



WILLMAR CITY COUNCIL MEETING

MONDAY, MARCH 6, 2023 @ 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 21, 2023
- B. Willmar Municipal Utilities Commission Minutes of February 24, 2023
- C. Planning Commission Minutes of February 1, 2023
- D. Accounts Payable Report, 02-14-23 Thru 02-28-23
- E. State Temporary Liquor Permit—Foxhole Brewhouse, Inc.
- F. Planning Commission Applicant -John Christianson

Information:

- G. Council Work Session - City Hall Community Center

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. Public Hearing for Potentially Dangerous Dog Reconvened
 - B. Conduct Hearing for Ordinance Amending the Charter of the City of Willmar

10. Regular Business

- A. Consider approval of the updated City of Willmar Safety Policy
- B. Request to increase Firefighter wages and Fire Officer Stipend for 2023
- C. Consider the Re-appropriation of Funds From the Wastewater Enterprise Fund to the 2023 Capital Improvement Budget
- D. Amendment - 2023 Street Improvement Projects- Approve Plans & Specs to Advertise for Bids
- E. Lakeland Drive Traffic Study Presentation

11. "Community Pride" Announcements
12. Adjourn



City of Willmar

City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	5.A.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	City Council Minutes of February 21, 2023		

RECOMMENDED ACTION:

Approve as presented

OVERVIEW:**BUDGETARY/FISCAL ISSUES:****ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

1. Minutes of 02-21-2023 Council Meeting

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

February 21, 2023
6:30 p.m.

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, Michael O'Brien, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Present 8, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Public Works Director Gary Manzer, Planning and Development Services Director Justice Walker, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda, as presented. Council Member Fagerlie seconded the motion, which carried unanimously.

City Operations Director Box reviewed the consent agenda.

- A. City Council Minutes of February 6, 2023
- B. Willmar Municipal Utilities Commission Minutes, February 13, 2023
- ~~C. Planning Commission Minutes, October 19th, 2022~~
- ~~D. Planning Commission Minutes December 7th, 2022~~
- E. Accounts Payable Report, 02-02-23 Thru 02-13-23
- F. **Resolution No. 2023-032 Wastewater Purchase/Replacement of Polaris Ranger**
- G. **Resolution No. 2023-033 Wastewater Purchase/Replacement of 1/2 Ton Pickup**
- H. **Resolution No. 2023-034 Wastewater UV Hydraulic Wipers Purchase**
- ~~I. Resolution No. 2023-036 Public Works Golf Cart Purchase & Resolution No. 2023-037 Re-Appropriating Funds~~
- J. **Resolution No. 2023-035 Willmar Township Fire Agreement**
- K. Planning Commission Board Member Approvals

Information:

- L. Building Report January 2023
- M. Planning Commission Applicant -John Christianson

Council Member Ask offered a motion to approve the consent agenda. Council Member Nelsen asked that Items C. and D. be pulled for discussion. Council Member Fagerlie asked that Item I. be pulled for discussion. Council Member Asmus seconded the motion to approve the consent agenda, with the removal of Items C. D. and I., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked that the Planning Commission minutes submitted to Council include the comments and supporting documents. She also stated prior Planning Commission minutes were to have been amended and provided back to Council for approval and to-date, have not been re-submitted to Council. She requested they be provided to Council at the next meeting.

Council Member Nelsen then offered a motion to approve Items C. and D. Council Member Fagerlie seconded the motion, which carried.

Council Member Fagerlie inquired if electric vehicles are required in the near future, would we need to replace the proposed golf cart with an electric one to comply with the law. City Administrator Valiant stated we would not have to replace all vehicles at one time, it would be a phased-in approach.

Council Member Fagerlie then offered a motion to approve Item I. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

There was no one present to speak during the Open Forum.

At 6:38 p.m., Mayor Reese opened the public hearing for a potentially dangerous dog. Police Chief Felt requested the hearing be continued to March 6, 2023 due to the inclement weather, and the owner of the dog not being able to attend tonight's meeting.

Council Member Ask offered a motion to continue the hearing until March 6, 2023. Council Member Shuldes seconded the motion, which carried.

At this time, Mayor Reese delivered his State of the City Address.

City Administrator Valiant presented a request for Council to consider hiring Jose Pablo Obregon for Director of Community Growth.

Following discussion, Council Member Nelsen offered a motion to approve staff's request. Council Member Asmus seconded the motion, which carried unanimously.

Public Works Director Manzer presented a request to approve final plans and specifications of the 2023 Street and Other Improvement Projects and authorize advertisement for bids.

Following discussion, **Resolution No. 2023-038 Approving Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the 2023 Improvement Projects** was introduced by Council Member Asmus. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Operations Director Box presented a request to approve the purchase of audio/visual equipment from B & H Photo-Video-Pro Audio using ARPA funds.

Following discussion, **Resolution No. 2023-039 Authorizing Execution of a Contract with B & H Photo, Video, Pro Audio** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Walker presented a request to approve the Hoting annexation request and direct staff to present the Joint Resolution to the Township. It was noted the Hoting's approached staff to request the annexation into the City for sewer services.

Following discussion, **Resolution No. 2023-040 Approving the Joint Resolution for Orderly Annexation** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Butterfield voted "no".

City Operations Director Box presented a request to approve the County's valuations for said tax forfeited parcels and approve said parcels for public auction or request a conveyance for public use.

Following a lengthy discussion, Council Member Nelsen offered a motion to approve said parcels for public auction. Council Member Davis seconded the motion, which carried unanimously.

City Operations Director Box presented a request to approve the purchase of a sound system for the Orange Field ballpark. It was noted the sound system would be paid for with contingency funds from the Swansson Field Project. If approved, this would complete the said Project.

Following discussion, **Resolution No. 2023-041 Authorizing Acceptance of a Quote from Backes Technology Services, Inc.** was introduced by Council Member Fagerlie. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant offered the following comments: a Council workshop is scheduled for March 14, 2023 at 6:30 p.m. location to be determined; an email was sent out earlier to Mayor and Council regarding the Block 25 Lofts Project being a finalist for a ReScape award from Minnesota Brownfields. The award ceremony will occur on Thursday, April 6th at the St. Paul Event Center. In addition to EDC members, Mayor Reese will be attending. There are three additional seats that are open for Council Members. If interested, contact Ms. Valiant, and; March 9, 2023 is the 2023 City Day on the Hill.

Council Member Ask offered a motion to adjourn the meeting, with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 7:42 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-032

A RESOLUTION APPROVING THE PURCHASE OF A 2023 POLARIS RANGER XP 1000 NORTHSTAR PREMIUM IN THE AMOUNT OF \$18,279.

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 Polaris Ranger XP 1000 Northstar Premium is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Motor Sports of Willmar Superstore for the terms and consideration of the contract in the amount of \$18,279.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-033

A RESOLUTION APPROVING THE PURCHASE OF A 2023 SILVERADO 1500 IN THE AMOUNT OF \$45,743.26.

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 Chevrolet Silverado 1500 from Schwieters Chevrolet of Willmar, Inc. is accepted, 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 total amount of \$45,743.26.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-034

A RESOLUTION APPROVING THE PURCHASE OF UV HYDRAULIC WIPERS IN THE AMOUNT OF \$26,658.

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of 12 UV Hydraulic Wipers is accepted, 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 total amount of \$26,658.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-035

**A RESOLUTION APPROVING WILLMAR TOWNSHIP FIRE AGREEMENT
IN THE AMOUNT OF \$26,976.16**

Motion By: Ask Second By: Asmus

WHEREAS Willmar Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the township cost sharing proposal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the fire protection agreement with Willmar Township for the period April 1, 2023 through March 31, 2024, in the amount of \$26,976.16.

Dated this 21st day of February 2023.

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-036

**A RESOLUTION APPROVING THE PURCHASE OF A 2022 EZ-GO TXT VALOR GOLF CART
IN THE AMOUNT OF \$9,739.18.**

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2022 EZ-Go TXT Valor Golf Cart from Country Cat is accepted, 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 total amount of \$9,739.18.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-037

**REAPPROPRIATING FUNDS FROM PUBLIC WORKS KUBOTA MOWERS TO THE PUBLIC WORKS GOLF
CART PURCHASE FOR THE AMOUNT OF \$9,739.18.**

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate \$9,739.18 from the Public Works Kubota Mowers purchase to the Public Works Golf Cart 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 Kubota Mowers amount. \$9,739.18

Increase: Public Works Golf Cart amount, \$9,739.18

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-038

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE 2023 IMPROVEMENT PROJECTS.

Motion By: Asmus Second By: Davis

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308 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. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 29th day of March, 2023 for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-039

**RESOLUTION AUTHORIZING EXECUTION OF
A CONTRACT WITH B & H PHOTO, VIDEO, PRO AUDIO**

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar that the quote from B&H Photo, Video, Pro Audio for audio/ visual equipment in the amount of \$22,547.80 is accepted.

BE IT FURTHER RESOLVED THAT the City Council of the City of Willmar authorize the use of American Rescue Plan Act (ARPA) funds for this one-time purchase for long-lasting improvements to city infrastructure.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 21st day of February 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-040

A RESOLUTION APPROVING THE JOINT RESOLUTION FOR ORDERLY ANNEXATION.

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that Joint Resolution for orderly annexation of the Hoting property has been 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.

Dated this 21st day of February, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-041

**RESOLUTION AUTHORIZING ACCEPTANCE OF A
QUOTE FROM BACKES TECHNOLOGY SERVICES, INC.**

Motion By: Fagerlie

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar that the quote from Backes Technology Services, Inc., for a sound system in the amount of 17,626.88 is accepted.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 21st day of February 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – FEBRUARY 24, 2023
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Friday, February 24, 2023, at 11:45 am in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Shawn Mueske, Dave Baumgart, Carol Laumer, John Kennedy, Patricia Elizondo, and Terrill Sieck.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Line Department Supervisor Ed Zurn, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Councilman Michael O'Brien, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

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

RESOLUTION NO. 6

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the February 13, 2023, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20230222 to No. 20230265 and associated wire transfers inclusive in the amount of \$2,223,890.84.

Dated this 24th day of February, 2023.

President

Attest:

Secretary

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

Staff Electrical Engineer Smith provided a summary of a recent power outage. On February 17th at 2:36 p.m., WMU's protection system detected a fault and de-energized Feeder #21. WMU Linemen patrolled the area and determined the cause of the outage as a squirrel located near a transformer on an overhead powerline along County Road 5 NW. Crews restored the power at 2:54 pm with approximately 880 customers out of electricity for 18 minutes. Smith along with the Commission expressed their appreciation for the commendable efforts of the Line Department in restoring the power safely and efficiently.

Staff Electrical Engineer Smith presented the 2022 Engineering Year-End Review. Components of the summary contained: transmission and distribution Capital Improvement Projects (CIP); maintenance projects, administrative updates, underground construction, Railroad WYE Project update; and, 2023 Engineering Dept. preview.

Line Department Supervisor Zurn presented the 2022 Electric Distribution Year-End Review. Components of the summary contained: Capitol Improvement Purchases (bucket truck); goals achieved; 2023 preview & goals; and the annual Electric Reliability Performance Report. The Electric Reliability Performance Report reflects an overview of the Utility's electrical outages (duration of outage, frequency, and customers effected) for the past year. Also included in the report are various system average indicators for comparison. Per national IEEE data, WMU received a 99.9928% ranking for the Average System Availability Index (ASAI) which indicates an excellent percentage for availability of Willmar's electrical service. Also contained in the review were various graphs illustrating outage causes (i.e. electrical failure, animal/squirrels, construction, equipment damage, trees) and the duration of the identified causes.

Facilities & Maintenance Supv. Marti informed the Commission that Missouri River Energy Services (MRES) Board of Directors has authorized MRES staff to update the rates and key terms of the Reserved Capacity Agreement (RCA). MRES is requesting its members participating in the RCA program to approve the amended agreement. The RCA is an agreement between MRES and its members with local generation where MRES pays the member utility a monthly capacity payment in exchange for making member's local generating capacity available to MRES. This program helps MRES and its members to meet their capacity requirements, while providing participating members with local backup generation to increase the reliability of their operations. Proposed updated rates and key terms to the agreement were reviewed. Following review and discussion, Commissioner Mueske offered a resolution to approve the RCA with MRES incorporating the proposed changes as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 7

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed revisions to the Reserved Capacity Agreement between Missouri River Energy Services and the Willmar Municipal Utilities be approved as presented including updated rates and key terms."

Dated this 24th day of February, 2023.

President

Attest:

Secretary

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

General Manager Harren provided two weekly updates provided by Jacobson Law Group on their continued legislative efforts to secure financial assistance for the NE Water Treatment Plant Project (February 13th and February 17th).

General Manager Harren informed the Commission that meetings of the WMU Labor and Planning Committees would be forthcoming. Tentative future Planning Committee agenda items will include Sprint agreement, new building, water treatment plant, new generation, and SunRay Water System.

For information: Upcoming events to note in 2023 include:

- APPA Legislative Conference: February 27 through March 1 (Washington DC)
- MRES Annual Meeting: May 10-11 (Sioux Falls, SD)
- APPA National Conference: June 18-21 (Seattle, WA)
- MMUA Summer Conference: August 21-23 (Duluth)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Kennedy 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 MUNICIPAL UTILITIES

Beth Mattheisen
Executive Secretary

ATTEST:

Dave Baumgart, Secretary



City of Willmar

City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	5.C.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Planning Commission Minutes of February 1, 2023		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 02-01-2023 Planning Commission Minutes

**WILLMAR PLANNING COMMISSION
WEDNESDAY, FEBRUARY 1ST, 2023
333 6TH STREET SW, CONFERENCE ROOM 1
MINUTES**

1. The Willmar Planning Commission met on Wednesday, February 1ST, 2023 at 6:30pm at the City Hall

Member Present: Chair Jonathan Marchand, Steve Dresler, Stacy Holwerda and Christopher Buzzeo.

Members Absent: Kelsey Vosika, Stephanie Carlson and Jasmine Miller.

Others Present: Director Justice Walker, City Planner Guilherme Motta; Andrew Gimse, and Jennifer Kotila.

2. Chair Marchand starts with the review of minutes from the October 19th and December 7th. Stacy motion to approve and Commissioner Dresler seconds. Commission takes motion approved for both minutes.
3. Chair Marchand confirms that November 16th, December 21st, January 4th and January 18th meetings were canceled.

4. PLAN REVIEW 22ND ST SW STORAGE UNITS:

City Planner Motta describes the project as in the agenda: Andrew Gimse is requesting a plan review from the City for a proposed new construction for Storage Units in Willmar at 22nd St SW. This land is zoned General Industry. Storage Units are an allowed use with a plan review. 8 parking spaces plus a parking space for each employee will be required. Staff recommends approval of the 22nd St Storage Units Plan Review with the stated conditions that the applicant comply with the recommended corrections from the Staff comments for final approval. The applicant must also submit a detailed site plan for review to be approved for a building permit.

Chair Marchand notes that there was nothing substantially different from the last time they reviewed it. Chair Marchand read the findings of fact for the plan review and confirmed that there no issues.

Chair Marchand calls for discussion. Director Walker comments the project and clarify that all comments will be submitted before the permit be issued. This is a preliminary approval. Commissioner Buzzeo asks about the fences issue, wanting to know where it is showed. Justice explains they have to follow the ordinance.

Commissioner Buzzeo motions to approve the plan review for the 22nd ST SW Storage Units with the stated conditions. Commissioner Holwerda seconds. Voice

vote Chair Marchand aye, Commissioner Dresler aye, Commissioner Holwerda Aye, Commissioner Buzzeo Aye. Motion passed.

5. TEVALAN REZONING PRELIMINARY (Fredy Tevalan was not present, so the Commission did not act on this item)

6. MISCELLANY

- a. Bee and Chicken issue.** Director Walker says he received an email inquiring about growing/cultivate bees and chicken in their yard. Director Walker spoke about the importance of the food sovereignty and that they could petition an ordinance amendment for regulating those issues.

Commissioner Dresler said he would like to see what a potential ordinance amendment could look like. Staff agreed to work on an ordinance with the resident that will later return to the Commission for review.

- b.** Justice asks for a volunteer for the Vice chair for the Planning Commission.
- c.** Planning Commission training is being prepared for the commissioners. A work session teaching how to review site plans and the other technical procedures.
- d.** Welcomes to new commissioner Christopher Buzzeo.

7. ADJOURN

Commissioner Dresler motioned to adjourn at 7:30. Seconded by Commissioner Holwerda. The motion carried. With no further business, the meeting was adjourned.

Minutes presented by City Planner Guilherme Motta



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	STEVEN OKINS, Finance Director
Ordinance:	No	Presented By:	STEVEN OKINS, Finance Director
Item:	Accounts Payable Report, 02-14-23 Thru 02-28-23		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing.

OVERVIEW:

Departmental Submission of Invoices to be included on the Accounts Payable Listing.

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Vendor Pymt History Report 02-14-23 Thru 02-28-23

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	02/14/2023	thru 02/28/2023
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check.. Number.....		thru
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Payment Method...		
Totals Only?.....	N	
1099 Vendors Only?.....		
Lower Dollars Limit.....		
Create Excel file & Download	N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		MNWIPRT01	Y	S	6	066	10			

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ADOBE INC 003685	67620	02/28/23	2023 CREATIVE CLOUD LI	1,939.70		2372221133		D -	SUBSCRIPTIONS AN	101.41402.0443
AFLAC 003800	67605	02/24/23	CANCER INS-FEB	150.06		2-2023		D -	INS. PASS THROUG	101.41428.0819
	67605	02/24/23	SHORT TERM DSBLTY-FEB	186.63		2-2023		D -	INS. PASS THROUG	101.41428.0819
	67605	02/24/23	ACCIDENT INS-FEB	31.08		2-2023		D -	INS. PASS THROUG	101.41428.0819
				367.77	*CHECK	TOTAL				
			VENDOR TOTAL	367.77						
ALEX AIR APPARATUS INC 002061	67621	02/28/23	BOOTS-GULBRANSON	386.67		INV-47246		D -	SUBSISTENCE OF P	101.42412.0227
AMAZON CAPITAL SERVICES 003557	67622	02/28/23	USB DRIVES	107.97		1DW1-19XC-KYVW		D -	GENERAL SUPPLIES	101.42411.0229
	67622	02/28/23	DESKTOP ACCESSORIES	538.82		1FWJ-JL3M-19FH		D -	SMALL TOOLS	101.41409.0221
	67622	02/28/23	SCREEN CLEANER	19.97		1FWJ-JL3M-19FH		D -	MTCE. OF EQUIPME	101.41409.0224
	67622	02/28/23	PHONE REPLACE-CIVIC CNTR	932.95		1JXL-NYNW-9617		D -	MTCE. OF EQUIPME	101.41409.0334
	67622	02/28/23	CASE-TRANSLATOR DEVICE	38.90		1K46-K7KT-C794		D -	GENERAL SUPPLIES	101.42411.0229
	67622	02/28/23	ACCESSORIES-IPHONE/IPAD	117.36		1QGG-WPDF-LV6M		D -	SMALL TOOLS	101.41409.0221
	67622	02/28/23	HDMI CORD-CONF RM 2	12.36		1QGG-WPDF-LV6M		D -	MTCE. OF EQUIPME	101.41409.0224
	67622	02/28/23	ICE RESCUE EQUIPMENT	109.93		16JW-RV3X-GXMV		D -	GENERAL SUPPLIES	101.42411.0229
	67622	02/28/23	TONER-PATROL OFFICE	239.60		17XH-L4Q4-1YRD		D -	OFFICE SUPPLIES	101.42411.0220
				2,117.86	*CHECK	TOTAL				
			VENDOR TOTAL	2,117.86						
AT&T MOBILITY 000075	67611	02/24/23	PHONE SERVICE-JAN	1,468.55		02032023		D -	COMMUNICATIONS	101.41409.0330
AUSTIN INCORPORATED 003610	67623	02/28/23	SEPTIC PUMPING	120.00		29142		D -	OTHER SERVICES	230.43430.0339
	67623	02/28/23	SEPTIC PUMPING	120.00		30255		D -	OTHER SERVICES	230.43430.0339
	67623	02/28/23	SEPTIC PUMPING	120.00		30341		D -	OTHER SERVICES	230.43430.0339
	67623	02/28/23	SEPTIC PUMPING	120.00		40014		D -	OTHER SERVICES	230.43430.0339
				480.00	*CHECK	TOTAL				
			VENDOR TOTAL	480.00						
BACKES TECHNOLOGY SERVIC 000087	67624	02/28/23	CVC CNTR DATA WIRING-PRT	540.00		20811		D -	MTCE. OF STRUCTU	101.41409.0225
	67624	02/28/23	CVC CNTR DATA WIRING-LBR	660.00		20811		D -	MTCE. OF STRUCTU	101.41409.0335
	67624	02/28/23	CVC CNTR DATA FIX-PRTS	95.00		20812		D -	MTCE. OF STRUCTU	101.41409.0225
	67624	02/28/23	CVC CNTR DATA FIX-LBR	230.00		20812		D -	MTCE. OF STRUCTU	101.41409.0335
				1,525.00	*CHECK	TOTAL				
			VENDOR TOTAL	1,525.00						
BATTERY WHOLESALE INC 002860	67625	02/28/23	RETURN-BATTERIES	15.00CR		202409WIL		D -	MTCE. OF EQUIPME	651.48484.0224
	67625	02/28/23	E.L #2 BACK-UP BATTERY	49.80		211628WIL		D -	MTCE. OF EQUIPME	651.48487.0224
				34.80	*CHECK	TOTAL				
			VENDOR TOTAL	34.80						

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BERGANKDV				003702											
	67626	02/28/23		PAYROLL PROCESS 2/9/23	994.74		0000059683		D	-				PROFESSIONAL SER	101.41408.0446
	67626	02/28/23		SUPPLEMENTAL PAYROLL 2/9	70.00		0000059684		D	-				PROFESSIONAL SER	101.41408.0446
					1,064.74	*CHECK	TOTAL								
				VENDOR TOTAL	1,064.74										
BERNICK'S PEPSI-COLA CO				000103											
	67627	02/28/23		CONCESSION SUPPLIES	554.40		I35609		D	-				GENERAL SUPPLIES	101.45433.0229
	67627	02/28/23		CONCESSION SUPPLIES	1,018.08		I35890		D	-				GENERAL SUPPLIES	101.45433.0229
	67627	02/28/23		CONCESSION SUPPLIES	735.72		I36406		D	-				GENERAL SUPPLIES	101.45433.0229
	67627	02/28/23		CONCESSION SUPPLIES	799.25		10038994		D	-				GENERAL SUPPLIES	101.45433.0229
					3,107.45	*CHECK	TOTAL								
				VENDOR TOTAL	3,107.45										
BMI				003010											
	67628	02/28/23		2023 MUSIC LICENSE FEE	421.00		46512896		D	-				SUBSCRIPTIONS AN	101.45433.0443
BOLTON & MENK INC				001010											
	67629	02/28/23		19TH ST SE & LAKE DR	9,280.00		0297718		D	-				PROFESSIONAL SER	422.48455.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	27,854.64		0297718		D	-				PROFESSIONAL SER	422.48455.0446
	67629	02/28/23		13TH ST SW MILL&OVERLA	2,075.00		0305656		D	-				PROFESSIONAL SER	422.48452.0446
	67629	02/28/23		19TH ST SE & LAKE DR S	250.00		0305657		D	-				PROFESSIONAL SER	422.48455.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	823.90		0305657		D	-				PROFESSIONAL SER	422.48455.0446
	67629	02/28/23		PROF SERV-11/26-12/23/	4,099.00		0305659		D	-				PROFESSIONAL SER	101.43417.0446
	67629	02/28/23		PROF SERV-11/26-12/23/22	440.00		0305659		D	-				PROFESSIONAL SER	101.43418.0446
	67629	02/28/23		PROF SERV-11/26-12/23/	7,715.00		0305659		D	-				PROFESSIONAL SER	421.48452.0446
	67629	02/28/23		6TH ST SW RECONSTRUCTI	6,475.00		0305662		D	-				PROFESSIONAL SER	422.48451.0446
	67629	02/28/23		CHARLOTTE ST SW RECONS	4,502.50		0305665		D	-				PROFESSIONAL SER	422.48456.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	1,054.90		0305665		D	-				PROFESSIONAL SER	422.48456.0446
	67629	02/28/23		EPITOPIX SANITARY SEWE	5,972.50		0305667		D	-				PROFESSIONAL SER	405.41402.0446
	67629	02/28/23		REIMBURSABLE EXPENSES	3,711.90		0305667		D	-				PROFESSIONAL SER	405.41402.0446
	67629	02/28/23		EPITOPIX WATERMAIN EXT	3,527.50		0305668		D	-				PROFESSIONAL SER	405.41402.0446
	67629	02/28/23		HWY 12 LIFT STATION	4,745.00		0305670		D	-				PROFESSIONAL SER	651.48485.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	943.80		0305670		D	-				PROFESSIONAL SER	651.48485.0446
	67629	02/28/23		IND. DR SERV RD RECONS	4,212.50		0305671		D	-				PROFESSIONAL SER	422.48457.0446
	67629	02/28/23		LITCHFIELD AVE MILL/OVR	912.50		0305673		D	-				PROFESSIONAL SER	422.48453.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	1,632.95		0305673		D	-				PROFESSIONAL SER	422.48453.0446
	67629	02/28/23		PARKING LOTS RECONSTRU	1,752.50		0305674		D	-				PROFESSIONAL SER	422.48458.0446
	67629	02/28/23		REIMBURSABLE EXPENSE	3,008.50		0305674		D	-				PROFESSIONAL SER	422.48458.0446
	67629	02/28/23		STORMWATER MGMT PLAN	5,802.50		0305676		D	-				PROFESSIONAL SER	420.45505.0446
					100,792.09	*CHECK	TOTAL								
				VENDOR TOTAL	100,792.09										
BRAD'S PLUMBING				001896											
	67630	02/28/23		TOWN SHOP DRAIN RPR-PRTS	127.37		4460		D	-				MTCE. OF STRUCTU	651.48484.0225
	67630	02/28/23		TOWN SHOP DRAIN RPR-LBR	510.00		4460		D	-				MTCE. OF STRUCTU	651.48484.0335
	67630	02/28/23		SHOP DRAIN RPR-PARTS	100.48		4468		D	-				MTCE. OF STRUCTU	651.48484.0225
	67630	02/28/23		SHOP DRAIN RPR-LABOR	297.50		4468		D	-				MTCE. OF STRUCTU	651.48484.0335

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BRAD'S PLUMBING				001896											
	67630	02/28/23		SHOP DRAIN RPR-PARTS	150.00		4472		D	-				MTCE. OF STRUCTU	651.48484.0225
	67630	02/28/23		SHOP DRAIN RPR-LABOR	297.50		4472		D	-				MTCE. OF STRUCTU	651.48484.0335
					1,482.85	*CHECK	TOTAL								
				VENDOR TOTAL	1,482.85										
BRADY/JON				.03260											
	67631	02/28/23		ESCROW FIRE LOSS	39,875.00		D250554		D	-				OTHER SERVICES	812.42412.0339
BSE				001980											
	67632	02/28/23		ELECTRICAL PARTS	68.25		925710861		D	-				MTCE. OF STRUCTU	101.45433.0225
CARD SERVICES				002552											
	67612	02/24/23		CONCESSION SUPPLIES	16.65		010723		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	13.96		011023		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	33.92		011223		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	20.94		011523		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	38.39		012023		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	41.99		012723		D	-				GENERAL SUPPLIES	101.45433.0229
	67612	02/24/23		CONCESSION SUPPLIES	90.87		101323		D	-				GENERAL SUPPLIES	101.45433.0229
					256.72	*CHECK	TOTAL								
				VENDOR TOTAL	256.72										
CARDMEMBER SERVICE				002365											
	67613	02/24/23		CANVAS	216.11		STMT/01-23		D	-				OFFICE SUPPLIES	101.41400.0220
	67613	02/24/23		RETURN-CANVAS	216.11CR		STMT/01-23		D	-				OFFICE SUPPLIES	101.41400.0220
	67613	02/24/23		HOLIDAY MEAL DESSERT	48.00		STMT/01-23		D	-				SUBSISTENCE OF P	101.41400.0227
	67613	02/24/23		MCMC CONFERENCE	386.54		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41400.0333
	67613	02/24/23		LEGISLATICE ACTION DAY	168.53		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41400.0333
	67613	02/24/23		BOX-BROADBAND CONFERENCE	150.11		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41400.0333
	67613	02/24/23		BOOKS-INSPECTORS	18.01		STMT/01-23		D	-				SMALL TOOLS	101.41402.0221
	67613	02/24/23		GAS-TRANING	62.08		STMT/01-23		D	-				MOTOR FUELS AND	101.41402.0222
	67613	02/24/23		LARCUM-TRNG IN BUILDING	330.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		RILLEMANS-LODGING	242.29		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		LARCUM-LODGING	175.57		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		REIMBURSEMENT-LODGING	88.35CR		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		WALKER-LODGING	105.95		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		COALITION OF GREATER MN	337.06		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
	67613	02/24/23		CHARGER-MAYORS SURFACE	89.99		STMT/01-23		D	-				SMALL TOOLS	101.41409.0221
	67613	02/24/23		AIRPORT INTERNET	167.95		STMT/01-23		D	-				COMMUNICATIONS	101.41409.0330
	67613	02/24/23		CIVIC CNTR SECURITY CAMS	373.50		STMT/01-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
	67613	02/24/23		EXVAULT SUBSCRIPTION	100.00		STMT/01-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
	67613	02/24/23		CRASH PLAN SUBSCRIPTION	39.96		STMT/01-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
	67613	02/24/23		WILSON-SHRM CERT COURS	1,379.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.41420.0333
	67613	02/24/23		ICE RESCUE KITS	1,780.90		STMT/01-23		D	-				SMALL TOOLS	101.42411.0221
	67613	02/24/23		EXPLORE OPEN HOUSE FOOD	123.57		STMT/01-23		D	-				SUBSISTENCE OF P	101.42411.0227
	67613	02/24/23		CASE-SWAT ROBOT	70.11		STMT/01-23		D	-				GENERAL SUPPLIES	101.42411.0229
	67613	02/24/23		FIREARM PARTS&SUPPLIES	109.97		STMT/01-23		D	-				GENERAL SUPPLIES	101.42411.0229
	67613	02/24/23		DEPT UNIT GEAR BAG	59.32		STMT/01-23		D	-				GENERAL SUPPLIES	101.42411.0229
	67613	02/24/23		PORTABLE GURNEYS	235.97		STMT/01-23		D	-				GENERAL SUPPLIES	101.42411.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE				002365											
	67613	02/24/23	MSCIC INVESTIAGTION CONF	134.17			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67613	02/24/23	CANCELED CLASS	49.00	CR		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67613	02/24/23	HOLME-LETAC EVENT	169.00			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67613	02/24/23	LANGE&NELSON-LETAC EVENT	845.00			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67613	02/24/23	HERZOG-DMT TRAINING	75.00			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67613	02/24/23	TRT EQUIPMENT	1,230.32			STMT/01-23		D	-				SMALL TOOLS	101.42412.0221
	67613	02/24/23	TRT HELMETS	274.90			STMT/01-23		D	-				SMALL TOOLS	101.42412.0221
	67613	02/24/23	TRT EQUIPMENT	176.41			STMT/01-23		D	-				SMALL TOOLS	101.42412.0221
	67613	02/24/23	FUEL	49.75			STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67613	02/24/23	FUEL	49.65			STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67613	02/24/23	WINDSHEILD WIPERS	49.41			STMT/01-23		D	-				MTCE. OF EQUIPME	101.42412.0224
	67613	02/24/23	WINDSHEILD WASHER FLUID	3.66			STMT/01-23		D	-				GENERAL SUPPLIES	101.42412.0229
	67613	02/24/23	LUNCH-TRAINING IN METRO	37.10			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	DINNER-TRAINING IN METRO	42.42			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	PARKING	8.00			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	MEAL-TRUCK COMMITTEE MTG	55.62			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	FLIGHT FOR TRAINING	467.80			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	FLIGHT FOR TRAINING	467.80			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	FLIGHT FOR TRAINING	467.80			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	FLIGHT FOR TRAINING	467.80			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67613	02/24/23	LATE FEE	482.97			STMT/01-23		D	-				OTHER CHARGES	101.43418.0449
	67613	02/24/23	BRINE PARTS	90.81			STMT/01-23		D	-				MTCE. OF EQUIPME	101.43425.0224
	67613	02/24/23	SHOVEL BRACKET	47.55			STMT/01-23		D	-				MTCE. OF EQUIPME	101.43425.0224
	67613	02/24/23	ROAD TO REVELANT COMM	6.27			STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.43425.0333
	67613	02/24/23	CLOUD BOXES	95.00			STMT/01-23		D	-				OTHER CHARGES	101.43425.0449
	67613	02/24/23	A/U GEAR	191.47			STMT/01-23		D	-				SMALL TOOLS	101.45001.0221
	67613	02/24/23	A/U GEAR	249.00			STMT/01-23		D	-				SMALL TOOLS	101.45001.0221
	67613	02/24/23	IPAD CHARGER	11.86			STMT/01-23		D	-				OFFICE SUPPLIES	101.45432.0220
	67613	02/24/23	SMALL TOOLS KIT	75.50			STMT/01-23		D	-				SMALL TOOLS	101.45432.0221
	67613	02/24/23	WOOD WORKING TEMPLATES	86.23			STMT/01-23		D	-				SMALL TOOLS	101.45432.0221
	67613	02/24/23	WOOD WORKING TEMPLATES	75.49			STMT/01-23		D	-				SMALL TOOLS	101.45432.0221
	67613	02/24/23	PADDELS	391.93			STMT/01-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67613	02/24/23	YOUTH FOOTBALLS	89.67			STMT/01-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67613	02/24/23	VALENTINES DAY	42.29			STMT/01-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67613	02/24/23	AMAZON MEMBERSHIP	16.17			STMT/01-23		D	-				SUBSCRIPTIONS AN	101.45432.0443
	67613	02/24/23	SOFTBALLS	724.75			STMT/01-23		D	-				INTEREST	101.45432.0444
	67613	02/24/23	AD-DOG DAY	15.00			STMT/01-23		D	-				ADVERTISING	101.45432.0447
	67613	02/24/23	COFFEE TERMAL DESPENSOR	161.80			STMT/01-23		D	-				SMALL TOOLS	101.45433.0221
	67613	02/24/23	COFFEE THERMAL DESPENSOR	88.34			STMT/01-23		D	-				SMALL TOOLS	101.45433.0221
	67613	02/24/23	VINYL BASE	109.89			STMT/01-23		D	-				SMALL TOOLS	101.45433.0221
	67613	02/24/23	SHOWER CURTAIN	10.78			STMT/01-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67613	02/24/23	POPCORN OIL	209.94			STMT/01-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67613	02/24/23	POPCORN OIL	57.90			STMT/01-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67613	02/24/23	COAT RACK&SHOE BENCH	157.79			STMT/01-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67613	02/24/23	WHITE BOARDS	9.64			STMT/01-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67613	02/24/23	COFFEE POTS	168.26			STMT/01-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67613	02/24/23	STORAGE BINS	82.10			STMT/01-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67613	02/24/23	STORAGE BINS	104.61			STMT/01-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67613	02/24/23	STORAGE BINS	95.08			STMT/01-23		D	-				MTCE. OF EQUIPME	101.45435.0224

