

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

August 17, 2015
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 Ron Christianson, Andrew Plowman, Rick Fagerlie, Steve Ahmann, Denis Anderson, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Fire Chief Frank Hanson, Police Chief Jim Felt, Police Captain Michael Anderson, and City Attorney Robert Scott.

Proposed additions or deletions to the agenda included Council Member Johnson requesting the Mayoral Appointments be pulled from the agenda for discussion and Council Member Ahmann asked to bring a citizen complaint forward. Mayor Calvin asked for the deletion of Item No. 17 due to all Council meeting dates falling on a Monday holiday having been adjusted at the organizational meeting this past January. Council Member Ahmann made a motion to approve the agenda as presented. Council Member Fagerlie seconded the motion, which carried.

Council Member Nelsen offered a motion to adopt the Consent Agenda with the exclusion of Item D. Mayoral Appointments which included the following items: City Council Minutes of August 3, Municipal Utilities Commission Minutes of August 10, Planning Commission Minutes of August 12, Accounts Payable Report through August 12, Building Inspection Report for July, 2015, and the CER Joint Powers Board Minutes of July 31, 2015. Council Member Ahmann seconded the motion, which carried. Council Member Johnson made a motion to table Item D. - Mayoral Appointments to allow more time for review. Council Member Christianson seconded the motion, which carried with Ayes 5, Noes 2, with Council Members Anderson and Nelsen voting "no."

At 7:04 p.m. Mayor Calvin opened the Hearing to allow the closing of the Windstream office. IT Coordinator Ross Smeby spoke briefly on the ordinance amendment which presented the opportunity for the public to speak. Mayor Calvin mentioned the donation of \$12,000 from Windstream if the office closing is approved. After a brief discussion by members of the Council it was noted there was no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:05 p.m.

Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance to Close the Windstream office and accept the \$12,000 donation. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0

Mayor Calvin recognized Willmar Fests Board Vice President James Miller who recapped the events that took place in the 2015 Festivities. The Jaycees Block Party had a fantastic turnout. There were a couple new events such as the Rib Fest and the kids' carnival out at Robbins Island that were well received by the public. Mr. Miller then introduced the 2016 Willmar Fests Royalty: Aqua Princess, Morgan Stoeberl, International Princess, Kadijah Farhat and Queen of Festivals, Miranda Roelofs who thanked the Mayor and Council for their support and the opportunity to represent Willmar. The royalty gave a brief PowerPoint presentation and described the many events they have attended as representatives of Willmar. Mayor Calvin thanked them for their commitment as Ambassadors for the City and for their attendance at numerous parades and city celebrations. He also thanked the Willmar Fests Board for all their hard work.

Mayor Calvin introduced Gary Weiers of David Drown Associates who came before the Council to discuss the hiring process for a new City Administrator. The firm has met with the Mayor, members of the Council and City staff to gather information and create a position profile that highlights the position and the community. He stated we are at the point now where the Council will review documents and give suggestions for improvement. Related to that would be approval of the salary range for the position, the timeline and the job description. Mr. Drown inquired to suggestions for changes to the position profile.

Council Member Christianson stated he liked the contents relating to good relationships with the Council and the public, although he did express concern of there being a conflict of interest with the City Administrator being involved in negotiations and the pointed out that the contract for past Administrators has contained language that their increase should be equal to that received by the Department Head Unit. Council Member Anderson felt this issue can be resolved within the Administrator's contract. This was reiterated by Mr. Weiers stating that this can be solely up to the Council at their performance evaluation and can be resolved with the contract.

Council Member Christianson questioned if the organizational chart Mr. Weiers was using in the profile was the same one that was agreed upon by the Council. He noted the chart in the profile did not include the City Attorney and all the Boards and Commissions. Mr. Weiers stated he does have the chart Council Member Christianson eluded to, but had taken some elements out for simplification and is more than willing to add them back in.

Mr. Weiers then touched on the timeline stating that he would like at least a tentative date of when interviews would be conducted so potential candidates can be made aware ahead of time. He stated advertising can begin tomorrow and remain open for about a month. His staff would then do an initial interview with the top ten or so and bring that back to the Council meeting on October 19th at which time the Council would determine which finalists they would like to bring in for the final interview process with a targeted date of November 12 or 13.

Council Members expressed an interest in having a special meeting in which to review the candidates rather than at a regularly-scheduled Council meeting. The Council was informed that once the candidates are selected for final interview, their names become public. The top ten candidates that are considered for an interview at this special meeting are not named, but rather numbered such as #1-#10. Their identities are protected by law until they are named as finalists.

The pay range for the position was discussed with a suggested range of \$115,000 - \$135,000 noting the former Administrator started three years ago at \$118,000. After discussing it at length it was the consensus of the Council to go with the recommendation of Mr. Weiers, a minimum starting salary of \$115,000. This matter was for information only.

Mayor Calvin acknowledged Bradley Peterson, Coalition of Greater Minnesota Cities, who appeared before the Mayor and Council to review the 2015 Legislative Session and activities of the CGMC. Mr. Peterson presented CGMC facts stating their current membership is 85 cities in 2015, and that their primary focus for legislation is limited to five areas: 1) LGA/Property Taxes, 2) Economic Development, 3) Annexation and Land Use, 4) Environmental Regulations and 5) Transportation.

Mr. Peterson stated the outcome of the 2015 legislative session noting it was a budget year and the legislature need to complete a budget by July 1st in order to avoid a shutdown. The State's financial health continued to be good, the February forecast shows a budget surplus of \$1.8 billion and about \$1.3 billion in the Budget Reserve with revenues consistently above what they were projected to be. He touched on the CGMC's goals being returning LGA to the 2002 funding level, passing Greater MN economic development programs to include workforce housing, job training, business development public infrastructure programs, broadband, a comprehensive transportation plan and environmental reforms. The main focus was to get

back to the 2002 LGA funding level by pressing for a \$22.75 million increase in CY 2016 and 2017 which would help cities catch up on infrastructure, capital purchases and wages.

Mr. Peterson highlighted on the need for affordable workforce housing for middle-income people. A proposed tax credit from the state to businesses developing failed as no tax bill passed. They were successful in getting a job training program passed based through the DEED program. The broadband infrastructure was discussed noting that in Kandiyohi County 82% of the households do not meet the state goals in terms of access to quality broadband. This is an issue that is growing in urgency in the State and he does not foresee it going away. In conclusion he capped the Greater Minnesota Business Development Public Infrastructure Program which helps communities pay for improvements for business expansion in industrial parks. It is a grant program run through DEED and funded through the bonding bill. He summarized the Environmental Regulatory Reform and its challenges and opportunities to include the changes that the MPCA proposed in terms of water quality standards. These standards were quite stringent and the CGMC felt these that the potential costs were so high that perhaps some legislative review would be necessary.

In relation to transportation, Mr. Peterson commented that everyone wanted long-term comprehensive, transportation funding. The Senate favored a gas tax and the House wanted it all to go into the General Fund. CGMC pushed for street funding for cities on all population levels but there was no Transportation Bill. What did pass was on one-time \$12 million for communities with populations under 5,000 to assist in their street improvements.

In conclusion for the 2015 legislative session, despite strong bipartisan support, there failed to be a tax bill or transportation bill. Focus on tax cuts crowded out investments in Greater Minnesota. The 2016 Session will start on March 8th. He slated upcoming events and urged attendance. After a few questions, Mayor Calvin thanked him for his presentation.

Mayor Calvin recognized Bob Skor, 617 SW 14th Street, who requested to address the Council during the Open Forum. Mr. Skor addressed people's First Amendment rights and questioned the changes being proposed to the WRAC policy. There are various places in social media sites where nasty things are said in vulgar ways. It seems like certain ones can dish it out, but they can't take. We have the freedom of speech here and it appears there are just certain people who don't like citizens to talk about issues going on in Willmar during the Open Forum or on WRAC TV.

Arlen Christianson, 1121 Becker Avenue SW, spoke next and thanked the Mayor and Council for their roles in City government. He encouraged the public to continue to make Willmar a better place for our future generations. He stated Council Member Christianson has served the residents with honor and integrity and we always seem to find flaws in our elected officials. He indicated what has happened to this City with the negative press is devastating. He spoke of an incident relating to the purchase of a piece of equipment that Council Member Christianson questioned, whereby later this equipment was sold at a loss. He stated he admires a man who will stand up for his convictions and put his family on the line and is thankful the recall is over.

Bob Enos, 905 Trott Avenue SW, came forward requesting the Council carefully consider the future land use of the area proposed to be sold to Habitat for Humanity citing an incident in St. Cloud whereby high-density housing was built on the same parcel of land that residents had earlier voiced opposition to when given to Habitat for Humanity. He spoke on the Cadillac health insurance plan which could represent something people are going to have trouble paying when they know their own health costs are so high today. He referenced a plan that provides for a \$2,000 premium per month and only requires the employee to contribute \$90 a month with no deductible and exists for less than 5% copay for the employee and paying taxes to support a plan better than his own doesn't seem right. Lastly he commented on filling the Council vacancy in Ward 4 and not having a minority representative on the City Council.

The Finance Committee Report for August 10, 2015 was presented to the Mayor and Council by Council Member Johnson. There were eleven items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on 16 on-sale and 5 off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Walmart and Grizzly's. This is the first failed compliance check for Walmart and the second failed compliance check for Grizzly's. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. A second violation requires the license holder to be fined \$1,000 or request a hearing to appeal the penalty. Kim Lippert, Walmart Alcohol Manager, was present to explain to the Committee what measures they are undertaking to eliminate future violations. Grizzly's paid their fine in full on August 3, 2015; consequently, they will not be requesting a hearing to appeal. This matter was received by the Council for information only.

Item No. 3 Police Chief Jim Felt explained to the Committee that the Police Department (WPD) has three Chevrolet Impala squad cars that are scheduled for decommission and sale as part of the City Vehicle Replacement Program. The Minnesota Highway Safety Research Center (MHSRC - St. Cloud / a division of St. Cloud State University) would like to directly purchase the vehicles for use in the emergency vehicle operators training. Staff is requesting authorization to sell the three decommissioned squad cars directly to the MHSRC in return for training voucher dollars for drivers training. MHSRC has offered \$4,000 in vouchers per vehicle, will take them as-is, and will incorporate the emergency equipment that cannot be re-used by the WPD. Historically, the City has sold these squads on the City auction, averaging \$3,900 per vehicle. It was noted that additional expenses of an auction would include the cost of removing all emergency equipment and a 5% auctioneer fee. The MHSRC voucher dollars would be used for WPD officers to attend the mandatory emergency vehicle operators' courses which typically cost about \$600 per officer. By utilizing a sale to MHSRC, the City can retain a higher value on the squad cars and directly reduce costs for recertification of officers. It was the recommendation of the Committee to introduce a resolution to approve the sale of the three decommissioned Chevrolet Impala squad cars to MHSRC for \$4,000 in vouchers per vehicle.

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

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the sale of three decommissioned Chevrolet Impala squad cars to the Minnesota Highway Safety Research Center (MHSRC - St. Cloud / a division of St. Cloud State University) for \$4,000 in vouchers per vehicle. This is a total of \$12,000 in vouchers to be used to offset mandatory emergency vehicle operators training/recertification costs for Willmar Police Officers.

Dated this 17th day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Willmar Municipal Utilities (WMU) Finance Director Tim Hunsted presented their Financial Report as of May 31, 2015. Both revenues and expenditures are below budget for the period to date reflecting a net loss of \$725,276 as of May 31, 2015. It was noted that rate increases went into effect in June. The financial report was received by the Council for information only.

Item No. 5 Rice Hospital Chief Financial Officer Bill Fenske presented their Financial Report as of June 30, 2015, which reflected a net income of \$2,177,751 compared to a net loss of \$2,698,460 a year ago. It was noted that inpatient volumes are up and expenses are down. CEO Mike Schramm updated the

It was noted that inpatient volumes are up and expenses are down. CEO Mike Schramm updated the Committee regarding ICCU's integration into general hospital areas which provides more support staff for rooms near nurses' stations. He also reported on anticipated changes to Rehab Services. The financial report was received by the Council for information only.

Item No. 6 Staff presented to the Committee a list of properties that have not paid the charges for weed and grass mowing. Pursuant to Municipal Code, Chapter 9, Article III, concerning the cutting of weeds or grass and in the case of noncompliance, such work is to be performed by the City or its agent. The costs thereof can be certified as a special assessment against the property in question. The Committee asked staff to review standard mowing fees to determine whether or not changes are warranted.

The Committee was recommending the Council set a public hearing for 7:01 p.m. on September 8, 2015, to consider objections to the proposed assessment for the mowing costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 7 Staff presented to the Committee a list of properties that have not paid the charges for garbage removal. Pursuant to Municipal Code, Chapter 12, Article II, concerning the removal of nuisance conditions by the City, the costs thereof can be certified as a special assessment against the property in question.

The Committee was recommending the Council set a public hearing for 7:02 p.m. on September 8, 2015, to consider objections to the proposed assessment for the garbage removal costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Nelsen seconded the motion which carried.

Item No. 8 Staff presented to the Committee a list of properties that have not paid the charges for snow or ice removal. Pursuant to Municipal Code, Chapter 13, Article III, concerning the removal of snow or ice from sidewalks, the costs thereof can be certified as a special assessment against the property in question.

The Committee was recommending the Council set a public hearing for 7:03 p.m. on September 8, 2015, to consider objections to the proposed assessment for the snow or ice removal costs incurred. Council Member Johnson moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 9 Staff reported to the Committee that consideration of improvements at the Dorothy Olson Aquatic Center was deferred to the Public Works/Public Safety Committee meeting on August 11, 2015.

Item No. 10 As requested by Chair Denis Anderson, the issue of the verbal SCBA order placed in December, 2014, has been returned to the Committee to become an official motion. After review, the City Attorney indicated that if the City wishes to lock in the price of purchasing the full \$330,000+ worth of equipment in 2016 without legally committing to such purchase at this time, and the seller is okay without receiving a legal commitment to purchase, Attorney Scott would "...recommend the City Council pass a motion to approve the purchase as proposed, but which is contingent on 1) the City including such expenditure in its official 2016 budget (or CIP, as applicable); and 2) City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure."

Council Member Nelsen wanted the minutes to reflect that a copy of the July 23rd email from the City Attorney detailing SCBA purchasing options was not made available to the Finance Committee members at the time of the meeting as it was not presented by staff on a timely basis.

any contracts, purchase orders or other documents related to the purchase until after the 2016 budget has been officially adopted and includes this expenditure. There was no second to this motion, which consequently failed.

Item No. 11 The Committee received the following report: 07/31/15 CVB Financial Report. Council Member Nelsen raised a concern that the CVB Board should review these reports before they are provided to the Council. This matter was received by the Council for information only.

Council Member Johnson made a motion to approve and file the Finance Committee Report for August 10, 2015. Council Member Fagerlie seconded the motion.

At this time Council Member Anderson requested to refer back to the Fire Department SCBA Order as he was not able to attend the Finance Committee meeting and take part in the discussion. He expressed concern about the following the advice of the City Attorney and set the order forth as he stated. Council Member Johnson felt it appropriate to wait until the money has been appropriated in 2016 and then place the order.

Council Member Anderson made a motion to approve the purchase as proposed, contingent on 1) the City including such expenditure in its official 2016 budget (or CIP, as applicable); and 2) City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure. Council Member Nelsen seconded the motion.

During discussion the City Attorney clarified the Council's action stating that a purchase of this amount of money has to be approved by the Council and that approval cannot take place until the money has been allocated in the budget. If the company requires some sort of approval of the purchase of the items and it is the Council's intent to proceed with the purchase and budget allocation, then he recommends proceeding as he outlined in his email. If an approval is no longer necessary by the company to give the City the favorable price and it can all happen after the normal budgeting process then he feels no action is required.

Council Member Nelsen withdrew her second to the motion. The motion failed for lack of a second.

The motion earlier made by Council Member Johnson and seconded by Council Member Fagerlie to approve the Finance Committee report of August 10, 2015 and order them placed on file in the City Clerk's Office carried.

The Public Works/Safety Committee Report for August 11, 2015 was presented to the Mayor and Council by Council Member Christianson. There were seven items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for August 11, 2015 was 170; 101 inmates from the Department of Corrections, 68 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 841. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 15 days ahead of 2014 at this date. The committee discussed the continued recent criminal activity of thefts from unlocked cars with officers continuing to be more present in the areas affected as well as utilizing crimemapping.com tied in with the department's record keeping. The two new officers hired will be starting their four months of training. Alex Anderson, a Willmar native, will be starting on the 17th and Lukas Eitreim, from Savage, will be starting on the 25th.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 14, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far

this year is 218, 26 calls above last year. The Committee suggested Chief Hanson join Chief Felt for the Open Mic radio program to spread additional awareness on fire safety.

The Committee discussed the concern of a stop sign request made by residents at the intersection of 9th Street and Becker Avenue SW. Public Works Director Christensen explained multiple variables must be in place to warrant a stop sign to be placed at the intersection and he does not believe this intersection would qualify at this time. A few of the warrants include traffic counts, types of traffic, design and also the number and type of accidents. This is regulated by the Manual on Uniform Traffic Control Devices (MUTCD). The Committee requested to review the policy on placing a sign at the intersection and give a formal answer to the concerned citizens regarding this issue. These updates and stop sign inquiry were received for information only by the Council.

Item No. 3 Staff brought forth, for information, the plan for elected officials of the City of Willmar to receive emergency management training through the National Incident Management Systems (NIMS) FEMA online classes and also to receive Emergency Operations Center training. Proper City identification cards will be issued with proper color codes for the elected officials on September 3rd at 6:00 p.m. at the Fire Station. This was received for information only.

Item No. 4 Staff presented, for approval, to enter into an agreement with Horizon Commercial Pool Supply to refurbish three play features and to perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the total amount of \$44,850. The 2015 CIP has \$75,500 budgeted for the improvements. The Committee discussed the maintenance work on the slide as a new coating on the fiberglass and useful life of the equipment. Staff noted there are a few additional maintenance items budgeted in the coming years but none of the items are a safety concern at this time.

The Committee was recommending the City enter into an agreement and authorize signatures of the Mayor and Interim City Administrator with Horizon Commercial Pool Supply to refurbish three play features and perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the amount of \$44,850.

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

RESOLUTION NO. 2

Whereas the City of Willmar desires to enter into a Construction Services Agreement with Horizon Commercial Pool Supply to refurbish three play features and perform maintenance on the two slides for the Dorothy Olson Aquatic Center in the amount not to exceed \$54,450.00; and

Whereas an agreement has been prepared detailing the terms of the services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 17th day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, Change Order No. 2 for the Industrial Park 4th Addition Project No. 1405. The project was awarded to R&R Excavating for the construction of new streets, utilities and industrial lots in the Industrial Park. Due to instability of the existing soils in the storm sewer trenches, additional granular and rock bedding was required to be placed beneath the storm sewer pipe. Change Order No. 2 was submitted in the amount of \$6,015.70 for the additional work and is within the

project budget funded by Local Option Sales Tax. The Committee was recommending the Council approve Change Order No. 2 for Project No. 1405 in the amount of \$6,015.70.

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

RESOLUTION NO. 3

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 CP 1405 between the City of Willmar and R&R Excavating of Hutchinson, Minnesota by Change Order No. 2 in the increased amount of \$6,015.70.

Dated this 17th day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for information, an update on the Public Works Department and Airport. The Public Works Department has been replacing and trimming boulevard trees, pothole patching continues throughout the City and also drainage of the Orange Field. The Engineering Department is starting to develop potential improvement projects for 2016. The Committee discussed the ice and snow issues on the curve of 1st Street N by Hedin Park and if additional safety precautions are needed above the cautionary signs currently in place and frequent attention from plows to keep the road clear. Crews are crack sealing along Willmar Avenue, and concrete work is near completion on Trott Ave. Carolina Avenue is drying out after the heavy rains, with the water line finished and storm sewer currently being constructed. The Civic Center Drive storm pond is also under construction and the path overlays at Robbin's Island, north 7th Street and Hedin Park are expected to begin soon. All of the overlay projects have a deadline of August 28th; therefore increased construction activity is expected.

The Airport had a busy month of July with multiple weeks of more than 70 operations and high fuel sales. The conference room was utilized several times, noting the non-profit air ambulance from Papua New Guinea being one of the occupants. The PAPI lights were flight checked and functioning on July 8th and the F-14 fighter jet was washed on the 13th. The Committee discussed starting conversations with the Airport Commission regarding promoting the airport through a possible fly in and pancake feed to increase activity. Staff noted funds are being proposed for the 2016 budget for promotional activities to celebrate the 10-year anniversary of the new airport facility. The Council received this for information only.

Item No. 7 The Committee discussed National Night Out, which took place on August 4th in the Garfield and Eagle's Landing neighborhoods, inquiring if attendance was up from previous years and if any funds should be budgeted to help promote the event in the future. The Committee noted any purchase over the amount of \$10,000 needs Council approval. These miscellany items were received for information only by the Council.

The Public Works/Safety Committee Report for August 11, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Nelsen, and carried.

The Labor Relations Committee Report for August 12, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were eight items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Staff was directed by the Council to make changes to the Personnel Policy in legislative print to be brought back to the Labor Relations Committee for review. The Committee reviewed the Personnel Policy drafts removing the word “permanent” in several areas replacing it with “full time, year-round” and allowing the granting of full time, year-round status upon completion of probationary periods by the City Administrator.

The Committee was recommending the Council approve the revisions to the Personnel Policy as presented. Council Member Ahmann moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 4 Interim City Administrator Kevin Halliday presented details of the City, County, and Other Governmental Agencies (CCOGA) Insurance Pool and details of the three health insurance plans proposed to employees. He stated that the First Dollar plan will no longer be offered by BCBS and the Traditional Plan has been chosen to replace it with noted out-of-pocket maximums. He also stated there is no increase in health insurance premiums for 2016 and reviewed the Service Cooperative Insurance Pool eight-year history.

The penalties of the “Cadillac tax” if health insurance aggregate premiums were found to be in excess of the thresholds was explained, along with the benefit of employees using the new Clear Cost Health program to search for health care services based on cost per service. Mr. Halliday informed the Committee that Dan Weir, consultant for SW/WC Service Cooperative, will present the entire program in more detail when he comes before the City Council on September 21, 2015. This was received by the Council for information only.

Item No. 5 The ranking of four job descriptions by the Employee Compensation Study Committee were brought to the Committee for discussion. Council Member Nelsen questioned having this item before the Committee as she was of the understanding that this item was being removed from the agenda. Interim City Administrator Halliday stated that no agenda change came from his office and proceeded to provide information received from the Committee on the job descriptions of: 1) Building Maintenance Supervisor, 2) Environmental Specialist, 3) Recreation Facilities Manager, and 4) Assistant Public Works Director. These four positions were previously discussed before the Labor Relations Committee for consideration as recommended staff changes presented by Public Works Director Sean Christensen.

The Recreation Facilities Manager, an amended job description of the Arena Manager, was scored to see if the amended duties, including Staff Clerk fiscal duties would warrant any change in Pay Grade. It was noted the additional tasks were not of a nature to raise the position on the point value system.

Council Member Christianson questioned the Assistant Public Works Director job description which would replace the position of Assistant City Engineer. He felt it was important to have a licensed individual on staff with the ability to promote to Public Works Director should that position become vacant. You would have a staff member familiar with the position and have the ability to step into the vacancy.

The position evaluations were received by the Council for information only and will be placed on a future committee agenda.

Item No. 6 Chair Ahmann raised the question of establishing an agenda review process for Council Committees and City Council agendas whereby the Chairman for each Council Committee would review and sign off on each agenda prior to them being uploaded to Ipads and/or the City website. It was his directive that in the interim, Labor Attorney Madden receives Labor Relation minutes and agendas as well. These Committee agendas would need to be approved by 3:00 p.m. on the Thursday of the week prior to meetings in order to allow staff time to upload. If no changes are received by the respective Chair by that deadline, the upload will take place. The Mayor would be responsible to review the City Council agenda noting his response would be needed by 1:00 p.m. on the Thursday of the week prior to the Council meeting.

It was the consensus of the Committee to direct staff to implement the review process. The Council received this for information only.

Item No. 7 Chair Ahmann brought up the necessity to continue with training offered by the League of MN Cities for Council Members and staff whether it is online or with staff from LMC. Mayor Calvin and Interim City Administrator Kevin Halliday are currently in contact with LMC staff for planning future sessions. It was the consensus of the Committee that if a list of available training items became available, they should be shared with the Council. This was received for information only by the Council.

Item No. 8 Council Member Nelsen raised the question of discussion that was held at the July 15, 2015 Labor Relations Committee regarding the hiring of the Civic Center Manager, whereby Council Member Christianson raised the question of this position being placed under the supervision of the City rather than Willmar Community Education and Recreation. Council Member Nelsen stated this has not been brought back and the application process for the Civic Center Manager closes August 13th. Council Member Nelsen made a motion to have the Civic Center Manager report to the Public Works Director. Council Member Ahmann seconded the motion for discussion. Interim City Administrator Kevin Halliday pointed out that the agreement with the Willmar Community Education and Recreation was recently renewed in November, 2014 and it would take an amendment to the agreement to change who this position reports to. The question was raised if you remove this facility from contracted management, do you do it for the other City facilities, i.e. the City Auditorium, Community Center and the Aquatic Center.

The Committee discussed the effects of this action at length and staff stated concern for hearing comments from the CER Director as well. Council Member Plowman expressed his concern with making a decision without more information and Council Member Nelsen withdrew her motion stating her willingness to bring people forward at the Council meeting. Council Member Ahmann withdrew his second.

Item No. 9 Council Member Christianson expressed concern for pending retirements of City employees and being prepared. The possibility of job shadowing was discussed. Council Member Nelsen felt the primary focus at this time would be to get a City Administrator hired. Council Member Christianson questioned waiting. This discussion was for information only.

Council Member Ahmann made a motion to approve and file the Labor Relations Committee Report for August 12, 2015. Council Member Fagerlie seconded the motion.

Council Member Christianson raised the question whether discussion should take place at this time relating to the Civic Center Manager position being placed under the supervision of the City rather than Willmar Community Education and Recreation as Community Education and Recreation Director Steve Brisendine is present to answer questions of the Council. Mr. Brisendine opined that the City and Willmar School District have been in a Joint Powers Agreement for 15 years. He stated that when he started his position the Civic Center Manager was under the direction of the Public Works Director at that point. After about two years that position was moved under his supervision.

Council Member Anderson stated that at the July 15th Labor Relations Committee it was discussed and it was the consensus of the Committee that it should be under the direction of the City as it is a City building and this was no reflection on the way things are being done.

Public Works Director Sean Christensen stated his opinion at the Labor meeting was mostly based on the employees at the Civic Center being City employees therefore making more sense to have a City employee supervising them.

Council Member Nelsen commented on the position remaining a City employee and reporting to Public Works and being of the understanding that the Joint Powers Agreement can be amended.

City Attorney Robert Scott recommended having the opportunity to work with staff and bring forward several options for consideration at the next Labor Relations Committee meeting. The Council tabled the discussion and referred it to the Labor Relations Committee. Council Member Nelsen requested that the staff members of both the Willmar School District and the City Public Works Department work together on the interview process to hire the new Civic Center Manager. Interim City Administrator Halliday informed the Council that it is City's policy requires that interviews be conducted by two Department Directors and one Supervisor with the option of adding outside forces. He stated he will make sure both directors are in on the interview process.

The motion earlier made by Council Member Ahmann and seconded by Council Member Fagerlie to approve the Labor Relations Committee report of August 12, 2015 and order them placed on file in the City Clerk's Office carried.

IT Coordinator Ross Smeby and Cable Access Coordinator Rudy Vigil presented the new rules and procedures for the use of the Willmar Regional Access Facilities, Services, Equipment and Channels. The current rules were 15 years old and the Cable Attorney advised having them updated prior to the expiration of the franchise. The Cable Advisory Committee and the Cable Attorney have reviewed, made revisions, and approved the proposed rules and procedures. Mr. Vigil reviewed the changes highlighting program guidelines and prohibited broadcasts to include harassment, defamation of character, terroristic threats, obscene or indecent content as defined by law and any other content in violation of the law. Council Member Christianson made a motion to adopt the new Rules and Procedures for the Willmar Regional Access Channels. Council Member Anderson seconded the motion, which carried.

Council Member Christianson made a motion to remove the Engagement Agreement with Moss and Barnett from the table. Council Member Anderson seconded the motion, which carried. IT Coordinator Ross Smeby presented for Council consideration the modified engagement agreement with Cable Franchise Attorney Moss and Barnett. The agreement was tabled at the July 29th Council meeting pending clarification of conflict of interest because they also represent Windstream. The agreement has been revised in Paragraph H to allow the Moss and Barnett to represent the City on matters involving the Windstream Cable Franchise and waives any conflict of interest.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to enter into a joint and cooperative agreement between the City of Willmar and the law firm of Moss and Barnett.

Dated this 17th day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Interim City Administrator Kevin Halliday presented options for filling the Council vacancy in Ward 4. As dictated by City Charter, the Council must act within 45 days to either appoint an eligible person from the vacant ward or schedule a special election to be held within 90 days to fill the vacancy for the remainder of the vacant Council Member's term. Because less than two years remained in Council Member Dokken's term at the time of his resignation, there is no requirement to hold a special election to fill the vacancy, however the City is free to decide to call a special election if it wishes to do so. Mr. Halliday asked them to review the timetable. The date of election would be November 10th with standard election times at the polls with an estimated cost of \$6,200.

Council Member Nelsen spoke relating to the community response from the meetings that were held for citizen input. She stated she heard loud and clear that the public would like a special election and asked the Council to respect the residents. She read aloud several comments received from citizens that called for democracy.

Council Member Nelsen made a motion to hold a special election for the current Council vacancy in Ward 4 as laid out in the timeline presented by Interim City Administrator Halliday. Council Member Ahmann seconded the motion.

Council Member Anderson questioned being able to open the filing sooner to avoid some issues in the timeline. Interim City Administrator Halliday explained through his experience with elections he feels if several individuals are vying for the same elected position, it requires more time and effort to get a campaign together.

Council Member Christianson addressed the Council expressing his concerns about being lobbied or given advice from individuals or groups of people and feels that in the last two and one-half years the Council has been lobbied by three groups in particular those being Moving Willmar Forward, Calvin for Mayor and recently Recall Ron Christianson. These groups have divided Willmar, divided the Council and spewed hatred in Ward 2. This was evidenced by very poor decision making during the Recall Ron Campaign. He cannot take advice from any of these groups and will let the rest of the Council make the decision of whether to hold a special election or to vote by abstaining on this vote. The toxic environment has destroyed any members of Ward 4 who would be willing to step forward and either run or be appointed. He stated that never in the history of the City of Willmar has there been a special election when there has been less than two years left on a term.

Council Member Fagerlie spoke in favor of a special election stating his former residence was in Ward 4 and some of those residents have spoken to him in favor of an election. Council Member Plowman felt it important to allow due process by holding an election and spoke in favor of fairness by the long standing tradition of letting the taxpayers decide. Council Member Ahmann attended the special meeting of Ward 4 election and respected their opinion. Council Member Anderson shared his thoughts on the difficult and controversial decisions and his concern as how the community is going to engage in any healing.

Mayor Calvin asked for any additional discussion and at this time handed the gavel to Council Member Fagerlie. Council Member Christianson called a point of order stating he is the elected Mayor Pro Tempore and questioned City Attorney Robert Scott as to the protocol who stated it was correct and he was not aware of any procedure where it would go to any other member of the Council. Mayor Calvin stated he believed the Mayor or presiding officer can give the gavel to whomever he chooses.

At 10:07 p.m. the Council took a five minute recess. At 10:13 p.m. the Council meeting reconvened.

At this time Mayor Calvin called for the question to vote on the motion to hold a special election for the current Council vacancy in Ward 4 as laid out in the timeline presented by Interim City Administrator Halliday. The motion carried with Council Member Christianson abstaining.

Planning and Development Services Director Bruce Peterson presented a proposed plat which is a replat of several lots from Terraplane Estates by Koozman Construction of Willmar called Cambridge Fourth Addition. The development is located in the southeast portion of the City off of 25th Street SE and was originally platted for tri-plexes and four-plexes. The plat is proposed to be a planned-unit development consisting of 16 single-family lots with a private street and utilities to be governed by private covenants and articles of declaration. The Planning Commission approved the preliminary plat with various conditions regarding the private covenants and declarations, private utility connections, stormwater detention and rezoning the property to meet the single-family plan. Council Member Fagerlie made a motion to approve the preliminary plat for Cambridge Fourth Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson explained that as previously discussed, the City is moving forward with the sale of 6.12 acres of land at the current Wastewater Treatment Facility to Willmar Poultry of which 5.45 acres is outside of the right-of-way. The City would receive compensation for this area. The next step in the process is to move forward with the ordinance to authorize the sale of the land. Staff recommended a hearing on the proposed ordinance for September 8th. Council Member Anderson made a motion to follow the recommendation of staff and hold a hearing at 7:04 p.m., September 8, 2015, on the ordinance authorizing the sale of real property to Willmar Poultry Company. Council Member Nelsen seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson stated that also as discussed at the last City Council meeting, it was agreed to proceed with the transfer of a lot that the City owns to Habitat for Humanity of West Central Minnesota. The transferring of this property requires an ordinance to authorize the sale. Staff's recommendation is to hold that hearing on September 8th as well. Council Member Fagerlie made a motion to hold a public hearing on September 8, 2015 at 7:05 p.m. Council Member Ahmann seconded the motion, which carried.

Council Member Ahmann brought forward a citizen's concern regarding curfew for the City parks in Willmar. They reside at 824 SW Third Street and have witnessed inappropriate activities at Rice Park after 10 p.m. and inquired what steps have to be taken to enforce a 10 p.m. curfew for the City parks in Willmar. Council Member Ahmann requested this letter be placed on file and referred to the Public Works/Safety Committee.

Discussion was held pertaining to protocol for receipt of complaints questioning if these should first be brought to staff for review. Interim City Administrator Kevin Halliday noted that the City does have an ordinance on curfew and he feels staff should receive the letter and enforce the City code.

Announcements for Council Committee meeting dates were as follows: Finance (Full Council), 4:45 p.m. at Council Chambers, August 31; Public Works/Safety, 4:45 p.m. at City Hall, September 1; Labor Relations, 4:45 p.m. at City Hall, September 2, 2015.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 10:27 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 24, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, August 24, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, Water/Heating Supervisor Joel Braegelman, City Attorney Robert Scott (via teleconference), City Councilman Andrew Plowman, and WC Tribune Journalist David Little.

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

RESOLUTION NO. 34

“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 August 10, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143963 to No. 144100 inclusive in the amount of \$2,639,645.78 with a MISO payment in the amount of \$34,305.94, and a Westmoreland Resources (coal) payment in the about of \$82,737.45

Dated this 24th day of August, 2015.

President

ATTEST:

Secretary

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

Water/Heating Supervisor Braegelman requested the Commission to approve an Advertisement for Bids along with the plans and specifications for the Southwest Water Treatment Plant Manganese Greensand Replacement Project. Carollo Engineers of Broomfield, CO, will be furnishing the engineering services in all phases of the project. This project will consist of testing, removal, and disposal of existing support gravel and media from two existing filters, followed by inspection and testing of existing underdrains and internals of the two existing filters, followed by installation of new support gravel and new media in the two existing filters. The engineer’s total estimated cost for the project (including filter media testing, removal, disposal, and replacement) is in the amount of \$351,582. Following discussion, Commissioner Laumer offered a resolution to approve the Advertisement for Bids along with the bid plans and specifications for the SW Water Treatment Plant Project as presented for the estimated total cost of \$351,582. Commissioner Holtz seconded.

RESOLUTION NO. 35

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Advertisement for Bids along with the design plans and specifications for the Southwest Water Treatment Plant Manganese Greensand Replacement Project (including filter media testing, removal, disposal, and replacement) be approved for the estimated amount of \$351,582.”

Dated this 24th day of August, 2015.

President

ATTEST:

Secretary

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

Commissioner Laumer (Chair) reviewed with the Commission the minutes from the August 21st WMU Labor Committee meeting (see attached). The main topic of discussion focused on the annual performance evaluation of the General Manager’s position. The evaluation process was reviewed and deemed acceptable by all parties. It was the consensus of the Labor Committee to create an acceptable total compensation package to be presented to General Manager Hompe for acceptance. The Labor Committee will schedule a meeting to present the compensation packet to General Manager Hompe in the near future. Following discussion, Commissioner Laumer offered a motion to approve the minutes of the August 21st WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

At the recent 2015 Strategic Planning Session (July 22nd), Staff had recommended to the Commission that consideration be given to modify both WMU’s current Mission Statement and Principal Statement. The intention was to simplify the statements while emphasizing the attributes of the WMU. Four alternative mission statements were presented for discussion. Following discussion and modifications to the presented options, it was the consensus of the Commission to approve a new mission statement at an upcoming Commission meeting which best reflects the goals & objectives of the Willmar Municipal Utilities.

The Commission continued by reviewing the current WMU Principal Statement. Following discussion and review of alternative options, Commissioner Nagel offered a motion to approve the new WMU Principal Statement as follows:

The purpose of the Willmar Municipal Utilities is to provide the highest quality, lowest cost services while being fiscally responsible. In order to accomplish the mission, the WMU promotes the following three principles:

- 1) *Deliver service that exceeds customer expectations.*
- 2) *Provide a solid financial foundation for the City of Willmar.*
- 3) *Improve the efficiency with which we provide services, using industry-proven processes and technologies*

Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

The annual MMUA Summer Conference was held on August 17-19 at Breezy Point. Representing the Willmar Municipal Utilities in attendance were: Commissioner Laumer, Director of Operations Harren and Director of Finance Hunstad. A recap of the conference was presented along with a summary of topics and issues discussed including: new energy landscapes; clean power plants/ carbon reduction (Bob Jablon); rules & regulations (i.e. EPA, MPCA, MRO, etc.); cybersecurity (& threats); Wild Rice Water Quality Standards (clean water); distributed generation (Dave Berg); improving broadband availability; state legislative developments; and, new technologies. Also to note was that the recipient of the 2015 Rising Star Award (Banquet & Awards event) was presented to Lisa King (Director of Operations Harren's daughter). Lisa is a Financial Analyst at Southern Minnesota Municipal Power Agency (SMMPA).

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

- WMU/IBEW Labor Negotiating Session (2nd) – Thurs., Sept. 17th @ 9:00 a.m.
- Annual Open House (Public Power Week) – Tues., Oct. 6th @ 4:00-6:30 p.m. (Willmar Civic Center)
- WMU/IBEW Labor Negotiating Session (3rd if needed) – Thurs., Oct. 8th @ 9:00 a.m.

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned at 12:23 p.m. by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



**WILLMAR MUNICIPAL
UTILITIES**

**WMU Labor Committee Meeting Minutes
Friday, August 21, 2015 – 7:30 a.m.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Dan Holtz, and General Manager Wesley Hompe.

Committee Chair Laumer called the meeting to order at 7:37 a.m. by requesting any additions or changes to the presented Agenda.

