

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

February 3, 2014  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Council Members Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie, Denis Anderson and Bruce DeBlieck; Present 7, Absent 1. Council Member Ron Christianson was excused from the meeting.

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

Council Member DeBlieck noted that he would have an addition to the agenda under Old Business.

Council Member Fagerlie offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 21, Planning Commission Minutes of January 22, Rice Memorial Hospital Special Meeting Minutes of January 22, Willmar Municipal Utilities Minutes of January 27, Applications for Exempt Permits for both the MN Ducks Unlimited Inc. and the Willmar Sertoma Club, the Accounts Payable Report through January 29, Willmar Lakes Area CVB Board Minutes of December 17, 2013 and the CER Joint Powers Board Minutes of January 24. Council Member Anderson seconded the motion, which carried.

The Council requested that the Mayoral appointments, Item 5.F., be removed from the Consent Agenda. It was noted that Shirley Carter was not interested in serving on the Zoning Appeals Board and her name was withdrawn. It was also noted that Linda Kacher is running for State Representative. Council Member Nelsen moved to table the appointment of Linda Kacher from the Economic Development Board. Council Member DeBlieck seconded the motion which was defeated on a voice vote. After a lengthy discussion, Council Member Ahmann then moved to approve the Mayoral appointments to their respective committee designations with Council Member Johnson seconding the motion. Council Member Anderson amended the motion to exclude the appointment of Linda Kacher from the Economic Development Board, Council Member DeBlieck seconded the motion which was defeated on a roll call vote of Ayes 3, Noes 4 with Council Members Ahmann, Johnson, Dokken and Fagerlie voting No. The motion then carried with Council Member Nelsen voting No.

At 7:24 p.m. Mayor Yanish opened a hearing on the Vacation of a Portion of Former Highway 40. Planning and Development Services Director Bruce Peterson explained to the Council that a significant industrial development project is being planned at the Jennie-O Turkey Store facility necessitating the vacation of a portion of former Highway 40. This portion of the highway was turned back to the City by the State of Minnesota a number of years ago. The portion to be vacated extends from the intersection with Willmar Avenue west to the Hoting property. The vacation of the former highway is tied to the need for a replacement utility easement and to the completion of Willmar Avenue SW. There being no one to speak for or against the proposed street vacation, Mayor Yanish closed the hearing at 7:27 p.m.

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

**RESOLUTION NO. 1**

VACATING A PORTION OF A PUBLIC STREET

WHEREAS, the vacation of that portion of the public street as described below was initiated by the City.

Outlot B of WILLMAR INDUSTRIAL PARK THIRD ADDITION, and that part of the North Half of the Northwest Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

- commencing at the northwest corner of said Section 21;
- thence on a geodetic bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 241.00 feet to the east line of the west 241.00 feet of said Section 21, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 1487.71 feet to the southwest corner of Lot 1, Block 5, of the record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, on file in the office of the Kandiyohi County Recorder;
- thence on a bearing of South 00 degrees 23 minutes 40 seconds West a distance of 33.00 feet to the south Right of Way boundary line of Willmar Avenue SW;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds West, along the south Right of Way boundary line of Willmar Avenue SW, a distance of 406.01 feet to the south Right of Way boundary line of Industrial Drive SW;
- thence southwesterly, along the south Right of Way boundary line of Industrial Drive SW, a distance of 370.43 feet, on a curve concave to the north, having a radius of 1507.39 feet, a central angle of 14 degrees 04 minutes 47 seconds, and a chord bearing of South 83 degrees 29 minutes 48 seconds West,;
- thence on a bearing of North 89 degrees 27 minutes 48 seconds West, along the south Right of Way boundary line of Industrial Drive SW, a distance of 681.07 feet;
- thence westerly, along the south Right of Way boundary line of Industrial Drive SW, on a curve concave to the south, having a radius of 17113.73 feet, a chord bearing of North 89 degrees 31 minutes 14 seconds West, a central angle of 00 degrees 06 minutes 51 seconds, a curve distance of 34.11 feet to the east line of the west 241.00 feet of said Section 21;
- thence on a bearing of North 00 degrees 37 minutes 21 seconds East, along the east line of the west 241.00 feet of said Section 21, a distance of 75.63 feet to the point of beginning.

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided by Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said street on February 3, 2014.

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said street;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated street be, and hereby is, vacated conditioned on the completion and opening of the realigned Willmar Avenue SW between 22<sup>nd</sup> Street SW and County State Aid Highway 5.

BE IT FURTHER RESOLVED that a utility easement be kept by the owners of the above-described properties over the entire street right of way vacated by this resolution.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after February 10, 2014.

Dated this 3rd day of February, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

At 7:34 p.m. Mayor Yanish opened a hearing amending the Zoning Ordinance. Planning and Development Services Director Bruce Peterson explained the amendment to the Zoning Ordinance adds language to Section 6 allowing brewer taprooms as a permitted use in both the Central and General Business Districts. There being no one to speak for or against the proposed ordinance amendment, Mayor Yanish closed the hearing at 7:35 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of an Ordinance Amending the Zoning Ordinance to allow brewer taprooms as a permitted use in the Central and General Business Districts. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:36 p.m. Mayor Yanish presented to the City Council, staff and citizens of Willmar his message of the State of Affairs of the City of Willmar in which he highlighted events of 2013 including the YMCA Addition, Walmart, Mills Ford, Casey's, Compassionate Care, the expansion of Mn/DOT, Rice Care Center and the start of a Charter School at the MinnWest Technology Campus. He stated that the value of all construction from January through November totaled \$48.7 million compared with \$17.1 million in 2012. He also stated retail sales were estimated at \$650 million and the unemployment rate was under four percent in October.

Mayor Yanish acknowledged Jerry Gesch of 1200 SE Willmar Avenue who had signed up to address the City Council during its scheduled Open Forum. Mr. Gesch suggested department heads give monthly reports of accomplishments and their concerns to the Council. We need to make sure people get their information to the Council so a professional and mature discussion can be held.

The Finance Committee Report for January 27, 2014, was presented to the Mayor and Council by Council Member Anderson. There were seven items for Council consideration.

Item No. 1      There were no public comments.

Item No. 2      The committee was presented the 2013 Rice Memorial Hospital Report by CFO Bill Fenske, which reflects a net operating loss of \$2,870,499 as of December 31. Inpatient volumes are stable but the hospital continues to see lower outpatient volumes. Discussion included accounts receivable issues, the shift in Payer Mix to more governmental sources and less commercial sources, and efforts to recruit more specialized physicians for the hospital, particularly orthopedists. This matter was received for information.

Item No. 3      Staff explained to the committee that should the Council wish to pursue the Lakeland Drive Bike Path Project, nineteen parcels of property need to be appraised to purchase easements to construct the designed bike path along this street. Noting the limited number of available appraisers in the area, a proposal was received from William Latham Real Estate, Inc., for these consultant services totaling \$29,500. It is proposed that Local Option Sales Tax Funds be used for this contract. The committee was recommending approving the consultant services contract. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

Whereas the City of Willmar desires to retain an appraisal firm to provide property appraisals to purchase easements for the Lakeland Drive Bike Path for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain the firm of William Latham Real Estate of Spicer, Minnesota in the amount of \$29,500 for said services;

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

Dated this 3rd day of February, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Council was then presented the Preliminary Lakeland Drive Bike Path Project Budget for Easement Acquisition totaling \$70,000. Of this amount, \$29,500 is for Professional Services for the required property appraisals just discussed. The other \$40,500 is the estimated cost of the easements required for constructing the bike path. The committee was recommending approving the Preliminary Lakeland Drive Bike Path Project Budget for Easement Acquisition in the amount of \$70,000. Following review of the budget, Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

PRELIMINARY LAKELAND DRIVE PATH BUDGET

OTHER CHARGES:		RECEIVABLES:	
Prof. Serv.	\$29,500.00	City (LOST)	<u>\$70,000.00</u>
Other Charges	<u>\$40,500.00</u>	TOTAL	\$70,000.00
TOTAL	\$70,000.00		
		FINANCING:	
		City (LOST)	<u>\$70,000.00</u>
		TOTAL	\$70,000.00
GRAND TOTAL	\$70,000.00		

Dated this 3rd day of February, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 Staff presented proposed revisions to the Robbins Island Trail Project 1304 Budget to the committee. The project budget has not been amended since before bids were taken and needs to be revised to reflect actual costs. Bids came in considerable higher than anticipated and the State of Minnesota has agreed to cover 80% of the bid costs for the project with federal grant dollars. Total construction costs are estimated at \$260,000. The project bid was \$251,986, but due to the addition and deletion of items in the project, there will be approximately \$8,000 of additional costs that will need to be borne by the City. The Local Option Sales Tax Fund will be used for the entire City portion with Federal grants funding the remainder. Following review of the budget, Resolution No. 4 was introduced by Council Member Anderson,

seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

PRELIMINARY PROJECT NO. 1304 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Printing and Publishing	\$500.00	City (LOST)	\$92,059.00
Mtce. of Other Impr.	\$260,000.00	Other (Fed. Grant)	<u>\$201,517.00</u>
Other Services	<u>\$7,524.00</u>	TOTAL	\$293,576.00
TOTAL	\$268,024.00		
OTHER CHARGES:		FINANCING:	
Prof. Serv.	\$20,052.00	City (LOST)	\$92,059.00
Advertising	\$500.00	Other (Fed. Grant)	<u>\$201,517.00</u>
Adm. OH (Transfer)	<u>\$5,000.00</u>	TOTAL	\$293,576.00
TOTAL	\$25,552.00		
GRAND TOTAL	\$293,576.00		

Dated this 3rd day of February, 2014.

\_\_\_\_\_  
/s/ Frank Yanish  
MAYOR

\_\_\_\_\_  
/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Staff presented a request to the committee to purchase two trucks with snow removal equipment to replace two of the current fleet. The two new trucks would be equipped with plows and dump bodies for a total cost of \$333,568.48, which includes tax and license fees. There is a trade value of \$49,000 that would be credited at the time of delivery. The Capital Improvements Program for 2014 included \$320,000 for both trucks. Hours and mileage on the old trucks was provided to the committee by Public Works Superintendent Scott Ledebor.

Following discussion the committee was recommending approval of the purchase of two new Public Works trucks with snow equipment. Council Member Anderson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Fagerlie seconding the motion which carried.

Item No. 6 Staff presented a request to the committee to purchase a trailer-mounted oil distributor used by Public Works for street patching. The existing equipment is in need of replacement and it is being proposed that a 300-gallon trailer-mounted unit be purchased in the amount of \$41,296 from Stepp Manufacturing. The 2014 Capital Improvement Program included \$187,427 to replace the existing 1,000-gallon truck-mounted unit. Public Works Superintendent Ledebor explained that with the truck-mounted rig, they are required to drive to Chaska, Minnesota, to pick up the product, which has a lengthy shelf-life. With the trailer mounted rig, the product can be obtained from the local MnDOT station, but that product has a shelf-life of only a couple of weeks. Both products are equally effective in patching streets. The existing truck, which is 24 years old, would be disposed by selling it on the state governmental website.

The Committee was recommending the Council approve the purchase of the trailer-mounted oil distributor for \$41,296 from Stepp Manufacturing. Council Member Anderson made the motion for the purchase as recommended with Council Member Fagerlie seconding the motion which carried.

Item No. 7 The Committee received the following reports: 12/31/13 Cash/Investments Portfolio; 3<sup>rd</sup> Quarter Investment Activity; 2013 Interest/Dividends by Institution; 10-Year Investments History By Quarter; 10-Year Interest/Dividends History By Quarter; December, 2013, Rice Trust; and 2013 Kandiyohi Area Transit. This matter was taken for information only.

The Finance Report for January 27, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Nelsen, and carried.

The Public Works/Safety Committee Report for January 28, 2014 was presented to the Mayor and Council by Council Member Nelsen. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 An amendment to the engineering services agreement for the Sperryville Lift Station was presented to the committee. The original agreement omitted certain services for construction services. It was determined that the services are necessary to see the project through to completion. A proposal was received from Donohue and Associates for an amendment to the agreement in the amount of \$5,760. The new total of the Donohue and Associates agreement for the Sperryville Lift Station project would be \$58,469.

Resolution No. 5 was introduced by Council Member Nelsen, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Administrator of the City of Willmar is hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Donohue and Associates for City Project 1311, Sperryville Lift Station. The amendment increases the contract amount by \$5,760.

Dated this 3<sup>rd</sup> day of February, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 The committee was presented a summary of local costs for the 2014 Highway 12 Projects as being designed and bid by MnDOT. The primary expenditures that require local participation are project mobilization, signal work at the Highway 12 / 7<sup>th</sup> Street SW intersection, and storm drainage work at the east end of the corridor that is being reconstructed as a maintenance project.

The committee discussion focused on the width of 7<sup>th</sup> Street as impacted by the turn lane. There are concerns that 7<sup>th</sup> Street should be widened to accommodate right-turning traffic off of Highway 12. Staff indicated to the Committee that the turn lane was being constructed as a safety project, to separate the through traffic from the right-turning movements, and that the work was being designed to MnDOT standards. The Committee asked if staff had plans for the intersection that they could see. No plans were available for viewing at the meeting. However, staff said that a plan would be available at the Council meeting. No action was taken pending review of plans at the City Council Meeting.

The Council reviewed the plans prepared by Mn/DOT and Resolution No. 6 was introduced by Council Member Nelsen, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED that the City of Willmar enter into an agreement with the State of Minnesota, Department of Transportation for the following purpose:

To provide for payment to the State of the City's share of the costs of the 2014 turn lane project at Highway 12/7<sup>th</sup> Street Southwest and the maintenance project on East Highway 12 (S.P.3403.68) by re-appropriating \$58,747 from the savings on oil distribution equipment within the Capital Improvement Fund.

BE IT RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Dated this 3rd day of February, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Committee briefly discussed archery range issues and expressed their desire to have significant discussion of outdoor archery ranges at their February 11, 2014, meeting. Information was presented by Council Member DeBlieck and for distribution to the Mayor and Council for review. This information details a variety of possible range layouts or configurations. This was received for information only.

Item No. 5 The Committee discussed the status of the 2014 Street Project. Several members expressed a desire to identify a consistent future funding source for street projects. This was for information only.

The Public Works/Safety Report for January 28, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Ahmann, and carried.

The Labor Relations Report for January 29, 2014, was presented to the Mayor and Council by Council Member Ahmann. There were five items for consideration.

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

Item No. 2 Council Member Anderson made a motion, seconded by Council Member Dokken to go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:46 p.m. Labor Attorney Frank Madden joined the closed session via conference call.

Item No. 3 The meeting was reopened at 6:12 p.m. upon motion by Council Member Anderson, seconded by Council Member Dokken and carried.

Item No. 4 Due to time the discussion on Strategic Planning was tabled until a future meeting.

Item No. 5 Chair Ahmann asked if City staff were engaged in succession planning similar to the WMU. City Administrator Stevens stated that staff is working on this, though not as formally as WMU.

Chair Ahmann suggested that City staff reach out to Jennie-O Turkey Store to determine if they need assistance in workforce recruitment.

Ms. Stevens stated that the City would be filing its Pay Equity Report and from the analysis by Springsted the City would appear to be in compliance.

The Labor Relations Committee Report for January 29, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Community Development Report for January 30, 2014, was presented to the Mayor and Council by Council Member Fagerlie. There were six items for consideration.

Item No. 1 Paula and Brett Peterson, who farm south of Murdock on Highway 40, were present to ask the committee to give consideration to the installation of traffic signals at the Highway 40/County Road 5 intersection; also, to the future intersection of County Road 5 and Willmar Avenue. They indicated that it is difficult to make left turning movements from Highway 40 onto County Road 5 and they anticipate the same problems at the future Willmar Avenue intersection. The committee received their comments for information. Staff will follow up with MnDOT to see if warrants exist for signals at either of those locations and to discuss a possible traffic study. This was for information only.

Item No. 2 Staff presented information to the committee regarding the condition of the UMEC building in downtown Willmar. This building is the former Erickson Furniture building on Litchfield Avenue. The building has deteriorated over the years to a point where there are a number of conditions that warrant an unsafe building declaration. Photographs of problem areas were viewed by the Committee. The photos were exterior photos only, as access into the building was not possible due to the relocation of the business. Various remedies to the problem were discussed. The biggest question was if the City demolishes the structure, how the City would be reimbursed? The available options at this time are to file a lien or to place it on the real estate taxes as a special assessment. The situation may be somewhat different if there is a mortgage on the property. Staff will try to determine if there is a mortgage on the property and contact the mortgage holder. The Committee did not want to delay action due to the unsafe conditions at the rear of the building and was recommending the Council issue an unsafe building declaration and take the necessary steps to have the conditions corrected or the building demolished.

Planning and Development Director Bruce Peterson provided an update to the Council from the owner wishing to delay the declaration and their willingness to make improvements. After discussion, Council Member Fagerlie made the motion to declare the building unsafe and take the necessary steps to have the conditions corrected or the building demolished, with Council Member DeBlieck seconding. The motion carried.

Item No. 3 The committee considered proposals to increase fees for planning and zoning activities, as well as for the rental housing program. Planning and zoning fees have not been increased in five years, and the rental housing program fees have not been adjusted since the inception of the program. The primary adjustments proposed to the planning and zoning fees were a \$50.00 across the board increase in application fees for matters that go before the Planning Commission. These would include conditional use permits, plats, rezoning, and variances that go before the Board of Zoning Appeals. Also proposed were 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 as well as small changes to sign permit fees. Staff proposed that applicants for action by the Commission also provide \$700.00 in escrow to be used for special studies or review in the course of consideration of land-use matters. The committee did not support this idea.

In the rental program, the primary change being recommended by staff to the committee was to increase the registration fee. It is currently \$25.00 per building and \$5.00 per unit. Staff was recommending an increase to \$50.00 per building and \$10.00 per unit. This would result in a \$25.00 increase in registration fees for a single-family home, which would cover a two-year period. The registration period for other types of structures ranges from two-four years, so the increased fees would be able to be spread over a number of years and across a number of units. The committee recognized that a fee structure that would support 100%

of the cost of the rental inspection program was not feasible, but did believe there were some increases warranted. Other changes proposed for the program were slight increases in fines and penalties.

After consideration of the committee's recommendations, a motion was Council Member Fagerlie and seconded by Council Member DeBlieck to introduce an ordinance adjusting the planning and zoning fees as proposed, without the escrow fee requirement, for a hearing on March 3, 2014. The motion carried.

The Council then considered the fees structure increase proposed for the rental inspection program recommended by the committee. A motion was made by Council Member Fagerlie and seconded by Council Member Johnson to introduce an ordinance adjusting the rental inspection program fees as proposed for a hearing on March 3, 2014. The motion carried.

Item No. 4 The committee was presented with a proposed timeline for the Jennie-O Turkey Store project. The timeline shows approximately six months to get through the procedures necessary to vacate the right of way, convey property, structure any public financing package, review plans, and issue permits for construction. The committee briefly discussed how the process might be kept more open and with information available to the public. Staff informed the committee that every step of the process that required City action would be conducted either at the committee level or at the full Council, and would include public hearings for the street vacation, any conveyance of real estate, and for any public financing or incentives provided in the course of the project. This item was for information only.

Item No. 5 There was no old business.

Item No. 6 There was no new business.

The Community Development Committee Report for January 30, 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 DeBlieck, and carried.

City Clerk-Treasurer Kevin Halliday presented an application for a State One-Day to Four-Day Temporary On-Sale Liquor License for consideration. The Willmar Holiday Inn and Conference Center has rented space to Minnesota Ducks Unlimited; a nonprofit corporation organized under the laws of the State of Minnesota, to hold a convention from February 13 through February 16. The Minnesota Ducks Unlimited plans to host a hospitality room to sell alcohol to special guests and members. A State One-Day to Four-Day Temporary On-Sale Liquor License is required to distribute or consume alcohol for this event. Council Member Anderson made a motion with Council Member DeBlieck seconding to approve the application for the event. The motion carried with Ayes 7, Noes 0.

The Mayor and Council considered the preliminary plat for property owned by Bethesda. Planning and Development Services Director Peterson explained that the property owners wished to subdivide the parcels they currently own into two lots to accommodate future expansion plans. The lots sizes and minimum lot frontages well exceed Zoning Ordinance minimums. The Planning Commission approved the preliminary plat with several conditions involving easements, drainage, access, etc. Council Member Fagerlie moved to approve the Bethesda Nursing Home Third Addition Plat with Council Member DeBlieck seconding the motion, which carried.

Due to the Presidents' Day holiday, Council Member Anderson moved to reschedule the second Council meeting of the month to February 18, 2014. Council Member Ahmann seconded the motion, which carried.

Under old business it was noted that a summary report from Carl Neu has recently been received and put into record. This was for information only.

Under new business the Open House for Sommerset Apartments scheduled for February 14, 2014 was announced. This was for information only.

Announcements for Council Committee meeting dates were as follows: Finance, February 10; Public Works/Safety, February 11; Labor Relations, February 12 and Community Development, February 13, 2014.

There being no further business to come before the Council, the meeting adjourned at 8:42 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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

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

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

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Supt. of Water/Heating Bart Murphy, Director of Finance Tim Hunstad, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, City Councilman Bruce DeBlieck, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little

Commissioner Salzer opened the meeting by requesting a resolution 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. 6**

“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 January 27, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 140196 to No. 140277 inclusive in the amount of \$1,826,630.89 with a MISO credit in the amount of \$140,684.49 and a Westmoreland Coal payment in the amount of \$114,172.80.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

At this time, a number of financial and operational reports were presented to the Commission for review and discussion. Director of Finance Hunstad reviewed the December 2013 Preliminary Financial Report along with an analysis of the December 31, 2013 Investment Report. Following the financial reports, Power Supply Broker presented the Commission with an overview of the December 2013 Power Supply Report.

Customer Service Supervisor Stien informed the Commission that once again MMUA is offering a state-wide scholarship opportunity for high school seniors. MMUA's Tom Bovitz Memorial Scholarship Program offers scholarship funds totaling \$5,000 (1<sup>st</sup> \$2,000; 2<sup>nd</sup> \$1,500; 3<sup>rd</sup> \$1,000;

and 4<sup>th</sup> \$500) to essay contest winners who will be attending post-secondary educational institutions. In conjunction, WMU also offers local seniors scholarships in a total amount of \$1,000 (1<sup>st</sup> \$750 and 2<sup>nd</sup> \$250) for submitting the winning top two essays. The essays entitled "*Municipal Utilities – Good for All of Us*" may be submitted to WMU by Willmar High School seniors who reside in the City of Willmar. The winners of the local essay contest are then forwarded on to MMUA for consideration in the state-wide program. (Complete instructions and information may be obtained at the Willmar High School Office.) Following discussion, it was the consensus of the Commission to continue participation in the MMUA/WMU Scholarship Programs. Commissioners Laumer and Nagel along with Customer Service Supervisor Stien volunteered to serve as members of the WMU Scholarship Committee for 2014.

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

- Electric Utility 101 Webinar Series (2 of 4): "*Substations*" February 19<sup>th</sup> @ 1:00-2:30 p.m.
- APPA Utility Governance Webinar Series (2 of 9): "*Duties, Responsibilities & Legal Obligations of Public Power Governing Boards*" February 25<sup>th</sup> @ 1:00-2:30 p.m.
- APPA Legislative Rally – March 10-12 (Washington, DC)
- MMUA Legislative Conference – April 23-25 (Bloomington)

Anyone interested in attending any of the events is asked to contact Beth Mattheisen to make the necessary arrangements.

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Schrupp 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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Stacy Stien  
Customer Service Supervisor

ATTEST:

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Carol Laumer, Secretary

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

**MINUTES**

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

\*\* Members Present: Mark Klema, Gary Geiger, Andrew Engan, Bob Poe, Scott Thaden, Margaret Fleck, Randy Czarnetzki, Sandy Bebler, and Aaron Larson.

\*\* Members Absent:

\*\* Others Present: Andrew Mack, Andy Brandel, Steve Fester, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the January 22, 2014 meeting were approved as submitted.
3. I & S GROUP REZONE SC TO GB- FILE NO. 14-02: The public hearing opened at 7:05 p.m. Andy Brandel of I & S Group presented the request for a rezoning of a parcel from SC (Shopping Center) to GB (General Business) for retail development on property described as follows: part of the NW ¼ Section 23, Township 119, Range 35 (19<sup>th</sup> Ave. SE). The property is on the corner of 19<sup>th</sup> Ave. SE and 5<sup>th</sup> St. SE. It is not part of the Kandi Mall and the applicant wishes to utilize the GB setbacks as they are less restrictive on a smaller lot than the SC setbacks.

No one appeared to speak for or against the request and the public hearing was closed at 7:07 p.m.

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

The Commission talked about the properties directly south and that they are all zoned GB. As this is not part of the mall property SC isn't appropriate.

Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the rezone request and forward it onto the City council for a public hearing and map amendment.

The motion carried.

4. VERIZON WIRELESS COMMUNICATIONS TOWER CONDITIONAL USE PERMIT-FILE NO. 14-01: The public hearing opened at 7:15 p.m. Steve Fester, of SCC, presented the request for a wireless communications tower conditional use permit on behalf of Verizon Wireless on Willmar Fire Department property legally described as follows: all of Block 66 excluding Lots 5, 6, 7, & the E 50' of Lot 8 & excluding the E 50' of the S ½ of Lot 9, First Addition to the Town of Willmar (515 2<sup>nd</sup> St. SW). Mr.

Fester explained that Verizon wished to co-locate on the existing communications tower on site but that it wasn't built to hold their equipment. Verizon proposes to remove the existing tower and construct a new tower that will also house the fire department's antennas.

No one appeared to speak for or against the request and the public hearing closed at 7:19 p.m.

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

The Commission discussed the utility shed that will be included in the project and the fencing. The height of the tower is the same as the existing tower, and all setbacks are met.

Mr. Thaden made a motion, seconded by Ms. Bebler to approve the conditional use permit with the following conditions:

- A. Utility/access easements shall be submitted for review and approval by the City prior to recording and recorded copies shall be supplied to the City.
- B. FCC and FAA final airspace approvals shall be submitted to the City for the project prior to issuance of a building permit.
- C. All applicable local, state, and federal laws and regulations shall be followed at all times.

