

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

March 3, 2014  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Denis Anderson. Members present on a roll call were Council Members Denis Anderson, Steve Ahmann, Ron Christianson, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 0. Mayor Frank Yanish was excused from the meeting.

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

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 18, Rice Hospital Board Minutes of February 19, Willmar Municipal Utilities Minutes of February 24, Planning Commission Minutes of February 26, Application for Exempt Permit for West Central Ducks Unlimited, Accounts Payable Report through February 26, Willmar Lakes Area CVB Board Minutes of January 21, Willmar Police Commission Minutes of February 3, and the Zoning Appeals Board Minutes of February 24. Council Member Christianson seconded the motion, which carried.

At 7:02 p.m. Mayor Pro Tempore Anderson opened a hearing on Amending the Zoning Ordinance. Planning and Development Services Director Bruce Peterson presented the proposed ordinance revisions. The planning and zoning fees have not been increased in five years. The primary adjustments proposed were a \$50.00 across the board increase in application fees for matters that go before the Planning Commission and conditional use permits, plats, rezoning, and variances that go before the Board of Zoning Appeals. A \$50.00 charge to write a zoning letter for mortgage companies/appraisers and a \$100 charge for formal plan review before the Planning Commission were added, as well as small changes to sign permit fees. There being no one to speak for or against the proposed fee changes, Mayor Pro Tempore Anderson closed the hearing at 7:03 p.m.

Council Member Ahmann offered a motion to adopt, assign a number and order final publication of an Ordinance Amending the Zoning Ordinance Fees charged by the City. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:05 p.m. Mayor Pro Tempore Anderson opened a hearing on Amending the Rental Inspection Program Fees. Planning and Development Services Director Bruce Peterson informed the Council the primary change was to increase the registration fee, which is currently \$25.00 per building and \$5.00 per unit. The proposed increase would be to \$50.00 per building and \$10.00 per unit. The fees have not been increased since the inception of the rental inspection program. There being no one to speak for or against the proposed fee changes, Mayor Pro Tempore Anderson closed the hearing at 7:07 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of an Ordinance Amending the Rental Inspection Program Fees charged by the City. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:09 p.m. Mayor Pro Tempore Anderson opened a hearing on Amending the Zoning Ordinance to Rezone a Parcel from Shopping Center to General Business. Planning and Development Services Director Bruce Peterson presented the request to rezone the parcel on the northwest corner of the intersection of 5<sup>th</sup>

Street SE and 19<sup>th</sup> Avenue SE from Shopping Center to General Business District, to construct a stand-alone Aldi Grocery Store. Andy Brandel of I & S Group of Faribault, MN, representing the proposed developer, spoke and offered to answer any questions. The Planning Commission has approved the rezone as abutting properties to the south are zoned General Business. There being no one to speak for or against the rezone, Mayor Pro Tempore Anderson closed the hearing at 7:10 p.m.

Council Member Christianson offered a motion to adopt, assign a number and order final publication of an Ordinance Amending the Zoning Ordinance, Section 1. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Pro Tempore Anderson acknowledged Linda Kacher of 407 County Club Drive NE who had signed up to address the City Council during its scheduled Open Forum. Ms. Kacher addressed the Council with questions concerning the proposed purchase agreement with Jennie-O Turkey Store. She requested information as to the date of the Write-Down Policy and appraisal, along with questions concerning the realignment of Willmar Avenue. Staff addressed Ms. Kacher's questions and the City's policy on land transfer.

The Finance Committee Report for February 24, 2014 was presented to the Mayor Pro Tempore and Council by Council Member Johnson. There were seven items for consideration.

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

Item No. 2        The Committee was presented the Willmar Municipal Utilities 2013 Financial Report which included Revenues, Operating Income, and Operating Expenses by Wes Hompe, WMU General Manager. Revenues were down from the annual budget due to electrical consumption being down. This matter was for information only.

Item No. 3        The Committee reviewed the proposed Fire Protection Contract with Willmar Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year, which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Willmar Township. The Committee was recommending the Council approve the Willmar Township Fire Agreement in the amount of \$47,706.46 and authorize the Mayor and City Administrator execute the same. Resolution No. 1 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

#### RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Agreement for Fire Department Service between Willmar Township and City of Willmar through March 31, 2015.

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4        Staff presented to the Committee the 2014 Street Improvement Budgets for five individual projects. The reason individual budgets are required is due to the various financing requirements to fund the improvements. The projects were for reconstruction, overlay, new construction and street lighting.

The Council considered the preliminary budget for the street reconstruction portion of the 2014 Projects. The Committee was recommending the Council approve the budget in the amount of \$965,700. Resolution No. 2 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 2

PRELIMINARY PROJECT NO. 1401 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$877,909.00	Property Owners	\$148,461.00
Other Services	<u>\$87,791.00</u>	State - MSA	\$467,920.00
TOTAL	\$965,700.00	City - WTP	\$30,400.00
		City - MUC	\$25,200.00
		Other	<u>\$293,719.00</u>
		TOTAL	\$965,700.00
		FINANCING:	
		Bonds	\$442,180.00
		State - MSA	\$467,920.00
		City - WTP	\$30,400.00
		City - MUC	<u>\$25,200.00</u>
		TOTAL	\$965,700.00
GRAND TOTAL	\$965,700.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Council considered the preliminary budget for the mill and overlay portion of the 2014 Projects. The Committee was recommending the Council approve the budget in the amount of \$372,150. Resolution No. 3 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 3

PRELIMINARY PROJECT NO. 1403 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$338,318.00	Property Owners	\$273,026.00
Other Services	<u>\$33,832.00</u>	Other	<u>\$99,124.00</u>
TOTAL	\$372,150.00	TOTAL	\$372,150.00
		FINANCING:	
		Bonds	<u>\$372,150.00</u>
		TOTAL	\$372,150.00
GRAND TOTAL	\$372,150.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Council considered the preliminary budget for the new construction of 12<sup>th</sup> Street SE to be financed from within the 2014 Projects. The Committee was recommending the Council approve the budget in the amount of \$390,110. Resolution No. 4 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 4

PRELIMINARY PROJECT NO. 1404 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$354,645.00	Property Owners	<u>\$390,110.00</u>
Other Services	<u>\$35,465.00</u>	TOTAL	\$390,110.00
TOTAL	\$390,110.00		
		FINANCING:	
		Bonds	<u>\$390,110.00</u>
		TOTAL	\$390,110.00
GRAND TOTAL	\$390,110.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Council then considered the 1405 Preliminary Project Budget for Industrial Park Development. Resolution No. 5 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 5

PRELIMINARY PROJECT NO. 1405 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$3,429,000.00	City - LOST	<u>\$3,771,900.00</u>
Other Services	<u>\$342,900.00</u>	TOTAL	\$3,771,900.00
TOTAL	\$3,771,900.00		
		FINANCING:	
		City - LOST	<u>\$3,771,900.00</u>
		TOTAL	\$3,771,900.00
GRAND TOTAL	\$3,771,900.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Committee was also recommending approval of the 1407 Preliminary Project Budget at \$58,190. This project includes the street lighting Willmar Avenue SW from 22<sup>nd</sup> Street to 30<sup>th</sup> Street SW. Resolution No. 6 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 6

PRELIMINARY PROJECT NO. 1407 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$52,900.00	City - LOST	<u>\$58,190.00</u>
Other Services	<u>\$5,290.00</u>	TOTAL	\$58,190.00
TOTAL	\$58,190.00		
		FINANCING:	
		City - LOST	<u>\$58,190.00</u>
		TOTAL	\$58,190.00
GRAND TOTAL	\$58,190.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Committee further recommended the Council adopt the financing for a portion of the program with G.O. Improvement Bonds, introduce the ordinance, and order a public hearing for 7:02 p.m., March 17, 2014. Resolution No. 7 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,205,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2014B AND LEVYING TAXES FOR THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar has heretofore undertaken to construct certain improvements pursuant to Minnesota Statutes, Chapter 429, as more fully described in the proposed Ordinance set forth below.

B. Said improvements have heretofore been duly incorporated into the City's capital Program in accordance with the City Charter.

C. It is necessary and desirable that the City of Willmar issue its general obligation improvement bonds in the principal amount of \$1,205,000 to finance various improvement projects in the City.

D. Section 2.12 of the City Charter requires that acts of the City Council which authorize the borrowing of money and levying of taxes shall be by ordinance.

E. Councilmember Johnson introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$1,205,000 General Obligation Improvement Bonds, Series 2014B".

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

1. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

A. County Auditor's Office

2. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. \_\_\_\_ commencing in or about the year 2014 and ending in or about the year 2023 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61(1). Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61(3).

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Staff presented the Committee the Minnesota Public Facilities Authority loan application for the MinnWest Lift Station and Lakeland Drive sewer project for review. There were some questions on projected costs listed in the application and staff will work with the consulting engineers to verify that the numbers on the application match those of the recent rate study that was completed by Springsted. The Committee recommended authorizing an Application to the MPFA for loan. Resolution No. 8 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

AUTHORIZING APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY FOR A LOAN FOR IMPROVEMENTS TO ITS MUNICIPAL WASTEWATER TREATMENT SYSTEM

BE IT RESOLVED that the City of Willmar is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$2,730,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Willmar hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

The Committee further recommended the Council introduce the ordinance authorizing the issuance of G.O. Revenue Notes in the amount of \$2,730,000, and order a public hearing for 7:03 p.m., March 17, 2014. Resolution No. 9 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE  
OF A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A

WHEREAS:

A. Section 2.12 of the City Charter requires that acts of the City Council shall be by ordinance which authorizes the borrowing of money.

B. Councilmember Johnson introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Note, Series 2014A".

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

1. This Council has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to provide funds to defray a portion of the costs of reconstructing the Lakeland Drive Interceptor and replace the existing MinnWest lift station (the "Project"), in an approximate principal amount not to exceed \$3,000,000.

2. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

A. County Auditor's Office

3. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

4. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

5. No bonds shall be issued until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

Item No. 6 Staff presented to the Committee the Project No. 1302 Final Budget which is based on the Council approved contracts for Willmar Avenue, Willmar Avenue Quiet Zone, and 4<sup>th</sup> Avenue in the Industrial Park. After committee review, they recommended the Council approve the Final Budget for Project 1302 at \$2,379,768. Resolution No. 10 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

RESOLUTION NO. 10

PROJECT NO. 1302 FINAL BUDGET

SUPPLIES:		RECEIVABLES:	
Postage	\$1,000.00	County - CSA	\$360,000.00
General Supplies	<u>\$500.00</u>	City - WTP	\$4,936.00
TOTAL	\$1,500.00	City - MUC	\$10,086.00
		Other - LOST	<u>\$2,004,746.00</u>
		TOTAL	\$2,379,768.00
OTHER SERVICES:		FINANCING:	
Printing & Publishing	\$2,000.00	County - CSA	\$360,000.00
Mntc. Of Other Impr.	\$2,020,325.00	City - LOST	\$2,004,746.00
Other Services	<u>\$7,500.00</u>	City - MUC	\$10,086.00
TOTAL	\$2,029,825.00	City - WTP	<u>\$4,936.00</u>
		TOTAL	\$2,379,768.00
OTHER CHARGES:			
Prof. Services	\$210,000.00		
Advertising	\$2,000.00		
Adm. OH	\$136,000.00		
Other Charges	<u>\$443.00</u>		
TOTAL	\$348,443.00		
 GRAND TOTAL	 \$2,379,768.00		

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 7 The Committee reviewed the status of the Local Option Sales Tax Fund, noting that the second Local Option Sales Tax expired on December 31, 2012. The fund (220) was closed in 2012 by City Council action and the remaining funds (\$8,899,441) were transferred to the Industrial Development Fund

(205) and designated for the redevelopment of the old City airport land. Other activity in 2012 was the recapture of funds for the Willmar Avenue Realignment, due to land release issues with the FAA, the payment of taxes, and the removal of FAA equipment. The balance starting 2013 was \$9,347,031. This was received for information only.

The Committee reviewed the 2013 activity of Industrial Land Reclamation, the Western Collector, Project 1302 Willmar Avenue Realignment and Quiet Zone, Robbins Island Bike Path and Market Value Reductions. Also discussed were projects approved for 2014 of Civic Center Improvements, Industrial Park Development, Bike Path Improvements and preliminary work on the Lakeland Drive Bike Path. The Committee received this for information at this time, directing staff to review the present policy of allocating the Investment Market Value fluctuations for discussion at the next meeting, so the committee could reinstate a possible \$722,393 for eligible projects. The committee would also like to have more discussion on total costs for all projects past, present and future at its next meeting. The Council received this for information only.

The Finance Committee Report for February 24, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Johnson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for February 25, 2014 was presented to the Mayor Pro Tempore and Council by Council Member Christianson. There were four items for consideration.

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

Item No. 2 Jared Voge, Interim City Engineer, presented the proposed 2014 Improvement Projects. The projects consist of three parts; those parts being new construction, reconstruction, and overlay, and also includes Willmar Avenue Street Lighting across the former airport property. The preliminary engineering report was presented to the Committee and discussed. The next step in the process is for the Council to receive the Preliminary Engineering Report and call for a hearing on the improvements.

Council Member DeBleck expressed concern about street lighting on the north side of Willmar Avenue being a safety issue. It was also asked if concrete could be bid as an alternate for the new construction and reconstruction projects. Those items will be addressed prior to the hearing. Council Member Ahmann raised questions about street condition ratings and project prioritization. Staff responded that conditions are analyzed every two years and streets are prioritized for rehabilitation work. The determining factor for the size and scope of an improvement project is typically the availability of funding.

The Committee was recommending the Council receive the report as presented and call for a public hearing on the improvement projects at the March 17, 2014 meeting. Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore, and approved on a roll call vote of Ayes 8, Noyes 0.

#### RESOLUTION NO. 11

#### RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING HEARING ON 2014 IMPROVEMENT PROJECTS

#### WHEREAS:

1. Pursuant to council direction on October 7, 2013, a Preliminary Engineering Report has been prepared by Bolton & Menk, Inc. with reference to the 2014 Improvement Projects.
2. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, aggregate base, bituminous paving, concrete curb & gutter,

sidewalk, storm sewer, edge drain, storm sewer, sanitary sewer, watermain, service lines, and turf restoration in the City as described in and in accordance with the report prepared by the Interim City Engineer.

3. The Council has been advised by the Interim City Engineer that said 2014 Improvement Projects contained in the Preliminary Engineering Report are feasible and should best be made as proposed, and the Interim City Engineer's Report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

4. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law.

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

1. A public hearing will be held at the time and place set forth in the Notice of Public Hearing on Improvement hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Public Hearing on Improvement hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk-Treasurer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk-Treasurer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk Treasurer shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 3rd day of March, 2014.

/s/ Denis Anderson  
MAYOR PRO TEMPORE

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Council Member Ahmann explained why he previously voted against the purchase of the inspections vehicle. He said the City needed a more detailed vehicle mechanical analysis process for future purchases.

Public Works Superintendent Scott Ledebor presented information about snow removal and water main breaks to the Committee. Overtime hours are up compared to 2012 and 2013. Water main breaks are also up due to the extreme depth of frost.

Police Chief Dave Wyffels offered an update on Police Department activities to the Committee. He noted that calls are up due to the weather, primarily in the area of automobile crashes and domestic violence.

Fire Chief Gary Hendrickson also provided an update on Fire Department activities to the Committee. In 2013 there were 274 fire calls with \$5.5 million in property loss. So far in 2014 there have been 48 fire calls. Chief Hendrickson offered fire safety tips for wood burners and candle use. He noted that the department recently hired five new firefighters and they have completed 90 of the 160 hours of training required for Firefighter I and II. He also mentioned that the department would soon hire new clerical staff.

Chair Christianson asked Public Works Superintendent Ledebauer to look into snow melting equipment to reduce snow removal and hauling.

The Public Works/Safety Report for February 25, 2014, 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 Ahmann, and carried.

The Community Development Report for February 27, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Fagerlie. There were three items for consideration.

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

Item No. 2 Staff presented to the Committee a proposal to transfer property to Jennie-O Turkey Store for their future expansions. The Phase I Expansion is intended for 2014 and involves the transfer of two parcels totaling approximately eight (8) acres of land to Jennie-O Turkey Store. A calculated purchase price of \$238,072 would be written down to \$0 by applying the City's land write-down policy. An option or first right of refusal was proposed for the 30-acre Phase II parcel, in order to provide a level of assurance to the company that the land was available for their future needs.

The Committee had a number of questions regarding past recordkeeping for the project. Council Member Johnson inquired about the appraisal numbers and the fact there were different square foot values assigned to the three parcels. Chair Fagerlie explained that each parcel had to be appraised separately. Mr. Johnson also inquired about the jobs to be created by the project. Randy Alsleben of Jennie-O Turkey Store said a majority of the jobs coming to the expanded corporate headquarters would be from other Jennie-O offices in Minnesota and Wisconsin, with a good number of those coming from Spicer. Council Member DeBlieck asked about the value of the Phase I parcels to the City. Staff explained that there was very little value to the parcels due the physical encumbrances and obstacles inherent with each parcel. Chair Fagerlie asked if Jennie-O Turkey Store was ready to move forward with the office expansion if the Council acted favorably on the land transfer. Mr. Alsleben replied, "Yes, as soon as they can." The question was asked whether the two possible expansion projects are tied to the action for the Phase I land transfer. Again, Mr. Alsleben replied "yes." Council Member DeBlieck concluded discussion by saying that the corporate expansion sets the stage for future industrial growth and he recognized the value of Jennie-O Turkey Store in the region as a Fortune 500 Company. Members of the Council clarified potential conflicts of interest, all in the negative.

Following discussion, the Committee was recommending the transfer of property for Phases I and II as proposed by staff, and directing staff and legal counsel to prepare the necessary purchase agreement and option/first right of refusal for final review by the Council. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 The Committee reviewed the solid waste section of the Municipal Code with staff. Megan DeSchepper, City Planner who led the Task Force, outlined changes to the Municipal Code as proposed by the Task Force. The proposed changes include additions/revisions to the sections on collection, storage, and disposal of solid waste, as well as enforcement procedures. Under the proposed ordinance, administrative citations can be issued by Community Service Officers or Police Officers following unsuccessful attempts by the Department of Planning and Development Services to resolve a violation. Several members of the Task Force were present to offer comments. Linda Mathiasen explained that

information from other cities was helpful in structuring the ordinance amendments. Stephen Deleski showed some photos of problem areas, specifically in the downtown area. Council Member DeBlieck offered the comment that the ordinance was not specific to the downtown, but would be enforced city-wide. Don Williamson of the Task Force offered comments regarding his company's requirements for access to solid waste receptacles.

Council Member Fagerlie offered a motion to introduce an Ordinance Amending Chapters 6.5 and 12 of the Municipal Code and schedule a public hearing for 7:05 p.m., March 17, 2014. Council Member Dokken seconded the motion, which carried.

The Community Development Committee Report for February 27, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

City Clerk Kevin Halliday presented a request from the Willmar Curling Club to be able to serve alcohol during a three-day Curling Novice Bonspiel on March 21-23, 2014. A Civic Center Arena Special Event Permit is required. The Baker's Eagle Creek Eatery, dba The Oaks at Eagle Creek has applied for this permit and will provide the on-site employee. Council Member DeBlieck offered a motion to approve the permit; Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson proposed a text amendment initiated by the Planning Commission regarding shipping and storage containers to be proactive in anticipated possible future land use issues. They propose prohibiting such type containers as permanent structures and limiting them to no more than one month's use for moving purposes, or three months for storage for construction projects. Council Member Fagerlie offered a motion to introduce a text amendment to Zoning Ordinance 1060, Section 3 and schedule a public hearing for 7:06 p.m., March 17, 2014. Council Member DeBlieck seconded the motion, which carried.

Council Member Anderson conveyed his loss of long-time Willmar Municipal Utilities employee Larry Heinen. This was for information only.

Announcements for Council Committee meeting dates were as follows: Labor Relations, March 4; Finance, March 10; Public Works/Safety, March 11; and Board of Equalization, April 21, 2014.

There being no further business to come before the Council, the meeting adjourned at 8:01 p.m. upon motion by Council Member Ahmann, seconded by Council Member DeBlieck, and carried.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**Rice Memorial Hospital**

**Board of Directors**

**Special Meeting**

**March 3, 2014**

**PRESENT:** David Anfinson, President; Dr. Douglas Allen, Vice President; Dr. Michael Gardner, Treasurer; and Director Jon Saunders

**ABSENT:** Eric Weiberg, Secretary

**EXCUSED:** Directors Dr. Lachlan Smith and Andrea Carruthers

**ADMINISTRATIVE STAFF:** Michael Schramm, CEO; Dale Hustedt, Wendy Ulferts

**GUEST:** Joyce Elkjer

**Call to Order:** President Anfinson called the meeting to order at 7:06 a.m.

**New Business:**

CEO Schramm and Dale Hustedt, Chief Administrative Officer, presented information to the Board on the proposed ratified agreements for two of the Hospital's bargaining units. Mr. Hustedt reviewed executive summaries of the proposed agreements.

**ACTION:** A motion was made by Director Allen, seconded by Director Gardner, and carried that the proposed Agreements between Rice Memorial Hospital and AFSCME Council No. 65, Locals 105 and 3296 (LPN and General Units), be approved as presented and recommended.

**Other Business:** None to report/discuss.

**Adjournment:** There being no further business, the meeting was adjourned at 7:24 a.m.

Submitted by:

Eric E. Weiberg, Secretary

sr

*SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION*

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**MARCH 10, 2014**

The Municipal Utilities Commission met in its regular meeting on Monday, March 10, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent was Commissioner Carol Laumer.

Others present at the meeting were: Director of Finance Tim Hunstad, Supt. of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little

Due to the absence of Commission Secretary Laumer, Commission President Salzer appointed Commissioner Nagel to serve as Acting Secretary. Following the appointment, Commissioner Salzer presented the Commission with a request to approve the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 9**

“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 February 24, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 140375 to No. 140442 inclusive in the amount of \$369,731.79 with a MISO credit in the amount of \$173,857.79 and a Westmoreland Resource coal payment in the amount of \$90,149.40.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

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

Commissioner Schrupp (Chair) reviewed with the Commission the minutes from the March 5, 2014 WMU Labor Committee meeting. The first item up for discussion was the current status of both the union and non-union employee wage adjustment negotiations. Following discussion, the WMU Labor Committee reached a tentative agreement for a non-union wage adjustment pending review and approval by WMU Labor Attorney Frank Madden and the City Labor Relations Committee. The WMU Labor Committee also directed Staff to contact both Attorney Madden and IBEW's Union Business Agent to proceed with scheduling a meeting to continue the union contract negotiations process.

The next item to come before the WMU Labor Committee was to discuss personnel issues and related reorganizational matters.

Chairman Schrupp noted that two key supervisory positions would be opening up soon due to impending retirements; Bart Murphy, Supt. of Water/Heating (28+ years), and Rich Maxfield, Line Dept.

Supervisor (37+ years). With the need to fill the vacancies, restructuring and departmental issues were discussed. Chairman Schrupp noted that the WMU Labor Committee was directing Staff to finalize job descriptions for the Water & Heating Dept. and to move forward with the process to fill the required positions in this department. It was further noted that, Line Department personnel and position descriptions were discussed, but no action was required at this time.

Following discussion, Commissioner Nagel offered a motion to approve the minutes of the March 5, 2014 WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of six ayes and zero nays.

Power Supply Broker Carlson presented the Commission with an analysis of Willmar's Load Growth for the years 2008-2013. Carlson noted that the load growths do fluctuate from year-to-year, but the overall trend is declining. This trend is greatly influenced by conservation efforts by WMU customers along with conservation programs mandated by the State of Minnesota.

Director of Finance Hunstad reminded the Commissioners of upcoming meetings/events to note. Items to note include:

- APPA Legislative Rally - March 10-12 (Washington, DC)
- APPA Electric Utility 101 Webinar Series (3 of 4): *"Transmission"* Wednesday, March 19<sup>th</sup> @ 1:00-2:30 p.m.
- APPA Utility Governance Webinar Series (3 of 9): *"Federal Legislative & Regulatory Issues for Boards"* Monday, March 31<sup>st</sup> @ 1:00-2:30 p.m.
- MMUA Legislative Conference - April 23-25 (Bloomington)

Anyone interested in attending or participating in any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

Supt. of Water & Heating Murphy reminded the Commission that the possibility of frozen water lines continues due to the cold winter we have experienced. With the frost being deeper than normal this year, the concern will continue well into mid-April. Murphy advised WMU customers to be vigilant in their water practices and to run their water service lines frequently and to measure the temperature of the water. If the water temperature falls below 37°, an impending problem with the service line is possible.