AGENDA ITEMS:

➤ **Annual Performance Evaluation - General Manager Position:**

The WMU Labor Committee conducted the annual review of the General Manager's Performance Evaluation. The Committee excused General Manager Hompe at 7:41 a.m. to begin the process including a review of Commissioner-submitted evaluation forms along with a correspondence submitted by General Manager Hompe providing status highlights and accomplishments of the WMU (and General Manager position) for the past year which was reviewed and accepted by the WMU Labor Committee. At 8:45 a.m., General Manager Hompe was asked to rejoin the meeting.

Further discussion was held regarding the actual evaluation process. Consideration of possible modifications for future performance evaluations were addressed. It was the consensus of the WMU Labor Committee that the evaluation process was valid and accepted by General Manager Hompe. The WMU Labor Committee further agreed to schedule a subsequent WMU Labor Committee meeting to review a total compensation package to be presented to General Manager Hompe.

Following additional discussion, Commissioner Holtz offered a motion to continue to negotiate an acceptable compensation package for General Manager Hompe. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 10:25 a.m. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 26, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 26, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Andrew Engan, Margaret Fleck, Gary Geiger, Bob Poe, Aaron Larson, Steve Gardner, and Rolf Standfuss.

Members Absent: Scott Thaden, and Randy Czarnetzki.

Others Present: Dustin Koosman, Dan Koosman, and Megan M. DeSchepper-Planner.

2. MINUTES: The minutes of the August 12, 2015 meeting were approved as submitted.

3. VERIZON WIRELESS CELL PHONE TOWER CONDITIONAL USE PERMIT-FILE NO. 15-05: The public hearing opened at 7:03 p.m. Steve Fester, of FCC presented the request on behalf of Verizon Wireless for a conditional use permit to install a 36.5' cell tower/light pole on the Ridgewater College property legally described as follows: part of the NW1/4 of the NE ¼, Section 9, Township 119, Range 35 (2101 15th Ave. NW). Mr. Fester explained that they plan on removing an existing light pole at the edge of the parking lot and replacing it with a light pole that also has a cell antenna attached to the top of it to meet the large clustered cell phone demands at Ridgewater College.

With no comments from the public the hearing closed at 7:07 p.m.

Staff comments were reviewed and discussed (see Attachment A).

Staff noted that as the tower is so low, no FAA airspace approvals are required.

The Commission discussed the camouflaged style of the light pole/antenna combo and that it will service the immediate areas cell phone needs well. Co-location may not be feasible with the light pole design, but Mr. Fester explained there are plenty of light poles in the area that could similarly service the campus by other companies.

Mr. Standfuss made a motion, seconded by Mr. Geiger, to approve the conditional use permit with the following condition:

- A. All applicable local, state, and federal rules and regulations shall be met at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

4. KOOSMAN REZONE R-4 TO R-3- FILE NO. 15-02: The public hearing opened at 7:12 p.m. Dan Koosman presented the request to rezone property from R-4 (Medium Density Multiple

Family) to R-3 (Low Density Multiple Family) on property legally described as follows: Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates. Mr. Koosman explained that the density isn't really changing it's just going to be in the form of single family homes instead of 4-plexes.

With no comments from the public the hearing was closed at 7:13 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Commission discussed the zoning of abutting properties which are commercial to the east and north and residential to the south and west. They discussed the private street and the commercially zoned lots that abut them and that Mr. Koosman would have rights over any of them using the private street.

Mr. Gardner made a motion, seconded by Mr. Geiger, to approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

5. KOOSMAN PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT-FILE NO. 15-06:
The public hearing opened at 7:15 p.m. Dan Koosman presented the request for a conditional use permit for a planned unit development for single family homes on property legally described as follows: Lots 1-11 and 16-22, Terraplane Estates. The private drive and other common areas ownership, maintenance etc. will be covered by private covenants/declarations.

No one appeared to speak for or against the request and the public hearing closed at 7:17 p.m.

Staff comments were reviewed and discussed (see Attachment A).

Area drainage was discussed.

Mr. Gardner made a motion, seconded by Mr. Larson, to approve the conditional use permit with the following conditions:

- A. The declarations and covenants shall be submitted to City Staff prior to plat signatures for review and approval.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

6. With no further business to come before the Commission, the meeting adjourned at 7:24 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- AUGUST 26, 2015

STAFF COMMENTS

1. VERIZON WIRELESS CELL PHONE TOWER CONDITIONAL USE PERMIT- FILE NO. 15-05:

- The applicant is Verizon Wireless, Bloomington, MN.
- The applicant is requesting installation of a 36.5' high wireless communication antenna on property legally described as follows: part of NW ¼ of the NE ¼, Section 9, Township 119, Range 35 (2101 15th Ave. NW).
- The applicant is proposing removal of an existing light pole at Ridgewater College and installing a replacement light pole with an antenna and remote radio units attached.
- The property is zoned G/I Government Institutional and as such any new commercial towers require a conditional use permit.
- The setback and height of the tower do not exceed Ordinance limits.
- Technically towers aren't supposed to be in the front setback, however since the tower is setback so far from the right-of-way and only 36.5' high and is integrated into the design of a light pole the location is acceptable as requested (Section 10.G.4.e.).
- The proposal is very visually compatible with the area and will be camouflaged in color and design to look like part of the light pole which is highly encouraged in the Zoning Ordinance.
- The applicant shall submit all airspace approval documents from the FCC and FAA regarding the proposed tower prior to issuance of a building permit.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. FCC and FAA final airspace approvals shall be submitted to the City for the project prior to issuance of the building permit.
- B. All applicable local, state, and federal rules and regulations shall be met at all times.

2. KOOSMAN REZONE R-4 TO R-3- FILE NO. 15-02:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting to rezone property from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family) to allow for single family home development on property legally described as follows: Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates.
- The property to the north and east are zoned GB (General Business) and the property to the west and south is R-4.
- Single family up to four plexes are permitted in the R-3, whereas two family to 24 unit structures are permitted in the R-4.
- The single family homes are proposed to be rental properties and part of a private planned unit development.
- The Comprehensive plan supports dense residential to abut commercial properties and become less dense to transition to single family.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

3. KOOSMAN PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 15-06:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting an amendment to the conditional use permit for a planned unit development for single family home development on property legally described as follows: Lots 1-11 and 16-22, Terraplane Estates.
- The street is private so there shall be declarations and covenants for the newly created lots to ensure access, maintenance and common areas are properly addressed and designated.
- The private water and sewer lines and hook ups were installed for four plexes so the realignment and separate connections shall be at the cost of the developer.
- Any water retention ponds ownership and maintenance shall be noted in the declarations as well.
- How will the property on the corner of 3rd Ave. SE and 25th St. SE be addressed? It is accessed via 3rd Ave. SE? Is it part of the association?
- The lots meet the PUD standards for lot width and sq. ft. for single family homes.
- Building elevations show a style that is compatible with the neighborhood.
- Stormwater calculations shall be submitted to the Engineering department and storm water detention ponds may be required.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The declarations and covenants shall be submitted to City Staff prior to plat signatures for review and approval.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

Minnesota Lawful Gambling
LG240B Application to Conduct Excluded Bingo

No fee

ORGANIZATION INFORMATION			
Organization name Church of St. Mary	Previous gambling permit number XB-04099-14-001		
Minnesota tax ID number, if any #8369099	Federal employer ID number, if any 41-0711999		
Type of nonprofit organization. Check (✓) one. <input type="checkbox"/> Fraternal <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> Other nonprofit organization			
Mailing address 713 SW 12th St	City W. Linn	State Zip Code MN 56201	County Kandiyohi

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

- ★ Do not attach a sales tax exempt status or federal ID employer number as they are not proof of nonprofit status.
- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803
- Internal Revenue Service - IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- Internal Revenue Service - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

- No Yes Has your organization held a bingo event in the current calendar year?
If yes, list the dates when bingo was conducted _____
- The proposed bingo event for which we are applying will be:
 one of four or fewer bingo events held this year. Dates **9-27-15**
 OR
 conducted up to 12 consecutive days in connection with a:
 county fair. Dates _____
 civic celebration. Dates _____
 Minnesota state fair. Dates _____
- Person in charge of bingo event **Fr. Steven Elerhelt** Daytime phone **320-235-0118**
- Name of premises where bingo will be conducted **Church of St. Mary**
- Premises street address **713 SW 12th St**
- City **W. Linn MN** If township, name of township _____ County **Kandiyohi**

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be purchased from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.

LG240B Application to Conduct Excluded Bingo

Chief Executive Officer's Signature Print form and have CEO sign

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature Mr. Steven J. Verhelst Phone number 320-235-0118

Name (please print) FR. Steven Verhelst Date 8-20-15

Local Unit of Government Acknowledgment and Approval

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name City of Willmar

[Signature]
Signature of city personnel receiving application

Title City Clerk Date 8-24-2015

If the gambling premises is located in a township, only the county is required to sign this application.

For the county: *On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.*

Print county name _____

Signature of county personnel receiving application

Title _____ Date _____

For the township: *On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits.* (Township signature is not required)

Print township name _____

Signature of township official acknowledging application

Title _____ Date _____

A township has no statutory authority to approve or deny an application (Minn. Stat. 349.166, Subd. 2).

Mail Application and Attachment(s)

<p>Send the application and proof of nonprofit status to:</p> <p>Gambling Control Board Suite 300 South 1711 W. County Rd. B Roseville, MN 55113</p> <p>Or, you may fax it to 651-639-4032.</p>	<p>You will receive a document from the Gambling Control Board with your excluded permit number for the gambling activity. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Contact the Gambling Control Board at 651-639-4000.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p> <p style="text-align: right;">Reset Form</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Address any reply to: Federal Building, and U. S. Court House, 316 North Robert Street, St. Paul, Minnesota 55101

Department of the Treasury

District Director

Internal Revenue Service

Date:

8 / 31 / 81

In reply refer to:



Church of St. Marys
713 Twelfth Street S.W.
Willmar, Mn. 56201

PARENT CHURCH: United States Catholic Conference

DATE OF LETTER: March 1, 1946

A group ruling has been issued to the above parent church granting it exemption from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

Such ruling applies to subordinate churches for which listing have been furnished to the Internal Revenue Service.

Your church is included in one such listing.

Very truly yours,

C. Shitzer

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE			001980											
	43659	09/01/15	REPL. LT FIXTURES	420.00		909742789		D	N				MTCE. OF STRUCTU	101.42412.0225
	43659	09/01/15	REPL. LT FIXTURES/BULBS	551.78		909743333		D	N				MTCE. OF STRUCTU	101.42412.0225
	43659	09/01/15	ELEC PARTS FOR BLDG	162.38		909795365		D	N				MTCE. OF STRUCTU	101.43425.0225
	43659	09/01/15	LIGHT BALLAST	142.00		909801723		D	N				MTCE. OF STRUCTU	101.41408.0225
	43659	09/01/15	ELEC PARTS FOR BLDG	42.00		909809686		D	N				MTCE. OF STRUCTU	101.43425.0225
	43659	09/01/15	ELEC PARTS FOR BLDG	23.54		909810935		D	N				MTCE. OF STRUCTU	101.43425.0225
	43659	09/01/15	SAFETY GLASSES	20.00		909859420		D	N				SUBSISTENCE OF P	101.45433.0227
	43659	09/01/15	BULBS FOR RUNWAY LTS	45.96		909872569		D	N				MTCE. OF OTHER I	230.43430.0226
			VENDOR TOTAL	1,407.66		*CHECK TOTAL								
BUSINESSWARE SOLUTIONS			002776											
	43660	09/01/15	PRINT/PAGE COUNT	5.69		241806		D	N				OFFICE SUPPLIES	101.41400.0220
	43660	09/01/15	PRINT/PAGE COUNT	30.10		241806		D	N				OFFICE SUPPLIES	101.41402.0220
	43660	09/01/15	PRINT/PAGE COUNT	12.34		241806		D	N				OFFICE SUPPLIES	101.41403.0220
	43660	09/01/15	PRINT/PAGE COUNT	13.00		241806		D	N				OFFICE SUPPLIES	101.41404.0220
	43660	09/01/15	PRINT/PAGE COUNT	70.23		241806		D	N				OFFICE SUPPLIES	101.41405.0220
	43660	09/01/15	PRINT/PAGE COUNT	57.62		241806		D	N				OFFICE SUPPLIES	101.41409.0220
	43660	09/01/15	PRINT/PAGE COUNT	73.72		241806		D	N				OFFICE SUPPLIES	101.42411.0220
	43660	09/01/15	PRINT/PAGE COUNT	30.53		241806		D	N				OFFICE SUPPLIES	101.43417.0220
	43660	09/01/15	PRINT/PAGE COUNT	78.02		241806		D	N				OFFICE SUPPLIES	101.43425.0220
	43660	09/01/15	PRINT/PAGE COUNT	113.97		241806		D	N				OFFICE SUPPLIES	651.48484.0220
	43660	09/01/15	PRINT/PAGE COUNT	83.32		242036		D	N				OFFICE SUPPLIES	101.42412.0220
			VENDOR TOTAL	568.54		*CHECK TOTAL								
CALVIN/MARVIN B			001998											
	43661	09/01/15	INTER-CITY LDRSHP TOUR	339.00		082615		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CARDMEMBER SERVICE			002365											
	43643	08/19/15	IAFC MEMBERSHIP DUES	139.32		STMT/7-15		D	N				PREPAID EXPENSES	101.128000
	43643	08/19/15	CABLE ENDS	29.78		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	CABLE ENDS	4.26		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	CABLE ENDS	9.76		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	CABLES	66.02		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	IPAD COVER	111.17		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	CABLE ENDS	7.99		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	CABLES	24.61		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	USB HUBS	28.17		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	TABLET USB CORDS	17.99		STMT/7-15		D	N				SMALL TOOLS	101.41409.0221
	43643	08/19/15	FIBER CORDS	66.07		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43643	08/19/15	SWITCH TRANSCEIVERS	597.97		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43643	08/19/15	PWR OVER ETHERNET INJEC.	51.85		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41409.0224
	43643	08/19/15	CELL PHONE HOLSTERS	54.95		STMT/7-15		D	N				GENERAL SUPPLIES	101.41409.0229
	43643	08/19/15	CELL PHONE CASE	14.96		STMT/7-15		D	N				GENERAL SUPPLIES	101.41409.0229
	43643	08/19/15	CELL PHONE HOLSTERS	14.50		STMT/7-15		D	N				GENERAL SUPPLIES	101.41409.0229
	43643	08/19/15	CAR CHARGERS	27.97		STMT/7-15		D	N				GENERAL SUPPLIES	101.41409.0229
	43643	08/19/15	TRAINING VIDEO SERIES	37.50		STMT/7-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	43643	08/19/15	CZECH-SCHWANDT IT TRNG	99.00		STMT/7-15		D	N				TRAVEL-CONF.-SCH	101.41409.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC			002163											
	43672	09/01/15	4,340 GALLONS DIESEL	6,961.15		17537		D	N				INVENTORIES-MDSE	101.125000
	43672	09/01/15	4,000 GALLONS UNLEADED	8,168.20		17537		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	15,129.35		*CHECK TOTAL								
DUININCK INC			000222											
	43673	09/01/15	PATH IMPROVEMENTS	106,715.67		1504/EST. 1		D	N				MTCE. OF OTHER I	415.48451.0336
	43673	09/01/15	BITUMINOUS MIX	928.89		519376		D	N				MTCE. OF OTHER I	101.43425.0226
	43673	09/01/15	PEA ROCK-ORANGE FIELD	68.12		519424		D	N				OTHER IMPROVEMEN	450.45432.0554
	43673	09/01/15	PEA ROCK-ORANGE FIELD	160.55		519494		D	N				OTHER IMPROVEMEN	450.45432.0554
			VENDOR TOTAL	107,873.23		*CHECK TOTAL								
ED'S SERVICE CENTER & SA			000231											
	43674	09/01/15	TOWING CHARGES-JUL	2,040.00		STMT/7-15		D	N				OTHER SERVICES	101.42411.0339
	43674	09/01/15	UNLOAD ZAMBONI	85.50		121140		D	N				OTHER SERVICES	101.45433.0339
			VENDOR TOTAL	2,125.50		*CHECK TOTAL								
EMERGENCY RESPONSE SOLUT			003048											
	43675	09/01/15	WASHERS FOR FIRE HOSE	38.45		4634		D	N				GENERAL SUPPLIES	101.42412.0229
	43675	09/01/15	SPINNER TEETH-HOSE NOZZL	38.20		4638		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	76.65		*CHECK TOTAL								
ERIC'S AVIATION SERVICES			002998											
	43676	09/01/15	ON SITE MGMT SERV-SEP	6,428.00		STMT/9-15		D	N				PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES			001567											
	43677	09/01/15	SHOP TOWELS	213.80		230279		D	M	07			GENERAL SUPPLIES	651.48484.0229
FAMILY EYE CENTER			000244											
	43678	09/01/15	STUECKRATH-SFTY GLASSES	243.78		0125024		D	N				SUBSISTENCE OF P	101.43425.0227
FANCY COATS			002172											
	43679	09/01/15	K-9 BOARDING FEE	73.75		14973		D	N				PROFESSIONAL SER	101.42411.0446
FARM-RITE EQUIPMENT			003002											
	43680	09/01/15	#080492-CPLR REPAIR KIT	26.22CR		P05715		D	N				MTCE. OF EQUIPME	101.43425.0224
	43680	09/01/15	SMALL TOOLS	193.21		P05830		D	N				SMALL TOOLS	101.43425.0221
	43680	09/01/15	MOWER REPAIR-PARTS	88.22		P05877		D	N				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	255.21		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	43681	09/01/15	CREDIT FOR DOUBLE PYMT	78.73CR		MNWIL132956		D	N				MTCE. OF EQUIPME	101.43425.0224
	43681	09/01/15	WALL CLOCK	11.24		MNWIL133212		D	N				SMALL TOOLS	101.43425.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FASTENAL COMPANY 001188														
	43681	09/01/15	MACHINE LIFTING EYES	50.60		MNWIL134562		D	N				SMALL TOOLS	101.43425.0221
	43681	09/01/15	COLD PACKS/WIPES	7.68		MNWIL134986		D	N				SUBSISTENCE OF P	101.43425.0227
	43681	09/01/15	SWIVEL-WATER HOSE	0.35		MNWIL135506		D	N				GENERAL SUPPLIES	651.48484.0229
	43681	09/01/15	PARTS FOR EQUIPMENT	46.24		MNWIL135547		D	N				MTCE. OF EQUIPME	101.45433.0224
	43681	09/01/15	6" CASTOR WHEELS	271.07		MNWIL135598		D	N				INVENTORIES-MDSE	101.125000
	43681	09/01/15	EAR PLUGS	74.20		MNWIL135787		D	N				SUBSISTENCE OF P	651.48484.0227
	43681	09/01/15	DRILL BITS	48.96		MNWIL135959		D	N				SMALL TOOLS	651.48484.0221
	43681	09/01/15	LOCK OUT TAG OUT EQUIP	51.48		MNWIL136029		D	N				SMALL TOOLS	101.43425.0221
				483.09										
			VENDOR TOTAL	483.09										
*CHECK TOTAL														
FELTON/SOCORRO S 002221														
	43682	09/01/15	INTERPRETED 07/04/15	50.00		070415		D	M	07			PROFESSIONAL SER	101.42411.0446
FERGUSON ENTERPRISES INC 000810														
	43683	09/01/15	REPL. GUTTERS ON BLDG	183.64		3641932		D	N				MTCE. OF STRUCTU	101.45427.0225
FIREBYTES LLC 003090														
	43684	09/01/15	SERVER MAINTENANCE	89.00		INV-0267		D	M	07			PROFESSIONAL SER	101.41409.0446
FLEETPRIDE 002973														
	43685	09/01/15	LIGHT/CONNECTOR	8.06		71537307		D	N				INVENTORIES-MDSE	101.125000
FLOOR TO CEILING STORE 000274														
	43686	09/01/15	WRAC 8-WINDOW SHADES	1,135.20		123527		D	N				MTCE. OF STRUCTU	101.41409.0225
GALLS 000288														
	43687	09/01/15	LOCKOUT TOOL KIT	584.78		003893795		D	N				SMALL TOOLS	101.42411.0221
	43687	09/01/15	DR LOCK OPENER-WEDGE	93.22		003893796		D	N				SMALL TOOLS	101.42411.0221
	43687	09/01/15	COMMENDATION BARS	216.57		003925083		D	N				SUBSISTENCE OF P	101.42411.0227
				894.57										
			VENDOR TOTAL	894.57										
*CHECK TOTAL														
GENERAL MAILING SERVICES 000293														
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	1.77		14963		D	N				POSTAGE	101.41400.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	0.59		14963		D	N				POSTAGE	101.41401.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	58.41		14963		D	N				POSTAGE	101.41402.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	8.80		14963		D	N				POSTAGE	101.41403.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	2.95		14963		D	N				POSTAGE	101.41404.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	1.77		14963		D	N				POSTAGE	101.41405.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	15.00		14963		D	N				POSTAGE	101.41408.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	1.77		14963		D	N				POSTAGE	101.42411.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	12.98		14963		D	N				POSTAGE	101.42412.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	1.45		14963		D	N				POSTAGE	101.43417.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	7.67		14963		D	N				POSTAGE	101.43425.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	2.95		14963		D	N				POSTAGE	101.45432.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	1.18		14963		D	N				POSTAGE	208.45005.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	6.53		14963		D	N				POSTAGE	230.43430.0223
	43688	09/01/15	POSTAGE 07/27 - 07/31/15	2.95		14963		D	N				POSTAGE	651.48484.0223

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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											
	43688	09/01/15	POSTAGE	21.08		15958		D	N				POSTAGE	101.42412.0223
	43688	09/01/15	POSTAGE	10.09		15958		D	N				POSTAGE	101.43425.0223
	43688	09/01/15	UPS CHARGES	66.23		15958		D	N				POSTAGE	651.48484.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	2.36		16062		D	N				POSTAGE	101.41400.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	1.77		16062		D	N				POSTAGE	101.41401.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	24.85		16062		D	N				POSTAGE	101.41402.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	66.42		16062		D	N				POSTAGE	101.41403.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	1.08		16062		D	N				POSTAGE	101.41404.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	2.36		16062		D	N				POSTAGE	101.41405.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	15.00		16062		D	N				POSTAGE	101.41408.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	1.77		16062		D	N				POSTAGE	101.41409.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	0.86		16062		D	N				POSTAGE	101.43417.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	29.77		16062		D	N				POSTAGE	101.43425.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	2.63		16062		D	N				POSTAGE	101.45432.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	8.85		16062		D	N				POSTAGE	230.43430.0223
	43688	09/01/15	POSTAGE 08/03 - 08/07/15	2.04		16062		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	383.93										
				383.93										
*CHECK TOTAL														
GREATER MN PARKS & TRAIL			002863											
	43689	09/01/15	2016 MEMBERSHIP DUES	225.00		082115		D	N				PREPAID EXPENSES	101.128000
HACH COMPANY			000316											
	43690	09/01/15	LAB SAMPLER PARTS	992.02		9538109		D	N				MTCE. OF EQUIPME	651.48484.0224
HARDWARE HANK EXPRESS			000452											
	43691	09/01/15	PRUNERS	59.98		070115		D	N				SMALL TOOLS	101.43425.0221
	43691	09/01/15	PLAY EQUIP INSP. TOOL	3.37		070115		D	N				SMALL TOOLS	101.43425.0221
	43691	09/01/15	PAINTING SUPPLIES	14.36		070215		D	N				GENERAL SUPPLIES	101.43425.0229
	43691	09/01/15	CLEANING SUPPLIES	6.59		070715		D	N				CLEANING AND WAS	101.45427.0228
	43691	09/01/15	PIPE JOINT COMPOUND	3.88		070815		D	N				MTCE. OF STRUCTU	101.45427.0225
	43691	09/01/15	HOSE CLAMP	1.99		070815		D	N				MTCE. OF STRUCTU	101.45427.0225
	43691	09/01/15	LIGHT BULBS	28.98		071015		D	N				MTCE. OF STRUCTU	101.41409.0225
	43691	09/01/15	EXCHANGED LIGHT BULBS	9.40CR		071015		D	N				MTCE. OF STRUCTU	101.41409.0225
	43691	09/01/15	KEYS FOR OUTDOOR RANGE	3.74		071315		D	N				GENERAL SUPPLIES	101.42411.0229
	43691	09/01/15	BOLT CUTTER/NAIL GUN	74.47		071315		D	N				SMALL TOOLS	101.45432.0221
	43691	09/01/15	FILTERS	19.98		071715		D	N				MTCE. OF EQUIPME	101.43425.0224
	43691	09/01/15	PAINT THINNER	5.99		071715		D	N				GENERAL SUPPLIES	101.43425.0229
	43691	09/01/15	KEY FOR STORAGE SHED	11.24		071715		D	N				MTCE. OF STRUCTU	101.45432.0225
	43691	09/01/15	MASONRY BITS	9.19		072015		D	N				SMALL TOOLS	101.41408.0221
	43691	09/01/15	BUILDERS HARDWARE	3.19		072015		D	N				MTCE. OF EQUIPME	101.45427.0224
	43691	09/01/15	RESTROOM REPAIR-PARTS	5.60		072115		D	N				MTCE. OF STRUCTU	101.43425.0225
	43691	09/01/15	BOLT CUTTER	45.99		072115		D	N				SMALL TOOLS	101.45432.0221
	43691	09/01/15	CABLE TIES	27.99		072115		D	N				GENERAL SUPPLIES	101.45432.0229
	43691	09/01/15	ELEC PARTS-EVP REPAIR	10.85		072215		D	N				MTCE. OF EQUIPME	101.43417.0224
	43691	09/01/15	RESTROOM REPAIR-PARTS	4.59		072215		D	N				MTCE. OF STRUCTU	101.43425.0225
	43691	09/01/15	GORILLA TAPE	9.99		072215		D	N				GENERAL SUPPLIES	101.43425.0229
	43691	09/01/15	SMALL TOOLS	2.98		072215		D	N				SMALL TOOLS	101.45432.0221

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HARDWARE HANK EXPRESS 000452														
	43691	09/01/15	RESTROOM REPAIR-PARTS	3.88		072315		D	N				MTCE. OF STRUCTU	101.43425.0225
	43691	09/01/15	CHALK	15.98		072315		D	N				GENERAL SUPPLIES	101.43425.0229
	43691	09/01/15	GROUNDING BOLT-N71 EVP	1.01		072415		D	N				MTCE. OF EQUIPME	101.43417.0224
	43691	09/01/15	PADLOCKS	82.40		072415		D	N				MTCE. OF STRUCTU	101.43425.0225
	43691	09/01/15	PLUMBING PARTS	5.49		072715		D	N				MTCE. OF STRUCTU	101.45435.0225
	43691	09/01/15	COMMAND STRIPS	7.98		072815		D	N				GENERAL SUPPLIES	101.41409.0229
	43691	09/01/15	CABLE CLAMPS	1.80		072815		D	N				GENERAL SUPPLIES	101.41409.0229
	43691	09/01/15	ROPE FOR TENNIS CT NETS	18.47		072815		D	N				GENERAL SUPPLIES	101.45432.0229
	43691	09/01/15	FIELD MARKING PAINT	28.85		073015		D	N				GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	511.40										
				511.40									*CHECK TOTAL	
HARTLAND OFFICIALS ASSOC 002608														
	43692	09/01/15	SB LEAGUE OFFICIALS	660.00		081615		D	N				PROFESSIONAL SER	101.45432.0446
	43692	09/01/15	TENNIS OFFICIALS	600.00		081615		D	N				PROFESSIONAL SER	101.45432.0446
			VENDOR TOTAL	1,260.00										
				1,260.00									*CHECK TOTAL	
HAUG IMPLEMENT CO - JOHN 000324														
	43693	09/01/15	#112619-REPL. WINDSHIELD	791.02		203520		D	N				MTCE. OF EQUIPME	101.43425.0224
	43693	09/01/15	#112619-REPL. WINDSHIELD	200.37		203520		D	N				MTCE. OF EQUIPME	101.43425.0334
	43693	09/01/15	#059968-HYD. HOSE	39.01		204947		D	N				MTCE. OF EQUIPME	101.43425.0224
	43693	09/01/15	#130012-HOSE	19.78		205079		D	N				MTCE. OF EQUIPME	101.43425.0224
	43693	09/01/15	#130012-HOSE/O-RING	17.35		205087		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,067.53										
				1,067.53									*CHECK TOTAL	
HAUG-KUBOTA LLC 002609														
	43694	09/01/15	KUBOTA ATV REPAIR-PARTS	687.27		15346R		D	N				MTCE. OF EQUIPME	651.48484.0224
	43694	09/01/15	KUBOTA ATV REPAIR-LABOR	541.98		15346R		D	N				MTCE. OF EQUIPME	651.48484.0334
	43694	09/01/15	#147037 REPAIR-PARTS	242.34		16102R		D	N				MTCE. OF EQUIPME	101.43425.0224
	43694	09/01/15	#147037 REPAIR-LABOR	157.53		16102R		D	N				MTCE. OF EQUIPME	101.43425.0334
	43694	09/01/15	RETURN-SNOWBLOWER PARTS	134.05CR		6132		D	N				MTCE. OF EQUIPME	651.48484.0224
	43694	09/01/15	MOWER PARTS	63.53		6404		D	N				MTCE. OF EQUIPME	651.48484.0224
	43694	09/01/15	MOWER PARTS	214.67		6460		D	N				MTCE. OF EQUIPME	101.43425.0224
	43694	09/01/15	#98TCCW-RADIATOR/HOSES	803.55		6516		D	N				MTCE. OF EQUIPME	101.43425.0224
	43694	09/01/15	#151344-MOWER BLADES	50.40		6577		D	N				MTCE. OF EQUIPME	101.43425.0224
	43694	09/01/15	#98TCCW-HOSES/PIPES	309.87		6592		D	N				MTCE. OF EQUIPME	101.43425.0224
	43694	09/01/15	MOWER BLADES/PARTS	228.37		6791		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	3,165.46										
				3,165.46									*CHECK TOTAL	
HAWKINS INC 000325														
	43695	09/01/15	FERRIC CHLORIDE	4,227.01		3764957 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	43695	09/01/15	SODIUM HYPOCHLORITE	396.89		3765708 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	43695	09/01/15	FERRIC CHLORIDE	4,645.64		3770582 RI		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	9,269.54										
				9,269.54									*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
HETTVER/REBECCA			.02294											
	43696	09/01/15	REFUND-BD PARTY RENTAL	15.00		081815		D	N				REFUNDS AND REIM	101.41428.0882
HILLENBRAND/DAVID			002497											
	43697	09/01/15	MILEAGE 5/27-8/2/15	75.56		081915		D	N				TRAVEL-CONF.-SCH	101.41409.0333
HILLYARD FLOOR CARE SUPP			000333											
	43698	09/01/15	SQUEEGIE-FLOOR SCRUBBER	34.19		601671327		D	N				GENERAL SUPPLIES	101.45435.0229
	43698	09/01/15	CLEANING SUPPLIES	35.04		601713687		D	N				CLEANING AND WAS	101.45437.0228
	43698	09/01/15	GARB. BAGS/TOILET TISSUE	77.71		601713687		D	N				GENERAL SUPPLIES	101.45437.0229
	43698	09/01/15	CLEANING SUPPLIES	18.96		601725667		D	N				CLEANING AND WAS	101.45437.0228
	43698	09/01/15	HAND SOAP/HAND TOWELS	80.00		601725667		D	N				GENERAL SUPPLIES	101.45437.0229
	43698	09/01/15	CLEANING SUPPLIES	71.09		601727525		D	N				CLEANING AND WAS	101.45437.0228
	43698	09/01/15	VERSAMATIC VACUUM CLNR	632.00		601731616		D	N				SMALL TOOLS	101.41408.0221
			VENDOR TOTAL	948.99										
													*CHECK TOTAL	
HORIZON COMMERCIAL POOL			003075											
	43699	09/01/15	POOL CHEMICALS	1,710.67		150807013		D	N				MTCE. OF OTHER I	101.45437.0226
	43699	09/01/15	POOL CHEMICALS	419.85		150817025		D	N				MTCE. OF OTHER I	101.45437.0226
			VENDOR TOTAL	2,130.52										
													*CHECK TOTAL	
HUBEL-COLEMAN/HEATHER			.02292											
	43700	09/01/15	AMEM FALL CONF REGIS.	150.00		272		D	N				TRAVEL-CONF.-SCH	101.42412.0333
JAGUSH/JEFFREY			003037											
	43701	09/01/15	MILEAGE 7/21-8/28/15	50.32		083115		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	43701	09/01/15	MILEAGE 7/21-8/28/15	50.31		083115		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	100.63										
													*CHECK TOTAL	
JMD MANUFACTURING INC			001898											
	43702	09/01/15	RWW PUMP 6 REPAIR-PARTS	987.75		89387		D	N				MTCE. OF EQUIPME	651.48484.0224
JOHNSON GROUP			003162											
	43703	09/01/15	WEBSITE DEVELOPMENT	1,790.00		1020001		D	N				COMMUNICATIONS	208.45005.0330
K M FIRE PUMP SPECIALIST			000371											
	43704	09/01/15	#885700 REPAIR-PARTS	68.51		6523		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	43704	09/01/15	#885700 REPAIR-LABOR	170.00		6523		D	M	07			MTCE. OF EQUIPME	101.42412.0334
	43704	09/01/15	PUMP TESTING	1,100.00		6527		D	M	07			PROFESSIONAL SER	101.42412.0446
			VENDOR TOTAL	1,338.51										
													*CHECK TOTAL	
KANDIYOHI CO AUDITOR			000376											
	43705	09/01/15	ARMER RADIO SYSTEM	47,900.00		080315		D	N				BONDS	101.42411.0660

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KANDIYOHI CO PUBLIC HEAL			000378											
	43706	09/01/15	HEP B VACCINATION	57.00		1071		D	N				SUBSISTENCE OF P	651.48484.0227
KANDIYOHI CO RECYCLING A			002296											
	43707	09/01/15	LAMP RECYCLING	17.50		154		D	N				CLEANING AND WAS	101.41408.0338
	43707	09/01/15	LAMP RECYCLING	4.00		156		D	N				CLEANING AND WAS	101.41408.0338
	43707	09/01/15	LAMP RECYCLING	24.00		156		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	45.50		*CHECK TOTAL								
KANDIYOHI CO TREASURER			000385											
	43645	08/19/15	#163717-LICENSE	35.75		081315		D	N				LICENSES AND TAX	101.43425.0445
	43645	08/19/15	#163717-TAX	5,122.83		081315		D	N				MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	5,158.58		*CHECK TOTAL								
KANDIYOHI CO-OP ELECTRIC			000375											
	43708	09/01/15	WELCOME TO WILLMAR SIGN	63.75		STMT/8-15		D	N				UTILITIES	101.43425.0332
	43708	09/01/15	CO RD 23/HWY 71 BYPASS	130.00		STMT/8-15		D	N				UTILITIES	101.43425.0332
	43708	09/01/15	ELEC SERV-LIFT STATIONS	977.00		STMT/8-15		D	N				UTILITIES	651.48485.0332
	43708	09/01/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/8-15		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,206.75		*CHECK TOTAL								
KING'S ELECTRIC LLC			003138											
	43709	09/01/15	WRAC 8 LIGHTING-PARTS	474.31		194		D	M	07			MTCE. OF STRUCTU	101.41409.0225
	43709	09/01/15	WRAC 8 LIGHTING-LABOR	236.00		194		D	M	07			MTCE. OF STRUCTU	101.41409.0335
	43709	09/01/15	MOVED RECEPTACLE-LABOR	65.00		197		D	M	07			MTCE. OF STRUCTU	101.42412.0335
	43709	09/01/15	CIRCUIT BREAKER WIRING	71.07		198		D	M	07			MTCE. OF STRUCTU	101.42412.0225
	43709	09/01/15	CIRCUIT BREAKER WIRING	122.00		198		D	M	07			MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	968.38		*CHECK TOTAL								
KINGERY/TOM			.02297											
	43710	09/01/15	REFUND BLDG PERMIT	508.99		2015-22955		D	N				REFUNDS AND REIM	101.41428.0882
KRIS ENGINEERING INC			002498											
	43711	09/01/15	CUTTING EDGES	686.95		25631		D	N				MTCE. OF EQUIPME	101.43425.0224
LAKESIDE PRESS			001646											
	43712	09/01/15	IMP. NOTICE POST CARDS	65.50		5296		D	N				OFFICE SUPPLIES	101.41404.0220
LAND PRIDE CONSTRUCTION			003149											
	43713	09/01/15	SWR/WATER MAIN IMPROV	23,189.50		1502/EST.2		D	N				MTCE. OF OTHER I	415.48451.0336
LIEN/EMILY			003041											
	43714	09/01/15	MASS APPRAISAL BASICS	346.15		083115		D	N				TRAVEL-CONF.-SCH	101.41404.0333

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LINCOLN FINANCIAL GROUP 002789														
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	17.33		M290		D	N				COBRA INS PREMIU	101.120001
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	12.50		M290		D	N				EMPLOYER INSUR.	101.41400.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	62.50		M290		D	N				EMPLOYER INSUR.	101.41402.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	20.83		M290		D	N				EMPLOYER INSUR.	101.41403.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	37.50		M290		D	N				EMPLOYER INSUR.	101.41404.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	62.50		M290		D	N				EMPLOYER INSUR.	101.41405.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	12.50		M290		D	N				EMPLOYER INSUR.	101.41408.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	50.00		M290		D	N				EMPLOYER INSUR.	101.41409.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	4.17		M290		D	N				EMPLOYER INSUR.	101.41424.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	1,410.70		M290		D	N				INS. PASS THROUG	101.41428.0819
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	425.00		M290		D	N				EMPLOYER INSUR.	101.42411.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	25.00		M290		D	N				EMPLOYER INSUR.	101.42412.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	56.25		M290		D	N				EMPLOYER INSUR.	101.43417.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	252.50		M290		D	N				EMPLOYER INSUR.	101.43425.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	12.50		M290		D	N				EMPLOYER INSUR.	101.45432.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	25.00		M290		D	N				EMPLOYER INSUR.	101.45433.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	7.50		M290		D	N				EMPLOYER INSUR.	101.45435.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	6.25		M290		D	N				EMPLOYER INSUR.	101.45437.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	115.00		M290		D	N				EMPLOYER INSUR.	651.48484.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	12.50		M290		D	N				EMPLOYER INSUR.	651.48485.0114
	43715	09/01/15	LIFE INSURANCE-SEPTEMBER	12.50		M290		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,640.53										
				2,640.53										*CHECK TOTAL
LUTHERAN SOCIAL SERVICE 003167														
	43716	09/01/15	MEALS-DINING PROMOTION	166.00			081215		D	N			GENERAL SUPPLIES	101.45435.0229
M-R SIGN CO INC 000424														
	43717	09/01/15	STREET SIGNS	182.80			187488		D	N			MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC 000427														
	43718	09/01/15	#151914-MOWER DECK WHLS	465.74			2154053		D	N			MTCE. OF EQUIPME	101.43425.0224
	43718	09/01/15	#130012-COVER/BRNGS/BE	1,796.24			2154235		D	N			MTCE. OF EQUIPME	101.43425.0224
	43718	09/01/15	#101303-CLUTCH	5,323.51			2154480		D	N			MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	7,585.49										*CHECK TOTAL
				7,585.49										
MADDEN, GALANTER, HANSEN 000429														
	43719	09/01/15	LABOR RELATIONS-JUN/JU	7,649.48			080115		D	N			PROFESSIONAL SER	101.41406.0446
	43719	09/01/15	ARBITRATION HRNGS-JUN	8,804.90			080115		D	N			PROFESSIONAL SER	101.41406.0446
			VENDOR TOTAL	16,454.38										*CHECK TOTAL
				16,454.38										
MAGNUSON SHEET METAL INC 001121														
	43720	09/01/15	CK'D OFFICE A/C-LABOR	40.00			126884		D	N			MTCE. OF STRUCTU	101.42412.0335
MALINEN MANAGEMENT LLC 002985														
	43721	09/01/15	SIGN DEPOSIT REF 2015-13	100.00			2015-13		D	N			DEPOSITS-SIGN PE	101.230001

