WILLMAR CITY COUNCIL MEETING

TUESDAY, FEBRUARY 20, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items

   Approve:

   A. City Council Minutes of February 5, 2024
   B. MUC Meeting Minutes of February 12, 2024
   C. Planning Commission Minutes of February 7, 2024
   D. Accounts Payable Report, 2-1-24 to 2-16-24
   E. Bethesda 4th Addition Final Plat
   F. Accept and Authorize Final Payment: Project No. 2303 23rd St SE Area Improvements
   G. Wastewater Plant Roof Replacement: Approve Plans & Specs, Authorize Advertisement for bids
   H. 2024 Equipment Certificate Intent to Reimburse
   I. Wastewater Municipal Pump Replacement
   J. Willmar High School Trap Team Lawful Gambling Application
   K. Willmar Fests, Inc. Lawful Gambling Application

   Information:

   L. Director Reports
   M. Planning Commission Applicant - Fernando Cano
   N. January 2024 Permits Report
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business

A. Project Nos. 2401-A & 2401-B: Approve Plans & Specs, Ordering Advertisement for bids
B. Public Works Plow Truck Purchase and Reappropriation
C. CURA - Approval of Purchase Agreement and set public hearing date
D. Introduction of an Ordinance Amending Chapter 3, Alcoholic Beverages
E. Call for City Council Work Session for Monday, February 26, at 6:00 PM.

10. "Community Pride" Announcements
11. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM HEALTH AND HUMAN SERVICES
BUILDING 2200 – 23rd STREET NE, WILLMAR MINNESOTA

February 5, 2024
6:30 PM

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Absent: Council Member Michael O'Brien. Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Planning and Development Services Director Christopher Corbett, Public Works Director Justin DeLeeuw, Information Systems Coordinator Jonah Johnson, City Engineer Jared Voge, Community Growth Director Pablo Obregon, and City Attorney Robert Scott.

Mayor Resse asked for any Proposed Additions or Deletions to the Agenda. Council Member Ask moved to approve the agenda as presented. Council Member Davis seconded the motion, carrying a roll call vote of Ayes 7, Noes 0.

City Operations Director Kyle Box reviewed the consent agenda.

Approve:

A. City Council Minutes of January 16, 2024
B. City Council Work Session Meeting Minutes of January 22, 2024
C. Willmar Municipal Utilities Commission Meeting Minutes of January 22, 2024
D. Planning Commission Minutes of January 17, 2024
E. Resolution No. 2024-009 Accept and Final Project No. 2101-A 2nd Street SE Reconstruction
F. Resolution No. 2024-010 Accept and Final Project No. 2204 Parking Lots Reconstruction
G. Resolution No. 2024-011 Accept and Final Project No. 2304 Block 22 Lot & Sunrise Path
H. Resolution No. 2024-012 Appointing Election Judges for the 2024 Presidential Nomination Primary Election
I. Economic Development Operations Board Reappointment
J. Prairie Lakes Chapter Rocky Mountain Elk Foundation Lawful Gambling Application
K. Accounts Payable Report, 1-10-24 to 1-31-24

Information:

L. City Investment Report through 12/31/2023

Council Member Ask introduced approval of the Consent Agenda Items. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Reese opened the Open Forum and asked if anyone wished to address the Council. Mayor Resse called on Tony LaPatka to address the Council. Mr. LaPatka discussed some of his concerns regarding his property and its relation to street assessments.

Consideration of Birdie Boys, LLC On-Sale Intoxicating and Sunday Liquor Licenses
City Operations Director Box introduced the recommended action to approve the Birdie Boys, LLC On-Sale Intoxicating Liquor Licenses through the Fiscal Year Ending April 25, 2024, and the Sunday Liquor License through the Fiscal Year Ending December 31, 2024.

Consideration of Birdie Boys, LLC On-Sale Intoxicating and Sunday Liquor Licenses was introduced by Council Member Shuldes. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Approve Plans & Specifications, Authorize Ad for Bids: Project No. 2404-A
City Engineer Voge introduced the recommended action to adopt the resolution approving final plans and specifications for Project No. 2404-A Thompson Parking Lot and Ella Avenue Improvement Project and authorize advertisement for bids.

Resolution No. 2024-013 Approve Plans & Specifications, Authorize Ad for Bids: Project No. 2404-A was introduced by Council Member Nelsen. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Request for Statement of Qualifications for Professional Engineering Services for Willmar Municipal Airport
Airport Manager Eric Rudningen introduced the recommended action to approve a Request for Statement of Qualifications for Professional Engineering Services for Willmar Municipal Airport.

Following discussion, the Request for Statement of Qualifications for Professional Engineering Services for Willmar Municipal Airport was introduced by Council Member Shuldes. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Public Works Roller Purchase
Public Works Director DeLeeuw introduced the recommended action to adopt the resolution authorizing the purchase of a roller and trailer from Sourcewell Contract in the total amount of $56,791.45.

Following discussion, **Resolution No. 2024-014 Public Works Roller Purchase** was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Consideration of a Broadband Community Outreach and Education Proposal

City Operations Director Box presented the recommended action that the Council approve a Community Outreach and Education Proposal from Hometown Fiber in an amount not to exceed $85,900.

Following discussion, **Resolution No. 2024-015 Consideration of a Broadband Community Outreach and Education Proposal** was introduced by Council Member Ask. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 2, with Council Member Fagerlie, Butterfield voting no.

Consider Approval of the City Branding Initiative
City Operations Director Box presented the recommended action from the Rebranding Committee to request that the City Council approve the City Branding Initiative.

Following discussion, Approval of the City Branding Initiative was introduced by Council member Davis. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 5, Noes 2, with Council Members Nelsen and Fagerlie voting no.

At 7:43 PM, Council Member Nelsen motioned to Adjourn. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

_____
Mayor

Attest:

_____
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-009

A RESOLUTION ACCEPTING PROJECT NO. 2101-A AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Davis

IMPROVEMENT: Project No. 2101-A: 2nd Street SE Reconstruction

CONTRACTOR: Riley Bros. Construction, Inc, /Joe Riley Construction, Inc.
DATE OF CONTRACT: May 3, 2021
BEGIN WORK: July 9, 2021
COMPLETE WORK: September 22, 2023
APPROVE, ENGINEERING DEPT: January 23, 2024

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar 2nd Street SE Project be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$2,099,609.54
CHANGE ORDER NO. 1	$9,000.00
CHANGE ORDER NO. 2	$13,396.18
CHANGE ORDER NO. 3	($195,910.02)
FINAL NET CONTRACT AMOUNT, PROPOSED:	$1,926,095.70
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	$1,926,095.70
Less Previous Payments	$1,829,790.91
FINAL PAYMENT DUE CONTRACTOR:	**$96,304.79**

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-010

A RESOLUTION ACCEPTING PROJECT NO. 2204 AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Davis

IMPROVEMENT: Project No. 2204: Parking Lots Reconstruction

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	May 16, 2022
BEGIN WORK:	May 30, 2022
COMPLETE WORK:	November 8, 2023
APPROVE, ENGINEERING DEPT:	November 21, 2023

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Parking Lots Project be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$528,442.75
CHANGE ORDER NO. 1	$7,641.00
CHANGE ORDER NO. 2	($42,877.86)
FINAL NET CONTRACT AMOUNT, PROPOSED:	$493,205.89
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	$493,205.89
Less Previous Payments	$468,020.72
FINAL PAYMENT DUE CONTRACTOR:	**$25,185.17**

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-011

A RESOLUTION ACCEPTING PROJECT NO. 2304 AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Davis

IMPROVEMENT: Project No. 2304: Block 22 Parking Lot & Sunrise Path Reconstruction

CONTRACTOR:	Joe Riley Construction
DATE OF CONTRACT:	April 17, 2023
BEGIN WORK:	May 30, 2023
COMPLETE WORK:	October 26, 2023
APPROVE, ENGINEERING DEPT:	January 29, 2024

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Parking Lot and Path Project be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$323,580.60
CHANGE ORDER NO. 1	$27,362.40
CHANGE ORDER NO. 2	($1,284.28)
FINAL NET CONTRACT AMOUNT, PROPOSED:	$349,658.72
ACTUAL FINAL CONTRACT AMOUNT AS	$349,658.72

CONSTRUCTED:

Less Previous Payments	$303,800.93
FINAL PAYMENT DUE CONTRACTOR:	**$45,857.79**

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-012

APPOINTMENT OF ELECTION JUDGES

Motion By: Ask Second By: Davis

WHEREAS, Minnesota Statutes, Section 204B.21, requires that the election judges for precincts in a municipality shall be appointed by the governing body of the municipality; and

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, authorize the City Clerk of the City of Willmar to appoint election judges for known elections in 2024.

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR

RESOLUTION NO. 2024-013

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO 2404-A.

Motion By: Nelsen Second By: Butterfield

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2404-A for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-014

A RESOLUTION APPROVING THE PURCHASE OF A CASE DV36E ROLLER AND UTILITY TRAILER IN THE AMOUNT OF $56,791.45.

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a Case DV36E Roller and Towmaster T-12DT Utility Trailer is accepted from Titan Machinery through Sourcewell Contract No. 032119-CNH-1 and No. 092922-MNR, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $56,791.45.

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

CITY OF WILLMAR
RESOLUTION NO. 2024-015

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO AN AGREEMENT WITH HOMETOWN FIBER.

Motion By: Davis Second By: Ask

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into an agreement with Hometown Fiber for Community Outreach and Education of the Connect Willmar Initiative in the amount not to exceed $20,000.00.

Dated this 5th day of February, 2024

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Leslie Valiant
City Administrator

Willmar Municipal Utilities

WILLMAR MUNICIPAL UTILITIES COMMISSION
Meeting Minutes – February 12, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, February 12, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Bruce DeBlieck, Carol Laumer, and Patricia Elizondo.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance and Office Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Executive Secretary Beth Mattheisen, City Councilman Michael O'Brien, City Attorney David Assaf (via teleconference), and WC Tribune Journalist Jennifer Kotila.

The meeting opened by reciting the Pledge of Allegiance. Commission President Mueske continued by asking if any changes to the agenda were needed. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner Laumer offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 7

"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 22, 2024, MUC Meeting; and,
- Bills represented by vouchers No. 20240139 to No. 20240200 and associated wire transfers inclusive in the amount of $1,160,497.76.

Dated this 12th day of February 2024.

_____
President

Attest:

_____
Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the January 2024 Wind Turbine Report. Turbine availabilities for the month of January were at 99.3% (Unit #3) and 95.2% (Unit #4) with a total monthly production of 562,049 kwh. The annual costs year-to-date associated with operating the units is 1.31¢/kwh. Since the inception of the units in 2009, the cumulative operational cost has been calculated at 14.65¢/kwh.

Facilities & Maintenance Supervisor Marti presented the Commission with a status update of the MinnWest land purchase process. The MinnWest Board of Directors approved WMU's proposed site layout on January 23rd. Staff recently met with MinnWest staff and agreed upon a property line along the north side of the property (site diagram was provided). Staff will continue to proceed with the necessary steps to acquire the property for the site of the future WMU facility (property appraisal, meet with City staff to discuss services, formulate purchase offer, etc.).

Commissioner Laumer recapped her recent attendance at MMUA's *Security Threats and Preparation Workshop* held in New Ulm on January 30th. The workshop covered analyzing real case studies, discussing physical security essentials, performing comprehensive threat assessments, reviewing cybersecurity trends, and engaging with local law enforcement.

American Public Power Association (APPA) has a new 15-part on-demand training course entitled *"Public Power Governance Essentials"*. This series offers a convenient way to get "up-to-speed" on governance requirements, such as complying with charters/bylaws, reporting conflicts of interest, understanding duties and legal obligations, and facilitating an effective board meeting. At this time, two informational training videos were presented (Lesson #2: "*The Fine Print: Charters, Bylaws, Codes of Conduct*" and Lesson #3: *"Duties, Responsibilities, and Legal Obligations"*).

General Manager Harren informed the Commission that CMPAS CAPX 2nd Circuit Project will be cash-funded by its Brookings Line project participants. At the January 8th MUC meeting, the Commission approved a cash payment for WMU's portion of the project in the amount of $551,000 (Resolution #3). Agreements regarding construction timing and processes are currently being developed. No additional action is required at this time.

General Manager Harren inquired if the Commission felt the need to propose an amendment to the City Charter addressing MUC compensation. If this were the direction to proceed, a resolution would be needed to begin the process. Following discussion, the Commission agreed to remain "as is" as a volunteer group and to forego consideration for compensation at this time. If in the future the need arises to address compensation, additional discussions will be held regarding the topic and the process involved.

A question had previously been raised regarding clarification of the wastewater charges listed on the monthly Utility bills. (WMU acts as a pass-through for collection of the charges for the City of Willmar.) General Manager Harren stated that following discussions, it was a recommendation of staff to make no changes to the current notions on the monthly utility bills and to work with the City to update the description charges.

As a member of Missouri River Energy Services (MRES), WMU is provided a monthly update of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Boards of Directors meeting. The December 2023 monthly update provided a brief overview of the topics discussed by the Boards and the actions taken.

Reminder: Due to the upcoming APPA Legislative Conference to be held February 26-28, the next MUC meeting is scheduled for Friday, February 23rd beginning at 11:45 am.

Meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition and Strategic Plan update. Tentative future Planning Committee agenda items will include new building, new generation, transmission projects, and water treatment plant.

Upcoming 2024 events to note:

- APPA Legislative Rally (Washington, DC): February 26-28
- MMUA Legislative Conference (St. Pau): March 26-27
- APPA National Conference (San Diego, CA): June 7-12 (general session: June 10-12)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:52 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____

Beth Mattheisen, Executive Secretary

ATTEST:

_____

Dave Baumgart, Secretary

WILLMAR PLANNING COMMISSION
WEDNESDAY, FEBRUARY 7, 2024
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, February 7, 2024, at 6:30pm at City Hall.

Members Present: Stacy Holwerda; Christopher Buzzeo; Chairman Jonathan Marchand; Yvon Fils-Aime; and Bob Poe.

Members Absent: Kelsey Vosika; Steve Dresler; and Gary Newberg

Others Present: Aaron Backman - EDC; Justin Paffrath - Realtor; Tim Yocum - Dooley's Petroleum; Vicki Davis - Willmar City Council Member; Jennifer Kotila - West Central Tribune; Debi Brandt – UCAP; Andy Hill - Bolton & Menk (Bethesda) (attending remotely); Damian Erickson - Bolton & Menk (Bethesda) (attending remotely); Taylor Marcus – Subway (Marcus Const.); Gary Hendrickx – Subway; Mac Hendrickx – Subway; Adam Hedlof – Hedlof Properties

1. Chairman Marchand called for order at 6:31pm.

2. Roll Call

3. Additions/Deletions: Per request of the applicant, Rockstep Capital: Rock Step Plaza Third Addition, Major Subdivision, was withdrawn from the current agenda. Hedlof Properties, Litchfield Avenue Plan Review, was moved up for discussion due to potential time constraints.

4. Chairman Marchand asked if there were any questions regarding the minutes from January 17, 2024. Commissioner Holwerda proposed amendments to include correct spelling and virtual attendance. Commissioner Buzzeo motioned to approve the minutes as amended for correct spelling and remote attendance, and Commissioner Fils-Aime seconded. All voted in favor. The motion was approved.

5. **REGULAR BUSINESS**

   a. **ACTION FOR VOTE: HEDLOF APARTMENTS – LITCHFIELD AVE PLAN REVIEW**

   Planner Frank provided an overview of converting commercial space into residential apartments, including floor plans, parking details, highlighting the need for a plumbing inspection. Staff recommendations included approval with the condition of a plumbing inspection and potential upgrade at owner's expense if needed. Commissioners discussed parking, traffic patterns, and building aesthetics. A motion to approve the plan subject to the conditions of requiring a plumbing inspection to assess the adequacy of the current water service for the proposed usage, and any determined upgrade be installed at owner's expense if needed was made by Commissioner Holwerda, seconded by Commissioner Buzzeo, and unanimously carried.

b. **BRIEFING ONLY: SUBWAY EAST HWY 12 – MARCUS CONSTRUCTION PLAN REVIEW**

Representatives Taylor Marcus (Marcus Const.) and Gary Hendrickx (Subway) and staff discussed plans for a new Subway location with improved access and visibility. Commissioners raised questions about site location, aesthetics, and traffic circulation. Further discussions involved setbacks, utility requirements, and potential changes to the drive-through layout. Actionable items on the project were deferred pending additional feedback and coordination with the planning department and developers.

c. **BRIEFING ONLY: DOOLEY'S PETROLEUM – TRUCK STATION PLAN REVIEW AND LAND PURCHASE REVIEW**

Representatives Tim Yocum (Dooley's) and Aaron Backman (EDC) provided an overview of their expansion plans for Dooley's Petroleum, emphasizing the need for additional facilities to support their growing business. Proposed plans included the addition of a fueling station for fleet vehicles and the expansion of the service center. Commissioners discussed the layout, purpose, and potential impact of the proposed development on the surrounding area. Consideration was given to parking, traffic flow, and stormwater management. Pricing details for land acquisition were shared, with funds earmarked for the industrial park fund. Commissioners expressed support for the economic development potential of the project and raised questions regarding the purchase agreement and negotiation process. It was clarified that the briefing served to provide information, with further steps including acquisition, plan review, and approval occurring in the future.

d. **BRIEFING ONLY: PAFFRATH FLATS – MINOR SUBDIVISION**

Justin Paffrath discussed a proposed project involving minor subdivision and construction of two detached structures on a large lot at the corner of Kandiyohi Avenue, and 15th Street SW. The proposed structures would be built using structural insulated panels with a high R-value for insulation and low utility costs. The intention is to create two single-family homes with a chalet-style front, including big windows and a vaulted ceiling for a spacious feel. There was consideration of infrastructure, such as driveways and utility connections, and discussion about zoning requirements and lot size.

e. **BRIEFING ONLY: JDAN PROPERTIES, LLC & UCAP – ZONING MAP AMENDMENT**

UCAP representative Debi Brandt presented a zoning map amendment proposal for a parcel located at 1209 7th Street Southeast, currently zoned as limited business, to be rezoned for low-density multi-family residential (R3). The proposal includes building a 4-unit and an 8-unit housing structure on adjacent lots, with 11 units for families and one unit for office space. There was discussion about the funding received for the project, which includes a $4.4 million capital grant, and plans for modular construction to expedite the building process. Further discussion of parking arrangements, accessibility to public transportation, and the strategic location of the proposed housing units near essential services and amenities followed. Participants engaged in overall discussion about housing development projects, zoning regulations, infrastructure considerations, and community needs. Proposal was just a briefing for information only, with public hearing and vote to occur at following meeting in coordination with planning and development staff.

f. **ACTION FOR PLAT APPROVAL: BETHESDA ADDITION – FINAL PLAT**

Representatives Andy Hill and Damian Erickson (Bolton & Menk) began by confirming that there is no subdivision, with only one lot comprising the plat. Representatives continued with discussion on dedication of the right of way on the south side and easements around the perimeter and for utility pipes. There was confirmation and assurance that all landscaping, lighting, and other aspects meet city regulations. Engineering comments were discussed about the need for a concrete sidewalk along 12th Street, Southeast, with the owner not wanting immediate responsibility but potentially considering it for future phases. Review of comments from the city engineer, including the need for permits, stormwater maintenance agreements, and compliance with city standards. Written recommendation of approval by the City Engineer, contingent upon meeting the stated requirements, was presented. Discussion followed about the sidewalk being more of a recommendation than a requirement, considering the lack of sidewalks on neighboring streets. Staff provided additional procedural information that final approval would also have to be given by City Council and City Engineer. In the end, there was no objection by any commissioners to approval of the plat and final approval of the plat shall move forward with other city officials. Final Plat and site plans approved.

6. **DIRECTOR'S REPORT**

New Employee: Robin Raasch has been hired as the new administrative assistant for the planning and development department, beginning employment on February 26th. The City continues to have a need for Board of Zoning Appeals Members, with one application received for the board that is under review.

Permitting Activity: In 2023, the department issued approximately 1,200 permits with a total valuation of $60 million. The permit fees collected amounted to $625,000.

Citywide Rebranding Strategy: The city is undergoing a citywide rebranding strategy, which was recently approved by the city council and is expected to be revealed later in the month.

Additionally, there was a request for a breakout of permits by type, which the director indicated he could provide at a later date.

7. **MISCELLANY**

Commissioner Poe asked for clarity on the reason Rockstep was removed from the current meeting's agenda. Director Corbett responded that earlier in the day, Rockstep Capital requested to postpone their agenda item. During prior discussion with Rockstep, city staff expressed concern about the need for a unified development or comprehensive strategy for the site and Rockstep felt it was in their best interest not to proceed with the vote that day, and requested to be postponed until the March 6, 2024, planning commission meeting. Additional discussion was had between staff and commissioners regarding the breakdown of Lot 3 of the Rockstep Plaza Second Addition into 8 separate lots to be named Rockstep Plaza Third Addition and the potential the eight separate lots have to cause nearly landlocked parcels and hindering future redevelopment efforts.

There was continued discussion about Rockstep's current auction of certain properties within the site, which raised questions about their ability to convey marketable title for the properties they were attempting to sell. Concerns were expressed about the feasibility and

practicality of subdividing the site into eight lots without a unified vision for redevelopment.

8. **ADJOURN**

Commissioner Buzzeo motioned to adjourn at 8:00pm. It was seconded by Commissioner Holwerda. All members present voted affirmatively, and the motion carried. With no further business, the meeting was adjourned.

WILLMAR PLANNING COMMISSION
WEDNESDAY, FEBRUARY 7, 2024
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, February 7, 2024, at 6:30pm at City Hall.

Members Present: Stacy Holwerda; Christopher Buzzeo; Chairman Jonathan Marchand; Yvon Fils-Aime; and Bob Poe.

Members Absent: Kelsey Vosika; Steve Dresler; and Gary Newberg

Others Present: Aaron Backman - EDC; Justin Paffrath - Realtor; Tim Yocum - Dooley's Petroleum; Vicki Davis - Willmar City Council Member; Jennifer Kotila - West Central Tribune; Debi Brandt – UCAP; Andy Hill - Bolton & Menk (Bethesda) (attending remotely); Damian Erickson - Bolton & Menk (Bethesda) (attending remotely); Taylor Marcus – Subway (Marcus Const.); Gary Hendrickx – Subway; Mac Hendrickx – Subway; Adam Hedlof – Hedlof Properties

1. Chairman Marchand called for order at 6:31pm.

2. Roll Call

3. Additions/Deletions: Per request of the applicant, Rockstep Capital: Rock Step Plaza Third Addition, Major Subdivision, was withdrawn from the current agenda. Hedlof Properties, Litchfield Avenue Plan Review, was moved up for discussion due to potential time constraints.

4. Chairman Marchand asked if there were any questions regarding the minutes from January 17, 2024. Commissioner Holwerda proposed amendments to include correct spelling and virtual attendance. Commissioner Buzzeo motioned to approve the minutes as amended for correct spelling and remote attendance, and Commissioner Fils-Aime seconded. All voted in favor. The motion was approved.

5. **REGULAR BUSINESS**

   a. **ACTION FOR VOTE: HEDLOF APARTMENTS – LITCHFIELD AVE PLAN REVIEW**

   Planner Frank provided an overview of converting commercial space into residential apartments, including floor plans, parking details, highlighting the need for a plumbing inspection. Staff recommendations included approval with the condition of a plumbing inspection and potential upgrade at owner's expense if needed. Commissioners discussed parking, traffic patterns, and building aesthetics. A motion to approve the plan subject to the conditions of requiring a plumbing inspection to assess the adequacy of the current water service for the proposed usage, and any determined upgrade be installed at owner's expense if needed was made by Commissioner Holwerda, seconded by Commissioner Buzzeo, and unanimously carried.

b. **BRIEFING ONLY: SUBWAY EAST HWY 12 – MARCUS CONSTRUCTION PLAN REVIEW**

Representatives Taylor Marcus (Marcus Const.) and Gary Hendrickx (Subway) and staff discussed plans for a new Subway location with improved access and visibility. Commissioners raised questions about site location, aesthetics, and traffic circulation. Further discussions involved setbacks, utility requirements, and potential changes to the drive-through layout. Actionable items on the project were deferred pending additional feedback and coordination with the planning department and developers.

c. **BRIEFING ONLY: DOOLEY'S PETROLEUM – TRUCK STATION PLAN REVIEW AND LAND PURCHASE REVIEW**

Representatives Tim Yocum (Dooley's) and Aaron Backman (EDC) provided an overview of their expansion plans for Dooley's Petroleum, emphasizing the need for additional facilities to support their growing business. Proposed plans included the addition of a fueling station for fleet vehicles and the expansion of the service center. Commissioners discussed the layout, purpose, and potential impact of the proposed development on the surrounding area. Consideration was given to parking, traffic flow, and stormwater management. Pricing details for land acquisition were shared, with funds earmarked for the industrial park fund. Commissioners expressed support for the economic development potential of the project and raised questions regarding the purchase agreement and negotiation process. It was clarified that the briefing served to provide information, with further steps including acquisition, plan review, and approval occurring in the future.

d. **BRIEFING ONLY: PAFFRATH FLATS – MINOR SUBDIVISION**

Justin Paffrath discussed a proposed project involving minor subdivision and construction of two detached structures on a large lot at the corner of Kandiyohi Avenue, and 15th Street SW. The proposed structures would be built using structural insulated panels with a high R-value for insulation and low utility costs. The intention is to create two single-family homes with a chalet-style front, including big windows and a vaulted ceiling for a spacious feel. There was consideration of infrastructure, such as driveways and utility connections, and discussion about zoning requirements and lot size.

e. **BRIEFING ONLY: JDAN PROPERTIES, LLC & UCAP – ZONING MAP AMENDMENT**

UCAP representative Debi Brandt presented a zoning map amendment proposal for a parcel located at 1209 7th Street Southeast, currently zoned as limited business, to be rezoned for low-density multi-family residential (R3). The proposal includes building a 4-unit and an 8-unit housing structure on adjacent lots, with 11 units for families and one unit for office space. There was discussion about the funding received for the project, which includes a $4.4 million capital grant, and plans for modular construction to expedite the building process. Further discussion of parking arrangements, accessibility to public transportation, and the strategic location of the proposed housing units near essential services and amenities followed. Participants engaged in overall discussion about housing development projects, zoning regulations, infrastructure considerations, and community needs. Proposal was just a briefing for information only, with public hearing and vote to occur at following meeting in coordination with planning and development staff.

f. **ACTION FOR PLAT APPROVAL: BETHESDA ADDITION – FINAL PLAT**

Representatives Andy Hill and Damian Erickson (Bolton & Menk) began by confirming that there is no subdivision, with only one lot comprising the plat. Representatives continued with discussion on dedication of the right of way on the south side and easements around the perimeter and for utility pipes. There was confirmation and assurance that all landscaping, lighting, and other aspects meet city regulations. Engineering comments were discussed about the need for a concrete sidewalk along 12th Street, Southeast, with the owner not wanting immediate responsibility but potentially considering it for future phases. Review of comments from the city engineer, including the need for permits, stormwater maintenance agreements, and compliance with city standards. Written recommendation of approval by the City Engineer, contingent upon meeting the stated requirements, was presented. Discussion followed about the sidewalk being more of a recommendation than a requirement, considering the lack of sidewalks on neighboring streets. Staff provided additional procedural information that final approval would also have to be given by City Council and City Engineer. In the end, there was no objection by any commissioners to approval of the plat and final approval of the plat shall move forward with other city officials. Final Plat and site plans approved.

6. **DIRECTOR'S REPORT**

New Employee: Robin Raasch has been hired as the new administrative assistant for the planning and development department, beginning employment on February 26th. The City continues to have a need for Board of Zoning Appeals Members, with one application received for the board that is under review.

Permitting Activity: In 2023, the department issued approximately 1,200 permits with a total valuation of $60 million. The permit fees collected amounted to $625,000.

Citywide Rebranding Strategy: The city is undergoing a citywide rebranding strategy, which was recently approved by the city council and is expected to be revealed later in the month.

Additionally, there was a request for a breakout of permits by type, which the director indicated he could provide at a later date.

7. **MISCELLANY**

Commissioner Poe asked for clarity on the reason Rockstep was removed from the current meeting's agenda. Director Corbett responded that earlier in the day, Rockstep Capital requested to postpone their agenda item. During prior discussion with Rockstep, city staff expressed concern about the need for a unified development or comprehensive strategy for the site and Rockstep felt it was in their best interest not to proceed with the vote that day, and requested to be postponed until the March 6, 2024, planning commission meeting. Additional discussion was had between staff and commissioners regarding the breakdown of Lot 3 of the Rockstep Plaza Second Addition into 8 separate lots to be named Rockstep Plaza Third Addition and the potential the eight separate lots have to cause nearly landlocked parcels and hindering future redevelopment efforts.

There was continued discussion about Rockstep's current auction of certain properties within the site, which raised questions about their ability to convey marketable title for the properties they were attempting to sell. Concerns were expressed about the feasibility and

practicality of subdividing the site into eight lots without a unified vision for redevelopment.

8. **ADJOURN**

Commissioner Buzzeo motioned to adjourn at 8:00pm. It was seconded by Commissioner Holwerda. All members present voted affirmatively, and the motion carried. With no further business, the meeting was adjourned.

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.D.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 2-1-24 to 2-16-24		

RECOMMENDED ACTION:
Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:
Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Vendor Pymt History Report 1-31-24 Thru 02-16-2024

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 405 NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE
APPROVED PAID INVOICES							
102302 00000 US BANK	012924		EFTCK518	2,763,557.50	.00	.00	518
CASH 999 2024/01 INV 01/29/2024 SEP-CHK: N DISC: .00					338844 5810	37,196.25	1099:
ACCT 1100 DEPT 806 DUE 02/13/2024 DESC:G.O. Bonds					338844 5800	125,000.00	1099:
CONDITIONS THAT PREVENT POSTING INVOICE 102302/1412							
* W9hld							
					318830 5810	27,262.50	1099:
					318830 5800	290,000.00	1099:
					320830 5810	31,975.00	1099:
					320830 5800	195,000.00	1099:
					320830 5810	21,406.25	1099:
					320830 5800	130,000.00	1099:
					321830 5810	60,625.00	1099:
					321830 5800	245,000.00	1099:
					320830 5810	164,062.50	1099:
					320830 5800	646,875.00	1099:
					320830 5810	98,437.50	1099:
					322830 5810	92,592.50	1099:
					322830 5800	210,000.00	1099:
					320830 5800	388,125.00	1099:
1 APPROVED PAID INVOICES		TOTAL		2,763,557.50			
1 INVOICE(S)		REPORT POST TOTAL		2,763,557.50			

2-1-24

Report generated: 02/01/2024 15:20
User: avalladarez
Program ID: apinvent

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 405 ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT		DESCRIPTION	AMOUNT	REMAINING BUDGET
2024 01	318830	318 -00-830-000-5800	-	BOND PRINCIPAL	290,000.00	.00
	318830	318 -00-830-000-5810	-	INTEREST	27,262.50	.00
	320830	320 -00-830-000-5800	-	BOND PRINCIPAL	1,360,000.00	.00
	320830	320 -00-830-000-5810	-	INTEREST	315,881.25	.00
	321830	321 -00-830-000-5800	-	BOND PRINCIPAL	245,000.00	.00
	321830	321 -00-830-000-5810	-	INTEREST	60,625.00	.00
	322830	322 -00-830-000-5800	-	BOND PRINCIPAL	210,000.00	.00
	322830	322 -00-830-000-5810	-	INTEREST	92,592.50	.00
	338844	338 -00-844-000-5800	-	BOND PRINCIPAL	125,000.00	.00
	338844	338 -00-844-000-5810	-	INTEREST	37,196.25	35,321.75
				REPORT TOTALS	2,763,557.50	

INVOICE ENTRY PROOF LIST

CLERK: avalladarez

YEAR PER JNL / SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 1 196										
API 338844-5810						INTEREST			37,196.25	
	01/29/2024	CK	51	102302	1412	2018A G.O Bond #168 Semi-Annua				
API 338844-5800						BOND PRINCIPAL PAYMENT			125,000.00	
	01/29/2024	CK	51	102302	1412	2018A G.O Bond #168 Principal				
API 318830-5810						INTEREST	Y		27,262.50	
	01/29/2024	CK	51	102302	1412	2018B G.O Improvement Bond #16				
API 318830-5800						BOND PRINCIPAL PAYMENT	Y		290,000.00	
	01/29/2024	CK	51	102302	1412	2018B G.O Improvement Bond #16				
API 320830-5810						INTEREST	Y		31,975.00	
	01/29/2024	CK	51	102302	1412	2021A G.O LOST Revenue Bond-Ro				
API 320830-5800						BOND PRINCIPAL PAYMENT	Y		195,000.00	
	01/29/2024	CK	51	102302	1412	2021A G.O LOST Revenue Bond-Ro				
API 320830-5810						INTEREST	Y		21,406.25	
	01/29/2024	CK	51	102302	1412	2021A G.O LOST Revenue Bond-Sw				
API 320830-5800						BOND PRINCIPAL PAYMENT	Y		130,000.00	
	01/29/2024	CK	51	102302	1412	2021A G.O LOST Revenue Bond-Sw				
API 321830-5810						INTEREST	Y		60,625.00	
	01/29/2024	CK	51	102302	1412	2021 B G.O Bond #173 Semi-annu				
API 321830-5800						BOND PRINCIPAL PAYMENT	Y		245,000.00	
	01/29/2024	CK	51	102302	1412	2021 B G.O Bond #173 principal				
API 320830-5810						INTEREST	Y		164,062.50	
	01/29/2024	CK	51	102302	1412	2021C G.O LOST Revenue Bond Re				
API 320830-5800						BOND PRINCIPAL PAYMENT	Y		646,875.00	
	01/29/2024	CK	51	102302	1412	2021C G.O LOST Revenue Bond Re				
API 320830-5810						INTEREST	Y		98,437.50	
	01/29/2024	CK	51	102302	1412	2021a G.O LOST Revenue Bond-Re				
API 322830-5810						INTEREST	Y		92,592.50	
	01/29/2024	CK	51	102302	1412	2021a G.O LOST Revenue Bond-Re				
API 322830-5800						BOND PRINCIPAL PAYMENT	Y		210,000.00	
	01/29/2024	CK	51	102302	1412	2022A G.O Improvement Bond #17				
API 320830-5800						BOND PRINCIPAL PAYMENT	Y		388,125.00	
	01/29/2024	CK	51	102302	1412	2022A G.O Improvement Bond #17				
						GENERAL LEDGER TOTAL			2,763,557.50	.00
API 318-2200						ACCOUNTS PAYABLE				317,262.50
	01/29/2024	W EFTCK518	B	405						
API 320-2200						ACCOUNTS PAYABLE				1,675,881.25
	01/29/2024	W EFTCK518	B	405						
API 321-2200						ACCOUNTS PAYABLE				305,625.00
	01/29/2024	W EFTCK518	B	405						
API 322-2200						ACCOUNTS PAYABLE				302,592.50
	01/29/2024	W EFTCK518	B	405						
API 338-2200						ACCOUNTS PAYABLE				162,196.25
	01/29/2024	W EFTCK518	B	405						

INVOICE ENTRY PROOF LIST

YEAR PER JNL / SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
						SYSTEM GENERATED ENTRIES TOTAL			.00	2,763,557.50
						JOURNAL 2024/01/196 TOTAL			2,763,557.50	2,763,557.50
2024 1 196										
API 318-3100	01/29/2024	W EFTCK518	B	405		EXPENDITURES			317,262.50	
API 320-3100	01/29/2024	W EFTCK518	B	405		EXPENDITURES			1,675,881.25	
API 321-3100	01/29/2024	W EFTCK518	B	405		EXPENDITURES			305,625.00	
API 322-3100	01/29/2024	W EFTCK518	B	405		EXPENDITURES			302,592.50	
API 338-3100	01/29/2024	W EFTCK518	B	405		EXPENDITURES			162,196.25	

INVOICE ENTRY PROOF LIST

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION		DEBIT	CREDIT
318 D.S. - 2018B BOND	2024	1	196	01/29/2024				
318-2200					ACCOUNTS PAYABLE			317,262.50
318-3100					EXPENDITURES		317,262.50	
						FUND TOTAL	317,262.50	317,262.50
320 D.S. - 2021 LOST BOND	2024	1	196	01/29/2024				
320-2200					ACCOUNTS PAYABLE			1,675,881.25
320-3100					EXPENDITURES		1,675,881.25	
						FUND TOTAL	1,675,881.25	1,675,881.25
321 D.S. - 2021B BOND	2024	1	196	01/29/2024				
321-2200					ACCOUNTS PAYABLE			305,625.00
321-3100					EXPENDITURES		305,625.00	
						FUND TOTAL	305,625.00	305,625.00
322 D.S. - 2022A BOND	2024	1	196	01/29/2024				
322-2200					ACCOUNTS PAYABLE			302,592.50
322-3100					EXPENDITURES		302,592.50	
						FUND TOTAL	302,592.50	302,592.50
338 D.S.- 2018A REFRIGERATION	2024	1	196	01/29/2024				
338-2200					ACCOUNTS PAYABLE			162,196.25
338-3100					EXPENDITURES		162,196.25	
						FUND TOTAL	162,196.25	162,196.25

** END OF REPORT - Generated by Abby Valladarez **

PAID INVOICES REPORT

CHECK RUN:02/14-AV TO FISCAL 2024/01 01/01/2024 TO 02/14/2024

VENDOR NAME /	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
103696 ACE ROLLOFFS & DISPOSAL								
	02/07/24		70651	P	02/14/24	101847 5360	CLEANING AND WASTE REMOVA	50.92
INVOICE:	233/02-24							
	02/06/24		70651	P	02/14/24	101821 5360	CLEANING AND WASTE REMOVA	57.97
INVOICE:	237/02-24							
	02/01/24		70651	P	02/14/24	651890 5360	CLEANING AND WASTE REMOVA	214.95
INVOICE:	241/02-24							
	02/01/24		70651	P	02/14/24	101803 5360	CLEANING AND WASTE REMOVA	24.96
INVOICE:	238/02-24							
	02/01/24		70651	P	02/14/24	651890 5360	CLEANING AND WASTE REMOVA	24.96
INVOICE:	240/02-24							
	02/01/24		70651	P	02/14/24	101830 5360	CLEANING AND WASTE REMOVA	207.71
INVOICE:	239/02-24							
	02/01/24		70651	P	02/14/24	101830 5360	CLEANING AND WASTE REMOVA	47.30
INVOICE:	231/02-24							
	01/05/24		70651	P	02/14/24	101845 5360	CLEANING AND WASTE REMOVA	295.69
INVOICE:	235/01-24							
VENDOR TOTALS		1,466.83 YTD INVOICED				2,155.15 YTD PAID		924.46
103472 ALLDATA								
	02/05/24		70652	P	02/14/24	101830 5400	SUBSCRIPTIONS AND MEMBERS	1,500.00
INVOICE:	100708469							
VENDOR TOTALS		1,500.00 YTD INVOICED				1,500.00 YTD PAID		1,500.00
103557 AMAZON CAPITAL SERVICES								
	01/31/24		70653	P	02/14/24	101847 5200	GENERAL SUPPLIES	137.90
INVOICE:	1F4H-9HJH-H94Q							
	02/05/24		70653	P	02/14/24	101847 5200	GENERAL SUPPLIES	122.20
INVOICE:	1GLD-RQD6-P3G4							
	02/01/24		70653	P	02/14/24	101809 5300	MTCE. OF EQUIPMENT	189.99
INVOICE:	1KFH-6XXJ-HTCT							
	02/08/24		70653	P	02/14/24	101847 5200	GENERAL SUPPLIES	117.76
INVOICE:	19XC-3HF4-W9YJ							
	02/07/24		70653	P	02/14/24	101809 5220	SMALL TOOLS	18.95
INVOICE:	133N-KD6F-T7YM							
VENDOR TOTALS		4,018.20 YTD INVOICED				5,189.75 YTD PAID		586.80
103166 AMEM								
	02/06/24		70654	P	02/14/24	101821 5400	SUBSCRIPTIONS AND MEMBERS	200.00
INVOICE:	2024220-367							
VENDOR TOTALS		.00 YTD INVOICED				200.00 YTD PAID		200.00
100057 AMERICAN WELDING & GAS INC								
	02/01/24		70655	P	02/14/24	101830 5300	MTCE. OF EQUIPMENT	1,262.58
INVOICE:	09894122							
	01/31/24		70655	P	02/14/24	101830 5300	MTCE. OF EQUIPMENT	84.85
INVOICE:	09888732							

City of Willmar

PAID INVOICES REPORT

CHECK RUN:02/14-AV TO FISCAL 2024/01 01/01/2024 TO 02/14/2024

VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
01/31/24		70655	P	02/14/24	651890	5420	RENTS	40.52
INVOICE: 09888602								
VENDOR TOTALS	1,387.95 YTD INVOICED					1,513.32 YTD PAID		1,387.95
102954 ANDERSON LAW OFFICES								
01/05/24		70656	P	02/14/24	101808	5460	PROFESSIONAL SERVICES	125.00
INVOICE: 2446								
02/12/24		70656	P	02/14/24	101808	5460	PROFESSIONAL SERVICES	20,465.85
INVOICE: 2455								
VENDOR TOTALS	125.00 YTD INVOICED					40,472.65 YTD PAID		20,590.85
103972 ANDERSON/KYLIE								
02/09/24		70657	P	02/14/24	101847	5460	PROFESSIONAL SERVICES	144.00
INVOICE: 102								
VENDOR TOTALS	.00 YTD INVOICED					144.00 YTD PAID		144.00
103946 ARVIG								
02/01/24		70658	P	02/14/24	101809	5290	COMMUNICATIONS	3,243.35
INVOICE: STMT-2/24								
VENDOR TOTALS	7,140.10 YTD INVOICED					7,140.10 YTD PAID		3,243.35
103886 ASPEN COASTINGS, INC								
01/19/24		70659	P	02/14/24	101830	5310	MTCE. OF STRUCTURES	160.00
INVOICE: 19487								
VENDOR TOTALS	.00 YTD INVOICED					160.00 YTD PAID		160.00
100075 AT&T MOBILITY								
01/25/24		70660	P	02/14/24	101809	5290	COMMUNICATIONS	2,295.35
INVOICE: 287296610156X0203202								
VENDOR TOTALS	2,295.35 YTD INVOICED					3,983.95 YTD PAID		2,295.35
104027 AUCA Western First Aid & Safety Lockbox								
02/12/24		70661	P	02/14/24	101830	5210	OFFICE SUPPLIES	738.15
INVOICE: MSP2-11964								
VENDOR TOTALS	738.15 YTD INVOICED					738.15 YTD PAID		738.15
100131 AVENU INSIGHTS & ANALYTICS								
01/30/24		70662	P	02/14/24	101809	5400	SUBSCRIPTIONS AND MEMBERS	3,012.64
INVOICE: INVB-050957								
VENDOR TOTALS	3,012.64 YTD INVOICED					3,012.64 YTD PAID		3,012.64
103377 BENSON LAUNDRY								
02/08/24		70663	P	02/14/24	101845	5360	CLEANING AND WASTE REMOVA	56.40

City of Willmar

PAID INVOICES REPORT

CHECK RUN:02/14-AV TO FISCAL 2024/01 01/01/2024 TO 02/14/2024

VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
INVOICE: 394147 02/08/24		70663	P	02/14/24	101845	5360	CLEANING AND WASTE REMOVA	56.40
INVOICE: 395477 02/08/24		70663	P	02/14/24	101845	5200	GENERAL SUPPLIES	56.40
INVOICE: 396802 02/08/24		70663	P	02/14/24	101845	5360	CLEANING AND WASTE REMOVA	56.40
INVOICE: 397478								
VENDOR TOTALS	.00 YTD INVOICED					283.14 YTD PAID		225.60
102281 BENSON/DENNIS 02/07/24		70664	P	02/14/24	101847	5300	MTCE. OF EQUIPMENT	320.00
INVOICE: 020724								
VENDOR TOTALS	.00 YTD INVOICED					320.00 YTD PAID		320.00
101010 BOLTON & MENK INC 01/25/24		70665	P	02/14/24	651891	5460	PROFESSIONAL SERVICES	2,805.25
INVOICE: 0329011 01/25/24		70665	P	02/14/24	423830	5460	PROFESSIONAL SERVICES	20,696.50
INVOICE: 0329010 01/25/24		70665	P	02/14/24	423830	5460	PROFESSIONAL SERVICES	39,056.00
INVOICE: 0329006 01/25/24		70665	P	02/14/24	423830	5460	PROFESSIONAL SERVICES	8,080.05
INVOICE: 0329006 01/25/24		70665	P	02/14/24	432893	5460	PROFESSIONAL SERVICES	23,993.50
INVOICE: 0329008 01/25/24		70665	P	02/14/24	432893	5460	PROFESSIONAL SERVICES	15,293.30
INVOICE: 0329008 01/25/24		70665	P	02/14/24	432893	5460	PROFESSIONAL SERVICES	8,981.50
INVOICE: 0329008 01/25/24		70665	P	02/14/24	420833	5460	PROFESSIONAL SERVICES	10,116.00
INVOICE: 0329002 01/25/24		70665	P	02/14/24	420833	5460	PROFESSIONAL SERVICES	971.30
INVOICE: 0329002 01/25/24		70665	P	02/14/24	424830	5460	PROFESSIONAL SERVICES	1,887.50
INVOICE: 0329015 01/25/24		70665	P	02/14/24	424830	5460	PROFESSIONAL SERVICES	8,657.00
INVOICE: 0329004 01/25/24		70665	P	02/14/24	424830	5460	PROFESSIONAL SERVICES	15,864.00
INVOICE: 0328999 01/25/24		70665	P	02/14/24	424830	5460	PROFESSIONAL SERVICES	18,406.50
INVOICE: 0329003 01/25/24		70665	P	02/14/24	424830	5460	PROFESSIONAL SERVICES	5,868.50
INVOICE: 0329014 01/25/24		70665	P	02/14/24	101831	5460	PROFESSIONAL SERVICES	3,514.00
INVOICE: 0329001 01/25/24		70665	P	02/14/24	423830	5460	PROFESSIONAL SERVICES	9,703.00
INVOICE: 0329000 01/25/24		70665	P	02/14/24	101831	5460	PROFESSIONAL SERVICES	3,277.50
INVOICE: 0329007								

PAID INVOICES REPORT

CHECK RUN:02/14-AV TO FISCAL 2024/01 01/01/2024 TO 02/14/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
	02/05/24		70665	P	02/14/24	205807	5460	PROFESSIONAL SERVICES	8,295.00
INVOICE:	0329009								
VENDOR TOTALS		205,466.40 YTD INVOICED					206,620.90 YTD PAID		205,466.40
101980 BSE									
	01/29/24		70666	P	02/14/24	651890	5300	MTCE. OF EQUIPMENT	112.69
INVOICE:	927762431								
	01/30/24		70666	P	02/14/24	651890	5300	MTCE. OF EQUIPMENT	29.12
INVOICE:	927771663								
VENDOR TOTALS		141.81 YTD INVOICED					192.82 YTD PAID		141.81
103181 BULLET PROOF MECHANICAL SERV									
	01/19/24		70667	P	02/14/24	101830	5310	MTCE. OF STRUCTURES	800.20
INVOICE:	10210								
VENDOR TOTALS		800.20 YTD INVOICED					800.20 YTD PAID		800.20
103993 Calibrations and Controls, Inc.									
	02/10/24		70668	P	02/14/24	651890	5490	OTHER CHARGES/SERVICES	1,925.00
INVOICE:	42147								
VENDOR TOTALS		1,925.00 YTD INVOICED					4,375.00 YTD PAID		1,925.00
103956 CARDIO PARTNERS INC									
	02/06/24		70669	P	02/14/24	101821	5200	GENERAL SUPPLIES	138.00
INVOICE:	INV3341997								
VENDOR TOTALS		.00 YTD INVOICED					138.00 YTD PAID		138.00
103178 CENTRAL COMMUNITY TRANSIT									
	01/15/24		70670	P	02/14/24	101832	5490	OTHER CHARGES/SERVICES	20,500.00
INVOICE:	24-11675								
VENDOR TOTALS		20,500.00 YTD INVOICED					20,500.00 YTD PAID		20,500.00
101259 CENTRAL COUNTIES COOPERATIVE									
	01/10/24		70671	P	02/14/24	101	1350	INVENTORIES-MDSE FOR RESA	11,252.25
INVOICE:	36586								
	01/10/24		70671	P	02/14/24	101	1350	INVENTORIES-MDSE FOR RESA	8,432.81
INVOICE:	36587								
VENDOR TOTALS		19,685.06 YTD INVOICED					19,685.06 YTD PAID		19,685.06
100154 CHAMBERLAIN OIL CO									
	02/07/24		70672	P	02/14/24	101830	5260	MOTOR FUELS AND LUBRICANT	427.90
INVOICE:	462713-00								
	02/07/24		70672	P	02/14/24	101	1350	INVENTORIES-MDSE FOR RESA	1,480.82
INVOICE:	462712-00								

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VENDOR TOTALS	2,818.51 YTD INVOICED				2,818.51 YTD PAID		1,908.72
100156 CHAPPELL CENTRAL INC							
02/02/24		70673	P	02/14/24	101847 5300	MTCE. OF EQUIPMENT	630.83
INVOICE: SVC-114745							
02/02/24		70673	P	02/14/24	101847 5300	MTCE. OF EQUIPMENT	4,455.74
INVOICE: SVC-114741							
02/02/24		70673	P	02/14/24	101847 5300	MTCE. OF EQUIPMENT	3,579.78
INVOICE: SVC-114740							
12/31/23		70673	P	02/14/24	651890 5300	MTCE. OF EQUIPMENT	2,395.51
INVOICE: SVC-114763							
12/31/23		70673	P	02/14/24	101803 5310	MTCE. OF STRUCTURES	1,867.95
INVOICE: SVC-114737							
12/31/23		70673	P	02/14/24	101843 5310	MTCE. OF STRUCTURES	559.11
INVOICE: SVC-114765							
VENDOR TOTALS	4,822.57 YTD INVOICED				14,965.83 YTD PAID		13,488.92
100736 CHARTER COMMUNICATIONS							
01/21/24		70674	P	02/14/24	101809 5290	COMMUNICATIONS	808.03
INVOICE: 175505001012124							
02/01/24		70674	P	02/14/24	101809 5290	COMMUNICATIONS	1,124.76
INVOICE: 224360801020124							
VENDOR TOTALS	2,508.91 YTD INVOICED				2,508.91 YTD PAID		1,932.79
104014 Consolidated Management Company							
01/15/24		70675	P	02/14/24	899811 5370	CONFERNCE SCHOOL TRAVEL	1,869.13
INVOICE: 91-37130							
VENDOR TOTALS	1,869.13 YTD INVOICED				1,869.13 YTD PAID		1,869.13
103677 COORDINATED BUSINESS SYSTEMS							
02/12/24		70676	P	02/14/24	208850 5210	OFFICE SUPPLIES	162.97
INVOICE: INV355204							
VENDOR TOTALS	4.18 YTD INVOICED				283.24 YTD PAID		162.97
100186 CROW CHEMICAL & LIGHTING							
01/30/24		70677	P	02/14/24	651890 5200	GENERAL SUPPLIES	291.08
INVOICE: 126409							
02/01/24		70677	P	02/14/24	101830 5200	GENERAL SUPPLIES	11.25
INVOICE: 126442							
VENDOR TOTALS	302.33 YTD INVOICED				723.63 YTD PAID		302.33
103467 CROWDRIFF INC							
02/12/24		70678	P	02/14/24	208851 5472	LEISURE TRAVEL	6,500.00
INVOICE: INV7934							