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CARDMEMBER SERVICE 002365															
	67613	02/24/23		STORAGE BINS	57.34		STMT/01-23		D	-				MTCE. OF OTHER I	101.45435.0226
	67613	02/24/23		MARCH CRAFT CURTAIN	59.21		STMT/01-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67613	02/24/23		CUPCAKE TINS	40.77		STMT/01-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67613	02/24/23		WHITE BOARDS	388.32		STMT/01-23		D	-				SMALL TOOLS	101.45506.0221
	67613	02/24/23		WHITE BOARDS	74.42		STMT/01-23		D	-				SMALL TOOLS	101.45506.0221
	67613	02/24/23		DISPLAY CASE	525.89		STMT/01-23		D	-				MTCE. OF OTHER I	101.45506.0226
	67613	02/24/23		MAIN ST MEMBERSHIP	375.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	235.41402.0333
	67613	02/24/23		SIETSEMA-RUAL WTR CONF	325.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	67613	02/24/23		SIETSEMA-MWOA CONFERENCE	85.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	67613	02/24/23		SCADA EMERGENCY SERVICE	30.58		STMT/01-23		D	-				COMMUNICATIONS	651.48485.0330
	67613	02/24/23		SIETSEMA-CLASS C LICENSE	55.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		SERVICE FEE	1.18		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		LUNGSTROM-TRAINING CERT	55.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		SERVICE FEE	1.18		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		GREELEY-TRANING CERT	55.00		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		SERVICE FEE	1.18		STMT/01-23		D	-				TRAVEL-CONF.-SCH	651.48485.0333
	67613	02/24/23		CERT VESTS	115.47		STMT/01-23		D	-				SUBSISTENCE OF P	803.42411.0227
					17,682.27		*CHECK TOTAL								
				VENDOR TOTAL	17,682.27										
CARRANZA/NOE 002547															
	67633	02/28/23		INTERVIEW 02/13/23	140.00		16		D	N	01			PROFESSIONAL SER	101.42411.0446
	67633	02/28/23		INTERVIEW 01/23/23	140.00		8		D	N	01			PROFESSIONAL SER	101.42411.0446
	67633	02/28/23		INTERVIEW 01/24/23	140.00		9		D	N	01			PROFESSIONAL SER	101.42411.0446
					420.00		*CHECK TOTAL								
				VENDOR TOTAL	420.00										
CENTERPOINT ENERGY 000467															
	473	02/15/23		NATURAL GAS-JAN	16.80		STMT/02-23		M	-				UTILITIES	101.43425.0332
	473	02/15/23		NATURAL GAS-JAN	16.80		STMT/02-23		M	-				UTILITIES	101.43425.0332
	473	02/15/23		NATURAL GAS-JAN	16.80		STMT/02-23		M	-				UTILITIES	101.43425.0332
	473	02/15/23		NATURAL GAS-JAN	3,378.00		STMT/02-23		M	-				UTILITIES	101.45427.0332
	473	02/15/23		NATURAL GAS-JAN	4,983.54		STMT/02-23		M	-				UTILITIES	101.45433.0332
	473	02/15/23		NATURAL GAS-JAN	9,003.04		STMT/02-23		M	-				UTILITIES	101.45433.0332
	473	02/15/23		NATURAL GAS-JAN	2,025.07		STMT/02-23		M	-				UTILITIES	101.45435.0332
	473	02/15/23		NATURAL GAS-JAN	1,865.32		STMT/02-23		M	-				UTILITIES	651.48484.0332
					21,305.37		*CHECK TOTAL								
				VENDOR TOTAL	21,305.37										
CENTRACARE 003390															
	67634	02/28/23		THOMPSON-EMPL PHYSICAL	115.00		504020493		D	-				PROFESSIONAL SER	101.42412.0446
	67634	02/28/23		THOMPSON-DRUG TESTING	14.00		504092245		D	-				PROFESSIONAL SER	101.42412.0446
					129.00		*CHECK TOTAL								
				VENDOR TOTAL	129.00										
CHAMBERLAIN OIL CO 000154															
	67635	02/28/23		ANTIFREEZE	52.14		420587-00		D	-				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHAMBERLAIN OIL CO				000154											
	67635	02/28/23	GLOVES		500.00		424796-00		D	-				SUBSISTENCE OF P	651.48484.0227
					552.14	*CHECK	TOTAL								
				VENDOR TOTAL	552.14										
CHAPPELL CENTRAL INC				000156											
	67636	02/28/23	PLANT HVAC RPR-PARTS		1,093.41		SVC-109187		D	-				MTCE. OF EQUIPME	651.48484.0224
	67636	02/28/23	PLANT HVAC RPR-LABOR		2,524.50		SVC-109187		D	-				MTCE. OF EQUIPME	651.48484.0334
	67636	02/28/23	JOTS 2 HVAC RPR-PARTS		233.45		SVC-109188		D	-				MTCE. OF EQUIPME	651.48485.0224
	67636	02/28/23	JOTS 2 HVAC RPR-LABOR		272.25		SVC-109188		D	-				MTCE. OF EQUIPME	651.48485.0334
	67636	02/28/23	RPR TO MAU-LABOR		247.50		SVC-109294		D	-				MTCE. OF EQUIPME	651.48484.0334
	67636	02/28/23	RPR TO MAU-PARTS		89.68		SVC-109294		D	-				MTCE. OF EQUIPME	651.48485.0224
	67636	02/28/23	JOTS #2 HVAC RPR		99.00		SVC-109302		D	-				MTCE. OF EQUIPME	651.48485.0334
					4,559.79	*CHECK	TOTAL								
				VENDOR TOTAL	4,559.79										
CHARTER COMMUNICATIONS				000736											
	67614	02/24/23	INTERNET SERVICE-FEB		189.97		0438138020223		D	-				COMMUNICATIONS	101.41409.0330
CINTAS CORPORATION				001708											
	67637	02/28/23	FIRST AID SUPPLIES		30.19		5145733409		D	-				GENERAL SUPPLIES	101.45432.0229
CLARION EVENTS-FDIC 2023				.03102											
	67638	02/28/23	HANSON-FDIC CONF REGIS		649.00		205410		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67638	02/28/23	GILBERTSON-FDIC CONF REG		640.00		34013		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67638	02/28/23	TAYLOR-FDIC CONF REGIS		640.00		34013		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67638	02/28/23	ROBERTSON-FDIC CONF REG		649.00		34013		D	-				TRAVEL-CONF.-SCH	101.42412.0333
					2,578.00	*CHECK	TOTAL								
				VENDOR TOTAL	2,578.00										
CODE 4 SERVICES INC				002984											
	67639	02/28/23	ADD'L EQPT-SQUAD 37		4,857.56		8019		D	-				MACHINERY AND AU	450.42411.0553
	67639	02/28/23	ADD'L EQPT-SQUAD 38		4,857.55		8019		D	-				MACHINERY AND AU	450.42411.0553
	67639	02/28/23	BODY CAM MOUNT		482.22		8044		D	-				SMALL TOOLS	101.42411.0221
	67639	02/28/23	BODY CAM WARRANTY		139.69		8044		D	-				MTCE. OF EQUIPME	101.42411.0334
	67639	02/28/23	GETAC CLOUD PLAM		277.80		8044		D	-				SUBSCRIPTIONS AN	101.42411.0443
					10,614.82	*CHECK	TOTAL								
				VENDOR TOTAL	10,614.82										
COMMERCIAL REFRIGERATION				003672											
	67640	02/28/23	COMPRESSOR REPAIR-LABOR		842.62		49188		D	-				MTCE. OF EQUIPME	101.45433.0334
	67640	02/28/23	COMPRESSOR REPAIR-LABOR		630.62		49189		D	-				MTCE. OF EQUIPME	101.45433.0334
	67640	02/28/23	COMPRESSOR REPAIR-PARTS		165.06		49191		D	-				MTCE. OF EQUIPME	101.45433.0224
	67640	02/28/23	COMPRESSOR REPAIR-LABOR		900.00		49191		D	-				MTCE. OF EQUIPME	101.45433.0334
					2,538.30	*CHECK	TOTAL								
				VENDOR TOTAL	2,538.30										
COMPASS MINERALS AMERICA				003116											
	67641	02/28/23	ROAD SALT		2,388.69		1138216		D	-				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COMPASS MINERALS AMERICA 003116	67641	02/28/23	ROAD SALT	5,591.01		1140791		D	-				GENERAL SUPPLIES	101.43425.0229
				7,979.70	*CHECK	TOTAL								
			VENDOR TOTAL	7,979.70										
COORDINATED BUSINESS SYS 003677	67642	02/28/23	FINANCE PART MAINTENANCE	78.95		INV267811		D	-				MTCE. OF EQUIPME	101.41409.0334
	67642	02/28/23	PRINT/PAGE COUNT	69.13		INV282101		D	-				SUBSCRIPTIONS AN	101.41409.0443
				148.08	*CHECK	TOTAL								
			VENDOR TOTAL	148.08										
COUNTRY CAT INC. 003812	67643	02/28/23	GOLF CART	9,098.00		2074745		D	-				MACHINERY AND AU	450.43425.0553
CROW CHEMICAL & LIGHTING 000186	67644	02/28/23	CLEANING SUPPLIES	457.95		123410		D	-				CLEANING AND WAS	101.43425.0228
CROW RIVER CONSTRUCTION 003260	67645	02/28/23	STORM SEWER RPR- 955	10,247.50		4632		D	-				MTCE. OF OTHER I	651.48485.0336
DELTA DENTAL OF MINNESOT 002867	67606	02/24/23	DENTAL INSURANCE-MAR	177.50		CNS0001156920		D	-				COBRA INS PREMIU	101.120001
	67606	02/24/23	DENTAL INSURANCE-MAR	4,594.18		CNS0001156920		D	-				INS. PASS THROUG	101.41428.0819
				4,771.68	*CHECK	TOTAL								
			VENDOR TOTAL	4,771.68										
DEPT OF HUMAN SERVICES 002914	67646	02/28/23	ECPN PAYMENT-MARCH	18,378.16		00000730900		D	-				OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC 000212	67647	02/28/23	PLANT GAS	470.35		354727		D	-				MOTOR FUELS AND	651.48484.0222
	67647	02/28/23	FUEL-TANKS @ PUBLIC W	27,841.84		361936		D	-				INVENTORIES-MDSE	101.125000
				28,312.19	*CHECK	TOTAL								
			VENDOR TOTAL	28,312.19										
FLAHERTY & HOOD P.A. 001449	67648	02/28/23	GEN MUN & REAL EST	13,185.20		18844		D	N	01			PROFESSIONAL SER	101.41406.0446
	67648	02/28/23	LABOR/EMPL. CONSULT-JA	4,348.14		18921		D	N	01			PROFESSIONAL SER	101.41406.0446
				17,533.34	*CHECK	TOTAL								
			VENDOR TOTAL	17,533.34										
FLEETPRIDE 002973	67649	02/28/23	FILTER	7.35		105522827		D	-				INVENTORIES-MDSE	101.125000
	67649	02/28/23	FILTERS	158.02		105667719		D	-				INVENTORIES-MDSE	101.125000
	67649	02/28/23	FILTERS	403.86		105749094		D	-				INVENTORIES-MDSE	101.125000
	67649	02/28/23	FILTERS	19.76		105754897		D	-				INVENTORIES-MDSE	101.125000
	67649	02/28/23	FILTERS	77.98		105764640		D	-				INVENTORIES-MDSE	101.125000
	67649	02/28/23	FILTERS	61.94		105814015		D	-				INVENTORIES-MDSE	101.125000
				728.91	*CHECK	TOTAL								
			VENDOR TOTAL	728.91										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES				000293											
	67650	02/28/23		POSTAGE	98.22		65436		D	-				POSTAGE	101.42411.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	49.67		65510		D	-				POSTAGE	101.41402.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	14.85		65510		D	-				POSTAGE	101.41403.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	132.35		65510		D	-				POSTAGE	101.41405.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	20.00		65510		D	-				POSTAGE	101.41408.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	2.34		65510		D	-				POSTAGE	101.42412.0223
	67650	02/28/23		POSTAGE 01/30-02/03/23	0.78		65510		D	-				POSTAGE	230.43430.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	0.78		65565		D	-				POSTAGE	101.41400.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	33.52		65565		D	-				POSTAGE	101.41402.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	67.34		65565		D	-				POSTAGE	101.41403.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	4.68		65565		D	-				POSTAGE	101.41405.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	20.00		65565		D	-				POSTAGE	101.41408.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	3.12		65565		D	-				POSTAGE	101.42412.0223
	67650	02/28/23		POSTAGE 02/06-02/10/23	1.56		65565		D	-				POSTAGE	101.45432.0223
	67650	02/28/23		POSTAGE	10.73		65607		D	-				POSTAGE	101.43425.0223
	67650	02/28/23		POSTAGE	34.84		65607		D	-				POSTAGE	651.48484.0223
	67650	02/28/23		POSTAGE	22.17		65656		D	-				POSTAGE	101.42411.0223
					516.95										
				VENDOR TOTAL	516.95										
						*CHECK	TOTAL								
GRAINGER INC				000786											
	67651	02/28/23		OFFICE SUPPLIES	116.74		9600780044		D	-				OFFICE SUPPLIES	651.48484.0220
	67651	02/28/23		PLANT SAFETY GLASSES	213.00		9600780044		D	-				SUBSISTENCE OF P	651.48484.0227
	67651	02/28/23		GBT-WATER FILTERS	133.88		9603153355		D	-				MTCE. OF EQUIPME	651.48486.0224
					463.62										
				VENDOR TOTAL	463.62										
						*CHECK	TOTAL								
GRAND RENTAL STATION				001887											
	67652	02/28/23		SQUEEGEE	75.00		1-574691		D	-				SMALL TOOLS	101.45433.0221
HAUG IMPLEMENT CO - JOHN				000324											
	67653	02/28/23		PUMP PARTS	46.08		444852		D	-				MTCE. OF EQUIPME	651.48484.0224
HAUG-KUBOTA LLC				002609											
	67654	02/28/23		#192651 ANTIFREEZE PLUG	5.26		21201		D	-				INVENTORIES-MDSE	101.125000
	67654	02/28/23		KUBOTA TRACTOR/MOWER	15,419.91		4966		D	-				MACHINERY AND AU	450.43425.0553
	67654	02/28/23		KUBOTA TRACTOR/MOWER	15,419.91		4967		D	-				MACHINERY AND AU	450.43425.0553
					30,845.08										
				VENDOR TOTAL	30,845.08										
						*CHECK	TOTAL								
HAWKINS INC				000325											
	67655	02/28/23		FERRIC CHLORIDE	12,235.85		6396087		D	-				GENERAL SUPPLIES	651.48484.0229
HIGH POINT NETWORKS INC				002299											
	67656	02/28/23		ANTIVIRUS SUBSCRIP-FEB	1,096.55		219533		D	-				LICENSES AND TAX	101.41409.0445
	67656	02/28/23		FIREWALL SUBSCRITON-FE	2,232.25		29662		D	-				SUBSCRIPTIONS AN	101.41409.0443
	67656	02/28/23		DATTO SUBSCRIPTION-FEB	259.00		29662		D	-				LICENSES AND TAX	101.41409.0445
					3,587.80										
				VENDOR TOTAL	3,587.80										
						*CHECK	TOTAL								

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HILLYARD\HUTCHINSON				000333											
		67657	02/28/23	TRASH CANS REPLACEMENTS	305.08		604935514		D	-				MTCE. OF EQUIPME	101.45506.0224
		67657	02/28/23	TRASH CANS-OUTSIDE	3,533.06		604955105		D	-				SMALL TOOLS	101.45506.0221
		67657	02/28/23	CLEANING SUPPLIES	481.67		604955105		D	-				CLEANING AND WAS	101.45506.0228
		67657	02/28/23	CLEANING SUPPLIES	60.08		605014477		D	-				CLEANING AND WAS	101.45433.0228
					4,379.89										
				VENDOR TOTAL	4,379.89										
HOME DEPOT CREDIT SERVIC				000058											
		67658	02/28/23	SALES TAX-TIMMER	25.83		8103195		D	-				OFFICE SUPPLIES	101.42412.0220
IN CONTROL INC				002486											
		67659	02/28/23	REPAIR TO SCADA	700.00		S-INV00323		D	-				PROFESSIONAL SER	651.48484.0446
INDEPENDENT SCHOOL DIST				000348											
		67660	02/28/23	SCHL RETIREMENT PKG-JAN	529.16		9434		D	-				PROFESSIONAL SER	101.45432.0446
INNOVATIVE OFFICE SOLUTI				003023											
		67661	02/28/23	OFFICE SUPPLIES	40.28		IN4089129		D	-				OFFICE SUPPLIES	101.45432.0220
		67661	02/28/23	CHAIRMATS-PATROL OFFICE	362.94		IN4091036		D	-				SMALL TOOLS	101.42411.0221
		67661	02/28/23	OFFICE SUPPLIES	14.53		IN4092679		D	-				OFFICE SUPPLIES	101.45432.0220
					417.75										
				VENDOR TOTAL	417.75										
KANDIYOHI CO AUDITOR				000376											
		67662	02/28/23	UNPAID-UTILITY CHARGES	40.00		021723		D	-				PRINTING AND PUB	101.41401.0331
		67662	02/28/23	UNPAID-UTILITIES	60.00		021723		D	-				PRINTING AND PUB	101.41401.0331
		67662	02/28/23	SPECIAL ASSMNT CARDS	200.00		021723		D	-				OTHER SERVICES	421.48451.0339
		67662	02/28/23	SPECIAL ASSMNT CARDS	10,750.00		021723		D	-				OTHER SERVICES	422.48451.0339
		67662	02/28/23	SPECIAL ASSMNT CARDS	320.00		021723		D	-				OTHER SERVICES	422.48451.0339
		67662	02/28/23	LANDFILL CHARGES-JAN	84.00		488001		D	-				CLEANING AND WAS	101.43425.0338
		67662	02/28/23	LANDFILL CHARGES-JAN	77.00		488002		D	-				CLEANING AND WAS	101.42411.0228
		67662	02/28/23	LANDFILL CHARGES-JAN	28.48		488006		D	-				CLEANING AND WAS	101.43425.0338
					11,559.48										
				VENDOR TOTAL	11,559.48										
KANDIYOHI CO PUBLIC HEAL				000378											
		67663	02/28/23	CIVIC CNTR LATE FEE	160.00		022823		D	-				LICENSES AND TAX	101.45433.0445
		67663	02/28/23	AQUATIC CNTR LATE FEE	160.00		022823		D	-				LICENSES AND TAX	101.45437.0445
					320.00										
				VENDOR TOTAL	320.00										
KANDIYOHI CO-OP ELECTRIC				000375											
		67615	02/24/23	128238009 CO RD 23/HWY	117.00		STMT/02-23		D	-				UTILITIES	101.43425.0332
		67615	02/24/23	128238001 ELEC SERV-SEC	38.00		STMT/02-23		D	-				UTILITIES	651.48486.0332
		67615	02/24/23	187836 ELEC SERV-LIFT ST	829.00		STMT/02-23		D	-				UTILITIES	651.48487.0332
					984.00										
				VENDOR TOTAL	984.00										

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KING'S ELECTRIC LLC				003138											
		67664	02/28/23	HOA SWITCH E.L. #8	185.00		2379		D	-				MTCE. OF EQUIPME	651.48487.0334
KWIK TRIP INC				003423											
		474	02/15/23	9.681 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	17.424 GALLONS UNLEADED	54.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.681 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.410 GALLONS UNLEADED	35.36		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.282 GALLONS UNLEADED	31.86		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	13.342 GALLONS UNLEADED	41.35		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.454 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.680 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	5.322 GALLONS UNLEADED	16.49		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.155 GALLONS UNLEADED	37.67		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.067 GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.421 GALLONS UNLEADED	26.10		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.681 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.977 GALLONS UNLEADED	37.12		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.383 GALLONS UNLEADED	37.55		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.430 GALLONS UNLEADED	41.01		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.062 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	15.156 GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.369 GALLONS UNLEADED	21.01		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	14.513 GALLONS UNLEADED	39.90		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.466 GALLONS UNLEADED	24.63		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.823 GALLONS UNLEADED	39.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.557 GALLONS UNLEADED	28.23		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.155 GALLONS UNLEADED	33.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.791 GALLONS UNLEADED	29.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.678 GALLONS UNLEADED	35.23		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.609 GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.486 GALLONS UNLEADED	28.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.705 GALLONS UNLEADED	38.61		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.397 GALLONS UNLEADED	34.30		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.701 GALLONS UNLEADED	32.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.230 GALLONS UNLEADED	27.15		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.724 GALLONS UNLEADED	41.98		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.111 GALLONS UNLEADED	36.66		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.700 GALLONS UNLEADED	32.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	17.580 GALLONS UNLEADED	58.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.062 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.578 GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.094 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.959 GALLONS UNLEADED	29.56		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
	474	02/15/23	10.609	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.547	GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	14.853	GALLONS UNLEADED	49.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.578	GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	15.785	GALLONS UNLEADED	52.07		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.142	GALLONS UNLEADED	26.86		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.639	GALLONS UNLEADED	28.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.201	GALLONS UNLEADED	40.25		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	3.637	GALLONS UNLEADED	12.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.547	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.547	GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.603	GALLONS UNLEADED	21.78		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.578	GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.183	GALLONS UNLEADED	27.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.731	GALLONS UNLEADED	42.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.712	GALLONS UNLEADED	38.64		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.397	GALLONS UNLEADED	17.80		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	14.399	GALLONS UNLEADED	47.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.002	GALLONS UNLEADED	33.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.062	GALLON UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.640	GALLONS UNLEADED	45.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.125	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.383	GALLONS UNLEADED	33.22		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.346	GALLONS UNLEADED	23.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.681	GALLONS UNLEADED	18.17		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.941	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.014	GALLONS UNLEADED	25.64		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.504	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.441	GALLONS UNLEADED	43.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.713	GALLONS UNLEADED	18.28		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.565	GALLONS UNLEADED	37.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.495	GALLONS UNLEADED	36.77		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.049	GALLONS UNLEADED	32.15		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.165	GALLONS UNLEADED	19.72		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.564	GALLONS UNLEADED	21.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.231	GALLONS UNLEADED	29.53		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.879	GALLONS UNLEADED	38.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.540	GALLONS UNLEADED	36.92		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.504	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.349	GALLONS UNLEADED	23.51		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.315	GALLONS UNLEADED	33.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.378	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.565	GALLONS UNLEADED	37.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.253	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222

Vendor Payment History Report
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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
	474	02/15/23	15.630	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	1.689	GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	15.630	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.252	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.941	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.252	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.112	GALLONS UNLEADED	38.75		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.504	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	18.255	GALLONS UNLEADED	58.30		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.232	GALLONS UNLEADED	31.38		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6380	GALLONS UNLEADED	21.69		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.988	GALLONS UNLEADED	44.15		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.815	GALLONS UNLEADED	33.36		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.061	GALLONS UNLEADED	41.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.631	GALLONS UNLEADED	42.93		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.663	GALLONS UNLEADED	19.25		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.413	GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.417	GALLONS UNLEADED	32.01		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.473	GALLONS UNLEADED	39.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	14.710	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.075	GALLONS UNLEADED	41.04		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.056	GALLONS UNLEADED	37.58		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.118	GALLONS UNLEADED	14.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	17.247	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.355	GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.152	GALLONS UNLEADED	31.11		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.245	GALLONS UNLEADED	45.02		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.946	GALLONS UNLEADED	37.21		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.470	GALLONS UNLEADED	21.99		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.710	GALLONS UNLEADED	33.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.970	GALLONS UNLEADED	23.69		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.005	GALLONS UNLEADED	40.80		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.705	GALLONS UNLEADED	19.39		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13522	GALLONS UNLEADED	45.96		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.844	GALLONS UNLEADED	37.88		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.884	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.825	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
		474	02/15/23	5.884 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.886 GALLONS UNLEADED	30.20		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.679 GALLONS UNLEADED	29.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.809 GALLONS UNLEADED	28.93		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.944 GALLONS UNLEADED	27.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.768 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	14.709 GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.671 GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.826 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.826 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	4.413 GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.768 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.833 GALLONS UNLEADED	23.23		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.355 GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.328 GALLONS UNLEADED	31.71		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	14.710 GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.488 GALLONS UNLEADED	35.65		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.768 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	5.716 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.425 GALLONS UNLEADED	29.48		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.003 GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.146 GALLONS UNLEADED	32.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.003 GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	5.176 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.432 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	5.716 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.574 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.145 GALLONS UNLEADED	25.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.288 GALLONS UNLEADED	29.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	14.290 GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.236 GALLONS UNLEADED	42.81		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	14.290 GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	5.716 GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.574 GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	7.518 GALLONS UNLEADED	26.31		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.402 GALLONS UNLEADED	29.40		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.676 GALLONS UNLEADED	23.36		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	15.932 GALLONS UNLEADED	49.37		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.432 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.793 GALLONS UNLEADED	44.76		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.907 GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	11.460 GALLONS UNLEADED	40.10		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	10.456 GALLONS UNLEADED	36.59		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.353 GALLONS UNLEADED	29.23		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.288 GALLONS UNLEADED	43.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	6.728 GALLONS UNLEADED	22.87		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	8.416 GALLONS UNLEADED	28.61		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	9.830 GALLONS UNLEADED	33.41		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	12.771 GALLONS UNLEADED	43.41		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
	474	02/15/23	13.184	GALLONS UNLEADED	44.81		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	6.699	GALLONS UNLEADED	22.77		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.564	GALLONS UNLEADED	29.11		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.967	GALLONS UNLEADED	40.68		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	18.860	GALLONS UNLEADED	59.39		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	14.709	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.292	GALLONS UNLEADED	38.38		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.505	GALLONS UNLEADED	39.11		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.884	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.239	GALLONS UNLEADED	45.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.239	GALLONS UNLEADED	45.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.910	GALLONS UNLEADED	33.68		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.505	GALLONS UNLEADED	42.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	14.710	GALLONS UNLEADED	50.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.413	GALLONS UNLEADED	15.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.242	GALLONS UNLEADED	24.62		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.681	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.672	GALLONS UNLEADED	35.21		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.609	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.125	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	9.094	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	3.929	GALLONS UNLEADED	12.57		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	15.548	GALLONS UNLEADED	46.32		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	4.064	GALLONS UNLEADED	13.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	13.239	GALLONS UNLEADED	45.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.595	GALLONS UNLEADED	19.02		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	7.571	GALLONS UNLEADED	25.73		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	12.861	GALLONS UNLEADED	43.71		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.885	GALLONS UNLEADED	37.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.543	GALLONS UNLEADED	35.84		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.519	GALLONS UNLEADED	28.96		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.297	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	5.884	GALLONS UNLEADED	20.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.547	GALLONS UNLEADED	29.91		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.147	GALLONS UNLEADED	35.50		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.432	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.432	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	10.003	GALLONS UNLEADED	35.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	8.826	GALLONS UNLEADED	30.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
	474	02/15/23	11.768	GALLONS UNLEADED	40.00		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222