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MARCO BUSINESS PRODUCTS														
	43722	09/01/15	SOFTWARE SUPPORT AGRMT	866.64		ORD690164		D	N				PREPAID EXPENSES	101.128000
	43722	09/01/15	SOFTWARE SUPPORT AGRMT	433.36		ORD690164		D	N				MTCE. OF EQUIPME	101.41409.0334
	43722	09/01/15	CBL BULLETIN BD SERVER	5,740.00		ORD690164		D	N				FURNITURE AND EQ	450.41409.0552
				7,040.00										
			VENDOR TOTAL	7,040.00										
MAXIMUM SOLUTIONS INC														
	43723	09/01/15	SCHEDULING PRGRM TRNG	187.50		17543		D	N				TRAVEL-CONF.-SCH	101.45433.0333
MENARDS														
	43724	09/01/15	#092117-DOOR LOCK	4.59		81545		D	N				MTCE. OF EQUIPME	101.43425.0224
	43724	09/01/15	PLASTIC STORAGE BINS	19.38		81965		D	N				SMALL TOOLS	101.43425.0221
	43724	09/01/15	ANTIFREEZE FOR EQUIP	154.99		82019		D	N				MTCE. OF EQUIPME	101.43425.0224
	43724	09/01/15	ANTIFREEZE FOR BLDG	154.99		82019		D	N				MTCE. OF STRUCTU	101.45437.0225
	43724	09/01/15	HCKY EQUIP STORAGE UNITS	459.16		82098		D	N				MTCE. OF EQUIPME	101.45433.0224
	43724	09/01/15	WASHERS/RUST PREVENTOR	5.24		82103		D	N				MTCE. OF EQUIPME	101.43425.0224
	43724	09/01/15	ZIP TIES FOR HOCKEY GLS	12.29		82135		D	N				GENERAL SUPPLIES	101.45433.0229
	43724	09/01/15	LOADOUT CHUTE-PARTS	43.46		82330		D	N				MTCE. OF OTHER I	651.48486.0226
	43724	09/01/15	LOCKER ROOM MATERIALS	1,044.25		82576		D	N				MTCE. OF STRUCTU	101.45433.0225
	43724	09/01/15	SHWR LINER/HOOKS/CADDIE	85.78		82664		D	N				GENERAL SUPPLIES	101.42412.0229
	43724	09/01/15	PLUMBING PARTS	6.52		82722		D	N				MTCE. OF STRUCTU	101.45433.0225
	43724	09/01/15	WRAC WALL REPAIR-MAT'L	33.15		82734		D	N				MTCE. OF STRUCTU	101.41409.0225
	43724	09/01/15	POOL CHEMICALS	53.94		82801		D	N				MTCE. OF OTHER I	101.45437.0226
	43724	09/01/15	LOADOUT CHUTE-ELBOW PVC	24.01		83010		D	N				MTCE. OF OTHER I	651.48486.0226
	43724	09/01/15	LOADOUT CHUTE-PARTS	67.34		83127		D	N				MTCE. OF OTHER I	651.48486.0226
			VENDOR TOTAL	2,169.09										
				2,169.09										
METRO CHIEF FIRE OFFICER														
	43725	09/01/15	HANSON-2015 MBRSHP DUES	100.00		081815		D	N				SUBSCRIPTIONS AN	101.42412.0443
METRO SALES INC														
	43726	09/01/15	COPIER MTCE 8/12-9/11	261.20		INV326408		D	N				MTCE. OF EQUIPME	741.48001.0334
MIDWEST ASPHALT MTCE LLC														
	43727	09/01/15	CRACK SEALING	46,500.00		1043		D	N				MTCE. OF OTHER I	101.43425.0336
MIKE'S SMALL ENGINE CENT														
	43728	09/01/15	CHAIN SAW OIL	53.94		1306		D	N				MOTOR FUELS AND	101.42412.0222
	43728	09/01/15	CHAIN SAW REPAIR-PARTS	32.85		1306		D	N				MTCE. OF EQUIPME	101.42412.0224
	43728	09/01/15	CHAIN SAW REPAIR-LABOR	45.50		1306		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	132.29										
				132.29										
MINNEAPOLIS FINANCE DEPA														
	43729	09/01/15	AUTO PAWN TRANS FEE-JUL	147.60		400413006290		D	N				PROFESSIONAL SER	101.42411.0446

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MONSON EXCAVATING LLC/GA			002040											
	43736	09/01/15	MIX FOR STREET PATCHIN	1,338.62		3081CC		D	N				MTCE. OF OTHER I	101.43425.0226
	43736	09/01/15	MIX FOR STREET PATCHIN	2,332.84		3199CC		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	3,671.46		*CHECK TOTAL								
MOSS & BARNETT			001655											
	43737	09/01/15	CATV LEGAL SERVICES-JU	2,809.50		631755		D	N				PROFESSIONAL SER	101.41406.0446
MP NEXLEVEL LLC			003197											
	43738	09/01/15	FIBER LINK TO FIRE DE	27,074.00		1102202		D	N				OTHER IMPROVEMEN	450.41409.0554
MUNICIPAL UTILITIES			000541											
	43739	09/01/15	UTILITIES FOR AUGUST	2,982.93		8/15		D	N				UTILITIES	101.41408.0332
	43739	09/01/15	UTILITIES FOR AUGUST	438.56		8/15		D	N				UTILITIES	101.41409.0332
	43739	09/01/15	UTILITIES FOR AUGUST	988.48		8/15		D	N				UTILITIES	101.42412.0332
	43739	09/01/15	UTILITIES FOR AUGUST	7,357.37		8/15		D	N				UTILITIES	101.43425.0332
	43739	09/01/15	UTILITIES FOR AUGUST	1,838.74		8/15		D	N				UTILITIES	101.45427.0332
	43739	09/01/15	UTILITIES FOR AUGUST	3,331.26		8/15		D	N				UTILITIES	101.45433.0332
	43739	09/01/15	UTILITIES FOR AUGUST	3,298.98		8/15		D	N				UTILITIES	101.45437.0332
	43739	09/01/15	UTILITIES FOR AUGUST	3,124.44		8/15		D	N				UTILITIES	230.43430.0332
	43739	09/01/15	UTILITIES FOR AUGUST	45,439.51		8/15		D	N				UTILITIES	651.48484.0332
	43739	09/01/15	ADMIN FEE FOR AUGUST	1,500.00		8/15		D	N				PROFESSIONAL SER	651.48484.0446
	43739	09/01/15	UTILITIES FOR AUGUST	4,725.52		8/15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	75,025.79		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	43740	09/01/15	WASTEWATER TESTING	45.00		770298		D	N				PROFESSIONAL SER	651.48484.0446
	43740	09/01/15	WASTEWATER TESTING	304.00		771180		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	349.00		*CHECK TOTAL								
NEXTEL COMMUNICATION			000578											
	43741	09/01/15	CELL PHONE USAGE-JUL	2,264.89		317498885-087		D	N				COMMUNICATIONS	101.41409.0330
	43741	09/01/15	CELL PHONE	199.99		317498885-087		D	N				SMALL TOOLS	101.42411.0221
			VENDOR TOTAL	2,464.88		*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	43742	09/01/15	GREASELESS LUBE	15.22		10-529890		D	N				MOTOR FUELS AND	101.45433.0222
	43742	09/01/15	SMALL TOOLS	3.74		10-529911		D	N				SMALL TOOLS	101.45433.0221
	43742	09/01/15	BOLTS	31.69		10-529919		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	EAR PROTECTION	20.00		10-529919		D	N				SUBSISTENCE OF P	101.43425.0227
	43742	09/01/15	MARKING PAINT	82.80		10-530088		D	N				GENERAL SUPPLIES	101.43417.0229
	43742	09/01/15	SAW BLADE	18.30		10-530179		D	N				SMALL TOOLS	101.43425.0221
	43742	09/01/15	BOLTS	33.70		10-530179		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	BOLTS FOR FENCE REPAIR	8.41		10-530305		D	N				MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY						000585								
	43742	09/01/15	BOLTS FOR SIGNS	52.29		10-530313		D	N				MTCE. OF OTHER I	101.43425.0226
	43742	09/01/15	BIT TIP HOLDER	9.92		10-530323		D	N				SMALL TOOLS	101.43425.0221
	43742	09/01/15	BOLTS	5.20		10-530325		D	N				INVENTORIES-MDSE	101.125000
	43742	09/01/15	BOLTS	0.96		10-530449		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	CHAINS FOR LIFTING	829.25		10-530462		D	N				SMALL TOOLS	101.43425.0221
	43742	09/01/15	GATOR SPRYR FACE SHIELD	18.55		10-530462		D	N				GENERAL SUPPLIES	101.43425.0229
	43742	09/01/15	EQUIP MTCE-PARTS	36.54		10-530553		D	N				MTCE. OF EQUIPME	101.45433.0224
	43742	09/01/15	BOLTS/WASHERS	16.98		960033		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	PINS FOR SHOWMOBILE	105.00		962557		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	PADS FOR CLEANING SPILLS	83.85		963934		D	N				CLEANING AND WAS	101.43425.0228
	43742	09/01/15	PLOW BOLTS/WSHRS/NUTS	28.50		963936		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	MARKING PAINT	110.40		963937		D	N				GENERAL SUPPLIES	101.43425.0229
	43742	09/01/15	NUTS/BOLTS	100.04		963938		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	BOLTS	28.26		963939		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	DEWALT BATTERY	99.99		965902		D	N				MTCE. OF EQUIPME	651.48484.0224
	43742	09/01/15	BOLTS	1.95		966550		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	BOLTS	8.85		966551		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	BEARINGS	27.30		966551		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	BOLTS	4.42		966552		D	N				MTCE. OF EQUIPME	101.43425.0224
	43742	09/01/15	LIFTING SLING	83.15		968159		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	1,865.26										
				1,865.26									*CHECK TOTAL	
OFFICE SERVICES						000589								
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	5.55		STMT/7-15		D	N				OFFICE SUPPLIES	101.41400.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	8.93		STMT/7-15		D	N				OFFICE SUPPLIES	101.41401.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	103.23		STMT/7-15		D	N				OFFICE SUPPLIES	101.41401.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	16.50		STMT/7-15		D	N				OFFICE SUPPLIES	101.41401.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	114.96		STMT/7-15		D	N				OFFICE SUPPLIES	101.41402.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	80.92		STMT/7-15		D	N				OFFICE SUPPLIES	101.41402.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	90.68		STMT/7-15		D	N				OFFICE SUPPLIES	101.41402.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	82.34		STMT/7-15		D	N				OFFICE SUPPLIES	101.41403.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	38.60		STMT/7-15		D	N				OFFICE SUPPLIES	101.41403.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	23.03		STMT/7-15		D	N				OFFICE SUPPLIES	101.41403.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	29.25		STMT/7-15		D	N				OFFICE SUPPLIES	101.41404.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	57.26		STMT/7-15		D	N				OFFICE SUPPLIES	101.41404.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	38.48		STMT/7-15		D	N				OFFICE SUPPLIES	101.41404.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	25.19		STMT/7-15		D	N				OFFICE SUPPLIES	101.41405.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	27.63		STMT/7-15		D	N				OFFICE SUPPLIES	101.41405.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	6.75		STMT/7-15		D	N				OFFICE SUPPLIES	101.41405.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	14.74		STMT/7-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	2.45		STMT/7-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	0.23		STMT/7-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	125.32		STMT/7-15		D	N				OFFICE SUPPLIES	101.42411.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	6.13		STMT/7-15		D	N				OFFICE SUPPLIES	101.42412.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	20.52		STMT/7-15		D	N				OFFICE SUPPLIES	101.43417.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	75.80		STMT/7-15		D	N				OFFICE SUPPLIES	101.43417.0220
	43743	09/01/15	PHOTO COPIES 07/16-08/14	34.20		STMT/7-15		D	N				OFFICE SUPPLIES	101.43417.0220
	43743	09/01/15	OFFICE SUPPLIES-JUN/JUL	29.96		STMT/7-15		D	N				OFFICE SUPPLIES	101.43425.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RICE HOSPITAL			002761											
	43754	09/01/15	INTERIM EMERG. MGMT SERV	338.52		6178		D	N				SALARIES-TEMP. E	101.42412.0112
RICOH USA INC			002101											
	43755	09/01/15	COPIER LEASE-SEP	632.00		95319581		D	N				RENTS	741.48001.0440
RUIZ/SAMANTHA			.01751											
	43756	09/01/15	REFUND SHELTER DEPOSIT	50.00		081915		D	N				DEPOSITS	101.230000
RULE TIRE SHOP			000665											
	43757	09/01/15	TRAILER TIRES	189.94		1-8142		D	N				MTCE. OF EQUIPME	651.48484.0224
RUNNING'S SUPPLY INC			001418											
	43758	09/01/15	FRESH AIR GRILLES	13.58		3730919		D	N				GENERAL SUPPLIES	101.43425.0229
	43758	09/01/15	HEX BIT SOCKET SET	45.57		3731936		D	N				SMALL TOOLS	651.48484.0221
	43758	09/01/15	WEED TRIMMER PARTS	3.84		3737254		D	N				MTCE. OF EQUIPME	651.48484.0224
	43758	09/01/15	WEED KILLER	47.99		3737254		D	N				GENERAL SUPPLIES	651.48484.0229
	43758	09/01/15	3 RAKES	68.97		3738526		D	N				SMALL TOOLS	101.43425.0221
	43758	09/01/15	K-9 FOOD/SUPPLIES	110.35		3740690		D	N				GENERAL SUPPLIES	101.42411.0229
	43758	09/01/15	WEED TRIMMER LINE	23.98		3740888		D	N				GENERAL SUPPLIES	651.48484.0229
	43758	09/01/15	OR. FIELD DRAINAGE PROJ	35.99		3742706		D	N				OTHER IMPROVEMEN	450.45432.0554
	43758	09/01/15	ANTIFREEZE FOR BLDGS	210.00		3745475		D	N				MTCE. OF STRUCTU	101.43425.0225
	43758	09/01/15	FITTINGS	49.92		3746057		D	N				MTCE. OF EQUIPME	101.45433.0224
	43758	09/01/15	ROELOFS-SAFETY BOOTS	104.99		3747145		D	N				SUBSISTENCE OF P	101.43425.0227
	43758	09/01/15	HOSE FOR SPRAYER	18.07		3748324		D	N				MTCE. OF EQUIPME	101.43425.0224
	43758	09/01/15	PVC CEMENT	11.99		3750236		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	745.24		*CHECK TOTAL								
				745.24										
SAND ELECTRIC			000678											
	43759	09/01/15	WIRING FOR WSHR/DRYER	118.68		4227		D	N				MTCE. OF STRUCTU	101.45433.0225
	43759	09/01/15	WIRING FOR WSHR/DRYER	114.00		4227		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	232.68		*CHECK TOTAL								
				232.68										
SCHEFFLER/JASON			003134											
	43760	09/01/15	WFD EXPLORERS MEETING	14.00		274		D	N				TRAVEL-CONF.-SCH	101.42412.0333
SERVICE CENTER/CITY OF W			000685											
	43761	09/01/15	EQUIPMENT REPAIR-OIL	29.12		STMT/7-15		D	N				MOTOR FUELS AND	101.42411.0222
	43761	09/01/15	EQUIPMENT REPAIR-PARTS	284.07		STMT/7-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	43761	09/01/15	EQUIPMENT REPAIR-OIL	137.76		STMT/7-15		D	N				MOTOR FUELS AND	101.43425.0222
	43761	09/01/15	EQUIPMENT REPAIR-PARTS	172.51		STMT/7-15		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	623.46		*CHECK TOTAL								
				623.46										
SHERWIN WILLIAMS CO			000690											
	43762	09/01/15	PAINT FOR GREEN SHELTER	49.97		4395-3		D	N				MTCE. OF STRUCTU	101.43425.0225

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SHERWIN WILLIAMS CO			000690											
	43762	09/01/15	PAINT FOR GURI SHELTER	49.97		4410-0		D	N				MTCE. OF STRUCTU	101.43425.0225
	43762	09/01/15	HYDRANT PAINT	236.11		4630-3		D	N				MTCE. OF OTHER I	101.42412.0226
	43762	09/01/15	HYDRANT PAINT	72.32		4971-1		D	N				MTCE. OF OTHER I	101.42412.0226
			VENDOR TOTAL	408.37		*CHECK TOTAL								
SMEBY/ROSS			002570											
	43763	09/01/15	MILEAGE 8/1-8/31/15	83.38		090115		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STAR TRIBUNE			000710											
	43764	09/01/15	26 WEEK SUBSCRIPTION	106.34		7986818/8-15		D	N				SUBSCRIPTIONS AN	101.41402.0443
STATE INDUSTRIAL PRODUCT			000712											
	43765	09/01/15	HAND SOAP	333.02		97416512		D	N				CLEANING AND WAS	101.43425.0228
STREICHER'S			000722											
	43766	09/01/15	ANDERSON-UNIFORMS	508.88		I1167439		D	N				SUBSISTENCE OF P	101.42411.0227
	43766	09/01/15	AMMUNITION	311.76		I1167879		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	820.64		*CHECK TOTAL								
SUMMIT COMPANIES			002555											
	43767	09/01/15	FIRE ALARM INSPECTION	350.00		1136804		D	N				MTCE. OF STRUCTU	101.41408.0335
SURPLUS WAREHOUSE INC			000728											
	43768	09/01/15	CLIPS-BELT WASHING PROJ.	4.25		081915		D	N				MTCE. OF OTHER I	651.48486.0226
SW - WEST CNTRL SERVICES			000892											
	43769	09/01/15	HEALTH INSURANCE-SEP	2,734.50		C289		D	N				COBRA INS PREMIU	101.120001
	43769	09/01/15	HEALTH INSURANCE-SEP	1,924.50		C289		D	N				EMPLOYER INSUR.	101.41400.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	5,894.02		C289		D	N				EMPLOYER INSUR.	101.41402.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	2,974.71		C289		D	N				EMPLOYER INSUR.	101.41403.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	3,128.76		C289		D	N				EMPLOYER INSUR.	101.41404.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	5,823.26		C289		D	N				EMPLOYER INSUR.	101.41405.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	1,332.00		C289		D	N				EMPLOYER INSUR.	101.41408.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	5,241.26		C289		D	N				EMPLOYER INSUR.	101.41409.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	350.05		C289		D	N				EMPLOYER INSUR.	101.41424.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	9,805.00		C289		D	N				RETIRED EMPLOYEE	101.41428.0818
	43769	09/01/15	HEALTH INSURANCE-SEP	24,437.74		C289		D	N				INS. PASS THROUG	101.41428.0819
	43769	09/01/15	HEALTH INSURANCE-SEP	41,600.74		C289		D	N				EMPLOYER INSUR.	101.42411.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	2,599.00		C289		D	N				EMPLOYER INSUR.	101.42412.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	7,247.26		C289		D	N				EMPLOYER INSUR.	101.43417.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	22,084.02		C289		D	N				EMPLOYER INSUR.	101.43425.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	584.50		C289		D	N				EMPLOYER INSUR.	101.45432.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	3,316.76		C289		D	N				EMPLOYER INSUR.	101.45433.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	344.40		C289		D	N				EMPLOYER INSUR.	101.45435.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	700.14		C289		D	N				EMPLOYER INSUR.	101.45437.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	11,588.86		C289		D	N				EMPLOYER INSUR.	651.48484.0114
	43769	09/01/15	HEALTH INSURANCE-SEP	1,400.26		C289		D	N				EMPLOYER INSUR.	651.48485.0114

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WEST CENTRAL INDUSTRIES 000801														
	43781	09/01/15	CLEANED STADIUM-JULY	1,958.32		00046971		D	N				CLEANING AND WAS	101.43425.0338
	43781	09/01/15	LAWN MAINTENANCE	77.40		00046976		D	N				MTCE. OF OTHER I	101.45437.0336
	43781	09/01/15	LAWN MAINTENANCE	77.40		00047148		D	N				MTCE. OF OTHER I	101.45437.0336
				2,113.12										
			VENDOR TOTAL	2,113.12		*CHECK TOTAL								
WEST CENTRAL ROOFING 000927														
	43782	09/01/15	ROOF REPAIR-LABOR	2,661.00		12353		D	N				MTCE. OF STRUCTU	101.41409.0335
WEST CENTRAL STEEL INC 000806														
	43783	09/01/15	SHEET METAL FOR SHOP	56.00		1164441		D	N				GENERAL SUPPLIES	651.48484.0229
WEST CENTRAL TRIBUNE 000807														
	43784	09/01/15	HEARING-COND USE PERMIT	77.25		CL03072179		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HRNG-PROPOSED REZONING	74.16		CL03072180		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HEARING-COND. USE PERMIT	74.16		CL03072181		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	NOTICE-FINANCE BDGT MTG	24.72		CL03072320		D	N				PRINTING AND PUB	101.41401.0331
	43784	09/01/15	CBL FRANCH. ORD GRANTED	120.51		CL03072331		D	N				PRINTING AND PUB	101.41409.0331
	43784	09/01/15	ORD AUTH SALE OF PRPTY	129.78		CL03072334		D	N				PRINTING AND PUB	101.41401.0331
	43784	09/01/15	ORD AUTH SALE OF PRPTY	89.61		CL03072335		D	N				PRINTING AND PUB	101.41401.0331
	43784	09/01/15	HEARING-COND USE PERMIT	74.16		CL03072337		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HEARING-SUBDIVIDE PRPTY	71.07		CL03072338		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HRNG-PROPOSED REZONING	67.98		CL03072339		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HEARING-COND USE PERMIT	77.25		CL03072341		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	HEARING-COND USE PERMIT	71.07		CL03072469		D	N				PRINTING AND PUB	101.41402.0331
	43784	09/01/15	COUNCIL PROCEEDINGS PU 1	220.55		DI03173019		D	N				PRINTING AND PUB	101.41401.0331
	43784	09/01/15	ANNUAL SUBSCRIPTION	134.22		177838472/15		D	N				PREPAID EXPENSES	101.128000
	43784	09/01/15	ANNUAL SUBSCRIPTION	44.76		177838472/15		D	N				SUBSCRIPTIONS AN	101.43425.0443
				2,351.25		*CHECK TOTAL								
			VENDOR TOTAL	2,351.25										
WEST CENTRAL TROPHIES 000808														
	43785	09/01/15	DOKKEN-RECOG. PLAQUE	73.45		1650		D	N				GENERAL SUPPLIES	101.41401.0229
WILLMAR AUTO VALUE 002689														
	43786	09/01/15	AIR CHUCK	14.98		22141401		D	N				SMALL TOOLS	651.48484.0221
	43786	09/01/15	CLEANING SUPPLIES	21.80		22142364		D	N				CLEANING AND WAS	101.45433.0228
	43786	09/01/15	LIGHTS	15.80		22142490		D	N				INVENTORIES-MDSE	101.125000
	43786	09/01/15	OIL FILTER	2.49		22143057		D	N				MTCE. OF EQUIPME	651.48484.0224
	43786	09/01/15	TIRE PLUGS	35.98		22144115		D	N				MTCE. OF EQUIPME	101.43425.0224
	43786	09/01/15	HVAC GBT BELT	35.98		22144429		D	N				MTCE. OF EQUIPME	651.48486.0224
				127.03		*CHECK TOTAL								
			VENDOR TOTAL	127.03										
WILLMAR CHAMBER OF COMME 000812														
	43787	09/01/15	POP-BOARD/COMMITTEE MTGS	8.45		CC STMT/7-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	43787	09/01/15	CONV. BID MAILING-MAAE	10.20		CC STMT/7-15		D	N				OTHER CHARGES	208.45008.0449
	43787	09/01/15	SUPPLIES	64.10		CC STMT/7-15		D	N				OTHER CHARGES	208.45008.0449
	43787	09/01/15	SUPPLIES-MOVIES IN PARK	10.12		CC STMT/7-15		D	N				OTHER CHARGES	208.45010.0449

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	43787	09/01/15	EVENT RECAP MEETING	8.96		CC STMT/7-15		D	N				OTHER CHARGES	208.45010.0449
	43787	09/01/15	FACEBOOK ADVERTISING	91.66		CC STMT/7-15		D	N				OTHER CHARGES	208.45010.0449
	43787	09/01/15	FACEBOOK ADVERTISING	158.48		CC STMT/7-15		D	N				OTHER CHARGES	208.45010.0449
	43787	09/01/15	FACEBOOK ADVERTISING	85.97		CC STMT/7-15		D	N				OTHER CHARGES	208.45010.0449
	43787	09/01/15	INTERNET-2ND QUARTER	125.16		42607		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	563.10		*CHECK TOTAL								
WILLMAR DOWNTOWN DEVELOP			002348											
	43788	09/01/15	EXPENSE REIMBURSEMENT	2,700.00			7/24-8/19/15	D	N				CIVIC PROMOTION	101.45428.0812
WILLMAR LAKES ROTARY			001557											
	43789	09/01/15	QUARTERLY MEALS	156.00		1366		D	N				SUBSISTENCE OF P	101.45432.0227
	43789	09/01/15	QUARTERLY DUES	35.94		1366		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	191.94		*CHECK TOTAL								
WILLMAR PET HOSPITAL			000826											
	43790	09/01/15	FELINE CREMATION	29.00			0073723	D	N				OTHER SERVICES	101.42411.0339
WOODLAND CENTERS			002664											
	43791	09/01/15	POL. OFFICER EVALUATION	525.00		141704		D	N				SUBSISTENCE OF P	101.42411.0337
	43791	09/01/15	POL. OFFICER EVALUATION	525.00		141755		D	N				SUBSISTENCE OF P	101.42411.0337
			VENDOR TOTAL	1,050.00		*CHECK TOTAL								
X-ERGON			000836											
	43792	09/01/15	LEVER HOIST	242.19			20926465	D	N				SMALL TOOLS	651.48485.0221
ZIMMER/JILL			.02295											
	43793	09/01/15	REFUND SHELTER DEPOSIT	50.00			081915	D	N				DEPOSITS	101.230000

ACS FINANCIAL SYSTEM
09/01/2015 13:06:25

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				811,756.17										

RECORDS PRINTED - 000572

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	477,641.22
207	W.R.A.C. - 8	74.75
208	CONVENTION & VISITORS BUREAU	3,278.04
230	WILLMAR MUNICIPAL AIRPORT	10,024.80
414	S.A.B.F. - #2014	8,450.00
415	S.A.B.F. - #2015	129,905.17
432	C.P. - WASTE TREATMENT	3,083.25
450	CAPITAL IMPROVEMENT FUND	78,944.85
651	WASTE TREATMENT	87,311.89
741	OFFICE SERVICES	893.20
812	FIRE INSURANCE ESCROW/TRUST	12,149.00
TOTAL ALL FUNDS		811,756.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	811,756.17
TOTAL ALL BANKS		811,756.17

City of Willmar, Minnesota

Building Inspection Report

From 08/01/2015 To 08/31/2015

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22951	8/17/2015	DON E & JUDITH K MILLER 407 19TH Street SE	95-095-0330 L 3; B 1 BOULDER RIDGE 3RD ADDT	Residential Add/Alter Deck	CONSTRUCT/EN LARGE EXISTING DECK	\$3,600.00	\$123.95
23038	8/21/2015	DIANE ENGEL 1200 RAMBLEWOOD Avenue SW	95-690-1190 L 19; B 6 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,658.00	\$32.83
23071	8/19/2015	WILLMAR REDEVELOPMENT COMPA 1400 LAKELAND Drive NE LOT #62	95-980-6020 L 62; B 0 NORTHLAND SQUARE MHP	Mobile Home In/Out Accessory Building	MOVE IN 1996, PATRIOT, 16 X 76, PAT20712TN	\$0.00	\$75.00
23123	8/6/2015	JOSH STROMMER 516 7TH Street SW	95-006-0440 L 5; B 60 FIRST ADDITION	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$1,000.00	\$49.15
23133	8/4/2015	SHERRON THIEN 600 4TH Street SE	95-740-1810 L 1-2; B 12 SPICER'S ADDITION	Residential Add/Alter Deck	CONSTRUCT 3 DECKS	\$1,500.00	\$68.65
23141	8/21/2015	BERNARDINO MARTINEZ 513 9TH Street NW	95-820-0980 L PT OF 4; B 5 THORPE & LIEN'S ADDITION	Residential Add/Alter Deck	CONSTRUCT 212 SF DECK	\$1,276.00	\$61.24

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23144	8/4/2015	BROOKDALE SENIOR LIVING 1501 19TH Avenue SW	95-884-0010 L 1; B 1 WOVENHEARTS ADDITION	Commercial Add/Alter Reroofing	COMMERCIAL REROOFING	\$38,393.87	\$494.95
23149	8/3/2015	TAYLOR SING 422 MINNESOTA Avenue SE	95-222-0720 L PT OF 1; B 5 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,600.00	\$31.30
23169	8/7/2015	ISLAMIC SOCIETY OF WILLMAR 1112 LAKE Avenue NW	95-009-1400 L 0; B 135 SECOND ADDITION	Commercial Add/Alter Commercial/Alteration	REPLACE 20 COMMERCIAL WINDOWS	\$8,000.00	\$230.46
23179	8/3/2015	JAMES OLSEN 509 13TH Street SE	95-184-1000 L 10; B 7 ERICKSON'S 3RD ADDITION	Garage/Shed Garage	CONSTRUCT 14' X 24' DET. GARAGE	\$12,956.16	\$286.13
23181	8/3/2015	CLINT SCHWITTERS 352 FERRING Street SE	95-220-0980 L pt of 8-9; B 8 FERRING'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,200.00	\$30.60
23194	8/4/2015	MICHAEL STAMER 1416 FAIRACRE Lane SW	95-209-0030 L 3 & 4; B 1 FAIRACRE ADDT.	New Single-Family Dwelling New Residence	PLAN REVIEW FOR NEW SET OF PLANS	\$0.00	\$1,919.90
23200	8/3/2015	ANDREW BROWER 1207 7TH Street SW	95-480-0310 L 11; B 2 LEARY'S ADDITION	Residential Add/Alter Residential/Alteration	105' INTERIOR DRAINTILE	\$5,500.00	\$115.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23203	8/3/2015	CHUCK LASSO 1006 17TH Street SW	95-350-0040 L 4; B 0 HOAGLUND'S SUBDIVISION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$7,000.00	\$33.50
23206	8/3/2015	KRISTINE DOOMBOS 620 JOHANNA Avenue SE	95-810-0010 L 1; B 1 THIRD EASTERN ADDITION	Residential Add/Alter Drainage system	INSTALL INTERIOR DRAINAGE SYSTEM	\$2,622.00	\$124.65
23209	8/24/2015	RICE HOSPITAL 300 MINNESOTA Avenue SW	95-006-1000 L 1 - 2; B 64 FIRST ADDITION	Move/Raze Demolition	DEMOLISH EXISTING BUILDING	\$0.00	\$150.00
23217	8/3/2015	WALLY WESTROM 1121 15TH Avenue NW	95-560-0130 L 13; B 1 NORTHWOOD ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,800.00	\$33.40
23218	8/3/2015	JODY NORSTEGARD 217 HAVANA Street NE	95-730-0440 L 4&5; B 4 SPERRY'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,974.00	\$34.99
23219	8/4/2015	DOUG KVEENE 708 OLENA Avenue SE	95-230-0070 L PT OF 7; B 1 GESCH ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$10,000.00	\$35.00
23220	8/19/2015	CITY OF WILLMAR 511 JULII Street SE	95-224-0010 L 1-6 & PT OF 7; B 1 FERRING'S 3RD ADDITION	Residential Add/Alter Reroofing	REROOF LINCOLN SHELTER	\$3,500.00	\$31.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23221	8/17/2015	DAN CLARK 216 MANILA Street SE	95-730-0530 L 13; B 4 SPERRY'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
23222	8/4/2015	DOUG KVEENE 1003 6TH Street SW	95-090-1740 L PT OF 13&14; B L BOOTH'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDING	\$3,000.00	\$51.50
23224	8/3/2015	REGENCY PARK 401 30TH Street NW F-7	95-980-0840 L F7; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #6-1735 '74 LAMPLIGHTER 14X70 GRAY/PINK	\$0.00	\$75.00
23225	8/4/2015	THOMAS M DIAZ JR 401 30TH Street NW LOT A27	95-980-0270 L A-27; B WILLMAR REGENCY WEST M	Mobile Home In/Out Mobil Home Transport	MOVE INTO CITY 1982 INVA 7277P	\$0.00	\$75.00
23226	8/10/2015	ROBERT PARKER 1412 7TH Street SW	95-780-1050 L 5-7; B 5 SUNNYSIDE ADDITION	Residential Add/Alter Deck	12 X 18 DECK	\$1,632.92	\$76.42
23229	8/11/2015	LARRY & ELAINE CARTWRIGHT 1812 HANSEN Drive SW	95-864-0010 L 1 & PT OF 2; B 1 WEST PARK 5TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$15,700.00	\$37.85
23232	8/17/2015	CHALES PRIEBE 1200 5TH Street SW	95-480-0010 L 1-2; B 1 LEARY'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23233	8/21/2015	GREATER MN. FAMILY SERVICES 513 5TH Street SW	95-006-0940 L 12 & PT OF 11; B 63 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	DEMO/REMODEL WALLS ON SECOND FLOOR	\$15,000.00	\$378.34
23234	8/10/2015	WANDA STALLMAN 204 HIGH Avenue NE	95-730-1060 L 6; B 7 SPERRY'S ADDITION	Residential Add/Alter Residential/Alteration	SIDING, INSULATION WINDOWS AND DOORS	\$7,900.00	\$196.10
23235	8/17/2015	AEHB, LLC 1008 6TH Street SW	95-090-1430 L 3; B K BOOTH'S ADDITION	Residential Add/Alter Residential/Alteration	REPAIR INTERIOR DAMAGES,WIRIN G,FLOORING EGRESS	\$27,500.00	\$541.20
23236	8/19/2015	WILLMAR REDEVELOPMENT COMPA 1400 LAKELAND Drive NE LOT #33	95-980-5330 L 33; B NORTHLAND SQUARE MHP	Mobile Home In/Out Mobil Home Transport	MOVE IN - 2000 SCHULT, 16 X 76, #R293328	\$0.00	\$75.00
23237	8/17/2015	THOMAS QUIMBY 900 LITCHFIELD Avenue SE	95-220-1110 L 1-2 & PT OF 3-4; B 9 FERRING'S ADDITION	Commercial Add/Alter Commercial/Alteration	SIDE, INSTALL DOORS AND WINDOWS	\$500.00	\$34.90
23239	8/19/2015	DOUGLAS & JENNIFER HALVERSON 1108 11TH Avenue SE	95-665-0840 L 4; B 5 PERKIN'S 5TH ADDITION	Residential Add/Alter Garage	GARAGE & PORCH ADDITION	\$40,000.00	\$698.65
23240	8/17/2015	HARVEY UKEN 416 CHARLOTTE Street SE	95-220-1740 L PT OF 4-5; B 12 FERRING'S ADDITION	Residential Add/Alter Siding	RESIDE GARAGE	\$100.00	\$50.05

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23241	8/17/2015	SALLY MCADAMS 2301 21ST Avenue SW	95-715-0130 L 3; B 2 SOUTHGATE ADDITION	Residential Add/Alter Reroofing	REROOF HOUSE AND GARAGE	\$2,450.00	\$31.23
23243	8/19/2015	WILLMAR REDEVELOPMENT COMPA 1400 LAKELAND Drive NE LOT #25	95-980-5250 L 25; B NORTHLAND SQUARE MHP	Mobile Home In/Out Mobil Home Transport	MOVE IN 1990, SCHULTE, 24 X 48, #R242410AB	\$0.00	\$75.00
23245	8/21/2015	KEITH COOREMAN 2200 15TH Street SW	95-868-0110 L 11; B 1 WESTWIND ESTATES	Residential Add/Alter Residential/Alteration	INSTALL 26 WALL SUPPORT ANCHORS	\$15,000.00	\$322.15
23247	8/31/2015	LOREN STADTHERR 365 13TH Street SE	95-160-0110 L 11; B 1 EAST PARK ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
23249	8/19/2015	JEFFREY ONNEN 2601 10TH Street SW	95-687-2170 L 7; B 2 PRAIRIE VIEW WEST 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,500.00	\$34.25
23250	8/19/2015	CAROL M TOUTGE 2603 10TH Street SW	95-687-2180 L 8; B 2 PRAIRIE VIEW WEST 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,500.00	\$34.25
23254	8/21/2015	SCOTT QUITMEYER 515 BENSON Avenue SW	95-003-3420 L PT OF 1&6; B 31 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	CONSTRUCT NEW STAIRWAY, LANDING,	\$1,500.00	\$80.78

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23255	8/21/2015	SUSAN SANDS 901 TROTT Avenue SE	95-530-0060 L 5; B 0 NABER'S ADDITION	Residential Add/Alter Addition	3 SEASON PORCH & DECK	\$16,642.86	\$357.97
23258	8/21/2015	JUSTIN BRAGDMAN 1208 29TH Street NW	95-135-0230 L 3; B 2 COLLEGE VIEW ADDITION	Residential Add/Alter Deck	CONSTRUCT 156 SF DECK WITH STAIRS	\$1,800.00	\$80.35
23259	8/21/2015	CENTRAL LAKES COOPERATIVE 602 1ST Street S	95-006-1460 L PT OF 1-3; B 67 FIRST ADDITION	Move/Raze Demolition	REMOVE CANOPY STRUCTURE	\$0.00	\$150.00
23260	8/21/2015	ROB PLAFCAN 1005 16TH Street SW	95-042-0250 L PT OF 7-8 ; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Deck	CONSTRUCT 303 SF DECK	\$7,950.00	\$196.13
23261	8/21/2015	NATHAN PEDERSON 1010 CAMPBELL Avenue NW	95-003-0540 L 5-6 & PT OF 4; B 5 ORIGINAL CITY	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,000.00	\$52.00
23264	8/24/2015	DON REIGSTAD 1419 WESTWOOD Court NW	95-562-0080 L 8 & PT OF 7; B 1 NORTHWOOD ESTATES 2ND	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,500.00	\$68.65
23266	8/24/2015	NAHUM FAJARDO & LUIS DEJESUS 610 LITCHFIELD Avenue SE	95-220-0440 L PT OF 4-5; B 4 FERRING'S ADDITION	Commercial Add/Alter Commercial/Alteration	INSTALL COMMERCIAL DOOR AND FRAME	\$700.00	\$44.08

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23269	8/31/2015	WAYNE ARNDT CHAD STARK 612 4TH Street SE	95-740-1840 L 4 & pt of 5; B 12 SPICER'S ADDITION	Residential Add/Alter Deck	CONSTRUCT DECK AND RAMP	\$700.00	\$37.45
23271	8/31/2015	STEVE NEDRELOW 1465 15TH Street SW	95-922-7520 L ; B S 22; T 119; R 35	Residential Add/Alter Residential/Alteration	CHANGE ROOFLINE/ MOVE BATHROOM	\$9,300.00	\$231.80
23273	8/27/2015	ADAM & JULIE BUSH-GREGORY 701 RICHLAND Avenue SW	95-680-0520 L 2; B 3 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	REROOF DETACHED GARAGE 26X24	\$1,200.00	\$30.60
23275	8/27/2015	DOUG GREEN 1801 15TH Avenue SW	95-862-0160 L OUTLOT A; B WEST PARK 3RD ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$6,850.00	\$178.08
23276	8/31/2015	LYNNE PRITCHETT 1216 28TH Street NW	95-135-0550 L 5; B 3 COLLEGE VIEW ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$4,500.00	\$141.90
23279	8/31/2015	MIKE MORTENSEN 1225 RAMBLEWOOD Drive SW	95-690-1550 L 5 & PT OF 6; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Siding	REPLACE DOORS, WINDOWS AND SIDING	\$3,000.00	\$51.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
Current Year Current Month Totals				54		\$335,505.81	\$8,544.88
Previous Year Current Month Valuation						\$8,933,344.15	
Current YTD Valuation From 01/01/2015 To 08/31/2015						\$25,948,436.43	
Previous YTD Valuation						\$23,050,663.84	

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL Minutes
Friday, August 14, 2015 WCAC – Sonshine Room

Members:

Claudia Cederstrom, Ernie Carlson, Phyllis Williams, Darlene Schroeder
City Council Rep- Tim Johnson
Staff - Rob Baumgarn, Steve Brisendine

1. **Meeting was called to order** by Chair Cederstrom at 9:03am

2. **WCAC Weekly Staffing Schedule**-Cederstrom had mentioned to Brisendine that she believes a more consistent presence of staff should be in place at the center. Currently the custodian is the only one that has a consistent schedule at the WCAC. Other staff comes and goes as their need to be at the center for programming issues. Discussion took place about the pros/cons of staffing the facility. Currently there is part time staff on site when the facility is rented out evenings/weekends and that seems to be going just fine. There have been some cleanliness issues from rentals that staff will work through going forward.

