAL	200.00										
MORRIS ELECTRONICS 003199	60323	10/14/20	FIREWALL CHANGES TO CNTY	80.00		20158841		D	N				PROFESSIONAL SER	101.41409.0446
	60323	10/14/20	VPN CHANGES TO COUNTY	60.00		20159010		D	N				PROFESSIONAL SER	101.41409.0446
	60323	10/14/20	VPN CHANGES TO COUNTY	72.00		20159058		D	N				PROFESSIONAL SER	101.41409.0446
				212.00										
			VENDOR TOTAL	212.00										
MTI DISTRIBUTING CO 000539	60324	10/14/20	#185284-DECK WHEELS	480.28		1279524-00		D	N				INVENTORIES-MDSE	101.125000
MUNICIPAL UTILITIES 000541	60325	10/14/20	UTILITIES FOR SEP	1,949.59		9/20		D	N				UTILITIES	101.41408.0332
	60325	10/14/20	UTILITIES FOR SEP	3,885.98		9/20		D	N				UTILITIES	101.43425.0332
	60325	10/14/20	UTILITIES FOR SEP	256.07		9/20		D	N				UTILITIES	101.45001.0332
	60325	10/14/20	UTILITIES FOR SEP	1,609.17		9/20		D	N				UTILITIES	101.45427.0332
	60325	10/14/20	UTILITIES FOR SEP	16.05		9/20		D	N				UTILITIES	101.45432.0332
	60325	10/14/20	UTILITIES FOR SEP	12,674.81		9/20		D	N				UTILITIES	101.45433.0332
	60325	10/14/20	UTILITIES FOR SEP	673.33		9/20		D	N				UTILITIES	101.45435.0332
	60325	10/14/20	UTILITIES FOR SEP	124.22		9/20		D	N				UTILITIES	101.45437.0332
	60325	10/14/20	UTILITIES FOR SEP	835.53		9/20		D	N				UTILITIES	651.48484.0332
	60325	10/14/20	UTILITIES FOR SEP	4,273.86		9/20		D	N				UTILITIES	651.48485.0332
				26,298.61										
			VENDOR TOTAL	26,298.61										
MVTL LABORATORIES INC 000544	60326	10/14/20	LAB TESTING	2,329.50		1053185		D	N				PROFESSIONAL SER	651.48486.0446
	60326	10/14/20	LAB TESTING	2,329.50		1053678		D	N				PROFESSIONAL SER	651.48486.0446
	60326	10/14/20	LAB TESTING	45.00		1053709		D	N				PROFESSIONAL SER	651.48484.0446
	60326	10/14/20	LAB TESTING	45.00		1054918		D	N				PROFESSIONAL SER	651.48484.0446
				4,749.00										
			VENDOR TOTAL	4,749.00										
MVTV WIRELESS 003372	60242	10/07/20	AIRPORT INTERNET-OCT	162.95		11699-20201001		D	N				COMMUNICATIONS	101.41409.0330
NATIONWIDE GLASS OF WILL 000564	60327	10/14/20	PLEXIGLASS FOR ELECTIO	1,416.00		3571		D	N				REFUNDS AND REIM	219.42428.0882

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NATIONWIDE GLASS OF WILL 000564	60327	10/14/20	MOVE GLASS/REPL. CLOSER	444.00		3584		D N	REFUNDS AND REIM	219.42428.0882
				1,860.00						
			VENDOR TOTAL	1,860.00						
NELSON INTERNATIONAL 000568	60328	10/14/20	#075799-MOUNTED TIRES	79.62		R101024345:01		D N	MTCE. OF EQUIPME	101.42411.0334
	60328	10/14/20	#088959-RADIATOR	679.74		X101073084:01		D N	INVENTORIES-MDSE	101.125000
				759.36						
			VENDOR TOTAL	759.36						
NORTHERN BUSINESS PRODUC 002322	60329	10/14/20	3 SNEEZE GUARD STANDS	585.00		523680-0		D N	REFUNDS AND REIM	219.42428.0882
	60329	10/14/20	OFFICE SUPPLIES	38.53		528794-0		D N	OFFICE SUPPLIES	101.45432.0220
	60329	10/14/20	LABEL TAPE	41.97		529114-0		D N	GENERAL SUPPLIES	101.45432.0229
	60329	10/14/20	OFFICE SUPPLIES	125.17		529594-0		D N	OFFICE SUPPLIES	101.45432.0220
	60329	10/14/20	24X16 WIRE CART	93.60		533095-0		D N	SMALL TOOLS	101.45435.0221
	60329	10/14/20	OFFICE SUPPLIES	11.98		536076-0		D N	OFFICE SUPPLIES	101.45432.0220
				896.25						
			VENDOR TOTAL	896.25						
NORTHERN STATES SUPPLY 000585	60330	10/14/20	#011985-HOOKS/CLEVIS	31.78		10-585248		D N	INVENTORIES-MDSE	101.125000
	60330	10/14/20	NUTS/BOLTS	32.86		10-585248		D N	MTCE. OF EQUIPME	101.43425.0224
	60330	10/14/20	SPADES	103.15		10-585298		D N	SMALL TOOLS	101.43425.0221
	60330	10/14/20	SAW BLADES	94.17		10-585421		D N	SMALL TOOLS	101.43425.0221
	60330	10/14/20	SAFETY GLASSES FOR STOCK	106.10		10-585478		D N	SUBSISTENCE OF P	101.43425.0227
	60330	10/14/20	TRAFFIC PAINT	107.46		10-585478		D N	GENERAL SUPPLIES	101.43425.0229
	60330	10/14/20	BLO-GUN/PLUG	9.74		10-585603		D N	SMALL TOOLS	101.45435.0221
	60330	10/14/20	GLUE	26.54		10-585603		D N	GENERAL SUPPLIES	101.45435.0229
	60330	10/14/20	LOCATE PAINT	53.73		10-585630		D N	GENERAL SUPPLIES	101.43425.0229
	60330	10/14/20	MARKING PAINT	53.73		10-585647		D N	GENERAL SUPPLIES	101.43417.0229
	60330	10/14/20	MARKING PAINT	51.35		10-585915		D N	GENERAL SUPPLIES	101.43417.0229
	60330	10/14/20	LOCATE PAINT	53.73		1449959		D N	GENERAL SUPPLIES	101.43425.0229
				724.34						
			VENDOR TOTAL	724.34						
NOTEPAGE INC .03018	60331	10/14/20	2021 PAGEGATE SUPPORT	329.17		I12650		D N	PREPAID EXPENSES	101.128000
	60331	10/14/20	2020 PAGEGATE SUPPORT	65.83		I12650		D N	MTCE. OF EQUIPME	101.41409.0334
				395.00						
			VENDOR TOTAL	395.00						
O'REILLY AUTOMOTIVE INC 000650	60332	10/14/20	#165074-BELT	89.56		1528-289645		D N	MTCE. OF EQUIPME	651.48486.0224
	60332	10/14/20	WNDW MARKER FOR AUCTION	1.43		1528-291461		D N	OFFICE SUPPLIES	101.42411.0220
	60332	10/14/20	#171173-CNTRL ARM BSHNGS	97.74		1528-292234		D N	INVENTORIES-MDSE	101.125000
				188.73						
			VENDOR TOTAL	188.73						

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OASIS AERO INC 003286										
	60333	10/14/20	HAND TOWELS	80.41		3446		D N	GENERAL SUPPLIES	230.43430.0229
	60333	10/14/20	AIRPORT MGMT CNTRCT-SE	4,000.00		3447		D N	PROFESSIONAL SER	230.43430.0446
				4,080.41						
			VENDOR TOTAL	4,080.41						
PAT'S GRAPHICS 002543										
	60334	10/14/20	#219105/#206575-DECALS	166.76		11593		D N	MTCE. OF EQUIPME	101.43425.0224
PERKINS LUMBER CO INC 000604										
	60335	10/14/20	LUMBER FOR PARK GAZEBO	14.48		2009-076140		D N	MTCE. OF STRUCTU	101.43425.0225
	60335	10/14/20	PARK SHLTR REPAIR-PARTS	199.90		2009-076506		D N	MTCE. OF STRUCTU	101.43425.0225
	60335	10/14/20	CONCRETE FRAMING MAT'L	44.65		2009-077607		D N	GENERAL SUPPLIES	101.43425.0229
	60335	10/14/20	LUMBER	12.58		2009-077844		D N	GENERAL SUPPLIES	101.43425.0229
	60335	10/14/20	PLYWOOD FOR SHED	48.47		2009-079038		D N	MTCE. OF STRUCTU	101.45435.0225
	60335	10/14/20	PIPE BOOT FOR ADMIN BLDG	30.40		2009-079395		D N	MTCE. OF STRUCTU	651.48484.0225
	60335	10/14/20	6' LADDER	79.99		2009-080955		D N	SMALL TOOLS	101.45435.0221
	60335	10/14/20	PLYWOOD FOR SHED	43.98		2009-080998		D N	MTCE. OF STRUCTU	101.45435.0225
				474.45						
			VENDOR TOTAL	474.45						
PETERSON SHOE STORE 000608										
	60336	10/14/20	HEIN-SAFETY BOOTS	175.00		206301		D N	SUBSISTENCE OF P	101.43425.0227
	60336	10/14/20	RUTER-SAFETY BOOTS	175.00		206648		D N	SUBSISTENCE OF P	651.48484.0227
				350.00						
			VENDOR TOTAL	350.00						
PLUMBING & HEATING OF WI 000618										
	60337	10/14/20	BSMT LEAK REPAIR-PARTS	64.45		29152		D N	MTCE. OF STRUCTU	101.45427.0225
	60337	10/14/20	BSMT LEAK REPAIR-LABOR	202.50		29152		D N	MTCE. OF STRUCTU	101.45427.0335
				266.95						
			VENDOR TOTAL	266.95						
PREMIUM WATERS INC 000374										
	60338	10/14/20	DRINKING WATER	14.50		329949/9-20		D N	SUBSISTENCE OF P	101.42412.0227
	60338	10/14/20	DRINKING WATER	8.00		803211/9-20		D N	SUBSISTENCE OF P	101.45435.0227
				22.50						
			VENDOR TOTAL	22.50						
PRINSCO INC 002165										
	60339	10/14/20	TILE CAPS	53.96		319021-10		D N	GENERAL SUPPLIES	101.43425.0229
QUICK SIGNS 001093										
	60340	10/14/20	SCOREBOARD GRAPHICS	1,500.00		177499		D N	MTCE. OF EQUIPME	101.45433.0224
	60340	10/14/20	INST. SCOREBOARD GRAPHIC	450.00		177499		D N	MTCE. OF EQUIPME	101.45433.0224
	60340	10/14/20	ELEVATOR GLASS GRAPHICS	144.00		177499		D N	MTCE. OF STRUCTU	101.45433.0225
	60340	10/14/20	INST. ELEVATOR GRAPHICS	85.00		177499		D N	MTCE. OF STRUCTU	101.45433.0335
				2,179.00						
			VENDOR TOTAL	2,179.00						

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R.M. COTTON CO						000656								
	60341	10/14/20	HEAT PUMP PARTS	420.00		0119724-IN		D	N				MTCE. OF EQUIPME	651.48486.0224
	60341	10/14/20	HEAT PUMP PARTS	408.00		0119955-IN		D	N				MTCE. OF EQUIPME	651.48486.0224
				828.00										
			VENDOR TOTAL	828.00										
RAMBOW INC						000639								
	60342	10/14/20	YOUTH FOOTBALL SHIRTS	260.40		612926		D	N				GENERAL SUPPLIES	101.45432.0229
REVIZE LLC						003242								
	60343	10/14/20	2021 WEB FORM FEE	600.00		10619		D	N				PREPAID EXPENSES	101.128000
	60343	10/14/20	2020 WEB FORM FEE	300.00		10619		D	N				SUBSCRIPTIONS AN	101.41409.0443
				900.00										
			VENDOR TOTAL	900.00										
RILEY BROS CONSTRUCTION						000653								
	60344	10/14/20	6TH ST SWR/CURB/GTR/	147,941.12		2001B/EST. 3		D	N				MTCE. OF OTHER I	400.48451.0336
RUNNING'S SUPPLY INC						001418								
	60345	10/14/20	LIEBL-SAFETY BOOTS	171.88		5149791		D	N				SUBSISTENCE OF P	101.43425.0227
	60345	10/14/20	SPRAYER PARTS	281.27		5150959		D	N				MTCE. OF EQUIPME	101.43425.0224
	60345	10/14/20	BOOSTER CABLES W/BAG	21.99		5151273		D	N				SMALL TOOLS	651.48484.0221
	60345	10/14/20	INSECT/FLY SPRAY	34.36		5155985		D	N				GENERAL SUPPLIES	651.48484.0229
	60345	10/14/20	2 MECHANICAL CHAIRS	99.98		5161001		D	N				SMALL TOOLS	101.45433.0221
	60345	10/14/20	HONDA GENERATOR	1,049.99		5161212		D	N				SMALL TOOLS	101.42412.0221
	60345	10/14/20	HONDA GENERATOR	1,049.99		5161212		D	N				SMALL TOOLS	101.42412.0221
	60345	10/14/20	EXTENSION CORDS	239.96		5161212		D	N				SMALL TOOLS	101.42412.0221
	60345	10/14/20	EAR PLUGS	15.98		5161212		D	N				SUBSISTENCE OF P	101.42412.0227
	60345	10/14/20	STRAW BALES	59.90		5165464		D	N				GENERAL SUPPLIES	101.45435.0229
	60345	10/14/20	REPL. TRAILER TIRE	16.99		5166757		D	N				MTCE. OF EQUIPME	101.45433.0224
	60345	10/14/20	BATTERIES/SEAFOAM TUNEUP	62.32		5169440		D	N				GENERAL SUPPLIES	101.45433.0229
				3,104.61										
			VENDOR TOTAL	3,104.61										
SAFETY EQUIPMENT STORE/T						003616								
	60346	10/14/20	MSA FACE PIECES/FILTER	2,960.00		5899		D	N				REFUNDS AND REIM	219.42428.0882
	60346	10/14/20	MSA FACE PIECES/FILTER	3,812.00		5899		D	N				REFUNDS AND REIM	219.42428.0882
	60346	10/14/20	CLEANING SOLUTION	1,004.40		5899		D	N				REFUNDS AND REIM	219.42428.0882
				7,776.40										
			VENDOR TOTAL	7,776.40										
SCHEMEL/GLORIA						.03019								
	60347	10/14/20	CANC. ADULT REC CLASS	30.00		100820		D	N				REFUNDS AND REIM	101.41428.0882
SERVICE CENTER/CITY OF W						000685								
	60348	10/14/20	EQUIPMENT REPAIR-PARTS	40.95		STMT/10-20		D	N				MTCE. OF EQUIPME	101.42411.0224
	60348	10/14/20	EQUIPMENT REPAIR-PARTS	155.97		STMT/10-20		D	N				MTCE. OF EQUIPME	101.43425.0224
	60348	10/14/20	EQUIPMENT REPAIR-PARTS	472.17		STMT/10-20		D	N				MTCE. OF EQUIPME	101.42411.0224
	60348	10/14/20	EQUIPMENT REPAIR-PARTS	19.27		STMT/10-20		D	N				MTCE. OF EQUIPME	101.43417.0224
	60348	10/14/20	EQUIPMENT REPAIR-PARTS	618.05		STMT/10-20		D	N				MTCE. OF EQUIPME	101.43425.0224

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SERVICE CENTER/CITY OF W			000685							
	60348	10/14/20	GAS-43.76 GALLONS	79.64		STMT/9-20		D N	MOTOR FUELS AND	101.41402.0222
	60348	10/14/20	GAS-11.99 GALLONS	21.82		STMT/9-20		D N	MOTOR FUELS AND	101.41408.0222
	60348	10/14/20	DIESEL-9.83 GALLONS	13.57		STMT/9-20		D N	MOTOR FUELS AND	101.42411.0222
	60348	10/14/20	GAS-2,404.20 GALLONS	4,350.09		STMT/9-20		D N	MOTOR FUELS AND	101.42411.0222
	60348	10/14/20	DIESEL-141.87 GALLONS	195.78		STMT/9-20		D N	MOTOR FUELS AND	101.42412.0222
	60348	10/14/20	GAS-161.01 GALLONS	289.41		STMT/9-20		D N	MOTOR FUELS AND	101.42412.0222
	60348	10/14/20	GAS-163.78 GALLONS	293.42		STMT/9-20		D N	MOTOR FUELS AND	101.43417.0222
	60348	10/14/20	DIESEL-2,449.60 GALLON	3,380.45		STMT/9-20		D N	MOTOR FUELS AND	101.43425.0222
	60348	10/14/20	GAS-714.25 GALLONS	1,289.40		STMT/9-20		D N	MOTOR FUELS AND	101.43425.0222
	60348	10/14/20	DIESEL-86.98 GALLONS	120.03		STMT/9-20		D N	MOTOR FUELS AND	651.48484.0222
				11,340.02		*CHECK TOTAL				
			VENDOR TOTAL	11,340.02						
SHERWIN WILLIAMS CO			000690							
	60349	10/14/20	FIELD MARKING PAINT	320.34		6282-1		D N	GENERAL SUPPLIES	101.43425.0229
SMEBY/ROSS			002570							
	60350	10/14/20	MILEAGE 9/1-9/30/20	43.70		100220		D N	TRAVEL-CONF.-SCH	101.41409.0333
STAR TRIBUNE			003417							
	60351	10/14/20	NATIVE AD CAMPAIGN	333.33		100369434-0927		D N	OTHER CHARGES	208.45019.0449
STERLING WATER-MINNESOTA			000188							
	60352	10/14/20	SOFTENER RENTAL-OCT	18.50		01454495/9-20		D N	RENTS	101.41408.0440
	60352	10/14/20	SOFTENER SALT	63.30		01465145/9-20		D N	GENERAL SUPPLIES	101.45435.0229
				81.80		*CHECK TOTAL				
			VENDOR TOTAL	81.80						
STREICHER'S			000722							
	60353	10/14/20	AMMUNITION	2,428.10		I1456289		D N	GENERAL SUPPLIES	101.42411.0229
SUN LIFE FINANCIAL			003460							
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	13.50		M352		D N	COBRA INS PREMIU	101.120001
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	77.78		M352		D N	EMPLOYER INSUR.	101.41400.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	139.69		M352		D N	EMPLOYER INSUR.	101.41402.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	45.02		M352		D N	EMPLOYER INSUR.	101.41403.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	110.69		M352		D N	EMPLOYER INSUR.	101.41405.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	21.74		M352		D N	EMPLOYER INSUR.	101.41408.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	73.21		M352		D N	EMPLOYER INSUR.	101.41409.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	27.85		M352		D N	EMPLOYER INSUR.	101.41420.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	5.36		M352		D N	EMPLOYER INSUR.	101.41424.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	101.43		M352		D N	INS. PASS THROUG	101.41428.0819
	60354	10/14/20	LIFE/LTD/VISION INS-OC 1,	004.48		M352		D N	EMPLOYER INSUR.	101.42411.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	106.45		M352		D N	EMPLOYER INSUR.	101.42412.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	155.04		M352		D N	EMPLOYER INSUR.	101.43417.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	518.13		M352		D N	EMPLOYER INSUR.	101.43425.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	24.25		M352		D N	EMPLOYER INSUR.	101.45001.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	91.39		M352		D N	EMPLOYER INSUR.	101.45432.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	46.06		M352		D N	EMPLOYER INSUR.	101.45433.0114

