

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

**Agenda Item Number:** 3

**Meeting Date:** February 25, 2014

**Attachments:** X Yes No

**CITY COUNCIL ACTION**

**Date:** March 3, 2014

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

\_\_\_\_\_  
\_\_\_\_\_

**Originating Department:** Engineering

**Action Requested:** Receive the Preliminary Engineering Report and call for a Public Hearing for street and utility work referred to as the 2014 Improvements.

**Recommended Action:** Authorize the Clerk-Treasurer to publish the Notice of Public Hearing by executing the enclosed resolution.

**Background/Summary:** The 2014 Improvements include street and utility construction in multiple locations throughout the city. The report was authorized by the City Council at the October 7, 2013 Council meeting. The Public Hearing is required due to statutory requirements associated with the assessment process.

**Alternatives:** 1. Execute the enclosed Resolution.  
2. Delay execution of the resolution until a future date

**Financial Considerations:** The funding associated with the project includes Special Assessments, Local Funds, LOST monies, and State Aid Funds.

**Preparer:** Jared Voge, Interim City Engineer

**Signature:** 

**Comments:**

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

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# Preliminary Engineering Report: 2014 Improvement Projects

City of Willmar, MN

February, 2014

BMI Project No.: W18.107167

Bolton & Menk, Inc.

2040 Highway 12 East

Willmar, MN 56201

# Preliminary Engineering Report

## 2014 Improvement Projects

City of Willmar, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Jared A. Voge, P.E.

License No. 45063

Date:

2/20/14

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## I. PROJECT INTRODUCTION

This Preliminary Engineering Report has been prepared at the request of the Willmar City Council to discuss street and utility improvements for the 2014 construction season. The project areas were selected based on the 5-year CIP as well as input from Engineering and Municipal Utility Commission Staff. The project areas are identified on Figure No. 1 in Appendix B.

The project scope consists of reconstruction areas, new construction areas, and overlay areas. Improvements in the reconstruction areas include surface improvements and the installation and/or replacement of watermain, storm sewer, and sanitary sewer mains. Improvements in the new construction areas include constructing new streets and installation of watermain, storm sewer mains, and sanitary sewer mains. Improvements in overlay areas include placing bituminous surfacing and concrete curb & gutter replacement.

The project areas proposed for construction include:

### Reconstruction Areas:

- Gorton Avenue NW: 10<sup>th</sup> Street NW to 7<sup>th</sup> Street NW
- 9<sup>th</sup> Street NW: Campbell Avenue NW to Ella Avenue NW

### New Construction Areas:

- 12<sup>th</sup> Street SE: 11<sup>th</sup> Avenue SE to Willmar Avenue SE
- Industrial Park 4<sup>th</sup> Addition
- Street Lighting: Willmar Avenue- 22<sup>nd</sup> Street SW to CSAH 5

### Overlay Areas:

- 23<sup>rd</sup> Street SW: Trott Avenue SW to 325' north of Trott Avenue SW
- 10<sup>th</sup> Street SW: Kandiyohi Avenue SW to Litchfield Avenue SW
- 9<sup>th</sup> Street SW: Kandiyohi Avenue SW to Litchfield Avenue SW
- 7<sup>th</sup> Street SE: 775' south of Willmar Ave SE to Willmar Ave SE
- 25<sup>th</sup> Street SE: 7<sup>th</sup> Avenue SE to 4<sup>th</sup> Avenue SE

## II. PROPOSED IMPROVEMENTS

### A. RECONSTRUCTION AREAS

**Street:** The proposed street improvements consist of constructing new urban section streets with bituminous surfacing. The proposed construction methods include removing the existing bituminous street surface to allow for utility installation. Following utility construction the streets will then be excavated to remove unsuitable subgrade material. Surfacing improvements will follow, including the installation of aggregate base, concrete curb and gutter, and bituminous surfacing. All street widths will remain the same.

**Storm Sewer:** The proposed storm sewer improvements include the construction of new storm sewer networks consisting of manholes, catch basins, and storm sewer pipes. Surface drainage will be collected by catch basins and conveyed through a network of pipes sized to accommodate a 10-year, 24-hour storm event. Catch basins will be installed at strategic locations to adequately collect stormwater runoff.

**Watermain:** The proposed watermain improvements include the replacement of existing mains along Gorton Avenue NW with new polyvinyl chloride (PVC) watermains. New valves will also be installed at various locations throughout the project area. Water service pipes will be replaced from the main to the property line where existing water service materials are determined to be deficient. Existing copper water service pipes will be left in place and reconnected to the watermain. New water services will consist primarily of 1-inch diameter water service pipe. New curb stops will be installed at the right-of-way.

**Sanitary Sewer:** The existing sanitary sewer mains and services will be replaced with new PVC pipe in selected project areas. New precast concrete manholes will be constructed at street intersections and at other locations throughout the project areas such that manhole spacing will not exceed 400 feet. In addition to the proposed mainline improvements, sanitary sewer services will be replaced with 4-inch diameter PVC pipe. The properties within the project area consist of both commercial lots and residential lots. Existing sanitary sewer services will be replaced from the main to 2' behind the existing curb if service materials are determined to be deficient. All existing services will be reconnected to the new sanitary sewer system.

A summary of the improvements noted for the reconstruction project areas is included below:

1. Gorton Avenue NW & 9<sup>th</sup> Street NW: Improvements include street reconstruction and replacement of existing sanitary sewer, watermain, and storm sewer mains in areas identified on Figure No. 2 in Appendix B.

The proposed street and utility improvements for this project area are illustrated in Figure No. 2. The typical sections are illustrated in Figure Nos. 5 and 6 in Appendix B of this report.

#### B. NEW CONSTRUCTION AREAS

Improvements in the new construction areas include constructing new streets to accommodate future development. Utility improvements include installation of watermain, storm sewer mains, and sanitary sewer mains. Sanitary sewer and water service stubs will be installed for future connections. In addition, street lighting will be incorporated into the new construction areas as necessary.

1. 12<sup>th</sup> Street SE: The 12<sup>th</sup> Street SE street extension includes construction of a new street segment from 11<sup>th</sup> Avenue SE to Willmar Avenue SE. The project includes construction of an urban section roadway, and installation of sanitary sewer, storm sewer, and watermain piping. Service stubs are planned to be provided for the future development of the lots directly adjacent to the proposed roadway.

The improvements along 12<sup>th</sup> Street SE are illustrated in Figure No. 3 in Appendix B. The typical section is illustrated in Figure No. 7.

2. Industrial Park 4<sup>th</sup> Addition: A portion of the former Airport property will be developed to provide a network of streets for future development of the property. The lots are proposed to be zoned for industrial use. The improvements will include construction of urban streets. Utility improvements include installation of sanitary sewer, watermain and storm sewer networks. Water and sanitary sewer services will

be provided to each lot. In addition, street lighting improvements are proposed within this development.