After further discussion it was decided that staff will have a bigger presence on Mondays/Wednesdays/Fridays afternoons as that is the bigger club usage dates and it would help them if staff was around during their events. This change will take place starting in September.

3. **WCAC Budget Update**-Brisendine gave members of the committee copies of the proposed 2016 budget. This document was created by staff and sent to the City Administrator for the Mayor to consider in the City of Willmar 2016 budget. Johnson mentioned that the staff typically propose the budgets and that for the most part the Mayor and Council go along with the majority of what staff proposes. Brisendine walked through the different components of the budget; Personal Services, Supplies, Other Services and Other Charges. The Mayor had proposed to Directors to hold the line on budgets for 2016. Thus this budget was created with that thought in mind.

Personal Services did not have any major proposed changes to it. This area covers the salary and benefits for the custodian along with the wages for part time employees hired to keep the facility available outside of typical working hours. The part time salary line was reduced from \$10,000 in 2015 to a proposed \$8,000 for 2016. This seemed to be adequate to meet the expected needs for the coming year.

Supply budgets cover the consumables that are used to assist with facility operations and covers areas like paper products, soap/cleaning products, office supplies and small tools that are typically purchased for the wood shop. One major change was proposed in the line item of Maintenance of Other Improvements. Staff has requested \$15,000 to be used to purchase new tables and chairs along with carpeting the south entrance to the facility. In the past this would have been requested through the Capital Budget but given no one item will exceed \$10,000 staff added it to the operations budget.

Other Services budget areas were mostly left the same as 2015. The largest expense in this area is for utilities but also cover the areas of printing/publishing, communications and travel by staff. In addition the maintenance of the facility, equipment and other improvements are included in this area and cover expenses such as plumber, electricians and other professionals called in to provide assistance at this facility.

Other Charges is the last area of the WCAC budget. This area covers rents, insurance, membership and license/taxes. The largest expense of this area is the professional services item that covers the contract with Crossroads to provide assistance to the custodian in keeping the facility open.

Discussion took place regarding much of this budget. The most contentious issue was around staffing the facility. Committee members thought that the budget reflected a step back regarding staffing the WCAC and really thought a person should be hired and placed at this facility. Brisendine responded that LeAnne Freeman has been retired for over 10 months and that the jury is still out whether or not a staff person, either full or part time was needed at the WCAC. To date any issues brought to the attention of staff has been handled in a timely manner and that staff do not believe hiring a staff person is a necessity at this time. Further discussion took place around this issue and the question was asked if a dedicated staff person was in place would the facility get more use than is currently taking place. Staff will try to research the usage but it seems that other than the Kiwanis Club leaving for the Historical Society every other user over the last few years is still using the WCAC. Weekend and evening rentals also remain strong thus why the staff have not proposed any changes.

Darlene Schroeder moved/Ernie Carlson seconded to reinstate in the budget the level of support for Salaries-Regular Employees from 2014, which is \$46,239.21 for the 2016 budget. This is an increase of \$19,994.21 from what staff has proposed. The motion carried. This message will be delivered to the City Council via the minutes of this meeting, which goes in the consent agenda area of the meeting agenda.

4. Program Update-Staff discussed that the fall catalog of offering will be mailed to residents the week of August 17. Williams had a piece of information from the club about the program they offer on Wednesday along with the dances on Fridays. Staff will make sure that gets in the winter program offerings catalog.

5. Senior Club Update-Williams shared with the members a flyer created by the Willmar Area Senior Citizen's Club. This flyer had information about the club and other things that take place at the WCAC. Members and staff took copies to place around town to try and encourage folks to try out these activities.

Being there was not further business the meeting adjourned 10:18am. Next meeting is Friday September 11.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD MEETING
AUGUST 28, 2015**

Present: Dave Baumgart, Matt Dawson, Scott Guptil, Tim Johnson, Audrey Nelsen
Rachel Skretvedt, Darin Strand, Liz VanDerBill

Staff Present: Steve Brisendine, Rob Baumgarn, Justin DeLeeuw, Scott Ledebouer, Becky
Sorenson, Jena Tollefson, Pam Vruwink

The meeting was called to order by Vice Chair Darin Strand. Darin called on Justin DeLeeuw from the Public Works Department, to discuss the playground equipment report he had compiled for all the city parks. Justin said that he and Rob Baumgarn had attended a playground safety seminar earlier which trained them to review playground equipment and determine the condition of the equipment using the 2011 National Parks and Recreation playground standards. Rob stated that he looks at playground equipment in a totally different way after attending this seminar.

Justin stated that the seminar presented a rating system from 1-5 to use in determining playground safety.

- 1 - Equipment needing immediate removal or replacement.
- 2 – Major issues which should be addressed in a timely matter
- 3 – Minor things which should be fixed
- 4 – Very minor risks
- 5 – No issue

Justin stated he had checked all the playground equipment in every park. There are 230 playground units among 28 parks. 43 of these units are a Priority 1 (19%), 22 units are a Priority 2 (9%). Most playground equipment has a life expectancy of 15-20 years. 80% of our playground equipment is 20 years or older.

Liz VanDerBill asked if the 43 playground units would be removed. Steve responded that the purpose of Justin's presentation was to get the Joint Powers Board to recommend to the Public Works Committee their concern regarding the unsafe units and request removal. It was stated that removal of all 43 playground units from the various parks would probably generate many calls from residents. Liz stated that, since we are now aware of the unsafe playground equipment, we definitely need to remove it before an accident happens.

Darin Strand asked if there was money set aside in the budget for this expenditure. There is \$150,000 budgeted for this budget year, some of which will be used to remove the equipment. Liz VanDerBill asked about a replacement plan being in place when the old equipment is removed. This will be a priority for staff along with implementation of the Park Plan.

Rachel Skretvedt talked about the need to downsize the number of parks because there is not enough money allocated in the budget to allow for adequate park maintenance in every park.

Joint Powers Board Minutes

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Jena Tollefson asked if some equipment could be moved. Justin responded that yes, that is a possibility but equipment would need to be looked at to see if it would be moveable. The likelihood of this taking place is not real great; as anytime you dismantle equipment the integrity of the unit could be compromised.

Park Committee Meeting Report

Steve called upon members of the Park Committee to discuss the meeting. Dave Baumgart said he thought it was a good meeting but some goals have to be created. Rachel Skretvedt stated her concern regarding the City Council's stance on park improvements/maintenance. She would like the committee to be a team effort, working with the City and residents of the City to come up with a plan for the parks and the funds necessary to make improvements.

Steve reported that the final budget from the Mayor will be presented to the City Council soon and staff will provide information on the budgets as this process continues through the fall.

One of the discussions at the meeting was meeting times. It was suggested that, instead of having additional meetings, that the park committee be made a part of the regular Board meeting. Steve stated that we would keep the last Friday as the meeting date and have a short meeting together before breaking up into committee assignments. Since everyone seemed to be in agreement about this; **Scott Guptil moved and Dave Baumgart seconded a motion that the CER Joint Powers Board and the CER Committees would meet every other month going forward. Motion carried.**

City 2016 CIP & Operations Budgets

Steve listed the four items on the budget list:

1. Rice Park – new shelter and splash pad
2. Aquatic Center – new heater for the pool
3. Civic Center – replace the cedar shakes
4. Civic Center – reverse osmosis water system

Civic Center Manager Opening

Steve stated that interviews for the position of Arena Manager were held earlier this week. Four individuals were interviewed. An offer was made and we are waiting to hear back from the individual. Steve hopes to have someone on board by the end of September.

Staff Updates

Pam Vruwink talked about the Aquatic Center. The season was a good one for this summer. She stated we had as many closed days the last week as we had the full season. Liz VanDerBill asked about attendance and revenue. Steve stated that report will be handed out at the September meeting.

Pam also talked about the grand opening of the dog park this past Wednesday. Between 200-250 people attended. The dogs are enthusiastic about the park. A question was asked about the

Joint Powers Board Minutes
August 28, 2015, Page 3

funding for the park. Pam stated that the City paid for the fencing. We did not win any grant money from the dog park contest. GVL Poly from Litchfield donated a bench for every bench we ordered.

We received \$2,000 from Vision 2040 and \$212 from Northland Group. With this money, we were able to purchase 3 benches (receiving an additional 3) along with signage for the park and pet waste stations.

Jena Tollefson talked about Cardinal Place – summer has gone really well and they are gearing up for school and looking for additional staff. Liz VanDerBill asked about the status of sign in sheets. Jena responded that she has been working with Affinity on this issue and that the goal is to implement this process in early fall.

Rob Baumgarn said that summer leagues went well and fall softball leagues have started. He stated that there are 50 girls registered for Middle School Tennis which is twice the number that other schools have. He said the seed and fertilizer program we are on has improved the field conditions.

Steve said that Community Ed & Rec is looking at how we can provide more rec opportunities for kids.

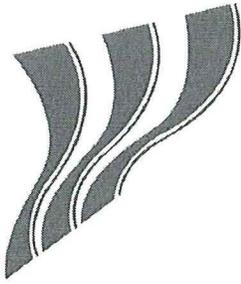
Steve talked about the yellow bike program. We have about 60 bikes in the program. There have been some glitches and the need to pick up bikes from back yards. Audrey Nelsen asked if we were going to do a program at the schools regarding the yellow bikes. Steve responded that we are trying to educate people that this is a “share” program, not a “free, take it home with you” program.

Liz VanDerBill asked if we hand out surveys at each class so individuals can let us know if they like the program or if they have any concerns or questions. She stated she has never received a form to fill out. Steve stated that he knew Tammy Rudningen handed out those types of forms to the adult classes but wasn't aware if the youth programs were included. Pam Vruwink mentioned that there was talk of creating survey forms more in tune with a class instead of using a generic form.

Rachel Skretvedt asked if we would do a press release with regard to the playground removal to avoid public back lash. It was felt this was a good idea.

Audrey Nelsen stated that she hopes that we could have something like a “Friends of the Park” to help with fund raisers, working on the parks, etc. She also asked about the Community Service Officers, if they were a Community Ed & Rec position or a Police Department position. Steve stated that they were Police Department positions.

As there was no further business, the meeting adjourned. Committee meetings will be held on September 25th.



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

Agenda Item Number: 7a.

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: City Clerk-Treasurer

Agenda Item: Hearing on Special Assessment for Unpaid Weed/Grass Mowing Removal

Recommended Action: Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Removal Charges to the County Auditor for Collection in 2016

Background/Summary:

Over the course of the summer, the City has responded to numerous complaints regarding lack of timely mowing by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the property mowed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-880-0030	Raymundo & Elma Bazaldua	1011 Becker Ave SE	\$152.32
95-600-0190	David & Christine Bofenkamp	931 Meadow Lane SW	\$152.32
95-922-6700	Juan & Laura Cardenas	1600 6 th St SW	\$152.32
95-280-2060	Craig Danielson.	922 2 nd St SW	\$152.32
95-006-6890	U.S. Bank, N.A	318 12 th St SW	\$609.28
95-250-1600	Stacy Evans	408 Augusta Ave SE	\$304.64
95-143-0380	Minnesota Housing Finance Agency c/o US Bank National Association	1311 19 th Ave SE	\$152.32
95-130-0110	Lorraine Hofland & M. V. Blom	116 Minnesota Ave SE	\$113.57
95-280-0250	Michael Madsen	920 4 th Street SW	\$606.07
95-665-0260	Corey A. Marthaller	1101 Olena Ave SE	\$456.96
95-914-2080	Tyson & Sarah Reuer	802 Mary Avenue SE	\$152.32
95-250-0900	Shane Vanhove	936 3 rd Street SE	\$190.01

Alternatives: Absorb all costs for private property work

Financial Considerations: \$3,194.45

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$3,194.45 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-880-0030 \$152.32
Located at 1011 Becker Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 3
WOJOHN'S ADDITION TO THE CITY OF WILLMAR
2. Parcel No. 95-600-0190 \$152.32
Located at 931 Meadow Lane SW; and
Described as Section 15, Township 119, Range 35, Block 2
ORCHARD HILL NURSERY ADDITION
LOT 19 & W'LY 42' OF LOT 18
3. Parcel No. 95-922-6700 \$152.32
Located at 1600 6th Street SW; and
Described as Section 22, Township 119, Range 35
S 100' OF N 441' OF E 174.6' OF E 1/2 OF SW 1/4 OF NE 1/4
4. Parcel No. 95-280-2060 \$152.32
Located at 922 2nd Street SW; and
Described as Section 15, Township 119, Range 35, Lot 6, Block 12
HANSON'S ADDITION TO WILLMAR
5. Parcel No. 95-006-6890 \$609.28
Located at 318 12TH Street SW; and
Described as Section 15, Township 119, Range 35, Lot 5, Block 109
FIRST ADDITION TO THE CITY OF WILLMAR
6. Parcel No. 95-250-1600 \$304.64
Located at 408 Augusta Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 7
GLARUM'S ADDITION TO WILLMAR
E 75 FT OF LOTS 19 & 20

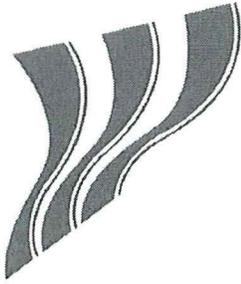
7. Parcel No. 95-143-0380 \$152.32
Located at 1311 19th Avenue SE; and
Described as Section 23, Township 119, Range 35, Lot 18, Block 2
DANA HEIGHTS THIRD ADDITION
8. Parcel No. 95-130-0110 \$113.57
Located at 116 Minnesota Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 2
CARLSON'S ADDITION TO THE CITY OF WILLMAR
WEST 75 FT. OF LOT 1
9. Parcel No. 95-280-0250 \$606.07
Located at 920 4th Street SW; and
Described as Section 15, Township 119, Range 35, Lot 5, Block 2
HANSON'S ADDITION TO WILLMAR
10. Parcel No. 95-665-0260 \$456.96
Located at 1101 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 16, Block 2
PERKINS FIFTH ADDITION
11. Parcel No. 95-914-2080 \$152.32
Located at 802 Mary Avenue SE; and
Described as Section 14, Township 119, Range 35
PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E
FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF
MARY AVE E 75' S 150', W 75', N 150' TO BEG
12. Parcel No. 95-250-0900 \$190.01
Located at 936 3rd Street SE; and
Described as Section 14, Township 119, Range 35, Lot 10, Block 5
GLARUM'S ADDITION TO WILLMAR

Dated this 8th day of September, 2015

MAYOR

Attest:

CITY CLERK-TREASURER



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

Agenda Item Number: 7b.

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Hearing on Special Assessment for Unpaid Snow / Ice Removal

Recommended Action: Adopt a Resolution Certifying the Amount of Unpaid Snow / Ice Removal Charges to the County Auditor for Collection in 2016

Background/Summary:

Over the course of the winter, the City has responded to complaints regarding lack of timely snow / ice removal by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the sidewalks cleared. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-143-0380	Minnesota Housing Finance Agency c/o US Bank National Association	1311 19 th Ave SE	\$ 36.00
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Alternatives: Absorb all costs for private property work

Financial Considerations: \$36.00

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, Chapter 13, Article III of the Willmar Municipal Code states that such unpaid snow or ice removal costs represent a lien of the real property receiving snow / ice removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid snow / ice removal charges totaling \$36.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid snow or ice removal charges be certified against the real property as follows:

1. Parcel No. 95-143-0380 \$36.00

Located at 1311 19th Avenue SE; and
Described as Section 23, Township 119, Range 35, Lot 18, Block 2
DANA HEIGHTS THIRD ADDITION

Dated this 8th day of September, 2015

MAYOR

Attest:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION

CITY COUNCIL ACTION

Date: September 8, 2015

Agenda Item Number: 7C

Meeting Date:

Attachments: Yes No

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Hearing on Special Assessment for Unpaid Garbage Removal

Recommended Action: Adopt a Resolution Certifying the Amount of Unpaid Garbage Removal Charges to the County Auditor for Collection in 2016

Background/Summary:

Occasionally the City has responded to problems regarding garbage on private property, abandoned homes, or fire damaged property. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the garbage removed. Garbage was removed from the below listed properties. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-180-0380 Jeffrey T. Ellingboe 728 3rd Street SE \$80.00

Alternatives: Absorb all costs for private property work

Financial Considerations: \$80.00

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, Chapter 12, Article II of the Willmar Municipal Code concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid garbage removal charges totaling \$80.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2016 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid garbage removal charges be certified against the real property as follows:

1. Parcel No. 95-180-0380 \$80.00

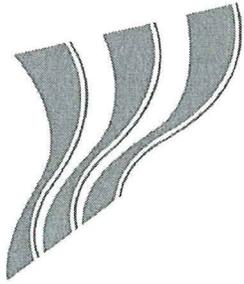
Located at 728 3rd Street SE; and
Described as Section 14, Township 119, Range 35, Block 3
ERICKSON'S ADDITION TO THE CITY OF WILLMAR
LOT 8 & S 1/2 OF LOT 7

Dated this 8th day of September, 2015

MAYOR

Attest:

CITY CLERK-TREASURER



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

Agenda Item Number: 7d.

Meeting Date: September 8, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: Planning and Development Services

Agenda Item: Public Hearing for the sale of land to Willmar Poultry Company

Recommended Action: Recommend that the Ordinance be adopted, assigned a number, and published.

Background/Summary: The adoption of an Ordinance authorizing the sale of land to Willmar Poultry Company is the next step in the process, as preliminary approval was given by the City Council. The property is part of the WWTP site and consists of 5.45 acres exclusive of right-of-way (67 acres).

Alternatives: To delay adoption

Financial Considerations: The land is being sold for the appraised value of \$11,250 per acre.

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO
WILLMAR POULTRY COMPANY**

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

Section 1. AUTHORIZATION OF SALE. The Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, St. Johns Township, Kandiyohi County, Minnesota, described as follows: Commencing at the southeast corner of said Section 23; thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959.50 feet to the point of beginning of the land to be described; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet; thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 527.00 feet; thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 506.00 feet to the east line of said Section 23; thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 527.00 feet to the point of beginning.

To Willmar Poultry Company, Inc. by quitclaim deed pursuant to the terms and conditions of sale set forth in a certain Industrial Real Property Purchase Agreement, between the City and Willmar Poultry Company.

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

This Ordinance introduced by Council Member: Anderson

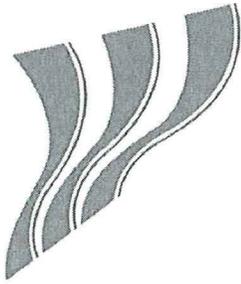
This Ordinance introduced on: August 17, 2015

This Ordinance published on: August 24, 2015

This Ordinance given a hearing on: September 8, 2015

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7e.

Meeting Date: September 8, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing on the Sale of Land to Habitat for Humanity.

Recommended Action: Recommend that the Ordinance be adopted, assigned a number, and published.

Background/Summary: The adoption of an Ordinance authorizing the sale of land to Habitat for Humanity of West Central Minnesota is the next step in the process, as given preliminary approval by the City Council. The property is in Pleasant View Fourth Addition.

Alternatives: To delay adoption

Financial Considerations: Sale price is \$1.00

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO
HABITAT FOR HUMANITY OF WEST CENTRAL MINNESOTA**

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

Section 1. AUTHORIZATION OF SALE. The Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as:

Lot 1, Block 2, and north one-half of vacated 13th Street Southeast, Pleasant View Fourth Addition.

to Habitat for Humanity of West Central Minnesota by quitclaim deed between the City and Habitat for Humanity of West Central Minnesota for the consideration of \$1.00 and Habitat for Humanity of West Central Minnesota's execution of a Waiver of Notice of Hearing and Consent to Special Assessments on the Property totaling \$9,622.28.

Section 2. FINDINGS. The City Council finds that the conveyance of the Property on the terms set forth above is in the public interest to return the Property to productive use and put the Property back on the tax rolls to generate taxes and to be able to collect the special assessments that were previously financed by the City in order to make the Property suitable for development, to increase available housing stock for individuals working in the City and to sell the Property for creation of housing to generate economic activity and thereby provide employment opportunities to citizens.

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

This Ordinance introduced by Council Member: Fagerlie

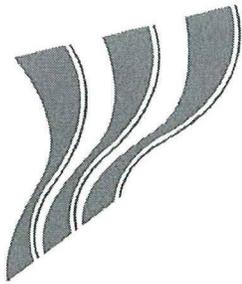
This Ordinance introduced on: August 17, 2015

This Ordinance published on: August 24, 2015

This Ordinance given a hearing on: September 8, 2015

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date:

Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Mayoral Appointments to Charter Commission

Recommended Action:

Background/Summary:

The Charter Commission has two vacancies and the City Council and the Charter Commission can both recommend names to the Chief Judge of the District Court. The Mayor has received four applicants and the Charter Commission has not considered any names. The Council could recommend any or all the applicants or look for other citizens to serve. The action would be to request the City Attorney to petition the District Court all the names desired by the Council.

Alternatives:

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- X Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- X Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Brad Hanson Date of Application: 08/11/2016

Address: 1708 SW Hansen Dr Phone No. 320-212-4983 (Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: Bradh7301@gmail.com

What prompted you to make application for a citizen committee? I have been advised there was a need for members for the charter commission. I also have a background in public service/safety and feel the police commission if needed would be a good fit.

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

I feel with my background in public service, I can offer a understanding of city government. I am also an active board member with EMS associations as well as the Chamber of Commerce and feel my input could be helpful in both suggested commissions.

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

I have been in public service for 28 years, I am currently the operations manager (EMS Chief) for Willmar Ambulance Service a department of Rice Memorial Hospital. I have served on many EMS related board and have been board chair and or president of many of them. I am currently the chair elect for the WLACC and will again be the board chair of the WLACC in 2016.

List your educational background: I am a Critical Care, Nationally Registered Paramedic; I am a FEMA certified Emergency Manager. _____

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

I am currently the Vice President of Chapter 2, Kandiyohi County Pheasants Forever, Board Member of the Willmar Hockey Boosters, Chair Elect, Willmar Lakes Area Chamber of Commerce

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

Rice Memorial Hospital, Ambulance Operations Manager 301 SW Becker Ave, Willmar MN

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Community Education & Recreation Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Rice Memorial Hospital (meets bi-monthly)
- Willmar Convention and Visitors Bureau
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Todd Engle Date of Application: 8/13/15

Address: 913 1854 SW Phone No. 320 441-8661
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: toddringle@hotmail.com

What prompted you to make application for a citizen committee? SEE ATTACHED

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

SEE ATTACHED

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

SEE ATTACHED

List your educational background:

SEE ATTACHED

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

SEE ATTACHED

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

SEE ATTACHED

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

What prompted you to make application for a citizen committee?
I have been a consumer of the civic benefits of living in this community for many years. It is now time for me to be involved in providing those benefits to others.
Briefly tell us why you want to serve on this Board / Committee / Commission:
Cities with a guiding charter are able to avoid administrative inefficiencies and have the freedom to establish governing rules (https://en.wikipedia.org/wiki/Charter_city).
The city council is currently looking for a new city administrator. The scope of this position is currently being debated as to whether the position should be a city administrator or a city manager. Should the council decide to hire a city manager, the Charter Commission may need to review the charter articles and make revision recommendations. I feel that my professional background would allow me to make a positive impact on this process.
List any special background or experience you have which would be helpful to this Board / Committee / Commission:
In my current position I am responsible for translating rules and requirements from other external groups and agencies, including but not limited to court settlements and court orders into software applications that provide a supportive system to ensure the Department of Human Services is complying with the settlement or order.
I can help the Charter Commission in two ways. First, I can use my experience with the state to work with the other members of the commission to ensure that the city charter continues to comply with new rules and regulations that may impact larger governing documents such as the state constitution.
A second way that I can help the commission is to work with the city technical team to increase the online presence of the commission and to document how the commission is making a positive impact to Willmar citizens.
List your educational background:
High School Diploma – Willmar Senior High School Bachelor of Arts – St. Cloud State University Masters of Business Administration – Cardinal Stritch University
List any social, fraternal, patriotic, governmental or service organizations which you have or currently are serving on:
None
If you are employed, please provide the name and address of your employer and your position:
MN.IT Services @ Department of Human Services / State of Minnesota <u>Central Office</u> 200 Centennial Office Building 658 Cedar Street St. Paul, MN 55155 <u>Local Office</u> 1701 Technology Drive NE Willmar, MN 56201 Position: Business Analyst



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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- X Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Robert Bonawitz Date of Application: 8/13/2015

Address: 2525 7th Avenue SE Phone No. 320-444-0634
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: rlbb470@yahoo.com

What prompted you to make application for a citizen committee? Mayor's request

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

CONTINUED INTEREST IN SUPPORTING THE CITY AND HELPING TO MAKE IT THRIVE

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

HAVE EXPERIENCE SERVING ON BOARDS AND COMMISSIONS

List your educational background: BS, MA, MBA

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

PAST CHAIR OF THE CHARTER COMMISSION AND WILLMAR MUNICIPAL UTILITIES, CHAIR OF THE U OF M WEST CENTRAL SUSTAINABLE DEVELOPMENT PARTNERSHIP, PAST CHAIR AND BOARD MEMBER OF SAFE AVENUES, PAST BOARD MEMBER OF THE MINNESOTA ZOO, PAST MEMBER DESIGN CENTER BOARD

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

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917



Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- 3 _____ Cable Advisory Board (meets as needed)
- 1 _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- 2 _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- 4 _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: _____ Clarence (Kelly) Welch Date of Application: _____ August 31, 2015 _____

Address: 1304 23rd Street SE Willmar, Minnesota 56201 Phone No. 320-235-3605
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: k.welch@charter.net _____

What prompted you to make application for a citizen committee? My sense of civic responsibility. My experience as a councilman. The future of Willmar. _____

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

My 12 years of experience as a member of the city council gave me an ongoing interest in the welfare of the City of Willmar. I feel that each citizen has a responsibility to do what he or she can to contribute to the welfare of the city in which they live. Prior to the recent revision of the Charter, I asked Kevin Halliday for a copy of the Charter. As I read through the Charter, I made and noted comments based on my experience as a

former councilman. I returned the copy to Mr. Halliday so my point of view would be available to the commission. While I am not alarmed by tone of the Council meetings over the past four years or so, I am concerned to the point that I wish to make my past experiences available to the city and council in a positive and meaningful way. The Charter Commission would be a good avenue in which to make that contribution. While I served on the council I enjoyed being the Chairman of the Pubic Safety Committee. The Police Commission would also be a good fit for my past council experience. My experience with communications would be be relevant to the Cable Commission. My life as a citizen of Willmar for the past 46 years would be relevant to all of the above mentioned boards, commissions and task forces.

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

Willmar City Councilman 1976 through 1988

Chairman of the Willmar City Council's Public Safety Committee

Member of the Willmar City Council's Labor Relations Committee

City Council's liason to the Rice Memorial Hospital Board

Chairman: Building Committee of the Willmar Civic Center Arena

Citizen of Willmar, Minnesota, United States of America

List your educational background:

Benson High School: Class of 1958

Bachelor of Arts and Bachelor of Science St. Cloud State University 1964 and 1965 respectively. Majors in Communications: Speech, Theatre, and English.

Masters Program at St. Cloud State University 1976 and 1977. Major: Audio Visual Communications: Emphasis on Photography.

Communications Instructor, Director of Theatre, Debate Coach, Speech Team Coach at Willmar Senior High School from 1969 to 1998 when I retired.

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

None

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

Retired

Self Employed as a Free Lance Photographer Artist

Please return completed application to:

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

FINANCE COMMITTEE

MINUTES

The Finance Committee and Full Council of the City of Willmar met on Monday, August 31, 2015, in the Council Chambers at the Willmar Municipal Utilities Building.

Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member

Others present: Mayor Marv Calvin, Council Member Steve Ahmann, Council Member Ron Christianson, Council Member Andrew Plowman, Finance Director Steve Okins, Interim City Administrator/City Clerk Kevin Halliday, Community Ed & Rec Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Police Chief Jim Felt, Fire Chief Frank Hanson, "West Central Tribune Journalist" David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2016 Mayor's Proposed Budget.

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Mayor's 2016 Budget Presentation (Information)

Mayor Marv Calvin presented his proposed 2016 Budget totaling \$34,745,568. Of the total budget, \$14,433,983 is for General Operating; \$7,688,007 is for Capital Improvements; \$1,054,260 is for Special Revenue/Internal Services; \$2,404,267 is for Debt Service; and \$9,165,051 is for the Wastewater Treatment Plant. It was noted that the General portion of the budget includes \$2,009,787 in transfers bringing the total to \$16,443,770. The total proposed tax levy of \$4,451,028 is the same as last year with \$4,054,028 for General Operating. However, last year \$147,000 was dedicated for the Street Program and \$250,000 for the PIR fund. For 2016, the entire \$397,000 is proposed to be dedicated for the Street Program. Other revenues discussed included an anticipated increase in Local Government Aid and expenditures included the addition of the Human Resources position and Downtown Neighborhood Coordinator position. Other changes in 2016 include 1) revisiting the Centerpoint Energy Franchise Ordinance; 2) reclassifying the Central Stores Fund to the General Fund; and 3) dedicating the additional \$250,000 for Pavement Management.

Mayor Calvin noted what he sees as top priorities for the City of Willmar: 1) To maintain operations of the City at the current level; 2) Pavement Management Plan; 3) Parks Plan; 4) Facilities Management Plan; 5) Stormwater; 6) Establish a new local option sales tax program; 7) Continue with the additional \$250,000 portion of levy to be applied toward the Pavement Management Plan; 8) Spend down the remaining Library Fund Balance; 9) Establish the two new staff positions of Human Resources under the Finance Department and Downtown Neighborhood Coordinator under the Planning and Development Services; 10) Promote "shop local" options; and 11) Proposed three-year agreements for Rice Hospital and WMU intergovernmental transfer agreements.

Finance Director Okins indicated that Finance Committee Meetings with Full Council have been scheduled for September 14, 2015, to discuss the Capital Improvement Program and for October 12, 2015, for departmental staff to present their operating budgets.

Council Member Christianson felt that the City should hold off on the two new positions until the new City Administrator is hired because he or she may have different ideas. He also questioned the \$710,000 for improvements under the Park Plan as he felt those funds would be needed more for improvements under the Pavement Management Plan.

Council Member Johnson expressed concern about instituting franchise fees since there have been substantial increases in other utility charges which already burden citizens.

Chair Anderson expressed concern about terminating the Library Fund and raised the question about it originally being established for library improvements only.

Council Member Fagerlie questioned the Downtown Neighborhood Coordinator position since the City already contracts with Downtown Development to do similar work. This new position would be in addition to Downtown Development.

Council Member Nelsen asked why Mayor Calvin did not fund the \$5,000 for Vision 2040. It was explained that various forms, such as Form 990 as well as a budget, need to be received from the requesting community organization in order to include it on the proposed budget. None of those forms were received from Vision 2040.

Chair Anderson asked if staff were seeking grants and other leveraging options to offset the \$710,000 for Parks. Staff assured the Committee that was being done.

Council Member Ahmann questioned why a splash park was being proposed for Rice Park when area residents don't want one. Further, funds would be better spent on improvements under the Facilities Management Plan, including the Aquatic Center.

Mayor Calvin challenged the Council to set priorities to pursue and said that, although he is aware of council members' concerns, he would like to have a retreat to establish these priorities. Council Member Christianson expressed concerns about the value of a retreat. Council Member Ahmann stated his first priority is building maintenance. Council Member Nelsen stated the Council needs to hear what the community feels are priorities and not just what the Council thinks are priorities.

This matter was for information only.

Item No. 4 \$2,000 Donation/Grant Vision 2040 for Dog Park Amenities (Resolution)

Staff reported that Willmar Lakes Area Vision 2040/United Way is providing a grant/donation of \$2,000 to be used for amenities for the Dog Park. This grant was solicited by KC Dog on behalf of the City of Willmar. These funds will be used for signage, waste pickup dispensers, and benches to be placed in the park.

Following discussion, Council Member Nelsen moved to introduce a resolution to accept the grant/donation of \$2,000 from the Willmar Lakes Area Vision 2040/United Way to be used for Dog Park amenities and to direct staff to issue a letter of appreciation. Council Member Fagerlie seconded the motion which carried.

Item No. 5 Selvig Park Renovation (Resolution)

Staff explained that the Selvig Park Committee has solicited a quote from Stacy's Nursery to renovate the landscaping at Selvig Park in two phases. Phase 1 totals \$17,210.80 which includes demolition of the old timber landscaping and replacing it with block landscaping. Phase 2 of this project would not be done until Spring of 2016 and is estimated at \$7,288.94. The City has a trust fund donated by Clara Selvig for the purpose of maintaining Selvig Park. Requirements for this fund establish that the balance cannot go below \$30,000. Given the current balance in this fund, \$8,000 would be available for this park project. Mayor Yanish had requested assistance from downtown merchants to rejuvenate Selvig Park and fund raising is in

process. It was noted that Faith At Work may also be interested in contributing to this project. Once funding is secured the work can begin.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize Stacy's Nursery to renovate Selvig Park as presented in Phase 1 for \$17,210.80 and in Phase 2 for \$7,288.94 with the work to begin only after funding is in place. Council Member Johnson seconded the motion which carried.

Item No. 6 Consideration of Willmar Rifle and Pistol Club Agreement (Resolution)

Staff presented the proposed Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club (WRPC) for Committee review and approval. There have been numerous discussions with the WRPC to arrive at this agreement. It was noted that training and certification costs for Range Safety Officers will be provided by WRPC through 2016 and then beginning in 2017 these costs will be the City's responsibility. City Attorney Robert Scott raised concerns with the decades old practice of allowing the WRPC the full use of the vault for storage of their guns. With League of Minnesota Cities Insurance Trust (LMCIT) review of that concern, Clause II.5 was amended noting WRPC will be fully responsible for the contents and no City insurance will be placed under our LMCIT policies to cover theft, water damage, etc. LMCIT review of the arrangement does require Clause I.7 which refers to the City being named as an additional insured under the WRPC insurance coverage.

Following discussion, Council Member Fagerlie moved to introduce a resolution authorizing the Mayor and the Interim City Administrator to execute the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club as presented. Council Member Johnson seconded the motion which carried.

Item No. 7 Consideration of Amending the Assessment Roll of the 2015 Streets & Other Improvements (Resolution)

Staff explained that the Council had previously adopted the Assessment Roll for the 2015 Street & Other Improvements. Since then, assessments for the Historic 313 Building have been finalized totaling \$28,471.70. Consequently, Council approval is needed to amend the Assessment Roll for the 2015 Street & Other Improvements for a new total \$444,139.34 which would include the Historic 313 Building assessments. This would reset the start date of interest to September 9, 2015, which is the date of closing with the five local banks.

Following discussion Council Member Fagerlie moved to introduce a resolution approving the Assessment Roll for the 2015 Street & Other Improvements as amended totaling \$444,139.34. Council Member Nelsen seconded the motion which carried.

Item No. 8 Consideration of Agricultural Land Exemption of Special Assessments (Resolution)

Staff explained to the Committee that it is City policy 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 next crop year, which in this case is for 2016 totaling \$654,059.06 in Deferred Collections.

Following discussion, Council Member Fagerlie moved to introduce a resolution approving the exemptions for qualifying agricultural land owners of special assessments as presented for 2016 in the amount of \$654,059.06. Council Member Nelsen seconded the motion which carried.