Vendor Payment History Report
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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
		474	02/15/23	3.596 GALLONS UNLEADED	15.16		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	FED EXCISE TAX UNLEADED	1.25CR		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
		474	02/15/23	FED EXCISE UNLEADED 10E	438.47CR		STMT/01-23		M	-				MOTOR FUELS AND	101.42411.0222
					7,553.76	*CHECK	TOTAL								
				VENDOR TOTAL	7,553.76										
LEAGUE OF MN CITIES				000412											
		67665	02/28/23	VALIANT-MCMA CONFERENCE	495.00		374811		D	-				INTEREST	101.41400.0444
LIFELOC TECHNOLOGIES INC				000978											
		67666	02/28/23	PORTABLE BREATH TESTER	596.00		377716		D	-				SMALL TOOLS	101.42411.0221
LOPEZ/DEIDRA				.03258											
		67667	02/28/23	DAMAGE DEPOSIT REFUND	100.00		020723		D	-				REFUNDS AND REIM	101.41428.0882
M-R SIGN CO INC				000424											
		67668	02/28/23	SIGNS	412.08		218889		D	-				MTCE. OF OTHER I	101.43425.0226
MARCO TECHNOLOGIES LLC				000437											
		67669	02/28/23	PRINT/PAGE COUNT	406.59		INV10874256		D	-				SUBSCRIPTIONS AN	101.41409.0443
MARCO TECHNOLOGIES LLC				001838											
		67670	02/28/23	500-0564417-000-FEB	149.61		493789739		D	-				SUBSCRIPTIONS AN	101.41409.0443
MCFOA				001460											
		67671	02/28/23	ANNUAL MEMBERSHIP DUES	50.00		020823		D	-				SUBSCRIPTIONS AN	101.41403.0443
MCMASTER-CARR SUPPLY CO				000446											
		67672	02/28/23	SMALL TOOLS	309.56		92289548		D	-				SMALL TOOLS	651.48484.0221
MENARDS				000449											
		67673	02/28/23	SHOP SUPPLIES	19.45		52545		D	-				GENERAL SUPPLIES	651.48484.0229
		67673	02/28/23	BUILDING MATERIALS	327.75		52547		D	-				MTCE. OF STRUCTU	101.45433.0225
		67673	02/28/23	GENERAL SUPPLIES	73.82		52547		D	-				GENERAL SUPPLIES	101.45433.0229
		67673	02/28/23	SMALL TOOL	7.99		52870		D	-				SMALL TOOLS	101.45433.0221
		67673	02/28/23	FLANGE/SEALOUT	15.36		52870		D	-				MTCE. OF STRUCTU	101.45433.0225
		67673	02/28/23	SPONGE/BATTERIES	40.16		52870		D	-				GENERAL SUPPLIES	101.45433.0229
		67673	02/28/23	HOSE PARTS	43.82		52883		D	-				MTCE. OF EQUIPME	101.42412.0224
		67673	02/28/23	SHOP DOOR PARTS	114.99		52937		D	-				MTCE. OF STRUCTU	101.43425.0225
		67673	02/28/23	GENERAL SUPPLIES	59.92		52951		D	-				GENERAL SUPPLIES	101.45432.0229
		67673	02/28/23	ELECTRICAL PARTS	47.77		52951		D	-				MTCE. OF STRUCTU	101.45433.0225
		67673	02/28/23	NORTH SWANSSON-TRIM	482.71		53004		D	-				MTCE. OF STRUCTU	101.43425.0225
		67673	02/28/23	SMALL TOOLS	21.33		53009		D	-				SMALL TOOLS	101.45435.0221
		67673	02/28/23	SHOP SUPPLIES	142.01		53011		D	-				GENERAL SUPPLIES	101.41408.0229
		67673	02/28/23	PAINT SUPPLIES	9.57		53124		D	-				GENERAL SUPPLIES	101.45435.0229
		67673	02/28/23	SHOP VAC	114.99		53208		D	-				SMALL TOOLS	101.43425.0221
		67673	02/28/23	MAILBOX	20.86		53221		D	-				MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS 000449															
		67673	02/28/23	SIGNS-BATHROOM	111.94		53232		D	-				MTCE. OF STRUCTU	101.45433.0225
		67673	02/28/23	CLEANING SUPPLIES	42.47		53232		D	-				CLEANING AND WAS	101.45433.0228
		67673	02/28/23	CO2 ALARMS-BOILERS	134.79		53275		D	-				SMALL TOOLS	651.48484.0221
		67673	02/28/23	ROPE	10.99		53297		D	-				GENERAL SUPPLIES	101.43425.0229
		67673	02/28/23	SHOP SUPPLIES	63.74		53375		D	-				GENERAL SUPPLIES	651.48484.0229
		67673	02/28/23	SHOP SUPPLIES	38.98		53652		D	-				GENERAL SUPPLIES	651.48484.0229
		67673	02/28/23	ELECTRICAL PARTS-PIPE	89.01		5372		D	-				MTCE. OF STRUCTU	101.45433.0225
		67673	02/28/23	ELECTRICAL PARTS-TAPE	22.32		5372		D	-				GENERAL SUPPLIES	101.45433.0229
					2,056.74										
				VENDOR TOTAL	2,056.74										
METRO CHIEF FIRE OFFICER 002114															
		67603	02/16/23	2023 MEMBERSHIP DUES	100.00		26-4170924		D	-				SUBSCRIPTIONS AN	101.42412.0443
MID STATES AUDIO INC 003349															
		67674	02/28/23	REC/EVENT CTR SOUND S	19,008.58		32538		D	-				BUILDINGS AND ST	420.45506.0551
MIKE'S SMALL ENGINE CENT 002699															
		67675	02/28/23	VALVE COVER GASKET	7.50		117870		D	-				INVENTORIES-MDSE	101.125000
		67675	02/28/23	EAR MUFF	38.97		24980		D	-				SUBSISTENCE OF P	101.43425.0227
					46.47										
				VENDOR TOTAL	46.47										
MINNESOTA BENEFIT ASSOCI 003802															
		67607	02/24/23	MBA INSURANCE-FEB	746.01		2-2023		D	-				INS. PASS THROUG	101.41428.0819
MN DEPT OF PUBLIC SAFETY 000490															
		67676	02/28/23	HAZ. CHEMICAL FEE	25.00		3417500912022		D	-				LICENSES AND TAX	651.48484.0445
MN DEPT OF REVENUE 000492															
		472	02/15/23	DIESEL FUEL TAX-JAN	40.29		STMT/01-23		M	-				SALES TAX PAYABL	101.206000
		472	02/15/23	SALES TAX-JAN	1,936.00		STMT/01-23		M	-				SALES TAX PAYABL	101.206000
		472	02/15/23	SALES TAX-JAN	4.82CR		STMT/01-23		M	-				OFFICE SUPPLIES	101.41401.0220
		472	02/15/23	SALES TAX-JAN	2.05CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.41401.0229
		472	02/15/23	SALES TAX-JAN	37.80CR		STMT/01-23		M	-				MTCE. OF EQUIPME	101.41402.0334
		472	02/15/23	SALES TAX-JAN	29.92CR		STMT/01-23		M	-				OTHER SERVICES	101.41402.0339
		472	02/15/23	SALES TAX-JAN	0.96CR		STMT/01-23		M	-				OFFICE SUPPLIES	101.41408.0220
		472	02/15/23	SALES TAX-JAN	2.14CR		STMT/01-23		M	-				COMMUNICATIONS	101.41409.0330
		472	02/15/23	SALES TAX-JAN	21.39CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.42411.0229
		472	02/15/23	SALES TAX-JAN	32.67CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.42411.0229
		472	02/15/23	SALES TAX-JAN	6.12CR		STMT/01-23		M	-				TRAVEL-CONF. -SCH	101.42411.0333
		472	02/15/23	SALES TAX-JAN	7.09CR		STMT/01-23		M	-				AWARDS AND INDEM	101.42412.0442
		472	02/15/23	SALES TAX-JAN	1.58CR		STMT/01-23		M	-				AWARDS AND INDEM	101.42412.0442
		472	02/15/23	DIESEL FUEL TAX-JAN	249.81		STMT/01-23		M	-				MOTOR FUELS AND	101.43425.0222
		472	02/15/23	DIESEL FUEL TAX-JAN	685.02		STMT/01-23		M	-				MOTOR FUELS AND	101.43425.0222
		472	02/15/23	SALES TAX-JAN	2.47CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.43425.0229
		472	02/15/23	SALES TAX-JAN	2.28CR		STMT/01-23		M	-				OFFICE SUPPLIES	101.45432.0220
		472	02/15/23	SALES TAX-JAN	18.90CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.45432.0229
		472	02/15/23	SALES TAX-JAN	1.18CR		STMT/01-23		M	-				SUBSCRIPTIONS AN	101.45432.0443

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE				000492											
	472	02/15/23	SALES TAX-JAN		13.22CR		STMT/01-23		M	-				OFFICE SUPPLIES	101.45435.0220
	472	02/15/23	SALES TAX-JAN		5.98CR		STMT/01-23		M	-				OFFICE SUPPLIES	101.45435.0220
	472	02/15/23	SALES TAX-JAN		2.95CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.45435.0229
	472	02/15/23	SALES TAX-JAN		7.95CR		STMT/01-23		M	-				GENERAL SUPPLIES	101.45435.0229
	472	02/15/23	SALES TAX-JAN		23.61CR		STMT/01-23		M	-				SMALL TOOLS	101.45506.0221
	472	02/15/23	DIESEL FUEL TAX-JAN		1.90		STMT/01-23		M	-				MOTOR FUELS AND	651.48484.0222
	472	02/15/23	DIESEL FUEL TAX-JAN		12.95		STMT/01-23		M	-				MOTOR FUELS AND	651.48485.0222
	472	02/15/23	SALES TAX-JAN		4.22CR		STMT/01-23		M	-				SUBSISTENCE OF P	899.45435.0227
	472	02/15/23	SALES TAX-JAN		3.57CR		STMT/01-23		M	-				SUBSISTENCE OF P	899.45435.0227
	472	02/15/23	SALES TAX-JAN		2.13CR		STMT/01-23		M	-				SUBSISTENCE OF P	899.45435.0227
					2,690.97		*CHECK TOTAL								
				VENDOR TOTAL	2,690.97										
MN OFFICE OF ADMIN. HEAR				003567											
	67677	02/28/23	LEGAL SERVICES-JAN		12.25		520494-1		D	-				PROFESSIONAL SER	101.41406.0446
MN PEIP				003450											
	67602	02/15/23	HEALTH INSURANCE-MAR		4,232.76		1261960		D	-				COBRA INS PREMIU	101.120001
	67602	02/15/23	HEALTH INSURANCE-MAR		581.93		1261960		D	-				EMPLOYER INSUR.	101.41400.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		8,242.77		1261960		D	-				EMPLOYER INSUR.	101.41402.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		2,740.95		1261960		D	-				EMPLOYER INSUR.	101.41403.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		5,363.92		1261960		D	-				EMPLOYER INSUR.	101.41405.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		1,609.93		1261960		D	-				EMPLOYER INSUR.	101.41408.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		3,830.42		1261960		D	-				EMPLOYER INSUR.	101.41409.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		581.93		1261960		D	-				EMPLOYER INSUR.	101.41420.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		402.48		1261960		D	-				EMPLOYER INSUR.	101.41424.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		3,517.10		1261960		D	-				RETIRED EMPLOYEE	101.41428.0818
	67602	02/15/23	HEALTH INSURANCE-MAR		1,237.33		1261960		D	-				INS. PASS THROUG	101.41428.0819
	67602	02/15/23	HEALTH INSURANCE-MAR		55,028.26		1261960		D	-				EMPLOYER INSUR.	101.42411.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		6,363.29		1261960		D	-				EMPLOYER INSUR.	101.42412.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		804.96		1261960		D	-				EMPLOYER INSUR.	101.43417.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		32,965.72		1261960		D	-				EMPLOYER INSUR.	101.43425.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		1,609.93		1261960		D	-				EMPLOYER INSUR.	101.45001.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		5,411.72		1261960		D	-				EMPLOYER INSUR.	101.45432.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		3,219.86		1261960		D	-				EMPLOYER INSUR.	101.45433.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		976.91		1261960		D	-				EMPLOYER INSUR.	101.45435.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		305.28		1261960		D	-				EMPLOYER INSUR.	101.45437.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		15,832.59		1261960		D	-				EMPLOYER INSUR.	651.48484.0114
	67602	02/15/23	HEALTH INSURANCE-MAR		1,609.93		1261960		D	-				EMPLOYER INSUR.	651.48485.0114
					156,469.97		*CHECK TOTAL								
				VENDOR TOTAL	156,469.97										
MOTOR SPORTS OF WILLMAR				000873											
	67678	02/28/23	OIL CHANGE ON RANGER		93.98		2302248		D	-				MOTOR FUELS AND	651.48484.0222
MUNICIPAL UTILITIES				000541											
	67616	02/24/23	UTILITIES FOR FEB		1,698.50		STMT/02-23		D	-				UTILITIES	101.41408.0332
	67616	02/24/23	UTILITIES FOR FEB		5,275.77		STMT/02-23		D	-				UTILITIES	101.43425.0332
	67616	02/24/23	UTILITIES FOR FEB		235.43		STMT/02-23		D	-				UTILITIES	101.45001.0332

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES				000541											
	67616	02/24/23	UTILITIES FOR FEB	1,683.78			STMT/02-23		D	-				UTILITIES	101.45427.0332
	67616	02/24/23	UTILITIES FOR FEB	228.95			STMT/02-23		D	-				UTILITIES	101.45432.0332
	67616	02/24/23	UTILITIES FOR FEB	25,067.94			STMT/02-23		D	-				UTILITIES	101.45433.0332
	67616	02/24/23	UTILITIES FOR FEB	934.52			STMT/02-23		D	-				UTILITIES	101.45435.0332
	67616	02/24/23	UTILITIES FOR FEB	284.14			STMT/02-23		D	-				UTILITIES	101.45437.0332
	67616	02/24/23	UTILITIES FOR FEB	16.90			STMT/02-23		D	-				UTILITIES	230.43430.0332
	67616	02/24/23	UTILITIES FOR FEB	1,382.51			STMT/02-23		D	-				UTILITIES	651.48484.0332
	67616	02/24/23	UTILITIES FOR FEB	5,630.19			STMT/02-23		D	-				UTILITIES	651.48485.0332
				42,438.63		*CHECK	TOTAL								
			VENDOR TOTAL	42,438.63											
MVTL LABORATORIES INC				000544											
	67679	02/28/23	LAB TESTING	52.12			1184893		D	-				PROFESSIONAL SER	651.48484.0446
	67679	02/28/23	LAB TESTING	52.12			1185785		D	-				PROFESSIONAL SER	651.48484.0446
				104.24		*CHECK	TOTAL								
			VENDOR TOTAL	104.24											
MWOA				000545											
	67680	02/28/23	BAKER-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	LUNGSTROM-2023 MBRSH D	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	HATZINGER-2023 MBRSH D	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	STEELE-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	LINDAHL-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	SIETSEMA-2023 MBRSH D	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	SCHUELER-2023 MBRSH D	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	RUTER-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	TEMPLER-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
	67680	02/28/23	GREELEY-2023 MBRSH DUES	15.00			021623		D	-				SUBSCRIPTIONS AN	651.48484.0443
				150.00		*CHECK	TOTAL								
			VENDOR TOTAL	150.00											
NELSON INTERNATIONAL				000568											
	67681	02/28/23	#186884 MOTOR CONTROL	260.60			X101110346:01		D	-				INVENTORIES-MDSE	101.125000
NEO ELECTRICAL SOLUTIONS				003690											
	67682	02/28/23	MALSR INPECTION	3,620.00			3348		D	-				MTCE. OF OTHER I	230.43430.0336
NORTHERN STATES SUPPLY				000585											
	67683	02/28/23	BOLTS	2.80			10-609156		D	-				MTCE. OF EQUIPME	101.43425.0224
	67683	02/28/23	FURNANCE BELT FOR SHOP	20.59			10-609170		D	-				MTCE. OF STRUCTU	101.43425.0225
	67683	02/28/23	PLOW BOLTS	126.78			10-609321		D	-				MTCE. OF EQUIPME	101.43425.0224
				150.17		*CHECK	TOTAL								
			VENDOR TOTAL	150.17											
PETERSON SHOE STORE				000608											
	67684	02/28/23	WIERSCHEM-SAFETY BOOTS	175.00			222615		D	-				SUBSISTENCE OF P	101.43425.0227

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PRO WATER SOLUTIONS				003529											
	67685	02/28/23		SOFTENER SALT	416.50		5060		D	-				GENERAL SUPPLIES	101.45433.0229
RAMBOW INC				000639											
	67686	02/28/23		BASKETBALL JERESYS	940.00		637260		D	-				GENERAL SUPPLIES	101.45432.0229
	67686	02/28/23		BASKETBALL JERESYS	2,000.00		637260		D	-				GENERAL SUPPLIES	899.45432.0229
					2,940.00										
				VENDOR TOTAL	2,940.00		*CHECK TOTAL								
REGENTS OF THE UNIV. OF				002767											
	67687	02/28/23		TREE INSP WORKSHOP REG.	200.00		0230046481		D	-				TRAVEL-CONF.-SCH	101.43425.0333
REGION VI CHIEF'S ASSN				000645											
	67688	02/28/23		2023 MEMBERSHIP DUES	40.00		021723		D	-				SUBSCRIPTIONS AN	101.42411.0443
ROBERSTON ANSCHUTZ				003813											
	67689	02/28/23		SUBPOENA CASE #23000928	10.50		7431		D	-				PROFESSIONAL SER	101.42411.0446
RULE TIRE SHOP				000665											
	67690	02/28/23		CUTTING EDGE KIT	495.00		1-62135		D	-				MTCE. OF EQUIPME	101.45433.0224
	67690	02/28/23		SPRING-BIOSOLID TRUCK	83.99		1-62154		D	-				MTCE. OF EQUIPME	651.48486.0224
					578.99										
				VENDOR TOTAL	578.99		*CHECK TOTAL								
SHI CORP				000275											
	67691	02/28/23		MONITOR REPLACEMENTS	12,950.00		B16475651		D	-				SMALL TOOLS	101.41409.0221
SHULDES/LYNN				003571											
	67692	02/28/23		LOGIS MEETING MILEAGE	123.14		020823		D	-				TRAVEL-CONF.-SCH	101.41402.0333
SIETSEMA/SARA				003218											
	67693	02/28/23		MILEAGE-WASTEWATER CONF	82.17		020823		D	-				TRAVEL-CONF.-SCH	651.48484.0333
SIGN SOLUTIONS USA				003730											
	67694	02/28/23		SIGN PARTS	648.11		405074		D	-				MTCE. OF OTHER I	101.43425.0226
SOUTH 71 VETERINARY CLIN				000699											
	67695	02/28/23		ANIMAL CARE SERVICE	75.06		2307868		D	-				SUBSISTENCE OF P	101.42411.0227
ST JOHN'S UNIVERSITY				.03259											
	67604	02/16/23		RETREAT	120.71		120922		D	-				TRAVEL-CONF.-SCH	101.41402.0333
STANDARD INSURANCE COMPA				003796											
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	14.55		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	79.40		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	29.10		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	38.80		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	12.00		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	195.79		2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23		ACCIDENT/CRIT ILLN-FEB	10.70		2-2023		D	-				INS. PASS THROUG	101.41428.0819

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VENDOR NAME AND NUMBER				CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STANDARD INSURANCE COMPA				003796													
	67608	02/24/23	ACCIDENT/CRIT	ILLN-FEB	75.50				2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23	ACCIDENT/CRIT	ILLN-FEB	163.59				2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23	ACCIDENT/CRIT	ILLN-FEB	29.10				2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23	ACCIDENT/CRIT	ILLN-FEB	17.85				2-2023		D	-				INS. PASS THROUG	101.41428.0819
	67608	02/24/23	ACCIDENT/CRIT	ILLN-FEB	58.39				2-2023		D	-				INS. PASS THROUG	101.41428.0819
					724.77			*CHECK	TOTAL								
			VENDOR TOTAL			724.77											
STEINBEISSER AUTO REPAIR				003256													
	67696	02/28/23	PROPANE		19.95				16087		D	-				GENERAL SUPPLIES	101.43425.0229
SURPLUS WAREHOUSE INC				000728													
	67697	02/28/23	PLOW PINS		25.76				022123		D	-				MTCE. OF EQUIPME	101.43425.0224
SYSCO WESTERN MINNESOTA				000161													
	67698	02/28/23	CONCESSION	SUUPPLIES	201.25				253279567		D	-				GENERAL SUPPLIES	101.45433.0229
	67698	02/28/23	CONCESSION	SUPPLIES	695.70				253318770		D	-				GENERAL SUPPLIES	101.45433.0229
	67698	02/28/23	CONCESSION	SUPPLIES	1,011.58				25332411		D	-				GENERAL SUPPLIES	101.45433.0229
	67698	02/28/23	CONCESSION	SUPPLIES	624.99				253335153		D	-				GENERAL SUPPLIES	101.45433.0229
					2,533.52			*CHECK	TOTAL								
			VENDOR TOTAL			2,533.52											
TECH CHECK, LLC				003801													
	67699	02/28/23	IT-SERVICES	CAP IMPRO	15,380.18				50175		D	-				FURNITURE AND EQ	219.41409.0552
	67699	02/28/23	IT-SERVICES	CAP IMPROV	5,940.26				50208		D	-				FURNITURE AND EQ	219.41409.0552
	67699	02/28/23	OPTICS-PD	SWITCHES	2,019.74				50238		D	-				MTCE. OF EQUIPME	101.41409.0224
	67699	02/28/23	IT-SYSTEMS	CAP IMPROV	9,544.86				50239		D	-				FURNITURE AND EQ	219.41409.0552
	67699	02/28/23	IT-SYSTEM	CAP IMPROV PRJ	600.48				50378		D	-				FURNITURE AND EQ	219.41409.0552
					33,485.52			*CHECK	TOTAL								
			VENDOR TOTAL			33,485.52											
TEN17 MEDIA LLC				003589													
	67700	02/28/23	WEBSITE/SOC.	MEDIA WOR	1,250.00				1295		D	N	01			PROFESSIONAL SER	235.41402.0446
TERWISSCHA CONSTRUCTION				000032													
	67701	02/28/23	R.I	PROJECT-PHASE 2	5,585.54				EST. 14		D	-				MTCE. OF OTHER I	420.45503.0336
THE STANDARD INSURANCE C				003797													
	67609	02/24/23	VISION	INS-FEB	141.58				2-2023		D	-				INS. PASS THROUG	101.41428.0819
TITAN MACHINERY				003375													
	67702	02/28/23	#185168	RUBBER MOUNTS	305.18				18079031 GP		D	-				INVENTORIES-MDSE	101.125000
TREE-N-TURF SERVICES				001583													
	67703	02/28/23	WEED	SPRAYING	491.79				022123		D	-				PROFESSIONAL SER	101.42412.0446
TURCH & ASSOCIATES/DAVID				002156													
	67704	02/28/23	PROF	SERVICES-JAN	1,500.00				020723		D	N	01			PROFESSIONAL SER	101.41401.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
UNCOMMON USA INC			001286											
	67705	02/28/23	FLAGS	150.00		1228531-IN		D	-				MTCE. OF OTHER I	101.43425.0226
	67705	02/28/23	FLAG	151.20		1228533-IN		D	-				MTCE. OF OTHER I	101.43425.0226
				301.20	*CHECK	TOTAL								
			VENDOR TOTAL	301.20										
UNITED WAY			003798											
	67610	02/24/23	UNITED WAY-02/23/23	18.00		2-2023		D	-				INS. PASS THROUG	101.41428.0819
US BANK EQUIPMENT FINANC			003143											
	67706	02/28/23	500-0576320-000-FEB	157.00		493710941		D	-				RENTS	101.42411.0440
UTILITYLOGIC			003783											
	67707	02/28/23	GAS MONITOR RPR-PARTS	560.00		13806		D	-				MTCE. OF EQUIPME	651.48484.0224
	67707	02/28/23	GAS MONITOR RPR-LABOR	136.27		13806		D	-				MTCE. OF EQUIPME	651.48484.0334
				696.27	*CHECK	TOTAL								
			VENDOR TOTAL	696.27										
VERIZON WIRELESS			002915											
	67617	02/24/23	CELL PHONE USAGE-JAN	2,572.85		9927247049		D	-				COMMUNICATIONS	101.41409.0330
VIKING COCA-COLA BOTTLIN			000777											
	67708	02/28/23	COFFEE	308.70		2986520		D	-				GENERAL SUPPLIES	101.45435.0229
WALT'S			002868											
	67709	02/28/23	33.405 GALLONS UNLEADED	110.20		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	25.500 GALLONS UNLEADED	84.12		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	30.504 GALLONS DIESEL	128.09		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	44.128 GALLONS UNLEADED	145.58		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	34.534 GALLONS UNLEADED	113.93		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	35.401 GALLONS UNLEADED	113.25		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	18.014 GALLONS UNLEADED	57.63		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	24.001 GALLONS UNLEADED	76.78		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	34.126 GALLONS UNLEADED	115.99		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	29.001 GALLONS UNLEADED	98.57		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	24.711 GALLONS UNLEADED	83.99		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	36.012 GALLONS UNLEADED	126.01		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	17.006 GALLONS UNLEADED	59.50		STMT/01-23		D	-				ACCOUNTS RECEIVA	101.120000
	67709	02/28/23	28.074 GALLONS UNLEADED	92.62		STMT/01-23		D	-				MOTOR FUELS AND	101.41402.0222
	67709	02/28/23	19.872 GALLONS UNLEADED	63.57		STMT/01-23		D	-				MOTOR FUELS AND	101.41402.0222
	67709	02/28/23	27.871 GALLONS UNLEADED	94.73		STMT/01-23		D	-				MOTOR FUELS AND	101.41402.0222
	67709	02/28/23	29.421 GALLONS UNLEADED	102.94		STMT/01-23		D	-				MOTOR FUELS AND	101.41402.0222
	67709	02/28/23	13.580 GALLONS UNLEADED	46.16		STMT/01-23		D	-				MOTOR FUELS AND	101.41408.0222
	67709	02/28/23	PREPAID CAR WASHES	3,590.00		STMT/01-23		D	-				MTCE. OF EQUIPME	101.42411.0334
	67709	02/28/23	13.345 GALLONS MIDGRADE	47.36		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67709	02/28/23	6.301 GALLONS UNLEADED	20.79		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67709	02/28/23	8.105 GALLONS UNLEADED	26.74		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67709	02/28/23	17.121 GALLONS UNLEADED	56.48		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67709	02/28/23	4.547 GALLONS UNLEADED	15.00		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
	67709	02/28/23	18.380 GALLONS UNLEADED	58.80		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WALT'S				002868											
		67709	02/28/23	CAR WASH SUBSCRIPTION	420.00		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
		67709	02/28/23	9.758 GALLONS UNLEADED	33.17		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
		67709	02/28/23	11.315 GALLONS UNLEADED	38.46		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
		67709	02/28/23	14.944 GALLONS UNLEADED	50.79		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
		67709	02/28/23	13.588 GALLONS UNLEADED	46.19		STMT/01-23		D	-				MOTOR FUELS AND	101.42412.0222
		67709	02/28/23	5.338 GALLONS PREMIUM	22.15		STMT/01-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
		67709	02/28/23	22.207 GALLONS DIESEL	93.25		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	50.366 GALLONS DIESEL	211.49		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	15.152 GALLONS DIESEL	63.62		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	22.870 GALLONS DIESEL	96.03		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	12.541 GALLONS DIESEL	52.66		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	18.874 GALLONS DIESEL	79.25		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	44.057 GALLONS DIESEL	185.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	18.899 GALLONS UNLEADED	62.35		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	0.729 GALLONS DIESEL	3.06		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	31.944 GALLONS DIESEL	134.13		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.373 GALLONS DIESEL	102.34		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	28.438 GALLONS DIESEL	119.41		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.499 GALLONS DIESEL	102.87		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	31.479 GALLONS DIESEL	132.18		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	21.088 GALLONS DIESEL	88.55		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	30.245 GALLONS DIESEL	127.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	41.096 GALLONS DIESEL	172.56		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	66.714 GALLONS DIESEL	288.53		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	10.072 GALLONS DIESEL	42.29		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	40.472 GALLONS DIESEL	169.94		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	22.356 GALLONS DIESEL	93.87		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	30.063 GALLONS DIESEL	126.23		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	31.725 GALLONS DIESEL	133.21		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	43.076 GALLONS DIESEL	180.88		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	70.778 GALLONS DIESEL	297.20		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	53.874 GALLONS DIESEL	226.22		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	19.051 GALLONS DIESEL	80.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	21.196 GALLONS DIESEL	89.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	17.600 GALLONS DIESEL	73.90		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.877 GALLONS DIESEL	104.46		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	29.600 GALLONS DIESEL	124.29		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	21.870 GALLONS DIESEL	91.83		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	8.475 GALLONS DIESEL	35.59		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	44.058 GALLONS DIESEL	185.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	23.013 GALLONS DIESEL	96.63		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	23.318 GALLONS DIESEL	97.91		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.800 GALLONS DIESEL	104.14		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	41.982 GALLONS DIESEL	176.28		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	44.537 GALLONS DIESEL	187.01		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	45.927 GALLONS DIESEL	192.85		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	15.972 GALLONS DIESEL	67.07		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	46.936 GALLONS DIESEL	197.08		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	17.606 GALLONS DIESEL	73.93		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WALT'S				002868											
		67709	02/28/23	19.053 GALLONS DIESEL	80.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.448 GALLONS DIESEL	102.66		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	16.948 GALLONS UNLEADED	55.91		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	48.666 GALLONS DIESEL	204.35		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	2.974 GALLONS DIESEL	20.89		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	10.773 GALLONS DIESEL	45.24		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	64.019 GALLONS DIESEL	268.82		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	29.479 GALLONS DIESEL	123.78		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	22.647 GALLONS DIESEL	95.09		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	25.083 GALLONS DIESEL	105.32		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	19.654 GALLONS DIESEL	82.53		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.780 GALLONS DIESEL	104.05		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	36.161 GALLONS DIESEL	151.84		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	52.329 GALLONS DIESEL	219.73		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	51.091 GALLONS DIESEL	214.53		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	13.853 GALLONS DIESEL	58.17		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	21.487 GALLONS DIESEL	90.22		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	29.178 GALLONS DIESEL	122.52		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	13.943 GALLONS DIESEL	58.55		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	16.857 GALLONS DIESEL	70.78		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	22.402 GALLONS DIESEL	94.07		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	19.529 GALLONS DIESEL	82.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	31.514 GALLONS DIESEL	132.33		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.350 GALLONS DIESEL	102.25		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	31.292 GALLONS DIESEL	131.40		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	55.845 GALLONS DIESEL	234.49		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	17.354 GALLONS DIESEL	72.87		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	29.702 GALLONS UNLEADED	97.99		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	21.321 GALLONS UNLEADED	68.21		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	20.029 GALLONS UNLEADED	64.07		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	27.059 GALLONS UNLEADED	91.97		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	30.010 GALLONS UNLEADED	102.00		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	18.209 GALLONS UNLEADED	61.89		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	24.644 GALLONS UNLEADED	70.21		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	18.646 GALLONS UNLEADED	63.38		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	32.491 GALLONS UNLEADED	110.44		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	34.513 GALLONS UNLEADED	103.50		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	23.900 GALLONS UNLEADED	71.68		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	5.848 GALLONS ULEADED	20.46		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	22.518 GALLONS UNLEADED	78.79		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	15.637 GALLONS UNLEADED	46.90		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	26.392 GALLONS UNLEADED	89.71		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	20.077 GALLONS UNLEADED	68.24		STMT/01-23		D	-				MOTOR FUELS AND	101.43425.0222
		67709	02/28/23	10.557 GALLONS UNLEADED	34.83		STMT/01-23		D	-				MOTOR FUELS AND	101.45433.0222
		67709	02/28/23	23.718 GALLONS UNLEADED	78.25		STMT/01-23		D	-				MOTOR FUELS AND	101.45433.0222
		67709	02/28/23	17.642 GALLONS UNLEADED	58.20		STMT/01-23		D	-				MOTOR FUELS AND	101.45433.0222
		67709	02/28/23	21.817 GALLONS UNLEADED	69.79		STMT/01-23		D	-				MOTOR FUELS AND	101.45435.0222
		67709	02/28/23	13.452 GALLONS UNLEADED	41.69		STMT/01-23		D	-				MOTOR FUELS AND	651.48484.0222
		67709	02/28/23	18.655 GALLONS UNLEADED	63.41		STMT/01-23		D	-				MOTOR FUELS AND	651.48484.0222

Vendor Payment History Report
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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WALT'S				002868											
		67709	02/28/23	11.575 GALLONS UNLEADED	40.50		STMT/01-23		D	-				MOTOR FUELS AND	651.48484.0222
		67709	02/28/23	16.298 GALLONS UNLEADED	57.03		STMT/01-23		D	-				MOTOR FUELS AND	651.48484.0222
		67709	02/28/23	19.330 GALLONS UNLEADED	65.70		STMT/01-23		D	-				MOTOR FUELS AND	651.48484.0222
					16,343.91	*CHECK	TOTAL								
				VENDOR TOTAL	16,343.91										
WEST CENTRAL COMMUNICATI				000796											
		67710	02/28/23	PAGER RPR-PARTS	20.00		095287S		D	-				MTCE. OF EQUIPME	101.42412.0224
		67710	02/28/23	PAGER RPR-LABOR	22.50		095287S		D	-				MTCE. OF EQUIPME	101.42412.0334
		67710	02/28/23	REPAIR TO E.L. #4-PARTS	60.94		095378S		D	-				MTCE. OF EQUIPME	651.48487.0224
		67710	02/28/23	REPAIR TO E.L. #4-LABOR	145.00		095378S		D	-				MTCE. OF EQUIPME	651.48487.0334
					248.44	*CHECK	TOTAL								
				VENDOR TOTAL	248.44										
WEST CENTRAL SANITATION				000805											
		67618	02/24/23	RECYCLING-MARCH	52.53		12683455		D	-				CLEANING AND WAS	101.41408.0338
		67618	02/24/23	RECYCLING-MARCH	52.53		12684751		D	-				CLEANING AND WAS	651.48484.0228
					105.06	*CHECK	TOTAL								
		67711	02/28/23	RECYCLING-MARCH	101.64		12685405		D	-				CLEANING AND WAS	101.43425.0338
		67711	02/28/23	RECYCLING-MARCH	98.03		12685405		D	-				CLEANING AND WAS	101.45433.0338
		67711	02/28/23	RECYCLING-MARCH	38.99		12685405		D	-				CLEANING AND WAS	101.45435.0338
					238.66	*CHECK	TOTAL								
				VENDOR TOTAL	343.72										
WIDSETH SMITH NOLTING &				002352											
		67712	02/28/23	FEMA GRANT WRITER	1,447.00		222020		D	-				PROFESSIONAL SER	219.42412.0446
WINDSTREAM				002100											
		67619	02/24/23	PHONE SERVICE-FEB	795.01		STMT/02-23		D	-				COMMUNICATIONS	101.41409.0330
		67619	02/24/23	PHONE SERVICE-FEB	151.93		STMT/02-23		D	-				COMMUNICATIONS	101.45433.0330
					946.94	*CHECK	TOTAL								
				VENDOR TOTAL	946.94										

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

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

REPORT TOTALS:				706,369.33										
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RECORDS PRINTED - 000825

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
101	GENERAL FUND	382,862.02
219	CORONAVIRUS RELIEF FUND	32,912.78
230	WILLMAR MUNICIPAL AIRPORT	4,117.68
235	WILLMAR MAIN STREET	1,625.00
405	C.P. - EPITOPIX	13,211.90
420	LOCAL OPT SALES TAX PROJECTS	30,396.62
421	S.A.B.F. - #2021B	7,915.00
422	S.A.B.F. - 2022A	74,904.89
450	CAPITAL IMPROVEMENT FUND	49,652.93
651	WASTE TREATMENT	66,789.96
803	COMM EMERGENCY RESPONSE TEAM	115.47
812	FIRE INSURANCE ESCROW/TRUST	39,875.00
899	DONATION FUND (AGENCY)	1,990.08
TOTAL ALL FUNDS		706,369.33

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
HERT	HERITAGE BANK	706,369.33
TOTAL ALL BANKS		706,369.33



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	State Temporary Liquor Permit—Foxhole Brewhouse, Inc.		