The Planning Commission made the following affirmative findings of fact as per Section 9.E.3.a.1-7 as follows:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as they are collocating with existing governmental services as required by Wireless Communication Towers and Antennas ordinance.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no one presented any value studies.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as there is no known special feature in the vicinity.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned as it is a fully developed area.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided as Verizon will be working with Municipal Utilities for the necessary electrical services.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as no accesses to the parking area will change.

7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood as there has been a tower in the same location for years and this will just be a new tower of same height.

The motion carried.

5. SHIPPING/STORAGE CONTAINERS TEXT AMENDMENT- FILE NO. 14-03: The public hearing opened at 7:28 p.m. The Planning Commission reviewed and discussed the proposed text amendment that they initiated at a previous meeting regarding amending Section 3.E.8 to limit shipping/storage containers in residential areas for temporary timeframes of less than a month for moving purposes etc. They talked about home improvement projects and some contractors using the containers for housing equipment and tools. They also talked about the time allotment would be longer for projects, but shouldn't be allowed indefinitely or every other month etc.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to table the matter until the next meeting to allow staff to rewrite the amendment to include construction projects and a longer time frame.

The motion carried.

6. LAND ACQUISITION 12<sup>TH</sup> STREET SE: Staff updated the Commission on the City working towards land acquisition for the 12<sup>th</sup> St. SE right-of-way for 2014 street improvements. This portion of street would connect 11<sup>th</sup> Ave. SE and Willmar Ave. SE just east of the Bethesda campus. The Charter requires any land acquisition to go before the Planning Commission for review.

Mr. Geiger made a motion, seconded by Mr. Thaden to approve the City acquiring land for improved connectivity.

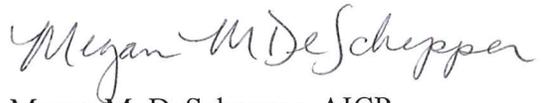
The motion carried.

7. MISCELLANY: The City Council asked the Planning Commission to discuss e-cigarette and hookah lounge possible regulations. The Commission reviewed some information supplied by the League of Minnesota Cities and State Statute regarding e-cigarettes. The Commission discussed what they were, where they are sold, and how other communities regulate them. As Kandiyohi County licenses retail sales of cigarettes they concluded that the County should be asked to consider including e-cigarettes in their regulations.

They discussed hookah lounges and couldn't determine a difference between them and cigar bars. They reviewed some League of Minnesota Cities information. It was the consensus of the Commission that they didn't have a concern about a hookah lounge operating in a commercial area like any other business and that it wasn't their duty to regulate how and where people smoke. No action was taken.

8. There being no further business to come before the Planning Commission the meeting adjourned at 7:59 p.m.

Respectfully submitted

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

Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION- FEBRUARY 12, 2014**

**STAFF COMMENTS**

1. I & S GROUP REZONE SC TO GB- FILE NO. 14-02:

- The applicant is I & S Group, Faribault, MN.
- The applicant is requesting rezoning property from SC (Shopping Center District) to GB (General Business District) for commercial/retail development on property legally described as follows: part of the NW ¼ Section 23, Township 119, Range 35 (19<sup>th</sup> Ave. SE) (soon to be described as Lot 1, Block 1, Gesch Acres Second Addition).
- The property is a separate parcel from the Kandi Mall parcel and as such is not necessarily a shopping center type use.
- The applicant wishes the property to be zoned to utilize the GB setbacks which are less than the SC.
- The properties to the south are zoned GB, as are the properties to the north of the mall parcel.

RECOMMENDATION: Approve the rezone request and forward it onto City Council for a public hearing and map amendment.

2. VERIZON WIRELESS COMMUNICATIONS TOWER CONDITIONAL USE PERMIT- FILE NO. 14-01:

- The applicant is Verizon Wireless, Bloomington, MN.
- The applicant is requesting a conditional use permit to construct a 100' monopole wireless communications towers to replace an existing communications tower on City of Willmar Fire Department property legally described as follows: all of Block 66 excluding Lots 5, 6, 7 & the E 50' of Lot 8 & excluding the E 50' of the S ½ of Lot 9, First Addition to the Town of Willmar (515 2<sup>nd</sup> St. SW).
- The property is zoned CBD and the Wireless Communication Tower and Antennas Ordinance states that commercial towers are permissible with a CUP when on government owned site (see pages 7 & 8 of Ord.).
- Colocation was considered for the existing tower, but it was determined that it was not constructed to hold the proposed communication antennas and equipment. The new tower will collocate with the Verizon equipment as well as the City of Willmar radio antennae that are located on the current tower.
- The current tower is 100' tall.
- The applicant proposes a 10' wide utility easement and 20' access easement to the tower. The applicant proposes a 6' tall chain link fence with slats to match existing fencing.
- The applicant proposes an 11' 6" x 19' 5 ½" equipment building. All drainage from the building shall be dealt with on site by the applicant and meet the Stormwater Ordinance at all times never increasing runoff to abutting property owners.
- The equipment building is setback 7' (steps are 3' 8") from the property line, which meets the structure setback requirements of the CBD.

- The proposed tower setback from the southeasterly property line is 26' 7" which meets the Zoning Ordinance tower setback requirement of not less than 25% the tower height, or 20 feet whichever is greater. (25% of 100 is 25 feet)
- The applicant shall submit all airspace approval documents from the FCC and FAA regarding the helicopter land pad on the nearby Rice Hospital Roof prior to issuance of a building permit.
- The proposed utility/access easements are for access for Verizon across City property. Easements shall be submitted prior to recording for City review and approval as well as copies supplied after recording.

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

- A. Utility/access easements shall be submitted for review and approval by the City prior to recording and recorded copies shall be supplied to the City.
- B. FCC and FAA final airspace approvals shall be submitted to the City for the project prior to issuance of a building permit.
- C. All applicable local, state, and federal laws and regulations shall be followed at all times.



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

**Agenda Item Number:** 50.

**Meeting Date:** NA

**Attachments:**  Yes     No

**CITY COUNCIL ACTION**

**Date:** February 18, 2014

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

**Originating Department:** Community Education and Recreation

**Agenda Item:**

Donation of \$550.00 from the Willmar Hockey Association to help offset costs for youth hockey equipment.

**Recommended Action:**

Accept the \$550.00 donation from the Willmar Hockey Association.

**Background/Summary:**

The Willmar Hockey Association wanted to contribute money toward the purchase of youth hockey equipment. A check has been received in the amount of \$550.00.

**Alternatives:** NA

**Financial Considerations:**

The amount donated was \$550.00.

**Preparer:** Steve Brisendine

**Signature:**

**Comments:**

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

WHEREAS, the City of Willmar has received a donation of \$550.00 from the Willmar Hockey Association to the Willmar Community Education and Recreation Department designated for help offset costs for youth hockey equipment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from the Willmar Hockey Association and the City Administrator be directed to express the community's appreciation.

Dated this 18th day of February, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 38753 02/11/14 SEPTIC PUMPING	330.00		23794		D N	CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I 000057 38754 02/11/14 WELDING SUPPLIES	8.76		02567242		D N	GENERAL SUPPLIES	101.43425.0229
38754 02/11/14 FIRE EXTINGUISHER INSP.	757.00		02580174		D N	MTCE. OF EQUIPME	101.43425.0334
38754 02/11/14 RECHARGED FIRE EXT.	236.00		02582570		D N	MTCE. OF EQUIPME	101.43425.0334
38754 02/11/14 WELDING GAS	26.66		02593428		D N	GENERAL SUPPLIES	101.43425.0229
38754 02/11/14 CYLLINDER RENTAL	13.33		02593722		D N	RENTS	101.43425.0440
VENDOR TOTAL	1,041.75	*CHECK TOTAL					
ANDERSON LAW OFFICES 002954 38755 02/11/14 LEGAL SERVICES-JANUARY 9, 782.40	782.40		STMT/1-14		D M 07	PROFESSIONAL SER	101.41406.0446
ANDERSON/MICHAEL 001828 38756 02/11/14 MTG ON LAW ENF. ISSUES	8.13		563		D N	TRAVEL-CONF.-SCH	101.42411.0333
APPERT'S FOOD SERVICE 002526 38757 02/11/14 CONCESSION SUPPLIES	498.20		2060915		D N	GENERAL SUPPLIES	101.45433.0229
BATTERY WHOLESAL INC 002860 38758 02/11/14 BATTERY	254.13		19393		D N	INVENTORIES-MDSE	101.125000
BENNETT OFFICE TECHNOLOG 000099 38759 02/11/14 OFFICE SUPPLIES	137.00		197228		D N	OFFICE SUPPLIES	651.48484.0220
BERNICK'S PEPSI-COLA CO 000103 38760 02/11/14 CONCESSION SUPPLIES	190.19		4927		D N	GENERAL SUPPLIES	101.45433.0229
38760 02/11/14 CONCESSION SUPPLIES	230.22		7814		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	420.41	*CHECK TOTAL					
BOLLIG INC 002999 38761 02/11/14 PROFESSIONAL SERVICES 17,603.64	17,603.64		2636		D N	PROFESSIONAL SER	432.48504.0446
BOLTON & MENK INC 001010 38762 02/11/14 INTERIM CITY ENG SERVI	4,290.00		0163634		D N	PROFESSIONAL SER	101.43417.0446
38762 02/11/14 WILLMAR AVE IMPROVEMEN	2,540.00		0163635		D N	PROFESSIONAL SER	413.48452.0446
VENDOR TOTAL	6,830.00	*CHECK TOTAL					
BONNEMA SURVEYS 001716 38763 02/11/14 12TH STREET ROW PLAT	2,587.75		13-658		D N	PROFESSIONAL SER	205.43451.0446
BSE 001980 38764 02/11/14 LIGHT BALLAST	89.13		906843334		D N	MTCE. OF STRUCTU	101.43425.0225
38764 02/11/14 LIGHT BULBS FOR BLDG	198.00		906845641		D N	MTCE. OF STRUCTU	101.45433.0225
VENDOR TOTAL	287.13	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
C D & T INC AUTO PARTS 000145 38765 02/11/14 #898881-LIGHT	23.80		925915		D N	MTCE. OF EQUIPME	101.43425.0224
CARD SERVICES 002552							
38766 02/11/14 PETERSON-FAREWELL COFFEE	26.18		010113		D N	GENERAL SUPPLIES	101.41400.0229
38766 02/11/14 PETERSON-FAREWELL COFFEE	80.14		010312		D N	SUBSISTENCE OF P	101.41400.0227
38766 02/11/14 CONCESSION SUPPLIES	39.34		010411		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 CONCESSION SUPPLIES	47.84		011012		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 CONCESSION SUPPLIES	97.51		011317		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 WOODSHOP OPEN HOUSE	70.62		011611		D N	GENERAL SUPPLIES	101.45435.0229
38766 02/11/14 CONCESSION SUPPLIES	21.45		011810		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 CONCESSION SUPPLIES	15.54		012118		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 CONCESSION SUPPLIES	60.97		012316		D N	GENERAL SUPPLIES	101.45433.0229
38766 02/11/14 COFFEE/FLTRS/CUPS	36.32		012913		D N	GENERAL SUPPLIES	101.41408.0229
38766 02/11/14 CONCESSION SUPPLIES	40.79		013113		D N	GENERAL SUPPLIES	101.45433.0229
536.70 536.70		*CHECK TOTAL					
VENDOR TOTAL							
CENTERPOINT ENERGY 000467							
38767 02/11/14 NATURAL GAS CHARGES	1,563.71		6048932/1-14		D N	UTILITIES	651.48484.0332
38767 02/11/14 NATURAL GAS CHARGES	48.20		6072309/1-14		D N	UTILITIES	101.45437.0332
38767 02/11/14 NATURAL GAS CHARGES	169.66		6093527/1-14		D N	UTILITIES	101.43425.0332
1,781.57 1,781.57		*CHECK TOTAL					
VENDOR TOTAL							
CHAMBERLAIN OIL CO 000154							
38768 02/11/14 OIL	2,507.37		122119		D N	INVENTORIES-MDSE	101.125000
38768 02/11/14 DRUM RETURN	40.00CR		122119		D N	INVENTORIES-MDSE	101.125000
2,467.37 2,467.37		*CHECK TOTAL					
VENDOR TOTAL							
CHARTER COMMUNICATIONS 000736							
38769 02/11/14 MONTHLY PHONE SERVICE	41.64		3941/2-14		D N	COMMUNICATIONS	101.41409.0330
38769 02/11/14 MONTHLY PHONE SERVICE	90.45		4972/2-14		D N	COMMUNICATIONS	101.41409.0330
132.09 132.09		*CHECK TOTAL					
VENDOR TOTAL							
CIT TECHNOLOGY FIN SERV 002556							
38770 02/11/14 COPIER LEASE AGRMT	159.00		24593769		D N	RENTS	101.41405.0440
COLEPAPERS INC 000170							
38771 02/11/14 CLEANING SUPPLIES	631.61		8937930		D N	CLEANING AND WAS	101.45435.0228
38771 02/11/14 CLEANING SUPPLIES	101.49		8940642		D N	CLEANING AND WAS	101.45435.0228
38771 02/11/14 CLEANING SUPPLIES	78.52		8942247		D N	CLEANING AND WAS	101.45435.0228
811.62 811.62		*CHECK TOTAL					
VENDOR TOTAL							
COMPUTER PROF. UNLIMITED 000065							
38772 02/11/14 CAMA MONTHLY SUPPORT-FEB	150.00		STMT/2-14		D N	MTCE. OF EQUIPME	101.41404.0334

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COPIER BUSINESS SOLUTION 001934 38773 02/11/14 COPIER MTCE CHARGE 38773 02/11/14 COPIER MTCE CHARGE VENDOR TOTAL	48.75 44.46 93.21 93.21		233445 233556 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0334 101.41405.0334
CROW CHEMICAL & LIGHTING 000186 38774 02/11/14 CLEANING SUPPLIES 38774 02/11/14 CLEANING SUPPLIES 38774 02/11/14 CLEANING SUPPLIES VENDOR TOTAL	20.43 343.72 46.20 410.35 410.35		3882 3892 3899 *CHECK TOTAL		D N D N D N	CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS	101.43425.0228 101.43425.0228 651.48484.0228
DELL MARKETING LP 001747 38775 02/11/14 DELL PWR CONNECT SWITC 38775 02/11/14 DELL PWR EDGE SERVER 38775 02/11/14 DELL PWR EDGE SERVER 38775 02/11/14 DELL PWR EDGE SERVER VENDOR TOTAL	2,585.00 7,471.07 7,471.07 7,471.07 24,998.21 24,998.21		XJ9JJ8DX9 XJ9MDC254 XJ9MDC254 XJ9MDC254 *CHECK TOTAL		D N D N D N D N	FURNITURE AND EQ FURNITURE AND EQ FURNITURE AND EQ FURNITURE AND EQ	450.41409.0552 450.41409.0552 450.41409.0552 450.41409.0552
DEPT OF HUMAN SERVICES 002914 38776 02/11/14 #22 RICE CARE CENTER-	19,447.91		00000186525		D N	OTHER CHARGES	101.41428.0449
DICE/BOB .02100 38777 02/11/14 SPORTS SHOW EXPENSES	811.04		021014		D N	TRAVEL-CONF. -SCH	208.45006.0333
DONNERITE GRAPHICS 001422 38778 02/11/14 #121406-REPL. DECALS	185.00		1125		D N	INSURANCE DEDUCT	101.41428.0822
DONOHUE & ASSOCIATES 002293 38779 02/11/14 WESTERN COLLECTOR SEWE 38779 02/11/14 SPERRYVILLE L.S. VENDOR TOTAL	1,995.00 1,495.00 3,490.00 3,490.00		11678-38 12466-10 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	432.48503.0446 432.48506.0446
DUININCK/EMILY 003041 38780 02/11/14 ALP COURSE-PLYMOUTH	482.02		020414		D N	TRAVEL-CONF. -SCH	101.41404.0333
DYNA SYSTEMS 000223 38781 02/11/14 CABLE TIES	129.03		20750868		D N	GENERAL SUPPLIES	101.43425.0229
ED DAVIS BUSINESS MACHIN 000229 38782 02/11/14 OFFICE SUPPLIES 38782 02/11/14 OFFICE SUPPLIES 38782 02/11/14 OFFICE SUPPLIES 38782 02/11/14 OFFICE SUPPLIES VENDOR TOTAL	118.85 240.98 289.30 17.09 666.22 666.22		129280 129494 129683 129790 *CHECK TOTAL		D N D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	741.48001.0220 741.48001.0220 741.48001.0220 741.48001.0220

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
ED'S SERVICE CENTER & SA 000231 38783 02/11/14 TOWING CHARGES	2,160.00	STMT/1-14		D N	OTHER SERVICES	101.42411.0339
EMERGENCY RESPONSE SOLUT 003048 38784 02/11/14 HELMET FRONT	50.39	1480		D N	SUBSISTENCE OF P	101.42412.0227
EVERETT & VANDERWIEL PLL 003055 38785 02/11/14 POLICE CIVIL SERV COMM	7,365.78	011314		D N	PROFESSIONAL SER	101.41406.0446
FARM-RITE EQUIPMENT 003002 38786 02/11/14 #080492-WIPER ARM	23.07	P01368		D N	MTCE. OF EQUIPME	101.43425.0224
38786 02/11/14 #080492-REPAIR ELEC SYS.	6.50	W00383		D N	MTCE. OF EQUIPME	101.43425.0224
38786 02/11/14 #080492-REPAIR ELEC SYS.	294.00	W00383		D N	MTCE. OF EQUIPME	101.43425.0334
	323.57	*CHECK TOTAL				
VENDOR TOTAL	323.57					
FARNAM'S GENUINE PARTS 000249 38787 02/11/14 BRAKE PARTS	315.70	694164		D N	INVENTORIES-MDSE	101.125000
38787 02/11/14 BRAKE PARTS	68.22	694717		D N	INVENTORIES-MDSE	101.125000
38787 02/11/14 BRAKE PARTS	155.07	695006		D N	MTCE. OF EQUIPME	101.43425.0224
38787 02/11/14 #066412-BRAKE PARTS	199.00	695016		D N	SMALL TOOLS	651.48484.0221
38787 02/11/14 3.5 TON JACK	11.16	695323		D N	MTCE. OF EQUIPME	101.42412.0224
38787 02/11/14 MUFFLER CLAMP	37.07	695936		D N	INVENTORIES-MDSE	101.125000
38787 02/11/14 WINDSHIELD WIPERS	786.22	*CHECK TOTAL				
VENDOR TOTAL	786.22					
FLAHERTY & HOOD P.A. 001449 38788 02/11/14 PROFESSIONAL SERVICES	11,583.80	6849		D M 07	PROFESSIONAL SER	101.41406.0446
FORMS & SYSTEMS OF MINNE 003063 38789 02/11/14 CITATIONS	857.90	135613		D N	OFFICE SUPPLIES	101.42411.0220
FREEMAN/LE ANNE 000937 38790 02/11/14 SPECIAL EVENT SUPPLIES	5.38	010614		D N	GENERAL SUPPLIES	101.45435.0229
G & K SERVICES 002465 38791 02/11/14 CLEANING SERVICES	52.98	1043625435		D N	CLEANING AND WAS	230.43430.0338
GENERAL MAILING SERVICES 000293 38792 02/11/14 POSTAGE 01/20 - 01/24/14	0.81	10999		D N	POSTAGE	101.41400.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	8.38	10999		D N	POSTAGE	101.41401.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	15.68	10999		D N	POSTAGE	101.41402.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	75.23	10999		D N	POSTAGE	101.41403.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	33.04	10999		D N	POSTAGE	101.41404.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	144.48	10999		D N	POSTAGE	101.41405.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	15.00	10999		D N	POSTAGE	101.41408.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	1.12	10999		D N	POSTAGE	101.41409.0223
38792 02/11/14 POSTAGE 01/20 - 01/24/14	0.56	10999		D N	POSTAGE	101.42411.0223

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293										
38792 02/11/14	POSTAGE 01/20 - 01/24/14	0.56		10999		D	N		POSTAGE	101.42412.0223
38792 02/11/14	POSTAGE 01/20 - 01/24/14	1.68		10999		D	N		POSTAGE	101.43425.0223
38792 02/11/14	POSTAGE 01/20 - 01/24/14	6.72		10999		D	N		POSTAGE	208.45005.0223
38792 02/11/14	POSTAGE 01/20 - 01/24/14	1.68		10999		D	N		POSTAGE	230.43430.0223
38792 02/11/14	POSTAGE 01/20 - 01/24/14	1.68		10999		D	N		POSTAGE	651.48484.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	27.37		11090		D	N		POSTAGE	101.41401.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	38.35		11090		D	N		POSTAGE	101.41402.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	19.85		11090		D	N		POSTAGE	101.41403.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	9.49		11090		D	N		POSTAGE	101.41405.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	15.00		11090		D	N		POSTAGE	101.41408.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	1.18		11090		D	N		POSTAGE	101.41428.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	1.18		11090		D	N		POSTAGE	101.42411.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	1.18		11090		D	N		POSTAGE	101.42412.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	5.20		11090		D	N		POSTAGE	101.43417.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	7.08		11090		D	N		POSTAGE	101.43425.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	2.36		11090		D	N		POSTAGE	101.45433.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	0.59		11090		D	N		POSTAGE	101.45435.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	0.59		11090		D	N		POSTAGE	208.45005.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	2.36		11090		D	N		POSTAGE	230.43430.0223
38792 02/11/14	POSTAGE 01/27 - 01/31/14	1.18		11090		D	N		POSTAGE	651.48484.0223
	*CHECK TOTAL	439.58								
	VENDOR TOTAL	439.58								
GLOCK PROFESSIONAL INC 002328										
38793 02/11/14	ARMORER'S COURSE REGIS.	195.00		TRP/100052666		D	N		TRAVEL-CONF. -SCH	101.42411.0333
38793 02/11/14	ARMORER'S COURSE REGIS.	195.00		TRP/100052667		D	N		TRAVEL-CONF. -SCH	101.42411.0333
	*CHECK TOTAL	390.00								
	VENDOR TOTAL	390.00								
GRAFIX SHOPPE 002189										
38794 02/11/14	DECALS/LABELS	228.61		91575		D	N		OFFICE SUPPLIES	101.42412.0220
GREAT NORTHERN ENVIRONME 003064										
38795 02/11/14	UV RADIATION SYS. -PART 2,428.26	45		45		D	N		MTCE. OF EQUIPME	651.48484.0224
GTS EDUCATIONAL EVENTS 02101										
38796 02/11/14	MCFOA CONFERENCE REGIS.	220.00		64689897		D	N		TRAVEL-CONF. -SCH	101.41403.0333
HAUG IMPLEMENT CO - JOHN 000324										
38797 02/11/14	#010410-LIGHTS	17.50		152566		D	N		MTCE. OF EQUIPME	101.43425.0224
38797 02/11/14	#125025-BROOM KIT	539.00		153063		D	N		MTCE. OF EQUIPME	101.43425.0224
38797 02/11/14	#059968-LIGHTS	27.24		153530		D	N		MTCE. OF EQUIPME	101.43425.0224
38797 02/11/14	#118382-HYD. HOSE	33.08		153657		D	N		MTCE. OF EQUIPME	101.43425.0224
	*CHECK TOTAL	616.82								
	VENDOR TOTAL	616.82								
HAWKINS INC 000325										
38798 02/11/14	FERRIC CHLORIDE	4,579.75		3557877 RI		D	N		GENERAL SUPPLIES	651.48484.0229

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HD SUPPLY WATERWORKS LTD 002130 38799 02/11/14 HYDRANT PARTS	1,092.00		B971187		D	N	MTCE. OF OTHER I	101.43425.0226
HEGLUND CATERING 002036 38800 02/11/14 CVB BOARD LUNCHESES	8.78		7210		D	N	TRAVEL-CONF. -SCH	101.41401.0333
38800 02/11/14 CVB BOARD LUNCHESES	8.78		7210		D	N	TRAVEL-CONF. -SCH	101.41403.0333
38800 02/11/14 CVB BOARD LUNCHESES	8.78		7210		D	N	TRAVEL-CONF. -SCH	101.45433.0333
38800 02/11/14 CVB BOARD LUNCHESES	90.42		7210		D	N	TRAVEL-CONF. -SCH	208.45005.0333
VENDOR TOTAL	116.76	*CHECK TOTAL						
HILLYARD FLOOR CARE SUPP 000333 38801 02/11/14 CLEANING SUPPLIES	51.40		601009534		D	N	CLEANING AND WAS	101.45427.0228
38801 02/11/14 CLEANING SUPPLIES	888.02		601016340		D	N	CLEANING AND WAS	101.45433.0228
38801 02/11/14 CLEANING SUPPLIES	41.58		601018224		D	N	GENERAL SUPPLIES	101.41408.0229
38801 02/11/14 TOILET TISSUE	41.58		601018224		D	N	GENERAL SUPPLIES	101.45427.0229
38801 02/11/14 TOILET TISSUE	21.54		700116372		D	N	CLEANING AND WAS	101.45435.0228
38801 02/11/14 CLEANING BRUSH	1,044.12	*CHECK TOTAL						
VENDOR TOTAL	1,044.12							
HYDRITE CHEMICAL CO 002837 38802 02/11/14 ANTIPOAM	906.40		01671663		D	N	GENERAL SUPPLIES	651.48484.0229
INDEPENDENT SCHOOL DIST 000348 38803 02/11/14 DEC CER	1,895.01		DEC		D	N	DUE TO SCHOOL -	101.223002
38803 02/11/14 NOV CER	2,500.65		NOV		D	N	DUE TO SCHOOL -	101.223002
VENDOR TOTAL	2,395.66	*CHECK TOTAL						
INFRATECH TECHNOLOGIES I 001473 38804 02/11/14 TELEVISED SANITARY SW	18,371.60		PR14057A		D	N	MTCE. OF OTHER I	432.48504.0336
JAGUSH/JEFFREY 003037 38805 02/11/14 MILEAGE 1/21-1/31/14	22.40		020414		D	N	TRAVEL-CONF. -SCH	101.43425.0333
38805 02/11/14 MILEAGE 1/21-1/31/14	22.40		020414		D	N	TRAVEL-CONF. -SCH	651.48484.0333
VENDOR TOTAL	44.80	*CHECK TOTAL						
JEFFERSON FIRE & SAFETY 002193 38806 02/11/14 RETURNED BOOTS	71.50CR		CM002605		D	N	SUBSISTENCE OF P	101.42412.0227
38806 02/11/14 TRAINING BOOTS	239.47		203500		D	N	SUBSISTENCE OF P	101.42412.0227
VENDOR TOTAL	167.97	*CHECK TOTAL						
KANDIYOHI CO AUDITOR 000376 38807 02/11/14 LANDFILL CHARGES	47.51		312582		D	N	CLEANING AND WAS	101.43425.0338
KENNEDY & GRAVEN, CHARTE 002520 38808 02/11/14 LEGAL SERV-BOND COUNSE	4,600.00		012414		D	N	PROFESSIONAL SER	432.48484.0446