The improvements within the Industrial Park are illustrated in Figure Nos. 4A and 4B in Appendix B. The typical section is illustrated in Figure No. 8.

3. Street Lighting- Willmar Avenue: The improvements along the segment of Willmar Avenue from 22<sup>nd</sup> Street SW to CSAH 5 include street lighting for the roadway. The street lighting improvements along Willmar Avenue are illustrated in Figure No. 4C.

### C. OVERLAY AREAS

The improvements within the overlay areas consist of the milling and installation of new bituminous surfacing over the existing roadways. The areas adjacent to curb and gutter will be milled to allow the new surfacing to match the existing curb elevation for several of the streets. The entire street width is proposed to be milled along 23<sup>rd</sup> Street SW and 7<sup>th</sup> Street SE. The existing manholes and gate valves will be adjusted to match the elevation of the roadway following the improvements. The typical sections for the overlay improvements are illustrated in Figure Nos. 9 and 10.

1. 23rd Street SW
2. 10th Street SW
3. 9th Street SW
4. 7th Street SE
5. 25th Street SE

### III. ESTIMATED COST SUMMARY

The following table summarizes the estimated project costs based on the improvements proposed. A Cost Summary is included in Appendix A. The costs identified are based on projects similar in nature and are subject to change due to construction items not included and variances in unit prices.

| TYPE OF IMPROVEMENT            | TOTAL COST            |
|--------------------------------|-----------------------|
| RECONSTRUCTION AREAS           | \$965,700.00          |
| 12TH STREET SE                 | \$390,110.00          |
| INDUSTRIAL PARK 4TH ADDITION   | \$3,771,900.00        |
| WILLMAR AVENUE STREET LIGHTING | \$58,190.00           |
| OVERLAY AREAS                  | \$372,150.00          |
| <b>TOTAL</b>                   | <b>\$5,558,050.00</b> |

**IV. FUNDING**

Funding for the proposed improvements consists of a variety of sources. These sources include local funds, State Aid Funds, assessments to benefitting properties, and LOST monies.

Project costs including street, storm sewer, watermain, and sanitary sewer will be assessed to the benefiting properties according to the City’s Comprehensive Assessment Policy. Assessments will include street costs in reconstruction and overlay areas, and street, storm sewer, watermain, and sanitary sewer costs in new construction areas. A preliminary assessment roll will be prepared to determine individual property assessments. The City must follow the Minnesota State Statute Chapter 429 process to notify property owners and conduct meetings on the proposed assessments.

**V. PROJECT SCHEDULE**

A summary of the proposed schedule for the project is identified in the table below.

| <b>PROPOSED SCHEDULE</b>   |                          |
|--|--------------------------|
| Council Authorize Feasibility Report                                       | October 7, 2013          |
| Present Preliminary Engineering Report to Council for Consideration        | March 3, 2014            |
| Council Call for Public Hearing for the Project                            | March 3, 2014            |
| Publish Notice for Hearing   | March 27; April 3, 2014  |
| Mail Notice for Hearing  | March 27, 2014           |
| Hold Public Hearing for the Project  | April 7, 2014            |
| Council Authorize Preparation of Plans and Specifications                  | April 7, 2014            |
| Present Plans and Specifications to Council for Authorization to Advertise | April 7, 2014            |
| Advertise for Bids   | April 14; April 21, 2014 |
| Open Bids  | May 6, 2014              |
| Declare Costs to be Assessed   | May 19, 2014             |
| Call for Assessment Hearing  | May 19, 2014             |
| Publish Notice of Assessment Hearing                                       | May 30, 2014             |
| Mail Notice of Assessment Hearing  | May 30, 2014             |

|  |                |
|--|----------------|
| Assessment Hearing                       | June 16, 2014  |
| Award Contract and Adopt Assessment Roll | June 16, 2014  |
| Begin Construction                       | July, 2014     |
| Construction Substantially Complete      | November, 2014 |
| Complete Construction                    | June, 2015     |

**VI. RECOMMENDATION**

Based on the findings presented in this report, the proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the City. The proposed improvements will benefit adjacent properties and the City of Willmar by improving the existing street and/or utilities within the project areas. Bolton & Menk, Inc. recommends that the project be constructed as proposed, and that a Public Hearing be held by the City Council in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Furthermore, Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report and order the preparation of final plans and specifications.