RECOMMENDED ACTION:

Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

OVERVIEW:

The Foxhole Brewhouse Inc. dba Foxhole Brewhouse; has plans to sell alcohol during Lakeland Broadcasting Home and Outdoor Living Expo on March 31, and April 1, 2023. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

BUDGETARY/FISCAL ISSUES:

\$100 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during this event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Planning Commission Applicant -John Christianson		

RECOMMENDED ACTION:

Council approval of John Christianson to the Planning Commission.

OVERVIEW:

Mayor Reese recommends Council approval of John Christianson to the Planning Commission.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Board Application 02 13 2023

Application for Appointment to City Board/Committee/Commission

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

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

Applicant Information

Name: John Christensen Date of Application: 02-13-2023
Address: 2600 5th Ave. SE Phone No. 320-905-4481
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: johneyboy@yahoo.com

What prompted you to make application for a citizen committee? I want to serve the community in which I have lived my entire life

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

- #1) I have been in the construction business for 20 years
- #2) I have four boys involved in sports in Willmar

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

20 years of residential construction, design, development
Vast Knowledge of building codes

List your educational background: high school, 2 year BA in college

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

Past member of Willmar Hockey Asso.

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

#1) Christianson Brothers Construction - Home Designer
P.O. Box 1599, Willmar, MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

#2) JRE, Inc. -VP

Own & Operate two Food businesses



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	9.A.
Agenda Section:	Public Hearing:	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Jim Felt, Police Chief
Item:	Public Hearing for Potentially Dangerous Dog Reconvened		

RECOMMENDED ACTION:

Reconvene the Public Hearing from the February 21, 2023, City Council Meeting, to Consider Objections to the Proposed Determination for the Declared Potentially Dangerous Dog.

Motion to Reject or Uphold the Determination.

OVERVIEW:

Pursuant to Minnesota State Statute 347.50 and Willmar Municipal Code, Chapter 4-57, concerning the declared potentially dangerous animal, notice was given to Susan Elaine Berge located at 605 2nd Street SW, owner of Paisley, that the City Council will consider objections to the proposed determination for the declared potentially dangerous dog.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Potentially Dangerous Dog Info



WILLMAR

**WILLMAR POLICE DEPARTMENT
CHIEF OF POLICE**

2201 23rd ST. NE
SUITE 102
WILLMAR, MN 56201
320-214-6700; 320-235-2244 V/TDD
FAX 320-231-6556

CHIEF JIM FELT
Willmar Police Chief
2201 23rd Street NE
Suite 102
Willmar, MN 56201

RECEIVED AT WPD
01/04/2022 @ 1444 HRS.
[Signature]

To Whom It May Concern:

I have received the notice provided by the Willmar Police Department about my animal being declared potentially dangerous per Minnesota Statute 347.50 and City of Willmar Ordinance 4-57.

Case #: 22015638 Animal's Name: Paisley

I wish to:



File an appeal with the Willmar City Council

I am aware that if the determination on my animal is upheld, I will be responsible for up to \$1,000.00 of the actual hearing costs, pursuant to City of Willmar Ordinance #4-64.

Susan Berge
Signature

12-20-2022
Date

Please Print:

Susan
First Name

Elaine
Middle Name

Berge
Last Name

320-354-4612
Phone #

Witnesses Steven Michael Stewart
 John Andrew Landin
 Peyton Jade Powers



WILLMAR



**WILLMAR POLICE DEPARTMENT
CHIEF OF POLICE**

2201 23rd ST. NE
PO Box 995
WILLMAR, MN 56201-0995
320-214-6700; 320-235-2244 V/TDD
FAX 320-231-6556

12/12/2022

**Susan Elaine Berge
605 2nd St SW, Willmar MN**

REFERENCE: "Paisley"; Female; Adult German Shepard (22015638)

The Willmar Police Department (Animal Control Authority) has received a complaint that your animal ("Paisley"; Female; Adult German Shepard), was being aggressive in nature, and committed unprovoked aggression towards a human being (Sandra Marie Tersch); and that your animal committed unprovoked attacks (bite) on a human being.

On 11/29/2022 your dog ("Paisley"; Female; Adult German Shepard) was aggressive and bit a human being in front of 605 2nd St SW, (Willmar MN), causing injury (swelling, bleeding, punctures and bruising) to the human being bit.

After a thorough investigation your animal has been declared a Potentially Dangerous Animal (Minnesota State Statute 347.50 / Willmar City Ordinance 4-57)

As the owner/caretaker of a potentially dangerous animal, you must comply with the attached Potentially Dangerous Animal requirements for your dog:

- Provide current proof of rabies for the animal
- Provide a current City of Willmar animal license
- Provide proof of micro-chip implantation
- Provide proper enclosure

Failure to comply with these requirements, or failure to request a hearing, could result in the impoundment of the animal and/or criminal charges. If the dog changes residency, or ownership is transferred to another individual, you must inform the Willmar Police Department immediately.

You may appeal this determination by returning the attached letter of appeal to Chief James Felt at the Willmar Police Department.

You must either submit the letter of appeal, or comply with the above requirements by January 5, 2022.

Please feel free to contact me if you have any questions at (320) 214-6700 Ext. 3105.

Sergeant Chad Oakleaf - 3105



Potentially Dangerous Animal Requirements

As an owner/caretaker of a potentially dangerous dog you are subject to the requirements of Minnesota State Statute 347.50 and Willmar City Ordinance 4-57. Your animal must comply with all of the checked requirements to remain in the City of Willmar. Failure to do so may warrant a citation or impoundment of your animal. Please submit the following information to the Willmar Police Department before your deadline date.



Provide current proof of rabies for the animal.

Rabies shots are required to be updated every three years. After three years they will be considered expired and a new shot will be required.



Provide a current City of Willmar animal license.

You may obtain a license from the City of Willmar offices or from select veterinary clinics in the area. Please check with your veterinary clinic to see if they participate in this program. You will also need to show proof of rabies in order to obtain this license. There is a small fee for an animal license. **This license expires on December 31st and will need to be updated yearly before January 15th.**



Provide proof of microchip implantation.

Any veterinary clinic should be able to assist you with this process but they may charge a small fee.



Provide proper enclosure.

Proper enclosure is defined by Minnesota Statute and City Ordinance as:

- Securely confined indoors or in an enclosed and locked pen to prevent the animal from escaping and that provides proper shelter from the elements.
- This does not include: a porch, patio, or other structure that would allow the animal to exit on its own. There must also be more than a screen door or window that contains the animal.
- The animal may be on a leash six feet or shorter and under the control of a person eighteen years of age or older any time it is not in a proper enclosure.
- If you have questions on what "proper enclosure" means please contact the Willmar Police Department at 320-235-2244.

Additional information can be found by reviewing Minnesota Statute 347.50 and Willmar City Ordinance Section 4. If you still have questions, you may call the Willmar Police Department at 320-235-2244.

Updated January 2014



WILLMAR POLICE DEPARTMENT

INCIDENT REPORT

ICR# 22015638	AGENCY ORI# MN0340100	JUVENILE:
Reported: 11-29-2022 1741 First Assigned: 2009 First Arrived: 2011 Last Cleared: 2024 Committed Start: Committed End: Title: Animal Dog Bites Short Description: Caller Was Bitten By A Dog And Is Now Back Home. Did Not Want An Ambulance. Will Call When She Gets To The Hospital To Have Officer Come And Take Report. Summary: see file. (flatten) classified as PDD - 3105 Location(s) Address: 605 2nd St SW City: Willmar State: MN Zip: 56201 Country:		
Officer Assigned: Flatten, Christopher Badge No: 3221 Primary: Yes		
Involvement: Complainant Name: Tersch, Sandra Marie DOB: 06-06-1955 Age: 67 Address: (Residence) [REDACTED] City: Willmar State: MN Zip: 56201 Country: Phone: (Home) [REDACTED] Phone: [REDACTED]		
Involvement: Complainant Name: [REDACTED] DOB: [REDACTED] Age: 66 Address: (Residence) [REDACTED] City: Willmar State: MN Zip: 56201 Country: Phone: [REDACTED] Phone: [REDACTED] Phone: [REDACTED]		
Involvement: Owner Name: Berge, Susan Elaine DOB: 04-10-1960 Age: 62 Address: (Residence) 605 2nd St SW City: Willmar State: MN Zip: 56201 Country: Phone: (Home) [REDACTED] Phone: (Cell) [REDACTED]		
Involvement: Mentioned Name: Stewart, Steven Michael DOB: 12-02-1955 Age: 66 Address: (Residence) 605 2nd St SW City: Willmar State: MN Zip: 56201 Country: US Phone: (Cell) [REDACTED]		

Supplemental Report**ICR:22015638 (Willmar Police Department)****12-15-2022****Created By: Becker Stenglein, Kim****Last Modified By: Oakleaf, Chad****Title: 22015638****WPD 22015638****MENTIONED:****VICTIM &
REPORTING PARTY:****TERSCH, SANDRA MARIE, DOB: 06-06-55****Willmar, MN 56201, telephone:****DOG OWNER:****BERGE, SUSAN ELAINE, DOB: 04-10-60, 605 2nd Street
SW, Willmar, MN 56201, telephone:****DOG:****"PAISLEY" - a female German shepherd; DOB: 02-12-18; black
and tan in color****WITNESS:****STEWART, STEVEN MICHAEL, DOB: 12-02-55, 605 2nd
Street SW, Willmar, MN 56201, telephone:****OFFICER ASSIGNED:****FLATTEN, CHRIS, WILLMAR POLICE DEPARTMENT****CHARGES:**

- INFORMATION – DOG BITE INCIDENT

DIGITAL EVIDENCE:

- Photos
- Body camera video (#3221)

ACTION TAKEN:

I, Officer CHRIS FLATTEN, was working a uniformed patrol shift on Tuesday, 11-29-22, from 1800 hours to 0600 hours.

At approximately 2009 hours, I was dispatched to the CentraCare Health - Rice Memorial Hospital emergency room in reference to take a report from a victim of a dog bite. I was notified that the dog bite incident had been called-in earlier that day and that the victim was now ready to speak with an officer at the hospital.

Upon arrival at the hospital, I met with the victim reporting party, SANDRA MARIE TERSCH, DOB; 06-06-55; in one of the exam rooms of the emergency room. I asked TERSCH to tell me what had happened and she advised me of the following:

- The incident occurred at approximately 1530 hours, while she was walking home.
- She was walking on the sidewalk on 2nd Street SW in front of the address of 605 2nd Street SW.
- At that time a German shepherd came out towards her on the sidewalk and began barking and growling at her.
- When she backed up, the dog bit her left forearm and left a red mark.
- The dog had pulled her down to the ground and she believed she would have more of an injury if she had not been wearing her big puffy coat.
- The dog let go of her at one point, but then bit her again on her left thumb.
- Note: I could see bruising on her left thumb. (See the attached photo for details.)
- When the dog had pulled her down to the ground after latching onto her arm, she hurt a rib on her left side, which was tender at this time and she did not know if her rib was broken.
- When the incident happened, the dog's owner came running out to her and retrieved the dog.
- The owner of the dog brought the dog inside of the residence and told her that her dog was up to date on its shots.
- The dog's owner also indicated that the dog was usually kept inside or in the back yard.

TERSCH described the dog as being a white, brown, and black German shepherd and she believed the dog was a female (as the dog's owner had referred to it as a "she").

She did not want the dog put down or anything like that, but she wanted the incident documented.

I advised TERSCH that I would speak with the dog's owner and verify that the dog's vaccinations were up to date.

After clearing from the hospital, I went to the address that TERSCH had given me. Upon knocking on the side door of 605 2nd Street SW, I noticed that there were several dogs barking inside. A short time later, the dog's owner, SUSAN ELAINE BERGE, DOB: 04-10-60; answered the door and came outside to speak with me.

Upon speaking with SUSAN BERGE, she stated that the dog in question was an approximately four-year-old German shepherd named "Paisley."

BERGE went inside, retrieved the dog, and let it outside while I was there. It should be noted that the dog appeared friendly and allowed me to pet it.

There was another resident there, identified as STEVEN MICHAEL STEWART, DOB: 12-02-55; who had seen the incident from the window.

BERGE told me the following:

- She had been moving things inside from the driveway and "Paisley" had gotten out of the fenced-in area by accident.
- When she went to retrieve "Paisley" from out front, she saw TERSCH swing and hit the dog with her backpack and kick at the dog.
- It should be noted that STEWART had stated that he had also seen TERSCH swing a bag and kick at the dog out on the sidewalk.
- "Paisley" had nipped or bit at TERSCH's thumb.
- She was able to bring the dog back inside.
- "Paisley" had never done anything like that before.
- "Paisley" was up to date on all of her vaccinations and her micro chip number was listed as well; she brings her dogs to the Atwater Vet Clinic.

I left my business card with BERGE and advised her to email me a copy of "Paisley's" vaccination records or take a photo of the vaccination record and text it to me. (Note: I later received the photo of the dog's vaccination record and attached it to this case file.) I cleared from the residence a short time later.

This report is for informational purposes only.

/s/Officer Chris Flatten
#221

Willmar Police Department

Typed on: 12-01-22 ~ KMB
Photos: Retained on WPD computer server
Copy to: Sergeant Chad Oakleaf (for information only)

Supplemental Report**ICR:**22015638 (Willmar Police Department)

12-16-2022

Created By: Oakleaf, Chad**Last Modified By:** Oakleaf, Chad**Title:**3105 supp.

On 12/14/2022, I reviewed case file: 22015638 for Potentially Dangerous Dog (PDD) status; involving a dog that bit a human being (Sandra Marie Tersch – DOB: 06/6/1955 on 11/29/2022:

- SUSPECT DOG (OWNER: Susan Elaine Berge – DOB: 4/10/1960: Adult, female, German Shepard, black and tan in color; named: PAISLEY
- I completed the applicable documents (attached)
- On 12/14/2022, I served Susan Elaine Berge with the attached documents
- I reminded Susan Elaine Berge of the PDD enclosure requirements

As of 12/15/2022, Susan Elaine Berge has met all PDD requirements and are in full compliance; all documents attached to file for review



POTENTIALLY DANGEROUS DETERMINATION REVIEW



Date: 12/14/2022 ICR#: 22015638 Reviewed By: 3105

Dog Information:

Name: Palsley Age: 4 years Sex: Female Breed: German Shepard Color: Black & Tan

Address: 605 2nd St SW, Willmar MN

Check all that apply:

☒ Current Year City License

☒ Current Proper Enclosure

☒ Current Proof of Rabies

☒ Proof of Microchip Implanted

Other Information:

Primary Owner Information:

Name: Susan Elaine Berge Date of Birth: 4/10/1960

Address: 605 2nd St SW, Willmar MN Phone Number: 320-235-3042

Secondary Owner Information: ☒ Single Owner/No Additional Information

Name: Date of Birth:

Address: Phone Number:

Determination:

Based on the past history the above animal is declared potentially dangerous due to:

☒ Unprovoked bite on person or domestic animal

☒ Unprovoked aggression towards a person (off animal's property)

☐ A known history to attack unprovoked causing injury or threatening public safety.

Additional Comments:



POTENTIALLY DANGEROUS DETERMINATION REVIEW



History:

Dog Information:

Name: Palsley Age: 4 years Sex: Female Breed: German Shepard Color: Black & Tan

Date	ICR #	Dog off owner's property	Unprovoked	Description
11/29/2022	22015638	Y	Y	blt human being

☐ Additional History Available

Other Information:

VACCINATION CERTIFICATE

Account #: 7089

Owner: Sue Berge

Address: 605 2nd St SW
Willmar, MN 56201

Phone: (320)354-4612

Animal: Paisley

Species: Canine

Breed: German Shepherd

Color: BLK TAN

Gender: Female

Birthdate: 2/12/2018

Age: 3 years 8 months 9 days

Weight: 83.40

Chip #: 991001911202895

Date	Vaccine	Manufacturer	Serial #	Type	Tag #	Due on
10/20/2021	DHPP/Canine Vaccine-3 year					10/16/2024
10/20/2021	Annual Exam - Canine					10/19/2022
03/30/2021	Fecal Floatation					03/29/2022
09/02/2020	Rabies Vaccine - 3 year	Merial	18456	Imrab 3TF	7083	08/30/2023

Animal Health Services, Inc.

P.O. Box 29

Atwater, MN 56209

(320) 974-8901

FAX: (320) 974-8051

www.atwaterveterinarian.com


Dr. Kim Olson
11792

10/20/2021



DOG LICENSE
CITY of WILLMAR, MINNESOTA

License No. 101 20 22
\$ 7.20

License Granted To: Sue Berge

Address: 6015 2nd St SW

Telephone Number: 354-4612

Name: Paisley Age: _____ Sex: M ☒ F ☐ FSP

Color: PR/Tan Breed: German Shep

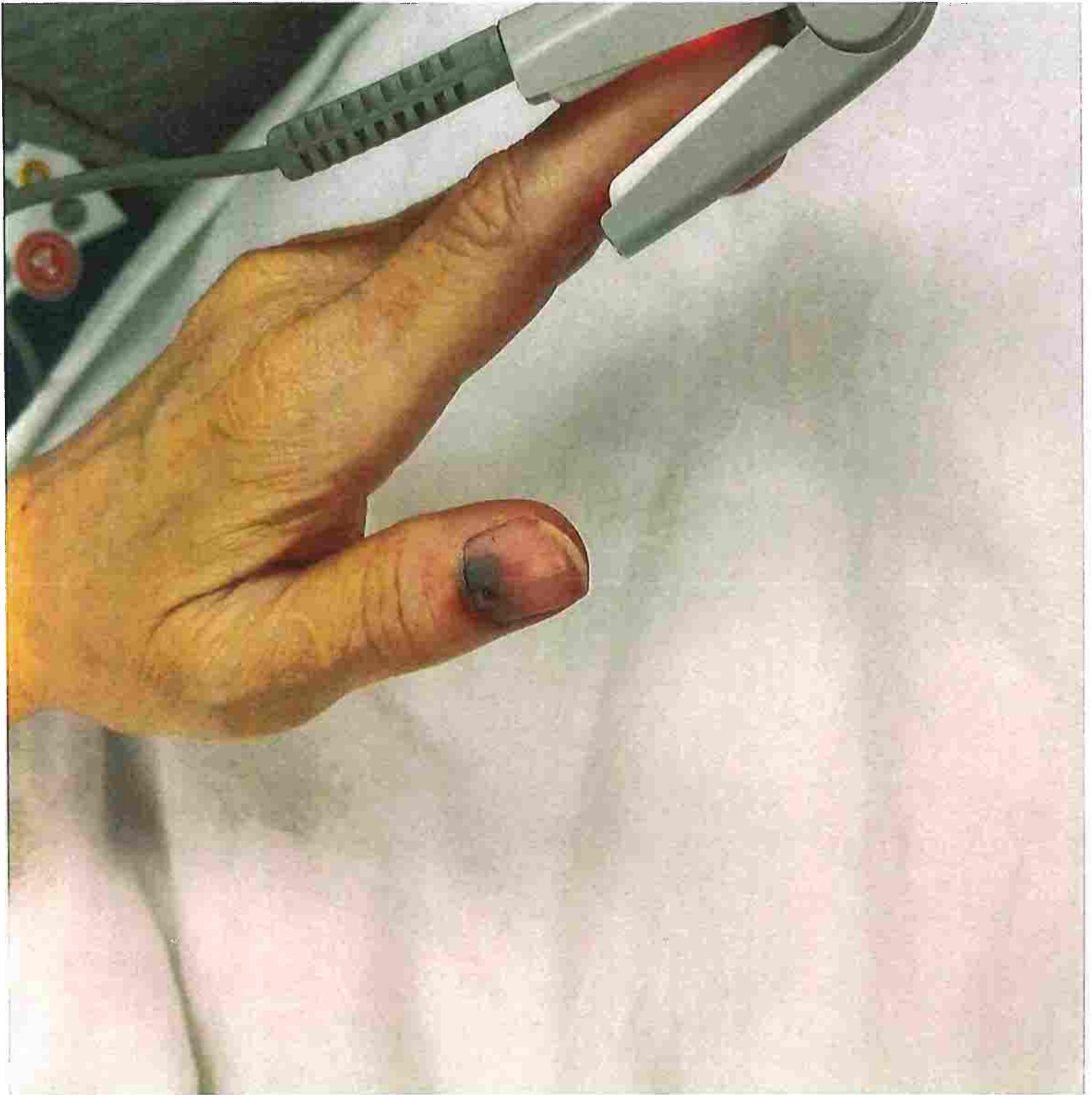
Rabies Vaccination: Full 8/2023

This License is granted subject to the Ordinance of the City of Willmar governing dogs within the City of Willmar.

Dated at Willmar, Minnesota

Dec 15 .20 22 By: City of Willmar





ARTICLE III. - DANGEROUS ANIMALS

Sec. 4-55. - Animal control authority.

- (a) The animal control authority means the municipal agency which is responsible for animal control operations in the City of Willmar.
- (b) The animal control authority for the City of Willmar is the Willmar Police Department.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-56. - Definitions.

Owner means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of an animal.

Proper enclosure means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the animal from exiting.

Provocation means an act that an adult could reasonably expect may cause an animal to attack or bite.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-57. - Potentially dangerous animals.

- (a) *Definition. A potentially dangerous animal* is an animal which has:

- (1) When unprovoked, bitten a human or a domestic animal on public or private property;
- (2) When unprovoked, chased or approached a person upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
- (3) A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

- (b) *Designation as potentially dangerous animal.* The animal control authority shall designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subsection (a). When an animal is declared potentially dangerous, the animal control authority shall cause the owner(s) of the potentially dangerous animal to be notified in writing that such animal is potentially dangerous. An animal that has been determined to be

potentially dangerous must be microchipped in accordance with section 4-61, licensed in accordance with section 4-42, and may, at the discretion of the animal control authority, be required to comply with one (1) or more of the following conditions:

- (1) An owner of a dog may be required to complete an approved dog obedience class.
 - (2) The animal may be required to be restrained by chain or leash not to exceed six (6) feet in length, and/or muzzled, and under the control of a person eighteen (18) years of age or older at all times it is outdoors and not inside a proper enclosure.
 - (3) The owner of the animal may be required to show proof of up to date rabies vaccination and, if required, licensing.
 - (4) The owner may be required to sterilize the animal at the owner's expense. If the owner does not have the animal sterilized within the specified time limits, the animal control authority may seize the animal and have it sterilized at the owner's expense.
 - (5) If the animal is a dog or cat, the owner shall purchase a proper license.
- (c) *Procedure.* The animal control authority shall notify the owner(s) of the animal in writing or in person that the animal has been determined to be potentially dangerous pursuant to section 4-62 and shall specify what, if any, conditions are being required of the owner. This notice shall state the date, time, place, and parties bitten, chased attacked or threatened by the animal, and shall advise the owner that they have fourteen (14) days to appeal the determination or the imposition of conditions on maintaining the animal by requesting a hearing before the Willmar Public Works and Public Safety Committee.
- (1) If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing. The committee may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the committee chair person shall issue a written order which rejects or upholds the determination based upon the majority opinion of the committee. If the committee upholds the determination as potentially dangerous, the order may affirm or modify the conditions recommended by the animal control authority. If as a result of testimony or other evidence at the hearing there are grounds for declaring the animal to be dangerous pursuant to section 4-58, the committee chairperson may change the designation and issue the appropriate orders.
 - (2) If an owner fails to comply with any conditions specified in the order and fails to request a hearing under subsection (c)(1), the animal shall be seized. The animal may be reclaimed by the owner as set forth in section 4-59.
- (d) *Subsequent offenses.* If an owner of an animal which has been declared potentially dangerous and is subject to the conditions of this section fails to comply with the conditions imposed by the animal control authority or the public works and public safety committee, the animal must be

seized by the animal control authority. Notice shall be provided to the owner of the basis for the seizure and the right to request a hearing before the Willmar Public Works and Public Safety Committee to determine whether the conditions were violated. A request for hearing must be made within fourteen (14) days of the seizure. If the owner fails to request a hearing within fourteen (14) days, or is found to have violated the conditions, the Willmar Public Works and Public Safety Committee may order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the owner is found not to have violated the conditions, the owner may reclaim the animal under the provisions of section 4-59.

- (e) *Review of designation.* The animal control authority may review the status of an animal which has been determined to be potentially dangerous if a period of two (2) years has passed without any further incidents under section (a) above and may use discretion in determining whether any conditions which have been ordered are still required. After the initial two-year period, an owner may request a review annually. The owner must provide evidence that the animal's behavior has changed due to the animal's age, sterilization, environment, completion of obedience training that includes modification of aggressive behavior, or other factors.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-58. - Dangerous animals.

- (a) *Definitions.* A dangerous animal is an animal which has:

- (1) Without provocation caused substantial bodily harm to any person on public or private property. Substantial bodily harm means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the functions of any bodily member or organ, or which causes a fracture of any bodily member;
- (2) Killed a domestic animal without provocation while off the owner's property;
- (3) Been found to be potentially dangerous pursuant to section 4-57, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals;
- (4) Bitten one (1) or more persons on two (2) or more occasions; or
- (5) Fresh wounds, scarring, or is observed in a fight, or has other indications which to a reasonable person evidence that the animal has been or will be used, trained or encouraged to fight with another animal; or whose owner has in custody or possession any training apparatus, paraphernalia or drugs used to prepare such animal to be fought with another animal.

- (b)

Designation as dangerous animal. The animal control authority may designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subsection (a).

(c) *Procedure.* The animal control authority, after having determined that an animal is dangerous, shall proceed in the following manner:

- (1) The animal control authority shall seize the dangerous animal and notify its owner pursuant to section 4-62 that the animal has been determined to be dangerous and that the animal is to be destroyed if the owner does not comply with the conditions and requirements of section 4-59 and applicable state laws. This notice shall state that the owner shall have fourteen (14) days to reclaim the animal and appeal the determination by submitting to the city administrator a written request for a hearing before the city council.
 - a. If no appeal is filed, the orders issued shall be final.
 - b. If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing.
 - c. Pending a hearing on the determination, the animal may be seized and kept at animal control unless the owner shows proof that the animal is licensed and has a current rabies vaccination, and agrees that the animal will not be permitted to be outside without being in a proper enclosure or being restrained on a leash and wearing a muzzle.
 - d. The city council may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the city council shall issue a written order which rejects or upholds the determination of the animal control authority.
 - e. If no appeal is filed, or if the city council upholds the determination that the animal is dangerous, then the animal control authority may take the animal into custody for destruction, if such animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the animal control authority and failure to do so shall be a misdemeanor.
- (2) Nothing in this section shall prevent the animal control authority from ordering the immediate seizure and quarantine of a rabies-suspected animal.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-59. - Dangerous animal registration.

A person may not own a dangerous animal unless the owner obtains a certificate of registration for the dangerous animal from the animal control authority pursuant to this section. The animal control authority shall issue a certificate of registration to the owner if the owner presents sufficient evidence that all of the following conditions and requirements are met:

- (1)

A proper enclosure exists for the dangerous animal.

- (2) If a dangerous animal is outside of a proper enclosure, the animal must be restrained by a substantial chain or leash and under the physical restraint of a responsible person. Depending on the species of animal, the animal control authority may require that the animal also be muzzled when outside of its proper enclosure.
- (3) A dangerous animal must be sterilized at the owner's expense.
- (4) If a person who owns a dangerous animal rents property from another person where the animal will reside, the animal owner must disclose to the property owner that he or she owns a dangerous animal that will live at the property. This disclosure must be made prior to entering a lease agreement and at the time of any lease renewal.
- (5) A surety bond has been issued by a surety company authorized to conduct business in Minnesota in a form acceptable to the animal control authority in the sum of at least three hundred thousand dollars (\$300,000.00), payable to any person injured by the dangerous animal, or a policy of liability insurance has been issued by an insurance company authorized to conduct business in Minnesota in the amount of at least three hundred thousand dollars (\$300,000.00), insuring the owner for any personal injuries inflicted by the dangerous animal.
- (6) The owner has paid an annual dangerous animal licensing fee of not more than five hundred dollars (\$500.00), in addition to regular licensing fees under section 4-42.
- (7) The owner has had microchip identification implanted in the dangerous animal pursuant to section 4-62.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-60. - Reclamation.

A dangerous animal or a potentially dangerous animal seized under sections 4-57 or 4-58 may be reclaimed by the owner of the animal upon payment of impounding and boarding fees, and presenting proof to the appropriate animal control authority that the requirements of sections 4-57 and/or 4-58 will be met. An animal not reclaimed under this subdivision within seven (7) days may be disposed of in a manner permitted by law, and the owner shall be liable to the animal control authority for costs incurred in confining and disposing of the animal.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-61. - Exceptions.

- (a) *Law enforcement exemption.* The provisions of this section do not apply to dangerous animals used by law enforcement officials for police work.
- (b)

Exemptions. Animals may not be declared dangerous if the threat, injury, or damage was sustained by a person:

- (1) Who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the animal;
- (2) Who was provoking, tormenting, abusing, or assaulting the animal or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the animal; or
- (3) Who was committing or attempting to commit a crime.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-62. - Microchip identification.