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VENDOR TOTALS	.00 YTD INVOICED				6,500.00 YTD PAID		6,500.00
104028 David Scherer							
02/05/24 INVOICE: 020824		70679	P	02/14/24	899811 5400	SUBSCRIPTIONS AND MEMBERS	1,628.10
VENDOR TOTALS	1,628.10 YTD INVOICED				1,628.10 YTD PAID		1,628.10
102914 DEPT OF HUMAN SERVICES							
01/09/24 INVOICE: 772624		70680	P	02/14/24	101801 5490	OTHER CHARGES/SERVICES	10,967.93
VENDOR TOTALS	10,967.93 YTD INVOICED				10,967.93 YTD PAID		10,967.93
103979 DONAHOE/THOMAS							
02/06/24 INVOICE: 020624		70681	P	02/14/24	101844 5460	PROFESSIONAL SERVICES	450.00
VENDOR TOTALS	.00 YTD INVOICED				450.00 YTD PAID		450.00
100212 DOOLEY'S PETROLEUM INC							
01/24/24 INVOICE: 505191		70682	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	20,480.24
VENDOR TOTALS	26,113.46 YTD INVOICED				26,113.46 YTD PAID		20,480.24
100222 DUININCK INC							
02/05/24 INVOICE: 6 Final		70683	P	02/14/24	422830 5320	MTCE. OF OTHER IIMPROVEME	25,185.17
VENDOR TOTALS	.00 YTD INVOICED				117,666.99 YTD PAID		25,185.17
100788 ELECTRIC PUMP INC							
01/31/24 INVOICE: 0077542-IN		70684	P	02/14/24	651890 5300	MTCE. OF EQUIPMENT	4,133.83
VENDOR TOTALS	7,795.40 YTD INVOICED				7,795.40 YTD PAID		4,133.83
103743 EMERGENCY SERVICES MARKETING C							
02/07/24 INVOICE: 24-40262		70685	P	02/14/24	101821 5460	PROFESSIONAL SERVICES	660.00
VENDOR TOTALS	.00 YTD INVOICED				660.00 YTD PAID		660.00
103305 EPG MEDIA LLC							
02/12/24 INVOICE: 15509		70686	P	02/14/24	208851 5472	LEISURE TRAVEL	500.00
VENDOR TOTALS	.00 YTD INVOICED				500.00 YTD PAID		500.00

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104013 Exclaimer LTD							
01/25/24	11	70687	P	02/14/24	101809 5400	SUBSCRIPTIONS AND MEMBERS	2,593.80
INVOICE: 1587184							
VENDOR TOTALS	2,593.80 YTD INVOICED				2,593.80 YTD PAID		2,593.80
103002 FARM-RITE EQUIPMENT							
02/02/24		70688	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	129.90
INVOICE: P49370							
VENDOR TOTALS	376.68 YTD INVOICED				517.95 YTD PAID		129.90
100775 FIRST CHOICE FOOD & BEVERAGE							
02/08/24		70689	P	02/14/24	101845 5200	GENERAL SUPPLIES	1,449.24
INVOICE: 2107:034923							
VENDOR TOTALS	2,601.54 YTD INVOICED				6,436.58 YTD PAID		1,449.24
101449 FLAHERTY & HOOD P.A.							
02/05/24		70690	P	02/14/24	101808 5460	PROFESSIONAL SERVICES	4,438.75
INVOICE: 20788							
VENDOR TOTALS	4,438.75 YTD INVOICED				49,587.31 YTD PAID		4,438.75
102973 FLEETPRIDE							
01/23/24		70691	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	23.18
INVOICE: 114061707							
01/31/24		70691	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	20.25
INVOICE: 114265762							
01/19/24		70691	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	160.43
INVOICE: 113995692							
VENDOR TOTALS	545.82 YTD INVOICED				1,172.58 YTD PAID		203.86
102269 FORUM COMMUNICATIONS COMPANY							
11/30/23		70692	P	02/14/24	424830 5230	ADVERTISING	479.36
INVOICE: 12023.00099789							
VENDOR TOTALS	744.24 YTD INVOICED				890.72 YTD PAID		479.36
100293 GENERAL MAILING SERVICES							
02/12/24		70693	P	02/14/24	101803 5270	POSTAGE	20.00
INVOICE: 68929							
02/12/24		70693	P	02/14/24	101807 5270	POSTAGE	19.44
INVOICE: 68929							
02/12/24		70693	P	02/14/24	101804 5270	POSTAGE	14.51
INVOICE: 68929							
02/12/24		70693	P	02/14/24	101806 5270	POSTAGE	57.27
INVOICE: 68929							
02/12/24		70693	P	02/14/24	101821 5270	POSTAGE	2.49
INVOICE: 68929							

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	02/12/24		70693	P	02/14/24	101847	5270	POSTAGE	26.56
INVOICE:	68929								
	02/12/24		70693	P	02/14/24	101801	5270	POSTAGE	5.68
INVOICE:	68929								
	02/13/24		70693	P	02/14/24	101802	5270	POSTAGE	20.00
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101801	5270	POSTAGE	4.04
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101807	5270	POSTAGE	71.72
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101804	5270	POSTAGE	21.70
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101806	5270	POSTAGE	394.95
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101821	5270	POSTAGE	2.49
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101830	5270	POSTAGE	.83
INVOICE:	68859								
	02/13/24		70693	P	02/14/24	101807	5270	POSTAGE	.83
INVOICE:	68859								
VENDOR TOTALS		296.46 YTD INVOICED					4,785.86 YTD PAID		662.51
100786 GRAINGER INC									
	01/19/24		70694	P	02/14/24	651890	5300	MTCE. OF EQUIPMENT	1,159.81
INVOICE:	9967643850								
	01/29/24		70694	P	02/14/24	651890	5200	GENERAL SUPPLIES	180.42
INVOICE:	9001968560								
VENDOR TOTALS		1,490.01 YTD INVOICED					2,360.03 YTD PAID		1,340.23
103716 GREAT PLAINS STRUCTURES									
	01/26/24		70695	P	02/14/24	651892	5310	MTCE. OF STRUCTURES	5,050.00
INVOICE:	21683								
VENDOR TOTALS		5,050.00 YTD INVOICED					5,050.00 YTD PAID		5,050.00
103765 HARRY'S FROZEN FOOD									
	02/08/24		70696	P	02/14/24	101845	5200	GENERAL SUPPLIES	777.00
INVOICE:	63145								
VENDOR TOTALS		.00 YTD INVOICED					1,760.50 YTD PAID		777.00
102608 HARTLAND OFFICIALS ASSOCIATION									
	02/05/24		70697	P	02/14/24	101844	5460	PROFESSIONAL SERVICES	1,164.00
INVOICE:	020724								
VENDOR TOTALS		.00 YTD INVOICED					2,516.00 YTD PAID		1,164.00
103980 HARTLEY/JOHN									
	02/06/24		70698	P	02/14/24	101844	5460	PROFESSIONAL SERVICES	570.00

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INVOICE: 020624							
VENDOR TOTALS	.00 YTD INVOICED				570.00 YTD PAID		570.00
100324 HAUG IMPLEMENT CO - JOHN DEERE							
01/03/24		70699	P	02/14/24	651892 5300	MTCE. OF EQUIPMENT	3,581.65
INVOICE: 476729							
VENDOR TOTALS	3,763.36 YTD INVOICED				3,763.36 YTD PAID		3,581.65
102609 HAUG-KUBOTA LLC							
01/23/24		70700	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	100.72
INVOICE: 23498							
01/05/24		70700	P	02/14/24	101845 5300	MTCE. OF EQUIPMENT	125.21
INVOICE: 23377							
VENDOR TOTALS	.00 YTD INVOICED				938.07 YTD PAID		225.93
100325 HAWKINS INC							
02/06/24		70701	P	02/14/24	651890 5200	GENERAL SUPPLIES	12,224.45
INVOICE: 6682075							
VENDOR TOTALS	25,049.40 YTD INVOICED				52,140.34 YTD PAID		12,224.45
103874 HENRY SCHEIN, INC							
01/15/24		70702	P	02/14/24	101821 5220	SMALL TOOLS	6.67
INVOICE: 69534214							
VENDOR TOTALS	.00 YTD INVOICED				83.44 YTD PAID		6.67
102299 HIGH POINT NETWORKS INC							
02/06/24		70703	P	02/14/24	101809 5450	LICENSES AND TAXES	1,201.20
INVOICE: 242429							
02/07/24		70703	P	02/14/24	101809 5450	LICENSES AND TAXES	323.75
INVOICE: 242595							
02/07/24		70703	P	02/14/24	101809 5400	SUBSCRIPTIONS AND MEMBERS	1,191.25
INVOICE: 242595							
VENDOR TOTALS	5,423.30 YTD INVOICED				5,423.30 YTD PAID		2,716.20
100333 HILLYARD\HUTCHINSON							
01/15/24		70704	P	02/14/24	101821 5200	GENERAL SUPPLIES	378.09
INVOICE: 605285582							
02/07/24		70704	P	02/14/24	101821 5300	MTCE. OF EQUIPMENT	9.37
INVOICE: 605384499							
02/08/24		70704	P	02/14/24	101845 5360	CLEANING AND WASTE REMOVA	1,430.58
INVOICE: 605379128							
01/29/24		70704	P	02/14/24	101843 5300	MTCE. OF EQUIPMENT	673.44
INVOICE: 700574343							

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VENDOR TOTALS	3,143.90 YTD INVOICED				4,961.94 YTD PAID		2,491.48
103970 HOLM/KIMBERLY							
02/07/24 INVOICE: 104		70705	P	02/14/24	101847 5460	PROFESSIONAL SERVICES	90.00
VENDOR TOTALS	.00 YTD INVOICED				90.00 YTD PAID		90.00
102110 HUMANE SOCIETY OF KANDIYOHI							
01/20/24 INVOICE: 52392		70706	P	02/14/24	101820 5490	OTHER CHARGES/SERVICES	11,602.50
02/06/24 INVOICE: 102		70706	P	02/14/24	101847 5460	PROFESSIONAL SERVICES	90.00
VENDOR TOTALS	11,602.50 YTD INVOICED				11,692.50 YTD PAID		11,692.50
103613 INDIGITAL							
01/05/24 INVOICE: 13364		70707	P	02/14/24	101804 5330	PRINTING AND PUBLISHING	1,151.20
01/05/24 INVOICE: 13373		70707	P	02/14/24	101804 5330	PRINTING AND PUBLISHING	801.70
01/05/24 INVOICE: 13377		70707	P	02/14/24	101804 5330	PRINTING AND PUBLISHING	1,872.68
01/05/24 INVOICE: 13381		70707	P	02/14/24	101804 5330	PRINTING AND PUBLISHING	3,044.14
VENDOR TOTALS	6,869.72 YTD INVOICED				8,238.57 YTD PAID		6,869.72
103023 INNOVATIVE OFFICE SOLUTIONS							
02/06/24 INVOICE: IN4455231		70708	P	02/14/24	651890 5210	OFFICE SUPPLIES	104.04
02/08/24 INVOICE: IN4457504		70708	P	02/14/24	651890 5200	GENERAL SUPPLIES	17.36
02/08/24 INVOICE: IN4450854		70708	P	02/14/24	101844 5210	OFFICE SUPPLIES	155.61
02/08/24 INVOICE: IN4384571		70708	P	02/14/24	101845 5200	GENERAL SUPPLIES	174.18
02/12/24 INVOICE: IN4456286		70708	P	02/14/24	101803 5210	OFFICE SUPPLIES	2,225.29
VENDOR TOTALS	827.47 YTD INVOICED				3,879.31 YTD PAID		2,676.48
103910 INTERSTATE BEARING SYSTEMS INC							
01/29/24 INVOICE: 2720287 RI		70709	P	02/14/24	651890 5200	GENERAL SUPPLIES	238.11
VENDOR TOTALS	238.11 YTD INVOICED				238.11 YTD PAID		238.11
103861 JOE RILEY CONSTRUCTION							
02/05/24		70710	P	02/14/24	421830 5320	MTCE. OF OTHER IMPROVE	96,304.79

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INVOICE: 8 Final	02/05/24		70710	P	02/14/24	423830	5320	MTCE. OF OTHER IIMPROVEME	45,857.79
INVOICE: 3 Final									
VENDOR TOTALS		.00 YTD INVOICED				142,162.58 YTD PAID			142,162.58
103570 K-TECH SPECIALTY COATINGS INC									
	01/14/24		70711	P	02/14/24	101830	5200	GENERAL SUPPLIES	888.68
INVOICE: 202401-K0083									
VENDOR TOTALS		.00 YTD INVOICED				888.68 YTD PAID			888.68
103138 KING'S ELECTRIC LLC									
	02/09/24		70712	P	02/14/24	651890	5300	MTCE. OF EQUIPMENT	23,899.00
INVOICE: 2845									
VENDOR TOTALS		24,989.23 YTD INVOICED				30,273.33 YTD PAID			23,899.00
103825 LAWTON/JAY									
	02/06/24		70713	P	02/14/24	101844	5460	PROFESSIONAL SERVICES	570.00
INVOICE: 020624									
VENDOR TOTALS		.00 YTD INVOICED				570.00 YTD PAID			570.00
100412 LEAGUE OF MN CITIES									
	01/09/24		70714	P	02/14/24	101833	5400	SUBSCRIPTIONS AND MEMBERS	1,370.00
INVOICE: 397660									
VENDOR TOTALS		4,430.00 YTD INVOICED				4,430.00 YTD PAID			1,370.00
101189 LEAGUE OF MN CITIES INS TRUST									
	02/12/24		70715	P	02/14/24	101801	5040	ER INSURANCE CONTRIBUTION	859.33
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101802	5040	ER INSURANCE CONTRIBUTION	19.57
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101807	5040	ER INSURANCE CONTRIBUTION	959.09
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101804	5040	ER INSURANCE CONTRIBUTION	262.01
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101806	5040	ER INSURANCE CONTRIBUTION	511.68
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101803	5040	ER INSURANCE CONTRIBUTION	962.33
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101809	5040	ER INSURANCE CONTRIBUTION	228.92
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101820	5040	ER INSURANCE CONTRIBUTION	64,347.36
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101821	5040	ER INSURANCE CONTRIBUTION	15,885.16
INVOICE: 40000465	02/12/24		70715	P	02/14/24	101810	5040	ER INSURANCE CONTRIBUTION	246.20
INVOICE: 40000465									

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	02/12/24		70715	P	02/14/24	101830 5040	ER INSURANCE CONTRIBUTION	26,431.87
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	101844 5040	ER INSURANCE CONTRIBUTION	7,152.67
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	101847 5040	ER INSURANCE CONTRIBUTION	1,281.38
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	101841 5040	ER INSURANCE CONTRIBUTION	104.86
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	651891 5040	ER INSURANCE CONTRIBUTION	1,303.51
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	651890 5040	ER INSURANCE CONTRIBUTION	7,466.56
INVOICE:	40000465							
	02/12/24		70715	P	02/14/24	101810 5040	ER INSURANCE CONTRIBUTION	-.50
INVOICE:	40000465							
VENDOR TOTALS		.00 YTD INVOICED				128,022.00 YTD PAID		128,022.00
102255 LEWIS MOTOR REPAIR								
	02/07/24		70716	P	02/14/24	651890 5300	MTCE. OF EQUIPMENT	1,187.76
INVOICE:	55745							
VENDOR TOTALS		1,187.76 YTD INVOICED				1,187.76 YTD PAID		1,187.76
103376 LLOYD SECURITY INC								
	01/25/24		70717	P	02/14/24	101830 5310	MTCE. OF STRUCTURES	989.00
INVOICE:	178416							
VENDOR TOTALS		.00 YTD INVOICED				989.00 YTD PAID		989.00
102593 LOFFLER COMPANIES								
	02/07/24		70718	P	02/14/24	101809 5400	SUBSCRIPTIONS AND MEMBERS	342.43
INVOICE:	4607474							
	02/12/24		70718	P	02/14/24	208850 5290	COMMUNICATIONS	34.34
INVOICE:	4571569							
	02/12/24		70718	P	02/14/24	208850 5290	COMMUNICATIONS	34.34
INVOICE:	4602188							
VENDOR TOTALS		342.43 YTD INVOICED				637.70 YTD PAID		411.11
100424 M-R SIGN CO INC								
	01/15/24		70719	P	02/14/24	101830 5320	MTCE. OF OTHER IMPROVE	587.01
INVOICE:	222864							
	01/12/24		70719	P	02/14/24	101830 5320	MTCE. OF OTHER IMPROVE	197.01
INVOICE:	222858							
VENDOR TOTALS		.00 YTD INVOICED				1,700.71 YTD PAID		784.02
100427 MACQUEEN EQUIPMENT INC								
	01/24/24		70720	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	404.44
INVOICE:	P55187							

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VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	82.39 YTD INVOICED				543.59 YTD PAID		404.44
101838 MARCO TECHNOLOGIES LLC							
01/27/24		70722	P	02/14/24	101809	5420 RENTS	158.76
INVOICE: 521220442							
01/27/24		70722	P	02/14/24	101809	5420 RENTS	205.39
INVOICE: 521220632							
VENDOR TOTALS	1,225.47 YTD INVOICED				1,330.25 YTD PAID		364.15
100437 MARCO TECHNOLOGIES LLC							
01/09/24		70721	P	02/14/24	101809	5400 SUBSCRIPTIONS AND MEMBERS	467.58
INVOICE: INV12040278							
02/12/24		70721	P	02/14/24	101801	5460 PROFESSIONAL SERVICES	52.50
INVOICE: INV12116861							
VENDOR TOTALS	805.72 YTD INVOICED				858.22 YTD PAID		520.08
100449 MENARDS							
02/01/24		70723	P	02/14/24	101803	5200 GENERAL SUPPLIES	15.28
INVOICE: 72484							
02/01/24		70723	P	02/14/24	101843	5200 GENERAL SUPPLIES	43.96
INVOICE: 72484							
02/02/24		70723	P	02/14/24	651890	5200 GENERAL SUPPLIES	94.81
INVOICE: 72552							
02/05/24		70723	P	02/14/24	101847	5300 MTCE. OF EQUIPMENT	20.25
INVOICE: 61234							
02/05/24		70723	P	02/14/24	101847	5200 GENERAL SUPPLIES	16.60
INVOICE: 69503							
02/05/24		70724	P	02/14/24	101847	5360 CLEANING AND WASTE REMOVA	4.58
INVOICE: 69554							
02/05/24		70723	P	02/14/24	101847	5200 GENERAL SUPPLIES	7.17
INVOICE: 69872							
02/05/24		70723	P	02/14/24	101847	5360 CLEANING AND WASTE REMOVA	18.92
INVOICE: 70065							
02/05/24		70723	P	02/14/24	101847	5200 GENERAL SUPPLIES	6.88
INVOICE: 70438							
02/05/24		70723	P	02/14/24	101847	5310 MTCE. OF STRUCTURES	10.47
INVOICE: 70824							
02/05/24		70723	P	02/14/24	101847	5200 GENERAL SUPPLIES	8.49
INVOICE: 70434							
02/05/24		70723	P	02/14/24	101847	5310 MTCE. OF STRUCTURES	9.99
INVOICE: 70774							
02/05/24		70724	P	02/14/24	101847	5310 MTCE. OF STRUCTURES	-4.29
INVOICE: 61235							
02/06/24		70723	P	02/14/24	651890	5200 GENERAL SUPPLIES	17.90
INVOICE: 72714							
01/29/24		70723	P	02/14/24	101830	5200 GENERAL SUPPLIES	49.31
INVOICE: 72358							
02/08/24		70723	P	02/14/24	101830	5220 SMALL TOOLS	179.99

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VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
INVOICE: 72827	02/09/24		70723	P	02/14/24	101830	5200	GENERAL SUPPLIES	158.86
INVOICE: 72882	02/05/24		70723	P	02/14/24	101847	5310	MTCE. OF STRUCTURES	-9.99
INVOICE: 70822									
VENDOR TOTALS		2,282.58 YTD INVOICED					5,035.87 YTD PAID		649.18
103016 METRO SALES INC									
INVOICE: INV2448646	01/19/24		70725	P	02/14/24	101809	5400	SUBSCRIPTIONS AND MEMBERS	217.60
VENDOR TOTALS		217.60 YTD INVOICED					217.60 YTD PAID		217.60
100859 MID CENTRAL DOOR CO									
INVOICE: SI015579	02/08/24		70726	P	02/14/24	450830	5600	BUILDINGS AND STRUCTURES	6,330.07
VENDOR TOTALS		6,330.07 YTD INVOICED					6,330.07 YTD PAID		6,330.07
104025 Midwest Biosolids Association, Incorprated									
INVOICE: 144	02/07/24		70727	P	02/14/24	651892	5490	OTHER CHARGES/SERVICES	488.00
VENDOR TOTALS		.00 YTD INVOICED					488.00 YTD PAID		488.00
104019 Miguel Angel Garcia									
INVOICE: 012224	01/22/24		70728	P	02/14/24	899811	5370	CONFERNCE SCHOOL TRAVEL	100.00
VENDOR TOTALS		100.00 YTD INVOICED					100.00 YTD PAID		100.00
102699 MIKE'S SMALL ENGINE CENTER									
	01/18/24		70729	P	02/14/24	101	1350	INVENTORIES-MDSE FOR RESA	78.96
INVOICE: 118221	01/31/24		70729	P	02/14/24	101830	5260	MOTOR FUELS AND LUBRICANT	107.96
INVOICE: 28176	01/31/24		70729	P	02/14/24	101830	5200	GENERAL SUPPLIES	65.25
INVOICE: 28176	02/08/24		70729	P	02/14/24	101830	5220	SMALL TOOLS	18.98
INVOICE: 28512									
VENDOR TOTALS		346.94 YTD INVOICED					1,283.80 YTD PAID		271.15
103790 MILES PARTNERSHIP,LLLP									
INVOICE: 91533	02/12/24		70730	P	02/14/24	208851	5472	LEISURE TRAVEL	2,575.00
VENDOR TOTALS		.00 YTD INVOICED					5,000.00 YTD PAID		2,575.00
103729 MILLS PARTS CENTER									

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	02/01/24		70731	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	117.09
INVOICE:	6093669							
	01/26/24		70731	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	9.69
INVOICE:	6087956							
	01/23/24		70731	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	12.83
INVOICE:	6085762							
VENDOR TOTALS		142.16 YTD INVOICED				499.91 YTD PAID		139.61
101805 MINI BIFF LLC								
	07/05/23		70732	P	02/14/24	101830 5420	RENTS	107.10
INVOICE:	A-140565							
	11/01/23		70732	P	02/14/24	101830 5420	RENTS	3.57
INVOICE:	A-145356							
	12/29/23		70732	P	02/14/24	101830 5420	RENTS	196.86
INVOICE:	A-146465							
VENDOR TOTALS		504.39 YTD INVOICED				504.39 YTD PAID		307.53
101257 MN MUNICIPAL UTILITIES ASSN								
	02/05/24		70733	P	02/14/24	101830 5500	SAFETY PROGRAM	41.25
INVOICE:	63438							
VENDOR TOTALS		.00 YTD INVOICED				41.25 YTD PAID		41.25
103756 MR. CLEAN WILLMAR CLEANING SER								
	02/08/24		70734	P	02/14/24	101844 5460	PROFESSIONAL SERVICES	600.00
INVOICE:	STMT/01-24							
VENDOR TOTALS		.00 YTD INVOICED				2,280.00 YTD PAID		600.00
100541 MUNICIPAL UTILITIES								
	02/12/24		70735	P	02/14/24	101803 5350	UTILITIES	2,001.63
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101830 5350	UTILITIES	4,420.36
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	230838 5350	UTILITIES	46.98
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101843 5350	UTILITIES	1,708.71
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101844 5350	UTILITIES	313.72
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101845 5350	UTILITIES	26,424.15
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101847 5350	UTILITIES	1,185.47
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	101841 5350	UTILITIES	254.59
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	651890 5350	UTILITIES	1,460.23
INVOICE:	STMT/01-2024							
	02/12/24		70735	P	02/14/24	651891 5350	UTILITIES	5,863.12

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INVOICE: STMT/01-2024 02/12/24		70735	P	02/14/24	101848	5350	UTILITIES	278.43
INVOICE: STMT/01-2024								
VENDOR TOTALS	55,174.64 YTD INVOICED				143,014.85 YTD PAID			43,957.39
100544 MVTL LABORATORIES INC 01/29/24		70736	P	02/14/24	651890	5460	PROFESSIONAL SERVICES	57.00
INVOICE: 1237244 02/05/24		70736	P	02/14/24	651890	5460	PROFESSIONAL SERVICES	57.00
INVOICE: 1238093 02/09/24		70736	P	02/14/24	651890	5460	PROFESSIONAL SERVICES	57.00
INVOICE: 1238924								
VENDOR TOTALS	1,166.00 YTD INVOICED				1,630.20 YTD PAID			171.00
101627 NCL OF WISCONSIN INC 02/01/24		70737	P	02/14/24	651890	5200	GENERAL SUPPLIES	799.57
INVOICE: 499027								
VENDOR TOTALS	799.57 YTD INVOICED				1,882.24 YTD PAID			799.57
103799 NCPERS GROUP LIFE INS. 02/12/24		70738	P	02/14/24	101801	5075	INSURANCE PASS THRU	96.00
INVOICE: 841200022024								
VENDOR TOTALS	96.00 YTD INVOICED				192.00 YTD PAID			96.00
100568 NELSON INTERNATIONAL 01/25/24		70739	P	02/14/24	101	1350	INVENTORIES-MDSE FOR RESA	120.62
INVOICE: X101124320:01								
VENDOR TOTALS	.00 YTD INVOICED				120.62 YTD PAID			120.62
103831 NFSA 02/07/24		70740	P	02/14/24	101821	5400	SUBSCRIPTIONS AND MEMBERS	50.00
INVOICE: INV-42715-W7B1D2 02/05/24		70740	P	02/14/24	101821	5400	SUBSCRIPTIONS AND MEMBERS	50.00
INVOICE: INV-42734-N6B3Y9								
VENDOR TOTALS	.00 YTD INVOICED				100.00 YTD PAID			100.00
100585 NORTHERN STATES SUPPLY 02/07/24		70741	P	02/14/24	651890	5220	SMALL TOOLS	108.77
INVOICE: 10-617652 02/06/24		70741	P	02/14/24	651890	5220	SMALL TOOLS	198.75
INVOICE: 10-617649 02/01/24		70741	P	02/14/24	101830	5220	SMALL TOOLS	50.06
INVOICE: 10-617575 01/31/24		70741	P	02/14/24	101830	5380	MEALS GENERAL TRAVEL	220.74
INVOICE: 10-617546								

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VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	02/08/24		70741	P	02/14/24	101830 5380	MEALS GENERAL TRAVEL	45.57
INVOICE:	10-617663							
	02/12/24		70741	P	02/14/24	101830 5300	MTCE. OF EQUIPMENT	63.98
INVOICE:	1732468							
	02/12/24		70741	P	02/14/24	101830 5300	MTCE. OF EQUIPMENT	84.75
INVOICE:	1732467							
VENDOR TOTALS		400.36 YTD INVOICED				1,134.98 YTD PAID		772.62
102223 OXYGEN SERVICE COMPANY								
	01/29/24		70742	P	02/14/24	101830 5300	MTCE. OF EQUIPMENT	36.86
INVOICE:	0008700371							
VENDOR TOTALS		36.86 YTD INVOICED				36.86 YTD PAID		36.86
100608 PETERSON SHOE STORE								
	01/05/24		70743	P	02/14/24	101830 5500	SAFETY PROGRAM	203.99
INVOICE:	229453							
VENDOR TOTALS		203.99 YTD INVOICED				603.47 YTD PAID		203.99
100374 PREMIUM WATERS INC								
	02/09/24		70744	P	02/14/24	101847 5200	GENERAL SUPPLIES	10.00
INVOICE:	330580412							
	02/13/24		70744	P	02/14/24	101847 5200	GENERAL SUPPLIES	37.99
INVOICE:	330582356							
VENDOR TOTALS		48.99 YTD INVOICED				96.98 YTD PAID		47.99
103503 RADUNZ/KYLE								
	02/06/24		70745	P	02/14/24	101830 5500	SAFETY PROGRAM	195.00
INVOICE:	1874							
VENDOR TOTALS		195.00 YTD INVOICED				195.00 YTD PAID		195.00
100639 RAMBOW INC								
	01/26/24		70746	P	02/14/24	101844 5230	ADVERTISING	311.52
INVOICE:	651515							
VENDOR TOTALS		.00 YTD INVOICED				311.52 YTD PAID		311.52
103109 RDO EQUIPMENT CO								
	01/11/24		70747	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	86.26
INVOICE:	P9141911							
	01/12/24		70747	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	55.78
INVOICE:	P9144411							
VENDOR TOTALS		178.29 YTD INVOICED				478.20 YTD PAID		142.04
101080 REESE/DOUGLAS								
	01/05/24		70748	P	02/14/24	101802 5380	MEALS GENERAL TRAVEL	46.23

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VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 010524							
VENDOR TOTALS	46.23 YTD INVOICED				46.23 YTD PAID		46.23
101136 RIDGEWATER COLLEGE							
02/09/24		70749	P	02/14/24	235807	5460 PROFESSIONAL SERVICES	18,500.00
INVOICE: 2023-11-660 Revised							
VENDOR TOTALS	4,400.00 YTD INVOICED				22,900.00 YTD PAID		18,500.00
104020 Ronald Ferguson							
01/20/24		70750	P	02/14/24	899811	5370 CONFERNCE SCHOOL TRAVEL	850.00
INVOICE: 012024							
VENDOR TOTALS	850.00 YTD INVOICED				850.00 YTD PAID		850.00
101122 SCHAEFFER MFG CO							
01/15/24		70751	P	02/14/24	101830	5260 MOTOR FUELS AND LUBRICANT	603.00
INVOICE: GTX1269-INV1							
VENDOR TOTALS	.00 YTD INVOICED				603.00 YTD PAID		603.00
103218 SIETSEMA/SARA							
02/09/24		70752	P	02/14/24	651890	5370 CONFERNCE SCHOOL TRAVEL	580.60
INVOICE: 020924							
VENDOR TOTALS	1,137.69 YTD INVOICED				1,137.69 YTD PAID		580.60
103699 SILVA/AMBER							
02/08/24		70753	P	02/14/24	101810	5460 PROFESSIONAL SERVICES	407.00
INVOICE: STMT/01-24							
VENDOR TOTALS	.00 YTD INVOICED				1,258.14 YTD PAID		407.00
100696 SNAP-ON TOOLS							
01/16/24		70754	P	02/14/24	101830	5200 GENERAL SUPPLIES	177.75
INVOICE: 01162485000							
VENDOR TOTALS	.00 YTD INVOICED				177.75 YTD PAID		177.75
104017 Spiraledge Inc.							
02/05/24	13	70755	P	02/14/24	101848	5610 FURNITURE AND EQUIPMENT	302.40
INVOICE: 23354425							
VENDOR TOTALS	.00 YTD INVOICED				302.40 YTD PAID		302.40
100188 STERLING WATER-MINNESOTA LLC							
02/02/24		70756	P	02/14/24	101847	5200 GENERAL SUPPLIES	60.75
INVOICE: 315X03720900							
01/31/24		70756	P	02/14/24	101803	5420 RENTS	19.45
INVOICE: 315X03710208							

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	02/12/24		70756	P	02/14/24	230838 5200	GENERAL SUPPLIES	45.00
INVOICE:	315X03617007							
VENDOR TOTALS		19.45 YTD INVOICED				125.20 YTD PAID		125.20
104026 Steve Brisendine								
	02/05/24		70757	P	02/14/24	101844 5460	PROFESSIONAL SERVICES	135.00
INVOICE:	020524							
VENDOR TOTALS		.00 YTD INVOICED				135.00 YTD PAID		135.00
100728 SURPLUS WAREHOUSE INC								
	01/12/24		70758	P	02/14/24	101 1350	INVENTORIES-MDSE FOR RESA	45.90
INVOICE:	011224							
VENDOR TOTALS		45.90 YTD INVOICED				91.80 YTD PAID		45.90
100161 SYSCO WESTERN MINNESOTA								
	02/08/24		70759	P	02/14/24	101845 5200	GENERAL SUPPLIES	75.87
INVOICE:	253568983							
	02/08/24		70759	P	02/14/24	101845 5200	GENERAL SUPPLIES	735.00
INVOICE:	253561965							
	02/08/24		70759	P	02/14/24	101845 5200	GENERAL SUPPLIES	954.02
INVOICE:	253567841							
VENDOR TOTALS		2,296.93 YTD INVOICED				6,150.97 YTD PAID		1,764.89
103801 TECH CHECK,LLC								
	01/29/24	2	70760	P	02/14/24	101809 5300	MTCE. OF EQUIPMENT	5,507.28
INVOICE:	54659							
VENDOR TOTALS		9,520.28 YTD INVOICED				9,520.28 YTD PAID		5,507.28
102674 TOWMASTER								
	01/12/24		70761	P	02/14/24	101830 5200	GENERAL SUPPLIES	55.48
INVOICE:	466159							
VENDOR TOTALS		.00 YTD INVOICED				55.48 YTD PAID		55.48
103795 TYLER TECHNOLOGIES, INC								
	01/11/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	12,900.00
INVOICE:	045-452206							
	01/05/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	2,800.00
INVOICE:	045-452995							
	01/05/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	4,200.00
INVOICE:	045-453862							
	01/31/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	2,800.00
INVOICE:	045-454598							
	01/31/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	8,800.00
INVOICE:	045-451646							
	01/30/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	1,100.00

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INVOICE: 045-454829	02/05/24		70762	P	02/14/24	219809 5460	PROFESSIONAL SERVICES	4,200.00
INVOICE: 045-455602								
VENDOR TOTALS		37,730.71 YTD INVOICED				69,758.80 YTD PAID		36,800.00
100777 VIKING COCA-COLA BOTTLING CO								
INVOICE: 3318652	02/08/24		70763	P	02/14/24	101845 5200	GENERAL SUPPLIES	1,943.75
VENDOR TOTALS		4,602.75 YTD INVOICED				7,314.50 YTD PAID		1,943.75
100796 WEST CENTRAL COMMUNICATION								
INVOICE: 097770S	02/06/24		70764	P	02/14/24	101821 5300	MTCE. OF EQUIPMENT	43.88
VENDOR TOTALS		306.55 YTD INVOICED				900.57 YTD PAID		43.88
100798 WEST CENTRAL ELECTRIC SUPPLY								
INVOICE: 1286446-0001-01	01/29/24		70765	P	02/14/24	651890 5310	MTCE. OF STRUCTURES	80.41
INVOICE: 1285722-0001-01	02/08/24		70765	P	02/14/24	101845 5300	MTCE. OF EQUIPMENT	19.95
VENDOR TOTALS		80.41 YTD INVOICED				100.36 YTD PAID		100.36
100805 WEST CENTRAL SANITATION								
INVOICE: 13016627	01/31/24		70766	P	02/14/24	101803 5360	CLEANING AND WASTE REMOVA	143.17
VENDOR TOTALS		285.28 YTD INVOICED				389.41 YTD PAID		143.17
100808 WEST CENTRAL TROPHIES								
INVOICE: 9084	02/09/24		70767	P	02/14/24	101844 5390	AWARDS AND INDEMNITIES	59.00
VENDOR TOTALS		.00 YTD INVOICED				59.00 YTD PAID		59.00
100812 WILLMAR CHAMBER OF COMMERCE								
	01/09/24		70768	P	02/14/24	101802 5370	CONFERNCE SCHOOL TRAVEL	14.00
INVOICE: 56635	02/05/24		70768	P	02/14/24	101801 5490	OTHER CHARGES/SERVICES	14.00
INVOICE: 56777	02/05/24		70768	P	02/14/24	101807 5490	OTHER CHARGES/SERVICES	14.00
INVOICE: 5677-2	02/12/24		70768	P	02/14/24	208850 5210	OFFICE SUPPLIES	11.52
INVOICE: 56770	02/12/24		70768	P	02/14/24	208850 5420	RENTS	689.06
INVOICE: 56770	02/12/24		70768	P	02/14/24	208850 5030	ER PENSION CONTRIBUTION	1,611.49
INVOICE: 56770								

PAID INVOICES REPORT

CHECK RUN:02/14-AV

TO FISCAL 2024/01 01/01/2024 TO 02/14/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
	02/12/24		70768	P	02/14/24	208850	5000	SALARIES-REG. EMPLOYEES	9,904.16
INVOICE:	56770								
	02/12/24		70768	P	02/14/24	208850	5030	ER PENSION CONTRIBUTION	608.42
INVOICE:	56770								
	02/12/24		70768	P	02/14/24	208850	5030	ER PENSION CONTRIBUTION	137.61
INVOICE:	56770								
	02/12/24		70768	P	02/14/24	208850	5030	ER PENSION CONTRIBUTION	284.71
INVOICE:	56770								
	02/12/24		70768	P	02/14/24	208850	5490	OTHER CHARGES/SERVICES	538.68
INVOICE:	56770								
	02/12/24		70768	P	02/14/24	208850	5360	CLEANING AND WASTE REMOVA	6.25
INVOICE:	56768								
	02/12/24		70768	P	02/14/24	208850	5270	POSTAGE	26.66
INVOICE:	56768								
	02/12/24		70768	P	02/14/24	208850	5460	PROFESSIONAL SERVICES	424.26
INVOICE:	56629/56767								
	02/12/24		70768	P	02/14/24	208850	5410	INSURANCES AND BONDS	306.48
INVOICE:	56627/56628/56634								
	02/12/24		70768	P	02/14/24	208850	5290	COMMUNICATIONS	453.22
INVOICE:	56627/56628/56634								
	02/12/24		70768	P	02/14/24	208850	5370	CONFERNCE SCHOOL TRAVEL	14.00
INVOICE:	56627/56628/56634								
VENDOR TOTALS		42.00 YTD INVOICED					34,350.32 YTD PAID		15,058.52
101983 WILLMAR TOWNSHIP									
	02/12/24		70769	P	02/14/24	101801	5480	REFUNDS AND REIMBURSEMENT	9,862.10
INVOICE:	2024-1055								
VENDOR TOTALS		.00 YTD INVOICED					9,862.10 YTD PAID		9,862.10
103859 ZARTICO, INC									
	02/12/24		70770	P	02/14/24	208851	5476	STRATEGIC MARKETING	12,500.00
INVOICE:	0000873								
VENDOR TOTALS		.00 YTD INVOICED					12,500.00 YTD PAID		12,500.00
								REPORT TOTALS	901,685.91

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	120	901,685.91

** END OF REPORT - Generated by Abby Valladarez **

PAID INVOICES REPORT

CHECK RUN:02/16-AV TO FISCAL 2024/02 01/01/2024 TO 02/16/2024

VENDOR NAME /	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
103557 AMAZON CAPITAL SERVICES									
	01/10/24		70771	P	02/16/24	101820	5200	GENERAL SUPPLIES	314.71
INVOICE:	1QL4-CXWY-V3HF								
	01/10/24		70771	P	02/16/24	101820	5300	MTCE. OF EQUIPMENT	15.79
INVOICE:	1J71-JY9G-1XLK								
	01/10/24		70771	P	02/16/24	101820	5210	OFFICE SUPPLIES	17.49
INVOICE:	11WW-74L3-THD6								
	01/10/24		70771	P	02/16/24	101820	5220	SMALL TOOLS	10.90
INVOICE:	11J3-6RVN-HKRV								
	01/10/24		70771	P	02/16/24	101820	5300	MTCE. OF EQUIPMENT	-3.00
INVOICE:	1NGH-RQ4T-44CC								
	01/10/24		70771	P	02/16/24	101820	5200	GENERAL SUPPLIES	41.67
INVOICE:	16RP-7WWQ-CCWH								
VENDOR TOTALS		4,655.72 YTD INVOICED					5,587.31 YTD PAID		397.56
900148 AMERICAN DATABANK LLC									
	01/10/24		70772	P	02/16/24	101820	5460	PROFESSIONAL SERVICES	115.00
INVOICE:	2401306								
VENDOR TOTALS		115.00 YTD INVOICED					115.00 YTD PAID		115.00
103008 ASPEN MILLS									
	01/10/24		70773	P	02/16/24	101820	5500	SAFETY PROGRAM	922.28
INVOICE:	327993								
VENDOR TOTALS		2,848.41 YTD INVOICED					3,060.14 YTD PAID		922.28
100917 BAKER GRAPHICS INC									
	01/10/24		70774	P	02/16/24	101820	5200	GENERAL SUPPLIES	345.00
INVOICE:	24142								
VENDOR TOTALS		425.00 YTD INVOICED					425.00 YTD PAID		345.00
103851 CENTRAL LAKES MENTAL HEALTH									
	01/10/24		70775	P	02/16/24	101820	5460	PROFESSIONAL SERVICES	140.00
INVOICE:	021424								
VENDOR TOTALS		140.00 YTD INVOICED					140.00 YTD PAID		140.00
103708 CITY LINE TOWING									
	01/10/24		70776	P	02/16/24	101820	5490	OTHER CHARGES/SERVICES	195.00
INVOICE:	24-04973								
	01/10/24		70776	P	02/16/24	101820	5490	OTHER CHARGES/SERVICES	195.00
INVOICE:	24-04978								
VENDOR TOTALS		390.00 YTD INVOICED					390.00 YTD PAID		390.00
102984 CODE 4 SERVICES INC									
	01/10/24		70777	P	02/16/24	101820	5300	MTCE. OF EQUIPMENT	4,889.28
INVOICE:	9205								

PAID INVOICES REPORT

CHECK RUN:02/16-AV TO FISCAL 2024/02 01/01/2024 TO 02/16/2024

VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	4,889.28 YTD INVOICED				78,256.46 YTD PAID		4,889.28
100288 GALLS LLC							
01/10/24		70778	P	02/16/24	101820	5500 SAFETY PROGRAM	163.60
INVOICE: 026861623							
VENDOR TOTALS	163.60 YTD INVOICED				163.60 YTD PAID		163.60
100293 GENERAL MAILING SERVICES							
01/10/24		70779	P	02/16/24	101820	5270 POSTAGE	76.61
INVOICE: 69033							
VENDOR TOTALS	1,035.58 YTD INVOICED				4,862.47 YTD PAID		76.61
103023 INNOVATIVE OFFICE SOLUTIONS							
01/10/24		70780	P	02/16/24	101820	5210 OFFICE SUPPLIES	53.77
INVOICE: IN4457606							
VENDOR TOTALS	3,436.32 YTD INVOICED				3,933.08 YTD PAID		53.77
100376 KANDIYOHI CO AUDITOR							
01/10/24		70781	P	02/16/24	101820	5420 RENTS	158,156.33
INVOICE: 1397							
VENDOR TOTALS	158,156.33 YTD INVOICED				160,506.17 YTD PAID		158,156.33
102547 CARRANZA/NOE							
01/10/24		70782	P	02/16/24	101820	5460 PROFESSIONAL SERVICES	150.00
INVOICE: 139							
01/10/24		70782	P	02/16/24	101820	5460 PROFESSIONAL SERVICES	150.00
INVOICE: 140							
VENDOR TOTALS	1,125.00 YTD INVOICED				2,420.00 YTD PAID		300.00
100650 O'REILLY AUTOMOTIVE INC							
01/10/24		70783	P	02/16/24	101820	5220 SMALL TOOLS	79.99
INVOICE: 1528-119398							
VENDOR TOTALS	268.93 YTD INVOICED				459.49 YTD PAID		79.99
102895 PAPER & THREADS LLC							
01/10/24		70784	P	02/16/24	101820	5200 GENERAL SUPPLIES	60.00
INVOICE: 011824							
01/10/24		70784	P	02/16/24	803820	5500 SAFETY PROGRAM	1,155.00
INVOICE: 011824							
VENDOR TOTALS	1,215.00 YTD INVOICED				1,215.00 YTD PAID		1,215.00
100624 PRINT MASTERS							
01/10/24		70785	P	02/16/24	101820	5210 OFFICE SUPPLIES	45.25

PAID INVOICES REPORT

CHECK RUN:02/16-AV TO FISCAL 2024/02 01/01/2024 TO 02/16/2024

VENDOR NAME / INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 92446							
VENDOR TOTALS	45.25 YTD INVOICED				397.25 YTD PAID		45.25
100682 SCHWEGMAN'S CLEANERS							
01/10/24		70786	P	02/16/24	101820 5500	SAFETY PROGRAM	39.24
INVOICE: 694574							
VENDOR TOTALS	39.24 YTD INVOICED				39.24 YTD PAID		39.24
100722 STREICHER'S							
01/10/24		70787	P	02/16/24	101820 5500	SAFETY PROGRAM	194.99
INVOICE: I1680891							
VENDOR TOTALS	194.99 YTD INVOICED				194.99 YTD PAID		194.99
102687 ULINE							
01/10/24		70788	P	02/16/24	101820 5200	GENERAL SUPPLIES	89.36
INVOICE: 173478288							
VENDOR TOTALS	89.36 YTD INVOICED				89.36 YTD PAID		89.36
102915 VERIZON WIRELESS							
01/10/24		70789	P	02/16/24	101820 5460	PROFESSIONAL SERVICES	50.00
INVOICE: 9022346274							
VENDOR TOTALS	50.00 YTD INVOICED				2,369.57 YTD PAID		50.00
						REPORT TOTALS	167,663.26

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	19	167,663.26

** END OF REPORT - Generated by Abby Valladarez **

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.E.
Agenda Section:	Consent Items	**Originating Department:**	Planning and Development
Resolution:	No	**Prepared By:**	Christopher Corbett, Planning and Development Director
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	Bethesda 4th Addition Final Plat		

RECOMMENDED ACTION:
On Wednesday, February 7, 2024, the Planning Commission recommended City Council approves the Bethesda 4th Addition Final Plat

OVERVIEW:
Bethesda has submitted a final plat for the 4th Addition on Willmar Ave SE. The addition is a senior housing complex with approximately 200 apartment units and lower-level heated parking, with attached parking lots and future room for additional buildings in the future.

- On November 1, 2023, the Planning Commission granted Bethesda a Conditional Use Permit.
- On Wednesday, February 7, 2024, the Planning Commission recommended City Council approve the Bethesda 4th Addition Final Plat.
- Bethesda 4th Addition Final Plat was presented by Bolton & Menk
- Location: 1205 Willmar Ave SE; Parcel: 95-914-2610; Ward 4
- Attached are drawings provided by the applicant Planning Commissioners for Final Plat Review.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Bethesda 4th Addition Final Plat

BETHESDA ADDITION – FINAL PLAT REVIEW
Location: 1205 Willmar Ave SE; Parcel: 95-914-2610; Ward 4

Bethesda is submitting their final plat and final site plans for their new addition on Willmar Ave SE. The addition is a senior housing complex with approximately 200 apartment units and lower-level heated parking, with attached parking lots and future room for additional buildings in the future.

Staff Comments:

Planning and Development Staff – The final site plan's parking, landscaping, and lighting appears to meet requirements and setbacks. Staff recommends approval of the final plat by the Planning Commission.

BETHESDA 4TH ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Bethesda, a non-profit corporation under the laws of Minnesota, owner of the following described property situated in the County of Kandiyohi, State of Minnesota:

That part of the South Half of the Southeast Quarter of Section 14, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

Commencing at the southeast corner of said Section 14; thence on an assumed bearing of North 00 degrees 40 minutes 32 seconds East, along the east line of said Section 14, a distance of 500.00 feet to the southeast corner of Lot 2, Block 1 of the record plat entitled GESCH YMCA ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of North 89 degrees 23 minutes 08 seconds West, along the south line of said Lot 2, a distance of 1004.65 feet to the point of beginning of the land to be described; thence continuing on a bearing of North 89 degrees 23 minutes 08 seconds West, along the south line of said Lot 2, a distance of 15.35 feet to the southwest corner of said Lot 2; thence on a bearing of North 00 degrees 40 minutes 51 seconds East, along the west line of said Lot 2, a distance of 200.20 feet to a point 548.78 feet south of the northwest corner of said Lot 2, as measured along said west line; thence on a bearing of North 89 degrees 23 minutes 08 seconds West a distance of 363.89 feet to the southerly extension of the east line of the record plat untitled PERKINS FIFTH ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of North 00 degrees 40 minutes 51 seconds East, along the southerly extension of the east line of said record plat entitled PERKINS FIFTH ADDITION, a distance of 54.00 feet to the south line of said record plat entitled PERKINS FIFTH ADDITION; thence on a bearing of North 89 degrees 21 minutes 09 seconds West, along the south line of said record plat entitled PERKINS FIFTH ADDITION, a distance of 100.00 feet to the east line of the record plat entitled CITY OF WILLMAR 12TH STREET SE RIGHT OF WAY PLAT, on file in the office of the Kandiyohi County Recorder; thence on a bearing of South 00 degrees 37 minutes 27 seconds West, along the east line of said record plat entitled CITY OF WILLMAR 12TH STREET SE RIGHT OF WAY PLAT, a distance of 754.03 feet to the south line of said Section 14; thence on a bearing of South 89 degrees 22 minutes 38 seconds East, along the south line of said Section 14, a distance of 478.61 feet to a point which bears South 00 degrees 40 minutes 01 seconds West from the point of beginning; thence on a bearing of North 00 degrees 40 minutes 01 seconds East, a distance of 499.84 feet to the point of beginning.

has caused the same to be surveyed and platted as BETHESDA 4TH ADDITION and does hereby dedicate to the public for public use the public way and drainage and utility easements as created by this plat.

In witness whereof, said Bethesda, a non-profit corporation under the laws of Minnesota, has caused these presents to be signed by its proper officers this _____day of _____, 202__.

Bethesda

_____
Michelle Haefner
Chief Operating Officer

State of Minnesota

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by Michelle Haefner, Chief Operating Officer of Bethesda, a non-profit corporation under the laws of Minnesota, on behalf of Bethesda.