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SUN LIFE FINANCIAL			003460							
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	35.62		M352		D N	EMPLOYER INSUR.	101.45435.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	10.79		M352		D N	EMPLOYER INSUR.	101.45437.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	262.33		M352		D N	EMPLOYER INSUR.	651.48484.0114
	60354	10/14/20	LIFE/LTD/VISION INS-OCT	20.60		M352		D N	EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	2,891.41		*CHECK TOTAL				
				2,891.41						
TEMPLER/THOMAS			001406							
	60355	10/14/20	SAFETY BOOTS	175.00			100820	D N	SUBSISTENCE OF P	651.48484.0227
TIGHTROPE MEDIA SYSTEMS			003177							
	60356	10/14/20	2021 CBL CAST LIVE STR	1,651.00		21414		D N	PREPAID EXPENSES	101.128000
	60356	10/14/20	2020 CBL CAST LIVE STRM	549.00		21414		D N	SUBSCRIPTIONS AN	101.45001.0443
			VENDOR TOTAL	2,200.00		*CHECK TOTAL				
				2,200.00						
TORKELSON'S LOCK SERVICE			002583							
	60357	10/14/20	KEYS FOR CIVIC CENTER	40.00		3155901		D N	MTCE. OF STRUCTU	101.45433.0225
	60357	10/14/20	RE-KEY BSMT LOCKS-PARTS	254.00		4065311		D N	MTCE. OF STRUCTU	101.41408.0225
	60357	10/14/20	RE-KEY BSMT LOCKS-LABOR	70.00		4065311		D N	MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	364.00		*CHECK TOTAL				
				364.00						
US BANK EQUIPMENT FINANC			003143							
	60358	10/14/20	COPIER LEASE-OCT	164.94		425014982		D N	RENTS	651.48484.0440
	60358	10/14/20	COPIER LEASE-OCT	340.00		425141587		D N	RENTS	101.41410.0440
			VENDOR TOTAL	504.94		*CHECK TOTAL				
				504.94						
VAN BERGEN & MARKSON INC			000772							
	60359	10/14/20	POLYMER PUMP PARTS	722.38			380726	D N	MTCE. OF EQUIPME	651.48486.0224
WARRENS GENERATORS LLC			003469							
	60360	10/14/20	OIL/FLTR FOR GENERATOR	46.00		181213		D N	MTCE. OF STRUCTU	101.42412.0225
	60360	10/14/20	UPDATE GEN. FIRMWARE	330.00		181213		D N	MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	376.00		*CHECK TOTAL				
				376.00						
WATCHGUARD VIDEO			003279							
	60361	10/14/20	MOUNTS FOR BODY CAMS	288.00			ACCINV0027158	D N	MTCE. OF EQUIPME	101.42411.0224
WEST CENTRAL INDUSTRIES			000801							
	60362	10/14/20	LATH BUNDLES	71.72			6192	D N	GENERAL SUPPLIES	101.43417.0229
WILLMAR AUTO VALUE			002689							
	60363	10/14/20	#062633-CLEARANCE LT	8.58		22363641		D N	MTCE. OF EQUIPME	101.42412.0224
	60363	10/14/20	BULBS	4.90		22363770		D N	INVENTORIES-MDSE	101.125000

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WILLMAR AUTO VALUE 002689														
	60363	10/14/20	#132486-BACKUP ALARM	36.99		22363993		D	N				INVENTORIES-MDSE	101.125000
	60363	10/14/20	PARTS FOR L.S. TRUCK	6.49		22364207		D	N				MTCE. OF EQUIPME	651.48485.0224
	60363	10/14/20	#163717-GLADHAND COVER	17.24		22364522		D	N				INVENTORIES-MDSE	101.125000
	60363	10/14/20	OIL FOR MOWER	30.97		22365137		D	N				MOTOR FUELS AND	651.48484.0222
	60363	10/14/20	SHOP TOOLS	639.99		22365222		D	N				SMALL TOOLS	101.43425.0221
	60363	10/14/20	FLTRS FOR EFPL. BLOWERS	221.94		22365316		D	N				MTCE. OF EQUIPME	651.48484.0224
	60363	10/14/20	WIPER BLADES	31.99		22365503		D	N				INVENTORIES-MDSE	101.125000
	60363	10/14/20	FREON	38.94		22365968		D	N				GENERAL SUPPLIES	651.48485.0229
	60363	10/14/20	#088959-PIPE/O-RINGS	85.14		22366128		D	N				INVENTORIES-MDSE	101.125000
	60363	10/14/20	OIL FILTERS	7.80		22367139		D	N				MTCE. OF EQUIPME	101.43425.0224
	60363	10/14/20	FILTERS	115.83		22367193		D	N				MTCE. OF EQUIPME	651.48484.0224
				1,246.80										
			VENDOR TOTAL	1,246.80										
														*CHECK TOTAL
WILLMAR CHAMBER OF COMME 000812														
	60364	10/14/20	DIRECTOR SALARY	5,903.92		STMT/9-20		D	N				SALARIES-REG. EM	208.45005.0110
	60364	10/14/20	ASSISTANT SALARY	1,490.72		STMT/9-20		D	N				SALARIES-REG. EM	208.45005.0110
	60364	10/14/20	FICA & INSURANCE	1,909.24		STMT/9-20		D	N				EMPLOYER PENSION	208.45005.0113
	60364	10/14/20	IRA CONTRIBUTION	221.84		STMT/9-20		D	N				EMPLOYER PENSION	208.45005.0113
	60364	10/14/20	PAYROLL/FLEX FEE	113.86		STMT/9-20		D	N				OTHER SERVICES	208.45005.0339
	60364	10/14/20	OFFICE RENT-SEP	689.06		STMT/9-20		D	N				RENTS	208.45005.0440
	60364	10/14/20	INTUIT PAYROLL FEE	17.00		51737		D	N				SALARIES-REG. EM	208.45005.0110
	60364	10/14/20	MAIL PICKUP	5.00		51737		D	N				POSTAGE	208.45005.0223
	60364	10/14/20	INTERNET 07/18-08/17	31.66		51737		D	N				COMMUNICATIONS	208.45005.0330
	60364	10/14/20	MANAGED IT 07/12-08/11	66.66		51737		D	N				PROFESSIONAL SER	208.45005.0446
				10,448.96										
			VENDOR TOTAL	10,448.96										
														*CHECK TOTAL
WILLMAR YOUTH FOOTBALL A 003522														
	60365	10/14/20	FOOTBALL EVALUATIONS	1,000.00		444		D	N				PROFESSIONAL SER	101.45432.0446
WINDSTREAM 002100														
	60366	10/14/20	PHONE SERV-SEP	228.01		STMT/9-20		D	N				COMMUNICATIONS	101.41409.0330
	60366	10/14/20	PHONE SERV-SEP	155.12		STMT/9-20		D	N				COMMUNICATIONS	230.43430.0330
	60366	10/14/20	PHONE SERV-SEP	86.49		STMT/9-20		D	N				COMMUNICATIONS	651.48484.0330
				469.62										
			VENDOR TOTAL	469.62										
														*CHECK TOTAL
WM CORPORATE SERVICES IN 003587														
	60367	10/14/20	GARBAGE SERVICE-OCT	251.31		13001/10-20		D	N				CLEANING AND WAS	101.43425.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	24.35		33004/10-20		D	N				CLEANING AND WAS	651.48484.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	48.67		43002/10-20		D	N				CLEANING AND WAS	651.48484.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	161.04		43002/10-20		D	N				CLEANING AND WAS	651.48484.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	49.68		63000/10-20		D	N				CLEANING AND WAS	101.45435.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	5.00		63000/10-20		D	N				CLEANING AND WAS	101.45435.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	52.70		63005/10-20		D	N				CLEANING AND WAS	101.42412.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	64.74		73000/10-20		D	N				CLEANING AND WAS	101.41408.0338
	60367	10/14/20	GARBAGE SERVICE-OCT	64.74		73000/10-20		D	N				CLEANING AND WAS	101.45427.0338

ACS FINANCIAL SYSTEM
10/14/2020 09:45:13

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.14 PAGE 19

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
REPORT TOTALS:			963,320.44						

RECORDS PRINTED - 000445

ACS FINANCIAL SYSTEM
10/14/2020 09:45:13

Vendor Payment History Report

CITY OF WILLMAR
GL060S-V08.14 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	282,290.71
208	CONVENTION & VISITORS BUREAU	10,981.29
219	CORONAVIRUS RELIEF FUND	11,591.64
230	WILLMAR MUNICIPAL AIRPORT	4,425.53
315	D.S. - 2015 BOND	3,100.00
400	S.A.B.F. - 2020	566,681.03
450	CAPITAL IMPROVEMENT FUND	18,062.00
651	WASTE TREATMENT	62,631.15
899	DONATION FUND (AGENCY)	3,557.09
TOTAL ALL FUNDS		963,320.44

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	963,320.44
TOTAL ALL BANKS		963,320.44

MINUTES
WILLMAR POLICE COMMISSION
Tuesday, August 11, 2020

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, August 11, 2020, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Dennis Anfinson, and Secretary Mike Kubesh. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Schulstad at 9:33 a.m.

A motion was made by Commissioner Anfinson, seconded by Commissioner Kubesh, to approve the June 3, 2020 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that there have been some performance issues with one of the probationary candidates. He gave a synopsis of some of the concerns brought up by supervisors and Field Training Officers regarding this employee. Chief Felt said it would be the recommendation that because of the significant deficiencies and not meeting training standards, the candidate not be certified to the appointing authority. After the Commissioners read through the employee's performance paperwork and further discussion, Commissioner Anfinson made a motion, seconded by Commissioner Kubesh, that this probationary employee be separated from the Willmar Police Department within the probationary period. **Motion carried.**

Commissioner Anfinson made a motion, seconded by Commissioner Kubesh, to authorize Chief Felt to send out additional background packets.

Miscellaneous

Chief Felt updated the Commission on Officer Nicole Wortham, who is currently out on Workman's Comp.

Chief Felt informed the Commission that Officer Kyle Athmann is doing well and fitting in well.

Discussion followed on the cold case homicide from 1974 that was solved recently. Chief Felt explained that since the department was up to full staff for the summer, Det. Sgt. Chad Nelson was given the assignment of working on cold cases. Nelson put together a group of officers who worked with him on this case. Chief Felt explained the process they went through in reviewing the 1974 case.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Kubesh. The meeting was adjourned at 10:27 a.m.

Secretary Mike Kubesh
by Sue Edwards

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029861	9/3/2020	County Of Kandiyohi 2200 23rd St NE	95-901-0400	Alteration Commercial Add/Alter	Interior Remodel - Kandiyohi County Health & Human Services	\$83,239.00 \$1,340.58
WI029862	9/10/2020	BNSF Railway Company 701 Litchfield Ave SE	95-220-0210 Block 2 Ferring's Addition	New Commercial New	Construct BNSF Yard Office	\$1,037,000.00 \$8,952.90
WI029869	9/25/2020	Heiling/Gabriel(Gabe)& Amber 407 Country Club Dr NE	95-466-0070 Block 1 Second Addition To Lakewood	Storage Shed Garage/Shed	Water Oriented Structure - Shed & Deck	\$6,000.00 \$3.00
WI029870	9/3/2020	Savchuk/Kevin J 1900 6th St SW	95-340-0110 Block 2 Hilltop Park	Porch Residential Add/Alter	(2) 20x10 Porch	\$17,872.00 \$441.65
WI029874	9/3/2020	Nelson Revocable Trust/Laila M 211 Valley View Dr SE	95-831-0350 Lot 6, Block 1 Valley View Court	Townhouse Units Replace	Gas Furnace and AC	\$8,185.00 \$56.00
WI029878	9/25/2020	Mcdonald'S (064-22) 717 1st St S	95-020-0070 Block 1 Fifth Addition To The Town Of Willmar	Commercial/Ind Alt/Remodel	Install a Hand Sink	\$0.00 \$1.00
WI029881	9/3/2020	Gaal/Abdulcadir Abucar/& 411 Litchfield Ave SW	95-003-4970 Block 43 Willmar, Town Of (Original)	Single Family Replace	Boiler Install	\$10,000.00 \$1.00
WI029885	9/3/2020	Campos/Olivia 207 7th St NW	95-003-0830 Block 8 Willmar, Town Of (Original)	Single Family Replace	Install Boiler	\$9,521.00 \$31.00
WI029889	9/3/2020	Carlson/Gerald L & Jean M 721 4th St SE	95-250-0090 Lot 9, Block 1 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00 \$31.50
WI029893	9/3/2020	Leenstra/Thomas J & Barbara 2401 20th Ave SW	95-601-0065 Lot 9, Block 2 Ortenblad's Homesites	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029897	9/3/2020	Knutson/Kristen 2205 24th St SW	95-715-0710 Lot 1, Block 1 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI029898	9/3/2020	Pfeffer/Chad & Tristin 1219 Ramblewood Ave SW	95-690-1560 Block 8 Ramblewood Addition	Single Family Replace	Gas Furnace Replacement	\$3,500.00 \$31.00
WI029899	9/3/2020	Ribot/Raymond G Rodriguez 1501 14th Ave NE	95-911-0300	Single Family Replace	A/C Replacement	\$3,500.00 \$26.00
WI029900	9/3/2020	Fraser/Debra A & John 300 26th Ave SW	95-683-0720 Lot 22, Block 5 Portland Acres 3rd Addition	Single Family Replace	Water Heater Replacement	\$1,080.00 \$26.00
WI029901	9/10/2020	Aurora 4 Llc / U.S. Bank 318 2nd St SW	95-003-5310 Block 45 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace city heat W/Boilers	\$40,810.00 \$20.41
WI029902	9/25/2020	Larson/Joan L 1232 7th St SW	95-780-0800 Block 4 Sunnyside	Reroofing Residential Add/Alter	Residential Reroof	\$7,820.00 \$33.91
WI029903	9/3/2020	Carruthers/ Scott 2750 Fairway Dr NE	95-212-0270 Lot 9, Block 2 Fairway Park Estates	Alteration Residential Add/Alter	Remove bearing wall and install 2ply LVL Header	\$1,000.00 \$58.34
WI029904	9/3/2020	Garcia/David O & Juana M 725 Park Ave NW	95-710-0140 Lot 4, Block 2 Seminary Addition	Siding Residential Add/Alter	Residential Reside	\$2,500.00 \$51.25
WI029905	9/10/2020	Gislason/Brian & Judy 309 Trott Ave SE	95-740-0390 Block 3 Spicer's Addition	Alteration Residential Add/Alter	Water Damage repair	\$2,800.00 \$1.40
WI029906	9/3/2020	Propp/Lois 400 Lakeland Dr SE	95-184-0010 Block 1 Erickson's Third Addition	Siding Residential Add/Alter	Residential Reroof/ Siding	\$15,000.00 \$87.50
WI029908	9/10/2020	Sunder/Richard S& Shawndra L 408 34th St NW	95-833-0730 Lot 13, Block 5 Valley Brook Estates	Reroofing Residential Add/Alter	Residential Reroof	\$10,300.00 \$35.15