Item No. 9 Allocating Funds from Verizon Tower Project to Fire Department Budget (Resolution)

Staff explained to the Committee that Verizon and the City of Willmar have entered into an agreement through which Verizon will be renting land from the City of Willmar at the fire station to build a new cell phone tower. The agreement states that Verizon will remit \$15,000 annually for land usage and a

one-time fee of \$7,381.36 for new communications equipment to be placed on the tower. It is being proposed that the \$15,000 be used to replace four overhead garage doors, add a restroom in the training room area and remodel two other restrooms. The overhead doors were originally installed about 33 years ago and have outlived their useful life. They are falling apart and cannot be fixed. The fire department training room is used on an average of two to three times per week and has outgrown the one restroom concept. The original restroom in the training room area will be used as a female locker room/shower area. Currently we do not have an area for our female firefighters to use as a shower. The restroom/shower area in the male locker room is in need of repair with the tiles coming off the floor and the sink/toilet fixtures being very old and inefficient. This restroom has never been remodeled and was built in 1970. The cost of replacing the overhead doors is estimated at \$8,760 and the restroom remodel project is estimated at \$7,560. The Verizon funds are currently unallocated and would pay for the projects listed above with additional funding coming from the 2015 Fire Department Operating Budget. Council Member Nelsen questioned setting a precedent by designating new revenue for specific projects. In response to Council Member Fagerlie's questions regarding details of the lease, staff explained that there is a one-time lump sum payment due from Verizon in the amount of \$7,381.36 for reimbursement of the purchase and installation of equipment. There is also a one-time lump sum payment due from Verizon in the amount of \$3,000 for reimbursement of the City's attorney costs for this lease. Verizon also agrees to pay annual rent of \$15,000 the first year with a 3% increase each year thereafter. The first term of the lease is five years with the option for several additional five-year extensions after that. Responsibility for payment of real estate taxes as a result of improvements made to the property were not addressed in the lease.

Following discussion, Council Member Fagerlie moved to introduce a resolution allocating the funds to be received from Verizon for the annual rent of \$15,000 and equipment expenses for their new cell phone tower of \$7,381.36 to the Fire Department budget for building maintenance projects and to purchase the replacement communications equipment that will be placed on the Verizon tower. Council Member Johnson seconded the motion which carried.

There being no further business to come before the Committee, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



City of Willmar

Proposed 2016 Budget

Presented August 31, 2015

Mayor Marvin Calvin

Financial Picture

- Revenues Flat
 - Minimal increase in LGA.
 - Small increase in valuation.
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure.
 - Deferred costs.

2016 Proposed Budget

Fund Type	Amount
General Operating	\$ 14,433,983
Capital Improvements	\$ 7,688,007
Special Revenue/Internal	\$ 1,054,260
Debt Service	\$ 2,404,267
Enterprise (Wastewater)	\$ 9,165,051
Total All Funds	\$ 34,745,568

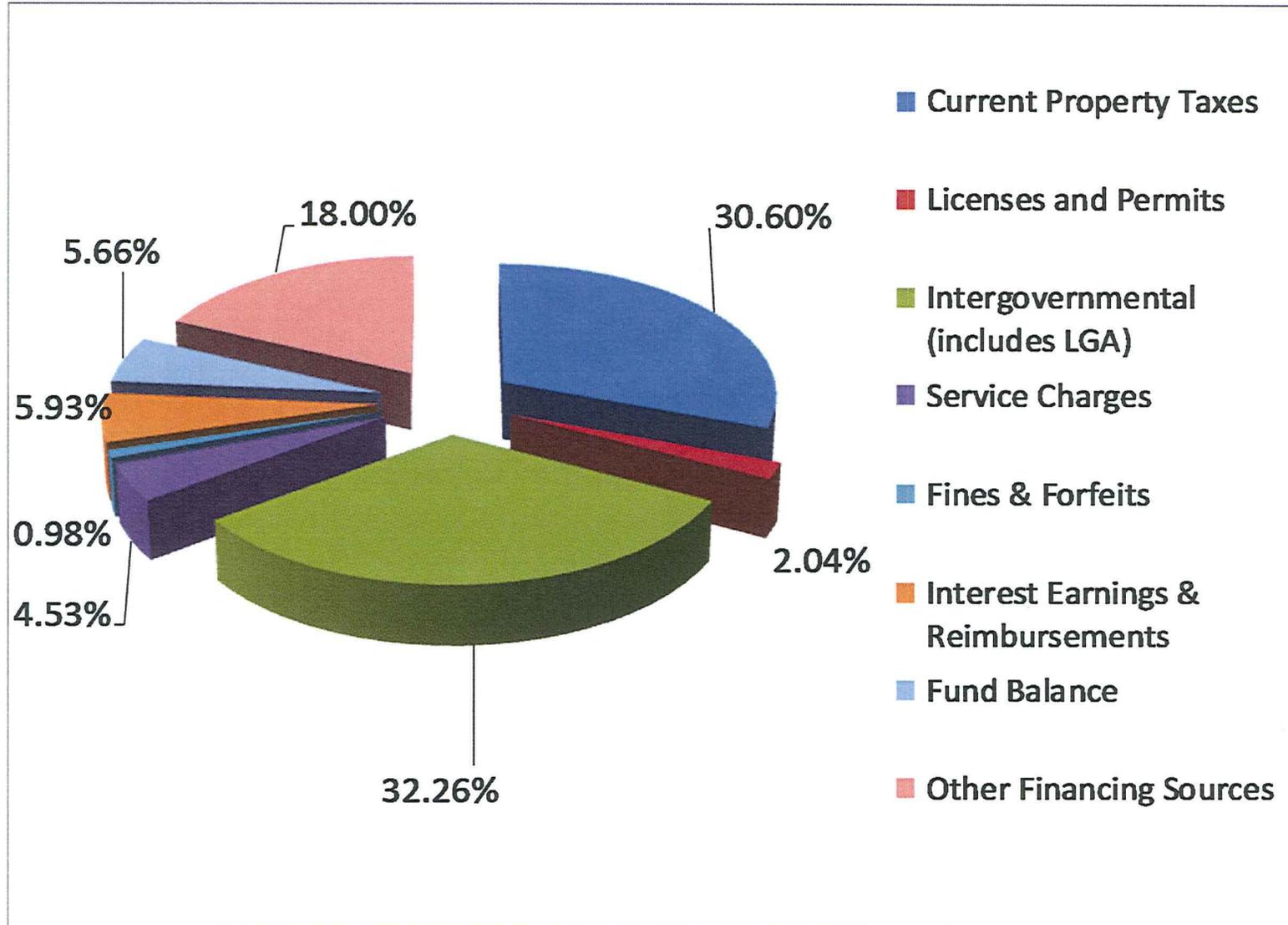
Operating Levy

Year 2016-Gen Oper.	\$ 4,054,028
Street Prog.	\$ 397,000
Year 2015	\$ 4,054,028
P.I.R. Loan	\$ 250,000
Street Prog.	\$ 147,000
<hr/>	
Proposed Increase	\$ -0-

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 5,031,028	30.60%
Licenses & Permits	\$ 335,930	2.04%
Intergovernmental Aid (includes LGA)	\$5,304,808	32.26%
Service Charges	\$745,695	4.53%
Fines & Forfeitures	\$ 160,500	.98%
Interest Earnings and Reimbursements	\$975,100	5.93%
Other Financing Sources	\$2,959,413	18.00%
Fund Balance	\$931,296	5.66%
Total	\$16,443,770	100%

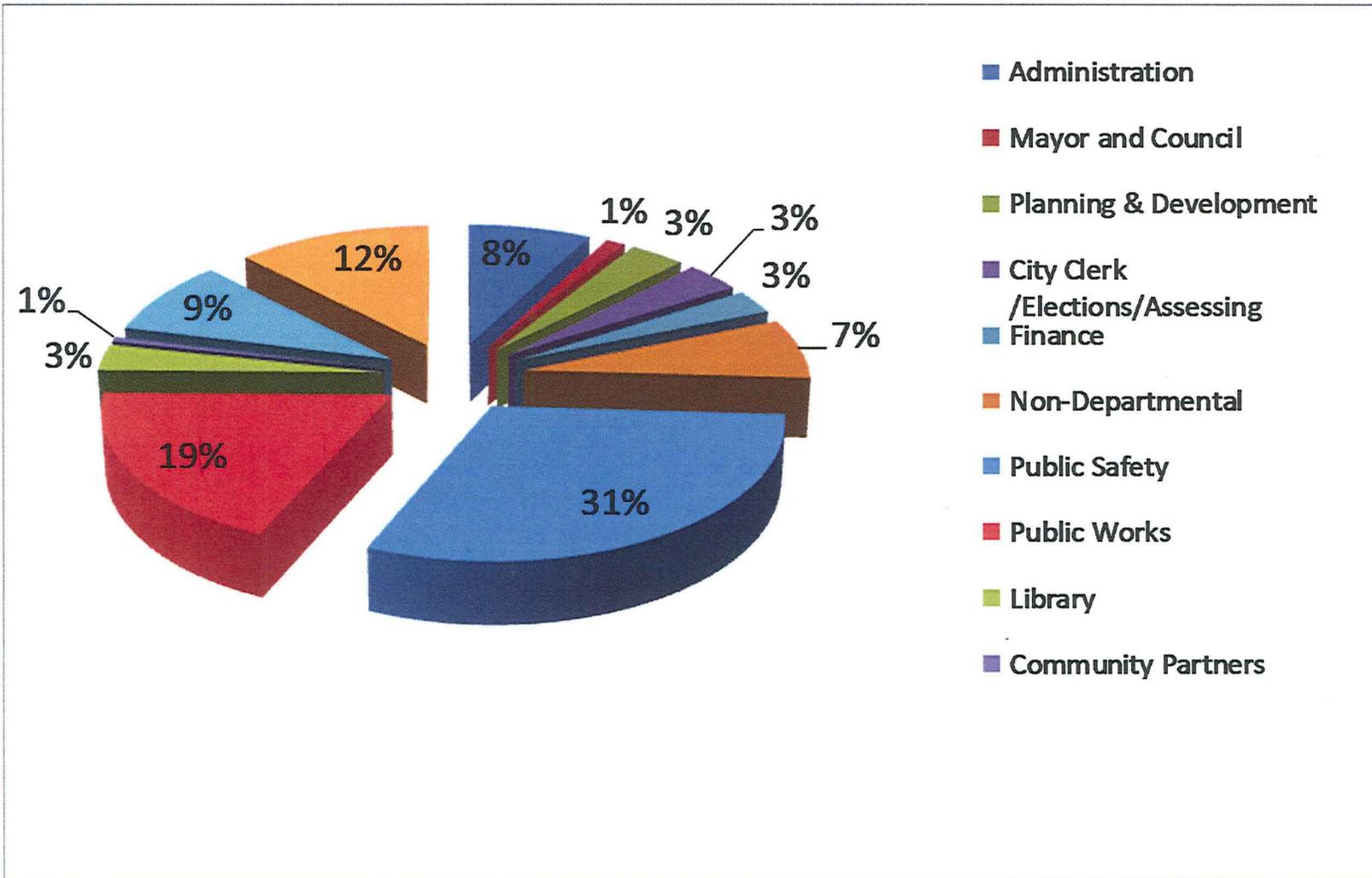
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 1,265,240	8.17%
Mayor and Council	\$ 202,100	1.23%
Planning and Development	\$ 578,356	3.52%
City Clerk/Elections/Assessing	\$ 579,446	3.52%
Finance	\$ 466,354	2.36%
Non-Departmental	\$1,170,000	7.12%
Public Safety	\$5,040,560	30.65%
Public Works	\$3,081,787	18.74%
Library	\$503,144	3.06%
Community Partners	\$92,575	0.56%
Community Education/Recreation	\$1,454,421	8.84%
Transfers	\$2,009,787	12.23%
Totals	\$16,443,770	100%

General Fund Expenditures by Major Category



Changes in 2016

- Addition of Human Resources & Downtown/Neighborhood Coordinator positions
- Revisit Center Point Energy Franchise Ord.
- Central Stores Fund reclassified to General Fund Department.
- Additional \$250,000 Dedicated for Pavement Management

Capital Planning 2016-2020

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

Capital Projects

	2016	2017	2018	2019	2020
Equipment	\$725,007 *	\$1,003,693	\$1,256,790	\$1,116,052	\$1,028,225
Projects	\$3,618,000 *	\$4,376,000	\$5,326,950	\$2,664,250	\$962,255
Pavement Management/ Bonds	\$3,345,000	\$3,400,000	\$3,115,000	\$3,195,00	\$3,075,000
Totals	\$7,688,007 *	\$8,779,693	\$9,698,740	\$6,975,302	\$5,065,480

* \$1,255,000
additional
assigned for
Capital

Budget Calendar

August 31st	Presentation of Mayor's Proposed Budget and CIP
August 31st	Finance Committee recommends action on Proposed Tax Levy
Sept. 8th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November 23rd	Review of MUC, Rice Hospital Budgets and Civic Requests
December 7th	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?



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

Agenda Item Number: 4

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Education/Recreation

Agenda Item: \$2,000.00 Donation/Grant Vision 2040 for Dog Park amenities.

Recommended Action: Accept a \$2,000.00 grant/donation from Vision 2040/United Way. This grant was solicited by KC Dog on behalf of the City of Willmar to be used on Dog Park Amenities.

Background/Summary: Amenities purchased with this grant were signage, waste pick up dispensers and benches to be placed in the park.

Alternatives:

Financial Considerations: \$2,000.00 to offset expenses of creating this park.

Preparer: Steve Brisendine

Signature:

Comments:

United Way of
West Central Minnesota

PO BOX 895
Willmar MN 56201
(320) 235-1050
www.liveunitedwcm.org

Executive Director
Renee Nolting

Board of Directors

Kim Anderson
Kristie Haefner
Pam Harrington
Sarah Klaassen
Brandon Kopacek
Joel McCann
Wayne Nelson
Kelly O'Farrell
Brian Paulson
Nicole Randick
Louise Revoyr
Kevin Smith
Javier Valenzuela
Marilee Vogel
Tom Zens

Mission

United Way of West Central Minnesota works to improve people's lives by mobilizing the caring power of its communities to create lasting change.

Vision

We will be the guiding force for human services. We will improve the quality of life in our West Central Minnesota communities through collaboration with non-profit agencies, government, businesses and individuals.

**GIVE. ADVOCATE. VOLUNTEER.
LIVE UNITED** 



July 31, 2015

Willmar Community Ed & Recreation
Attn: Steve Brisendine
1234 Kandiyohi Ave SW
Willmar, MN 56201

Re: Kandiyohi County Dog Park—Goal 3

On behalf of Willmar Lakes Area Vision 20/40, we have enclosed funding in the amount of \$2,000 to be utilized for the Kandiyohi County Dog Park.

Regards,

Teresa Winzenburg
Finance Director
United Way of West Central MN
41-0844871



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
- Amended Tabled
- Other

Originating Department: Community Ed/Rec

Agenda Item: Selvig Park Renovation

Recommended Action: Approve collaborating with the Selvig Park Committee and Stacy's Nursery to renovate the landscaping at Selvig Park. \$17,210.80 will complete Phase 1 of the project, which includes demolition of the old timber landscaping and replacing it with block landscaping. This project would not be started until funding for the project is in place. Phase 2 would happen next spring and that would consist of replanting the area and putting in a new irrigation system. The estimate for this portion of the project is \$7,288.94 and would not begin until funding is in place.

Background/Summary: Mayor Yanish requested assistance from the downtown merchants to rejuvenate this park. The City has a trust fund in the neighborhood of \$8,000.00 designated for this park project and the downtown merchants are fundraising the balance needed for this project. Once funding is secured the work will begin.

Alternatives: Do not move forward with this project and the wooden timbers will continue to deteriorate.

Financial Considerations: \$17,210.80

Preparer: Steve Brisendine

Signature: *Steve Brisendine*

Comments:

STACY'S NURSERY

EST.



1978

2305 East Highway 12

235-6010

Willmar, MN

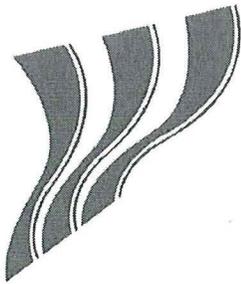
Salvig Park

Becker Ave

Willmar, Minnesota 56201

Hardscape Fall of 2015		
0 Hrs	Demo Donated by Other	\$0.00
155 Sq. Ft.	New Walls on So Bed	\$5,468.40
150 Sq. Ft.	New Wall On NW Bed	\$5,292.00
85 Sq. Ft.	New Wall On North Side	\$2,998.80
35 Yds	Black Dirt	\$1,411.20
13 Yards	Mulch and Preen	\$1,440.40
1 Slab	Concrete By City Of Willmar Public Works	\$600.00
	Total Estimate	\$17,210.80
Plants Phase 2 Spring Of 2016		
3 Each	Dw Trees	\$510.15
40 Each	Landscape Shrubs	\$2,365.32
50 Each	Perennials	\$1,094.28
12 Each	Landscape Evergreens	\$1,824.19
1 Lawn	Irrigate and Seed Grass Area	\$1,495.00
	Total Estimate	\$7,288.94

This Quote is For Removing The Old Timber walls and replacing with new block retaining walls. All walls would be at roughly 20" which is seating height. This quote also includes new plants for all of the planting beds. If some of the existing plants could be salvaged planting cost could be lower than anticipated.



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

Agenda Item Number: 6

Meeting Date: August 31, 2015

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Willmar Rifle and Pistol Club Agreement

Recommended Action: Adopt a Resolution to enter into a Shooting Range Monitoring Services Agreement with Willmar Rifle and Pistol Club

Background/Summary:

After many back and forth amendments to the Shooting Range Monitoring Services Agreement with the Willmar Rifle and Pistol Club (WRPC), we now present an agreement that both parties feel is acceptable. City Attorney Robert Scott raised concerns with the decades old practice of allowing the WRPC the full use of the vault for storage of their guns. With League of Minnesota Cities Insurance Trust (LMCIT) review of that concern, clause II.5. was amended noting WRPC will be fully responsible for the contents and no City insurance will be placed under our LMCIT policies to cover theft, water damage, ect. LMCIT review of the arrangement does require clause I.7. "the City being named as an additional insured" under the WRPC insurance coverage.

Alternatives: Hire range monitors under the Community Ed & Recreation agreement

Financial Considerations: \$

Preparer: City Clerk-Treasurer

Signature:

Comments:

SHOOTING RANGE MONITORING SERVICES AGREEMENT
BETWEEN WILLMAR RIFLE AND PISTOL CLUB AND CITY OF WILLMAR

This Agreement is made this ___ day of _____, 2015, by and between the CITY OF WILLMAR, a Minnesota Municipal Corporation, 333 6th Street SW, Willmar, MN 56201, (“City”), and the WILLMAR RIFLE AND PISTOL CLUB (“WRPC”), _____, (collectively the “Parties”).

WHEREAS, the City of Willmar owns the Municipal Auditorium and operates an indoor shooting range (“Range”) therein;

WHEREAS, WRPC members ~~benefit from the City’s maintenance and operation of the Range and~~ desire to assist the City as necessary to allow the City to continue providing access to the Range to the public at affordable rates;

WHEREAS, the City requires the assistance of qualified Range monitors to assist with the operation of Range; and

WHEREAS, WRPC includes members who have been certified as Range Safety Officers by the National Rifle Association, and is willing to provide the Range Monitoring Services requested by the City pursuant to the following terms and conditions.

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

I. WRPC AGREES TO:

- 1) Provide trained Range Monitors who are certified NRA Range Safety Officers qualified to organize, conduct, and supervise safe shooting activities at the Range during those times the Range is open for public use, according to the schedule included in Appendix A. WRPC shall file a list of such certified personnel with the Willmar Community Education and Recreation (“CER”) Director and ensure that it is kept current at all times. “Public use” of the Range is herein defined as to include Open Shooting for the general public, ~~group rentals, safety and training programs and all other uses except law enforcement training requirements.~~ *WRPC agrees to cover the cost of training and certifying Range Safety Officers for 2015 & 2016 however any future expense to train, certify or recertify Range Safety Officers from 2017 forward shall be the city’s responsibility.*
- 2) Ensure that ~~one or two~~ *at least one* Range Monitor(s) are present at all times the Range is open for public use.
- 3) Administer the Range schedule established by the City so as to permit maximum participation by as many persons and groups as possible.

- 4) Ensure compliance with the Range Rules, attached hereto as Appendix B, as the same may be amended from time to time by the City, during all times the Range is open for public use.
- ~~5) Provide trained instructors, rifles, ammunition, targets and training supplies for DNR Firearms Safety Training Programs, Junior NRA Programs and DCM Marksmanship Programs.~~
- 6) 5) Collect fees not otherwise paid directly to the City or CER for rental of the Range during those times the Range is open for public use pursuant to the Fee Schedule included in Appendix A and transmit the entirety of such fees collected to the CER office with all such revenues being deposited into the Recreation Department *Range Maintenance* Fund.
- 7) 6) Prepare and file with the CER office an annual Range Report showing **all Range activities** *attendance in public shooting events* and revenues. This annual report shall be filed annually on or before ~~insert date~~ *January 31st*.
- 8) 7) Purchase and maintain commercial general liability insurance to protect itself from claims for damages because of bodily injury, death, and injury to or destruction of tangible property, including loss of use resulting therefrom. The base limits of this policy shall be at least \$1,000,000 combined single limit. WRPC shall provide the City with evidence of such insurance in the form of a certificate of insurance, no later than ten (10) days after execution of this Agreement. The city shall be an additional named insured and the certificate shall contain a provision that the insurance shall not be cancelled unless prior written notice thereof is given to the City not less than fifteen (15) days prior to the effective date of such cancellation.

II. CITY AGREES TO:

- 1) Permit the public use of the Range pursuant to the schedule included in Appendix A only when monitored by certified NRA Range Safety Officers furnished by the WRPC pursuant to Article I above.
- 2) Establish Range Rules which shall apply uniformly at all times the Range is open for public use (excluding qualification and training use of the Range by law enforcement agencies) and provide the same to WRPC, and ensure that it is kept current at all times. The current Range Rules are attached hereto as Appendix B.
- 3) Authorize the CER Department to accept requests for scheduling of Range activities and ~~to accept calls by persons wishing to enroll in the various training courses conducted at the Range and~~ to transmit this information to the

WRPC. School use of the Range shall be subject to special approval of the CER, shall be coordinated with WRPC programs, and certified Range Safety Officers shall be supplied as provided for in Section II (1).

- 4) Provide janitorial services such as floor cleaning, filters replacement, waste disposal, glass cleaning, light replacements, etc.
- 5) Permit the WRPC to use the Range Training area and sole use of the arms vault for storage of WRPC arms, ammunition, targets and training equipment and other supplies for use in training activities of firearms safety courses and marksmanship programs sponsored by the WRPC **at no charge**. The WRPC shall be responsible for the contents of rifles, pistols, targets or other supplies kept in the vault offered for WRPC exclusive use.
- 6) Permit the WRPC to sell targets to users of the Range with proceeds from these items to go to the WRPC.
- 7) Contract for lead removal, cleaning and abatement services as necessary through a qualified vendor and coordinate the timing for such removal and cleaning with WRPC.

III. TERM AND TERMINATION:

The terms of this Agreement shall remain in effect for one year from the date it bears and shall be renewed automatically for one year periods unless either of the parties hereto notifies the other in writing to the contrary at least ninety days prior to the termination of said term or extension thereof. This Agreement may be terminated by either party for any reason or for convenience by either party upon ninety (90) days' written notice to the other party.

IV. CONSIDERATION:

The consideration for this agreement shall be the mutual promises and covenants undertaken and assumed by each party herein, which promises, covenants and obligations are each made and assumed for the benefit of the opposing party and are of value to the opposing party, and the sufficiency of which are expressly acknowledged by the parties. ~~WRPC shall not be entitled to monetary compensation for supplying the services detailed in Article I herein.~~

V. INDEMNIFICATION:

Each Party to this Agreement shall be responsible for its own actions and those of its respective, officers, agents and employees, and shall indemnify and hold harmless the other Party against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to its own acts or omissions or to those of its officers, agents and employees, in performance of this Agreement.

VI. GENERAL TERMS AND CONDITIONS:

- 1) Independent Contractor Status. WRPC, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of the City or CER for any purpose. No statement contained in this Agreement shall be construed so as to find WRPC to be an employee of the City or CER, and WRPC shall not be entitled to any of the rights, privileges, or benefits of employees of the City or CER, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

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

- 2) Subcontracting. WRPC shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the City.
- 3) Assignment. This Agreement may not be assigned by either Party without the written consent of the other Party.
- 4) Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the City and WRPC.
- 5) Compliance with Laws. WRPC shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which WRPC is responsible.
- 6) ~~Interest by City Officials. No elected official, officer, or employee of the City shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.~~
- 7) Governing Law. This Contract shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement.

Date: _____

Date: _____

Willmar Rifle & Pistol Club:

City of Willmar:

President

Marvin Calvin, Mayor

Treasurer

Kevin Halliday, Interim City Administrator

APPENDIX A

RATES AND SCHEDULE

WILLMAR WAR MEMORIAL AUDITORIUM
SHOOTING RANGE
WILLMAR, MINNESOTA

I. RATES:

A. OPEN OR LEAGUE SHOOTING

First Half Hour Unit and each Subsequent Half Hour Unit or less \$ 5.00/\$5.00

B. GROUP RENTALS:

Per hour	\$40.00
Classroom	\$25.00 per day
Shooting Range	\$40.00 per hour

C. TRAINING PROGRAMS:

~~NRA, DNR, CMP Programs, by WRP~~ NC

~~Home Safety Courses, Women's Programs, Boy Scouts,
Girl Scouts, etc., sponsored by WRPC~~ NC

*NRA, DNR, CMP, Boy Scouts, Girl Scouts
or other events geared toward youth or supported by WRPC.* NC

Outside users, *other than instructors*, are required to give 72 hour notice to use the range, pay the rental fees, staffing fees and provide insurance. (Includes fire arm safety courses not sponsored by the WRPC). *Staffing fee payable to WRPC shall be \$5.00 per person per hour with a \$40.00 per hour minimum.*

II. SCHEDULE

	<u>Days</u>	<u>Hours</u>
Open Shooting	Tuesday & Thursday	5:00 6:00-9:00 pm
Season: November thru April-subject to change		

NOTE: School programs to be scheduled on a separate basis through the Community Ed and Recreation Department.

Any special police programs to be scheduled with the Community Ed and Recreation Department.

Usage shall not be denied to anyone on basis of race, color, creed or financial ability.

APPENDIX B

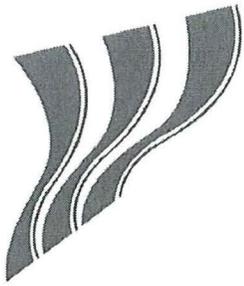
WILLMAR WAR MEMORIAL AUDITORIUM
SHOOTING RANGE
WILLMAR, MINNESOTA
RANGE RULES

- 1.) Obey all orders of the Rangemaster and Range Officials.
- 2.) All actions open except when firing.
- 3.) No un-authorized person on Range.
- 4.) Firing from Firing Line only; aimed fire only.
- 5.) No persons allowed beyond firing line unless instructed by the Range Master.
- 6.) Only one **active** shooter per shooting point.
- 7.) All handguns cased or holstered ~~except on Range~~ **until at the Firing Line.**
- 8.) All guns must be pointed down range at all times when at firing point; do not point up or down.
- 9) ~~Holstered handguns shall be held and not worn.~~
- 10) No fast draw, hip shooting or fanning of revolvers permitted.
- 11) No food or drink allowed in Range Area.
- 12) Ear protection and safety glasses to be worn by all **shooters in the range area.**
- 13) All shooters must be courteous, alert and respectful at all times.
- 14) All shooters under ~~12~~ **18** to be accompanied by a parent, guardian, instructor or supervisor.
- 15) Each shooter to police his shooting point **when upon** completion of firing.

- 16) This is your Range – enjoy it and help take care of it.
- 17) Any violation of these rules will result in immediate dismissal from the Range.

ARMS AND AMMUNITION PERMITTED ON THE RANGE

- 1) All .22 cal. Rimfire, pistol or rifle. (~~except “hot” varieties~~)
- 2) All handguns, rimfire or centerfire (~~including .44 mag.~~)
- 3) No armor piercing or steel jacketed bullets
- 4) No black powder
- 5) Upon special arrangements (non-public shooting nights) :
 - a) Shotguns, pellet or slug (no steel shot)
 - b) Centerfire rifle
 - c) BB guns



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

Agenda Item Number: 7

Meeting Date: August 31, 2015

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Amending the Assessment Roll of the 2015 Streets & Other Improvements

Recommended Action: Adopt a Resolution increasing the total Special Assessments by the Historic 313 Water Improvements

Background/Summary:

The earlier adopted Assessment Roll for the 2015 Street & Other Improvements did not include the assessment amount of the water line upgrades at the Historic 313 building located at 313 4th Street SW. Landpride Construction LLC was awarded the project and completed the work at the bid amount for \$24,758.00. Engineering costs of \$3,713.70 need to be added, bringing the full assessment amount to \$28,471.70. The Resolution increases the assessment total to \$444,139.34 and resets the start date of interest to September 9, 2015, the date of closing with the five local banks.

Alternatives:

Financial Considerations: \$28,471.70

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

AMENDING ASSESSMENT ROLL

WHEREAS, The City Council of the City of Willmar, Minnesota duly adopted the assessment roll for the 2015 Street Improvement Project on May 18, 2015, and

WHEREAS, assessments for the Historic 313 building located at 313 4th Street SW have been finalized pursuant to an individual project awarded on June 1, 2015.

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

1. Such assessment roll be amended to the sum of \$444,139.34, a copy of which is attached hereto and made a part hereof, is hereby accepted.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2016.

B. To the first installment shall be added interest at the rate of four and zero hundredths (4.00) percent per annum on the entire principal amount of the assessment from the date of the funding of September 9, 2015, until December 31, 2016. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2015, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

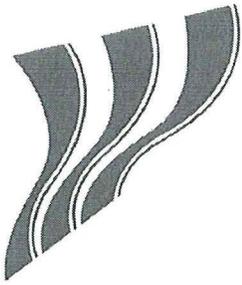
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 8th day of September, 2015.

MAYOR

ATTEST:

CITY CLERK-TREASURER



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

Agenda Item Number: 8 **Meeting**

Date: August 31, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Agricultural Land Exemption of Special Assessments

Recommended Action: Motion to Adopt the Resolution Exempting Qualifying Agricultural Land Owners of Special Assessments

Background/Summary:

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 2016 crop year.

Attached is a resolution 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.

Alternatives: Deny Exemption and Assess All Listed Deferments Against Parcels as Listed

Financial Considerations: \$654,059.06 in Deferred Collections

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. ____

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, 9101, and 1404, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, 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.	Hawkinson Land, LLC	95-924-0020	
	7340 26 th Street NE	Project 9202	\$13,005.00
	Willmar	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

Section 24, Township 119, Range 35

That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of-way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)

2.	Hawkinson Land, LLC	95-913-0040	
	7340 26 th Street NE	Project 9202	\$12,095.00
	Willmar	Project 9002	8,255.00
		Project 0501	31,715.79

Section 13, Township 119, Range 35

Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)

3.	Gesch Properties LLC c/o LeAnn Isaacson	95-914-2610	
	10785 46 th Place N	Project 9002	\$39,731.66
	Plymouth	Project 9303	20,130.42
		Project 0501	77,504.80
		Project 1404	180,688.13

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 5th 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. (88.36 acres)

4.	Jean Langsjoen-Hogan Trust and Carter Family 1950 E Welco St. Peter	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. (64.13 acres)*

5.	Bernard Revocable Trust Etal c/o William Bernard 520 Litchfield Ave SW Willmar	95-912-0970 Project 9701	\$12,119.04
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*Section 12, Township 119, Range 35
North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.
(60 acres)*

6.	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

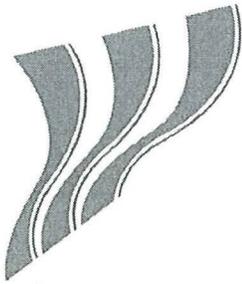
95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003
95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003
95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003
95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003
95-308-0380 Sect-08 TWP -119 Rang-35 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

Dated this 8th day of September, 2015.

Mayor _____

Attest:

City Clerk-Treasurer _____



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

Agenda Item Number: 9

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Fire Department

Agenda Item: Allocating funds from Verizon tower project to Fire Department budget.

Recommended Action: Staff requests that the unallocated funds that Verizon will pay the city for rent and equipment expenses for their new tower be transferred to the Fire Department budget for building maintenance projects and to purchase the replacement communications equipment that will be placed on the Verizon tower.

Background/Summary: Verizon and the City of Willmar have entered into an agreement where Verizon will be renting land from the City of Willmar at the fire station to build a new cell phone tower. The agreement states that Verizon will pay \$15,000 annually to the City of Willmar for land usage and a one-time fee of \$7,381.36 for new communications equipment to be placed on the tower. The \$15,000 will be used to replace 4 overhead garage doors, and add a restroom in the training room area and remodel 2 other restrooms. The overhead doors were originally installed about 33 years ago, and have out lived their useful life. They are falling apart and cannot be fixed expect by duct tape. The fire department training room is used on an average of 2-3 times a week and we have out grown the one restroom concept. The original restroom in the training room area will also be used as a female lock room/ shower area. Currently we do not have an area for our female firefighters to use as a shower. The restroom / shower area in the male locker room is in need of repair. The tiles are coming off the floor and the sink and toilet fixtures are very old and inefficient. This restroom has never been remodeled and was built in 1970.

Alternatives: Not to transfer the funds.

Financial Considerations: The cost of the overhead doors: \$8,760.00. Cost of the restroom remodel project: \$7,560.00. The Verizon funds are currently unallocated and would pay for the projects listed above with additional funding coming out of the 2015 Fire Department operating budget.

Preparer:

Signature:

Comments:

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, September 1, 2015, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson	Chair
Audrey Nelsen	Vice Chair
Steve Ahmann	Member
Andrew Plowman	Member

Others present: Council Member Tim Johnson; Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Public Works Superintendent Scott Ledeboer; Director of Community Education & Recreation Steve Brisendine; Public Works Operator Justin DeLeeuw; Josh Halverson, Bolton & Menk; David Little, "West Central Tribune".

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:45 p.m.

Item No. 2 Public Comments

There was no public comment.

Item No. 3 Police and Fire Updates (Information)

Police Chief Jim Felt noted the jail census for September 1, 2015 was 162; 95 inmates from the Department of Corrections, 66 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 912. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 16 days ahead of 2014 at this date. Chief Felt presented new brochures to the Committee that have been distributed detailing outreach topics for the downtown business district on state laws, city ordinances and guidelines. The brochures are also available in Somali and Spanish translations. The Committee discussed the Police activity level of the downtown business district versus other areas of the City, with it actually being a relatively quiet area and the Police trying to break the stigma of people perceiving it as an area of high crime.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 9, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far this year is 233, 23 calls above last year. Five new firefighters will be notified this week of their acceptance into the department and another six will be hired in December. The Committee discussed the availability of the FEMA website for the NIMS training courses they are to complete and pictures for new ID cards taking place on Thursday, September 3rd.

Item No. 4 Playground Inspection Report (Information)

Staff brought forth, for information, a Playground Inspection Report compiled by the Public Works Department's Certified Playground Safety Inspector Justin DeLeeuw. The report detailed inspection of the 230 individual pieces of playground equipment in the City's 28 parks. Each piece of equipment has a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and recommendations to remove immediately and 5 signifying no issues. Each rating is given through a combination of the inspector's opinion and the use of a National Recreation and Park Association testing kit. The Committee discussed the priority rating 1 pieces of equipment and weighed the options of either removing them or fixing them to make them compliant.

Item No. 5 Becker & 9th Street SW Intersection Discussion (Information)

Staff brought forth, for information, the response to concerns of the intersection of Becker Avenue and 9th Street SW for the need of a traffic control device. The history of crashes at the intersection was investigated, with five total since 2011. Four were two vehicle right angle crashes from people claiming they didn't see the other car

and one crash where the vehicles left the scene before officers arrived. Two had citations for driver's license violations, but none for excessive speed and four of the crashes had no reported injuries. Only one accident listed the vehicles needing to be towed. With the accident history, good overall visibility and lower traffic counts, staff does not recommend a traffic control device such as a stop sign be placed at the intersection. The Committee questioned if a yield sign would help alleviate the concerns and staff stating yield signs typically train motorists to drive through the traffic control devices.

Item No. 6 Country Club Drive Lift Station Utility Easement (Resolution)

Staff brought forth, for approval, the utility easement for property owned by Wallace and Amanda Titus for the relocation of the Country Club Drive Lift Station in the amount of \$4,000.00. The easement was previously negotiated and agreed upon with the property owners and construction will begin next spring.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the utility easement for property owned by Wallace and Amanda Titus for the Country Club Drive Lift Station in the amount of \$4,000.00. The motion carried.

Item No. 7 Backstop/Fencing Project at Swansson Field Complex (Resolution)

Staff brought forth, for approval, contracting with Andi's FenceAll for backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The 2015 CIP allocated \$30,000 for the replacement of the backstops at the blue and red fields, repairing one post, adding a six foot extension on the orange field and replacing the security fence.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the contract with Andi's FenceAll for the backstop/fencing projects at the Swansson Field Complex in the amount of \$16,999.92. The motion carried.

Item No. 8 Public Works Future Staffing (Information)

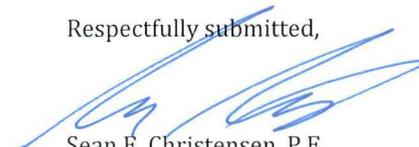
Staff brought forth, for information, the Public Works Department's future staffing of Operators. On February 27th there will be one retirement and staff is unaware of any further retirements at this time. Each City employee will base their personal retirement decisions on multiple factors including age, state benefit eligibility, and current job status/satisfaction. The current Public Works staff has done a tremendous job cross training and preparing people for the inevitable. The Committee discussed the importance of cross training the Operators and providing procedures on various tasks for future employees.

Item No. 9 Miscellaneous Information

The Committee requested staff examine branch 3 of Ditch 23A for overgrown vegetation by Valley Golf. The recent concerns of Rice Park were discussed with the possibility of curfew enforcement after 10 p.m. The lights of the park in the tennis courts are on a timer to shut off at 10 p.m. but the security lights illuminate the basketball court and remain on all night.

There being no further business to come before the Committee, the meeting was adjourned at 6:04 p.m. by Chair Christianson.