_____ Notary Public_____County,_____
(Notary Signature)

_____ My Commission Expires_____
(Notary Printed Name)

Surveyor's Certification

I hereby certify that this plat of BETHESDA 4TH ADDITION is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as of data of the surveyor's certification are shown and labeled on the plat; that all public ways are shown and labeled on the plat. I further certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

_____
Andrew Hill, Licensed Land Surveyor
Minnesota License No. 57632

State of Minnesota

County of _____

The foregoing Surveyor's Certification was acknowledged before me this _____ day of _____, 202__, by Andrew Hill, Licensed Land Surveyor, Minnesota License No. 57632.

_____ Notary Public_____County,_____
(Notary Signature)

_____ My Commission Expires_____
(Notary Printed Name)

City Planning Commission
Approved by the Planning Commission of the City of Willmar this _____ day of _____, 202__.

Signed: _____ Attest: _____
Chairman Secretary

City Council
Approved by the City of Willmar this _____ day of _____, 202__.

Signed: _____ Attest: _____
Mayor City Clerk

City Engineer
Approved by the City Engineer, City of Willmar this _____ day of _____, 202__.

Signed: _____
City Engineer

Attorney

I, _____, Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated hereon represent all ownership interest in the land encompassed by this plat.

_____
Attorney

County Auditor/Treasurer
Pursuant to Minnesota Statues, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statues, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

_____
Kandiyohi County Auditor/Treasurer

County Recorder
I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Kandiyohi County, Minnesota on this _____ day of _____, 202__, at _____ o'clock___.M. as Folder No. _____, and as Document No. _____ .

_____
Kandiyohi County Recorder

This Plat Prepared By:
BOLTON & MENK

SHEET 1 OF 2

BETHESDA 4TH ADDITION

BLOCK 4
NORTHEAST CORNER OF OLENA AVENUE PER PERKINS FIFTH ADDITION
LOT 2
RE-ROD, CAP UNREADABLE
1/2" IRON PIPE
1/2" IRON PIPE
RE-ROD, CAP UNREADABLE
1/2" IRON PIPE
1/2" IRON PIPE
RE-ROD, CAP UNREADABLE
70
12TH STREET SOUTHEAST
PERKINS FIFTH ADDITION
BLOCK 6
LOT 1
EAST LINE OF PERKINS FIFTH ADDITION
SOUTH LINE OF PERKINS FIFTH ADDITION
RE-ROD, CAP UNREADABLE
N 89°21'09" W 100.00
1/2" IRON PIPE
70
NOT PLATTED
N 00°40'51" E 54.00
SOUTHERLY EXTENSION OF THE EAST LINE OF PERKINS FIFTH ADDITION
RE-ROD
N 89°23'08" W 363.89
IRON PIPE, RLS#14895
NORTHWEST CORNER OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
548.78
GESCH YMCA ADDITION
BLOCK 1
LOT 1
A POINT 548.78 FEET SOUTH OF THE NORTHWEST CORNER OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
IRON PIPE, RLS#42300
WEST LINE OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
N 59°06'07" W 13.89
THE EAST LINE OF CITY OF WILLMAR 12TH STREET SE RIGHT OF WAY PLAT
N 00°37'27" E 276.16
SW 1/4 OF THE SE 1/4
SECTION 14,
N 0°40'51" E 200.20
LOT 2
LAKELAND DRIVE
SOUTHWEST CORNER OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
N 89°23'08" W 15.35
RE-ROD
POINT OF BEGINNING
SOUTH LINE OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
N 89°23'08" W 1004.65
SOUTHEAST CORNER OF LOT 2, BLOCK 1, GESCH YMCA ADDITION
BONNEMA RUNKE STERN CAP
N 89°22'33" W 133.00
S 00°37'27" W 754.04 (M) 754.03 (D)
704.04
N 00°37'27" E 154.48
S 89°22'33" E 133.00
SE 1/4 OF THE SE 1/4
BLOCK 1
TOWNSHIP 119
NOT PLATTED
N 00°40'01" E 499.85 (M) 499.84 (D)
449.85
EAST LINE OF SECTION 14
N 00°40'32" E 500.00
N 00°37'27" E 254.40
RANGE 35
N 89°22'38" W 156.25
S 00°37'22" W 40.00
N 00°37'22" E 40.00
N 89°22'38" W 161.36
N 89°22'38" W 137.06
S 89°22'38" E 478.65
N 44°21'19" W 16.96
PARCEL 1
PARCEL 2
50
50.00
COUNTY ROAD 23 / WILLMAR AVENUE SOUTHEAST
S 89°22'38" E 478.62 (M) 478.61 (D)
SOUTH LINE OF SECTION 14
A POINT THAT BEARS S 00°40'01" W FROM THE POINT OF BEGINNING
SOUTH LINE OF SECTION 14
SOUTHEAST QUARTER CORNER SECTION 14-119-35
POINT OF COMMENCEMENT

OWNER
Bethesda
901 Willmar Avenue Southeast
Willmar, MN 56201

SURVEYOR
Bolton and Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:

BEING 6 FEET IN WIDTH AND ADJOINING SIDE AND REAR LOT LINES AND BEING 12 FEET IN WIDTH AND ADJOINING PUBLIC WAYS, UNLESS OTHERWISE INDICATED.

LEGEND

- ○ 1/2" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 57632
- ● FOUND MONUMENT
- (D) DISTANCES FROM WARRANTY DEED DOCUMENT NUMBER 680436
- (M) MEASURED DISTANCE

This Plat Prepared By:
BOLTON & MENK

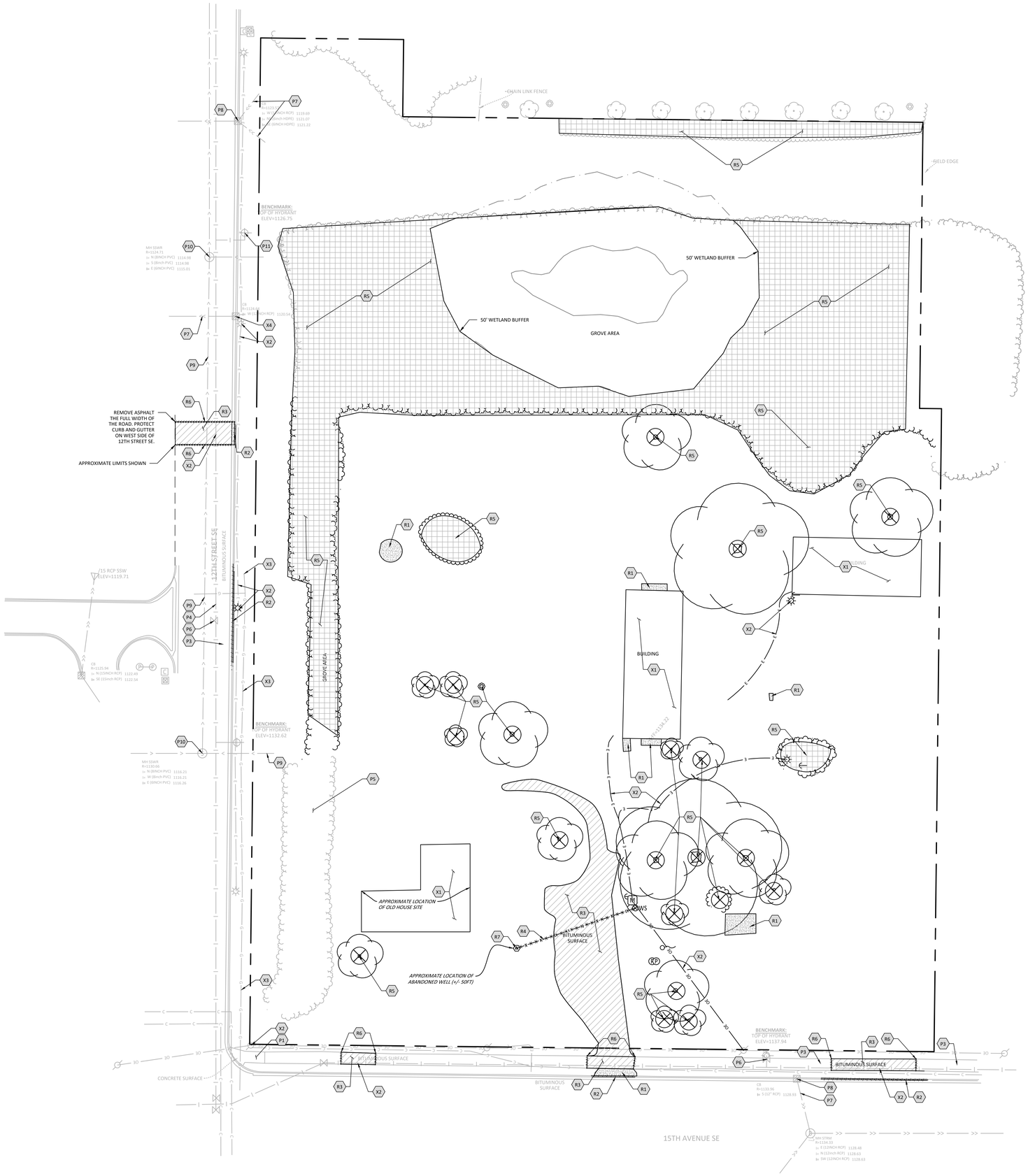
0 50 100
SCALE IN FEET

1 INCH = 50 FEET

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 119, RANGE 35 WHICH IS ASSUMED TO BEAR NORTH 00 DEGREES 40 MINUTES 32 SECONDS EAST.

VICINITY MAP
NOT TO SCALE
NW1/4 NE1/4 SW1/4 SE1/4
LAKELAND DRIVE
12TH ST SE
CSAH 23
WILLMAR AVE SE / CSAH 23
SECTION 14, T119, R35

SHEET 2 OF 2



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
3. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO THE OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
4. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
5. HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

LEGEND

- CONCRETE CURB AND GUTTER REMOVALS
- UNDERGROUND UTILITY REMOVALS
- CONCRETE PAVEMENT REMOVALS
- ASPHALT PAVEMENT REMOVALS
- SAWCUT
- TREE REMOVAL
- MASS TREE AND SHRUB REMOVALS
- R1 REMOVALS KEYNOTE
- P1 PROTECTION KEYNOTE
- PROPERTY LINE

KEY NOTE LEGEND

R1	REMOVE CONCRETE PAVEMENT	P1	PROTECT CONCRETE PAVEMENT
R2	REMOVE CONCRETE CURB AND GUTTER / VALLEY GUTTER	P2	PROTECT CONCRETE CURB AND GUTTER / VALLEY GUTTER
R3	REMOVE ASPHALT PAVEMENT	P3	PROTECT ASPHALT PAVEMENT
R4	REMOVE WATERMAIN	P4	PROTECT WATERMAIN
R5	REMOVE TREE	P5	PROTECT TREE
R6	SAWCUT	P6	PROTECT GATE VALVE
R7	VERIFY WELL IS CAPPED AND ABANDONED	P7	PROTECT STORM SEWER
		P8	PROTECT STORM SEWER STRUCTURE
		P9	PROTECT SANITARY SEWER
		P10	PROTECT SANITARY SEWER STRUCTURE
		P11	PROTECT HYDRANT
		X1	REFER TO ARCHITECTURAL PLANS FOR TREATMENT
		X2	REFER TO ELECTRICAL PLANS FOR TREATMENT
		X3	REFER TO MECHANICAL PLANS FOR TREATMENT
		X4	REFER TO UTILITY PLAN FOR TREATMENT

HORZ. SCALE 0 30 60 FEET

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Bethesda

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WILLMAR
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REMOVALS PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

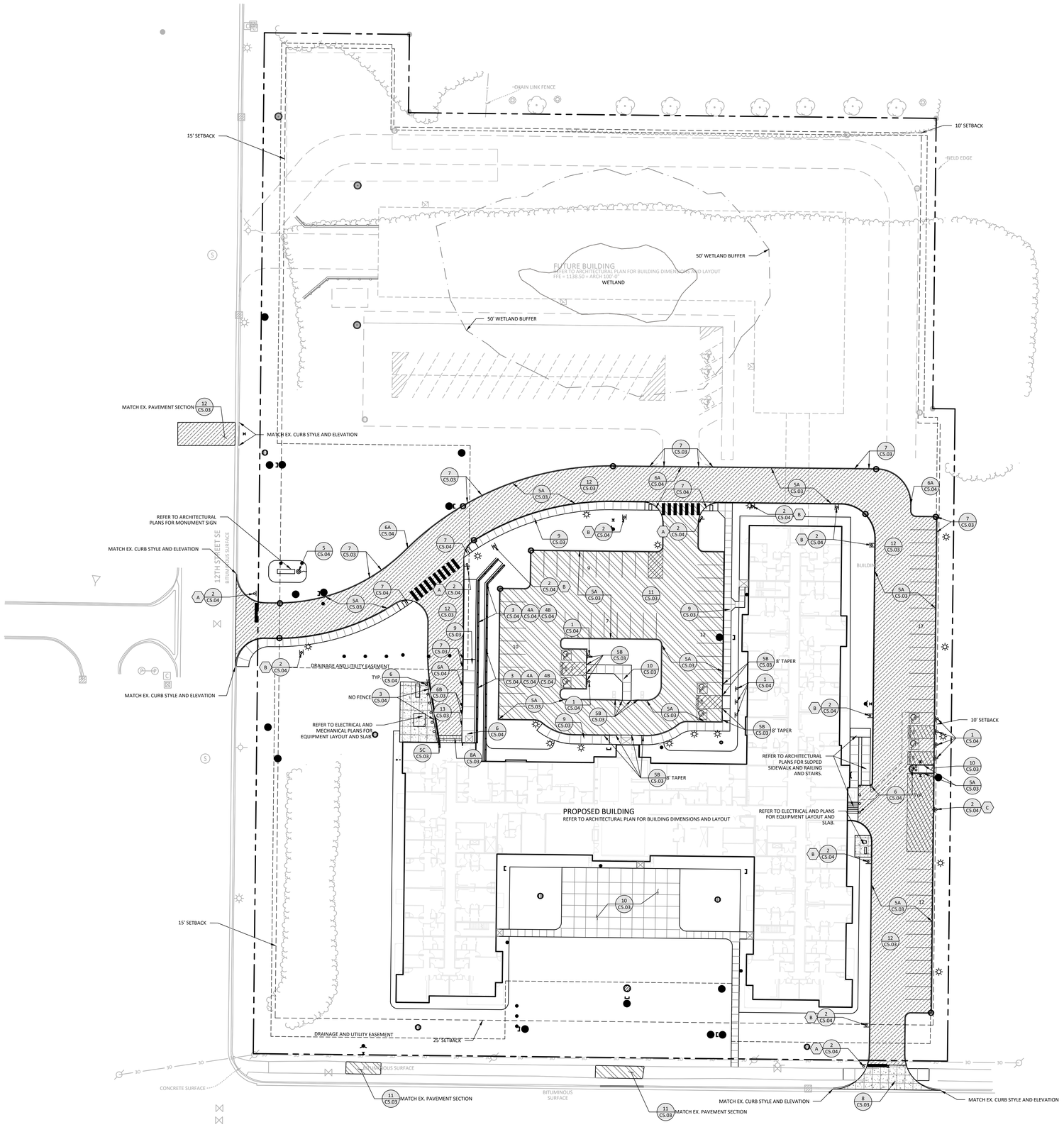
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C0.01



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. INSTALL TRAFFIC CONTROL SIGNS APPROXIMATELY 18 INCHES BEHIND BACK OF CURB.
4. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD, WHICH ARE NOT DESIGNATED TO BE PAVED, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED. ALL AREAS NOT DESIGNATED FOR SOD OR A SPECIFIC SEED MIX, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
5. WHERE NEW SOD MEETS EXISTING SOD, CUT A CLEAN, SHARP EDGE TO ALLOW FOR A CONSISTENT, UNIFORM, AND STRAIGHT JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS. JAGGED OR UNEVEN JOINTS WILL NOT BE ACCEPTED. REMOVE TOPSOIL AT THE JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS, AS REQUIRED, TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING TURFGRASS SURFACE.
6. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SOD OR RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D. NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- PROPOSED CONCRETE WALK
- PROPOSED CONCRETE SLAB
- PROPOSED MEDIUM DUTY ASPHALT PAVEMENT
- PROPOSED HEAVY DUTY ASPHALT PAVEMENT
- PROPOSED RETAINING WALL
- PROPOSED DECORATIVE METAL FENCING WITH MAINTENANCE STRIP
- PROPOSED TRAFFIC CONTROL SIGN
- SIGNAGE KEY NOTE
- PROPOSED BOLLARD
- PROPOSED ACCESSIBLE SYMBOL
- PROPOSED MANHOLE (MH)
- PROPOSED CATCH BASIN (CB)
- PROPOSED HYDRANT (HYD)
- PROPOSED GATE VALVE (GV)
- PROPOSED FLAGPOLE
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
- PROPERTY LINE

SITE STATISTICS

PROPOSED PARKING COUNTS (106 TOTAL CAR STALLS, NOT INCLUDING UNDERGROUND):
PHASE 1 PARKING = 69 STALLS

PHASE 1 ACCESSIBLE PARKING STALL REQUIREMENTS = 3 STALLS
PHASE 1 ACCESSIBLE PARKING STALLS PROVIDED = 6 STALLS

SIGNAGE KEY NOTES

R1-1 (30" X 30")
A — STOP

SIMILAR TO R7-5 (12"x18")
B — NO PARKING / FIRE LANE

SIMILAR TO R7-5 (12"x18")
C — NO PARKING / LOADING ZONE

HORZ: 0 30 60
SCALE FEET

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FINISHING PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

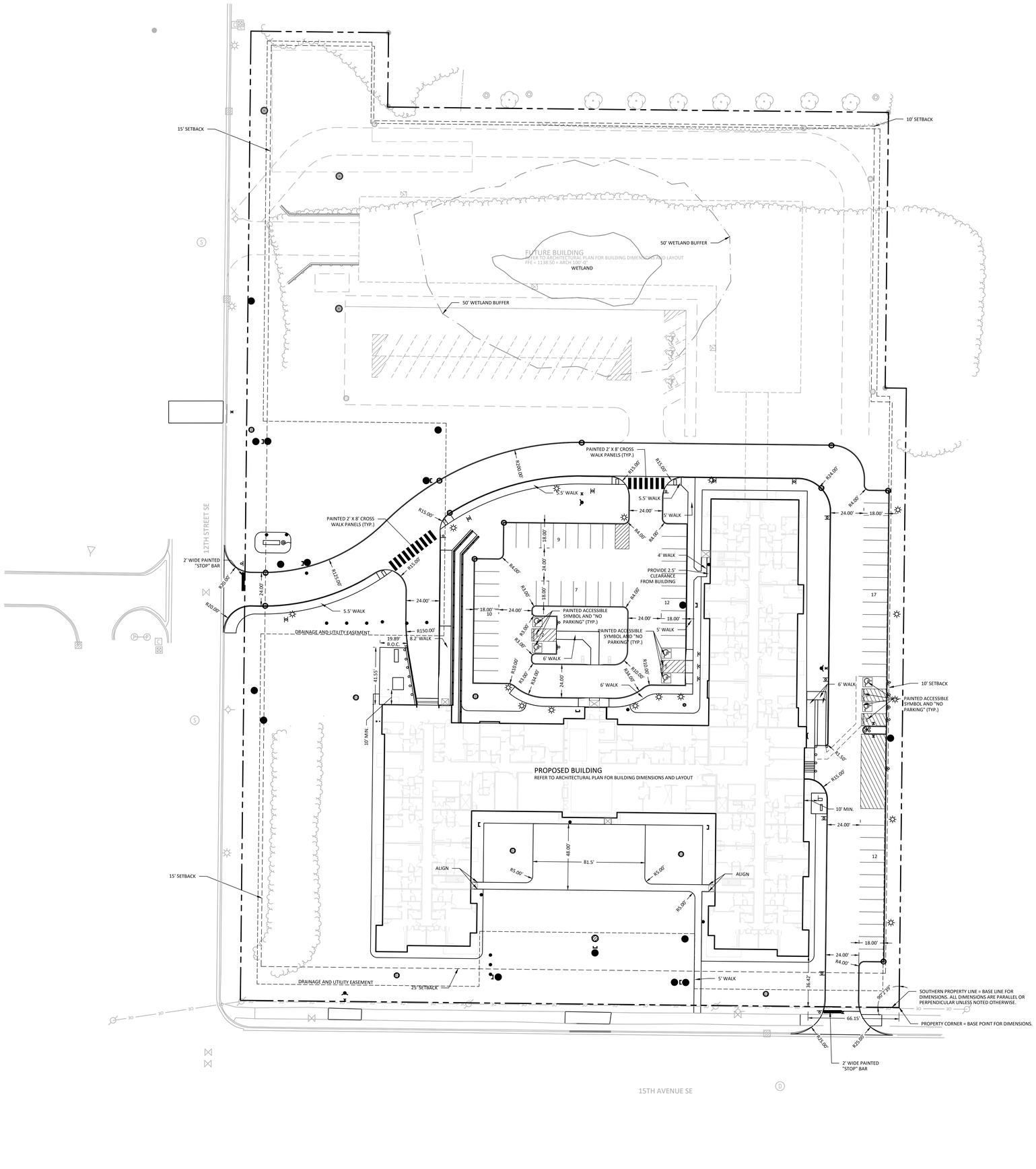
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David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C1.01



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. ALL APPLICABLE DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT, CENTERLINE OF FENCE, OR PROPERTY LINE UNLESS OTHERWISE NOTED.
3. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
4. SIGNAGE SHALL BE INSTALLED 18" BEHIND THE BACK OF CURB OR EDGE OF PAVEMENT.

LEGEND

- BASELINE FOR DIMENSIONS
- PI — POINT OF INTERSECTION
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

HORZ. SCALE: 0, 30, 60 FEET

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GEOMETRIC PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

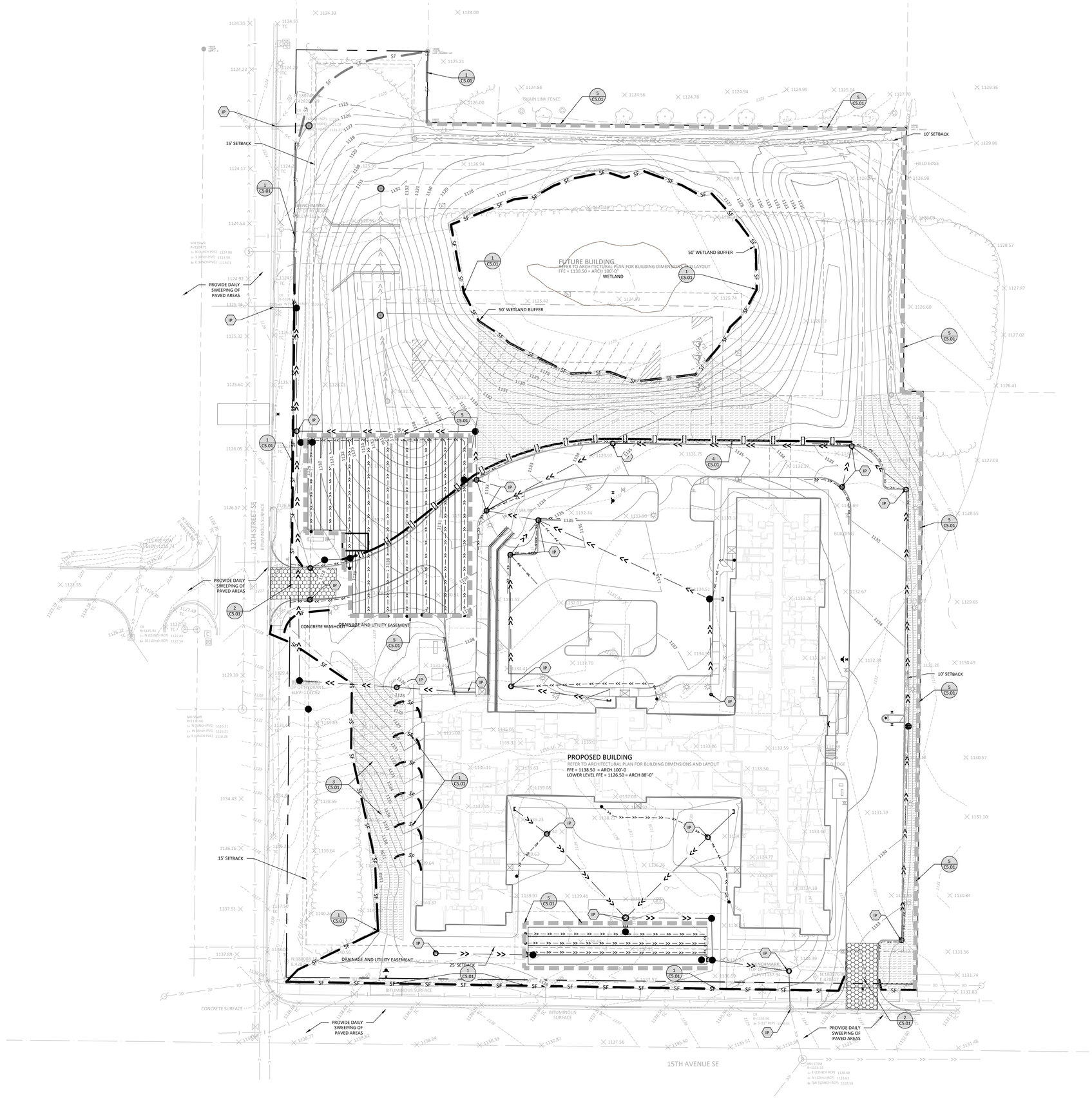
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DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C1.02



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. REFER TO SWPPP NARRATIVE, SHEET C2.03, FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
3. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
4. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
5. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
6. IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENTATION, CLEAN OUT DOWNSTREAM STORM SEWERS AND OTHER CONVEYANCE DEVICES AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
7. INLET PROTECTION DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST OF APPROVED PRODUCTS:
   a. ROAD DRAIN "TOP SLAB", MANUFACTURED BY WIMCO
   b. ROAD DRAIN "CURB & GUTTER", MANUFACTURED BY WIMCO
   c. INFRASAFE "SEDIMENT CONTROL BARRIER", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   d. INFRASAFE "DEBRIS COLLECTION DEVICE", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   e. INFRASAFE "CULVERT INLET PROTECTOR", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
   f. DANDY SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   g. DANDY CURB SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
   h. OR APPROVED EQUAL.
8. PRIOR TO CONSTRUCTION, DELINEATE TURF AND VEGETATED AREAS NOT TO BE DISTURBED WITH ORANGE SNOW FENCE. DO NOT ALLOW CONSTRUCTION TRAFFIC, EQUIPMENT, OR MATERIALS TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE DELINEATED AREAS. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH THE MN CONSTRUCTION STORMWATER PERMIT.

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D. NUMBER (TOP); DETAIL SHEET NUMBER (BOTTOM))
- EXISTING CONTOUR (1130)
- PROPOSED CONTOUR (1132)
- PROPOSED SPOT ELEVATION (31.1)
  - ME = MATCH EXISTING
  - EOF = EMERGENCY OVERFLOW
  - TC = TOP OF CURB
  - TW = FINISH GRADE AT HIGH SIDE OF WALL
  - BW = FINISH GRADE AT LOW SIDE OF WALL
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER
- PROPOSED DRAIN TILE / SUBSURFACE DRAINS (SD)
- PROPOSED MANHOLE (MH)
- PROPOSED CATCH BASIN (CB)
- INLET PROTECTION DEVICE AT STORM SEWER INLET (IP)
- PROPOSED SILT FECTION (SF) (5 / C5.01)
- PROPOSED SEDIMENT CONTROL LOG (4 / C5.01)
- PROPOSED ROCK CONSTRUCTION ENTRANCE (2 / C5.01)
- PROPOSED EROSION CONTROL BLANKET (5 / C5.01)
- PROPOSED TEMPORARY DIVERSION BERM (5 / C5.01)
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

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EROSION CONTROL PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

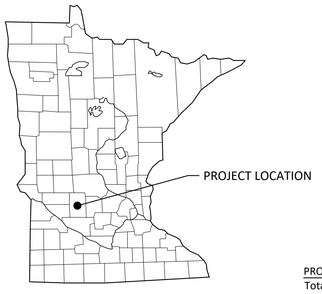
SHEET

C2.01

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

BETHESDA WILLMAR INDEPENDENT LIVING FACILITY - 2023

CITY OF WILLMAR
KANDIYOHI COUNTY, MINNESOTA



LEGEND

- 1-MILE BOUNDARY
- PROJECT BOUNDARY
- OR — IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- CALCAREOUS FEN
- RECEIVING WATERS

RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	Bethesda	Ross Brandt	320-214-5618
SWPPP DESIGNER:	Bolton & Menk, Inc.	Lani Leichty	952-890-0509
CONTRACTOR:	Marcus Construction	Steve Dresler	(320) 905 5380
CONSTRUCTION SWPPP MANAGER:	Marcus Construction	Steve Dresler	(320) 905 5380
PARTY RESPONSIBLE FOR LONG TERM O&M:	Bethesda	Ross Brandt	320-214-5618

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

PROJECT AREAS:

Total Project Size (disturbed area) =	4.6400	ACRES
Existing area of impervious surface =	0.27	ACRES
Post construction area of impervious surface =	2.62	ACRES
Total new impervious surface area created =	2.35	ACRES
Planned Construction Start Date:	04/01/2024	
Estimated Construction Completion Date:	10/01/2024	

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

	Wet Sedimentation Basin
x	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
Kandiyohi	T119N	R35W	14	45.1124°	-95.0198°

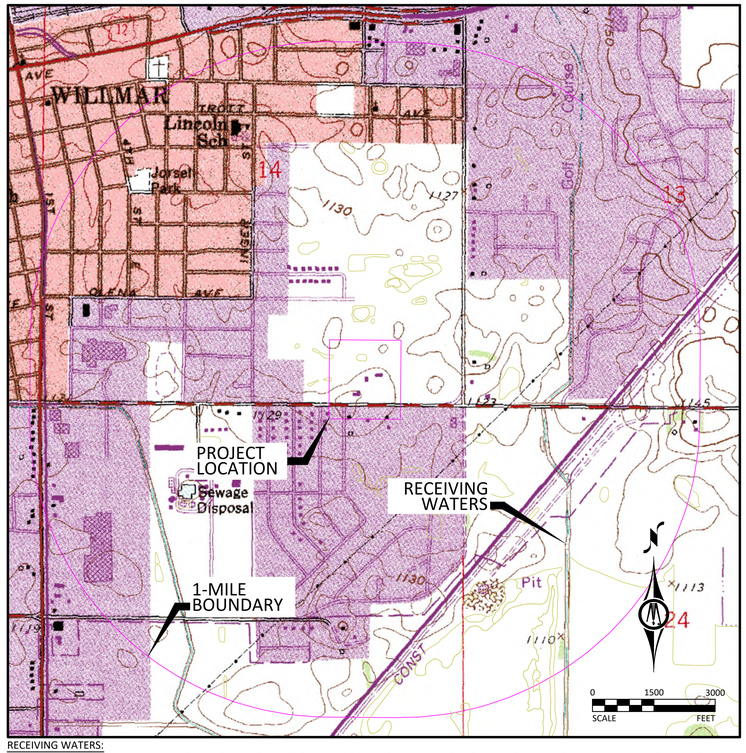
BMP SUMMARY	QUANTITY	UNIT
SILT FENCE, TYPE MS	2160	LF
SEDIMENT CONTROL LOG, TYPE WOOD FIBER	415	LF
STABILIZED CONSTRUCTION EXIT	2	EACH
STORM DRAIN INLET PROTECTION	26	EACH
EROSION CONTROL MAT	3115	SY
TEMPORARY DIVERSION BERM	1310	LF

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Site grading, sanitary sewer and water main extensions, temporary erosion and sediment control, and permanent stabilization.

Stormwater currently drains southwest towards County Ditch #23

After construction is complete stormwater will maintain existing drainage patterns

This project includes the following stormwater management BMPs: see table



RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water [1]	Flows to Impaired Water Within 1-Mile [2]	USEPA Approved Construction Related TMDL [3]
COUNTY DITCH #23	River	No	No	No

[1] Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
[2] Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
[3] Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
2) Install perimeter sediment control, inlet protection, and construction exit.
3) Perform onsite removals
4) Grade the site per the construction plans
5) Construct storm water management system
6) Install site improvements
7) Add additional temporary BMPs as necessary during construction based on inspection reports.
8) Ensure final stabilization measures are complete.
9) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
10) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

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BETHESDA WILLMAR INDEPENDENT LIVING
WILLMAR, MN

SWPPP PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO: 12739-23085
DRAWN BY: DGE
CHECKED BY: DAR

SHEET
C2.02

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN RI0000I (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

1. Contact information and training documentation for Construction SWPPP Manager and BMP Installer,
2. There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:
   a. Types and/or Locations of BMPs
   b. Material Storage and Spill Response
   c. Fueling Plans
   d. Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and
   e. Project Phasing
3. It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or
4. The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

a. Inspections of areas with permanent cover to be reduced to once per month,
b. Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
c. Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
4. Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.
3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
6. For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
7. For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	14 calendar days

SITE INSPECTION INTERVAL:

A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days

SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site disharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	To be applied for

SWPPP DESIGNER TRAINING DOCUMENTATION:

SWPPP DESIGNER TRAINING DOCUMENTATION:

I certify that I have completed the Design of Construction SWPPP course. The certification expires 2026.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNERS'S NAME

LIC. NO. 20846 DATE 06/19/2023

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SWPPP NARRATIVE

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C2.03



LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- DWSMA, LOW VULNERABILITY
- STEEP SLOPES (>33.3%)
- RECEIVING WATERS

N

0 100 200
SCALE FEET

SOIL TYPE SUMMARY

Map Unit Symbol	Soil Name	Hyd. Soil Group	Erodibility
446B	Normania loam, 2 to 5 percent slopes	C	NHEL
842	Urban land-Udorthentis	A	NHEL
981	Canisteo-Harps loams	B/D	NHEL
L83A	Webster clay loam, 0 to 2 percent slopes	C/D	NEHL
L223B	Amiret-Swanlake loams, 2 to 6 percent slopes	B	NHEL
927	Harps-Glencoe-Seaforth Complex, 0 to 3 percent slopes	C/D	NHEL

NHEL - Not Highly Erodible Land
PHEL - Potentially Highly Erodible Land
HEL - Highly Erodible Land

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SWPPP SOILS

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

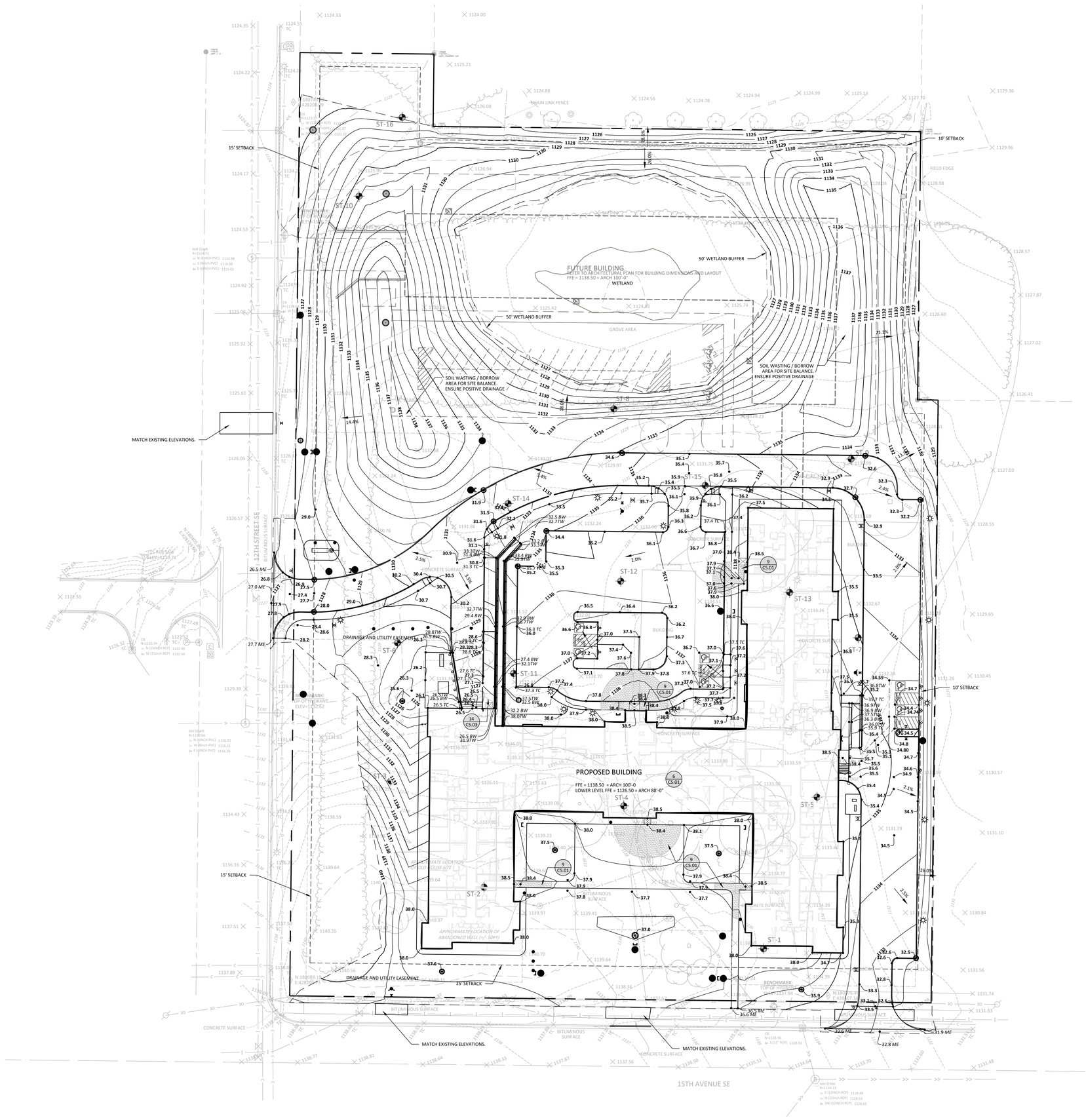
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C2.04



NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
4. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
5. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
6. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
7. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
8. REFER TO ARCHITECTURAL PLANS FOR BUILDING AND STOOP DIMENSIONS AND LAYOUT.
9. REFER TO THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE, SHEET C2.03, FOR EROSION CONTROL REQUIREMENTS. SECTION 31 00 00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
10. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
11. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
12. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
13. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
14. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
15. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 31.1 OR 31 SHALL BE UNDERSTOOD TO MEAN 1131.1 OR 1131.
16. SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE. SPOT ELEVATIONS WITH LABELS OUTSIDE THE BUILDING PERIMETER INDICATE PROPOSED GRADES OUTSIDE THE BUILDING. SPOT ELEVATIONS WITH LABELS INSIDE THE BUILDING PERIMETER INDICATE PROPOSED FINISH FLOOR ELEVATIONS.
17. IT IS INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. SUBMIT THE QUANTITY OF MATERIAL AND AMOUNT OF ANTICIPATED GRADE ADJUSTMENT FOR REVIEW BY THE ENGINEER A MINIMUM OF FOUR WEEKDAYS PRIOR TO MAKING ADJUSTMENTS. ALL GRADE ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR WORK ASSOCIATED WITH GRADING ADJUSTMENTS, INCLUDING, BUT NOT LIMITED TO, EARTHWORK OPERATIONS, STORM SEWER PIPING AND STRUCTURE ADJUSTMENTS, CONSTRUCTION SURVEYING FOR ADJUSTING FEATURE LOCATIONS ACCORDINGLY, SILT FENCE, ETC.
18. THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL, AS REQUIRED, AT NO ADDITIONAL COST TO THE OWNER.
19. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD, WHICH ARE NOT DESIGNATED TO BE PAVED, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED. REFER TO LANDSCAPING PLANS FOR SOD AND SEED LOCATIONS. ALL AREAS NOT DESIGNATED FOR SOD OR A SPECIFIC SEED MIX, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
20. WHERE NEW SOD MEETS EXISTING SOD, CUT A CLEAN, SHARP EDGE TO ALLOW FOR A CONSISTENT, UNIFORM, AND STRAIGHT JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS. JAGGED OR UNEVEN JOINTS WILL NOT BE ACCEPTED. REMOVE TOPSOIL AT THE JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS, AS REQUIRED, TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING TURFGRASS SURFACE.
21. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.
22. ALL WATERMAIN SHALL BE AWWA C900, CAST IRON OD, DR 18, PVC PIPE INSTALLED IN ACCORDANCE WITH ASTM D2321. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE).
23. ALL SANITARY SEWER PIPE SHALL BE PVC PIPE (ASTM D 3034, SDR 26), UNLESS OTHERWISE NOTED. SANITARY SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.
24. ALL SANITARY SEWER PIPE CROSSING WATERMAIN, OUTSIDE OF THE PUBLIC RIGHT-OF-WAY, SHALL BE ASTM D2665, SCHEDULE 40 PVC WITH SOLVENT WELD JOINTS.
25. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
26. ALL STORM SEWER PIPE CROSSING WATERMAIN, OUTSIDE OF THE PUBLIC RIGHT-OF-WAY, SHALL BE ASTM D2665, SCHEDULE 40 PVC WITH SOLVENT WELD JOINTS.
27. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
    a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
    b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
        i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
        ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
        iii. OR APPROVED EQUAL.
31. INSTALL WATERMAIN AT LEAST 10 FEET HORIZONTALLY FROM ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAIN TILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
32. INSTALL MANOLES, CATCH BASINS, STORM SEWER, SANITARY SEWER, DRAIN TILE, AND OTHER POTENTIAL SOURCES OF CONTAMINATION AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
33. LOCATE ALL EXISTING UTILITIES. VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. BEFORE BEGINNING CONSTRUCTION.
34. PRIOR TO CONSTRUCTION OF PROPOSED BUILDING UTILITY SERVICES (STORM, SANITARY SEWER, WATERMAIN), VERIFY ALL PROPOSED BUILDING UTILITY SERVICE PIPE SIZES, LOCATIONS AND ELEVATIONS WITH MECHANICAL PLANS. COORDINATE CONSTRUCTION AND CONNECTIONS WITH MECHANICAL CONTRACTOR.
35. STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS, AND MANHOLES. ADJUST GATE VALVE AND MANHOLE LOCATIONS TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. STAKE CURB AND GUTTER ALIGNMENTS TO ALLOW CURB INLET TYPE CATCH BASINS TO PROPERLY ALIGN WITH CURB AND GUTTER.
36. REFER TO L7.01 IRRIGATION PLAN FOR SLEEVE LOCATIONS.

LEGEND

- REFERENCE KEY TO SITE DETAILS — DETAIL I.D. NUMBER (TOP); DETAIL SHEET NUMBER (BOTTOM)
- 1130 — EXISTING CONTOUR
- 1131.40 — EXISTING SPOT ELEVATION
- 1132 — PROPOSED CONTOUR
- 31.1 — PROPOSED SPOT ELEVATION
  - ME = MATCH EXISTING
  - EOF = EMERGENCY OVERFLOW
  - TC = TOP OF CURB
  - TW = FINISH GRADE AT HIGH SIDE OF WALL (F-FUTURE)
  - BW = FINISH GRADE AT LOW SIDE OF WALL (F-FUTURE)
- PROPOSED GRADING LIMITS
- PROPOSED SAND SUBBASE AT FROST FOOTED STOOPS (9 / CS.01)
- ST-1 — APPROXIMATE SOIL BORING
- PROPOSED MANHOLE (MH)
- PROPOSED CATCH BASIN (CB)
- PROPOSED HYDRANT (HYD)
- PROPOSED GATE VALVE (GV)
- PROPOSED STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

HORZ. SCALE: 0, 30, 60 FEET

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GRADING AND DRAINAGE PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

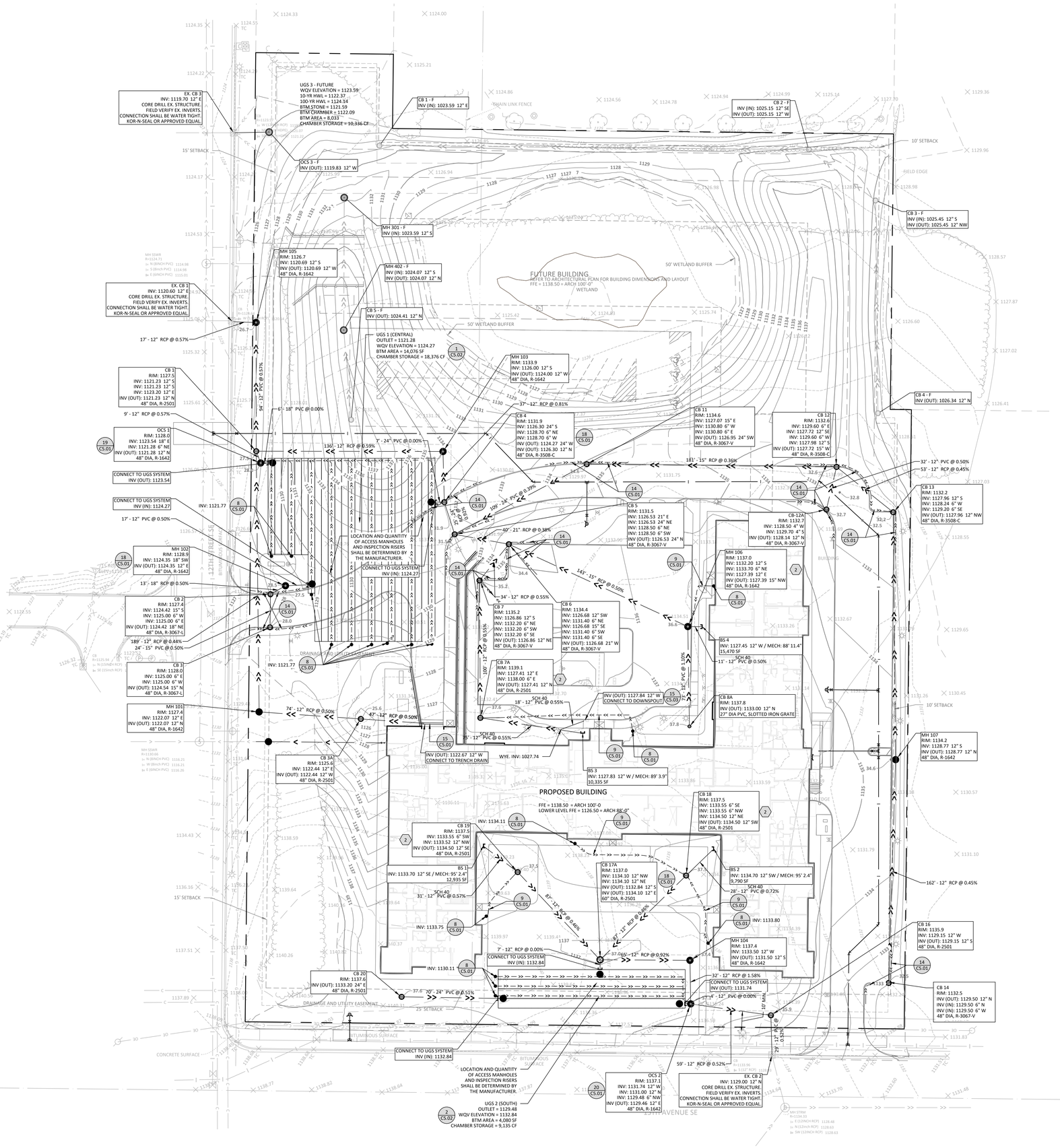
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO: 12739-23085
DRAWN BY: DGE
CHECKED BY: DAR

SHEET

C3.01



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. ALL WATERMAIN SHALL BE AWWA C900, CAST IRON OD, DR 18, PVC PIPE INSTALLED IN ACCORDANCE WITH ASTM D2321. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE).
3. ALL SANITARY SEWER PIPE SHALL BE PVC PIPE (ASTM D 3034, SDR 26), UNLESS OTHERWISE NOTED. SANITARY SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.
4. ALL SANITARY SEWER PIPE CROSSING WATERMAIN, OUTSIDE OF THE PUBLIC RIGHT-OF-WAY, SHALL BE ASTM D2665, SCHEDULE 40 PVC WITH SOLVENT WELD JOINTS.
5. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
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7. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
   a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
   b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
      i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
      ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
      iii. OR APPROVED EQUAL.
9. INSTALL WATERMAIN AT LEAST 10 FEET HORIZONTALLY FROM ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAIN TILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
10. INSTALL MANOLES, CATCH BASINS, STORM SEWER, SANITARY SEWER, DRAIN TILE, AND OTHER POTENTIAL SOURCES OF CONTAMINATION AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
11. LOCATE ALL EXISTING UTILITIES. VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES BEFORE BEGINNING CONSTRUCTION.
12. PRIOR TO CONSTRUCTION OF PROPOSED BUILDING UTILITY SERVICES (STORM, SANITARY SEWER, WATERMAIN), VERIFY ALL PROPOSED BUILDING UTILITY SERVICE PIPE SIZES, LOCATIONS AND ELEVATIONS WITH MECHANICAL PLANS. COORDINATE CONSTRUCTION AND CONNECTIONS WITH MECHANICAL CONTRACTOR.
13. MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER, INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, AND SIMILAR. DO NOT REMOVE EXISTING STORM SEWER UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.
14. STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS, AND MANHOLES. ADJUST GATE VALVE AND MANHOLE LOCATIONS TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. STAKE CURB AND GUTTER ALIGNMENTS TO ALLOW CURB INLET TYPE CATCH BASINS TO PROPERLY ALIGN WITH CURB AND GUTTER
15. #12 AWG TRACER WIRE COATED GREEN SHALL BE INSTALLED ON ALL NON-CONDUCTIVE SANITARY SEWER SERVICE PIPING ACCORDING TO MN RURAL WATER STANDARDS.
16. TEST THE PROPOSED UTILITIES IN ACCORDANCE WITH THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA (CEAM) STANDARDS.
17. ALL PROPOSED STORM SEWER AND UGS SYSTEMS WILL BE WITHIN EASEMENTS.