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KRISS PREMIUM PRODUCTS I 38809 02/11/14	002122 COOLING TOWER TREATMENT	816.79		132288		D N	GENERAL SUPPLIES	101.45433.0229
LEAGUE OF MN CITIES 38810 02/11/14	001189 INS WORKER'S COMP PREMIUM	262.59		26802		D N	EMPLOYER INSUR.	101.41400.0114
38810 02/11/14	WORKER'S COMP PREMIUM	50.62		26802		D N	EMPLOYER INSUR.	101.41401.0114
38810 02/11/14	WORKER'S COMP PREMIUM	483.79		26802		D N	EMPLOYER INSUR.	101.41402.0114
38810 02/11/14	WORKER'S COMP PREMIUM	186.72		26802		D N	EMPLOYER INSUR.	101.41403.0114
38810 02/11/14	WORKER'S COMP PREMIUM	242.58		26802		D N	EMPLOYER INSUR.	101.41404.0114
38810 02/11/14	WORKER'S COMP PREMIUM	321.75		26802		D N	EMPLOYER INSUR.	101.41405.0114
38810 02/11/14	WORKER'S COMP PREMIUM	151.75		26802		D N	EMPLOYER INSUR.	101.41409.0114
38810 02/11/14	WORKER'S COMP PREMIUM	65.92		26802		D N	EMPLOYER INSUR.	101.41409.0114
38810 02/11/14	WORKER'S COMP PREMIUM	9.24		26802		D N	EMPLOYER INSUR.	101.41424.0114
38810 02/11/14	WORKER'S COMP PREMIUM	15,690.94		26802		D N	EMPLOYER INSUR.	101.42411.0114
38810 02/11/14	WORKER'S COMP PREMIUM	7,515.64		26802		D N	EMPLOYER INSUR.	101.42412.0114
38810 02/11/14	WORKER'S COMP PREMIUM	385.64		26802		D N	EMPLOYER INSUR.	101.43417.0114
38810 02/11/14	WORKER'S COMP PREMIUM	12,093.86		26802		D N	EMPLOYER INSUR.	101.43425.0114
38810 02/11/14	WORKER'S COMP PREMIUM	1,324.90		26802		D N	EMPLOYER INSUR.	101.45427.0114
38810 02/11/14	WORKER'S COMP PREMIUM	1,329.28		26802		D N	EMPLOYER INSUR.	101.45432.0114
38810 02/11/14	WORKER'S COMP PREMIUM	790.68		26802		D N	EMPLOYER INSUR.	101.45433.0114
38810 02/11/14	WORKER'S COMP PREMIUM	469.32		26802		D N	EMPLOYER INSUR.	101.45433.0114
38810 02/11/14	WORKER'S COMP PREMIUM	5,399.03		26802		D N	EMPLOYER INSUR.	230.43430.0114
38810 02/11/14	WORKER'S COMP PREMIUM	858.00		26802		D N	EMPLOYER INSUR.	651.48484.0114
38810 02/11/14	WORKER'S COMP PREMIUM	46,632.25		26802		D N	EMPLOYER INSUR.	651.48485.0114
	VENDOR TOTAL	46,632.25		*CHECK TOTAL				
M-R SIGN CO INC 38811 02/11/14	000424 SIGN POSTS	1,294.50		180000		D N	OTHER IMPROVEMEN	450.43425.0554
MANZER/GARY 38812 02/11/14	002510 COLLECTION SYS. CONF	140.00		452		D N	TRAVEL-CONF.-SCH	651.48485.0333
MARRIOTT HOTEL 38813 02/11/14	.02102 MANZER-LODGING EXPENSE	262.46		1531		D N	TRAVEL-CONF.-SCH	651.48485.0333
MATHESON TRI-GAS INC 38814 02/11/14	002898 CYLINDER RENTAL	46.53		08546421		D N	RENTS	101.45433.0440
MENARDS 38815 02/11/14	000449 GRAVITY BELT THICKENER	17.94		41823		D N	MTCE. OF OTHER I	651.48484.0226
38815 02/11/14	5 SHELIVING UNITS	449.90		41896		D N	GENERAL SUPPLIES	101.43417.0229
38815 02/11/14	SAW BLADES	49.94		42133		D N	SMALL TOOLS	651.48484.0221
38815 02/11/14	HYDRANT REPAIR-PARTS	17.82		42273		D N	MTCE. OF OTHER I	101.43425.0226
	VENDOR TOTAL	535.60		*CHECK TOTAL				
MIAMA 38816 02/11/14	000453 2014 MEMBERSHIP DUES	150.00		2579		D N	LICENSES AND TAX	101.45433.0445

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MIKE'S SMALL ENGINE 38817 02/11/14 CENT 002699	66.45		104084		D N	MTCE. OF EQUIPME	101.43425.0224
38817 02/11/14 CHAIN SAW PARIS	101.95		104084		D N	SUBSISTENCE OF P	101.43425.0227
38817 02/11/14 CHAPS	278.95		104104		D N	SMALL TOOLS	101.43425.0221
38817 02/11/14 STIHL CHAIN SAW	46.20		104116		D N	SMALL TOOLS	101.43425.0221
38817 02/11/14 CHAINS	91.95		104131		D N	SUBSISTENCE OF P	101.43425.0227
38817 02/11/14 CHAPS	6.00		4403512		D N	MOTOR FUELS AND	101.42412.0222
38817 02/11/14 MOTOR FUEL/LUBRICANT	9.95		4403512		D N	MOTOR FUELS AND	101.42412.0222
38817 02/11/14 CHAIN SAW REPAIR-PARTS	32.50		4403512		D N	MTCE. OF EQUIPME	101.42412.0334
38817 02/11/14 CHAIN SAW REPAIR-LABOR	633.95	*CHECK	4403512		D N	MTCE. OF EQUIPME	101.42412.0334
VENDOR TOTAL	633.95						
MILLER SANITATION 002936	123.90		1298/2-14		D N	CLEANING AND WAS	101.45433.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	46.22		1299/2-14		D N	CLEANING AND WAS	101.45433.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	52.70		1300/2-14		D N	CLEANING AND WAS	101.42412.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	64.74		1301/2-14		D N	CLEANING AND WAS	101.41408.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	64.74		1301/2-14		D N	CLEANING AND WAS	101.45427.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	251.31		1302/2-14		D N	CLEANING AND WAS	101.43425.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	61.30		1303/2-14		D N	CLEANING AND WAS	101.48484.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	48.67		1304/2-14		D N	CLEANING AND WAS	651.48484.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	161.04		1304/2-14		D N	CLEANING AND WAS	651.48484.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	133.59		1305/2-14		D N	CLEANING AND WAS	101.45435.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	46.15		1306/2-14		D N	CLEANING AND WAS	101.43425.0338
38818 02/11/14 GARBAGE SERVICE-FEBRUARY	58.64		1378/2-14		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	1,113.00	*CHECK					
MINI BIFF LLC 38819 02/11/14 TOILET RENTALS 001805	77.25		A-61966		D N	RENTS	101.43425.0440
38819 02/11/14 TOILET RENTALS	77.25		A-61970		D N	RENTS	101.43425.0440
VENDOR TOTAL	154.50	*CHECK					
MN DEPT OF PUBLIC SAFETY 38820 02/11/14 HAZ. CHEMICAL FEE 000490	25.00		3417500502013		D N	LICENSES AND TAX	101.43425.0445
38820 02/11/14 HAZ. CHEMICAL FEE	25.00		3417500912013		D N	LICENSES AND TAX	651.48484.0445
VENDOR TOTAL	50.00	*CHECK					
MN DNR WATERS 38821 02/11/14 WATER USE FEE 001341	140.00		013114		D N	LICENSES AND TAX	651.48486.0445
MN ELEVATOR INC 38822 02/11/14 ELEVATOR SERVICE 000499	143.01		301961		D N	MTCE. OF STRUCTU	101.41408.0335
MN POLLUTION CONTROL AGE 38823 02/11/14 LAB RECERTIF. FEE 001064	2,025.00		4500000148		D N	LICENSES AND TAX	651.48484.0445

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MUNICIPAL UTILITIES 38824 02/11/14	UTILITIES FOR JANUARY 000541	4,132.02		1/14		D N	UTILITIES	101.41408.0332
38824 02/11/14	UTILITIES FOR JANUARY	732.01		1/14		D N	UTILITIES	101.41409.0332
38824 02/11/14	UTILITIES FOR JANUARY	1,069.68		1/14		D N	UTILITIES	101.42412.0332
38824 02/11/14	UTILITIES FOR JANUARY	5,891.32		1/14		D N	UTILITIES	101.43425.0332
38824 02/11/14	UTILITIES FOR JANUARY	2,607.50		1/14		D N	UTILITIES	101.45427.0332
38824 02/11/14	UTILITIES FOR JANUARY	13,091.79		1/14		D N	UTILITIES	101.45432.0332
38824 02/11/14	UTILITIES FOR JANUARY	839.62		1/14		D N	UTILITIES	101.45435.0332
38824 02/11/14	UTILITIES FOR JANUARY	101.23		1/14		D N	UTILITIES	101.45437.0332
38824 02/11/14	UTILITIES FOR JANUARY	3,851.97		1/14		D N	UTILITIES	230.43430.0332
38824 02/11/14	UTILITIES FOR JANUARY	37,613.83		1/14		D N	UTILITIES	651.48484.0332
38824 02/11/14	ADMIN FEE	1,500.00		1/14		D N	PROFESSIONAL SER	651.48484.0446
38824 02/11/14	UTILITIES FOR JANUARY	4,335.06		1/14		D N	UTILITIES	651.48484.0446
	VENDOR TOTAL	75,766.03	*CHECK TOTAL					
MVTL LABORATORIES INC 38825 02/11/14	PLANT TESTING 000544	45.00		689363		D N	PROFESSIONAL SER	651.48484.0446
38825 02/11/14	WASTEWATER TESTING	45.00		690123		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	90.00	*CHECK TOTAL					
NELSON INTERNATIONAL 38826 02/11/14	FILTERS 000568	85.22		613358		D N	INVENTORIES-MDSE	101.125000
38826 02/11/14	FILTERS	127.83		613523		D N	INVENTORIES-MDSE	101.125000
38826 02/11/14	MUFFLER PIPE/CLAMP	25.87		614177		D N	MTCE. OF EQUIPME	101.42412.0224
	VENDOR TOTAL	238.92	*CHECK TOTAL					
NORTH AMERICAN SALT CO 38827 02/11/14	ROAD SALT 002344	1,957.34		71111662		D N	GENERAL SUPPLIES	101.43425.0229
38827 02/11/14	ROAD SALT	1,938.69		71112827		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	3,896.03	*CHECK TOTAL					
NORTHERN BUSINESS PRODUC 38828 02/11/14	COPY PAPER 002322	1,795.25		670218-0		D N	OFFICE SUPPLIES	741.48001.0220
NORTHERN STATES SUPPLY 38829 02/11/14	SAFETY GLASSES 000585	62.65		10-513450		D N	SUBSISTENCE OF P	101.43425.0227
38829 02/11/14	MISCELLANEOUS PARTS	20.07		10-513451		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	NUTS/WASHERS	9.28		10-513456		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	#052443-CABLE	11.91		10-513464		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	R/C BELT	20.07		10-513480		D N	SUBSISTENCE OF P	101.43425.0227
38829 02/11/14	SAFETY MASKS	17.20		10-513480		D N	SUBSISTENCE OF P	101.43425.0227
38829 02/11/14	SMALL TOOLS	155.92		10-513566		D N	SMALL TOOLS	101.43425.0221
38829 02/11/14	HAMMER HANDLE	4.27		10-513567		D N	SMALL TOOLS	101.43425.0221
38829 02/11/14	BOLTS	6.61		10-513572		D N	MTCE. OF EQUIPME	101.45433.0224

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NORTHERN STATES SUPPLY 38829 02/11/14	000585 MTCE TRUCK SUPPLIES	21.46		10-513607		D N	GENERAL SUPPLIES	101.43425.0229
38829 02/11/14	MARKING PAINT	18.52		10-513747		D N	GENERAL SUPPLIES	101.43425.0229
38829 02/11/14	PLOW BOLTS	22.83		10-513776		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	EAR PROTECTION	32.20		10-513776		D N	SUBSISTENCE OF P	101.43425.0227
38829 02/11/14	SAW BLADES	29.86		10-513928		D N	SMALL TOOLS	101.43425.0221
38829 02/11/14	SOCKET SET	23.18		10-513940		D N	SMALL TOOLS	101.43425.0221
38829 02/11/14	PLOW BOLTS	57.12		10-513940		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	#010410-BOLTS	19.32		10-514112		D N	MTCE. OF EQUIPME	101.43425.0224
38829 02/11/14	VACUUM HOSE	115.80		179999		D N	MTCE. OF OTHER I	101.43425.0226
38829 02/11/14	SHARPENED SAW BLADES	56.00		182185		D N	MTCE. OF EQUIPME	101.45435.0334
38829 02/11/14	WOODSHOP EQUIP-PARTS	137.18		186203		D N	MTCE. OF EQUIPME	101.45435.0224
38829 02/11/14	WOODSHOP EQUIP-PARTS	13.66		186633		D N	MTCE. OF EQUIPME	101.45435.0224
	VENDOR TOTAL	855.11	*CHECK	TOTAL				
O'REILLY AUTOMOTIVE INC 38830 02/11/14	000650 BATTERY	224.99		1528-266436		D N	INVENTORIES-MDSE	101.125000
38830 02/11/14	WIPER BLADE	14.19		1528-267261		D N	MTCE. OF EQUIPME	101.42411.0224
38830 02/11/14	FLOOR DRY	75.48		1528-267822		D N	GENERAL SUPPLIES	101.42412.0229
38830 02/11/14	FUEL TREATMENT	107.44		1528-270723		D N	GENERAL SUPPLIES	101.42412.0229
	VENDOR TOTAL	422.10	*CHECK	TOTAL				
PERKINS LUMBER CO INC 38831 02/11/14	000604 PLYWOOD-PICNIC TABLES	93.60		397815		D N	MTCE. OF STRUCTU	101.43425.0225
PETE'S COMMUNICATIONS 38832 02/11/14	000610 SCOREBOARD REPAIR-PARTS	52.09		0052618		D N	MTCE. OF EQUIPME	101.45433.0224
38832 02/11/14	SCOREBOARD REPAIR-LABOR	64.00		0052618		D N	MTCE. OF EQUIPME	101.45433.0334
38832 02/11/14	SCOREBOARD REPAIR-PARTS	8.84		0052636		D N	MTCE. OF EQUIPME	101.45433.0224
38832 02/11/14	SCOREBOARD REPAIR-LABOR	12.80		0052636		D N	MTCE. OF EQUIPME	101.45433.0334
	VENDOR TOTAL	137.73	*CHECK	TOTAL				
PLUMBING & HEATING OF WI 38833 02/11/14	000618 WATER HEATER REPAIR	85.00		17025		D N	MTCE. OF EQUIPME	101.45435.0334
38833 02/11/14	REPL. WTR HTR ELEMENT	20.38		17088		D N	MTCE. OF STRUCTU	101.41408.0225
38833 02/11/14	REPL. WTR HTR ELEMENT	85.00		17088		D N	MTCE. OF STRUCTU	101.41408.0335
	VENDOR TOTAL	190.38	*CHECK	TOTAL				
RECREATION SUPPLY CO 38834 02/11/14	000600 DIVING BOARD-POO	4,021.70		265731		D N	ACCOUNTS PAYABLE	101.202000
RUNNING'S SUPPLY INC 38835 02/11/14	001418 RADIATOR PRESSURE CAP	12.28		3334824		D N	MTCE. OF EQUIPME	651.48484.0224
38835 02/11/14	KOTZENMACHER-SFTY BOOTS	124.99		3340056		D N	SUBSISTENCE OF P	101.43425.0227

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC 38835 02/11/14	001418 OIL SUCTION GUN	11.99		3340338		D N	SMALL TOOLS	651.48484.0221
38835 02/11/14	CARRUTHERS-SAFETY BOOTS	124.99		3340981		D N	SUBSISTENCE OF P	101.43425.0227
38835 02/11/14	SPRAYER FOR BOX RELEASE	65.97		3343855		D N	SMALL TOOLS	101.43425.0221
	VENDOR TOTAL	340.22	*CHECK TOTAL					
		340.22						
SCHNEIDER/GENE 38836 02/11/14	001013 J.O.I. CONFERENCE	18.00		562		D N	TRAVEL-CONF.-SCH	101.42411.0333
SCHWIETERS 38837 02/11/14	003031 #090639 REPAIR-LABOR	92.70		10228		D N	MTCE. OF EQUIPME	101.42411.0334
SCOTT SWANSON'S EQUIPMEN 38838 02/11/14	000683 PRESSURE WASHER HOSE	179.55		38811		D N	MTCE. OF OTHER I	101.43425.0226
SELL HARDWARE INC 38839 02/11/14	.01164 KEY BLANKS FOR BLDG	227.50		3000269		D N	MTCE. OF STRUCTU	101.45433.0225
SESAC 38840 02/11/14	001285 2014 MUSIC LICENSE FEE	153.20		012914		D N	LICENSES AND TAX	101.45433.0445
SMEBY/ROSS 38841 02/11/14	002570 MILEAGE 1/1-1/31/14	119.84		020414		D N	TRAVEL-CONF.-SCH	101.41409.0333
SPRINGSTED INCORPORATED 38842 02/11/14	000705 WASTE WATER RATE STUDY	9,584.83		000862.115		D N	ACCOUNTS PAYABLE	651.202000
38842 02/11/14	BOND ISSUANCE SERVICE	15,302.40		000862.120		D N	ACCOUNTS PAYABLE	413.202000
38842 02/11/14	BOND ISSUANCE SERVICE	19,014.43		000862.121		D N	ACCOUNTS PAYABLE	432.202000
	VENDOR TOTAL	43,901.66	*CHECK TOTAL					
		43,901.66						
STATEWIDE DISTRIBUTING I 38843 02/11/14	000718 CONCESSION SUPPLIES	96.95		097812		D N	GENERAL SUPPLIES	101.45433.0229
STERLING WATER-MINNESOTA 38844 02/11/14	000188 SOFTENER SALT	26.55		112508-9/1-14		D N	GENERAL SUPPLIES	101.45435.0229
38844 02/11/14	SOFTENER RENTAL	31.75		112508-9/1-14		D N	RENTS	101.45435.0440
	VENDOR TOTAL	58.30	*CHECK TOTAL					
		58.30						
STREI/SHANNON 38845 02/11/14	.01146 1099-S FORMS	3.50		1484		D N	OFFICE SUPPLIES	101.41405.0220
SURPLUS WAREHOUSE INC 38846 02/11/14	000728 PLANT SUPPLIES	32.14		011514		D N	GENERAL SUPPLIES	651.48484.0229
38846 02/11/14	GLOVES	45.00		121913		D N	SUBSISTENCE OF P	651.48484.0227
	VENDOR TOTAL	77.14	*CHECK TOTAL					
		77.14						

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES	000892							
38847 02/11/14	HEALTH INSURANCE-MAR	5,071.50	C273			D N	EMPLOYER INSUR.	101.41400.0114
38847 02/11/14	HEALTH INSURANCE-MAR	5,303.50	C273			D N	EMPLOYER INSUR.	101.41402.0114
38847 02/11/14	HEALTH INSURANCE-MAR	3,244.29	C273			D N	EMPLOYER INSUR.	101.41403.0114
38847 02/11/14	HEALTH INSURANCE-MAR	4,007.50	C273			D N	EMPLOYER INSUR.	101.41404.0114
38847 02/11/14	HEALTH INSURANCE-MAR	6,038.00	C273			D N	EMPLOYER INSUR.	101.41405.0114
38847 02/11/14	HEALTH INSURANCE-MAR	5,501.50	C273			D N	EMPLOYER INSUR.	101.41409.0114
38847 02/11/14	HEALTH INSURANCE-MAR	2,214.21	C273			D N	EMPLOYER INSUR.	101.41424.0114
38847 02/11/14	HEALTH INSURANCE-MAR	5,635.00	C273			D N	RETIRED EMPLOYEE	101.41428.0818
38847 02/11/14	HEALTH INSURANCE-MAR	28,515.00	C273			D N	INS. PASS THROUG	101.41428.0819
38847 02/11/14	HEALTH INSURANCE-MAR	44,723.50	C273			D N	EMPLOYER INSUR.	101.42411.0114
38847 02/11/14	HEALTH INSURANCE-MAR	2,545.50	C273			D N	EMPLOYER INSUR.	101.42412.0114
38847 02/11/14	HEALTH INSURANCE-MAR	4,760.50	C273			D N	EMPLOYER INSUR.	101.43417.0114
38847 02/11/14	HEALTH INSURANCE-MAR	22,054.30	C273			D N	EMPLOYER INSUR.	101.43425.0114
38847 02/11/14	HEALTH INSURANCE-MAR	22,766.60	C273			D N	EMPLOYER INSUR.	101.45432.0114
38847 02/11/14	HEALTH INSURANCE-MAR	5,501.50	C273			D N	EMPLOYER INSUR.	101.45433.0114
38847 02/11/14	HEALTH INSURANCE-MAR	784.20	C273			D N	EMPLOYER INSUR.	101.45435.0114
38847 02/11/14	HEALTH INSURANCE-MAR	865.60	C273			D N	EMPLOYER INSUR.	101.45437.0114
38847 02/11/14	HEALTH INSURANCE-MAR	12,685.30	C273			D N	EMPLOYER INSUR.	101.45437.0114
38847 02/11/14	HEALTH INSURANCE-MAR	1,428.00	C273			D N	EMPLOYER INSUR.	651.48484.0114
38847 02/11/14	HEALTH INSURANCE-MAR	1,428.00	C273			D N	EMPLOYER INSUR.	651.48485.0114
38847 02/11/14	HEALTH INSURANCE-MAR	161,173.50	C273			D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	161,173.50	*CHECK TOTAL					
TIRES PLUS	000747							
38848 02/11/14	REMOV./INST. TIRES-PARTS	4.00	247051			D N	MTCE. OF EQUIPME	101.42411.0224
38848 02/11/14	REMOV./INST. TIRES-LABOR	36.00	247051			D N	MTCE. OF EQUIPME	101.42411.0334
	VENDOR TOTAL	40.00	*CHECK TOTAL					
US BANK	000264							
38849 02/11/14	#147 GO IMP BOND-SC	450.00	3593066			D N	OTHER CHARGES	304.47100.0449
38849 02/11/14	#148 GO IMP BOND-SC	450.00	3593178			D N	OTHER CHARGES	330.43430.0449
38849 02/11/14	#149 GO IMP BOND-SC	425.00	3593367			D N	OTHER CHARGES	305.47100.0449
	VENDOR TOTAL	1,325.00	*CHECK TOTAL					
VALIANT/LESLIE	.02103							
38850 02/11/14	SPORT SHOW EXPENSES	870.28	021014			D N	TRAVEL-CONF. -SCH	208.45006.0333
VIKING COCA-COLA BOTTLIN	000777							
38851 02/11/14	CONCESSION SUPPLIES	133.75	1336450			D N	GENERAL SUPPLIES	101.45433.0229
38851 02/11/14	CONCESSION SUPPLIES	283.75	1336597			D N	GENERAL SUPPLIES	101.45433.0229
38851 02/11/14	CONCESSION SUPPLIES	28.00CR	1336598			D N	GENERAL SUPPLIES	101.45433.0229
38851 02/11/14	CONCESSION SUPPLIES	389.50	*CHECK TOTAL					
	VENDOR TOTAL	389.50						
WEST CENTRAL SANITATION	000805							
38852 02/11/14	GARBAGE SERVICE JAN-DEC	198.46	2664300/1-14			D N	CLEANING AND WAS	101.41409.0338