The owner of a dangerous or potentially dangerous animal must have a microchip implanted in the animal for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the animal's owner.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-63. - Notice requirements.

The authority declaring the animal dangerous or potentially dangerous shall give notice of the right to a hearing by delivering or mailing it to the owner of the animal, or by posting a copy of it at the place where the animal is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:

- (1) A description of the seized animal; the authority for and purpose of the dangerous animal or potentially dangerous animal declaration and seizure; the time, place, and circumstances under which the animal was declared dangerous or potentially dangerous; and the telephone number and contact person where the animal is kept;
- (2) A statement that the owner of the animal may request a hearing concerning the dangerous animal or potentially dangerous animal declaration and, if applicable, prior potentially dangerous animal declarations for the animal, and that failure to do so within fourteen (14) days of the date of the notice will terminate the owner's right to a hearing under this section;
- (3) A statement that if an appeal request is made within fourteen (14) days of the notice, the owner must immediately comply with the requirements of sections 4-57 and/or 4-58 until such time as the hearing officer issues an opinion;
- (4) A form to request a hearing under this subdivision; and
- (5)

A statement that all actual costs of the care, keeping, and disposition of the animal are the responsibility of the person claiming an interest in the animal, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

(Ord. No. 1350, § 1, 11-4-13)

Sec. 4-64. - Right to a hearing.

Any hearing under this section must be held within fourteen (14) days of the request to determine the validity of the dangerous animal or potentially dangerous animal declaration. In the event that the dangerous animal or potentially dangerous animal declaration is upheld by the hearing official(s), actual expenses of the hearing up to a maximum of one thousand dollars (\$1,000.00) will be the responsibility of the animal's owner. The hearing official(s) shall issue a decision on the matter within ten (10) days after the hearing. The decision must be delivered to the animal's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

(Ord. No. 1350, § 1, 11-4-13)



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	9.B.
Agenda Section:	Public Hearing:	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	Yes	Presented By:	Robert Scott, City Attorney
Item:	Conduct Hearing for Ordinance Amending the Charter of the City of Willmar		

RECOMMENDED ACTION:

Conduct Public Hearing, Adopt, Assign a Number, and Publish Ordinance Amending the Charter of the City of Willmar

OVERVIEW:

This ordinance addresses a request made in 2022 by the Planning Commission that its responsibilities under the charter to review capital planning documents from the city and other charter-established boards and commissions be revised in accordance with changed circumstances. The amendment would clarify that the Planning Commission is responsible only to review the City's capital improvement report, not for the report's preparation, and further clarifies that it shall review WMU and Rice Hospital Board's capital improvement reports "as applicable". While the City's lease of the hospital to Carris/CentraCare is in effect, the requirement that the Planning Commission review the hospital's capital improvement report would not be applicable.

Charter amendment ordinances are governed by Minn. Stat. § 410.12, subd. 7. Under that statute, the city council must publish notice of a public hearing on the ordinance within one month of receiving the charter commission's recommended ordinance, and then must conduct the public hearing at least two weeks but not more than one month after publishing such notice. Both requirements would be satisfied by noticing and conducting the public hearing at the council's regular meeting on March 6, 2023. The city council must then vote on the ordinance within one month after the public hearing, and the ordinance will only pass if it receives an affirmative vote of all members of the city council and is approved by the mayor, so it is important that the vote be scheduled for a meeting when all council members and the mayor will be in attendance.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

Not adopt the ordinance

ATTACHMENTS:

1. Charter Amendment Ordinance - Section 4.02 revising PC CIP review

ORDINANCE NO.

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on December 7, 2022, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which Section 4.02 of the Willmar Charter be amended to revise the Willmar Planning Commission's responsibilities to review capital improvement reports of the City of Willmar and other Charter-established boards and commissions of the City; and

WHEREAS, the City Council of the City of Willmar received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's December 7, 2022, meeting at the City Council's December 19, 2022, regular meeting.

NOW THEREFORE, THE CITY OF WILLMAR HEREBY ORDAINS:

Section 1. AMENDMENT OF CHARTER SECTION 4.02. Article IV, Section 4.02 of the Willmar Charter, is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 4.02.—The Planning Commission.

**** [Subdivisions 1 through 3 omitted] ****

Subdivision 4. Recommended capital improvements. The Commission shall ~~prepare and submit annually to the Council and to the and Municipal Utilities Commission where appropriate, a recommended capital improvements report which shall contain review the City of Willmar's, and as applicable, the Municipal Utilities Commission's and Rice Memorial Hospital Board's recommended capital improvements report(s) containing recommended capital improvements which in the opinion of the Commission are necessary or desirable in the forthcoming five (5) year period.~~ The report shall include estimated budget requirements for such improvements, and it may contain a priority list and an arrangement of such improvements with respect to the year they are recommended to be begun.

**** [Subdivisions 5 through 9 omitted] ****

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this 6th day of March, 2023.

ATTEST:

Judy Thompson, City Clerk

Doug Reese, Mayor

VOTE: ___ O'BRIEN ___ SHULDES ___ DAVIS ___ ASMUS
 ___ FAGERLIE ___ ASK ___ BUTTERFIELD ___ NELSEN

This Ordinance introduced by Council Member: Davis

This Ordinance introduced on: February 6, 2023

This Ordinance published on: February 11, 2023

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	No	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Consider approval of the updated City of Willmar Safety Policy		

RECOMMENDED ACTION:

Approve the updated City of Willmar safety policy.

OVERVIEW:

Each year the City of Willmar's safety policy is reviewed and changed when needed. This review has been completed and a few minor changes have occurred. After approval, each city employee will be required to read and sign an acknowledgement form to be placed in the employees' file.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

None

ATTACHMENTS:

1. Willmar Safety Program Updated 082022

The City of Willmar



Safety Program/ Policies

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- Additional departmental specific policies/procedures/forms/etc. are available through the employees direct Supervisor
- Please note [hyperlinks](#) within. These will allow the employee to access the specific [OSHA](#) Standards, definitions, and clarifications.

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Employee Right to Know/GHS Applicable to all employees	p. 8-10
Emergency Action Plan Applicable to all employees	p. 11
Bloodborne Pathogens Applicable to all employees	p. 12-15
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Operating City Vehicles Applicable to employees operating city vehicles	p. 17-19
Lockout/Tagout Applicable to employees performing maintenance activities	p. 20
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Earthmoving Equipment Applicable to employees working around and operating earthmoving equipment	p. 26-27
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Tree Trimming Applicable to employees involved in tree trimming or chainsaw operations	p. 38-40
Hot Work Permit Program Applicable to employees involved in welding operations	p. 41-43
Respirable Crystalline Silica-Exposure Control Plan Applicable to all employees possibly exposed to silica	p. 44-46

THE CITY OF WILLMAR SAFETY PROGRAM POLICY STATEMENT

The City of Willmar Management realizes that it has the responsibility to provide safe workplaces for its employees, and safe environments for its citizens. Each employee must pursue the highest standards in his or her assigned activities, and all city employees must recognize that the wellbeing of persons and the protection of our physical resources are as important as the activity and work being performed.

The City of Willmar has established a Loss Control Management Program meeting the requirements of the AWAIR Program ([MN Statute 182.653](#)). The city expects its management, Supervisors, Department Heads and employees to meet their assigned safest responsibilities, respond to all planned safety efforts, and perform their assigned jobs in the safest possible manner.

The Safety Coordinator will be assigned the responsibility of implementing, organizing and maintaining the overall Loss Control Management Program.

The Safety Coordinator will be our personal representative and will be responsible for the staff direction and administration of our safety program. The Safety Coordinator will periodically report to the city council of the status of the safety program.

In addition, a Safety Committee has been created to investigate major losses, loss trends, assign task force committees and to conduct other assigned activities. This committee is made up of a combination of management and employees (a representative from each major area in the city).

Each Supervisor will be responsible for the safety and wellbeing of their workers as well as the repair and maintenance of facilities and equipment in his/her area of responsibility. Supervisors and Department Heads will investigate all accidents/injuries and loss trends. All reports that relate to this program will be directed to the Safety Coordinator. Supervisors will be responsible for individual training of employees on specific safety rules/policies within their departments.

All city employees will complete their assigned tasks in a safe fashion based on the training they received, the city safety rules, [OSHA](#) standards, good safety practices, and any other appropriate guidelines.

The City of Willmar is committed to doing all in its power to make its Safety Program and Safety Committee a success, and expects all city employees to assist in this effort by contributing expertise and by following all established rules and procedures

The City of Willmar recognizes its obligation to provide the safest possible working conditions for its employees, a safe environment for its citizens, and in the event of an accident, to provide prompt first aid and medical care to minimize personal injuries. This requires a safety program whereby: (1) our employees will be provided proper personal protective equipment and job instruction; (2) their work practices will be frequently reviewed; and (3) most important, their work performance will be evaluated.

The safety program will provide for the establishment of job safety training, minimum job safety requirements, and investigation and reporting of accidents. Each Supervisor must implement and aggressively support our safety program. All Supervisors and Department Heads will be responsible for the actions of their employees. All employees will be expected to help and support the efforts of the Safety Coordinator, to follow safe practices, and to obey all of the safety rules. We all must make every effort to reduce the burden of accidents and injuries.

Signed this _____ day of _____, _____

Signed: _____ Title: _____

NOTE: Signed copy available to employees upon request through the Safety Coordinator

GENERAL RESPONSIBILITIES AND AUTHORITIES

City Administrator

The Administrator has the responsibility to monitor the safety program implementation, to periodically report the status and adequacy of the safety program to the city council, to maintain policy manual, to maintain the safety program records, and for the establishment of the position of Safety Coordinator.

Safety Coordinator

The Safety Coordinator has the appropriate level of authority to implement the program, and reports directly to the Administrator on safety matters. The Safety Coordinator's position includes, but is not limited to:

- Professional development, including maintaining a reference library, receiving publications, and membership in professional organizations
- Development and administration of incident-prevention and loss control methods, procedures, and programs
- Coordinate training and communications for Supervisors, Department Heads, and employees
- Be an internal consultant to identify and appraise incident- and loss-producing conditions and practices and evaluation of the severity of the incident problem
- Communicate incident and loss control information to those directly involved
- Provide information for management to include accident recording-keeping, and program activities
- Measure and evaluate the effectiveness of the incident and loss control system and the modifications needed to achieve optimum results
- Maintenance of the safety program documentation
- Have access to the [OSHA](#) Safety Standards. Shall have a complete copy of the safety program available and be thoroughly familiar with it so that they understand their own responsibilities and the responsibilities of the employees reporting to them
- Review the city safety program, at a minimum, annually, and make amendments or additions as needed

Department Heads/Supervisors

- Ensure employees are aware of their specific duties and responsibilities, have access to the Safety Program Policy and all of the department specific safety rules and training requirements
- Should review accident summary reports in order to keep informed of the job accident record and insist on appropriate action when trends are unfavorable
- Should investigate accidents personally to ensure that causes have been identified and proper corrective action taken
- Should determine that tools and equipment are in first class condition. Any tool or equipment that is defective or unsafe shall be removed from the working area and tagged, disabled or discarded
- When new operations or materials are introduced, Supervisors and Department Heads should be satisfied that the necessary safety precautions have been exercised
- Should monitor the written safety program documentation to ensure they are being fully and correctly completed
- Should instruct employees of the safety program administrative procedures to be followed, the safe conditions that are to be maintained throughout and instruct workers in proper and safe practices
- Should make available necessary personal protective equipment, job safety materials, and first-aid materials

Employees

The city expects each individual employee to cooperate in every respect with the safety program so that the operations may be carried on in such manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with [OSHA](#) regulations, city-wide safety rules, department safety rules and specific job training and includes (but is not limited to):

- Work according to good safety practices as posted, instructed and discussed
- Refrain from any unsafe act that might endanger themselves or fellow workers
- Use all safety devices provided and required for their protection and the protection of others
- Report any unsafe condition or act to their Supervisor or Department Head immediately
- Assume their share of responsibility for thoughtless or deliberate acts that cause injury to themselves or fellow workers
- Report all injuries to his/her Supervisor or Department Head
- Maintain a clean and safe work area

COMMUNICATIONS AND SAFETY TRAINING

It is the policy of the City of Willmar to train all employees in their individual safety responsibilities and to give employees an avenue to express concerns they may encounter in the workplace.

Training and Instruction of employees is a form of hazard control. The AWAIR Act specifically requires that the accident reduction plan will be communicated to all affected employees so that they are informed of work-related hazards and controls. The City Of Willmar is committed to that process.

General Training

- New employees are to be informed of their safety program responsibilities. This training is to take place during orientation to the city and is to be documented. Additional employee orientation and specific job training shall take place at the department level prior to the employee starting work or on-line as required.
- The Supervisor or Department Head is to provide training in the use of personal protective equipment and safe practices at the department level on an "as-needed basis." This training is to include, but is not limited to, training on general department safety rules, training on the appropriate equipment the employee may be using, and training on the work activities the employee may be involved in.
- Periodic safety training is to be provided in the safety meetings and other formal meetings, or correspondence as deemed appropriate by the department. The department head or supervisor is to ensure that each individual employee is suitably instructed and knowledgeable in the use of equipment and personal protective equipment. Training will be according to general and specific department policies/procedures.
- As determined by the department head, special safety training seminars presented by safety professionals will be presented to selected/affected employees.
- Copies of suitable safety information including the specific department safety policies/procedures are available to employees.
- Employees are encouraged to submit pertinent safety recommendations through their department safety committee representative and/or Supervisor/Department Head.
- Department Safety Meetings:
 - The appropriate Supervisor or Department Head will conduct safety meetings with the department employees at the time and place as determined by the department.

- The purpose of these meetings is to include the following:
 - General promotion of accident prevention efforts on a continuing basis
 - Review of past accidents and any outstanding safety recommendations
 - Discussion of safety inspections performed since the previous meeting
 - Evaluation of Supervisor or Department Head's weekly safety meeting including suggestions and requests
 - Reading of city safety committee minutes
- A selected safety subject may be presented in an effort to broaden the group's knowledge and stimulate continued, active regard for accident prevention.
- Upon request, the City Safety Coordinator will provide the materials on selected topics for the meeting.
- Meeting documentation is to be kept within each department, and a copy forwarded to the Safety Coordinator and safety committee.

Additional forms of training may include

- Written handouts
- One-on-one
- On the Job Training (OJT) – hands-on
- Group (see safety training schedule)
- School or outside Training
- Area Seminars/Outside Contractors

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

GENERAL

Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards. PPE should not be used as a substitute for engineering, work practice, and/or administrative controls. Personal protective equipment should be used in conjunction with these controls to provide for employee safety and health in the work place.

(POSTERS DESIGNATING REQUIRED PPE ARE LOCATED IN DESIGNATED AREAS)

GENERAL PERSONAL PROTECTIVE EQUIPMENT GUIDELINES

- A worker sometimes must wear one piece of PPE in combination with another piece. In such cases, both pieces of PPE should fit well and one piece of PPE should not interfere with the effectiveness of the other. For instance, if a worker must wear a hard hat while wearing a dust mask, both should fit well and remain effective.
- All designated employees must wear required PPE any time they are in an area, or doing work requiring such PPE (see PPE poster in your work area). Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur.
- PPE must be kept sanitary and in good condition. Personal protective equipment that has been previously used should be disinfected before being issued to another employee.
- Employees are responsible for cleaning PPE as necessary and for inspecting PPE before each use. When an employee is assigned protective equipment for extended periods, it must be cleaned and disinfected regularly.
- PPE shared between employees must be properly cleaned and sanitized before and after use.
- When contaminated PPE cannot be decontaminated, it must be discarded in a manner that protects employees from harmful exposure and that complies with environmental regulations.
- Manufacturers should be consulted with regard to inspection and maintenance requirements. PPE should be repaired with quality parts. Manufacturers' recommendations and published standards should be strictly implemented.



Personal Protective Equipment Checklist



JOB/OPERATION	PERSONAL PROTECTIVE EQUIPMENT REQUIRED	Legend	JOB/OPERATION	PERSONAL PROTECTIVE EQUIPMENT REQUIRED
Vehicular Traffic Exposure		GLOVES	Operation of Welder & Gas Torches	
Working Where Employee May Bump or Be Struck by Falling Object		NEOPRENE GLOVES	Earthmoving Equip. Exposure	
Use of Power Washes (Water)		SEAT BELTS	Use of Spray Chemicals (Penetrating Oil, Carb Cleaner) - See MSDS	
Work with High Exposure to Hand Cuts, Bruises or Abrasions		HARD HAT	Use of Jacks & Hoist/Chain	
Where Decibels Exceed 85		SAFETY GLASSES	Use of Parts Washer	
When Chemicals are Used/Mixed (Check Label & MSDS)		EAR PROTECTION	Jobs Where Dirt, Grease, or Metal May be Propelled Towards Eyes	
Use of Herbicides/Pesticides		PARTICLE MASKS	Flag Person	
Operation of Vactor		O2 TESTER	Use of Chain Saws	
Operation of City Equipment/Vehicles		TRI-POD	Inspection of Building Sites	
Hand Tools (Impact, Air Wrench, etc.) Used With Air Compressor		RUBBER BOOTS	Working in a Confined Space Area, i.e. Manholes, Tanks, etc.	
Use of Power Saws/Tools		NEOPRENE BOOTS	Post-Pounder Use	
Operation of Chipper		FACE SHIELDS/SCREENS	Operate Walk Behind Mower	
Excavation/Trenching		SAFETY VESTS	Crack Repair	
Operation of Jack Hammers		SAFETY BELT/HARNESS	Operate Riding Mower	
Asphalt/Black Top-Street Repair		JACK STANDS	Operating Weed Whip	
Operate Walk-Behind Snow Blower		TINTED GOGGLES/HELMET	Trimming Trees & Bushes	
Arial Truck Use		LEATHER GLOVES	Handling Chemicals Added to Water	
Utility Knife Use		PROTECTIVE FOOTWEAR	Milling Machine	
Operation of Grinder		CHAPS	Tack Machine	
Use of Chisel		PROTECTIVE SUIT	Working with Asphalt	
General Street Maintenance		Protective goggles	Off-Road Equipment Operation	
		WELDING APRON		

FIRST AID

GENERAL

An effective first aid program helps protect the health of employees by providing early care for injuries. It also provides valuable information for the analysis of losses, so safety programs can be continually improved.

- Report all accidents/incidents requiring first aid to your Supervisor or Department Head.
- All employees will dial 9-1-1 in the event of a serious injury to another employee.
- Persons should not attempt to give first aid for which they have not been trained.
- The Bloodborne Pathogens Standard covers employees, who are designated or choose to provide first aid.
- Designated First aid personnel are eligible to receive appropriate vaccinations, i.e. Hepatitis A and B. Although many employees are trained in first aid and/or CPR, only employees in the Law Enforcement and EMS departments are considered “designated” first aid employees. All other employees should seriously consider all medical risks before providing first aid. An immediate 911 call should be your priority.
- First aid kits are located in each building. Ask your Supervisor for locations.
- Eyewash stations are located in areas where chemicals are used, or transferred. If chemicals are in your eyes:
 - Push or pull handle to activate
 - Hold eyelids open
 - Flush continuous for at least 15 minutes
 - Call the phone number on the container (if non serious)
 - Call 911 is serious or unsure of the damage

JOB HAZARD ANALYSIS

Job Hazard Analysis (JHA) is a technique for reviewing needs for machine guarding, energy lockout, ergonomics, material handling, Bloodborne Pathogens, Confined Space Entry, Right-to-Know, and other generally applicable standards.

- **Job Hazard Analysis have been developed based on**
 - **Frequency of Accidents** A job that has repeatedly caused accidents is a candidate for JHA. The greater the number of accidents associated with the job, the greater its JHA priority.
 - **Rate of Disabling Injuries** Every job that has disabling injuries should be given priority for JHAs.
 - **Severity Potential** Some jobs may not have a history of accidents but may have the potential for a severe injury.
 - **New Jobs** A JHA of new jobs should be made as soon as possible. Analysis should not be delayed until accidents or near misses occur.
 - **Near Misses** Jobs where near misses or close calls have occurred also should be given priority.

Ask your direct Supervisor to review the JHAs directly pertaining to your job.

ENFORCEMENT

It is expected that all employees will comply with all safety standards, statutes, and policies on which they have received training. However, if an employee willfully or negligently violates any portion of the safety program, he or she will be subject to progressive discipline as required under organizational policy. Management reserves the right to deviate from the disciplinary policy if the seriousness of the offense warrants a higher degree of discipline

EMPLOYEE RIGHT TO KNOW

The City Of Willmar has committed to comply with the intent and spirit of the Hazard Communication Standard outlined in [29 CFR 1910.1200](#), Employee Right To Know-[5206.0100 thru 5206.1200](#), and the Globally Harmonized System (GHS) of classification and labeling chemicals. Our program is designed to educate and inform all employees of the hazardous chemicals within our facilities.

SAFETY DATA SHEETS

Safety Data Sheets (SDS) are documents that provide us with specific information on the hazardous substance for which they are written. These documents are typically shipped by the supplier, manufacturer, or importer with the initial order, or the first order after any change in the product, of any substance and/or chemical known to pose a health hazard to employees who are exposed or potentially exposed to them. A SDS may be requested through any of the below methods.

- the suppliers web site (on container/or web search)
- Call the supplier direct (on container)
- Write to the supplier's physical address. (on container/or web search)

NOTE: Material Safety Data Sheets (MSDS) may be used as an informational substitute until a updated Safety Data Sheet (SDS) is sent by the manufacturer, located online, or gathered through the city online database.

ONLINE SDS MANAGEMENT SYSTEM

The SafeAssure/SDS services to our employees include:

- National Poison Control Hotline: 1-800-222-1222 (24 hrs. a day/365 days yr.)
- Our complete SDS data base
- SDS available online at [Login | MSDSonline \(ehs.com\)](#) (24 hrs. a day/365 day's yr.)

USER NAME: cwempl

PASSWORD: Msds#2020

- Automatic updating of all SDS/MSDS
- Internal backup reminders/support
- Archive old/unused SDSMSDS
- Handout instructions (see end of this section)
- Support/Link to helpful videos: <http://help.msdsonline.com/video-library#VideoLibrary>

LABELS AND OTHER FORMS OF WARNING

Manufacturers/Venders Labels on containers shipped from the manufacturer must include the following elements:

- **Pictogram:** a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.
- **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
- **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.

Pictograms and Hazards

Health Hazard 	Flame 	Exclamation Mark 
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder 	Corrosion 	Exploding Bomb 
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle 	Environment (Non Mandatory) 	Skull and Crossbones 
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

SAMPLE GHS SHIPPING LABEL

PRODUCT IDENTIFIER

Universal Product Code

SIGNAL WORD 1

Hazard statement 3

Precautionary statements & pictograms 4

Fill Weight: Lot Number:
Gross Weight: Fill Date:
Expiration Date:

5 Company Name, Street Address, City, State, Zip, Country, Phone Number, Emergency Phone



INTERNAL LABELING REQUIREMENTS

A completed label must contain, at a minimum, the following information:

- Chemical/Product Name
- Hazard Warnings
- Chemical Manufacturer/Address (recommended)

All employees are responsible to ensure that all hazardous materials in the work place have the proper, completed labels visibly attached. If non-English employees are hired, labels must also be completed in the language of that employee. All employees have these labels available to them when required.

Shipping & receiving personnel are responsible to ensure all incoming hazardous materials (bulk) have the proper labels affixed (see sample GHS label on previous page). Labels that are illegible, defaced or in any other way unreadable will be replaced. Containers must be stored in such a manner that the label is always visible.

Chemicals transferred from a labeled container to a portable container require that the portable container also be labeled unless the portable container is for **immediate use**. Immediate use containers, described below, need not be labeled.

IMMEDIATE USE CONTAINER: Means a container into which substances are transferred from labeled containers, and which will be under the control of, and used only by the person who transfers it from a labeled container, and only within the work shift in which it is transferred. This applies to containers such as plastic bottles, drums, vials, pitchers, pails, or similar containers, which are routinely used and reused. Do not assume all containers not labeled are for “immediate use”.

EMERGENCY ACTION PLAN

This Emergency Action Plan has been prepared to assist you with the preparation of a workable emergency plan.

It is imperative that all employees and any visitors to your facility are protected in case of an emergency and that the health and care of all individuals are prime considerations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern. This program was developed in accordance to [29 CFR 1910.38](#)

You will either be told to evacuate or go to your shelter immediately. Below are the basic guidelines for both.

EVACUATION

When evacuation is ordered by the Department Head, or person in charge, the Fire Evacuation routes will be used. The Department Head, or person in charge, will make the decision whether to evacuate all or relevant parts of the office area based upon information available and the advice of the local law enforcement authorities. Search the areas which people will use to evacuate the building. Once this is accomplished, the building can be evacuated. An option not to evacuate may be made when "sound judgment" and experience indicates there is no real threat.

REPORT TO SHELTER

Once a tornado announcement has been received:

- Secure your work area (close doors, windows, etc.).
- Report to the designated shelter area. If time permits, bring a portable radio, first aid kit, flashlight and fire extinguisher with you to your shelter area.
- Employees will gather inside at their assigned designated location

Building	Fire Safety Field/Bomb Threat	Storm Shelter
City Office Bldg.	South Door of Presbyterian Church	Basement Floor at Base of Steps
PD/LEC	Front Parking Lot Near the Street Entrance	EOC
Community Center	Summer: Shed by Garden Winter: Poultry Lab Next Door	Bathrooms
Civic Center	Parking Lot in Front of Main Entrance	Hallway to Locker Rooms 1-4
WWTP	New: East Gate Old: Front Gate	Locker Rooms for both Old and New
Airport	South Parking Lot	Bathrooms
Public Works	Public Works Mailbox Industrial Drive SW	Public Works Mechanics Parts Room
Fire Hall	Across Street-Family Practice Parking Lot	Lower Level Restroom/Locker Room

BLOODBORNE PATHOGENS

The City of Willmar Bloodborne Pathogens Policy (Exposure Control Plan) was developed to ensure our staff is informed of the potential occupational exposure to Bloodborne pathogens in and outside our facilities and to eliminate or minimize occupational exposure to Bloodborne pathogens in accordance with the [OSHA 29 CFR 1910.1030](#) regulations. This program covers all affected employees with the exception of the Police and Fire Departments who have separate programs to ensure their specific compliance requirements.

EXPOSURE CONTROL PLAN

Our employees will be trained in the ECP at the time of hire as well as annually. Employees concerned about Bloodborne pathogen exposures or the exposure control plan are encouraged to contact the Safety Coordinator.

Employee Exposure

Employee exposure to potentially infectious material is divided into two categories, direct and indirect.

- **Direct exposure** risks are limited to actions related to the care of injured personnel when providing First Aid and/or CPR. This type of care is classified by the standards as "Good Samaritan" acts and would not constitute as a professional health care provider. Any contact with the blood or other bodily fluid of another would also constitute a direct exposure.
- **Indirect exposure** risks are limited to work that requires contact with raw untreated sewage through valve maintenance/repair and general Confined Space entry. Current research (MN department of Health) indicates the greatest risk of exposure with indirect exposure is oral ingestion. The risk of exposure, for example, for a person working in infectious raw sewage with an open cut is considered minimal due to the high amount of dilution and variations within the environment.

UNIVERSAL PRECAUTIONS

All employees will use universal precautions, which require employees to ***assume that all human blood or body fluids are infectious for HIV, HBV and other pathogens.*** The following precautions are to be utilized to reduce exposures.

HAND WASHING

Hand washing is indicated for prevention of cross transmission of infectious agents, allowing protection of the injured and the responder. Hand washing is indicated in situations including:

- Immediately after unanticipated contact with blood, body fluids or sewage
- Immediately after gloves are removed
- Immediately after contact with raw sewage
- For personal hygiene, i.e., arrival or returning to the work site, use of the lavatory, before eating, etc. When hand-washing facilities are not available, waterless, antiseptic hand cleanser is available and must be used.

SHARPS SAFETY

Defined as: Needles and other sharp objects that can penetrate skin.

Staff is asked to have all injectable medications administered prior to arrival or practice self-administration during the working shift.

Safe use **must** include:

- Disposal in a puncture-resistant container immediately after use
- No routine recapping of needles

Exception--where no alternative exists, one-handed or device assisted recapping

The discarding of contaminated needles from the public is a major concern. Employees must take additional care when handling garbage and receptacles to reduce the possibilities of needle sticks.

When handling garbage:

- Keep bag away from body when handling (mechanical handling when possible)
- Do not gather garbage with your hands (use mechanical devices when possible)
- Wear puncture resistant gloves (leather)

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment must also be utilized if occupational exposure remains after instituting engineering and work practice controls. All control measures shall be reviewed during our annual review of the complete program. Effective personal protective equipment will not allow blood or other potentially infectious materials to pass through mucous membranes.

- First Aid responders including all on and off site employees will have quick access to kits containing gloves, ventilation devices, pocket masks, eye protection and hand washing facilities.
- Appropriate PPE will be worn whenever contact with blood or body fluids is anticipated. All PPE will be provided at no cost to the employee.

PPE Available:

- **Gloves:** *Use of gloves is suggested for workers before:*
 - "Reasonably anticipated" contact with blood or body fluids, patient's mucous membranes
 - Patient's non-intact skin
 - Handling or touching of contaminated items or surfaces
 - If the worker has non-intact skin (e.g., cut, scratches, rashes)
 - Contact with equipment or surfaces that are soiled with blood or body fluids
 - If contact with raw sewage is anticipated
- **Clothing:** *Use of overcoats or removable clothing is indicated in situations such including:*
 - "Reasonably anticipated" contact with: blood or bodily fluids
- **Face shields/masks and eye protection:** *Use of is suggested when:*
 - "Reasonably anticipated" contact with: splashing or spattering of blood or bodily fluids
- **Mouthpieces, pocket masks or other ventilation devices.** *Safe practices must include:*
 - No unprotected mouth-to-mouth resuscitation
 - No mouth pipetting/suctioning of blood or body fluids

Note: All of the above is available to all personnel that have exposure possibilities.

General Rules for employees using PPE:

- Wash thoroughly immediately after removal of any PPE.
- Remove protective equipment before leaving the work area.
- Place used protective equipment in appropriately designated areas or containers when being decontaminated, or discarded.
- Wear appropriate PPE when it can be reasonably anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace any article of PPE if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- Following contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water.
- Never wash or decontaminate disposable PPE for reuse.
- Wear appropriate face and eye protection such as a mask with glasses when spatters or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or mouth.
- If blood and/or other potentially infectious materials penetrate a garment, the garment(s) must be removed immediately or as soon as feasible.

HOUSEKEEPING

The Safety Coordinator has developed and implemented a procedure for cleaning and decontaminating work surfaces and equipment contaminated with potentially infectious materials.

- Work sites shall be maintained in a clean and sanitary condition.
- Work surfaces (ex. desks, floors, etc); equipment, material and items that come in contact with potentially infectious material shall be cleaned and sanitized. A solution of sodium hypochlorite (household bleach) mixed at ¼ cup bleach to one gallon of water is considered adequate to disinfect contaminated materials. Chlorinated wipes are also available and can be used.
- Contaminated items will be handled in a safe manner minimizing further contamination or exposure. Always use mechanical means such as tongs, or a brush and dustpan to pick up contaminated broken glassware; never pick up with hands even if gloves are worn.
- Discard all regulated waste through the hospital infectious control coordinator. Liquid or semi-liquid blood or other potentially infectious material; items contaminated with blood or other potentially infectious materials that would release these substances in a liquid or semi-liquid state if compressed; items caked with dried blood or other potentially infectious materials and capable of releasing these materials during handling will require storage in a labeled and sealed biohazard container. This normally does not include band-aids.

Note: If the Emergency medical System (EMS) is notified and arrives, ask if they may remove all regulated waste for you. They are better equipped to handle biohazards.