LEGEND

- REFERENCE KEY TO SITE DETAILS (C5.01): DETAIL I.D. NUMBER (TOP); DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR (1130)
- EXISTING SPOT ELEVATION (1131.40)
- PROPOSED CONTOUR (1132)
- PROPOSED SPOT ELEVATION (31.1): ME = MATCH EXISTING; EOF = EMERGENCY OVERFLOW; TC = TOP OF CURB; TW = FINISH GRADE AT HIGH SIDE OF WALL; BW = FINISH GRADE AT LOW SIDE OF WALL
- PROPOSED GRADING LIMITS
- PROPOSED SANITARY SEWER (10 C5.02)
- PROPOSED STORM SEWER (10 C5.02, 11 C5.02)
- PROPOSED WATERMAIN
- PROPOSED DRAIN TILE / SUBSURFACE DRAINS (SD) (9 C5.01, 10 C5.01)
- PROPOSED MANHOLE (MH) (13 C5.01, 18 C5.01)
- PROPOSED CATCH BASIN (CB) (12 C5.01, 18 C5.01)
- PROPOSED HYDRANT (HYD) (1A C5.01)
- PROPOSED GATE VALVE (GV) (1 C5.01)
- PROPOSED POST INDICATOR VALVE (PIV) (18 C5.01)
- (1) PROVIDE MINIMUM 18" VERTICAL SEPARATION AT CROSSING - PROVIDE VERTICAL BENDS IN WATERMAIN AS REQUIRED TO ACCOMPLISH. CENTER ONE LENGTH WATERMAIN PIPE ON CROSSING. (4 C5.07)
- (2) CONNECT DRAIN TILE TO STRUCTURE AND PROVIDE BACKWATER VALVE (10 C5.01)
- (3) CENTER ONE LENGTH OF SOLID PVC PIPE ON WATERMAIN AT CROSSING
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

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UTILITY PLAN - STORM SEWER

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

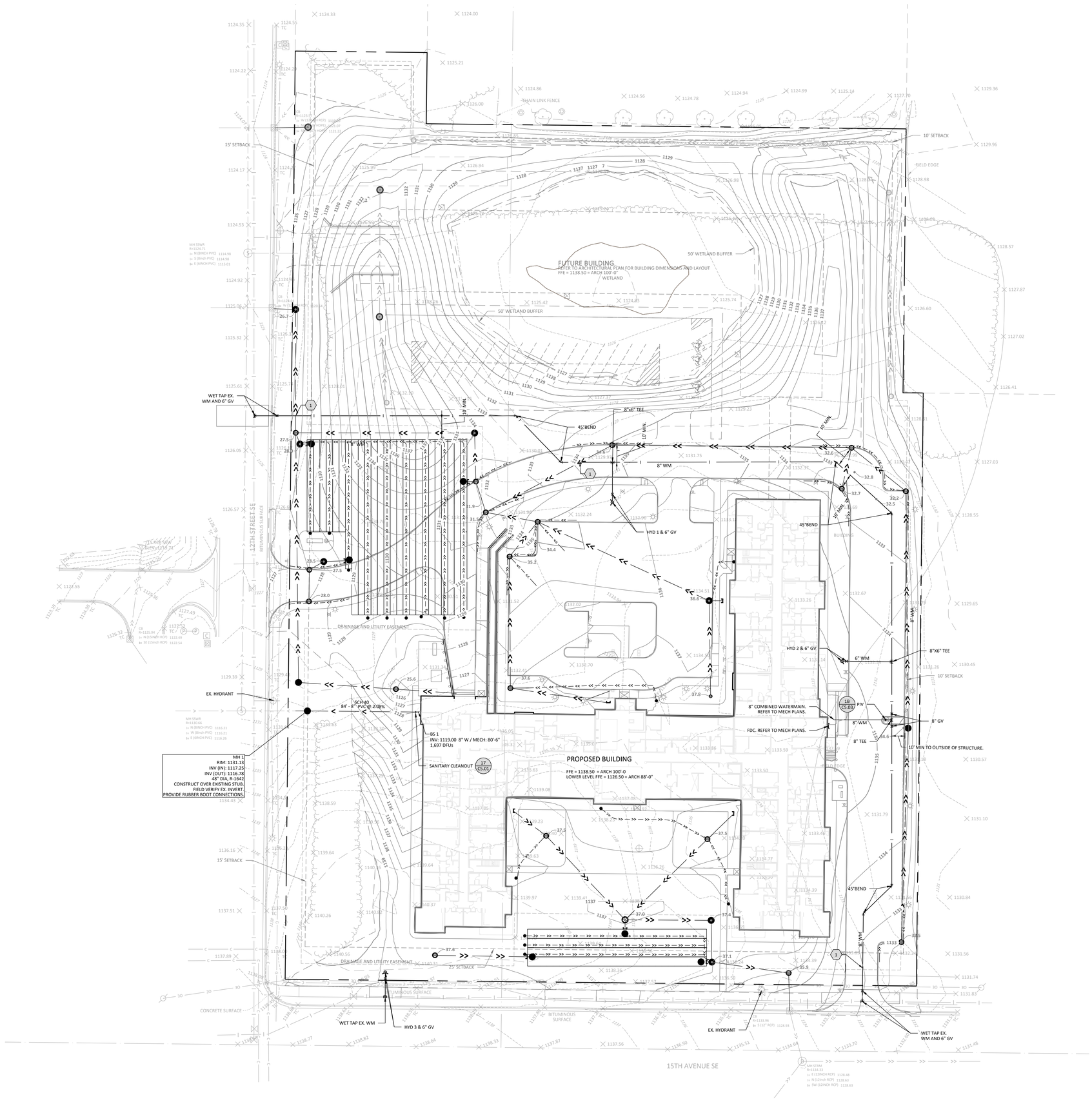
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C4.01



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. REFER TO SHEET C4.01, UTILITY PLAN - STORM SEWER, FOR UTILITY NOTES.

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D. NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- EXISTING CONTOUR
- EXISTING SPOT ELEVATION
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION (ME = MATCH EXISTING; EOF = EMERGENCY OVERFLOW; TC = TOP OF CURB; TW = FINISH GRADE AT HIGH SIDE OF WALL; BW = FINISH GRADE AT LOW SIDE OF WALL)
- PROPOSED GRADING LIMITS
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED DRAIN TILE / SUBSURFACE DRAINS (SD)
- PROPOSED MANHOLE (MH)
- PROPOSED CATCH BASIN (CB)
- PROPOSED HYDRANT (HYD)
- PROPOSED GATE VALVE (GV)
- PROPOSED POST INDICATOR VALVE (PIV)
- PROVIDE MINIMUM 18" VERTICAL SEPARATION AT CROSSING - PROVIDE VERTICAL BENDS IN WATERMAIN AS REQUIRED TO ACCOMPLISH. CENTER ONE LENGTH WATERMAIN PIPE ON CROSSING.
- CONNECT DRAIN TILE TO STRUCTURE AND PROVIDE BACKWATER VALVE
- CENTER ONE LENGTH OF SOLID PVC PIPE ON WATERMAIN AT CROSSING
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

HORZ. SCALE 0 30 60 FEET

POPE DESIGN GROUP
767 N. EUSTIS STREET, SUITE 190
ST. PAUL, MINNESOTA 55114
651.642.9200
WWW.POPEDESIGN.COM

Bethesda

BETHESDA WILLMAR INDEPENDENT LIVING
WILLMAR, MN

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
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UTILITY PLAN - SANITARY SEWER AND WATERMAIN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

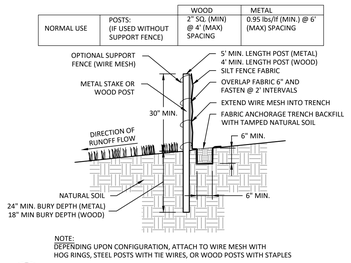
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David A. Rey License Number: 40180
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COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C4.02

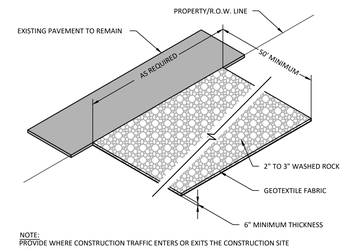


NORMAL USE	POSTS: (IF USED WITHOUT SUPPORT FENCE)	WOOD 2" SQ. (MIN) @ 4' (MAX) SPACING	METAL 0.95 lbs/ft (MIN.) @ 6' (MAX) SPACING

NOTE:
DEPENDING UPON CONFIGURATION, ATTACH TO WIRE MESH WITH HOG RINGS, STEEL POSTS WITH TIE WIRES, OR WOOD POSTS WITH STAPLES

1 C5.01 SILT FENCE

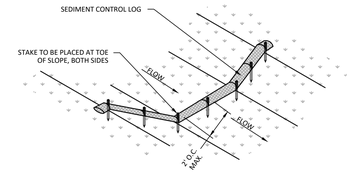
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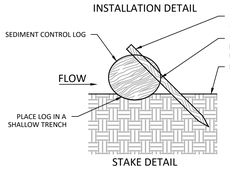
NOTE:
PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

2 C5.01 ROCK CONSTRUCTION ENTRANCE

NOT TO SCALE



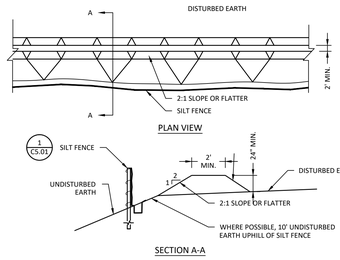
INSTALLATION DETAIL



STAKE DETAIL

4 C5.01 SEDIMENT CONTROL LOG

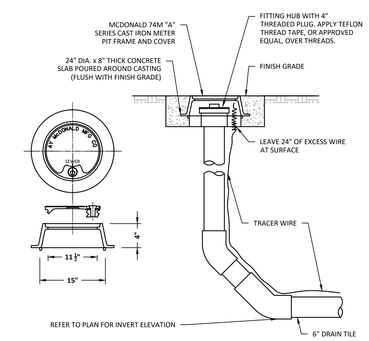
NOT TO SCALE



SECTION A-A

5 C5.01 TEMPORARY DIVERSION BERM

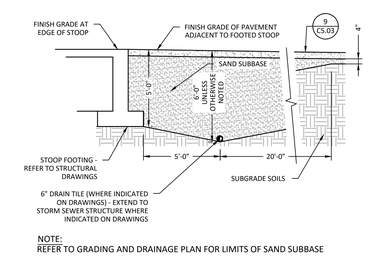
NOT TO SCALE



NOTE:
ATTACH TRACER WIRE WITH BROWN STRIPE TO PIPE AT 3' O.C. WITH PLASTIC ZIP-TIES (OR APPROVED EQUAL).

8 C5.01 CLEANOUT ASSEMBLY

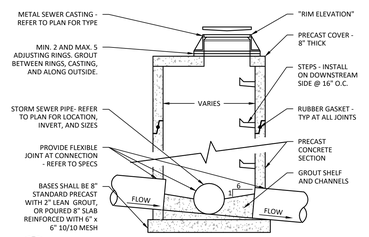
NOT TO SCALE



NOTE:
REFER TO GRADING AND DRAINAGE PLAN FOR LIMITS OF SAND SUBBASE

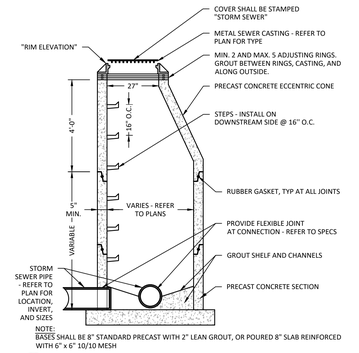
9 C5.01 SAND SUBBASE / DRAIN TILE AT DOORS & FROST FOOTED STOOPS

NOT TO SCALE



12 C5.01 CATCH BASIN

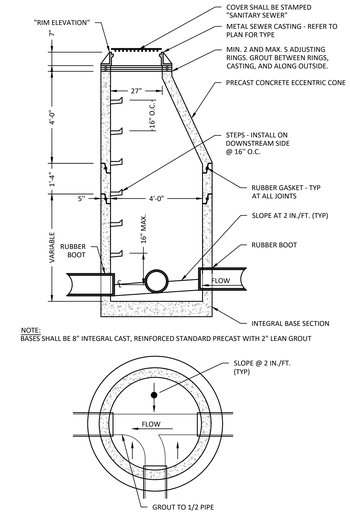
NOT TO SCALE



NOTE:
BASES SHALL BE 8" STANDARD PRECAST WITH 2" LEAN GROUT AND REINFORCED WITH 6" x 6" 10/10 MESH

13 C5.01 STORM SEWER MANHOLE

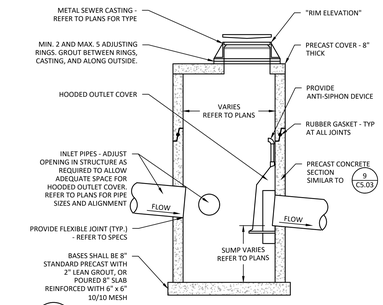
NOT TO SCALE



NOTE:
BASES SHALL BE 8" INTEGRAL CAST, REINFORCED STANDARD PRECAST WITH 2" LEAN GROUT

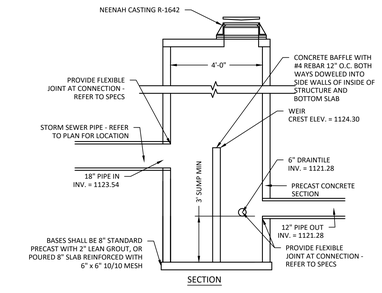
16 C5.01 SANITARY SEWER MANHOLE

NOT TO SCALE



18 C5.01 HOODED OUTLET COVER

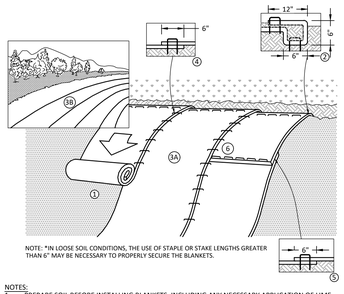
NOT TO SCALE



SECTION

19 C5.01 OUTLET CONTROL STRUCTURE OCS 1 (CENTRAL)

NOT TO SCALE



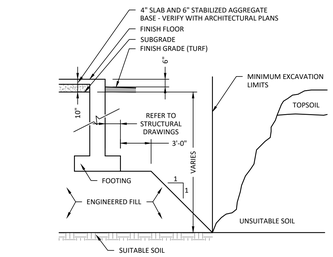
NOTE: *IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY SECURE THE BLANKETS.

NOTES:

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE. BLANKETS SHALL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE. WHEN USING OPTIONAL DOT SYSTEM , STAPLES/STAKES SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 6" OVERLAP DEPENDING ON BLANKET TYPE. TO ENSURE PROPER SEAM ALIGNMENT, PLACE THE EDGE OF THE OVERLAPPING BLANKET (BLANKET BEING INSTALLED ON TOP) EVEN WITH THE COLORED SEAM STITCH ON THE PREVIOUSLY INSTALLED BLANKET.
5. CONSECUTIVE BLANKETS SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 6" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART ACROSS ENTIRE BLANKET WIDTH.
6. BLANKET SHALL BE STAPLED AS PER MANUFACTURER'S RECOMMENDATION.

3 C5.01 EROSION CONTROL BLANKET

NOT TO SCALE

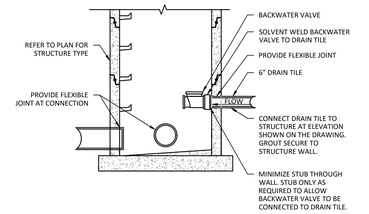


NOTES:

1. BOTTOM OF EXCAVATION (INCLUDING ROCK EXCAVATION) MUST BE APPROVED BY THE GEOTECHNICAL ENGINEER'S REPRESENTATIVE PRIOR TO PLACEMENT OF ANY FILL.
2. IN SOME LOCATIONS, FOOTING WILL REST ON ROCK. REFER TO STRUCTURAL DRAWINGS.
3. ROCK EXCAVATION WILL BE REQUIRED IN SOME LOCATIONS.

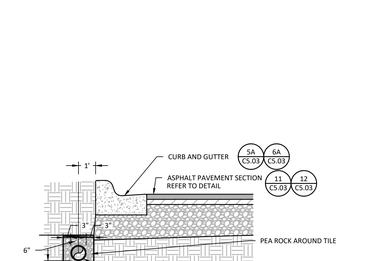
6 C5.01 ENGINEERED FILL

NOT TO SCALE



7 C5.01 BACKWATER VALVE

NOT TO SCALE



NOTES:

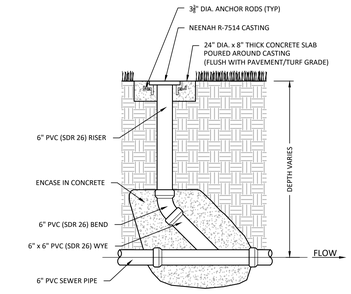
1. TRENCH SIDEWALLS TO MEET O.S.H.A REQUIREMENTS.
2. UPPER 3 FT. OF BACKFILL SHALL BE COMPACTED TO AT LEAST 100% STANDARD PROCTOR DRY DENSITY. BELOW THIS ELEVATION, BACKFILL SHALL BE COMPACTED TO AT LEAST 95% STANDARD PROCTOR DRY DENSITY.
3. INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.

10 C5.01 PIPE BEDDING PVC

NOT TO SCALE

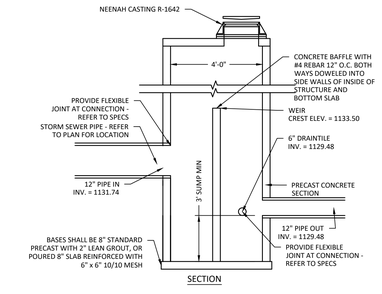
14 C5.01 SUBSURFACE DRAIN

NOT TO SCALE



17 C5.01 SANITARY SEWER CLEANOUT (C.O.)

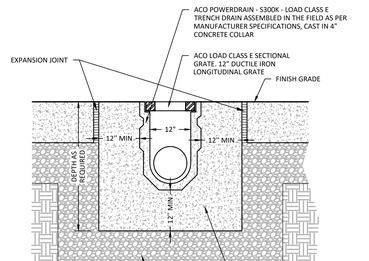
NOT TO SCALE



SECTION

20 C5.01 OUTLET CONTROL STRUCTURE OCS 2 (SOUTH)

NOT TO SCALE



NOTES:

1. TRENCH SIDEWALLS TO MEET O.S.H.A REQUIREMENTS.
2. UPPER 3 FT. OF BACKFILL SHALL BE COMPACTED TO AT LEAST 100% STANDARD PROCTOR DRY DENSITY. BELOW THIS ELEVATION, BACKFILL SHALL BE COMPACTED TO AT LEAST 95% STANDARD PROCTOR DRY DENSITY.

11 C5.01 PIPE BEDDING - RCP & DIP

NOT TO SCALE

15 C5.01 TRENCH DRAIN

NOT TO SCALE

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Email: goldenvalley@bolton-menk.com
www.bolton-menk.com

CIVIL DETAILS

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO: 12739-23085
DRAWN BY: DGE
CHECKED BY: DAR

SHEET

C5.01

Advanced Drainage Systems, Inc.

ADS SiteAssist
FOR STORMTECH INSTALLATION INSTRUCTIONS VISIT OUR APP

SC-740 STORMTECH CHAMBER SPECIFICATIONS

1. CHAMBERS SHALL BE STORMTECH SC-740.
2. CHAMBERS SHALL BE ARCH-SHAPED AND SHALL BE MANUFACTURED FROM VIRGIN, IMPACT-MODIFIED POLYPROPYLENE COPOLYMERS.
3. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
4. CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORTS THAT WOULD IMPEDE FLOW OR LIMIT ACCESS FOR INSPECTION.
5. THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
6. CHAMBERS SHALL BE DESIGNED, TESTED AND ALLOWABLE LOAD CONFIGURATIONS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS". LOAD CONFIGURATIONS SHALL INCLUDE: 1) INSTANTANEOUS (<1 MIN) AASHTO DESIGN TRUCK LIVE LOAD ON MINIMUM COVER 2) MAXIMUM PERMANENT (75-YR) COVER LOAD AND 3) ALLOWABLE COVER WITH PARKED (1-WEEK) AASHTO DESIGN TRUCK.
7. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 2".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT SHALL BE GREATER THAN OR EQUAL TO 550 LBS/FT/%. THE ASC IS DEFINED IN SECTION 6.2.8 OF ASTM F2418. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.
8. ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. UPON REQUEST BY THE SITE DESIGN ENGINEER OR OWNER, THE CHAMBER MANUFACTURER SHALL SUBMIT A STRUCTURAL EVALUATION FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE AS FOLLOWS:
   - THE STRUCTURAL EVALUATION SHALL BE SEALED BY A REGISTERED PROFESSIONAL ENGINEER.
   - THE STRUCTURAL EVALUATION SHALL DEMONSTRATE THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.95 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY SECTIONS 3 AND 12.12 OF THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS FOR THERMOPLASTIC PIPE.
   - THE TEST DERIVED CREEP MODULUS AS SPECIFIED IN ASTM F2418 SHALL BE USED FOR PERMANENT DEAD LOAD DESIGN EXCEPT THAT IT SHALL BE THE 75-YEAR MODULUS USED FOR DESIGN.
9. CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF THE SC-740 SYSTEM

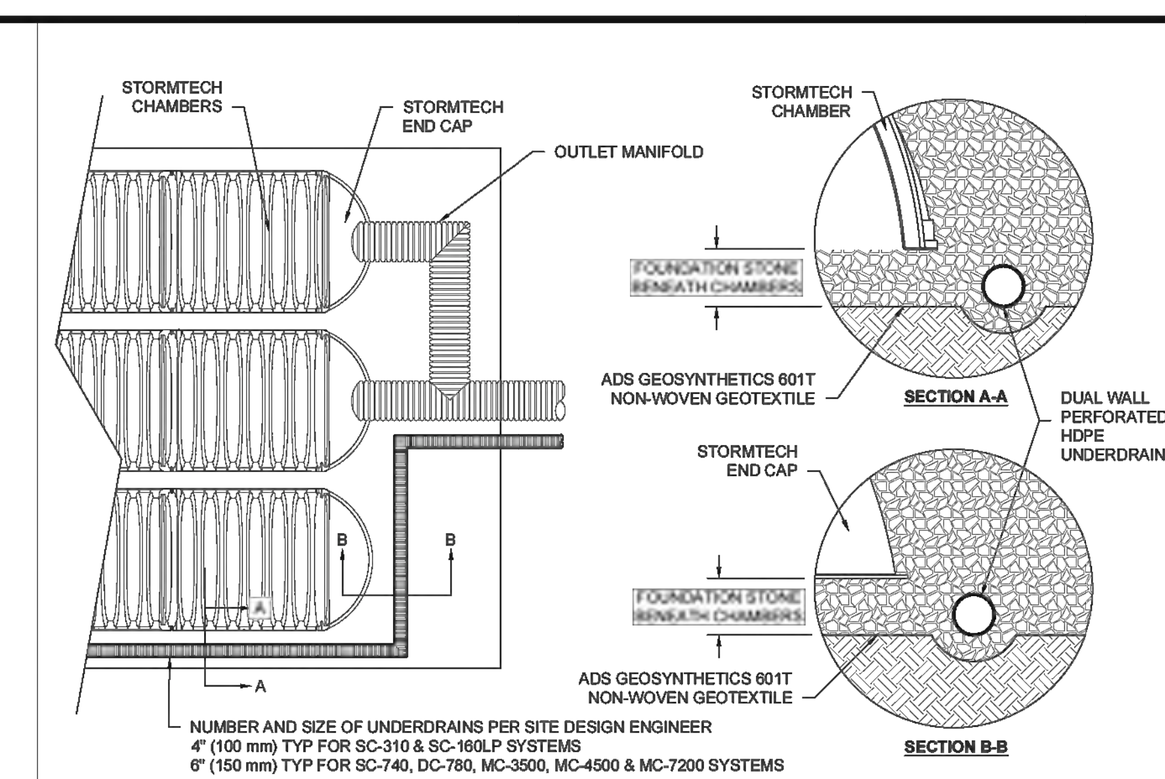
1. STORMTECH SC-740 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS.
2. STORMTECH SC-740 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740/DC-780 CONSTRUCTION GUIDE".
3. CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR AN EXCAVATOR SITUATED OVER THE CHAMBERS. STORMTECH RECOMMENDS 3 BACKFILL METHODS:
   - STONESHOOTER LOCATED OFF THE CHAMBER BED.
   - BACKFILL AS ROWS ARE BUILT USING AN EXCAVATOR ON THE FOUNDATION STONE OR SUBGRADE.
   - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG BOOM HOE OR EXCAVATOR.
4. THE FOUNDATION STONE SHALL BE LEVELED AND COMPACTED PRIOR TO PLACING CHAMBERS.
5. JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE.
6. MAINTAIN MINIMUM - 6" (150 mm) SPACING BETWEEN THE CHAMBER ROWS.
7. EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE 3/4-2" (20-50 mm).
8. THE CONTRACTOR MUST REPORT ANY DISCREPANCIES WITH CHAMBER FOUNDATION MATERIALS BEARING CAPACITIES TO THE SITE DESIGN ENGINEER.
9. ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT

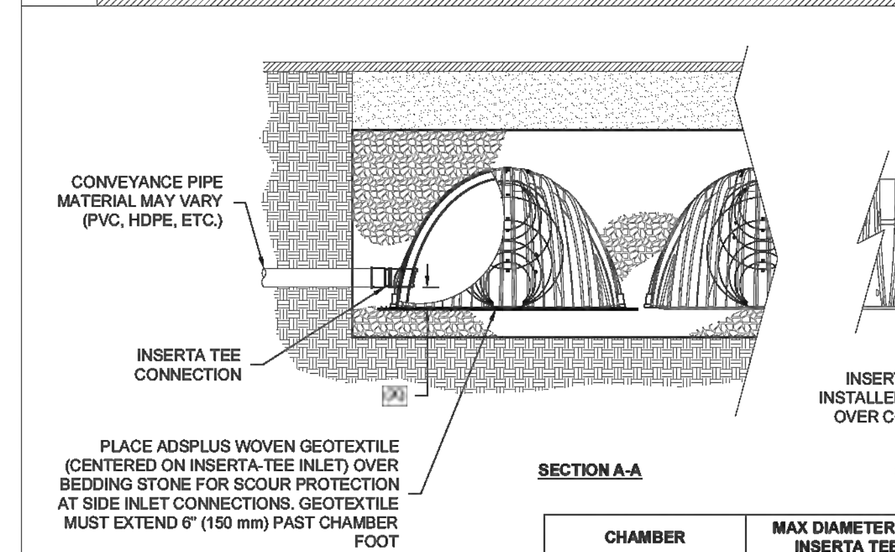
1. STORMTECH SC-740 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740/DC-780 CONSTRUCTION GUIDE".
2. THE USE OF CONSTRUCTION EQUIPMENT OVER SC-740 CHAMBERS IS LIMITED:
   - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
   - NO RUBBER TIRED LOADERS, DUMP TRUCKS, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740/DC-780 CONSTRUCTION GUIDE".
   - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH SC-310/SC-740/DC-780 CONSTRUCTION GUIDE".
3. FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.

USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO THE CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-892-2694 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.



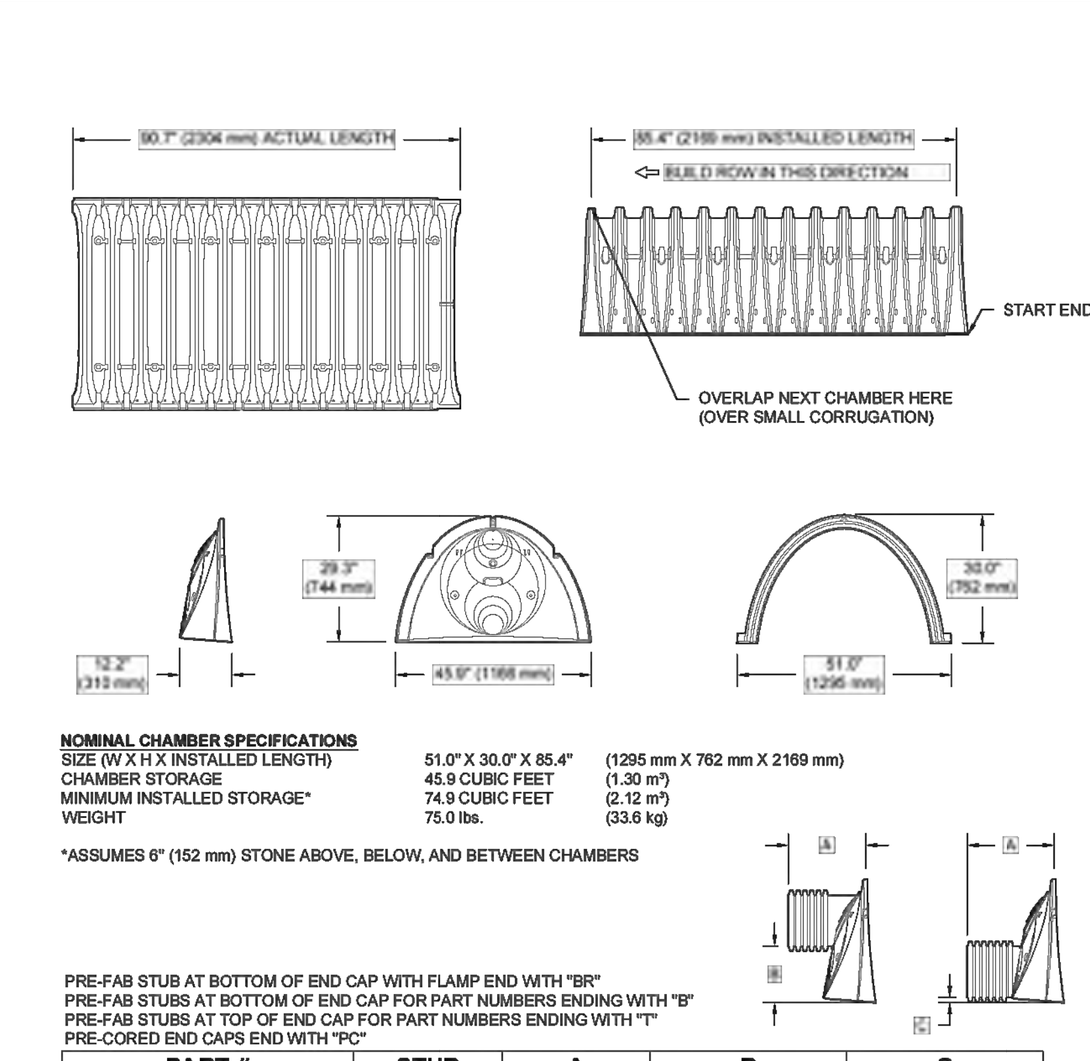
5 UNDERDRAIN DETAIL



CHAMBER	MAX DIAMETER OF INSERTA TEE	HEIGHT FROM BASE OF CHAMBER (X)
SC-310	6" (150 mm)	4" (100 mm)
SC-740	10" (250 mm)	4" (100 mm)
DC-780	10" (250 mm)	4" (100 mm)
MC-3500	12" (300 mm)	6" (150 mm)
MC-4500	12" (300 mm)	8" (200 mm)
MC-7200	12" (300 mm)	8" (200 mm)
INSERTA TEE FITTINGS AVAILABLE FOR SDR 26, SDR 35, SCH 40 IPS GASKETED & SOLVENT WELD, N-12, HP STORM, C-900 OR DUCTILE IRON		

NOTES:
- PART NUMBERS WILL VARY BASED ON INLET PIPE MATERIALS. CONTACT STORMTECH FOR MORE INFORMATION.
- CONTACT ADS ENGINEERING SERVICES IF INSERTA TEE INLET MUST BE RAISED AS NOT ALL INVERTS ARE POSSIBLE.

6 INSERTA-TEE SIDE INLET DETAIL



NOMINAL CHAMBER SPECIFICATIONS

SIZE (W X H X INSTALLED LENGTH)	51.0" X 30.0" X 85.4"	(1295 mm X 762 mm X 2169 mm)
CHAMBER STORAGE	45.9 CUBIC FEET	(1.30 m³)
MINIMUM INSTALLED STORAGE*	74.9 CUBIC FEET	(2.12 m³)
WEIGHT	75.0 lbs.	(33.6 kg)

*ASSUMES 6" (152 mm) STONE ABOVE, BELOW, AND BETWEEN CHAMBERS

PRE-FAB STUB AT BOTTOM OF END CAP WITH FLAMP END WITH "BR"
PRE-FAB STUBS AT BOTTOM OF END CAP FOR PART NUMBERS ENDING WITH "B"
PRE-FAB STUBS AT TOP OF END CAP FOR PART NUMBERS ENDING WITH "T"
PRE-CORED END CAPS END WITH "PC"

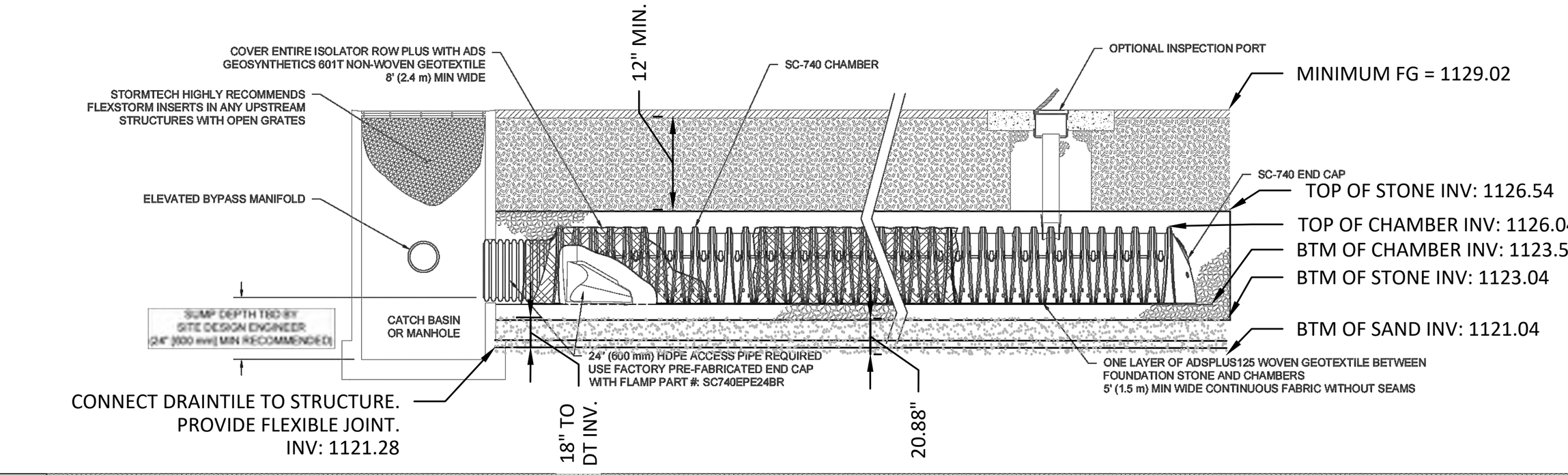
PART #	STUB	A	B	C
SC740EPE06T / SC740EPE06TPC	6" (150 mm)	10.9" (277 mm)	18.5" (470 mm)	---
SC740EPE06B / SC740EPE06BPC			---	0.5" (13 mm)
SC740EPE08T /SC740EPE08TPC	8" (200 mm)	12.2" (310 mm)	16.5" (419 mm)	---
SC740EPE08B / SC740EPE08BPC			---	0.6" (15 mm)
SC740EPE10T / SC740EPE10TPC	10" (250 mm)	13.4" (340 mm)	14.5" (368 mm)	---
SC740EPE10B / SC740EPE10BPC			---	0.7" (18 mm)
SC740EPE12T / SC740EPE12TPC	12" (300 mm)	14.7" (373 mm)	12.5" (318 mm)	---
SC740EPE12B / SC740EPE12BPC			---	1.2" (30 mm)
SC740EPE15T / SC740EPE15TPC	15" (375 mm)	18.4" (467 mm)	9.0" (229 mm)	---
SC740EPE15B / SC740EPE15BPC			---	1.3" (33 mm)
SC740EPE18T / SC740EPE18TPC	18" (450 mm)	19.7" (500 mm)	5.0" (127 mm)	---
SC740EPE18B / SC740EPE18BPC			---	1.6" (41 mm)
SC740EPE24B*	24" (600 mm)	18.5" (470 mm)	---	0.1" (3 mm)
SC740EPE24BR*	24" (600 mm)	18.5" (470 mm)	---	0.1" (3 mm)

ALL STUBS, EXCEPT FOR THE SC740EPE24B/SC740EPE24BR ARE PLACED AT BOTTOM OF END CAP SUCH THAT THE OUTSIDE DIAMETER OF THE STUB IS FLUSH WITH THE BOTTOM OF THE END CAP. FOR ADDITIONAL INFORMATION CONTACT STORMTECH AT 1-888-892-2694.

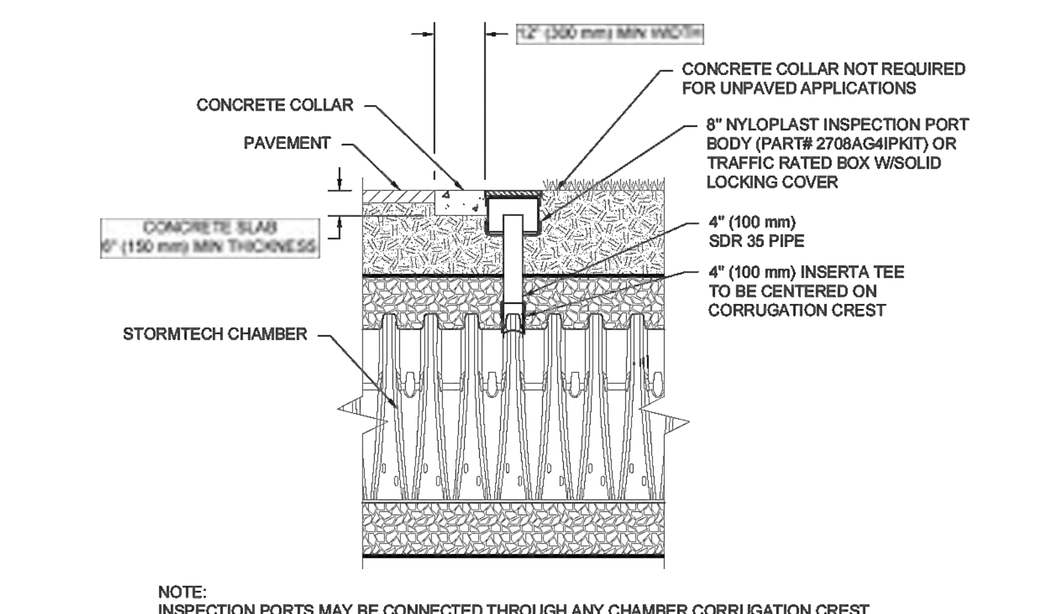
* FOR THE SC740EPE24B/SC740EPE24BR THE 24" (600 mm) STUB LIES BELOW THE BOTTOM OF THE END CAP APPROXIMATELY 1.75" (44 mm). BACKFILL MATERIAL SHOULD BE REMOVED FROM BELOW THE N-12 STUB SO THAT THE FITTING SITS LEVEL.

NOTE: ALL DIMENSIONS ARE NOMINAL

2 SC-740 TECHNICAL SPECIFICATIONS



3 SC-740 ISOLATOR ROW PLUS DETAIL



NOTE:
INSPECTION PORTS MAY BE CONNECTED THROUGH ANY CHAMBER CORRUGATION CREST.

INSPECTION & MAINTENANCE

STEP 1) INSPECT ISOLATOR ROW PLUS FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
  - A.1. REMOVE/OPEN LID ON NYLOPLAST INLINE DRAIN
  - A.2. REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
  - A.3. USING A FLASHLIGHT AND STADIA ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
  - A.4. LOWER A CAMERA INTO ISOLATOR ROW PLUS FOR VISUAL INSPECTION OF SEDIMENT LEVELS (OPTIONAL)
  - A.5. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
- B. ALL ISOLATOR PLUS ROWS
  - B.1. REMOVE COVER FROM STRUCTURE AT UPSTREAM END OF ISOLATOR ROW PLUS
  - B.2. USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW PLUS THROUGH OUTLET PIPE
    - i) MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY
    - ii) FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
  - B.3. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.

STEP 2) CLEAN OUT ISOLATOR ROW PLUS USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45" (1.1 m) OR MORE IS PREFERRED
- B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
- C. VACUUM STRUCTURE SUMP AS REQUIRED

STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LIDS; RECORD OBSERVATIONS AND ACTIONS.

STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM.

NOTES

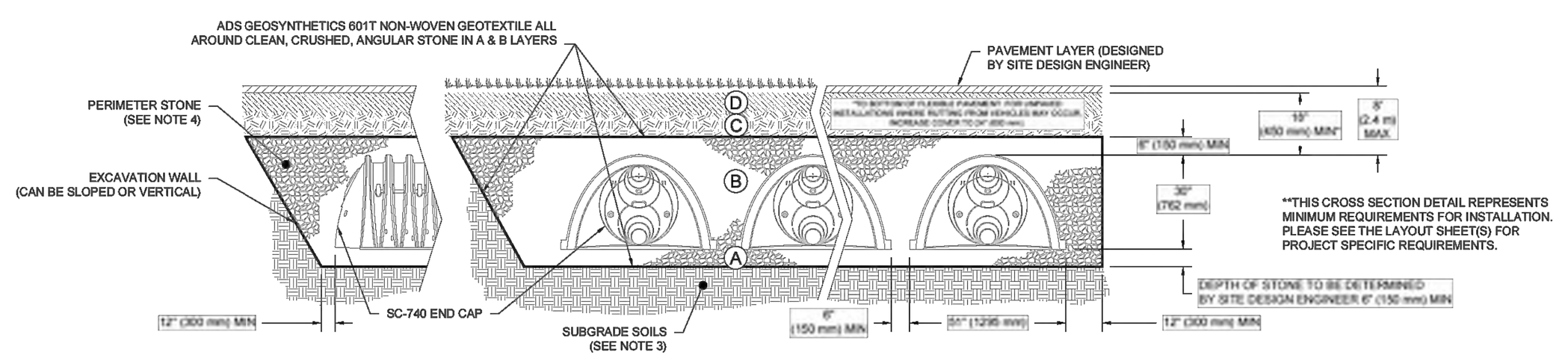
1. INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS.
2. CONDUCT JETTING AND VACTORING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.

4 4" PVC INSPECTION PORT DETAIL (SC SERIES CHAMBER)

ACCEPTABLE FILL MATERIALS: STORMTECH SC-740 CHAMBER SYSTEMS

MATERIAL LOCATION		DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	**FINAL FILL:** FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER.	ANY SOIL/ROCK MATERIALS, NATIVE SOILS, OR PER ENGINEER'S PLANS. CHECK PLANS FOR PAVEMENT SUBGRADE REQUIREMENTS.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	**INITIAL FILL:** FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 18" (450 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	GRANULAR WELL-GRADED SOIL/AGGREGATE MIXTURES, <35% FINES OR PROCESSED AGGREGATE. MOST PAVEMENT SUBBASE MATERIALS CAN BE USED IN LIEU OF THIS LAYER.	AASHTO M145[1] A-1, A-2-4, A-3 OR AASHTO M43[1] 3, 357, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 12" (300 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 6" (150 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS. ROLLER GROSS VEHICLE WEIGHT NOT TO EXCEED 12,000 lbs (53 kN). DYNAMIC FORCE NOT TO EXCEED 20,000 lbs (89 kN).
B	**EMBEDMENT STONE:** FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 357, 4, 467, 5, 56, 57	NO COMPACTION REQUIRED.
A	**FOUNDATION STONE:** FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43[1] 3, 357, 4, 467, 5, 56, 57	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE.[2,3]

PLEASE NOTE:
1. THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M43) STONE".
2. STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 6" (150 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
3. WHERE INFILTRATION SURFACES MAY BE COMPROMISED BY COMPACTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.
4. ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.



**THIS CROSS SECTION DETAIL REPRESENTS MINIMUM REQUIREMENTS FOR INSTALLATION. PLEASE SEE THE LAYOUT SHEET(S) FOR PROJECT SPECIFIC REQUIREMENTS.

NOTES:

1. CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
2. SC-740 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
3. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
4. PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
5. REQUIREMENTS FOR HANDLING AND INSTALLATION:
   - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
   - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 2".
   - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT AS DEFINED IN SECTION 6.2.8 OF ASTM F2418 SHALL BE GREATER THAN OR EQUAL TO 550 LBS/FT/%. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.

1 SC-740 CROSS SECTION DETAIL

DRAWN: | DATE: | REVIEWED: | PROJECT NO: | REV: | NOT TO SCALE

SC-740 STANDARD DETAILS

StormTech® Chamber System
888-892-2694 | WWW.STORMTECH.COM

4640 TRUEMAN BLVD
HILLIARD, OH 43026

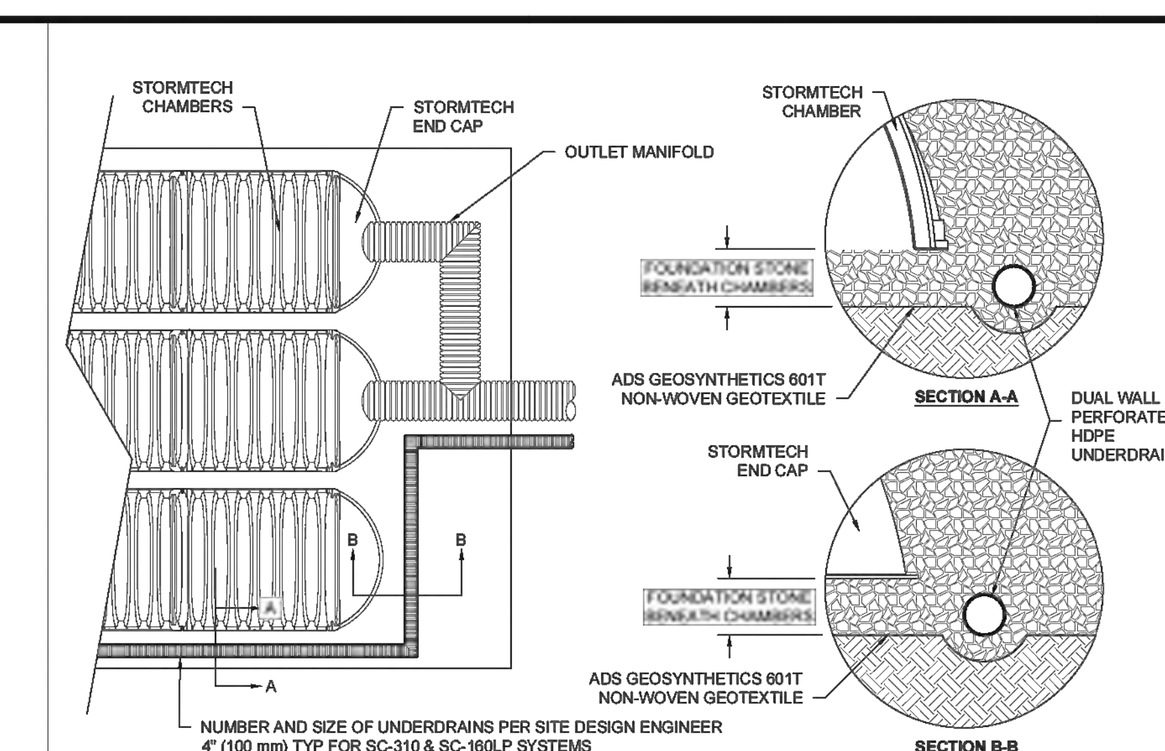
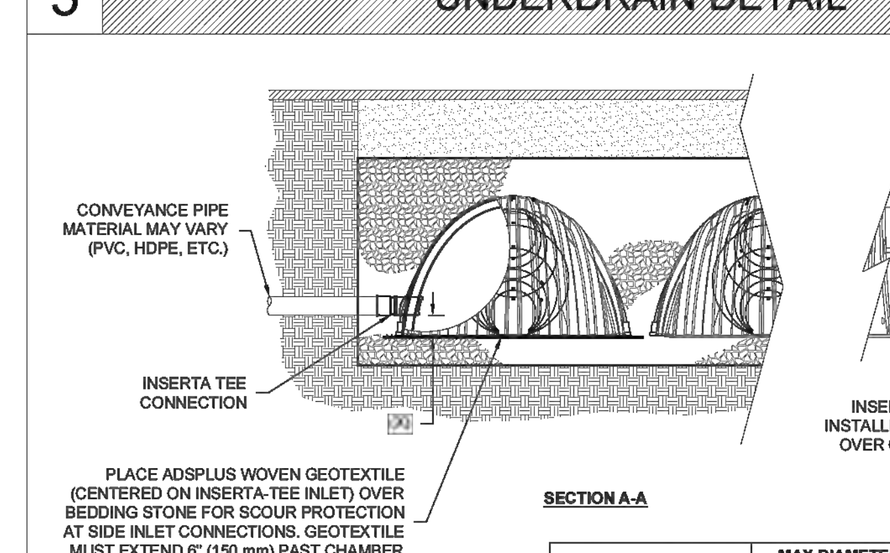
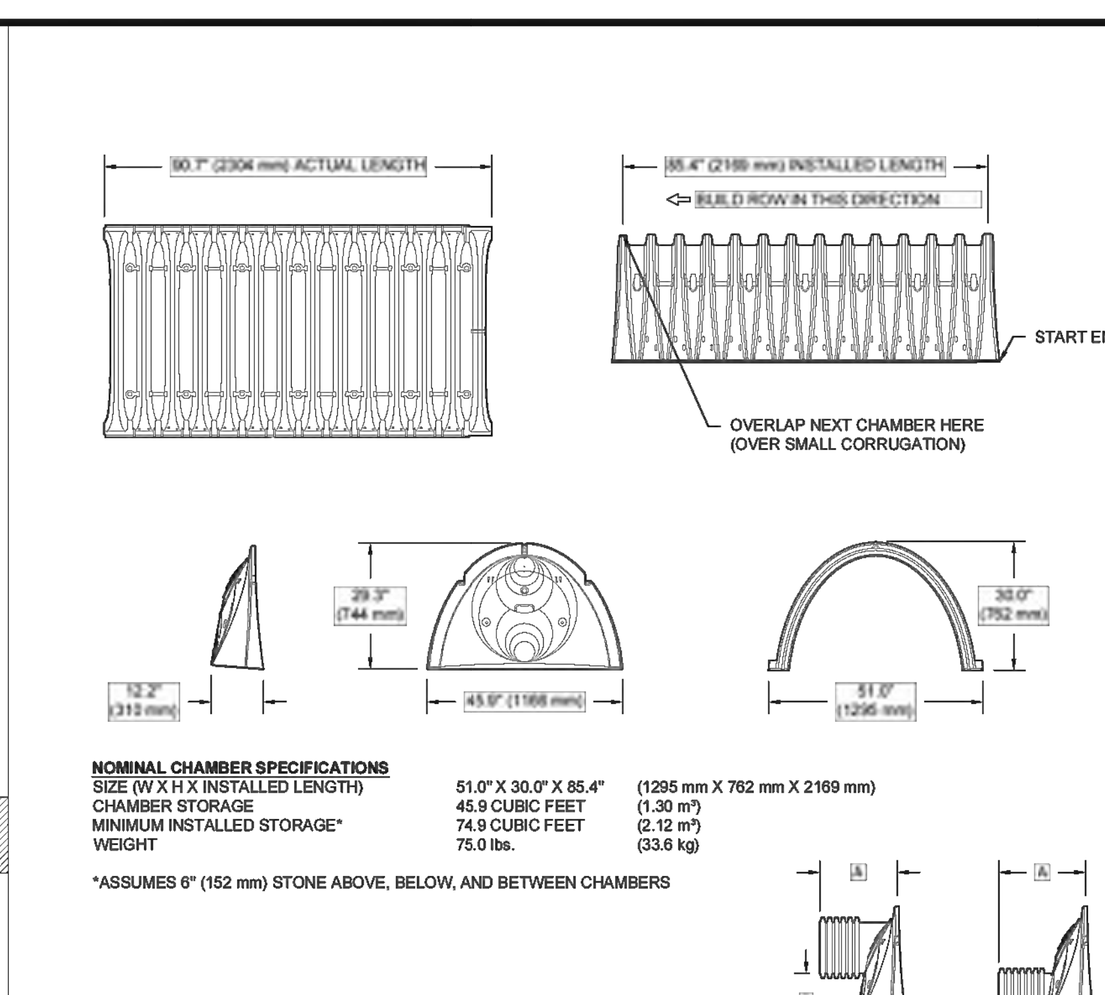
ADS Advanced Drainage Systems, Inc.