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029909	9/10/2020	Mcchesney/Steve & Roberta 920 5th St SE	95-250-1450 Lot 5, Block 7 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25
WI029910	9/10/2020	Divine House Properties Llp 931 Meadow Lane SW	95-600-0190 Block 2 Orchard Hill, Nursery Add	Alteration Residential Add/Alter	Storm Damage Repair	\$3,000.00 \$124.84
WI029912	9/10/2020	king/ Harlan 925 3rd St SE	95-250-1230 Lot 13, Block 6 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00 \$31.50
WI029916	9/25/2020	Holwerda/Stacy 707 8th St SW	95-006-3420 Block 80 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Interior Remodel	\$35,000.00 \$743.09
WI029917	9/10/2020	Sammons/Douglas & Lenda 3304 4th Ave NW	95-833-0970 Lot 7, Block 6 Valley Brook Estates	Reroofing Residential Add/Alter	Residential Reroof	\$8,950.00 \$34.48
WI029918	9/10/2020	Fladeboe Property Mgmt, Llc 514 Pacific Ave SW	95-915-2840	Reroofing Commercial Add/Alter	Commercial Reroof	\$13,796.00 \$219.15
WI029919	9/10/2020	Wetterling/Steven & Staci 1221 29th St NW	95-135-0060 Lot 6, Block 1 College View	Reroofing Residential Add/Alter	Residential Reroof	\$2,787.00 \$31.39
WI029920	9/16/2020	Marcus/Jodelle R & Curtis 1609 16th Ave NW	95-603-0360 Lot 26, Block 2 Oslo Heights	Alteration Residential Add/Alter	Enclosed Gazebo	\$5,361.00 \$187.89
WI029921	9/16/2020	Kotrba/Dustin/& M M Dittrich 612 26th Ave SW	95-683-0260 Lot 6, Block 2 Portland Acres 3rd Addition	Siding Residential Add/Alter	Residential Reside	\$8,334.00 \$54.17
WI029922	9/16/2020	Bosch/Duaine W & Patricia 1025 7th St SW	95-090-1480 Booth's Addition To Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$7,823.00 \$56.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029923	9/16/2020	Weberg/Victor & Shirley 716 23rd St SE	95-668-2040 Lot 4, Block 1 Pheasant Run	Single Family Replace	Gas Furnace & A/C Replacement	\$7,244.00 \$56.00
WI029924	9/16/2020	Torkelson/Elverd & Judith 1420 18th St SW	95-861-0330 Lot 3, Block 3 West Park 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,500.00 \$31.00
WI029925	9/25/2020	Gunderson/Mary L 700 Bonham Boulevard SW	95-070-0010 Lot 1 Bonham's Subdivision	Single Family Replace	Gas Furnace & A/C Replacement	\$6,500.00 \$56.00
WI029926	9/16/2020	Stadem/Peter 919 Ella Ave NW	95-009-1660 Block 137 Second Addition To Willmar	Install Egress Window Residential Add/Alter	Egress Window x2	\$1,500.00 \$81.03
WI029927	9/16/2020	Aehn, Llc 1373 24th St NW	95-133-0110 College Gardens Condo #9	Multi Family Apts/Condos Replace	Boiler	\$10,995.00 \$115.45
WI029928	9/16/2020	Aehn, Llc 1355 24th St NW	95-909-0200 College Gardens Condo #9	Multi Family Apts/Condos Replace	Boiler	\$10,995.00 \$115.45
WI029929	9/16/2020	Aehn, Llc 1319 24th St NW	95-909-0200 College Gardens Condo #9	Multi Family Apts/Condos Replace	Boiler	\$10,995.00 \$115.45
WI029930	9/16/2020	Packa/Ryan C 909 Johanna Ave SE	95-056-0030 Lot 3, Block 1 Bergquist's Estates	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI029931	9/16/2020	County Of Kandiyohi 400 Benson Ave SW	95-003-2350 Block 23 Willmar, Town Of (Original)	Commercial/Ind Replace	Commercial HVAC - Replace Chiller	\$139,131.00 \$69.57
WI029933	9/16/2020	Marvin Development Iv, Llc 200 24th Ave SE	95-841-0200 Lot 1, Block 3 Water View Business Park(The)	Commercial/Ind RPZ	Install 2 - RPZs below pressure washer	\$0.00 \$91.00
WI029934	9/25/2020	Christianson Propertes, Llc 2708 3rd Ave SE	95-882-0090 Lot 9, Block 1 Woodberry Addition	New New Single-Family Dwelling		\$231,683.00 \$2,668.80

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029935	9/25/2020	Christianson Propertes, Llc 2708 3rd Ave SE	95-882-0090 Lot 9, Block 1 Woodberry Addition	Single Family New	\$231,683.00	\$116.84
WI029936	9/15/2020	Christianson Propertes, Llc 2708 3rd Ave SE	95-882-0090 Lot 9, Block 1 Woodberry Addition	Single Family New	\$231,683.00	\$163.00
WI029937	9/25/2020	Aguilar/Orestes & Maria 425 14th St SE	95-184-0380 Lot 8, Block 3 Erickson`s Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00 \$33.25
WI029938	9/25/2020	Tepfer/Beth Ann 1400 Trott Ave SE	95-184-1220 Block 8 Erickson`s Third Addition	Single Family Replace	Replace private sewer outside home	\$2,000.00 \$71.00
WI029939	9/25/2020	Kandiyohi Co Fair Ass`N 801 7th St NW	95-210-0010 Fair Grounds Addition	Reroofing Commercial Add/Alter	Commercial Reroof/ 4-H Building	\$19,088.00 \$296.79
WI029940	9/25/2020	Willmar Comm Golf Club Inc 1000 26th Ave NE	95-902-0040	New Commercial New	Construct WJGF Training Facility	\$294,843.00 \$4,370.13
WI029943	9/25/2020	Halldin/Daniel J & Kathryn M 1024 Hill Road SW	95-600-0690 Block 4 Orchard Hill, Nursery Add	Porch Residential Add/Alter	20`x8` Porch	\$10,000.00 \$272.71
WI029944	9/25/2020	Watkins/Theresa M 1312 9th St SE	95-670-0090 Lot 9, Block 1 Pleasant View Addition	Install Egress Window Residential Add/Alter	Egress Window	\$750.00 \$49.26
WI029945	9/25/2020	Hastad/Lawrence A 808 26th Ave SW	95-867-0610 Lot 21, Block 2 West Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$4,500.00 \$32.25
WI029946	9/25/2020	Snyder/Ronald & Nancy 2524 7th Ave SE	95-668-5030 Lot 14, Block 1 Pheasant Run	Single Family Replace	Gas Furnace & A/C Replacement	\$7,937.00 \$56.00
WI029947	9/25/2020	Schow/Kyle 1400 Richland Ave SW	95-696-0110 Lot 1, Block 2 Richland Acres	Addition Residential Add/Alter	18-6x14 Bedroom Addition	\$32,590.00 \$712.19
WI029951	9/25/2020	Bihi/Mohamed 210 5th St SW	95-003-3370 Block 31 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	\$33,159.00 \$16.58

Issued Dates: 9/1/2020 to 9/30/2020
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 10/2/2020

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Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI029952	9/25/2020	Brz Vineyards, Llc 601 Industrial Dr SW	95-916-2970 Commercial/Ind Alt/Remodel	Replace gas furnace	\$9,000.00	\$94.50
WI029953	9/25/2020	Slavik/Jessica 501 24th St SE	95-668-1215 Block 7 Pheasant Run Residential Add/Alter	Deck	\$4,600.00	\$166.89
WI029955	9/25/2020	Keith/Ronald F & Bonita K 2221 Gorton Ave NW	95-380-0060 Lot 6, Block 1 Hummel's Addition Reroofing Residential Add/Alter	Residential Reroof	\$2,100.00	\$31.05

Count: 57 **Totals: \$2,680,154.00 \$22,723.29**

Year-to-Date Summary (1/1/2020 through 9/30/2020)

Count: 526 **YTD Totals: \$28,217,071.00 \$292,950.14**

INVEST IN WILLMAR BOARD MEETING SUMMARY

Approved: 10-14-20

The Invest in Willmar Board met at 4:00 p.m. Wednesday, September 9, 2020 via GoTo teleconference.

Members present were: Matt Dawson, Mary Sawatzky, Tony Amon, Denis Anderson, Bob Poe, Mayor Marv Calvin, City Administrator Brian Gramentz and Andrey Nelsen joined at 4:35 p.m.

Also present were: Council Member Julie Asmus, Recreation Director Rob Baumgarn, Rachel Skretvedt – Robbins Island Chair, Gretchen Otness - Recreation Center Chair, Janell Sommers, Administrative Assistant and Shelby Lindrud, Journalist.

The meeting was called to order at 4:00 p.m. by Chair Dawson. Upon review of the agenda, a motion was made by Denis Anderson, seconded by Tony Amon and passed to approve the agenda as presented. A motion was made by Mary Sawatzky, seconded by Tony Amon and passed to approve the minutes of the August 12, 2020 meeting.

Mayor Calvin updated the board on the four motions passed by the City Council at their September 8th meeting to include bonding up to \$5 million allowing their expenditure to be directed by staff up to \$3 million for Robbins Island and up to \$2 million for Swansson Fields. The re-engagement of Widseth and LSE Architects and Marcus Construction was approved as well for the Event Center and Recreation Fields. The financial report appears to be very favorable with the revenues coming in.

City Administrator Gramentz stated he contacted the architects making them aware of the Council action and encouraged the projects be arranged by creating a base project and include any alternates which allows flexibility for the City Council, if and when finances improve. Discussion was held relating to the 10 percent contingencies for the projects.

Gretchen Otness, Event Center Chair, was present to answer questions of the board on the Master Plan drawings/schematic of the Civic Center area. As the architects are now re-engaged they will move more into the design and development stage of the projects and consider operational costs. City Administrator Gramentz made note that eventually the City Council will approve the Master Plan to allow staff to initiate conversations with the school district to identify the land to be acquired for the project and explained the process that needs to take place.

Mary Sawatzky gave a brief update on the Swansson Fields project with bids to be opened on September 16th which will enable the subcommittee to move forward on their projects.

Rachel Skretvedt updated the board on the status of the Robbins Island project. The park is now closed with water main improvements proposed to start this week. With the bids coming in low they are hopeful to move ahead with plans and design for shelters to be brought through the committee process and to council. The first phase of the project appears to be close to \$1.5 million when you include soft costs and the architects. A ball park figure for two shelters would be \$600,000 and consideration being given to updating Guri Shelter. Audrey Nelsen questioned enhancements

for walkways and trails. Mayor Calvin brought forward the comment that now would be the time to do that with the contractor at the site and also consideration for an Amphitheater that was in the Master Plan.

Council Member Asmus noted the Community Center project remains on hold. There was no update for Storm Water.

Tony Amon updated Recreation Fields noting they have seen the Master Plan and they are excited to move forward with design and costs now that the Council has re-engaged the architect.

Gretchen Otness, Event Center Chair, relayed no updates at this time.

Chair Dawson asked City Administrator to recap the funding. Mr. Gramentz stated if you remove Storm Water and Community Center the numbers are:

Robbins Island for \$3 million
Swansson Fields for \$2 million
Recreation Fields for \$6 million
Event Center for \$10 million

He indicated those figures look doable based on the current financial projections, but he is asking the architects and subcommittees to set base projects and then alternates that can be added if additional funding becomes available. He foresees the Event Center being funded with more than the board's \$2 million recommendation.

Next meeting date was announced as October 14th at 4:00 p.m.

There being no further business to come before the board, the meeting adjourned at 5:11 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant



City Council Action Request

Council Meeting Date:	October 19, 2020	Agenda Item Number:	8.
Agenda Section:	Council	Originating Department:	Administration
Resolution	No	Prepared by:	City Administrator
Ordinance	No	Reviewed By:	N/A
No. of Attachments	Two (2)	Presented By:	City Administrator
Item:	Receive presentation from Dion Warne, representing the Willmar Ten Investors group on the development of a City Hall and Community Center at the current JC Penny site in the Uptown Mall.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to receive the proposal, and instruct staff to work on _____ City Hall/Community Center project.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The City Hall Task Force committee and the Invest in Willmar Community Center sub-committee met on September 16, 2020 at the Willmar Fire Station training room to hear and discuss the proposal. On a vote of 11-2 it was recommended that the City of Willmar pursue discussions on the proposal.

OVERVIEW:

On September 3, 2019 the City Council selected the existing Community Center site for the construction of a new, combination City Hall/Community Center facility. An Architectural firm and Construction Management firm were selected to design and construct the facility. On May 18, 2020 the Council directed suspension of the architects and subsequently the two firms were notified that due to COVID-19 economic uncertainties the preparation of plans were placed on hold. The two firms are awaiting instructions from the city to re-engage.

Since that time, a local investment/development group has put together a proposal utilizing the current JC Penny building in the Uptown Mall. There were some initial communications between the group and city officials on the proposal’s merits. The group presented their proposal to the joint City Hall Task Force and Invest in Willmar Community Center sub-committee on September 16th.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

- Option 1: Continue with plans for the City Hall and Community Center at the existing Community Center location.
- Option 2: Consider alternatives such as the Willmar 10 Investors proposal at the Uptown Mall.
- Option 3: Do nothing.

BUDGETARY/FISCAL ISSUES:

Current project:

- The total cost for the combination City Hall/Community Center (Original Plan) was estimated to be \$10.5 million.
- \$2 million from the voter approved Local Option Sales Tax, construction funds come from the sale of bonds.
- \$8.5 million from reserves and/or long term bonding (this will increase the tax levy).

- Bond interest rates are favorable at this time.
- It has not yet been determined what kind of project the city can construct within the proposed \$10.5 million budget.

Proposed project:

- The cost of leasing and eventual purchase price have not been determined yet.
- Leasing a space for the first 3-4 years is an operational expense (this will increase the tax levy).
- Purchase of the space at the end of the lease period will require use of reserves and/or bonding (this will increase the tax levy).
- The City will need to determine if we will bond for the \$2 million to fund the Community Center portion to reduce both the lease payments and future purchase price of the facility.
- The City will need to determine if we will use any reserves to fund the City Hall portion to reduce both the lease payments and future purchase price of the facility.
- It has not yet been verified that the cost of the project will result in the proposed 20% savings.
- Renderings are for concept only. No structural engineering has been done to verify the building exterior design concept can be constructed.

ATTACHMENTS:

- Maps/diagrams of proposed development
- Proposal main talking points

WILLMAR TEN INVESTORS – CITY HALL/COMMUNITY CENTER PROPOSAL

OCTOBER 19, 2020

DISCUSSION POINTS

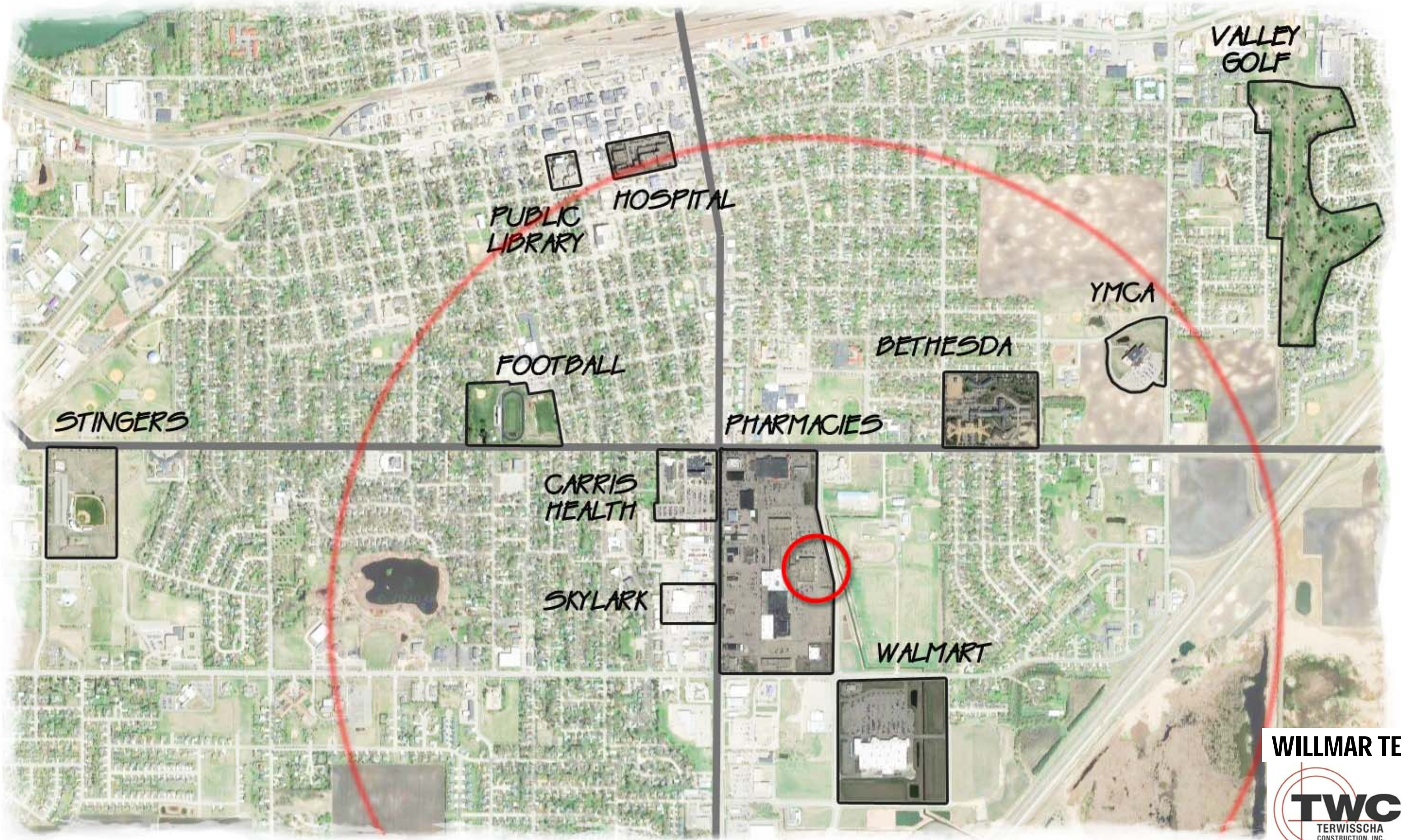
1. New Opportunity- this location was not available until the past 90 days.
2. Construction Pause- allows time to consider this site
3. Concept was approved by 10-2 vote at the task force level
4. Uptown (Kandi Mall) location centrally located, seems to have high public support
5. Separate parcel, 3-4 acres, separate legal description
6. Uptown location has the chance to spur further development on 5th street
7. The Community Center can remain open until new site is completed
8. Willmar Ten expects a 20% savings to the City, as compared to the north location.
9. Willmar Ten would own, build, then lease; with the intent to sell the property to the City
10. We would ask the Council to direct city staff and the city attorney to work with us to determine if this plan is acceptable to the Council.