Respectfully submitted,



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

Sec. 15-86 - BUSINESS DISTRICT

For purposes of this division, the term "downtown business district" shall mean that area of the city bounded by the following streets: Trott Avenue on the south; Seventh Street Southwest on the west; Highway 12 bypass and Pacific Avenue on the north; and Highway 71 (First Street) on the east



Sec. 15-116 - CONGESTED DISTRICT

There is hereby established a district, to be known as the congested district, within which the rules set forth in this article shall be in force. The congested district shall include, in their entirety, the following parts of the following named streets, thoroughfares and avenues:

- (1) First, Second, Third, Fourth, Fifth and Sixth Streets West, between the north side of Pacific Avenue and the south side of Becker Avenue
- (2) Pacific, Benson, Litchfield and Becker Avenues, between the east side of First Street and the west side of Sixth Street West

(2) Whenever the person operating or in charge of any place of amusement, entertainment, refreshment, or other place of business shall find a juvenile at such place in violation of this section, he shall immediately order the juvenile to leave. If the juvenile refuses to leave, such person shall immediately notify the police department of the violation

(3) This subsection shall not be construed to permit the presence, at any time, of any person in any place where his presence is otherwise prohibited by law

Responsibility of parent or guardian: It is unlawful for any parent, guardian, or other adult having the legal care or custody of any juvenile person to allow or permit the juvenile to violate this section

Sec. 10-63 - EXCEPTIONS

This article shall not apply to any of the following circumstances:

- (1) **Attendance at supervised activity:** Such curfew restrictions shall not apply to juveniles lawfully attending a supervised activity, or while returning home on a direct route within one-half (½) hour of the completion of such supervised activity
- (2) **Employment:** Such curfew restriction shall not apply when the juvenile is lawfully engaged in a legitimate business trade, occupation, or other employment, or when returning home from or going to such employment, on a direct route, within one-half (½) hour of the completion or start of work hours



[DOWNTOWN WILLMAR](#)

STATE LAWS

CITY ORDINANCES

GUIDELINES

[EMERGENCY: 911](#)

[DISPATCH \(Non-Emergency\): 320-235-2244](#)

[EMAIL: police@willmarmn.gov](mailto:police@willmarmn.gov)



Sec. 15-51 – PLACES WHERE PARKING PROHIBITED



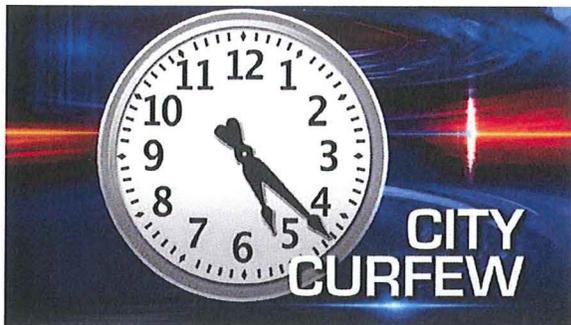
No person shall park a vehicle or permit it to stand, whether attended or unattended, upon any highway within the city, in any of the following places:

- (1) On a sidewalk
- (2) In front of a public or private driveway
- (3) Within an intersection
- (4) Within fifteen (15) feet of a fire hydrant
- (5) On a crosswalk
- (6) Within twenty (20) feet of a crosswalk at an intersection
- (7) Within thirty (30) feet of any flashing beacon, stop sign, or traffic-control signal located at the side of a roadway
- (8) On the roadway side of any vehicle stopped or parked at the edge or curb of a street
- (9) At any place where official signs prohibit stopping

169.222 OPERATION OF BICYCLE

No person shall ride a bicycle upon a sidewalk within a business district unless permitted by local authorities. Local authorities may prohibit the operation of bicycles on any sidewalk or crosswalk under their jurisdiction





Sec. 10-62 – ACTS PROHIBITED WITHIN THE CITY (CURFEW)

Juvenile under age sixteen (16): It shall be unlawful for any person under the age of sixteen (16) to be in or upon or loiter at any public place between the hours of 11:00 p.m. and 5:00 a.m. the following morning, unless accompanied by a responsible adult

Juvenile age sixteen (16) or seventeen (17): It is unlawful for any person at least age sixteen (16) but under the age of eighteen (18) to be in or upon or loiter at any public place between the hours of 12:00 a.m. and 5:00 a.m. unless accompanied by a responsible adult

Responsibility of business: places of amusement, entertainment, or refreshment:

(1) It is unlawful for any person operating or in charge of any place of amusement, entertainment, or refreshment, or other place of business, to allow or permit any person whom he has cause to believe is a juvenile to remain upon the property or loiter at such place during the hours prohibited by this section unless the juvenile is accompanied by a responsible adult having the juvenile in charge

Sec. 15-117 - U-TURNS

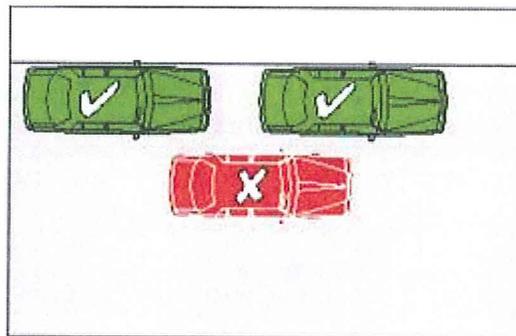
No person driving a vehicle within the city shall make a U-turn on any street or intersection at any place within the congested district



Sec. 15-49 – DOUBLE PARKING



No vehicle of any kind shall be left standing or double-parked at any time or place, except that vehicles may be double-parked for the purpose of taking on or discharging passengers, only for a sufficient length of time to enable the passengers to enter or to remove themselves from the vehicle, after which the vehicle shall immediately proceed



Sec. 12-27 - WASTE STORAGE AND DISPOSAL IN GENERAL



Every owner of property, together with every occupant of a residential dwelling and every manager or occupant of a multiple unit residential dwelling or commercial or industrial establishment, shall be responsible for ensuring that the waste generated at such property is stored and disposed of in compliance with the requirements of this article

It shall be illegal for any person to dispose of any waste material generated by that person or on property owned or occupied by such person on the property of another or into any waste storage facility owned and maintained by another without such other person's permission

It shall be illegal and constitute a theft of public services for any person to dispose of any waste material generated by that person or on property owned or occupied by such person into a public trash receptacle or other public waste storage facility except as expressly permitted by this article

Sec. 9-89 - USE OF RADIOS, TAPE PLAYERS, DISC PLAYERS AND OTHER SOUND PRODUCTION DEVICES



Generally: No persons shall play, use or operate any radio, tape player, disc player, musical instrument, phonograph or other machine or device for the production of sound in such a manner as to unreasonably disturb the peace, quiet, or repose of a person or persons of ordinary sensibility

Prima facie evidence: The play, use or operation of any radio, tape player, disc player, musical instrument, phonograph or other machine or device for the production of sound in such a manner as to be audible at a distance of fifty (50) feet from said machine or device shall be prima facie evidence of a violation of this section

Responsible person: When sound violating this section is produced by a machine or device that is located in or on a motor vehicle, the vehicle's owner shall be guilty of the violation of this ordinance unless the owner is not present, in which

case, the person in charge of the vehicle at the time of violation shall be guilty of the violation of this section

Permitted uses: This section shall not apply to sound produced by the following:

- (1) Amplifying equipment used in connection with activities for which permits have been granted
- (2) Anti-theft devices and security alarms
- (3) Machines or devices for the production of sound on or in authorized emergency vehicles
- (4) Sound being produced in a building unless it is audible to a person outside the building and more than fifty (50) feet from the building

Applicability: The terms of this section shall apply to all radios, tape players, disc players, musical instruments, phonographs and machines or devices for the production of sound, whether on public or private property



NO LOUD MUSIC



Dumpster means a unit that is intended to be used primarily for the disposal of waste material, and that has a capacity larger than one hundred (100) gallons

Garbage means animal and vegetable waste materials and all other putrescible waste material, whether resulting from the handling, preparation, cooking, service and consumption of food or otherwise, excluding yard waste

Rubbish means paper, boxes, cartons, house sweepings, tin cans, bottles, junk, automobiles, machinery, metals, tires, inner tubes, and any other article or debris that creates an unsightly appearance

Waste container means any container utilized for the storage of waste material, excluding dumpsters.

Waste material means garbage, rubbish and any other article or item that is generated from residential, commercial, industrial, agricultural or community activities and is discarded due to its worthlessness or offensiveness

Sec. 9-26 - DEPOSIT ON PUBLIC PROPERTY



No person shall throw or deposit or cause to be thrown or deposited manure, offal, garbage, filth, ashes or any decayed, ill-smelling, offensive, nauseous, unwholesome or noisome substance, liquid or thing in or upon any street, sidewalk, alley, park, public square or public place within the city

Sec. 9-114 - NUISANCE DECLARED



Declaration: The existence of graffiti on public or private property in violation of this article is expressly declared to be a public nuisance and, therefore, is subject to the removal and abatement provisions specified in this article.

Duty of property owner: It is the duty of both the owner of private property to which graffiti has been applied and any person who may be in possession or who has the right to possess such property to, at all times, keep the property clear of graffiti

Sec. 13-70 - REMOVAL OF SNOW, ICE, DIRT AND RUBBISH



Declaration of a nuisance: All snow, ice, dirt, or rubbish remaining on a public sidewalk more than twenty-four (24) hours after its deposit thereon is hereby declared to be a public nuisance

Removal by owner: The owner and the occupant of any property adjacent to a public sidewalk shall use due diligence to keep such walk safe for pedestrians. No such owner or occupant shall allow snow, ice dirt or rubbish to remain on the walk longer than twenty-four (24) hours after its deposit thereon

Deposit on boulevards, public streets: It shall be unlawful, and a nuisance prohibited by the terms of this section, for the owner, tenant, occupant or person in charge of any real property to move, transport, carry or otherwise cause to be moved any snow, ice or rubbish accumulations from private

property to or upon the boulevards, public streets, crosswalks or sidewalks of the city. This section shall not, however, prohibit the cleaning of public sidewalks of ice and snow accumulations only, and the placing of such accumulations only, upon the boulevards of the city, and for areas within the central business district, from placing snow accumulations on sidewalks onto the public streets

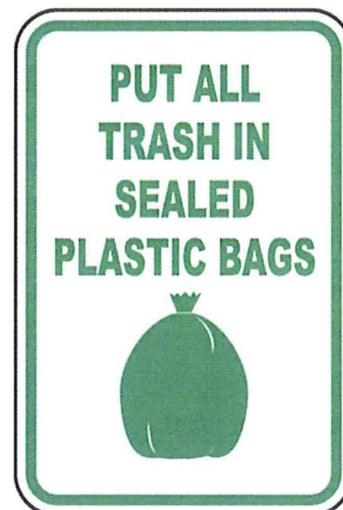
Removal by city: The city may remove snow, ice, dirt or rubbish remaining on a public sidewalk twenty-four (24) hours after deposit thereon. The cost incurred by the city in removing the snow, ice, dirt or rubbish shall be billed to the property owner. If the property owner fails to reimburse the city for the costs incurred, the cost shall be certified to the county auditor, following fourteen (14) day notice and hearing, for collection as a special assessment.

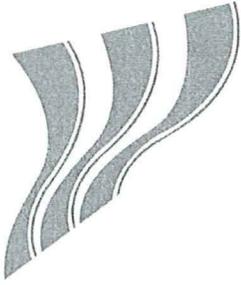


Sec. 12-28 - STORAGE OF GARBAGE



All garbage accumulated on any property in the city shall be drained of liquids, bagged, and deposited, kept and stored in a waste container that meets the requirements of section 12-30. The container shall be kept at such place on the premises as to be convenient for the garbage collector, and not in close proximity to the buildings or premises of others. **All garbage from commercial and industrial uses concerning food and/or produce products, including hotels, restaurants, grocery stores, butcher shops, food processing facilities and fruit houses shall be double bagged prior to being deposited into such a waste container**





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: September 1, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: Public Works

Agenda Item: Playground Inspection Report

Recommended Action: Authorize the removal of the priority 1 equipment.

Background/Summary: The Public Works Department's Certified Playground Safety Inspector Justin DeLeeuw recently performed a detailed inspection of 230 individual pieces of playground equipment in the City's 28 parks. Each piece of equipment has a Priority rating of 1 through 5, with 1 indicating a potential life threatening issue and recommendations to remove immediately and 5 signifying no issues. Each rating is given through a combination of the inspector's opinion and the use of a National Recreation and Park Association testing kit.

Alternatives: N/A

Financial Considerations: None at this time

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

Signature: 

Comments:

CITY OF WILLMAR
PLAYGROUND INSPECTION REPORT
AUGUST 2015

Prepared By

Justin DeLeeuw

Public Works Department

Certified Playground Safety Inspector

National Recreation and Park Association

Certification Number: 30953-418

This report includes a detailed inspection of 28 City of Willmar playgrounds and the existing equipment on these playgrounds. Each piece of equipment will have a rating of 1 through 5. A rating of 5 signifies no issues with the equipment while a rating of 1 indicates a potential life threatening or life altering issue with the equipment. Below is a chart defining the rating system and the characteristics for each number.

Five Level Safety Concern Priority Rating System

Priority 1 - Non-compliant safety concern that may result in permanent disability, loss of life or body part. Condition should be corrected immediately.

Priority 2 - Non-compliant safety concern that may result in temporary disability. Condition should be corrected as soon as possible.

Priority 3 - Non-compliant safety concern that is likely to cause a minor (non-disabling) injury. Condition should be corrected when time permits.

Priority 4 - Non-compliant safety concern where potential to cause an injury is very minimal. Condition should be corrected if it worsens.

Priority 5 - The item has been determined to be compliant with the owner/operator's operating policy and standard of care. Continued ongoing preventive maintenance is recommended.

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Each rating is given through a combination of the inspector's opinion and the use of a National Recreation and Park Association testing kit. This kit includes a head probe, a torso probe, a partially bounded opening probe, projection gauges, a vertical projection gauge, and three different sized dowels to test crush/shear points on various equipment. The dimensions and measurements of the instruments used in this kit are determined using data from two sources; The American Society for Testing and Materials International (ASTM) and the Consumer Product Safety Commission (CPSC).

DEFINITIONS

The following definitions come directly from the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (ASTM Standard F1487-11)

Completely Bounded Opening: Any opening in a piece of equipment that is totally enclosed by boundaries on all sides so that the perimeter of the opening is continuous

Crush and Shear Point: Juncture at which the user could suffer contusion, laceration, abrasion, amputation, or fracture during use of the playground equipment

Entanglement: Condition in which the user's clothes or something around the user's neck becomes caught or entwined on a component of playground equipment

Entrapment: Any condition which impedes withdrawal of a body or body part that has penetrated an opening

Partially Bounded Opening: Any opening in a piece of play equipment that is not totally enclosed by boundaries on all sides so that the perimeter of the opening is discontinuous

Projection: Condition which, due to its physical nature, must be tested to the requirements of this standard to determine whether it is a protrusion or entanglement hazard, or both

Protective Surfacing: Material(s) to be used within the use zone of any playground equipment

Protrusion: Projection which, when tested in accordance with the requirements of this standard, is found to be a hazard having the potential to cause bodily injury to a user who impacts it

Rung: Crosspiece in a ladder or other climbing equipment used for supporting the user's feet or for grasping by the user's hands, or both

Swing Bay: Space beneath the overhead beam bounded by one or more supports on which swing assembly or assemblies are attached

Trip Hazard: Abrupt change in elevation that is not clear and obvious to the user

Use Zone: Area beneath and immediately adjacent to a play structure or equipment that is designed for unrestricted circulation around the equipment and on whose surface it is predicted that a user would land when falling from or exiting the equipment

A complete list of definitions can be found in ASTM Standard F1487-11

Bjorsel Park

Location: Corner of 4th Street and Johanna Avenue SE

Date Inspected: July 13, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	1	No	This unit needs sand added. There are 28 potential head/neck entrapment hazards. The rails used on the slides extend into the non-entanglement zone
Medium Swings	4	Yes	The chains used for the swings are beginning to show wear
Spring Animals (2)	1	Yes	The handles and footrests on these units create protrusion hazards for a child's eye sockets and temple areas
Large Swings	3	Yes	Three swings are located in a single swing bay and this creates a hazard for someone using the center swing. Chains are beginning to show wear. The chain clasp on one swing is turned and misaligned
Whirl	4	No	This unit needs sand added and the paint is fading
Buck A Bout	4	Yes	The paint of this unit is fading
Jack N Jill	1	Yes	This unit has 36 head/neck entrapment hazards. The arch climber connects above the platform creating a trip hazard. 4 bolts extend beyond the projection gauge and create protrusion hazards for the temple area. The side walls of the slide are less than 4 inches high as required by the playground standard

Canigo Park

Location: Corner of 12th Street and Lake Avenue NW

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Swing Set	4	No	This unit needs sand added
Play Unit	5	Yes	No issues
Spring Cars (2)	5	Yes	No issues
Upright Climber	5	Yes	No issues
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet. The paint is fading and the base of the unit is loose
Turtle	4	Yes	The paint of this unit is fading
Camel	4	No	This unit needs sand and the paint is fading

Cardinal Park

Location: Corner of 20th Avenue and 24th Street SW

Date Inspected: July 9, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
T-Swing	3	Yes	The s-hooks for the swings need to be replaced
Buck A Bout	1	Yes	The handles of this unit create protrusion hazards for a child's eye sockets and temple area
Spring Animals (2)	1	Yes	The handles on these units create protrusion hazards for a child's eye sockets and temple areas
Climber	5	Yes	No issues
Small Play unit	1	Yes	The wooden platforms/posts of this unit are splintering and weakening. The metal slide is in direct sunlight and can get extremely hot. There are 21 head/neck entrapment hazards between the platforms, wooden rungs, and hand rails
Large Play Unit	1	Yes	The unit has 5 head/neck entrapment hazards between the platform and railings. 2 metal slides are located in direct sunlight and are beginning to rust. The wooden platforms are splintering.
Exerglide Swings (2)	2	Yes	The backrests of these swings both have gaps that create a head/neck entrapment hazard near the ground
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet

Collegeview Park

Location: Corner of 28th Street and 13th Avenue NW

Date Inspected: July 2, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	1	Yes	The wooden platforms of this unit are beginning to splinter. Rust on the posts and chain climber are a beginning sign of weakness. The metal slide is in direct sunlight and the slide rails along the chute extend into the non-entanglement zone. The suspended chain is less than 7 feet above the surfacing and creates a "clothesline" hazard. There are 3 head/neck entrapment hazards
Arch Climber	5	Yes	No issues
Spring Animals (2)	1	Yes	The handles and footrests on these units create protrusion hazards for a child's eye sockets and temple areas
Net Climber	4	Yes	The netting is beginning to fray and show wear. The wooden support posts could potentially be rotting underground
Whirl	4	No	This unit needs sand added and the paint is fading
Swing Set	4	No	This unit needs sand added. The chains and s-hooks are showing wear
Wood See-Saw	3	Yes	One wooden plank is broken and the others are beginning to splinter

Eastside Park (Johnson Park)

Location: North of Pleasant View Drive SE (West of Independence Place Apartments)

Date Inspected: July 14, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	1	Yes	This unit has one head/neck entrapment hazard at the top of the slide
Swing Set	5	Yes	No issues
Spring Animals (2)	1	Yes	The handles on these units create protrusion hazards for a child's eye sockets and temple areas. The footrests create a head entrapment hazard near the ground
Slide	3	Yes	This metal slide sits in direct sunlight and the rails along the slide chute extend into the non-entanglement zone
Whirl	5	Yes	No issues
Spring Rockers (2)	3	Yes	The handles of these units create a head entrapment hazard near the ground
Upright Climber	5	Yes	No issues
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet

Gesch Park

Location: Corner of 12th Street and Olena Avenue SE

Date Inspected: July 13, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	2	Yes	This unit has a metal slide that sits in direct sunlight and the railings on this slide extend into the non-entanglement zone. The wooden platforms are splintering. The height of the platform requires a barrier so that users can't jump or fall off. This unit has already been altered once to eliminate a head entrapment hazard
Small Swings	3	Yes	This unit has 3 swings in a single swing bay and this creates a hazard for someone using the center swing. The s-hooks need replacement
Spring Animal	1	Yes	The handles on this unit creates protrusion hazards for a child's eye sockets and temple areas
Medium Swings	3	Yes	This unit has 3 swings located in a single swing bay and this creates a hazard for someone using the center swing. The chains and s-hooks are beginning to show wear
Balance Beam	5	Yes	No issues
Buck A Bouts (2)	1	No	These units need sand added and the paint is fading. The handles create protrusion hazards for a child's eye sockets and temple area. The footrests create a head entrapment hazard close to the ground
Jack N Jill	3	Yes	The arch climber for this unit extends above the platform and creates a trip hazard for users

Hanson Park

Location: Corner of 17th Street and 17th Avenue NW (Oslo Addition)

Date Inspected: July 13, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Small Swings	5	Yes	No issues
Large Swings	5	Yes	No issues
Large Whirl	5	Yes	No issues
Jr Whirl	5	Yes	No issues
Spring Bulldozer	5	Yes	No issues
Net Climber	3	Yes	The netting of this unit is wearing and exposing the metal strands. The wooden posts are splintering and therefore weakening
Arch Climber	5	Yes	No issues
Funnel Ball	4	N/A	The loose gravel below this unit should be replaced with a concrete slab
Slide	3	Yes	This metal slide sits in direct sunlight and could become extremely hot to the touch. The rails on the slide chute extend into the non-entanglement zone

Hedin Park

Location: Cul de Sac on the southern end of Country Club Drive NE

Date Inspected: July 9, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Horizontal Bars	1	Yes	This unit has bolts on the top rail that expose more than 2 threads and create an entanglement hazard
Upright Climber	5	Yes	No issues
Spring Animals (2)	1	Yes	The handles and footrests on these units create protrusion hazards for a child's eye sockets and temple areas
Spring See Saws (2)	5	Yes	No issues
Whirl	4	No	This unit needs sand added
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet
T-Swing	4	No	This unit needs sand added
Swing Set	3	No	This unit needs sand added. The s-hooks that attach to the swing seats overlap and are therefore non-compliant
Slide	1	Yes	This is a metal slide that sits in direct sunlight and could become extremely hot to the touch. The handrails that lead up to the slide create head/neck entrapment hazards

Hilltop Park

Location: Corner of 7th Street and Parkview Road SW

Date Inspected: July 7, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Exerglide Swings (2)	2	No	These units need sand added. The backrest of each swing has a gap that creates a head entrapment hazard near the ground
Spring Car	5	Yes	No issues
Spring Animal	5	Yes	No issues
Small Swings	4	No	This unit needs sand added and the s-hooks are showing wear
Swings/3-Bar Combo	4	Yes	The chains and s-hooks are showing wear
Small Whirl	4	No	The paint is fading and this unit needs sand
Space Slide	1	Yes	The metal slide is in direct sunlight. The rails on the slide chute extend into the non-entanglement zone. The paint of the entire unit is in dire condition. The hand rails by the ladder create a head/neck entrapment hazard for the users
Slide	3	Yes	The metal slide sits in direct sunlight and the rails extend into the non-entanglement zone
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet
3-Bar Unit	5	Yes	No issues
Large Whirl	5	Yes	No issues
Horizontal Bars	5	Yes	No issues
Large Swings	4	Yes	The chains and s-hooks are showing wear
Climber	4	No	This unit needs sand added
Buck A Bouts (2)	4	Yes	The paint is fading on these units
Play Unit	3	Yes	The arch climber connects above the platform and creates a trip hazard. The net climber is fraying. The metal slide sits in direct sunlight and the slide rails extend into the non-entanglement zone

Jaycee Park (Bria's Playground)

Location: Corner of 7th Street and Ella Avenue NW

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Large Play Unit	5	Yes	No issues
Small Play Unit	4	No	This unit needs sand added
Spring Animals (2)	5	Yes	No issues
Hippo Climber	5	Yes	No issues
Large Whirl	4	No	This unit needs sand added
Swing Set	4	No	This unit needs sand added
*Picnic Table	4	No	This unit needs sand added

*This picnic table is not a piece of playground equipment but the lack of sand around the concrete footing is noticeable

Lincoln Park

Location: Corner of 9th Street and Minnesota Avenue SE

Date Inspected: July 15, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Small Play Unit (Purple)	4	Yes	The rubber coating on the chain climber is beginning to crack and become brittle. The climbing rope is tattered and fraying
Medium Swings	5	Yes	No issues
Small Slide	3	Yes	The rails on the slide chute extend into the non-entanglement zone
Large Slide	3	Yes	The rails on the slide chute extend into the non-entanglement zone
Whirl	5	Yes	No issues
Buck A Bout	4	Yes	The paint of this unit is fading
Small Swings	3	Yes	The s-hooks on the swing chains are showing wear. Branches from a nearby tree are in the swing path and should be trimmed
T-Swing	5	Yes	No issues
Large Swings	3	Yes	The chains and s-hooks are showing wear. The chains on two swings should be shortened
Spring Platform	4	No	This unit needs sand added
Funnel Ball	5	N/A	No issues
Large Play Unit (Orange)	1	Yes	This unit has 9 head/neck entrapment hazards. There are 16 bolts that extend beyond the NPRA gauge and are considered protrusion hazards for eye sockets

Miller Park

Location: Corner of 11th Street and Carolina Avenue SW

Date Inspected: July 9, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Exerglide Swings (2)	2	No	These units need sand added. The backrests of the swings create a head/neck entrapment hazard near the ground
Medium Swings	4	Yes	The chains used for the swings are beginning to show wear
Spring Animals (2)	1	No	These units need sand added. The handles and footrests on these units create protrusion hazards for a child's eye sockets and temple areas
Large Swings	4	No	This unit needs sand added and the chains are showing wear
Whirl	4	No	This unit needs sand added
Buck A Bouts (2)	4	No	These units need sand added
T-Swing	2	No	This unit needs sand added. The chains and s-hooks are damaged and need to be replaced
Horizontal Bars	4	No	This unit needs sand added
Upright Climber	5	Yes	No issues
3-Bar Unit	4	No	This unit needs sand added
Slide	2	No	This unit needs sand added. The metal slide chute sits in direct sunlight. The rails on the slide chute extend into the non-entanglement zone. The railings on the ladder create a potential head/neck entrapment hazard
Play Unit	1	Yes	The wooden platform/posts are starting to splinter. The 2 climbing handles on the top platform are a potential head/neck entrapment hazard. The metal platform near the slide is in direct sunlight and has potential to burn the user

Minnegasco Park

Location: Corner of 16th Street and Minnesota Avenue SW

Date Inspected: July 2, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	5	Yes	No issues
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet
Spring Animals (2)	1	Yes	The handles on these units create protrusion hazards for a child's eye sockets and temple areas
Swings	3	Yes	This unit has 3 swings are located in a single swing bay and this creates a hazard for someone using the center swing. The paint on this unit is fading
Whirl	4	No	This unit needs sand added and the paint is fading
Buck A Bout	1	Yes	The handles and foot rests of this unit create protrusion hazards for a user's eye sockets and temple areas
Net Climber	4	Yes	The net is showing wear and beginning to fray
Slide	3	Yes	This metal slide sits in direct sunlight. The rails along the chute extend into the non-entanglement zone

Northside Park

Location: Corner of 12th Street and Olaf Avenue NW

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Small Whirl	3	No	This unit needs sand added. Rust is showing and that leads to possible structural weakness
Large Whirl	3	No	This unit needs sand added. Rust is showing and that leads to possible structural weakness
Buck A Bouts (3)	3	No	These units need sand added. Rust is showing and that leads to possible structural weakness
Slide	3	Yes	This metal slide sits in direct sunlight. The rails along the chute extend into the non-entanglement zone
Slide	2	Yes	This metal slide sits in direct sunlight. The top of the slide has no device to channel the user into a seated position
Horizontal Ladder	4	No	This unit needs sand added
3-Bar Unit	4	No	This unit needs sand added
Small Swings	3	Yes	The chains and s-hooks need to be tightened or replaced
Medium Swings (Angle Iron Structure)	2	No	This unit needs sand added. The swing bays each have 3 swings and that creates injury potential for the user of the center swing. The chains and s-hooks are showing wear. The unit structure is made of angle iron and this creates distinct edges and potential for injury
Large Swings	3	No	This unit needs sand added. The chains and s-hooks need to be adjusted or replaced. The swing bays each have 3 swings and that creates injury potential for the user of the center swing
Wood Play Unit	2	No	This 30 year old unit needs sand added. The wooden posts are starting to rot underground. The metal slide has burn potential as it sits in direct sunlight. The rails along the chute of this slide extend into the non-entanglement zone
Exerglide Swings (2)	2	Yes	The backrests of these swings each have a gap

Exerglide Swing (2) (Continued)	2	Yes	that creates a potential head/neck entrapment hazard. The bolts on the top bar create protrusion hazards with the potential for entanglement
Tire Climber	3	Yes	The tires of this 30 year old unit are showing wear. The wooden posts have potential to rot underground
Spring Animals (2)	1	No	These units need sand added. The handles and footrests create protrusions for a user's eye sockets and temple areas

Pleasant View Park

Location: West end of 14th Avenue SE

Date Inspected: July 14, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Swing Set	3	No	This unit needs sand added. There are 3 swings in a single swing bay and this creates a hazard for someone using the center swing
Buck A Bout	5	Yes	No issues
Spring Animals (2)	5	Yes	No issues
Exerglide Swings (2)	2	Yes	The backrests of these swings each have a gap that creates a head/neck entrapment hazard near the ground
Yellow Play Unit	1	Yes	This unit has 26 potential head/neck entrapment hazards throughout. The side walls of the slide on this unit are less than 4 inches high as required by the playground standard
Blue Play Unit	5	Yes	No issues

Rainbow Park

Location: Corner of 24th Street and 5th Avenue SE

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Squirrel House Climber	1	No	This unit needs sand added. There are 24 potential head/neck entrapment hazards on this climber
Play Unit	2	Yes	The metal slide on this unit sits in direct sunlight and the rails on the slide chute extend into the non-entanglement zone. The wooden platforms are showing significant wear. Due to the height of the top platform, a wall barrier is needed versus the 2 bars that are currently present
Buck A Bout	4	Yes	The paint on this unit is peeling
Digger	3	Yes	This unit creates a crush/shear hazard where the arms meet
Whirl	4	No	This unit needs sand added
Swing Set	4	Yes	The chains and s-hooks of this unit are showing wear
Spring Animals (2)	1	Yes	The handles of these units are protrusion hazards for eye sockets and temple areas. The foot rests of these units create head entrapment potential

Ramblewood Park

Location: Southern end of 13th Street SW

Date Inspected: July 10, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Net Climber	3	No	This unit needs sand added and the anchor bolts for the netting are exposed. The netting is fraying and the metal strands inside are beginning to show
Whirl	4	No	This unit need sand added
Swings	3	Yes	The s-hooks need to be replaced. Three swings in a single swing bay creates a hazard from someone using the center swing
Buck A Bouts	4	Yes	The wooden planks are beginning to crack and splinter
Spring Animals (2)	1	Yes	The handles and footrests of these units create protrusion hazards for a user's eye sockets and temple areas
Play Unit	1	Yes	This unit has 7 potential head/neck entrapment hazards created by the rungs on the platform. The gaps between the rollers on the roller slide measure too wide and create crush points. The chains and s-hooks on the swings need to be replaced. The wooden platforms are starting to crack and splinter

Rice Park

Location: Corner of 2nd Street and Kandiyohi Avenue SW

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Arch Climber	5	Yes	No issues
Spring Dinosaur	5	Yes	No issues
Spring Car	5	Yes	No issues
Small Whirl	4	No	This unit needs sand added
Large Whirl	4	No	This unit needs sand added
Spiral Slide	2	Yes	The hand rails leading up to the slide create a head/neck entrapment hazard
Swing Set	4	Yes	The s-hooks need to be adjusted
Large Play Unit	5	Yes	No issues
Small Play Unit	5	Yes	No issues
Spring Animals (3)	1	No	These units need sand added. The handles and footrests of these units create a protrusion hazard for a user's eye socket and temple areas
Animal Whirl	1	No	This unit needs sand added. The handles of the animals create protrusion hazards for the user's eye sockets and temple areas
Geodesic Climber	4	Yes	The climber is showing rust and the possibility of structural weakness. This should be monitored to make sure the condition does not worsen in the future

Richland Park

Location: Richland Avenue just east of 15th Street SW

Date Inspected: July 8, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	5	Yes	No issues
Whirl	4	No	This unit needs sand added
Spring Animals (2)	1	Yes	The handles of these animals create protrusion hazards for a user's eye sockets and temple areas. The footrests are completely bounded openings and create a head/neck entrapment hazard near the ground
Swings	5	Yes	No issues
Buck A Bouts (2)	5	Yes	No issues

Robbins Island Park

Location: Highway 71 North

Date Inspected: July 14, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Beach Play Unit	1	No	This unit needs sand added. There are 9 head/neck entrapment hazards throughout the unit. The hinge on the tire swing creates a crush/shear point between the beam and chain. The top of the slide has no device to channel the user into a seated position
Whirl	4	No	This unit needs sand added
Small Swings	3	No	This unit needs sand added. The unit has 3 swings in a single swing bay and this creates a hazard from someone using the center swing
Large Swings (Angle Iron Structure)	2	No	This unit desperately needs sand added as all the footings are exposed. These footings are also a trip hazard. There are 2 swing bays and each one has 3 swings. This creates a hazard for someone using the center swing. The structure is made of angle iron and this creates distinct edges and potential for injury
Slide	3	No	This unit needs sand added. The rails on the slide chute extend into the non-entanglement zone
Buck A Bouts (2)	4	No	These units need sand added

Southfield Park

Location: 28th Avenue SW between 6th Street SW and 8th Street SW

Date Inspected: July 8, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Buck A Bout	2	Yes	The handles of this unit are completely bounded openings and create a head/neck entrapment hazard near the ground. The unit is starting to rust
Spring Animal	5	Yes	No issues
Spring Car	5	Yes	No issues
Small Play Unit	5	Yes	No issues
Large Play Unit	5	Yes	No issues
T-Swing	4	No	This unit needs sand added
Medium Swings	3	Yes	This unit has 3 swings in a single swing bay and this creates a hazard for someone using the center swing
Digger	3	Yes	This unit has a crush/shear point where the arms meet
Whirl	4	No	This unit needs sand added
Jack N Jill	3	No	This unit needs sand added. The metal slide sits in direct sunlight. The arch climber connects above the platform and creates a trip hazard for the user

Sperry Park (Homewood Park)

Location: Corner of Homewood Avenue and Porto Rico Street NE

Date Inspected: July 10, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Horizontal Bars	5	Yes	No issues
Swing Set	2	No	This unit desperately needs sand added as all the footings are exposed. These footings are also a trip hazard. There are 2 swing bays and each one has 3 swings. This creates a hazard for someone using the center swing. The structure is made of angle iron and this creates distinct edges and potential for injury
Buck A Bouts (2)	4	Yes	The paint on these units is flaking off
Slide	1	Yes	This slide unit has 18 head/neck entrapment hazards on the platform of the slide. The rails on the slide chute extend into the non-entanglement zone. This slide is metal, but is currently shaded by a large cottonwood tree.
Whirl	4	No	This unit needs sand added

Sunrise Park

Location: Pheasant Run Neighborhood (Along the path northeast of the ballfield)

Date Inspected: July 1, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Spring Animals (2)	1	Yes	The handles of these units create protrusion hazards for the user's eye sockets and temple area
T-Swing	2	Yes	This unit has 4 bolts on the top rails that are considered protrusions and potential entanglement hazards
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet
Play Unit	1	Yes	This 26 year old unit has 20 head/neck entrapment hazards throughout. The walking bridge has crush/shear hazards between the planks.
Net Climber	4	Yes	The net is showing slight wear
Buck A Bout	4	Yes	The paint of this unit is fading
Swings	5	Yes	No issues
Whirl	4	No	This unit needs sand added

Swanson Park

Location: Eastside of Baker Field and North of 15th Avenue SW

Date Inspected: June 30, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Play Unit	5	Yes	No issues
Upright Climber	5	Yes	No issues
Spider Climber	5	Yes	No issues
Exerglide Swings (2)	2	No	These units need sand added. The back rests of these swings each have a gap that creates a head/neck entrapment hazard near the ground
Whirl	4	No	This unit needs sand added
Tire Swings (2)	3	No	Both of these units need sand added. The tires are showing wear and beginning the split in places. This could lead to potential injury for a user sitting on the tires
Buck A Bout	1	Yes	The handles of this unit are protrusion hazards for a user's eye sockets and temple areas
Spring Animal	1	Yes	The handles and footrests of this unit are protrusion hazards for a user's eye sockets and temple areas
Jack N Jill	3	No	This unit needs sand added. The metal slide sits in direct sunlight. The arch climbers on both sides attach above the platform and create a trip hazard for the user
Swings	3	No	This unit needs sand added. There are 3 swings in a single swing bay and this creates a hazard for someone using the center swing

Valleyside Park

Location: 7th Avenue NW (West of County Road 5)

Date Inspected: June 30, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Spring Animal	1	Yes	The handles of this unit create a protrusion hazard for the user's eye sockets and temple areas
Whirl	5	Yes	No issues
Buck A Bouts (2)	5	Yes	No issues
Overhead Climber	5	Yes	No issues
Wooden Swing Set	3	Yes	The rubber coating on the chains is starting to crack and create sharp edges. The s-hooks are showing wear. The 30 year old wooden structure is most likely starting to deteriorate underground
Wooden Play Unit	1	Yes	This unit has over 50 head/neck entanglement hazards between the rungs and posts. This unit has 2 metal slides that both sit in direct sunlight. The chain climber connects above the platform and creates a trip hazard. The 30 year old wooden structure is most likely starting to deteriorate underground.

Vos Park

Location: Corner of County Road 5 and 1st Avenue NW

Date Inspected: June 30, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Spring Animal	1	No	This unit needs sand added. The handles and footrests of this unit create a protrusion hazard for the user's eye sockets and temple areas
Whirl	4	No	This unit needs sand added
Buck A Bout	4	No	This unit needs sand added
Slide	3	No	This unit needs sand added. The metal slide sits in direct sunlight. The slide rails along the chute extend into the non-entanglement zone
Swing Set	3	No	This unit needs sand added. The s-hooks and chains are beginning to show wear. There are 3 swings in a single swing bay and this creates a hazard for someone using the center swing
Wooden Play Unit	1	No	This unit needs sand added. There are 32 head/neck entrapment hazards throughout the unit between the rungs and posts. The walking bridge has large gaps between the planks that create trip hazards and crush/shear points. One of the metal slides sits in direct sunlight. The wooden posts and platforms are starting to splinter and crack.
Exerglide Swings (2)	2	No	These units need sand added. The back rest of each swing has a gap that creates a head/neck entrapment hazard near the ground.

Wellin Park

Location: North end of 14th Street SW (Dead End Street)

Date Inspected: June 30, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Spring Animals (2)	1	Yes	The handles of these units create a protrusion hazard for the user's eye sockets and temple areas
Whirl	4	No	This unit needs sand added
Digger	3	Yes	This unit has a crush/shear hazard where the arms meet
Swing Set	4	No	This unit needs sand added. The chains and s-hooks are showing wear
Play Unit	4	No	This unit needs sand added

Welshire Park

Location: Corner of 19th Street and 7th Avenue SE

Date Inspected: July 14, 2015

Play Components

NAME	RATING	SUFFICIENT SURFACING MATERIAL	COMMENTS
Spring Animals (2)	1	Yes	The handles of these units create a protrusion hazard for the user's eye sockets and temple areas. The footrests create a head/neck entrapment hazard
T-Swings	3	No	This unit needs sand added and the s-hooks of the swings need to be tightened
Buck A Bout	5	Yes	No issues
Jack N Jill	2	Yes	The arch climber meets the unit above the platform and creates a trip hazard. The metal slide sits in direct sunlight. 4 bolts project from the posts and create protrusion hazards
Digger	3	Yes	This unit has a crush/shear point where the arms meet
Wooden Play Unit	2	No	This unit needs sand added. The wooden posts and platforms are cracking and splintering. The tire swing clasp creates a crush/shear point where the chain connects to the beam. The chains need to be replaced. The chain climber connects to the unit above the platform and creates a trip hazard. The metal slide sits in direct sunlight. The swing beam also has 3 bolts that extend beyond the projection gauge and create protrusion hazards for the user's temple areas

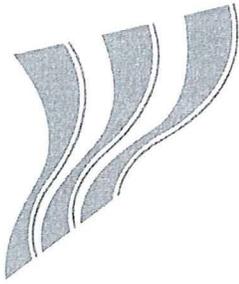
Summary

- 230 playground units among 28 parks
 - 43 of these units are Priority 1 Hazards (19%)
 - 22 of these units are Priority 2 Hazards (9%)
 - 50 of these units are Priority 3 Hazards (22%)
 - 60 of these units are Priority 4 Hazards (26%)
 - 55 of these units are Priority 5 (24%)

As stated earlier in the report, Priority 1 hazards are safety hazards that may result in permanent disability, loss of life or body part and approximately one fifth of the units in this report fall into this category. These are major issues that need to be addressed. Some of these units may be beyond repair and need to be pulled, while others may be retrofitted to become compliant. Ideally, if there is a unit that is non-compliant, the manufacturer should be contacted and ask them how to proceed with the safety changes. Due to the age of some of the units, it is unclear if that will be a possibility or not. It is important to note that if the City of Willmar alters a playground unit without communicating with the original manufacturer, the City then becomes the manufacturer and therefore is subject to all liability. Priority 2 hazards and Priority 3 hazards should not be ignored either. These are non-compliant issues that could harm the users of the playgrounds. 50% of the total playground units fall into categories 1, 2 or 3.