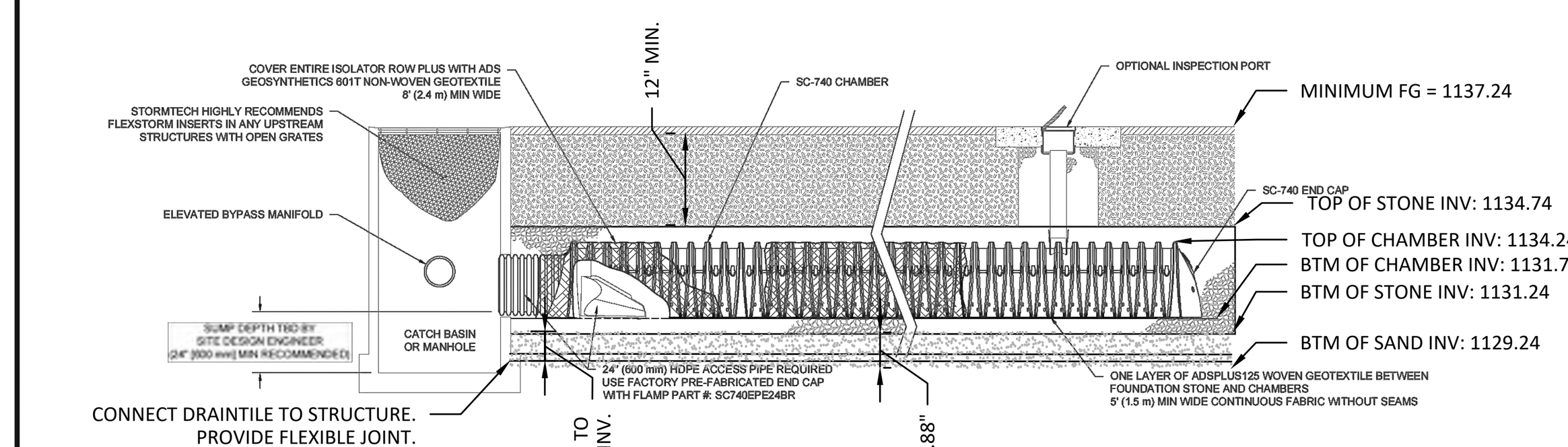
SHEET

ADVANCED DRAINAGE SYSTEMS, INC. ("ADS") HAS PREPARED THIS DETAIL BASED ON REFERENCED STANDARDS. ADS HAS NOT PERFORMED ANY ENGINEERING OR DESIGN SERVICES FOR THIS PROJECT, NOR HAS ADS INDEPENDENTLY VERIFIED THE INFORMATION SUPPLIED. THE INSTALLATION DETAILS PROVIDED HEREIN ARE GENERAL RECOMMENDATIONS AND ARE NOT SPECIFIC FOR THIS PROJECT, UNLESS THE PLANS ARE SIGNED AND SEALED BY THE SITE DESIGN ENGINEER. THE SITE DESIGN ENGINEER SHALL REVIEW THESE DETAILS PRIOR TO CONSTRUCTION AND SEALING THE DOCUMENT. IT IS THE SITE DESIGN ENGINEER'S RESPONSIBILITY TO ENSURE THE DETAILS PROVIDED HEREIN MEETS OR EXCEEDS THE APPLICABLE NATIONAL, STATE, OR LOCAL REQUIREMENTS AND TO ENSURE THAT THE DETAILS PROVIDED HEREIN ARE ACCEPTABLE FOR THIS PROJECT.

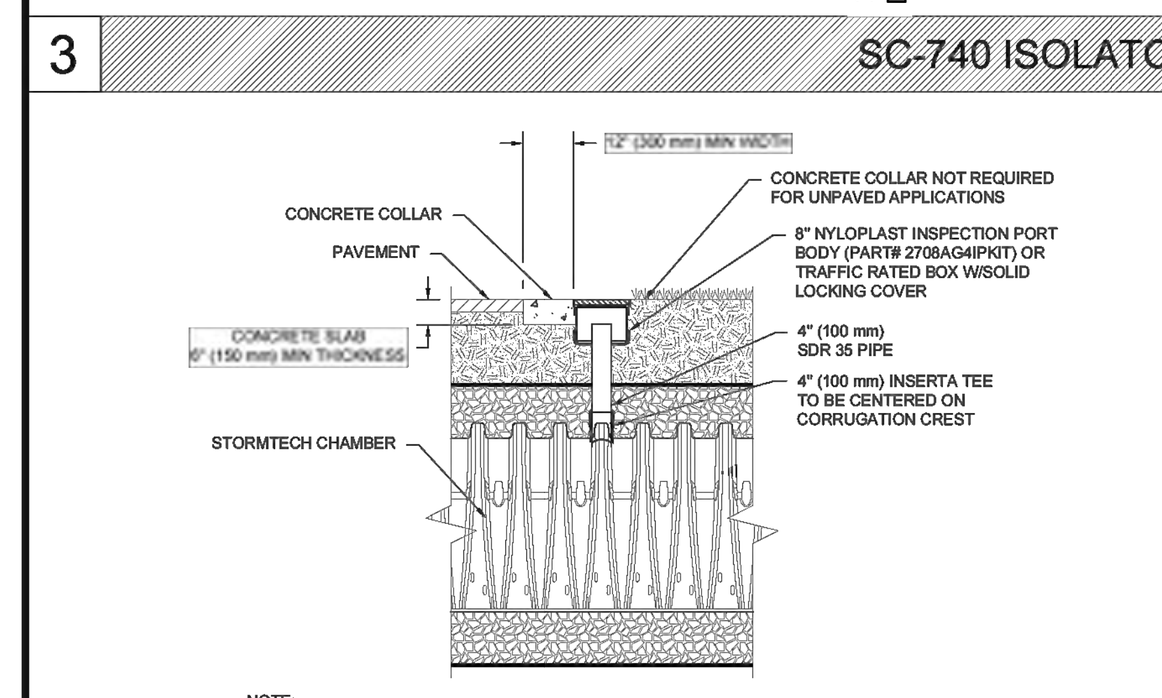
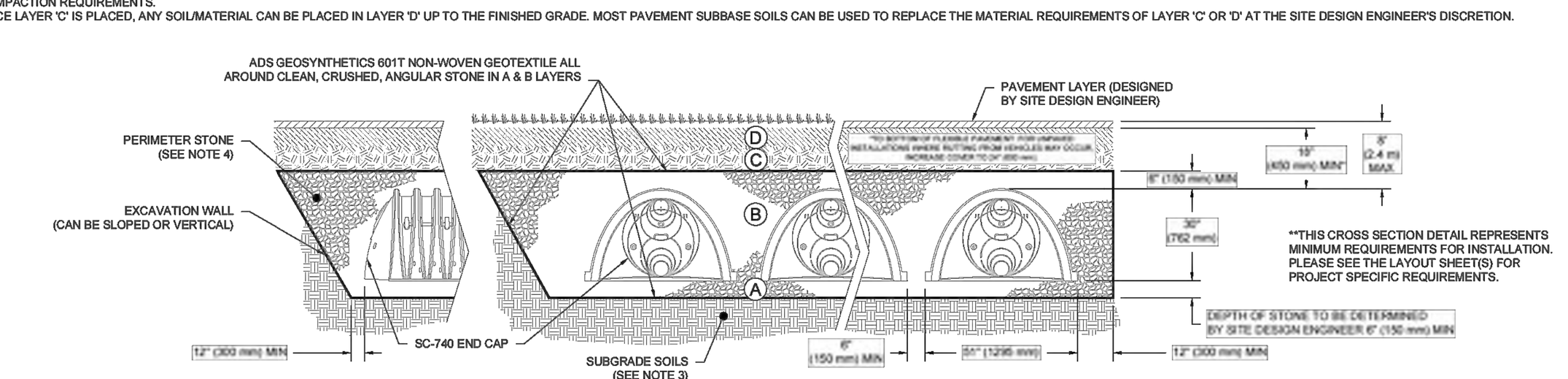
1/C5.02 SECTION THROUGH UNDERGROUND STORAGE UGS 1 (CENTRAL)
NOT TO SCALE

Advanced Drainage Systems, Inc. — SC-740 STORMTECH CHAMBER SPECIFICATIONS; IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF THE SC-740 SYSTEM; NOTES FOR CONSTRUCTION EQUIPMENT; 5 UNDERDRAIN DETAIL; 6 INSERTA-TEE SIDE INLET DETAIL; 2 SC-740 TECHNICAL SPECIFICATIONS; ACCEPTABLE FILL MATERIALS: STORMTECH SC-740 CHAMBER SYSTEMS; INSPECTION & MAINTENANCE; NOTES; 4 4" PVC INSPECTION PORT DETAIL (SC SERIES CHAMBER); 1 SC-740 CROSS SECTION DETAIL; SC-740 STANDARD DETAILS



3 SC-740 ISOLATOR ROW PLUS DETAIL

2/C5.02 SECTION THROUGH UNDERGROUND STORAGE UGS 2 (SOUTH)
NOT TO SCALE

pope DESIGN GROUP
POPE DESIGN GROUP
767 N. EUSTIS STREET, SUITE 190
ST. PAUL, MINNESOTA 55114
651.642.9200
WWW.POPEDESIGN.COM

Bethesda

BETHESDA WILLMAR INDEPENDENT LIVING
WILLMAR, MN

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
GOLDEN VALLEY, MINNESOTA 55427
Phone: (763) 544-7129
Email: goldenvalley@bolton-menk.com
www.bolton-menk.com

CIVIL DETAILS

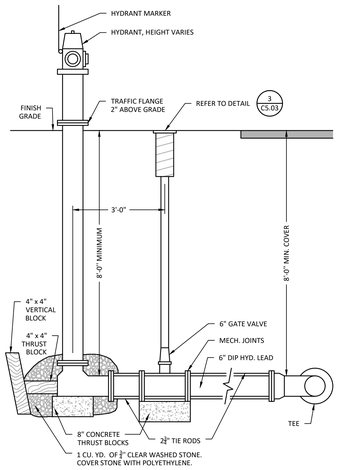
ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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

David A. Rey License Number: 40180
Date: 01/26/2024

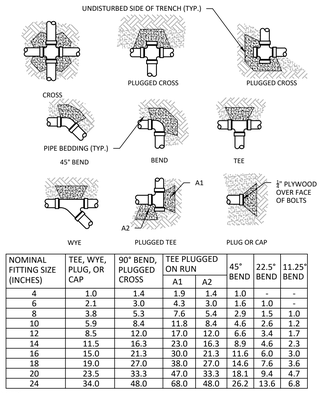
COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET
C5.02



1A C5.03 FIRE HYDRANT

NOT TO SCALE



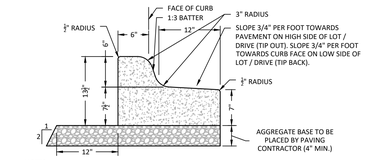
NOMINAL FITTING SIZE (INCHES)	TEE, WYE, PLUG, OR CAP	90° BEND, PLUGGED CROSS	TEE PLUGGED ON RUN		45° BEND	22.5° BEND	11.25° BEND
			A1	A2			
4	1.0	1.4	1.9	1.4	1.0	-	-
6	2.1	3.0	4.3	3.0	1.6	1.0	-
8	3.8	5.3	7.6	5.4	2.9	1.5	1.0
10	5.9	8.4	11.8	8.4	4.6	2.6	1.2
12	8.5	12.0	17.0	12.0	6.6	3.4	1.7
14	11.5	16.3	23.0	16.3	8.9	4.6	2.3
16	15.0	21.3	30.0	21.3	11.6	6.0	3.0
18	19.0	27.0	38.0	27.0	14.6	7.6	3.6
20	23.5	33.3	47.0	33.3	18.1	9.4	4.7
24	34.0	48.0	68.0	48.0	26.2	13.6	6.8

NOTES:
1. POUR CONCRETE THRUST BLOCKING AGAINST UNDISTURBED EARTH.
2. KEEP CONCRETE CLEAR OF PIPE JOINTS, NUTS, AND BOLTS.
3. BEARING AREAS IN THIS TABLE BASED ON TEST PRESSURE OF 150 PSI AND AN ALLOWABLE SOIL BEARING PRESSURE OF 2,000 PSF. TO COMPUTE BEARING AREAS FOR DIFFERENT TEST PRESSURES OR SOIL BEARING PRESSURES, USE THE FOLLOWING EQUATION:

BEARING AREA = (TEST PRESSURE/150) * (200/SOIL BEARING STRESS) * (TABLE VALUE).

2 C5.03 THRUST BLOCK

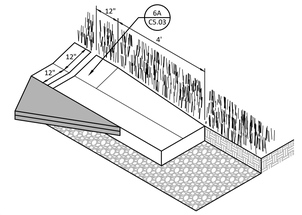
NOT TO SCALE



NOTES:
1. DIRECTION OF TRANSVERSE GUTTER SLOPE SHALL MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE.
2. CONSTRUCT WITH CURBING MACHINE.
3. AT CURB INLET CATCH BASINS, ADJUST CASTING TO BE 1" BELOW GUTTER GRADE. SLOPE GUTTER 5' EACH SIDE OF CATCH BASIN. PROVIDE POSITIVE DRAINAGE TO CATCH BASINS.

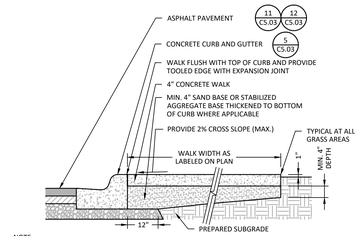
5A C5.03 B-612 CURB AND GUTTER

NOT TO SCALE



6B C5.03 D-412 CURB TERMINATOR

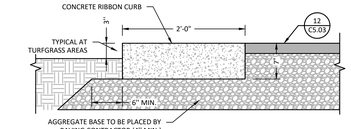
NOT TO SCALE



NOTE:
PROVIDE EXPANSION JOINT AND CAULK SEALANT AT ALL WALK, BUILDING, AND STOOP JOINTS.

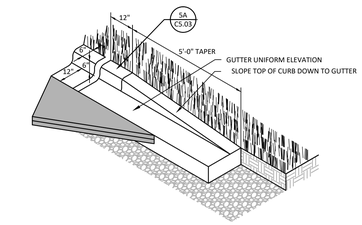
9 C5.03 CONCRETE WALK

NOT TO SCALE



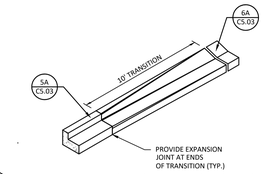
13 C5.03 CONCRETE RIBBON CURB

NOT TO SCALE



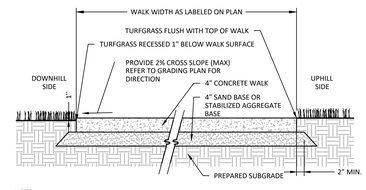
5B C5.03 B-612 CURB TERMINATOR

NOT TO SCALE



7 C5.03 CURB TRANSITION D-412 TO B-612

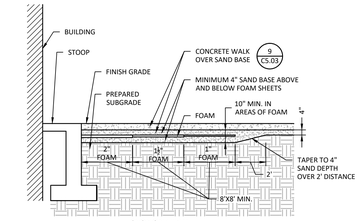
NOT TO SCALE



NOTE:
PROVIDE EXPANSION JOINT AND CAULK SEALANT AT ALL WALK, BUILDING, AND STOOP JOINTS.

10 C5.03 CONCRETE WALK

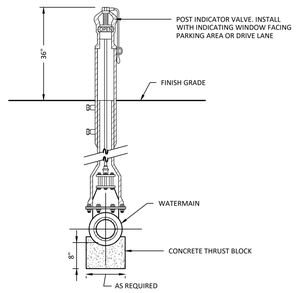
NOT TO SCALE



SECTION VIEW

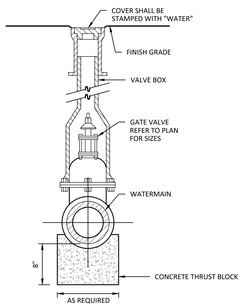
14 C5.03 FOAM INSULATION AT DOORS & FROST FOOTED STOOPS

NOT TO SCALE



1B C5.03 POST INDICATOR VALVE (PIV)

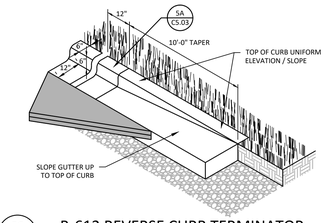
NOT TO SCALE



NOTE:
ADJUST TOP TO ½" BELOW FINISH GRADE OF PAVEMENT OR 1" BELOW FINISH GRADE OF TURFGRASS SET SO AS TO PROVIDE 12" OF UPWARD ADJUSTMENT.

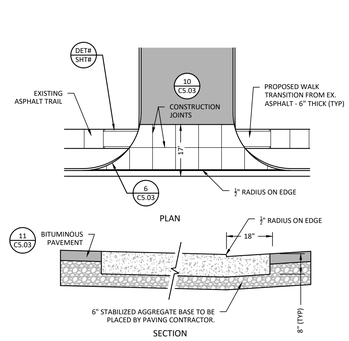
3 C5.03 GATE VALVE AND VALVE BOX

NOT TO SCALE



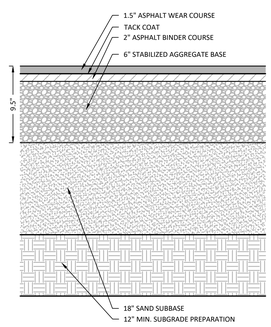
5C C5.03 B-612 REVERSE CURB TERMINATOR

NOT TO SCALE



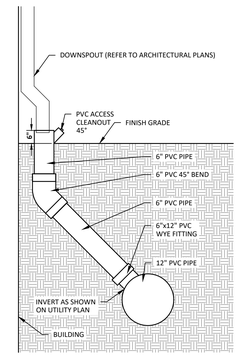
8 C5.03 CONCRETE ENTRANCE SLAB

NOT TO SCALE



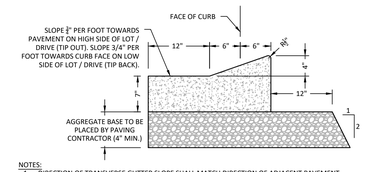
11 C5.03 MEDIUM DUTY ASPHALT PAVEMENT (WITH SAND BASE)

NOT TO SCALE



4 C5.03 WATERMAIN OFFSET

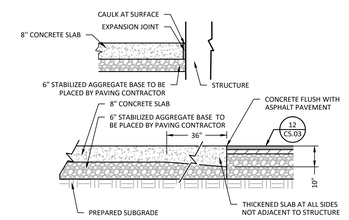
NOT TO SCALE



NOTES:
1. DIRECTION OF TRANSVERSE GUTTER SLOPE SHALL MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE.
2. CONSTRUCT WITH CURBING MACHINE.
3. AT CURB INLET CATCH BASINS, ADJUST CASTING TO BE 1" BELOW GUTTER GRADE. SLOPE GUTTER 5' ON EACH SIDE OF CATCH BASIN. PROVIDE POSITIVE DRAINAGE TO CATCH BASINS.

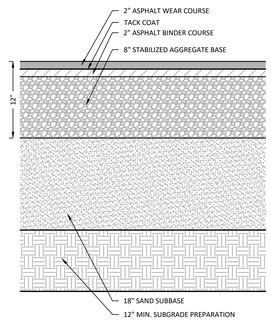
6A C5.03 D-412 CURB & GUTTER

NOT TO SCALE



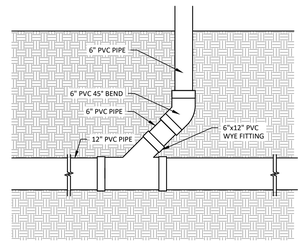
8A C5.03 CONCRETE SLAB

NOT TO SCALE



12 C5.03 HEAVY DUTY ASPHALT PAVEMENT (WITH SAND BASE)

NOT TO SCALE



15 C5.03 DOWNSPOUT CONNECTION TO STORM SEWER

NOT TO SCALE

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CIVIL DETAILS

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PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

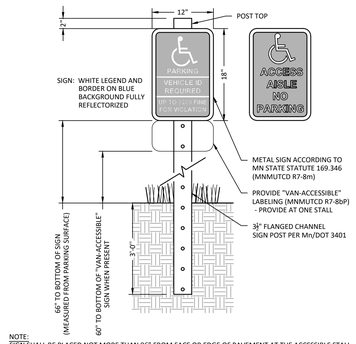
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO: 12739-23085
DRAWN BY: DGE
CHECKED BY: DAR

SHEET

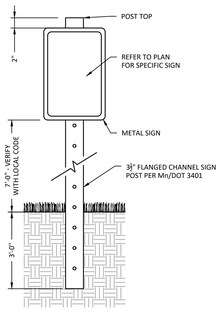
C5.03



NOTE:
SIGN SHALL BE PLACED NOT MORE THAN 96" FROM FACE OR EDGE OF PAVEMENT AT THE ACCESSIBLE STALL.

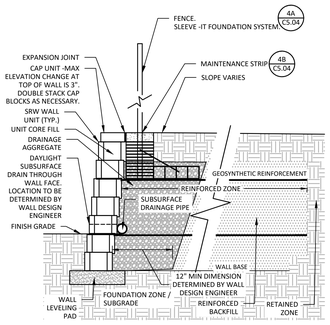
1 / C5.04 ACCESSIBLE PARKING SIGN AND POST IN GRASS

NOT TO SCALE



2 / C5.04 TRAFFIC SIGN AND POST IN GRASS

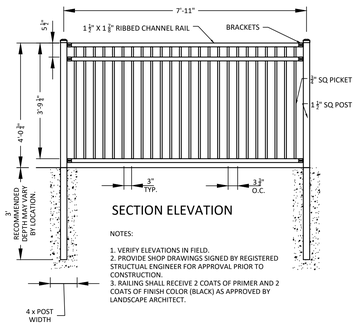
NOT TO SCALE



NOTE: SUBMIT SRW FINAL DESIGN DRAWINGS FOR REVIEW. REFER TO SPECIFICATIONS.

3 / C5.04 SEGMENTAL RETAINING WALL

NOT TO SCALE



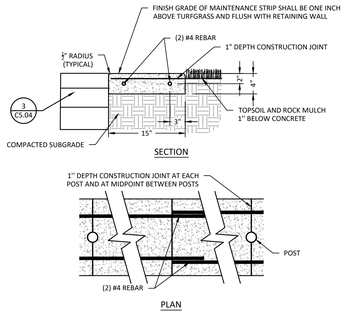
SECTION ELEVATION

NOTES:

1. VERIFY ELEVATIONS IN FIELD.
2. PROVIDE SHOP DRAWINGS SIGNED BY REGISTERED STRUCTUAL ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.
3. RAILING SHALL RECEIVE 2 COATS OF PRIMER AND 2 COATS OF FINISH COLOR (BLACK) AS APPROVED BY LANDSCAPE ARCHITECT.

4A / C5.04 DECORATIVE METAL FENCE

NOT TO SCALE

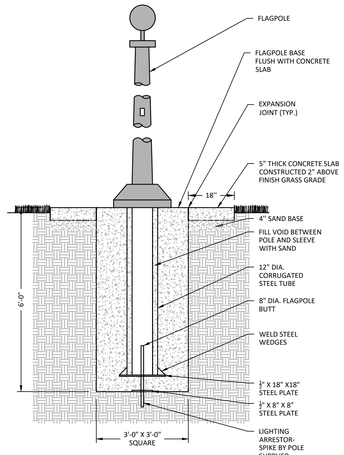


SECTION

PLAN

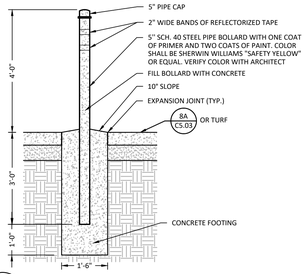
4B / C5.04 CONCRETE MAINTENANCE STRIP

NOT TO SCALE



5 / C5.04 FLAG POLE

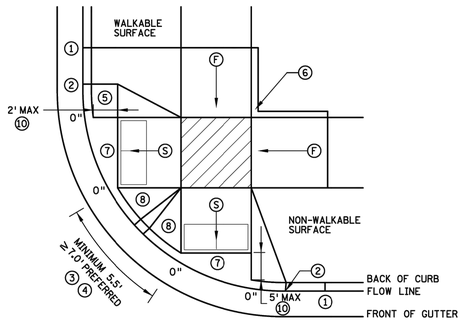
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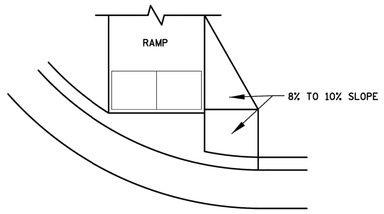
6 / C5.04 BOLLARD

NOT TO SCALE

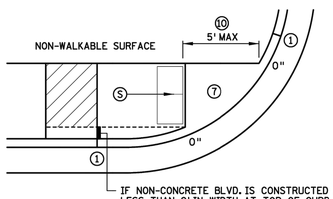
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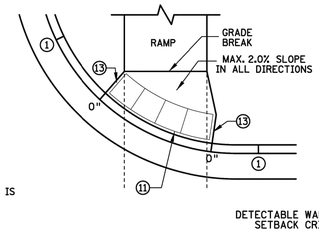
COMBINED DIRECTIONAL ⑨

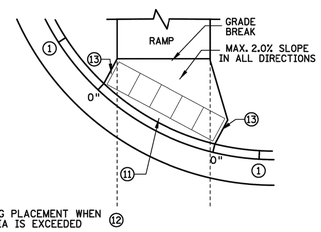


DIRECTIONAL RAMP WALKABLE FLARE

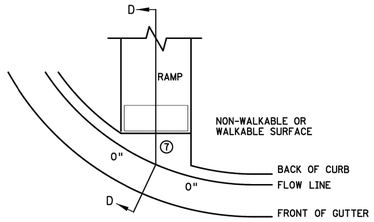


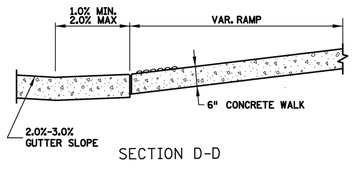
STANDARD ONE-WAY DIRECTIONAL ⑨



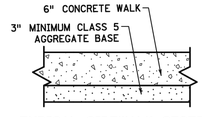


ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB





SECTION D-D



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER

CURB FOR DIRECTIONAL RAMPS ⑭

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

① MATCH FULL CURB HEIGHT.
② 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.
③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
⑧ 8% TO 10% WALKABLE FLARE.
⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

(S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
(F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
X" CURB HEIGHT

REVISION:	
APPROVED: JANUARY 23, 2017 OPERATIONS ENGINEER	

REVISED:	APPROVED:	PEDESTRIAN CURB RAMP DETAILS	
STATE DESIGN ENGINEER	1-23-2017	STANDARD PLAN 5-297.250	2 OF 6

7 / C5.04 PEDESTRIAN CURB RAMP

NOT TO SCALE

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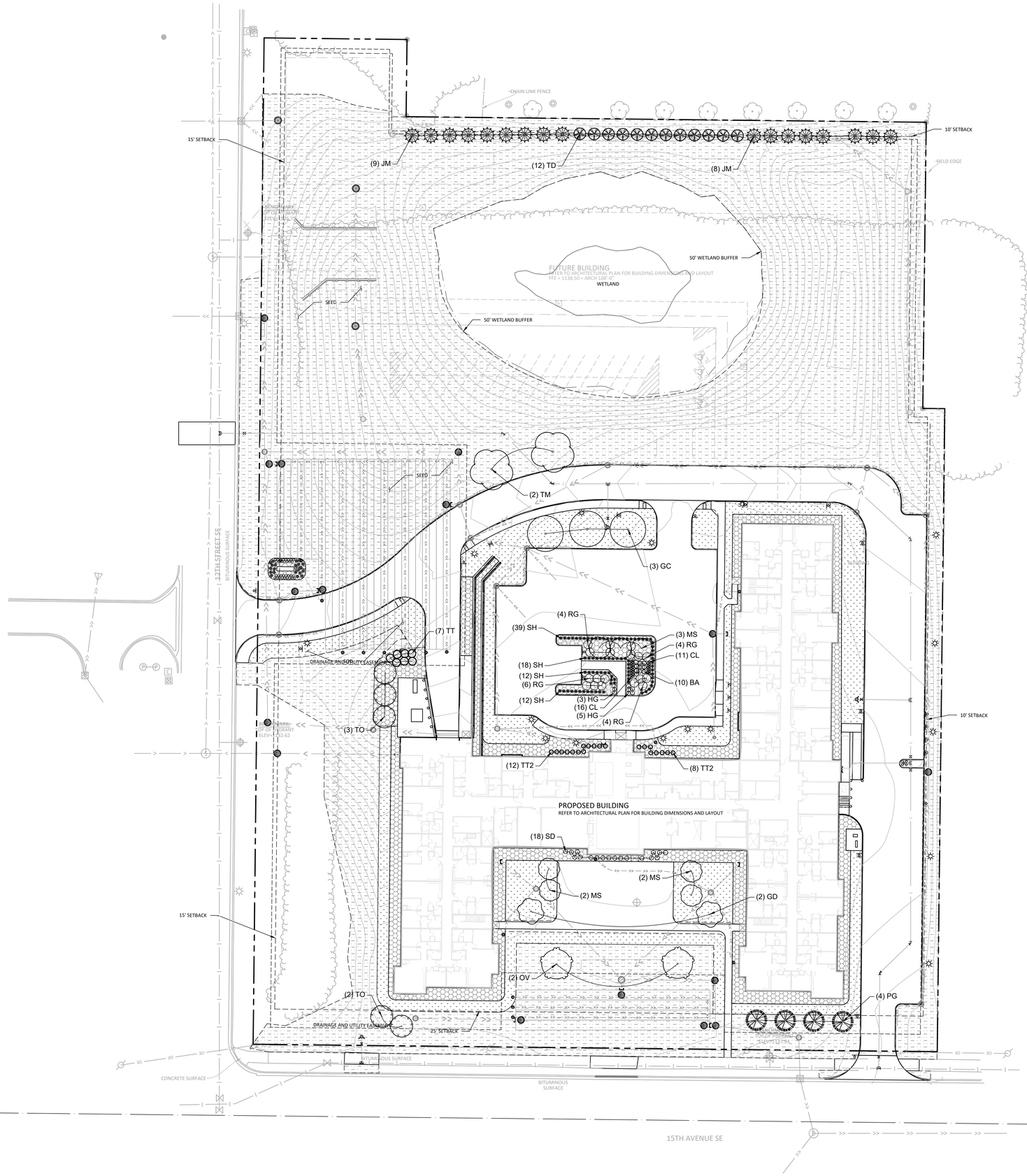
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

David A. Rey License Number: 40180
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	DAR

SHEET

C5.04



LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D. NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- PROPOSED SOD LIMITS
- PROPOSED SEED MIX #1
- PROPOSED LANDSCAPE ROCK BED
- PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
- PROPERTY LINE

NOTES

1. REFER TO SHEET CC3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. REFER TO SWPPP NARRATIVE, SHEET C2.03, FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
3. LANDSCAPE ARCHITECT MUST INSPECT AND APPROVE FINE GRADING BEFORE CONTRACTOR PROCEEDS WITH SODDING OR SEEDING.
4. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD, WHICH ARE NOT DESIGNATED TO BE PAVED, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED. ALL AREAS NOT DESIGNATED FOR SOD OR A SPECIFIC SEED MIX, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
5. WHERE NEW SOD MEETS EXISTING SOD, CUT A CLEAN, SHARP EDGE TO ALLOW FOR A CONSISTENT, UNIFORM, AND STRAIGHT JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS. JAGGED OR UNEVEN JOINTS WILL NOT BE ACCEPTED. REMOVE TOPSOIL AT THE JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS, AS REQUIRED, TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING TURFGRASS SURFACE.
6. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SOD OR RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.
7. BEGIN TURF ESTABLISHMENT IMMEDIATELY AFTER SODDING OR SEEDING. REFER TO SPECIFICATION FOR PROCEDURE.
8. ALL TREES SHALL BE BALLED AND BURLAPPED.
9. ALL TREES AND SHRUBS SHALL RECEIVE 4" DEPTH OF WOOD MULCH, UNLESS OTHERWISE SPECIFIED.
10. ALL PLANT MATERIALS SHALL BE NO. 1 QUALITY, NURSERY GROWN AND SPECIMENS MUST BE MATCHED.
11. ALL DECIDUOUS TREES ALONG DRIVES OR WITHIN PARKING LOTS SHALL BEGIN BRANCHING NO LOWER THAN 6'.

PLANT SCHEDULE

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
CONIFEROUS SHRUBS						
	TT2	TAXUS X MEDIA 'TAUNTON'	TAUNTON YEW	#5 CONT.		20
	TD	THUJA OCCIDENTALIS 'DARK GREEN'	DARK AMERICAN ARBORVITAE	6' HT.	B&B	12
	TT	THUJA OCCIDENTALIS 'TECHNY'	TECHNY ARBORVITAE	5' HT.	B&B	7
DECIDUOUS TREES						
	GD	GLEDITSIA TRIACANTHOS INERMIS 'DRAVES'	STREET KEEPER® HONEY LOCUST	2.5" CAL.	B&B	2
	GC	GYMNOCLADUS DIOICA 'UMNSYNERGY'	TRUE NORTH™ KENTUCKY COFFEETREE	2.5" CAL.	B&B	3
	OV	OSTRYA VIRGINIANA	AMERICAN HOPHORNBEAM	2.5" CAL.	B&B	2
	TM	TILIA AMERICANA 'MCKSENTRY'	AMERICAN SENTRY® LINDEN	2.5" CAL.	B&B	2
EVERGREEN TREES						
	JM	JUNIPERUS CHINENSIS 'MOUNTBATTEN'	MOUNTBATTEN JUNIPER	6' HT.	B&B	18
	PG	PICEA GLAUCA	WHITE SPRUCE	6' HT.	B&B	4
	TO	THUJA OCCIDENTALIS	AMERICAN ARBORVITAE	6' HT.	B&B	5
ORNAMENTAL TREES						
	MS	MALUS X 'SPRING SNOW'	SPRING SNOW CRABAPPLE	1.5" CAL.	B&B	7

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	SPREAD	QTY
SHRUBS						
	RG	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	#5 CONT.		18
	SD	SPIRAEA X BUMALDA 'DENISTAR'	FIRST EDITIONS® SUPERSTAR™ SPIREA	#5 CONT.		18
ORNAMENTAL GRASSES						
	SH	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	#1 CONT.		101
PERENNIALS						
	BA	BAPTISIA AUSTRALIS	BLUE WILD INDIGO	#1 CONT.		10
	CL	COREOPSIS LANCEOLATA	LANCELEAF TICKSEED	#1 CONT.		27
	HS	HEMEROCALLIS X 'GARDEN SHOW'	GARDEN SHOW DAYLILY	#1 CONT.		32
	HG	HOSTA X 'GOLDEN TIARA'	GOLDEN TIARA HOSTA	#1 CONT.		8

HORZ. SCALE: 0, 30, 60 FEET

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LANDSCAPE PLAN

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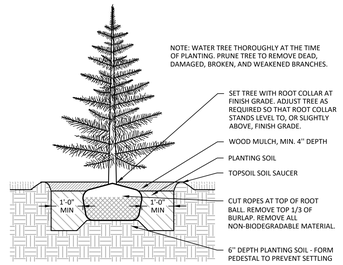
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the state of Minnesota.

Laura J. Detzler License Number: 53753
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	LJD

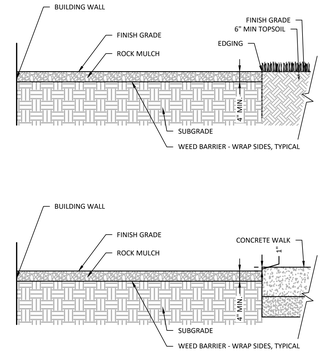
SHEET

L6.01



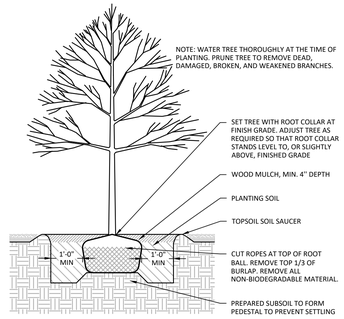
1 L6.02 CONIFEROUS TREE

NOT TO SCALE



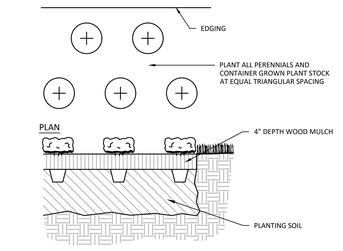
5 L6.02 ROCK MULCH BED

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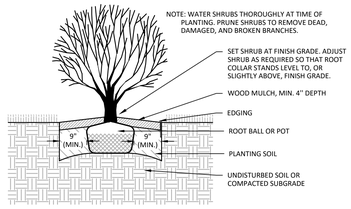
2 L6.02 DECIDUOUS TREE

NOT TO SCALE



3 L6.02 PERENNIALS AND CONTAINER GROWN PLANT STOCK

NOT TO SCALE



4 L6.02 SHRUB

NOT TO SCALE

POPE DESIGN GROUP
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LANDSCAPE DETAILS

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

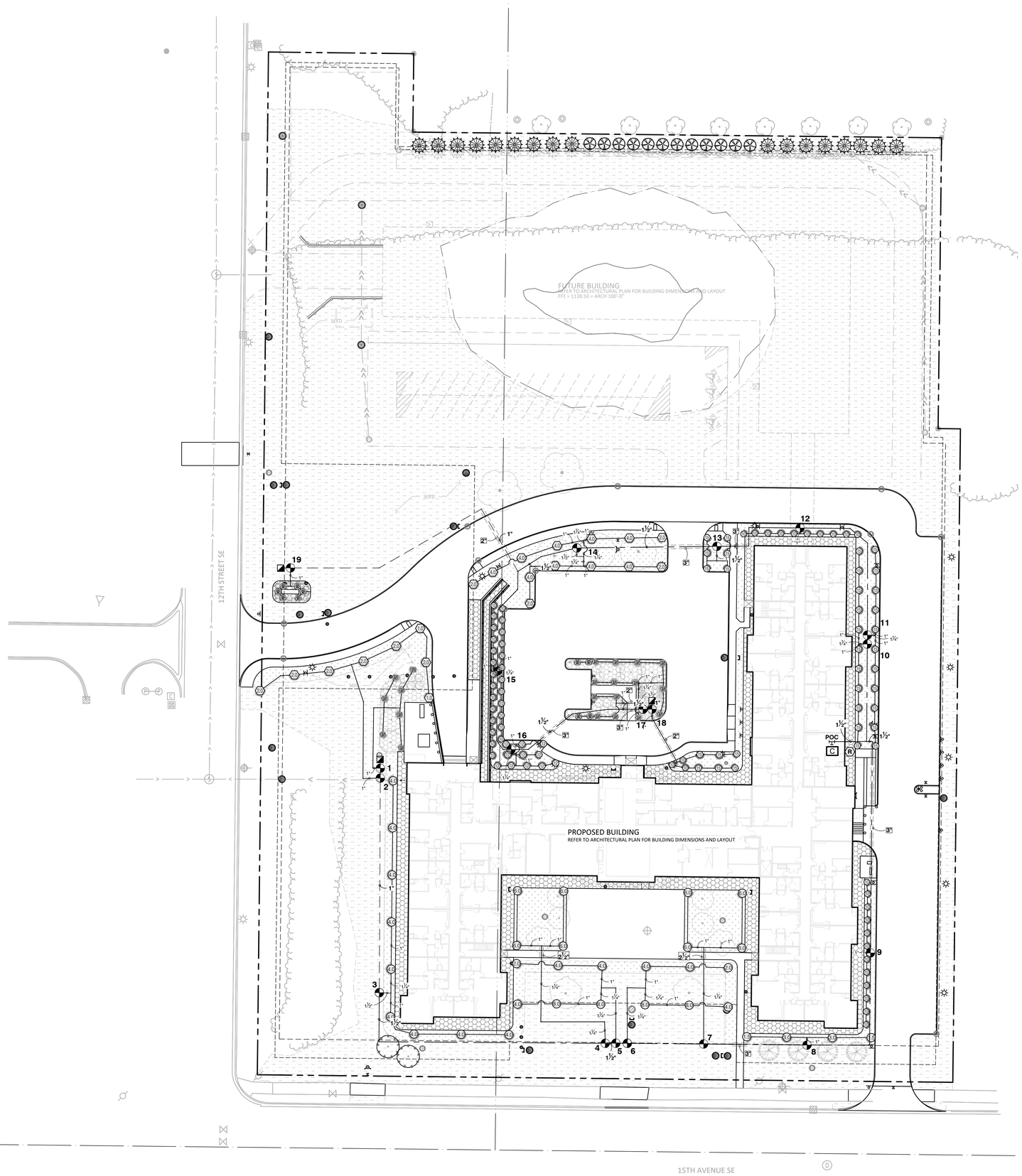
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the state of Minnesota.

Laura J. Detzler License Number: 53753
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	LJD

SHEET

L6.02



NOTES

1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
2. IRRIGATION SYSTEM IS DESIGNED FOR 60(+/-) PSI AT THE BASE OF ALL SPRINKLERS. NOTIFY ENGINEER/LANDSCAPE ARCHITECT IF EXISTING PRESSURE DIFFERS.
3. WATER SOURCE: WATER WILL BE STUBBED 24" BELOW GRADE AND 5' OUT FROM EXTERIOR WALL FROM PROPOSED 1 1/2" CAPPED FLANGE OUTSIDE THE MECHANICAL ROOM.
4. LAYOUT WORK AS ACCURATELY AS POSSIBLE. THE CONTRACTOR MAY MAKE MINOR ADJUSTMENTS TO THE LOCATION AND SPACING AS NECESSARY TO ACCOMMODATE ACTUAL FIELD CONDITIONS. HEAD LOCATIONS SHALL BE FLAGGED AND REVIEWED BY THE ENGINEER PRIOR TO INSTALLATION.
5. COORDINATE INSTALLATION WITH THE WORK OF OTHERS.
6. ALL MATERIALS SHALL BE INSTALLED AS DETAILED ON DRAWINGS, HOWEVER, IF THE CONTRACT DRAWINGS AND/OR SPECIFICATIONS DO NOT THOROUGHLY DESCRIBE THE METHOD OR TECHNIQUES TO BE USED, THE CONTRACTOR SHALL FOLLOW THE INSTALLATION METHODS ISSUED BY THE MANUFACTURER . ALL SUCH LITERATURE MUST BE SUBMITTED 48 HOURS PRIOR TO INSTALLATION FOR REVIEW AND APPROVAL BY THE ENGINEER.
7. CHECK AND VERIFY ALL EXISTING AND PROPOSED SITE CONDITIONS, UTILITIES AND SERVICES PRIOR TO TRENCHING.
8. LATERAL PIPING SHALL BE A MINIMUM OF 12 INCHES DEEP AND MAINLINE PIPING A MINIMUM OF 18 INCHES DEEP. ENGINEER SHALL BE NOTIFIED TO VERIFY TRENCH DEPTHS BEFORE BACKFILLING.
9. ALL MAINLINE AND LATERAL PIPING 1 1/2" OR GREATER SHALL BE PVC (SDR 21/ CLASS 200). ALL MAINLINE AND LATERAL PIPING 1" TO 1 1/4" SHALL BE POLYETHYLENE.
10. ALL PIPE WITH NO SIZE LABEL SHALL BE 1". MINIMUM LATERAL AND MAINLINE PIPING SHALL BE 1".
11. ALL SPRINKLERS SHALL BE AS NOTED ON LEGEND.
12. ADJUST HEADS FOR GRADE, AS NECESSARY, AFTER GRASS HAS BEEN ESTABLISHED AND ALL SETTLEMENT AT HEADS HAS OCCURRED.
13. ALL RISERS, BACKFLOW PREVENTORS AND HOSE BIBBS SHALL BE SET PLUMB. SPRINKLER HEAD RISERS, QUICK COUPLER VALVES AND ALL VALVES WITH STEMS SHALL BE SET PERPENDICULAR TO FINISHED GRADE.
14. CONTROL VALVE WIRES SHALL BE #14 GAUGE U.F.U.L. JACKETED DECODER CABLE APPROVED DIRECT BURIAL. UNDERGROUND CONNECTIONS SHALL BE MADE WITH 3-M WIRE CONNECTORS (DBY), OR APPROVED EQUAL.
15. PLACE ALL VALVES IN APPROVED VALVE BOXES.
16. USE TEFLON TAPE ON ALL THREADED JOINTS.
17. CONDUCT PERFORMANCE TEST IN THE PRESENCE OF OWNER AND LANDSCAPE ARCHITECT FOLLOWING COMPLETION OF SYSTEM INSTALLATION.
18. CONDUCT AND DEMONSTRATE TO OWNER THE WINTERIZATION AND SPRING START-UP PROCESS IN THE FALL OF COMPLETION.
19. ZONES PROVIDING OVER 20 GPM SHALL BE 1-1/2" PLASTIC GLOBE VALVES. ZONES PROVIDING LESS THAN 20 GPM SHALL BE 1" PLASTIC GLOBE VALVES.
20. IRRIGATION CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL EQUIPMENT NECESSARY TO MAKE THE SYSTEM FULLY FUNCTIONAL.
21. IRRIGATION CONTRACTOR TO COORDINATE WITH THE UTILITY CONTRACTOR TO PROTECT EXISTING UTILITIES.
22. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND DEPTH OF ELECTRIC LINES PRIOR TO INSTALLATION OF IRRIGATION.

VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM	PSI	PSI @ POC	PRECIP
1	RAIN BIRD PEB-IVM	1"	SHRUB SPRAY	10.11	33.6	40.1	1.07 in/h
2	RAIN BIRD PEB-IVM	1"	TURF ROTOR	9.94	29.9	36.0	0.59 in/h
3	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	26.19	32.4	41.6	0.72 in/h
4	RAIN BIRD PEB-IVM	1"	TURF ROTOR	17	30.5	33.7	1.25 in/h
5	RAIN BIRD PEB-IVM	1"	TURF ROTOR	22.03	31.0	36.1	0.61 in/h
6	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	22.03	31.1	36.1	0.62 in/h
7	RAIN BIRD PEB-IVM	1"	TURF ROTOR	17	29.8	32.5	1.47 in/h
8	RAIN BIRD PEB-IVM	1"	TURF ROTOR	6.76	26.9	27.3	0.57 in/h
9	RAIN BIRD PEB-IVM	1"	TURF SPRAY	9.08	32.0	32.4	0.94 in/h
10	RAIN BIRD PEB-IVM	1"	TURF SPRAY	19.42	33.7	34.6	0.98 in/h
11	RAIN BIRD PEB-IVM	1"	TURF SPRAY	19.42	33.9	34.8	0.97 in/h
12	RAIN BIRD PEB-IVM	1"	TURF SPRAY	7.5	31.9	32.3	0.94 in/h
13	RAIN BIRD PEB-IVM	1"	TURF SPRAY	7.38	32.0	32.4	1.53 in/h
14	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	32.33	33.3	41.7	1.08 in/h
15	RAIN BIRD PEB-IVM	1"	TURF SPRAY	20.54	33.5	38.9	1.69 in/h
16	RAIN BIRD PEB-IVM	1"		14.71	32.6	35.8	1.69 in/h
17	RAIN BIRD PEB-IVM	1-1/2"	SHRUB SPRAY	25.69	36.6	46.1	1.23 in/h
18	RAIN BIRD PEB-IVM	1"	TURF SPRAY	11.21	33.9	36.4	1.74 in/h
19	RAIN BIRD PEB-IVM	1"	SHRUB SPRAY	10.38	32.3	39.7	1.95 in/h

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI
Q T H TQ F	RAIN BIRD 1806-PRS 10 SERIES MPR TURF SPRAY 6.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	51	30
Q T H TQ F	RAIN BIRD 1806-PRS 12 SERIES MPR TURF SPRAY 6.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	11	30
Q T H TQ F	RAIN BIRD 1806-PRS 15 SERIES MPR TURF SPRAY 6.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	34	30
SST	RAIN BIRD 1812-PRS 15 STRIP SERIES SHRUB SPRAY 12IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. WITH PRESSURE REGULATING DEVICE.	10	30
Q T H TQ F	RAIN BIRD 1812-PRS 12 SERIES MPR SHRUB SPRAY 12IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. WITH PRESSURE REGULATING DEVICE.	1	30
Q T H TQ F	RAIN BIRD 1812-PRS 15 SERIES MPR SHRUB SPRAY 12IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. SIDE AND BOTTOM INLET. 1/2IN. NPT FEMALE THREADED INLET. WITH PRESSURE REGULATING DEVICE.	20	30

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI	GPM	RADIUS
1.0	RAIN BIRD 3504-PC-SAM 1.0 TURF ROTOR, 4IN. POP-UP. ADJUSTABLE AND FULL CIRCLE. WITH SEAL-A-MATIC CHECK VALVE.	2	25	0.77	18'
2.0	RAIN BIRD 3504-PC-SAM 2.0 TURF ROTOR, 4IN. POP-UP. ADJUSTABLE AND FULL CIRCLE. WITH SEAL-A-MATIC CHECK VALVE.	10	25	1.4	24'
4.0	RAIN BIRD 3504-PC-SAM 4.0 TURF ROTOR, 4IN. POP-UP. ADJUSTABLE AND FULL CIRCLE. WITH SEAL-A-MATIC CHECK VALVE.	9	25	2.97	28'
1.5	RAIN BIRD 5004-PL-PC-R 1.5 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	2	25	1.12	30'
2.0	RAIN BIRD 5004-PL-PC-R 2.0 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	2	25	1.5	32'
3.0	RAIN BIRD 5004-PL-PC-R 3.0 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	2	25	2.26	32'
4.0	RAIN BIRD 5004-PL-PC-R 4.0 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	15	25	2.91	32'
6.0	RAIN BIRD 5004-PL-PC-R 6.0 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	8	25	4.25	33'
8.0	RAIN BIRD 5004-PL-PC-R 8.0 TURF ROTOR, 4IN. POP-UP WITH PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. STANDARD ANGLE NOZZLE, IN-STEM PRESSURE REGULATOR, AND FLOW SHUT-OFF DEVICE.	4	25	5.9	30'

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	RAIN BIRD PEB-IVM 1-1/2" 1IN., 1-1/2IN., 2IN. PLASTIC INDUSTRIAL SMART VALVES W/ FACTORY INSTALLED IVM-SOL. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	4
	RAIN BIRD PEB-IVM 1" 1IN., 1-1/2IN., 2IN. PLASTIC INDUSTRIAL SMART VALVES W/ FACTORY INSTALLED IVM-SOL. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	15
	RAIN BIRD 3-RC 3/4" 3/4IN. BRASS QUICK-COUPLING VALVE, WITH CORROSION-RESISTANT STAINLESS STEEL SPRING, THERMOPLASTIC RUBBER COVER, AND 1-PIECE BODY.	3
C	RAIN BIRD ESPLXIVM 60 STATION, 2-WIRE CONTROLLER W/ SMART VALVE TECHNOLOGY. (1) ESPLXIVM 60-STATION, INDOOR/OUTDOOR, PLASTIC WALL-MOUNT CABINET. SYSTEM REQUIREMENTS: RAIN BIRD LXIVM-XXX INTEGRATED VALVE MODULES & 2-WIRE DEVICES. USE PAIGE ELECTRIC CABLE P7072D & RAIN BIRD WC20 DRY SPLICES ONLY. GROUND SYSTEM W/ (X) LXIVMSD SURGE DEVICE IN RAIN BIRD ROUND VALVE BOXES. INSTALL PER MANUFACTURERS RECOMMENDATIONS.	1
R	RAIN BIRD RSD-BEX RAIN SENSOR, WITH METAL LATCHING BRACKET, EXTENSION WIRE.	1
POC	POINT OF CONNECTION 2"	1
	IRRIGATION LATERAL LINE: POLYETHYLENE PIPE SDR-7 1"	2,810 L.F.
	IRRIGATION LATERAL LINE: POLYETHYLENE PIPE SDR-7 1 1/4"	366.3 L.F.
	IRRIGATION LATERAL LINE: PVC CLASS 200 SDR 21 1 1/2"	25.9 L.F.
	IRRIGATION MAINLINE: POLYETHYLENE PIPE SDR-7 1"	371.3 L.F.
	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 1 1/2"	1,240 L.F.
	PIPE SLEEVE: PVC SCHEDULE 40 2"	83.9 L.F.
	PIPE SLEEVE: PVC SCHEDULE 40 2 1/2"	23.3 L.F.
	PIPE SLEEVE: PVC SCHEDULE 40 3"	189.7 L.F.