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 by a vote of six ayes and zero nays

Respectfully Submitted,  
WILLMAR MUNICIPAL UTILITIES

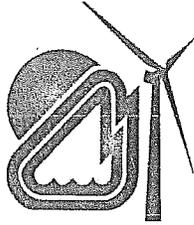
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Beth Mattheisen  
Administrative Secretary

TTEST:

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Jeff Nagel, Acting Secretary



**WILLMAR MUNICIPAL  
UTILITIES  
WMU Labor Committee Meeting  
Minutes**

**Wednesday, March 5, 2014 – 10:00 a.m.**

Attendees: Commissioners Matt Schrupp & Joe Gimse, and General Manager Wesley Hompe

Committee Chair Schrupp called the meeting to order at 10:06 a.m. by requesting any additions or changes to the presented Agenda.

\*\*\*\*\*

**AGENDA ITEMS:**

**1. Union/Non-Union Negotiations Update:**

General Manager Hompe opened discussion with the WMU Labor Committee on the current status of both the union and non-union wage adjustment negotiations. Negotiations continue to remain ongoing with union representatives (IBEW Local 160). The Labor Committee instructed General Manager Hompe to contact both Rice Hospital and the City of Willmar to discuss their current negotiation standings.

Discussion continued on the status of the non-union employee wage adjustments. Following discussion, the Labor Committee reached an agreement for a non-union wage adjustment for consideration, pending a review & approval of the proposed agreement by WMU Labor Attorney Frank Madden and the Willmar Labor Relations Committee.

Following discussion, Commissioner Schrupp made a motion authorizing General Manager Hompe to contact Attorney Madden to review the wage adjustment proposed for non-union employees. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.

The Labor Committee was also directing General Manager Hompe to contact Attorney Madden and IBEW Union Business Agent to move forward with scheduling a meeting to continue union contract negotiations.

**2. Personnel Issues & Reorganizational Matters:**

Two key supervisory positions will be open in the near future due to impending retirements. Following 28+ years of service, Bart Murphy (Supt. of Water/Heating) has given his notice of intent to retire as of April 4th. Following 37+ years of service, Rich Maxfield (Line Dept. Supervisor) has also submitted his intent to retire as of May 9<sup>th</sup>. With the upcoming retirements, departmental structure & concepts along with personnel options were discussed by the Labor Committee.

➤ **Water Department:**

One item to be discussed was the licensing requirements related to the Water Department (Class A). Staff has been working on revisions to the current job positions of the Water Dept. At this time, reviews of two job descriptions were presented for discussion. The positions reviewed were for the 1) Water & Heating Superintendent, and 2) Water & Heating Foreman.

Following discussion, Commissioner Schrupp made a motion directing WMU Staff to continue in the effort to finalize the job descriptions for the Water Department and to move forward seeking applicants to fill the position vacancies as required in the Water & Heating Department.

➤ **Line Department:**

Line Dept. wages & position descriptions were discussed. No action was required at this time.

**3. Miscellaneous Matters:**

➤ **Litigation Update:** Litigation/mediation continues with a former WMU employee at this time.

➤ **Request from Former Employee:** General Manager Hompe informed the Labor Committee that a request had been received from a past (retired) employee regarding retirement benefit policies. Staff was directed to contact Attorney Scott to discuss the matter. No action was required at this time.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Schrupp offered a motion to adjourn the meeting at 11:33 a.m. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, MARCH 12, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, March 12, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Gary Geiger, Randy Czarnetzki, Sandy Bebler, and Aaron Larson.

\*\* Members Absent: Andrew Engan, Scott Thaden, Margaret Fleck, and Bob Poe.

\*\* Others Present: Adam Prilipp, Gabe Olson, Jeff Huston, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the February 26, 2014 meeting were approved as submitted.
3. ALDI GROCERY STORE PLAN REVIEW- FILE NO. 14-02: Adam Prilipp, with I & S Group, presented the Aldi grocery store plan review for a 17,018 sq. ft. store on property legally described as: part of the NW ¼ of Section 23, Township 119, Range 35 (soon to be recorded as Lot 1, Block 1, Gesch Acres Second Addition). The property is zoned GB (General Business). The building setbacks, parking setbacks, and required number of parking stalls all meet Zoning Ordinance requirements. The stormwater prevention plans have been submitted to the Engineering Department for review. The landscape plan includes plantings and green space on the curbed islands that delineate rows of parking. Access to the property will be via 19<sup>th</sup> Ave. SE as well as 5<sup>th</sup> St. SE. The proposed 5<sup>th</sup> St. SE access is directly south of an existing Kandi Mall access, a traffic impact study is being done to best determine access needs. Negotiations are occurring between Aldi and the Kandi Mall for possible shared access.

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

The Planning Commission discussed the 5<sup>th</sup> St. SE access scenarios. They talked about traffic flow and public safety and turning lanes that may need to be elongated or restriped depending on the outcome of the traffic impact study. They also talked about the Interim City Engineer comments and most of those being details regarding utilities, drainage, and development processes.

Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the plan review with the following conditions:

- A. The plan revisions and further requested information, items 1-18 from the Interim city Engineer (as listed in Attachment A), shall be submitted for review and approval by the City Engineer prior to issuance of a building permit.

- B. The 5<sup>th</sup> St. SE access shall be via a shared access with the mall or an alternative as approved by the City Engineer and the traffic impact study.
- C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

- 4. AEHC, LLC- SUITE LIVING PLAN REVIEW FILE NOT. 14-03: Gabe Olson and Jeff Huston, of AEHC, presented plans for a freestanding 22 unit extended stay hotel next to their existing 25 unit hotel on property described as: part of Government Lot 7, Section 11, Township 119, Range 35 (616 Highway 71 N). The property is zoned GB (General Business) and hotels are permitted with plan review. The Board of Zoning Appeals approved two variances one for a 6' parking setback from the east property line, and another for a 6' ½" building setback from the east property line. The Board of Zoning Appeals denied the request for reduced number of parking spaces provided. They stipulated that the required number of parking spaces for hotels per the Zoning Ordinance shall be provided on the existing site, and/or on the vacant property across 10<sup>th</sup> St. NE that the applicant also owns (Lots 4 & 5, Block 1, North 71 Addition) with a recorded shared parking agreement.

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

Mr. Huston explained that the internal traffic lane is 25' in diameter and wide enough for two way traffic. That is why they have angled parking in two different directions to help maximize the parking spaces available. Mr. Huston also noted that the parking stalls on the northwest portion of the property are existing spaces and have been used in that manner for some time.

The Planning Commission discussed the access off the service road and that the parking layout does force traffic towards the abutting property to the east (Century 21 Realty); however that has historically occurred for years. As the property line is down the middle of the access both properties use one another's halves for access. Mr. Olson was not sure if there is a recorded shared access with the property to the east. The Commission commented that if it became an issue the applicant would have to remove the four parking spaces and provide them elsewhere. They talked about removing Letter E. from the staff recommendation about angling the parking all in the same direction and removing the four north western most parking spaces by the drive access (see Attachment A).

Mr. Geiger made a motion, seconded by Mr. Czarnetzki, to approve the plan review with the following conditions:

- A. A Stormwater Management Plan complete with drainage areas and storm water calculations shall be submitted for review and approval of the City Engineer prior

- to issuance of a building permit.
- B. A Grading, Drainage, and Erosion Control Plan shall be submitted for the review and approval of the City Engineer prior to the issuance of a building permit.
  - C. Hydrant relocation location shall be identified by the applicant on the plans.
  - D. The proposed new parking lot shall be paved and provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.
  - E. The applicant shall be responsible for all costs associated with repairs to 10<sup>th</sup> St. NE as a result of the construction.
  - F. Lot 4 and Lot 5 shall be combined into one legal and parcel number if the parking lot is going to traverse both lots.
  - G. All construction shall be in accordance with the City of Willmar standards.
  - H. The siding color and material and roofing product shall be as similar color and style as the existing building as possible.
  - I. A landscape plan including trees or shrubs on the grassy areas surrounding the new structure shall be submitted for staff review and approval.
  - J. A recorded shared parking agreement for Lots 4 & 5, Block 1, North 71 Addition and the Suite Livin' property shall be submitted to the City prior to a building permit being issued.
  - K. Any utilities (water) that won't be used for future development on Lots 4 & 5, Block 1, North 71 Addition shall be abandoned as per City Policy. Consideration shall be given to the future plans for Lots 4 & 5 with respect to existing utilities since excavation is required for the hydrant location.

The Planning Commission talked about the proposed parking lot across 10<sup>th</sup> St. NE on Lots 4 & 5, Block 1, North 71 Addition. Mr. Huston explained that they aren't sure what type of business will ultimately be developed on the property. They don't want to incur the expense of paving and curbing the overflow parking lot at this time as they'd likely have to rip it up in two years when that property is developed.

Mr. Geiger made a motion to amend the motion, seconded by Mr. Czarnetzki, to remove Letter D. from the conditions of approval.

The motion carried.

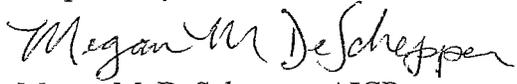
The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. SIGN SECTION OF ZONING ORDINANCE DISCUSSION CONTINUED: The Planning Commission postponed discussion until the next meeting when more of a full Commission is present.

6. There being no further business to come before the Commission the public hearing closed at 7:53 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan M. DeSchepper".

Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-MARCH 12, 2014

**STAFF COMMENTS**

1. ALDI GROCERY STORE PLAN REVIEW- FILE NO. 14-02:

- The applicant is Aldi, Inc., Faribault, MN.
- The applicant wishes to construct a 17,018 sq. ft. grocery store and associated site improvements on property legally described as: Part of the NW ¼ of Section 23, Township 119, Range 35 (soon to be recorded as Lot 1, Block 1, Gesch Acres Second Addition (5<sup>th</sup> St. SE).
- The property is zoned GB (General Business).
- The property has frontage along 5<sup>th</sup> St. SE and 19<sup>th</sup> Ave. SE.
- A stormwater infiltration basin is planned along the east side of the property.
- Building and parking setbacks are met (15' from r-o-w for parking, and 25' for building from r-o-w and 10' side and rear).
- The required number of parking spaces is exceeded (11,679 sq. ft. general retail/175 + 5,339 sq. ft. warehouse/storage/ 500 = 78 stalls required. They provide 79 stalls).
- The landscaping plan includes plantings in the curbed parking islands and meets the landscape requirements.
- Access will be via 19<sup>th</sup> Ave. SE and the 5<sup>th</sup> St. SE. The 5<sup>th</sup> St. SE access is not yet determined; it will be via a shared access with the mall or an alternative as approved by the City Engineer. A traffic study is being done to help determine the best location.
- Sign permitting shall be ancillary from site plan review and approval.
- Stormwater pollution prevention plans have been submitted for Engineering Department Review.
- And Municipal Utilities has had preliminary discussions with the applicant regarding water and electrical services.

**Interim Engineer Comments:** Revised plans and the additional requested information noted below shall be submitted for the review and approval of the City Engineer prior to a building permit being issued for the site.

1. The applicant shall complete a traffic impact study for the proposed site accesses. The traffic impact study should be submitted for review of the City Engineer.
2. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit. A copy of the permit shall be submitted to the City for our records.
3. The applicant shall update the Stormwater Management Report to include Atlas 14 rainfalls consisting of 2 year event- 2.78 inches, 10 year event- 4.0 inches, 100 year event- 6.73 inches.
4. The applicant shall submit soil boring information to confirm that the soils within the proposed infiltration basin area are in fact type A soils.
5. All storm sewer piping within the public road right-of-way shall be concrete.

6. The applicant might consider the reconfiguration of the proposed water service to the building. The existing 8 inch water main could be extended west and a new 8 x 6 "Tee" installed for the purpose of relocating the existing hydrant.
7. 12 AWG tracer wire, coated green, shall be installed on all sanitary sewer and shall be appropriately grounded and brought to the surface at all clean out locations.
8. The proposed sanitary sewer service elevations indicate that the sanitary sewer service will be exposed in the bottom of the proposed infiltration basin. Modifications to the proposed sewer service or infiltration basin are required.
9. The applicant shall submit a traffic control plan for the proposed removal of the existing 1-inch water service within Fifth Street.
10. The applicant shall submit additional information regarding the proposed removal of the existing 1-inch water service including the proposed abandonment method.
11. 12 AWG tracer wire, blue coated, shall be installed on all watermain and shall be appropriately grounded and brought to the surface at all hydrants and gate valves. The tracer wire should be connected to the existing wire and extended to the inside of the proposed building.
12. The applicant shall submit a striping plan illustrating the proposed striping improvements or modifications to 19<sup>th</sup> Ave. SE and 5<sup>th</sup> St. SE. The striping plans shall be contingent upon the traffic impact study.
13. The proposed sanitary sewer cleanout spacings shall not exceed 75 feet.
14. The applicant shall be responsible for the cost associated with all repairs and or modifications to 19<sup>th</sup> Ave. SE and 5<sup>th</sup> St. SE.
15. The Stormwater Pollution Prevention Plan shall include a rock construction entrance at all access to the site.
16. The Stormwater Pollution Prevention Plan shall include inlet protection on the catch basins located west of the proposed 19<sup>th</sup> Ave. SE site access.
17. The Willmar Municipal Utilities shall be provided an opportunity to review the proposed water service construction.
18. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the site plan with the following conditions:

- A. The plan revisions and further requested information, items 1-18 from the Interim City Engineer listed above, shall be submitted for review and approval by the City Engineer prior to issuance of a building permit.
- B. The 5<sup>th</sup> Street SE access shall be via a shared access with the mall or an alternative as approved by the City Engineer and the traffic impact study.
- C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

2. AEHC SUITE LIVIN PLAN REVIEW- FILE NO. 14-03:

- The applicant is AEHC, LLC Litchfield MN.
- They are requesting plan review of a freestanding 22 unit extended stay hotel on property legally described as follows: that part of Government Lot 7, Section 11, Township 119, Range 35 (616 Highway 71 N).
- The proposed freestanding building would be in addition to the existing 25 unit facility on the property. The property will never be able to be subdivided and the two structures will be on one parcel.
- The applicant received a variance for a building setback of 6' ½" from the property line (10<sup>th</sup> St. NE r-o-w). As well as a variance for a 6' parking setback from the property line (10<sup>th</sup> St. NE r-o-w). The Board of Zoning Appeals however denied the variance request for a reduced number of parking spaces required by the Zoning Ordinance, their stipulation was that all required parking space shall be supplied and defined on the site plan on this property or the property across the street (that the applicant also owns Lots 4 & 5, Block 1, North 71 Addition) with a recorded parking agreement (a copy shall be supplied to the City).
- Based off of the proposed 47 total units plus one employee per shift total 52 parking spaces are required. 53 parking spaces are shown on the site plan including the parking lot on the adjacent land across 10<sup>th</sup> St. NE.
- The property is zoned GB (General Business) and the existing and proposed use is an extended stay hotel.
- Staff has concerns about the parking on the north access off the Business Highway 71 Service road, is there a shared access access/parking agreement with the abutting property? Parking right up to the property line? Also concerned about traffic flow as the angled parking is two different directions.
- The parking lot on the adjacent property shall be paved and have curb and gutter. Also the parking setback is 10' from the side and 15' from r-o-w, the proposed lot can be shifted closer to property lines than depicted if so desired.
- The siding color and material and roofing product shall be as similar color and style as the existing building as possible.
- Recommend tree or shrubbery plantings to the north, east, and south of the proposed new building to make up for the trees that will be lost due to the project. Plans shall be submitted for review and approval prior to issuance of a building permit.

Interim City Engineer Comments:

1. The existing utilities to Lots 4 and 5 shall be abandoned.
2. The applicant shall submit a Stormwater Management Plan complete with drainage areas and storm water calculations for the review and approval of the City Engineer.
3. The applicant shall submit a Grading, Drainage, and Erosion Control Plan for the review and approval of the City Engineer.
4. The applicant shall identify the proposed hydrant relocation location.

5. Consideration should be given to the future plans for Lot 4 and 5 with respect to existing utilities since excavation is required for the hydrant relocation.
6. The applicant shall provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.
7. The plan sheet illustrates parking spaces extending into the drive aisle located in the northwest corner of the site.
8. The applicant shall be responsible for all costs associated with repairs to 10<sup>th</sup> Street Northeast as a result of the construction.
9. The minimum required setback adjacent to 10<sup>th</sup> Street Northeast is 15 feet.
10. Improvements are proposed across the common lot line of Lot 4 and Lot 5. The applicant shall provide all applicable information as required by the City Zoning Ordinance.
11. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the site plan with the following conditions:

- A. A Stormwater Management Plan complete with drainage areas and storm water calculations shall be submitted for review and approval of the City Engineer prior to issuance of a building permit.
- B. A Grading, Drainage, and Erosion Control Plan shall be submitted for the review and approval of the City Engineer prior to the issuance of a building permit.
- C. Hydrant relocation location shall be identified by the applicant on the plans.
- D. The proposed new parking lot shall be paved and provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.
- E. Remove four north western most parking stalls as they interfere with access and traffic flow, accommodate them in the lot across 10<sup>th</sup> St. NE. All parking stalls shall be angled the same direction.
- F. The applicant shall be responsible for all costs associated with repairs to 10<sup>th</sup> St. NE as a result of the construction.
- G. Lot 4 and Lot 5 shall be combined into one legal and parcel number if the parking lot is going to traverse both lots.
- H. All construction shall be in accordance with the City of Willmar standards.
- I. The siding color and material and roofing product shall be as similar color and style as the existing building as possible.
- J. A landscape plan including trees or shrubs on the grassy areas surrounding the new structure shall be submitted for staff review and approval.
- K. A recorded shared parking agreement for Lots 4 & 5, Block 1, North 71 Addition and the Suite Livin' property shall be submitted to the City prior to a building permit being issued.
- L. Any utilities (water) that won't be used for future development on Lots 4 & 5, Block 1, North 71 Addition shall be abandoned as per City Policy. Consideration shall be given to the future plans for Lots 4 & 5 with respect to existing utilities since excavation is required for the hydrant location.

**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 - Applications are kept on file for two years)

- Airport Commission (meets monthly)
- Community Education & Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: Robert "Jay" Lawton Date of Application: Mar. 4, 2014  
Address: 400 24<sup>th</sup> Ave SW Phone No. 320-231-3474  
(must be a resident of the City of Willmar)  
Email: jlawton@j-ota.com

What prompted you to make application for a citizen committee? asked by City Staff

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

I feel a responsibility to serve the community. I have previously served on the Planning Commission as well as a couple Mayor's Task Forces

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

6 years Willmar Planning Commission

List your educational background: Forrest Davis High School Medota CA

Approx 2 years College

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

Glacial Lakes Championship Racing Series Board of Directors  
Deacon First Covenant Church

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

Seneca O Turkey Store  
Inventory Logistics Coordinator

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> 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 - Applications are kept on file for two years)

- Airport Commission (meets monthly)
- Community Education & Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: JEFFERY W. KIMPLING Date of Application: 3-4-14  
Address: 1101 14TH ST SW WILLMAR Phone No. 235-5373 (H)  
(must be a resident of the City of Willmar) 212-8584 (C)  
Email: JKIMPLING@CHARTER.NET

What prompted you to make application for a citizen committee? A DESIRE TO VOLUNTEER

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

I ENJOYED APPEARING BEFORE THE PLANNING COMM AND  
THINK IT WOULD BE INTERESTING TO SERVE ON EITHER BOARD

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

I HAVE EITHER PRESENTED OR RESPONDED TO MANY PROJECTS  
IN MY PAST WORK EXPERIENCE.

List your educational background: WILLMAR HIGH SCHOOL; WILLMAR JR COLLEGE

BAA-BUSINESS ADM; BEMIDJI STATE COLLEGE BS BUSINESS  
FINANCE

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

PAST- GOPIHER STATE ONE CALL BOARD OF DIRECTORS, CURRENT- KANDIYOHKI COUNTY SHERIFF'S RESERVE, REDEEMER CHURCH BOARD OF ELDER.

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

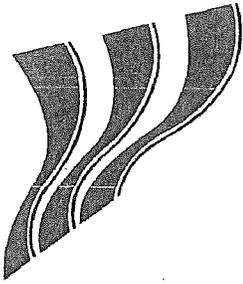
RETIRED IN OCTOBER 2013 FROM WILLMAR MUNICIPAL UTILITIES WITH OVER 40 YRS EXPERIENCE. TITLE: MANAGER OF ELECTRIC SERVICES

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 56.  
Meeting Date: NA  
Attachments: Yes  No

CITY COUNCIL ACTION

Date: March 17, 2014

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Community Education and Recreation

Agenda Item:

Donation of \$1,000.00 from the Willmar Blue Line Club, Inc. to help offset costs for youth hockey equipment.

Recommended Action:

Accept the \$1,000.00 donation from the Willmar Blue Line Club, Inc.

Background/Summary:

The Willmar Blue Line Club, Inc. wanted to contribute money toward the purchase of youth hockey equipment. A check has been received in the amount of \$1,000.00.

Alternatives: NA

Financial Considerations:

The amount donated was \$1,000.00.