WILLMAR COMMUNITY CENTER & CITY HALL

WILLMAR TEN





VALLEY GOLF

PUBLIC LIBRARY

HOSPITAL

YMCA

BETHESDA

FOOTBALL

PHARMACIES

STINGERS

GARRIS HEALTH

SKYLARK

WALMART

1 MILE RADIUS

WILLMAR TEN



KITCHEN



FLEX SPACE



EXERCISE AREA



WALKING TRACK



PERFORMANCE



DANCE HALL



LIBRARY



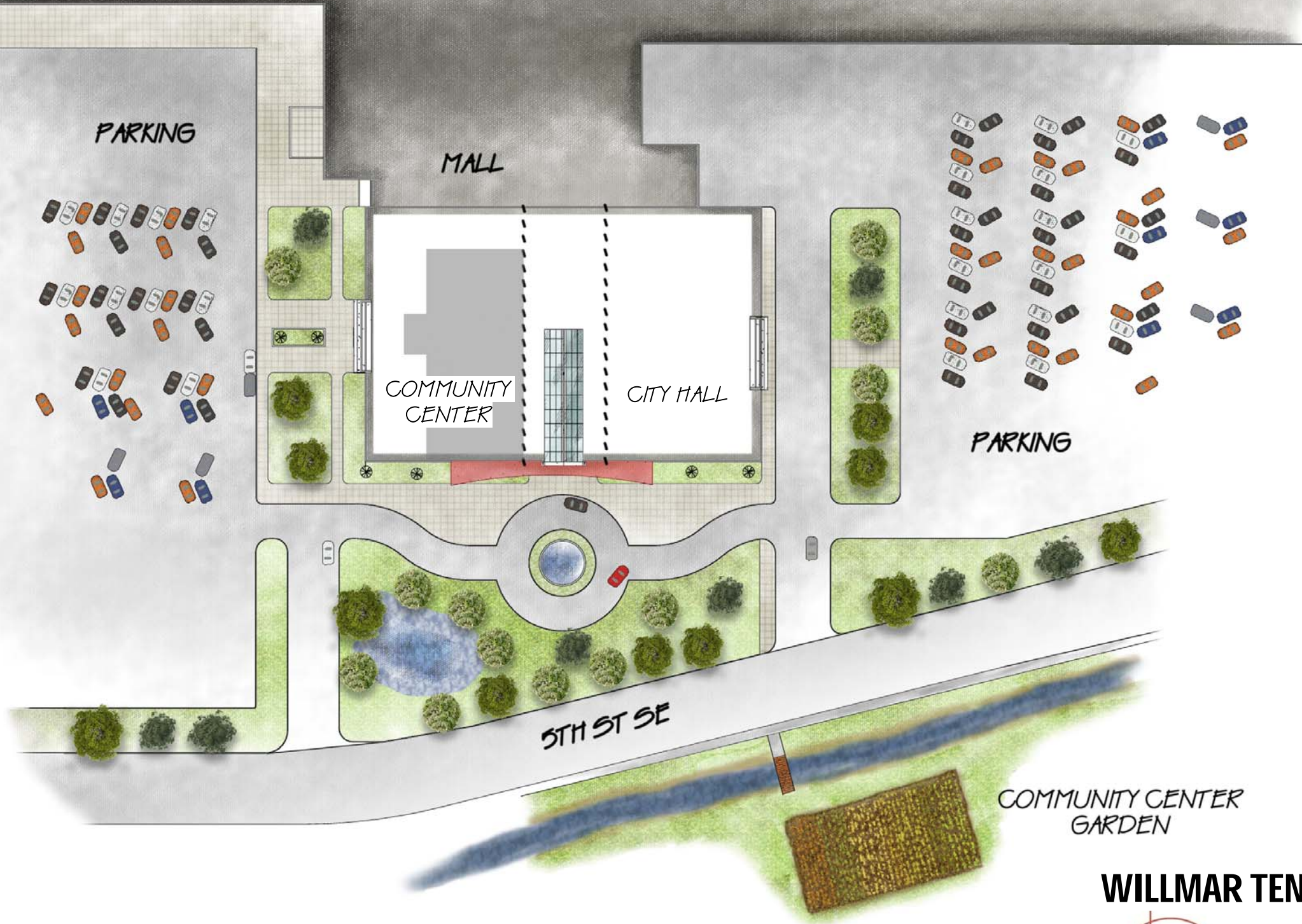
GAMING



WOODSHOP

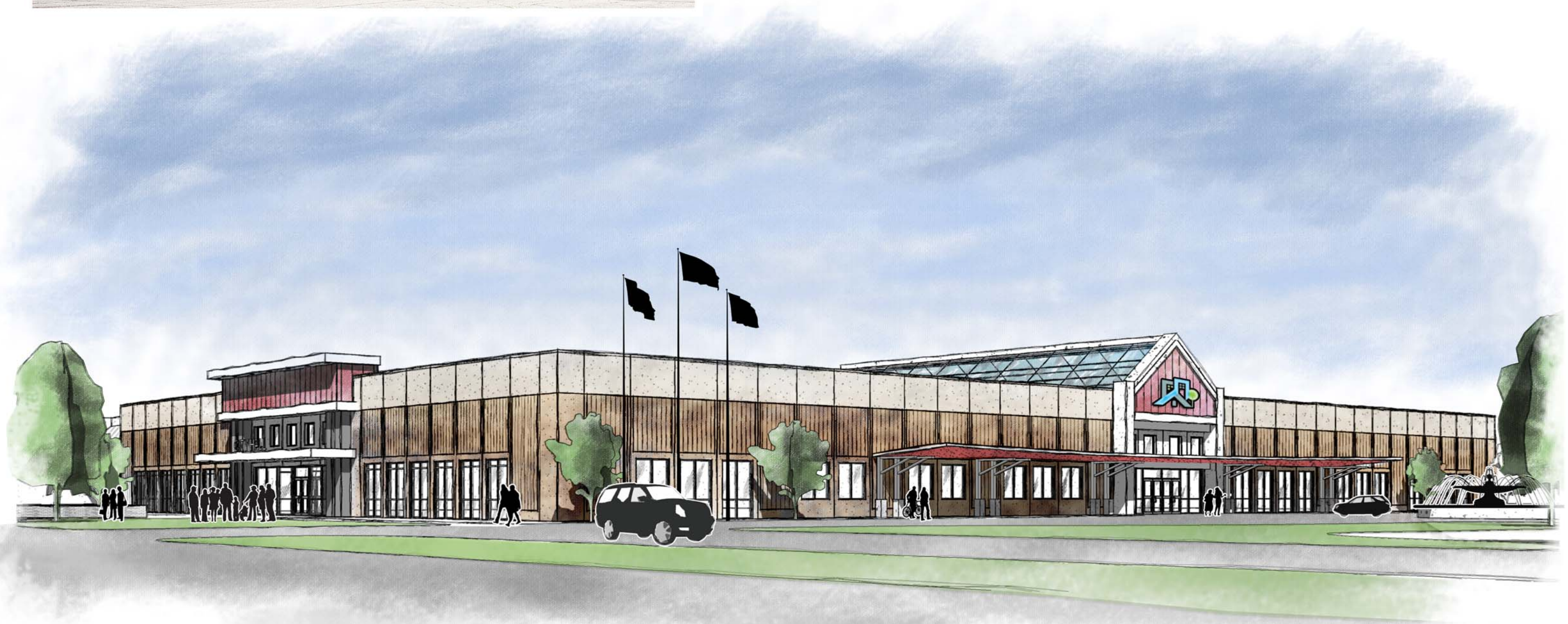


KIDS AREA



WILLMAR TEN





WILLMAR TEN



**PUBLIC WORKS/SAFETY COMMITTEE
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, October 7, 2020 by electronic means on GoTo Meeting teleconference.

Present: Andrew Plowman Chair
Julie Asmus Vice Chair
Fernando AlvaradoMember
Audrey NelsenMember

Others present: City Administrator Brian Gramentz; Public Works Director Sean Christensen; Police Chief Jim Felt; Fire Chief Frank Hanson; Public Works Superintendent Gary Manzer; Engineering Administrative Assistant Kelsi Delbosque; Shelby Lindrud "West Central Tribune".

Item No. 1 Call to Order

The meeting was called to order at 5:08 p.m.

Item No. 2 Public Safety Update (Information)

Staff brought forth, for information, the police and fire statistics for the month of September.

Item No. 3 Snow Emergency Discussion (Information)

Staff brought forth, for discussion, the snow emergency practices for both Central Business District and City-wide emergencies. The Committee discussed how well things worked last year and no changes were recommended at this time for the upcoming winter season. The City will continue to use as many forms of notification as possible to inform residents of the emergencies. Staff reminds residents to keep garbage and recycle cans off the street and behind the curb.

Item No. 4 Construction Update (Information)

Staff brought forth, for information, an update on the 2020 street improvement construction projects currently underway.

Item No. 5 Fire Department Outdoor Sign (Resolution)

A motion was made by Council Member Nelsen, seconded by Council Member Asmus to approve the purchase of an outdoor community display sign from Quick Signs of Willmar in the amount of \$27,675 to be installed at the Fire Station along 1st Street. The City was granted over \$1.6 million to be spent in the response to the COVID-19 pandemic. The purchase of an outdoor community sign would meet the requirements and could be used for pandemic information as well as community and City announcements. Two quotes were received, with the low from Quick Signs of Willmar in the amount of \$27,675. The motion carried.

Item No. 6 Project No. 2003-A Change Order Nos. 1 & 2 (Resolutions)

A motion was made by Council Member Nelsen, seconded by Council Member Asmus to adopt the resolution authorizing Change Order No. 1 in the amount of \$21,250 for Project No. 2003-A 1st Street Overlay. A motion was made by Council Member Nelsen, seconded by Council Member Asmus to adopt the resolution authorizing Change Order No. 2 in the amount of \$100 for Project No. 2003-A 1st Street Overlay. The project includes the overlay of 1st Street S from 19th Avenue to the west bound TH 23 ramps. Change Order No. 1 resulted from modifications to catch basin castings to correct curb alignment. Change Order No. 2 resulted from adjustments to catch basin iron castings to correct grade and alignment. The motion carried.

Item No. 7 Willmar Wye Watermain Change Order No. 13 (Resolution)

A motion was made by Council Member Asmus, seconded by Council Member Alvarado to adopt the resolution approving Change Order No. 13 of Construction Contract No. 180701 with MnDOT in the amount of \$210,139.92. The Change Order was due to additional design in the amount of \$34,114.63 and construction for the watermain in the amount of \$176,025.29 for the Willmar Wye project. It will be split 50/50 with MUC per the Master Utility Agreement with each entity responsible for \$105,069.96. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 6:13 p.m. by Chair Plowman.

Respectfully submitted,



Sean E. Christensen, P.E.
Public Works Director



City Council Action Request

Council Meeting Date:	October 19, 2020	Agenda Item Number:	9.A.
Agenda Section:	PW/PS Committee	Originating Department:	Fire Department
Resolution	Yes	Prepared by:	Frank Hanson, Fire Chief
Ordinance	No	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	2	Presented By:	Andrew Plowman PW/PS Committee Chair
Item:	The Fire Department is recommending to use the CARES money to purchase an outdoor community sign.		

RECOMMENDED ACTIONS:

Motion By: _____ Second By: _____, to Purchase an outdoor community display sign from Quick Signs of Willmar and to have it installed at the fire station next to First St in the amount of \$27,675.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

Adopt the resolution approving the purchase and installation of an outdoor community display sign from Quick Signs of Willmar in the amount of \$27,675.

OVERVIEW:

In 2020 the City of Willmar was granted over \$1.6 million to be spent in the response to the COVID -19 Pandemic. We were advised that several cities have been using this grant money for the purchase of outdoor community signs. Upon researching this grant, this purchase would meet the requirements.

We would use the sign to post any sort of COVID-19 information as well as community and city announcements and events. Also this sign would be used to communicate information to citizens on a variety of topics, including emergencies, directional information, and alert information for existing and future pandemics.

The First Street location is the perfect spot for the City of Willmar to effectively reach the maximum population with valuable community information.

This will be a useful tool for the City of Willmar to quickly inform its' citizens of any vital information.

We have received two quotes. One from Quick Signs of Willmar for \$27,675.00 and one from Affordable Signs of St. Cloud for \$29,347.00

BUDGETARY/FISCAL ISSUES:

The only cost to the city would be an electrician to connect the power to the sign. This would come from the fire department operations budget.

ATTACHMENTS:

- Resolution
- Quotes



Committee Action Request

Committee Meeting Date:	10/07/2020	Agenda Item Number:	
Agenda Section:	N/A	Originating Department:	FIRE
Resolution	YES	Prepared by:	Frank Hanson, Fire Chief
Ordinance	NO	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	2	Presented By:	Frank Hanson, Fire Chief
Item:	The Fire Department is recommending to use the CARES money to purchase an outdoor community sign.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to Purchase an outdoor community display sign from Quick Signs of Willmar and to have it installed at the fire station next to First St.

OVERVIEW:

In 2020 the City of Willmar was granted over \$1.6 million to be spent in the response to the COVID -19 Pandemic. We were advised that several cities have been using this grant money for the purchase of outdoor community signs. Upon researching this grant, this purchase would meet the requirements.

We would use the sign to post any sort of COVID-19 information as well as community and city announcements and events. Also this sign would be used to communicate information to citizens on a variety of topics, including emergencies, directional information, and alert information for existing and future pandemics.

The First Street location is the perfect spot for the City of Willmar to effectively reach the maximum population with valuable community information.

This will be a useful tool for the City of Willmar to quickly inform its' citizens of any vital information.

We have received two quotes. One from Quick Signs of Willmar for \$27,675.00 and one from Affordable Signs of St. Cloud for \$29,347.00

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

BUDGETARY/FISCAL ISSUES:

The only cost to the city would be an electrician to connect the power to the sign. This would come from the fire department operations budget.

ATTACHMENTS:

1. Quote from Quick Signs
2. Quote from Affordable Signs

Resolution No. _____

A RESOLUTION AWARDING THE PURCHASE AND INSTALLATION OF A COMMUNITY SIGN TO QUICK SIGNS OF WILLMAR IN THE AMOUNT OF \$27,675.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quick Signs of Willmar of Willmar, MN for the purchase and installation of an outdoor community sign at the Fire Station is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$27,675.

Dated this 19th day of October, 2020

Mayor

Attest:

City Clerk



919 First Street S • Willmar, MN 56201
 Phone 320-235-8055 • Phone 320-235-7411
 PrintMastersofWillmar.com • QuickSignsofWillmar.com



NAME / ADDRESS
Willmar Fire Department 515 2nd St. SW Willmar, MN 56201

DATE	ESTIMATE NO.
9/28/2020	1352

DESCRIPTION	QTY	TOTAL
Daktronics GS6 Double-sided Full Color 15.85mm Digital Sign - 44" H x 97" W	1	25,903.00*
Option For 19.8mm Resolution	1	23,446.00
Daktronics GS6 Double-sided Full Color 15.85mm Digital Sign - 31" Hx 97" W	1	20,975.00
Option For 19.8mm Resolution	1	18,390.00
LED Lighted Cabinet Sign With Graphics - 36" H x 97" W	1	4,494.00
New Faces & Graphics For Existing Lighted Cabinet Sign	1	1,172.00*
Convert Existing Lighted Cabinet Sign To LED (Estimated)	1	600.00*
Pricing includes signs, graphics, software, wireless communications, temperature sensor, 5 yr. parts/1 yr. labor warranty, installation & training. Does not include electrical work/transmitter radio installation or sign permit.		

TOTAL = \$ 27,675.00

Phone #	Fax #	E-mail	Web Site
3202358055	320-235-7149	ryan@quicksignsofwillmar.com	QuickSignsofWillmar.com



ALEXANDRIA 320-762-9933
ST. CLOUD 320-232-3198

All designs & concepts are legal property of Affordable Sign Service until released. Designs altered or stolen will result in a \$1000.00 fine plus court costs.

Double sided
3'x8' lighted sign cabinet
4'x8' LED wireless display
quoted to use existing pole & footing

LIGHTED CABINET SPECS:

Qty. (1) 36" x 96" x 24" Double Face Steel Spacer frame. Manufactured with 1.5" aluminum retainer, saddle mount, LED illumination, switch, UL labeled, painted, crated.