# **APPENDIX A**

## **Cost Summary**

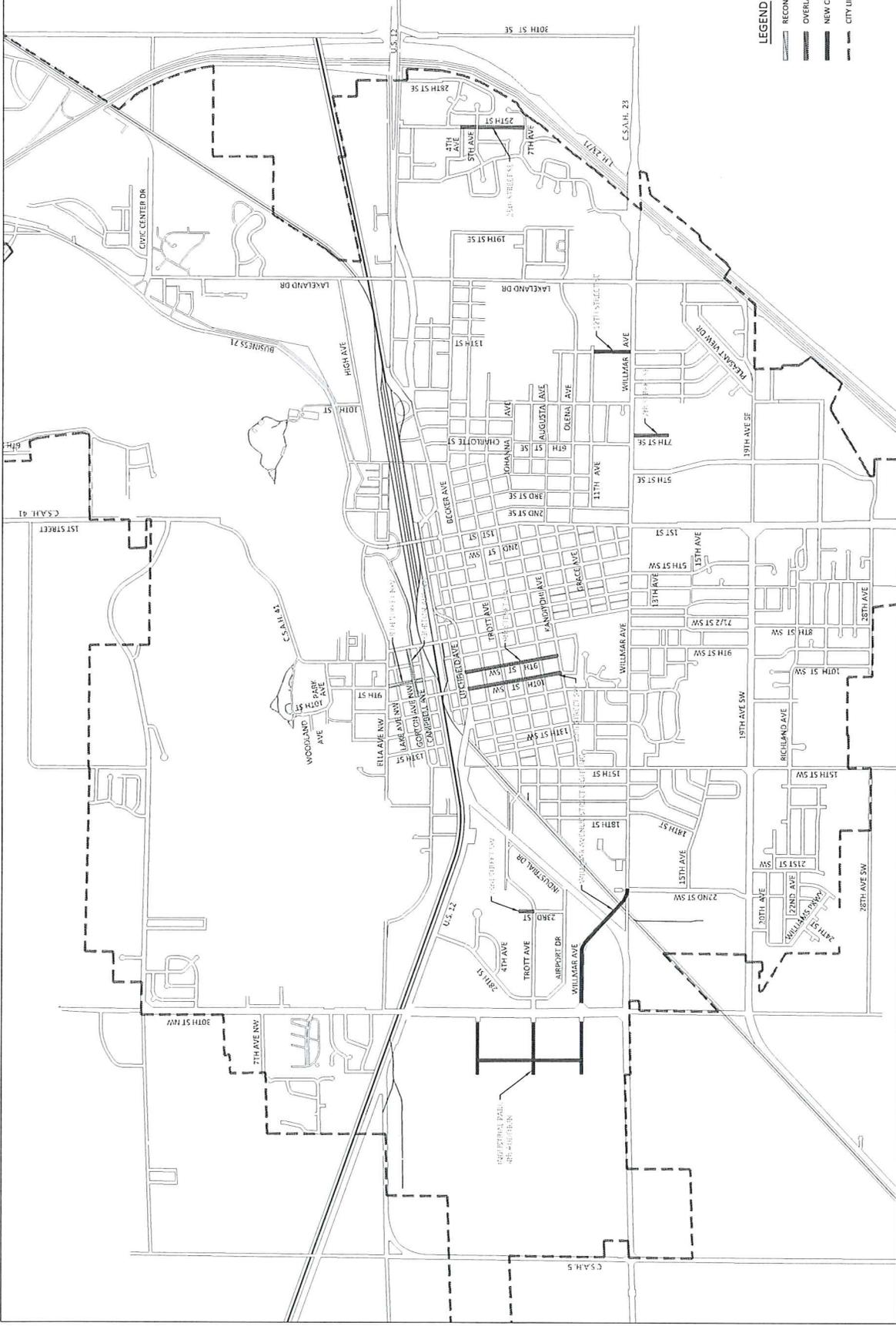
**COST SUMMARY**

2014 IMPROVEMENT PROJECTS  
 CITY OF WILLMAR, MN  
 BMI PROJECT NUMBER: W18.107167

| TYPE OF IMPROVEMENT            | TOTAL COST            | CATEGORY              |                     |                     |                     |
|--------------------------------|-----------------------|-----------------------|---------------------|---------------------|---------------------|
|                                |                       | STREET                | STORM               | SANITARY            | WATER               |
| RECONSTRUCTION AREAS           | \$965,700.00          | \$619,000.00          | \$124,300.00        | \$121,600.00        | \$100,800.00        |
| 12TH STREET SE                 | \$390,110.00          | \$245,220.00          | \$27,690.00         | \$50,530.00         | \$66,670.00         |
| INDUSTRIAL PARK 4TH ADDITION   | \$3,771,900.00        | \$2,509,600.00        | \$485,400.00        | \$372,500.00        | \$404,400.00        |
| WILLMAR AVENUE STREET LIGHTING | \$58,190.00           | \$58,190.00           | -                   | -                   | -                   |
| OVERLAY AREAS                  | \$372,150.00          | \$372,150.00          | -                   | -                   | -                   |
| <b>TOTAL</b>                   | <b>\$5,558,050.00</b> | <b>\$3,804,160.00</b> | <b>\$637,390.00</b> | <b>\$544,630.00</b> | <b>\$571,870.00</b> |

# **APPENDIX B**

## **Figures**



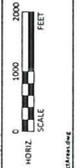
**LEGEND**

- RECONSTRUCTION
- OVERLAY
- NEW CONSTRUCTION
- CITY LIMITS

UPDATED 2-14-14  
 FIGURE NO. 1

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 2014 PROJECTS: LOCATION MAP

**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 WILLMAR, MN, CHAS. ANN RANNEY, MN, WAREWOOD, MN  
 BATES, MN, ROCKVILLE, MN, JAMELIA, SPOONER, IA





**LEGEND**

- PROJECT AREA
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED STORM SEWER MANHOLE
- PROPOSED STORM SEWER CATCH BASIN
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER CATCH BASIN
- EXISTING SANITARY SEWER MANHOLE
- EXISTING GATE VALVE
- EXISTING HYDRANT

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 9TH ST NW / GORTON AVE NW

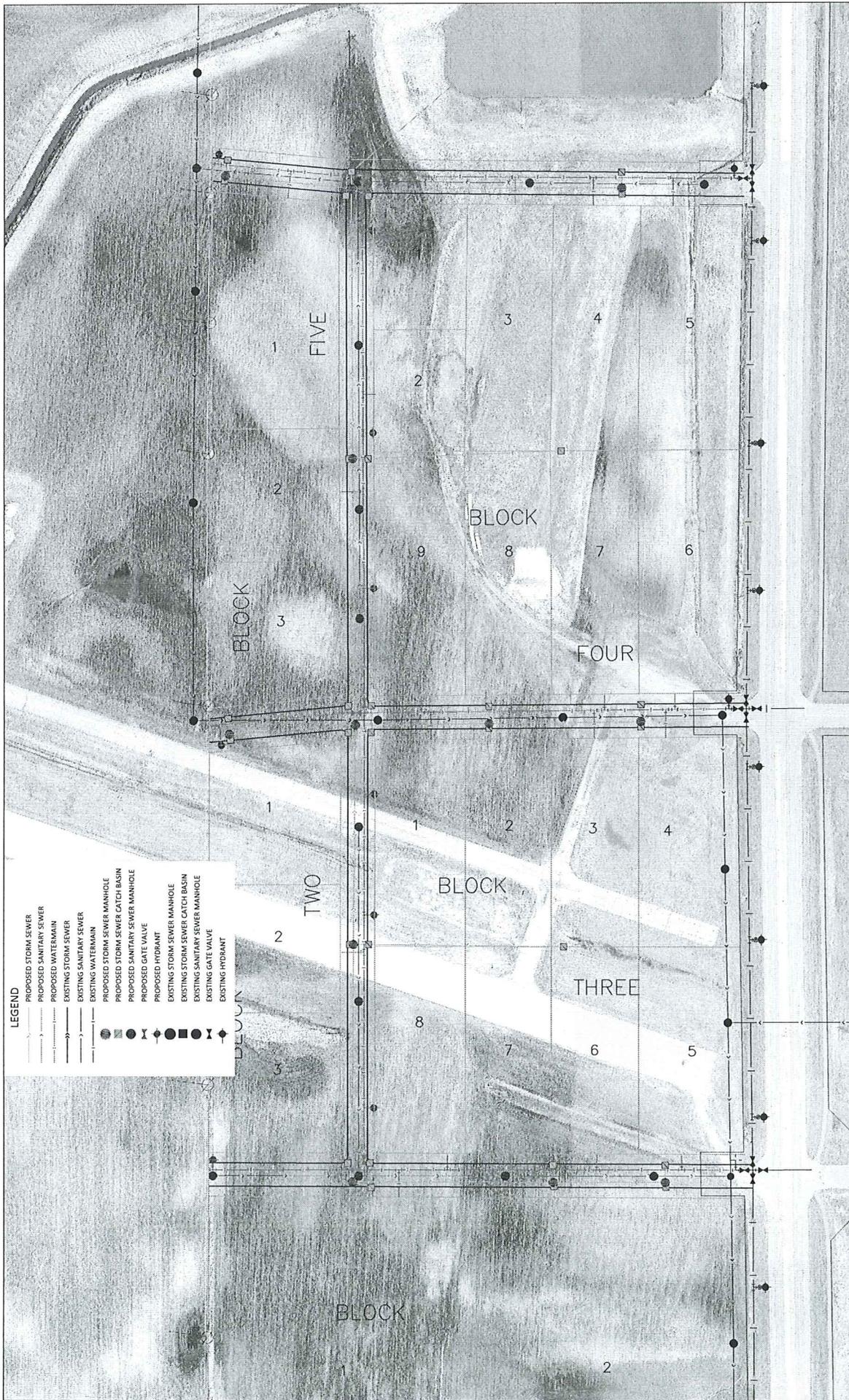
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 WILLMAR, MN CHASKA, MN BRANES, MN MARPLEWOOD, MN  
 BURTLE, MN ROCHESTER, MN AMELIA, SPENCER, IA