Preparer: Steve Brisendine

Signature:

Comments:

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
AFFORDABLE PUMPING SERVI			002404											
	38944	03/12/14	SEPTIC PUMPING	330.00		23946		D	N				CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I			000057											
	38945	03/12/14	WELDING GAS	12.04		02633008		D	N				GENERAL SUPPLIES	101.43425.0229
AMERIPRIDE LINEN & APPAR			000051											
	38946	03/12/14	TOWEL SERVICE	26.67		2200477271		D	N				CLEANING AND WAS	101.43425.0338
	38946	03/12/14	TOWEL SERVICE	29.10		2200482759		D	N				CLEANING AND WAS	101.43425.0338
				55.77										
			VENDOR TOTAL	55.77										
														*CHECK TOTAL
ANDERSON LAW OFFICES			002954											
	38947	03/12/14	LEGAL SERVICES-FEBRUAR	9,656.16		STMT/2-14		D	M	07			PROFESSIONAL SER	101.41406.0446
APPERT'S FOOD SERVICE			002526											
	38948	03/12/14	CONCESSION SUPPLIES	638.11		2068428		D	N				GENERAL SUPPLIES	101.45433.0229
ASPEN MILLS			003008											
	38949	03/12/14	NAME TAGS	545.90		146617		D	N				SUBSISTENCE OF P	101.42412.0227
BENNETT VENTURES INC			001323											
	38950	03/12/14	SIGN DEPOSIT REFUND	100.00		2014-3		D	N				DEPOSITS-SIGN PE	101.230001
BERNICK'S PEPSI-COLA CO			000103											
	38951	03/12/14	CONCESSION SUPPLIES	104.92		3452		D	N				GENERAL SUPPLIES	101.45433.0229
	38951	03/12/14	CONCESSION SUPPLIES	363.17		9601		D	N				GENERAL SUPPLIES	101.45433.0229
				468.09										
			VENDOR TOTAL	468.09										
														*CHECK TOTAL
BOLD BASEBALL ASSOC.			.02112											
	38952	03/12/14	AMERICAN LEGION TRNMT AD	200.00		080513		D	N				OTHER CHARGES	208.45011.0449
BOLLIG INC			002999											
	38953	03/12/14	PROFESSIONAL SERVICES	11,971.00		2656		D	N				PROFESSIONAL SER	432.48504.0446
BOLTON & MENK INC			001010											
	38954	03/12/14	2014 IMPROVEMENTS	497.50		0160245		D	N				ACCOUNTS PAYABLE	412.202000
	38954	03/12/14	GORTON AVE NW IMPROVE.	260.00		0160246		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	2014 IMPROVEMENTS	11,425.00		0161068		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	GORTON AVE NW IMPROVE.	1,072.50		0161069		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	2014 IMPROVEMENTS	17,530.00		0161833		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	GORTON AVE NW IMPROVE.	3,945.00		0161834		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	INTERIM CITY ENG SERVICE	840.00		0162674		D	N				CONTRACTS PAYABL	101.207000
	38954	03/12/14	WILLMAR AVE IMPROVEMEN	7,557.50		0162675		D	N				PROFESSIONAL SER	413.48452.0446
	38954	03/12/14	2014 IMPROVEMENTS	7,425.00		0162676		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	GORTON AVE NW IMPROVE	24,595.00		0162677		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	2014 IMPROVEMENTS	5,321.50		0163637		D	N				ACCOUNTS PAYABLE	414.202000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC			001010											
	38954	03/12/14	GORTON AVE NW IMPROVE	20,630.00		0163638		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	12TH ST SE IMPROVEMENT	7,757.50		0163639		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	IND. PARK 4TH ADDITION	8,049.00		0163645		D	N				ACCOUNTS PAYABLE	414.202000
	38954	03/12/14	INTERIM CITY ENG SERVI	1,800.00		0164195		D	N				PROFESSIONAL SER	101.43417.0446
	38954	03/12/14	2014 IMPROVEMENTS	1,772.50		0164196		D	N				PROFESSIONAL SER	414.48451.0446
	38954	03/12/14	GORTON AVE NW IMPROVE	19,527.50		0164197		D	N				PROFESSIONAL SER	414.48451.0446
	38954	03/12/14	12TH ST SE IMPROVEMENT	6,205.50		0164198		D	N				PROFESSIONAL SER	414.48454.0446
	38954	03/12/14	IND. PARK 4TH ADDITIO	31,205.00		0164200		D	N				PROFESSIONAL SER	414.48455.0446
				177,416.00									*CHECK TOTAL	
			VENDOR TOTAL	177,416.00										
BREMER BANK			000263											
	38955	03/12/14	2013 HOSP REV BOND-I	28,435.00		031214		D	N				INTEREST	350.47402.0444
BRODIN STUDIOS INC			002769											
	38956	03/12/14	JOHNSON-RETIREMENT GIFT	285.00		6841		D	N				AWARDS AND INDEM	101.42412.0442
BSE			001980											
	38957	03/12/14	REPL. DAMAGED LT POLE	1,277.16		906808615		D	N				INSURANCE DEDUCT	101.41428.0822
	38957	03/12/14	ELEC CORDS-WOODSHOP	307.59		906861620		D	N				MTCE. OF EQUIPME	101.45435.0224
	38957	03/12/14	ELEC TAPE	23.38		906896214		D	N				GENERAL SUPPLIES	101.45433.0229
	38957	03/12/14	LIGHT BALLAST	118.84		906977095		D	N				MTCE. OF STRUCTU	101.43425.0225
				1,726.97									*CHECK TOTAL	
			VENDOR TOTAL	1,726.97										
BSN SPORTS INC			003001											
	38958	03/12/14	36" QUICK SET NETS	724.50		95865814		D	N				GENERAL SUPPLIES	101.45432.0229
	38958	03/12/14	INSTANT COLD PACKS	21.95		95913181		D	N				GENERAL SUPPLIES	101.45432.0229
	38958	03/12/14	INSTANT COLD PACKS	99.65		95913182		D	N				GENERAL SUPPLIES	101.45432.0229
				846.10									*CHECK TOTAL	
			VENDOR TOTAL	846.10										
C D & T INC AUTO PARTS			000145											
	38959	03/12/14	CLEAR SEALER SPRAY	4.99		926046		D	N				GENERAL SUPPLIES	101.42412.0229
	38959	03/12/14	BLDG MTCE-PARTS	14.95		926148		D	N				MTCE. OF STRUCTU	101.43425.0225
	38959	03/12/14	BLDG MTCE-PARTS	1.98		926169		D	N				MTCE. OF STRUCTU	101.43425.0225
	38959	03/12/14	HYDRAULIC FITTINGS	64.73		926244		D	N				MTCE. OF EQUIPME	101.43425.0224
	38959	03/12/14	PLAY EQUIP REPAIR-PARTS	230.90		926319		D	N				MTCE. OF OTHER I	101.43425.0226
	38959	03/12/14	WET VAC-PARTS	9.94		926367		D	N				MTCE. OF EQUIPME	101.43425.0224
	38959	03/12/14	FUEL PUMP NOZZLE	94.45		926373		D	N				MTCE. OF OTHER I	101.43425.0226
				421.94									*CHECK TOTAL	
			VENDOR TOTAL	421.94										
CALVIN/MARVIN B			001998											
	38960	03/12/14	ROOM DEPOSIT REFUND	200.00		031114		D	N				DEPOSITS	101.230000
CARD SERVICES			002552											
	38961	03/12/14	CONCESSION SUPPLIES	27.68		020815		D	N				GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARD SERVICES 002552										
	38961	03/12/14	CONCESSION SUPPLIES	32.21		021115		D N	GENERAL SUPPLIES	101.45433.0229
	38961	03/12/14	CONCESSION SUPPLIES	11.92		021317		D N	GENERAL SUPPLIES	101.45433.0229
	38961	03/12/14	CONCESSION SUPPLIES	11.94		022114		D N	GENERAL SUPPLIES	101.45433.0229
	38961	03/12/14	CONCESSION SUPPLIES	42.36		022213		D N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	126.11	*CHECK	TOTAL				
				126.11						
CARRANZA/NOE 002547										
	38962	03/12/14	INTERPRETED 03/03/14	150.00		030314		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 000467										
	38963	03/12/14	NATURAL GAS CHARGES	154.98		6038773/2-14		D N	UTILITIES	101.43425.0332
	38963	03/12/14	NATURAL GAS CHARGES	1,605.24		6048932/2-14		D N	UTILITIES	651.48484.0332
	38963	03/12/14	NATURAL GAS CHARGES	231.76		6069198/2-14		D N	UTILITIES	101.43425.0332
	38963	03/12/14	NATURAL GAS CHARGES	48.20		6072309/2-14		D N	UTILITIES	101.45437.0332
	38963	03/12/14	NATURAL GAS CHARGES	125.38		6093527/2-14		D N	UTILITIES	101.43425.0332
			VENDOR TOTAL	2,165.56	*CHECK	TOTAL				
				2,165.56						
CHAMBERLAIN OIL CO 000154										
	38964	03/12/14	AERATOR MOTOR GREASE	35.12		123511		D N	MOTOR FUELS AND	651.48484.0222
CHARTER COMMUNICATIONS 000736										
	38965	03/12/14	MONTHLY PHONE SERVICE	46.79		1136/2-14		D N	COMMUNICATIONS	101.41409.0330
	38965	03/12/14	MONTHLY PHONE SERVICE	46.79		1136/3-14		D N	COMMUNICATIONS	101.41409.0330
	38965	03/12/14	MONTHLY PHONE SERVICE	157.74		2191/2-14		D N	COMMUNICATIONS	101.41409.0330
	38965	03/12/14	MONTHLY PHONE SERVICE	173.05		3552/2-14		D N	COMMUNICATIONS	208.45005.0330
	38965	03/12/14	MONTHLY PHONE SERVICE	91.12		3941/3-14		D N	COMMUNICATIONS	101.41409.0330
	38965	03/12/14	MONTHLY PHONE SERVICE	51.64		4972/3-14		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	567.13	*CHECK	TOTAL				
				567.13						
CIT TECHNOLOGY FIN SERV 002556										
	38966	03/12/14	COPIER LEASE AGRMT	159.00		24735074		D N	RENTS	101.41405.0440
CNA SURETY 003019										
	38967	03/12/14	RIGHT OF WAY BOND	33.28		71226749/14		D N	PREPAID EXPENSES	101.128000
	38967	03/12/14	RIGHT OF WAY BOND	66.72		71226749/14		D N	INSURANCES AND B	101.41428.0441
			VENDOR TOTAL	100.00	*CHECK	TOTAL				
				100.00						
COALITION OF GREATER MN 001335										
	38968	03/12/14	CGMC LEGIS. ACTION DAY	65.00		030714		D N	TRAVEL-CONF.-SCH	101.41400.0333
	38968	03/12/14	CGMC LEGIS. ACTION DAY	65.00		030714		D N	TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	130.00	*CHECK	TOTAL				
				130.00						



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DUININCK INC			000222							
	38980	03/12/14	WINTER SAND	1,930.23		515826		D N	GENERAL SUPPLIES	101.43425.0229
DUO-SAFETY LADDER CORP			.00605							
	38981	03/12/14	REPAIR OF LADDER-PARTS	33.65		445593-00		D N	MTCE. OF EQUIPME	101.42412.0224
ED DAVIS BUSINESS MACHIN			000229							
	38982	03/12/14	OFFICE SUPPLIES	89.57		130461		D N	OFFICE SUPPLIES	741.48001.0220
ED'S SERVICE CENTER & SA			000231							
	38983	03/12/14	TOWING CHARGES	2,005.00		STMT/2-14		D N	OTHER SERVICES	101.42411.0339
EMERGENCY RESPONSE SOLUT			003048							
	38984	03/12/14	LADDER BELTS	701.27		1602		D N	SMALL TOOLS	101.42412.0221
ERIC'S AVIATION SERVICES			002998							
	38985	03/12/14	ON SITE MGMT SERV-MAR	6,333.33		STMT/3-14		D N	PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES			001567							
	38986	03/12/14	FLOOR SQUEEGEES	149.02		206870		D M 07	CLEANING AND WAS	101.43425.0228
EVANS/JASON			002177							
	38987	03/12/14	FORENSIC INTERVIEW TRNG	27.00		566		D N	TRAVEL-CONF.-SCH	101.42411.0333
FAMILY PRACTICE MED CENT			000245							
	38988	03/12/14	DRUG TESTING	94.00		45/2-14		D N	SUBSISTENCE OF P	101.43425.0337
FARNAM'S GENUINE PARTS			000249							
	38989	03/12/14	TIRE PATCHES	17.66		696198		D N	MTCE. OF EQUIPME	101.43425.0224
	38989	03/12/14	BRAKE PADS	71.96		697844		D N	INVENTORIES-MDSE	101.125000
				89.62						
			VENDOR TOTAL	89.62		*CHECK TOTAL				
FASTENAL COMPANY			001188							
	38990	03/12/14	MILL CUTTER/NUTS/BOLTS	105.88		MNWIL112348		D N	MTCE. OF EQUIPME	101.43425.0224
FIRE EQUIPMENT SPECIALTI			002109							
	38991	03/12/14	FIRE GEAR REPAIR-LABOR	160.00		8237		D N	SUBSISTENCE OF P	101.42412.0337
FISCHER/JOSEPH			.02106							
	38992	03/12/14	HOCKEY EQUIP DEPOSIT	50.00		022714		D N	REFUNDS AND REIM	101.41428.0882
FLAHERTY & HOOD P.A.			001449							
	38993	03/12/14	PROFESSIONAL SERVICES	7,006.11		6900		D M 07	PROFESSIONAL SER	101.41406.0446
FREEMAN/LE ANNE			000937							
	38994	03/12/14	DRIVERS IMPROV. PRGRM	42.11		021214		D N	GENERAL SUPPLIES	101.45435.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FREMONT INDUSTRIES INC			002879											
	38995	03/12/14	POLYMER	4,653.15		822744		D	N				GENERAL SUPPLIES	651.48486.0229
	38995	03/12/14	POLYMER	9,306.30		823110		D	N				GENERAL SUPPLIES	651.48486.0229
			VENDOR TOTAL	13,959.45		*CHECK TOTAL								
G & K SERVICES			002465											
	38996	03/12/14	CLEANING SERVICES	52.98		1043636054		D	N				CLEANING AND WAS	230.43430.0338
GAUER/JIM			000989											
	38997	03/12/14	MN RURAL WTR CONVENTION	72.80		453		D	N				TRAVEL-CONF.-SCH	651.48484.0333
GENERAL MAILING SERVICES			000293											
	38998	03/12/14	POSTAGE-JANUARY	0.56		11059		D	N				POSTAGE	208.45005.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	12.58		11120		D	N				POSTAGE	101.41400.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	8.09		11120		D	N				POSTAGE	101.41401.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	49.27		11120		D	N				POSTAGE	101.41402.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	121.98		11120		D	N				POSTAGE	101.41403.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	7.08		11120		D	N				POSTAGE	101.41404.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	3.54		11120		D	N				POSTAGE	101.41405.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	15.00		11120		D	N				POSTAGE	101.41408.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	1.18		11120		D	N				POSTAGE	101.41409.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	1.18		11120		D	N				POSTAGE	101.41428.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	1.18		11120		D	N				POSTAGE	101.42411.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	3.25		11120		D	N				POSTAGE	101.43425.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	0.85		11120		D	N				POSTAGE	101.45432.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	7.67		11120		D	N				POSTAGE	101.45433.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	2.03		11120		D	N				POSTAGE	101.45435.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	10.48		11120		D	N				POSTAGE	230.43430.0223
	38998	03/12/14	POSTAGE 02/03 - 02/07/14	1.44		11120		D	N				POSTAGE	651.48484.0223
	38998	03/12/14	POSTAGE-JANUARY	612.42		11211		D	N				POSTAGE	208.45006.0223
	38998	03/12/14	POSTAGE-FEBRUARY	1,309.82		11211		D	N				POSTAGE	208.45006.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	27.15		11235		D	N				POSTAGE	101.41401.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	39.53		11235		D	N				POSTAGE	101.41402.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	9.16		11235		D	N				POSTAGE	101.41403.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	2.36		11235		D	N				POSTAGE	101.41404.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	2.94		11235		D	N				POSTAGE	101.41405.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	15.00		11235		D	N				POSTAGE	101.41408.0223
	38998	03/12/14	POSTAGE 02/10 - 02/14/14	1.47		11235		D	N				POSTAGE	101.43425.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	29.02		11275		D	N				POSTAGE	101.41401.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	26.03		11275		D	N				POSTAGE	101.41402.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	89.45		11275		D	N				POSTAGE	101.41403.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	0.59		11275		D	N				POSTAGE	101.41404.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	1.77		11275		D	N				POSTAGE	101.41405.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	15.00		11275		D	N				POSTAGE	101.41408.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	1.18		11275		D	N				POSTAGE	101.42412.0223
	38998	03/12/14	POSTAGE 02/17 - 02/21/14	1.13		11275		D	N				POSTAGE	651.48484.0223
	38998	03/12/14	POSTAGE-FEBRUARY	2.73		11343		D	N				POSTAGE	208.45005.0223

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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	38998	03/12/14	POSTAGE-FEBRUARY	16.82		11439		D	N				POSTAGE	208.45006.0223
			VENDOR TOTAL	2,450.93		*CHECK TOTAL								
GRAINGER INC 000786	38999	03/12/14	DRUM PUMP	64.89		9370674294		D	N				SMALL TOOLS	651.48484.0221
	38999	03/12/14	AIR COMPRESSOR	467.10		9375486504		D	N				SMALL TOOLS	651.48485.0221
	38999	03/12/14	HVAC FILTERS	113.76		9376540036		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	645.75		*CHECK TOTAL								
HACH COMPANY 000316	39000	03/12/14	LAB SUPPLIES	207.37		8723149		D	N				GENERAL SUPPLIES	651.48484.0229
	39000	03/12/14	LAB SUPPLIES	52.50		8725182		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	259.87		*CHECK TOTAL								
HARDWARE HANK EXPRESS 000452	39001	03/12/14	BLDG MTCE-PARTS	16.45		010214		D	N				MTCE. OF STRUCTU	101.45433.0225
	39001	03/12/14	SUPPLIES	3.99		010314		D	N				GENERAL SUPPLIES	101.41408.0229
	39001	03/12/14	BLDG MTCE-PARTS	10.78		010314		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	LIGHT BULBS	27.98		010314		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	ICE MELT	65.98		010614		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	SOFTENER SALT	39.50		010614		D	N				GENERAL SUPPLIES	101.43425.0229
	39001	03/12/14	ICE MELT	46.48		010814		D	N				GENERAL SUPPLIES	101.41408.0229
	39001	03/12/14	BLDG MTCE-PARTS	14.46		010814		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	KEY FOR BLDG	5.62		010914		D	N				MTCE. OF STRUCTU	101.45427.0225
	39001	03/12/14	BATTERIES	39.98		010914		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	AIR FRESHENER/PAPER TWLS	15.97		011514		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	TOILET TISSUE	17.78		011514		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	KEY FOR BLDG	3.74		011714		D	N				MTCE. OF STRUCTU	101.45427.0225
	39001	03/12/14	ICE MELT	11.98		012114		D	N				GENERAL SUPPLIES	101.45435.0229
	39001	03/12/14	CLEANING SUPPLIES	20.98		012514		D	N				CLEANING AND WAS	101.45427.0228
	39001	03/12/14	BATTERIES	19.99		012514		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	ICE MELT	45.98		012514		D	N				GENERAL SUPPLIES	101.45435.0229
	39001	03/12/14	MOUNTING TAPE	6.79		012714		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	CLEANING SUPPLIES	22.97		012714		D	N				CLEANING AND WAS	101.45435.0228
	39001	03/12/14	SCREWDRIVER SET	3.99		013114		D	N				SMALL TOOLS	101.41408.0221
	39001	03/12/14	LIGHT BULBS	2.49		013114		D	N				MTCE. OF STRUCTU	101.41408.0225
	39001	03/12/14	GARBAGE BAGS	14.99		020314		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	PICTURE HANGING STRIPS	7.19		020414		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	MISCELLANEOUS SUPPLIES	16.57		020514		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	FURNACE FILTER	31.98		020614		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	PLUMBING PARTS	17.99		020614		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	PAINT FOR TRAFFIC CONES	12.98		020714		D	N				MTCE. OF EQUIPME	101.43425.0224
	39001	03/12/14	BLDG MTCE-PARTS	18.07		020714		D	N				MTCE. OF STRUCTU	101.43425.0225
	39001	03/12/14	PLUMBING PARTS	28.08		020714		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
HARDWARE HANK EXPRESS 000452														
	39001	03/12/14	PHONE CORD/SUPPLIES	10.28		021014		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	PHONE CORD	2.90		021014		D	N				GENERAL SUPPLIES	101.41409.0229
	39001	03/12/14	ICE MELT	11.98		021014		D	N				GENERAL SUPPLIES	101.45435.0229
	39001	03/12/14	SHOP AIRLINE SUPPLIES	21.34		021114		D	N				GENERAL SUPPLIES	101.43425.0229
	39001	03/12/14	PAINTING SUPPLIES	49.42		021314		D	N				GENERAL SUPPLIES	101.45433.0229
	39001	03/12/14	BATTERIES	7.48		021914		D	N				GENERAL SUPPLIES	101.41408.0229
	39001	03/12/14	BATTERIES	14.99		021914		D	N				GENERAL SUPPLIES	101.45427.0229
	39001	03/12/14	ICE MELT	11.98		022014		D	N				GENERAL SUPPLIES	101.45435.0229
	39001	03/12/14	ICE MELT	22.99		022114		D	N				GENERAL SUPPLIES	101.45435.0229
	39001	03/12/14	WET VAC TOGGLE SWITCH	7.39		022514		D	N				MTCE. OF EQUIPME	101.43425.0224
	39001	03/12/14	WET VAC PARTS	1.40CR		022614		D	N				MTCE. OF EQUIPME	101.43425.0224
	39001	03/12/14	CLEANING SUPPLIES	16.68		022714		D	N				CLEANING AND WAS	101.45435.0228
	39001	03/12/14	ELECTRICAL PARTS	3.29		022814		D	N				MTCE. OF STRUCTU	101.43425.0225
				771.05									*CHECK TOTAL	
			VENDOR TOTAL	771.05										
HARTLAND OFFICIALS ASSOC 002608														
	39002	03/12/14	PROFESSIONAL SERVICES	1,080.00		022114		D	N				PROFESSIONAL SER	101.45432.0446
HAUG IMPLEMENT CO - JOHN 000324														
	39003	03/12/14	#118382-HYD. FITTINGS	14.20		154408		D	N				MTCE. OF EQUIPME	101.43425.0224
	39003	03/12/14	GREASE GUN	261.11		154479		D	N				SMALL TOOLS	101.43425.0221
	39003	03/12/14	ANTENNA/HYD. HOSE	139.63		154479		D	N				MTCE. OF EQUIPME	101.43425.0224
	39003	03/12/14	GREASE GUN-DISCOUNT	20.89CR		154480		D	N				SMALL TOOLS	101.43425.0221
	39003	03/12/14	#088709-GASKET	1.09		155189		D	N				MTCE. OF EQUIPME	101.43425.0224
				395.14									*CHECK TOTAL	
			VENDOR TOTAL	395.14										
HAVE FUN BIKING 003003														
	39004	03/12/14	MN BIKE/HIKE GUIDE 2014	750.00		1613		D	M	07			ADVERTISING	208.45006.0447
	39004	03/12/14	MN BIKE/HIKE GUIDE 2014	750.00		1613		D	M	07			OTHER CHARGES	208.45010.0449
				1,500.00									*CHECK TOTAL	
			VENDOR TOTAL	1,500.00										
HERITAGE BANK 000001														
	39005	03/12/14	2013 HOSP REV NOTE-I	28,435.00		031214		D	N				INTEREST	350.47402.0444
HERZOG/ZACHARY 002315														
	39006	03/12/14	CHILD INTERVIEW TRNG	26.76		565		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HILLYARD FLOOR CARE SUPP 000333														
	39007	03/12/14	CLEANING SUPPLIES	89.68		601047407		D	N				CLEANING AND WAS	101.42412.0228
	39007	03/12/14	VACUUM BAGS	24.29		601047407		D	N				GENERAL SUPPLIES	101.42412.0229
				113.97									*CHECK TOTAL	
			VENDOR TOTAL	113.97										
HOLIDAY INN 002045														
	39008	03/12/14	GIFT BASKET ITEM	23.50		WLACVB/2-14		D	N				OTHER CHARGES	208.45008.0449

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HOME STATE BANK	39009	03/12/14	2013 HOSP REV NOTE-I	6,031.67		031214		D	N				INTEREST	350.47402.0444
INNOVATIVE OFFICE SOLUTI	39010	03/12/14	STYROFOAM CUPS/PLATES	91.05		IN0470578		D	N				GENERAL SUPPLIES	101.42412.0229
JACOBSON/ANDY	39011	03/12/14	HOCKEY EQUIP DEPOSIT	50.00		022714		D	N				REFUNDS AND REIM	101.41428.0882
JAGUSH/JEFFREY	39012	03/12/14	MILEAGE 2/18-2/28/14	22.40		022814		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	39012	03/12/14	MILEAGE 2/18-2/28/14	22.40		022814		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	44.80										
				44.80									*CHECK TOTAL	
JEFFERSON FIRE & SAFETY	39013	03/12/14	FIREFIGHTER UNIFORMS	244.57		202130		D	N				ACCOUNTS PAYABLE	101.202000
JOBSHO	39014	03/12/14	CLERK TYPIST AD	587.00		103559/2-14		D	N				ADVERTISING	101.42412.0447
	39014	03/12/14	POLICE OFFICER AD	155.90		34421/2-14		D	N				ADVERTISING	101.42411.0447
			VENDOR TOTAL	742.90										
				742.90									*CHECK TOTAL	
KANDIYOHI CO AUDITOR	39015	03/12/14	LONG DISTANCE-JAN	23.38		030114		D	N				COMMUNICATIONS	101.42411.0330
KANDIYOHI CO RECORDER'S	39016	03/12/14	PLAT COPIES FEE	1.00		SOP-058492		D	N				PROFESSIONAL SER	101.41401.0446
	39016	03/12/14	RECORDING FEES	46.00		617691		D	N				PROFESSIONAL SER	101.41401.0446
	39016	03/12/14	RECORDING FEES	46.00		617691		D	N				PROFESSIONAL SER	101.41401.0446
			VENDOR TOTAL	93.00										
				93.00									*CHECK TOTAL	
KENNEDY & GRAVEN, CHARTE	39017	03/12/14	WASTE TRTMNT PLAN PROJ.	120.46		118922		D	N				PROFESSIONAL SER	432.48483.0446
KEY ENTERPRISES LLC	39018	03/12/14	AD/TWIN CITIES BUSINES	1,750.00		2014-27628		D	N				OTHER CHARGES	208.45008.0449
LAKE REGION BANK	39019	03/12/14	2013 HOSP REV NOTE-I	4,308.33		031214		D	N				INTEREST	350.47402.0444
LAKESIDE PRESS	39020	03/12/14	LETTERHEAD	234.91		3993		D	N				OFFICE SUPPLIES	101.41402.0220
	39020	03/12/14	LETTERHEAD	280.94		3993		D	N				OFFICE SUPPLIES	101.42411.0220
			VENDOR TOTAL	515.85										
				515.85									*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
LANGNER/LUKE			003070											
	39021	03/12/14	ENG./SURVEY TECH COURSE	68.30		031214		D	N				TRAVEL-CONF.-SCH	101.43417.0333
MADDEN, GALANTER, HANSEN			000429											
	39022	03/12/14	PROFESSIONAL SERVICES	1,582.67		030114		D	N				PROFESSIONAL SER	101.41406.0446
MAGNUSON SHEET METAL INC			001121											
	39023	03/12/14	REPL. HOT WTR PUMP-LABOR	75.00		123132		D	N				MTCE. OF EQUIPME	101.41409.0334
MALINEN MANAGEMENT LLC			002985											
	39024	03/12/14	SIGN DEPOSIT REFUND	100.00		2014-1		D	N				DEPOSITS-SIGN PE	101.230001
MEDICS TRAINING INC			.02108											
	39025	03/12/14	EMT REFRESHER COURSE	162.50		9572		D	N				TRAVEL-CONF.-SCH	101.42412.0333
MENARDS			000449											
	39026	03/12/14	ANGLE BRACKETS	8.56		42781		D	N				MTCE. OF STRUCTU	101.45433.0225
	39026	03/12/14	ELEC OUTLET REPAIR-PARTS	102.36		43085		D	N				MTCE. OF STRUCTU	101.45433.0225
	39026	03/12/14	STORAGE BINS/SHELVES	60.00		43537		D	N				SMALL TOOLS	651.48484.0221
	39026	03/12/14	SUPPLIES	26.89		43537		D	N				GENERAL SUPPLIES	651.48484.0229
	39026	03/12/14	GREASE REMOVAL PIPE	17.57		43748		D	N				MTCE. OF OTHER I	651.48484.0226
	39026	03/12/14	CLEANING CART	49.99		44192		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	265.37										
													*CHECK TOTAL	
METRO CHIEF FIRE OFFICER			002114											
	39027	03/12/14	2014 MEMBERSHIP DUES	100.00		030314		D	N				SUBSCRIPTIONS AN	101.42412.0443
METRO SALES INC			003016											
	39028	03/12/14	COPIER MTCE 2/12-3/12	210.15		585578		D	N				MTCE. OF EQUIPME	741.48001.0334
MILLER SANITATION			002936											
	39029	03/12/14	GARBAGE SERVICE-MARCH	93.90		1298/3-14		D	N				CLEANING AND WAS	101.45433.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	46.22		1299/3-14		D	N				CLEANING AND WAS	101.45433.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	52.70		1300/3-14		D	N				CLEANING AND WAS	101.42412.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	64.74		1301/3-14		D	N				CLEANING AND WAS	101.41408.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	64.74		1301/3-14		D	N				CLEANING AND WAS	101.45427.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	251.31		1302/3-14		D	N				CLEANING AND WAS	101.43425.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	24.34		1303/3-14		D	N				CLEANING AND WAS	651.48484.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	48.67		1304/3-14		D	N				CLEANING AND WAS	651.48484.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	161.04		1304/3-14		D	N				CLEANING AND WAS	651.48484.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	49.67		1305/3-14		D	N				CLEANING AND WAS	101.45435.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	46.15		1306/3-14		D	N				CLEANING AND WAS	101.43425.0338
	39029	03/12/14	GARBAGE SERVICE-MARCH	58.64		1378/3-14		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	962.12										
													*CHECK TOTAL	
MILLS AUTOMOTIVE GROUP			000432											
	39030	03/12/14	DOOR KEYPAD	67.07		2102970		D	N				INVENTORIES-MDSE	101.125000