HORZ. SCALE 0 30 60 FEET

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Bethesda

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WILLMAR, MN

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www.bolton-menk.com

IRRIGATION PLAN

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

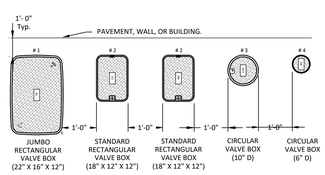
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the state of Minnesota.

Rich W. Koechlein License Number: 26678
Date: 01/26/2024

COMMISSION NO:	12739-23085
DRAWN BY:	DGE
CHECKED BY:	RWK

SHEET

L7.01



EXAMPLE

POTABLE WATER SYSTEM ON CONTROLLER 'A', REMOTE CONTROL VALVE STATION # 3.

NOTES:
1. VALVE BOX # 1 THRU # 3 SHALL HAVE STAINLESS STEEL LOCKING HARDWARE.
2. VALVE BOXES SHALL BE LABELED BY HOT IRON BRANDING OR ALUMINUM ASPHALTIC BASE WATER PROOF PAINT.
3. LOCATE VALVE ASSEMBLIES IN PLANTING AREA.
4. VALVE LOCATIONS SHALL BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
5. VALVE BOXES SHALL BE CENTERED ABOVE VALVE ASSEMBLIES TO FACILITATE ACCESS AND MAINTENANCE.
6. VALVE BOXES SHALL BE FLUSH WITH FINISHED GRADE.
7. VALVE BOXES SHALL BE SET PARALLEL TO EACH OTHER AND PERPENDICULAR TO THE EDGE OF PAVEMENT.
8. SEE OTHER IRRIGATION DETAILS FOR FURTHER INFORMATION.

Water type	Controller	Designation	Box size	Lid Color	Identification Guide
PW	A	MV	# 2	Green	Master valve
PW	A	FS	# 2	Green	Flow sensor
PW	A	HM	# 2	Green	Hydrometer
PW	A	BV	# 2	Green	Ball valve 3" or less
PW	A	BV	# 1	Green	Ball valve 4" or more
PW	A	GV	# 2	Green	Gate valve
PW	A	ARV	# 2	Green	Air release valve
PW	A	QCV	# 3	Green	Quick coupler valve
PW	A	RCV	# 2	Green	Remote control valve
PW	A	MS	# 2	Green	Moisture sensor
PW	A	GR	# 4	Green	Grounding rod
PW	A	SB	# 3	Green	Splice box
PW	A	FC	# 3	Green	Future connection

1 / L7.02 SERVICE BOX REQUIREMENTS

NOT TO SCALE



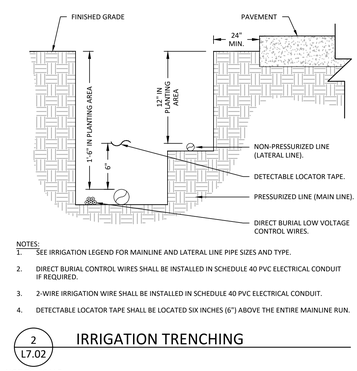
KEY SPECIFICATIONS

FEATURE / MODEL	MAX PROGRAMS	STATIONS	MAX STATIONS	MASTER VALVES	FLOW SENSORS	WEATHER SENSORS
LX-IVM	10	60	8	5	5	4
LX-IVM PRO	40	240	16	10	10	8

NOTES:
1. ESP-LXIVM CONTROLLER IS AVAILABLE IN TWO MODELS. THE LXIVM WITH 60 STATIONS AND THE LMIVM-PRO WITH 240 STATIONS. REFER TO THE CHART BELOW FOR DIFFERENCES BETWEEN THE TWO MODELS.
2. USE STEEL CONDUIT FOR ABOVE GRADE AND SCH 40 PVC CONDUIT FOR BELOW GRADE CONDITIONS.
3. PROVIDE PROPER GROUNDING COMPONENTS TO ACHIEVE GROUND RESISTANCE OF 10 OHMS OR LESS. IF CONTROLLER IS MOUNTED INDOORS, USE POWER SUPPLY GROUND.

4 / L7.02 TWO-WIRE CONTROLLER IN METAL CABINET

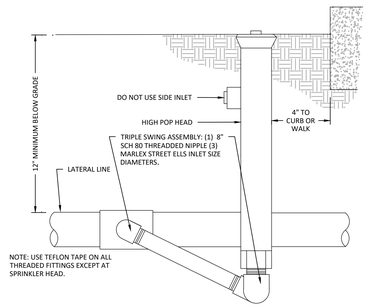
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NOTES:
1. SEE IRRIGATION LEGEND FOR MAINLINE AND LATERAL LINE PIPE SIZES AND TYPE.
2. DIRECT BURIAL CONTROL WIRES SHALL BE INSTALLED IN SCHEDULE 40 PVC ELECTRICAL CONDUIT IF REQUIRED.
3. 2-WIRE IRRIGATION WIRE SHALL BE INSTALLED IN SCHEDULE 40 PVC ELECTRICAL CONDUIT.
4. DETECTABLE LOCATOR TAPE SHALL BE LOCATED SIX INCHES (6") ABOVE THE ENTIRE MAINLINE RUN.

2 / L7.02 IRRIGATION TRENCHING

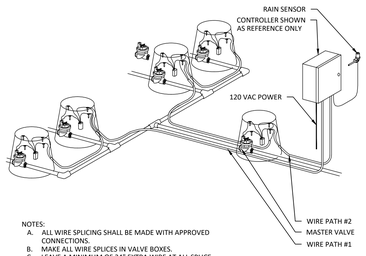
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NOTE: USE TEFLON TAPE ON ALL THREADED FITTINGS EXCEPT AT SPRINKLER HEAD.

6 / L7.02 SHRUB SPRAY HIGHPOP ASSEMBLY

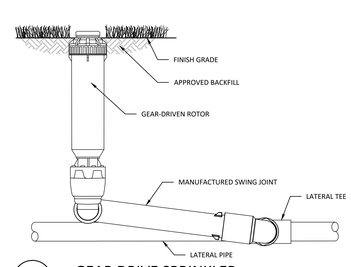
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NOTES:
A. ALL WIRE SPLICING SHALL BE MADE WITH APPROVED CONNECTIONS.
B. MAKE ALL WIRE SPLICES IN VALVE BOXES.
C. LEAVE A MINIMUM OF 24" EXTRA WIRE AT ALL SPLICE POINTS.
D. MAXIMUM DISTANCE FROM DECODER TO VALVE = 150 FT.
E. MAXIMUM WIRE LENGTH = 10,200 FT.
F. WIRE LENGTHS INCLUDE MASTER VALVE AND $\frac{1}{2}$ WIRE

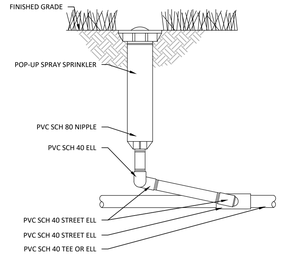
3 / L7.02 TWO-WIRE PATHS EXAMPLE

NOT TO SCALE



7 / L7.02 GEAR DRIVE SPRINKLER

NOT TO SCALE



5 / L7.02 6" POP-UP SPRAY SPRINKLER

NOT TO SCALE

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IRRIGATION DETAILS

ISSUES & REVISIONS	DATE
PERMIT SET	01/04/2024
CONSTRUCTION DOCUMENTS	01/26/2024

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

Rich W. Koechlein License Number: 26678
Date: 01/26/2024

COMMISSION NO: 12739-23085
DRAWN BY: DGE
CHECKED BY: RWK

SHEET

L7.02

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.F.
Agenda Section:	Consent Items	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Jared Voge, City Engineer
Item:	Accept and Authorize Final Payment: Project No. 2303 23rd St SE Area Improvements		

RECOMMENDED ACTION:
Adopt the resolution accepting Project No. 2303 and authorizing final payment to Duininck, Inc. in the amount of $113,165.41.

OVERVIEW:
Project No. 2303, the 23rd Street SE improvements, was awarded to Duinick, Inc. at the April 17th, 2023 Council Meeting.

Final quantities have been reconciled and staff recommends authorization of final payment in the amount of $113,165.41.

BUDGETARY/FISCAL ISSUES:
The final payment is within the project budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION- ACCEPT PROJECT FINAL PROJECT NO. 2303
2. Project No. 2303 Final Pay Application

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2303 AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2303: 23rd Street SE Improvements

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	April 17, 2023
BEGIN WORK:	June 5, 2023
COMPLETE WORK:	November 21, 2023
APPROVE, ENGINEERING DEPT:	January 31, 2024

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar 23rd Street SE Improvements Project be herewith approved and accepted by the City of Willmar.

2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	$1,482,695.09
CHANGE ORDER NO. 1	($67,316.01)
FINAL NET CONTRACT AMOUNT, PROPOSED:	$1,415,379.08
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	$1,415,379.08
Less Previous Payments	$1,302,213.67
FINAL PAYMENT DUE CONTRACTOR:	**$113,165.41**

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

Contractor's Application for Payment

Owner:	City of Willmar	**Owner's Project No.:**	2303
Engineer:	Bolton & Menk, Inc.	**Engineer's Project No.:**	0W1.127955
Contractor:	Duininck, Inc.	**Agency's Project No.:**	
Project:	23rd Street SE Area Improvement Project		
Contract:	23rd Street SE Area Improvement Project		
Application No.:	5 - FINAL	**Application Date:**	1/22/2024
Application Period:	**From** 9/23/2023	**To**	11/21/2023

1. Original Contract Price	$	1,482,695.09
2. Net change by Change Orders	$	(67,316.01)
3. Current Contract Price (Line 1 + Line 2)	$	1,415,379.08
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	1,415,379.08
5. Retainage		
a. _____ X $ 1,415,379.08 Work Completed	$	-
b. _____ X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	-
6. Amount eligible to date (Line 4 - Line 5.c)	$	1,415,379.08
7. Less previous payments	$	1,302,213.67
8. Amount due this application	$	113,165.41
9. Balance to finish, including retainage (Line 3 - Line 4)	$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and
(4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Duininck, Inc.

Signature: Justin Zylstra (Digitally signed by Justin Zylstra, DN: C=US, E=justinz@duininck.com, O=Justin Zylstra, Date: 2024.01.23 19:46:38-06'00') **Date:** 1/23/2024

Name: Justin Zylstra **Title:** Project Manager

Recommended by Engineer	**Approved by Owner**
By:	**By:**
Name: Josh Halvorson, P.E.	**Name:** Justin DeLeeuw
Title: Principal in Charge	**Title:** Public Works Director
Date: 01/22/2024	**Date:** 1-31-2024

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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner:	City of Willmar	Owner's Project No.:	2303
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.127955
Contractor:	Duininck, Inc.	Agency's Project No.:	
Project:	23rd Street SE Area Improvement Project		
Contract:	23rd Street SE Area Improvement Project		

Application No.: 5 - FINAL Application Period: From 09/23/23 to 11/21/23 Application Date: 01/22/24

A	B	C	D	E	F	F1	F2	G	H	I	J	K
		Contract Information				Previous Estimate		Work Completed				
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)
	Original Contract											
1	MOBILIZATION	1.00	LUMP SUM	63,500.00	63,500.00	0.95	60,325.00	1.00	63,500.00		63,500.00	100%
2	REMOVE CURB AND GUTTER	2,747.00	LIN FT	4.70	12,910.90	3,284.00	15,434.80	3,284.00	15,434.80		15,434.80	120%
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	85.00	SQ YD	15.20	1,292.00	48.20	732.64	48.20	732.64		732.64	57%
4	MILL BITUMINOUS SURFACE (1.5")	40,622.00	SQ YD	1.82	73,932.04	39,846.00	72,519.72	39,846.00	72,519.72		72,519.72	98%
5	RECLAIM BITUMINOUS PAVEMENT (P) (8")	19,460.00	SQ YD	1.00	19,460.00	20,396.00	20,396.00	20,396.00	20,396.00		20,396.00	105%
6	SALVAGE / HAUL / STOCK PILE RECLAIM MATERIAL	3,789.00	CU YD	6.00	22,734.00	3,980.00	23,880.00	3,980.00	23,880.00		23,880.00	105%
7	SUBGRADE EXCAVATION (EV)	2,141.00	CU YD	17.35	37,146.35	204.00	3,539.40	204.00	3,539.40		3,539.40	10%
8	BITUMINOUS STREET PATCH	6,227.00	SQ YD	26.08	162,400.16	4,040.00	105,363.20	4,040.00	105,363.20		105,363.20	65%
9	GEOTEXTILE FABRIC TYPE 5	19,460.00	SQ YD	1.70	33,082.00	20,396.00	34,673.20	20,396.00	34,673.20		34,673.20	105%
10	INSTALL RECLAIM MATERIAL	3,789.00	CU YD	15.20	57,592.80	3,980.00	60,496.00	3,980.00	60,496.00		60,496.00	105%
11	AGGREGATE BASE (CV) CLASS 5	2,071.00	CU YD	31.60	65,443.60	2,263.85	71,537.57	2,263.85	71,537.57		71,537.57	109%
12	TYPE SP 9.5 WEARING COURSE MIX (2,B)	5,432.00	TON	81.13	440,698.16	6,315.62	512,386.25	6,315.62	512,386.25		512,386.25	116%
13	TYPE SP 12.5 NON-WEARING COURSE MIX (2,B)	3,107.00	TON	78.19	242,936.33	2,786.41	217,869.40	2,786.41	217,869.40		217,869.40	90%
14	CONCRETE DRIVEWAY PATCH	85.00	SQ YD	62.00	5,270.00	48.20	2,988.40	48.20	2,988.40		2,988.40	57%
15	CONCRETE CURB & GUTTER DESIGN B624	485.00	LIN FT	28.50	13,822.50	500.00	14,250.00	500.00	14,250.00		14,250.00	103%
16	CONCRETE CURB & GUTTER DESIGN D412	2,193.00	LIN FT	25.50	55,921.50	2,722.00	69,411.00	2,722.00	69,411.00		69,411.00	124%
17	ADJUST FRAME AND RING CASTING (MANHOLE)	50.00	EACH	750.00	37,500.00	7.00	5,250.00	7.00	5,250.00		5,250.00	14%
18	ADJUST CATCH BASIN CASTING	24.00	EACH	575.00	13,800.00	26.00	14,950.00	28.00	16,100.00		16,100.00	117%
19	GROUT CATCH BASIN INVERT	9.00	EACH	450.00	4,050.00	-	-	9.00	4,050.00		4,050.00	100%
20	INTERIOR LINING OF CATCH BASIN RINGS	48.00	EACH	700.00	33,600.00	-	-	48.00	33,600.00		33,600.00	100%
21	FURNISH & INSTALL FRAME AND RING CASTING (MANHOLE)	32.00	EACH	1,075.00	34,400.00	33.00	35,475.00	33.00	35,475.00		35,475.00	103%
22	FURNISH & INSTALL FRAME AND RING CASTING (CATCH BASIN)	1.00	EACH	1,300.00	1,300.00	2.00	2,600.00	2.00	2,600.00		2,600.00	200%
23	ADJUST CLEAN OUT	1.00	EACH	230.00	230.00	1.00	230.00	1.00	230.00		230.00	100%
24	ADJUST VALVE BOX	33.00	EACH	290.00	9,570.00	27.00	7,830.00	27.00	7,830.00		7,830.00	82%
25	REPAIR VALVE BOX	5.00	EACH	290.00	1,450.00	4.00	1,160.00	4.00	1,160.00		1,160.00	80%
26	TRAFFIC CONTROL	1.00	LUMP SUM	4,900.00	4,900.00	0.95	4,655.00	1.00	4,900.00		4,900.00	100%
27	INLET PROTECTION	55.00	EACH	110.00	6,050.00	55.00	6,050.00	55.00	6,050.00		6,050.00	100%
28	COMMON TOPSOIL BORROW (LV)	458.00	CU YD	42.50	19,465.00	-	-	-	-		-	
29	TURF ESTABLISHMENT, HYDRAULIC MATRIX	925.00	SQ YD	3.95	3,653.75	667.00	2,634.65	1,150.00	4,542.50		4,542.50	124%
30	FURNISH & INSTALL SIGN TYPE C	2.00	EACH	500.00	1,000.00	1.00	500.00	2.00	1,000.00		1,000.00	100%
31	4" DOUBLE SOLID LINE YELLOW (EPOXY)	80.00	LIN FT	18.00	1,440.00	80.00	1,440.00	80.00	1,440.00		1,440.00	100%
32	4" DOUBLE SOLID LINE WHITE (EPOXY)	76.00	LIN FT	9.00	684.00	76.00	684.00	76.00	684.00		684.00	100%
33	24" SOLID LINE WHITE (EPOXY)	25.00	LIN FT	30.00	750.00	26.00	780.00	26.00	780.00		780.00	104%
34	PAVEMENT MARKING (EPOXY)	2.00	EACH	355.00	710.00	2.00	710.00	2.00	710.00		710.00	100%
	Original Contract Totals				$ 1,482,695.09		$ 1,370,751.23		$ 1,415,379.08	$ -	$ 1,415,379.08	95%

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner:	City of Willmar	Owner's Project No.:	2303
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.127955
Contractor:	Duininck, Inc	Agency's Project No.:	
Project:	23rd Street SE Area Improvement Project		
Contract:	23rd Street SE Area Improvement Project		

Application No.: 5 - FINAL Application Period: From 09/23/23 to 11/21/23 Application Date: 01/22/24

A	B	C	D	E	F	F1	F2	G	H	I	J	K
		Contract Information				Previous Estimate		Work Completed				
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)
	Change Orders											
CO - 1	FINAL QUANTITY RECONCILIATION	1.00	LUMP SUM	(67,316.01)	(67,316.01)				-		-	
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				Change Order Totals	$ (67,316.01)				$ -	$ -	$ -	
	Original Contract and Change Orders											
				Project Totals	$ 1,415,379.08				$ 1,415,379.08	$ -	$ 1,415,379.08	100%

EJCDC C-620 Contractor's Application for Payment
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CHANGE ORDER FORM

NO.: 1

Owner:	City of Willmar	Owner's Project No.:	2303
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.127955
Contractor:	Duininck, Inc.	Contractor's Project No.:	
Project:	23rd Street SE Area Improvement Project		
Contract Name:	23rd Street SE Area Improvement Project		
Date Issued:	01/22/2024	Effective Date of Change Order:	01/22/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

This change order reconciles Final Contract Amount to Final Quantities. -$67,316.01 Lump Sum

Attachments:

None

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 1,482,695.09	Original Contract Times: Substantial Completion: 10/13/2023 Ready for final payment: 06/14/2024
Increase from previously approved Change Orders No. 0: $ 0	**Increase** from previously approved Change Orders No.1: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: $ 1,482,695.09	Contract Times prior to this Change Order: Substantial Completion: 10/13/2023 Ready for final payment: 06/14/2024
Decrease this Change Order: $ 67,316.01	**Increase** this Change Order: Substantial Completion: Ready for final payment:
Contract Price incorporating this Change Order: $ 1,415,379.08	Contract Times with all approved Change Orders: Substantial Completion: 10/13/2023 Ready for final payment: 06/14/2024

Recommended by Engineer

By:

Title: Principal in Charge

Date: 01/22/2024

Accepted by Contractor

Justin Zylstra

Project Manager

1/23/2024

Authorized by Owner

By:

Title: Public Works Director

Date: 1-31-2024

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City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.G.
Agenda Section:	Consent Items	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Justin DeLeeuw, Public Works Director
Item:	Wastewater Plant Roof Replacement: Approve Plans & Specs, Authorize Advertisement for bids		

RECOMMENDED ACTION:
Adopt the resolution approving final plans and specifications and authorization of advertisement for bids for the Wastewater Plant Roof Replacement Project.

OVERVIEW:
The Capital Improvement Plan includes the replacement of the roof at the original Wastewater plant, located at 1700 7th Street SE. This project includes the roof replacement of the office building, generator building, and storage building. Approval of plans and specifications, as prepared by staff, requires Council action at this time for authorization to advertise for bids. Staff has the bid opening date scheduled for March 29th at 1:00 p.m.

BUDGETARY/FISCAL ISSUES:
The Capital Improvement Plan includes designated funds for the roof replacement project.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION- APPROVE SPECS & ADV. FOR BIDS WASTEWATER ROOF
2. WW Roof Aerial

RESOLUTION NO._____

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE WASTEWATER ROOF REPLACEMENT PROJECT.

Motion By:_____ Second By:_____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the Wastewater Roof Replacement Project for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

Main Buildings



Generator and Storage Buildings



City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.H.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	Yes	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	No	**Presented By:**	Tom Odens, Finance Director
Item:	2024 Equipment Certificate Intent to Reimburse		

RECOMMENDED ACTION:
Adopt the resolution of Intent to Reimburse for the costs incurred for the 2024 Equipment Certificate.

OVERVIEW:
The City Council adopted the 2024 CIP which includes the purchase of a fire truck, a road grader and a dump truck. There may be costs incurred with the purchasing of these items ahead of the bond issue. Prior to incurring costs, it is necessary for the Council to adopt the resolution of the Intent to Reimburse to ensure the City will be refunded for the costs.

BUDGETARY/FISCAL ISSUES:
The resolution of Intent to Reimburse ensures equipment costs are covered by the bond issue.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Intent to Reimburse 2024 Equipment Certificate

CITY OF WILLMAR
RESOLUTION NO. 2024-_____

RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF WILLMAR, MINNESOTA, TO REIMBURSE CERTAIN CAPITAL EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT BONDS

Motion By: _____ Second By: _____

WHEREAS, the Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations") under the Internal Revenue Code of 1986, as amended (the "Code"), providing that proceeds of tax-exempt bonds used to reimburse prior capital expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Willmar, Minnesota, municipal corporation and a political subdivision of the State of Minnesota (the "City"), expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt bonds, and later reimbursed from the proceeds of tax-exempt bonds; and

WHEREAS, the City has determined to make a declaration of its official intent (the "Declaration") to reimburse certain capital costs from the proceeds derived from the sale of tax-exempt bonds issued by the City or another political subdivision in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA AS FOLLOWS:

1. The City may incur certain capital expenditures in connection with the acquisition of various capital equipment, including but not limited to a fire truck, a dump truck and a grader (collectively, the "Equipment").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Equipment from the proceeds of tax-exempt bonds in a principal amount currently estimated not to exceed $2,400,000. All reimbursed expenditures related to the Equipment will be capital expenditures, costs of issuance of the tax-exempt bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of tax-exempt bonds; (b) costs in an amount not in excess of the lesser of $100,000 or 5% of the proceeds of the tax-exempt bonds; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the tax-exempt bonds that are reasonably expected by the City to finance the Equipment. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, bond issuance and similar costs that are incurred prior to commencement of acquisition, construction, or

rehabilitation of the Equipment, excluding land acquisition, site preparation, and similar costs incident to commencement of construction.

4. A reimbursement allocation with respect to tax-exempt bonds will be made not later than 18 months after the later of: (i) the date the original expenditure is paid; or (ii) the date the Equipment is placed in service or abandoned, but in no event more than 3 years after the original expenditure.

5. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Equipment and the principal amount of the tax-exempt bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt bonds are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures for which bonds are issued.

6. The action is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted on this 20th day of February 2024.

ATTEST

_____ _____

City Clerk Mayor

STATE OF MINNESOTA)
)
COUNTY OF KANDIYOHI) SS.
)
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota (the "City"), DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full and true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on _____, 2024, insofar as such minutes relate to a resolution declaring official intent.

WITNESS my hand on this _____ day of _____, 2024.

_____
Clerk

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.I.
Agenda Section:	Consent Items	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Justin DeLeeuw, Public Works Director
Item:	Wastewater Municipal Pump Replacement		

RECOMMENDED ACTION:
Adopt the resolution awarding the Wastewater municipal pump replacement project to Quality Flow Systems in the amount of $38,840.

OVERVIEW:
Wastewater staff solicited quotes for the replacement of Pump No. 4 on the municipal side of the plant. This pump is original to the plant and is a major component in the treatment process as it conveys raw wastewater into the plant. Two quotes were received; Electric Pump in the amount of $70,627, and Quality Flow Systems in the amount of $38,840. Staff's recommendation is to proceed with the Quality Flow Systems quote for the project.

BUDGETARY/FISCAL ISSUES:
The replacement will be paid from the Wastewater Treatment operating budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Resolution- Accept Bid Wastewater Pump Replacement Project
2. Quality Flow Systems Quote
3. Electric Pump Quote

Resolution No._____

A RESOLUTION AWARDING THE WASTEWATER PUMP REPLACEMENT PROJECT TO QUALITY FLOW SYSTEMS IN THE AMOUNT OF $38,840.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quality Pump Systems of New Prague, MN for the Wastewater Pump Replacement Project is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $38,840.

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

800 6th Street
New Prague, MN 56071 USA
Tel: (952) 758-9445
Cell: (651) 434-5878

Quotation

Company Name:	City of Willmar, MN	**Prepared By:**	Matt Yorks
Contact:	Allen Schueler	**Quotation Date:**	1/30/2024
	(320) 235-4760	**Lead Time:**	14-16 weeks

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

Influent LS Replacement Pump Estimate:

To Include,

Item	Description:	Qty
1	**KSB KRTK 200-403/306XEG-S Heavy Duty Submersible Pump** - Direct Replacement - 40hp, 1169rpm, Inverter Duty Rated, 460/3 Motor - 2,200GPM@47'TDH - Multi Vane Impeller - Double Mechanical Seals - Lifting Eyelet - 50' Power Cord - Overtemp/Seal Fail Sensors Built into Pump - 5 Year Warranty - Reuse Claw and Lifting Chain	1
2	**Installation, Startup and training**	1
3	**Freight to Jobsite**	1
	Total Installed Selling Price: $38,840.00	

Terms:
Quotation is valid for 30 days. Based upon Quality Flow Systems standard terms and conditions of sale; copy provided upon request.

If you have any other questions or concerns please give me a call.

Thanks for the opportunity,
Matt Yorks
(651) 434-5878
Matt@qfsi.net

QUOTATION

ELECTRIC PUMP

201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0188731
QUOTE DATE: 1/24/2024
EXPIRE DATE: 2/26/2024

SALESPERSON: PAT SCHMITT
CUSTOMER NO: 0017800
QUOTED BY: MKH
FLYGT NP3202

QUOTED TO:
CITY OF WILLMAR
1400 SE 7TH ST
WILLMAR, MN 56201

JOB LOCATION:
CITY OF WILLMAR
1400 SE 7TH ST
WILLMAR, MN 56201

CONFIRM TO:
TOM TEMPLER 320-235-4760

***** QUOTE ORDER - DO NOT PAY *****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
	BEST WAY		NET 30 DAYS

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
		RE: FLYGT NP3202 TO REPLACE KSB --EXISTING 40HP/460V 1160 RPM 323 mm IMPELLER 53.9 FLA --DESIGN CONDITION: 2160 GPM @ 47' TDH --FLYGT PUMP TO BE ADAPTED TO KSB BRACKET TO REUSE THE EXISTING GUIDE RAIL SYSTEM ELECTRIC PUMP OFFERS FOR YOUR CONSIDERATION:				
*3202.830	EACH	1.00	0.00	0.00	69,854.00	69,854.00
		FLYGT MODEL 3202.830 8" DISCHARGE NP642 HARD IRON IMPELLER AND INSERT RING, 44/460/3 XP PREMIUM EFFICIENT MOTOR 50' POWER CORD, FLS, FV. 53 FLA				
1400000407129	EACH	1.00	0.00	0.00	773.00	773.00
		MINI-CASII/FUS 120/24VAC,24VDC WITH PIN SOCKET				

FREIGHT AND INSTALLATION ARE ADDITIONAL.
LEAD TIME IS 12-14 WEEKS ARO

THANK YOU MYRA HOFFMAN
mhoffman@electricpump.com
CC: PAT SCHMITT 515-707-6028

***** 3% CONVENIENCE FEE FOR CREDIT CARD CHARGE OVER $5,000.00 *****

All return goods must have written approval from Electric Pump, before returning.
Credit will not be issued without written approval : if applicable there will be a Restock Fee.

Please note that we are no longer offering a thirty(30) day validity date. Due to the current volatility in the materials market, pricing and ship dates are subject to confirmation at time of order.

Net Order:	70,627.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	70,627.00

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.J.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Vernae Larsen, City Clerk
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Willmar High School Trap Team Lawful Gambling Application		

RECOMMENDED ACTION:
Approve Willmar High School Trap Team Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Willmar High School Trap Team Lawful Gambling Application

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 raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Willmar High School Trap Team
Previous Gambling Permit Number: X- X-94147-23-005

Minnesota Tax ID Number, if any:
Federal Employer ID Number (FEIN), if any: 82-2235006

Mailing Address: 1416 12th Ave NE

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO):

CEO Daytime Phone: 320-295-9835 CEO Email: dromeara@hotmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): heidi.m.olson@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **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 toll free at 1-877-829-5500.

☐ **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:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. 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 Trap Range

Physical Address (do not use P.O. box): 3000 75th St SW

Check one:

☑ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): May 21st 2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [X] 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: Willmar

Signature of City Personnel: Lesa M Dahl

Title: City Administrator Date: 2/9/2024

The city or county must sign before submitting application to the Gambling Control Board.

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 Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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: Daniel O'Meara Date: 1-4-23

(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel O'Meara

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.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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.

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

An equal opportunity employer

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.K.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Willmar Fests, Inc. Lawful Gambling Application		

RECOMMENDED ACTION:
Approve Willmar Fests, Inc. Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. lg220_Willmar Fest

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 raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Willmar Fest, Inc.

Previous Gambling Permit Number: X- 33503-23-013

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1653995

Mailing Address: PO Box 45

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Brianna Gimse

CEO Daytime Phone: 320-979-4487 CEO Email: info@willmarfests.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **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 toll free at 1-877-829-5500.

☐ **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:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. 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 Education and Arts Center

Physical Address (do not use P.O. box): 611 Southwest 5th Street

Check one:

☑ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 22, 2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [x] 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:

Title: City Clerk Date: 2/20/2024

The city or county must sign before submitting application to the Gambling Control Board.

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 Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Brianna Gimse

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.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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.

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

An equal opportunity employer

How You May Spend Gambling Funds

Allowable expenses - Gambling funds may be spent for allowable expenses, such as:

- gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);
- advertising;
- printing raffle tickets; or
- any services or goods that are directly related to the conduct of your gambling.

Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):

- to or by 501(c)(3) organization and 501(c)(4) festival organizations;
- relieving the effects of poverty, homelessness, or disability;
- problem gambling programs approved by the Minnesota Department of Human Services;
- public or private nonprofit school;
- scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);
- church;
- recognition of military service (open to public) or active military personnel in need;
- activities and facilities benefiting youth under age 21;
- citizen monitoring of surface water quality, with data submitted to Minnesota PCA;
- unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);
- wildlife management projects or activities that benefit the public-at-large, with DNR approval;
- grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;
- supplies and materials for DNR training and educational programs;
- nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;
- community arts organizations or programs;
- humanitarian service recognizing volunteerism or philanthropy; and
- acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).

How You May Not Spend Gambling Funds

1. **Controlled contribution -** An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.
2. **Financial gain -** A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.
3. **Government -** An expenditure may not be made for:
   - influencing the nomination or election of a candidate for public office;
   - promoting or defeating a ballot question; or
   - any activity intended to influence an election or a governmental decision-making process.
4. **Law enforcement -** A direct contribution may not be made to a law enforcement or prosecutorial agency.
5. **Pension -** A contribution may not be made to a government pension or retirement fund, such as a fire relief association.
6. **Conflict of interest -** A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corpo-ration Act, Minnesota Statutes, Section 317A.255.
7. **Alcohol -** An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.
8. **Fundraising -** An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.
9. **Other organizations** - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.
10. **Other contributions** - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the ***Lawful Gambling Manual***; 3) the online class, "***Conduct of Raffles***"; and 4) the ***phone number and email address*** of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	
	RAFFLES
	1. Tickets are printed in accordance with MN Rule *7861.0310*.
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (*349.173*)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (*349.173*)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of $60 or less. (*7861.0260*)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (*7861.0260*)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (*7861.0260*)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed $50,000 in a calendar year. (*349.166*)
	8. Cash must not be substituted for merchandise prizes that have been won. (*7861.0260 Subp. 4C(2)*)
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (*340A.707*)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (*349.2127*) (*7861.0260*)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (*349.173*)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (*349.173*) (*7861.0310*)
	13. Raffle tickets are not sold to or won by persons under age 18. (*349.181*) (*7861.0310*)
	14. Purchasers are not required to buy anything other than the ticket. (*349.173*) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule *7861.0310* are prominently posted at the point of winner selection.
	16. An exempt permit financial report (*LG220A*) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (*349.166*)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule *7861.0270* are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (*7861.0270 Subp. 2A(1)*)
	3. House rules include the reasons for potentially cancelling bingo occasions. (*7861.0270 Subp. 2A(1)*)
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (*7861.0270 Subp. 5B(1)*)
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (*7861.0270 Subp. 5B(7)*)
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (*7861.0270 Subp. 3A*)
	7. No reservation of bingo cards or bingo paper for any person (*7861.0270 Subp. 3F*)
	8. Bingo records (including bingo program) must be kept for 3½ years. (*7861.0270 Subp. 11*)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (*7861.0310*)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (*349.12 Subd. 3a*) (*349.12 Subd. 25*) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

7/23

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.L.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth - Equity & Inclusion Directors Report
2. Finance Report
3. Fire Dept Report
4. Park & Rec Report
5. Planning and Development Report
6. WPD Monthly Council Stat Sheet January 2024
7. PUBLIC WORKS DIRECTOR REPORT Feb 2024

Pablo Obregon
Director of Community Growth-Equity and Inclusion
February Report

Martin Luther King Jr Celebration: Around 90 people attended this event held at Ridgewater College on January 15. Community leaders and neighbors joined in food sharing and a celebration of the legacy of Dr. King. A special thanks to the Willmar MLK Celebration team that worked for the last few months so Willmar can have a Martin Luther King Jr Celebration again. Ron Ferguson, Mark Taylor, Toby Spanier, Shay Marlowe, Mickel Maloyd, Abby Ahrendt and John Maldonado Salgado, Christopher Corbett, and Pablo Obregon. A special thanks to the committee members and Mayor Resse for his participation.

Black History Month: In the words of a friend, Shay Marlowe*: "Black History is so much more than one month! Nonetheless, I will proudly take this opportunity to celebrate it and us!"* I echo this sentiment and want to invite you to celebrate, learn and reflect the impact of the black people in our lives and history! The message, however, remains consistent- this is a time we must acknowledge the history of honor, pain, and sacrifice faced by the black community over the centuries.
Of course, we also celebrate our new neighbors who have travel from many African countries and have chosen Willmar as their home. This is a time to show our support towards the black community this Black History Month. Here are very few ways to celebrate here, home and community. Support Black-Owned Business, learn about Black history in our community, celebrate Black Literature, read a book from a black author or about real stories and lived experiences.

Age Friendly Communities Update: Thanks to those who were able to join us last Monday as we gathered to continue to celebrate our Age-Friendly Communities local efforts! Jay and Megan from AARP Minnesota were here and presented a nice Certificate to Mayor Doug Resse, welcoming us into the National Network.
***IMPORTANT ASK*:** I know we have reached out before about helping us share the message and completing the Age-Friendly Communities Survey. We are hoping to gain more input. The deadline for survey completion has been extended to February 29, 2024.
Please take and/or share the 15-minute survey by January 29, 2024, to share your insight. **This link features multiple languages and surveys can be printed and distributed to those in the Willmar community**: https://willmarlakesarea2040.com/age-friendly-communities-survey.
In addition, consider asking 4-5 individuals to participate in this effort. If you have any ideas or groups that we can make a presentation or lead a focus group, please let me know.

Growing Community Through Leadership: We are so happy to continue our conversations with 20 individuals about growing our Latino leaders in the Willmar area. We will be gathering at Spurs in downtown Willmar at 6:30pm on Tuesday, February 20th. Staff from the Willmar Lakes Area Chamber of Commerce will be joining us to provide a brief presentation on responsibilities and duties of local elected officials. After the short presentation, we will have time to answer questions, make plans, and find ways to support those individuals who are ready to take on a leadership role.

Pablo Obregon
WILLMAR

Finance Department Departmental Update

February 2024

Enterprise ERP Upgrade (Financial Software)
Conversions are ongoing with historical data being brought in to Tyler. We plan on bringing in 3 years of history currently. We have budgets converted and are currently working on getting accounts payable checks and accounts payable invoices.
Staff have had training on contract management and projects during the last couple of weeks. We have decided to delay the implementation of capital asset import / conversion for a month or so – this is due to current staffing and other projects requiring our attention.

Year End
1099 forms were submitted and mailed to all recipients. and W2 forms have been completed and sent out.
W2 forms were printed and sent to those who did not elect to receive them electronically.

Staffing
Allison Andrist's last day with the City was February 1, 2024. We thank her for her service and wish her well in her new position.

Staff held interviews for the Accounting Clerk position during the week of February 5th. An offer was extended and accepted by Heather Marcus. Her first day is scheduled for March 4, 2024.

Respectfully submitted,

Tom Odens

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

JANUARY 2024

Type of Call	January 2023	January 2024
Alarm Activations	8	7
Sprinkler Activations	1	3
Car Fires	2	0
Cooking Fires	3	3
Water Leaks	2	0
Electrical Fires	1	1
Carbon Monoxide Incidents	2	3
Natural Gas Leak	3	3
Car Crashes	2	4
Smoke Scares	2	3
Building Fires	0	2
Haz Mat Call	0	1

Current Month CFS: 30 First Responder Calls: 13

2024 Fire Calls for Service to date: 30

2024 First Responder Calls to date: 13

2023 Fire Calls for Service – January: 26

2023 Calls for Service to date: 26

Training:

January 4 -- Business Meeting

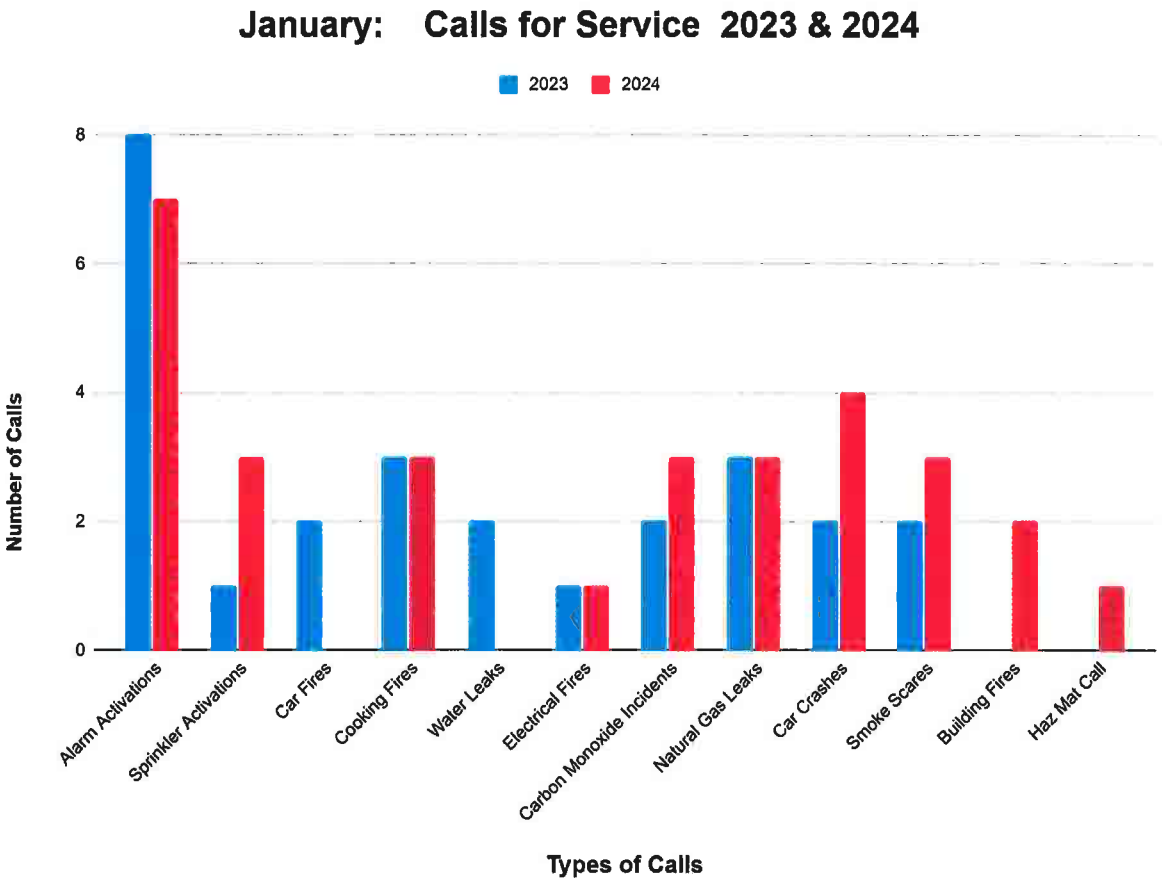
January 11 – SCBA Training

January 18 – Department Holiday Meal

January 25 – TRT Training

January Response Time: 6:32

YTD Response Time: 6:32


January: Calls for Service 2023 & 2024
2023
2024
8
6
4
2
0
Number of Calls
Alarm Activations
Sprinkler Activations
Car Fires
Cooking Fires
Water Leaks
Electrical Fires
Carbon Monoxide Incidents
Natural Gas Leaks
Car Crashes
Smoke Scares
Building Fires
Haz Mat Call
Types of Calls

Britta Diem- Community Center Manager

Weekly 1/26:
Hosted game nights on Monday, seeming to pick up some momentum and visibility. Hope to see that continue! Monday was the monthly book club, where we had special guest from the paper covering a story on the group! This month we also had three new group members! Tuesday was the monthly food drive with the food shelf where we have partnered with the Stingers through the start of their season! They will also be making appearances at our vets' coffee socials coming up. Tuesday evening was bingo night and our waltz dance class group! Wednesday was seniors and a mug decorating class! Thursday, we held whist tournament and Friday of dancing! Submission of the Feb newsletter was completed this week as well as the activity calendar!

Weekly 2/2:
Wrapping up the last week of the month with REM Game night! Followed by the closing of first session of Rhythm Rascals, learning the Waltz! Wednesday we held seniors and drum circles! Thursday, we held monthly Aging Wisely program, featuring Chris Kveene of Willmar IT to answer tech questions! Friday, we held senior dancing and will be holding a private party this weekend as well as a LAG art session! This week we also sent out our garden letters to last year's plot owners and our first of two emails regarding Daddy Daughter Formal ticket information! Our February newsletters got distributed to local businesses as well as posting of calendars.

Weekly 2/9:
Busy week of February! Monday night held a variety of overlapping events including karaoke party, pool league, game night, puppy yoga, woodshop cutting board class and barbershop rehearsals! Lots of give and take from groups to make all events work simultaneously! Tuesday, we held vets' coffee and sail (overlapping), cards, and an afternoon craft of Love buds! Tuesday night we launched our Theatre Camp, Line Dancing class and second session of the cutting board class! Wednesday we held seniors, card groups, and evening quilting! Thursday is busy foot traffic of people coming out to get their taxes done, with our Community Kids program happening in the afternoon! Friday we will be holding the senior dance, and board meeting! This weekend we are holding a craft class, baby shower, and a cupcake decorating class just in time for Valentine's Day!

Weekly 2/16
The week is filled with fun Valentine's Day activities! Monday, we hosted a chocolate tasting party, had participants sample 9 varieties of chocolate, guess and name them. Was a great activity with over 25 participants! (lots of chocolate!). Tuesday, we had our Community Kitchen cook up some simple cheesecake in a jar! A perfect treat to gift to your valentine! Wednesday

we held monthly elks dance, Thursday was community kids' kitchen; where they made French toast in a mug, and homemade fruit snacks. This weekend is a yoga session and our monthly square dance!

Devin Hatch- Recreation Coordinator

Adult Volleyball

- Our Winter seasons are wrapping up.
- Women's Champions: Punt Companies
- Co-ed Gold & Silver Championships will be held Monday 2/19/24.
- Spring Leagues are set, and gyms scheduled.
    - We will be holding a Coed league on Thursdays and a 4v4 Men's League Tuesdays
- We are holding Open Gym Volleyball on Thursday nights to give teams the opportunity to play between seasons.

Adult Basketball

- We are just over halfway through our Men's League on Wednesday nights.
- One team was removed from the league due to repeated violation of our Code of Conduct.
- Other than that team there have been no major incidents, and the games have been mostly competitive.
- Playoffs will start at the end of this month.

Adult Hockey

- We are wrapping up our Winter season.
- Playoffs start at the end of this month.

Adult Softball

- Anita and I have continued collaborating with Nate E and Jason K about hosting a slow-pitch softball tournament the weekend of Willmar Fest.

High School Intramurals

- Intramural Basketball on Sunday nights has been going really well.
- Last month one of our student coaches passed away.
    - My staff and I decided to find ways to offer more activities for our high school students, and specifically find a way to reach our Somali population.
    - We will be starting Intramural Indoor Soccer next month.

- I'm working to build an Intramural Schedule for Sunday nights through the entire school year next year to keep the students active and offer more social opportunities.

Youth Softball

- Youth open gyms are starting up this month. Dates for evaluations are set and registrations for the season are open.

Misc.

- We are transitioning to a new website for league schedules that should be much more user-friendly for our participants. I have been working over the past month attending training and building that site, so it is ready to go for our Spring Seasons.

Anita Nelson- Recreation Coordinator

Youth Programs

- Young Athletes Special Olympics- 6 kids
- Highschool Tennis- 5 Kids
- Tiny Athletes- 22 Kids
- Soccer Skills and Drills- 28 kids
- Learn to Skate and Rec hockey will wrap up on Saturday February 24th.
- Youth Volleyball Camp- 36 kids
- February Gymnastics – 66 kids

Adaptive Programs

- Adaptive Pickleball- 6 participants

Pickleball

- Paddle battle final donation amount was $4,000 given to the Youth For Christ program.

Summer 2024

- I have been planning out all our 2024 summer rec programs, getting information to Rachel for the catalog, and reserving all the facilities needed for our programs.
- I have secured who is returning for this summer for rec staff, and Applications for new staff will open on March 1.
- DOAC will celebrate its 20th anniversary this year, been planning a celebration event.
- I have secured who will be returning to the DOAC, and applications for new staff will open on March 1.

Ryan Scheffler- Facilities Coordinator

The Civic Center has been busy place the past month and in the coming months some of the events listed below.

High School Hockey Regular Season and Section Games

Stick it to Cancer Night

Warhawk Games

WHA Hockey games

Squirt Tournament

Diamond Edge Figure Skating

Glacial Ridge Curling

Open Skating

Open Curling

Diamond Edge Figure Skating Show

12U Region Hockey Tournament

Mud Dawgs 3 on 3 Basketball Tournament

Some of the other things I have been working on

Invoicing for Ice usage

Making sure that all contracts and insurance is finalized for upcoming events Arnolds Tileage Show, Hairball Concert, Spring Show, Life Connections, Premier Football Event, Carden Circus and ECO Fair

Scheduling High School and Middle School Baseball and Softball Games

Scheduling Parks and Rec Spring and Summer programs

Planning out mini biffs for parks

Preparing for Spring and Summer Ice

Planning & Development Director's Report

February 2024

Staff

The Department of Planning and Development has hired an Administrative Assistant, Robin Raasch. Mrs. Raasch will begin working with the department on Monday, February 26, 2024.