FIGURE NO.  
 2

HORNZ SCALE  
 0 50 100  
 FEET

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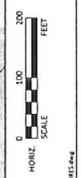




**LEGEND**

- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED STORM SEWER MANHOLE
- PROPOSED STORM SEWER CATCH BASIN
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER CATCH BASIN
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER CATCH BASIN
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CATCH BASIN
- EXISTING GATE VALVE
- EXISTING HYDRANT

|  |                              |
|--|------------------------------|
| <b>FIGURE NO.</b>  | 41A                          |
| <b>CITY OF WILLMAR, MINNESOTA</b>  | 2014 IMPROVEMENT PROJECTS    |
| <b>BOLTON &amp; MENK, INC.</b>   | INDUSTRIAL PARK 4TH ADDITION |
| <small>Consulting Engineers &amp; Surveyors<br/>WILLMAR, MN CHASCO, MN BASKET, MN WAPLEWOOD, MN<br/>BARTER, MN REDOUSTE, MN JAMES, IA SPRINGER, IA</small> |                              |



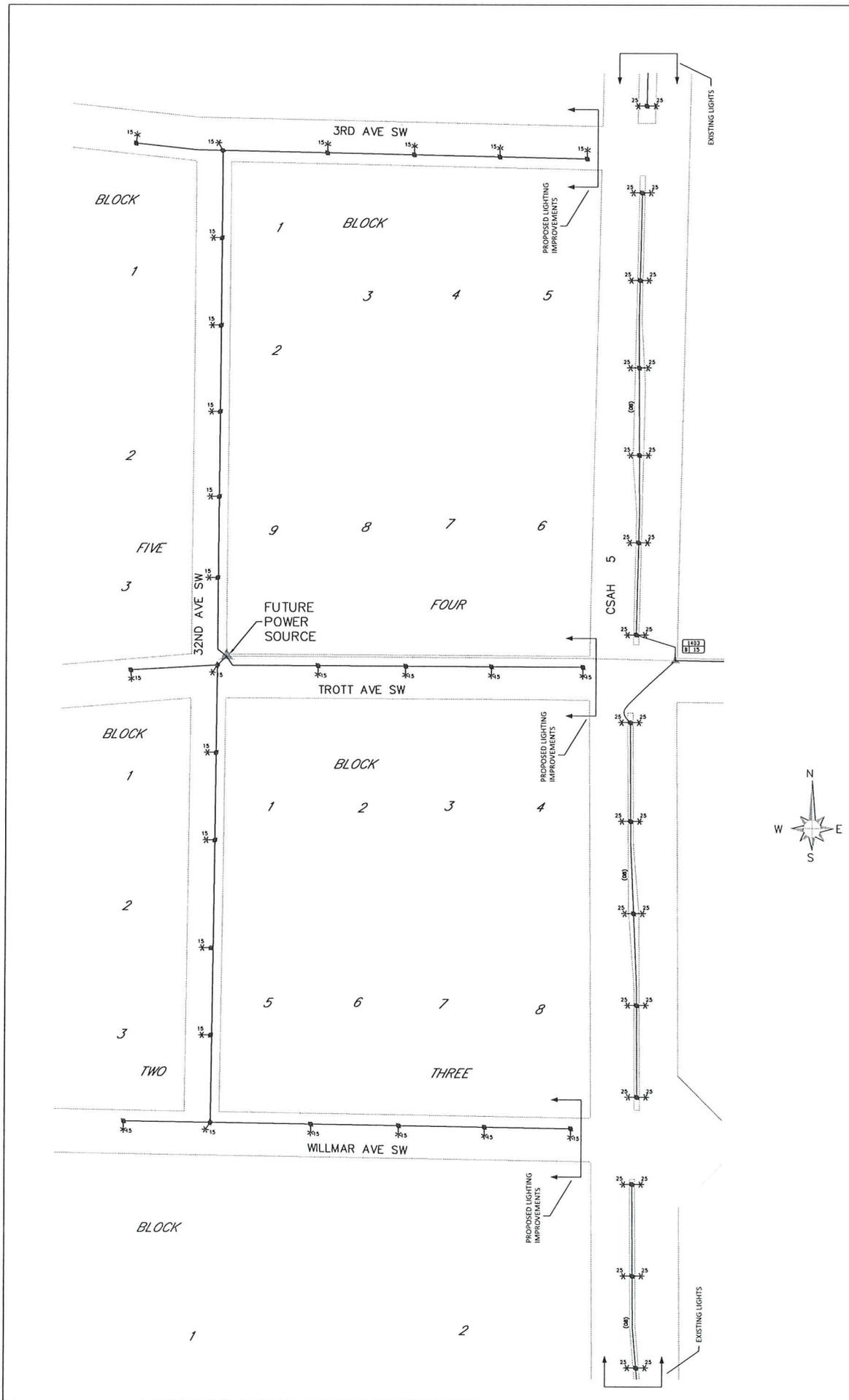


FIGURE NO.  
4B

CITY OF WILLMAR, MINNESOTA  
2014 IMPROVEMENT PROJECTS  
INDUSTRIAL PARK 4th ADDITION- LIGHTING LAYOUT

BOLTON & MENK, INC.  
CONSULTING ENGINEERS & SURVEYORS  
MINNESOTA PROFESSIONAL ENGINEERS  
MINNESOTA PROFESSIONAL SURVEYORS  
WILLMAR, MN CHASKA, MN RANSET, MN MARSHWOOD, MN  
BOSTON, MN ROCHESTER, MN AMES, IA PENCE, IA

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W E  
S

0 100 200  
HORIZ. SCALE  
FEET

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L:\WILLMAR\ESTD\2014\04\INDUSTRIAL PARK 4th ADDITION- LIGHTING LAYOUT.dwg