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 38853 02/11/14	000807 ORDINANCE PUBLISHED	78.00		CL03060006		D N	PRINTING AND PUB	101.41402.0331
38853 02/11/14	NOTICE PUBLISHED	21.00		CL03060021		D N	PRINTING AND PUB	101.41401.0331
38853 02/11/14	NOTICE PUBLISHED	66.00		CL03060119		D N	PRINTING AND PUB	101.41402.0331
38853 02/11/14	NOTICE PUBLISHED	72.00		CL03060120		D N	PRINTING AND PUB	101.41402.0331
38853 02/11/14	NOTICE PUBLISHED	72.00		CL03060156		D N	PRINTING AND PUB	101.41402.0331
	*CHECK TOTAL	309.00						
	VENDOR TOTAL	309.00						
WILLMAR AUTO VALUE 38854 02/11/14	002689 OIL FILTER	6.39		22073964		D N	MTCE. OF EQUIPME	651.48485.0224
38854 02/11/14	BLOWER SEAL	8.49		22074242		D N	MTCE. OF EQUIPME	651.48484.0224
38854 02/11/14	BLOWER SEAL	8.49		22074926		D N	MTCE. OF EQUIPME	651.48484.0224
38854 02/11/14	V-BELT	9.99		22075102		D N	MTCE. OF EQUIPME	651.48484.0224
	*CHECK TOTAL	33.36						
	VENDOR TOTAL	33.36						
WILLMAR CHAMBER OF COMME 38855 02/11/14	000812 DIRECTOR SALARY	4,075.24		STMT/1-14		D N	SALARIES-REG. EM	208.45005.0110
38855 02/11/14	ASSISTANT SALARY	2,300.00		STMT/1-14		D N	SALARIES-REG. EM	208.45005.0110
38855 02/11/14	FICA & INSURANCE	1,041.09		STMT/1-14		D N	EMPLOYER PENSION	208.45005.0113
38855 02/11/14	IRA CONTRIBUTION	191.26		STMT/1-14		D N	EMPLOYER PENSION	208.45005.0113
38855 02/11/14	PHOTO COPIES-JANUARY	133.44		STMT/1-14		D N	OFFICE SUPPLIES	208.45005.0320
38855 02/11/14	PAYROLL/FLEX FEE	105.15		STMT/1-14		D N	OTHER SERVICES	208.45005.0339
38855 02/11/14	OFFICE RENT-JANUARY	626.61		STMT/1-14		D N	RENTS	208.45005.0440
38855 02/11/14	WEBSITE HOSTING FEE	48.00		STMT/1-14		D N	PROFESSIONAL SER	208.45005.0446
38855 02/11/14	MAIL PICKUP FEE-DECEMBER	50.00		39589		D N	POSTAGE	208.45005.0223
38855 02/11/14	2014 MTG ROOM SUPPLIES	250.00		39590		D N	GENERAL SUPPLIES	208.45005.0223
	*CHECK TOTAL	8,820.79						
	VENDOR TOTAL	8,820.79						
WILLMAR ELECTRIC SERVICE 38856 02/11/14	000816 ALARM MONITORING FEE	51.00		24687		D N	PREPAID EXPENSES	101.128000
38856 02/11/14	ALARM MONITORING FEE	255.00		24687		D N	MTCE. OF STRUCTU	101.45433.0335
38856 02/11/14	ALARM MONITORING FEE	51.00		24750		D N	PREPAID EXPENSES	101.128000
38856 02/11/14	ALARM MONITORING FEE	255.00		24750		D N	MTCE. OF STRUCTU	101.45433.0335
	*CHECK TOTAL	612.00						
	VENDOR TOTAL	612.00						
WILLMAR STINGERS BASEBAL 38857 02/11/14	002814 2014 SEASON TICKETS	418.00		111413		D N	OTHER CHARGES	208.45011.0449
WILLMAR WATER & SPAS 38858 02/11/14	000831 LAB WATER	30.50		E11597		D N	GENERAL SUPPLIES	651.48484.0229
38858 02/11/14	LAB WATER	35.75		E11919		D N	GENERAL SUPPLIES	651.48484.0229
38858 02/11/14	SOFTENER SALT	8.20		E11970		D N	GENERAL SUPPLIES	230.43430.0229
38858 02/11/14	LAB WATER	36.75		E12218		D N	GENERAL SUPPLIES	651.48484.0229
38858 02/11/14	DRINKING WATER	21.50		E12521		D N	SUBSISTENCE OF P	651.48484.0227
	*CHECK TOTAL	132.70						
	VENDOR TOTAL	132.70						

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
		518,667.13					

REPORT TOTALS:

RECORDS PRINTED - 000327

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FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	301,345.53
205	INDUSTRIAL DEVELOPMENT	2,587.75
208	CONVENTION & VISITORS BUREAU	11,017.84
230	WILLMAR MUNICIPAL AIRPORT	4,716.51
304	D.S. - 2004 BOND	450.00
305	D.S. - 2005 BOND	425.00
330	D.S. - 2004C BOND AIRPORT	450.00
413	S.A.B.F. - #2013	17,842.40
432	C.P. - WASTE TREATMENT	63,079.67
450	CAPITAL IMPROVEMENT FUND	26,292.71
651	WASTE TREATMENT	87,998.25
741	OFFICE SERVICES	2,461.47
TOTAL ALL FUNDS		518,667.13

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	518,667.13
TOTAL ALL BANKS		518,667.13

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name Previous gambling permit number  
 KANDIYOHI FRIENDS OF FIREARMS

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address City State Zip code County  
 1604 1st STREET S. SUITE 280 WILLMAR MN 56201 KANDIYOHI

Name of chief executive officer [CEO] Daytime phone number E-mail address  
 DONOVAN KUEHL 320-212-7460 donovan@kandiyohifriendsoffirearms.com

**NONPROFIT STATUS**

**Attach a copy of ONE of the following for proof of nonprofit status.**

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**  
 If your organization falls under a parent organization, attach copies of **both** of the following:
  - a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
  - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
 WILLMAR CONVENTION CENTER

Address [do not use PO box] City or township Zip code County  
 2100 HIGHWAY 12 E. WILLMAR 56201 KANDIYOHI

Date[s] of activity. For raffles, indicate the date of the drawing.  
 MARCH 15, 2014

Check each type of gambling activity that your organization will conduct.  
 Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
The application is denied.

Print city name City of Willmar
Signature of city personnel [Signature]
Title Clerk Treasurer Date 2/4/2014

Local unit of government must sign

COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
The application is denied.

Print county name
Signature of county personnel
Title Date

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name
Signature of township officer
Title Date

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature [Signature] Date 2-4-14
Print name DONOVAN KUEHL

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
all gambling conducted on one day.
Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- a copy of your proof of nonprofit status, and
application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

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 the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MINUTES  
WILLMAR POLICE COMMISSION  
Tuesday, October 22, 2013

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, October 22, 2013. Members present were: Vice President Dennis Anfinson, Secretary Cassie Akerson, and new Commission member Kathy Schwantes. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

Vice President Anfinson called the meeting to order at 3:30 p.m. New Commissioner Kathy Schwantes was welcomed and shared her background with the Commission.

The minutes from the September 5, 2013 were reviewed and approved. Commissioner Akerson summarized that meeting for Commissioners Anfinson and Schwantes as they had not been present.

At the September 5<sup>th</sup> meeting, the Police Commission granted an unpaid leave of absence to Officer Dorn to continue through October 1, 2013.

Commissioner Akerson asked the Chief what was happening with the Canine Program. He explained that January 8, 2013, a citizen had offered to give \$12,000 towards a Canine program. Chief Wyffels had worked out a collaborative plan with the Sheriff's Office where they would share the canine and split the costs 50/50. Chief Wyffels had been advised to submit the program under the 2104 budgeting process. The County supports the idea; however, a decision has not been made by City Council. The citizen making the offer contacted Chief Wyffels this week to inquire on the status of the program and was advised accordingly.

Chief Wyffels informed the Commission that with PERA law changes going into effect next July, there may be a couple of retirements from the police department.

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 4:48 p.m.

Next meeting: Wednesday, December 4, 2013.

/sae

## MINUTES

### WILLMAR POLICE COMMISSION

Wednesday, December 4, 2013

The Willmar Police Civil Service Commission met on Wednesday, December 4, 2013, in Conference Room #1 at the Willmar City Office Building.

Those present included Police Civil Service Commissioners Dennis Anfinson, Cassie Akerson, and Kathy Schwantes, City Administrator Charlene Stevens, Police Chief Dave Wyffels, Attorney Brandon Fitzsimmons and Attorney William Everett. Also present was Gretchen Schlosser from the West Central Tribune.

The meeting was called to order by Commissioner Anfinson at 1:00 p.m.

The meeting was held to conduct a hearing to present evidence relating to the performance of an employee subject to Commission's authority pursuant to Minn. Stat. sec. 13D.05, subd. 3(a). The identified employee was Marilee Dorn, Patrol Officer, who had received written notice of the meeting.

City Labor Attorney Brandon Fitzsimmons presented information and Chief Wyffels testified to the actions taken on behalf of the police department. Neither Ms. Dorn, nor representatives on behalf of Ms. Dorn, elected to attend the meeting.

After listening to testimony presented at the hearing, Attorney William Everett instructed the Commission and Attorney Fitzsimmons that the hearing would be considered closed with written arguments from both sides due to the Commission on December 16, 2013.

A future Commission meeting was then scheduled to occur on December 16, 2014 at 1:00 p.m., for the purpose of deliberating all evidence presented to and/or received by the Commission by that time.

There being no further business, the meeting was adjourned at 3:26 p.m.

Respectfully submitted,

David Wyffels  
Police Chief

## MINUTES

### WILLMAR POLICE COMMISSION

Monday, December 16, 2013

The Willmar Police Civil Service Commission met on Monday, December 16, 2013, in Conference Room #1 at the Willmar City Office Building.

Those present included Police Civil Service Commissioners Dennis Anfinson, Cassie Akerson and Kathy Schwantes, City Administrator Charlene Stevens, Police Chief Dave Wyffels, Attorney Brandon Fitzsimmons and Attorney William Everett. Also present was Gretchen Schlosser from the West Central Tribune.

The meeting was called to order by Commissioner Anfinson at 1:00 p.m. The meeting was closed to the public at 1:04 p.m. while the Commission discussed the arguments presented and the evidence adduced at the trial. Ms. Schlosser was not present during the closed portion of the meeting.

Upon re-opening the meeting at 2:08 p.m., the Commission concluded for public records that Officer Dorn:

- Did not meet the qualification standards for a police officer.
- Is unable to perform the essential functions of a police officer.
- Had absences from the Willmar Police Department which resulted in adverse workplace impacts.
- Has engaged in unauthorized absences from the Willmar Police Department since October 2, 2012 to date.

The Commission voted to terminate Officer Dorn's employment with the Willmar Police Department with the voting results of 3 yes / 0 no's.

There being no further business, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,

David Wyffels  
Police Chief

# City of Willmar, Minnesota Building Inspection Report

From 01/01/2014 To 01/31/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21743	1/23/2014	BARBIE & BEN NELSON 2700 8TH Street SW	95-684-0310 L PT OF 1; B 3 PORTLAND ACRES 4TH ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
22003	1/13/2014	KANDIYOHI COUNTY 2200 23RD Street NE	95-901-0400 L ; B S 1; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INTERIOR OFFICE REMODEL	\$2,000.00	\$103.71
22013	1/14/2014	BUILDING THREE THIRTY TOM AMBERG 302 4TH Street SW	95-003-4960 L PT OF 1-2; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	CONVERT ROOMS (5) ADD BATHROOMS	\$1,200.00	\$67.01
22014	1/8/2014	ELAINE HULSTRAND 705 26TH Avenue NE	95-137-0010 L 1; B 1 COUNTRY CLUB TERRACE	Residential Add/Alter Residential/Alteration	REPAIR FIRE DAMAGED ROOF	\$90,409.89	\$1,208.60
22015	1/8/2014	BEN ZIMMER 1200 GORTON Avenue NW	95-009-0690 L PT OF 5-6; B 129 SECOND ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,200.00	\$51.10
22018	1/13/2014	FUFA BIRRU 428 LITCHFIELD Avenue SW	95-003-3320 L PTS. OF 9; B 30 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL COMMERCIAL OFFICE SPACE/HC REST.	\$6,500.00	\$209.09

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
22023	1/30/2014	CHAD & EMILY PETERSON 1309 11TH Street SE	95-670-0830 L 3; B 4 PLEASANT VIEW ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$5,000.00	\$52.50	
22024	1/31/2014	MINNWEST TECHNOLOGY 1705 16TH Street NE	95-508-1000 L 0; B 0 MINNWEST TECH. CIC#40	Commercial Add/Alter Commercial/Alteration	REPLACE FIRE DAMAGED ROOF (ENTIRE)	\$457,855.00	\$4,646.39	
22025	1/31/2014	CASEY'S STORE 2300 HIGHWAY 12 E	95-913-1014 L ; B S 13; T 119; R 35	Commercial Add/Alter Commercial/Alteration	INSTALL HOOD FIRE PROTECTION SYSTEM	\$1,800.00	\$94.54	
22026	1/30/2014	DAN WEISS 1508 15TH Avenue SW	95-863-0560 L 6; B 3 WEST PARK 4TH ADDITION	Residential Add/Alter Finish Basement	FINISH PT OF BASEMENT	\$10,000.00	\$232.15	
<b>Current Year Current Month Totals</b>							<b>\$578,464.89</b>	<b>\$6,695.84</b>
<b>Previous Year Current Month Valuation</b>							<b>\$528,769.65</b>	
<b>Current YTD Valuation From 01/01/2014 To 01/31/2014</b>							<b>\$578,464.89</b>	
<b>Previous YTD Valuation</b>							<b>\$528,769.65</b>	

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

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

Present:	Audrey Nelsen	.....	Vice Chair
	Tim Johnson	.....	Member
	Bruce DeBlieck	.....	Member
	Steve Ahmann	.....	Member

Others present: Police Chief David Wyffels; David Little, "West Central Tribune", Gary Gilman and Dan O'Meara.

#### Item No. 1      Call to Order

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

#### Item No. 2      Public Comments (Information)

Gary Gilman spoke on concerns relating to the Committee's decisions and considerations regarding eventual approval or denial of private outdoor archery ranges. Mr. Gilman was directed and given opportunity to speak further on the subject when addressed as agenda item #4.

#### Item No. 3      Request to Accept Donation of LIDAR (Motion)

Chief Wyffels requested the approval to accept a donation of a LIDAR device used for measuring and monitoring vehicle speeds. The device is valued at approximately \$2,500 and is offered by the grant managers of the TZD traffic enforcement grant which the department participates in. Committee member Ahmann made a motion to accept the donation which was seconded by Committee member Johnson. All voted in favor.

#### Item No. 4      Archery Range Consideration Proposal (Information)

Chief Wyffels presented additional information relating to the consideration of establishing standard archery range safety requirements. This was presented as an ongoing discussion on the same subject continued from the January 14, 2014 meeting. A PowerPoint presentation summarized the previous discussion and introduced concerns brought up at the January 14<sup>th</sup> meeting. Four different range options were offered for committee consideration. Two citizens with an interest in archery (Gary Gilman and Dan O'Meara) offered ideas, expressed concerns and provided input based upon their archery knowledge and experience as well. The Committee directed staff to bring additional information back to a future meeting in regards to what the archer community thought constituted a safe range design.

#### Item No. 5      Old Business (Information)

Committee Chair Nelson asked for the current jail population number of today and the calls for service (CFS) number handled by the Police Department for the past two weeks. Chief Wyffels reported that the current population count within the Kandiyohi County jail was 65 and that the Willmar Police handled 631 calls for service during the past two weeks.

#### Item No. 6      New Business (Information)

Committee member Ahmann expressed concern about not having knowledge on the cost of eliminating, relocating, or abandoning Highway 40 property relating to the Jennie-O Turkey Store expansion.

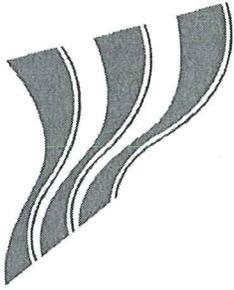
Other committee members inquired as to what information relating to the project Mr. Ahmann was seeking. Mr. Ahmann stated that he would withdraw his inquiry and that the information he was seeking could probably be better provided from different sources or venues.

Committee member Ahmann moved to adjourn with Committee member DeBlieck seconding the motion.

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

Respectfully submitted,

David Wyffels  
Police Chief



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

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

**Meeting Date:** February 11, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved       Denied  
 Amended       Tabled  
 Other

**Originating Department:** Willmar Police Department

**Agenda Item:** Accept donation of a new LIDAR unit.

**Recommended Action:**

Make a motion to accept the donation at committee level and move to Council for final approval as a resolution to accept the donation of a Stalker XLR LIDAR unit.

**Background/Summary:** The Willmar Police Department participates in a traffic enforcement grant known as TZD. The City Council approved department participation in this grant through resolution #8 on June 4, 2012.

Grant managers provide periodic reward incentives for stellar participation efforts. The Willmar Police Department is being offered one of those rewards in the form of a new "Stalker XLR" Lidar unit which has an approximate value of approximately \$2500.00. LIDAR is essentially a laser speed detection and measuring device used for the same purposes as a radar device with the exception that radar operates on sound wave principal and LIDAR operates under light principal. There would be no cost to the department for the device.

**Alternatives:** Deny the offered donation.

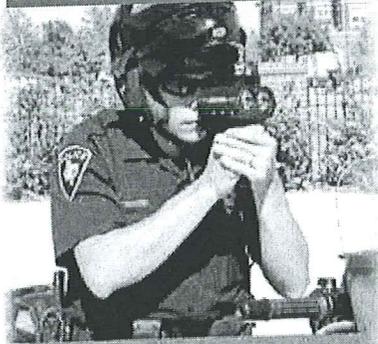
**Financial Considerations:** None.

**Preparer:** Chief of Police David Wyffels

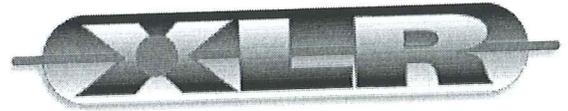
**Signature:**

*David Wyffels*

**Comments:** Documentation attached identifying the type of donated item.



# Stalker's new XLR LIDAR. Small size. Big Performance.



## X-SERIES LONG RANGE

Small, lightweight, and powerful.  
Superior range, fast target acquisition,  
and solid tracking.



- Small and Lightweight
- Fastest acquisition time
- Industry-leading range and accuracy
- Removable, high capacity, Li-Ion rechargeable battery handle
- Ergonomic, waterproof design
- Speed *and* distance in Heads-Up Display

**Small. Light. Powerful. Stalker.**

**Smallest hand-held LIDAR**  
(gun type) on the market today

**Lightest hand-held LIDAR**  
(gun type) on the market today

High powered optics.  
Polymer housing is impact  
resistant and waterproof.



Removable, high capacity  
battery handle - power  
for several shifts.



**STALKER**® Radar | Lidar

*The World Leader in Speed Measurement*



**800-STALKER**

**StalkerRadar.com**

Simple, intuitive, easy-to-use single button controls.



HUD Light switch - allows operator to increase or decrease with a single button the HUD intensity for proper viewing in all lighting conditions.

MODE switch - allows operator to select speed and range, range only, speed only, or single-shot with a single button.

Audio switch - single-button to increase or decrease the audio tone.

The Stalker X-Series LIDAR are the smallest and lightest hand-held, gun-type lasers on the market today. At a mere 2.3 lbs. including removable/rechargeable battery handle, the X-Series may be lightest of all the hand-helds, but it's no lightweight. The new snap-in Li-Ion battery handle provides ample power to last two or more shifts. Plus, the battery can be expected to last through more than 500 charging cycles.

Target acquisition is under 0.4 seconds. The X-Series Long Range (XLR) is the best choice for targets as far as 4,000 feet away.

### Single-Shot and Continuous Tracking Modes

The X-Series LIDARs have the ability to operate in three modes: single-shot, continuous tracking, or constant trigger-down mode. This allows the operator to select the mode which best suits their needs.

### Weather/Obstruction Mode

The X-Series units have, as standard, a Weather/Obstruction mode which allows the unit to work in rain, snow, blowing dust, fog, as well as through fences, tree branches, etc. This also increases the operating distance when using the X-Series LIDARs through the front windshield of the patrol car.

### Enhanced Tracking

The X-Series LIDARs have the ability to track a moving target through small obstructions such as a pole or parked vehicle.

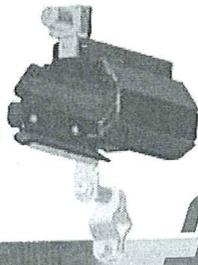
### Doppler-Type Audio Tracking

Since most laser operators also operate radar, the X-Series LIDARs generate a continuous Doppler-type audio tone which correlates to the target speed. Just like the audio on a police radar, this audio is a substantial aid to understanding and building a target tracking history - providing a better evidentiary case for citations.

### Accessories

#### Holster

Heavy gauge steel with padded interior and keyed lock keeps LIDAR safe and secure.



Exclusive speed and distance in the Heads-Up Display

### Lowest Cost of Ownership

Stalker products are priced competitively and built to last. But should your X-Series LIDAR ever need repair, you can count on a fair price based on your LIDAR's specific needs, not a one-charge-fixes-all blanket price. That's what we mean when we say that Stalker has the lowest cost of ownership in the industry.



### Specifications

<b>Dimensions:</b>	8.9" Height, 4.7" Length, 4.7" Width (22.6 cm Height, 11.9 cm Length, 11.9 cm Width)
<b>Weight:</b>	Including Battery Handle - 2.3 lbs (1.04 kg)
<b>Housing:</b>	High impact resistant polymer housing
<b>Environmental:</b>	-22° to +140° F, operating -40° to +185° F, non-operating
<b>Humidity Protection:</b>	+99° F, 90% Relative Humidity
<b>Battery Life:</b>	Typically 500+ charge cycles
<b>Battery Charge:</b>	Li-ion battery: Approx. 2 - 3 shifts
<b>Type:</b>	Handheld LIDAR offering Tracking mode, Single-Shot mode, and Time/Distance mode.
<b>Acquisition Time:</b>	Less than 0.4 second
<b>Nominal Range</b>	
<b>LIDAR XLR:</b>	Minimum: - Range mode < 10 (< 3 m) Speed mode 45 feet (13.7 m) Normal: 2500 feet (762 m) approaching Targets Maximum: > 4,000 feet (1200 m)
<b>Range Accuracy:</b>	less than 1 ft., typical +6" (0.15 m)
<b>Speed Measure:</b>	1 mph to 299 mph (2 km/h to 481 km/h, 2 knots to 344 knots)
<b>Speed Accuracy:</b>	± 1 mph (± 1 km/h, ± 1 knots)
<b>Time/Dist. trigger mode:</b>	Separate trigger depressions when target enters and exits speed zone.
<b>Remote Trigger:</b>	Remote trigger signal available through I/O Port.
<b>Target Speed Tone:</b>	Variable audio tone corresponding to target speed.
<b>Target Return Tone:</b>	No tone when beam is off target; tone repetition increases as beam moves into target and return signal quality increases.
<b>Switching Output:</b>	I/O Port signal for operation of external devices (e.g. a camera). Toggles when speed exceeds speed signal setting. (special order only)
<b>Operating Wavelength:</b>	905 ± 10 nm Peak @ 25° C
<b>Eye Safety:</b>	FDA/CDRH CLASS 1M Laser Device (Eyesafe)
<b>Power Output:</b>	50 uW maximum average power. (385 nJ maximum pulse energy) (meets FDA/CDRH regulations)
<b>Pulse Width:</b>	< 30 nsec.
<b>Beam Divergence:</b>	< 3 mrad FWHM. 3 feet x 3 feet @1000 feet (.9 meters x .9 meters @ 304.8 meters)

800-STALKER

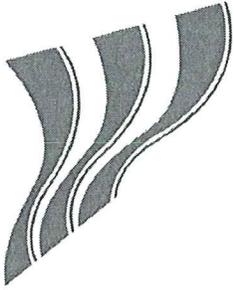
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**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:**

**Meeting Date:** February 11, 2014

**Attachments:** Yes X 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    |                                 |

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**Originating Department:** Willmar Police Department

**Agenda Item:** Archery Range Safety Planning

**Recommended Action:** Continue discussion on safe archery range considerations for City Council.

**Background/Summary:** This item was discussed at the January 14, 2014 meeting. Due to time constraints, it was requested to bring it back to this meeting from a previous agenda for further discussion. Council Members have previously been provided copies of past plans and suggested processes.

**Alternatives:** Table the item and discussion until a future date.

**Financial Considerations:** None

**Preparer:** David Wyffels

**Signature:**

*David J. Wyffels*

**Comments:**

DATE: February 6, 2014

TO: Public Works / Public Safety Committee

FROM: Chief of Police David Wyffels

The information below is provided to assist you in your decision making relating to the defining of archery range safety standards. The language below is taken directly from the National Field Archery Association publication.

I have removed language that does not relate to range safety to reduce the amount of material you need to review thereby condensing the original 23 page document down to these few pages.

Thank you.

## National Field Archery Association (NFAA)

### SECTION II: OUTDOOR RANGE LAYOUT AND SIZE REQUIREMENTS

#### II.A. General

Safety is the overwhelming factor dictating range size. The actual shooting lane dimensions account for only a very small fraction of the total area requirement. Terrain is also quite important, especially in the layout of field and bowhunter ranges. Proper use of terrain can alleviate many safety concerns, particularly in providing natural backstops and buffers.

#### II.B. Field Archery Range

The NFAA has four size-related guidelines for laying out a field range (the IFAA's requirements are similar, but not as definitive):

- ◆ If the target is not backstopped (either fabricated or earthen), 25 yards or one-half of the target distance, whichever greater, shall be cleared behind the butt. [Note: This guideline was formulated in the recurve era. Today, it is suggested that "more-the-better."]
- ◆ A minimum clearance of 25 to 50 (safest) feet, depending on terrain and target distance, shall be provided between any path or shooting lane paralleling another shooting lane. Fifteen yards (45 feet) is a good compromise.
- ◆ The distance on each side of the target butt shall be greater than the target distance times the tangent of 15° to 30° (safest), depending on terrain and target distance. As a compromise, the tangent of 26.5° is 0.5, making it easy to "stake out" while surveying the range.

For example, the safety zone on either side of a 40-yd target butt is  $40 \times \tan(26.5^\circ) = 40 \times 0.5 = 20$  yards. The buffer zone behind this 40-yd butt would therefore be 25 yards deep by 40 (20 + 20) yards wide. This

means that no waiting area or shooting position should be closer than 25 yards from a 40-yd target butt. See below for examples of other target distances.

◆ The target lanes must be sufficiently wide to support two archers shooting simultaneously side-by-side. Four-wide is highly recommended for the longer walk-up targets, which always seem to take longer to shoot.

In summary, and for initial range layout planning, the recommended safety zones to **each side** and **behind** field archery target butts are:

Target Distance	Half Width at Butt	Depth behind Butt
Up to 30 yds	15 yds	25 yds
30 to 50 yds	One-half target distance	25 yds
50 to 80 yds	One-half target distance	One-half target distance

The foregoing safety guidelines assume that in no case should an errant arrow cross the range boundary, even if the adjoining property is uninhabited. In other words, all the safety buffer zones must be included *within* the total range area requirements.

### II.C. Target Archery Range

Outdoor target archery range size requirements are easy to define because:

1. terrain is not a factor, and
2. all targets are walk-backs.

Factors relating to a "first class" outdoor target range layout are:

- The ground should be flat, free of obstructions.
- Each shooting lane should be no narrower than 10 feet or about 3 yards.
- Safety (buffer) lanes along the side boundaries should be no less than 15 yards.
- The safety area behind the target at the longest distance should be no less than 40 yards.
- Five yards minimum is recommended behind the shooting line.