POST EXPOSURE EVALUATION

Should an exposure incident occur, contact the Safety Coordinator and direct Supervisor immediately. Each exposure must be documented by the employer/employee on an Exposure Report Form. In addition, a review of the circumstances related to the exposure incident would be conducted to determine if procedures, protocols and/or training need to be revised. A licensed physician through our local clinic will conduct a confidential medical evaluation and follow up. The following items will be addressed:

- Document the routes of exposure and how exposure occurred.
- Identify and document the source individual unless the employer can establish that identification is infeasible.
- Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the sources' blood test results.
- If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status. If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.

- The employee must be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Services.
- The employee must be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee must also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

HEPATITIS B VACCINATION

The City of Willmar will provide information on Hepatitis B vaccinations addressing its safety, benefits, and effectiveness methods of administration and availability. With the exception of law enforcement and EMS personnel, job tasks associated with employees of the City of Willmar do not constitute a reasonably anticipated direct occupational exposure to infectious materials, Hepatitis B vaccinations will be available and administered at the request of the employee or upon review by a licensed physician **(see form available through your direct Supervisor)**.

The Hepatitis B vaccination series will be made available at no cost within ten days of; the request for vaccination, determination of an exposure incident, or the initial assignment of duties where an employee can reasonably anticipate occupational exposure to blood or other potentially infectious materials.

Exceptions may include:

- the employee has previously received the series
- antibody testing reveals that the employee is immune
- medical reasons prevent taking the vaccination; or
- the employee chooses not to participate

If an employee chooses to decline HB vaccination, the employee must sign a statement to this effect **(see form available through your direct Supervisor)**. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination will be kept in the office with the employee's other medical records. There is currently no booster recommended for the HB vaccine, but should one be developed this would also be offered at no charge to the employee under the provisions of this standard. The Hepatitis B vaccine is **NOT** a live-virus vaccine; therefore Hepatitis B **cannot** be contracted from the vaccine.

NOTE: Law Enforcement and Fire Department employees are considered at risk employees and are provided HBV vaccinations upon employment.

PROPER LIFTING

Lifting, carrying, and lowering are power jobs -- when you lift and carry the wrong way, you can damage your back. Each worker should know the proper method of lifting heavy objects.

Lifting the load

- To lift a load shoulder high or above your head first lift it waist high, rest it on a support and change your grip. Then bend your knees to get added power for the big push.
- Drums or barrels should be rolled with your hands against the sides. Grasping the ends with your hands can mean crushed fingers - using your feet can mean crushed toes.
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should only be done when you can straddle the load. To lift with your legs, bend your knees to pick up the load, not your back. Keep your back straight.
- Be sure you have a tight grip on the object before you lift it.
- Plant your feet firmly well apart and squat down.
- Watch for sharp edges - Get a good grip before lifting.
- Keep your back straight - Lift slowly (don't jerk) by pushing up with your legs.
- Don't twist your body with the load - Shift your feet.
- Wear gloves when handling rough equipment or material
- Be sure of a good grip and good footing
- Keep the load close to the body
- See that your fingers and toes are in the clear
- Bend your knees and use your leg muscles
- Don't twist your body while lifting
- Stand Close to the Load
- Bring the Load Close to your Body
- Lift Head and Shoulders First, and With Your Back Straight, Use the Strength of Your Legs to Slowly and Smoothly Push Up
- Make Sure That You Can See Over the Load
- Footing is as important in lifting as it is in the batter's box. Feet close to the object; far enough apart for good balance (about shoulder-width apart). One foot slightly ahead of the other seems best for many.
- Bend knees, go down to a crouch, but not a full squat. It takes double the effort to straighten up a full squat as it does from a crouch. Keep back as straight as possible; don't arch it.
- Get a good, firm grip; no lifting until your hold is strong and slip-proof.
- Lift object by straightening your legs, keeping load close to you as you come up.

Lowering/Setting down the load

- Set it down the way you picked it up - by bending your knees, with your back straight up and down, but don't set it on your hands, Put down one corner of the load first and then slide your hands away.
- Bend Your Knees to Lower the Load
- Keep Your Fingers from Under the Load
- Lower Slowly and Smoothly
- In setting load down, go down with back straight knees bent, to a crouch.

OPERATING CITY VEHICLES

The driver is responsible for checking the safety and general condition of the vehicle, including gas, oil, and other fluid levels, lights, and brakes. With the assistance of the Safety Coordinator, Supervisors and Department Heads will furnish vehicles with inspection checklists (**see form available through your direct Supervisor**). If there is something wrong with the vehicle which may affect safety, repairs will be made before use.

Vehicle Abuse

No employee will use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, and operate in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.

Transporting Employees in City Vehicles

No more than three employees will ride in the front seat or cab of a vehicle. Each position will be equipped with a seat belt, and each person will use the seat belt provided. No employee will be authorized to ride or work from the bed or rear of a vehicle while it is in motion.

Traffic Laws

Employees will adhere to all traffic laws and regulations when operating city vehicles. An employee will at all times operate city vehicles in such a manner as to avoid injury to persons or damage to property.

No Distractions

Drivers must always be aware of their surroundings and avoid any activity which may distract them from the driving task.

Drivers may not do the following while within the right of way:

- Adjusting mirrors.
- Use a cell phone (exceptions see next section)

Drivers should avoid doing the following while driving:

- Adjusting the radio
- Eating or drinking

Cell phone Use

What can I do under the law?

The law allows a driver to use their cell phone to make calls, text, listen to music or podcasts and get directions, but only by voice commands or single-touch activation without holding the phone. Remember, hands-free is not necessarily distraction-free.

What can't I do with my phone under the law?

You may not hold your phone in your hand. Also, a driver may not use their phone at any time for video calling, video live-streaming, Snapchat, gaming, looking at video or photos stored on the phone, using non-navigation apps, reading texts and scrolling or typing on the phone.

Can I ever hold my phone?

Yes. Hand-held phone use is allowed to obtain emergency assistance, if there is an immediate threat to life and safety, or when in an authorized emergency vehicle while performing official duties.

Can I use a GPS navigation device?

Yes. GPS and other systems that can only be used for navigation are exempt from the Hands-Free law. In-car screens and systems are also exempt. In both cases, most of these systems lock when the vehicle is moving.

Is it against the law to hold a phone in a hijab or other type of headscarf or wrap?

Having a cell phone tucked into a headscarf or head wrap is not against the hands-free cell phone law. The phone must be securely situated to remain hands-free and must not block the driver's vision in any way.

What would be against the law is if the driver removed the phone and held it in their hand while they were a part of traffic.

At no time may a driver hold the phone in their hand unless it's to obtain emergency assistance, if there is an immediate threat to life and safety, or when in an authorized emergency vehicle while performing official duties.

The law does allow a driver to use their cell phone to make calls, text, listen to music or podcasts and get directions, but only by voice commands or single-touch activation without holding the phone.

Unauthorized Use of Vehicles

Unless specific permission is given by a Supervisor, County vehicles are to be used for County business only.

Persons found using County vehicles (without permission) for their personal errands may be subject to disciplinary action.

Operation and Occupancy of County Vehicle by Unauthorized Persons

Employees will not permit unauthorized employees or non-employees to ride in County vehicles, except when such persons are conveyed in the performance of duty or authorized to ride by Supervisory staff.

Parking Vehicles

All employees will park their vehicles in a legal and proper manner (unless illegal or improper parking is required for road maintenance - consult the [MUTCD](#) for more information). Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of a street or highway, unless it is mandatory to park in such a location to perform a job.

All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane (consult the [MUTCD](#) for more information). Employees will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

Use of Personal Vehicles for County Business

Supervisors and Department Heads will identify and authorize those employees who are required, as part of their normal job duties to use their personal vehicle to conduct County business. The employee's own insurance policy is the primary coverage and, therefore, Safeclient County will not be responsible for any claims that arise out of any motor vehicle accident the employee is involved while operating their personal vehicle.

Transporting Equipment

Employees using County vehicles will exercise caution when transporting equipment, packages, or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Items such as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. Pickups, whether standard cab or extended, should have secured storage capabilities in the bed of the vehicle, such as tool storage, if they are used with any regularity to transport items that could injure the driver or passenger(s) in the event of an accident. It is always important to keep the driver/passenger compartments as free as possible of objects that could distract their attention because of unexpected movement.

BREAKDOWNS

Driver's responsibilities when a breakdown happens include:

- Safely stopping and securing the vehicle and load
- Safely placing the warning devices
- Diagnosing and calling in the breakdown to his/her Supervisor

Supervisor or Department Head responsibilities when a breakdown occurs include:

- Determining the nature of the breakdown and best course of action
- Locating, contacting, and dispatching maintenance personnel or a vendor to facilitate repairs

LOCKOUT/TAGOUT (ENERGY CONTROL)

It is the policy of the City of Willmar to control hazardous energy by meeting or exceeding the requirements of [29 CFR 1910.147](#), as such; this policy and the corresponding lockout/tagout procedures will become an intricate part of our safety program.

An **authorized** employee will completely lock or tag out equipment, machines/equipment or powered tools when:

- Setting up
- Assembling or disassembling
- Servicing, performing maintenance or,
- The unexpected energizing or start up of the machine/equipment or the time release of stored energy could cause injury

NOTE: The Public Works, Wastewater Departments and Building Maintenance employees are the only employees authorized to perform Lockout/Tagout within our city properties.

An **authorized** employee will lock or tag out all sources of energy to the equipment or machine, including, but not limited to:

- Electrical
- Hydraulic
- Pneumatic
- Chemical
- Mechanical
- Thermal
- Gravity
- Other

An **authorized** employee will dissipate any and all stored or residual energy affecting their task such as that found in capacitors, springs, flywheels, hydraulic and air systems, gravity, etc.

An **authorized** employee will strictly follow the specific de-energizing procedures.

NOTE: Although individual locks are issued, our main Lockout Stations are currently located in the maintenance shops.

LOCKOUT/TAGOUT PROCEDURES

Procedures for de-energizing and re-energizing each machine must be followed exactly in the order that they are written. All procedures will be reviewed/re-approved annually.

- Before working on equipment/machine authorized employees and their Supervisor or Department Head must evaluate the authorized employee's skill level to include:
 - Knowledge of specific equipments mechanics
 - Knowledge of known energy sources within the specific equipment/machine
 - Knowledge of possible unknown energy sources created by work done within the specific equipment/machine
 - A review of specific Lockout procedures for that equipment/machine

The city specific procedures are in a separate lockout manual located in areas of specific lockout applicable equipment. The lockout procedures form will be used to develop additional specific procedures.

CONFINED SPACE

The City of Willmar is committed to complying with both the spirit and intent of the Confined Space Standard as outlined in [29 CFR 1910.146](#) as it pertains to contractual work for our customers.

It is imperative that all employees strictly adhere to the procedures as outlined in this Section. These procedures are designed to protect entrants, attendants and rescue personnel from the hazards associated with confined space entry.

TESTING

Testing the space before entering is an intricate part of Confined Space Entry. If the space is not monitored or the monitor is not functional or available, the hazards are unknown. Thus, we unknowingly put employees at risk. The following are the critical components of an effective testing system that must be followed:

Calibrating/Use

The monitor must be gas calibrated according to manufacturers recommendations to assure accuracy (**see form available through your direct Supervisor**). It is very important that detectors are calibrated to assure an accurate/reliable tester is used before every entry. In addition, the following must also be done before monitoring can be done:

- **Ensure worker has satisfactory knowledge and training of monitor and its functions before operation.**
- **Inspect instrument sticker indicating last calibration and gasses calibrated along with the initials of the tester. If this has not been done within the manufactures recommendations, make arrangements to use another monitor for pre-entry.**
- **To ensure an accurate reading within a space, ensure the extension tube (if used) is long enough to reach, at a minimum, twelve inches from the bottom or end of the deepest space you may enter.**
- **“Fresh Air” calibration. This can only be done in open/fresh air away from space to assure instrument readiness/proper calibration. Our monitor automatically conducts a “fresh air” calibration when turned on.**

Pre-entry/testing

First, initial testing of the confined space **before each entry** must be done and recorded on a permit if applicable.

For accurate hazard analysis, the Entry Supervisor must do the following initial monitoring and be made available to all entrants through the permit form (**see form available through your direct Supervisor**).

Ensure the following is done (in order):

- **Ensure permit is completed if applicable (see form available through your direct Supervisor for “permit required” spaces)**
- **Remove cover/lid/door immediately and wait a minimum of one minute**
- **Mechanically ventilate space**
- **Attach hose when applicable (ensure it will reach within 12” of bottom/end)**
- **Ensure monitor is still operational**
- **Insert hose to within 12” of bottom/end or lower whole monitor slowly within 12” of the bottom**
- **Pull monitor up slowly (push peak button) and record readings**
- **Secure monitor**

- **Bring monitor up (if lowered).** If the hose used and lowered, wait a minimum of two minutes for accurate reading
- **Record readings on permit (if applicable).** Use peak readings (highest readings throughout space)
- **Issue Permit if applicable**
- **Continuously monitor space**

PERMITS

The Permit (if applicable) must be completed and signed by the Entry Supervisor, all Entrants and Attendants. The controlling Supervisor must be notified of pending entry. All confined spaces employees may enter within the city have been classified as “permit” and “non permit” as required by the Standard.

Permit Requirements:

The conditions of this permit are presented in the order of accomplishment.

- Notify your Supervisor of the pending entry.
- Ensure monitor calibration (gas) has been done (noted on monitor).
- Ensure ATTENDANT is available (we rely on the host to supply an attendant).
- “Fresh Air” Calibrate monitoring equipment.
- Permits will be filled out by one of the above listed employees, signed by all and placed on clipboard at the confined space entrance. In wet weather, place the permit on the vehicle seat (clearly visible from the outside and doors unlocked).
- Continuously ventilate confined space prior to and during entry.
- Ensure a lifeline and harness is used. Fall protection or fall prevention means must also be used (if deeper than six feet or otherwise not secured) to ensure safe entry and exit of space. A tri-pod would not have to be used if another fall protection system is utilized. Remember, a lifeline must always be used when entering a permit required confined space.
- Notify site Supervisor when entry is terminated.

Note: Hot Work Permit protocol is required anytime oxygen consuming equipment (welder, torch) or spark producing equipment (grinder, chisel) is used within a confined space. Additional precautionary steps from those listed above include:

- Additional purging of the space of all explosive, hazardous substances or enrich Oxygen.
- Initial testing of the space for accepted oxygen concentrations, LEL (lower explosion limit), CO₂, and H₂S.
- If testing alarms sound, do not enter the space until additional purging and ventilation has occurred. Re-testing of the confined space atmosphere is required along with acceptable atmospheric condition prior to entry.
- Continuously monitor atmospheric conditions during entry

Permit Record Keeping

Ensure Supervisor knows a permit is to be opened and when it will expire. Opened permits will be kept near the confined space opening until cancelled at which time they will be filed and kept for three years.

FALL PROTECTION

Although fall protection is not covered under the Confined Space Standard (CFR 1910.146) we must be able to retrieve if problems and many of the spaces we enter are below ground or elevated, many over six feet deep. Because of this, the following requirements may apply:

- Tri-pods should:
 - Be used as designed and engineered. Do not use retrieval systems for fall protection or only fall protection when a retrieval system is necessary.
 - Be inspected for cracks/corrosion (pins, legs, hardware, etc)
 - Be rated (printed on pod) for the heaviest possible user (only one person hooked up at a time).
 - Be maintained according to manufacturer requirements.
- NOTE: Inspect tri-pod according to site inspection guidelines before use.
- Harnesses should:
 - Be inspected quarterly for tears, burns, stretching or any other deterioration which may affect its quality and effectiveness as a protective device.
 - Be discontinued (thrown out) after five years of use.
 - Be used with proper connectors (locking)
 - Be hooked up to the single ring on the upper center of the entrants back or the shoulder rings in conjunction with a y- lanyard.
 - Be maintained according to manufacturers specifications
- Synthetic ropes should:
 - Be inspected before use for tears, burns, stretching or any other deterioration that may affect quality and effectiveness as part of a protective system.
 - Be discontinued (thrown out) after five years.

Note: When only a lifeline is used in lieu of fall protection (under six feet) it must also be of sufficient quality (rated) for removal of entrant in an emergency.

OPERATING PROCEDURES

ENTRY SUPERVISOR (this position most likely will be held by the attendant outside the space or the site Supervisory authority)

Pre-Entry:

- Ensure attendant is available (we require a minimum of one attendant per space)
- Supervise locking out of equipment, lines & valves (see also Lockout/Tagout).
- Examine potential hazards of interconnected spaces
- Eliminate any ignition sources
- Monitor oxygen-consuming equipment/material
- Examine oxygen enrichment possibilities
- Fire protection system (Fire extinguisher on site/nearby)
- Ensure availability, maintenance, and inspection of harness and lifeline/tri-pod

Entry:

- Periodically monitor entrant(s)
- Initial/Continuously monitoring of gasses
- Periodically ensure permit requirements are being met.
- Cancel permit in emergency or when entry is complete.

ENTRANT(S) (those entering the space)

Pre-Entry:

- Notify the Entry Supervisor of pending entry.
- Review procedures (operating and rescue-call 911).
- Ensure oxygen-monitoring equipment is adequate.
- Review and verify accuracy of permit.
- Ventilate confined space prior to and during entry.
- Lock out all appropriate equipment, as required.
- Ensure availability, maintenance, and inspection of harness and lifeline/tri-pod
- Have on hand, all [PPE](#) that is to be used (see also Personnel Protective Equipment).
- Review pre-arranged normal and emergency signals.
- Know and review with Entry Supervisor signs of O² deprivation (see below).
- Immediately check for gasses exceeding limits. If alarm sounds or monitor fails -- immediately discontinue, re-evaluate the planned entry and issue a new permit.

Entry:

- Abandon space immediately upon command of Entry Supervisor and/or attendant.
- Abandon space immediately if signs/symptoms of O² deprivation (see below).
- Abandon space immediately if anything unusual occurs inside or outside the confined space (accident, explosion, odd happenings, etc.).
- Abandon space immediately if any sensor fails.
- Abandon space immediately if sensor alarm sounds.
- Abandon space if feelings of O₂ deprivation or contaminant exposure exists or is suspected.

ATTENDANT(S)

Pre-Entry:

- Review procedures (operating and rescue-call 911).
- Review and verify accuracy of permit.
- Ventilate confined space prior to and during entry.
- Lock out all appropriate equipment, as required.
- Have on hand, all [PPE](#) that is to be used (see also Personnel Protective Equipment).
- Review pre-arranged normal and emergency signals.
- Know and review with Entry Supervisor signs of O² deprivation (see below).
- Immediately check for gasses exceeding limits (if alarm sounds or monitor fails -- immediately discontinue, re-evaluate the planned entry and issue a new permit).
- Observe/monitor/communicate with entrant

Entry:

- Evacuate entrant immediately upon command of Entry Supervisor.
- Evacuate entrant immediately if signs/symptoms of O² deprivation (see below).
- Evacuate entrant immediately if anything unusual occurs inside or outside the confined space.
- Evacuate entrant immediately if any sensor fails.
- Evacuate entrant immediately if sensor alarm sounds.

Note: Attendants and entrants are both required knowing and reviewing the signs and symptoms of *oxygen deprivation* prior to entry. Some of these are as follows:

**Difficulty Breathing, Mental Confusion, Rapid Breathing, Ringing in Ears, Euphoria
Tingling Fingers, Lack of Coordination, Fingernails and Lips Blue, Belligerence**

If any of these signs are "felt" by an entrant or witnessed by the attendant, evacuation of all entrants must be accomplished immediately. Re-entry is not permitted until space is safe.

Cancellation of Permits

- A Permit is cancelled when:
 - Duties in the space are complete and all entrants are out.
 - When an emergency evacuation is ordered or takes place.
- All permits are cancelled when unauthorized personnel enter the space (we do not share a confined space with other contractors or host personnel).

Post Entry:

- Return confined space entry equipment, noting any repairs or problems with equipment
- Return the entry permit to the confined space manual for record keeping.

CONFINED SPACE RESCUE OPERATIONS

Emergency:

Although lowering and retrieving equipment is used, equipment and processes can fail. If retrieval is not possible without entering the space, the following checklist must be followed.

- Call 911 and request a fire department confined space rescue.
- Notify Site Supervisor
- DO NOT ENTER THE SPACE YOURSELF OR ALLOW ANYONE ELSE TO ENTER UNTIL RESCUERS ARRIVE.
- Shut off all oxygen consuming equipment (welder/gas cylinders).
- Continue to add additional ventilation until rescue has been completed.

EARTHMOVING EQUIPMENT

The City of Willmar is intent on protecting all employees, vendors, outside contractors and the public from the hazards of Earth Moving Vehicles. We as a city will train and implement this written program in compliance with...

[29 CFR 1926.600](#)

[29 CFR 1926.602](#)

[Minnesota Statute 5207.1000.](#)

These rules apply to but are not limited to: scrapers, loaders, crawler or wheel tractors, bulldozers, compaction equipment, off-highway trucks, graders, rubber tired skid-steer equipment, Backhoe, dump and industrial trucks.

GENERAL SAFETY FOR EARTH-MOVING EQUIPMENT

Working Around Equipment

Working around earth-moving equipment is a hazardous part of your job. Because of this, the following are some important things to remember.

- Always back towards equipment
- If you observe abnormalities (front wheels off ground and spinning etc.) notify operator immediately.
- Ensure communication is understood at all times
- Keep all hand tools (shovels etc.) away from equipment
- When marking a depth or spot for operator, move well away from area marked.
- Ensure ground or trench remains stable while working
- Each employee working on the ground shall be provided with and required to wear a high visibility warning vest or other high visibility garments.
- Employees shall be trained initially before beginning work that exposes them to mobile earth-moving equipment. The employer shall retain employee training records for the duration of project.
- Maintain visual contact with operator.
- Maintain a defensive stance at all times/Assume that the operator can not see you
- **Never turn or work with your back to the equipment.**

Working around utilities

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work shall be determined prior to opening an excavation. Utility companies or owners shall be contacted and advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

APPROACHING MOBILE EARTH-MOVING EQUIPMENT

Visual, Voice, or Signal communication

The safe work procedures on how to approach mobile earth-moving equipment, whether in use or idling, include:

- Vocal Communication
- A conversation or yelling made towards the operator prior to approaching earth-moving equipment. This, in conjunction with the below is required to ensure both operator and ground worker are aware of each others movements at all time.
- Visual/Communication
- Hand and arm signals must be reviewed before operations begin. These movements along with vocal communication are crucial when working in or around mobile earthmoving equipment.
- Operator responsibilities
- The operator must adhere to the above. When approached by personnel from any angle, the operator must do the following.
 - Place the transmission in neutral
 - Set the parking brake
 - Indicate it is safe to approach the equipment by using assigned communication methods.

Blind spot identification

- It is the operator's responsibilities to know the locations of blind spots in their equipment. Ensure blind spots are checked before changing directions and when you may be unaware of workers movements on the ground.
- Operator must shift or lean as needed to check blind spots.
- Never assume that workers see your equipment.
- When backing, use extreme caution and back "slowly"
- If the operator is ever in doubt, "stop".
- Always be aware of side and overhead clearances, when in doubt, choose a different path of approach.

DAILY EQUIPMENT INSTRUCTION

Safe operating procedures and instruction for mobile earth-moving equipment is done on a continuous basis. Policies and procedures shall be reviewed periodically. Communication methods shall be reviewed prior to starting work.

HEARING CONSERVATION/NOISE EXPOSURE POLICY

The City of Willmar is committed to complying with both the intent and spirit of the Occupational Noise Exposure standard outlined in [29 CFR 1910.95](#).

It is our intent to reduce the occupational noise that employees are exposed to, to below an 8-hour Time Weighted Average (**TWA**) of 85 decibels within our facilities (see below computations). When feasible, this will be done through engineering or administrative controls. Until these controls are in place, and have proven to be effective, hearing protection will be required in specific areas and for specific duties both on and off site while these duties are being performed. In addition, annual hearing tests are currently required for all Fire Department employees. The Safety Coordinator will monitor changes/additions to decibels above 85 in all areas to ensure current and future processes requiring hearing protection are identified and adequate protection is provided.

The procedures outlined in this section of the manual are designed to protect the hearing of our employees and ensure that all employees are in, and will remain in compliance with the above-mentioned standards. It is imperative that all employees follow these procedures.

Computation of Employee Noise Exposure

<u>Decibels</u>	<u>Hours</u>	<u>Decibels</u>	<u>Hours</u>
90.....	8	110.....	0.5
91.....	7.0	111.....	0.44
92.....	6.1	112.....	0.38
93.....	5.3	113.....	0.33
94.....	4.6	114.....	0.29
95.....	4	115.....	0.25
96.....	3.5	116.....	0.22
97.....	3.0	117.....	0.19
98.....	2.6	118.....	0.16
99.....	2.3	119.....	0.14
100.....	2	120.....	0.125
101.....	1.7	121.....	0.11
102.....	1.5	122.....	0.095
103.....	1.3	123.....	0.082
104.....	1.1	124.....	0.072
105.....	1	125.....	0.063
106.....	0.87	126.....	0.054
107.....	0.76	127.....	0.047
108.....	0.66	128.....	0.041
109.....	0.57	129.....	0.036
		130.....	0.031

Based on a eight-hour time-weighted average sound level (TWA),

HEARING CONSERVATION PROCEDURES

MONITORING NOISE

- The Coordinator or Supervisor will ensure sound level readings in all areas are taken whenever:
 - a process changes
 - machines or equipment are added, deleted, or modified
 - jobs are added or changed
 - decibels are unclear entering a worksite.
- Employees will be notified whenever sound level readings will be conducted as well as the results of these readings. Readings taken or given from off site jobs will be distributed to all affected employees. Results will be posted and available through the Safety Coordinator.
- Sound level readings will include, in addition to the decibel levels;
 - name of individual taking readings
 - time and dates of the readings
 - name, model and serial number of instrument used
 - date and time of last instrument calibration

Note: The Safety Coordinator will retain sound level readings indefinitely.

CONTROLS

Controls of noise reduction will be in the form of:

- Engineering controls
- Administrative controls
- Hearing protection

Engineering Controls

Periodically, the Safety Coordinator, Supervisor or Department Head will conduct a Noise Hazard Survey of our facilities to determine what, if any, engineering controls could be instituted to reduce or confine noise.

The survey will determine if:

- walls/partial barriers are feasible and would be effective
- machines are in good repair (bearings, pumps and equipment mufflers are in place, etc.)
- the use of technology advances is feasible
- relocation of machines would be effective

Administrative Controls

The Coordinator, Supervisor or Department Head will periodically review the requirements to:

- limit the number of employees exposed to intermittent noisy operations thru scheduling.
- eliminate unnecessary "spike" noise
- limit the duration and determine the timing of noisy operations.

Hearing Protection

The Coordinator, Supervisor or Department Head will be held responsible to ensure that all employees are provided with and wear the appropriate hearing protection when and where required. The proper use, care, fitting, and cleaning requirements should be reviewed with all employees.

- Current Hearing Protection Available:
 - Foam Plugs
 - Muffs
 - Employees that fail to wear hearing protection or wear it improperly will be subject to disciplinary action.
 - Hearing protectors will be provided, at no cost, to all employees working in areas above 85db TWA. The below describes in detail the use, care, fitting, cleaning and how to determine attenuation of each protector available. If hearing protection becomes worn or damaged, it must be replaced.

We are always working on reducing workplace decibels by:

- Monitoring the nature of required tasks in all areas/locations
- Administrative controls limiting duration and frequency of machine/equipment usage.
- Engineering Controls including walls, barriers, etc.

In areas where the levels in both time and decibels are exceeded, those affected employees must also be audiometrically tested in accordance with this section (see **first page of this section** for computations). Currently, only employees in the fire department receive annual hearing tests. Hearing protection must also be worn when the decibels are above 85 or when noise hazards are unclear. All hearing protection issued is adequate in protecting employees during all jobs.

The proper use, care, fitting, and cleaning of hearing protectors

USE

All hearing protectors are designed to reduce (not eliminate) the amount of harmful, continuous noise that reaches the inner ear. This is called "attenuation" and is indicated by a noise reduction rating (N.R.R.) number found on the package or box that contains the hearing protectors (the greater the number, the more effective the protection). In order to select the best protection for you, refer to the sound level readings in your area.

Example: If your work area has a reading of 100db, you will need hearing protection with a N.R.R. of 15 (or more) to reduce the noise level to the minimum acceptable level of 85db. Published N.R.R.'s should be by 5db to 7db to account for hearing protection "leaks" from talking, facial shifts etc.. Using our example of a work area with 100db sound readings and a selection of ear plugs with a N.R.R. of 30 the math would look like this:
100db + 5 to 7db - a NRR of 30 = 77db

Most areas in our facilities are well below 100db sound levels, consequently, selection of hearing protection based on the above math, in the sample should be ample.

All hearing protection available offers adequate protection in all areas. Choice need only be based on comfort.

CARE

Ear Muffs:

Although this type of protector can be used over and over again, care should be taken to keep the device clean as well as protect the soft, pliable "muff" area that rests against the head. When this shows signs of deterioration such as cracking, peeling or becomes brittle, discard and replace cushions.

Plugs-foam:

Since the earplugs are of the foam compressible variety, care should be taken to have clean hands when inserting this type to prevent/minimize contaminants from entering the ear canal. When compressibility is diminished or the plugs are dirty (these cannot be cleaned) discard and get a new pair.

FITTING

Ear Muff:

-Place both ear pieces over the ear so that both ears are encased within the earpiece.

-Adjust the headband so it is snug against the skull.

Plugs-foam:

-Compress the earplug by firmly rolling the plug between the thumb and forefinger.

-Insert the plug into the ear canal while pulling the top of the ear upward and outward.

-Release the top of the ear after plug insertion and allow the plug to expand filling the ear canal.

CLEANING

Ear Muffs:

Earmuffs can and should be cleaned with a solution of warm water, a mild detergent and a damp cloth. Do not immerse in water. Gently wipe the pads and dry.

Plugs-foam: DO NOT CLEAN. When plugs are dirty, discard and replace with new ones.

AUDIOMETRIC TESTING

Currently, only fire department employees are required to have annual hearing tests. If at some point other department employees become exposed to noise levels of 90 decibels or greater, over a **TWA** of 8 hours they, also, must have an audiometric tests:

- annually
- within 6 months of exposure

Baseline Audiograms

Baseline audiograms are generally the results of the first audiometric tests obtained on an employee. To ensure accuracy, we must ensure employee has not been exposed to workplace sound for at least 14 hours before testing unless hearing protection can be worn consistently. An annual audiogram may be substituted for a baseline audiogram (provided a baseline has been established) when in the judgment of the audiologist, otolaryngologist, or physician who is evaluating the audiogram:

- The standard threshold shift revealed by the audiogram is persistent; or
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiograms.

Standard Threshold Shifts

A standard threshold shift (STS) is a change in hearing threshold relative to the baseline audiogram of an average of 10 decibels or more at 2000, 3000, and 4000 Hz in either ear.

Annual Audiogram

Each at risk employee will have an audiogram performed every 12 months. This audiogram will be compared to the employee's baseline to determine its validity and to define whether a STS has occurred.

Note: If an employee suffers a STS, we may require a re-test within 30 days and consider the results of the re-test as the annual audiogram.

Evaluation

An audiologist, otolaryngologist, or physician who will determine whether there is a need of further evaluation will review problem audiograms. If a comparison of the annual audiogram to the baseline audiogram indicates a STS has occurred, the Safety Coordinator will notify the employee, in writing, within 21 days of the determination. Employees not using hearing protection will be fitted with protectors, trained in their use and care, and required to use them. Employees already required to use hearing protection will be refitted and retrained in their use, and if necessary, provided with protectors offering greater attenuation. If additional testing is deemed appropriate by our physician or medical pathology of the ear caused or aggravated by wearing of hearing protectors is suspected, the employee will be referred for an annual audiological evaluation or otological examination. If the suspected medical pathology of the ear is unrelated to the use of hearing protection, the employee will be informed of the need for an otological examination.