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MILLS AUTOMOTIVE GROUP			000432							
	39030	03/12/14	TIRE SENSOR REPAIR	184.75		244561		D N	INVENTORIES-MDSE	101.125000
				251.82	*CHECK	TOTAL				
			VENDOR TOTAL	251.82						
MINI BIFF LLC			001805							
	39031	03/12/14	TOILET RENTALS	77.25		A-62207		D N	RENTS	101.43425.0440
	39031	03/12/14	TOILET RENTALS	77.25		A-62210		D N	RENTS	101.43425.0440
				154.50	*CHECK	TOTAL				
			VENDOR TOTAL	154.50						
MN JUVENILE OFFICERS ASS			002265							
	39032	03/12/14	MJOA CONFERENCE REGIS.	185.00		022714		D N	TRAVEL-CONF.-SCH	101.42411.0333
MN MUNICIPAL UTILITIES A			001257							
	39033	03/12/14	DRUG TESTING CONSORTIUM	837.00		42942		D N	STATE MANDATES/D	101.43428.0337
MN STATE FIRE DEPARTMENT			000519							
	39034	03/12/14	2014 MEMBERSHIP DUES	385.00		031214		D N	SUBSCRIPTIONS AN	101.42412.0443
MONSON EXCAVATING LLC/GA			002040							
	39035	03/12/14	SNOW HAULING	1,750.00		229CC		D N	OTHER SERVICES	101.43425.0339
MUNICIPAL UTILITIES			000541							
	39036	03/12/14	UTILITIES FOR FEBRUARY	4,189.81		2/14		D N	UTILITIES	101.41408.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	633.75		2/14		D N	UTILITIES	101.41409.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	916.75		2/14		D N	UTILITIES	101.42412.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	5,843.39		2/14		D N	UTILITIES	101.43425.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	2,662.46		2/14		D N	UTILITIES	101.45427.0332
	39036	03/12/14	UTILITIES FOR FEBRUAR	13,773.56		2/14		D N	UTILITIES	101.45433.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	962.18		2/14		D N	UTILITIES	101.45435.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	103.76		2/14		D N	UTILITIES	101.45437.0332
	39036	03/12/14	UTILITIES FOR FEBRUARY	3,511.37		2/14		D N	UTILITIES	230.43430.0332
	39036	03/12/14	UTILITIES FOR FEBRUAR	32,503.86		2/14		D N	UTILITIES	651.48484.0332
	39036	03/12/14	ADMIN FEE	1,500.00		2/14		D N	PROFESSIONAL SER	651.48484.0446
	39036	03/12/14	UTILITIES FOR FEBRUARY	4,108.47		2/14		D N	UTILITIES	651.48485.0332
				70,709.36	*CHECK	TOTAL				
			VENDOR TOTAL	70,709.36						
MVTL LABORATORIES INC			000544							
	39037	03/12/14	WASTEWATER ANALYSIS	45.00		692668		D N	PROFESSIONAL SER	651.48484.0446
	39037	03/12/14	WASTEWATER ANALYSIS	45.00		693181		D N	PROFESSIONAL SER	651.48484.0446
				90.00	*CHECK	TOTAL				
			VENDOR TOTAL	90.00						
NAT'L LEAGUE OF CITIES			000556							
	39038	03/12/14	2014 MEMBERSHIP DUES	1,489.00		96561		D N	SUBSCRIPTIONS AN	101.41401.0443

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NELSON INTERNATIONAL			000568											
	39039	03/12/14	FUEL PUMP CORE RETURN	62.50	CR	CM615333		D	N				MTCE. OF EQUIPME	101.43425.0224
	39039	03/12/14	IMPACT WRENCH AIR HOSE	11.30		614698		D	N				MTCE. OF OTHER I	101.43425.0226
	39039	03/12/14	#088960-FUEL PUMP	234.31		615333		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	183.11		*CHECK TOTAL								
				183.11										
NORTH AMERICAN SALT CO			002344											
	39040	03/12/14	ROAD SALT	3,767.60		71132532		D	N				GENERAL SUPPLIES	101.43425.0229
NORTH AMERICAN STATE BAN			003068											
	39041	03/12/14	2013 HOSP REV BOND-I	8,616.67		031214		D	N				INTEREST	350.47402.0444
NORTHERN STATES SUPPLY			000585											
	39042	03/12/14	SHOP SUPPLIES	31.99		10-514250		D	N				GENERAL SUPPLIES	101.45433.0229
	39042	03/12/14	#118382-NUTS/BOLTS	84.69		10-514294		D	N				MTCE. OF EQUIPME	101.43425.0224
	39042	03/12/14	GARAGE DR ROLLER/CHAIN	9.52		10-514325		D	N				MTCE. OF STRUCTU	101.43425.0225
	39042	03/12/14	BLDG MTCE-PARTS	67.21		10-514352		D	N				MTCE. OF STRUCTU	101.43425.0225
	39042	03/12/14	BLDG MTCE-PARTS	23.57		10-514371		D	N				MTCE. OF STRUCTU	101.43425.0225
	39042	03/12/14	#101303-GRADE 8 WASHERS	19.44		10-514392		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	236.42		*CHECK TOTAL								
				236.42										
OAKLEAF/CHAD W			001827											
	39043	03/12/14	FIRST WITNESS TRNG	26.76		564		D	N				TRAVEL-CONF.-SCH	101.42411.0333
OFFICE SERVICES			000589											
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	5.04		STMT/2-14		D	N				OFFICE SUPPLIES	101.41400.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	4.78		STMT/2-14		D	N				OFFICE SUPPLIES	101.41401.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	265.58		STMT/2-14		D	N				OFFICE SUPPLIES	101.41401.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	70.17		STMT/2-14		D	N				OFFICE SUPPLIES	101.41401.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	8.95		STMT/2-14		D	N				OFFICE SUPPLIES	101.41402.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	102.68		STMT/2-14		D	N				OFFICE SUPPLIES	101.41402.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	101.37		STMT/2-14		D	N				OFFICE SUPPLIES	101.41402.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	20.69		STMT/2-14		D	N				OFFICE SUPPLIES	101.41403.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	20.03		STMT/2-14		D	N				OFFICE SUPPLIES	101.41403.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	105.74		STMT/2-14		D	N				OFFICE SUPPLIES	101.41403.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	4.59		STMT/2-14		D	N				OFFICE SUPPLIES	101.41404.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	38.48		STMT/2-14		D	N				OFFICE SUPPLIES	101.41404.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	83.68		STMT/2-14		D	N				OFFICE SUPPLIES	101.41404.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	12.74		STMT/2-14		D	N				OFFICE SUPPLIES	101.41405.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	0.90		STMT/2-14		D	N				OFFICE SUPPLIES	101.41405.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	1.28		STMT/2-14		D	N				OFFICE SUPPLIES	101.41405.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	16.70		STMT/2-14		D	N				OFFICE SUPPLIES	101.41408.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	5.51		STMT/2-14		D	N				OFFICE SUPPLIES	101.41409.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	17.70		STMT/2-14		D	N				OFFICE SUPPLIES	101.41409.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	13.31		STMT/2-14		D	N				OFFICE SUPPLIES	101.41409.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	95.97		STMT/2-14		D	N				OFFICE SUPPLIES	101.42411.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589											
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	61.62		STMT/2-14		D	N				OFFICE SUPPLIES	101.42412.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	5.04		STMT/2-14		D	N				OFFICE SUPPLIES	101.43417.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	57.23		STMT/2-14		D	N				OFFICE SUPPLIES	101.43417.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	53.10		STMT/2-14		D	N				OFFICE SUPPLIES	101.43417.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	1.95		STMT/2-14		D	N				OFFICE SUPPLIES	101.43425.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	2.59		STMT/2-14		D	N				OFFICE SUPPLIES	101.43425.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	3.30		STMT/2-14		D	N				OFFICE SUPPLIES	101.45432.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	19.16		STMT/2-14		D	N				OFFICE SUPPLIES	101.45432.0220
	39044	03/12/14	OFFICE SUPPLIES-FEBRUARY	8.34		STMT/2-14		D	N				OFFICE SUPPLIES	651.48484.0220
	39044	03/12/14	PHOTO COPIES-FEBRUARY	0.23		STMT/2-14		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	1,208.45		*CHECK TOTAL								
ONSTAD/JENNI			.02109											
	39045	03/12/14	HOCKEY EQUIP DEPOSIT	50.00		022714		D	N				REFUNDS AND REIM	101.41428.0882
OXYGEN SERVICE COMPANY			002223											
	39046	03/12/14	WIRE FOR WELDING	21.05		07755007		D	N				MTCE. OF EQUIPME	101.43425.0224
PETERSON SHOE STORE			000608											
	39047	03/12/14	HENDRICKSON-SAFETY BOOTS	125.00		154730		D	N				SUBSISTENCE OF P	101.45433.0227
	39047	03/12/14	LANGNER-SAFETY BOOTS	125.00		154987		D	N				SUBSISTENCE OF P	101.43417.0227
			VENDOR TOTAL	250.00		*CHECK TOTAL								
PIONEERLAND LIBRARY SYST			000614											
	39048	03/12/14	1ST QTR OPERATIONAL B	97,122.00		030314		D	N				OTHER CHARGES	101.45426.0449
PLUMBING & HEATING OF WI			000618											
	39049	03/12/14	WATER HEATER REPAIR	85.00		17072		D	N				MTCE. OF EQUIPME	101.45435.0334
	39049	03/12/14	PLUGGED URINAL-PARTS	62.75		17246		D	N				MTCE. OF STRUCTU	101.41408.0225
	39049	03/12/14	PLUGGED URINAL-LABOR	85.00		17246		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	232.75		*CHECK TOTAL								
POST BOARD			002280											
	39050	03/12/14	POST LICENSE FEE	1,080.00		030314		D	N				LICENSES AND TAX	101.42411.0445
PRINT MASTERS			000624											
	39051	03/12/14	VISITOR BAG MAPS	380.00		76937		D	N				PRINTING AND PUB	208.45005.0331
R & R SPECIALTIES INC			000636											
	39052	03/12/14	ZAMBONI PARTS	42.25		0054257		D	N				MTCE. OF EQUIPME	101.45433.0224
ROSENAU/TANYA			.02113											
	39053	03/12/14	VISITOR GUIDE DELIVERY	16.24		021014		D	N				OTHER CHARGES	208.45010.0449

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ROTARY CLUB OF WILLMAR 000829										
	39054	03/12/14	QUARTERLY MEALS	123.50		801		D N	SUBSISTENCE OF P	101.41400.0227
	39054	03/12/14	QUARTERLY DUES JAN-MAR	35.00		801		D N	SUBSCRIPTIONS AN	101.41400.0443
			VENDOR TOTAL	158.50		*CHECK TOTAL				
RUNNING'S SUPPLY INC 001418										
	39055	03/12/14	GREASE GUN	38.98		3348895		D N	SMALL TOOLS	651.48484.0221
	39055	03/12/14	MINERAL OIL-GBT ROOM	56.97		3352747		D N	GENERAL SUPPLIES	651.48486.0229
	39055	03/12/14	CUTTERS TUBING	31.59		3356992		D N	GENERAL SUPPLIES	101.45433.0229
	39055	03/12/14	RECOVERY STRAPS	69.90		3360047		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	197.44		*CHECK TOTAL				
SAND ELECTRIC 000678										
	39056	03/12/14	INST. SAFETY DROP CORDS	327.33		3536		D N	MTCE. OF STRUCTU	101.45435.0225
	39056	03/12/14	INST. SAFETY DROP CORDS	192.50		3536		D N	MTCE. OF STRUCTU	101.45435.0335
			VENDOR TOTAL	519.83		*CHECK TOTAL				
SCHIMEK/COLE .02111										
	39057	03/12/14	REPLACED PAYROLL CHECK	205.77		031014		D N	SALARIES-TEMP. E	101.45432.0112
SCHWANKE TRACTOR & TRUCK 000681										
	39058	03/12/14	ZAMBONI PARTS	22.95		2076		D N	MTCE. OF EQUIPME	101.45433.0224
SCHWEGMAN'S CLEANERS 000682										
	39059	03/12/14	DRY CLEANING SERVICES	7.73		447502		D N	CLEANING AND WAS	101.42411.0338
SERVICE CENTER/CITY OF W 000685										
	39060	03/12/14	GAS-35.4 GALLONS	109.39		STMT/2-14		D N	MOTOR FUELS AND	101.41402.0222
	39060	03/12/14	GAS-24.82	76.69		STMT/2-14		D N	MOTOR FUELS AND	101.41408.0222
	39060	03/12/14	GAS-2196.07 GALLONS	6,785.86		STMT/2-14		D N	MOTOR FUELS AND	101.42411.0222
	39060	03/12/14	EQUIPMENT REPAIR-OIL	23.80		STMT/2-14		D N	MOTOR FUELS AND	101.42411.0222
	39060	03/12/14	EQUIPMENT REPAIR-PARTS	84.55		STMT/2-14		D N	MTCE. OF EQUIPME	101.42411.0224
	39060	03/12/14	DIESEL-57.59 GALLONS	210.20		STMT/2-14		D N	MOTOR FUELS AND	101.42412.0222
	39060	03/12/14	GAS-140.2 GALLONS	433.22		STMT/2-14		D N	MOTOR FUELS AND	101.42412.0222
	39060	03/12/14	GAS-46.46 GALLONS	143.56		STMT/2-14		D N	MOTOR FUELS AND	101.43417.0222
	39060	03/12/14	DIESEL-4882.74 GALLON	17,822.00		STMT/2-14		D N	MOTOR FUELS AND	101.43425.0222
	39060	03/12/14	GAS-43.78 GALLONS	1,661.80		STMT/2-14		D N	MOTOR FUELS AND	101.43425.0222
	39060	03/12/14	EQUIPMENT REPAIR-PARTS	36.72		STMT/2-14		D N	MTCE. OF EQUIPME	101.43425.0224
	39060	03/12/14	DIESEL-4882.74 GALLONS	55.12		STMT/2-14		D N	MOTOR FUELS AND	101.45433.0222
	39060	03/12/14	GAS-43.78 GALLONS	135.28		STMT/2-14		D N	MOTOR FUELS AND	101.45433.0222
	39060	03/12/14	DIESEL-51.55 GALLONS	188.16		STMT/2-14		D N	MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	27,766.35		*CHECK TOTAL				
SKARO/SHARON .02110										
	39061	03/12/14	REFUND CANCELLED CLASS	30.00		022714		D N	REFUNDS AND REIM	101.41428.0882



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TRAF-O-TERIA SYSTEM INC			000753											
	39068	03/12/14	5,000 TRAFFIC TICKETS	692.94		14746		D	N				PRINTING AND PUB	101.42411.0331
TRAVEL GUIDES FREE			002717											
	39069	03/12/14	TRAVEL GUIDE AD	384.12		18508		D	N				OTHER CHARGES	208.45010.0449
	39069	03/12/14	TRAVEL GUIDE AD	299.97		18606		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	684.09										
														*CHECK TOTAL
US BANK			000264											
	39070	03/12/14	#153 GO IMP BOND-SC	450.00		3618165		D	N				OTHER CHARGES	307.47100.0449
	39070	03/12/14	#155 GO IMP BOND-SC	450.00		3618604		D	N				OTHER CHARGES	308.47100.0449
	39070	03/12/14	#160 GO HOSP REV BOND-SC	450.00		3620264		D	N				OTHER CHARGES	350.47400.0449
			VENDOR TOTAL	1,350.00										
				1,350.00										*CHECK TOTAL
VANDAL/SUZANNE			-01173											
	39071	03/12/14	HOCKEY EQUIP DEPOSIT	50.00		022714		D	N				REFUNDS AND REIM	101.41428.0882
VIGIL/RUDY			000951											
	39072	03/12/14	MILEAGE-DO YOU KNOW SHOW	13.44		021614		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	39072	03/12/14	MILEAGE-DO YOU KNOW SHOW	19.04		022414		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	39072	03/12/14	MILEAGE-CABLECAST MTG	100.80		030514		D	N				TRAVEL-CONF.-SCH	101.41409.0333
			VENDOR TOTAL	133.28										
				133.28										*CHECK TOTAL
WAL-MART COMMUNITY			000789											
	39073	03/12/14	THERMOMETERS	29.67		011414		D	N				GENERAL SUPPLIES	651.48484.0229
	39073	03/12/14	SUPPLIES/PUSH BROOM	42.69		020314		D	N				GENERAL SUPPLIES	101.42411.0229
	39073	03/12/14	DVD-R 100 PACKS	95.31		021214		D	N				GENERAL SUPPLIES	101.41409.0229
	39073	03/12/14	COFFEE/BATTERIES	37.22		021314		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	204.89										
				204.89										*CHECK TOTAL
WAM-BC			003066											
	39074	03/12/14	2014 CONTRIBUTION	10,000.00		122		D	N				CIVIC PROMOTION	101.45428.0812
WEST CENTRAL COMMUNICATI			000796											
	39075	03/12/14	WCC FILING FEE	60.00		076669S		D	N				LICENSES AND TAX	101.42412.0445
WEST CENTRAL TRIBUNE			000807											
	39076	03/12/14	ORDINANCE PUBLISHED	126.00		CL03060648		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	126.00		CL03060649		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	93.00		CL03060662		D	N				PRINTING AND PUB	101.41402.0331
	39076	03/12/14	ORDINANCE PUBLISHED	75.00		CL03060903		D	N				PRINTING AND PUB	101.41402.0331
	39076	03/12/14	ORDINANCE PUBLISHED	117.00		CL03060904		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	90.00		CL03060906		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	NOTICE PUBLISHED	132.00		CL03060907		D	N				PRINTING AND PUB	101.41401.0331

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WEST CENTRAL TRIBUNE			000807											
	39076	03/12/14	NOTICE PUBLISHED	69.00		CL03060908		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	81.00		CL03060913		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	702.00		DI03126799		D	N				PRINTING AND PUB	101.41401.0331
	39076	03/12/14	ORDINANCE PUBLISHED	720.00		DI03126800		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	2,331.00		*CHECK TOTAL								
				2,331.00										
WEST CENTRAL TROPHIES			000808											
	39077	03/12/14	BSKTBALL/V-BALL TROPHIES	487.00		18321		D	N				AWARDS AND INDEM	101.45432.0442
WILLMAR CHAMBER OF COMME			000812											
	39078	03/12/14	DIRECTOR SALARY	4,075.16		STMT/2-14		D	N				SALARIES-REG. EM	208.45005.0110
	39078	03/12/14	ASSISTANT SALARY	2,000.00		STMT/2-14		D	N				SALARIES-REG. EM	208.45005.0110
	39078	03/12/14	FICA & INSURANCE	1,018.13		STMT/2-14		D	N				EMPLOYER PENSION	208.45005.0113
	39078	03/12/14	IRA CONTRIBUTION	182.26		STMT/2-14		D	N				EMPLOYER PENSION	208.45005.0113
	39078	03/12/14	PHOTO COPIES-FEBRUARY	31.00		STMT/2-14		D	N				OFFICE SUPPLIES	208.45005.0220
	39078	03/12/14	PAYROLL/FLEX FEE	96.25		STMT/2-14		D	N				OTHER SERVICES	208.45005.0339
	39078	03/12/14	OFFICE RENT-FEBRUARY	626.61		STMT/2-14		D	N				RENTS	208.45005.0440
	39078	03/12/14	SUPPLIES	26.09		031214		D	N				OFFICE SUPPLIES	208.45005.0220
	39078	03/12/14	EXPLORE MN TOURISM CONF.	249.00		031214		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	39078	03/12/14	EXPLORE MN TOURISM MTG	25.00		031214		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	39078	03/12/14	LODGING-EMT CONFENCE	157.97		031214		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	39078	03/12/14	ELECTRICITY-SPORTS SHOW	70.00		031214		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39078	03/12/14	DRAPED TABLE-SPORTS SHOW	211.80		031214		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39078	03/12/14	DRAPED TABLE-SPORTS SHOW	211.97		031214		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39078	03/12/14	ELECTRICITY-SPORTS SHOW	95.00		031214		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39078	03/12/14	KEYPAD FOR IPAD	107.36		031214		D	N				OTHER CHARGES	208.45008.0449
	39078	03/12/14	WELCOME BAG SUPPLIES	77.90		031214		D	N				OTHER CHARGES	208.45011.0449
	39078	03/12/14	MAIL PICKUP FEE-JANUARY	50.00		39765		D	N				POSTAGE	208.45005.0223
	39078	03/12/14	MAIL PICKUP FEE-FEBRUARY	50.00		39856		D	N				POSTAGE	208.45005.0223
			VENDOR TOTAL	9,361.50		*CHECK TOTAL								
				9,361.50										
WILLMAR ELECTRIC SERVICE			000816											
	39079	03/12/14	ALARM MONITORING FEE	15.50		24690		D	N				PREPAID EXPENSES	101.128000
	39079	03/12/14	ALARM MONITORING FEE	170.50		24690		D	N				MTCE. OF STRUCTU	101.41409.0335
			VENDOR TOTAL	186.00		*CHECK TOTAL								
				186.00										
WILLMAR WATER & SPAS			000831											
	39080	03/12/14	SOFTENER SALT	12.30		E11593		D	N				GENERAL SUPPLIES	101.41408.0229
	39080	03/12/14	DRINKING WATER	14.00		E12214		D	N				SUBSISTENCE OF P	101.41408.0227
	39080	03/12/14	SOFTENER SALT	8.20		E12214		D	N				GENERAL SUPPLIES	101.41408.0229
	39080	03/12/14	SOFTENER SALT	4.10		E12789		D	N				GENERAL SUPPLIES	101.41408.0229
	39080	03/12/14	DRINKING WATER	26.00		E12793		D	N				SUBSISTENCE OF P	651.48484.0227
	39080	03/12/14	LAB WATER	52.00		E13021		D	N				GENERAL SUPPLIES	651.48484.0229
	39080	03/12/14	SOFTENER SALT	8.20		E13110		D	N				GENERAL SUPPLIES	230.43430.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS			000831											
	39080	03/12/14	DRINKING WATER	14.00		E13315		D	N				SUBSISTENCE OF P	101.41408.0227
	39080	03/12/14	SOFTENER SALT	8.20		E13315		D	N				GENERAL SUPPLIES	101.41408.0229
	39080	03/12/14	LAB WATER	34.00		E13319		D	N				GENERAL SUPPLIES	651.48484.0229
	39080	03/12/14	SOFTENER SALT	70.00		E13498		D	N				GENERAL SUPPLIES	101.45433.0229
	39080	03/12/14	LAB WATER	18.25		E13585		D	N				GENERAL SUPPLIES	651.48484.0229
	39080	03/12/14	DRINKING WATER	6.25		E13610		D	N				SUBSISTENCE OF P	651.48484.0227
	39080	03/12/14	WTR PURIFIER RENTAL-JAN	35.00		R6160		D	N				RENTS	101.41408.0440
	39080	03/12/14	WTR PURIFIER RENTAL-FEB	35.00		R6555		D	N				RENTS	101.41408.0440
	39080	03/12/14	VALVES-ANTIFOAM PUMPS	35.98		69538		D	N				MTCE. OF EQUIPME	651.48484.0224
	39080	03/12/14	DRINKING WATER	25.00		70115		D	N				SUBSISTENCE OF P	651.48484.0227
				406.48										
			VENDOR TOTAL	406.48										
														*CHECK TOTAL
WINDSTREAM			002100											
	39081	03/12/14	MONTHLY PHONE SERV-JAN	880.66		STMT/1-14		D	N				COMMUNICATIONS	101.41409.0330
	39081	03/12/14	MONTHLY PHONE SERV-FEB	884.66		STMT/2-14		D	N				COMMUNICATIONS	101.41409.0330
				1,765.32										
			VENDOR TOTAL	1,765.32										*CHECK TOTAL
WOODHALL/DOUGLAS A			.02097											
	39082	03/12/14	CARLSON-SEMINAR REGIS.	450.00		030614		D	N				TRAVEL-CONF.-SCH	101.42411.0333