With roughly 85% of the current playground equipment is over 20 years old and ASTM Standard F1487-11 last being updated in October of 2011, it's understandable why the number of non-compliant hazards number so high. Jaycee, Canigo, and Hanson are 3 parks that rated high and this is not surprising as they were all recently revamped or received new equipment. Conversely, parks such as Northside, Cardinal and Gesch have not had equipment replaced in quite some time and rated lower.

The purpose of this report is not to create panic, but rather to raise awareness about the current condition of the playgrounds throughout the City of Willmar. Eliminating every risk is an impossible task, but making every effort to minimize safety concerns is a goal desired by all.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: September 1, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: Engineering

Agenda Item: 9th Street and Becker Avenue SW Intersection Discussion

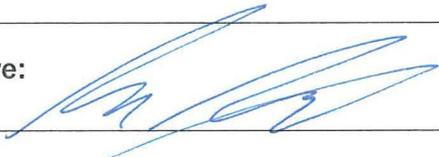
Recommended Action: For information only

Background/Summary: After concerns of the intersection of 9th Street and Becker Avenue SW were brought forth to the Public Works/Safety Committee, staff further investigated the history of crashes at the intersection and the warrants required to justify the addition of traffic control devices. Since March 2011 there have been 5 crashes; four crashes were two vehicle right angle crashes from people who claimed they didn't see the other car and of one crash where the vehicles left the scene before officers arrived. Two had citations for driver's license violations, but none for excessive speed and four of the crashes had no reported injuries. Only one accident listed the vehicles needing to be towed. The Manual on Uniform Traffic Control Devices (MUTCD) defines the circumstances of installing all traffic control devices.

Alternatives: N/A

Financial Considerations: None at this time

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

Signature: 

Comments:

1. Larger signs may be used when appropriate
2. Dimensions in inches are shown as width x height

Support:

02 Section 2A.11 contains information regarding the applicability of the various columns in Table 2B-1.

Standard:

03 **Except as provided in Paragraphs 4 and 5, the minimum sizes for regulatory signs facing traffic on multi-lane conventional roads shall be as shown in the Multi-lane column of Table 2B-1.**

Option:

04 Where the posted speed limit is 35 mph or less on a multi-lane highway or street, other than for a STOP sign, the minimum size shown in the Single Lane column in Table 2B-1 may be used.

05 Where a regulatory sign, other than a STOP sign, is placed on the left-hand side of a multi-lane roadway in addition to the installation of the same regulatory sign on the right-hand side of the roadway, the size shown in the Single Lane column in Table 2B-1 may be used for both the sign on the right-hand side and the sign on the left-hand side of the roadway.

Standard:

06 **A minimum size of 36 x 36 inches shall be used for STOP signs that face multi-lane approaches.**

07 **Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.**

08 **Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 based on the number of approach lanes on the side street approach.**

Guidance:

09 *The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.*

Section 2B.04 Right-of-Way at Intersections

Support:

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*

- A. *Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. *Number and angle of approaches;*
- C. *Approach speeds;*

- D. *Sight distance available on each approach; and*
- E. *Reported crash experience.*

03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*

- A. *An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- B. *A street entering a designated through highway or street; and/or*
- C. *An unsignalized intersection in a signalized area.*

04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*

- A. *The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. *The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. *Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

05 *YIELD or STOP signs should not be used for speed control.*

Support:

06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

07 *Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.*

08 *A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.*

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

- A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
- C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

Standard:

10 Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:

- A. If the signal indication for an approach is a flashing red at all times;**
- B. If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or**

Section 2B.06 STOP Sign Applications

Guidance:

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see [Sections 2B.08](#) and [2B.09](#)).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
 - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
 - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Support:

- 03 The use of STOP signs at grade crossings is described in [Sections 8B.04](#) and [8B.05](#).

Section 2B.07 Multi-Way Stop Applications

Support:

- 01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
- 02 The restrictions on the use of STOP signs described in [Section 2B.04](#) also apply to multi-way stop applications.

Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
 - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
 - C. *Minimum volumes:*
 - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
 - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

- 05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Section 2B.08 YIELD Sign (R1-2)

Standard:

01 **The YIELD (R1-2) sign (see Figure 2B-1) shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.**

Support:

02 The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled by a YIELD sign need to slow down to a speed that is reasonable for the existing conditions or stop when necessary to avoid interfering with conflicting traffic.

Section 2B.09 YIELD Sign Applications

Option:

01 YIELD signs may be installed:

- A. On the approaches to a through street or highway where conditions are such that a full stop is not always required.
- B. At the second crossroad of a divided highway, where the median width at the intersection is 30 feet or greater. In this case, a STOP or YIELD sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
- C. For a channelized turn lane that is separated from the adjacent travel lanes by an island, even if the adjacent lanes at the intersection are controlled by a highway traffic control signal or by a STOP sign.
- D. At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.
- E. Facing the entering roadway for a merge-type movement if engineering judgment indicates that control is needed because acceleration geometry and/or sight distance is not adequate for merging traffic operation.

Standard:

02 **A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout. YIELD signs at roundabouts shall be used to control the approach roadways and shall not be used to control the circulatory roadway.**

03 **Other than for all of the approaches to a roundabout, YIELD signs shall not be placed on all of the approaches to an intersection.**

Section 2B.10 STOP Sign or YIELD Sign Placement

Standard:

01 **The STOP or YIELD sign shall be installed on the near side of the intersection on the right-hand side of the approach to which it applies. When the STOP or YIELD sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.36) shall be installed in advance of the STOP sign or a Yield Ahead sign (see Section 2C.36) shall be installed in advance of the YIELD sign.**

02 **The STOP or YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.**

03 **STOP signs and YIELD signs shall not be mounted on the same post.**

04 **No items other than inventory stickers, sign installation dates, and bar codes shall be affixed to the fronts of STOP or YIELD signs, and the placement of these items shall be in the border of the sign.**

05 **No items other than official traffic control signs, inventory stickers, sign installation dates, anti-vandalism stickers, and bar codes shall be mounted on the backs of STOP or YIELD signs.**

06 **No items other than retroreflective strips (see Section 2A.21) or official traffic control signs shall be mounted on the fronts or backs of STOP or YIELD signs supports.**

Guidance:

07 *STOP or YIELD signs should not be placed farther than 50 feet from the edge of the pavement of the intersected roadway (see Drawing F in Figure 2A-3).*

08 *A sign that is mounted back-to-back with a STOP or YIELD sign should stay within the edges of the STOP or YIELD sign. If necessary, the size of the STOP or YIELD sign should be increased so that any other sign installed back-to-back with a STOP or YIELD sign remains within the edges of the STOP or YIELD sign.*

Option:

09 *Where drivers proceeding straight ahead must yield to traffic approaching from the opposite direction, such as at a one-lane bridge, a TO ONCOMING TRAFFIC (R1-2aP) plaque may be mounted below the YIELD sign.*

Support:

10 *Figure 2A-3 shows examples of some typical placements of STOP signs and YIELD signs.*

11 *Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP or YIELD signs.*

Guidance:

12 *Stop lines that are used to supplement a STOP sign should be located as described in Section 3B.16. Yield lines that are used to supplement a YIELD sign should be located as described in Section 3B.16.*

13 *Where there is a marked crosswalk at the intersection, the STOP sign should be installed in advance of the crosswalk line nearest to the approaching traffic.*

14 *Except at roundabouts, where there is a marked crosswalk at the intersection, the YIELD sign should be installed in advance of the crosswalk line nearest to the approaching traffic.*

15 *Where two roads intersect at an acute angle, the STOP or YIELD sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.*

TRAFFIC AND SAFETY INFORMATIONAL SERIES

FREQUENTLY ASKED QUESTION #13

WHY CAN'T WE HAVE STOP SIGNS TO REDUCE SPEEDING ALONG MY STREET?

One of the complaints that people have in residential areas is that vehicles constantly speed by the front of their house. They are concerned about the safety of their children. These residents frequently request the erection of additional stop signs. The addition of a stop sign, however, usually does not solve the problem.

WHY DON'T WE JUST INSTALL ANOTHER STOP SIGN?

A stop sign is an inconvenience to motorists. Because of this, stop signs should only be placed if they meet a *Manual on Uniform Traffic Control Devices* (MUTCD) warrant. Stop signs are frequently violated if unwarranted. Before warrants are even considered, however, less restrictive measures (such as a yield sign) are usually considered. In certain cases, the use of less restrictive measure or no control at all will accommodate traffic demands safely and effectively.

Warrants for a stop sign

Because a stop sign is an inconvenience to through traffic, it should be used only where needed. A stop sign may be warranted at an intersection where one or more of the following conditions exist:

- intersection of a less important road with a main road where application of the regular right-of-way rule is hazardous;
- street entering a through highway or street;
- unsignalized intersection in a signalized area;
- other intersections where a combination of high speed, restricted view, and serious accident record indicates a need for control by the stop sign.

A yield sign can also be considered where a full stop is not necessary. Existing sign installations should be reviewed to determine whether the use of a less restrictive control or no control at all could accommodate the existing and projected traffic flow safely and more effectively.

WHERE SHOULD A STOP SIGN BE INSTALLED?

Stop signs should be installed/located where the vehicles are to stop or as near to that point as possible. The sign may also be supplemented with a stop line and/or the word STOP on the pavement. A yield sign is erected in the same manner. Where there is a marked crosswalk, the stop or yield sign should be erected approximately four feet in advance of the crosswalk line.

When only one stop or yield sign is used on an intersection approach it should be on the right side of the roadway. At wide intersections, however, violations of the yield or stop sign may be reduced by the erection of an additional sign on the left side of the approach. If two lanes of traffic exist on an approach, at least one stop sign should be visible to each lane of traffic.

CAN STOP SIGNS CONTROL SPEED?

Many studies have shown that stop signs are not an effective measure for controlling or reducing midblock speeds. In fact, the overuse of stop signs may cause drivers to carelessly stop at the stop signs that are installed. In stop sign observance studies approximately half of all motorists came to a rolling stop and 25 percent did not stop at all. Stop signs can give pedestrians a false sense of safety if it is assumed that all vehicles will come to a complete stop at the proper location. A study conducted by Beaubien also showed that placing stop signs along a street may actually increase the peak speed of vehicles, because motorists tend to increase their speed between stop signs to regain the time spent at the stop signs.

WHAT CAN WE DO INSTEAD OF INSTALLING A NEW STOP SIGN?

There are many alternatives to stop signs. For example, a concept called *traffic calming*, the combination of physical controls and community support, might be a good alternative for some communities. Calming measures can be installed as part of an areawide traffic management plan or on a single street and involve local law enforcement, emergency and maintenance officials, engineers, and the community.

Some communities also start interneighborhood programs to address the problem of the speeding and safety in their neighborhood areas. Often times, the true problem stems mostly from drivers that live in the neighborhood. By simply raising awareness of the issue, drivers in the neighborhood may adjust their driving and decrease their speeds.

Unfortunately, there is no general solution to the problem of speeding traffic. There will always be drivers that speed through residential areas. It is important for residents in a neighborhood to be aware of this issue.

For more information

For more information, please contact _____.

TRAFFIC AND SAFETY INFORMATIONAL SERIES

FREQUENTLY ASKED QUESTION #13

Can we have stop signs placed at intersections in our neighborhood to reduce speeding?

We get many complaints from people in residential areas about cars speeding in their neighborhoods. They often ask us to install more stop signs. This concern is very understandable. Unfortunately, adding stop signs may not be the best solution. In fact, you may be surprised to learn, adding stop signs can sometimes make the problem worse. Here is why:

Stop signs don't always slow traffic

Strange as it may seem, installing stop signs may not result in reduced traffic speeds. Studies have shown that stop signs are not effective at controlling drivers' speeds between intersections. In fact, motorists sometimes drive even faster between stop signs to make up for time "lost" while stopped—actually increasing peak speeds and potentially making neighborhoods more dangerous.

Installing stop signs can do more harm than good

Too many stop signs may also actually discourage good driving habits. Studies have shown that if stop signs are overused or are located where they don't seem to be necessary, some drivers become careless about stopping at them. This can be especially dangerous for pedestrians and bicyclists who may have a false sense of safety from the existence of a stop sign.

Other solutions

Fortunately, there are other ways to encourage traffic to slow down. Sometimes even a simple neighborhood awareness program can be effective.

For more information

For more information, please contact _____.

TRAFFIC AND SAFETY INFORMATIONAL SERIES

FREQUENTLY ASKED QUESTION #15

WHAT IS THE HARM IN INSTALLING AN UNWARRANTED TRAFFIC CONTROL DEVICE?

Installing stop signs or traffic signals where they are not needed can cause significant disruption of traffic flow and increase intersection delay for drivers. The induced delay increases travel time and annoys drivers, and the additional starts and stops result in increased fuel consumption and the consequent production of carbon monoxide, nitrous oxide, particulate matter, and other pollutants.

WHAT IS THE HARM IN INSTALLING A STOP SIGN?

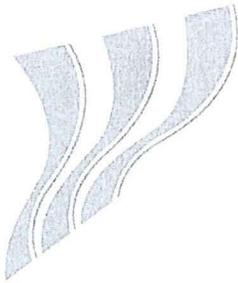
Two-way stop signs assign the right-of-way at an intersection. The warrants for the installation two-way stop signs in the *Manual for Uniform Traffic Control Devices* (MUTCD) are listed below. Because a stop sign causes substantial inconvenience to motorists, it should be used only where warranted. It may be warranted where the following conditions exist:

1. the intersection of a less important road with a main road where the applications of the normal right-of-way rule is hazardous;
2. a street entering a through highway or street;
3. an unsignalized intersection in a signalized area;
4. other intersections where a combination of high speed, restricted view, and serious accident record indicates a need for control by the stop sign.

The amount of delay created by the stop sign depends on both major and minor street flows. The gaps in the major flow traffic stream must be adequate to allow the stopped traffic to execute the through, right, or left movement through the intersection. The term "critical gap" is often used to describe the median gap accepted by drivers for specific turning maneuvers and roadway characteristics. According to the 1997 *Highway Capacity Manual*, typical critical gaps are 6.2 to 6.9 seconds for right turns from a minor roadway and 7.1 to 7.5 seconds for left turns from a minor roadway. Left-turning movements take longer, and left-turning drivers must cross more traffic streams. Additional delay for minor street vehicles is also determined by the vehicle arrival rate. The arrival rate of vehicles on the minor street is related to how long drivers will wait in the queue to get to the stop line.

The delay times at stopped approaches can become excessive if either major or minor flow is high. The advantage of a two-way stop is that the major flows do not have to stop and they incur almost no delay at the intersection (i.e., the majority of the traffic does not have to stop).

Four-way stop control is often controversial as it can often confuse motorists and can cause more average delay than other types of control. The multiway stop sign should only be used where the volume on all approaches to the intersection is approximately equal and the traffic volumes are relatively low. However, the four-way stop sign alternative can be quite useful in unusual situations where two-way stop control has not solved the safety problems but where signalization is not yet warranted.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: September 1, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Country Club Drive Lift Station Utility Easement

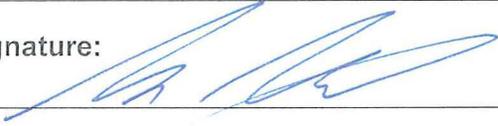
Recommended Action: Approve the utility easement for property owned by Wallace and Amanda Titus.

Background/Summary: It is necessary to obtain an easement for the relocation of the Country Club Drive Lift Station. An easement and amount have been negotiated at \$4,000.00.

Alternatives: N/A

Financial Considerations: The Country Club Drive Lift Station was budgeted for in the 2015 CIP.

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

Signature: 

Comments:

(Top 3 inches reserved for recording data)

PERMANENT UTILITY EASEMENT

AGREEMENT

This Agreement is made this ____ day of _____, 2015 by and between Wallace & Amanda Titus, a married couple, 613 26th Avenue NE, Willmar, MN 56201 (hereinafter "Grantor"), and the City of Willmar, a Minnesota Municipal Corporation, 333 6th Street SW, Willmar, Minnesota 56201 (hereinafter "Grantee").

AGREEMENT

That for good and valuable consideration paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. Permanent Utility Easement. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, free and clear of all encumbrances, for utility purposes on, over, under and across the Southeast corner of Lot 3, Block 2, COUNTRY CLUB TERRACE, according to the plat of record, Kandiyohi County, Minnesota; thence southerly, along the southerly extension of the east line of said Lot 3, a distance of 20.00 feet; thence westerly, parallel with the south line of said Lot 3, a distance of 50.00 feet; thence northerly, parallel to the east line of said Lot 3, a distance of 20.00 feet, to the south line of said Lot 3; thence easterly along the south line of said Lot 3, a distance of 50.00 feet to the point of beginning to the City of Willmar as of public record, Kandiyohi County, Minnesota.

The above-described easement area shall be referred to hereinafter as the "Permanent Easement Area."

2. Scope of Permanent Utility Easement. This permanent utility easement includes the perpetual right for Grantee to construct, reconstruct, repair, improve, install, replace, enlarge, operate, service, inspect and maintain underground sanitary sewer lines, including related facilities such as manholes, cleanouts, lift stations, control structures and discharge lines, and such other below or above ground utility improvements the City may elect, within the Permanent Easement Area, and to make excavations and to grade as it may find reasonably necessary for such purposes. The Grantee shall have the right to trim and remove all trees and bushes, which may interfere with the exercise of the Grantee's rights pursuant to this Agreement.

3. Map of Permanent Easement Area. The Permanent Easement Area described above is shown on Exhibit A, which is attached hereto and incorporated herein by reference.
4. Grantor's Covenants. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real estate, is lawfully seized and possessed of said real estate, and that the Grantor has good and lawful right to grant the Permanent Utility Easement described herein.
5. Grantee's Access to Permanent Easement Area. The Grantee shall have the right of ingress and egress to and from the Permanent Utility Easement area by such route as shall occasion the least practical damage and inconvenience to the Grantor.
6. Obligations of Grantor. The Grantor shall not erect, construct or locate in the Permanent Utility Easement area any new structure or object or allow, take or authorize any other action that would in any way interfere with the Grantee's rights as identified herein, prevent the Grantee's reasonable access to the Permanent Utility Easement area, or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
7. Obligations of Grantee. The Grantee shall restore any and all disturbed areas within the Permanent Easement area back to as close to original condition as is reasonably practicable given the rights granted hereunder.
8. General Provisions.
 - a. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
 - b. This Agreement shall be recorded at the time of its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public utility facilities constructed in the Permanent Utility Easement area in accordance with the grant of rights conveyed herein.

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

[Signature pages to follow]

GRANTORS:

Wallace Titus

STATE OF MINNESOTA)
) ss.
COUNTY OF KANDIYOHI)

The foregoing instrument was acknowledged before me this _____ day of _____
2015, by Wallace Titus, Grantor.

Notary Public

Amanda Titus

STATE OF MINNESOTA)
) ss.
COUNTY OF KANDIYOHI)

The foregoing instrument was acknowledged before me this _____ day of _____
2015, by Amanda Titus, Grantor.

Notary Public

GRANTEE:

CITY OF WILLMAR, MINNESOTA:

By: _____
Marvin Calvin, Its Mayor

ATTEST:

By: _____
Kevin J. Halliday, Its Interim City
Administrator

STATE OF MINNESOTA)
)SS.
COUNTY OF KANDIYOHI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Marvin Calvin, as Mayor, and Kevin J. Halliday, as Interim City Administrator, for and on behalf of the City of Willmar, Minnesota, Grantee.

Notary Public

THIS INSTRUMENT DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

CITY OF WILLMAR

Country Club Drive Lift Station Proposed Easement

PROPOSED DESCRIPTION:

That part of the vacated 25th Ave. NE (fka Crestview Road) described as follows:

Beginning at the Southeast corner of Lot 3, Block 2, COUNTRY CLUB TERRACE, according to the plat of record, Kandiyohi County, Minnesota; thence southerly, along the southerly extension of the east line of said Lot 3, a distance of 20.00 feet; thence westerly, parallel with the south line of said Lot 3, a distance of 50.00 feet; thence northerly, parallel to the east line of said Lot 3, a distance of 20.00 feet, to the south line of said Lot 3; thence easterly along the south line of said Lot 3, a distance of 50.00 feet to the point of beginning.

26TH AVENUE NORTHEAST

PROPOSED EASEMENT DESCRIPTION:

That part of the vacated 25th Ave. NE (fka Crestview Road) described as follows:

Beginning at the Southeast corner of Lot 3, Block 2, COUNTRY CLUB TERRACE, according to the plat of record, Kandiyohi County, Minnesota; thence southerly, along the southerly extension of the east line of said Lot 3, a distance of 20.00 feet; thence westerly, parallel with the south line of said Lot 3, a distance of 50.00 feet; thence northerly, parallel to the east line of said Lot 3, a distance of 20.00 feet, to the south line of said Lot 3; thence easterly along the south line of said Lot 3, a distance of 50.00 feet to the point of beginning.

SURVEYOR'S NOTES:

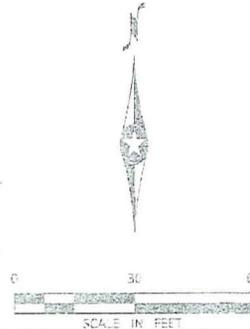
1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

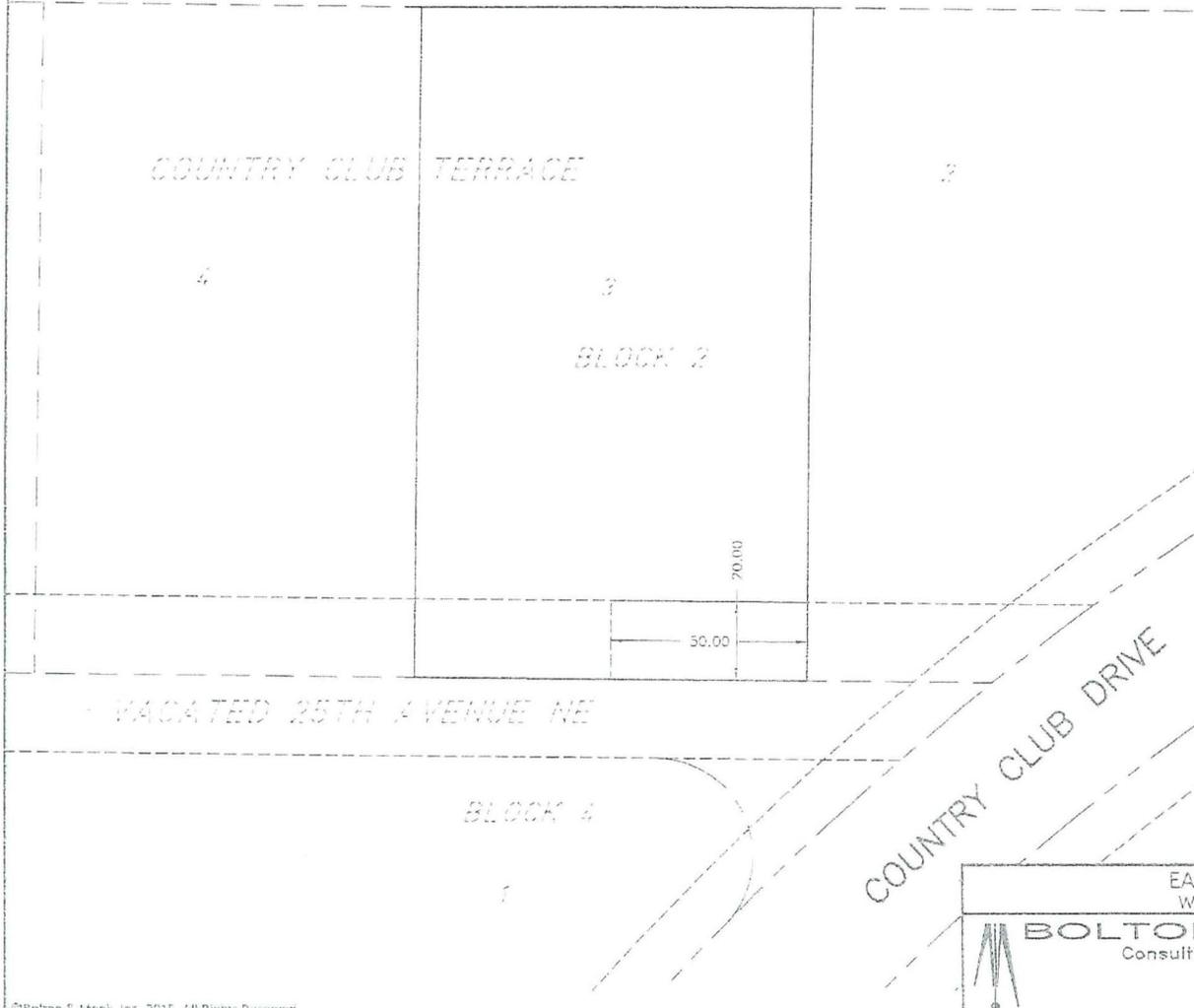

 Nathaniel T. Stadler
 License Number 43934

7-28-2015
 Date



LEGEND

 PROPOSED EASEMENT



EASEMENT EXHIBIT WILLMAR, MINNESOTA		PART OF LOT 3, BLOCK 2, COUNTRY CLUB TERRACE, KANDIYOHI COUNTY, MINNESOTA
 BOLTON & MENK, INC. Consulting Engineers & Surveyors 2040 HIGHWAY 12 EAST WILLMAR, MINNESOTA 56201 (320) 231-2956		
		FOR: CITY OF WILLMAR



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

Agenda Item Number: 7

Meeting Date: Tuesday 09/01/2015

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Ed/Rec

Agenda Item: Backstop/Fencing Project at Swansson Field Complex

Recommended Action: Approve contracting with Andi's FenceAll for Backstop/Fencing projects at the Swansson Field Complex in the amount of \$16,999.92.

Background/Summary: The 2015 capital budget allocated \$30,000.00 for this work to be completed. We will replace the backstops at the blue and red fields, repair one post and add a 6' extension on the orange field and replace the security fence around orange as part of this project.

Alternatives: Do not complete this work and continue to play ball at fields that present a hazard to participants.

Financial Considerations: \$16,999.92 from Capital Budget.

Preparer: Steve Brisendine

Signature:

Comments:



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
8/14/2015	688

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
055404	2 X 9 ga 4' KK C/L	450	2.48942	1,120.24
ET0158-091	1 5/8 Easy Twist Ties for Top Rail	200	0.1582	31.64
ET0200-091	2 " Easy Twist Ties for Line Posts	200	0.1808	36.16
HC01	Delivery Charge	1	95.00	95.00T
Install 4' CL/TBRail	Install 4' x 436 ' Chain Link Fence Fabric (PRICE INCLUDES REMOVING OLD FABRIC)	436	3.75	1,635.00
	NOTE THIS IS FOR THE 4 FT FENCE OUTSIDE AROUND THE ORANGE FIELD, WE WOULD STRAIGHTEN ANY LINE POSTS AND REPAIR SECTIONS OF TOP RAIL.			

We require \$1289.57 down payment to order the materials and balance due when project is complete.

Subtotal	\$2,918.04
Sales Tax (6.875%)	\$6.53
Total	\$2,924.57

Phone #
320-634-0809

E-mail
fenceall@gmail.com



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
8/14/2015	686

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
055417	2x9 GA 6' Chain Link Fabric.	80	3.81363	305.09
033005	1 5/8" X 21' PE DQ Pipe Top Rail	84	1.805	151.62
033043	1 7/8 X 6' DQ 40 Pipe	9	13.84	124.56
013705	3/16"x3/4"x70" Tension Bars.	6	3.06833	18.41
010103	1 7/8 tension band	30	0.35733	10.72
015925	Mall Backstop Adapter	9	11.30778	101.77
012253	1 7/8 x 1 5/8 Std Eyetop	5	1.55	7.75
011603	1 7/8 Ps Std Caps	4	0.5875	2.35
010303	1 7/8 Brace Band	6	0.425	2.55
010701	5/16"x1-1/4" Carriage Bolts.	100	0.0877	8.77
012506	1 5/8 PS Rail Ends	4	1.195	4.78
023552	1-7/8"x6-1/2" NO 13, 9 Gauge Aluminum Ties.	100	0.071	7.10
033024	4" X 21 ' DQ 40 Post	24	7.68833	184.52
0000-842-303	50 lb fast setting concrete mix	5	6.99	34.95T
HC01	Delivery Charge	1	110.00	110.00T
Labor	Remove existing 4 " in post and replace with new Post, and install a 6 X 80 overhang on the orange backstop.	80	11.25	900.00

We require \$1,084.91 down payment to order the materials and balance due when project is complete.

Subtotal	\$1,974.94
Sales Tax (6.875%)	\$9.97
Total	\$1,984.91

Phone #
320-634-0809

E-mail
fenceall@gmail.com



Estimate

17864 210 Ave.
Glenwood, MN 56334

Date	Estimate #
5/21/2015	454 RED

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
055461	2 X 9GA 7' KK C/L	150	4.45173	667.76
033005	1 5/8" X 21' PE DQ Pipe Top Rail	294	1.9583	575.74
012602	1 5/8 x 6 Sleeves	4	1.22	4.88
033020	2 7/8 X 21' DQ 40 Pipe	84	5.09631	428.09
033024	4" X 21' DQ 40 Post	84	7.80107	655.29
013706	3/16 X 3/4 X 82 Tension Bars	12	3.575	42.90
010108	4" Tension Band.	78	0.715	55.77
012255	2 7/8"x1 5/8" PS Eyetop Std.	4	2.8375	11.35
015538	2 7/8"x1 5/8" Line Rail Clamp.	8	2.295	18.36
010718	5/16X2 1/2 Carriage Bolt w/nut	16	0.1275	2.04
010308	4" Brace Band.	24	0.81708	19.61
012506	1 5/8 PS Rail Ends	24	1.19583	28.70
010701	5/16"x1-1/4" Carriage Bolts.	100	0.0877	8.77
023552	1-7/8"x6-1/2" NO 13, 9 Gauge Aluminum Ties.	200	0.07095	14.19
023553	8 1/4 9 ga Alum Ties # 16	100	0.0798	7.98
011608	4" PS Std. Caps.	4	1.8075	7.23
HC01	Delivery Charge	1	140.00	140.00T
0000-842-303	50 lb fast setting concrete mix	24	6.99	167.76T
Labor	Remove 70 X 14 Backstop	70	8.96	627.20
Hauling	Haul all posts, fabric and concrete footing to demolition land fill.	1	95.00	95.00

We require \$2877.58 down payment to order the materials and balance due when project is complete.	Subtotal
	Sales Tax (6.875%)
	Total

Phone #
320-634-0809

E-mail
fenceall@gmail.com



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
5/21/2015	454 RED

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
Labor 14 Comm T...	Install 14 X 70 ft Backstop, with Top, Bottom and Mid 2 Mid Rails. With all Posts to be set in 5 ft Concrete footings OWNER WILL PROVIDE OR PAY FOR FILL IF NEEDED AFTER FOOTINGS ALONG BASE OF BACKSTOP HAVE BEEN REMOVED.	70	17.86	1,250.20

We require \$2877.58 down payment to order the materials and balance due when project is complete.

Subtotal	\$4,828.82
Sales Tax (6.875%)	\$21.16
Total	\$4,849.98

Phone #
320-634-0809

E-mail
fenceall@gmail.com



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
5/21/2015	622Blue

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
055417	2x11 GA 6' Chain Link Fabric.	80	3.81363	305.09
055463	2 x 9 GA x 8' KK C/L 50' Roll	160	5.08994	814.39
033005	1 5/8" X 21' PE DQ Pipe Top Rail	420	1.95829	822.48
012602	1 5/8 x 6 Sleeves	3	1.22	3.66
033024	4" X 21 ' DQ 40 Post	189	7.68804	1,453.04
013705	3/16"x3/4"x70" Tension Bars.	6	3.06833	18.41
013707	3/16 x 3/4 x 94" Galvanized Tension Bar.	12	4.08	48.96
033043	1 7/8 X 6' DQ 40 Pipe	9	13.84	124.56
010108	4" Tension Band.	90	0.71489	64.34
010103	1 7/8 tension band	30	0.35733	10.72
015540	4 x 1 5/8 Line Rail Clamp	15	2.44	36.60
010718	5/16X2 1/2 Carriage Bolt w/nut	30	0.12767	3.83
011608	4" PS Std. Caps.	4	1.8075	7.23
010308	4" Brace Band.	24	0.81708	19.61
012506	1 5/8 PS Rail Ends	30	1.196	35.88
012253	1 7/8 x 1 5/8 Std Eyetop	5	1.842	9.21
011603	1 7/8 Ps Std Caps	4	0.5875	2.35
010303	1 7/8 Brace Band	6	0.425	2.55
015925	Mall Backstop Adapter	9	11.30778	101.77
010701	5/16"x1-1/4" Carriage Bolts.	200	0.0877	17.54
023552	1-7/8"x6-1/2" NO 13, 9 Gauge Aluminum Ties.	300	0.07097	21.29

We require \$4303.86 down payment to order the materials and balance due when project is complete.

Subtotal
Sales Tax (6.875%)
Total

Phone #
320-634-0809

E-mail
fenceall@gmail.com



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
5/21/2015	622Blue

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

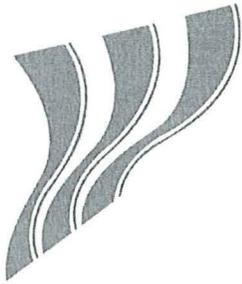
Item	Description	Qty	Cost	Total
023561	12 1/2 9 GA Alum ties 4"	100	0.5143	51.43
0000-842-303	50 lb fast setting concrete mix	24	6.99	167.76T
HC01	Delivery Charge	1	140.00	140.00T
Labor	Remove 80 X 18 Backstop	80	9.56	764.80
Hauling	Haul all posts, fabric and concrete footing to demolition land fill.	1	95.00	95.00
Labor 18 Comm T...	Install 18 X 80 Backstop, with Top, Bottom and 3 Mid Rails, install 6 ft X 80 overhang on backstop. All Posts to be set in 5 Ft Concrete Footings. OWNER WILL PROVIDE OR PAY FOR FILL IF NEEDED AFTER FOOTINGS ALONG BASE OF BACKSTOP HAVE BEEN REMOVED.	80	25.96	2,076.80

We require \$4303.86 down payment to order the materials and balance due when project is complete.

Subtotal	\$7,219.30
Sales Tax (6.875%)	\$21.16
Total	\$7,240.46

Phone #
320-634-0809

E-mail
fenceall@gmail.com



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: September 1, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

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

Originating Department: Public Works

Agenda Item: Public Works Future Staffing

Recommended Action: For information only

Background/Summary: On February 27 there will be a retirement in the Public Works Department. Staff is unaware of any further retirements at this time. Each City employee will base their personal retirement decisions on multiple factors including age, State benefit eligibility, and current job status/satisfaction.

Current Public Works staff has done a tremendous job cross training and preparing people for the inevitable.

As with any retirement or vacation at any position, the City will hire/promote in a way the best benefits the City of Willmar.

Alternatives: N/A

Financial Considerations: N/A

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

Signature:

Comments:

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, September 2, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present: Steve Ahmann Chair
Audrey Nelsen Member
Denis Anderson Member
Ron Christianson Member

Others present: Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Public Works Director Sean Christensen, Wastewater Treatment Plant Superintendent Colleen Thompson, City's Prosecuting Attorney Tom Anderson and Administrative Assistant Janell Sommers.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Consideration of Contract Extension with Anderson Law Firm (Resolution)

Staff was directed by the Council in July to proceed with renewing the contract with Anderson Law Firm. Tom Anderson, the City's prosecuting attorney of Anderson Law Firm, was present to answer questions of the committee. Mr. Anderson addressed the Committee stating he has been the prosecuting attorney for the City since 2012 and he stated things are going well and he has a good rapport with the Police Department. Since 2012 he has implemented additional technology in his practice allowing him to have files available on a laptop during court. A current cost-savings measure which saves overtime pay to off-duty officers with communication with the defense attorneys and Police Department staff has been initiated.

Interim City Administrator Kevin Halliday informed the Committee they have the option of entering into a one-year or a three-year contract and pointed out a change in the contract from previous years is a \$500/year cost reimbursement. Following some discussion, a motion was made by Council Member Christianson to approve the three-contract with Anderson Law Firm as presented. Council Member Anderson seconded the motion, which carried.

Item No. 4 Public Works Position Requests (Motions - 3)

Interim City Administrator Kevin Halliday informed the Committee that the three positions which were previously before the Committee have now been reviewed and scored by the Compensation Study Committee and the pay grades set. Public Works Director Sean Christensen addressed the Committee stating these positions take into account items that need to be addressed and/or duties staff is currently struggling to complete along with their normal work tasks. Mr. Christensen recapped each position giving background information as to the position's previous existence, modification of promoting current staff, or creation as a new position.

The position details of Environmental Specialist were presented by Wastewater Treatment Plant Superintendent Colleen Thompson. This is a new position with the City which staff is proposing to fund by not filling the Safety Coordinator/Assistant Lab Tech position vacated due to retirement. This position will coordinate environmental/regulatory issues and maintain awareness of potential future environmental regulation changes that may affect operations within the City. This individual will facilitate regulatory and

permitting efforts for stormwater and help facilitate MS4 requirements along with providing support for regulatory and environmental issues at the Wastewater Treatment Facilities and make recommendations for environmental compliance.

The Committee discussed the funding for the position realizing it can be funded by allocating the unspent monies from the vacancy of the Safety Coordinator/Assistant Lab Technician. A motion was made by Council Member Anderson to approve the Environmental Specialist position and job description and authorize the filling of the position after Council ratification. Council Member Christianson seconded the motion, which carried.