### II.D. Bowhunter Range

As with field archery ranges, the actual land area required between the shooting stakes and targets is a small fraction of the total bowhunter range area required. Although the distances shot on a bowhunter range average less than those shot on a field range, there are several factors which make the total area requirements greater:

- Arrow speed as well as the probability of arrow ricochet are higher for the bowhunter than for the field archer, and since fabricated backstops are not desired (for the sake of realism), the *safety zones should be at least twice the size suggested for a field range*. Earthen backstops, however, either manmade or natural, will help quite a bit.
- Paths to and from the target should never be along the sight-line between the shooting stake and target.

- In summary, a rough estimate of the land area required for a bowhunter range is 50% more per target than for a field range. A typical field range requires about an acre per target; therefore; a typical unmarked bowhunter range needs about *1½ acres per target*. Therefore, a 20-target range needs *30 acres minimum*. The more the better, however.

### SECTION III: OUTDOOR TARGET BUTT AND BACKSTOP CONSTRUCTION

#### III.A. Field Archery

The minimum size requirements for field archery butts are based on the target faces being shot. For example, the following table relates butt dimensions with target configuration:

Distance	Critical Tangent	Minimum Butt Dimensions
Up to 15 yds	4 x 4 – 20-cm	36" x 36"
15 to 30 yds	2 x 2 – 35-cm	30" x 30"
35 to 40 yds	1 x 2 – 50-cm	30" x 42"
40 to 80 yds	Group 1 Animal	42" x 42"

Considering that a compressed bale of excelsior is about 15" x 15" x 42", two-bale butts are barely adequate for field targets from 15 to 40 yards (assuming no vertical Group 1 Animals). Butts three bales high are required for the "snake eyes" and all target distances 40 yards and greater. Butts four feet square are amply sized for both field and target archery.

It wasn't too long ago that excelsior was the most common target butt material. Today, however, there are literally hundreds of different materials available worldwide, including various fibrous natural materials, forest or agricultural by-products, bundled rags and recycled plastic, but mostly a wide variety of the more expensive castable or moldable foams and composite materials. Moreover, the trend seems to be toward the purchase of commercial, full-sized, pre-fabricated, target butts.

A medium cost compromise is the do-it-yourself fabrication using cardboard, insulation board, or any one of many sheet foam materials, stacked and compressed in a custom made screw-down frame.

Foams have several advantages: (1) they're available in a variety of thicknesses and densities, (2) they can be cut to any size or shape, and (3) they're both weather-proof and varmint-proof. Unfortunately, some foams have great "grabbing power," making it difficult to extract the arrows; plus, some foams tend to "goop up" arrow shafts, especially those made of composite materials.

Although the target butt may be waterproof, ordinary paper target faces need protection from the rain, especially if they're to be shot more than one day. A simple roof over the butt will suffice. The roof should be a little higher than six feet from the ground (to allow for head clearance), and about four feet wide.

Unlike indoor archery, there is no minimum height above the ground for field archery target faces.

As noted above, unnatural target backstops are not desired on a field archery range unless dictated by safety concerns. Besides, fabricated backstops are eyesores, and can be quite expensive, unless natural materials, such as stacked logs, can be used.

A rule-of-thumb for backstop size is three butt-widths wide and two butt-heights high. For example, a backstop behind a 4 x 4-ft butt would be 12-ft wide by 8-ft high. That equates to three, 4 x 8-ft, ½-in (or thicker), exterior-grade, plywood panels mounted vertically. Of course, other materials are available. The

only requirement is that the backstop must decelerate the arrow to zero, without substantial damage to the arrow, and without endangering anyone on or off the range.

### **III.B. Target Archery**

A few years ago, the most common butt used for outdoor target archery was the classic, circular, 50-inch diameter, grass butt. These heavy and expensive butts, however, may no longer be in production. Square butts made of the newer, lighter weight, foam or composite materials are now much more popular, and are sized to hold the standard 122-cm FITA face.

Target butts similar to those used on a field archery range may also be used, as long as portability is not required, and if the butts are sufficiently large to hold a standard 122-cm FITA face. Moreover, FITA faces are mounted such that the center is about 50 inches above ground, and tilted about 15° from vertical. For target rounds other than the 900 or American Round, common sense prevails.

Backstops are rarely required on a target archery range primarily because all the archers are shooting at the same time, and no one is allowed behind the targets except when all are scoring their arrows. Likewise, spectators must be clear of the safety zone behind the targets.

### **III.C. 2-D Animal Targets**

If required, target butts and backstops needed for a two-dimensional animal round, such as the WBHC Compulsory Round, are the same as those used on a field archery range. Broadhead target butts and backstops are not addressed herein.

### **III.D. 3-D Animal Targets**

A wide variety of very durable and realistic three-dimensional animal targets are now commercially available. The more popular brands have standard scoring lines engraved, and have replaceable sections, plugs, and/or back-up blocks for do-it yourself target refurbishment.

Reasonably realistic semi 3-D animal targets can also be handmade. A full-sized, color-printed, paper, animal target is glued on cardboard, and backed-up by an ethafoam (or similar) slab. The complete target is then cut out around the animal outline.

3-D animal targets are generally very portable, which means that a completely different bowhunter range can be set-up overnight. Some targets even have integral support stakes, while others are merely tied to any convenient tree or sapling.

## **SECTION V: DESIGNING AN OUTDOOR RANGE FOR SAFETY**

### **V.A. General Range Safety**

Safety on any archery range is comprised of three elements:

- Archery tackle.
- "Stupid Human Tricks."
- Range layout, targets and backstops.

Only the last item is discussed herein, and only for field archery and bowhunter ranges. Since target archery range layouts and shooting rules are specifically structured to avoid unsafe conditions, safety issues are fairly rare. Likewise, proper archery training and/or bowhunter education should handle the tackle and human elements.

It should be remembered that range design criteria can't be separated from range safety criteria. *The*

**first priority is — always — every archery and bowhunter range must be designed for safety.** The following material, therefore, emphasizes the most important safety issues related to the range and equipment design criteria outlined in the foregoing Sections II, III and IV.

### **V.B. Field Archery Range Safety**

Field archery range safety may be divided into two categories: (1) factors related to range layout and terrain, and (2) factors related to maintainable items, such as target butts, target lanes and lane obstructions.

The NFAA addresses both of these factors quite well in its Range Inspection Requirements. NFAA-chartered clubs with field ranges must be re-inspected every two years, and it's obvious that a club won't host many tournaments, invitationals or even club shoots, without being certified safe, and subsequently proven safe by repeated use.

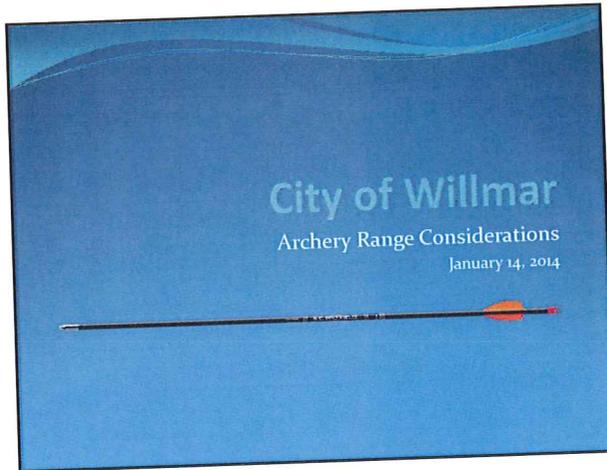
The problem, unfortunately, is with temporary ranges set up specifically for large sectional or national tournaments. This problem is the result of (1) too many ranges being built on not enough land, (2) not enough help, and (3) not enough time. Very few ranges are perfectly safe the first time, which means that unless inspection teams conduct a "shoot-through" on the new range, there's a good chance that *there will be a significant safety issue* during the first day's round. Here's a summary of the kind of things often missed because of not having a "shoot-through":

- Waiting areas and shooting positions at the next target within the danger zone of the preceding target. This is the result of not having enough land. The NFAA's outdoor range safety guidelines, as described above, are good rules-of-thumb.
- Target butt positioned such that a road, path or another target is directly behind the butt, even if at a reasonably safe distance. *Any* unnatural movement in the sight window can cause an equally unnatural flinch and inadvertent arrow release.
- Lack of backstop or inadequately cleared area behind target butt. People *will* miss, and they *will* look for that missed arrow. Uncleared brush not only increases the chance of a ricochet, but it also increases the exposure of the search party to danger zones behind other targets.
- Leaky butts. Even if you never miss, pass-throughs put you in the same position as the guy who does miss the target.
- Non-backstopped target positioned on a brow of a hill, such that a missed shot becomes a flightshot.
- Uncleared paths to and between targets. Here, we're talking about safety afoot. The usual method of clearing field archery lanes is to brush-hog the saplings about one or two inches above the ground — just high enough to trip head-over-heels.
- Inadequate clearance above target lane. Even with a "shoot-through," the range inspectors often miss the fact that light-bowed and traditional shooters require more vertical clearance.
- Walk-ups which are also fan shaped. The problem here is that unlike a straight walk-up, an angled walk-up often gives the option of shooting four at a time. It depends on the angle of the fan whether this is safe or not. If there's any question, *don't shoot!*

### **V.C. Bowhunter Range Safety**

Here are some problems unique to bowhunter ranges, some of which are noted elsewhere here:

- Non-yielding obstructions (e.g., trees and limbs) blocking the animal kill area. When setting up a 3-D target, don't make the shot any different from that you would take in a real hunting situation. Moreover, remember the short person, the lefthander and the light-bowed bowhunter.
- Overlapping "miss" areas behind the targets. Because of no backstops and because of more missed shots (at 3-D targets), special care must be taken to make sure that a missed arrow doesn't end up behind another target.
- Steeplejack treestand shots. Shooting from elevated platforms is fun (although often bottlenecks), but don't make the shots ridiculously difficult — like hanging out over the railing. Also, make sure that the bow limb won't slap any part of the tree or platform upon release.
- Again, the "On Deck" area and shooting stakes at the next target being in the danger zone of the preceding target. The NFAA's safety buffer rule is even more important on a bowhunter range, especially if it's heavily wooded (more ricochets).



### Ordinance 1352 Section 10-55 – Bows and Arrows

- Passed on November 23, 2013
- b) *Shooting of Bows and Arrows Prohibited.* It is unlawful to shoot, discharge or otherwise propel an arrow from a bow in the city except under the conditions listed under Paragraph (c) of this section.
- (c) *Exemptions.* Use of bows and arrows in the following circumstances shall be exempted from the general prohibition thereof contained in Paragraph (a) of this section:
  - (1) Bows and arrows may be used as authorized in a physical education program in a school when supervised by a member of its faculty;
  - (2) Bows and arrows may be used in a community-wide supervised class or event as specifically authorized in advance by the Chief of Police; or
  - (3) **Bows and arrows may be used in any archery range specifically designated and approved by the city council.**
  - (4) Bows and arrows may be used at the edge of or upon any water for the purpose of taking fish.

### Why Are We Here Today?

- Council requested Committee to establish safety standards to be considered when approving archery ranges.
- Committee directed staff to research archery ranges and develop recommendations based upon existing range models.

### What Did Staff Do?

Staff conducted online research, made direct contact with archery organizations, archery equipment manufacturers and archery range authorities. Staff also researched the content and suggestion within the following publications.

- National and International Field Archery Association Range Guide
- Easton Foundation - Archery Facility Planning Guide
- National Field Archery Association
- NRA's - Outdoor Archery
- Outdoor Archery Range Index to Drawings
- Archery Development for Youth Programming
- Archery Manufacturers and Merchants Organization Range Layout
- Archery Range guidelines
- Archery Trade Association - Archery Park Guide
- United Kingdom Archery Guidelines
- Yannton, SD - Indoor Archery Range

### What Does Staff Recommend?

Based upon the following:

- Research.
- Recognizing the arrow as the greatest source of potential injury.
- The assumption that Council's greatest concern regarding a private range would be the safety of a neighbor or bystander who could be hit by an arrow.

Staff offers the following recommendations...

### As It Applies To Private "Indoor" Archery Ranges

- Approve all fully confined indoor archery ranges with no further restriction considerations.

**Reasoning** - By their very nature, a range set up within the confines of a building poses no risk to those outside of the building as long as the confined space in which the arrows are being discharged cannot escape the confines of the room/building.

### As It Applies To Private "Outdoor" Archery Ranges

Require use of a specific permit application form which citizens can complete and bring before the Council.

#### WHY?

A permit provides a process to allow...

- Council to know exactly what they are approving.
- The citizen to be informed as to what restrictions Council considers prior to approving a permit thereby not wasting further citizen or Council time with a range proposal request that might not obtain approval.

### What Would the Application Form Achieve?

- Provides information to the applicant of the safety regulations that Council puts in place for range approval.
- Requires the applicant to provide a diagram or overhead view of existing property lines the range is to be constructed upon.
- Requires the applicant to indicate the archers intended shooting position in relation to the backstop along with the size, positioning and location of the backstop.
- Shows adjoining property behind and to the sides of the backstop and shooting lane.
- Informs the applicant of types of restricted arrow tips and/or other range restrictions.
- Requires a landowner or property manager's signature if the property is rented.

### Review Sample Application Form Containing...

- Citizen information regarding range requirements.
- Applicant information.
- Requested range setup/design.

### What Does This Committee Need To Do Next?

- Identify safety standards that will be applied to any range request.
- Agree upon those standards which are formed from a basic knowledge of the sport and equipment involved.
- Define those standards in the permit application which allows the Council to approve or deny a permit request based upon the safety standards agreed upon and not the person making the request.

### A Safe Range Requires this Committee to Discuss...

1. What is an appropriate degree of offset when allowing for the margin of human error and/or proficiency?
2. What constitutes a safe and appropriate backstop/target butt size? (This is not the same thing as the target).
3. What is an acceptable exposure risk to neighbors or bystanders?
4. What type of arrow tips will be allowed on a private outdoor range?

### Discussion Point #1

What is an appropriate degree of offset when allowing for the margin of human error and/or proficiency?

Consider:

1. Basic archery range design.
2. Arrow trajectory and factors that influence direction of flight.

### The Horizontal Flight Plane

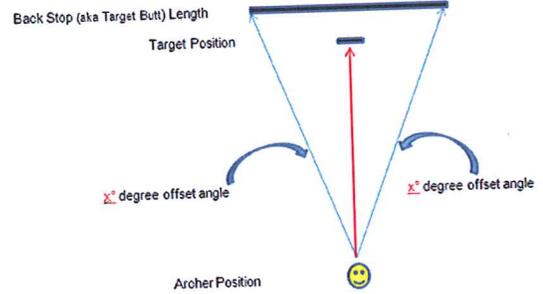
Factors that influence the side to side direction of an arrow's flight/travel.

Arrows will always fly in a straight line from the direction in which they are released unless:

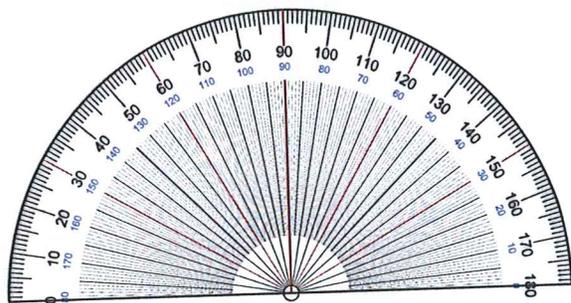
- It strikes another object (twig, branch or other obstacle) whereby it is then deflected in another direction.
- It is affected by the forces of wind whereby it will move in the direction the wind is blowing.
- It is improperly released from the bow caused by human error or lack of proficiency.

This necessitates of having some defined "degree of offset" in relationship to the archers position, the target and the backstop to compensate for the margin of human error, lack of proficiency or other intervening forces.

### Basic Archery Range Design



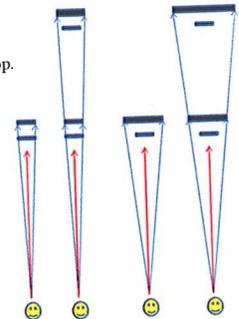
### Degrees of Offset



### Physics Relating to Degree of Offset

Permitting a smaller degree of offset...

- Reduces the length of a required backstop.
- Reduces the margin of shooter error allowed.
- Increases the required proficiency level necessary for the shooter using the range.
- Increases the chance of the shooter missing the entire backstop.

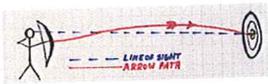
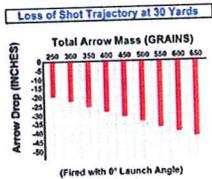


### The Vertical Flight Plane

Arrows will normally follow a path identified as an arc. Factors that influence the rise and fall of an arrow's flight/travel.

The factors that determine the arc are:

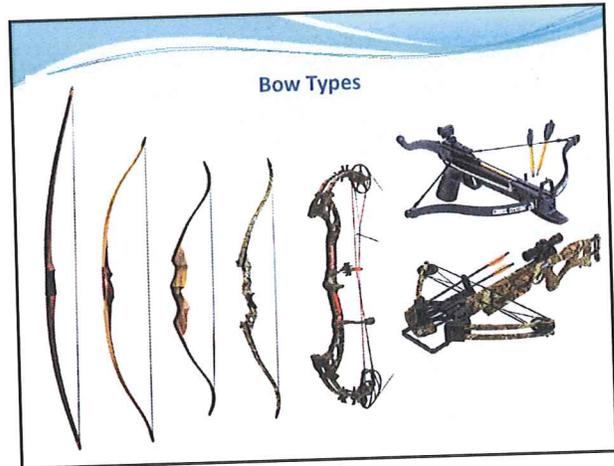
1. The angle in which the archer releases the arrow from the bow.
2. The distance the arrow travels before reaching an object that stops it.
3. The ft/lbs draw weight of the bow (bow strength).
4. The eventual effects of gravity.
5. The weight of the arrow.

**Loss of Shot Trajectory at 30 Yards**

Total Arrow Mass (GRAINS)	Arrow Drop (INCHES)
250	~1.5
300	~2.5
350	~3.5
400	~4.5
450	~5.5
500	~6.5
550	~7.5
600	~8.5
650	~9.5

(Fired with 0° Launch Angle)



### Distance Perspectives

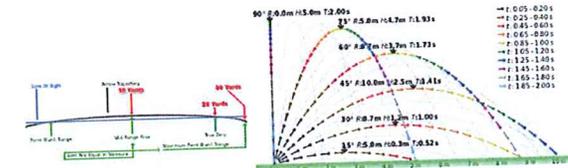
The farthest any arrow has been shot:

- By cross bow = 6,141 feet in 1988 by Harry Duff.
- By recurve bow = 4,009 feet on August 2, 1987, by Don Brown shooting a 132-pound draw weight bow. He established a world record.
- By target bow = 1,389 feet on September 5, 2004, by Janice Wilrich shooting a 50-pound draw weight bow.
- By target bow = 1,227 feet on September 4, 2004, by Janice Wilrich shooting a 35-pound draw weight bow.

- A football field is 300 feet (100 yards) long.
- A 2009 poll showed the average hunting distance shots were taken at as being: 1-15 yards = 14%, 15-25 yards = 66%, 25-35 yards = 16%, 35 yards or more = 4%
- Most practical residential archery ranges will be 20-40 yards (60-120 feet).
- The average residential lot is approximately 160 feet deep and 100 feet wide.

### Archery and Vertical Trajectory

- The arrow has maximum energy as it leaves the bow.
- The apex of flight path of an arrow is the most critical height to consider.
- Most archers shoot and practice at a 15 degree arc or less.
- Archers who compete for distance shooting never shoot an arrow at more than a 45 degree upward angle to achieve the maximum arc.
- An arrow shot a distance of 180 feet (60 yard range) at a 15 degree arc will only rise 5.8 feet at the apex of the arc and 7.8 feet at a 20 degree arc.



Launch Angle	Range (feet)	Time (seconds)
90°	0.0m / 0.0m	1.280s
75°	15.0m / 49.2m	1.193s
60°	27.0m / 88.9m	1.173s
45°	40.0m / 128.6m	1.148s
30°	50.7m / 161.3m	1.100s
15°	58.0m / 183.3m	1.052s

### Archery Trajectory

- Arrows: Speed and Distance**
- The hand-drawn, hand-held and hand released bow and arrow is a low velocity, high-trajectory, short-range system.
  - The chart shows an arrow traveling 270 f.p.s. (184 mph) compared to the speed of a bullet traveling 2,700 f.p.s. (1,840 mph).
  - Tests show that, depending on total arrow weight, on average, the reduction of 4 to 6 grains of arrow weight will produce an increase of one foot per second in arrow velocity.
- How far do arrows travel?**
- This graph shows bullet trajectory of the modern rifle and arrow trajectory of the modern bow. The bullet will travel to 100 yards with very little drop in trajectory. Even a very fast arrow has a pronounced trajectory arc, therefore yardage estimation is very critical to archery.
  - Note the arrow dropped 11" at 50 - 60 yards.
  - The information on this page came from Martin Archery, Inc. in conjunction with Norb Mullaney, Professional Engineer & Director of Bow Testing.



### Discussion Point #2

What constitutes a safe and appropriate backstop/target butt size? (This is not the same thing as the target).

**Length of the backstop** = Determined by the desired offset degree and will vary depending upon the distance of the range as stated in the application for the approved range.

**Height of the backstop** = Is maintained between 7-8 feet on almost all range publications. Some ranges allowed a 6 inch gap between the bottom of the backstop and the ground. Others did not.

### Putting It All Together

Now knowing the following:

- The average hunting distance shots are taken at with a bow and arrow:  
1-15 yards = 14%, 15-25 yards = 66%, 25-35 yards = 16% 35 yards or more = 4%
- Most practical residential archery ranges will be 20-40 yards (60-120 feet).
- The average residential lot is approximately 160 feet deep and 100 feet wide.
- The vertical rise of an arrow is under 8 feet at the apex of the arc. Most ranges maintain a 7-8 foot backstop height.
- The length of a backstop in relationship to the distance being shot is shown on the next page.

### Backstop Lengths – Based Upon Offset Degree

Distance from shooter to backstop	Feet	Degree Offset Desired									
		1°	2°	3°	4°	5°	7.5°	10°	15°	20°	
10	0.3	0.7	1.0	1.4	1.7	2.8	3.5	5.3	7.3	11.8	
20	0.7	1.4	2.1	2.8	3.5	5.2	7.1	10.8	14.9	21.9	
30	1.0	2.0	3.1	4.2	5.2	7.9	10.5	14.1	21.4	29.1	
40	1.4	2.7	4.2	5.5	7.0	10.5	13.1	17.7	23.7	35.4	
50	1.7	3.4	5.2	6.9	8.7	13.1	15.7	21.2	28.1	43.7	
60	2.0	4.1	6.3	8.3	10.3	15.7	18.4	24.8	32.4	51.0	
70	2.4	4.8	7.3	9.7	12.2	18.0	21.0	28.3	36.8	58.3	
80	2.7	5.4	8.3	11.1	14.0	21.0	24.6	31.8	40.1	65.8	
90	3.1	6.1	9.4	12.5	15.1	23.6	27.9	35.4	43.5	72.8	
100	3.4	6.8	10.4	13.8	17.5	26.2	30.9	38.8	47.8	80.1	
110	3.7	7.5	11.5	15.2	19.2	28.9	34.1	42.4	51.2	87.4	
120	4.1	8.2	12.5	16.6	21.0	31.5	36.7	46.0	55.2	94.7	
130	4.4	8.9	13.5	18.0	22.7	34.1	39.4	49.5	59.2	102.0	
140	4.8	9.5	14.6	19.4	24.5	36.7	42.0	52.0	61.2	109.3	
150	5.1	10.2	15.6	20.8	26.2	39.4	45.0	56.0	65.8	116.5	
160	5.4	10.9	16.7	22.1	28.0	42.0	48.0	60.1	70.9	123.8	
170	5.8	11.6	17.7	23.5	29.7	44.8	50.1	63.2	74.2	131.1	
180	6.1	12.3	18.8	24.9	31.4	47.2	53.1	66.2	77.2	138.4	

		Length of Backstop Required (in feet)									
Degree Offset	Remaining Degree	1	2	3	4	5	7.5	10	15	20	
Sine	0.017	0.034	0.052	0.069	0.087	0.130	0.174	0.258	0.342	0.426	
Sine	0.999	0.999	0.998	0.997	0.996	0.991	0.984	0.965	0.939	0.900	

### Discussion Points #1 and #2

#### The Committee Recommends

1. What does the committee feel is an appropriate degree of offset when allowing for the margin of human error and/or proficiency?



2. What does the committee feel constitutes a safe and appropriate backstop/target butt size as it relates to height?

### Discussion Point #3

What is an acceptable exposure risk to neighbors or bystanders?

- Does Committee feel a fence should surround the range to protect from children entering upon the range when an archer is present and actively using the range? (Pools by their inherent danger have a similar requirement).
- Does the Committee feel a second person is required to observe the range during practice to warn the archer of potential downrange hazards instead of a fence? (Skiers require either a rearview mirror for the boat operator or an observer to be present in the boat when towing a skier).
- Or, does Committee feel no specific regulations need to be put in place regarding this question?

### Discussion Point #3

#### The Committee Recommends

What is an acceptable exposure risk to neighbors or bystanders?



### Discussion Point #4

What type of arrow tips will be allowed on a private outdoor range?

Does Council wish to regulate the type of arrow tips that can be shot on a private range that they approve?

Currently, without Committee or Council setting restrictions in a range permit, citizens can shoot arrows of any type upon an approved range. This includes arrows with these types of tips...

- Field point, bullet, target, blunt (designed to puncture or stun).
- Broadheads, razored, cutting edges (designed to slice and dice).
- Barbed (designed to puncture with prongs that hinder extraction).
- Explosive tipped (designed to blow up or inject object upon contact)

### Field Point, Bullet/Target, and Blunt Arrow Tips

- Designed to puncture or stun. Withdrawal of an arrow containing these tips do not inflict greater damage to someone upon extraction. Used primarily in target practice.

The image shows three types of arrow tips arranged in a 3x3 grid. The first column is labeled 'Field' and shows three different field points. The second column is labeled 'Bullet' and shows three bullet-style arrowheads. The third column is labeled 'Blunt' and shows three blunt arrowheads.

### Broadhead, Razor Arrow Tips

- Designed to slice and dice. Difficult to remove from a person. Used primarily in hunting.