ACS FINANCIAL SYSTEM  
03/13/2014 10:46:23

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.24 PAGE 19

VENDOR NAME AND NUMBER									
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:			787,057.38						

RECORDS PRINTED - 000448

ACS FINANCIAL SYSTEM  
03/13/2014 10:46:23

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.24 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	417,755.74
208	CONVENTION & VISITORS BUREAU	16,030.73
230	WILLMAR MUNICIPAL AIRPORT	10,274.36
307	D.S. - 2007A BOND	450.00
308	D.S. - 2008 BOND	450.00
350	RICE HOSPITAL DEBT SERVICE	78,861.67
412	S.A.B.F. - #2012	497.50
413	S.A.B.F. - #2013	7,557.50
414	S.A.B.F. - #2014	166,721.00
432	C.P. - WASTE TREATMENT	15,786.46
651	WASTE TREATMENT	72,372.70
741	OFFICE SERVICES	299.72
TOTAL ALL FUNDS		787,057.38

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	787,057.38
TOTAL ALL BANKS		787,057.38

# City of Willmar, Minnesota Building Inspection Report

From 02/01/2014 To 02/28/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21855	2/24/2014	MILLS PROPERTIES, INC 2508 AIRPORT Drive SW	95-870-0350 L 0; B 2 WILLMAR INDUSTRIAL PARK	Commercial Add/Alter Commercial/Alteration	INFILL EXISTING LOADING DOCK	\$10,000.00	\$272.71
21859	2/19/2014	HARVEY UKEN 511 ANN Street SE	95-222-0330 L 3; B 3 FERRING'S 2ND ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$700.00	\$37.45
21971	2/19/2014	LUKE SOLBERG 2406 6TH Street NE	95-137-0208 L 5; B 3 COUNTRY CLUB TERRACE	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
21991	2/24/2014	THOMAS SCHAEFER 1315 16TH Street SW	95-863-0330 L 3 & PT OF 2; B 2 WEST PARK 4TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$61,681.00	\$60.84
22020	2/24/2014	PERKINS RESTAURANT 2645 1ST Street S	95-923-8900 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REPAIR INTERIOR WATER DAMAGES	\$5,000.00	\$167.09
22028	2/13/2014	DIVINE HOUSE INC 320 4TH Street SW	95-003-5000 L 5 & PT OF 6; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL TENANT SPACE	\$2,000.00	\$103.71

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22030	2/19/2014	KRISTIN OLSON 1010 3RD Street SW	95-280-1230 L 3; B 7 HANSON'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$8,000.00	\$84.00
22035	2/13/2014	DEB ANDERSON 413 33RD Street NW	95-833-1270 L 17; B 7 VALLEY BROOK ESTATES	Residential Add/Alter Drainage system	INSTALL 33'OF DRAINAGE SYSTEM	\$1,980.00	\$88.14
22037	2/19/2014	KANDIYOHI COUNTY 400 BENSON Avenue SW	95-003-2350 L PT OF 1-8; B 23 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL OF OFFICE SPACES	\$36,000.00	\$758.44
22038	2/19/2014	DIVINE HOUSE INC. 320 4TH Street SW	95-003-5000 L 5, PTS. OF 6; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL EXISTING SPACE INTO TWO OFFICES	\$5,000.00	\$167.09
22047	2/24/2014	LARRY RICE 770 BUSINESS 71 N	95-552-0010 L 1; B 1 NORTH CREEK (PUC #42)	Commercial Add/Alter Commercial/Alteration	REPLACE 7 COMMERCIAL WINDOWS/MISC REPAIRS	\$7,500.00	\$230.21
22048	2/18/2014	UMEC, INC. 312 3RD Street SW	95-003-5170 L PT of 2-3; B 44 ORIGINAL CITY	Move/Raze Demolition	DEMOLISH REMAINING PORTION OF COMMERCIAL BUILDING	\$0.00	\$150.00
22049	2/27/2014	MIGRANT HEALTH 1804 TROTT Avenue SW	95-916-3500 L ; B S 16; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL FOR NEW TENANT	\$32,500.00	\$712.14

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22050	2/24/2014	MATT BRENDT 806 ELLA Avenue NW	95-820-0660 L PT OF 2; B 4 THORPE & LIEN'S ADDITION	Residential Add/Alter Remodel	REMODEL / REPAIR PORCH	\$3,000.00	\$106.15
<b>Current Year Current Month Totals</b>				<b>14</b>		<b>\$180,361.00</b>	<b>\$2,971.47</b>
<b>Previous Year Current Month Valuation</b>						<b>\$599,387.15</b>	
<b>Current YTD Valuation From 01/01/2014 To 02/28/2014</b>						<b>\$758,825.89</b>	
<b>Previous YTD Valuation</b>						<b>\$1,128,156.80</b>	

**WILLMAR COMMUNITY EDUCATION & RECREATION  
JOINT POWERS BOARD MEETING  
FEBRUARY 28, 2014**

**Present:** Andy Boersma, Bill Borth, Matt Dawson, Ross Magnuson, Audrey Nelsen, Pablo Obregon, Bonnie Pehrson, Lynn Peterson, Rachel Smith, Charlene Stevens, Darin Strand, Liz VanDerBill

**Staff Present:** Steve Brisendine, Rob Baumgarn, Brad Bonk, LeAnne Freeman, Christine Hilbert, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Ann Trochlil, Jodi Wambeke

**Guest Present:** Tony LaPatka

In the absence of Eric Banks, Darin Strand called the meeting to order and introduced Tony LaPatka, representing the Willmar Curling Club. Mr. LaPatka presented the Curling Club's request for a temporary liquor license for their Novice Bonspiel Tournament in March. This year, in addition to the tournament, "Learn to Curl" sessions will be included. After discussion, a motion to approve the request for a liquor license was made by Lynn Peterson and seconded by Bill Borth. Motion carried.

Joint Powers Job Descriptions: Steve pulled together some job descriptions from other communities for review. Darin, Liz and Audrey met to define job descriptions. Andy Boersma asked if term limits need to be clarified. After some discussion, it was decided to have three year terms with a limit of two consecutive terms. The question arose regarding language in the job description about Un-excused absences. It was decided that after three un-excused absences in a row, Steve would be free to make a decision regarding replacing the board member. It was also discussed and decided that the terms expire the same month instead of the month a board member started.

Ross Magnuson asked for an explanation why board members should not be employees, either of the School or City. Liz VanDerBill stated that the School Board has discussed the issue and decided there was the possibility of conflict of interest. Audrey Nelsen said she thought that current members who are employees should be grandfathered in. Andy Boersma mentioned that we don't necessarily want members who have no interest in Community Ed and Rec. It was also mentioned that individuals should not vote on any issue they have interest in. The discussion concluded with the decision to develop a conflict of interest policy and bring back to the Board at a later date.

The next item on the agenda was the Strategic Planning process. Steve stated that Roger Worner's study showed a need for a Strategic Plan. Liz VanDerBill said she feels this would be a splendid idea for this Board to work on. Liz asked if Roger could lead the study since he has the background. Audrey Nelsen stated she felt it would be better to have someone new with a fresh set of eyes. Darin asked if we should contact Roger and a couple of others and ask what they feel would be necessary.

**CER Joint Powers Board Meeting  
February 28, 2014, page 2**

Brad will create an on-line survey that Board Members could complete stating their interest in attending a meeting and a choice of time, options being 11-2 on our regular monthly Friday, 5-8 on a week night or 9-12 on a Saturday.

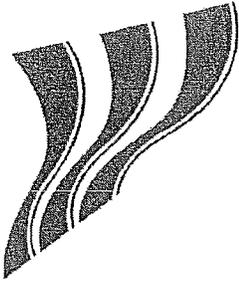
The next item on the agenda was the Bike Initiative. Brad Bonk stated there was a meeting scheduled for Monday, March 3, 5-6:30 at WEAC to discuss the Pedestrian/Bike Trail plan. We are looking for community members who can help move the plan forward. We will be asking community members to step forward if they have an interest in various bike areas (wheels for kids, repairing bikes, plan or work on a bike ride). Andy Boersma mentioned that there is a group at the MN West campus who are bike enthusiasts who should be invited to participate.

Park Plan Update was discussed next. Steve mentioned there was a meeting on Monday and he is hoping to have a final draft of the plan. Currently we have a lot of ideas for park plans but we need some actual design. Bonnie Pehrson said it was a good eye opener to see all the parks and an inventory of park amenities.

Other: Liz VanDerBill suggested free passes to sports events for all CER class participants as a way to encourage younger children to continue in their chosen activity, whether it is gymnastics, basketball, etc. After some discussion, Steve said he would bring the idea to the Administration meeting for feed back

Steve stated that the next meeting date falls during Spring Break and questioned if the Board would prefer to meet the week before or after. It was decided to hold the next meeting March 21.

As there was no further business, the meeting adjourned.



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

**Agenda Item Number:** 7  
**Meeting Date:** March 17, 2014  
**Attachments:** Yes No

**CITY COUNCIL ACTION**

**Date:** March 17, 2014

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

**Originating Department:** Finance Director

**Action Requested:** Motion to adopt an ordinance authorizing the Issuance of \$1,205,000 General Obligation Bonds, assign a number, and publish it.

**Introduction:** Source of financing for 2014 Street Improvement Program.

**Background/Justification:** As part of the Street Improvement Financing Program the City needs to sell General Obligation Improvement Bonds to help finance a portion of the project costs. The Bonds plus interest would be repaid through the combination of assessments and funds from the Community Investment Fund.

**Financial Impact:** Reduction of Community Investment Funds available for future eligible costs.

**Alternatives:** Provide for alternative source of funding or not do the necessary improvements to the streets.

**Staff Recommendation:** Adopt the ordinance, assign a number, and order final publication for the G.O. Improvement Bonds.

**Reviewed by:** Springsted Incorporated

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,205,000  
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2014B  
AND THE LEVYING OF TAXES TO SECURE PAYMENT  
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

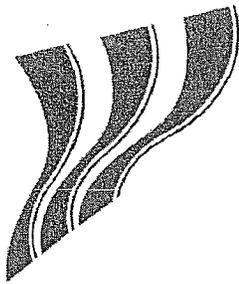
<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2014 Improvements (Projects 1401, 1403 and 1404)	\$1,727,960	\$1,205,000	\$811,597

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,205,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there is hereby levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember \_\_\_\_\_  
This Ordinance introduced on March 3, 2014  
Hearing notice published on March 7, 2014  
This Ordinance given a hearing on March 17, 2014  
This Ordinance adopted on March 17, 2014  
This Ordinance published on \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7  
Meeting Date: March 17, 2014  
Attachments: Yes No

CITY COUNCIL ACTION

Date: March 17, 2014

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Finance Director

Action Requested: Motion to adopt an ordinance authorizing the issuance of \$3,000,000 General Obligation Sewer Revenue Notes, assign a number, and publish it.

Introduction: Source of financing for the 2014 reconstruction of the Lakeland Drive Interceptor and Replacement of the existing MinnWest Lift Station.

Background/Justification: As part of the Sewer Improvement Program the City needs to sell General Obligation Sewer Revenue Notes to help finance a portion of the project costs. The Notes plus interest would be repaid through the waste water treatment fund.

Financial Impact: Increase of additional debt for the wastewater treatment fund.

Alternatives: Provide for alternative source of funding or not do the necessary reconstruction of the interceptor and replacement of the lift station.

Staff Recommendation: Adopt the ordinance, assign a number, and order final publication for the issuance of the G.O. Sewer Revenue Notes.

Reviewed by: Springsted Incorporated

Preparer: Steve Okins, Finance Director

Signature:

Comments:

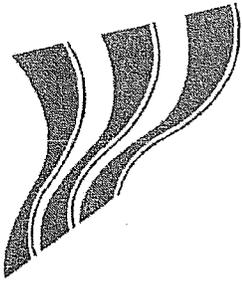
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE ISSUANCE OF  
A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to reconstruct the Lakeland Drive Interceptor and replace the existing MinnWest lift station (the "Project").
2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2014A, to finance a portion of the costs of the Project in an approximate aggregate principal amount not to exceed \$3,000,000 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember: Johnson .  
This Ordinance introduced on: March 3, 2014 .  
Hearing notice published on: March 7, 2014 .  
This Ordinance given a hearing on: March 17, 2014 .  
This Ordinance adopted on: March 17, 2014 .  
This Ordinance published on: \_\_\_\_\_ .



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: February 27, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: March 17, 2014

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning and Development Services

Agenda Item: Public hearing on a Municipal Code Amendment/Solid Waste Issues

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

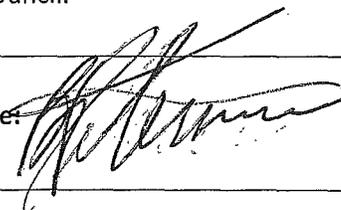
Background/Summary: The City Council appointed a Solid Waste Task Force to work on a variety of solid waste/garbage issues in the City of Willmar. The Task Force has met for several months and proposes those changes as detailed in the attached ordinance. The ordinance has been prepared by the City Attorney and reflects the changes recommended by the task force.

Alternatives:

1. To introduce the ordinance as proposed.
2. To refer the matter back to the task force for additional changes.
3. To leave the Municipal Code as is.

Financial Considerations: The changes to the ordinance have limited financial impact on the City, with the exception of staff time and how solid waste issues are dealt with by staff and the Council.

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

Signature: 

Comments:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 6.5, HOUSING, ARTICLE II, RENTAL HOUSING, DIVISION 2, STANDARDS, SECTION 6.5-46, RESPONSIBILITIES OF OWNERS AND OCCUPANTS AND CHAPTER 12, SOLID WASTE, ARTICLE II, DISPOSAL OF GARBAGE AND RUBBISH

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 6.5-46. Chapter 6.5, Article II, Division 2, Section 6.5-46 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 6.5-46. - Responsibilities of owners and occupants.**

(g) Every owner of rental housing shall supply facilities or refuse containers for the sanitary and safe storage and/or disposal of rubbish and garbage. The owner shall ensure that such facilities and containers are emptied and the contents thereof removed as often as they become full or the contents thereof cause a noxious odor or otherwise become offensive to the senses, but under no circumstances less frequently than once every week for any rental unit located in the Central Business Zoning District (CBD), any multiple dwelling located in any zoning district, or any premises containing a rental unit and a commercial or industrial use in any zoning district.

Section 2. AMENDMENT OF MUNICIPAL CODE Chapter 12, Article II. Chapter 12, Article II of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 12-26. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dumpster means a unit that is intended to be used primarily for the disposal of waste material, and that has a capacity larger than 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.

- ~~(1) The refuse animal or vegetable matter, or both, from kitchens, pantries and dining rooms of hotels, restaurants, boardinghouses, tenement houses, flats and dwelling houses;~~
- ~~(2) The animal refuse from slaughterhouses and butcher shops; and~~
- ~~(3) The refuse fruit and vegetable matter from stores and fruit houses.~~

*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.

*Yard waste* means grass clippings, leaves or vegetable or garden matter which can be biologically decomposed resulting in an innocuous final product, but excludes brush, bushes, branches, trees, or similar large material.

**Sec. 12-27. - Waste storage and disposal in general.**

- (a) 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.
- (b) 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. 12-2728 - Storage of garbage.**

- (a) All garbage accumulated on any property in the city shall be drained of liquids, bagged, and deposited, kept and stored, by

every householder or occupant of any dwelling house, boardinghouse, flat, apartment, store, restaurant, hotel, or any other place of business, in a waste container that meets the requirements of section 12-30. fly and water tight containers of sufficient size to receive all garbage which may accumulate between times of collection and disposal thereof. Each such container shall be provided with a bail or handles and a tight-fitting cover. 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.

- (b) No person shall deposit or permit to be deposited any garbage or garbage containers at any place nearer [to] the street or thoroughfare adjacent to the front lot line of any property than that portion of the dwelling or structure located nearest the street or thoroughfare, except as follows: Garbage or garbage containers may be placed on the boulevard or area adjacent to a public street after 8:00 p.m. on the day immediately preceding the day for scheduled garbage pickup at that location. Garbage containers and any garbage not removed by the garbage collector shall be removed from the area adjacent to the street before 8:00 p.m. on the day of the scheduled garbage pickup for that location.

**Sec. 12-2829. - Storage of rubbish.**

All rubbish shall be stored, deposited and kept in such a manner that the rubbish is not blown around or scattered by the wind, and at such a place that the rubbish will not be in close proximity to the buildings or property of others.

**Sec. 12-30. - Waste Containers.**

- (a) All waste containers utilized for the storage of garbage in the city shall be clean, rust-resistant, water-tight, non-absorbent and washable, and shall be equipped with a tight-fitting cover, which shall remain securely closed at all times when waste is not being deposited therein. Waste containers shall be of sufficient size to receive all garbage which may accumulate between times of collection and disposal thereof, subject to the requirements of paragraph (b) of this section.

- (b) Dumpsters may not be used or located in areas within the city's R-1 (One Family Residential) and R-2 (One and Two Family Residential) zoning districts, except as permitted in advance by the Planning and Development Services Department on a temporary basis not to exceed 14 days for construction debris when a building permit has been issued for the property, for general debris resulting from a large scale cleaning project, or following a transfer of possession of the property. In all other areas within the city dumpsters may be used provided they comply with the requirements of paragraph (a) of this section.

**Sec. 12-2931. - Frequency of removal Disposal of Waste.**

- (a) Garbage containers shall be emptied and the contents thereof removed as often as such receptacles become full or the contents thereof cause a noxious odor or otherwise become offensive to the senses, but under no circumstances less frequently than once each week for one family detached residential, multi-family residential, commercial or industrial uses, and at more frequent intervals if the city orders that it is necessary to protect the public health.; in the case of, private residences and dwelling houses, at intervals of not more than two (2) weeks; and other uses in the case of boardinghouses, tenement houses and flats, at intervals of not more than one (1) week. In the case of commercial and industrial uses concerning food and/or produce products, including hotels, restaurants, grocery stores, butcher shops, food processing facilities and fruit houses, garbage shall be removed daily from April 1 in each year to November 1 in each year, while from November 1 in one year to April 1 of the following year garbage shall be removed as often as the garbage containers become full otherwise required herein. In the case of multiple unit commercial or industrial rental property, the property owner shall be responsible for arranging for the garbage removal service for the entire facility.
- (b) All rubbish shall be removed at such intervals of frequency as to prevent the rubbish from becoming rotten and cause a noxious odor or otherwise become offensive to the senses ~~offensive to smell.~~

**Sec. 12-3032. - Hauling.**

- (a) Except as otherwise provided herein, garbage shall be hauled and delivered only in the containers in which it is required in section 12-2728 to be deposited, kept and stored.

(b) Rubbish shall be hauled and delivered only in such a manner that it is not blown around or scattered by the wind.

**Sec. 12-3133. - Disposal at county landfill.**

Any person may dispose of either garbage or rubbish by hauling and delivering it to the sanitary landfill facility provided by the county.

**Sec. 12-34. - Public Nuisance.**

The accumulation, storage or disposal of waste in violation of this Article is a public nuisance and may be abated by the procedure established in Sec. 9-3 independent of the administrative citation procedure established in Sec. 12-35, and the actual expenses incurred by the city in abating such violations may be assessed against the property upon which the violation occurred pursuant to Sec. 12-38.

**Sec. 12-35. - Administrative Enforcement.**

The intent of this Section is to gain compliance with this Article prior to any formal criminal or civil court action. The hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City Code violations, except that if a determination is made by the Community Development Committee pursuant to the hearing process detailed in Section 12-36 that a violation did not occur, the City may not then proceed with criminal prosecution for the same act or conduct.

(a) Orders to correct; administrative citations. Upon the reasonable belief that a violation of this article has occurred, the City's Planning and Development Services Director or the Director's designee shall serve on the violator an order to correct the violation. The order to correct the violation shall require compliance within not less than three and not more than seven days. If compliance is not achieved within the time specified in the order to correct, or if the violation subject to the order occurs at a property that was found to have violated this Article at any time in the preceding three months, the official is authorized to issue an administrative citation stating the date, time, and nature of the offense, the name of the official issuing the citation, the amount of the scheduled civil fine, and the manner for paying the fine or appealing the citation by requesting an administrative conference. The citation shall be presented in person or by mail to the person responsible for the violation.

- (b) Civil fines. A person responsible violating this article may be subject to a civil fine in an amount not to exceed the amount of the maximum fine allowed if each ordinance violation had been prosecuted as a misdemeanor.
- (c) Payment of civil fine; request for administrative conference.
- (1) The person responsible for the violation must either pay the scheduled civil fine to the City Clerk's Office or request a conference with the Planning and Development Services Department Director within 20 calendar days after issuance of the administrative citation. This administrative conference will be with the Planning and Development Services Director and his or her designee who has reviewed the underlying facts of the violation, the history of prior violations, the impact of the violation on adjoining properties, and any information provided by the person responsible for the violation. Based upon those facts, the Planning and Development Services staff will determine if any settlement options may, consistent with the public health, welfare and safety, be offered to the person responsible for the violation as an alternative to the payment of the entire amount of the fine. This conference shall take place within 20 calendar days of the Department's receiving the request. If a settlement cannot be reached at the administrative conference, the person responsible for the violation may, at the conclusion of the conference, either pay the fine or appeal the same to the Community Development Committee pursuant to Section 12-36. A request for an administrative conference must be made to the Planning and Development Services Department by mail or telephone. Only the Planning and Development Services Director and his or her designee have authority to dismiss the citation and/or waive the scheduled civil fine during the administrative conference. Failure to pay the fine or request an administrative conference within 20 calendar days of the date of the citation shall be deemed an admission of the charges set forth therein.
- (2) The person responsible for the violation may not appeal a fine to the Community Development Committee pursuant to Sec. 12-36 without first having timely requested an administrative conference with the Planning and Development Services Department. Failure to attend the administrative conference as scheduled shall be deemed an admission of the charges set forth in the administrative citation.

(d) Fee for late payment of civil fine.

- (1) A late payment fee of 10% of the civil fine amount shall be imposed if the person responsible for the violation fails to pay the civil fine within 20 calendar days after issuance of the administrative citation or fails to timely request an administrative conference pursuant to this Article.
- (2) If a civil fine is not paid within the time specified and no request for an administrative conference is timely received, the nonpayment of the civil fine shall constitute a personal obligation of the violator that may be collected by any appropriate legal means.