The position of Building Maintenance Supervisor was addressed by Public Works Director Sean Christensen noting this would be the promotion of existing staff from Pay Grade 3 to Pay Grade 6 and filling the then vacant custodial position. This individual would organize the existing custodial staff and maintain the City buildings relieving some coordination from the Public Works Director. Mr. Christensen stated the City's facilities are currently under review and a Facility Management Plan is forthcoming which this individual can use to ensure the maintenance projects are completed. This position was filled by a staff member in the past who later withdrew from the added duties.

The Committee discussed the necessity of the Building Maintenance Supervisor position noting there is no immediate funding source to cover the additional costs. A motion was made by Council Member Anderson to refer this position to the budgetary process for consideration. Council Member Nelsen seconded the motion, which carried.

The Assistant Public Works Director position was presented by Public Works Director Sean Christensen noting that the City continues to advertise for an Assistant City Engineer and in the last 1 ½ years only three applications have been submitted. Mr. Christensen is proposing the promotion of the Senior Technician and filling an Engineering Technician position to return the department to its previous staffing level. He stated he saw no need to have two Professional Engineering licenses on staff for a community of this size. This was viewed as a short-term solution and the staffing changes would have no negative affect on the budget.

A motion was made by Council Member Nelsen to approve the Assistant Public Works Director job description to be filled by promotion and authorize the filling of the Engineering Technician position after Council ratification. Council Member Christianson seconded the motion, which carried.

Council Member Ahmann announced the meeting on September 30th at the Health and Human Services Building relating to the Vision 2040 HRA Study.

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,



Janell Sommers
Administrative Assistant

One-Year Contract

CONTRACT FOR CITY PROSECUTOR LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and ANDERSON LAW OFFICES (hereinafter "FIRM").

W I T N E S S E T H

WHEREAS, CITY and FIRM have a contract dated April 2, 2012 and an addendum to said contract dated June 5, 2015 for the FIRM to provide prosecution legal services and civil enforcement of CITY's local ordinances; and

WHEREAS, the above-noted contract and addendum between CITY and FIRM will expire on December 31, 2015; and

WHEREAS, CITY has an ongoing need for the professional criminal prosecution legal services and civil enforcement of CITY's local ordinances with the particular training, ability, knowledge and experience possessed by FIRM; and

WHEREAS, CITY approved an extension of FIRM's contract at a duly called regular meeting of the City Council held on July 20, 2015; and

WHEREAS, CITY has determined that FIRM remains qualified and capable of performing criminal prosecution legal services and civil enforcement of CITY's local ordinances.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. CITY PROSECUTOR APPOINTMENT: CITY appoints FIRM as City Criminal Prosecutor with Thomas M. Anderson acting as criminal prosecution legal counsel for CITY. Thomas M. Anderson, as the designated and appointed City Criminal Prosecutor, will perform, supervise and be responsible to CITY for the criminal prosecution legal services and civil enforcement of CITY's local ordinances provided to CITY by FIRM.
2. AUTHORIZED CITY CONTACT PERSONS: The City Administrator and the Chief of Police or his/her designated representative shall be the primary contact person between CITY and FIRM.
3. COUNCIL, STAFF AND OTHER MEETINGS: The City Criminal Prosecutor or his designated representative shall attend certain City Council, staff or other meetings at the request of CITY.

4. COMMUNICATION: FIRM and CITY will establish a regular communication process between the Criminal Prosecutor and the City Administrator/Chief of Police in order to communicate issues and discuss resolution of such issues.

5. LEGAL SERVICES TO BE PROVIDED: FIRM will provide criminal prosecution legal services to CITY including, but not limited to prosecution of all ordinance violations, petty misdemeanors, misdemeanors and gross misdemeanors, which by law are the responsibility of the City of prosecute. FIRM shall also represent CITY in all forfeiture proceedings arising out of criminal cases that FIRM is prosecuting for CITY. FIRM shall also represent CITY in all appeals to the Minnesota Court of Appeals and Minnesota Supreme Court arising out of cases prosecuted by FIRM. FIRM shall provide criminal legal consultation to the Willmar Police Department as requested, including training sessions. Consultation to the Willmar Police Department shall be available 24/7. FIRM shall be responsible for providing, at FIRM's expense, competent criminal legal counsel to provide all of the above services to CITY when Thomas M. Anderson is out of town or otherwise unavailable, or when Thomas M. Anderson has a conflict of interest.

In addition to all prosecutorial services outlined above, FIRM will provide limited civil legal services to CITY to the extent necessary to administratively or civilly enforce local ordinances including, but not limited to the enforcement of zoning violations at the request of the CITY's Administrator or Mayor.

6. COMPENSATION, BILLING AND PAYMENT PROCEDURES:

- 6.1. Rates. The following shall be the applicable fee to be billed by FIRM and paid by CITY for criminal prosecution legal services:

For the period January 1, 2016 through December 31, 2016 \$10,237.50/mo.

The hourly rate for FIRM in performing civil or administrative work on behalf of CITY is \$125.00 per hour.

- 6.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for the following expenses FIRM incurs in performing criminal prosecution legal services and civil enforcement of CITY's local ordinances pursuant to the following schedule:

Mileage.....	Applicable I.R.S. rate
Photocopies.....	7 cents per page
Fax.....	10 cents per page
Westlaw.....	Actual cost
Court fees.....	Actual cost
Subpoena fees.....	Actual cost
Postage.....	Actual cost

Long distance.....	Actual cost
Criminal Law Handbook.....	Actual cost/one per calendar year
Criminal Justice Seminar.....	Actual cost/one per calendar year
Software and other expenses incurred by FIRM to enable FIRM to eCharge complaints which software and services CITY shall have the right to provide through its own IT Department.....	Actual cost
Other expenses incurred after receiving approval of CITY.....	Actual cost

The total annual amount of reimbursement for these expenses shall not exceed \$3,000.00.

The income received by FIRM from the sale of forfeited vehicles and other forfeited property resulting from criminal cases prosecuted by FIRM shall be in addition to the amount of reimbursement stated in this paragraph. Once FIRM has reached the cap on expenses stated in this paragraph, FIRM shall apply forfeiture proceeds to the expenses enumerated in this paragraph before seeking any additional reimbursement from CITY. If the amount of forfeiture proceeds received by firm shall exceed the reimbursable expenses incurred by FIRM that are in excess of the cap amount to be paid by CITY in any year of this Agreement, the FIRM is allowed to apply such excess to any of FIRM's other expenses that are allowed to be paid out of forfeiture funds in accordance with Minnesota Statute § 169A.63, Subd. 10.

- 6.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing the reimbursable expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.
- 6.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Thomas M. Anderson at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest.
- 6.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged.
7. TERM AND TERMINATION: This Agreement shall commence January 1, 2016, or as sooner directed by CITY and shall continue in effect until such time as either party

terminates this Agreement. This Agreement may be terminated by CITY at any time or by FIRM upon ninety (90) days written notice, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the parties may at their option mutually evaluate the usage of criminal prosecution legal services and civil enforcement of CITY's local ordinances during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

8. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:

- 8.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th Street, P.O. Box 755, Willmar, MN 56201.

- 8.2. Notice to FIRM shall be delivered to Thomas M. Anderson, Anderson Law Offices, 1001 South First Street, Suite C, P.O. Box 1123, Willmar, MN 56201.

9. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.

10. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.

11. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, Subd. 5, FIRM agrees that CITY, the State Auditor or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.

12. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000.00 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

13. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest. FIRM agrees not to provide criminal defense services to any person or entity whose case is venued in Kandiyohi County.

14. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

15. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.

16. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.

17. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.

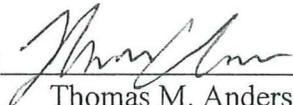
18. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
19. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.
20. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
21. CITY APPROVAL: The City Council has approved FIRM's retainer to provide legal services for CITY during the term of this Agreement. The signing of this Agreement will be ministerial and the FIRM is authorized to commence performing services on January 1, 2016, or as sooner directed by CITY.
22. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest and except when Thomas M. Anderson is out of town or otherwise unavailable to provide criminal prosecution legal services, the rights and obligations created by this Agreement may not be assigned by either party.
23. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

ANDERSON LAW OFFICES

By: _____
Marv Calvin, Its Mayor

By:  _____
Thomas M. Anderson

By: _____
Kevin Halliday,
Its Interim City Administrator and City Clerk

Date: _____

Date: 8/14/15

Three-Year Contract

CONTRACT FOR CITY PROSECUTOR LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and ANDERSON LAW OFFICES (hereinafter "FIRM").

WITNESSETH

WHEREAS, CITY and FIRM have a contract dated April 2, 2012 and an addendum to said contract dated June 5, 2015 for the FIRM to provide prosecution legal services and civil enforcement of CITY's local ordinances; and

WHEREAS, the above-noted contract and addendum between CITY and FIRM will expire on December 31, 2015; and

WHEREAS, CITY has an ongoing need for the professional criminal prosecution legal services and civil enforcement of CITY's local ordinances with the particular training, ability, knowledge and experience possessed by FIRM; and

WHEREAS, CITY approved an extension of FIRM's contract at a duly called regular meeting of the City Council held on July 20, 2015; and

WHEREAS, CITY has determined that FIRM remains qualified and capable of performing criminal prosecution legal services and civil enforcement of CITY's local ordinances.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. CITY PROSECUTOR APPOINTMENT: CITY appoints FIRM as City Criminal Prosecutor with Thomas M. Anderson acting as criminal prosecution legal counsel for CITY. Thomas M. Anderson, as the designated and appointed City Criminal Prosecutor, will perform, supervise and be responsible to CITY for the criminal prosecution legal services and civil enforcement of CITY's local ordinances provided to CITY by FIRM.
2. AUTHORIZED CITY CONTACT PERSONS: The City Administrator and the Chief of Police or his/her designated representative shall be the primary contact person between CITY and FIRM.
3. COUNCIL, STAFF AND OTHER MEETINGS: The City Criminal Prosecutor or his designated representative shall attend certain City Council, staff or other meetings at the request of CITY.

4. COMMUNICATION: FIRM and CITY will establish a regular communication process between the Criminal Prosecutor and the City Administrator/Chief of Police in order to communicate issues and discuss resolution of such issues.

5. LEGAL SERVICES TO BE PROVIDED: FIRM will provide criminal prosecution legal services to CITY including, but not limited to prosecution of all ordinance violations, petty misdemeanors, misdemeanors and gross misdemeanors, which by law are the responsibility of the City of prosecute. FIRM shall also represent CITY in all forfeiture proceedings arising out of criminal cases that FIRM is prosecuting for CITY. FIRM shall also represent CITY in all appeals to the Minnesota Court of Appeals and Minnesota Supreme Court arising out of cases prosecuted by FIRM. FIRM shall provide criminal legal consultation to the Willmar Police Department as requested, including training sessions. Consultation to the Willmar Police Department shall be available 24/7. FIRM shall be responsible for providing, at FIRM's expense, competent criminal legal counsel to provide all of the above services to CITY when Thomas M. Anderson is out of town or otherwise unavailable, or when Thomas M. Anderson has a conflict of interest.

In addition to all prosecutorial services outlined above, FIRM will provide limited civil legal services to CITY to the extent necessary to administratively or civilly enforce local ordinances including, but not limited to the enforcement of zoning violations at the request of the CITY's Administrator or Mayor.

6. COMPENSATION, BILLING AND PAYMENT PROCEDURES:

- 6.1. Rates. The following shall be the applicable fee to be billed by FIRM and paid by CITY for criminal prosecution legal services:

For the period January 1, 2016 through December 31, 2016	\$9,750.00/mo.
For the period January 1, 2017 through December 31, 2017	\$9,945.00/mo.
For the period January 1, 2018 through December 31, 2018	\$10,144.00/mo.

The hourly rate for FIRM in performing civil or administrative work on behalf of CITY is \$125.00 per hour.

- 6.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for the following expenses FIRM incurs in performing criminal prosecution legal services and civil enforcement of CITY's local ordinances pursuant to the following schedule:

Mileage.....	Applicable I.R.S. rate
Photocopies.....	7 cents per page
Fax.....	10 cents per page
Westlaw.....	Actual cost
Court fees.....	Actual cost

Subpoena fees.....	Actual cost
Postage.....	Actual cost
Long distance.....	Actual cost
Criminal Law Handbook.....	Actual cost/one per calendar year
Criminal Justice Seminar.....	Actual cost/one per calendar year
Software and other expenses incurred by FIRM to enable FIRM to eCharge complaints which software and services CITY shall have the right to provide through its own IT Department.....	Actual cost
Other expenses incurred after receiving approval of CITY.....	Actual cost

The total annual amount of reimbursement for these expenses shall not exceed \$3,000.00.

The income received by FIRM from the sale of forfeited vehicles and other forfeited property resulting from criminal cases prosecuted by FIRM shall be in addition to the amount of reimbursement stated in this paragraph. Once FIRM has reached the cap on expenses stated in this paragraph, FIRM shall apply forfeiture proceeds to the expenses enumerated in this paragraph before seeking any additional reimbursement from CITY. If the amount of forfeiture proceeds received by firm shall exceed the reimbursable expenses incurred by FIRM that are in excess of the cap amount to be paid by CITY in any year of this Agreement, the FIRM is allowed to apply such excess to any of FIRM's other expenses that are allowed to be paid out of forfeiture funds in accordance with Minnesota Statute § 169A.63, Subd. 10.

- 6.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing the reimbursable expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.
- 6.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Thomas M. Anderson at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest.
- 6.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged.

7. TERM AND TERMINATION: This Agreement shall commence January 1, 2016, or as soon as directed by CITY and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY at any time or by FIRM upon ninety (90) days written notice, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the parties may at their option mutually evaluate the usage of criminal prosecution legal services and civil enforcement of CITY's local ordinances during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

8. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:
 - 8.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th Street, P.O. Box 755, Willmar, MN 56201.

 - 8.2. Notice to FIRM shall be delivered to Thomas M. Anderson, Anderson Law Offices, 1001 South First Street, Suite C, P.O. Box 1123, Willmar, MN 56201.

9. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.

10. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or

any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.

11. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, Subd. 5, FIRM agrees that CITY, the State Auditor or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.

12. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000.00 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

13. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest. FIRM agrees not to provide criminal defense services to any person or entity whose case is venued in Kandiyohi County.

14. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

15. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.

16. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.

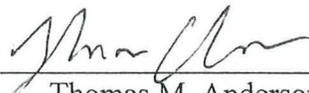
17. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.
18. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
19. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.
20. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
21. CITY APPROVAL: The City Council has approved FIRM's retainer to provide legal services for CITY during the term of this Agreement. The signing of this Agreement will be ministerial and the FIRM is authorized to commence performing services on January 1, 2016, or as sooner directed by CITY.
22. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest and except when Thomas M. Anderson is out of town or otherwise unavailable to provide criminal prosecution legal services, the rights and obligations created by this Agreement may not be assigned by either party.
23. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

ANDERSON LAW OFFICES

By: _____
Marv Calvin, Its Mayor

By: 
Thomas M. Anderson

By: _____
Kevin Halliday,
Its Interim City Administrator and City Clerk

Date: _____

Date: 8/19/15



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: September 2, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Administration

Agenda Item: Consideration of Three Job Descriptions and Positions

Recommended Action:

Background/Summary:

Staff proposed three new or modified positions and the job descriptions were completed, reviewed and scored by the Compensation Study Committee, pay grades set, and are now waiting for the Council to determine if the jobs have any merit.

The three positions and pay ranges are:

- | | | |
|------------------------------------|-------------|---------------------|
| 1. Building Maintenance Supervisor | Pay Grade 6 | \$38,168 - \$52,582 |
| 2. Environmental Specialist | Pay Grade 7 | \$45,302 - \$62,441 |
| 3. Assistant Public Works Director | Pay Grade 9 | \$60,591 minimum |

- The proposal for the Building Maintenance Supervisor is an upgrade of an existing Pay Grade 3 Custodian Building Maintenance increasing the budget from a \$29,078 - \$40,060 range. The Pay Grade 3 Custodial Building Maintenance position would be posted and refilled.
- The Environmental Specialist (Pay Grade 7) will be paid from WWTP funds, and the currently authorized Pay Grade 6 WWTP Safety Coordinator/Ass't Lab Tech will not be filled.
- The Assistant Public Works Director is a planned advancement of the Senior Technician and would be offered a 4% salary increase at a minimum. A Pay Grade 6 Engineering Technician position would be posted and filled.

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

BUILDING MAINTENANCE SUPERVISOR

Position Title: Building Maintenance Supervisor

Department: Maintenance

Department Head: Public Works Director

Immediate Supervisor: Public Works Director

Pay Range: 6 **FLSA Status:** Non-exempt

APPROVED: July, 2010 _____
REVISED:
REVISED:
REVISED:

Purpose

Performs lead worker supervision with responsibility for organizing daily work, assigning tasks as appropriate and reviewing work results under the supervision of the Public Works Director. Performs manual work with responsibility for the daily supervision of the maintenance of all city facilities, equipment, and grounds with primary assignments at the Willmar Fire Station. Operates a variety of equipment to perform the maintenance, repair and snow removal duties at the City Office Building, Auditorium, WRAC8, Community Center, Airport, Public Works Garage, Fire Station and assist with the maintenance of the WWTP Administration Buildings. Maintains, tests and repairs firefighting equipment and performs preventive maintenance on fire apparatus to ensure a high state of readiness and assists in fire department's vehicle replacement program and other departmental bids/specifications.

Organizational Relationships

Communicates with: *Internally* - Public Works Director, Fire Chief, other City departments, Secretarial Office staff, Fire Officers and paid On-call firefighters, City mechanics, City administrative staff; *Externally* – Contractors and sales representatives, equipment and material suppliers, dispatch center,

Directs: Full and part-time custodial staff and part-time temporary maintenance employees.

ESSENTIAL FUNCTIONS

Assist Public Works Director to organize, assign and supervise the operation and activities of custodial staff.

Plan work projects, prepare work schedules, outline work assignments and assemble appropriate resources.

Work with supervisor on budgets, obtaining quotes and proposals from vendors.

Meet with equipment sales persons to identify options available and prepare bid specification to match custodial needs.

Respond to calls/complaints/work orders from co-workers.

Keep necessary records of time, materials and results including compiling information for a yearly report; and orders necessary supplies and materials.

Make follow-up inspections of projects/work orders to determine conformance with plans/specifications and initiate payment approval for vendors and supplies.

Give technical advice and assistance to custodial employees on difficult or unusual work.

Make inspections to ensure proper precautions and safe policies are followed.

Confer with Supervisor regarding work scheduling, equipment needs and maintenance requirements of various facilities.

BUILDING MAINTENANCE SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Direct the general operation of equipment maintenance for maintenance personnel, and authorize repairs when necessary.

Attend seminars, workshops and other training related to licensing (if required) and other responsibilities.

Perform all of the essential functions of a custodial worker such as performing cleaning tasks: mops, sweeps, waxes floors and cleans carpets, cleans windows, maintains restrooms, empties wastebaskets and mows grass.

Empties trash outside, monitors flowers and shrubs, shovels snow, salts/sands sidewalks, maintains inside/outside lighting and works on other seasonal projects.

Perform preventative maintenance on firefighting equipment and make repairs, adjustments and replacements of parts; review records; inspect equipment and maintain stock of supplies; wash/wax trucks; and arrange for necessary outside repairs.

Must be able to operate and maintain a variety of equipment such as fire trucks, SCBA compressor and breathing equipment, personal alarm systems, electric and gas tools, radio equipment, atmospheric test equipment, drive apparatus, ladder tests, pump tests and calculate water pressures.

Conduct tours and speaking engagements for groups of all ages regarding fire prevention and Fire Department operations; demonstrate equipment and educate about current fire prevention practices.

Work with Truck Committee members on purchasing of new fire apparatus.

Other Duties and Responsibilities

Maintains computer documentation of equipment, repairs, testing and maintenance work orders.

Monitor radio frequencies, receives messages from public safety groups, monitors telephone calls, takes messages and answers questions from public.

Performs other related duties as assigned by Public Works Director.

Required Knowledge, Skills and Abilities

Knowledge of methods, tools, equipment and practices of maintenance and repair.

Knowledge of equipment operation manuals, federal and state OSHA laws, City's personnel and safety manuals, confined space entry and building/fire codes, National Fire Protection Standards (NFPA) and NIOSH.

Ability to organize and compile information.

Ability to supervise a moderate sized group of skilled and semi-skilled employees; to ensure work is accomplished in a safe and efficient manner; and train them in the efficient use of custodial equipment.

Ability to understand and follow applicable state, federal and city laws, rules and regulations.

BUILDING MAINTENANCE SUPERVISOR

Ability to understand and interpret plans and specifications.

Ability to safely lift and carry objects weighing up to 80 pounds.

Ability to operate a radio for work communication.

Skill in operating a variety of equipment such as trucks, pickups, mower, hand tools (power), air compressor, fire trucks and fire related equipment.

Knowledge and experience in building & ground maintenance of fire apparatus, fire equipment and computers.

Ability to exercise sound judgement and work independently.

Skill in verbal and written communications.

Skill in operation of fixed, portable fire pumps, engine/pumper, water tankers, command vehicles, light trucks, haz-mat trailer and aerial platform.

Machines, tools and equipment used: telephone and fax, copier and computer, atmosphere testing equipment, power saws, hand tools, ropes, axes, mobile and portable radios, camera equipment, SCBA, portable generators; flood lights, first aid kits, pagers, personal alert safety systems, gas sniffers, thermal imagers, SCBA air compressor, shop compressor, drills, saws, wrenches, sockets, screwdrivers, hammers and all shop tools.

MINIMUM QUALIFICATIONS

High School degree or equivalent and five years of experience in building maintenance and equipment repair. Valid Minnesota Class B driver's license. Manufacturer's certification on SCBA.

Working Conditions

Majority of time is spent indoors at City facilities. Regularly uses fine motors skills to coordinate eyes, hands, and feet for the operation of a variety of tools, machines or equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging, and lifting. All vision abilities, hearing, and sense of touch with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, temperature extremes, vibrations, infectious diseases, dust and smoke, electric shock and noise can be occasional. Some time is spent maintaining building grounds including grass mowing and snow shoveling. Occasionally enters confined spaces (under trucks and in pump compartments) and works at heights (on ladders and roof) up to 30 feet.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WWTF Superintendent
Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

Purpose

Provides general and technical support services to City staff for environmental/regulatory issues under direction of the Public Works Director. Acts as City liaison for environmental services when requested. Maintains an awareness of potential future environmental regulation changes that may affect operations within the City. Prepares research memoranda addressing identified environment/regulatory issues.

Organizational Relationships

Reports to: WWTF Superintendent

Communicates with: *Internally* – City Administrator, City Council, other Department Directors, and Fire Department; *Externally* –, MPCA, MN Departments of Public Safety and Health, EPA, DNR and FAA.

Supervises: None

ESSENTIAL FUNCTIONS

1. Environmental Services
 - a. Facilitates regulatory and permitting efforts regarding wetland and public waters issues. Coordinates efforts in support of Planning and Engineering staff, and in coordination with the MnDNR, County Environmentalist, CROW (Crow River Organization of Water), HAWK Creek Water Shed and other regulatory and support agencies. Maintains inventory of wetlands and public waters within the City limits.
 - b. Coordinates City's stormwater management program. Helps facilitate MS4 Annual Reporting requirements. Maintains an inventory of public and private stormwater ponds and their design criteria. Manages information received from and participates in periodic inspections of stormwater ponds. Works with GIS Technician and Utility Account Technicians to address stormwater utility issues.
 - c. Determines stormwater maintenance priorities, assigns work to appropriate personnel, and coordinates the completion of work.
 - d. Prepares and presents reports, recommendations and studies to staff and governing bodies, at public hearings and meetings, and to public and private agencies and groups.
 - e. Coordinates City's energy efficiency program. Prepares and presents energy usage reports. Manages energy usage data to comply with reporting requirements associated with State energy efficiency grants.
 - f. Facilitates the development and management of the City's sustainability efforts including inventorying HVAC systems and energy consumption tracking programs. Researches and develops grant opportunities and project feasibility that reduce energy use and waste generation
 - g. Provides support services for permitting related to specific construction projects; sanitary sewer permits from the MPCA, river or other water-body crossings, etc.
 - h. Provides support for regulatory and environmental issues at the Wastewater Treatment Facilities, and other City facilities. Prepares required environmental permits for City-owned facilities. Prepares and files required associated periodic reporting. Makes recommendations about issues/concerns regarding environmental compliance.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: WWTF Superintendent

Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

- i. Helps provide city coordination and follow up on spills or environmental emergencies or natural emergencies under the direction of the Chief of Police/Emergency Services, Public Works Director, Fire Chief or other management staff. Provides follow-up as needed with the MPCA, other regulatory agencies, and/or the Responsible Party.
 - j. Coordinates with IT Department posting of information on the City Website and WRAC-8.
 - k. Helps facilitate an educational outreach program for environmental issues.
 - l. Oversees enforcement and revisions of City ordinances related to Environmental Issues.
 - m. Provides general support services for other environmental and regulatory issues as requested.
 - n. Review City fueling facilities licensing and permitting requirements.
2. NPDES – National Pollutant Discharge Elimination System
- a. Prepares required NPDES permits for City-owned facilities in coordination with facility managers. Prepares and files required associated periodic reporting.
 - b. Serves as local resource for industries required to have NPDES permits. Maintains records of existing permit holders, and help coordinate efforts with City initiatives.
 - c. Coordinates City efforts as it relates to the federal and state NPDES regulations. Assists in identifying permit requirements as they relate to public information, staff information, and best practices within Public Works.
 - d. Facilitates the state permitting required in coordination with LMC, the Public Works Director and other related departments. Completes and updates required permits and submittals. Assists in identifying permit requirements as they relate to requirements and best practices for City staff.
 - e. Facilitates the permitting and monitoring required by the City, and provide support and training for City staff, builders, developers, contractors and utility companies. Works with Engineering, Building and Planning staff to develop policies and handouts. Serves as main resource point for construction-related NPDES permits. Notifies responsible parties of violations according to City policy. Follows up on enforcement actions taken by City staff.
3. Industrial Regulation
- a. Helps facilitate the development and management of the City's MPCA Delegated Industrial Wastewater Pretreatment program in coordination with the Wastewater Superintendent. Helps coordinate efforts of the industries with city staff. Maintains an inventory of industries regulated and the parameters of their permits. Periodically reports compliance with permit provisions.
 - b. Coordinates and participates in the monitoring and enforcement of existing permitted industries Industrial WW Discharge permits. Works with industries to provide support for addressing treatment, testing and other industrial issues. Maintains contact list for permitted industries. Prepares periodic communications with permitted industries.
 - c. Helps prepare new and temporary Industrial Wastewater Discharge permits in coordination with the Wastewater Superintendent and Public Works Director. Maintains files with appropriate data for each permitted industry. Ensures appropriate information is gathered for new industries.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: WWTF Superintendent

Pay Range: 7 **FLSA Status:** Non-exempt

<i>APPROVED</i> _____
<i>REVISED:</i> _____
<i>REVISED:</i> _____
<i>REVISED:</i> _____

- d. Maintains an awareness of potential future regulatory changes, and provide support and information to industries regarding how they may effect city or industrial operations.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WWTF Superintendent
Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

Other Duties and Responsibility's:

Performs other related duties as assigned by supervisor or as apparent.

Machines, Tools and Equipment Used:

City vehicles and office equipment such as telephone, calculator, fax and copier.

Required Knowledge, Skills and Abilities:

- Working knowledge of general environmental and regulatory issues concerning municipalities.
- Knowledge of NPDES permit procedures.
- Attention to accuracy and detail.
- Effective written and oral communication skills.
- Skilled in a variety of computer software applications such as word processing.
- Ability to work effectively with the public, contractors, regulatory agencies and staff.

MINIMUM QUALIFICATIONS

Associates degree in environmental related field **and** three years of experience in position(s) of similar complexity, or equivalent combination of education and experience.

DESIRABLE QUALIFICATIONS

U of M Inspector/Installer, U of M Site Management, U of M SWPPP Design, or have the ability to obtain.

WORKING CONDITIONS

Work is performed indoors in a typical office setting and outdoors while visiting Public Works buildings/facilities and numerous work sites. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.

ASSISTANT PUBLIC WORKS DIRECTOR

Position Title: Assistant Public Works Director
Department: Public Works
Immediate Supervisor: Public Works Director
Pay Range: 9 **FLSA:** Exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

Purpose

Serves as an assistant to the City Engineer with primary responsibility for activities associated with municipal engineering. Designs under Professional Engineer's license. Provides leadership and guidance to subordinates. This position is responsible for making recommendations to the Public Works Director for matters affecting the Public Works Department, including issues that might have a citywide impact.

Organizational Relationships

Communicates with: *Internally* - City Administrator, City Council, other Department Directors, other City Staff, and Fire Department; *Externally* - MPCA, MN Department of Health, MN DOT, MUC, consultants, and general public.
Supervises with full authority: Subordinate Staff within Engineering.

ESSENTIAL FUNCTIONS

- Assist City Engineer to coordinate all maintenance and repair activities for the City's infrastructure.
- Assist City Engineer with discharge permits for industrial users. Also calculates tapping fees.
- Assist City Engineer with review of construction plans.
- Assist City Engineer to coordinate all infrastructure development for the City: develop plans and specifications for public improvement projects, building upgrade plans and develops/coordinates layouts for special projects for other departments.
- Assist in implementation of City's Facilities Master Plan: Maintains facility condition database and makes project recommendations.
- Provide technical direction to engineering staff.
- Review consultant's request for payments; plan and obtain quotes for municipal building upgrades. .
- Attend City Council and related meetings as assigned.
- Represent City at local organizations (e.g. Main Street Willmar).
- Review driveway requests regarding location and width, and assist public on location of City water and sewer systems.
- Assist City Engineer to administer department's vehicle replacement policy.
- Review and code bills for payment.
- Verify plat conformance with local ordinances, review plats for drainage, utilities, access, etc.
- Review site plans; review projects for conformance; and review building and excavation permits.
- Assist City Engineer to prepare special assessment rolls.
- Write and draw necessary easements, review appraisals and acquire easements.
- Coordinate new survey needs and review cost estimates.

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills and Abilities

Knowledge of engineering principles and practices.

Knowledge of supervisory practices and techniques.

Knowledge of MN DOT State Aid Manual.

Knowledge of NPDES permit procedures.

Knowledge of PCA specifications and MN DOH specifications.

Knowledge of MN DOT permits and R/R permits.

Knowledge of ADA and OSHA requirements.

Ability to manage time and plan and direct the work of subordinates.

Skilled in project management.

Skill in operating engineering storm sewer, sanitary sewer and computer programs.

Skill in operating drafting equipment, engineering scales, and a variety of computer software applications such as word processing and computer aided drafting.

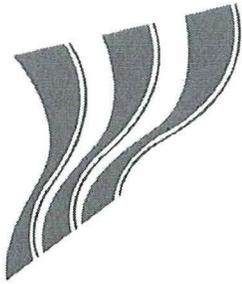
Machines, tools and equipment used: City vehicles and office equipment such as telephone, calculator, fax and copier.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering **and** five or more years of experience in position(s) of similar complexity including management and supervisory responsibilities, or equivalent combination of education and experience.

Working Conditions

Work is performed indoors in a typical office setting and outdoors while visiting public works buildings/facilities and numerous work sites. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION

Agenda Item Number: 13

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Designating Polling Locations for Ward 4 Special Election

Recommended Action: Adopt Resolution to Approve the Designated Locations

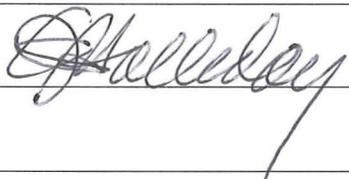
Background/Summary:

The City is required by election law to publish/post the polling locations for the Ward 4 Special Election, scheduled for Tuesday, November 10, 2015, In accordance to Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass resolution designating polling locations.

Alternatives: Deny Resolution

Financial Considerations:

Preparer: City Clerk-Treasurer

Signature: 

Comments:

RESOLUTION NO. ____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2015, Ward 4 Special Election.

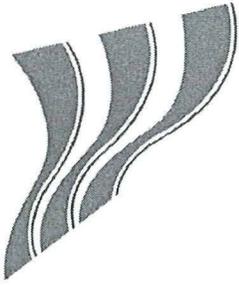
FOURTH WARD:	1 st Precinct	First Baptist Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 8th day of September, 2015.

Attest:

MAYOR

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: August 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 8, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Agenda Item: Introduction of an Ordinance to rezone from R-4 (Medium Density Multiple Family Residential) to R-3 (Low Density Multiple Family Residential)

Recommended Action: Staff recommends that the ordinance be introduced for a public hearing on September 21, 2015.

Background/Summary: Koosman Construction wishes to develop single family residential rental units on their property located off of 25th St. SE, 3rd Ave. SE, 2nd Ave. SE, and Terraplane Dr. SE, which is zoned R-4 Single family homes are not permitted in the R-4 District. There is a mix of multi-family twin homes and four-plexes in the area as well as commercial to the north and east. R-3 permits single family up to four-plexes. The Planning Commission held a public hearing and recommends the Council hold a hearing and adopt the Ordinance to rezone the property.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Megan M. DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from R-4 (Medium Density Multiple Family Residential) to R-3 (Low Density Multiple Family Residential):

Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

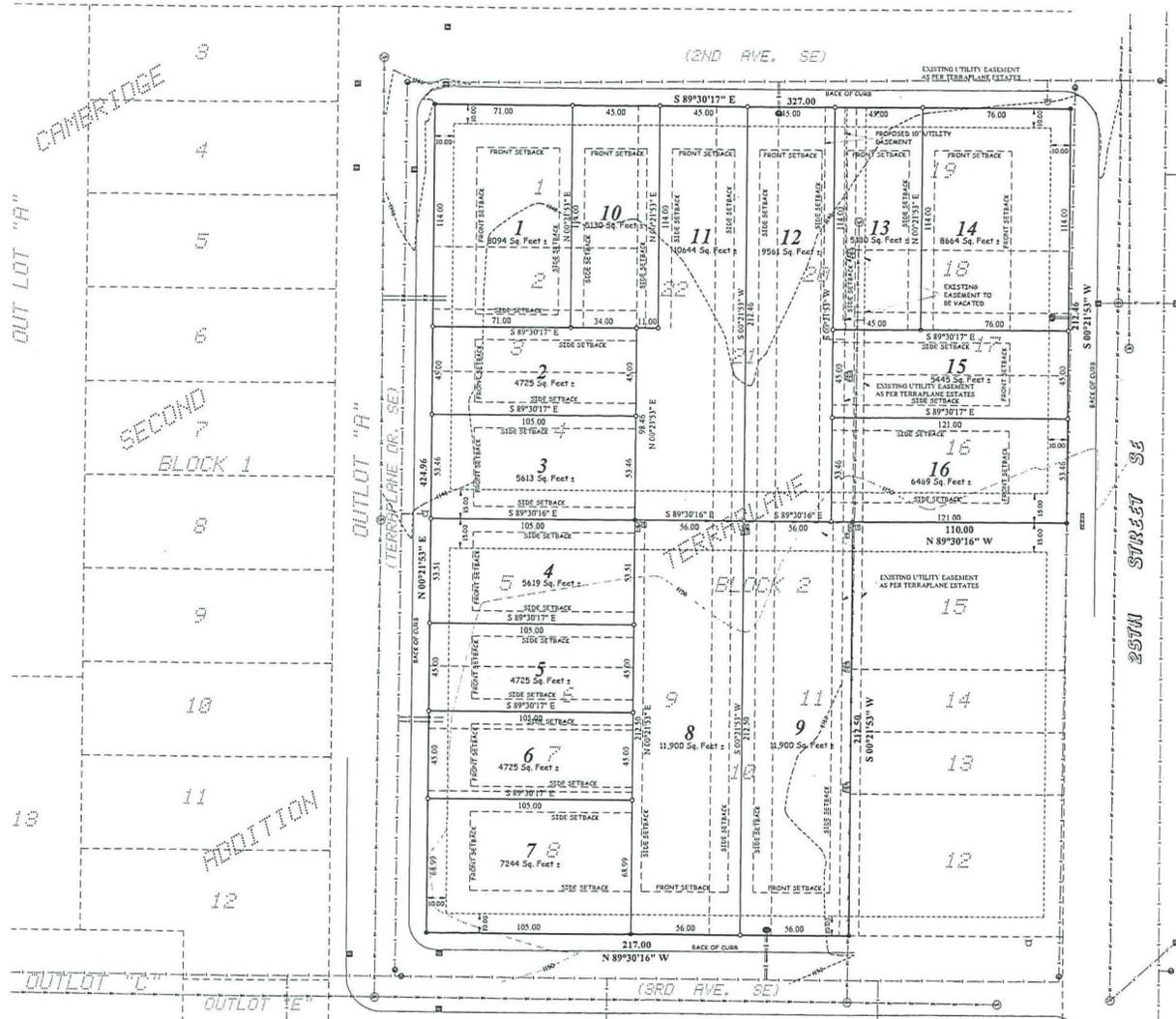
This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

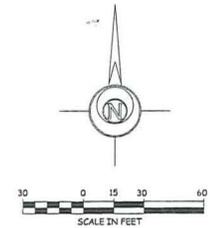
This Ordinance published on: _____

PRELIMINARY PLAT OF: **CAMBRIDGE FOURTH ADDITION**



LEGAL DESCRIPTION

Lots 1-11 and Lots 16-22, Block 2, TERRAPLANE ESTATES as of public record, Kandiyohi County, Minnesota.
Subject to easements of record.



- Legend
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - INDICATES WATER VALVE
 - ⊕ INDICATES HYDRANT
 - INDICATES CATCH BASIN
 - ⊙ INDICATES STORM SEWER MANHOLE
 - ⊙ INDICATES SANITARY SEWER MANHOLE
 - INDICATES ELECTRICAL PEDESTAL
 - INDICATES TELEPHONE PEDESTAL
 - INDICATES CABLE PEDESTAL
 - INDICATES WATER LINE
 - INDICATES STORM SEWER LINE
 - INDICATES SANITARY SEWER LINE

NOTE: ALL UTILITIES SHOWN HEREON ARE FROM ABOVE GROUND VISIBLE EVIDENCE ONLY AND SHOULD BE FIELD VERIFIED BEFORE DOING ANY DESIGNING AND/OR CONSTRUCTION.

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYORS WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

370 CHAPEL HILL RD., SUITE 105
COLD SPRING, MN 56320
PH. 320-685-5905
FAX 320-685-3056

PRELIMINARY PLAT PREPARED BY:
O'MALLEY & KRON
LAND SURVEYORS, INC.

1004 2nd ST. SE
WILLMAR, MN 56201
PH. 320-235-4012
FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
BENJAMIN C. O'MALLEY DATE: 7-23-2015
MINNESOTA REGISTRATION NO. 42389

PRELIMINARY PLAT PREPARED FOR:
KOOSMAN HOMES
JOB NO: 2015-266
FILE NAME: 2015-266PP.DWG
LOCATION: 13-119-35