



WILLMAR CITY COUNCIL MEETING

TUESDAY, JANUARY 2, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of December 18, 2023
- B. MUC Meeting Minutes of December 21, 2023
- C. Special City Council Minutes of December 27, 2023
- D. Resolution to Designate the Official Newspaper
- E. Resolution to Designate Responsible Authority – Data Practices
- F. Resolutions Appointing Official Depositories and Authorizing Electronic Fund Transfers
- G. Resolution Adopting the 2024 Fee Schedule
- H. Airport Commission Reappointment
- I. Park and Recreation Board Reappointments
- J. Approve appointment to the Pioneerland Library Board
- K. Accounts Payable Report, 12/15/23 Thru 12/27/23

Information:

- L. CVB Board Minutes of November 21, 2023
- M. CCT Operations Board Minutes of November 28, 2023

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Consider a Resolution Denying a THC License Renewal for High Cake Recreational Dispensary
 - B. Consideration and Approval of Pay Increase for Election Judges
 - C. Request a Work Session for January 8, 2024 at 6:00 PM

D. Request a Work Session for January 22, 2024 at 6:00 PM

10. "Community Pride" Announcements

11. Adjourn

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

December 18, 2023
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Douglas E. Reese. Members present on a roll call were Mayor Douglas E. Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Julie Asmus, and Rick Fagerlie. Present 7, Absent 2. Council Members Thomas Butterfield and Michael O'Brien were excused from the meeting.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Public Works Director Justin DeLeeuw, Planning and Development Services Director Christopher Corbett, Parks and Recreation Director Rob Baumgarn, Fire Chief Frank Hanson, Community Growth Director Pablo Obregon, City Clerk Judy Thompson and City Attorney Robert Scott.

Mayor Reese announced that City Clerk Thompson will be retiring on January 5, 2024, after 35+ years of employment with the City, and thanked her for her service.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda, as presented. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Clerk Thompson reviewed the consent agenda.

Approve:

- A. City Council Minutes of December 4, 2023
- B. City Council Work Session Minutes of December 11, 2023
- C. Municipal Utilities Meeting Minutes of December 11, 2023
- ~~D. Ice Agreement with One Way Athletics, LLC~~
- ~~E. Ice Agreement with MBSE, LLC~~
- F. **Resolution No. 2023-188 Accepting Willmar Equity Event Series Grant** (Blue Cross Blue Shield of MN sponsorship funding for Community Growth led Special Events)
- G. Park and Recreation Board appointments
- H. MUC Reappointments
- I. Planning Commission Reappointments
- J. Accounts Payable Report 11-27-23 Thru 12-14-23

Information:

~~Building Report November 2023~~

Directors Reports

Municipal Utilities October Financial Statement

Review Pioneerland Board and Main Street Board applicant

Council Member Ask offered a motion to approve the consent agenda. Council Member Nelsen asked that Items D. and E. and Information Item – Building Report November 2023, be pulled from the agenda for

discussion. Council Member Asmus seconded the motion to approve the consent agenda with the removal of Items D. and E. and Information Item – Building Report November 2023, which carried on a roll call vote of Ayes 6, Noes 0.

Council Member Nelsen asked for clarification on Items D. and E. in regard to who these organizations are, and on the building report why some have fees and don't have construction amounts on the report.

Parks and Recreation Director Baumgarn and City Administrator Valiant provided pertinent information on these items.

Following clarification, Council Member Nelsen offered a motion to approve Items D. and E. and the building report for November and introduced **Resolution No. 2023-187 Approving the Agreement with One Way Athletics, LLC for Spring Ice Programming** and **Resolution No. 2023-189 Approving the Agreement with MBSE, LLC for Summer Ice Programming**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Harlan Madsen, outside Willmar, addressed the Mayor and Council regarding history of the Economic Development Commission (EDC) and his concerns with the comments regarding the name change being proposed for the EDC and his desire to keep the organization inclusive as a county-wide organization.

Fire Chief Hanson presented a request to approve the purchase of a new fire ladder truck and enter into a contract with Rosenbauer Minnesota, LLC for the purchase. It was noted this truck would replace the 1999 ladder truck and the build time is approximately two years. The City will sell the 1999 ladder truck once the new ladder truck is placed in service.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-190 Authorization Approving the Purchase of a Fire Ladder Truck From Rosenbauer Minnesota, LLC for the Amount of \$1,732,825.00 Including Additional Equipment Not To Exceed the Amount of \$1,732,825.00**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Parks and Recreation Director Baumgarn presented a request to approve accepting Credit Change Order #11 in the amount of \$12,727.85 of unused construction contingency funds from the Swansson Field Project and approve the close out of the project. It was noted this project was one of several projects of the local option sales tax program and was completed in the Spring of 2023.