Price..... **\$3900.00**

DAKTRONICS - 15MM LED DIGITAL DISPLAY SPECS:

Model	Description	Qty	Price
GB6-60X190-16-86-RGB-2V	Galaxy® Outdoor Electronic Message Center - GB6 Series - 18.8mm RGB; 2V Interconnect Cable Length is 20 Feet	1	
Line Spacing	12 Lines		
Matrix	80 lines by 150 columns		
LED Color:	RGB- 261 Fullon Colors		
Display Configuration:	2V (two one sided displays - same message)		
Cabinet Design:	Single Section per face		
Panel:	Gene-O-View Acrylic		
Active Area:	2" H X 7" W (Approx. Dimensions)		
Cabinet Dimensions:	2" H X 7" W X 8" D (Approx. Dimensions)		
Max Power:	500 watts/display		
Galaxy® Outdoor Display Construction Kit #1:	Choose One: Fiber or Wire Ethernet (Cable Not Included); Wireless Ethernet Bridge Harco or Daktronics Version 4C Cable Adapter (HARDWARE ONLY. DATA PLAN SHOWN IN SERVICE OPTIONS BELOW)	1	
Galaxy® External Temperature Sensor:	External Temperature Sensor with 25 ft. Quick Connect Cable	1	
FREIGHT:	Shipping to MN	1	
Services:			
OSQR - Parts Assurance:	Five (5) Year Parts Only Warranty	1	
VeriSoft Control Suite - Prime:	Secure, web-based software that enables display management anytime, anywhere via internet connection. ADMINISTRATION OF ACCOUNT REQUIRED AT TIME OF ORDER. Terms of Use: http://www.daktronics.com/TermsConditions/00258825	1	
Payment Package - Cloud Based:			
Installation Assurance Plus:	Advanced on-site support of equipment installation. Adds 80 days on-site labor service to the Parts Assurance Warranty and includes one on-site supervisor for product user.	1	
Total Price Excluding Applicable Tax:			\$23,667.00

Financing: Preserve cash AND increase sales by financing a new Daktronics display. Call your Daktronics representative or click <http://www.daktronics.com/financing>

Options	Price
DAKTRONICS RGB Spars Parts - One Module Package - Includes One (1) Bundle, Site Cable, and Power Supply	USD 521.00
Service Options:	
Prd. - 1 Year Premium Service Upgrade - Upgrade to one year of Daktronics onsite labor (Premium) for commercial displays. Includes 42 HR and normal business hours labor.	USD 666.00

DAKTRONICS	Price
DAKTRONICS PROVIDES MAINTENANCE SERVICE - Purchaser delegates Daktronics to support and user's display maintenance. Services include providing phone technical support, parts ordering, onsite labor and preventative maintenance.	
PURCHASER PROVIDES MAINTENANCE SERVICE - Purchaser will schedule and user's display maintenance. Services include providing phone technical support, parts ordering, onsite labor and preventative maintenance.	
Daktronics Version 4C Cable Adapter Data Plan for 9CS, Up to 166,888 Pixels - Daktronics Version Lifetime 4C Cable Adapter Data Plan for 9CS, for VeriSoft Control Suite on Displays Up to 166,888 pixels. Excludes streaming data feeds and diagnostics.	USD 998.00

INSTALLATION:

Remove old sign & install new signs - **\$1580.00**

Includes extension of existing pole - (If existing pole & footing not usable, price will be subject to change)



Tax, Permits & final elect. hook-up not included where applicable.
A 3% processing fee will be added to all credit card payments

Acceptance signature	Date
----------------------	------

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specs submitted for above work and completed in a substantial manner the manner with payments to be made as follows:
Deposit: 1/2 DOWN REMAINDER ON INSTALLATION
Payment on completion
Payments over 30 days past final invoice date, subject to ALL collection costs & 1.5% monthly interest rate.
**Not payed within 120 days, signs can be removed by Affordable Signs at customers expense plus original bill **

Order Number: 000000430000 \$0.00

TOTAL: \$29,347



City Council Action Request

Council Meeting Date:	October 19, 2020	Agenda Item Number:	9.B.
Agenda Section:	PW/PS Committee	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Sean E. Christensen, P.E. Public Works Director
Ordinance	No	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	2	Presented By:	Andrew Plowman PW/PS Committee Chair
Item:	City Engineering Department recommending approval of Project No 2003-A 1 st Street S Overlay Change Order No. 1 and 2 in the amount of \$21,350.		

RECOMMENDED ACTIONS:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 1 in the amount of \$21,250 for Project No. 2003-A 1st Street Overlay.

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 2 in the amount of \$100 for Project No. 2003-A 1st Street Overlay.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

Adopt the resolutions approving Change Order No. 1 and 2 of Project No. 2003-A in the amount of \$21,350.

OVERVIEW:

Project No. 2003-A includes the overlay of 1st Street S from 19th Avenue to the west bound TH 23 ramps. Bids were opened on April 20th and Duinick, Inc. was awarded the project.

Change Order No. 1 resulted from the following:

Modifying catch basin castings to correct curb alignment in the amount of \$21,250.

Change Order No. 2 resulted from the following:

Adjusting catch basin iron castings to correct grade and alignment in the amount of \$100.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the project’s contingencies budget.

As-Bid Project Budget	\$693,793
<u>Contingencies Budget</u>	<u>\$69,379</u>
Total	\$763,172

Original Contract Amount	\$693,793
Change Order No. 1	\$21,250
<u>Change Order No. 2</u>	<u>\$100</u>
Actual Final Contract	\$715,143

ATTACHMENTS:

- Resolutions
- Change Orders



Committee Action Request

Committee Meeting Date:	October 7, 2020	Agenda Item Number:	
Agenda Section:	Action Item	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Sean E. Christensen, P.E. Public Works Director
Ordinance	No	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	4	Presented By:	Sean E. Christensen, P.E. Public Works Director
Item:	City Engineering Department recommending approval of Project No 2003-A 1 st Street S Overlay Change Order No. 1 and 2 in the amount of \$21,350.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 1 in the amount of \$21,250 for Project No. 2003-A 1st Street Overlay.

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 2 in the amount of \$100 for Project No. 2003-A 1st Street Overlay.

OVERVIEW:

Project No. 2003-A includes the overlay of 1st Street S from 19th Avenue to the west bound TH 23 ramps. Bids were opened on April 20th and Duinick, Inc. was awarded the project.

Change Order No. 1 resulted from the following:

Modifying catch basin castings to correct curb alignment in the amount of \$21,250.

Change Order No. 2 resulted from the following:

Adjusting catch basin iron castings to correct grade and alignment in the amount of \$100.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the project’s contingencies budget.

As-Bid Project Budget \$693,793

Contingencies Budget \$69,379

Total \$763,172

Original Contract Amount \$693,793

Change Order No. 1 \$21,250

Change Order No. 2 \$100

Actual Final Contract \$715,143

ATTACHMENTS:

- Resolutions
- Change Orders

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2003-A.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2003-A between the City of Willmar and Duinick, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of \$21,250.

Dated this 19th day of October, 2020

Mayor

Attest:

City Clerk

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 2 FOR PROJECT NO. 2003-A.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2003-A between the City of Willmar and Duinick, Inc. of Prinsburg, Minnesota by Change Order No. 2 in the increased amount of \$100.

Dated this 19th day of October, 2020

Mayor

Attest:

City Clerk



SP/SAP(s)	175-153-022	MN Project No.:	N/A	Change Order No.	1
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Project Location	City of Willmar, 1 st Street South				
Local Agency	City of Willmar	Local Project No.	2003-A		
Contractor	Duininck, Inc.	Contract No.			
Address/City/State/Zip	408 6 th Street Prinsburg, MN 56281				
Total Change Order Amount \$	21,250.00				

Whereas, the construction plans for the referenced project calls for salvage and installation of new catch basins casting, and,

Whereas, the construction plan failed to address to need to adjust the catch basin castings to the correct curb alignment, and,

Whereas, it is necessary to adjust the catch basin castings to the curb alignment and elevation,

Therefore the Contractor is required to adjust catch basin castings to the curb alignment and elevation.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2506.602	Adjust Frame and Ring Casting	EA	\$ 425.00	+ 50	\$ 21,250.00
Total Change Order Amount \$					\$ 21,250.00

* Physically cut the catch basin in-place and install iron cast iron casting to the correct grade and slope.

Due to this change, the contract time: (check one)

<input checked="" type="checkbox"/> (X) Is NOT changed	<input type="checkbox"/> () May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> () Is Increased by _____ Working Days	<input type="checkbox"/> () Is Increased by _____ Calendar Days
<input type="checkbox"/> () Is Decreased by _____ Working Days	<input type="checkbox"/> () Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 10-6-2020
 Print Name: Sean E. Christensen, P.E. Phone: 320-235-4202

Approved by Contractor:  Date: 10-5-20
 Print Name: JUSTIN ZYLSTRA Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	175-153-022	MN Project No.:	N/A	Change Order No.	2
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Project Location	City of Willmar, 1 st Street South				
Local Agency	City of Willmar	Local Project No.	2003-A		
Contractor	Duininck, Inc.	Contract No.			
Address/City/State/Zip	408 6 th Street Prinsburg, MN 56281				
Total Change Order Amount \$	100.00				

Whereas, all the catch basin iron castings are being changed and adjusted to the correct grade and alignment, and,

Whereas, one of the existing catch basins is too high and out of plumb, and,

Whereas, to get the new catch basin iron castings to be correctly aligned, the practical solution is to physically cut down the catch basin that is too high and out of plumb, and,

Therefore the Contractor is required to cut down the catch basin that is too high and out of plumb.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)


Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2506.602	Install Casting *	EA	\$ 100.000	+ 1	\$ 100.00
Total Change Order Amount \$					\$ 100.000

* Physically cut the catch basin in-place and install iron cast iron casting to the correct grade and slope.

Due to this change, the contract time: (check one)

<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input checked="" type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 10-6-2020
 Print Name: Sean E. Christensen, P.E. Phone: 320-235-4202

Approved by Contractor:  Date: 10-5-20
 Print Name: Justin Zastera Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



City Council Action Request

Council Meeting Date:	October 19, 2020	Agenda Item Number:	9.C.
Agenda Section:	PW/PS Committee	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Sean E. Christensen, P.E. Public Works Director
Ordinance	No	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	2	Presented By:	Andrew Plowman PW/PS Committee Chair
Item:	City Engineering Department recommending approving Change Order No. 13 of the Construction Contract No. 180701 with MnDOT.		

RECOMMENDED ACTIONS:

Motion By: _____ Second By: _____, to adopt the resolution approving Change Order No. 13 of the Construction Contract No. 180701 with MnDOT in the amount of \$210,139.92.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

Adopt the resolution approving Change Order No. 13 of the Construction Contract No. 180701 with MnDOT in the amount of \$210,139.92.

OVERVIEW:

The City partnered with MnDOT, BNSF, Kandiyohi County and the Kandiyohi County and City of Willmar Economic Development Commissions to add a rail connection between two existing BNSF railway lines and to modify surrounding roadways to better move freight through the City. The project will provide a direct connection between Marshall and Morris subdivisions of the freight rail network and provide freight rail access to the City’s Industrial Park.

The Change Order was due to additional design in the amount of \$34,114.63 and construction for the watermain in the amount of \$176,025.29.

BUDGETARY/FISCAL ISSUES:

The change order will be split 50/50 with MUC per the Master Utility Agreement with each entity responsible for \$105,069.96. More details will be provided at the Committee Meeting.

ATTACHMENTS:

- Resolution
- Change Order



Committee Action Request

Committee Meeting Date:	October 7, 2020	Agenda Item Number:	
Agenda Section:	Action Item	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Sean E. Christensen, P.E. Public Works Director
Ordinance	No	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	2	Presented By:	Sean E. Christensen, P.E. Public Works Director
Item:	City Engineering Department recommending approving Change Order No. 13 of the Construction Contract No. 180701 with MnDOT.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt the resolution approving Change Order No. 13 of the Construction Contract No. 180701 with MnDOT in the amount of \$210,139.92.

OVERVIEW:

The City partnered with MnDOT, BNSF, Kandiyohi County and the Kandiyohi County and City of Willmar Economic Development Commissions to add a rail connection between two existing BNSF railway lines and to modify surrounding roadways to better move freight through the City. The project will provide a direct connection between Marshall and Morris subdivisions of the freight rail network and provide freight rail access to the City’s Industrial Park.

The Change Order was due to additional design in the amount of \$34,114.63 and construction for the watermain in the amount of \$176,025.29.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

N/A

BUDGETARY/FISCAL ISSUES:

The change order will be split 50/50 with MUC per the Master Utility Agreement with each entity responsible for \$105,069.96. More details will be provided at the Committee Meeting.

ATTACHMENTS:

- Resolution
- Change Order

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 13 FOR THE WILLMAR WYE PROJECT.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for MnDOT Construction Contract 180701 between the City of Willmar, Kandiyohi County and MnDOT with Hoffman Construction Company by Change Order No. 13 in the increased amount of \$210,139.92 to be split between the City and Willmar Municipal Utilities.

Dated this 19th day of October, 2020

Mayor

Attest:

City Clerk

Contract: 180701

Change Order No.: 0013

Net Change Order Amount: \$210,139.92

Prime Contractor: Hoffman Construction Company, 0000250303

Spec Book Year: 18

CO Type: COLevel2

Awarded Contract Amount: \$33,980,000.00

Funding Source: FFO

State Proj. No.: 3403-74

Resident Engineer: Paul Rasmussen

Fed. Proj. No.: 3403-74 / FR-TII-0043-17

Admin Office: 8A-Willmar

District: 8 Willmar

County: C034 KANDIYOHI

Route:

Reason: 1402.5 Extra Work

Location: LOCATED ON T.H. 12 AND T.H. 40.

Description: Watermain Extension

Explanation:

- Issue** The City of Willmar was working on a watermain replacement project adjacent to this MnDOT project. The City requested that a section of watermain be installed within our project area.
- Resolution** The MnDOT Project Engineer determined the request was reasonable and could be done without and issues to the progress of the project. The Contractor replaced roughly 600' of watermain along US12.
- Entitlement** The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 Extra Work.
- Impact** No impact to Project Schedule.
- Cost** The cost was negotiated and approved by the City of Willmar.
- Payment** Negotiated Lump Sum as shown in the estimate of cost.

Increases/Decreases

Item Description	Item ID	Project Line	Contract Line	Project	Category	Item Source	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
Total:										\$0.00

New Items

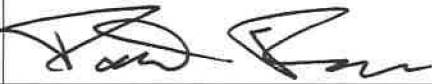
Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
Watermain Replacement Construction - CHANGE ORDER LUMP SUM	1402601/00010	Neg	2680	320	118533	0021 - CITY OF WILLMAR UTILITIES E#126561	0021 - CITY OF WILLMAR UTILITIES E#126561	1.000	LS	\$176,025.29	\$176,025.29
Watermain Design - CHANGE ORDER LUMP SUM	1402601/00010	Neg	2690	325	118533	0022 - CITY OF WILLMAR UTILITIES DESIGN E#126561	0022 - CITY OF WILLMAR UTILITIES DESIGN E#126561	1.000	LS	\$34,114.63	\$34,114.63
										Total:	\$210,139.92

Time Adjustments

Time ID	Time Description	Time Type	Original	Current	Adjustment	New

Project/Category Summary

Project	Project Description	Category	Category Description	Dollar Amount
118533	DESIGN BUILD-WILLMAR WYE-GRADING, BITUMINOUS PAVING, AND BRIDGES #34031, 34032, AND 34X07.	0021	CITY OF WILLMAR UTILITIES E#126561	\$176,025.29
118533	DESIGN BUILD-WILLMAR WYE-GRADING, BITUMINOUS PAVING, AND BRIDGES #34031, 34032, AND 34X07.	0022	CITY OF WILLMAR UTILITIES DESIGN E#126561	\$34,114.63
			Net Change Order Amount:	\$210,139.92

	Signature & Date
Project Engineer/Project Supervisor	 9-21-20
Contractor	
Commissioner of Transportation Pursuant to Delegation	
Commissioner of Administration Pursuant to Delegation	
Consultant Contract Administrator (recommendation for Approval only)	
Local Agency (if funded wholly or in part by Local Agency)	

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable)

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

The Community Development Committee of the Willmar City Council met on Monday, October 12, 2020, by means of GoToMeeting.

<i>Present:</i>	Rick Fagerlie	Chair
	Vicki Davis	Council Member
	Shawn Mueske	Council Member
	Kathy Schwantes	Council Member

Others

Present

Dave Ramstad, Director of Planning and Development Services
Sarah Swedburg, City Planner
Robert Scott, City Attorney
Alex Rau, Intern
Shelby Lindrud, West Central Tribune

Item No. 1 Call to Order

The meeting was called to order at 5:15 p.m.

Item No. 2 Roll Call

Item No. 3 Action Items

There were no action items.

Item No. 4 Discussion Items

- a. Additional Renaissance Zone Incentives and Protections – For Planning Commission review and approval – For Information Only.

Staff presented the history on the Renaissance Zone adopted by City Council on May 4, 2020. Staff then presented additional incentives and protections to the Renaissance Zone that have been developed, and that will be presented to the Planning Commission for review and approval. Councilmembers Mueske, Schwantes and Davis all voiced their support and appreciation to staff for their efforts to both open up a part of the community to creative proposals and at the same time preserve Willmar's heritage.

It was the consensus of the Committee to endorse the concept of the changes presented to the amended Zoning Ordinance to the Planning Commission, which include the Heritage District, Voluntary Heritage Designation, and Open Zoning.

- b. Tiny Homes – For Information Only

Staff presented an update on Tiny Home Standards ("Appendix Q"), an item that the Planning Commission has initiated exploration discussion of new policies in response to the updated Minnesota Building Code in March, 2020. A Tiny Home is defined by the Minnesota Building Code as those less than 400 square feet. As Willmar continues to see a decreasing trend in household size, we also continue to see a low housing supply. Currently, the City does not have a minimum square footage for building size, but there is a minimum lot size. Staff shared current Vision 2040 Housing Subcommittee goals, current City of Willmar Comprehensive Plan goals, and Tiny Home Standard examples from around the country. The Planning Commission anticipates a review of a draft Ordinance in November. The amendment will then be forwarded to City Council for review & approval or denial. Councilmember Mueske stated he would like to see clear direction and some type of restriction on where a Tiny Home development would go. Councilmember Schwantes suggested that Ridgewater College Carpentry program be informed if this progresses as this may be of interest to them.

Item No. 5 Future Agenda Items

a. Downtown/Hospital Hotel RFP and Incentives – For Information Only

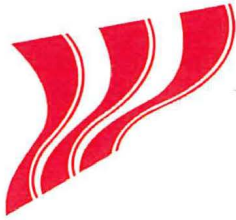
Staff informed the committee that an RFP is being drafted that would promote development of a hotel in downtown Willmar, with a skyway connection to the hospital. Councilmember Fagerlie voiced concerns about the length of hospital stays being shortened and/or patients being sent to other hospitals, how this might affect the success of such a hotel would do, and if this project would create a disadvantage to the existing hotels. Staff stated a market study would be required to be part of the project proposal. Staff also mentioned that the RFP would be open to anyone who might be interested in pursuing such a development, including current Willmar hotel owners. In addition, some stated restrictions on land use were questioned and staff stated that they would clarify and restate so that it was not so all-encompassing. Staff will bring this item back at a later time when the RFP is ready for committee review, approval or denial.

There being no further business to come before the Committee, the meeting was adjourned at 6:15 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Ramstad', with a horizontal line drawn through it.