RESPIRATORY PROTECTION POLICY

The City of Willmar is committed to complying with both the intent and spirit of the Respiratory Protection Standard as outlined in [29 CFR 1910.134](#). This program covers all affected employees with the exception of the Police and Fire Departments who have separate programs to ensure their specific compliance requirements.

It is our intent to eliminate atmospheric contaminants whenever possible. Every effort will be made to reduce the amount of contaminants to well below the permissible exposure levels (PEL) or below the published P.E.L. for an 8- hour time weighted average. When this is not possible, contract labor will be utilized on a per job basis.

Since we are committed to eliminating the possibility of overexposure to known contaminants, respirators currently are not required during any of our operations. However, we may allow the use of respirators on a voluntary basis (with permission).

One Strap Dust Masks are not respirators and are recommended and available for use by employees during certain jobs. Two strap respirators can also be used after distribution and clear understanding of APPENDIX D

Any jobs where the use of respirators may be required must be evaluated, discussed, and resolved according to the following:

1. Reviewing the Material Safety Data Sheets
2. Reviewing possible engineering solutions
3. Reviewing possible administrative solutions
4. Outsourcing the job

[APPENDIX D](#) from [29CFR 1910.134](#) has been provided to employees wearing respirators on a voluntary basis.

Employees are encouraged to discuss any exposure concerns with their Supervisor and Safety Coordinator before starting any job where irritant chemicals are utilized.

NOTE: A minimum of the above information must be reviewed with employees using a dusk mask only.

RESPIRATORY REQUIREMENTS

(Those using negative pressure respirators for voluntary purposes)

- Written standard operating procedures governing the selection and use of respirators.
- Respirators shall be selected on the basis of irritants to which the worker is exposed.
- The user shall be instructed and trained in the proper use of respirators and their limitations.
- Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.
- Respirators shall be stored in a convenient, clean, and sanitary location.
- Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced.
- Surveillance of work area conditions and degree of employee exposure or stress shall be maintained.
- Regular inspection and evaluation to determine the continued effectiveness of the program shall be done by the Safety Coordinator.
- Persons assigned to tasks recommending use of respirators shall be evaluated to determine if they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (for instance, annually).
- Respirators shall be selected from among those jointly approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health under the provision of 30 CFR part 11.

Selection of Respirators:

The selection of effective respirators cannot be made without identifying the irritants and the duties in our facilities where these irritants occur. These are listed below:

Duties

Touch up Painting
Grinding
Welding
Sanding
Cutting

Irritants

Paint fumes -- Particulates
Dust--Particulates
Fumes—Particulates
Dust
Fumes-Dust

The types of respirators we use for these duties are dust masks, N95s, and possibly Negative pressure masks.

Respirator Instructions provided by the manufacturer and shipped with each respirator must be reviewed before use.

The specific irritants known to be present while working in individual areas was the criteria used in the selection of respirators.

TRENCHING/EXCAVATING POLICY

The City of Willmar is committed to complying with both the spirit and intent of the Trenching/Excavation Standard as outlined in [29CFR 1926 .650 thru .652](#)

It is imperative that all employees strictly adhere to the proper soil analysis, protective system implementation, and work procedures as outlined in this Section. These procedures are designed to protect entrants, operators and rescue personnel from the hazards associated with trenching/excavations

NOTE: Currently, only public works and wastewater employees are qualified and trained to enter trenches at this time.

TRENCH BOXES

Trench boxes are different from shoring because, instead of shoring up or otherwise supporting the trench face, they are intended primarily to protect workers from cave-ins and similar incidents. The excavated area between the outside of the trench box and the face of the trench should be as small as possible. The space between the trench boxes and the excavation side are backfilled to prevent lateral movement of the box. Shields may not be subjected to loads exceeding what the system was designed to withstand.

Note: We have two Trench Box(s) available for use. The current dimensions of the trench box(s) are 8X8. Remember, Trench Boxes are required in a trench deeper than 5 feet.

SLOPING AND BENCHING.

SLOPING. Maximum allowable slopes for excavations less than 20 ft (6.09 m) based on soil type and angle to the horizontal are as follows:

Soil type	Height/Depth ratio	Slope angle
Stable Rock	Vertical	90°
Type A	¾:1	53°
Type B	1:1	45°
Type C	1½:1	34°
Type A (short-term)	½:1	63°
(For a maximum excavation depth of 12 ft)		

UTILITIES

Utility companies must be contacted to determine the location of all lines, pipes, cables, etc. The number to call in the state of Minnesota is **1-800-252-1166**. When all utilities are marked, excavation can begin. If, after 24 hours, utility personnel have not responded, we may cautiously begin excavation.

All underground pipes, wire, etc. must be supported and or protected while working in the trench.

SPOIL TEMPORARY SPOIL. Temporary spoil must be placed no closer than 2 ft (0.61 m) from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench. Spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

PERMANENT SPOIL. Permanent spoil should be placed at some distance from the excavation. Permanent spoil is often created where underpasses are built or utilities are buried. The improper placement of permanent spoil, i.e. insufficient distance from the working excavation, can cause an excavation to be out of compliance with the horizontal-to-vertical ratio requirement for a particular excavation. This can usually be determined through visual observation. Permanent spoil can change undisturbed soil to disturbed soil and dramatically alter slope requirements.

SURFACE CROSSING OF TRENCHES. Surface crossing of trenches should be discouraged; however, if trenches must be crossed, such crossings are permitted only under the following conditions:

- Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.
- Walkways or bridges must be provided for foot traffic. These structures shall:
 - have a safety factor of 4
 - have a minimum clear width of 20 in (0.51 m)
 - be fitted with standard rails and
 - extend a minimum of 24 in (.61 m) past the surface edge of the trench.

INGRESS AND EGRESS. Access to and exit from the trench require the following conditions:

- Trenches 4 ft or more in depth should be provided with a fixed means of egress.
- Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 ft laterally to the nearest means of egress.
- Ladders must be secured and extend a minimum of 36 in (0.9 m) above the landing.
- Metal ladders should be used with caution, particularly when electric utilities are present.

EXPOSURE TO VEHICLES. Procedures to protect employees from being injured or killed by vehicle traffic include: remember good oral hygiene

- Providing employees with and requiring them to wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility materials.
- Requiring a designated, trained flag person along with signs, signals, and barricades when necessary.

EXPOSURE TO FALLING LOADS. Employees must be protected from loads or objects falling from lifting or digging equipment. Procedures designed to ensure their protection include:

- Employees are not permitted to work under raised loads.
- Employees are required to stand away from equipment that is being loaded or unloaded.
- Equipment operators or truck drivers may stay in their equipment during loading and unloading if the equipment is properly equipped with a cab shield or adequate canopy.

WARNING SYSTEMS FOR MOBILE EQUIPMENT. The following steps should be taken to prevent vehicles from accidentally falling into the trench:

- Barricades must be installed where necessary.
- Hand or mechanical signals must be used as required.
- Stop logs must be installed if there is a danger of vehicles falling into the trench.
- Soil should be graded away from the excavation; this will assist in vehicle control and channeling of run-off water.

HAZARDOUS ATMOSPHERES AND CONFINED SPACES. Employees shall not be permitted to work in hazardous and/or toxic atmospheres. Such atmospheres include those with:

- Less than 19.5% or more than 23.5% oxygen;
- A combustible gas concentration greater than 20% of the lower flammable limit; and
- When testing for atmospheric contaminants, the following should be considered:
- Testing should be conducted before employees enter the trench and should be done regularly to ensure that the trench remains safe.
- The frequency of testing should be increased if equipment is operating in the trench.
- Testing frequency should also be increased if welding, cutting, or burning is done in the trench.

EMERGENCY RESCUE EQUIPMENT. Emergency rescue equipment is required when a hazardous atmosphere exists or can reasonably be expected to exist. Requirements are as follows:

- Respirators must be of the type suitable for the exposure. Employees must be trained in their use and a respirator program must be instituted.
- Attended (at all times) lifelines must be provided when employees enter bell-bottom pier holes, deep confined spaces, or other similar hazards.
- Employees who enter confined spaces must be trained.

STANDING WATER AND WATER ACCUMULATION. Methods for controlling standing water and water accumulation must be provided and should consist of the following if employees are permitted to work in the excavation:

- Use of special support or shield systems approved by a registered professional engineer
- Water removal equipment, i.e. well pointing used and monitored by a competent person
- Safety harnesses and lifelines used in conformance with [29 CFR 1926.104](#).
- Surface water diverted away from the trench
- Employees removed from the trench during rainstorms.
- Trenches carefully inspected by a competent person after each rain and before employees are permitted to re-enter the trench

NOTE: SEE INSPECTION DOCUMENT IN COMPETENT PERSON PACKET OR THROUGH YOUR SUPERVISOR.

TREE TRIMMING OPERATIONS

(CHAINSAW/POLESAW/AERIAL LIFT/CHIPPER)

The City of Willmar is intent on protecting all employees from the hazards associated with the use of chainsaw/polesaws, aerials, and chippers within the community. To this extent general rules and requirements have been outlined in this section so designed to minimize the risk. This program was developed in accordance to [29 CFR 1910.266](#) and [29 CFR 1926.453](#),

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective equipment below is provided for all personnel involved in chainsaw/polesaw, chipping, and trimming operations. It is important we assure that personal protective equipment, including any personal protective equipment provided is maintained, inspected and remain in serviceable condition.

Chaps

Each employee who operates a chainsaw must wear the leg protection provided. Choose the size of leg protection that covers the full length of the thigh to the top of the boot on each leg to protect against contact with a moving chainsaw.

Exception: This requirement does not apply when an employee is working as a climber, or if management demonstrates that a greater hazard is posed by wearing leg protection in the particular situation

Foot Protection

Each employee who operates a chainsaw must wear logging boots or a steel toe work boot that are waterproof or water repellent, cover and provide support to the ankle and cut-resistant (metatarsal) which will protect the employee against contact with a running chainsaw.

Head

Each employee who operates a chainsaw/polesaw, aerial lift, loading a chipper, and/or works in an area where there is potential for head injury from falling or flying objects must wear an approved hardhat.

Face /Eye Protection

Each employee operating a chainsaw/polesaw, aerial lift, loading a chipper, or works in an area where there is potential for facial injury must wear face and eye protection. Employees may wear logger-type mesh screens and safety glasses when performing chainsaw/polesaw operations.

Hearing Protection

Each employee who operates or works near a chainsaw/polesaw, aerial lift, chipper, or works in an area where there is a potential for decibels to exceed 85db must wear hearing protection with a noise reduction rating (NRR) adequate enough to reduce levels to below the 85db threshold. See also *Hearing Conservation Program*.

GENERAL OPERATIONAL SAFETY

Chainsaw/polesaw

- Portable fire extinguishers are provided, maintained, and located in each vehicle.
- Ensure each tool (chainsaws/polesaws), including any tool provided by an employee, and are inspected before initial use during each work shift. At a minimum, the inspection must include the following:
 - Handles and guards, to assure that they are sound, tight fitting, properly shaped, free of splinters and sharp edges, and in place
 - Controls, to assure proper function

- Chainsaw/polesaw chains, to assure proper adjustment
- Chainsaw/polesaw mufflers, to assure that they are operational and in place
- Chain brakes and nose shielding devices, to assure that they are in place and function properly
- Cutting edges, to assure that they are sharp and properly shaped
- All other safety devices, to assure they are in place and function properly
- The cutting edge of each tool must be sharpened in accordance with manufacturer's specifications whenever it becomes dull during the work shift.
- Only use tools for purposes that it has been designed.
- Each tool must be stored in the provided location when not being used at a work site.
- Secure all equipment/tools in transport
- The chainsaw must be operated and adjusted in accordance with the manufacturer's instructions.
- The chainsaw must be fueled at least 10 feet (3 m) from any open flame or other source of ignition.
- The chainsaw must be started at least 10 feet (3 m) from the fueling area.
- The chainsaw must be started on the ground or where otherwise firmly supported. Drop starting a chainsaw is prohibited.
- The chainsaw/polesaw throttle must be at full through cut
- The chainsaw must be started with the chain brake engaged.
- The chainsaw must be held with the thumbs and fingers of both hands encircling the handles during operation.
- The chainsaw/polesaw operator must be certain of footing before starting to cut.
- The chainsaw must not be used in a position or at a distance that could cause the operator to become off-balance, to have insecure footing, or to relinquish a firm grip on the saw.
- Prior to felling any tree, the chainsaw/polesaw operator must clear away brush or other potential obstacles that might interfere with cutting the tree or using the retreat path.
- The chainsaw must not be used to cut directly overhead.
- The chainsaw must be carried in a manner that will prevent operator contact with the cutting chain and muffler.
- The chainsaw must be shut off or the throttle released before the feller starts his retreat.
- The chainsaw must be shut down or the chain brake must be engaged whenever a saw is carried further than 50 feet (15.2 m).
- The chainsaw must be shut down or the chain brake must be engaged when a saw is carried less than 50 feet if conditions such as, but not limited to, the terrain, underbrush and slippery surfaces, may create a hazard for an employee.

Aerial Lifts

Before Operating Aerial Lifts

- Do not modify aerial lift without written permission
- Check safety devices, operating controls before each use
- Check area in which aerial lift will be used for:
 - Level surface (Do not exceed manufacturer slope recommendations)
 - Holes, drop-offs, bumps, debris, etc.
 - Overhead obstructions and overhead power lines
 - Stable surface
 - Other hazards

Set outriggers, brakes, wheel chocks

- Preventing Electrocutions
 - Non-electrical workers must stay at least 10 feet away from overhead power lines.
 - Electrical workers must de-energize/insulate power lines (call utility beforehand).
 - Use only insulated buckets when working near overhead power lines

- Annually check insulation on buckets
- Preventing Tip-Overs
 - Do not exceed manufacturer rated load capacity limits
 - Do not travel to job location with lift in elevated position.
 - Set up proper work zone protection when working near traffic
 - Positioning of lifts
 - Do not drive near drop-offs or holes.
 - Do not raise platform on uneven or soft surfaces.
 - Do not drive onto uneven or soft surfaces when elevated.
 - Do not raise platform on slope or drive onto slope when elevated.
 - Do not raise platform in windy or gusty conditions.
- Fall Protection
 - Fall protection is required (full body harness with lanyard or body belt with 2-foot lanyard as restraint device)
 - Fall arrest systems (harness plus lanyard to stop a fall). Keep in mind:
 - Can tip over some boom lifts and scissor lifts due to fall stopping force
 - Fall restraint systems intended to prevent falls are preferred
 - Full body harness plus lanyard designed for size of lift platform
 - Always close entrance chains or doors
 - Stand on floor of bucket or lift platform
 - Do not climb on or lean over guardrails

Chippers

- Never reach into a chipper while it is operating.
- Do not wear loose-fitting clothing around a chipper.
- Always follow the manufacturer's guidelines and safety instructions.
- Use earplugs, safety glasses, hard hats and gloves.
- Workers should be trained on the safe operation of chipper machines. Always supervise new workers using a chipper to ensure that they work safely and never endanger themselves or others.
- Protect yourself from contacting operating chipper components by guarding the in-feed and discharge ports, and preventing the opening of the access covers or doors until the drum or disc completely stops.
- Prevent detached trailer chippers from rolling or sliding on slopes by chocking the trailer wheels.
- Maintain a safe distance (i.e., two tree or log lengths) between chipper operations and other work/workers.
- When servicing and/or maintaining chipping equipment (i.e., "un-jamming") use a lockout system to ensure that the equipment is de-energized.

HOT WORK

The City of Willmar has committed to comply with the intent and spirit of [OSHA 29 CFR 1910.252-254](#) and NFPA 51B.

In order to be in compliance, the City of Willmar will identify locations/processes/jobs where the potential of a fire exists during heat/spark/flame producing equipment and the implementation of a “Hot Work Permit”.

- Ensure that all individuals involved in the hot work operations are trained in the safe operation of their equipment and the safe use of the process. These individuals must have an awareness of the risks involved and understand the emergency procedures in the event of a fire.
- Determine site-specific flammable materials, hazardous processes, or other potential fire hazards present or likely to be present in the work location.
- Conduct effective gas monitoring in the work area using a properly calibrated combustible gas detector prior to and during hot work, even in areas where a flammable atmosphere is not anticipated.
- In work areas where flammable liquids and gases are stored and handled, drain and/or purge all piping and equipment before hot work is conducted.
- Provide safety supervision for outside contractors conducting hot work. Inform contractors about site specific hazards including the presence of flammable materials.
- Ensure combustibles are protected from ignition by the following means:
 - Move the work to a location free from combustibles.
 - If the work cannot be moved, ensure the combustibles are moved to a safe distance or have the combustibles properly shielded against ignition.
 - Ensure hot work is scheduled such that operations that could expose flammables or combustibles to ignition do not occur during hot work operations.

If any of these conditions cannot be met, then hot work must not be performed.

- Determine that fire protection and extinguishing equipment are properly located and readily available.
- Ensure sufficient local exhaust ventilation is provided to prevent accumulation of any smoke/fume.
- Ensure that a fire watch is posted at the site when:
 - Hot work is performed in a location where other than a minor fire might develop, or where the following conditions exist.
 - Combustible materials in building construction or contents are closer than 35 ft to the point of hot work.
 - Combustible materials are more than 35 ft away but are easily ignited by sparks.
 - Wall or floor openings are within 35 feet and expose combustible materials in adjacent areas. This includes combustible materials concealed in walls or floors.
 - Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

Where a fire watch is not required, the CHWS shall make a final inspection 1/2 hour after the completion of hot work operations to detect and extinguish possible smoldering fires.

Hot Work Operator (HWO)

The hot work operator shall handle the equipment safely and perform work so as not to endanger lives and property. Specific duties include:

- No hot work shall be conducted without specific written authorization from the CHWS via completion of the Hot Work Permit.
- The operator must cease hot work operations if unsafe conditions develop.
- The operator must notify the CHWS for reassessment of the situation in the event of suspected unsafe conditions or concerns expressed by affected persons.

Fire Watch

The fire watch is an individual posted in specific circumstances, as described above. The function of the fire watch is to observe the hot work and monitor conditions to ensure that a fire or explosion does not occur as a result of the work performed. The fire watch is authorized to stop any unsafe operation or activity. Specific duties and responsibilities include:

- Watch for fires, smoldering material or other signs of combustion.
- Be aware of the inherent hazards of the work site and of the hot work.
- Ensure that safe conditions are maintained during hot work operations and stop the hot work operations if unsafe conditions develop.
- Have fire-extinguishing equipment readily available and be trained in its use.
- Extinguish fires when the fires are obviously within the capacity of the equipment available. If the fire is beyond the capacity of the equipment, sound the alarm immediately.
- Be familiar with the facilities and procedures for sounding an alarm in the event of a fire.
- A fire watch shall be maintained for at least 30 minutes after completion of hot work operations in order to detect and extinguish smoldering fires.
- More than one fire watch shall be required if combustible materials that could be ignited by the hot work operation cannot be directly observed by a single fire watch (e.g. in adjacent rooms where hot work is done on a common wall).

Hot Work Operational Requirements:

- Hot work is allowed only in areas that are or have been made fire-safe. Hot work may only be performed in either designated areas or permit-required areas.
- A designated area is a specific area designed or approved for such work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.
- A permit-required area is an area made fire-safe by removing or protecting combustibles from ignition sources.
- Hot work is not allowed:
 - In sprinklered buildings if the fire protection system is impaired;
 - In the presence of explosive atmospheres or potentially explosive atmospheres (e.g. on drums previously containing solvents)or;
 - In explosive atmospheres that can develop in areas with an accumulation of combustible dusts (e.g. grain silos).

Hot Work Permit

Before hot work operations begin in a non-designated location, a completed hot work permit prepared by the CHWS is required. Based on local conditions, the CHWS must determine the length of the period, not to exceed 24 hours, for which the hot work permit is valid.

The following conditions must be confirmed by the CHWS before permitting the hot work to commence:

- Equipment to be used (e.g. welding equipment, shields, personal protective equipment, fire extinguishers) must be in satisfactory operating condition and in good repair.
- The floor must be swept clean for a radius of 35 ft if combustible materials, such as paper or wood shavings are on the floor,
- Combustible floors (except wood on concrete) must be
 - o kept wet or be covered with damp sand (note: where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock)., or
 - o is protected by noncombustible or fire-retardant shields.
- All combustible materials must be moved at least 35 ft away from the hot work operation. If relocation is impractical, combustibles must be protected with fire-retardant covers, shields or curtains. Edges of covers at the floor must be tight to prevent sparks from going under them, including where several covers overlap when protecting a large pile.
- Openings or cracks in walls, floors, or ducts within 35 ft of the site must be tightly covered with fire-retardant or noncombustible material to prevent the passage of sparks to adjacent areas.
- If hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards must be provided to prevent ignition.
- If hot work is to be done on a wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side by relocating combustibles. If it is impractical to relocate combustibles, a fire watch on the opposite side from the work must be posted.
- Hot work must not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.
- Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles must not be undertaken if the work is close enough to cause ignition by conduction.
- Fully charged and operable fire extinguishers that are appropriate for the type of possible fire shall be available immediately at the work area. These extinguishers should be supplied by the group performing the hot work. The fire extinguishers normally located in a building are not considered to fulfill this requirement.
- If hot work is done in proximity to a sprinkler head, a wet rag shall be laid over the head and then removed at the conclusion of the welding or cutting operation. During hot work, special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems (for example, special extinguishing systems or sprinklers).
- Nearby personnel must be suitably protected against heat, sparks, and slag.

Work Closeout:

- A fire watch shall be maintained for at least 30 minutes after completion of hot work operations in order to detect and extinguish smoldering fires.
- The CHWS shall inspect the job site 30 minutes following completion of hot work and close out the permit with the time and date of the final check.
- The completed Hot Work Permit shall be retained for 6 months following completion of the project.

Respirable Crystalline Silica (RCS) Exposure Control Plan (ECP)

The purpose of this document is to establish and implement a written ECP that identifies tasks involving silica exposure and methods used to protect employees.

Management is required to implement the components of the Plan needed to ensure compliance with the Occupational Safety and Health Administration ([OSHA](#)) standards applicable to respirable crystalline silica, including [29 CFR 1910.1053](#) (General Industry Standard) and [29 CFR 1926.1153](#) (Construction Standard).

The Silica ECP applies to all employees who are exposed to Respirable Crystalline Silica (RCS) at or above permissible limits, as determined by the Safety Coordinator in consultation with Managers/Supervisors or as established by this Plan.

When tasks are performed in accordance with this program and the ECP are followed, this program will serve as the Written ECP.

If a task must be performed that is not addressed by the ECP, exposure monitoring must be performed and a worksite-specific or task-specific ECP must be developed. Please contact the Safety Coordinator for assistance with evaluating the task(s) and writing the plan.

Engineering and Work Practice Controls

For any work task or work location where the exposure to RCS is above permissible limits, engineering controls (i.e. wet work, ventilation) or work practice controls (i.e. housekeeping, inspections, scheduling) will be implemented to lower the exposure as much as possible.

Medical Services

Any employee who is exposed above the action level for 30 or more days per year will be provided a medical evaluation and other required medical services at no cost. The medical evaluation is performed initially and at least every 3 years, unless the Qualified Medical Professional requires a more frequent review.

If respirators need to be worn by an employee, the employee must be medically cleared, fitted to the respirator and trained annually by the Safety Coordinator. The medical evaluation will include a medical and work history questionnaire (minimum). A physical exam, chest x-ray, pulmonary function test, tuberculosis test, and any other test may also be recommended.

Hazard Communication

Silica must be included in each department's hazard communication program as applicable. This includes proper labeling and having a Safety Data Sheet (SDS).

Training

Any employee who may be exposed to silica above the action level is required to attend silica safety training on an annual basis.

Safety Coordinator Audits

The Safety Coordinator will audit the ECP on a yearly basis. The audit will cover all aspects of the written program to ensure they are up to date and complete. The audit will also include a walkthrough of the area to check for appropriate labels, warning signs, and housekeeping.

Specified Exposure Control Methods

For each employee working with materials containing crystalline silica and engaged in a task using the equipment and machines listed below, the supervisor shall assure the engineering controls, work practices, and respiratory protection are used as specified. In all cases, be sure to operate and maintain the tool in accordance with the manufacturer's instructions to minimize dust emissions. If the designated engineering controls are not available, or if the task is not listed below, the work shall not be started until the Safety Coordinator is contacted.

Handheld Power Saws (any blade diameter)

- Engineering Control: Saw equipped with integrated water delivery system that continuously feeds water to the blade
- Respiratory Protection (less than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: None Required
- Respiratory Protection (more than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: N95 Respirator

Walk Behind Saws

- Engineering Control: Saw equipped with integrated water delivery system that continuously feeds water to the blade
- Respiratory Protection (less than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: None Required
- Respiratory Protection (more than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: None Required

Handheld and Stand-Mounted Drills

- Engineering Control: Commercial shroud or cowl with HEPA filtered dust collection system
- Respiratory Protection: None Required

Jackhammers and Handheld Powered Chipping Tools

- Engineering Control: Water continuously fed to the point of impact – OR – Commercial shroud or cowl with HEPA filtered dust collection system
- Respiratory Protection (less than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: None Required
- Respiratory Protection (more than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: N95 Respirator

Walk-Behind Milling Machines and Floor Grinders

- Engineering Control: Water continuously fed to the point of impact – OR – Commercial shroud or cowl with HEPA filtered dust collection system. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.
- Respiratory Protection: None Required

Heavy Equipment (Hoe-Ramming, Rock Ripping, and Demolition)

- Engineering Control: Operate equipment from within an enclosed cab. – AND – When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.
- Respiratory Protection: None Required

Heavy Equipment (Grading and Excavating)

- Engineering Control: Apply water and/or dust suppressants as necessary to minimize dust emissions. – OR – When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.
- Respiratory Protection: None Required

Handheld Grinders for Uses Other than Mortar Removal

- Engineering Control: Tool equipped with integrated water delivery system that supplies water to the grinding surface – OR – Grinder equipped with commercial shroud and HEPA filtered dust collection system
- Respiratory Protection (less than 4 hours per shift): Enclosed Area: None Required Outside Area: None Required
- Respiratory Protection (more than 4 hours per shift): Enclosed Area: N95 Respirator Outside Area: None Required

Housekeeping Dry sweeping or dry brushing of dust containing respirable crystalline silica produced by a recognized silica producing operation is not allowed. Instead, use a HEPA filtered vacuum cleaner, followed by wet mopping or wet sweeping as necessary.

Do not use compressed air to clean an employee's clothes that have become soiled with dust containing respirable crystalline silica. Rather, use a HEPA filtered vacuum to remove dust followed by laundering or leaving clothing in control area.

All questions related to this program shall be directed to the Supervisor of the task or Safety Coordinator.



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	Yes	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Request to increase Firefighter wages and Fire Officer Stipend for 2023		

RECOMMENDED ACTION:

To adopt a resolution to increase Firefighter wages and Fire Officer Stipends retro active to January 1, 2023.

OVERVIEW:

The last time the firefighters' wages and fire officer stipends received an increase was in 2018. With higher call volumes and more demand on our firefighters, I feel that this is a warranted increase. Several fire departments in the area have increased wages over the last several years. Included is a wage comparison from several Paid on Call Fire Departments around the state.

BUDGETARY/FISCAL ISSUES:

Proposing a 20% wage increase for the firefighters and a 50% increase in fire officer stipends. This increase in firefighters' wages and fire officer stipends is included in the approved 2023 Fire Department Operations budget. This would be retro active to January 1, 2023.

ALTERNATIVES TO CONSIDER:

Increase wages at a lower percentage.

ATTACHMENTS:

1. Resolution
2. Wage compar

RESOLUTION NO. _____

AUTHORIZATION TO INCREASE FIREFIGHTER AND FIRE OFFICER WAGES FOR 2023 AND 2024.

Motion By: _____

Second By: _____

BE IT RESOLVED, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to approve a 20% wage increase for firefighters and a 50% stipend increase for Fire Officers in 2023.

Dated this 6th day of March, 2023.

MAYOR

ATTEST:

Name of City	# of Firefighters	Fire Call Wage	Training Wage
New London	25 Paid on Call FF's	\$20/ hr. – Truck \$15/ hr. - Station	\$20 / training
Clara City	20 Paid on Call FF's	\$16.25 for 1 st hour & \$11.25 for rest of call	\$10 / training
Raymond	21 Paid on Call FF's	\$10/ hr.	\$10/ training
Blomkest	11 Paid on Call FF's	\$20/ call	\$20/ training
Spicer	24 Paid on Call FF's	\$20/ hr.	\$20/ hr.
Pennock	17 Paid on Call FF's	\$10/ hr.	\$8 / training
Waite Park		\$17.50/ hr.	Same as fire call
Brainerd	34 Paid on Call FF's	\$11.79 starting \$19.75 top FF	Same as fire call
Northfield	28 Paid on Call FF's	\$21.63/ hr.	\$16.17/ hr.
Apple Valley		\$15.35/ hr. starting	
Willmar	40 Paid On Call FF's	\$12.10/ hr. starting \$12.83/ hr. FF1 \$14.28/ hr. Haz Mat Ops \$15.00/ hr. EMR or EMT \$15.73/ hr. FAO	Same as fire call

FAO= Fire Apparatus Operator

FF = Firefighter

FF1 = Certified Firefighter 1

FF2 = Certified Firefighter 2

HAZ – MAT OPS = Certified Hazardous Materials Operations

EMR /EMT = Emergency Medical Responder or Emergency Medical Technician

CURRENT AND PROPOSED WAGE LEVEL OF FIREFIGHTERS AND FIRE OFFICERS

FIREFIGHTERS WAGE PER HOUR

	Rookie	Firefighter 1	HAZ – MAT OPS	EMR/ EMT	Apparatus Operator
Current	\$12.10	\$12.83	\$14.28	\$15.00	\$15.73
Proposed 2023	\$14.71	\$15.60	\$17.37	\$18.24	\$19.14

FIRE OFFICERS SALARY PER YEAR

	Battalion Chiefs (2)	Captains (3)	Lieutenants (3)
Current	\$3,000	\$1,650	\$1,320
Proposed 2023	\$4,500	\$2,475	\$1,980



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	Yes	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief, Gary Manzer, Public Works Director
Item:	Consider the Re-appropriation of Funds From the Wastewater Enterprise Fund to the 2023 Capital Improvement Budget		

RECOMMENDED ACTION:

Approve a resolution to re-appropriate \$75,000 from the Wastewater Enterprise Fund to the 2023 Capital Improvement Plan (CIP) Budget for the purchase of two vehicles.

OVERVIEW:

During the preparation for the vehicle replacements for 2023, the Wastewater Treatment Department was originally overlooked. When the error was found, a corrected request memo was sent to the Finance department. Due to the timing of the budget process, these two vehicles were accidentally omitted from the proposed 2023 CIP budget. These two vehicles are normally purchased with money from the Wastewater Enterprise Fund.

BUDGETARY/FISCAL ISSUES:

Re-appropriate \$75,000 from the Wastewater Enterprise Fund to the 2023 CIP budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - WWTP Vehicles

RESOLUTION NO. _____

**REAPPROPRIATING FUNDS FROM THE WASTEWATER ENTERPRISE FUND TO THE 2023 CAPITAL
IMPROVEMENT BUDGET**

Motion By: _____

Second By: _____

BE IT RESOLVED, by the City council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to re-appropriate \$75,000.00 from the Wastewater Enterprise Fund to the 2023 Capital Improvement Budget, for the Purchase of Two Vehicles

BE IT FURTHER RESOLVED, by the City council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to authorize the Finance Director to amend the 2023 Capital Improvement Fund Budget as follows:

Decrease: Wastewater Enterprise Fund, \$75,000.00

Increase: 2023 Capital Improvement Budget (Vehicle Replacement), \$75,000.00

Dated this 6th day of March, 2023.

MAYOR

ATTEST:

CITY CLERK



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Gary Manzer, Public Works Director
Item:	Amendment - 2023 Street Improvement Projects- Approve Plans & Specs to Advertise for Bids		

RECOMMENDED ACTION:

Adopt the resolution amending final plans and specifications of the 2023 Street and Other Improvement Projects and authorize advertisement for bids.