**General Notes:**

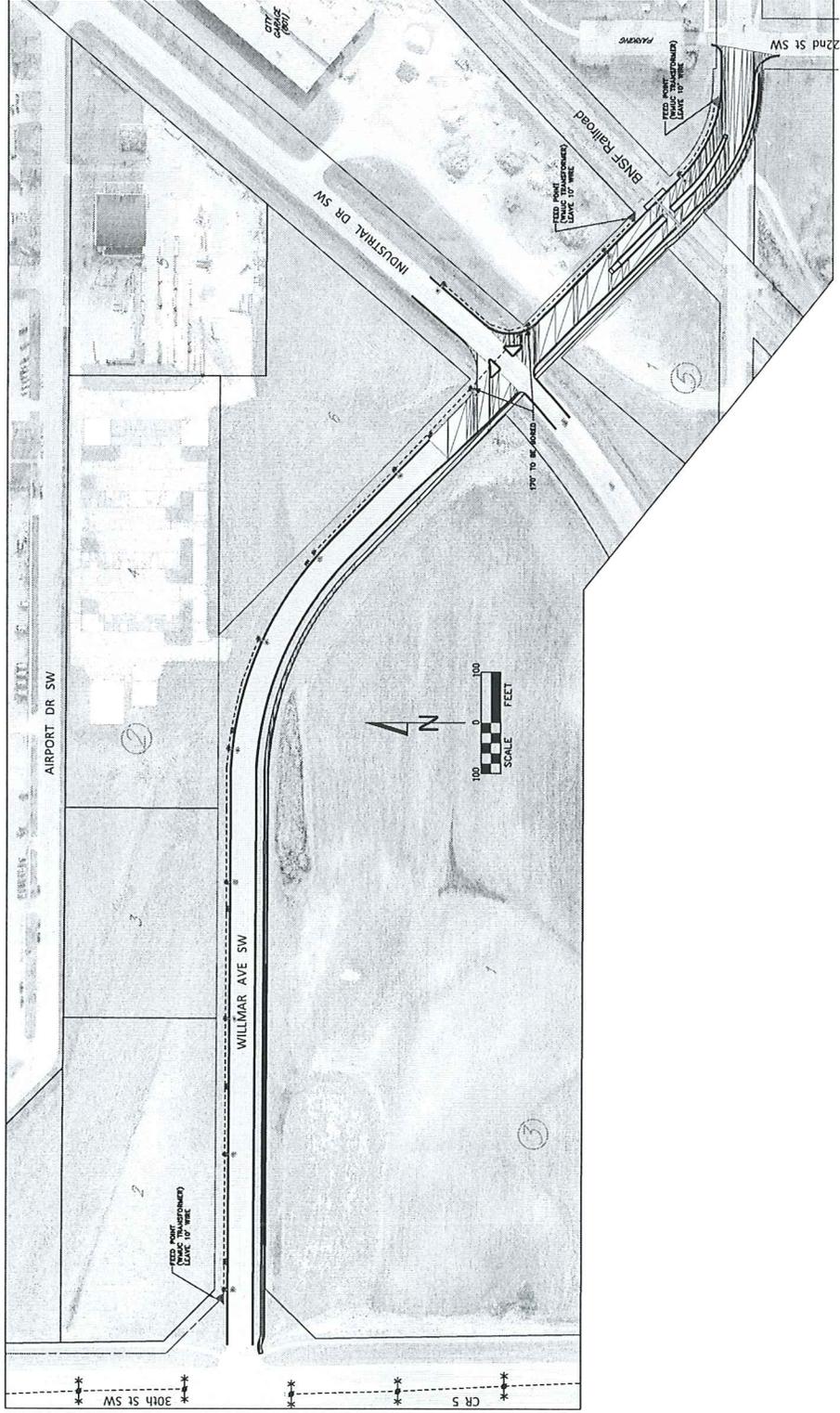
- 1: Lighting Units To Be 250 Watt High Pressure Sodium
- 2: Conductor To Be #6 Triplex Wire
- 3: Innerduct To Be 1", Red



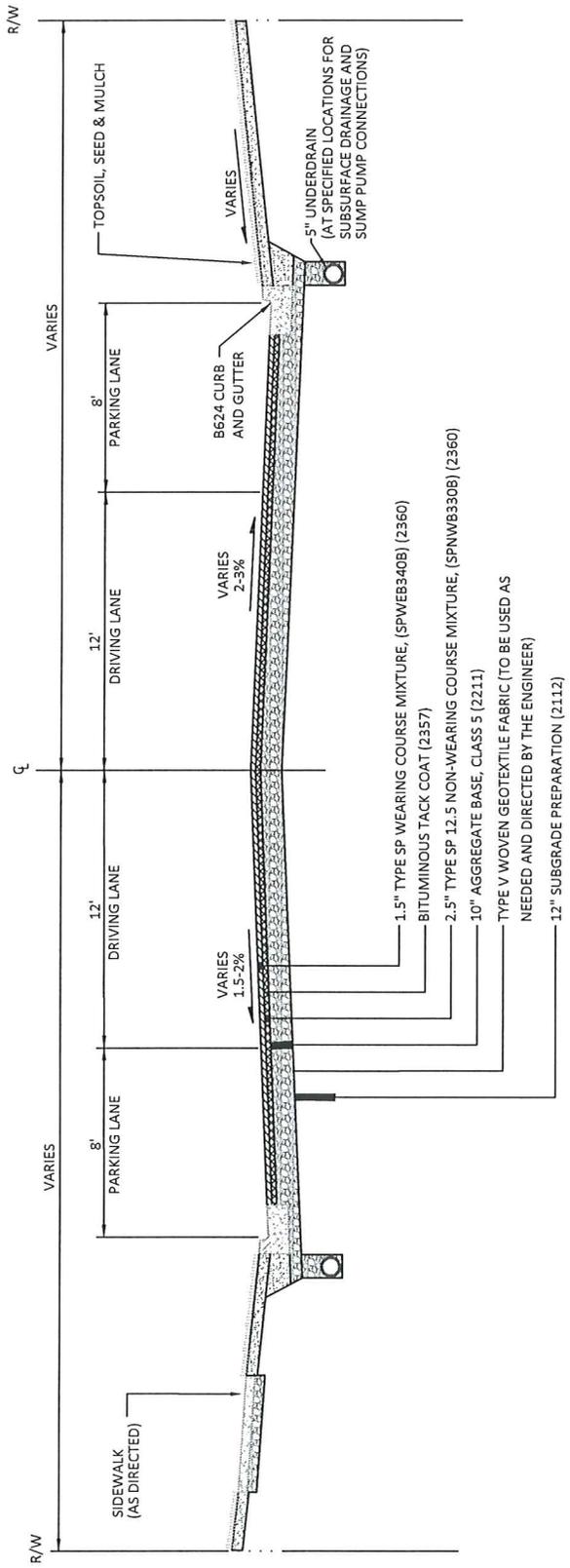
James A. Vesper, P.E., City Engineer Lic. No. 40883

|           |                                   |
|-----------|-----------------------------------|
| PLAN      |                                   |
| Project # | 1407                              |
| Project   | Willmar Avenue SW Street Lighting |
| Date      | 1-29-14                           |
| Scale     | 1"=100'                           |

Sheet: **4C**



**WILLMAR AVE SW STREET LIGHTING**



TYPICAL SECTION - 9TH STREET NW

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 TYPICAL SECTION - 9TH STREET NW