David P. Ramstad, PhD
Director of Planning and Development Services



Committee Action Request

Meeting Date:	10/12/2020	Agenda Item Number:	4a
Agenda Section:	NA	Originating Department:	Planning & Development Services
Resolution	No	Prepared by:	Dave Ramstad Director, Planning & Development
Ordinance	Yes	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments	3	Presented By:	Dave Ramstad Director, Planning & Development
Item:	FOR INFORMATION ONLY: On Wednesday, October 21 st , the Planning and Development Department is recommending that the Planning Commission adopt the attached ordinance amending Willmar Ordinance 1060, known as the Willmar Zoning Ordinance, to establish additional incentives and protections for the Renaissance Zone, including: open-zoning proposal review process, heritage district, and voluntary heritage designation.		

RECOMMENDED ACTION:

For information only.

OVERVIEW:

On May 4th, 2020, the City Council adopted the Renaissance Zone, which is a new zoning overlay encompassing the Central Business (CB) district and adjacent areas. The new district is a 5-year pilot program intended to encourage economic development. Likewise, these proposed additions to the zoning ordinance will expire with the overlay district, unless it is renewed in part or in whole. The intent of the district is to offer incentives to development within Willmar’s poorest census tract, and to offer greater flexibility relative to underlying zoning requirements that would otherwise be imposed.

The proposed amendments are regulated by Section 10 of the Zoning Ordinance, which established the district. For consideration are ordinance amendments that contain additional development incentives and heritage protections for the Renaissance Zone, including: open-zoning proposal review process, and voluntary heritage designation.

Heritage designation protects buildings, sites, uses, structures, objects and districts that are recognized for their historical, architectural, archaeological, or cultural importance, as designated by the City of Willmar pursuant to the Local Heritage Designation Ordinance.

Downtown Heritage District ensures that new construction is contextually designed in relation to existing buildings and urban environment.

Open-zoning is a process of individual project review through which a proposed use that is not allowed under the existing requirements of the underlying zoning district, but which promotes and encourages adaptive reuse of heritage-designated and existing infrastructure; contextual use and creativity; density; mixed-income housing; entertainment uses; a healthy, equitable, and resilient community; and pedestrian-scaled streetscapes, may be granted a conditional use permit under this Section 12.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

- Option A: Recommend Planning Commission approval
- Option B: Recommend that Planning Commission not approve some parts or entire ordinance
- Option C: Recommend modifications

BUDGETARY/FISCAL ISSUES:

Open-Zoning Approval Process: None – This is a simply a process to welcome all proposals for evaluation and approval by Committee and Council

Heritage District & Heritage Designation: Currently None – The Downtown Heritage District only requires new projects to be contextually sensitive to its neighbors and surroundings, per City review/approval by using the attached Evaluation Rubric. Since Heritage Designation is voluntary, and to encourage commercial and residential property owners to apply for designation, staff will be proposing for 2022 to open the Storefront Incentive to the few historically significant homes and commercial buildings that are eligible to apply for heritage designation.

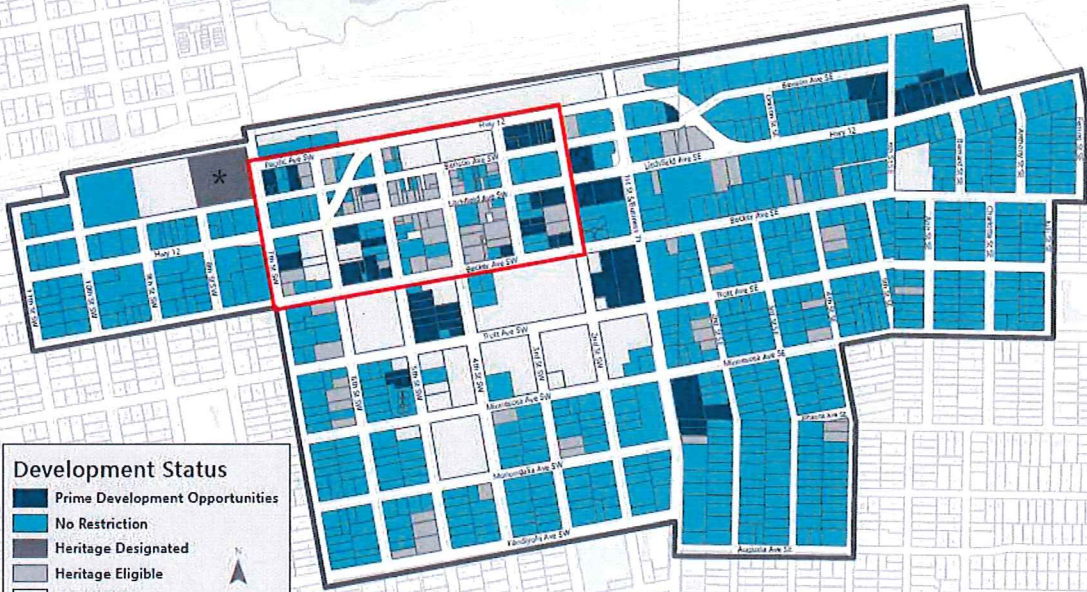
ATTACHMENTS:

Renaissance Zone Map

Evaluation Rubric for Open Zoning Project Proposals

Ordinance

Renaissance Overlay District Willmar, MN



Development Status

- Prime Development Opportunities
- No Restriction
- Heritage Designated
- Heritage Eligible
- Unavailable
- Downtown Heritage District

*Tentative Heritage Designation until December 2022

Eri Community Maps Contributors, Eri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

City of Willmar Property



City of Willmar Property

- Willmar Municipal Utilities
- City Park
- Hospital
- City Facilities
- City Parking & Vacant Lots

*Potential sites for hotel development -- City Owned or Hospital owned parking lots.

Eri Community Maps Contributors, Eri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

**City of Willmar
RENAISSANCE ZONE - PROJECT EVALUATION FORM**

Points Possible	100	PROJECT SCORE REQUIREMENT: To receive Development Committee and Planning Commission recommendation for approval by the City Council approval, projects must receive a minimum of 71 points (Excellent or better).
Points Awarded - RZ OBJECTIVES	53	
Points Awarded - VIABILITY	28	
Total Points	81	APPLICABLE PROJECTS: Non-Traditional Zoning, TIF, Abatement, Free City Land, Heritage Designated Improvements
EVALUATOR'S COMMENTS		
Project Name	Greatest Thing Since Sliced Bread	Love this project! Owner and contractor have provided very creative solutions that will greatly enhance the Renaissance Zone. They have also done their homework and have seemingly covered all contingencies.
Address	426 Litchfield Avenue SW	

RENAISSANCE ZONE OBJECTIVES - 65% of Evaluation Score

EVALUATOR'S QUALITATIVE SCORES		POINT SCALE			
CREATIVITY	Outstanding 18 - 20	Excellent 14 - 17	Good 10 - 13	Unacceptable 0 - 9	
18	Project is most creative in providing spatial, contextual and architectural solutions in a most appealing and functional manner.	Project provides above average solutions that expertly address contextual, spatial and architectural relationships.	Project addresses most of the issues with adequate solutions, but some concerns remain unaddressed.	Project does not address many key issues, or solutions are either nonexistent or undesirable.	
MIXED-INCOME HOUSING and/or RETAIL - OFFICE	Outstanding 18 - 20	Excellent 14 - 17	Good 10 - 13	Unacceptable 0 - 9	
12	Project has demographically aligned mix of upper-, middle- and lower-income housing - AND/OR- Office/Retail spaces preleased.	Project mix of upper-, middle- and lower-income housing units in near alignment with demographics -AND/OR- Some Office/Retail preleased.	Project housing meets minimum 5% affordable ratio/Exceeds a 25% ratio -AND/OR- Office/Retail spaces speculative and do not have leases.	Project's housing excludes at least one income class. -AND/OR- Office/Retail are inadequate in a significant way.	
COMPLEMENTS and/or ENHANCES RENAISSANCE ZONE	Outstanding 14 - 15	Excellent 11 - 13	Good 9 - 10	Unacceptable 0 - 8	
14	Project is exceptional in the way it enhances and complements surrounding amenities -OR- as an iconic amenity/building itself.	Project adds substantial enhancements to surrounding entertainment and building amenities.	Project adequately integrates with entertainment uses.	Project lacks or has minimal integration with entertainment uses.	
COMPLEMENTS and/or ENHANCES PEDESTRIAN EXPERIENCE	Outstanding 9 - 10	Excellent 7 - 8	Good 5 - 6	Unacceptable 0 - 4	
9	Project is outstanding in its enhancement of the pedestrian experience, both along streets and through the building.	Project substantially enhances the pedestrian experience along streets and through building.	Project adequately integrates pedestrian amenities.	Project lacks or has minimal integration of pedestrian amenities.	

VIABILITY OF THE PROJECT - 35% of Evaluation Score

EVALUATOR'S PRACTICALITY SCORES		POINT SCALE			
MEETS A DEMAND / FILLS A GAP	Outstanding 14 - 15	Excellent 11 - 13	Good 9 - 10	Unacceptable 0 - 8	
12	Project meets excess demand or fills gap in an extraordinary way that is not met by any others or by a very few.	Project meets excess demand or fills gap in a significant way.	Project meets a minimal amount of demand or partially fills a gap.	Project appears to provide excess housing, retail, office or other use above market demand	
FEASIBILITY	Outstanding 9 - 10	Excellent 7 - 8	Good 5 - 6	Unacceptable 0 - 4	
9	Project has significant funding and reserves above needs, and has apparently mitigated all known risks.	Project excellent access to funding, has excess reserves and is well grounded in market analysis.	Project's financial plan adequately grounded in market analysis.	Project seems very speculative and not well grounded in market.	
SHOVEL READINESS	Outstanding 9 - 10	Excellent 7 - 8	Good 5 - 6	Unacceptable 0 - 4	
7	Project's ready to go, its site issues and construction schedule are well understood, detailed and well considered.	Project's initial phases are ready to go, construction phases are well planned.	Project has adequate planning, but some loose-ends need to be addressed during construction.	Project's site and design have many unknowns and major issues are still unaddressed.	

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR ORDINANCE 1060, KNOWN AS THE WILLMAR ZONING ORDINANCE BY ESTABLISHING OPEN ZONING IN THE RENAISSANCE ZONE AND A LOCAL HERITAGE ORDINANCE
The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF ORDINANCE 1060, SECTION 12. Ordinance 1060, Section 12 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

SECTION 12. RENAISSANCE ZONE OVERLAY DISTRICT.

A. GENERAL PROVISIONS.

1. Title. This Section shall be known as the “City of Willmar Renaissance Zone Ordinance”.
2. Intent and Purpose. The intent and purpose of this Ordinance is to:
 - a. Encourage urban commercial and residential development that transforms the Renaissance Zone into a self-sustaining economy that strengthens current businesses and continually attracts new commercial projects.
 - b. Celebrate, protect and preserve Willmar’s cultural and economic diversity by ensuring there is a demographically representative variety of housing, retail, office space and community events.
 - c. Maintain a regionally-demographically-pegged mixture of upper-, middle-, and low-income housing units, so the Renaissance Zone remains a place for everyone in relation to and within a 5 percent deviation from combined levels found within the city and its two-mile extraterritorial subdivision regulation enforcement jurisdiction.
 - d. Ensure the Renaissance Zone reflects the cultural heritage and economic diversity of the area by attracting development that increases both the Renaissance Zone’s resident population and the number of visitors/patrons to the Renaissance Zone by (a) utilizing a high-density, mixed-use design, (b) repositioning and reinforcing the Renaissance Zone as the cultural, health, and entertainment center of Willmar, and (c) dedicating public spaces and commons areas for events.
3. Jurisdiction. The provisions of this Ordinance shall apply to the areas of the City’s Central Business district and adjacent lands identified as the Renaissance District on the official Zoning Map, as amended from time to time.
4. Applicability and Relation to other Provisions. This Ordinance shall apply to all development within the Renaissance Zone that takes advantage of the alternative processes and provisions contained within this Ordinance. For such development, this Ordinance may impose restrictions on structures and land uses in addition to those applicable to the underlying zoning district. In many cases, this Ordinance

provides greater flexibility relative to the regulations applicable to the underlying zoning district. Where this Ordinance expressly conflicts with any other provision of the Willmar Zoning Ordinance, this Ordinance shall prevail. Where there is no express conflict, provisions of this Ordinance and of the Willmar Zoning Ordinance shall be interpreted to give effect to both provisions to the greatest extent possible

5. Definitions. Unless specifically defined below, words or phrases used in this Ordinance shall have their common meaning and to give this Ordinance its most reasonable application.

Local Heritage Designation. Buildings, sites, uses, structure, objects and districts that are recognized for their historical, architectural, archaeological, or cultural importance, as designated by the City of Willmar pursuant to the Local Heritage Designation Ordinance (citation).

Open Zoning. A process of individual project review through which a proposed use that is not allowed under the zoning requirements of the underlying zoning district, but which promotes and encourages adaptive reuse of heritage-designated and existing infrastructure; contextual use and creativity; density; mixed-income housing; entertainment uses; a healthy, equitable, and resilient community; and pedestrian-scaled streetscapes, may be granted a conditional use permit under this Section 12.

Parking credit. A reduction in the required number of off-street parking spaces required under City of Willmar Zoning Ordinance, Section 4.

Pedestrian-Oriented Landscaping. Landscaping focused on amenities for those walking, including but not limited to, seating, fountains, sculptures, plantings, tables, pedestrian coverings, and lighting.

Renaissance Zone Application. The City of Willmar Renaissance Zone Application, including the main application, the additional forms for specific programs, and any additional documents required by the Zoning Administrator.

B. ADMINISTRATION.

1. Applications. In addition to any applications usually required under the Willmar Zoning Ordinance, a Renaissance Zone Application must be submitted to the Zoning Administrator for all projects within the Renaissance Zone that take advantage of the alternative processes and provisions contained within this Ordinance.
2. Zoning Administrator. The Zoning Administrator shall accept all Renaissance Zone Applications, review for completeness, and act upon the application in accordance with the processes herein described.
3. Variances. Variances may be granted in accordance with Minnesota Statutes Chapter 462. The administrative procedures for variance applications contained in

Section 9, Subsection D of the City of Willmar Zoning Ordinance shall be followed for variance applications within the Renaissance Zone.

4. Conditional Use Permits. The review of a conditional use permit application for a property within the Renaissance Zone shall follow the application procedure found in the City of Willmar Zoning Ordinance Section 12, if the proposed use is a conditional use pursuant to the applicable provisions of the City of Willmar Zoning Ordinance for the underlying zone. Any requests for conditional uses not permitted by the applicable provisions of the City of Willmar Zoning Ordinance for the underlying zone may apply for a conditional use permit using the Open Zoning provisions found herein.

C. PERFORMANCE STANDARDS.

Projects issued a conditional use permit under Paragraph D below shall be exempted from the setback requirements and other performance standards established in the underlying zoning district. Such setback requirements or performance standards may be addressed in conditions of the conditional use permit customized to reflect the specific characteristics and impacts of the permitted project.

D. OPEN ZONING.

1. Eligibility: All projects within the Renaissance Zone not permitted by the underlying Zoning District, as defined in the City of Willmar Zoning Ordinance, may apply for a Conditional Use Permit (CUP) under the Open Zoning process set forth in this Paragraph D.
2. Open Zoning Process: The Open Zoning process allows the consideration of a conditional use permit for any use within the Renaissance Zone that is evaluated pursuant to Subparagraph 4 herein to promote and encourage adaptive reuse of heritage-designated and existing infrastructure; contextual use and creativity; density; mixed-income housing; entertainment uses; a healthy, equitable, and resilient community; and pedestrian-scaled streetscapes, notwithstanding the underlying Zoning District requirements.
3. Application: All projects wishing to apply for a conditional use permit under the Open Zoning process must submit a completed Renaissance Zone Application to the City Zoning Administrator, and provide all additional information requested by City staff, the Planning Commission, the Development Committee, and the City Council to support the application. When the Zoning Administrator determines the application is complete, the Zoning Administrator shall submit the application to the Planning Commission.
 - a. Housing: If the project proposes to redevelop any existing below-market housing units, the application must be accompanied by a plan demonstrating that the project will satisfy the following requirements:

- i. at least five percent (5%) of the housing units created by the project shall be reserved for and affordable by tenants making a maximum of eighty percent (80%) of the Area Median Income (AMI);
 - ii. intermediate transition housing shall be provided for current residents of below-market housing units on the site of the project for the duration of construction or renovation of new units on the site;
 - iii. current residents of below-market housing units on the site of the project shall have the right of first refusal to lease new units created by renovation or construction on the site; and
 - iv. in the event that the project will result in a reduction in the number of housing units reserved for and affordable by tenants making a 80% of AMI on the site, residents of such existing units who are unable to secure a lease in the new development shall be provided relocation assistance pursuant to Minn. Stat. § 117.52, as the same may be amended.
- b. Local Heritage Designation: An Applicant may apply for Local Heritage Designation of any existing or proposed buildings, in accordance with the Willmar Local Heritage Designation program, Willmar City Code Chapter 14, Section 4, simultaneously with the Open Zoning application. If the project contains one or more Local Heritage Designated structures, structures on the list of potential heritage sites, or is in the Downtown Commercial Heritage District, the applicant must simultaneously submit an alteration/renovation/demolition review request in accordance with Willmar City Code Chapter 14, Section 4.
4. Evaluations and approvals: The Planning Commission shall follow the procedure and criteria laid out in the conditional use process, Willmar Planning Code 9E2-9E9 for the evaluation and approval of a conditional use permit under the open zoning process. The Planning Commission shall additionally consider the objective evaluation of the project's viability and furtherance of the following Renaissance Zone objectives, according to a uniform scoring system to be approved by the City Council:
- a. Whether the project exhibits creativity in addressing contextual, spatial and architectural relationships;
 - b. Whether and the extent to which the project will include mixed-income housing;
 - c. Whether and the extent to which the project will include retail and/or office space;
 - d. Whether and the extent to which the project will complement and/or enhance the vitality and character of the Renaissance Zone;

- e. Whether and the extent to which the project will enhance the pedestrian experience;
 - f. Whether the project meets a demand and/or fills a market gap;
 - g. Whether the project is financially feasible and viable; and
 - h. Whether the project is shovel ready.
5. Ineligible Uses. The following uses are ineligible for a CUP under the open zoning process:
- a. Adult Uses.
 - b. Agricultural product processing plants.
 - c. Gas bulk plants.
 - d. Manufacturing of explosive or toxic materials.
 - e. Meat packing/rendering plants.
 - f. Power plants.
 - g. Solid waste collection and recycling facilities for metals, glass, paper, wood, etc. (not including household garbage).
 - h. storage and/or sale of flammable liquids and gases.
 - i. Permanent concrete, bituminous, or gravel production businesses.
6. Appeals from decisions of the Zoning Administrator or Planning Commission regarding decisions made in accordance with this ordinance may be made to the Board of Zoning Appeals, as defined in Willmar Zoning Ordinance Section 9B, by following the process and standards found in Willmar Zoning Ordinance Section 9C.