**Sec. 12-36. - Appeals.**

- (a) Any person aggrieved by a decision of the Planning and Development Services Department pursuant to Sec. 12-35 may appeal such decision to the Community Development Committee of the City Council by submitting a written notice of appeal to the City Administrator within 14 days after the date the Planning and Development Services Department's decision was issued. Upon conclusion of an administrative conference under Sec. 12-35, the Planning and Development Services staff shall prepare a summary of the conference and shall state the decision reached. Such summary and statement shall become a part of public record.
- (b) The Community Development Committee, upon receipt of an appeal, shall set a time and place for a hearing and shall advise the applicant in writing by mail, postage prepaid to address of applicant, of such time and place, at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall be given an opportunity to be heard and to show cause why such notice or order should be modified, extended, or withdrawn.
- (c) The Community Development Committee shall hear any evidence provided by the appellant and Planning and Development Services Department staff, respectively, and shall issue a decision in writing to sustain, modify, or withdraw the order or citation. In modifying or withdrawing any order or citation, the committee shall consider whether the conduct or conditions documented by the Planning and Development Services Department staff constituted a violation of this Article and whether the Planning and Development Services Department staff complied with all procedural requirements of this Article.

**Sec. 12-37. - Judicial Review.**

An aggrieved party may obtain judicial review of the decision of the Community Development Committee by petitioning the Minnesota Court of Appeals for a writ of certiorari pursuant to Minn. Stat. § 606.01.

**Sec. 12-38 - Assessments of Civil Fines, Late Fees and Abatement Expenses.**

- (a) Charges Subject to Assessment. Unpaid civil fines imposed for violations of this Article, together with late fees thereon, and any expenses incurred by the city in abating the violations, may be assessed against:
- (1) property which was the subject matter or related to the subject matter of the civil fines; or
  - (2) property which was the location of an activity, proposed use, delivery of city service, or other circumstance which resulted in the civil fine.
- (b) Prior Voluntary Payment. Prior to any assessment for unpaid fines, the City Clerk or the Clerk's designee shall seek voluntary payment of the fines by notifying the owner of the property in writing of the fine imposed.
- (c) Assessment Procedure. On or before the first day of October of each year, the unpaid civil fine and late fees, including the administrative charge due under subdivision (d) of this Section, together with the actual expenses incurred by the city in abating the violation and interest thereon at the maximum lawful rate permitted under Minnesota Statutes, Chapter 429, to be charged against said lot or parcel of land, together with a description of the premises and the name of the supposed owner, shall be certified to the County Auditor and shall be collected in the same manner as taxes and/or special assessments against the premises. The charge shall be a perpetual lien on the premises until paid. Prior to the certification to the County Auditor, the owner shall be given written notice of the proposed assessment and have the right to a hearing before the City Council to determine the propriety of the charge(s) to be assessed.
- (d) Administrative Charge for Assessment. An administrative charge of \$25.00 shall be due upon the mailing of the notice of the proposed assessment.

**Secs. ~~12-3239~~—12-45. - Reserved.**

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

This Ordinance introduced by Council Member: Fagerlie

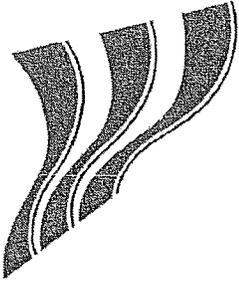
This Ordinance introduced on: March 3, 2014

This Ordinance published on: March 8, 2014

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: March 17, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning & Development Services

Agenda Item: Public Hearing on a Zoning Ordinance 1060 text amendment of Section 3 relating to shipping/storage containers.

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

Background/Summary: The Planning Commission initiated the text amendment regarding shipping and storage containers to be proactive in anticipated possible future land use issues. They propose prohibiting them as permanent structures and limit them to no more than one month's use for moving purposes or three month's for storage for construction projects/improvements.

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 NO. 1060  
KNOWN AS THE WILLMAR ZONING ORDINANCE  
BY AMENDING SECTION 3 RELATING TO  
SHIPPING/STORAGE CONTAINERS

The City Council of City of Willmar does ordain as follows:

SECTION 6. Ordinance 1060 is hereby amended by ADDING SECTION 3.E.8 regarding accessory buildings/structures so as to read as follows:

8. *Shipping/storage containers and trailers in residential areas shall be prohibited for use as a storage structure, except as a temporary unit for moving purposes for a period of not more than one consecutive month in a twelve month period or as a temporary construction project container for limited time not to exceed three consecutive months.*

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

This Ordinance introduced by Council Member: \_\_\_\_\_ Fagerlie \_\_\_\_\_

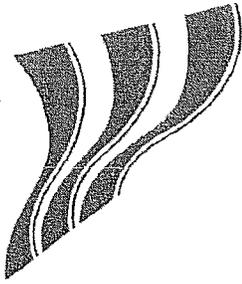
This Ordinance introduced on: \_\_\_\_\_ March 3, 2014 \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_ March 8, 2014 \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

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

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 17, 2014

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: City Administrator

Agenda Item: Willmar Area Food Shelf Presentation

Recommended Action: Receive for information.

Background/Summary: Christie Kurth, Executive Director with the Willmar Area Food Shelf, has requested to appear before the Mayor and Council to present an update on service statistics.

Alternatives:

Financial Considerations: NA

Preparer: City Administrator

Signature:

Comments:

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Tuesday, March 4, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	.....	Chair
	Jim Dokken	.....	Vice Chair
	Bruce DeBlieck	.....	Member
	Tim Johnson	.....	Member

Others present: City Administrator Charlene Stevens, Chief of Police Dave Wyffels, Marilee Dorn, Kevin McGrath, LELS and Brandon Fitzsimmons, Flaherty and Hood.

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:55 p.m.

Item No. 2      Closed Session Pursuant to Minn. Stat. §13D.05.

Council Member DeBlieck made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.05 to discuss a matter of internal affairs data relating to allegations of law enforcement misconduct. The meeting was closed at 5:00 p.m.

The meeting was reopened at 5:30 p.m. on a motion by Council Member Christianson, seconded by Council Member DeBlieck. Mr. McGrath and Ms. Dorn left the meeting at this time.

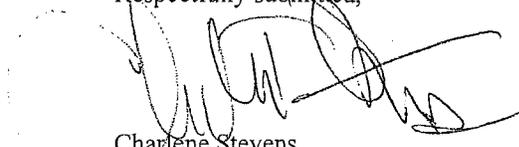
Item No. 3      Closed Session Pursuant to Minn. Stat. sec. 13D.05.

Council Member DeBlieck made a motion, seconded by Council Member Christianson, to go into closed session pursuant to Minn. Stat. §13D.05 to discuss a matter of pending litigation. The meeting was closed at 5:35 p.m.

The meeting was reopened at 6:45 p.m.

There being no further business to come before the Committee the meeting was adjourned at 6:47 p.m. on a motion by Council Member Christianson, seconded by Council Member DeBlieck.

Respectfully submitted,



Charlene Stevens,  
City Administrator

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee of the Willmar City Council met on Monday, March 10, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson ..... Chair  
Audrey Nelsen ..... Member  
Ron Christianson ..... Member  
Jim Dokken ..... Member

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Public Works Superintendent Scott Ledebauer, 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.

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Amend 2014 Leisure Services Budget (Resolution)

Staff explained that just under \$2,800 was expended recently from the 2014 Leisure Services Budget to upgrade some of the youth hockey equipment. Prior to this purchase, the Hockey Association expressed an interest in partnering with the City on the cost of this upgrade. Subsequently, the City has received donations of \$1,000 from the Willmar Blue Line Club and \$550 from ACMC to help offset this expenditure. Staff is proposing that the 2014 Leisure Services Equipment line item be increased by \$1,550 to reflect these donations. It was noted that the ACMC donation of \$550 was previously recognized by the Council.

Following discussion, Council Member Christianson made a motion to introduce a resolution to increase the 2014 Leisure Services Equipment Expenditures Budget by \$1,550 to reflect the donations as presented. Council Member Nelsen seconded the motion which carried.

Item No. 4      Snow Blower Purchase (Motion)

Staff presented a request to purchase a snow blower for the Public Works Department for \$158,225. Replacement of the existing 1999 Sno-Go snow blower has been anticipated and planned for in the 2014 CIP. Rather than trade the old unit in for a credit of \$20,000, it is recommended that it be retained to salvage numerous parts because their value far exceeds the trade value. It was noted that the 2014 CIP included \$200,000 for the purchase of the snow blower, so a savings in excess of \$41,000 will be realized in this transaction, not including the value of the salvage parts.

Following discussion, Council Member Christianson moved to approve the purchase of the snow blower for \$158,225 from MacQueen Equipment and to retain the existing 1999 Sno-Go snow blower for salvage parts. Council Member Nelsen seconded the motion which carried.

At this time, Chair Anderson commended staff for their vigilance in determining the substantial cost savings of \$146,000 when purchasing the Oil Distributor recently.

Council Member Christianson requested that proposed capital equipment purchases be brought to the applicable committee for approval, as well as to the Finance Committee for budget approval. Concerns were raised about the additional process this would involve. This matter will continue to be discussed.

Council Member Dokken arrived at this time.

Item No. 5      Public Works Garage Door Replacement (Resolution)

Staff presented a request to purchase two new garage doors and lifts for the Public Works Garage. Two of the main doors in the garage have been failing for some time and their replacement was anticipated and scheduled in the 2014 CIP. It was subsequently determined that due to ongoing and increasing problems with the lifts that they both should be replaced as well. The total cost for replacement of two doors and two lifts is anticipated at \$15,381.26. The 2014 CIP budgeted \$10,000 for two doors. It is proposed that \$5,381.26 be reallocated from unspent funds from previously purchased dump trucks which were part of the 2014 CIP as well.

Following discussion, Council Member Christianson made a motion to introduce a resolution approving the purchase of two doors and two lifts from Overhead Door Company for a total cost of \$15,381.26 and that \$5,381.26 be reallocated from unspent funds from the previously purchased dump trucks. Council Member Nelsen seconded the motion which carried.

Item No. 6      Fuel System Upgrade (Resolution)

Staff explained that shortly after the new fuel pumps were installed at the Public Works Garage in 2013, it became obvious that there were compatibility issues with the old software packages. These incompatibilities included some of the tank monitoring as well. Staff solicited proposals from three different firms to correct the problem and to make the system functional. It is being recommended that the fuel system upgrade be completed by Minnesota Petroleum Services for \$45,552.88. While this project was not part of the CIP, it is necessary nonetheless and it is proposed that unused funds from the recent purchase of an oil distributor for the Public Works Department be used for this upgrade.

Following discussion Council Member Christianson made a motion to introduce a resolution approving the fuel system upgrade. Council Member Nelsen seconded the motion which carried.

Item No. 7      Old Business (Information)

There was no old business.

Item No. 8      New Business (Information)

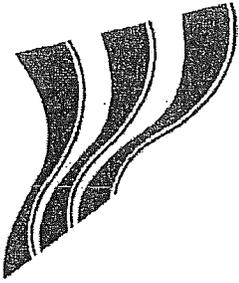
There was no new business

There being no further business to come before the Committee, the meeting was adjourned at 5:03 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: March 10, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Community Education &  
Recreation

Agenda Item: Amend the 2014 Leisure Service Budget

**Recommended Action:** Recently WCER staff upgraded our youth hockey equipment spending just about \$2,800 on new equipment for our hockey program from the Leisure Service budget. We had agreed prior to this purchase to partner with the Hockey Association on this purchase. Subsequently we have received donations of \$1,000.00 from the Willmar Blue Line Club, Inc and \$550.00 from ACMC to help offset the expense of this purchase. We would like to credit our equipment line item in the Leisure Service budget the amount of this donation \$1,550.00, thus allowing us to expend our other budgeted resources (\$13,500.00) for other program expenses as planned.

**Background/Summary:** In essence we spent about 10% of our supply budget for this purchase vs 20% if we are not credited the revenues received.

Alternatives:

Financial Considerations:

Preparer: Steve Brisendine

Signature:

Comments: Thank you for considering this request.

**WILLMAR BLUE LINE CLUB, INC.**

P.O. BOX 383  
WILLMAR, MN 56201

**BREMER BANK**

24 HOUR BANKING: 1-800-908-BANK  
BREMER.COM

3118

75-137-919

2/28/2014

PAY TO THE ORDER OF WILLMAR COMMUNITY ED AND REC

\$ \*\*1,000.00

One Thousand and 00/100\*\*\*\*\*

DOLLARS

WILLMAR COMMUNITY ED AND REC

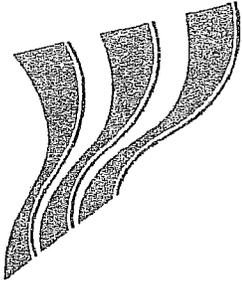
Check 21 PLUS Check Fraud Protection & ID Restoration

Security Features Included Details on back

MEMO

*Kari Ruocco* NP

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CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: March 10, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Public Works

Agenda Item: Purchase (replacement) of snow blower

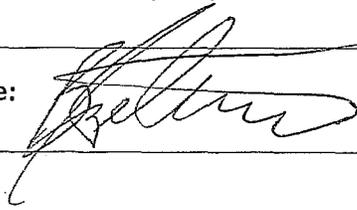
**Recommended Action:** Adopt a resolution approving the purchase of the snow blower and authorize the Mayor and/or City Administrator to execute the necessary documents.

**Background/Summary:** The replacement of a 1999 Sno-Go snow blower has been anticipated and planned for in the 2014 CIP. It is proposed that a replacement be purchased in the amount of \$158,225. Rather than trade the former unit in for a credit of \$20,000, it is recommended that it be retained to salvage numerous parts. The value of the parts far exceeds the trade value.

**Alternatives:** To not replace the snow blower at this time, or to replace it with trade rather than salvage parts.

**Financial Considerations:** The 2014 CIP included \$200,000 for the purchase of the snow blower, so a savings in excess of \$41,000 will be realized in this transaction (not including the value of the salvage parts).

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

Signature: 

Comments:



**WILLMAR**

**PUBLIC WORKS**

## Memorandum

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

**TO:** Charlene Stevens, City Administrator

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

**DATE:** February 26, 2014

**RE:** Purchase of a Snow Blower

Staff is in the process of proceeding with the purchase of a Snow Blower in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace Unit # 993744 a 1999 Sno-Go Snow Blower. A MP-3D Snow Blower would be purchased from Mac Queen Equipment Inc. for \$158,225.00 through Minnesota State Contract # 62835. Please be advised that the 2014 Capital Outlay Program has included \$200,000.00 for the purchase of the Snow Blower.

Through the quote process, Unit # 993744 trade value was quoted at \$20,000.00. Staff is recommending retaining Unit # 993744 and salvaging numerous parts off the snow blower. Attachment A is a description and value list of new parts replacement cost that could be salvaged off the 1999 Snow Blower.

Please let me know if you concur with this submittal.

Approval \_\_\_\_\_

sl



Attachment A:

Unit # 993744                      Sno- Go MP3D Snow Blower

Parts we may be able to use if we keep blower for parts salvage.

61255	Auger	3 X \$3,435.00	\$10,305.00
46970	Fan Gear Case	1 X \$18,098.00	\$18,094.00
61400	Right Angle Gear Case	1 X \$2,591.00	\$2,591.00
46530	Spider Assembly	1 X \$4,581.00	\$4,581.00
60850	Clutch Assembly	1 X \$6,919.00	\$6,919.00
28630	Hyd. Rotator Assembly	1 X \$5,044.00	\$5,044.00
6191SN	Chain Trans. Assembly	1 X \$23,543.00	\$23,543.00
	Dual Wheel Snow Wheel Assembly	4 X \$1,200.00	\$4,800.00

Engine assembly can be used with changes to hydraulic/fuel/electrical connections.

Do not have price for engine assembly

Total                      \$75,877.00

Price quote for: **ENGINE DRIVEN SNOW BLOWER & ATTACHMENTS - JANUARY, 2013**

Vendor Name: **MacQueen Equipment, Inc.**  
 Contact Person: **Dan Gage**  
 Street Address: **595 Aldine Street**  
 P.O. Box:  
 City, State, Zip **St. Paul MN 55104**  
 Phone #: **651-645-5726**  
 Toll Free #: **800-832-6417**  
 Fax #: **651-645-6668**  
 Email Address: [dgage@macqueeneq.com](mailto:dgage@macqueeneq.com)

Spec #	Information Requested	Answer
1.0	Make & Model	Sno-Go MP-3D
	Price for base unit	\$133,710.00
	Number of stages	2 Stage
	Engine Type and net HP	Cummins 6CT8.3 260 HP - Tier II Rated Cat 250 HP
	Instrument panel gauges	Tachometer, Oil Pressure, Water Temp., Voltmeter, Key Starter, Dashlights, Impeller Housing Rotation, Loading Chute, Clutch Control, Electric Throttle, Auto Shutdown, Hourmeter, Fuel Gauge
	Alternator size	95
	Fuel tank size	40 Gallon
	Drive line system	Double Plate 11" over center clutch, hydraulically controlled from cab.
	Hydraulic system info	Three Hydraulic Rams - Rotation Arm, Lift Arm, Tip Control Ram. Electric 3 Solenoid Valve, Flow Control Valves, Hydraulic Hose & Fittings Designed For Minus 40 Degrees, Electric Wiring Protected By Heavy Duty Wiring Loom
	Auger information	Three 14" full length augers, supported by ball bearings, shear pin protected
	Impeller information	Heavy duty steel impleeler weldment, 38 diameter, Six alloy Steel replaceable fan blades, Heavy duty fan housing: 3/16 hot rolled steel plate, Fan Housing throath size 14", Fan Housing rotates through arc of 130 degrees, controlled from cab
	Chute rotation	Three section design Telescopic 280 degrees
	Shoes/Scrapper blade information	Skid Shoes with Replaceable Scrapper
	Performance (tons/hour)	1800 tons per hour
	Carrier requirements	3 yard or larger
	Clearing width	100"
	Clearing height	48"

STATE OF MINNESOTA  
**PRICING PAGE**  
(Typed Responses Required)

Spec #	Information Requested	Answer
	Overall width	100"
	Overall height	122
	Total weight	7800 lbs.
	Warranty	One Year
	Delivery Starting Point	St. Paul

**STATE OF MINNESOTA  
PRICING PAGE**  
(Typed Responses Required)

February 28, 2013

**VENDOR NAME: MacQueen Equipment, Inc.**

**MAKE AND MODEL:** SnoGo MP-3D

Spec #	Description	Qty	Price	Subtotal
1.0	<b>Price for base unit:</b>		\$ 133,710.00	\$ -
2.0	<div style="border: 1px solid black; padding: 5px;"> <p><b>Chute Options:</b> Use this section to offer chute options such as truck loading chute, deflector flap, extensions, etc. Number these items starting with 2.1, 2.2, 2.3, etc. until you have listed all chute options.</p> </div>			
2.1	Telescopic Chute - Standard		\$ -	\$ -
2.2	Lap Remote Control		\$ 604.00	\$ -
2.3	12" Loading Chute Extension		\$ 1,088.00	\$ -
3.0	<div style="border: 1px solid black; padding: 5px;"> <p><b>Blower Options:</b> Use this section to offer blower options such as steering vanes, caster wheels, replacement blades and shoes, etc. Number these items starting with 3.1, 3.2, 3.3, etc..</p> </div>			
3.1	Steering Vane		\$ 5,330.00	\$ -
3.2	103-3/8" Extensions		\$ 598.00	\$ -
3.3	108" Extensions		\$ 655.00	\$ -
3.4	114" Extensions		\$ 1,322.00	\$ -
3.5	Carbide Cutting Edge		\$ 1,712.00	\$ -
3.6	Ice Chippers Per Auger		\$ 604.00	\$ -
3.7	Carbide Skid Shoes		\$ 1,755.00	\$ -
3.8	Plastic Cutting Edge		\$ 210.00	\$ -
3.9	Snow Wheel System		\$ 9,575.00	\$ -
3.10	Radio Remote/Less Cable & Box (Includes Engine Compartment Gauge Panel Item # 4.4)		\$ 5,330.00	\$ -
3.11	Radio Remote including the Cable and Control box (includes Engine Compartment Gauge Panel Item #4.4)		\$ 7,681.00	\$ -
3.12	Umbilical Cord Termination Block at Engine		\$ 643.00	\$ -
4.0	<div style="border: 1px solid black; padding: 5px;"> <p><b>Engine Options:</b> Use this section to offer engine options such as starting aids, residential muffler, etc. Number these items starting with 4.1, 4.2, 4.3, etc.</p> </div>			
4.1	Low Water/High Temp Shut Down - Standard		\$ -	\$ -
4.2	Muffler - Standard		\$ -	\$ -
4.3	Air Restriction Indicator - Standard		\$ -	\$ -
4.4	Engine Panel Instruments		\$ 715.00	\$ -
4.5	Turbo II Pre-Cleaner		\$ 897.00	\$ -
4.6	Racor Fuel/Water Separator		\$ 690.00	\$ -
4.7	Racor Fuel/Water Separator Heated		\$ 1,053.00	\$ -
5.0	<div style="border: 1px solid black; padding: 5px;"> <p><b>Other Options:</b></p> </div>			

**STATE OF MINNESOTA  
PRICING PAGE  
(Typed Responses Required)**

Spec #	Description	Qty	Price	Subtotal
	Use this section to offer options such as work lights, quick attachment hitch, standard attachment hitch, etc. Number these items starting with 9.1, 9.2, 9.3, etc.			
5.1	Headlights W/Guards		\$ 812.00	\$ -
5.2	Quick Attachment Hitch - Several sizes & models available. Price bid is for suggested size to match carrier & blower.		\$ 2,600.00	\$ -
5.3	Install Customer supplied Quick Hitch		\$ 1,580.00	\$ -
5.4	Special Paint (Industrial Paint Only)		\$ 650.00	\$ -
5.5	Poly Lining of Impeller Housing & Chute		\$ 5,070.00	\$ -

**6.0 Performance Options/Warranty options**

Use this section to offer performance/ warranty options. Number these starting with 7.1, 7.2, etc. (Specify years, miles or hours extended term covers).

6.1	On year warranty - standard		\$ -	\$ -
6.2				\$ -
6.3				\$ -

**7.0 New Equipment Rental Program**

If rental programs are available on the new equipment offered, with the option to purchase, list the hourly/weekly/monthly rental rate. Indicate the percent of rental fee paid by the purchaser that will be applied to the purchase price. See Solicitation Special Terms & Conditions.

Hourly Rental Rate:	\$ -
Weekly Rental Rate:	\$ -
Monthly Rental Rate:	\$ -

Percent (%) of Rental Fee applied to purchase price: \_\_\_\_\_

If the new rental equipment is purchased and finance charges are applicable for the actual rental term only, state the actual interest rate here: \_\_\_\_\_

**8.0 Vendor Owned Rental Return Or Demo Equipment Program**

See Solicitation Special Terms and Conditions.

DEDUCT cost per Used Hour from the original Contract Price \_\_\_\_\_ %

**9.0 Delivery starting point**

St. Paul MN 55104

9.1	Price per loaded mile- See Special Terms and Conditions -No flat Rate Allowed Delivery price per loaded mile	\$ 5.50	\$ -
-----	-----------------------------------------------------------------------------------------------------------------	---------	------

10.0	Discount off List Price for Related Parts & Accessories (See Special Terms and Conditions)	% Discount
------	-----------------------------------------------------------------------------------------------	------------

11.0	<b>INSTALLATION - PER HOUR</b> (Hourly Shop Rate) - INCLUDED See Special Terms and Conditions	\$ -	\$ -
------	--------------------------------------------------------------------------------------------------	------	------

# Admin Minnesota

## Materials Management Division

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

### CONTRACT RELEASE: S-854(5)

DATE: June 1, 2013

PRODUCT/SERVICE: SNOW BLOWERS, ENGINE DRIVEN AND ATTACHMENTS

CONTRACT PERIOD: JUNE 1, 2013 THROUGH, May 31, 2014

EXTENSION OPTIONS: UP TO 3 MONTHS

ACQUISITION MANAGEMENT SPECIALIST: MARK EVANGELIST

PHONE: 651.201.2450 E-MAIL: [mark.evangelist@state.mn.us](mailto:mark.evangelist@state.mn.us) WEB SITE: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

#### NOTIFICATION OF MULTIPLE AWARDS

This release contains multiple awards for similar or like items. State agencies and CPV members should review and compare all multiple award Contract Vendors in order to ensure the best value for their potential purchase. Factors such as, but not limited to, cost, equipment warranty terms, vendor location, delivery lead times, available substitutes, selected options and current fleet and equipment or parts inventory levels all may contribute to the total cost/value of an individual purchase. Multiple vendors may be able to satisfy the requirements of the purchaser and therefore it is important for the purchaser to review all Contracts and Contract prices before executing an order.