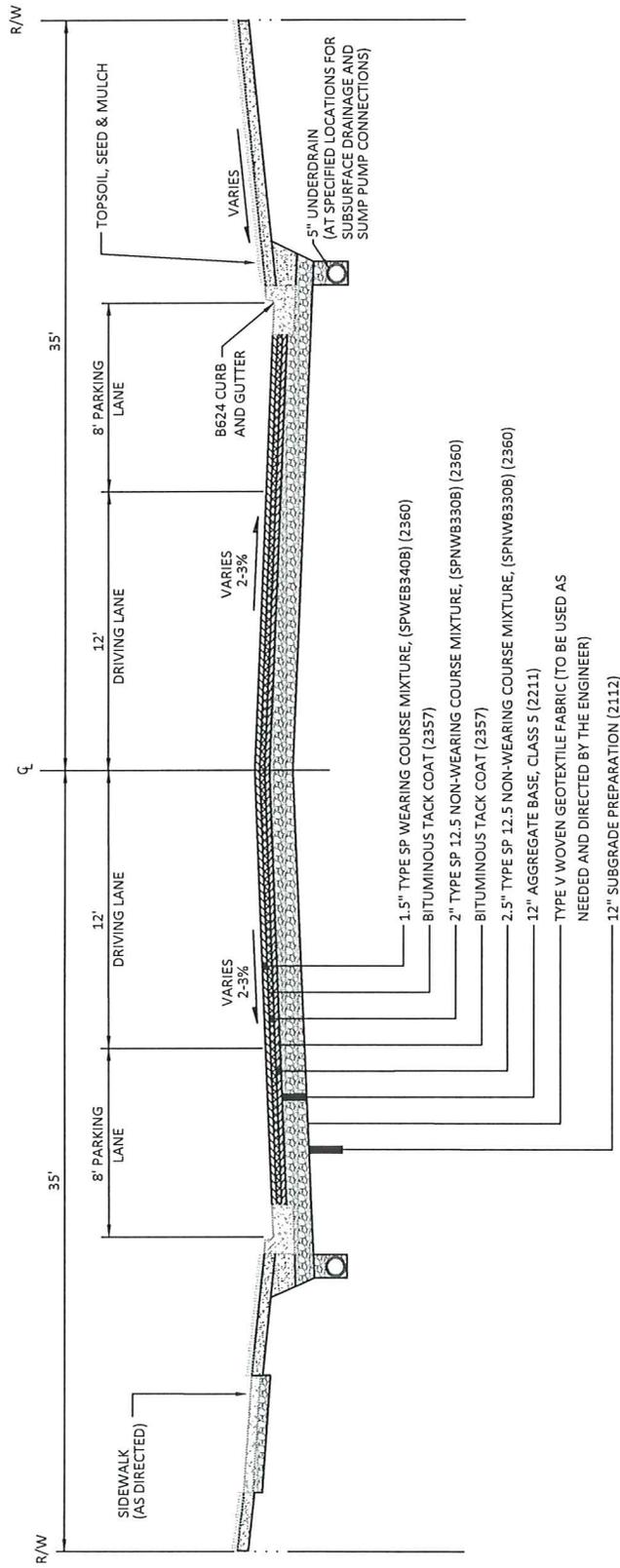
FIGURE NO. 5

**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN  
 WILMAR, MN  
 BAXTER, MN  
 ROCHESTER, MN  
 AMES, IA  
 SPENCER, IA

FEBRUARY, 2014

NOTE: DETAILS ARE NOT TO SCALE

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TYPICAL SECTION - GORTON AVENUE NW

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECT  
 TYPICAL SECTION - GORTON AVENUE NW

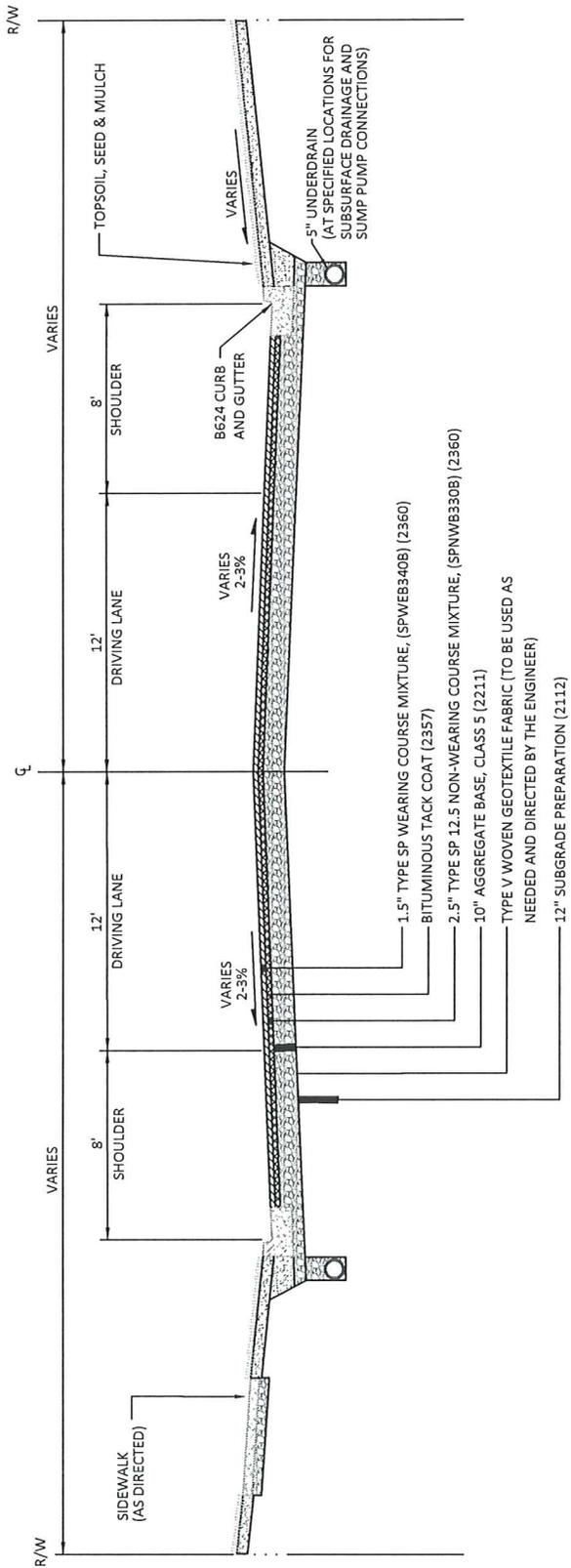
FIGURE NO. 6

**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

FEBRUARY, 2014

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TYPICAL SECTION - 12TH STREET SE

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 TYPICAL SECTION - 12TH STREET SE