The image shows three types of broadhead and razor arrow tips arranged in a 3x3 grid. The first column is labeled 'Broadhead Point with Removable Blades' and shows three broadheads with removable blades. The second column is labeled 'Broadhead Point with Fixed Blades' and shows three broadheads with fixed blades. The third column is labeled 'Broadhead Points with Mechanical (Expandable) Blades' and shows three broadheads with mechanical blades.

### Barbed Arrow Tips

- Designed to puncture with prongs that spring outward after penetration. Makes arrow extraction very difficult. Used primarily for fishing.

The image shows four types of barbed arrow tips and a bow. The first three are labeled 'Fish' and show different designs of barbed arrowheads. The fourth is a standard arrowhead. To the right is a bow with an arrow.

### Explosive Arrow Tips

- Designed to blow up or inject an object upon contact/penetration.

The image shows three types of explosive arrow tips. The first is a red arrowhead with a fuse. The second is a brass arrowhead with a fuse. The third is a black arrowhead with a fuse.

**Discussion Point #4**

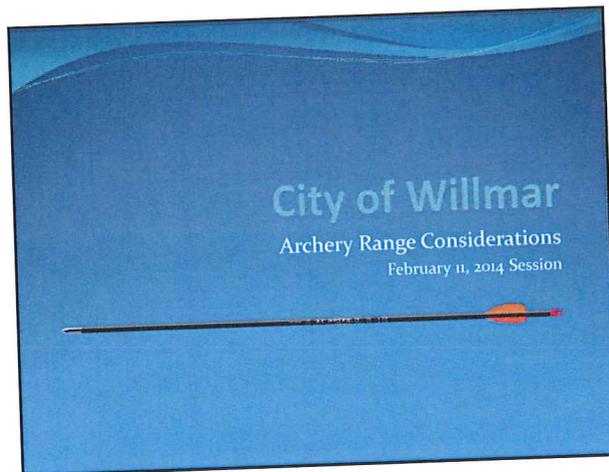
**The Committee Recommends**

What type of arrow tips will be allowed on a private outdoor range?

**?**



**Thank you  
for your time!**



### Ordinance 1352 Section 10-55 – Bows and Arrows

- Passed on November 23, 2013
- b) *Shooting of Bows and Arrows Prohibited.* It is unlawful to shoot, discharge or otherwise propel an arrow from a bow in the city except under the conditions listed under Paragraph (c) of this section.
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  - (1) Bows and arrows may be used as authorized in a physical education program in a school when supervised by a member of its faculty;
  - (2) Bows and arrows may be used in a community-wide supervised class or event as specifically authorized in advance by the Chief of Police; or
  - (3) **Bows and arrows may be used in any archery range specifically designated and approved by the city council.**
  - (4) Bows and arrows may be used at the edge of or upon any water for the purpose of taking fish.

### What Has Been Discussed So Far?

- A citizen request for a private outdoor archery range.
- Range safety suggestions for indoor archery ranges.
- Arrow trajectory, maximum flight ranges, etc.
- A review of bow types and arrow design.
- Range safety suggestions for private out door archery ranges.
- The use of a application form for approving an out door archery range.
- What is an appropriate degree of offset when allowing for the margin of human error and/or proficiency?
- What constitutes a safe and appropriate backstop/target butt size?
- What is an acceptable exposure risk to neighbors or bystanders?
- What type of arrow tips will be allowed on a private outdoor range?

### What Were The Results From The Last Discussion?

- Better understanding of the sport.
- There seemed to be a general consensus that use of a application form might be beneficial to both the person seeking approval and for the Council when considering giving approval for a private outdoor ranges.
- There seemed to be a general consensus that arrows with tips designed as a broadhead (razor), barbed, or explosive should not be permitted on Council approved private outdoor ranges.

### What Did Not Get Fully Resolved At The Previous Meeting?

- What is an appropriate degree of offset when allowing for the margin of human error and/or proficiency?
- What constitutes a safe and appropriate backstop/target butt size?
- What is an acceptable exposure risk to neighbors or bystanders?

### What Additional Concerns Were Verbalized?

1. The size and construction of a backstop and the potential neighboring "eye-sore".
2. A desire for a safety zone behind the backstop.
3. A desire to expand the safety zone at the sides of an approved range.

So...

### What Are Our Options?

#### Option #1 – "The Buck Stops Here"

Leans towards safety standards based upon the range design discussed at the previous meeting which relies upon having an agreed upon "angle of offset" that defines the outer boundary areas of a safe range.

**Pros:**

- Lot size determines potential range distance but does not diminish the ability to actually have a range. Since it can be built on any size lot more people would have the ability to participate in the sport.

**Cons:**

- The longer the range, the longer the backstop needs to be resulting in more building expense to the archer and a greater potential as an "eye-sore".

### Option #1 – “The Buck Stops Here”

In option #1 we do not need to worry about downrange safety because the backstop is designed to stop the flight of an arrow and of sufficient width/height to compensate for possible human error and/or proficiency.

With this option the backstop will always be of a length that covers the necessary down range safety zone and side range safety is managed within whatever you determine to be a safe offset angle which also creates the shooting lane.

Backstop Length	Target Distance	Necessary Range Length
24.9 feet	60 yards	60 yards
12.5 feet	30 yards	30 yards
6.2 feet	15 yards	15 yards

### Option #2 – “Free Range”

Leans towards using the safety standards as outlined in National Field Archery Associations Range Guidelines. (The attachment you received).

**Pros:**

- Greatly reduces the size of the necessary backstop on ranges designed beyond x yards thereby reducing construction cost and a potential neighborhood “eye-sore”.
- Extends the side range safety zone.

**Cons:**

- Very few people within the City of Willmar have a lot size of sufficient size that would allow them to set up any type of range to engage in outdoor archery based upon the stated standards.

### Option #2 – “Free Range”

The National Field Archery Association identifies three range types:

- Field Archery Range
- Target Archery Range
- Bowhunter Range

Field and bowhunter ranges require more physical space than a target archery range. We will focus on the design of a target range.

The recommended safety requirements for a Target archery range can be found in the middle of the second page of the handout.

### Option #2 – “Free Range”

The safety standards as outlined in National Field Archery Associations Range Guidelines require as a minimum:

- The ground to be flat and free of obstructions (most backyards would meet this requirement).

### Option #2 – “Free Range”

The safety standards as outlined in National Field Archery Associations Range Guidelines require as a minimum:

- The ground to be flat and free of obstructions (most backyards would meet this requirement).
- The next two requirements dictate that all ranges will need to be at least 33 yards wide for the entire length of the established range.
- Each shooting lane should be no narrower than 10 feet (about 3 yards).
  - Safety (buffer) lanes on each side of the archer shooting lane should be no less than 15 yards.

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- The ground to be flat and free of obstructions (most backyards would meet this requirement).
- The next two requirements dictate that all ranges will need to be at least 33 yards wide for the entire length of the established range.
- Each shooting lane should be no narrower than 10 feet (about 3 yards).
  - Safety (buffer) lanes on each side of the archer shooting lane should be no less than 15 yards.
- The final two requirements dictate that all ranges will need to be at least 45 yards long for a target distance of even 1 inch on an established range.
- Five yards minimum behind the shooting line.
  - Safety (buffer) area of no less than 40 yards behind the target at the longest distance to be shot at.

### Option #2 – “Free Range”

As outlined in National Field Archery Associations Range Guidelines require as a minimum:

Target Distance	Required Range Length	Required Range Width
1 yard / 3 feet	46 yards / 138 feet	33 yards / 99 feet
10 yards / 30 feet	55 yards / 165 feet	33 yards / 99 feet
20 yards / 60 feet	65 yards / 195 feet	33 yards / 99 feet
30 yards / 90 feet	75 yards / 225 feet	33 yards / 99 feet
40 yards / 120 feet	85 yards / 255 feet	33 yards / 99 feet
60 yards / 180 feet	105 yards / 315 feet	33 yards / 99 feet

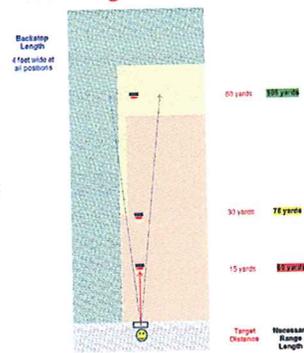
Typical residential lot in Willmar (being generous):

Length	Width
60 yards / 180 feet deep	33.3 yards / 100 feet wide

### Option #2 – “Free Range”

In option #2 down-range and side-range safety is managed by requiring large safe areas behind and to the sides of the backstop and shooting lane.

With this option a minimal sized backstop is required and the large sized safety areas address minimizing the possible danger from an arrow caused by any human error and/or proficiency.



**Option #3 – “Hybrid”**

Agree upon a hybrid of safety standards from both option 1 and 2.

**Pros:**

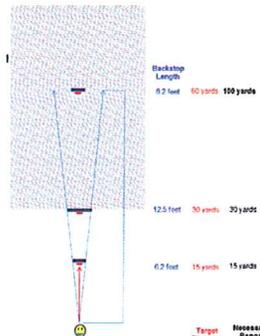
- Allows for the construction of short private archery ranges (x yards or less) by citizens.
- Allows privileged citizens with adequate lot size to construct longer private archery ranges.

**Cons:**

- Still limits the opportunity of most people being able to practice on a longer outdoor range.

**Option #3 – “Hybird”**

In option #3 down-range and side-range safety beyond 30 yards is managed by requiring large safe areas behind and to the sides of the backstop and shooting lane offered in option #2.



Ranges designed at or under 30 yards would employ the “offset angle” safety considerations offered in option #1.

**Option #4 – “City Provided”**

Construct a single city-owned outdoor archery range based upon the recognized National Field Archery Associations Range Guidelines.

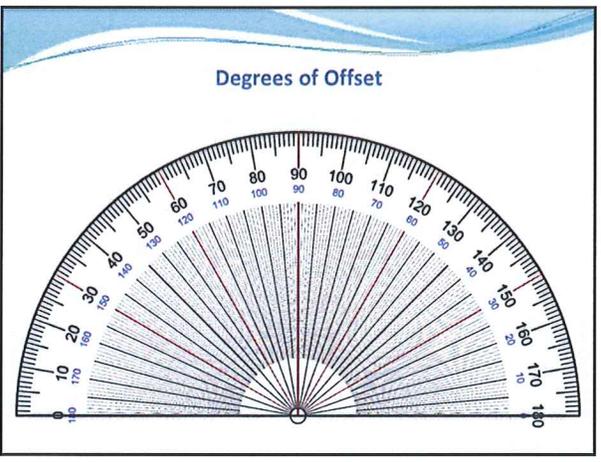
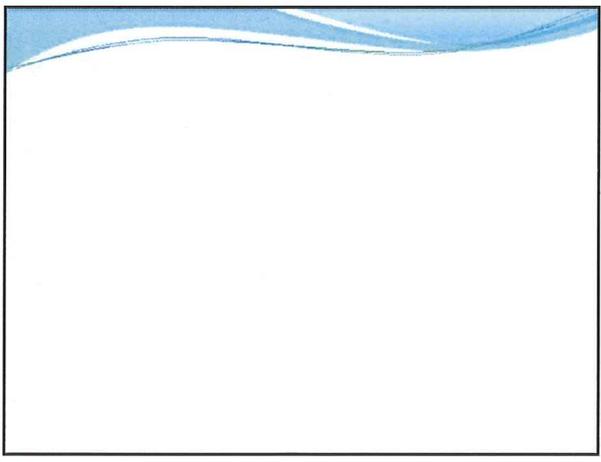
**Pros:**

- Provides a venue for the city to support archery tournaments with a rental income source and brings business to the community.
- Allows archers of all proficiency levels a place to practice outdoors without posing a danger to other citizens.
- Eliminates the Council from having to make decisions on approving any other private outdoor archery range requests.

**Cons:**

- Cost to the city.





### Physics Relating to Degree of Offset

Permitting a smaller degree of offset...

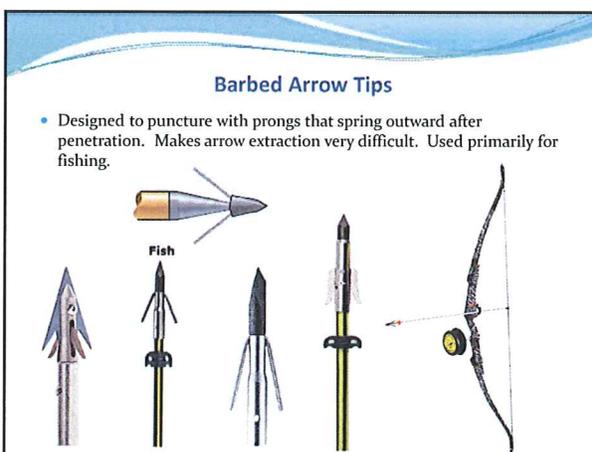
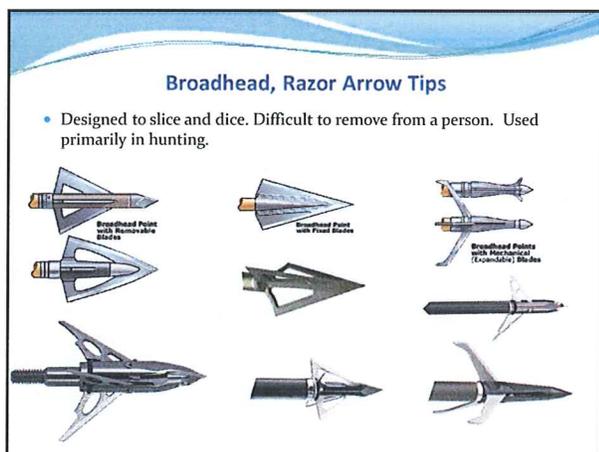
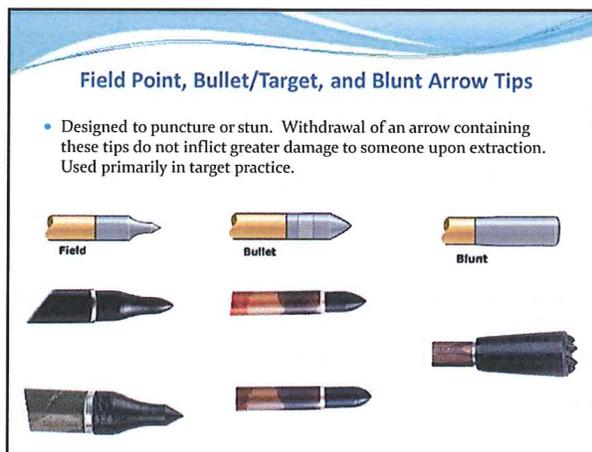
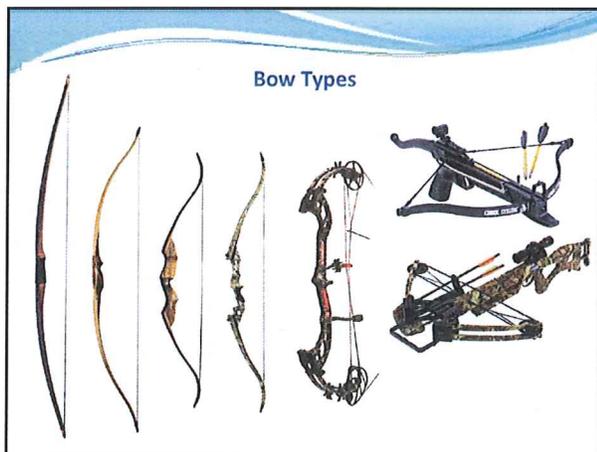
- Reduces the length of a required backstop.
- Reduces the margin of shooter error allowed.
- Increases the required proficiency level necessary for the shooter using the range.
- Increases the chance of the shooter missing the entire backstop.

### Backstop Lengths – Based Upon Offset Degree

Distance from shooter to backstop		Degree Offset Desired									
Yards	Feet	1°	2°	3°	4°	5°	7.5°	10°	15°	20°	
10	0.3	0.7	1.0	1.4	1.7	2.6	3.5	5.3	7.3		
20	0.7	1.4	2.1	2.8	3.5	5.2	7.1	10.7	14.6		
30	1.0	2.0	3.1	4.2	5.2	7.6	10.6	16.0	21.9		
40	1.4	2.7	4.2	5.5	7.0	10.5	14.1	21.4	29.1		
50	1.7	3.4	5.2	6.9	8.7	13.1	17.7	26.7	36.4		
60	2.0	4.1	6.3	8.3	10.5	15.7	21.2	32.1	43.7		
70	2.4	4.8	7.3	9.7	12.2	18.4	24.8	37.4	51.0		
80	2.7	5.4	8.3	11.1	14.0	21.0	28.3	42.8	58.3		
90	3.1	6.1	9.4	12.5	15.7	23.6	31.8	48.1	65.8		
100	3.4	6.8	10.4	13.8	17.5	26.2	35.4	53.5	72.8		
110	3.7	7.5	11.5	15.2	19.2	28.9	38.9	58.8	80.1		
120	4.1	8.2	12.5	16.6	21.0	31.5	42.4	64.2	87.4		
130	4.4	8.8	13.5	18.0	22.7	34.1	46.0	69.5	94.7		
140	4.8	9.5	14.6	19.4	24.5	36.7	49.5	74.9	102.0		
150	5.1	10.2	15.6	20.8	26.2	39.4	53.0	80.2	109.3		
160	5.4	10.9	16.7	22.1	28.0	42.0	56.6	85.6	116.5		
170	5.8	11.8	17.7	23.5	29.7	44.6	60.1	90.9	123.8		
180	6.1	12.3	18.8	24.9	31.4	47.2	63.7	96.2	131.1		

		Length of Backstop Required (in feet)									
Degree Offset		1	2	3	4	5	7.5	10	15	20	
Remaining Sine	0.017	0.034	0.052	0.069	0.087	0.130	0.174	0.268	0.342		
Remaining Degree	86	88	87	86	85.000	82.500	80.000	75.000	70.000		
Sine	0.999	0.999	0.998	0.997	0.996	0.991	0.984	0.965	0.939		



### Explosive Arrow Tips

- Designed to blow up or inject an object upon contact/penetration.



**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, February 12, 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
	Charlene Stevens	.....	City Administrator

Others present: Mayor Frank Yanish, Council Member Audrey Nelson, Police Chief Dave Wyffels, and Finance Director Steve Okins.

Item No. 1      Call to Order

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

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Open Hiring Process for Police Officers (Motion)

Ms. Stevens presented the request to open the hiring process and create an eligibility list from which to hire police officers. Ms. Stevens stated that the City would have one known vacancy in May of this year due to retirement. Chief Wyffels added that the current list had expired and that the City has experienced the loss of at least one officer per year for the past 12 years and that the creation of an eligibility list would streamline the hiring process. Chief Wyffels stated that the advertising, testing and hiring process can take up to six months.

Following discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Dokken, to open the hiring process for police officers and allow for the filling of vacancies necessary to maintain a police force of 32 sworn officers. The motion carried.

Item No. 4      Open Hiring Process for Chief of Police (Motion)

Ms. Stevens stated that Chief Wyffels had announced his retirement date effective May 31, 2014 and it was necessary to open the hiring and testing process for the Chief of Police. Ms. Stevens stated that Chief Wyffels would be greatly missed by the department and the City.

Following discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Dokken, to open the hiring process for the Chief of Police. The motion carried.

Item No. 5      Opening Hiring Process for Arena Manager (Motion)

Ms. Stevens stated that Kevin Madsen, the Arena Manager, has given his retirement notice effective June 1, 2014. As his position is critical to the operations of the Civic Center, it was recommended the vacancy be posted and filled as soon as possible. Ms. Stevens stated Mr. Madsen would be difficult to replace. Ms. Stevens responded to a question on advertising, stating that the position would be marketed through the Arena Manager's Association, as well as Minnesota Parks and Recreation Association, in addition to other routine advertising. A question was also raised regarding the competitiveness of the salary.

Following the discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Johnson, to open the hiring process for Arena Manager. The motion carried.

Item No. 6      Old Business - Strategic Planning (Information)

Chair Ahmann continued the discussion on strategic planning for the City Council and asked those present for input on topics and process. Chair Ahmann suggested that the prior plans could be used as a starting point and that it would be important to quantify the goals and objectives, as well as to also have a prioritization process. Chair Ahmann suggested it was also important to have staff input in the discussions.

Council Member Dokken raised the suggestion of having Community Conversations following a model from the League of Minnesota Cities.

Council Member DeBlieck stated the Vision 2040 process had involved community input and conversations and could be a starting point. Council Member DeBlieck suggested a facilitator to ensure the time be well spent.

Council Member Johnson suggested that the City look at some operational efficiencies, citing the example of multiple health plans the City currently offers, as well as plans by Rice Hospital and the Municipal Utilities.

There was general discussion on time frame, such as conducting something in the spring, as well as following the 2014 elections.

Council Member Johnson inquired as to the cost of David Unmacht as a facilitator. Ms. Stevens stated she would review the costs from prior retreats.

Chair Ahmann suggested Steve Renquist or Dale Husted as possible facilitators.

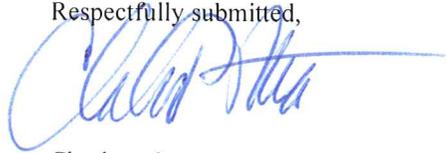
The Committee agreed to have more input with the full City Council prior to finalizing the planning process.

Item No. 7      New Business (Information)

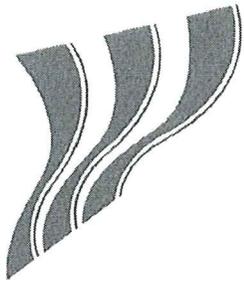
Chair Ahmann inquired as to updating job descriptions. Ms. Stevens stated that as vacancies occur, job descriptions are reviewed and updated. As well, Ms. Stevens stated Department Directors have been asked to review job descriptions as time permits and try to eliminate outdated language.

There being no further business to come before the Committee the meeting was adjourned at 5:45 p.m. on a motion by Council Member Johnson, seconded by Council Member Dokken.

Respectfully submitted,



Charlene Stevens,  
City Administrator



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

**Agenda Item Number:** 3

**Meeting Date:** February 11, 2014

**Attachments:** X 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    |                                 |

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**Originating Department:** Police

**Agenda Item:** Hiring of Police Officers

**Recommended Action:** Authorize advertisement, testing and hiring for police officers due to vacancies.

**Background/Summary:** The Police Department has received notification of a pending retirement in May of this year. The current eligibility list for hiring has expired and it is recommended that the City open the testing process and create a new eligibility list from which to hire.

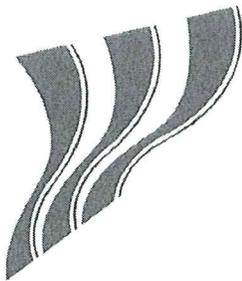
**Alternatives:** Do not fill the vacancy.

**Financial Considerations:** The Police Department is budgeted for 24 sworn officers for 2014.

**Preparer:** Dave Wyffels.

**Signature:**

**Comments:**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

**Agenda Item Number:** 4  
**Meeting Date:** February 11, 2014  
**Attachments:** X Yes No

CITY COUNCIL ACTION

Date:

- Approved       Denied  
 Amended       Tabled  
 Other

**Originating Department:** Administration

**Agenda Item:** Hiring of Police Chief

**Recommended Action:** Authorize advertisement, testing and hiring for the position of Police Chief.

**Background/Summary:** Chief Wyffels has announced his intent to retire effective May 31<sup>st</sup>. The police commission should be authorized to open the hiring process and certify candidates for eligibility. It is recommended that candidates be sought both internally and externally. A job description is attached.

**Alternatives:** Do not fill the vacancy.

**Financial Considerations:** The position of police chief is a range 12 position with salary of \$70,724 - \$91,924 plus benefits. Testing costs may vary, but in 2010, were approximately \$19,500 for three candidates.

**Preparer:** Charlene Stevens

**Signature:**

**Comments:**

# WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0020

Date Issued: August 6, 2007

Revision Dates:

Application: All Personnel

Pages: 3

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**SUBJECT: POLICE CHIEF JOB DESCRIPTION**

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## PURPOSE

Serves as Department Director with primary responsibility for departmental administration and overseeing the City's law enforcement activities. Determines and assigns projects, establishes and reviews programs, and prepares and administers departmental budget. Performs patrol duties during minority of time.

## POLICY

The Police Chief will be expected to meet and maintain the defined job criteria as listed below.

### **Essential Functions:**

- Develop, administer and coordinate all programs to achieve established goals and objectives.
- Coordinates the use of departmental materials, equipment and facilities.
- Review operating and performance records and reports to determine officers' effectiveness and efficiency; review recommendations on personnel problems and take disciplinary action; and review the preparation of training programs for police officers.
- Encourage the development and improvement of departmental personnel, instituting sound employee counseling and evaluation practices; project future staffing needs in accordance with departmental goals and plans, including alternate ways of meeting those needs; and make recommendation to the City Administrator for election of new police personnel.
- Prepare or direct the preparation of periodic or special reports on departmental activities and operations, and analyze all current departmental programs to determine their efficiency.
- Develop program objectives, which will guide the future development of the department in terms of anticipated needs.

- Manage operations of the Department: coordinate activities with governing board; coordinate public relations for the Department; supervise and direct activities of a multi-divisional department. Assist the Police Civil Service Commission.
- Perform financial activities as follows: compile, prepare and recommend overall budgets for approval; authorize expenditures; prepare department budget; and monitor and control unit budgets and expenses.

**Other Duties and Responsibilities:**

- Performs other related duties as assigned by supervisor or as apparent.

**Required Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices, and techniques of police and public administration.
- Knowledge of, and ability to implement, departmental policies and procedures and civil service rules.
- Knowledge of City's policies and procedures, and ordinances.
- Knowledge of federal and state laws, rules, and regulations.
- Knowledge of the court and correctional systems and ability to understand and apply applicable court orders, case law and administrative rulings.
- Skill in managing budgets, personnel and programs.
- Skill in planning, directing, and evaluating subordinate uniformed and non-uniformed personnel.
- Ability to operate a variety of office machines and computer programs.