Riley Kennedy, Willmar Main Street Coordinator, is celebrating her 3rd work anniversary on Monday, February 12th.

Joshua Larcom, Building Inspector, is celebrating his 2nd work anniversary on Wednesday, February 14th.

Board + Commission

The City of Willmar is accepting applications for the Board of Zoning Appeals (BZA). The BZA has the authority to grant adjustments to, and exceptions to, any of the provisions of the "Willmar Zoning Ordinance". Adjustments are made when enforcement of the ordinance would present unnecessary hardships or permit the extension of a district where the boundary line is divided a lot into one ownership at the time of the ordinance's passage.

Candidates should meet one or more of the following criteria:

- a knowledge of or interest in zoning ordinances, requirements, or implementation.
- a desire to work with property and business owners to meet their needs while also ensuring safety and conformity for the public.
- a general desire for civic service.
- an interest in why a city is zoned/formed.

Board & Commission members are volunteers appointed by the City Council following an application process. Members typically serve three-year terms and hold no other office or position in the city government. Applications will be reviewed continuously and remain open until the BZA vacancies are filled. To apply for this board, fill out the application online or in person at the City of Willmar Office located in the lobby at 333 6th St SW, Willmar, MN 56201

Permitting

January 2024

- 11 permits were issued
- Total Valuation: $570,895.00
- Total Permit Fee: $5,528.36

Willmar Police Department

Monthly Calls for Service Statistics

Title	January 2023	January 2024
911 Hang Up	8	11
Abandoned Vehicles	92	101
Agency Assist	41	63
Alarm	26	45
Alcohol Offense	4	2
Animal	29	29
Assault	4	9
Burglary	0	3
Child Custody Dispute	7	15
Crash	88	56
Criminal Damage To Property	5	10
Disorderly	30	20
Domestic	31	31
Drugs	17	11
Family Service	71	92
Fight	6	3
Fraud	10	18
Gun Permits	9	21
Harassment	25	19
Information	7	11
K-9 Assist	2	0
Lost And Found	29	36
Mental Issues	18	44
Missing Person	15	19
Motorists Assist	48	20
Neighborhood Disturbance	8	14
Public Assist	134	136
School Related Incidents	12	31
Sex Crimes	6	1
Sudden Death/Bodies Found	2	4
Suicidal Person	6	5
Suspicious	50	48
Theft	36	24
Traffic Complaint	31	38
Traffic Stop	202	194
Trespass	7	4
Warrant Service	19	12

Current Month CFS:

1273

YTD Calls for Service:

1273

2024 Month CFS:

1207

(Some minimal CFS categories not shown)

PUBLIC WORKS DIRECTOR REPORT – FEBRUARY 2024

Street Projects

Planning and design work for the 2024 projects continue to progress. The important collaboration between city staff and the Bolton & Menk engineering staff continues to be a key cog in street construction process. We have a great working relationship.

The staff at Bolton & Menk is also working with Public Works staff to update our sanitary and storm sewer maps. This will allow us to have current and accurate information at our fingertips.

Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Started the Water Pollution Study 348.
- Scheduled the Whole Effluent Toxicity test for June.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Installed 2 new VFD's for Muni headworks pumps.
- Installed Muni aerator gearbox.
- Rebuilt and installed Muni scum pump.
- Monthly generator runs at multiple lift stations and the plant.
- Cleaned several lift stations (Fats, Oil, Grease).
- Sara completed Q1 stockpile inspections for MS4 permit.
- Submitted 2023 DNR Water Use Report.
- Submitted semi-annual grant update for DNR Shade Tree Bonding Grant.
- Submitted Tier 2 Hazardous Chemical Inventory annual report.
- Attended the Science of PFAS conference.
- Drafted WWTF asset list for Tyler Tech.
- Helped draft proposal to MPCA to create an interim strategy for managing PFAS in biosolids.
- Social media posts covering various stormwater and wastewater educational topics.
- Hauled-in waste billing.

Public Works Updates from Superintendent Kyle Radunz

- Jason Thorson completed his CDL Training in early January.
- Continue to cut down trees in various locations around town.
- Continue to trim trees - Mostly trimming on the SW side of town.
- With all the tree work Lynn has done a great job maintaining the brush site.
- Prune trees that have been planted in the last 5 years.
- We were able to flood our outdoor rinks which allowed people to skate for a couple weeks however this has "Not the best season for outdoor ice."

- We were able to get into the snow equipment a few times this month. Approximately 3in. of snow on January 8th. And then multiple other snow nuisance snow falls have kept us on our toes for slippery road conditions.
- We did a small CBD clean up on Jan. 10th which allowed our newer crew members to experience the process before they are thrown into a larger event.
- Updating, Replacing, Repairing multiple signs around town.
- We had a cold snap the week of January 15th. This allowed us time to do some deeper cleaning and organizing within the public work facility. “Washed some walls, organized, and cleaned- Sign area, Concrete area, Barricade area, and Front Shop. Also repainted warning areas around electrical panels and extinguishers”
- Continue to create a stump removal and tree planting list for this year.
- Removed holiday banners from downtown.
- Installed thin ice signs on Foot and Willmar Lake.
- Turned on the aeration for a couple weeks to maintain good oxygen levels.
- Repaired, sanded and sealed the parklets.
- In the first stages of planning and repairing multiple items at the Destination Playground- We have removed a few different pieces that we were able to bring back to the shop for repainting.
- Updating/ Creating an inspection program for all the various items we need to maintain inspection records on at the shop. “Ladders, Hoists, Jacks, Eye wash stations, Fire extinguishers, First aid kits, Harnesses, Underground storge tanks, AEDs, etc.”

We have removed many trees this winter and understand that is not always popular. The goal is to be proactive with these removals for safety, spacing, sidewalk & power line purposes when time allows. This is especially true in the case of Ash trees. This species of tree has been the primary focus of our removals. With the unknown future of Emerald Ash Borer, we feel it necessary to take these preemptive steps. Much of our time has been dedicated to tree removal and trimming this winter due to the lack of snow plowing needs. This contrasts with last winter where most of our time was spent on snow and relatively little tree work was done. We as a staff feel it necessary to use this weather to catch up on our tree work. We are also continuously working on other projects that will take some pressure off us in the spring when outdoor activities pick up.

City Hall/Auditorium

General maintenance and cleaning are being performed daily. There was a sewer back up in late January due to a blockage in our City Hall service line. A plumber was called to clear the blockage and get everything moving again. Thankfully nothing was damaged and the back up was contained to a small section of the concrete floor in the basement.

Thank you for the opportunity to be part of a great team here with the City of Willmar.

Respectfully

Justin DeLeeuw – Public Works Director

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	5.M.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Planning Commission Applicant - Fernando Cano		

RECOMMENDED ACTION:
Mayor Reese has put forth Fernando Cano's application for the Planning Commission for Council Review

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Fernando Cano-Planning Commission

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION ('22)

Print

Submitted by: Fernando Cano

Submitted On: 2024-02-02 13:22:10

Submission IP: (47.41.74.73)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: David Hillenbrand

Due Date: Open

★ CITY OF WILLMAR

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

333 Southwest 6th Street, Willmar, MN 56201 | 320-235-8311 | Fax: 320-235-4917

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

*** Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.**

- ○ **Airport Commission (meets monthly)**
- ○ **Cable Advisory Board (meets as needed)**
- ○ **Charter Commission (meets as needed)**
- ○ **Park and Recreation Board**
- ○ **City/County Economic Development Operations Board (meets monthly)**
- ○ **Human Rights Commission (meets as needed)**
- ○ **Municipal Utilities Commission (meets bi-monthly)**
- ○ **Pioneerland Library System Board (meets monthly)**
- ◉ **Planning Commission (meets bi-monthly)**
- ○ **Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)**
- ○ **Willmar Convention and Visitors Bureau**
- ○ **Ad hoc Task Forces (will be posted and will meet on an as-needed basis)**
- ○ **Zoning Appeals Board**
- ○ **Willmar Main Street**

APPLICANT INFORMATION

Date	* First Name	* Last Name
02/02/2024	Fernando	Cano

Format: MM/DD/YYYY

* Address	* City
2320 US HWY 12 E #5	Willmar

* Phone	* Email
3209057918	canofernando507@gmail.com
Phone	Email

*** What prompted you to make application for a citizen committee?**

I was talking to Steve Gardner at chamber connections today and he mentioned that I might be a good fit given my real estate background.

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

I would like to give the younger generation a voice to be heard I also enjoy volunteering my time to the community and keep up to date with what's going on in in the community.

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

Real estate agent

*** List your educational background**

Accounting degree with Ridgewater College Sales person license with the state of MN Elevate business academy graduate RedStar boot camp attendee

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

Admin on it takes a village partner with Willmar CommUNITY closet lions club member latino service providers member Bahai

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

Weichert Realtors Tower Properties 2320 US HWY 12 E #5 Willmar MN Real estate agent

Issued Dates: **1/1/2024 to 1/31/2024**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033684	1/11/2024	Ward/Mary C 1229 29th St NW	95-135-0080 Lot 8, Block 1 College View	Single Family Replace	Water Heater Replacement	$1,979.00	$26.00
WI033685	1/11/2024	Strei/Joseph F & Shannon R 2400 7th Ave SE	95-668-4810 Lot 6, Block 2 Pheasant Run	Single Family Replace	Gas Furnace Replacement	$4,523.00	$31.00
WI033686	1/11/2024	Flann/Steven 1110 Par Lane SE	95-836-0040 Lot 4 Village On The Green (Condo #10)	Townhouse Units Replace	Gas Furnace and Air Conditioner	$8,685.00	$56.00
WI033692	1/11/2024	Gunderson/Wm & Eunice 424 15th St SE	95-184-0370 Lot 7, Block 3 Erickson`s Third Addition	Reroofing Residential Add/Alter	Residential Reroof	$13,211.00	$36.61
WI033693	1/11/2024	Parker/Robert D 1412 7th St SW	95-780-1050 Block 5 Sunnyside	Reroofing Residential Add/Alter	Residential Reroof	$16,763.00	$38.38
WI033694	1/12/2024	Peppin/Stephen J 1600 11th Ave NE	95-911-0460	Alteration Commercial Add/Alter	Interior Remodel For Bar/Restaurant	$500,000.00	$5,138.96
WI033698	1/16/2024	Enamorado/Eveling Paz/& Marcos 709 19th St SE	95-843-0320 Lot 2, Block 4 Welshire Addition	Single Family Replace	Gas Furnace Replacement	$5,529.00	$31.00
WI033699	1/16/2024	Boller/Michael D & Jeanne M 412 Hillcrest Drive SW	95-922-7710	Single Family Replace	Gas Furnace Replacement	$4,967.00	$31.00
WI033700	1/16/2024	Holwerda/Casidy/& Christopher 1112 Elizabeth Ave SE	95-580-0270 Lot 7, Block 2 Nyquist`s First Addition	Single Family Replace	Gas Furnace Replacement	$5,192.00	$31.00
WI033704	1/24/2024	Martilla/Cory 1004 1st St S	95-280-2220 Block 13 Hanson`s Addition To Willmar	Commercial/Ind Replace	Roof Top Unit	$4,825.00	$77.41
WI033708	1/26/2024	Thompson/Patricia M 228 Valley View Dr SE	95-831-0410 Lot 2, Block 2 Valley View Court	Townhouse Units Replace	Gas Furnace Replacement	$5,221.00	$31.00

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
Count: 11				**Totals:**	**$570,895.00**	**$5,528.36**

Year-to-Date Summary (1/1/2024 through 1/31/2024)

Count: 11				**YTD Totals:**	**$570,895.00**	**$5,528.36**

Issued Dates: **1/1/2024 to 1/31/2024**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar
Monthly External Permits Report

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Year-to-Date Summary (1/1/2024 through 1/31/2024)

Count: 11				**YTD Totals:**	**$570,895.00**	**$5,528.36**

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	9.A.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Jared Voge
Item:	Project Nos. 2401-A & 2401-B: Approve Plans & Specs, Ordering Advertisement for bids		

RECOMMENDED ACTION:
Adopt the resolution approving final plans and specifications for Project No. 2401-A 10th Street NW Improvements and Project No. 2401-B 13th Street SW, Grace Avenue SW, and Rice Avenue SW Improvements and authorize advertisement for bids.

OVERVIEW:
As required by State Statue 429.031 subd. 1(b), a Public Hearing was held November 20, 2023, on the proposed 2024 Street and Other Improvements for the purpose of reviewing and explaining the proposed improvements, estimated costs, and to obtain input from interested parties. Following the hearing, such improvements were considered and approved by the Council for construction. Approval of the plans and specifications, as prepared by staff, also requires Council action at this time for authorization to advertise for bids.

Project No. 2401-A Street & Utility Reconstruction- Bid Opening March 20th 2:00 p.m.
10th Street NW

Project No. 2401-B Street & Utility Reconstruction- Bid Opening March 20th 10:00 a.m.
13th Street SW
Grace Avenue SW
Rice Avenue SW
10th Street SW
8th Street SW

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- APPROVE SPECS & ADV. FOR BIDS PROJECT NOS. 2401-A & 2401-B
2. Project No. 2401-A Title Sheet
3. Project No. 2401-B Title Sheet

RESOLUTION NO._____

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO. 2401-A AND PROJECT NO. 2401-B.

Motion By:_____ Second By:_____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2401-A and Project No. 2401-B for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

CITY OF WILLMAR, MN

CONSTRUCTION PLANS FOR

10TH STREET NW IMPROVEMENT PROJECT

SANITARY SEWER, WATERMAIN, STORM SEWER, & STREET IMPROVEMENT

FEBRUARY, 2024

RESOURCE LIST

CITY ADMINISTRATOR
LESLIE VALIANT
CITY HALL
333 6TH STREET SW
WILLMAR, MN 56201
PHONE: (320) 235-4913
FAX: (320) 235-4917
EMAIL: lvaliant@willmarmn.gov

CITY ENGINEER
JARED VOGE, P.E.
2040 U.S. HIGHWAY 12 EAST
WILLMAR, MN 56201
PHONE: (320) 231-3956
CELL: (612) 756-0326
EMAIL: jared.voge@bolton-menk.com

CONSULTANT
BOLTON & MENK, INC.
JOSHUA HALVORSON, P.E.
2040 U.S. HIGHWAY 12 EAST
WILLMAR, MN 56201
PHONE: (320) 231-3956
CELL: (320) 905-3520
FAX: (320) 231-9710
EMAIL: joshua.halvorson@bolton-menk.com

WATER
WILLMAR MUNICIPAL UTILITIES
ALAN NEER
MATT KADERLIK
700 LITCHFIELD AVENUE SW
P.O. BOX 937
WILLMAR, MN
PHONE: (320) 235-4422
CELL: (320) 212-8583 (ALAN)
CELL: (320) 894-8141 (MATT)
EMAIL: aneer@wmu.willmar.mn.us

ELECTRIC
WILLMAR MUNICIPAL UTILITIES
ED ZURN
BRIAN HOOVER
700 LITCHFIELD AVENUE SW
P.O. BOX 937
WILLMAR, MN 56201
PHONE: (320) 235-4422
CELL: (320 212-8588 (ED)
CELL: (320) 212-0376 (BRIAN)
EMAIL: ezurn@wmu.willmar.mn.us
EMAIL: bhoover@wmu.willmar.mn.us

WASTEWATER
CITY OF WILLMAR
JASON LINDAHL
3000 75TH STREET SW
WILLMAR, MN 56201
PHONE: 320-235-4760
CELL: (320) 905-3659 (JASON)
EMAIL: jlindahl@willmarmn.gov

PUBLIC WORKS
JUSTIN DELEEUW
801 INDUSTRIAL DR SW
WILLMAR, MN 56201
PHONE: (320)235-4252
CELL: (320) 220-3309
EMAIL: JDeLeeuw@willmarmn.gov

UTILITIES

GAS
CENTERPOINT ENERGY
AUSTIN SOWERS
700 WEST LINDEN AVENUE
MINNEAPOLIS, MN 55440
OFFICE: (612) 321-5241
EMAIL: austin.sowers@centerpointenergy.com
LOCAL CONTACT
CURT PETERSON
CELL: (320) 815-4581

COMMUNICATIONS
LUMEN
Lauren Schmidt
4658 Heatherwood Road
Saint Cloud, MN 56301
PHONE: (612)-432-7626
EMAIL: lschmidt@terratechllc.com

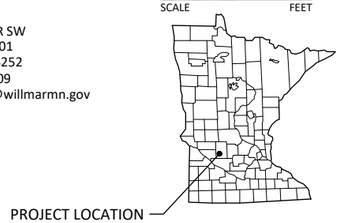
CABLE
CHARTER COMMUNICATIONS
RICK WYNN
400 LAKELAND DRIVE NE
WILLMAR, MN 56201
PHONE: (320) 235-1535 EXT. 11614
CELL: (320) 247-3533
EMAIL: rick.wynn@charter.com

FIBER OPTIC
WINDSTREAM/EN-TEL
Mike Althoff
63 Maple Ave N
Maple Lake, MN 55358
PHONE: (612) 282-2331
EMAIL: Mike.Althoff@Windstream.com



MAP OF THE
CITY OF WILLMAR
KANDIYOHI COUNTY, MN

0 500 1000
HORZ. SCALE FEET



SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01	TITLE SHEET
G0.02	LEGEND
G0.03	CONSTRUCTION NOTES
G1.01	STATMENT OF ESTIMATED QUANTITIES
G2.01 - G2.03	EXISTING UTILITY MAPS
G2.04 - G2.06	PROPOSED UTILITY MAPS
CIVIL	
C0.01	EXISTING CONDITIONS & REMOVALS PLAN
C1.01 - C1.15	TYPICAL SECTIONS, DETAILS
C2.01	EROSION CONTROL PLAN
C4.01	SANITARY SEWER & WATERMAIN PLAN & PROFILE
C5.01	STORM SEWER PLAN & PROFILE
C6.01	STREET PLAN & PROFILE
C6.02 - C6.04	INTERSECTION DETAILS
C6.05 - C6.07	PEDESTRIAN RAMP DETAILS
C7.01	TRAFFIC CONTROL PLAN
C7.02	SIGNAGE & STRIPING PLAN
C8.01 - C8.04	CROSS SECTIONS

THIS PLAN SET CONTAINS 42 SHEETS.

MAP LEGEND

PROJECT LIMITS
CITY HALL

BM= 1132.40
TNH
NE QUAD OF 10TH ST NW
&
GORTON AVE NW

PROJECT DATUM: KANDIYOHI COUNTY COORDINATES
HORIZONTAL: NAD 83
VERTICAL: NAVD 88

RECORD DRAWING INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
JOSHUA J. HALVORSON
LIC. NO. 46291 DATE 02/20/2024

BOLTON & MENK
2040 HIGHWAY 12 EAST
WILLMAR, MN 56201
Phone: (320) 231-3956
Email: Willmar@bolton-menk.com
www.bolton-menk.com

CITY OF Willmar

DESIGNED	NO.	ISSUED FOR	DATE
MBL		BID	02/20/2024
DRAWN: MPV, JDM			
CHECKED: JJH			
CLIENT PROJ. NO.: 0W1.132905 / 2401-A			

CITY OF WILLMAR, MINNESOTA
10TH STREET NW IMPROVEMENT PROJECT
TITLE SHEET

SHEET G0.01

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CITY OF WILLMAR, MN

CONSTRUCTION PLANS FOR

13TH STREET SW, GRACE AVENUE SW & RICE AVENUE SW IMPROVEMENT PROJECT

SANITARY SEWER, WATERMAIN, STORM SEWER, & STREET IMPROVEMENT

FEBRUARY 2024

RESOURCE LIST

CITY ADMINISTRATOR
LESLIE VALIANT
CITY HALL
333 6TH STREET SW
WILLMAR, MN 56201
PHONE: (320) 235-4913
FAX: (320) 235-4917
EMAIL: lvaliant@willmarmn.gov

CITY ENGINEER
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EMAIL: jared.voge@bolton-menk.com

CONSULTANT
BOLTON & MENK, INC.
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FAX: (320) 231-9710
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WATER
WILLMAR MUNICIPAL UTILITIES
ALAN NEER
MATT KADERLIK
700 LITCHFIELD AVENUE SW
P.O. BOX 937
WILLMAR, MN
PHONE: (320) 235-4422
CELL: (320) 212-8583 (ALAN)
CELL: (320) 894-8141 (MATT)
EMAIL: aneer@wmu.willmar.mn.us

ELECTRIC
WILLMAR MUNICIPAL UTILITIES
ED ZURN
BRIAN HOOVER
700 LITCHFIELD AVENUE SW
P.O. BOX 937
WILLMAR, MN 56201
PHONE: (320) 235-4422
CELL: (320 212-8588 (ED)
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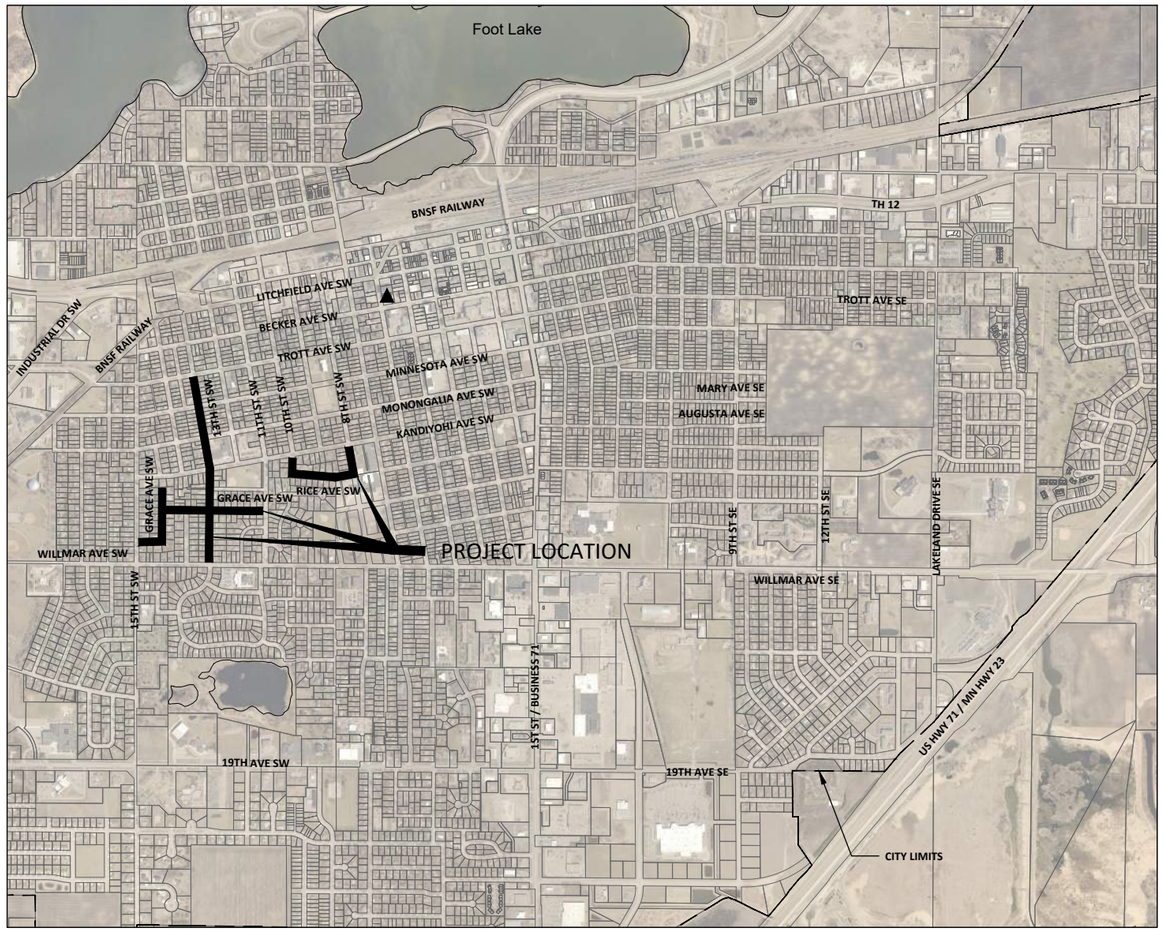
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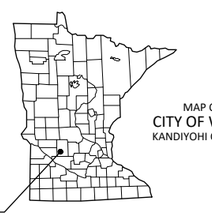
COMMUNICATIONS
LUMEN
Lauren Schmidt
4658 Heatherwood Road
Saint Cloud, MN 56301
PHONE: (612) 432-7626
EMAIL: lschmidt@centurylink.com

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CHARTER COMMUNICATIONS
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WILLMAR, MN 56201
PHONE: (320) 235-1535 EXT. 11614
CELL: (320) 247-3533
EMAIL: rick.wynn@charter.com

FIBER OPTIC
WINDSTREAM/EN-TEL
Mike Althoff
63 Maple Ave N
Maple Lake, MN 55358
PHONE: (612) 282-2331
EMAIL: Mike.Althoff@windstream.com







MAP LEGEND

PROJECT LIMITS

CITY HALL

SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01 - G0.03	TITLE SHEET, LEGEND & CONSTRUCTION NOTES
G1.01	ESTIMATED QUANTITIES
G2.01 - G2.03	EXISTING UTILITY MAPS
G2.04- G2.06	PROPOSED UTILITY MAPS
CIVIL	
	EXISTING CONDITIONS & REMOVALS
C0.01 - C0.06	13TH STREET SW, GRACE AVENUE SW & RICE AVENUE SW
	DETAILS
C1.01 - C1.02	TYPICAL SECTIONS
C1.03	STREET & SIGN
C1.04	SANITARY SEWER
C1.05 - C1.06	WATERMAIN
C1.07	STORM SEWER
C1.08 - C1.09	WATERMAIN TRACER WIRE
C1.10 - C1.15	PEDESTRIAN CURB RAMP
	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
C2.01- C2.03	PROJECT INFORMATION, NARRATIVE, SITE AND SOILS MAP
C2.04	DETAILS
C2.05 - C2.08	13TH STREET SW & GRACE AVENUE SW
C2.09 - C2.10	10TH STREET SW, RICE AVENUE SW & 8TH STREET SW
	SANITARY SEWER & WATERMAIN PLAN & PROFILE
C4.01 - C4.04	13TH STREET SW
C4.05 - C4.08	GRACE AVENUE SW
C4.09 - C4.12	10TH STREET SW, RICE AVENUE SW & 8TH STREET SW
	STORM SEWER PLAN & PROFILE
C5.01 - C5.03	13TH STREET SW
C5.04 - C5.06	GRACE AVENUE SW
C5.07 - C5.11	10TH STREET SW & RICE AVENUE SW
	STREET PLAN & PROFILE
C6.01 - C6.04	13TH STREET SW
C6.05 - C6.08	GRACE AVENUE SW
C6.09 - C6.11	10TH STREET SW, RICE AVENUE SW & 8TH STREET SW
	PEDESTRIAN RAMP DETAILS
C6.12 - C6.23	13TH STREET SW, GRACE AVENUE SW & RICE AVENUE SW
	INTERSECTION DETAILS
C6.24 - C6.29	13TH STREET SW
C6.30 - C6.35	GRACE AVENUE SW & 15TH STREET SW
C6.36 - C6.38	10TH STREET SW & 8TH STREET SW
	TRAFFIC CONTROL & PHASING PLAN
C7.01 - C7.02	PLAN & PHASING
	CROSS SECTIONS
C8.01 - C8.08	13TH STREET SW
C8.09 - C8.17	GRACE AVENUE SW
C8.18 - C8.25	10TH STREET SW, RICE AVENUE SW, & 8TH STREET SW

THIS PLAN SET CONTAINS 128 SHEETS.

⌖ BM=1133.01
HYDRANT NE QUAD
13TH STREET SW & TROTT AVE SW

PROJECT DATUM: KANDIYOHI COUNTY COORDINATES
HORIZONTAL: NAD 83
VERTICAL: NAVD 88

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSHUA J. HALVORSON
LIC. NO. 46291 DATE 02/20/2024

BOLTON & MENK
2040 HIGHWAY 12 EAST
WILLMAR, MINNESOTA 56201
Phone: (320) 231-3956
Email: Willmar@bolton-menk.com
www.bolton-menk.com

CITY OF Willmar

DESIGNED	NO.	ISSUED FOR	DATE
MBL		BID	02/20/2024
DRAWN: JEH, MPV			
CHECKED: JJH			
CLIENT PROJ. NO.: 0W1.127953 / 2401-B			

CITY OF WILLMAR, MINNESOTA
13TH STREET SW, GRACE AVENUE SW & RICE AVENUE SW IMPROVEMENT PROJECT
TITLE SHEET

SHEET G0.01

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City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	9.B.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Justin DeLeeuw, Public Works Director
Item:	Public Works Plow Truck Purchase and Reappropriation		

RECOMMENDED ACTION:
Adopt the resolution approving the purchase of two International HV507 plow trucks from North Central International, LLC through State Contract No. 194866 and dump bodies from Towmaster Truck Equipment through State Contract No. 222949 in the amount of $268,454.02 each, for a total of $536,908.04.

Adopt the resolution reappropriating $75,000 from the 2023 CIP for the Public Works floor drain reconstruction project to be allocated for the purchase of one International HV507 plow truck with a dump body.

OVERVIEW:
The Public Works Department is requesting the purchase and replacement of two trucks with snow removal equipment. One truck was previously requested for replacement at the January 18th, 2022, Council Meeting but was never fulfilled due to shortages of the truck chassis from International. From that time, State Contract pricing has increased, and staff is bringing back the updated amounts for Council approval.

The two truck chassis are proposed to be purchased from North Central International, LLC of St. Cloud per Minnesota State Contract No. 194866 in the amount of $116,415.02 each. The snow removal equipment for the trucks will be purchased from Towmaster Truck Equipment of Litchfield per Minnesota State Contract No. 222949 in the amount of $152,039 each. Staff anticipates delivery of the new units by January 2025.

One unit will replace the 2011 International dump truck scheduled for replacement in 2022. The truck is showing age and has various failures, including injectors, EGR coolers, and internal valve cover wiring issues. The other unit will replace the 2013 International dump truck scheduled for replacement in 2024. This truck has developed several oil leaks, and the frame has extensive rust, as this particular unit is used most frequently for sanding in the winter. Both units will be sold on GovDeals after the new trucks are received.

BUDGETARY/FISCAL ISSUES:
$290,000 is allocated in the 2024 CIP equipment certificate for the purchase and replacement of Plow Truck Unit No. 132486.

$220,000 was allocated in the 2022 CIP for the purchase and replacement of Plow Truck Unit No. 118382. $75,000 is requested to be reappropriated from the Public Works floor drain project from the 2023 CIP.

Additional sales tax on the 2 truck chassis will be added to the final price. This is roughly estimated to be $16,000.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Public Works International Trucks
2. Resolution- Public Works Truck Purchase Reappropriation
3. Towmaster State Contract Quote
4. North Central International State Contract Quote
5. 132486 Unit Photo
6. 118382 Unit Photo
7. Unit 132486 Change Request Form
8. Unit 118382 Change Request Form

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PURCHASE OF TWO INTERNATIONAL DUMP TRUCKS WITH SNOW REMOVAL EQUIPMENT IN THE AMOUNT OF $536,908.04.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of two International HV507 dump trucks from North Central International of St. Cloud is accepted through State Contract No. 194866 in the amount of $116,415.02 each, and two sets of snow removal equipment from TowMaster Truck Equipment through State Contract No. 222949 in the amount of $152,039 each, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the total amount of $536,908.04 with tax and license paid at a later date on the truck chassis.

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

Resolution No._____

REAPPROPRIATING FUNDS FROM PUBLIC WORKS FLOOR DRAIN PROEJCT TO THE PUBLIC WORKS INTERNATIONAL PLOW TRUCK PURCHASE IN THE AMOUNT OF $75,000.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate $75,000 from the Public Works floor drain project to the Public Works International plow truck purchase.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease: Public Works Floor Drain Project amount. $75,000

Increase: Public Works International Plow Truck amount, $75,000

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 77084

** QUOTATION **

Ship To: **Cust:** **2990** **Phone:**	**Bill To:** **Phone:**
WILLMAR, CITY OF	WILLMAR, CITY OF
801 INDUSTRIAL DRIVE SW	333 6TH ST SW PO BOX 755
WILLMAR MN 56201 USA	WILLMAR MN 56201

ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

Order Comments: **STATE OF MN CONTRACT #222949 AMENDED**
Build Instructions **VALID THRU 02/29/24**
Other Instructions **F.O.B. LITCHFIELD, MN -OR- CUSTOMER LOCATION W/FUEL CHARGES**

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900046	Body 10'6" EDGE-RC/SCIS-46-36-36 - - 46" 3/16" Hardox-450 Front, 36" 3/16" Hardox-450 radius sides (no pockets), 36" 3/1 6" Hardox-450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, unpainted.	$13,448.00	$13,448.00
1	9901704	Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (BLUE). Understructure is seam sealed, and painted Gloss Black.	$4,522.00	$4,522.00
1	9901701	Installation of Dump Body to hoist	$2,262.00	$2,262.00
1	9900145	Body acc'y TMTE Air trip kit, w/solenoid valve,	$399.00	$399.00
1	9901702	Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	$425.00	$425.00
1	9900147	Body acc Box Vibrator - Cougar model DC3200	$796.00	$796.00
1	9901703	Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	$496.00	$496.00
1	9900155	Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing tion support stand, (2) shovel holders, & reservior mounts, Installed.	$2,918.00	$2,918.00
1	9900181	Walkrail removable both sides of 10' RC & RS body, Installed	$1,751.00	$1,751.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 77084

** QUOTATION **

Ship To: **Cust:** **2990** **Phone:**	**Bill To:** **Phone:**
WILLMAR, CITY OF	WILLMAR, CITY OF
801 INDUSTRIAL DRIVE SW	333 6TH ST SW PO BOX 755
WILLMAR MN 56201 USA	WILLMAR MN 56201

ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

1	**9900206 - Ladder Flip-A-Way Access ladder Pkg (Carbon Steel), Including Grab Handle above, and Interior Step, ea, Installed LOCATED LH FRONT AREA OF SIDE PANEL.**	**$558.00**	**$558.00**
2	**9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts**	**$534.00**	**$1,068.00**
1	**9900214 - Body acc'y Tailgate LEVER TOP PIN release (Single Axle bodies only)**	**$852.00**	**$852.00**
1	**9904963 - Light Warning TMTE1SSM-3 PKG: 1/2 A 1/2 B, (2) SS 23H 3-light LED Micro-Edge, 2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed. NOTE: Blue Lights positioned on RH Front & LH Rear, with flash pattern set to WIG-WAG.**	**$5,111.00**	**$5,111.00**
1	**9905778 - Light, Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed**	**$1,506.00**	**$1,506.00**
1	**9900259 - Light acc'y LED work light with disconnect Installed **NOTE: FOR RH SPINNER ILLUMINATION. Mount on RH end of Sander, wire across sander and splice into LH spinner work light. Power up both on (1) individual switch in control console.**	**$589.00**	**$589.00**
1	**9900266 - Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed**	**$1,195.00**	**$1,195.00**
1	**9900276 - Tarp Pulltarp (SGL or TDM) model S-9 Supershield tarp system w/A2F tarp, sideflaps & tiedowns, installed**	**$2,887.00**	**$2,887.00**

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

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ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9904691	- INSTALLATION of (Initial) Single camera system **MOUNTED ON STROBE TUBE FOR WING VIEWING QUED AS DEFAULT CAMERA	$426.00	$426.00
2	9904692	- Camera System option, NORTECH 9100-2HC 120 degree night vision CCD weather-proof HEATED camera, only GEN 5 6100	$182.00	$364.00
2	9904693	- Camera System option, NORTECH 9100-4 Harness, 65' Waterproof GEN 5 6100	$118.00	$236.00
1	9904694	- INSTALLATION of extra Camera, & Harness GEN 5 6100 **NOTE: MOUNTED ON RH (CURBSIDE) CORNER POST IN PROTECTIVE COVER FOR REVERSING ACTIVITIES QUED TO REVERSE CIRCUIT	$213.00	$213.00
1	1941405	- Camera Guard, SS, Bolt-On	$43.00	$43.00
1	9905502	- PreCise ARC Sensor Mount #1126929, only GEN 5 6100	$60.00	$60.00
1	9905835	- PreCise ARC Sensor #1117640, only, for Wireless GEN 5 CONTROLLER Applications (LESS MTG BRKT), installed INSTALLED	$734.00	$734.00
1	9900958	- Pre-Wet Towmaster/Varitech LDS-TMR-110-EGF Body Side Mt Sys for Elliptical body W/EXISTING REMOVABLE WALKRAIL (2) 55 gal tanks, mtg hardware, plumbing, Electric Gravity Feed valve	$1,809.00	$1,809.00
1	9902483	- Installation of TMR pre-wet system (New Towmaster Body) **NOTE: (1) CUSTOMER WANTS PASSENGER SIDE FILL. (2) MOUNT VALVE ON INSIDE REAR CORNER POSTBY RAIL	$1,275.00	$1,275.00
1	9903688	- Pre-Wet DUAL SPINNER Discharge KIT installed	$777.00	$777.00
1	9901834	- Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block rear hinge point, & OSHA approved saftey props	$5,526.00	$5,526.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

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WILLMAR MN 56201 USA	WILLMAR MN 56201

ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

1 9901712 - Installation of SCISSORS TYPE double acting hoist	**$2,373.00**	**$2,373.00**
1 9904688 - Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
1 9902986 - Wing Falls RHTDL10A/FM-HYDPB-TRIP EDGE Primed LESS CUTTING EDGES	**$14,988.00**	**$14,988.00**
2 9902818 - VBL Vallite HIGHWEAR Fab Wing Blade, 5/8" x 6" x 3'	**$233.00**	**$466.00**
1 9902819 - VBL Vallite HIGHWEAR Fab Wing Blade, 5/8" x 6" x 4'	**$312.00**	**$312.00**
1 9900433 - Installation Falls TDL/FM Wing - w/Bulkhead Couplers	**$4,758.00**	**$4,758.00**
1 9900479 - Wing Falls Gloss Black - Paint Moldboard	**$447.00**	**$447.00**
1 9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	**$4,319.00**	**$4,319.00**
1 9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	**$2,532.00**	**$2,532.00**
1 9900545 - Plow Hitch Falls Installation of (supplied) Multi-Coupler **NOTE: PLOW ANGLE FUNCTION		
1 9903058 - Plow Falls PR1243/SLT-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	**$9,825.00**	**$9,825.00**
1 9900625 - Plow Push Unit Falls 24/44 Series Std	**$1,265.00**	**$1,265.00**
1 9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	**$489.00**	**$489.00**
1 9900681 - Plow Falls Gloss Black Paint, Rev Plow, w/installation	**$594.00**	**$594.00**

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 77084

** QUOTATION **

Ship To: **Cust:** **2990** **Phone:**	**Bill To:** **Phone:**
WILLMAR, CITY OF	WILLMAR, CITY OF
801 INDUSTRIAL DRIVE SW	333 6TH ST SW PO BOX 755
WILLMAR MN 56201 USA	WILLMAR MN 56201

ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

1 9900730 - Plow Falls SCR-ADJ/SHOE/REV-PLW/STD		**$865.00**	**$865.00**
3 9902872 - VBL 3/4" x 6" - 4' w/25╩ Tungsten Carbide Insert, Std Punch, Flat Blade		**$323.00**	**$969.00**
****NOTE: FRONT PLOW APPLICATION**			
1 9900775 - Hitch TMTE Medium Duty STD Hitch Plate assembly		**$687.00**	**$687.00**
1 9901172 - Hitch Installation of med duty hitch (Weld On)		**$283.00**	**$283.00**
TO HAVE 2 D RINGS FOR USING TO PULL OUT			
1 9901725 - Sander Falls 1ASD9SS-6P-1D-2S, Std 9" x 6" Auger, Stainless Steel Unit, LH & RH discharge, Dual Poly Spinner Ass'y, uni-directional reversible auger.		**$7,551.00**	**$7,551.00**
1 9901722 - Sander Install dual spinner w/uni-directional reversible auger & dual manifolds RH & LH rear		**$1,608.00**	**$1,608.00**
1 9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel		**$840.00**	**$840.00**
1 9900850 - Valve System, Force Add-A-Fold MCV-ISO Valve 8 Functions , INSTALLED		**$16,093.00**	**$16,093.00**
HOIST, PLOW, PLOW STEER, WING HEEL, WING TOE, WING PUSH-BAR, AUGER R/L, SPINNER R/L			
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed		**$15,168.00**	**$15,168.00**
1 9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed		**$4,641.00**	**$4,641.00**

--- Continued ---

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by **Date**

TOWMASTER TRUCK EQUIPMENT
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PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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** QUOTATION **

Ship To: **Cust:** **2990** **Phone:**	**Bill To:** **Phone:**
WILLMAR, CITY OF	WILLMAR, CITY OF
801 INDUSTRIAL DRIVE SW	333 6TH ST SW PO BOX 755
WILLMAR MN 56201 USA	WILLMAR MN 56201

ATTN: KYLE RADUNZ

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		1/17/23	2/13/24	7/05/21

Serial No.

1 9900886 - Pump Force EATON 421AK LS (4.67 ci) installed	**$4,889.00**	**$4,889.00**
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	**$258.00**	**$258.00**
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	**$317.00**	**$317.00**
1 9900904 - Valve 2-port 1/2" Multi-Hose coupler system installed	**$1,265.00**	**$1,265.00**
****NOTE: FOR PLOW ANGLE FUNCTION**		
1 9905014 - Hydraulic Valve Hose Guard installed	**$389.00**	**$389.00**
1 9900924 - Air Bag Canadian Load-Share kit, manual adj., International	**$1,602.00**	**$1,602.00**
1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.		

Accepted by **Date**

Price:	**$152,039.00**
Total Discounts:	
Net Cost:	**$152,039.00**
Freight	
Total:	**$152,039.00**

Prepared For:
City of Willmar Public Works
Gary Manzer
801 Industrial Dr. SW
Willmar, MN 56201-2992
(320)235 - 3827
Reference ID: Single Ax plow

Presented By:
NORTH CENTRAL INTL LLC
Brent J Simon
375 33RD AVE. S
SAINT CLOUD MN 56301 - 3751
(320)251-9511

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2023 HV507 SFA (HV507)

AXLE CONFIG:	4X2
APPLICATION:	Front Plow and Wing with Spreader
MISSION:	Requested GVWR: 39000. Calc. GVWR: 39360. Calc. GCWR: 80000 Calc. Start / Grade Ability: 31.38% / 3.53% @ 55 MPH Calc. Geared Speed: 72.9 MPH
DIMENSION:	Wheelbase: 171.00, CA: 96.00, Axle to Frame: 59.00
ENGINE, DIESEL:	{Cummins L9 350} EPA 2024, 350HP @ 2200 RPM, 1050 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3000 RDS} 6th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends Gear Ratio: 5.63
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 385/65R22.5 Load Range J XZY-3 (MICHELIN), 491 rev/mile, 65 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range G FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 6H39, Brt Med Blu (Custom) Chassis schematic N/A

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
HV50700	Base Chassis, Model HV507 SFA with 171.00 Wheelbase, 96.00 CA, and 59.00 Axle to Frame.	5783/3857	9640
1ANA	AXLE CONFIGURATION {Navistar} 4x2	60/-119	-59
	Notes : Pricing may change if axle configuration is changed.		
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL	137/319	456
1LLK	BUMPER, FRONT Omit Item	-88/13	-75
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille	142/-37	105
1WDU	CROSSMEMBER, FRONT for Hydraulic Pump, Mounting Flange to Accommodate Pump	41/4	45
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)	217/-217	0
2ARU	AXLE, FRONT NON-DRIVING {Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity	148/0	148
3ADE	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 16,000-lb Capacity, with Shock Absorbers	44/0	44
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	0/0	0
	Includes : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
4722	DRAIN VALVE {Bendix DV-2} Automatic, with Heater, for Air Tank	2/0	2
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System	0/0	0
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater	7/4	11
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn	4/0	4
4EXW	BRAKE CHAMBERS, REAR AXLE {Bendix EnduraSure Pro} 30/30 SqIn Spring Brake	0/7	7
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake	1/0	1
4LAA	SLACK ADJUSTERS, FRONT {Haldex} Automatic	14/0	14
4LGA	SLACK ADJUSTERS, REAR {Haldex} Automatic	0/16	16
4LGR	SLACK ADJUSTER PINS Stainless Steel Slack Adjuster Pins/Cotter Pins on Front and Rear	0/0	0
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM	0/0	0
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab	13/8	21

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
4VKJ	AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail	-18/26	8
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes	10/0	10
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes	0/10	10
4XCZ	BRAKES, REAR {Meritor 16.5X7 P} Air S-Cam Type, Cast Spider, Cast Shoe, Double Anchor Pin, Includes Greaseable and Zinc Coated Anchor Pins, Size 16.5" X 7", 38,000-lb Capacity per Axle	0/106	106
4XDT	BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity	33/0	33
5710	STEERING COLUMN Tilting and Telescoping	16/3	19
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black	0/0	0
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power	102/-6	96
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2	8/30	38
7BEU	AFTERTREATMENT COVER Aluminum	8/3	11
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab	125/51	176
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch	40/8	48
7WBA	TAIL PIPE (1) Turnback Type, Bright	5/4	9
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	13/12	25
7WDM	EXHAUST HEIGHT 10'	15/12	27
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment Includes : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered	0/0	0
8518	CIGAR LIGHTER Includes Ash Cup	1/0	1
8GXJ	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount	0/0	0
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/ Turn	2/0	2

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
8HAG	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Separate Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake accommodation package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket	0/2	2
8MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud	23/30	53
8RGA	2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab	2/0	2
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars	5/3	8
8RPB	RADIO, AUXILIARY CONTROLS Mounted in Steering Wheel, Radio Function Control Switch, Includes Volume Up/Down, Mute, Forward/Back and Bluetooth Answer/Disconnect	8/2	10
8RPR	ANTENNA for Increased Roof Clearance Applications	1/0	1
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input	3/0	3
8THB	BACK-UP ALARM Electric, 102 dBA	0/3	3
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications	2/0	2
8TKB	STOP, TURN, TAIL & B/U LIGHTS {Truck Lite} Super 44, with LED Lights for Stop, Turn & Tail Lights, Truck Lite Super 40 for Backup Lights, with Power Module, "International" Termination and Less Junction Box, Includes Incandescent License Plate Light	0/5	5
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/ Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch	1/0	1
8VAY	HORN, ELECTRIC Disc Style	0/0	0
8VUL	BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab	-35/12	-23
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	0/0	0
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	0/0	0
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn On if Windshield Wipers are Turned On	0/0	0
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm	0/0	0
8WXG	STARTING MOTOR {Mitsubishi Electric Automotive America 105P} 12-Volt, with Soft-Start	9/1	10
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender	0/0	0
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted	2/0	2
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord	3/0	3

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
8XNY	HEADLIGHTS Halogen	0/0	0
8XPP	USB PORT Two USB-A Ports and Two USB-C Ports, Located in Instrument Panel	0/0	0
9585	FENDER EXTENSIONS Rubber	6/0	6
9AAB	LOGOS EXTERIOR Model Badges	0/0	0
9AAE	LOGOS EXTERIOR, ENGINE Badges	0/0	0
9ANG	HOOD, HATCH (01) for Servicing	5/0	5
9HAN	INSULATION, UNDER HOOD for Sound Abatement	10/0	10
9HBM	GRILLE Stationary, Chrome	0/0	0
9HBN	INSULATION, SPLASH PANELS for Sound Abatement	2/0	2
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV	0/0	0
10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails	0/0	0
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
	Includes : PAINT SCHEMATIC ID LETTERS "WK"		
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
10771	PAINT CLASS Single Custom Color	0/0	0
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360	1/0	1
10SLV	PROMOTIONAL PACKAGE Government Silver Package	0/0	0
11001	CLUTCH Omit Item (Clutch & Control)	0/0	0
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted	10/0	10
12926	RADIATOR HOSES Silicone; Molded	0/0	0
12EYY	ENGINE, DIESEL {Cummins L9 350} EPA 2024, 350HP @ 2200 RPM, 1050 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)	559/5	564
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed	0/0	0
	Includes : FAN Nylon		
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler	0/0	0
	Includes : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber		
12VAL	AIR CLEANER Dual Element, with Integral Snow Valve and In-Cab Control	6/0	6

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
12VJS	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2024	0/0	0
12VXV	THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic, Mobile, Variable Speed; (Range 2 to 20 MPH) Mounted on Steering Wheel	2/0	2
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)	0/0	0
12WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood	0/0	0
12WZE	CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations	0/0	0
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines	0/0	0
12XCS	CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty	0/0	0
13BCS	TRANSMISSION, AUTOMATIC {Allison 3000 RDS} 6th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway	203/80	283
13WAW	OIL COOLER, TRANSMISSION {Modine} Water to Oil Type	25/0	25
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission	1/0	1
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
13WUA	AUTOMATIC NEUTRAL Allison Transmission Shifts to Neutral When Parking Brake is Engaged and Remains in Neutral When Parking Brake is Disengaged, with On/Off Switch	0/0	0
13WUS	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Package Number 223, Modified for Single Input Auto Neutral	0/0	0
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released	0/0	0
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab	0/0	0
13WYU	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming	0/0	0
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission	0/0	0
14ASD	AXLE, REAR, SINGLE {Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends . Gear Ratio: 5.63 Notes : Axle Lead Time is 60 Days	0/307	307
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs	0/177	177
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine	0/-5	-5

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
15SGG	FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 70 US Gal (265L), Mounted Left Side, Under Cab	7/10	17
15WDG	DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
16030	CAB Conventional, Day Cab	0/0	0
16975	HEATER HOSES Silicone	0/0	0
16ATC	AUTOMATIC CLIMATE CONTROL Automatically Maintains Cabin Comfort Based on Selected Temperature	0/0	0
16BAM	AIR CONDITIONER with Integral Heater and Defroster	0/0	0
16GEG	GAUGE CLUSTER Premium Level; English with English Electronic Speedometer	0/0	0
	Includes : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/ Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)		
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
16HHE	GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} Mounted in Instrument Panel	2/0	2
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
16JNV	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust	0/0	0
16SDZ	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Side, Bright, 7.5" Sq.	11/0	11
16SEE	GRAB HANDLE, EXTERIOR Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left Side at B-Pillar	3/0	3
16SMM	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth	14/9	23
16SNU	MIRRORS (2) Aero Pedestal, Power Adjust, Heated, Bright Heads, Black Arms, 6.5" x 14" Flat Glass, Includes 6.5" x 6" Convex Mirrors, for 102" Load Width	0/0	0
	Notes : Mirror Dimensions are Rounded to the Nearest 0.5"		
16VKK	CAB INTERIOR TRIM Diamond, for Day Cab	6/1	7
	Includes : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Reading Lights; Integral to Overhead Console, Center Mounted		

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
	: SUN VISOR (3) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Vanity Mirror and Toll Ticket Strap, plus 1 Auxiliary Visor (Front Only), Driver Side		
16VLV	MONITOR, TIRE PRESSURE Omit	-9/-2	-11
16VSL	WINDSHIELD Heated, Single Piece	0/0	0
16WBY	ARM REST, RIGHT, DRIVER SEAT	3/0	3
16WHJ	HOSE CLAMPS, HEATER HOSE {Breeze} Belleville Washer Type	0/0	0
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	0/0	0
16WLS	FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood	0/0	0
16WSK	CAB REAR SUSPENSION Air Bag Type	0/0	0
16XJP	INSTRUMENT PANEL Wing Panel	0/0	0
16XWJ	WINDSHIELD WIPER BLADES Winter Type	2/0	2
16XXC	COWL TRAY LID	7/4	11
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab	0/0	0
27DUN	WHEELS, FRONT {Accuride 29807} DISC; 22.5x12.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Offset 5.37"	94/0	94
28DTT	WHEELS, REAR {Accuride 28828} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and with Steel Hubs	0/28	28
29PBA	PAINT IDENTITY, FRONT WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint	0/0	0
29PBB	PAINT IDENTITY, REAR WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint	0/0	0
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches	0/0	0
7372138137	(4) TIRE, REAR 11R22.5 Load Range G FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive	0/-8	-8
7602653208	(2) TIRE, FRONT 385/65R22.5 Load Range J XZY-3 (MICHELIN), 491 rev/mile, 65 MPH, All-Position	94/0	94
	Services Section:		
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A	0/0	0
	Total Component Weight:	**7974/4778** (lbs)	**12752** (lbs)
		(lbs)	(lbs)
	Electric Brake controller installed	0/0	0

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
	Winterfront Installed	0/0	0
	Total Goods Purchased:	**0/0**	**0**

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

(US DOLLAR)

Description	Price
Net Sales Price:	$116,415.02

Approved by Seller:

Official Title and Date

Authorized Signature

Accepted by Purchaser:

Firm or Business Name

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.