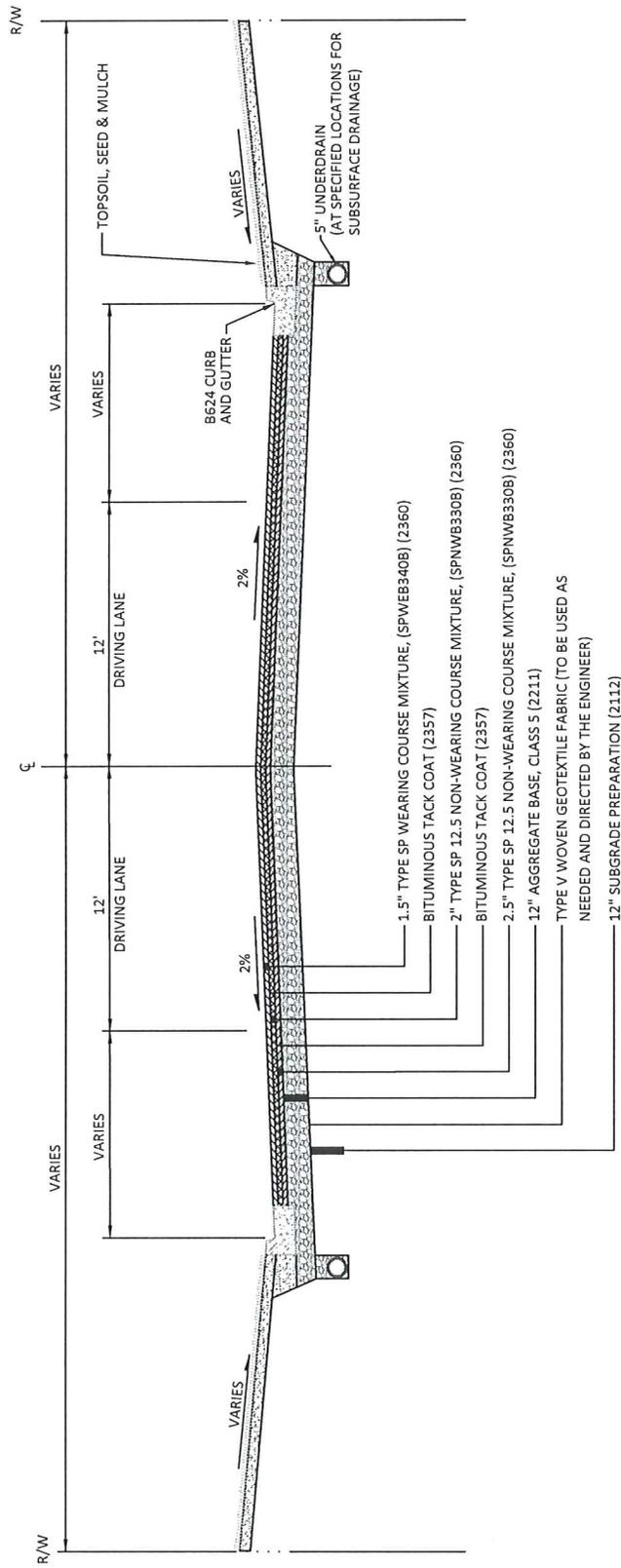
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN / FAIRMONT, MN / SLEEPY EYE, MN / BURNSVILLE, MN  
 WILLMAR, MN / CHASKA, MN / RAMSEY, MN / MCGEEWOOD, MN  
 BAXTER, MN / ROCHESTER, MN / AMES, IA / SPENCER, IA

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FEBRUARY, 2014

FIGURE NO. 7



TYPICAL SECTION - INDUSTRIAL PARK 4TH ADDITION

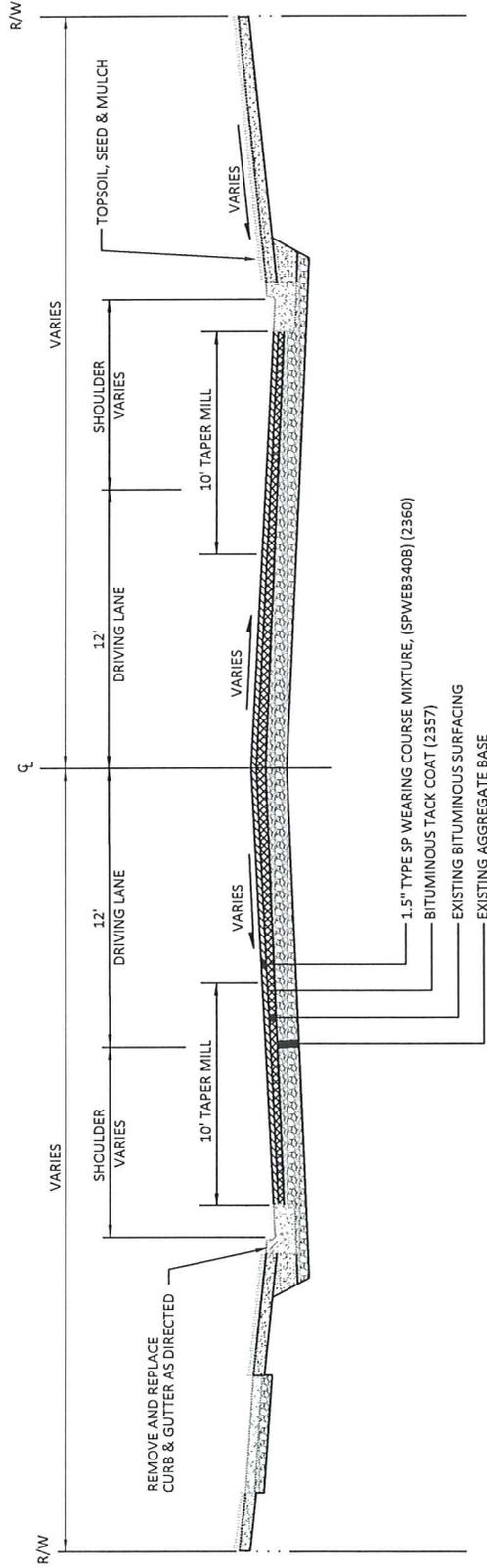
NOTE: DETAILS ARE NOT TO SCALE



CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 TYPICAL SECTION - INDUSTRIAL PARK 4TH ADDITION

FIGURE NO. 8

FEBRUARY, 2014



TYPICAL SECTION - OVERLAY AREAS

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 TYPICAL SECTION - OVERLAY AREAS