**Organizational Relationships:**

- Immediate Supervisor: City Administrator
- Communicates with: City Council, City Administrator, other department directors, City Attorney; other police chiefs, county sheriff's office, state patrol, BCA, other state and federal law enforcement agencies, County Attorney offices, court system personnel, school system personnel, business people, various business and community organizations, various media, and the general public.
- Supervises with full authority: All departmental staff

**Minimum Qualifications:**

- Associate's degree in law enforcement and eight years of command experience including at least three years at the rank of Lieutenant or above in this or a similarly-sized department **or**
- BA / BS degree in Criminal Justice or Public Administration, successful completion of executive police administration course (FBI Academy, Northwestern School of Police Staff & Command, Southern Justice Institute Police Executive Course, etc.), and eight (8) years of supervisory experience at the rank of sergeant or above in the Willmar Police Department or a similar sized department.

- Licensed or eligible to be licensed as a police officer in the State of Minnesota.
- Must meet all state-mandated and employer-required certifications, medical, and other job-related qualifications.

**Preferred Qualifications:**

- Bachelor's degree in law enforcement, criminal justice or closely related field.

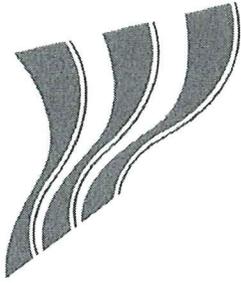
**Working Conditions:**

- Works indoors in a typical office setting and outside.
- While performing duties as a licensed peace officer, is exposed to the same adverse working conditions and physical requirements as a police officer.

BY ORDER OF THE CHIEF OF POLICE

James A. Kulset

/sae



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: February 12, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Administration

Agenda Item: Hiring of Arena Manager

Recommended Action: Authorize advertisement and hiring for the position of Arena Manager

Background/Summary: The Arena Manager has announced his intent to retire June 1, 2014. This position is critical to the operations of the Civic Center and should be filled in order to maintain the current operations.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position of Arena Manager is a range 7 position with salary of \$42,496 – \$60,048 plus benefits and was included in the 2014 Budget.

Preparer: Charlene Stevens

Signature: 

Comments:

## ARENA MANAGER

**Position Title:** Arena Manager  
**Department:** Community Ed & Recreation  
**Department Head:** Community Ed & Rec. Director  
**Immediate Supervisor:** Community Ed & Rec. Director  
**Pay Range:** 7 **FLSA Status:** Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>March, 2006</u>
REVISED:	<u>February, 2014</u>
REVISED:	

### Purpose

Performs supervisory specialized/professional work with primary responsibility to manage the daily operations of the City's multi-purpose facility. Coordinates facility use with a wide variety of groups, responds to building equipment and mechanical needs, supervises and trains employees, prepares/monitors budget, and performs marketing/advertising activities. Operates machinery and performs some manual tasks during minority of time.

### Organizational Relationships

Communicates with: *Internally* – Community Education and Recreation staff, WRAG8 staff, Public Works staff, City Administrator, other City departments and MUC staff; *Externally* - numerous local sports and recreation groups, school officials, teachers and coaches, other facility users, various local suppliers/vendors, local media and the general public.

Supervises: Regular full- and part-time staff, numerous part-time employees, instructors and work study individuals

### ESSENTIAL FUNCTIONS

Schedule ice and dry-floor activities; plan arena-sponsored events and assist other users in event planning; develop skating programs; assist groups to plan figure skating show; and develop new revenue-producing concepts.

Direct facility preparations for events, including ticket sales, crowd control as necessary.

Produce dry floor shows including setting and collecting fees, critiquing work, adopting format and ensuring rules are followed. Assist and guide user groups in producing successful shows.

Direct the timely transition of facility from ice to dry-floor mode.

Inspect grounds and facility, assess problems, research solutions and initiate appropriate remedies.

Review status of equipment and machinery, direct staff to repair or advise management of replacement.

Secure outside contractors or staff from other city departments for assistance.

Set standards of cleanliness/sanitation and direct staff on specific needs.

Plan and advise management about needed facility additions and grounds development.

Analyze proposed projects for feasibility, cost and facility impact. Determine appropriateness of repairs, retrofits or refurbishment. Determine timeframes and sets goals for project undertaken.

Account for various revenue sources, petty cash, vending and concession cash; prepare/make bank deposits; prepare income statement and submit report to Supervisor; evaluate monthly

# ARENA MANAGER

## ESSENTIAL FUNCTIONS (continued)

expense and revenue reports and prepare annual expense, revenue and activity reports; submit budget information to Supervisor; authorize purchases of supplies and materials; and prepare expenditure requests for Supervisor.

Compose, negotiate and sign rental contracts to be finally approved by the City and enforce provisions of contracts.

Schedule all employees, review/calculate full-time employee time sheets, authorize overtime; train and supervise full-time staff to perform variety of tasks. Hire, train and supervise all part-time staff to do concession, janitorial and event production tasks.

Recognize and resolve employee conflicts and concerns. Supervise special work programs such as work-study, service groups and special needs.

Implement food safety code; inspect and ensure quality control measures are followed; contract for services and prepare vending bid contracts. Assess profit margins and account for waste or underage. Oversee ticket sales, balance gate receipts, calculate percentages and file reports.

Order supplies and maintain inventory. Research equipment needs and make purchase or lease decisions.

Meet with public, private groups or individuals regarding facility usage, concerns, problems, program direction, policies, proposals, codes, etc. Answer inquiries, resolve rental and use questions, explain contract expectations. Attend all major events, communicate with key people, and provide information and advice to insure successful production. Act to resolve conflicts between groups competing for facility usage.

Attend required health and safety meetings and other job-related training.

Perform interviews with media to promote programs and events; create advertising layouts for newspapers and radio spots; solicit clients for purchase of indoor advertising; work to expand existing events to create more opportunities for revenue; and create additional advertising concepts for revenue generation.

### **Other Duties And Responsibilities**

Participates in committee meetings as needed.

Participates in professional association leadership positions and committees.

Operates machinery as needed; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure.

Performs other related duties as assigned by Supervisor, City Administrator, or as apparent.

### **Required Knowledge, Skills, and Abilities**

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes. Certified Arena Management (CAM) course.

# ARENA MANAGER

## **Required Knowledge, Skills, and Abilities (continued)**

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters.

Knowledge of industrial refrigeration equipment for an indoor ice facility.

Knowledge of administrative and managerial practices and procedures relating to finance/accounting, personnel administration and supervision.

Knowledge of food preparation and distribution.

Knowledge of building, health and safety codes.

Skill in operating various machines and equipment.

Skill in negotiating resolutions, solving problems between user groups.

Skill in promoting, advocating facility usefulness.

Ability to encourage employees to work to full potential.

Ability to maintain positive and orderly work environment.

Ability to direct and lead activities during public events.

Ability to communicate with various groups and interested parties.

**MACHINES, TOOLS, AND EQUIPMENT USED:** Pick up, ice resurfacers, computer, phone, and adding machine.

## **MINIMUM QUALIFICATIONS**

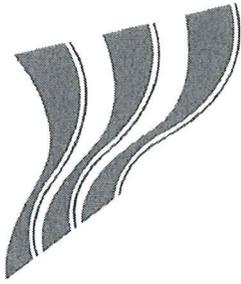
High school degree or equivalent **with** post-secondary course work in business administration, facility/operations management, marketing or related program **and** five to seven years of in facility operation. EPA Certification in specialty areas.

## **PREFERRED QUALIFICATIONS**

Bachelor's degree in related field.

## **WORKING CONDITIONS**

Works at City's multi-purpose facility during majority of time. Travels for meetings and other events. Sits and stand/walks for extended periods of time. Engages in some production/manual work tasks including operating the zamboni.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

**Agenda Item Number:** 6  
**Meeting Date:** February 11, 2014  
**Attachments:** Yes X No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

**Originating Department:** Administration

**Agenda Item:** Strategic Planning

**Recommended Action:** Continue discussion on a strategic planning process for City Council.

**Background/Summary:** This item was tabled from a previous agenda due to time constraints. Council Members have previously been provided copies of past plans and suggested processes.

**Alternatives:** Table the item and discussion until a future date.

**Financial Considerations:** Costs will depend on venue, facilitator, etc. but the Council does have funds budgeted under professional services in 2014 that would be sufficient.

**Preparer:** C. Stevens

**Signature:**

**Comments:**

**COMMUNITY DEVELOPMENT COMMITTEE**

**MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, February 13, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	.....	Chair
	Jim Dokken	.....	Member
	Bruce DeBlieck	.....	Member
	Tim Johnson	.....	Member

Others present: Audrey Nelsen, Council Member; Bruce Peterson, Director of Planning and Development Services; Duane Aldrich, and David Little "West Central Tribune".

Item No. 1      Call to Order

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

Item No. 2      Public Comments

Duane Aldrich, Willmar resident, was present to offer concerns about properties on the north side. Mr. Aldrich detailed some of his concerns regarding property conditions, such as broken doors, ripped screens, vehicles parked in front yards, etc. He said that in the area of 7<sup>th</sup> Street and Ella Avenue there were numerous properties with significant accumulations of junk. Staff will follow up on Mr. Aldrich's concerns.

Item No. 3      Consideration of Grant of Real Property – Rule Tire (Resolution)

Staff presented the resolution accepting the Rule Tire property as a gift. This matter had been discussed for some time and the Council had previously decided to move forward with the acquisition. The final step in that process is the adoption of a resolution accepting the property. The Committee discussed future use of the site. Chair Fagerlie offered the thought that the existing concrete garage be converted to classroom space and that a new gun range be constructed north of the block buildings in the area where the building to be demolished now sits.

A motion was made by Council member Dokken, seconded by Council member DeBlieck and passed for the following, that the resolution be adopted accepting the Rule property as a gift.

Item No. 4      Consideration of Grant of Real Property – Gesch Properties (Resolution)

Staff presented a resolution accepting the right of way for 12<sup>th</sup> Street Southeast from Gesch Properties LLC. The Gesch family has been gracious enough to work with the City for some time to define the right of way for 12<sup>th</sup> Street and to participate in the City's long range plan of constructing the street from Willmar Avenue north to Perkins Addition. The Committee acknowledged that the connection would be a valuable transportation link in that it provides access to a residential area that is currently not very well accessed.

A motion was made by Council member DeBlieck, seconded by Council member Johnson and passed for the following, that the resolution be adopted accepting the Gesch property for the construction of 12<sup>th</sup> Street Southeast.

Item No. 5      Old Business (Information)

Staff presented an email from the local MnDOT office regarding the intersection of Highway 40 and County State Aid Highway 5. At the previous meeting, questions had been raised regarding signalization at that intersection. The analysis by MnDOT suggests that the intersection is far from meeting the necessary warrants for signalization at this time.

Item No. 6      New Business

Staff presented a resolution approving the vacation of a portion of a blanket easement as currently held by Willmar Municipal Utilities. This blanket easement was acquired from Kandiyohi Power Cooperative when the Utilities took over a portion of their facilities in the past. The property served by this easement is east of 15<sup>th</sup> Street Southwest, but is not within the City limits.

Some years ago, the process to vacate portions of blanket easements was streamlined. The primary responsibility for decision-making now lies with Willmar Municipal Utilities, with only a resolution from the Council required to complete the process. The Municipal Utilities has reviewed the easement vacation request and supports the vacation of a portion of the blanket easement, retaining the easement they feel is necessary to protect their interests.

Following discussion, a motion was made by Council member DeBlieck, seconded by Council member Dokken and passed for the following, that the resolution be adopted approving the vacation of a portion of the blanket easement as requested by Willmar Municipal Utilities.

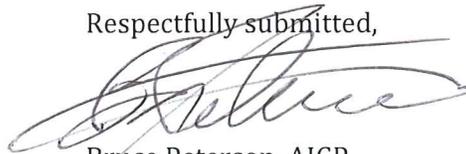
The Committee briefly discussed the parking study conducted in late 2013. Staff was asked to follow up with EDC and Rice Hospital to find out what steps they thought should be taken to make changes to parking in the Central Business District.

Council member Johnson informed the Committee that the Garbage Task Force is at the stage where they are dealing with a draft ordinance. The draft ordinance will be reviewed by the Task Force and presented to the Council in the near future.

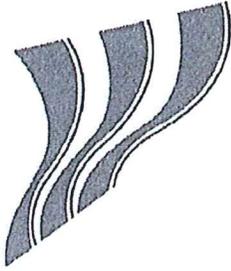
Council member DeBlieck presented information about Move Minnesota, which is an effort to change transportation funding on a state-wide level. Presently, the City has not signed on to support the effort. Mr. DeBlieck asked if the City had been contacted to participate. Staff will follow up.

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

Respectfully submitted,



Bruce Peterson, AICP  
Director of Planning and Development Services



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

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

Meeting Date: February 13, 2014

Attachments:  Yes  No

**CITY COUNCIL ACTION**

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

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

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

**Originating Department:** Planning and Development Services

**Agenda Item:** Consideration of grant of real property – Rule Tire.

**Recommended Action:** To approve the resolution granting the real estate to the City of Willmar.

**Background/Summary:** Over the past several months, the City of Willmar has been dealing with the heirs of Jim Rule regarding the disposition of their property on 7<sup>th</sup> Street Southwest, between Benson and Pacific Avenues. Environmental testing indicates that there are no significant hazards on the property. The family has agreed to bring the real estate taxes current. The City has identified no definite uses for the property, but has previously expressed a desire to see the buildings demolished to end the decline of conditions in the neighborhood.

**Alternatives:**

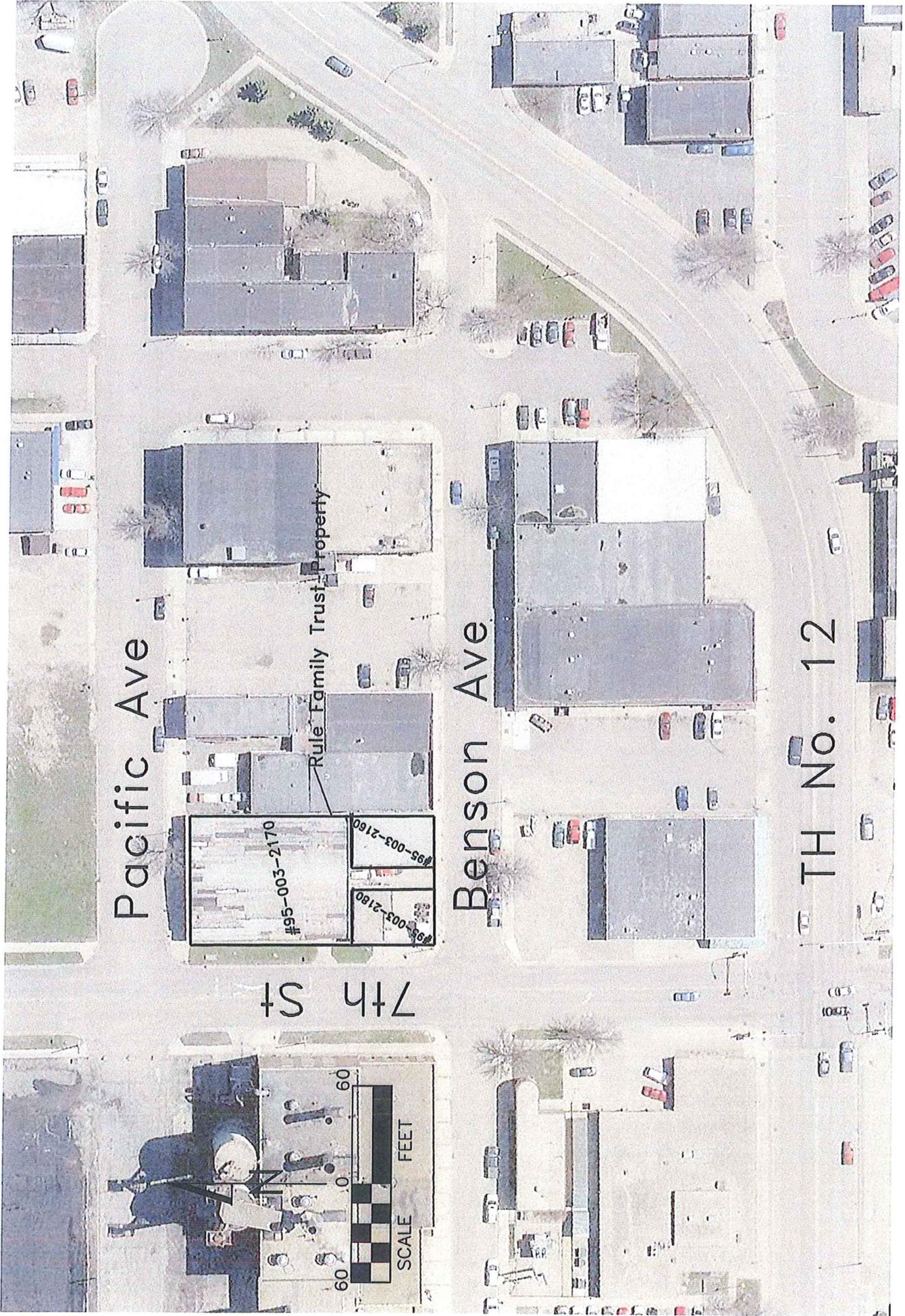
1. Accept the property as proposed.
2. To not accept the property.

**Financial Considerations:** If the City accepts the property, there will be demolition costs associated with the structure. Those are estimated to be in the neighborhood of \$50,000.

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

**Signature:**

**Comments:**



Pacific Ave

7th St

Rule Family Trust Property

#95-003-2170

#95-003-2180

#95-003-2160

Benson Ave

TH No. 12



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

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,  
MINNESOTA ACCEPTING THE GRANT OF REAL PROPERTY IN WILLMAR,  
MINNESOTA

WHEREAS, Cindy S. Gardner, as Trustee of the Rule Family Revocable Living Trust dated October 1, 2007, ("Donor"), holds fee title to certain real property located in the City of Willmar, Kandiyohi County, Minnesota, and bearing Parcel ID Numbers 95-003-2160, 95-003-2170, 95-003-2180 (the "Property"); and

WHEREAS, Donor has stated its intent to donate the Property to the City of Willmar, Minnesota (the "City"); and

WHEREAS, A draft Trustee's Deed has been prepared and is attached hereto as Exhibit A; and

WHEREAS, Donor has presented the City with an appraisal conducted by Holmgren Appraisals, LLC, effective December 9, 2013, which indicated a market value for the Property of \$80,000.00; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Section 4.02 of the City's Home Rule Charter states that no real estate or buildings shall be acquired by the City until the same shall have been submitted to and approved by the City's Planning Commission; and

WHEREAS, The City's Planning Commission reviewed the proposed donation of the Property to the City and approved of the same at its meeting on October 23, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:  
The City Council hereby: (1) accepts the grant/acquisition of the Property by the Donor to the City; (2) approves the attached Trustee's Deed, Exhibit A attached hereto; and (3) authorizes and directs the City Clerk to (a) execute such other documentation as is necessary to accomplish the donation to and acquisition of the Property by the City of Willmar, and (b) record such executed deed and such other documentation with the Kandiyohi County Recorder's Office and pay such related fees.

PASSED by the City Council of the City of Willmar on this \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**EXHIBIT A**  
**Trustee's Deed**

COPY

**TRUSTEE'S DEED**  
Individual(s) to Corporation

STATE DEED TAX DUE HEREON \$ 1.65

Date: 12/31, 2013

---

FOR VALUABLE CONSIDERATION, Cindy S. Gardner, as Trustee of The Rule Family Revocable Living Trust dated October 1, 2007, Grantor, hereby conveys to the City of Willmar, a municipal non-profit corporation under the laws of the State of Minnesota, Grantee, real property in Kandiyohi County, Minnesota, described as follows:

Lots 9, 10, 11 and 12 of Block 21 except the Easterly 20.71 feet of Lot 9 and except the East 2.0 feet of the Westerly 4.29 feet of the North 75.50 feet of said Lot 9 in the Town (now City) of Willmar, according to a recorded plat;

together with all hereditaments and appurtenances belonging thereto.

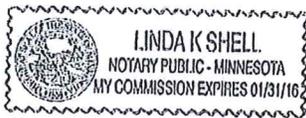
TOTAL CONSIDERATION FOR THIS REAL ESTATE TRANSACTION IS LESS THAN \$500.

By:   
Cindy S. Gardner, Trustee

STATE OF MINNESOTA )  
COUNTY OF Washington ) ss.

The foregoing instrument was acknowledged before me this 31<sup>st</sup> day of December, 2013, by  
Cindy S. Gardner, as Trustee of The Rule Family Revocable Living Trust dated October 1, 2007, Grantor.

(Notary Stamp)



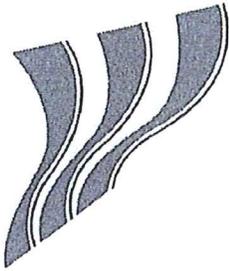
Linda K Shell  
Notary Public

**This Instrument was Drafted by:**

Bradley J. Schmidt  
JOHNSON, MOODY, SCHMIDT & KLEINUIZEN, P.A..  
P. O. Box 913  
Willmar, MN 56201  
320-235-2000  
Attorney ID No. 195625

**Tax Statements for the Real Property  
Described in this Instrument Should  
be sent to:**

City of Willmar  
City Office Building  
333 SW 6<sup>th</sup> St.  
Willmar, MN 56201



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

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

Meeting Date: February 13, 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:** Planning and Development Services

**Agenda Item:** Consideration of grant of real property - Gesch Properties.

**Recommended Action:** To accept the grant of real property from Gesch Properties LLC.

**Background/Summary:** Working with the property owners, the City has proposed the extension of 12<sup>th</sup> Street Southeast north of Willmar Avenue to be a north/south connecting link. This will be the only north/south connection between 9<sup>th</sup> Street Southeast and Lakeland Drive, north of Willmar Avenue. The family (Gesch Properties) has agreed to quit claim that property to the City so that we might be able to construct the street in our 2014 street project. A copy of the quit claim deed is attached.

**Alternatives:**

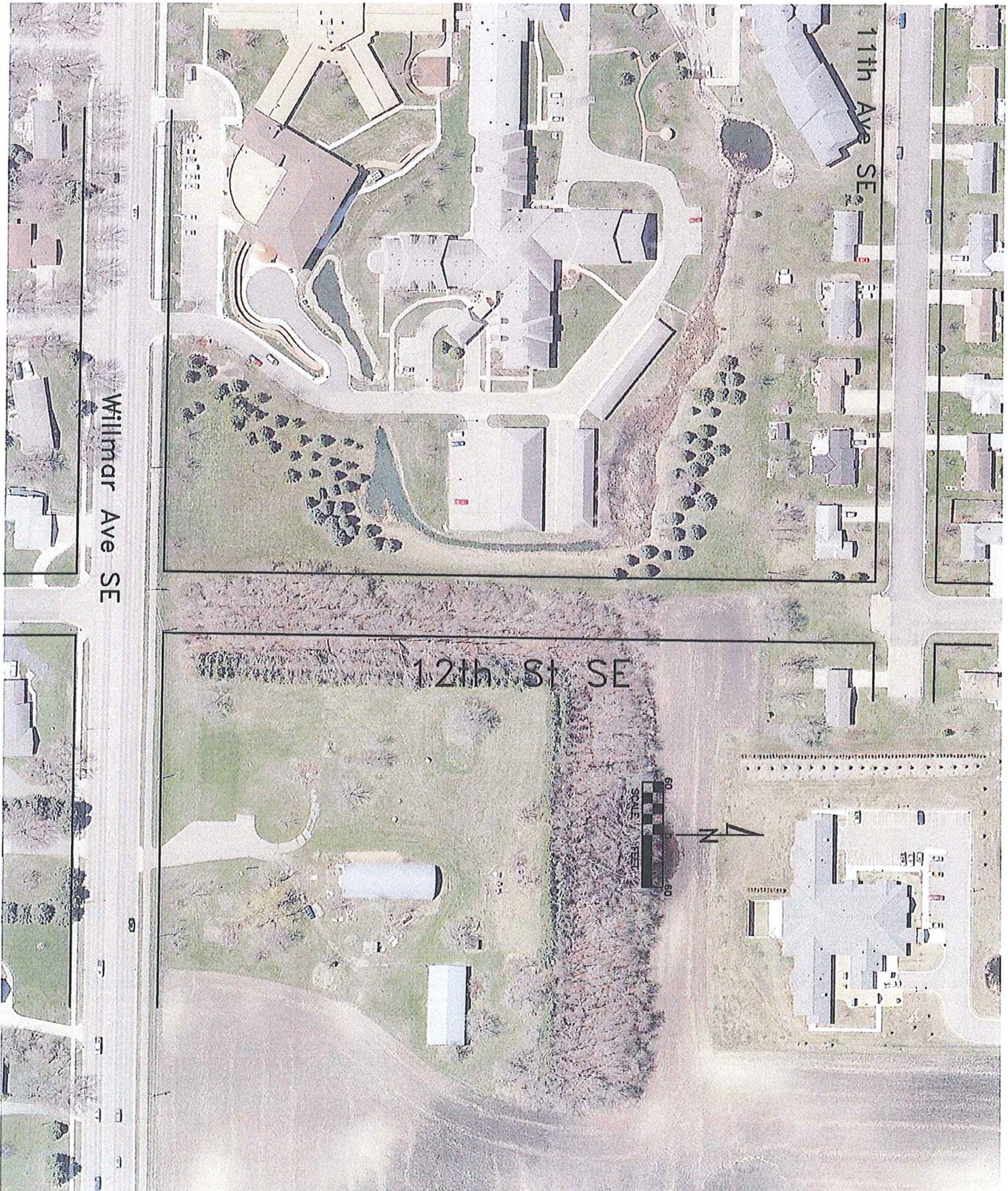
1. Accept the property and construct the street.
2. Don't accept the property and delay street construction.

**Financial Considerations:** The cost of constructing the street will be borne by the two adjacent property owners, Gesch Properties and Bethesda.