OVERVIEW:

As required by State Statute 429.031 subd. 1(b), a Public Hearing has been held on the proposed 2023 street 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. 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. 2301-A Reconstruction

Gorton Avenue NW – 14th Street to 30th Street/CR 5
18th Street NW Cul-De-Sac
20th Street NW Cul-De-Sac

Project No. 2301-C Reconstruction

Irene Avenue SE – 6th Street to 12th Street
Augusta Avenue SE – 5th Street SE to East End of Street
Mary Avenue SE – 9th Street SE to East End of Street

Project No. 2303 Overlay

23rd Street SE Area

Project No. 2304 Parking Lot & Path Improvements

Block 22 Parking Lot and Sunrise Path

Project No. 2308 Seal Coat Improvements

Seal coat improvements for a multitude of streets throughout the City

BUDGETARY/FISCAL ISSUES:

Sources of funding for the 2023 Improvement Projects include monies from assessments, state aid funds, Municipal Utilities Commission, wastewater funds, LOST funds, and bond proceeds. Total estimated cost before revenue \$13,798,500

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution Amendment - APPROVE SPECS & ADV. FOR BIDS 2023 PROJECTS

RESOLUTION NO. _____

**A RESOLUTION AMENDING APPROVAL OF FINAL PLANS AND SPECIFICATIONS AND
AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR A PORTION OF THE
2023 IMPROVEMENT PROJECTS.**

Motion By: _____ Second By: _____

WHEREAS the City Council approved final plans and specifications and authorized advertising for bids for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308 for the City of Willmar, February 20, 2023;

WHEREAS Staff and the City Engineer of the City of Willmar recommended to the City Council to advertise for plans and specifications for Project Nos. 2301-A, 2301-B, 2301-C, 2303, 2304, and 2308 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. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 29th day of March, 2023 for Project Nos. 2303-A, 2303-B, 2303-C, 2303, 2304, and 2308 at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 6th day of March, 2023

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	March 6, 2023	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Justice Walker, Planning and Development Director
Ordinance:	No	Presented By:	Jared Voge
Item:	Lakeland Drive Traffic Study Presentation		

RECOMMENDED ACTION:

Receive and accept the Lakeland Drive traffic study by motion.

OVERVIEW:

The Unique Opportunities Project on Lakeland was approved with the condition that a traffic study be completed, and that any recommendations from the traffic study be implemented. Staff received and reviewed the traffic study. There were no changes recommended or needed along Lakeland Drive for the construction of the Opportunities apartment complex.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2022-11-16 124785 Unique Opportunities_Lakeland_Traffic Study



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

November 16, 2022

Justice Walker, Director of Development & Planning
City of Willmar
Via e-mail: jwalker@willmarmn.gov

RE: Unique Opportunities – Lakeland Traffic Study
City of Willmar, Minnesota
Project No.: OW1.124785

Dear Justice,

We have reviewed the Traffic Study prepared for the above-referenced project. The study was completed by Tom Sachi, PE and Ashley Sherry, EIT of SRF and is dated November 4, 2022. Upon review of the information submitted, we do not have any comments. Therefore, we recommend that the Traffic Study be accepted.

If you have any questions on the above, please call.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

Enclosure



Memorandum

SRF No. 16170

To: Samuel Herzog
Unique Opportunities LLC

From: Tom Sachi, PE, Project Manager
Ashley Sherry, EIT, Engineer I

Date: November 4, 2022

Subject: Willmar Apartments Traffic Study; Willmar, Minnesota

Introduction

SRF has completed a traffic study for the proposed residential development located in the southeast quadrant of the Lakeland Drive and 11th Avenue intersection in the City of Willmar (see Figure 1: Project Location). The main objectives of the study are to review existing operations within the study area, identify any transportation impacts to the adjacent roadway network, and recommend any improvements to address any issues, if necessary. The following information provides the assumptions, analysis, and study findings offered for consideration.

Existing Conditions

Existing conditions were reviewed to establish a baseline to identify any future impacts associated with the proposed development. The evaluation of existing conditions includes a review of traffic volumes, roadway characteristics, and an intersection capacity analysis, which are summarized in the following sections.

Data Collection

Weekday a.m. and p.m. peak period vehicular turning movement and pedestrian/bicyclist counts were collected by SRF during the week of October 3, 2022, at the following study intersections:

- Civic Center Drive and Business TH 71
- Civic Center Drive and Lakland Drive NE
- Lakeland Drive NE and 14th Avenue NE
- Lakeland Drive NE and Mobile Home Driveway
- Lakeland Drive NE and 11th Avenue NE
- Lakeland Drive NE and Upper Trentwood Circle
- Lakeland Drive NE and Lower Trentwood Circle
- Lakeland Drive NE and High Avenue

In addition to intersection turning movement counts, daily counts were collected at two (2) locations along Lakeland Drive NE. Counts were collected for a one week period to understand how volumes vary by day over the course of a week.

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02016170
October 2022

Project Location

Willmar Apartments Traffic Study
City of Willmar

Figure 1

The locations selected for the weeklong daily counts included a location adjacent to the proposed development access on the north end of the study corridor and a location on the south end of the study corridor, just north of High Avenue. These locations are consistent with the published MnDOT daily count locations and will be compared to understand any differences in counts as compared to MnDOT. The daily counts are shown in Chart 1 for the seven (7) day period. As shown in the chart, the daily traffic volumes along Lakeland Drive NE range between approximately 3,000 to 3,500 vehicles per day on a weekday and between 1,700 and 2,000 vehicles per day on a weekend day. On average, the northern end of the segment has an average daily traffic volume of approximately 3,175 vehicles and the southern end has an average daily traffic volume of 3,350 vehicles. Note, the MnDOT daily counts for Lakeland Drive NE in the study area range between 2,900 vehicles on the north end to 4,200 vehicles per day on the south end in 2018. Based on this comparison, the collected counts were found to be consistent with the MnDOT counts on the north end and slightly lower on the south end. This can be due to changes in travel patterns due to remote work opportunities as a result of the COVID-19 pandemic. Note, for a two-lane roadway, there is typically a planning level capacity of 8,500 to 10,000 vehicles per day, which indicates that Lakeland Drive NE is less than half of the standard capacity of a two-lane roadway.

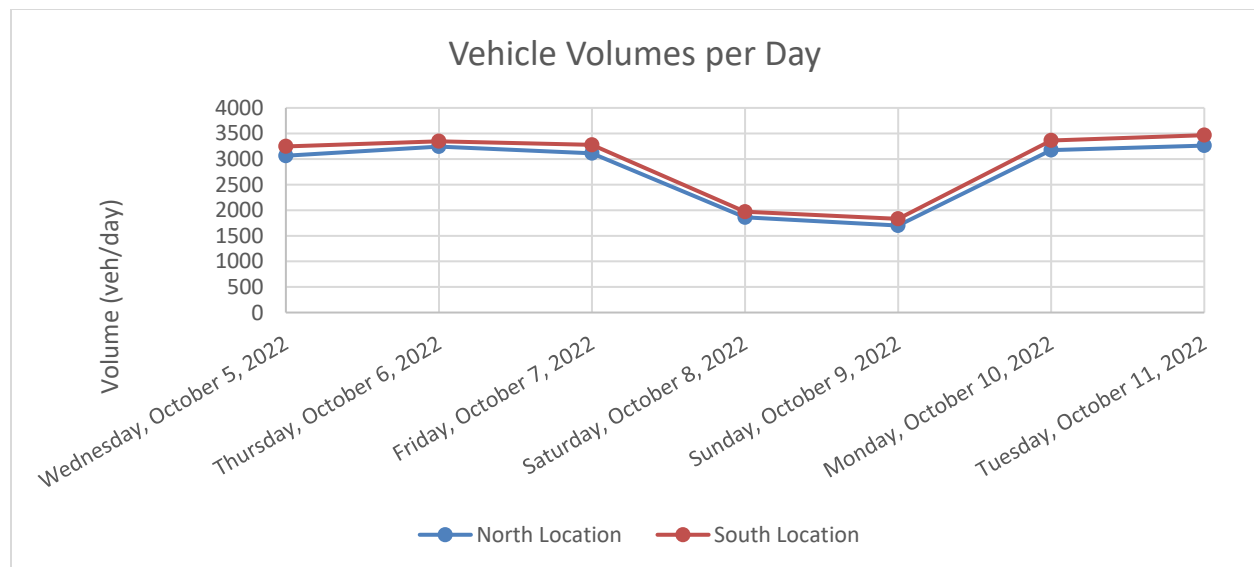


Chart 1. Daily Traffic Counts

Roadway Characteristics

A field assessment was completed to identify various roadway characteristics within the transportation system study area, such as functional classification, general configuration, and posted speed limit. A summary of these roadway characteristics is shown in Table 1. Note that these are general characteristics and that there are some deviations within the area or segments of the roadways. From a traffic control perspective, Business TH 71 and Civic Center Drive is a signalized intersection while the remaining study intersections are unsignalized, side-street stop controlled. Existing geometrics, traffic controls, and traffic volumes in the study area are shown in Figure 2.

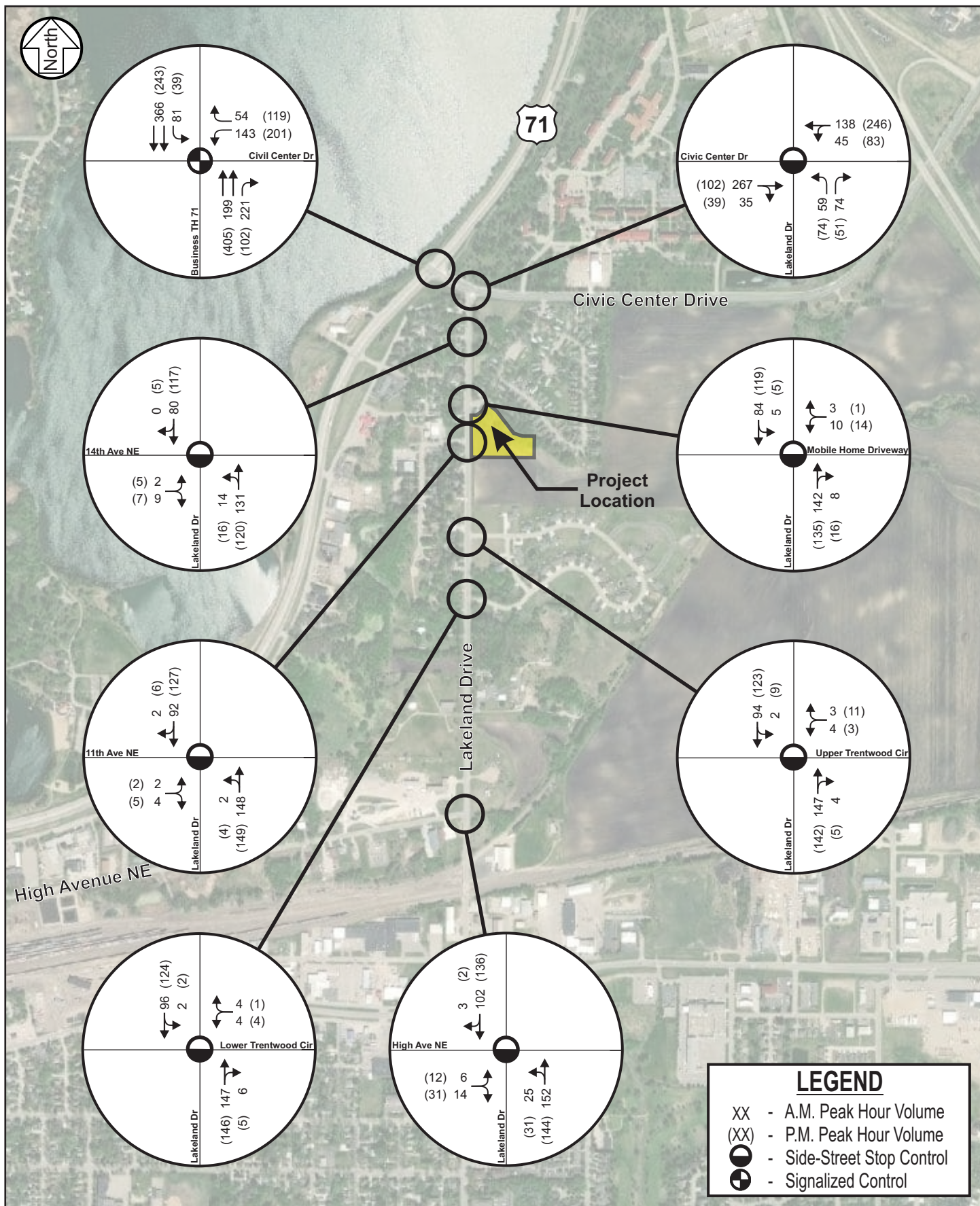


Table 1. Existing Roadway Characteristics

Roadway	Functional Classification ⁽¹⁾	General Configuration	Posted Speed Limit (mph)
Business TH 71	Principle Arterial	4-lane divided	55
Civic Center Drive	Major Collector	2-lane undivided	40
Lakeland Drive	Major Collector	2-lane undivided	40

(1) Functional Classification based on the MnDOT's Roadway Classification GIS.

Speed data was collected via radar gun along Lakeland Drive NE for vehicles heading northbound toward 11th Avenue to understand the speeds of vehicles coming over the hill. Note, a formal speed study was not completed, however, approximately 50 samples were taken during the peak timeframes. The average speed of vehicles along this portion of Lakeland Drive NE was 39 miles per hour (mph), which is one (1) mile per hour less than the posted speed limit of 40 mph. Note, the 85th percentile was 43 mph. This limited sample size would not indicate a major speeding issue along the roadway.

Crash and Sight Distance Review

Crash data provided by MnDOT was reviewed over the previous 10 years at the Lakeland Drive NE and 11th Avenue NE intersection. There was one (1) crash identified at the intersection in 2012. It was a rear end crash caused by a lack of brake lights on a trailer. No injuries were reported. Given the minimal number of crashes and the cause of the crash, no safety issues are identified at the intersection.

Observations were completed to understand the approximate sight distance looking both north and south for a potential driver exiting the proposed development. This was completed to ensure proper sight distance is available for exiting vehicles to make safe maneuvers from the proposed development. Based on the AASHTO design guidance, there is a stopping sight distance of 305 feet required for vehicles traveling along a 40 mph roadway. This increases to 360 feet for a travel speed of 45 mph. This is the distance required for a vehicle traveling those speeds to come to a stop if a vehicle pulled out onto Lakeland Drive NE. Additionally, to ensure safe operations for vehicles exiting the proposed development, there is a design intersection sight distance of 445 feet for 40 mph and 500 feet for 45 mph. This distance would allow for safe maneuvers from the proposed development without impacting vehicles traveling along Lakeland Drive NE. As shown in the following pictures, there is an approximate sight distance of 515 feet looking south and over 1,000 feet looking north. Based on these available sight distances, there is not expected to be any issues in regards to sight distance from the proposed development access location. Additionally, time gaps were collected during the peak hours along Lakeland Drive for when vehicles appeared looking south and it was found that on average there is 12 seconds from when the vehicle was observed to when it crossed the proposed development access. Based on the Highway Capacity Manual, a left-turn from the side-street requires approximately 7.5 seconds of headway to make a left-turn. Based on this, there is also sufficient gaps or headway along Lakeland Drive NE to make safe turning maneuvers.

**Lakeland Drive NE looking South****Lakeland Drive NE looking North**

Intersection Capacity Analysis

An intersection capacity analysis was completed using Synchro/SimTraffic software to establish a baseline condition to which future traffic operations could be compared. Capacity analysis results identify a Level of Service (LOS) which indicates how well an intersection is operating. Intersections are graded from LOS A through LOS F. The LOS results are based on average delay per vehicle, which correspond to the delay threshold values shown in Table 2. LOS A indicates the best traffic operation, while LOS F indicates an intersection where demand exceeds capacity. Overall intersection LOS A through LOS D is generally considered acceptable based on MnDOT guidelines.

Table 2. Level of Service Criteria for Signalized and Unsignalized Intersections

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
A	≤ 10	≤ 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

For side-street stop/yield-controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop/yield control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes.

Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high-levels of delay (i.e. poor levels of service) on the side-street approaches, but an acceptable overall intersection level of service during peak hour conditions.

Results of the existing capacity analysis, shown in Table 3, indicate that all study intersections currently operate at an acceptable overall LOS B or better during the weekday a.m. and p.m. peak hours, with the existing geometric layout and traffic controls. No significant side-street stop delays or queuing issues were identified.

Table 3. Existing Intersection Capacity Analysis

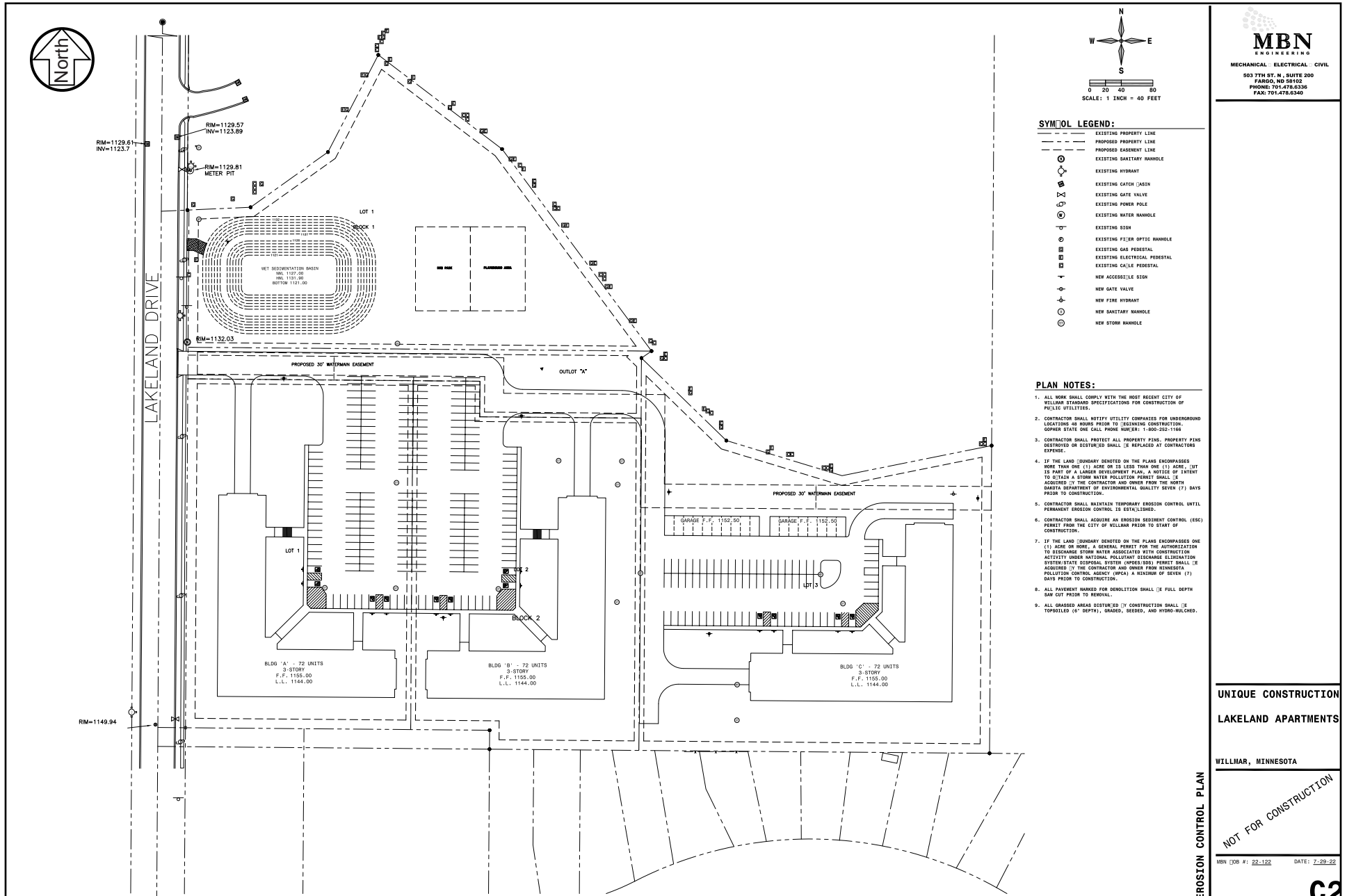
Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Civic Center Drive / Business TH 71 ⁽¹⁾	B	11 sec.	B	13 sec.
Civic Center Drive / Lakeland Drive NE ⁽²⁾	A/A	6 sec.	A/A	6 sec.
Lakeland Drive NE / 14th Avenue NE ⁽²⁾	A/A	3 sec.	A/A	4 sec.
Lakeland Drive NE / Mobile Home Driveway ⁽²⁾	A/A	4 sec.	A/A	6 sec.
Lakeland Drive NE / 11th Ave NE ⁽²⁾	A/A	3 sec.	A/A	3 sec.
Lakeland Drive NE / Upper Trentwood Circle ⁽²⁾	A/A	4 sec.	A/A	4 sec.
Lakeland Drive NE / Lower Trentwood Circle ⁽²⁾	A/A	4 sec.	A/A	5 sec.
Lakeland Drive NE / High Avenue ⁽²⁾	A/A	4 sec.	A/A	4 sec.

(1) Indicates a signalized Intersection, where the overall LOS is shown.

(2) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.

Proposed Development

The proposed development is located in the southeast quadrant of the Lakeland Avenue NE and 11th Avenue NE intersection. The proposed development consists of a total of 216 residential units with three (3) 72 unit buildings. A preliminary site plan for the proposed development is illustrated in Figure 3, which was used as the basis for the traffic analysis. The development is anticipated to be constructed by year 2024. As part of the development, one full access location is proposed to be constructed along Lakeland Avenue NE at the 11th Avenue intersection.



Site Plan
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Figure 3

Traffic Forecasts

To identify potential impacts associated with the proposed development, traffic forecasts for year 2025 (i.e., one-year after opening) conditions were developed. The year 2025 traffic forecasts take into account general area background growth and traffic generated by the proposed development. The following sections outline the proposed development trip generation, as well as the overall traffic forecast development process and assumptions.

Background Traffic Growth

To account for general background growth in the area, an annual growth rate of one-half (0.5) percent was applied to the existing peak hour traffic volumes to develop year 2025 background forecasts. This growth rate was developed using a combination of historical average daily traffic (ADT) volumes from surrounding roadways as published by MnDOT, and engineering judgment.

Proposed Development Trip Generation

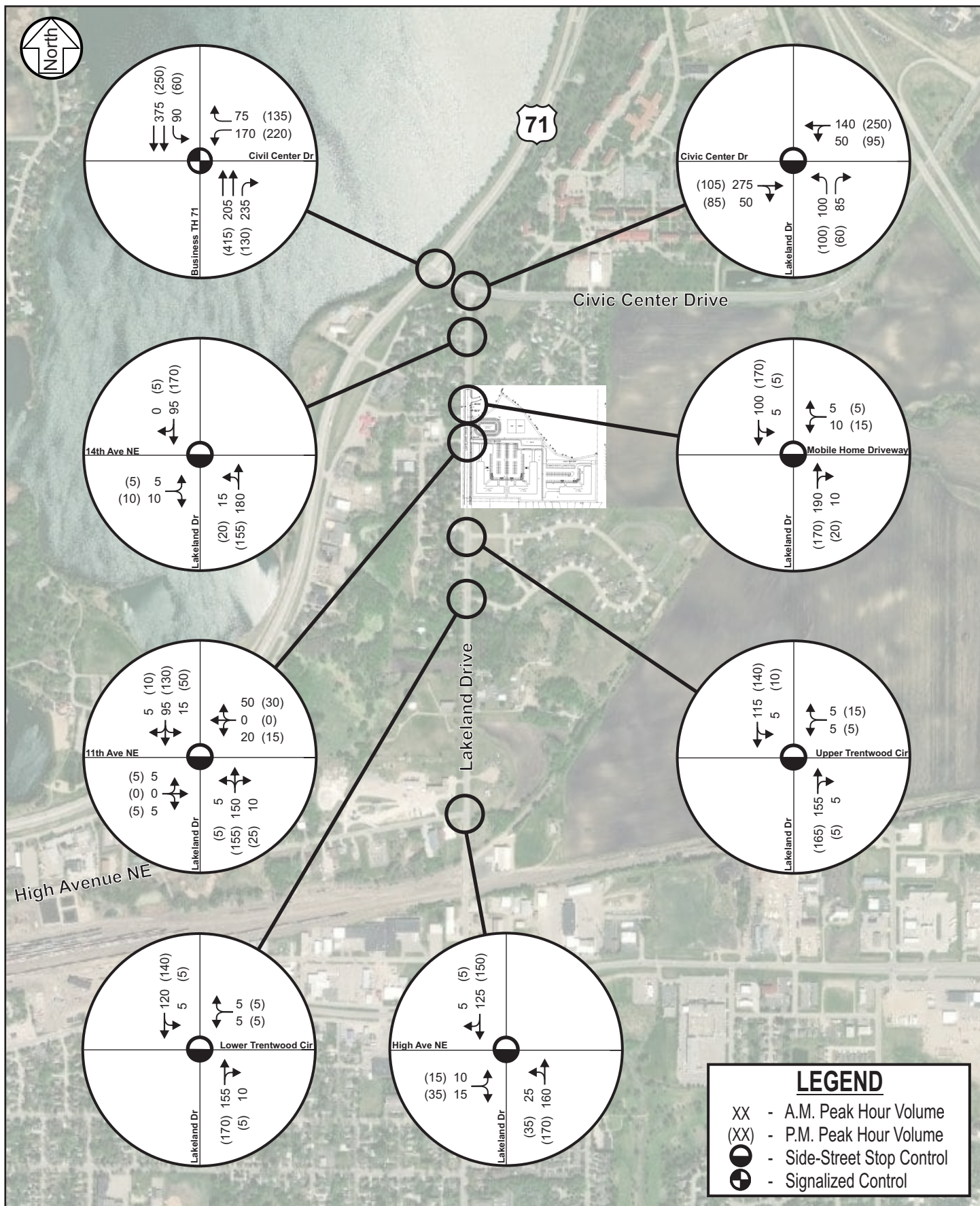
To account for traffic impacts associated with the proposed development, trip generation estimates for the proposed land uses were developed for the a.m. and p.m. peak hours and a daily basis. These estimates, shown in Table 4, were developed using the *ITE Trip Generation Manual, 11th Edition*. Note that no multi-use or pass-by reductions were applied due to the residential nature of the development.

Table 4. Proposed Development Trip Generation Estimate

Land Use Type (ITE Code)	Size	A.M. Peak Hour		P.M. Peak Hour		Daily Trips
		In	Out	In	Out	
Low-Rise Multi-family (220)	216 DU	20	66	69	41	1,456

Results of the trip generation estimate indicate that the proposed development is expected to generate approximately 86 a.m. peak hour, 110 p.m. peak hour, and 1,456 daily trips. The trips generated were distributed throughout the area based on the directional distribution shown in Figure 4, which was developed based on existing travel patterns and engineering judgement. The resultant year 2025 traffic forecasts, which include general area background growth and trips generated by the proposed development, are shown in Figure 5.





Year 2025 Build Conditions

To determine how the study intersections and site access will operate under year 2025 conditions, an intersection capacity analysis was completed using Synchro/SimTraffic software. Results of the analysis, summarized in Table 5, indicate that all study intersections are expected to continue to operate at an acceptable overall LOS B or better during the weekday a.m. and p.m. peak hours. Side-street delays at the study intersections are expected to stay the same or increase by approximately one (1) to four (4) seconds per vehicle as area development occurs (i.e., from background growth and the proposed development), however, no issues are expected. All unsignalized side-street delays are expected to remain under 10 seconds and at an acceptable LOS A. Queues exiting the proposed driveway are expected to be between one (1) to two (2) vehicles.

Table 5. 2025 Build Intersection Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Civic Center Drive / Business TH 71 ⁽¹⁾	B	12 sec.	B	15 sec.
Civic Center Drive / Lakeland Drive NE ⁽²⁾	A/A	6 sec.	A/A	6 sec.
Lakeland Drive NE / 14th Avenue NE ⁽²⁾	A/A	3 sec.	A/A	4 sec.
Lakeland Drive NE / Mobile Home Driveway ⁽²⁾	A/A	5 sec.	A/A	6 sec.
Lakeland Drive NE / 11th Ave NE ⁽²⁾	A/A	7 sec.	A/A	4 sec.
Lakeland Drive NE / Upper Trentwood Circle ⁽²⁾	A/A	4 sec.	A/A	4 sec.
Lakeland Drive NE / Lower Trentwood Circle ⁽²⁾	A/A	4 sec.	A/A	5 sec.
Lakeland Drive NE / High Avenue ⁽²⁾	A/A	4 sec.	A/A	4 sec.

(1) Indicates a signalized Intersection, where the overall LOS is shown.

(2) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst side-street approach LOS. The delay shown represents the worst side-street approach delay.

Based on the year 2025 build conditions operations analysis, no geometric or traffic control changes are needed to accommodate the proposed development from an intersection capacity perspective. Turn lanes would not be expected to be necessary to accommodate the proposed development turning volumes. Additionally, given the available sight distance and crash history, turn lanes are also not expected to be necessary from a safety standpoint.

On a daily level the proposed development is expected to add approximately 1,025 daily trips to/from the north and 425 daily trips to/from the south. This results in daily volumes between 3,800 vehicles on the south end and 4,225 vehicles on the north end. The daily volumes along Lakeland Drive NE are still expected to be below half of the typical roadway capacity and no issues are expected on a daily level.

Site Plan Review

A review of the proposed site plan was completed to identify any issues and recommend potential improvements for consideration with regard to intersection access, circulation, sight distance, traffic controls, and multimodal facilities. In general, the following should be considered when designing internal traffic control and access roadways:

1. Incorporate traffic controls, signing, and striping based on guidelines established in the Manual on Uniform Traffic Control Devices (MUTCD).
2. Special consideration should be made to limit any sight distance impacts from future structures, landscaping, and signing.
3. Ensure the proposed development driveway is aligned with 11th Avenue on the opposing side of the roadway.
4. Install warning signs on site as drivers approach the development driveway to watch for bikers within the bike lanes on Lakeland Drive NE.
5. The site could consider internal bike facilities to promote biking along Lakeland Drive NE and to reduce the vehicular impact.

Summary and Conclusions

The following study conclusions and recommendations are offered for consideration:

- 1) Existing weekday daily traffic volumes are similar or less than volumes collected by MnDOT in 2018. Volumes range from 3,175 to 3,350 vehicles per day along the corridor.
- 2) There was one (1) crash reported in 2012, however, it was a rear end crash caused by a lack of brake lights and it did not result in injuries.
- 3) No sight distance or gap issues are expected at the proposed study access location. There is sufficient stopping sight distance and intersection sight distance.
- 4) Results of the existing intersection capacity analysis indicate that the study intersections currently operate at an acceptable overall LOS B or better during the a.m. and p.m. peak hours with the existing geometric layout and traffic controls. No significant side-street delays or queueing issues were identified.
- 5) The proposed development consists of 216 apartment units. A full access is proposed along Lakland Drive at the 11th Avenue NE intersection.
- 6) The proposed development is expected to generate approximately 86 a.m. peak hour, 110 p.m. peak hour, and 1,456 daily trips.
- 7) Results of the year 2025 build capacity analysis indicate that all study intersections are expected to continue to operate at an overall LOS B or better during the a.m. and p.m. peak hours. No significant side street delays or queueing issues were identified.

- 8) Vehicle queues are expected to be between one (1) to two (2) vehicles exiting the proposed development. Delays are expected to be less than 10 seconds on average.
- 9) No roadway changes or mitigation are anticipated to be needed to accommodate the proposed development from an intersection capacity perspective.
- 10) From both a volume perspective and a safety standpoint, turn lanes along Lakeland Drive NE would not be necessary to accommodate the proposed development.
- 11) The daily roadway volumes under 2025 build conditions are still expected to be less than half of the planning level capacity for two-lane roadways.