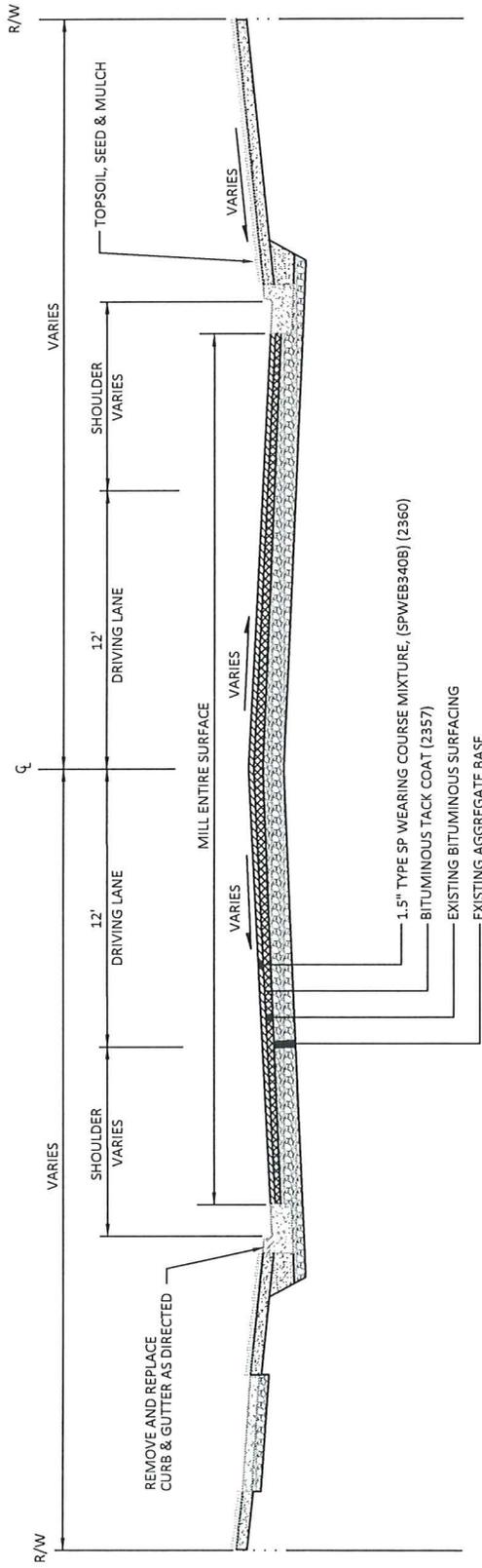
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILHELMINA, MN WILHELMINA, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

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FEBRUARY, 2014

FIGURE NO. 9



TYPICAL SECTION - OVERLAY AREAS- MILL ENTIRE SURFACE/ 23RD STREET SW & 7TH STREET SE

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**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAKTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF WILLMAR, MINNESOTA  
 2014 IMPROVEMENT PROJECTS  
 TYPICAL SECTION - OVERLAY AREAS- MILL ENTIRE SURFACE  
 FEBRUARY, 2014  
 FIGURE NO. 10

# City of Willmar Public Works Snow Removal

2-24-2014

## Calendar Year Snow Removal Total - Hours

|      |            |
|------|------------|
| 2009 | 5,491 Hrs. |
| 2010 | 6,069 Hrs. |
| 2011 | 5,301 Hrs. |
| 2012 | 2,775 Hrs. |
| 2013 | 5,770 Hrs. |
| 2014 | N/A        |

## Calendar Year Snow Removal Related Overtime - Hours

|      |            |  |
|------|------------|--|
| 2009 | 1063 Hrs.  |  |
| 2010 | 1113 Hrs.  |  |
| 2011 | 843.5 Hrs. |  |
| 2012 | 362.5 Hrs. |  |
| 2013 | 365 Hrs.   |  |
| 2014 | 702 Hrs.   | (Seasonal Snow Removal 2013 – 2014 833.5 OT) |

\*note a portion of overtime is taken as comp time for some staff.

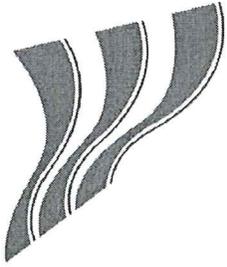
- 2013-2014 seasonal snowfall, 33.4" November 6, 2013 – February 20, 2014
- 10 year seasonal snowfall average is 45.85"
- 30 snow and ice events for 2013 -2014 snow season
- Hauled Central Business District six times – trucks hired to assist 3 times
- Salt purchased, for 2013-2014 snow season ,450 tons of 600 tons state contracted at \$71.75 per ton
- Purchased 3,500 cubic yards of sand in comparison to seasonal average of 2,000 cubic yards
- Of the 16 miles of City of Willmar sidewalks and trails maintain by the Public Works Department, because of the winds and drifting, staff has had difficulty maintaining all trails on a daily basis and has had to stop maintaining North 71 trail from Thompson Park to Civic Center Dr. NE, 15<sup>th</sup> Ave NW by the Ridgewater College, and Civic Center Dr. NE by the bypass bridge. (will open all trails as Spring arrives)

## Water Main Breaks and Frost Depth

### Water Main Breaks in Roadways

|           |                        |                  |
|-----------|------------------------|------------------|
| 2009-2010 | 12                     | (November-March) |
| 2010-2011 | 9                      | (November-March) |
| 2011-2012 | 10                     | (November-March) |
| 2012-2013 | 12                     | (November-March) |
| 2013-2014 | 14 5 week season to go | (November-March) |

- Frost depths of 6 1/2' – 0' ( under 4' of snow could push a probe into the ground)
- Home services freezing because of frost depth, low water usage, home owners on vacation, or homes vacant.
- Frost depth is more than staff has ever experienced
- Patch areas are larger because of difficulty of finding the leaks area under the frost



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: February 25, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

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Originating Department: Willmar Police Department

Agenda Item: Calls for Service and Jail Census Statistics

Recommended Action: No specific committee or council action necessary. To provide information requested by PW/PS Committee Chairperson Christianson.

Background/Summary: This item is present on the agenda per request of Committee Chairperson Christianson to include a "report on jail census and incident report for the last two weeks". See attached report as requested.

Alternatives: None.

Financial Considerations: None

Preparer: David Wyffels

Signature:

Comments:

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## INTEROFFICE MEMORANDUM

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DATE: February 24, 2014

TO: Public Works / Public Safety Committee Members

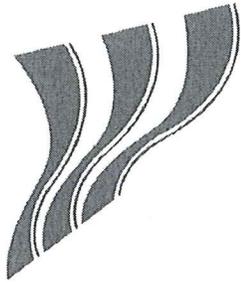
FROM: Chief David Wyffels

**SUBJECT: Jail Census and Incident Reports**

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The jail census on Monday, February 24, 2014 was: **70 inmates** as of 0917 AM. This number fluctuates daily.

The number of incidents reported in the most recent past two weeks covering the time frame from February 10 through February 24, 2014 is: **653 incidents**.



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

**Agenda Item Number:** 12

**Meeting Date:**

**Attachments:** \_\_\_ Yes  No

**CITY COUNCIL ACTION**

**Date:** March 3, 2014

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

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

**Recommended Action:** Motion for Approval

**Background/Summary:**

The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling Novice Bonspiel. On March 21, 22 and 23, 2014, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as Trent Gehrking.

**Alternatives:** Deny Permit and Hold a Non-Alcoholic Event

**Financial Considerations:** \$100 Application Fee

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:** Pending Approval of the Community Education & Recreation Board on February 28, 2014