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

**Signature:**

**Comments:**



11th Ave SE

Willmar Ave SE

12th St SE

60  
SCALE IN FEET  
60



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

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,  
MINNESOTA ACCEPTING THE GRANT OF REAL PROPERTY IN WILLMAR,  
MINNESOTA

WHEREAS, Gesch Properties, LLC, a Minnesota limited liability company, (“Grantor”), holds fee title to certain real property located in the City of Willmar, Kandiyohi County, Minnesota, legally described as:

Parcel 1 and Parcel 2, City of Willmar 12<sup>th</sup> Street SE Right  
of Way Plat

(the “Property”); and

WHEREAS, Grantor has stated its intent to quitclaim the Property to the City of Willmar, Minnesota (the “City”) for \$1.00 and other good and valuable consideration; and

WHEREAS, A draft Quitclaim Deed has been prepared and is attached hereto as Exhibit A;  
and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Grantor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Section 4.02 of the City’s Home Rule Charter states that no real estate or buildings shall be acquired by the City until the same shall have been submitted to and approved by the City’s Planning Commission; and

WHEREAS, The City’s Planning Commission reviewed the proposed donation of the Property to the City and approved of the same at its meeting on February 12, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:  
The City Council hereby: (1) accepts the grant/acquisition of the Property by the Grantor to the City; (2) approves as to form the attached Quitclaim Deed, Exhibit A attached hereto; and (3) authorizes and directs the City Clerk to (a) seek execution of the deed substantially in the form hereby approved and allowing any necessary minor or technical changes, (b) execute such other documentation as is necessary to accomplish the acquisition of the Property by the City of Willmar, and (c) record such executed deed and such other documentation with the Kandiyohi County Recorder’s Office and pay such related fees.

PASSED by the City Council of the City of Willmar on this \_\_\_ day of \_\_\_\_\_, 2014.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**EXHIBIT A**  
**Quitclaim Deed**

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(Top 3 inches reserved for recording data)

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**QUIT CLAIM DEED**

DEED TAX DUE: \$ \_\_\_\_\_

DATE: January \_\_\_\_\_, 2014

FOR VALUABLE CONSIDERATION, Gesch Properties, LLC, a Minnesota limited liability company with its offices located at 10785 46<sup>th</sup> Place North, Plymouth, Minnesota, 55442 ("**Grantor**"), hereby conveys and quitclaims to the City of Willmar, a Minnesota municipal corporation with its offices at 333 6<sup>th</sup> Street Southwest, Willmar, Minnesota 56201 ("**Grantee**"), for \$1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Grantor, real property in Kandiyohi County, Minnesota, legally described on the attached Exhibit "A", together with all hereditaments and appurtenances belonging thereto.

The total consideration for this deed is less than \$500.00.

Grantor certifies that the Grantor does not know of any wells on the described real property.

**Gesch Properties, LLC, Grantor**

By: \_\_\_\_\_  
LeAnn Isaacson, Manager

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Minnesota, County of Kandiyohi

This instrument was acknowledged before me on \_\_\_\_\_, 2014, by  
LeAnn Isaacson, the Manager, of Gesch Properties, LLC.

(Stamp)

\_\_\_\_\_  
*Notary Public*

State of Minnesota, County of Kandiyohi

This instrument was acknowledged before me on \_\_\_\_\_, 2014, by  
\_\_\_\_\_, the \_\_\_\_\_, of Gesch  
Properties, LLC.

(Stamp)

\_\_\_\_\_  
*Notary Public*

THIS INSTRUMENT WAS DRAFTED BY:

**Robert T. Scott, Attorney at Law**  
**Flaherty & Hood, P.A.**  
**525 Park Street, Suite 470**  
**St. Paul, MN 55103**  
**(651) 225-8840**

**EXHIBIT A  
LEGAL DESCRIPTION**

Parcel 1 and Parcel 2, City of Willmar 12<sup>th</sup> Street SE Right of Way Plat

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## Bruce Peterson

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**From:** Barney, Ryan J (DOT) <ryan.barney@state.mn.us>  
**Sent:** Thursday, February 13, 2014 7:43 AM  
**To:** Bruce Peterson  
**Cc:** Broadwell, Todd (DOT); Gary Danielson; Huseby, Jon A (DOT)  
**Subject:** RE: Hwy. 40/CSAH 5 intersection

Bruce, good morning, I'm not sure if we've met, but if not, my name is Ryan Barney, and I'm the Traffic Engineer for the District. In response to your question. We typically take a cursory review of an intersection to see if the volume of traffic at a particular intersection is close enough to the warrants to merit going through an Intersection Control Evaluation, typically referred to as an ICE report, which is the process of analyzing the traffic operations, and particularly the need or warrant for a signal.

With that said we look at the infield traffic volumes, and if they don't break a certain volume threshold for "Minimum Vehicular Movement" and "Interruption of Continuous Traffic", we can be 95% confident that a signal is not warranted. The following are the actual volumes and the warrants:

Actual Volumes ( 2012):	TH40 –	1,650 ADT (Average Daily Traffic)
	CR5 (north leg) –	3,600 ADT
	CR5 (south leg) -	4,900 ADT

Warrant – Minimum Vehicular Movement:	TH40 – 3,700 ADT
	CR5 – 9,875 ADT

Warrant – Interruption of Continuous Traffic:	TH40 – 1,850 ADT
	CR5 – 14,800 ADT

Please note that the actual volumes on CR 5 and TH40 are much less than the warrant, which indicates that there is more than 95% confidence that a signal is not warranted at this location. Also please note that the warrants for the reverse of this (to be 95% confident that a signal is warranted) are much higher.

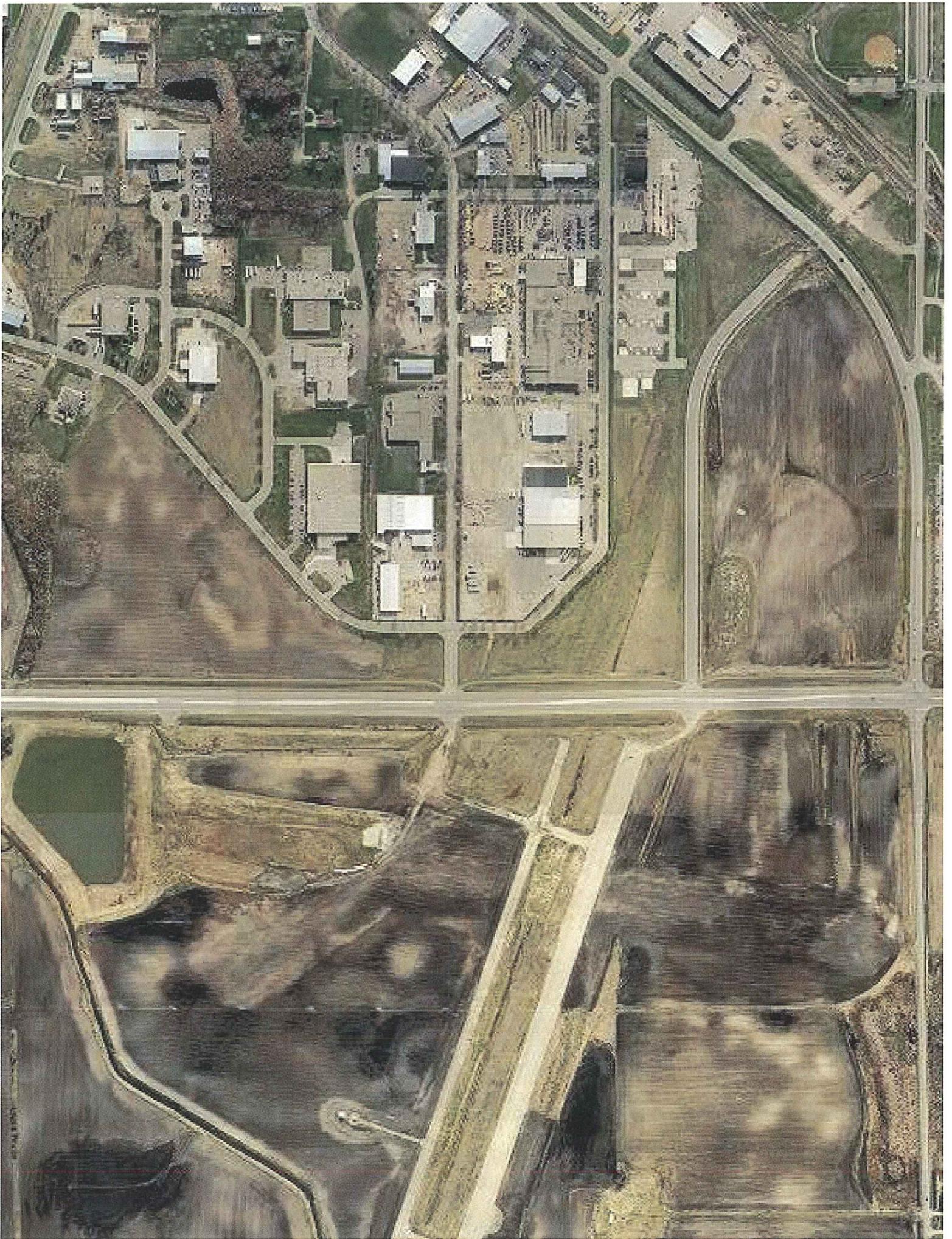
The other piece to this is that the east leg will no longer be present in the near future which will eliminate TH40 thru traffic from competing with the TH40 left turning motorist which will reduce the number of maneuvers that motorist have to judge, which should make selecting a gap for TH40 motorists easier.

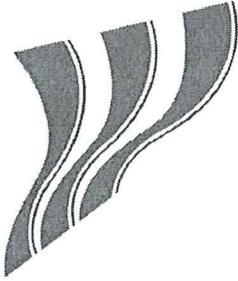
For these reasons it appears that a signal is not warranted at this time.

Please don't hesitate to call with any questions or comments.

Thanks, Ryan

Ryan Barney  
District Traffic Engineer  
MnDOT – District 8 – Willmar  
2505 Transportation Road  
Willmar, MN 56201  
320-214-6324





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

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

**Meeting Date:** February 18, 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:** Planning and Development  
Services

**Agenda Item:** Consideration of a request to vacate a portion of a blanket easement

**Recommended Action:** Adopt a resolution approving the vacation a portion of the blanket easement and record the resolution at the Kandiyohi County Recorders Office.

**Background/Summary:** Willmar Municipal Utilities has received a request to vacate a portion of a blanket easement that was acquired by Kandiyohi Power Cooperative on 15<sup>th</sup> St. SW approximately 1200' north of the highway 12/23 bypass (outside the City limits). The request is for a partial release of a portion of the blanket easement with Willmar Municipal Utilities retaining the western 60' of the easement which encompasses the existing distribution facilities.

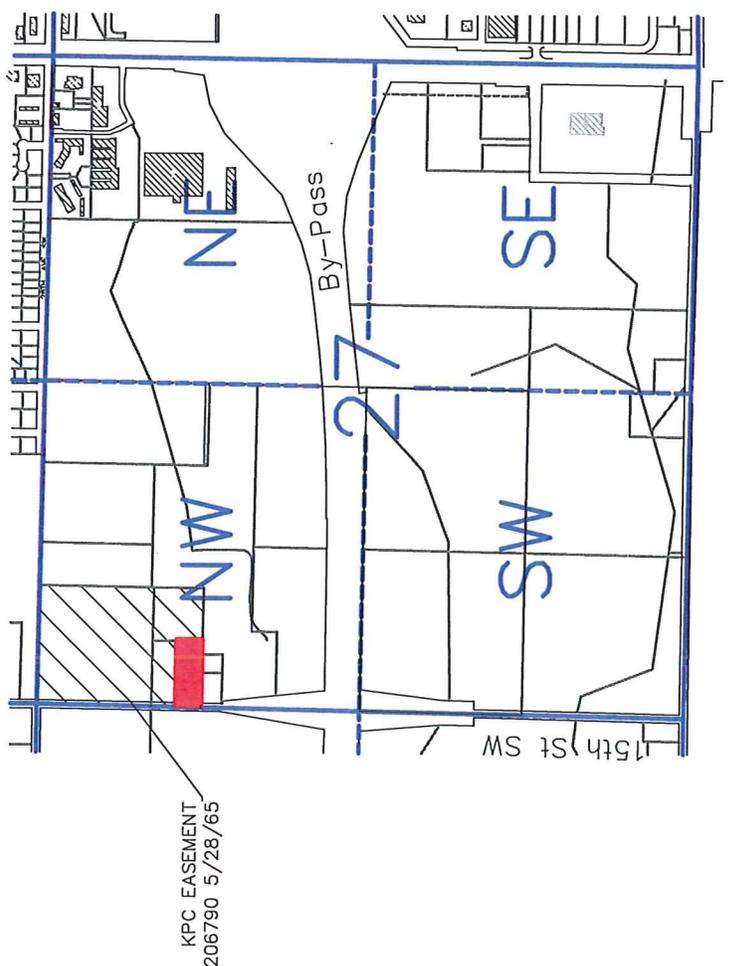
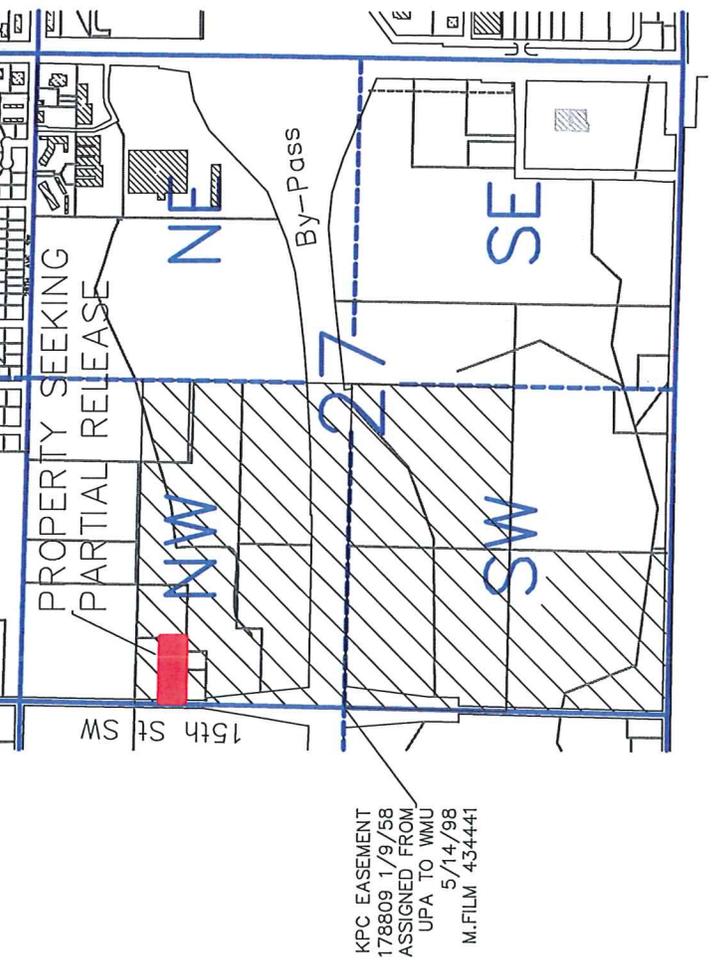
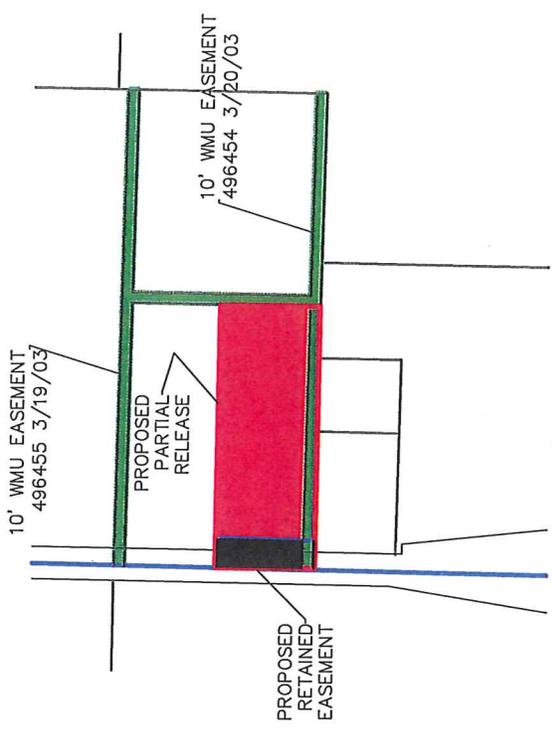
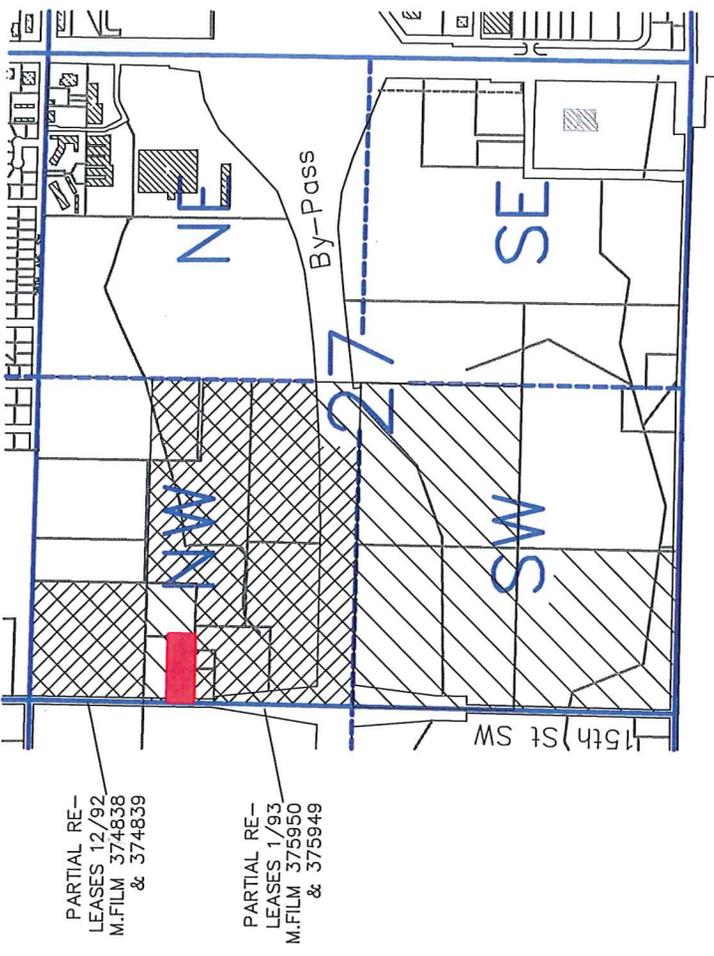
**Alternatives:** N/A

**Financial Considerations:** N/A

**Preparer:** Megan M. DeSchepper, AICP  
Planner/Airport Manager

**Signature:** *Megan M DeSchepper*

**Comments:**



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

WHEREAS, The City of Willmar is desirous of vacating those portions of the "blanket" utility easement described below:

RELEASE-- That part of the West Half of the Northwest Quarter of Section 27, Township 119, Range 35, described as follows: Commencing at the northwest corner of said Section 27; thence on a geodetic bearing of South 00d25'18" West, along the west line of said Section 27 a distance of 1138.03 feet; thence on a bearing of South 89d09'57" East a distance of 60 feet to the point of beginning of the land to be described; thence on a bearing of South 89d09'57" East, a distance of 473.81 feet to the east line of the west 533.80 feet of the West Half of the Northwest Quarter of said Section 27; thence on a bearing of South 00d25'18" West, along the east line of the west 533.80 feet of the West Half of the Northwest Quarter of said Section 27, a distance of 204.01 Feet to the south line of the north 1342.00 feet of the West Half of the Northwest Quarter of said Section 27; thence on a bearing of North 89d09'57" West along the south line of the north 1342.00 feet of the West Half of the Northwest Quarter of said Section 27, a distance of 473.81 feet; thence on a bearing of North 00d25'18" East, a distance of 204.01 feet to point of beginning.

WHEREAS, the City no longer has a use for the utility easements above described, or where a utility easement is required, the fee owner will grant a replacement easement; and

WHEREAS, it appears to be in the best interests of the City to vacate said utility easements subject to the terms of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the above-described utility easement be and hereby is hereby vacated subject to the condition hereinafter established;

BE IT FURTHER RESOLVED that this Resolution shall be effective as to that portion of the easement described above at RELEASE, encumbering the above described release properties, only after a certificate signed by the Willmar City Clerk and the Manager of the Municipal Utilities Commission is filed in the Kandiyohi County in the Kandiyohi County Recorder's Office certifying

- a. that no replacement easement is required by the City.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be filed with the Kandiyohi County Recorder.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

Attest:

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

# TOP FUNDING PRIORITY IN 2014

BY MOVE MN

FEBRUARY 13, 2014



FOR IMMEDIATE RELEASE

Contact:

Kris Jensen

[kjensen@tunheim.com](mailto:kjensen@tunheim.com)

651-253-2659

Darin Broton

[dbroton@tunheim.com](mailto:dbroton@tunheim.com)

952-851-7286

## **Mayors and Cities: Make Transportation a Top Funding Priority in 2014**

*Investing now in a comprehensive, balanced transportation package is the key to long-term economic growth for Minnesota's cities, Mayors say*

St. Paul, Minn. – Minnesota mayors and cities sent a message to legislators that the key to economic competitiveness for communities all across the state is to invest in transportation. More than 25 mayors and 11 cities are asking legislators to make transportation a priority in 2014.

The group emphasizes that the current transportation system puts the state's long-term economic health and quality of life at risk.

“From the economic competitiveness of the state, to the vibrancy of our regional centers, our economic fortunes are tied to transportation,” said Don Ness, mayor of the City of Duluth.

“Without a fully funded transportation system that interconnects us, we fail to capitalize on our greatest strength as a state – each other. We must build out our transportation network to ensure that we can leverage Minnesota's human capital to maintain our place as an economic leader domestically and abroad.”

The 27 mayors that have expressed their support for making transportation a funding priority in

2014 include:

Rita Albrecht (Bemidji)  
Bob Beussman (New Ulm)  
Ardell Brede (Rochester)  
Chris Coleman (St. Paul)  
Steve Cook (Hutchinson)  
Mark Dehen (North Mankato)  
William Droste (Rosemount)  
Jerry Faust (St. Anthony)  
Debbie Goettel (Richfield)  
Shep Harris (Golden Valley)  
Jim Hovland (Edina)  
Tim Hultmann (Long Lake)  
Marvin Johnson (Independence)  
Elizabeth Kautz (Burnsville)  
Tom Kuntz (Owatonna)  
Peter Lindstrom (Falcon Heights)  
Sandy Martin (Shoreview)  
Eugene Maxwell (Hopkins)  
Mike Maguire (Eagan)  
Don Ness (Duluth)  
Terry Schneider (Minnetonka)  
Dave Smiglewski (Granite Falls)  
Brad Tabke (Shakopee)  
Elizabeth Weir (Medina)  
Janet Williams (Savage)

In addition, the cities of Edina, Fridley, Hopkins, Hutchinson, Medina, Minneapolis, Minnetonka, Richfield, Rosemount, St. Anthony and St. Paul have voted to support of the campaign. The League of Minnesota Cities, the Coalition of Greater Minnesota Cities and Metro Cities (Association of Metropolitan Municipalities) are also members of the Move MN coalition.

“Without a safe and reliable transportation system, our businesses cannot effectively and efficiently deliver goods to market, and our people cannot get to their jobs and back home again without facing crippling congestion. The shared prosperity and quality of life we all strive for in Minnesota relies upon all of us making necessary and significant investments in our roads, bridges and transit systems statewide,” said Jim Hovland, mayor of the City of Edina. “As Mayors, we don’t get to make those investment decisions, but as leaders of cities all across our state, we are calling upon our legislators, metropolitan and rural, Republican and Democrat, to join together and make funding our transportation system a priority investment this year. Such an investment will pay dividends for all of us for generations to come and help Minnesota achieve the greatness that is so close at hand.”

The last time the state received an increase in transportation funding was six years ago – an investment that helped fuel economic recovery while making meaningful critical improvements to our transportation infrastructure. But those funds are nearly exhausted, and without further

investment now the state won't have enough funding to maintain the current transportation system, or fund critical improvements or expansions, for the next 20 years.

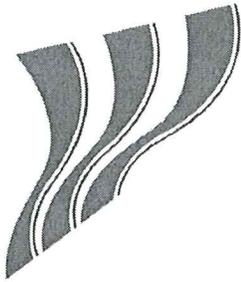
Our changing state demographics make transportation funding even more urgent. By 2030, Minnesota is expected to add more than 350,000 new jobs and by 2040, the population is expected to grow by nearly 1 million people. Investments in transportation will position Minnesota to make the most of this anticipated growth.

"Transportation is the lifeblood of Greater Minnesota," said Tom Kuntz, mayor of the City of Owatonna. "Like many other cities in our state, Owatonna has booming manufacturing plants and a robust agricultural economy. Unfortunately, the economic recovery going on in cities all across Minnesota is put at risk because the state has failed to adequately invest transportation projects that meet the needs of our growing communities. If we don't take action, our rural cities will suffer as businesses leave town and jobs disappear."

#### **About Move MN**

Move MN is a growing and diverse coalition dedicated to starting to erase Minnesota's transportation deficit by securing a comprehensive transportation funding package during the 2014 legislative session. New funding will enable the state to properly maintain and improve transportation assets that expand access and opportunity for all and create living wage jobs.

For more information on Move MN, visit [www.movemn.org](http://www.movemn.org).



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: February 18, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Agenda Item: Introduction of an Ordinance to rezone from SC (Shopping Center) to GB (General Business)

Recommended Action: Staff recommends that the ordinance be introduced for a public hearing on March 3, 2014.

Background/Summary: I & S Group, Faribault, MN, requested rezoning the parcel from SC to GB for a stand-alone retail development that is not part of the Kandi Mall on the north west corner of the intersection of 5<sup>th</sup> St. SE and 19<sup>th</sup> Ave. SE. The GB district has less restrictive setbacks then the SC district as it is intended for large scale mall projects. The Planning Commission approved the rezone as abutting properties to the south are zoned GB and it's in keeping with the Comprehensive Plan.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Megan M. DeSchepper, AICP  
Planner/Airport Manager

Signature: *Megan M DeSchepper*

Comments:

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

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from SC Shopping Center to GB General Business:

Part of the NW ¼ commencing at a point on north line of Section 23 710' W of NE corner of NW 1/4, then S 460', then W to center line of Ditch 23A, then southeasterly along said line to S line NW ¼, then W to point 1075.03 E of W line NW ¼, then N 1979.23', then W 315', then N 670.99' to N line of Section 23, then E to point of beginning, excluding 95-923-8632 & excluded part platted into Gesch Acres, Section 23, Township 119, Range 35 (soon to be described as Lot 1, Block 1 Gesch Acres Second Addition- 19<sup>th</sup> Ave. SE).

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

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

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

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

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

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

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