941655


WILLMAR
PUBLIC WORKS
772G

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

	Check Applicable Box
Addition - *(To the overall number of vehicles in our fleet)*:	☐
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced)*:	☐
Replacement - *(To be replaced by another vehicle)*:	☒
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*	☐
Re-assignment - *(Transfer to another City Dept.)*:	☐

Fixed Asset Number:			*Reminder to Attach Photo*
Vehicle Number:	132486	Replacement Cost:	$290,000
Vehicle Year:	2013	Vehicle Model:	International 7400
Mileage:	61,393 OR	Hours on vehicle:	4,492

(Comments): Recommend replacement

Initial GM

Operator or Supervisor *(comments if applicable)*:

I would suggest placing the order for this truck. We are currently waiting on a truck we ordered two years ago. The new truck would also add the capabilites to have dual sanders which helps sand both turn lanes in the winter time.

Initial KR

Mechanic *(comments if applicable)*:

This unit is showing its age. Recently is has developed more oil leaks. Also with this being a truck that is usually called for sanding in the winter the body and frame has a lot of rust. I would recommend replacement of this vehicle.

Initial JJ

X ***APPROVED*** _____ ***DENIED*** ***Vehicle/Equipment Committee*** 5-8-23 ***Date***

_____ ***APPROVED*** _____ ***DENIED*** Lori M D Lot *City Administrator* 2/13/2024 *Date*

This document was last reviewed and approved on April 18, 2014

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

	Check Applicable Box
Addition - *(To the overall number of vehicles in our fleet)*:	
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced)*:	
Replacement - *(To be replaced by another vehicle)*:	x
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*	
Re-assignment - *(Transfer to another City Dept.)*:	

Fixed Asset Number:	3005.00050			*Reminder to Attach Photo*
Vehicle Number:	118382	Replacement Cost:	$220,000	
Vehicle Year: 2011		Mileage or hours on vehicle:	88,975 Miles	

(Comments): _____

_____

_____

_____

Initial _____

Operator or Supervisor (comments if applicable):

THIS TRUCK IS SHOWING AGE AND HARD USE STARTING TO HAVE BIGGER DOLLAR REPAIRS RECOMMEND TO REPLACE

Initial GM

Mechanic (comments if applicable):

This generation of International trucks have many common failures which include- Injectors, EGR coolers, Internal valve cover wiring Along with plowing snow, hauling trees, and hotmix the truck is showing its age. I recommend replacement of this truck.

Initial KR

☒ *APPROVED* ☐ *DENIED* *Vehicle/Equipment Committee* 07-20-2021 *Date*

☐ *APPROVED* ☐ *DENIED* Leslie M Odlin *City Administrator* 2-14-2024 *Date*

This document was last reviewed and approved on April 18, 2014

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	9.C.
Agenda Section:	Regular Business	**Originating Department:**	Planning and Development
Resolution:	Yes	**Prepared By:**	Aaron Backman, Exec. Director
Ordinance:	Yes	**Presented By:**	Aaron Backman, Exec. Director
Item:	CURA - Approval of Purchase Agreement and set public hearing date		

RECOMMENDED ACTION:

Motion By: _____Second By: _____, a resolution approving the purchase agreement between the City of Willmar and Cura selling 5.54 acres of land in Swansson Field for the construction of an affordable senior living project.

Motion By: _____Second By: _____ to introduce an ordinance authorizing the sale of 5.54 acres of land in Swansson Field to Cura and set a public hearing on the ordinance to be held on March 18, 2024, at 6:30 p.m. in the County Board Room at the Health and Human Services Building, 2200 23rd Street Northeast.

Motion By: _____Second By: _____ to authorize the publication of the ordinance authorizing the sale of 5.54 acres of land in Swansson Field to Cura by summary.*

***(Requires six council members to vote in the affirmative)**

OVERVIEW:

Since the Fall of 2023 the City of Willmar and the Kandiyohi County & City of Willmar Economic Development Commission (EDC) have been working with Cura, a Paynesville-based, non-profit organization that owns, acquired, and has developed about 1,200 housing units for seniors in Minnesota. They are responsive to community needs, and they retain ownership of their facilities. Cura takes pride in the construction and maintenance of their buildings. They want to create safe and affordable housing options for seniors.

The proposed site is on the south side of Willmar Avenue and west of the CentraCare Care Center. They see an opportunity to directly benefit by being located proximate to the existing skilled care facility, especially in relation to rehabilitation services and the potential for other shared services. Cura is proposing a three-level facility that will include heated parking at grade with access off of Willmar Avenue. Under an Early Access Agreement, they have already undertaken soil borings of the site. Cura likes the site and the nearby municipal trails. They are open to partnering with the City's Park & Recreation Department on programming.

BUDGETARY/FISCAL ISSUES:
The purchase price for the 5.54-acre site is $150,000. In addition, Cura would be paying a Park Dedication Fee (7% of the land value) that would be an estimated $10,500; and they would cost share with the City of Willmar on stormwater improvements required for the project.

ALTERNATIVES TO CONSIDER:
Delay Council action if additional information is needed.

ATTACHMENTS:
1. Resolution to Approve Purchase Agreement with CURA 022024
2. Willmar-Cura Senior Living - purchase agreement for cc approval)
3. Ordinance authorizing sale to CURA 021424
4. Summary publication of CURA land sale ordinance 022024

Resolution No._____

A RESOLUTION APPROVING THE COMMERCIAL PROPERTY PURCHASE AGREEMENT WITH CURA

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that the Commercial Property Purchase Agreement with CURA is accepted and approved, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof that is substantially consistent with the version appended to this resolution.

Dated this 20th day of February, 2024

_____
Mayor

Attest:

_____
City Clerk

COMMERCIAL PROPERTY PURCHASE AGREEMENT

This Commercial Property Purchase Agreement (this "Agreement") is made this _____ day of _____, 2024 ("Effective Date"), by and between CURA, a non-profit corporation organized under the laws of the State of Minnesota, hereinafter referred to as "Buyer", and the City of Willmar, a municipal corporation under the laws of Minnesota, hereinafter referred to as "Seller."

RECITALS

1. Seller is the owner of certain real estate located in the City of Willmar, Kandiyohi County, Minnesota, (PID 95-921-5690) (the "Land"), together with all improvements thereon. Seller intends to subdivide the Land, such that a parcel approximately 5.54 acres in size as legally described on the attached Exhibit A and depicted on the attached Exhibit B (the "Property") is created.

2. Buyer desires to acquire from Seller the entirety of the Property by voluntary sale for purposes of developing the Property by constructing and operating thereon a senior rental housing and assisted living facility (the "Project"; also the "Intended Use").

3. Seller is willing to sell its interest in the Property "as is" without making any representations or warranties as to the condition of the Property or its suitability to Buyer's purposes.

AGREEMENT

In consideration of the mutual covenants and agreements of the parties hereto contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer hereby agree as follows:

1. Offer/Acceptance. Buyer agrees to purchase and Seller agrees to sell the Property under the terms and conditions set forth in this Agreement.

2. Purchase Price. The purchase price for the Property shall be One Hundred and Fifty Thousand and 00/100 Dollars ($150,000.00) for the approximately 5.54 acres comprising the Property ("Purchase Price"), payable as follows:

   a. Five Thousand Dollars ($5,000.00) as earnest money ("Earnest Money") will be delivered to [INSERT name of Title Company and contact at company] (the "Title Company") within five (5) business days after the Effective Date. All Earnest Money shall be held by the Title Company and shall be returned to Buyer if Buyer terminates this Agreement at Buyer's election as permitted herein, or be credited against the Purchase Price at Closing; and

b. The balance, in immediately available funds, is to be paid on the Closing Date, subject to any adjustments, prorations, or credits under this Agreement.

c. The Parties agree that the Purchase Price may be adjusted at the Closing to account for the subdivision of the Property following the Subdivision protocols as set forth in Section 8(a)(vi) of this Agreement.

3. Conveyance; No Representations or Warranties. Seller agrees to quit claim the Property to Buyer on the Closing Date using a quit claim deed without making any representations or warranties about the condition of the Property, and Buyer agrees to accept the Property "as is," subject to the terms and conditions herein contained.

4. Seller's Reserved Interests; Restrictions and Covenants. Seller's conveyance of the Property to Buyer shall be subject to the following interests reserved to the Seller and restrictions and covenants:

a. Option to Repurchase. Seller and its successors and assigns shall retain a conditional option to repurchase the Property valid for a period of three (3) years from and after the Closing Date for an amount equivalent to the Purchase Price. Seller's option shall only vest upon Buyer's failure to commence construction of a senior rental housing and assisted living facility on the Property within two (2) years after the Closing Date. For purposes of this section, construction is considered to be commenced upon the beginning of physical improvements beyond grading. Seller may, in its sole discretion and judgment, at any time after the vesting of such option and before the earlier of (i) Buyer's commencement of construction on the Property, or (ii) the expiration of Seller's option, exercise the option to repurchase as provided herein. Upon the expiration of Seller's reserved option to repurchase as provided herein, on the request of Buyer or its successors, Seller agrees to provide evidence to Buyer, or its successors, that the option to repurchase has expired, which obligation shall survive Closing.

b. Permanent Easements Reserved to Seller. Seller and its successor and assigns shall retain, for the use and benefit of the public, certain permanent easements on the Property to be depicted on the final plat to be recorded prior to Closing pursuant to Section 8.a.vi below and/or reserved on the Seller's quit claim deed, as follows:

i. A permanent easement, 70 feet in width, for utility, road right-of-way, drainage and trail purposes, over, under and across that portion of the eastern portion of the Property on which an existing public trail is situated;

ii. A permanent easement, 25 feet by 25 feet, for utility purposes, over, under and across that portion of the Property on which an existing monitoring well is located, and the right of ingress and egress thereto;

iii. A permanent easement, 25 feet in width, for utility and drainage purposes, over, under and across the ten feet in width along the entire perimeter of the Property; and

iv. A right of flight for the passage of aircraft in the airspace above the surface to the Property. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation on the Willmar Municipal Airport.

c. Restrictive Covenants.

i. Buyer, on behalf of itself and its successors and assigns, shall not engage in any activities on the Property that would interfere with or be a hazard to the flight of aircraft over such land or to and from the Willmar Municipal Airport or interfere with air navigation and communication facilities serving such airport.

ii. Buyer, on behalf of itself and its successors and assigns, shall not erect structures or allow natural objects to grow on the Property that would constitute an obstruction to air navigation as defined in Federal Aviation Regulations, Part 77.

iii. Buyer, on behalf of itself and its successors and assigns, further agrees that they will not use or permit or suffer use of the Property herein conveyed in such a manner as to create a potential for attracting birds and other wildlife which may pose a hazard to aircraft.

iv. Buyer, on behalf of itself and its successors and assigns, further agrees to comply with Notice requirements contained in Federal Aviation Regulations Part 77, Subpart B.

5. Closing Date. The closing shall take place through an escrow type closing using the Title Company as the closing agent, or at such other place as may be agreed to mutually by the parties, on a date mutually agreed to by the parties, but no later than thirty (30) days after the Inspection/Due Diligence Period described in Section 13 has expired or is waived in writing by Buyer, subject to extension for title curative matters pursuant to Section 10 (the "Closing Date"). Seller agrees to deliver possession of the Property to Buyer on the Closing Date in the same condition as the same existed on the Effective Date.

6. Seller's Closing Documents. On the Closing Date, Seller shall deliver to Buyer the following:

a. Quit Claim Deed. A duly executed quit claim deed, conveying the entirety of Seller's interest in the Property, subject to Seller's reserved interests and the restrictions and covenants as listed in Section 4 herein, to Buyer.

b. Seller's Affidavits. Seller shall provide a standard owner's affidavit and/or indemnity which may be reasonably required by the Title Company to issue an owner's policy of title insurance conforming to the requirements of Section 10 of this Agreement.

c. Well Certificate. If there are wells on the Property, a Well Certificate in the form required by Minn. Stat. § 103I.

d. Other Affidavits. Any other affidavits or certificates that may be required under Minn. Stat. § 116.48, Subd. 6, or Sect. 115B.16 or other provisions of law.

e. Abstract. The abstract of title or the owner's duplicate certificate of title for the Property, if the same is in the Seller's possession.

f. Subdivision. Evidence that the Property has been legally subdivided in accordance with the Subdivision Ordinance of the City of Willmar.

g. Other. Such other documents as may reasonably be required to transfer fee title to the Property to Buyer and to enable the Title Company to provide the Title Policy as required by this Agreement.

7. Buyer's Closing Obligations. On the Closing Date, Buyer will deliver to Seller the Purchase Price subject to any adjustment, prorations and credits (less the Earnest Money previously paid to Seller and subject to the prorations set forth below), in immediately available funds.

8. Contingencies.

a. Buyer's Contingencies. The obligation of the Buyer to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:

i. On the Closing Date, title to the Property shall be acceptable to Buyer in accordance with the provisions of Section 10 and the Title Company has unconditionally agreed to issue the Title Policy.

ii. The Inspection/Due Diligence Period described in Section 13, shall have expired without Buyer's termination of the Purchase Agreement.

iii. Buyer has obtained financing or otherwise obtained funds sufficient to enable it to pay the Purchase Price.

iv. Seller shall have performed all of its obligations required to be performed by Seller under this Agreement as and when required under this Agreement.

v. No Material Event (as herein defined) shall have occurred. For purposes hereof, the term "Material Event" shall mean and include any of the following that has occurred after the expiration of the Inspection/Due Diligence Period: (w) any material change in the condition of such Property including, without limitation, the environmental condition thereof, (x) any amendment to, or enactment of any new, law, rule, regulation or ordinance, or issuance of any judicial or other legal imposition that would materially affect the zoning, use, occupancy or operation of such Property or Buyer's proposed development thereof, (y) the institution or issuance by any applicable governmental authority having jurisdiction of notice of any pending or proposed moratorium with respect to the Property or any portion thereof that would materially affect Buyer's proposed development or use of the Property, and (z) the issuance by any applicable governmental authority having jurisdiction of any notice of any violation of law, or institution of any litigation, suit or proceeding against the Property, any part thereof, or Seller which materially affects Buyer's proposed development or use of the Property.

vi. The Property will have been subdivided from the Land, it being agreed by the parties that a sale of the Property will require the Seller to subdivide the Property from the existing parcels of Land and to effect the issuance of a separate tax parcel for the Property. The legal description for the Property to be sold and acquired under this Agreement shall be established by the subdivision of the Land accomplished by Seller. If so requested by either party, this Agreement shall be amended to reflect the correct and complete updated legal description of the Property. Seller shall provide copies of any survey, preliminary plat, and final plat or similar documents required to effect the subdivision of the Property to Buyer as they are produced.

vii. Seller shall have granted any easements over lands owned by Seller that may be required, if any, for legal access to utility services extending public water, sanitary and storm sewer services to the Property as provided in Section 15 hereof.

The contingencies in this section are solely for the benefit of, and may at any time be waived by, the Buyer. If any approval as provided herein is not obtained by the Closing Date, this Agreement shall be null and void at the option of the

Buyer, and in this event the Earnest Money paid by Buyer shall be returned to Buyer.

b. Seller's Contingencies. The obligation of the Seller to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:

i. The City Planning Commission shall review the sale and provide a recommendation on the proposed conveyance as required by City Charter, Section 4.02, subd. 8., which shall be prepared by the Sellers and submitted within thirty (30) days of the Effective Date.

ii. The Willmar City Council shall pass an ordinance authorizing the sale of the Property to Buyer consistent with the terms of this Agreement as required by Section 2.12, subdivision 1(G) of the City's Home Rule Charter.

iii. Buyer shall have performed all of its obligations required to be performed by Buyer under this Agreement as and when required under this Agreement.

iv. The execution and recording of a Development Agreement between Seller and Buyer, in a form satisfactory to Seller in Seller's sole discretion, consistent with Section 15 of this Agreement.

The contingencies in this Section are solely for the benefit of, and may at any time be waived by, the Seller.

9. Prorations. Seller and Buyer agree to the following prorations and allocation of costs regarding this Agreement.

a. Title Insurance and Closing Fee. Buyer will pay all costs of the Title Commitment and all premiums required for the issuance of the Title Policy and any endorsements. Seller shall pay any costs to perfect its own title and/or to release encumbrances other than Permitted Exceptions (defined below) the Property. Seller and Buyer will each pay one-half (1/2) of any closing fee imposed by the Title Company. All other costs charged by the Title Company will be prorated as is normal and customary.

b. Deed Tax. Seller shall pay the state deed tax as required in order to convey the Property to Buyer.

c. Real Estate Taxes and Special Assessments. General real estate taxes and installments of special assessments payable therewith payable in the year prior to the year of Closing (including any so-called green acre taxes imposed because of a change in use of the Property after Closing thereof)

will be paid by Seller. General real estate taxes and installments for special assessments payable in the year of Closing shall be prorated such that Seller shall pay such portion of such taxes and assessments attributable to the period beginning on January 1 of the year in which the Closing Date takes place, and continuing through and including the Closing Date and Buyer shall pay such portion of such taxes attributable to the period beginning on the first day after the Closing Date takes place; provided, however, if the Property is exempt from real estate taxes for the year in which Closing occurs there shall be no tax proration. If general real estate taxes due and payable during the year in which the Closing Date takes place have not yet been determined as of the Closing Date, Buyer and Seller shall prorate based on the last tax statement available.

d. Recording Costs. Buyer will pay the cost of recording Seller's quit claim deed and Well Certificate, if any. Seller shall pay the cost of recording any documents necessary to perfect its own title or which release encumbrances other than Permitted Exceptions.

e. Professional Consultants' Fees. Buyer shall be responsible for payment of all real estate commissions, legal fees and/or other professional or administrative fees and expenses incurred by itself in connection with the sale and conveyance of the Property to Buyer. However, Seller shall be responsible for paying any commissions due to any real estate brokers or agents engaged by Seller and shall indemnify, defend and hold the Buyer hereunder from any claim related thereto. Buyer shall be responsible for the payment to any professionals required to be retained to effect the subdivision of the Property.

f. Other Costs. All other operating costs of the Property will be allocated between Seller and Buyer as of the Closing Date, so that Seller pays that part of such other operating costs accruing on or before the Closing Date, and Buyer pays that part of such operating costs accruing after the Closing Date.

10. Title. Seller shall convey the entirety of its interest in the Property to Buyer at Closing by delivery of a quit claim deed, and Buyer shall have the opportunity to satisfy itself that Seller's interest in the Property is free of encumbrances other than Seller's reserved interests and the restrictions and covenants as listed in Section 4 herein, any easements and restrictions of record which do not materially interfere with Buyer's intended use of the Property, as determined by Buyer in its sole discretion, and Permitted Exceptions as provided herein.

a. Title Commitment. Seller may obtain at its sole cost and expense, a title commitment ("Title Commitment") covering the Property and binding the Title Company to issue at closing a current form ALTA Owner's Policy of Title Insurance ("Title Policy") in the full amount of the Purchase Price

hereunder in favor of the Buyer. Within thirty (30) days of the Effective Date of this Agreement, Seller shall deliver to Buyer one or more Abstracts of Title, if the same are in Seller's possession, covering all parcels that make up the Property.

b. Objections. During the Inspection/Due Diligence Period Buyer may deliver to Seller such written objections as Buyer may have to any matters disclosed by the Title Commitment or in any survey to be prepared by Buyer. Seller shall use commercially reasonable efforts to satisfy such objections prior to the Closing Date.

c. Buyer's Rights if Seller Fails to Cure Objections. If Seller delivers written notice to Buyer on or before the date thirty (30) days after its receipt of Buyer's written objections that Seller is unable to satisfy any objection, Buyer may, as Buyer's exclusive remedies, waive such objections and accept such title as Seller is able to convey, extend the Closing Date in order to cure such objections itself, or terminate this Agreement by written notice to Seller and receive a refund of the Earnest Money, provided that such termination notice must be delivered on or before the Closing Date.

d. Permitted Exceptions. The following shall be deemed to be "Permitted Exceptions":

(1) Building and zoning laws, ordinances, state and federal regulations in effect at the conclusion of the Inspection/Due Diligence Period described in Section 13 and not identified by Buyer as objectionable information during such Inspection/Due Diligence Period;

(2) Permanent easements as described Section 4 above and/or depicted on the final plat to be recorded prior to Closing pursuant to Section 8.a.vi above.

(3) The lien of general real property taxes for the year of Closing which by the terms of this Agreement are to be paid or assumed by Buyer (but prorated as described herein); and

(4) Matters contained in any title commitment or survey which Buyer is in possession of and for which Buyer does not make any objection to or waives any objection to and proceeds to closing on the Property.

11. Operation Prior to Closing. During the period from the date of Seller's acceptance of this Agreement to the Closing Date (the "Executory Period"), Seller shall operate and maintain the Property in the ordinary course of business in accordance with prudent, reasonable business standards, including the maintenance of adequate liability insurance and any currently-maintained insurance against loss by fire, windstorm and other hazards,

casualties and contingencies, including vandalism and malicious mischief, provided, that Seller will not enter into any contracts or agreements pertaining to the Property, except contracts or agreements which are not inconsistent with Buyer's rights hereunder and which may be terminated on not more than 30 days' notice or enter into any new leases, or renew any lease terms (other than on a month-to-month basis), or modify or terminate any lease, or accept the surrender of any leased premises, without the written consent of Buyer, which consent shall not be unreasonably withheld or delayed. Seller shall (i) comply with all laws, ordinances, regulations and restrictions affecting the Property and its use, (ii) not create any mortgage, lien, pledge or other similar encumbrance in any way affecting the Property, nor otherwise convey any interest in the Property; and (iii) not commit any waste or nuisance upon the Property.

12. Damage. If, prior to the Closing Date, all or any part of the Property is substantially damaged by fire casualty, the elements or any other cause, Seller shall immediately give notice to Buyer of such fact and at Buyer's option (to be exercised within fifteen (15) days after Seller's notice), this Agreement shall terminate. In the event Buyer so terminates this Agreement, the parties will have no further obligations under this Agreement and any Earnest Money, together with any accrued interest, shall be refunded to Buyer.

13. Inspection/Due Diligence Period. Buyer shall have one hundred twenty (120) days from the Effective Date, subject to extension pursuant to Sections 13.c) or (d) below (the "Inspection/Due Diligence Period"), to (i) conduct such surveys, reviews, inspections and tests of the Property as Buyer in its sole discretion deems necessary or advisable, (ii) conduct a Phase I environmental site assessment of the Property and, if a Recognized Environmental Condition is found or if recommended in the Phase I assessment, a Phase II environmental site assessment of the Property, (iii) obtain such federal, state and local governmental approvals (including, without limitation, zoning and site plan approvals and approvals of the plans and specifications) and permits (including, without limitation, building permits) and other necessary or desirable approvals, permits, and entitlements (collectively, "Entitlements") as Buyer in its sole discretion deems necessary or advisable for Buyer's proposed development and use of the Property, including all requisite governmental and third party approvals for the design and extension of all utilities to the Property that support the Intended Use (the "Utilities"); (iv) determine the legal and economic feasibility of the proposed development; and (v) obtain financing for Buyer's proposed development on such terms and conditions as are satisfactory to Buyer, in Buyer's sole discretion. Such rights of inspection/due diligence by Buyer shall include, but not necessarily be limited to, the following:

a. Seller shall allow Buyer and its agents, upon 24 hours' advance verbal or written notice from Buyer to Seller, the right of any ingress and egress over and through the Property for the purpose of inspecting and testing the same and making other observations as Buyer deems prudent, necessary or advisable, all however, at Buyer's expense. Buyer agrees to indemnify, defend and hold harmless Seller from all expense, injury, death, or property damage or claims of any kind whatsoever arising out of or in any way incidental to Buyer's presence on the Property for the purposes aforesaid,

except to the extent attributable to any pre-existing defects in the Property, it being understood and agreed that Buyer shall not be responsible for the restoration, remediation or other affirmative act with respect to any pre-existing condition which indemnity and hold harmless obligation of Buyer shall survive termination of this Purchase Agreement for any reason, provided Seller shall tender defense of any claim subject to Buyer's indemnity to Buyer in sufficient time to avoid prejudice, and Buyer shall have the right to assume and control the defense thereof with counsel selected by Buyer and reasonably acceptable to Seller. Buyer will return the Property to its original condition after any inspections and testing.

b. If prior to the end of the Inspection/Due Diligence Period, Buyer finds any information or conditions relating to the Property or Buyer's proposed development and use thereof that are objectionable to Buyer in Buyer's sole discretion, Buyer shall have the right to terminate this Purchase Agreement by giving written notice of termination to Seller no later than the end of the Inspection/Due Diligence Period and in such case, any Earnest Money shall be promptly refunded to Buyer.

c. In the event that the Phase I environmental site assessment of the Property conducted by Buyer finds a Recognized Environmental Condition or recommends that a Phase II environmental site assessment of the Property be completed, the parties shall agree to extend the Inspection/Due Diligence Period as reasonably necessary to allow such Phase II environmental site assessment to be completed if desired by Buyer, and any other applicable time periods established herein shall be extended by the same amount of time as the Inspection/Due Diligence Period extension.

d. Buyer shall have the right and option to extend the Inspection/Due Diligence Period for one (1) period of sixty (60) days. Buyer shall exercise its right and option to extend the Inspection/Due Diligence Period, as aforesaid, if at all, by: (i) giving Seller notice of such election on or before the date the Inspection/Due Diligence Period expires (as the same may be extended).

e. Regardless of any other provision to the contrary in this Agreement, Buyer at any time on or prior to the expiration of the Inspection/Due Diligence Period, may elect, in its sole discretion, for no reason or for any reason, to terminate this Agreement by delivery of a written notice (the "Termination Notice") to Seller, with a copy to Title Company, given on or before the last day of the Inspection/Due Diligence Period, whereupon the Earnest Money, together with all interest earned thereon, shall be returned immediately to Buyer and neither party shall have any further liability to the other hereunder, except as hereinafter specifically provided in this Agreement.

14. Purchase "As-Is". Subject to Buyer's right to terminate this Agreement during the Inspection/Due Diligence Period (Section 13) and subject to the satisfaction of the conditions to Closing, Buyer agrees to accept the condition of the Property at Closing, including specifically without limitation, the environmental and geological condition of the Property, in an "AS-IS" and with "ALL FAULTS" condition. Buyer's acceptance of title to the Property shall represent Buyer's acknowledgment and agreement that, except as expressly set forth in this Agreement: (i) Seller has not made any written or oral representation or warranty of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose), (ii) Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property, (iii) Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation, any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing, and (iv) the condition of the Property is fit for Buyer's intended use. Buyer agrees to accept all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation, the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated or will migrate from or to the Property.

For purposes of this Section, the following terms have the following meanings:

> "Environmental Law" means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. §9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. §9601 et seq. the Federal Water Pollution Control Act, 33 U.S.C. §1201 et seq., the Clean Water Act, 33 U.S.C. §1321 et seq., the Clean Air Act, 42 U.S.C. §7401 et seq., the Toxic Substances Control Act, 33 U.S.C. §1251 et seq., and the Minnesota Environmental Response and Liability Act, all as amended from time to time, and any other federal, state, local or other governmental code, statute, regulation, rule, law, permit, consent, license, order or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing and hereafter enacted; and
>
> "Hazardous Substance" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law; and
>
> "Claim" or "Claims" means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines,

judgment, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

15. Development Agreement Required. Prior to Closing, Seller and Buyer shall enter into and record a Development Agreement, which agreement is expected to contain, to the extent applicable, provisions consistent with the following:

a. Buyer shall be responsible for the management and associated costs for extending utility lines as required to connect to existing City utility infrastructure to serve the Property;

b. Buyer shall be responsible at Buyer's sole cost and expense for relocating any drainage and other utility infrastructure existing on the Property, including but not limited to Buyer's existing stormwater main which exists on and crosses the Property from the northeast to the southwest, as may be required to accommodate the Project. All such utility relocations shall be completed to the satisfaction of Seller's City Engineer.

16. Notices. Any notice required or permitted to be given by any party upon the other is given in accordance with this Agreement if it is directed to Seller by delivering it personally to a representative of Seller; or if it is directed to Buyer, by delivering to a representative of Buyer; or if mailed by United States registered or certified mail; return receipt requested, postage prepaid; or if transmitted by facsimile or e-mailed copy, and unless a confirmation of receipt is received then it must be followed by mailed notice as above required, or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: City Administrator
City of Willmar
333 Sixth Street Southwest
Willmar, MN 56201
Tel. No. (320) 235-4913
E-mail: lvaliant@willmarmn.gov

If to Buyer: CURA
Attn: Tom A. Opatz
_____
_____
E-mail: _____

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, that the time for response to any notice by the other party shall commence to run two (2) business days after any such deposit. Any party may change its address for the service of notice by giving advance written notice of such change to the other party, in any manner above specified. Attorneys for each party shall be authorized to give notices for such party.

17. Entire Agreement; Amendments. This Agreement represents the complete and final agreement of the parties and supersedes any prior or contemporaneous oral or written understanding between the parties. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in writing executed by the parties. This Agreement may be amended only in writing, signed by both parties.

18. Binding Effect; Assignment. This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Each party agrees to give the other party notice prior to assigning its interest in the Property or this Agreement. Buyer may assign all of Buyer's rights hereunder to and have its obligations hereunder assumed by any person, firm, partnership, corporation or other entity, and in the event of any such assignment, Buyer shall be released from any further obligations which have not yet accrued hereunder.

19. Controlling Law. The Parties acknowledge and agree that each has been given the opportunity to independently review this Agreement with legal counsel, and/or has the requisite experience and sophistication to understand, interpret, and agree to the particular language of this Agreement. The Parties have equal bargaining power and intend the plain meaning of the provisions of this Agreement. In the event of an ambiguity in or dispute regarding the interpretation of this Agreement, the ambiguity or dispute shall not be resolved by application of any rule that provides for interpretation against the drafter of the Agreement. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

20. Remedies. If Closing does not occur as a result of a default by Buyer which is not cured within thirty (30) days after receipt of written notice from Seller identifying such default, then Seller has the right to immediately terminate this Agreement and retain the Earnest Money as liquidated damages, time being of the essence of this Agreement. The termination of this Agreement and retention of the Earnest Money will be the sole remedy available to Seller for such default by Buyer, and Buyer will not be liable for damages. If Closing does not occur as a result of a default by Seller which is not cured within thirty (30) days after receipt of written notice from Buyer identifying such default, then Buyer has the right to (a) immediately terminate this Agreement and have the Earnest Money returned to it or (b) enforce this Agreement by specific performance.

21. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and which together shall constitute a single, integrated contract.

[*Remainder of page intentionally left blank*]

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the Effective Date.

BUYER:

CURA

By:_____
Tom A. Opatz, Its President/CEO

SELLER:

CITY OF WILLMAR

By:_____
Douglas E. Reese, Mayor

By:_____
Leslie Valiant, City Administrator

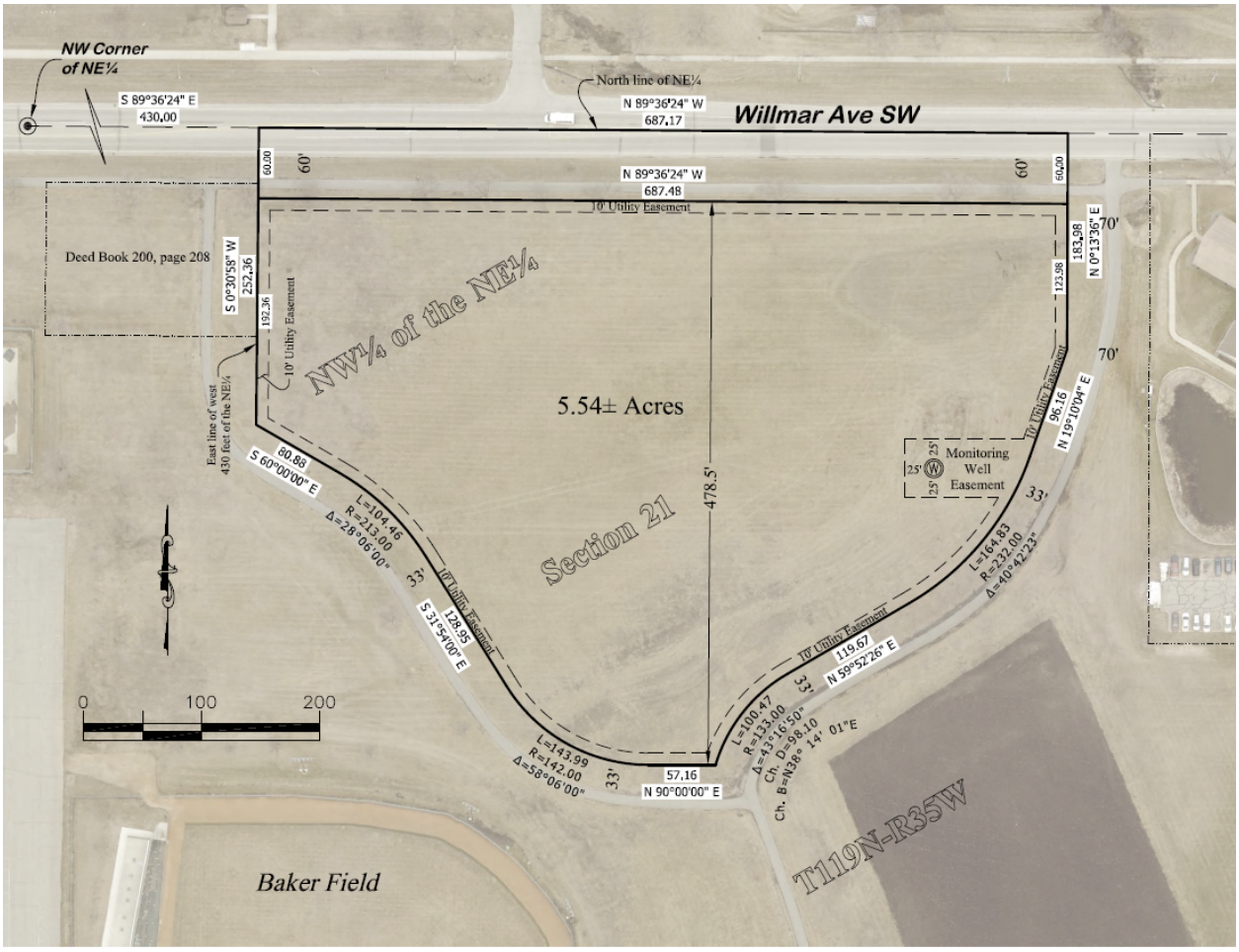
EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

(Subject to revision in accordance with Title Commitment)

That part of the Northwest Quarter of the Northeast Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

- Commencing at the northwest corner of said Northeast Quarter;
- thence on an assumed bearing of South 89 degrees 36 minutes 24 seconds East, along the north line of said Northeast Quarter a distance of 430.00 feet to the east line of the west 430 feet of said Northeast Quarter, as measured perpendicular to the west line of said Northeast Quarter, which is the point of beginning of the land to be described;
- thence on a bearing of South 0 degrees 30 minutes 58 seconds West, along said east line of the west 430 feet of the Northeast Quarter, a distance of 252.36 feet
- thence on a bearing of South 60 degrees 00 minutes 00 seconds East a distance of 80.88 feet;
- thence southeasterly a distance of 104.46 feet, along a tangential curve, concave to the southwest, which has a radius of 213.00 feet and a central angle of 28 degrees 06 minutes 00 seconds;
- thence on a bearing of South 31 degrees 54 minutes 00 seconds East, tangent to last said curve, a distance of 128.95 feet;
- thence southeasterly a distance of 143.99 feet, along a tangential curve, concave to the northeast, which has a radius of 142.00 feet and a central angle of 58 degrees 06 minutes 00 seconds;
- thence on a bearing of North 90 degrees 00 minutes 00 seconds East, tangent to last said curve, a distance of 57.16 feet;
- thence northeasterly a distance of 100.47 feet, along a non-tangential curve, concave to the southeast, which has a radius of 133.00 feet, a central angle of 43 degrees 16 minutes 50 seconds, a chord bearing of North 38 degrees 14 minutes 01 seconds East and a chord distance of 98.10 feet;
- thence on a bearing of North 59 degrees 52 minutes 26 seconds East, tangent to last said curve, a distance of 119.67 feet;
- thence northeasterly a distance of 164.83 feet, along a tangential curve, concave to the northwest, which has a radius of 232.00 feet and a central angle of 40 degrees 42 minutes 23 seconds;
- thence on a bearing of North 19 degrees 10 minutes 04 seconds East, tangent to last said curve, a distance of 96.16 feet;
- thence on a bearing of North 0 degrees 13 minutes 36 seconds East a distance of 183.98 feet, to the north line of said Northeast Quarter;
- thence on a bearing of North 89 degrees 36 minutes 24 seconds West, along the north line of said Northeast Quarter, a distance of 687.17 feet to the point of beginning.

EXHIBIT B
DEPICTION OF THE PROPERTY



ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF
REAL PROPERTY TO CURA

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

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby authorizes the sale and conveyance of real property owned by the City consisting of approximately 5.54 acres located within Parcel No. 95-921-5690, as legally defined on Exhibit A hereto, to CURA, a non-profit corporation organized under the laws of the State of Minnesota, by quit claim deed pursuant to the terms and conditions of a Commercial Property Purchase Agreement to be entered into between the City and CURA.

Section 2. EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2024.

ATTEST:

_____ _____
Vernae Larsen, City Clerk Douglas E. Reese, Mayor

VOTE: ____ ASK ____ ASMUS ____ BUTTERFIELD ____ DAVIS

____ FAGERLIE ____ NELSEN ____ O'BRIEN ____ SHULDES

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: _____

EXHIBIT A
LEGAL DESCRIPTION

(Subject to revision in accordance with Title Commitment)

That part of the Northwest Quarter of the Northeast Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows:

- Commencing at the northwest corner of said Northeast Quarter;
- thence on an assumed bearing of South 89 degrees 36 minutes 24 seconds East, along the north line of said Northeast Quarter a distance of 430.00 feet to the east line of the west 430 feet of said Northeast Quarter, as measured perpendicular to the west line of said Northeast Quarter, which is the point of beginning of the land to be described;
- thence on a bearing of South 0 degrees 30 minutes 58 seconds West, along said east line of the west 430 feet of the Northeast Quarter, a distance of 252.36 feet
- thence on a bearing of South 60 degrees 00 minutes 00 seconds East a distance of 80.88 feet;
- thence southeasterly a distance of 104.46 feet, along a tangential curve, concave to the southwest, which has a radius of 213.00 feet and a central angle of 28 degrees 06 minutes 00 seconds;
- thence on a bearing of South 31 degrees 54 minutes 00 seconds East, tangent to last said curve, a distance of 128.95 feet;
- thence southeasterly a distance of 143.99 feet, along a tangential curve, concave to the northeast, which has a radius of 142.00 feet and a central angle of 58 degrees 06 minutes 00 seconds;
- thence on a bearing of North 90 degrees 00 minutes 00 seconds East, tangent to last said curve, a distance of 57.16 feet;
- thence northeasterly a distance of 100.47 feet, along a non-tangential curve, concave to the southeast, which has a radius of 133.00 feet, a central angle of 43 degrees 16 minutes 50 seconds, a chord bearing of North 38 degrees 14 minutes 01 seconds East and a chord distance of 98.10 feet;
- thence on a bearing of North 59 degrees 52 minutes 26 seconds East, tangent to last said curve, a distance of 119.67 feet;
- thence northeasterly a distance of 164.83 feet, along a tangential curve, concave to the northwest, which has a radius of 232.00 feet and a central angle of 40 degrees 42 minutes 23 seconds;
- thence on a bearing of North 19 degrees 10 minutes 04 seconds East, tangent to last said curve, a distance of 96.16 feet;
- thence on a bearing of North 0 degrees 13 minutes 36 seconds East a distance of 183.98 feet, to the north line of said Northeast Quarter;
- thence on a bearing of North 89 degrees 36 minutes 24 seconds West, along the north line of said Northeast Quarter, a distance of 687.17 feet to the point of beginning.

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ___

AN ORDINANCE AUTHORIZING THE
SALE OF REAL PROPERTY TO CURA

Summary: Ordinance No. ___ authorizes the sale and conveyance of real property owned by the City consisting of approximately 5.54 acres the Swansson Field parcel west of the CentraCare Care Center to Cura, pursuant to the terms of a purchase agreement to be separately approved by the City.

The complete text of Ordinance No. ___ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	9.D.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Kyle Box, City Operations Director
Item:	Introduction of an Ordinance Amending Chapter 3, Alcoholic Beverages		

RECOMMENDED ACTION:
That the Council introduce the ordinance and set a public hearing for March 4, 2024, at 6:30 PM
Publish the Ordinance by summary.

OVERVIEW:
City staff have identified and reviewed several areas of Chapter 3 of the municipal code regarding Alcoholic Beverages. Among the recommended changes include several references for language to be more inclusive and to update the city's insurance requirements. The City's insurance requirements have been in the application processes for 25-plus years, and all current license holders already meet the language being recommended. The ordinance amendments have been reviewed by the City Attorney.

BUDGETARY/FISCAL ISSUES:
Publication and Codification

ALTERNATIVES TO CONSIDER:
None Recommended
ATTACHMENTS:
1. Ordinance Amendment - Ch. 3 Alcoholic Beverages
2. Summary Publication - Alcoholic Beverages Ordinance Amendment

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 3, ALCOHOLIC BEVERAGES

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 3-28. Chapter 3, Article II, Section 3-28 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-28. – Insurance.

(a) Every licensee shall procure liability insurance pursuant to ~~state law~~ Minn. Stat. § 340A.409, as the same may be amended, to cover its exposure to claims arising out of the negligence or violation of law by its agents or employees.

(b) Pursuant to the authority conferred upon the City under Minn. Stat. § 340A.509, as the same may be amended, every licensee shall procure comprehensive general liability coverage in limits of not less than $1,000,000 per occurrence for personal bodily injury and death.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 3-31. Chapter 3, Article II, Section 3-31 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-31. Gambling.

(b) No licensee shall keep, possess or operate, or permit the keeping, possession or operation of any slot machine, dice, or any gambling device or apparatus on the licensed premises or in any room adjoining the licensed premises, and ~~he~~ they shall not permit any gambling therein.

Section 3. AMENDMENT OF MUNICIPAL CODE SECTION 3-47. Chapter 3, Article II, Division 2, Section 3-47 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-47. Application.

* * * *

(b) In addition to the information required by the state liquor control commissioner's form, the application shall contain the following:

(1) Information as to whether the applicant is a natural person, corporation, partnership, or other form of organization.

a. If the applicant is a natural person, the following:

* * * *

2. Whether the applicant has ever used or been known by a name other than ~~his~~ their true name and, if so, what was such name, and information concerning the dates and places where used.

* * * *

5. Whether the applicant ~~and his present spouse~~ are registered voters and, if so, where.

6. The street addresses at which the applicant ~~and his spouse have~~ has lived during the preceding ten years.

* * * *

Section 4. AMENDMENT OF MUNICIPAL CODE SECTION 3-57. Chapter 3, Article II, Division 2, Section 3-57 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-57. – Submission of information to liquor control commissioner.

The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each organization

granted a license, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 5. AMENDMENT OF MUNICIPAL CODE SECTION 3-80. Chapter 3, Article III, Division 1, Section 3-80 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-80. – Licensee to be responsible for conduct of business

Every licensee shall be responsible for the conduct of ~~his~~ their place of business and the conditions of sobriety and order in the place of business and on the premises.

Section 6. AMENDMENT OF MUNICIPAL CODE SECTION 3-88. Chapter 3, Article III, Division 1, Section 3-88 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-88. Permitting use of premises of adjoining buildings by prostitutes.

No licensee shall knowingly permit the licensed premises or any room in those premises or any adjoining building directly or indirectly under ~~his~~ their control to be used as a resort for prostitutes.

Section 7. AMENDMENT OF MUNICIPAL CODE SECTION 3-115. Chapter 3, Article III, Division 1, Section 3-115 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-115. Application.

* * * *

(2) If the applicant is a natural person, the following:

* * * *

b. Whether the applicant has ever used or been known by a name other than ~~his~~ their true name and, if so, what was such

name, and information concerning the dates and places where used.

* * * *

e. The street address at which the applicant ~~and his spouse have~~ has lived during the preceding ten years.

f. The kind, name and location of every business or occupation the applicant ~~and his spouse have~~ has been engaged in during the preceding ten years.

g. The names and addresses of the applicant's and ~~his spouse's employers and~~ partners, if any, for the preceding ten years.

h. Whether the applicant or ~~his~~ spouse, or a parent, brother, sister or child of the applicant or his spouse, has ever been convicted of any felony, crime or violation of any ordinance other than traffic ordinances. If so, the applicant shall furnish information as to the time, place and offense for which convictions were had.

* * * *

Section 8. AMENDMENT OF MUNICIPAL CODE SECTION 3-116. Chapter 3, Article III, Division 1, Section 3-116 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-116. – Insurance.

(a) At the time of filing an application for a license, the applicant shall file a certificate of insurance documenting liability insurance ~~policy pursuant to state law or, in lieu thereof, shall deposit cash or United States government bonds which shall be deposited~~ coverage required by Sec. 3-28 with the city clerk.

(b) The ~~deposit or~~ evidence of the insurance policies required by subsection (a) of this section shall be subject to the approval of the city attorney.

* * * *

Section 9. AMENDMENT OF MUNICIPAL CODE SECTION 3-135. Chapter 3, Article III, Division 1, Section 3-135 of the Willmar Municipal Code is hereby amended to read as follows

(deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-135. Submission of information to liquor control commissioner.

The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each person granted a license, the trade name, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 10. AMENDMENT OF MUNICIPAL CODE SECTION 3-135. Chapter 3, Article IV, Division 2, Section 3-226 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-226. Application.

(a) Any person desiring to sell 3.2 percent malt liquor under a license provided for in this division shall make application in writing to the city council, in which ~~he~~ they shall state the following:

* * * *

(2) ~~His~~ Their true name and residence, with street and number;

(3) ~~His~~ Their age;

* * * *

(6) Whether ~~he has~~ they have ever been convicted of or arrested for any crime or violation of any ordinance, and when, where or for what such arrests or convictions have been made;

(7) Whether ~~he has~~ they have ever been engaged as an employee in, or in operating a saloon, and when, where and for how long;

* * * *

* * * *

Section 11. AMENDMENT OF MUNICIPAL CODE SECTION 3-229. Chapter 3, Article IV, Division 2, Section 3-229 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-229. Granting; denial – Eligibility of persons.

* * * *

(b) No license shall be issued to a person that is not a resident of the city, except a license may be issued to a nonresident if the license holder appoints a resident of the city as manager of ~~his~~ their business and the manager meets all the qualifications of a license holder.

(c) No license shall be issued to an applicant unless ~~he is~~ they are the actual owner or proprietor of the business at the location where ~~he intends~~ they intend to sell such malt liquor.

* * * *

Section 12. AMENDMENT OF MUNICIPAL CODE SECTION 3-253. Chapter 3, Article V, Division 1, Section 3-253 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-253. Insurance.

(a) Every licensee shall procure liability insurance pursuant to ~~state law~~ Minn. Stat. § 340A.409, as the same may be amended, to cover its exposure to claims arising out of the negligence or violation of law by its agents or employees.

(b) Pursuant to the authority conferred upon the City under Minn. Stat. § 340A.509, as the same may be amended, every licensee shall procure comprehensive general liability coverage in limits of not less than $1,000,000 per occurrence for personal bodily injury and death.

Section 13. AMENDMENT OF MUNICIPAL CODE SECTION 3-279. Chapter 3, Article V, Division 1, Section 3-279 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

> **Sec. 3-279. Submission of information to liquor control commissioner.**
>
> Every The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each organization granted a license, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 14. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2024.

ATTEST:

_____ _____
Leslie Valiant, City Administrator Doug Reese, Mayor

VOTE: ____ SHULDES ____ O'BRIEN ____ DAVIS ____ ASMUS
____ FAGERLIE ____ ASK ____ BUTTERFIELD ____ NELSEN

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: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ___

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 3, ALCOHOLIC BEVERAGES

Summary: Ordinance No. ___ makes several amendments in Chapter 3 of the Willmar Municipal Code, regulating alcoholic beverages so that it consistently includes the written requirement that the City requires a $1,000,000 general liability limit, in addition to the requirements of Minn. Stat. § 340A.409, to adequately cover its exposure to claims arising out of the negligence or violation of law by its agents or employees. The amendment additionally removes any reference to gender-specific language and replaces it with gender-neutral language.

The complete text of Ordinance No. ___ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.

City Council Action Request

Council Meeting Date:	February 20, 2024	**Agenda Item Number:**	9.E.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Call for City Council Work Session for Monday, February 26, at 6:00 PM.		

RECOMMENDED ACTION:
That the Council call for a Work Session on Monday, February 26, at 6:00 PM.

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
None