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
CRYSTEEL TRUCK EQUIPMENT 1130 73rd Avenue NE Fridley, MN 55432	62838  CONTACT: Bob Brandenburg EMAIL: <a href="mailto:bbrandenburg@crysteeltruck.com">bbrandenburg@crysteeltruck.com</a>	NET 30	120 DAYS ARO  PHONE: 763.571.1902 or 800.795.1280
VENDOR NO.: 0000210054			FAX: 763-571-5091
ELLIOTT EQUIPMENT CO. 4000 SE Beisser Drive Grimes, IA 50111	62840  CONTACT: Jim Connelly EMAIL: <a href="mailto:jim@elliottequipco.com">jim@elliottequipco.com</a>	NET 30	90 DAYS ARO  PHONE: 612.618.0024 FAX: 952.873.2751
VENDOR NO.: 0000271427			
MACQUEEN EQUIPMENT 595 Aldine Street St. Paul, MN 55104	62835  CONTACT: Dan Gag EMAIL: <a href="mailto:dgage@macqueeneg.com">dgage@macqueeneg.com</a>	NET 30	90 DAYS ARO  PHONE: 651.645.5726 FAX: 651.645.6668
VENDOR NO.: 0000198821			

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
M-B COMPANIES, INC. 1200 Park Street Chilton, WI. 53014	62832	NET 30	180 DAYS ARO
VENDOR NO.: 0000255408	CONTACT: Mark Larson EMAIL: <a href="mailto:mlarson@m-bco.com">mlarson@m-bco.com</a>	PHONE: 920.898.1080 or 888.558.5801 FAX: 920.849.2629	
*****			
TITAN MACHINERY 644 East Beaton Drive West Fargo, ND 58078	62839	NET 30	45-60 DAYS ARO
VENDOR NO.: 0000251892	CONTACT: Andy Bethel EMAIL: <a href="mailto:andy.bethel@titanmachinery.com">andy.bethel@titanmachinery.com</a>	PHONE: 952.445.5400 or 800.795.9274 FAX: 952.445.0365	
*****			
TRUEMAN WELTERS 1600 Highway 55 E Buffalo, MN 55313	62833	NET 30	30-90 DAYS ARO
VENDOR NO.: 0000193702	CONTACT: Jon Ferris EMAIL: <a href="mailto:jferris@welters.net">jferris@welters.net</a>	PHONE: 763.682.2200 FAX: 763.682.6141	
*****			

**CONTRACT USERS.** This Contract is available to State agencies and to members of the State's Cooperative Purchasing Venture (CPV) program at the same prices, terms, and conditions.

**COOPERATIVE PURCHASING VENTURE MEMBERS.** This contract is available for use by CPV members. If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to CPVs, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

**STATE AGENCY CONTRACT USE.** This Contract must be used by State agencies unless a specific exception is granted by the Acquisition Management Specialist listed above. [OR: State agencies should make every effort to use the Contract Vendor(s) listed. However, this Contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other vendors.] We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your agency, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

**AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

### SPECIAL TERMS AND CONDITIONS

**SCOPE.** The purpose of this Contract is to provide a source for users with Engine Driven Snow Blower equipment on an as needed basis.

**PRICES.** Prices are firm through the life of the Contract. **NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a Vendor Performance Report if there is a discrepancy between the price on the invoice and the Contract price.

**DELIVERY REQUIREMENTS.** The Contract Vendor must notify the receiving agency at least 72 hours before delivery to allow for inspection and compliance.

Contract Release: S-854(5)

No delivery can be made on State holidays, Saturday or Sunday or after 4:00 p.m. on weekdays without prior approval by the agency to which the equipment is being delivered. The Contract Vendor must confirm delivery locations and requirements with the purchaser.

**FREIGHT.** All shipments shall be FOB Destination Prepaid (per loaded mile) and added to the invoice as a separate line item.

**BILLING REQUIREMENTS.** The Contract Vendor must submit separate detailed invoices (one original and two copies) for each purchase order to the "bill-to" address as shown on the purchase order.

If requested, the Contract Vendor must submit one copy of the original purchase order issued from the State agency or CPV member and one copy of the final invoice for each transaction against the Contract to the AMS. The invoice must be itemized per the detail in the Manufacturer's Vendor Price Schedule. The State intends that the final invoice is generated only after the equipment has been delivered, inspected, approved and accepted.

**EQUIPMENT WARRANTY.** The equipment offered must include the manufacturer's standard warranty. The Contract Vendor shall be responsible for the cost of any inspections, adjustments, parts, labor, travel, pickup and/or delivery charges that are a result of equipment failure(s) during the warranty period. This shall be performed immediately without any delay. This warranty shall commence when the unit is put into service.

**EQUIPMENT TRAINING.** The cost of the equipment includes training to the purchaser that includes, but is not limited to, equipment operating instructions, mounting, removal, operation and safety instructions. The Contract Vendor should provide the training before the purchase of equipment will be considered complete. No additional training fees may be charged to the purchaser.

**EQUIPMENT LITERATURE.** Upon request by a State agency or CPV member, the Contract Vendor shall provide literature at no cost for the equipment offered in its response.

**EQUIPMENT RENTAL PROGRAM.** If the Contract Vendor offers a rental program on its pricing page, the Contract Vendor agrees to accept a State agency or CPV member purchase order and will not require State agency or CPV member to sign a rental agreement.

**VENDOR OWNED RENTAL OR DEMO EQUIPMENT.** During the term of the Contract, if makes and models of Engine Driven Snowblower Equipment and attachments that are Contract Vendor rental returns or demo equipment become available, this equipment may be offered if listed on the Contract Vendor's Price Schedule.

The equipment shall not be older than two years from the manufactured date and the remaining manufacturer's warranty shall be transferred to the new owner. The price will be based on the price deduction per used hour offered from the original State Contract price. Deliveries to the customer will be FOB Destination and transportation costs will be based on the price per loaded mile offered in this solicitation.

**USED EQUIPMENT.** Used equipment is not part of this Contract.

<u>SWIFT DESCRIPTION</u>	<u>UNSPSC</u>
Snow Blowers, Engine Driven	22101531
Attachments	22101710

**Detailed Pricing information is available on the Mn/DOT web page [www.dot.state.mn.us/equipment](http://www.dot.state.mn.us/equipment). Click on "New Equipment Contracts."**

**EQUIPMENT LIST**

Larue D35  
Larue D50  
Larue D55  
Larue D60  
Larue D65

**Crysteel 62838**

**COST PER LOADED MILE: LARUE PRODS QUEBEC CAN. \$4.25 (INCLUDES CUSTOMS, ALL OTHER FEES & CHARGES)**

Contant C-815  
Contant C-915D  
Contant C-1016D  
Contant C-435D4

**Elliott Equipment 62840**

Tenco 172LMM  
Tenco 202LMM  
Tenco-Vohl DV4000

**COST PER LOADED MILE: \$6.50 Minneapolis, MN.**

Sno-Go WK800  
Sno-Go MP-3D  
Sno-Go MP-318  
Sno-Go LR44

**MacQueen Equipment 62835**

RPM Tech HS-300

Snoquip LM88SC

**COST PER LOADED MILE: \$4.50, St. Paul, MN**

MB H2000

**M-B Companies, Inc. 62832**

**COST PER LOADED MILE: \$4.58 Chilton, WI. 53014**

SnowBlast M-7000-MD  
SnowBlast M-8000-MD  
SnowBlast M-8500-HD  
SnowBlast M-9000-HD

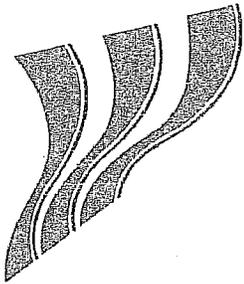
**Titan Machinery 62839**

**COST PER LOADED MILE: \$3.00 Nearest Titan Machinery Inc. Case CE Location Below**

1601 North Washington St., Grand Forks, ND, 500 Ingersoll Ave., Crookston, MN,  
4001 38<sup>th</sup> Street SW, Fargo, ND 1201 North Highway 59, Marshall, MN  
4201 North Cliff, Sioux Falls, SD 14375 James Road, Rogers, MN  
4311 Haines Road, Hermantown, MN N 1626 Wuensch Road, Lacrosse, WI  
6340 County Road 101 E, Shakopee, MN

Fair Mfg. 424SI  
Fair Mfg. 632SI  
Fair Mfg. 842SI (130 HP)  
Fair Mfg. 842SI (173 HP)  
Fair Mfg. 948IC

**Trueman-Welters 62833**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: March 10, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

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

Originating Department: Public Works

Agenda Item: Purchase (replacement) of garage doors for the Public Works Garage.

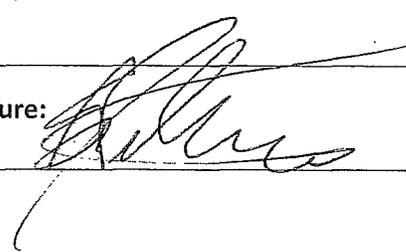
Recommended Action: Adopt a resolution approving the purchase of two garage doors and lifts for the Public Works Garage and authorize the Mayor and/or City Administrator to execute the necessary documents.

Background/Summary: Two of the main doors in the public works garage have been failing for some time. That purchase was anticipated and scheduled in the 2014 CIP. It was subsequently determined that due to ongoing and increasing problems with the lifts that they should both be replaced at the same time.

Alternatives: To not replace the garage doors and lifts.

Financial Considerations: The total cost is \$15,381.26; of this amount \$10,000 was included in the CIP. It is proposed that \$5,381.26 be transferred from unspent moneys from previously purchased dump trucks, which were part of the 2014 CIP, as well.

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

Signature: 

Comments:



**WILLMAR**



**PUBLIC WORKS**

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

## Memorandum

**TO:** Charlene Stevens, City Administrator

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

**DATE:** March 4, 2014

**RE:** Purchase and Replacement of Public Works Garage Doors

Staff is in the process of proceeding with the purchase and replacement of two (2) garage doors and openers at the Public Works Garage in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace two (2) garage doors and openers at the Public Works Garage. Please be advised that the 2014 Capital Outlay Program has included \$ 10,000.00, for replacement of garage doors. The garage doors and openers would be purchased and installed by Overhead Door Company for \$15,381.26. Please be advised that staff is also requesting \$5,381.26 be transfer from unused funds from previously purchased dump trucks, in the 2014 Capital Outlay Program.

Please let me know if you concur with this submittal.

Approval \_\_\_\_\_

sl





**WILLMAR OVERHEAD DOOR COMPANY**

213 INDUSTRIAL DR SW, WILLMAR, MN 56201  
 (320)235-7688 FAX(320)235-7686 TOLL(800)324-8153  
 www.willmaroverheaddoor.com

**PROPOSAL**

Attn: Gary

Proposal Submitted To City of Willmar – Public Works Department	Phone 491-7366	Date Feb. 28, 2014
Street	Job Name Maintenance Center	
City, State, Zip	Location	

(2)20'-2" x 16'-0" Haas model 716 white 1 3/4" flush woodgrain design polyurethane insulated 26 gauge steel sandwich door, R-value of 16.3, 3" heavy duty angle mount track and rollers – high lift to 21'-6", perimeter weatherstrip, 6 – 24" x 12" insulated vision lites per door, extended cycle springs

(2)LiftMaster model H7523 heavy commercial duty jackshaft operator with auxiliary chain hoist  
 3/4hp 230v 3 phase, 1-3 button open/close/stop wall station, photo eyes and 24 remotes  
 Includes exterior antenna kits and high capacity receivers

Labor to remove and haul existing doors and operators, install 2 x 6 treated wood framing and install new doors and operators:

Quote: \$ 15,381.26

Thanks Gary Any questions – Please call

**TERMS & CONDITIONS:**

- OUR QUOTE INCLUDES MATERIAL, TAX & INSTALLATION.
- OPENING PREPARATION & ELECTRICAL WIRING BY OTHERS.
- THIS PROPOSAL IS BASED ON WORKING OFF CONCRETE FLOORS & OPENING CLEAR OF ANY OBSTRUCTIONS.
- TERMS: NET 10 DAYS

\_\_\_\_\_  
**John Hodapp**  
 Commercial Sales Manager

**ACCEPTANCE OF PROPOSAL:**

THE ABOVE PRICES, SPECIFICATIONS & CONDITIONS ARE SATISFACTORY & ARE HEREBY ACCEPTED.

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

Fax To:

Attn:

# Pages:

Fax #:

# Excel Overhead Door

514 Pacific Ave SW PO Box 3107  
 Willmar, MN 56201  
 Phone (320) 235-2971 Fax (320) 235-8827

## Proposal

### Customer

Name City of Willmar  
 Address 333 6th St SW  
 City Willmar State MN ZIP 56201  
 Phone 320-235-3827 Email gmanzer@willmar

Date 2/28/2014  
 Contact Gary Manzer  
 Job Name Maintenance Shop  
 Location 801 Industrial Drive

Qty	Description	Unit Price	Extension
2	20'2" x 16' CHI model 3216 super-insulated 2" woodgrain steel sandwich flush door. 3" HD rev angle track/rollers 61" high-lift (5)24x12 insulated lites and perimeter weatherstrip. 50k cycle springs, dual-line		
	Material Cost	\$ 5,625.00	\$ 11,250.00
	Installed Tax Included	\$ 1,750.00	\$ 3,500.00
2	LiftMaster model J-7521 3/4hp commercial Heavy duty Jackshaft operator w/ open/close/stop wall station and photo eyes. Includes solenoid brake, single phase 230volt power source.		
	Material Cost	\$ 800.00	\$ 1,600.00
	Installed Tax Included	\$ 200.00	\$ 400.00
	Pricing includes remove/haul of existing		
	Add ons:		
	850LM Extended receiver for increased remote capacity	\$ 60.00	\$ 120.00
	813LM 3-button remotes (24 total)	\$ 35.00	\$ 840.00
	Add lumber before installing in lieu of concrete wall	\$ 225.00	\$ 450.00

Subtotal \$ 18,160.00  
 Taxes  
 Total \$ 18,160.00

### Terms & Conditions

Electrical wiring is not included. Preparation of opening is not included. All obstructions shall be removed by others. Proposal is based on working off of concrete floor. Price good for 30 days from date of proposal.

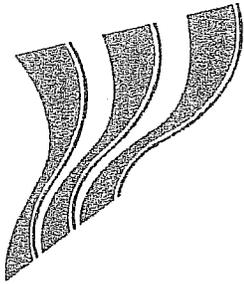
### Authorization to Proceed

This Proposal is accepted per the above terms:

\_\_\_\_\_  
 Signature of Customer

\_\_\_\_\_  
 Josh Fladeboe  
 Signature of Excel Overhead Door

\_\_\_\_\_  
 Date



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: March 10, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

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

Originating Department: Public Works

Agenda Item: Fuel System Upgrade

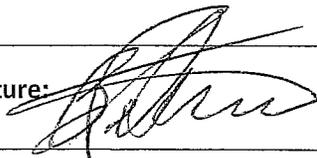
**Recommended Action:** Adopt the resolution approving the fuel system upgrades and authorize the Mayor and/or City Administrator to execute the necessary documents.

**Background/Summary:** Shortly after the new fuel pumps were installed in 2013, it became obvious that there were compatibility issues with the old software packages. These incompatibilities included some of the tank monitoring, as well. Staff solicited proposals from three different firms to correct the problem and to make the system functional. The attachment details the proposal from Minnesota Petroleum Services. It is in the amount of \$45,552.88.

**Alternatives:** To leave the system as is and deal with recording and reporting errors.

**Financial Considerations:** This project was not part of the CIP, but is necessary nonetheless. It is proposed that the project be funded from moneys not used from the recent purchase of an oil distributor for the Public Works Department. The purchase of the oil distributor was done at a considerable cost savings and a portion of those savings have been pledged to a subsequent project. However there are enough unused funds from the purchase of the oil distributor to fund the fuel system upgrade.

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

Signature: 

Comments:

## Fuel System Upgrade Project

- A. Currently the City is in the process of upgrading the fuel system. This is being done due to multiple failings with the current system. These problems include obsolete electronics, outdated computer software and failing pump sensors. This is causing false fuel readings, along with inaccurate records for billing and vehicle/user tracking for the entire city fleet.
- B. I took a current inventory of what components would be needed to upgrade the system and researched compatible system upgrades. Staff then met with fuel system contractors and found a system that would best meet our needs and current setup.
- C. The City received three proposals from fuel vendors. The recommendation of Minnesota Petroleum Service as the vendor to upgrade the system was based on difficulties we have experienced with the current vendor, also incomplete quotes and a lack of communication with a second vendor. They were the one vendor that came out and discussed different upgrade options, researched our current system setup, maintained timely communication with us, answered our questions completely, and had a detailed proposal that met our system upgrade requirements.
- D. The upgrades proposed by Minnesota Petroleum Service represent a long-term solution that will solve our current problems with the system. The proposed system is compatible with any tank upgrade and has a full warranty. The current quoted system price is \$45,552.88. Funding for the project will come from moneys not used for other funded Public Works capital projects. The Public Works Supervisor has determined that unused funds from the purchase of an oil distributor will be able to fund the system upgrade.
- E. Due to the urgency of the fuel system problems, notification and work to upgrade the system will begin once a proposal is approved. Work will be done in coordination with the Public Works Department and under the direction of the Public Works Director, either acting or formally titled.

Prepared by:

Ross Smeby

Information Systems Technician

Date: 3-4-14



"Service After The Sale"

Minnesota Petroleum Service, Inc.  
682 39th Ave NE  
Minneapolis, MN 55421  
763-780-5191 F:763-780-5472  
www.mnpetro.com btourville@mnpetro.com

To:

City of Willmar  
333 6th Street SW  
Willmar, Mn, 56201-3457  
  
Attn: Ross

Quote #: CW022714-1  
Date: 27-Feb-2014

**DESCRIPTION QTY PRICE AMOUNT**

Hybrid Upgrade & Integra 500

DESCRIPTION	QTY	PRICE	AMOUNT
<b>Hybrid Upgrade</b>			
20-8057 - FSC300	1.00	\$3,400.00	\$3,400.00
20-4282 - Proximity Reader	1.00	\$1,820.00	\$1,820.00
S08521 - Hybrid Fit Software	1.00	\$115.00	\$115.00
20-6162 - Base for 2-Site Operation	1.00	\$3,125.00	\$3,125.00
20-6162-3RD - Third Party ATG Support	1.00	\$845.00	\$845.00
20-6162-GM - Adds Multi-level user Security Features	1.00	\$736.00	\$736.00
20-6150-06 - Factory Direct Training	1.00	\$715.00	\$715.00

DESCRIPTION	QTY	PRICE	AMOUNT
<b>Integra 500</b>			
INTEGRA-NOPRT - SiteSetinel Integra (With Touch Screen Display)	1.00	\$2,858.85	\$2,858.85
SLD - 24 Hour Continuous Leak Detection	1.00	\$748.95	\$748.95
327 VLLD - 327 VLLD Sensor	2.00	\$2,372.00	\$4,744.00
LLD LIM - Line Leak Module	1.00	\$352.95	\$352.95
LLD COMPLY - Performs a single .2 GPH monthly line test and single .1 GPH line test every 6 months.	1.00	\$867.00	\$867.00
30-B105 - Probe with shaft length of 267 cm	2.00	\$1,853.65	\$3,707.30
30-1509-02 - 2" Gasline Kit	1.00	\$93.20	\$93.20
30-1509-01 - 2" Diesel Kit	1.00	\$93.20	\$93.20
30-0234-HW-01 - Interstitial Hydrocarbon Liquid	2.00	\$385.45	\$770.90
30-0231-L - Sump Sensor - Float Switch	5.00	\$847.05	\$4,235.25

Electrical (Not including Ground Thawing) (Parts & Labor)	1.00	\$6,045.00	\$6,045.00
Labor	1.00	\$6,400.00	\$6,400.00
Mobilization	1.00	\$150.00	\$150.00
Perdium	1.00	\$600.00	\$600.00

Exclude these Items:

No Winter Conditions, No Electrical, No Dewatering, No Rock, No Surface or Ground Restoration, No Concrete, No Shoring, No Sprinkler Restoration, No Private Utility Repair, No Utility Relocation

Taxes are not included unless otherwise specified.

Subtotal	\$42,422.60
Sales Tax	\$2,930.28
Freight Charges	\$ 200.00

Please remit deposit to:  
Minnesota Petroleum Service, Inc.  
682 39th Ave NE  
Minneapolis, MN 55421

Total \$45,552.88

Please fax signed and accepted quote to:  
Bob Tourville

If you have any questions, please notify Bob at 612-237-5408

**DEPOSIT DUE IN FULL UPON ACCEPTANCE**

Signature: \_\_\_\_\_

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

Acceptance: \_\_\_\_\_

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

**Thank you for your business!**

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, March 11, 2014, in Conference Room No. 1 at the City Office Building.

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

Others present: Director of Planning and Development Services Bruce Peterson; 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

No public comments.

Item No. 3      Country Club Drive Lift Station Design and Construction Related Services (Resolution)

Staff presented a recommendation to award a consultant contract to Bolton & Menk for design and construction related services on the upcoming Country Club Drive Lift Station replacement. Staff had reviewed and scored two proposals, the other firm being TKDA out of Minneapolis. Bolton & Menk achieved the highest total score, as well as the highest score for both technical capacity and price. It is anticipated that the design and planning work will be done in 2014, with construction to follow in 2015.

Following discussion, a motion was made and seconded that a contract be awarded for the Country Club Drive Lift Station design and construction related services to Bolton & Menk in the amount of \$76,377.50, and that the Mayor and Administrator be authorized to execute the necessary document(s). The motion carried.

Item No. 4      MinnWest Lift Station/Lakeland Sewer Drive Project Contract Amendments (Resolution)

Staff presented amendments to the engineering contract with Bollig Inc. relative to the MinnWest Lift Station/Lakeland Drive Sewer Project. The Committee first discussed Amendment Number Three to the original contract, involving work performed by Bollig in reviewing the sewer televising and doing design work for the portion of the project bid as cured in place pipe. Staff informed the Committee that this work had already been done to keep the project on schedule.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve Amendment Number Three to the Bollig Inc. contract in the amount of \$28,716.00, and to authorize the Mayor and Administrator to execute the contract amendment. The motion carried.

Staff then presented Amendment Number Four to the Bollig contract, which consists of increasing consulting engineering fees for construction related services. This work was quoted in the amount of \$185,800 and would include all services related to construction inspections, oversight, record keeping, and documentation for the MinnWest Lift Station/Lakeland Drive Sewer Project. A number of concerns were

expressed by Council Members relative to Bollig Inc.'s work on the 2013 street projects. Questions were also raised regarding the proposed cost of the services.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson, to table the matter pending review by the incoming Public Works Director. The motion carried.

Item No. 5      2014 Improvement Hearing Rescheduling (Information)

Staff informed the Committee that inadequate time had been given to the process for mailing and publishing notices for the 2014 Improvement Project public hearing. At the previous Council meeting, a hearing date had been recommended as March 17, 2014. This date did not allow sufficient notification time required by statute. Staff was recommending that the improvement hearing be rescheduled to April 7, 2014.

A motion was made by Council Member Ahmann, seconded by Council Member Anderson, that the improvement hearing for the 2014 Improvement Project be rescheduled from March 17, 2014 to April 7, 2014. The motion carried.

Item No. 6      Old Business

Council Member Ahmann noted that he had driven several of the streets included in the 2013 Improvement Project and had concerns about elevations and drainage. It was suggested that the incoming Public Works Director review those projects and offer his comments.

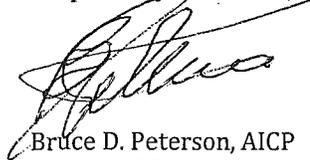
The Committee also discussed the proposed facilities planning process to be undertaken by the City and to be funded by the 2014 CIP. Council Member Ahmann noted that there were significant maintenance issues that existed on a number of the municipal buildings. He suggested that volunteer architectural, contractor, and inspection services could be used to keep costs down.

Item No. 7      New Business

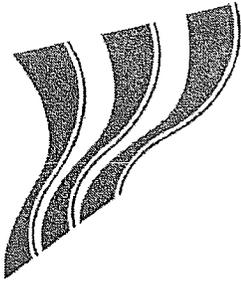
Police Chief Dave Wyffels noted that the jail census for March 11, 2014 was 73, and that the calls for service for the previous two weeks totaled 563.

There being no further business to come before the Committee, the meeting was adjourned at 5:25p.m. by Chair Christianson.