E. PARKING.

1. OFF-STREET PARKING REQUIREMENTS.

- a. The off-street parking requirements of Section 4 of the Willmar Zoning Ordinance apply to all buildings, structures, and uses of land constructed, established, or authorized, except Parking Credits may be used to meet said requirements.
- b. Upon submission of the Renaissance Zone Application and the Parking Reduction application, the Zoning Administrator may issue parking credits not to exceed 50% of the parking requirements under the Willmar Zoning Ordinance, for the following reasons:

- i. Construction or use of below grade contextual or camouflaged parking;
- ii. Suitable number of public parking space, if retail or office uses are included;
- iii. Installation of bike parking;
- iv. Installation of Electric Vehicle Charging Stations;
- v. Shared car amenities provided by multifamily housing management for the use of multifamily housing residents.

F. FEES.

1. Notwithstanding any other ordinance provision or the City of Willmar Fee Schedule, upon the approval of a Renaissance Zone Application requesting permit fee reductions an applicant shall not be charged a fee for any the following, except as provided in subparagraph 2 below:

- a. Building Permit Fees;
- b. Land Use Application Fees;
- c. Sign Permit Fees;
- d. Sewer Availability Charge; or
- e. Water Availability Charge.

2. If a share of any of the fees or charges listed in subparagraph 1 above is due to the Federal government, State of Minnesota, or another political subdivision, the Zoning Administrator shall charge the applicant the non-City portion of the fee.

Section 2. AMENDMENT OF CITY CODE CHAPTER 14. City Code Chapter 14 is hereby amended to add a new Article IV as follows:

ARTICLE IV. - LOCAL HERITAGE DESIGNATION ORDINANCE

Sec. 14-251. - Definitions.

Unless specifically defined below, words or phrases used in this ordinance shall have their common meaning and to give this ordinance its most reasonable application.

(a) *Architectural Integrity.* Degree of a building's or portion of a building's original components and aesthetics. Architectural Integrity degradation is measured according to the following terms and definitions:

- (1) *Unaltered:* No alteration.

(2) *Slightly Altered*: Basic shape and window arrangement intact, roofline intact, and only mild alterations to storefront or upper façade. Simple covering of original siding with removable material or aluminum combination windows installation allowed.

(3) *Moderately Altered*: Basic shape and window arrangement intact, but two of the following have occurred: new siding, storefront or upper façade altered or enclosed, window openings or type changed, roofline changed, or unobtrusive rear or side addition.

(4) *Significantly Altered*: Basic shape and window arrangement changed and two or more of the following have occurred: new siding; storefront or upper street façade significantly altered, removed, or enclosed; major addition; original design elements removed or covered; or roofline altered.

The original state of the building shall be the date of the significant event, person, style, or work attached to the building or portion of the building.

(b) *Downtown Commercial Heritage District*. The area south of Pacific Avenue SW, east of 7th Street SW, north of Becker Avenue SW, and west of 2nd Street SW.

(c) *Local Heritage Designation*. A designation bestowed upon a parcel, building, or portion of a building by the City of Willmar Heritage Preservation Commission indicating the historical, architectural, archaeological, engineering, or cultural significance of the parcel or structure in accordance with this ordinance and any rules promulgated by the City of Willmar Heritage Preservation Commission.

(d) *Renaissance Zone*. The area designated as the Willmar Renaissance Zone Overlay District in Ordinance XXX.

Sec. 14-252. – Heritage Preservation Commission (HPC).

(a) *Created*. There is hereby established a heritage preservation commission in accordance with Minn. Stat. § 471.193, subd. 2, which shall be known as the City of Willmar Heritage Preservation Commission.

(b) *Members*. The membership of the City of Willmar Heritage Preservation Commission shall be the Chair of the Planning Commission, Chair of the Community Development Committee, Chair of the Zoning Board of Appeals, Chair of the Parks & Recreation Board, and the Chair of the Kandiyohi County Historical Society, if such person resides in the City of Willmar. The non-voting membership of the commission shall be the City Planner, the City Zoning Administrator, the City Administrator, the City Building Official, and the Chair of the Kandiyohi County Historical Society, if said person resides outside of the City of Willmar.

(c) *Powers and duties*. The City of Willmar Heritage Preservation Commission is assigned the following powers and duties, to be exercised in compliance with all applicable state laws, the City of Willmar City Charter, and all provisions of the City of Willmar Zoning Ordinance, Ordinance No. 1060, as amended:

- (1) Survey, review, and designate districts, sites, buildings, structures, and objects of historical, architectural, archaeological, engineering, or cultural significance, in accordance with the provisions herein.
 - (2) Create and maintain a list of potential properties, including sites, buildings, and structures, for local heritage designation.
 - (3) Enact rules governing the construction, alteration, demolition, and use of Local Heritage Designated buildings and the Downtown Commercial Heritage District, including criteria for the review of building permits and the prescription of measures for the preservation, protection, and perpetuation of designated properties and areas.
 - (4) Approve, deny, or prescribe additional measures for building permits connected to Local Heritage Designated buildings, including granting historical preservation, protection, or perpetuation related use variations to the City of Willmar Zoning Ordinance, in accordance with the rules developed by the Heritage Preservation Commission.
 - (5) Provide historical preservation, protection, or perpetuation recommendations to the Planning Commission on Renaissance Zone projects or on any other property within the City, as requested by the Planning Commission.
 - (6) Submit proposed site designations and design guidelines to the state historic preservation officer, in accordance with Minn. Stat. §471.193, subd. 6.
 - (7) Act as a resource and in an advisory capacity to the owner of designated and potentially designated properties regarding preservation, restoration, and rehabilitation activities.
 - (8) At the discretion of the Heritage Preservation Commission, initiate public hearings to solicit public input regarding proposed activities on a heritage preservation site.
- (d) *Annual Report.* The Heritage Preservation Commission shall make an annual report, containing a statement of its activities and plans, to the state historic preservation office and the city council, in accordance with the requirements of Minn. Stat. § 471.193, subd. 6.

Sec. 14-253. – Criteria for Local Heritage Designation.

- (a) The following criteria shall be used by the City of Willmar Heritage Preservation Commission to evaluate whether a parcel, home, building, or portion of a building is eligible for Local Heritage Designation. Properties must meet at least one of the following criterion to be considered for designation:
- (1) The property is associated with significant events or uses that exemplify broad patterns of cultural, political, economic, or social history.
 - (2) The property is associated with the lives of significant persons or groups.
 - (3) The property is within the Downtown Commercial Heritage District.

- (4) The property embodies the distinctive characteristics of an architectural or engineering type, or style, or method of construction.
 - (5) The property exemplifies great works of builders, engineers, designers, artists, craftsmen, or architects.
- (b) Once a parcel, home, building, or portion of a building is designated as eligible for a Local Heritage Designation by the Heritage Preservation Commission the designation cannot be removed from the property for at least ten (10) years.

Sec. 14-254. – Application.

- (a) *Application.* All home or building owners wishing to apply for the Local Heritage Designation must complete an application, on the form provided by the Zoning Administrator, submit a completed application to the Zoning Administrator, and provide all additional information requested by City staff and the Heritage Preservation Commission. When the Zoning Administrator determines the application is complete, the Zoning Administrator shall submit the application to the Heritage Preservation Commission.
- (b) *Evaluations and approvals.* The Heritage Preservation Commission shall review the application, and within 60 days of the date the Zoning Administrator determines the application is complete, take one of the following actions: approve the application, deny the application, request more information, or approve the application subject to conditions that must be satisfied before the approval is effective.

Sec. 14-255. – Alteration/Renovation and Demolition Reviews.

- (a) *Building Official Review.* All permit applications for alterations, renovation and demolition of any structure shall be reviewed by the Building Official and Zoning Administrator to determine whether the project in whole or part is participating in the Local Heritage Designation program or is on the list of potential heritage properties. If any portion of the project is participating in the Local Heritage Designation program or on the list of potential heritage designation properties, the Building Official shall administratively review the permit to determine whether the proposed alterations or renovation are major or minor.
- (1) *Major Alterations.* Major alterations are those changes that moderately or significantly alter the architectural integrity of the building(s) as it existed at the time of the Local Heritage Designation, as defined herein. Such alterations include, but are not limited to, new construction, additions, demolition, relocation, rehabilitation, or changes in material, roof line, basic shape, or placement of windows. Projects containing major alterations must be reviewed and approved by the City of Willmar Heritage Preservation Commission before a building or demolition permit may be issued.
 - (2) *Minor Alterations.* Minor alterations are those changes that do not alter or only slightly alter the architectural integrity of the building(s) as it existed at the time of the Local Heritage Designation, as defined herein. The Building Official may administratively approve building permits for projects with no or minor alterations.

(b) *Renaissance Zone Open Zoning projects.* Any project plan submitted to the Zoning Administrator under the Renaissance Zone Open Zoning process that affects any property with a Local Heritage Designation, which is on the list of potential heritage properties, or is in the Downtown Commercial Heritage District shall be reviewed by the City of Willmar Heritage Preservation Commission. The commission must submit recommendations to the Planning Commission on how to best preserve, protect, and perpetuate the historical significance represented by the affected properties.

(c) *Temporary Interim Protection.* The Building Official may temporarily delay issuing permits for the destruction or major alteration of any site, building, or structure on the list of potential heritage properties or in the Downtown Commercial Heritage District for up to 90-days to consult with the Zoning Administrator, Planning Commission and Zoning Board prior to issuance of a demolition or building permit.

(d) *Demolition.* Demolition of a Local Heritage Designated property must be approved by the Heritage Preservation Commission, after a public hearing, and based on specific findings that (1) the property no longer fits the designation criteria based on professional historical, engineering, or architectural evaluations and studies; or (2) the property or the designated portion of the property has been destroyed by natural or other causes.

Sec. 14-256. – Appeals.

Appeals from decisions of the Building Official, Zoning Administrator, or the Heritage Preservation Commission regarding decisions made in accordance with this ordinance may be made to the Board of Zoning Appeals, as defined in Willmar Zoning Ordinance Section 9B, by following the process and standards found in Willmar Zoning Ordinance Section 9C.

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

Section 4. EXPIRATION DATE. This ordinance shall expire and be of no further force or effect from and after December 31, 2025, unless this ordinance, or any provision(s) thereof, are renewed or extended by separate ordinance.

Passed by the City Council of the City of Willmar this ___ day of _____, 2020.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: ___ ALVARADO ___ ASMUS ___ DAVIS ___ FAGERLIE
 ___ MUESKE ___ NELSEN ___ PLOWMAN ___ SCHWANTES

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: _____

QUICKNOTES

Making Space for Tiny Houses

"Tiny houses" are attracting a lot of attention through social media, television shows, documentaries, and stories in the popular press. Advocates often tout the affordability and environmental friendliness of living in very small homes. Meanwhile, skeptics and detractors see a passing fad and caution against embracing tiny houses as a distinct type of dwelling. Currently, many cities and counties have provisions in their land-use and development regulations that make legal development and occupation of tiny houses difficult or impossible. However, a small number of communities have made changes to their codes to explicitly permit tiny-house living.

Background

While there is no official definition, many planners, policy experts, and advocates consider any single-family dwelling with 400 square feet or less of floor area to be a *tiny house*. In some contexts, commentators only apply the label *tiny house* to very small site- or factory-built dwellings attached to permanent foundations. However, other commentators reserve the term for chassis-mounted mobile homes, which may or may not be built to U.S. Department of Housing and Urban Development standards for manufactured housing (24 CFR §3280) or to the Recreational Vehicle Industry Association's standards for "park model" recreational vehicles (ANSI A119.5).

In many places, property owners and residents are interested in both foundation-attached and chassis-mounted tiny houses as principal or accessory dwelling units. In some cities and counties, there is also a growing interest in tiny-home communities, where multiple foundation-attached or chassis-mounted tiny houses are sited on fee-simple subdivided lots, a condominium lot, or lease lots.

Regardless of the type of tiny house, there are several potential individual and collective benefits associated with tiny-house living; however, there has been little research to date on the actual community impacts of tiny houses. Meanwhile, state and local building codes, as well as local subdivision and zoning ordinances, often pose barriers to siting and occupying tiny houses.

The Case for Tiny-house Living

When considering homes constructed with similar materials and sited in similar locations, the smaller the home the cheaper and more efficient it is to heat, cool, and provide with electricity and water services. The same rule applies to the cost of the home itself. Chassis-mounted tiny houses are easier to move than site-built homes, and buyers can typically purchase them separate from land. This makes them attractive to people interested in traveling with their home and has the potential to create ownership opportunities for those who can't afford a conventional site-built home.

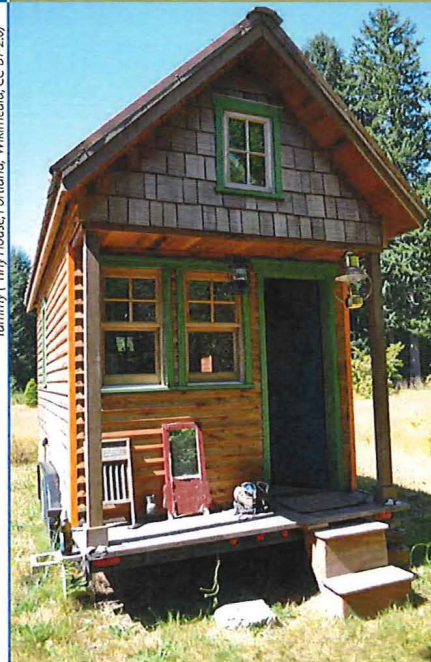
Many planners and housing policy experts see accessory tiny houses as a viable strategy for providing semi-independent housing for aging family members. In this scenario, tiny houses may be temporary or permanent and may include medical monitoring equipment. Beyond this, many housing and homelessness policy experts are interested in exploring the potential of tiny home communities as an alternative to temporary shelters or informal encampments for individuals experiencing homelessness. For example, Dignity Village in Portland, Oregon, has provided transitional housing in the form of a tiny house community since 2001 (dignityvillage.org).

Notwithstanding the potential benefits above, tiny houses do not enjoy universal support. In some communities, tiny-house residents have earned a reputation as scofflaws by "flying under the radar" of local building and zoning code enforcement. In other communities, there is a general concern about welcoming tiny houses without carefully assessing their likely impacts on public health, safety, and welfare.

Planning fundamentals
for public officials and
engaged citizens

This PAS QuickNotes was prepared by
David Morley, ACS, senior research associate
at APA and APA's PAS coordinator.

Termy ("Tiny House, Portland", Wikimedia, CC-BY-2.0)



A chassis-mounted tiny house in
Portland, Oregon.



American Planning Association
Making Great Communities Happen

Remove Unintentional Barriers

For cities and counties interested in supporting tiny-house living, it is important to take a close look at the effects of current building, subdivision, and zoning requirements on opportunities to site and occupy tiny houses. The most common regulatory barriers are state or local building code provisions that stipulate the minimum amount of habitable space per person for different types of residences, local zoning provisions that stipulate minimum unit sizes, and local zoning provisions establishing minimum lot area per unit and off-street parking requirements. Beyond this, many cities and counties classify chassis-mounted tiny houses as recreational vehicles and not dwelling units at all.

In some localities, minimum unit size or habitable space requirements and general prohibitions on camping outside of designated campgrounds or recreational vehicle parks effectively prohibit all tiny houses. In others, development standards can make tiny housing cost prohibitive.

Each of these potential barriers to tiny-house living may be wholly consistent with local policy objectives. If this not the case, consider opportunities to revise local building, subdivision, or zoning codes to remove unintentional barriers to siting and occupying tiny houses. This may be as simple as eliminating off-street parking requirements for accessory dwelling units or minimum unit size standards that exceed minimum habitable space requirements in the latest version of the International Building Code.

Identify Appropriate Locations

Not all types of tiny houses are appropriate for all community contexts. Some cities and counties may be content to see tiny houses on permanent foundations comingled with conventional site-built housing. Others may prefer to limit tiny houses to tiny-home communities or recreational vehicle parks.

In contexts where it is important to differentiate between tiny houses and other types of dwelling units (or recreational vehicles), cities and counties should consider defining tiny-house living as one or more distinct types of land uses and adding these land uses to tables or lists of permitted uses by zoning district.

Mitigate Potential Impacts

In some contexts, zoning district development standards may either be inappropriate for tiny house development or insufficient to ensure neighborhood compatibility. In these cases, cities and counties should consider adopting use-specific standards to minimize the potential for incompatible development.

For example, Fresno, California, permits chassis-mounted tiny houses as a type of accessory dwelling unit, subject to use-specific standards addressing design, minimum lot size, units per lot, unit size, lot coverage, setbacks, entrances, space between buildings, unit height, openings, access, parking, mechanical equipment, utility meters/addressing, home occupations, airport compatibility, and owner occupancy (§15-2754). Meanwhile, Bemidji, Minnesota, permits "tiny house subdivisions" as planned unit developments, subject to standards addressing location, density, ownership structure, structural independence, lot size, setbacks, open space, design review, and utilities (§1101.F).