Respectfully submitted,



Bruce D. Peterson, AICP  
Acting Public Works Director



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3 Meeting

Date: March 11, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: March 17, 2014

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <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: Country Club Drive Lift Station (CCDR) Design and Construction Related Services (CRS) Proposals.

Recommended Action:

To approve and award CCDR Design and CRS work to Bolton & Menk, Inc. in the amount of \$76,377.50.

**Background/Summary:** The infrastructure management plan for the Wastewater Treatment Facility is to design the CCDR lift station in 2014 (Phase I) and construct in 2015 (Phase II). The 2014 collection budget includes dollars in the professional service line item for design and CRS work. On January 21, 2014 the Council approved increasing the 2014 Wastewater Treatment Collection professional services line item from \$30,000 to \$90,000 increasing the budget by \$60,000 for a total of \$90,000. Staff met and reviewed two proposals on March 3, 2014; Bolton & Menk Inc. and TKDA. The evaluation ranks the proposals based on technical (60%) and price (40%) scores. Bolton & Menk, Inc. is the recommended firm based on the evaluation.

**Alternatives:** Do nothing.

**Financial Considerations:** The 2014 Wastewater Collection Budget includes sufficient funds to approve and award the contract to Bolton & Menk Inc.

Preparer: Bruce Peterson, Acting Public Works Director

Signature:

Comments:

**COUNTRY CLUB DRIVE ENGINEERING & CRS SERVICES RPF EVALUATION**

Technical Evaluation:	Bolton & Menk				TKDA			
	Bruce	Curly	Colleen	Jim	Bruce	Curly	Colleen	Jim
<u>Firm Experience:</u>								
Similar Projects Completed (10pts.)	9	10	10	10	9	10	8	10
Similar Project Completed for City (10 pts.)	9	10	10	10	1	7	5	5
<u>Project Team:</u>								
Similar Projects Completed by Team (10 pts.)	8	10	9	7	9	10	9	7
Similar Projects Completed by Project Manager (10 pts.)	8	10	10	7	8	10	10	7
Similar Projects Completed by Project Manager for City (10 pts.)	7	10	9	8	1	7	5	7
Location of Project Manager (10 pts.)	10	10	10	10	5	5	5	5
<u>Project Approach:</u>								
Understanding (10 pts.)	10	10	10	9	10	10	8	9
Scope of Work and Level of Effort (30 pts.)	28	30	28	25	25	25	25	20
<b>Total for Technical Evaluation:</b>	<b>89</b>	<b>100</b>	<b>96</b>	<b>86</b>	<b>68</b>	<b>84</b>	<b>75</b>	<b>70</b>
<b>Average Score</b>	<b>92.75</b>				<b>74.25</b>			
<b>Price Evaluation:</b>	<b>\$76,377.50</b>				<b>\$92,276.00</b>			

Firm Name	Amount	Total Score
Bolton & Menk	\$76,377.50	132.75
TKDA	\$92,276.00	107.36

Formula: Lowest firm price/firms price X 40 + Average Technical Score = Total  
 40% based on price and 60% based on technical evaluation

January 21, 2014

/s/ Kevin Halliday

Attest: CITY CLERK

The Council discussed the proposed appointment of Andrew Bjur to the Zoning Appeals Board. Council Member Ahmann motioned to table the appointment until the Mayor has reviewed the request. Council Member Dokken seconded the motion, which carried.

Community Education and Recreation Director Brisendine appeared before the Council to present the Willmar Community Education and Recreational Organizational Study and Recommendations. Director Brisendine summarized the timetable on the organizational study conducted by Roger Worner Associates, Inc. Mr. Worner presented a 15-minute summary of the organizational analysis study, the methodology of the study, its major components and its conclusions. He offered eight recommendations for future consideration. He was complementary to the City for its robust program, being so broadly based and expansive.

Mayor Pro Tempore Anderson acknowledged Ken Behm of 2217 Country Club Drive NE who had signed up to address the City Council during its scheduled Open Forum. Mr. Behm spoke in favor of the vacation of a portion of former Highway 40 to allow for expansion of the Jennie-O Turkey Store facility.

The Finance Committee Report for January 13, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Anderson. There were six items for Council consideration.

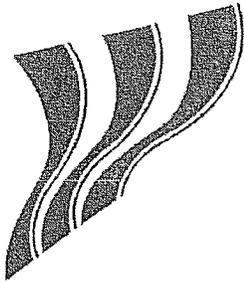
Item No. 1 There were no public comments.

Item No. 2 After upgrading the City's telephone system last summer, there are surplus phones from the old system that are of minimal value. The Willmar Public Schools have expressed an interest in acquiring these phones. It was noted that Minnesota Statute 471.64 authorizes the City to gift property to the public school. The committee was recommending a contract be executed that provides to the school, for no charge, up to 40 telephones that are surplus to the City's needs. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 3 Staff explained to the Committee that the Country Club Drive Lift Station, which was built in 1987, has required numerous bypasses during rainstorm events resulting in capacity issues. There have been approximately five bypasses reported to MPCA since 2009. Too many bypasses could result in a moratorium on growth in the lift station basin. In 2011 and 2012, televising and sump pump inspections have taken place in this area to identify sources of infiltration with limited success. Staff had requested \$75,000 for the Professional Services in the 2014 Waste Treatment Plant Collection Budget; however, only \$30,000 was adopted. Staff agreed this project should continue but \$30,000 is not adequate to cover design and engineering services required; subsequently, an additional \$60,000 is being requested for Professional Services for the Country Club Drive Lift Station Design and Engineering Budget. It was noted that funds not utilized for the Lakeland Drive Project, which will be addressed under an agenda item later this meeting, would be available for this budget increase.

Council Member Anderson offered a motion to amend the 2014 Wastewater Treatment Collection Capital Budget for Phase 1 Country Club Drive Lift Station Design and Engineering by \$60,000, and that said funds would be reallocated from the Lakeland Drive Project. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 The Committee considered the purchase of the Building Inspections Vehicle scheduled for replacement in 2014 which has numerous physical and mechanical issues that warrant replacement and has not been driven for several months. Staff was requesting authorization to replace the Building Inspections Vehicle per the Vehicle Replacement Schedule. Quotes have been received well within the budgeted amount of \$27,000. Authorization to proceed with the replacement of the Building Inspections Vehicle was recommended to the Committee. Council Member Anderson moved to approve the



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: March 11, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: March 17, 2014

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

**Agenda Item:** MinnWest Lift Station/Lakeland Drive Project: A Bollig Inc. contract amendment (#3) which includes review of Lakeland pipe condition, additional CIPP design and new bid package for reduced scope AND (#4) which is for Construction Related Services (CRS) needed to complete the project.

**Recommended Action:**

To approve Amendments #3 & #4 to the Bollig Inc. contract for the MinnWest Lift Station/Lakeland Drive Project.

**Background/Summary:** In December of 2012 the City entered into an agreement with Bollig Inc. to provide Municipal Engineering Services for management, design and bidding for the Lakeland Drive/MinnWest Lift Station Project. Contract Amendment #3 includes work to review pipe conditions of Lakeland Drive and prepare a separate bid package for lift station and forcemain only. It also includes CIPP design into the gravity portion of the existing interceptor from forcemain termini to Hwy 12. Contract amendment #4 adds CRS work in order to complete the project. The City received a proposal from Bollig Inc. in the amount of \$28,716.00 for Amendment #3 and \$185,800.00 for Amendment #4 for a total contract amendment of \$214,516.00. For a total contract amendment, bringing the total consultant fee for the project to \$628,428.96.

**Alternatives:** Do not award Contract Amendment #3 to Bollig Inc. for work that has already been completed and solicit CRS proposals (Amendment #4) from other firms.

**Financial Considerations:** PFA is the funding source for this work.

**Preparer:** Bruce Peterson,  
Acting Public Works Director

**Signature:**

**Comments:** There have been many twists and turns to this project, however in order to stay on task and schedule, it merits approval of these amendments.

**TABLE 1**  
**Amendment #3**

Tasks	Authorized Fee
Original Fee & Amendment #1 & #2	\$ 413,912.96
Proposed Amendment #3	\$ 28,716.00
<b>Total Proposed New Fee</b>	<b>\$ 442,628.96</b>

Notes and Assumptions

**Amendment #3** - Review pipe condition and prepare Tech Memo #3, Separate bid package to Lift Station and Forcemain Only. Add Cure-in-Place Pipe (CIPP) design into gravity portion of existing interceptor from forcemain termini to Highway 12.

**TABLE 1**  
**Amendment #4**

Tasks	Authorized Fee
Original Fee & Amendment #1, #2 & #3	\$ 442,628.96
Proposed Amendment #4	\$ 185,800.00
<b>Total Proposed New Fee</b>	<b>\$ 628,428.96</b>

Notes and Assumptions

**Amendment #4 - Construction Related Services**

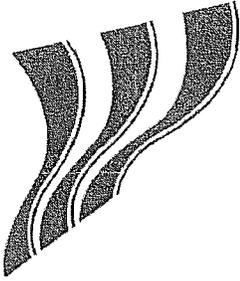
Subject to the limitations set forth in Exhibit 5, CITY will pay CONSULTANT, for all services rendered to the satisfaction of CITY under this Contract, a flat fee, including expenses, not to exceed \$167,700 (the "Contract Price"), except as otherwise authorized in this Contract. The Contract Price is loosely based on CONSULTANT'S Price Proposal, dated February 26, 2014, which is appended to this Amendment #4 for information only, with any discrepancies between the Price Proposal and this Contract to be resolved in favor of this Contract.

MinnWest Technology Campus Lift Station and Force Main  
 Bollig Project #124018  
 City of Willmar, MN  
 February 26, 2014

**FINAL**

Project Task/Description	Bollig							AE2S										Subtotal Budget Hours	Total Fee
	Principal In Charge	Constr. Engineer	Project Architect	Const. Observer	Const. Survey	Funding Specialist	Admin	Principal in Charge	Senior Process	Project Manager	Process Engineer	Mechanical	Process Tech	Electrical	Structural Tech	Structural Engineer	Admin III		
	2014 Rate	\$190	\$170	\$90	\$105	\$125	\$85	\$75	\$213	\$188	\$171	\$96		\$123		\$105	\$158		
1.0 Kick-Off Meeting																			
1.1 Project Kick-Off Meeting	2	4					2											8	
Subtotal	\$380	\$680	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,210	
2.0 Construction Services																			
2.1 General Administration	8	56					4	2		12								82	
2.2 RPR				240														240	
2.3 Pre-Construction Meeting	1	8					1			6								16	
2.4 Weekly Progress Meeting	6	36					3			36								81	
2.5 Non Compliant Work		12	4						4									20	
2.6 Clarification/Interpretations	1	20	2						1	4	10				4		2	50	
2.7 Change Orders/Work Directive	1	24	4				2		1	4	10			4		2	2	58	
2.8 Shop Drawings/Samples	1	6	12				4		2	10	24					24	4	87	
2.9 Request for Substitutes	4	8	2							12								26	
2.10 Special Inspections/Testing	1	8					4											13	
2.11 Applications for Payment	1	40					4			2	4							51	
2.12 Record Drawings		10	6				2			2	4		6		2	1	4	37	
Subtotal	\$4,560	\$38,760	\$2,700	\$25,200	\$0	\$0	\$1,800	\$426	\$3,760	\$18,996	\$4,992	\$0	\$1,722	\$0	\$3,050	\$4,582	\$864	\$109,442	
3.0 Project Management																			
3.1 Public Relations	2	10																12	
3.2 Assist City Finance Director	4	4				24				2	6						2	42	
3.3 PFA Funding Requests <sup>1</sup>			40			72												112	
3.4 City Committee/Council Meetings	1	24																25	
3.5 File Management System		12					28											40	
3.6 Inspection Services (Not Included)																		0	
3.7 Coordination of Start-up Services	1	10								8								19	
Subtotal	\$1,520	\$3,760	\$0	\$0	\$0	\$8,160	\$2,100	\$0	\$0	\$1,710	\$5,760	\$0	\$0	\$0	\$0	\$0	\$140	\$2,560	
4.0 Project Close-Out																			
4.1 Contract Document Compliance	1	16					6											23	
4.2 Substantial Completion	2	28	2				3			6								41	
4.3 Final Acceptance	2	16	1							10	4							33	
Subtotal	\$950	\$10,200	\$270	\$0	\$0	\$0	\$675	\$0	\$0	\$2,736	\$384	\$0	\$0	\$0	\$0	\$0	\$0	\$97	
5.0 Coordination Activities																			
5.1 Coordination with City, WMU, Utilities, Regulatory Agencies		32																32	
Subtotal		\$5,440																\$5,440	
6.0 Additional Services																			
6.1 O & M Manuals Compiling		6					8			8	18							40	
6.2 Construction Staking		4			40													44	
Subtotal		\$1,700			\$5,000	\$600				\$1,268	\$1,728							\$10,996	
<b>TOTAL PROJECT HOURS</b>	<b>89</b>	<b>392</b>	<b>43</b>	<b>240</b>	<b>40</b>	<b>96</b>	<b>69</b>	<b>2</b>	<b>70</b>	<b>102</b>	<b>62</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>10</b>	<b>25</b>	<b>14</b>	<b>1116</b>	
<b>SUB-TOTAL PROJECT COST - Bollig, Inc</b>	<b>\$7,410</b>	<b>\$73,780</b>	<b>\$2,970</b>	<b>\$25,200</b>	<b>\$5,000</b>	<b>\$8,160</b>	<b>\$5,225</b>	<b>\$0</b>	<b>\$3,760</b>	<b>\$18,810</b>	<b>\$7,680</b>	<b>\$0</b>	<b>\$1,722</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$4,582</b>	<b>\$1,008</b>	<b>\$127,849</b>	
<b>SUB-TOTAL PROJECT COST - AE2S</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$426</b>	<b>\$3,760</b>	<b>\$18,810</b>	<b>\$7,680</b>	<b>\$0</b>	<b>\$1,722</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$4,582</b>	<b>\$1,008</b>	<b>\$39,038</b>	
<b>SUBCONSULTANT SERVICES AE2S (Electrical &amp; Mechanical)</b>												<b>\$3,930</b>			<b>\$8,000</b>			<b>\$11,330</b>	
<b>SUB-TOTAL EXPENSE</b>												<b>\$3,930</b>			<b>\$8,000</b>			<b>\$7,627</b>	
<b>TOTAL PROJECT COST</b>	<b>\$7,410</b>	<b>\$73,780</b>	<b>\$2,970</b>	<b>\$25,200</b>	<b>\$5,000</b>	<b>\$8,160</b>	<b>\$5,325</b>	<b>\$426</b>	<b>\$3,760</b>	<b>\$18,810</b>	<b>\$7,680</b>	<b>\$3,930</b>	<b>\$1,722</b>	<b>\$8,000</b>	<b>\$1,050</b>	<b>\$4,582</b>	<b>\$1,008</b>	<b>\$189,800</b>	

<sup>1</sup>Includes Prevailing Wage Compliance Reviews



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: March 11, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: Change meeting date for 2014 Improvement Project Hearing

Recommended Action: To approve rescheduling the improvement hearing for the 2014 Improvement Projects from March 17, 2014 to April 7, 2014.

Background/Summary: Due to a lack of time to provide proper notice for the 2014 Improvement Hearing, action previously taken by the Council needs to be amended. Staff has suggested a March 17, 2014 hearing date, but that date did not allow the required timeframes to be met. No notices have been published or mailed. To meet the necessary schedules for publication and mailing, the hearing should be rescheduled to April 7, 2014.

Alternatives: N/A

Financial Considerations: N/A

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

Signature:

Comments:

**Charlene Stevens**

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**From:** Robert Scott <rtscott@flaherty-hood.com>  
**Sent:** Tuesday, March 04, 2014 5:47 PM  
**To:** Robert Scott  
**Cc:** Charlene Stevens; Bruce Peterson; Chris Hood  
**Subject:** 2014 Improvement Hearing

Dear Mayor and City Council Members,

I am writing regarding the action taken by the City Council at last night's meeting to set a public hearing on the 2014 Improvement projects for March 17. It turns out that with the West Central Tribune's advance deadlines for submission of materials for publication, there is not enough time to meet the statutory requirements for publishing notice of the hearing for it to be held on March 17. I have advised staff to go ahead and notice the public hearing for the April 7 meeting instead as the best way to comply with the both City Council's direction and the statutory notice requirements. I recommend that the Council ratify this action and formally reset the public hearing for April 7 at the March 17 meeting.

As usual, the Mayor and full City Council are blind copied on this message.

The relevant statutory notice and publication requirements for improvement hearings are excerpted below for your reference:

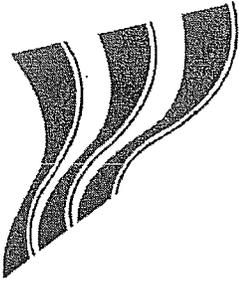
**429.031 PRELIMINARY PLANS, HEARINGS.**

Subdivision 1. **Preparation of plans, notice of hearing.** (a) Before the municipality awards a contract for an improvement or orders it made by day labor, or before the municipality may assess any portion of the cost of an improvement to be made under a cooperative agreement with the state or another political subdivision for sharing the cost of making the improvement, the council shall hold a public hearing on the proposed improvement following two publications in the newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications must be a week apart, and the hearing must be at least three days after the second publication. Not less than ten days before the hearing, notice of the hearing must also be mailed to the owner of each parcel within the area proposed to be assessed and must contain a statement that a reasonable estimate of the impact of the assessment will be available at the hearing, but failure to give mailed notice or any defects in the notice does not invalidate the proceedings . . . .

Please let me know if you have any questions.

Thanks,

Robert T. Scott, Senior Attorney  
Flaherty & Hood, P.A.  
525 Park Street, Suite 470  
St. Paul, MN 55103  
Phone (651) 225-8840  
Fax (651) 225-9088  
[www.flaherty-hood.com](http://www.flaherty-hood.com)



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

**Agenda Item Number:** 13

**Meeting Date:**

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

**CITY COUNCIL ACTION**

**Date:** March 17, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

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

**Recommended Action:** Approve Civic Center Arena Special Event by On-Sale Liquor License Holder – Kandi Entertainment Center contingent upon Community Education & Recreation approval

**Background/Summary:**

The Civic Center has rented space to the West Central Builders Association; a nonprofit corporation (State Charter #1H-316) organized under the laws of the State of Minnesota, who will hold a two day show March 29 and March 30, 2014. On Saturday, March 29, 2014, the WCBA has plans to offer free alcohol to their members after closing hours and all the patrons have gone home. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Kandi Entertainment Center has applied for this permit with on-site employee listed as Keith Pattison.

The Community Education & Recreation Board will meet and consider this request on Friday, March 21, 2014. City Council approval should be contingent upon approval of the Community Education & Recreation Board.

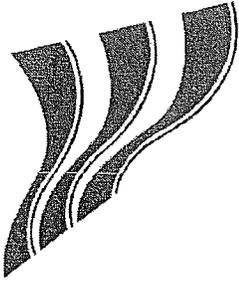
**Alternatives:** Drink Non-Alcoholic Beverages Only

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

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**



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

**Agenda Item Number:** 14

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** March 17, 2014

Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of a new Premise Permit for the 100 Yard Club, Inc. Organization at Pep's Sports Bar

**Recommended Action:** Introduce a Resolution to approve the Premise Permit and direct the City Clerk-Treasurer to forward same to the Gambling Control Board.

**Background/Summary:**

The 100 Yard Club, Inc. organization is making application to the Gambling Control Board to obtain a Premise Permit for a Gambling License at Pep's Sports Bar. The permit is for Pull-Tabs.

The local unit of government must sign the premise's permit application and the City Council must vote on the application. If the premise permit is approved, the resolution of approval is submitted with the application to the Gambling Control Board.

**Alternatives:** Do not allow gambling at this establishment

**Financial Considerations:** N/A

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

REQUESTING THAT THE MINNESOTA GAMBLING  
CONTROL BOARD APPROVE THE APPLICATION FOR A  
PREMISE PERMIT FOR THE 100 YARD CLUB, INC.

WHEREAS, the 100 Yard Club, Inc. has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at Pep's Sports Bar, 1312 Lakeland Drive SE, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the 100 Yard Club, Inc. and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the 100 Yard Club, Inc.

Dated this 17<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk-Treasurer

LG214 Premises Permit Application

Annual Fee \$150 (NON REFUNDABLE)

Required Attachments to LG214

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

Organization Information

- 1. Organization name 100 YARD CLUB INC. License number 93006
- 2. Chief executive officer (CEO) Michael Nibaur Daytime phone 320-235-1475
- 3. Gambling manager Dion Wame Daytime phone 320-231-1118

Gambling Premises Information

- 4. Current name of site where gambling will be conducted PEP'S SPORTS BAR
- 5. List any previous names for this location Double D
- 6. Street address where premises is located 1312 Lakeland Drive SE ~~with~~  
Do not use a P.O. box number or mailing address.

7. City Willmar OR Township \_\_\_\_\_ County Kandiyohi Zip code 56201

8. Does your organization own the building where the gambling will be conducted?

Yes  No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

9. Is any other organization conducting gambling at this site?  Yes  No  Don't know

10. Has your organization previously conducted gambling at this site?  Yes  No  Don't know

Gambling Bank Account Information. Must be in Minnesota.

11. Bank name Home State Bank Bank account number 600 207 4

12. Bank street address 1610 Highway 12 East City Willmar State MN Zip code 56201

All Temporary and Permanent Off-site Storage Spaces

13. Address (Do not use a P.O. box number) 309 Lakeland Drive SE City Willmar State MN Zip code 56201

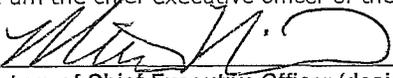
14. Address (Do not use a P.O. box number) \_\_\_\_\_ City \_\_\_\_\_ State MN Zip code \_\_\_\_\_

**Acknowledgment by Local Unit of Government: Approval by Resolution**

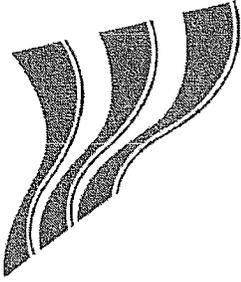
CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Local unit of government must sign</div>	
City name <u>Willmar</u>	County name _____
Date approved by city council _____	Date approved by county board _____
Resolution number _____	Resolution number _____
Signature of city personnel _____	Signature of county personnel _____
Title _____ Date signed _____	Title _____ Date signed _____
	TOWNSHIP NAME _____
	<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.]
	Print township name _____
	Signature of township officer _____
	Title _____ Date _____

**Acknowledgment and Oath**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is nonrefundable regardless of license approval/denial.</li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

	<u>3/7/14</u>
Signature of Chief Executive Officer (designee may not sign)	Date
Print name <u>Michael Nibeaur</u>	

<p>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</p>	<p>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</p>	<p>Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; 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.</p>
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CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15

Meeting Date: March 17, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning and Development Services

Agenda Item: Introduction of Ordinance Authorizing the Sale of Land to Jennie-O Turkey Store, Inc.

Recommended Action: Introduce the Ordinance for a public hearing to be held April 7, 2014.

Background/Summary: Consistent with preliminary approval of the sale by the Council previously, the Ordinance is the next step in the land transfer process.

Alternatives:

1. To not proceed with the Ordinance hearing/sale of land.
2. To delay the hearing/sale of land.

Financial Considerations: The proposed sale price of \$238,072 would be written down to \$0 as per the City's land write-down policy.

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

Signature:

Comments:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE SALE OF LAND OWNED BY THE CITY OF WILLMAR

The City of Willmar hereby ordains as follows:

1. That it is in the best interest of the City of Willmar that certain real estate owned by the City of Willmar be sold to Jennie-O Turkey Store, Inc. a Minnesota Corporation.
2. That the Planning Commission of the City of Willmar has, after due consideration, recommended that the sale of certain real estate hereinafter described be sold as surplus land.
3. That the purchase price of said real estate is \$238,072 written down to \$0, based on job and tax base creation as per the Willmar Industrial Land Pricing Write-Down Policy.
4. That the legal description of the property to be conveyed is as follows:  
  
Outlot B and Lot 1, Block 5, Willmar Industrial Park Third Addition
5. That the City of Willmar shall convey the described real estate to Jennie-O Turkey Store, Inc. by Warranty Deed upon satisfaction of all conditions stated in the purchase agreement.
6. That from and after its adoption and second publication, this Ordinance shall be effective and the Mayor and City Administrator of the City of Willmar are authorized to sign such documents of conveyance as shall be required to effectuate this sale.

This Ordinance introduced by Councilman: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_