Conclusions

The aging of the U.S. population, the continued growth in the percentage of single-person households, and the demand for a wider range of housing choices in communities across the country is fueling interest in new forms of residential development, including tiny houses. While many cities and counties can accommodate very small, site-built homes under their existing building, subdivision, and zoning codes, many others have development regulations that make factory-built or chassis-mounted tiny houses impractical or impossible to site and occupy. Once a city or county has identified a desire to make space for tiny houses, it's important to remove unintentional regulatory barriers, identify suitable locations, and consider adopting use-specific standards for tiny-house living.

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FURTHER READING

1. Published by the American Planning Association

Elliott, Donald L., and Peter Sullivan. 2015. "Tiny Houses and the Not-So-Tiny Questions They Raise." *Zoning Practice*, November. Available at planning.org/zoningpractice.

Wyatt, Anne. 2016. "Tiny Houses: Niche or Noteworthy?" *Planning*, February. Available at planning.org/planning/2016/feb/tinyhouses.htm.

2. Other Resources

Vail, Katherine. 2016. "Saving the American Dream: The Legalization of the Tiny House Movement." *University of Louisville Law Review*, 54: 354–379. Available at tinyurl.com/nyxfqbj.

Watson, Jayna. 2017. "Do Tiny Houses Fit in Your Community?" *Western Planner*, February. Available at tinyurl.com/m8hd2yx.

TINY HOUSES AND THE 2020 MINNESOTA RESIDENTIAL CODE

Minnesota Department of Labor and Industry

OVERVIEW

"Tiny houses" have received a lot of attention and interest in recent years. The following information is provided to clarify how these small structures are regulated by the Minnesota State Building Code. The Minnesota State Building Code is the standard of construction that applies statewide for the construction of buildings (MS 326B.121) including tiny houses.

Loosely defined, tiny houses range from about 100 to 400 square feet. The following describes how these houses are regulated by building codes, zoning codes and the Department of Housing and Urban Development (HUD).

ZONING REQUIREMENTS

Municipalities establish zoning ordinances to regulate land use, location, height, width, type of foundation, number of stories and size of buildings. These zoning ordinances vary by municipality.

Minimum building size varies from areas of 500 to 2,000 square feet. Jurisdictions may also require minimum lot sizes related to the house size. Sometimes there are minimum house size requirements such as 24 feet by 24 feet or a minimum dimension of 20 feet. Because of these varying requirements, the jurisdiction must be consulted for specifics

BUILDING CODES

The Minnesota Residential Code includes Appendix Q, Tiny Houses. The "code," for the purpose of constructing houses, means the 2020 Minnesota Residential Code. It is the standard that applies statewide.

The 2020 Minnesota Residential Code defines a dwelling as a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. Appendix Q defines a tiny house as a dwelling 400 square feet or less in floor area excluding lofts. The code includes requirements for light, ventilation, heating,



The trend of tiny houses has received a lot of attention in recent years. This handout is provided to clarify how these small structures are regulated by the Minnesota State Building code.

Other codes related to house construction include:

- Minnesota Energy Code
- Minnesota Mechanical Code
- Minnesota Electrical Code
- Minnesota Rules Chapter 1303
- Minnesota Plumbing Code

minimum room sizes, ceiling heights, sanitation, toilet, bath and shower spaces, emergency escape and rescue openings, means of egress, smoke alarms and carbon monoxide alarms.

PREFABRICATED BUILDINGS

Minnesota Rules, Chapter 1360

Tiny houses constructed as prefabricated buildings must comply with the requirements of Minnesota Rules Chapter 1360 and be designed and constructed in accordance with the Minnesota Residential Code. Review of building plans and inspections are performed by the Minnesota Department of Labor and Industry. The completed building requires a Minnesota prefabricated building label.



Example prefab construction label - located under kitchen sink.

Prefabricated building manufacturers are permitted to build three or fewer buildings per year. Construction of more than three buildings is regulated by Minnesota Rules Chapter 1361 for industrialized/modular buildings.

A data plate must be attached to the dwelling that includes the following minimum information:

- design loads
- codes
- IIBC label numbers
- serial numbers
- model designation
- date of manufacture
- name and address of manufacture
- occupancy and type of construction.

All on-site work is subject to local jurisdiction and inspections according to the Minnesota Residential Code.

INDUSTRIALIZED/MODULAR BUILDINGS

Minnesota Rules, Chapter 1361; Interstate Industrialized Buildings Commission (IIBC)

Tiny houses constructed as modular buildings must comply with Minnesota Rules Chapter 1361 and the Interstate Industrialized Buildings Commission (IIBC). These modular dwellings must be designed and constructed in accordance with the Minnesota Residential Code. Review of dwelling plans and in-plant inspections are performed by a certified IIBC third-party agency.

Modular buildings must have IIBC construction labels on each building section or every 600 square feet of closed panels.

A data plate must be attached to the dwelling that includes the following minimum information:

- design loads
- codes
- serial numbers
- IIBC label numbers
- model designation
- date of manufacture
- name and address of manufacture
- occupancy and type of construction.



Example IIBC label - located inside each home section.

All on-site work is subject to local jurisdiction and inspections according to the Minnesota Residential Code.

HUD MANUFACTURED HOMES

Tiny houses constructed as a manufactured home must comply with U.S. Department of Housing and Urban Development (HUD Code). "Manufactured home" means a single family dwelling in one or more sections, which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities.

A data plate must be attached to the dwelling unit to include the following as a minimum:

- design loads
- codes
- label numbers
- serial numbers
- model designation,
- date of manufacture
- name and address of manufacturer



AS EVIDENCED BY THIS LABEL NO. [REDACTED]
THE MANUFACTURER CERTIFIES TO THE BEST OF THE
MANUFACTURER'S KNOWLEDGE AND BELIEF THAT
THIS MANUFACTURED HOME HAS BEEN INSPECTED IN
ACCORDANCE WITH THE REQUIREMENTS OF THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND IS CONSTRUCTED IN CONFORMANCE WITH THE
FEDERAL MANUFACTURED HOME CONSTRUCTION AND
SAFETY STANDARDS IN EFFECT ON THE DATE OF
MANUFACTURE. SEE DATA PLATE.

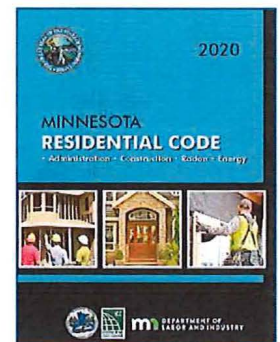
Example HUD construction label
- located on exterior of each
section.

Review of dwelling plans and in-plant inspections are performed by HUD-certified third-party agencies. All on-site work is subject to the local jurisdiction and inspections according to the Minnesota Residential Code.

SITE-BUILT STRUCTURES

Tiny houses constructed on site are regulated by the Minnesota State Building Code. The dwelling construction must comply with all the requirements of the Minnesota Residential Code.

The Minnesota Residential Code can be viewed at
<http://codes.iccsafe.org/app/book/toc/Minnesota/Residential/index.html>.



NOTE:

Recreational park trailers, or park models, are designed as **temporary** living quarters for recreational, camping or seasonal use but not as year-round dwellings. These trailers are often constructed to ANSI standard (A119.5) and are self-certified by the manufacturer.

MINNESOTA RESIDENTIAL CODE

The following code references provide general code requirements related to dwelling construction. The dwelling must comply with all applicable requirements of the Minnesota State Building Code.

General requirements

R202 – Definition of dwelling unit and habitable space.

Dwelling unit: A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Habitable space: A space in a building

for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

R301.1 Application.

Buildings and structures must be constructed to safely support all loads, including dead loads, live loads, roof

loads, flood loads, snow loads, wind loads and seismic loads prescribed in this code. The construction of buildings and structures in this code must result in a structure that transfers all loads from their point of origin to the foundation.

Continues on next page.

General requirements, continued.

R303 – Light, ventilation and heating

Habitable rooms must have 8 percent of the floor area as natural light and 4 percent of the floor area as natural ventilation (see exceptions).

Bathrooms must have 3 square feet of natural light and 1.5 square feet of natural ventilation (see exception).

Mechanical ventilation must comply with Minnesota Rules 1322.

Dwelling must be capable of maintaining a minimum room temperature of 68 degrees at three feet above the floor and two feet from the exterior walls (excludes use of portable heaters).

R304 – Minimum room areas

Habitable rooms must be at least 70 square feet in area and not less than 7 feet in any direction (except kitchens).

R306 – Sanitation

Every dwelling unit must have a water closet, lavatory tub or shower and kitchen sink.

All plumbing fixtures must be connected to a sanitary sewer or approved private sewage system and an approved water supply.

Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machines must have hot and cold water.

R307 – Toilet, bath and shower spaces

See the Minnesota Plumbing Code for required plumbing fixture clearances.

Bathtubs, shower floors, and walls must have a nonabsorbent surface a minimum of 6 feet above the floor.

R310 – Emergency escape and rescue openings

Basements, habitable attics and every sleeping room must have at least one operable emergency escape and rescue opening of 5.7 square feet. (See

code for minimum dimensions).

R311 – Means of egress

All dwellings must have a means of egress door with a clear width of 32 inches and a clear height of 78 inches.

A floor or landing is required on each side of exterior doors.

Exterior landings must be positively attached to the primary structure.

Hallways and stairways must have a minimum width of 36 inches.

Stair treads must be 10 inches minimum in depth, stair risers 7.75 inches in height, or as permitted in Appendix Q.

A floor or landing is required at the top and bottom of each stairway.

A handrail is required at stairs having four or more risers.

R314 – Smoke alarms

Smoke alarms are required in each sleeping room, immediate vicinity of the bedrooms, and on each additional story of the dwelling including basements and habitable attics.

R315 – Carbon monoxide alarms

Carbon monoxide alarms are required in every dwelling unit having fuel-fired appliances or attached garage.

MR 1322 – Residential Energy Code

Dwellings must comply with the Minnesota Energy Code.

MR 1346 – Mechanical Code

Dwellings must comply with the Minnesota Mechanical Code.

MR 1303 – Radon requirements

Dwellings must comply with Minnesota Rules Chapter 1303 for either passive or active radon control systems.

MR 1315 – Electrical Code

All electrical service, wiring and fixtures for the structure must comply with the National Electrical Code.

MR 4715 – Plumbing Code

Dwellings must comply with the Minnesota Plumbing code.

Appendix Q – Tiny Houses

AQ101 – Scope

Tiny houses used as dwelling units must comply with the Minnesota Residential Code unless otherwise stated in Appendix Q.

AQ102/R202 – Definitions

Tiny house: A dwelling that is 400 square feet or less in floor area measured from inside of wall to inside of wall and excludes lofts.

Loft: A floor level more than 30 inches above the main floor with a ceiling height less than 6 feet 8 inches and used as living or sleeping space.

AQ103 – Ceiling height

Habitable space and hallways must have a minimum ceiling height of 6 feet 8 inches. Bathrooms, toilet rooms and kitchen shall have a minimum ceiling height of at least 6 feet 4 inches.

AQ104 – Lofts (area and access)

Lofts used for living or sleeping require a floor area of 35 square feet minimum with a horizontal dimension not less than 5 feet. Loft ceiling heights less than 3 feet are not included in the minimum required loft floor area.

Lofts must have access by stairways, ladders, alternating tread devices, or ships ladders. (See section for specific compliance requirements).

Loft guards are required on open side of lofts and cannot be less than 36 inches in height or one-half of the clear height to the ceiling, whichever is less.

AQ105 – Emergency escape and rescue openings (EERO)

Emergency escape and rescue openings must comply with Section R310. (See exception for loft roof access windows).



Tiny Homes Discussion

Update on Planning Commission's Exploration

October 12, 2020

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Definitions & Trends

- Tiny Home Standards (“Appendix Q”) were adopted as part of the Minnesota Building Code updates that occurred in March 2020. The building code defines Tiny Homes as those **less than 400 square feet**
- Tiny Homes can be **mobile, manufactured, or built on-site**
- Willmar continues to see a decreasing trend in household size
- We also continues to see a low housing supply (~3.0 months -- 6 months would be healthy)

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Current Standards

■ Current Willmar Standards:

- No minimum square footage for building size
- Accessory Dwelling Units not allowed in backyards
- Manufactured home standards (on foundation, 24' width, pitched roof, connection to City utilities, flat sheet metal siding not permitted, etc)
- Minimum lot size of approximately 8,500sqft for a single dwelling unit
 - 4,000sqft for a mobile home park lot or in a PUD



Community Housing
Goals

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Vision2040 Housing Subcommittee

- Focus on balance of quality rental & owner occupied housing options
- Renovation & restoration of existing single-family housing stock
- Promotion of multi-family & mixed-income (re)developments

The page features a decorative background of thin, curved lines in shades of grey and blue, sweeping across the top and sides. A prominent red graphic element, consisting of a horizontal bar above a larger speech bubble shape, is positioned on the left side. The text 'City of Willmar Comprehensive Plan' is centered within the red speech bubble in white font.

City of Willmar Comprehensive Plan

- **Residential & Social Development Goal:** To preserve and develop a mixture of different housing types, densities, and cost ranges that will meet the needs of all citizens.
- **Policy “c”:** Encourage the development of neighborhoods that include a variety of housing types and cost ranges.
- **Policy “g”:** Encourage innovative site and housing unit design for energy conservation, aesthetics, open space preservation, bike and pedestrian access etc.

The background features a series of concentric, overlapping curved lines in shades of gray, creating a sense of motion or a ripple effect. A prominent red callout box is centered on the page, containing the text "Other Community Examples".

Other Community
Examples



Bloomington

- **Code:**
 - Expressly prohibits Tiny Homes
 - 1,120 sf minimum for Single Family Dwelling
 - 11,000 sf minimum interior lot size
 - ADU's not allowed
- **Reasoning:** City Council discussed Tiny Homes a few years ago & decided they were not consistent with the residential character of Bloomington. Unlike Willmar, Bloomington is fully built-out.

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Wahkon

- **Code:**
 - Primary structures required to be a minimum of 900 sf & 24 feet wide
- **Reasoning:** Likely standards leftover from mobile/manufactured home standards. Common among other communities. In Northern Minnesota, Park Models are often a workaround for traveling Tiny Homes (resorts, state parks, etc) where size requirements do not apply to designated areas.



Powell, WY

- **Code:**
 - 600 sf minimum for Single Family Dwelling
 - 6,000 sf minimum for lot size
 - Small lot exception: division of vacant, existing corner lot
 - Single Family Dwellings only
 - Lot is at least 3,500 sf & two times total house square footage
- **Reasoning:** Small lot exception was created “for the purpose and intention of encouraging construction of affordable one-family dwellings”



Brainerd

- **Code:**
 - Tiny homes (500-750 sf) are allowed on non-conforming vacant lots (located in the city prior to 1989)
 - Subject to Design standards
 - Requires a Conditional Use Permit
- **Reasoning:** Brainerd has a significant number of older, vacant, non-conforming lots. Recognizing that these non-conforming lots were unable to be developed and meet setback standards, City Council approved "Small" homes with a CUP, in an effort to make these lots useable. They are currently pursuing rewriting of their Zoning Ordinance & anticipate this discussion to come up. May be looking at a hybrid of Form & Euclidean Zoning Code



Bemidji

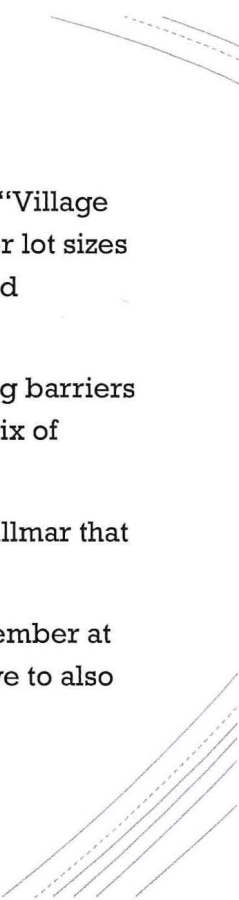
- **Code:**
 - Tiny Homes are allowed as a subdivision
 - No single Tiny Homes in an existing developed neighborhood are allowed
- **Reasoning:** They have not seen any subdivisions of this type built since the code was enacted, nor were any current staff on board when the code was enacted. Planning Director stated that they have several interested in building a tiny home, but no one willing to create the subdivision at this time. Expressed that he would almost rather the subdivision allowance not exist, because of the desire for one-off tiny homes to be built.



Current Status

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Planning Commission's Exploration

- Interested in continuing to explore stick-built “Village Cluster” standards that would allow for smaller lot sizes & smaller homes (with requirements for shared amenities, greenspace, etc).
 - Interested in education/promotion of removing barriers to allow for smaller homes to be built in the mix of housing solutions.
 - Finding lots of examples of older homes in Willmar that are smaller in size & built on smaller lots.
 - Anticipate review of a draft Ordinance in November at Planning Commission. Amendment would have to also be approved by City Council.
- 
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City Council Action Request

Council Meeting Date:	October 19, 2020	Agenda Item Number:	11.
Agenda Section:	Council	Originating Department:	City Clerk
Resolution	N/A	Prepared by:	Judy Thompson City Clerk
Ordinance	N/A	Reviewed By:	Brian Gramentz, City Administrator
No. of Attachments		Presented By:	Judy R. Thompson, City Clerk
Item:	Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to approve the Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit, pending the Police Department's approval, on a roll call vote.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION: N/A

OVERVIEW:

The Civic Center has rented space to the Willmar Warhawks; a Tier III Ice Hockey team, who plan to serve alcohol during the hockey season running from October 2020, through March 2021. A Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit is required to distribute or consume alcohol on the Civic Center grounds. Willmar Community Golf Club Inc. dba Eagle Creek Restaurant, LLC has applied for this permit with on-site employees listed as Robby Denzel and Joe Wosecki. Permits have been approved since their 2016 hockey season.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Deny the approval of the requested application.

BUDGETARY/FISCAL ISSUES: \$100 Permit Fee

ATTACHMENTS: N/A