Following discussion, Council Member Asmus offered a motion to approve staff's request and introduced **Resolution No. 2023-191 Approving Change Order #11 in the Amount of \$12,727.85 of Unused Construction Contingency Funds From the Swansson Field Project and to Close Out the Project**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 1. Council Member Nelsen voted "no".

Parks and Recreation Director Baumgarn presented a request to approve Credit Change Order #12 in the amount of \$122,844.46 of unused construction contingency funds from the Recreation Field Project and to close out the project. It was noted this project was one of several projects of the local option sales tax program and was completed in the Spring of 2023.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-192 Approving Change Order #12 in the Amount of \$122,844.46 of Unused Construction Contingency Funds From the Recreation Fields Project and to Close Out the Project**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 1. Council Member Nelsen voted "no".

Contracted City Engineer Jared Voge presented a request to accept Project No. 2201-B and authorize final payment to Duininck, Inc. in the amount of \$98,159.34. It was noted this project was for the reconstruction of Charlotte Street SE from Johanna Avenue SE to Becker Avenue SE.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-193 Accepting Project No. 2201-B and Authorizing Final Payment.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Contracted City Engineer Jared Voge presented a request to approve plans and specifications and authorize advertisement for bids of the Eagle Lake Lift Stations 7, 8 & 9 Project with a bid opening date of January 23, 2024, at 10:00 a.m.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-194 Approving Final Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the Eagle Lake Lift Stations 7, 8 & 9 Project.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Public Works Director DeLeeuw presented a request to award the Kennedy Stormwater Improvements Study Professional Services to Bolton and Menk, Inc. in the amount of \$58,996 and provided the pertinent information for this project.

Following discussion, Council Member Ask offered a motion to approve staff's request and introduced **Resolution No. 2023-195 Awarding the Kennedy Stormwater Improvements Study Professional Services to Bolton and Menk, Inc. in the Amount of \$58,996.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Administrator Valiant presented a request to refund previously assessed cemetery property. It was noted during the 2023 assessment process that cemetery property is exempt from special assessments per MN State Statute Section 306.14, subd. 1.

Following discussion, Council Member Asmus offered a motion to approve staff's request and introduced **Resolution No. 2023-196 Authorizing the Reassessment of Certain Properties and Refunding Previously Collected Assessment Amounts.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0. Council Member Ask abstained from voting.

City Operations Director Box presented a request to approve an airport operations agreement between the City of Willmar and Oasis Aero, Inc. This is a three-year contract beginning January 1, 2024, and expiring on December 31, 2026.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-197 Authorization to Execute an Agreement With Oasis Aero, Inc. for Airport Operations.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Operations Director Box presented a request to approve the fixed base operator agreement between the City of Willmar and Oasis Aero, Inc. It was noted the Airport Commission approved the draft agreement on November 15, 2023, and recommended approval to the Council.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request and introduced **Resolution No. 2023-198 Authorization to Execute an Agreement with Oasis Aero, Inc. as a Fixed Base Operator.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Clerk Thompson presented a request to approve Civic Center Arena Special Event by On-Sale Liquor License Holder Permits for Spurs Corporation to serve alcohol at the Glacial Ridge Curling Club 1-day Battle of the Businesses on January 27, 2024, and a 2-day Novice Bonspiel on March 8 and 9, 2024.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Clerk Thompson presented a request to approve the 2024 Sunday liquor license renewals. It was noted there were 12 establishments requesting renewal.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Clerk Thompson presented a request to approve the sale of THC products license for the VFW dba Finstad-Week Post located at 1108 East Highway 12.

Following discussion, Council Member Shuldes offered a motion to approve staff's request. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Clerk Thompson presented a request to approve the sale of THC products license renewals for 2024. It was noted there were eight establishments requesting renewal.

Following discussion, Council Member Davis offered a motion to approve staff's request. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Police Chief Felt presented a request to approve a pay increase for Community Service Officers. It was noted the increase was included in the 2024 budget approved December 4, 2023.

Following discussion, Council Member Asmus offered a motion to approve staff's request. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Police Chief Felt presented a request to consider administrative violations and license revocation for High Cakes Recreational Dispensary. It was noted officers conducted compliance checks on several occasions and attempted to educate the owner and retail employees about products that were not legal to sell in Minnesota or over the authorized THC limits, and the business continues to sell products that do not comply with the City's Ordinance nor Minnesota law, including items over the THC limit and leaf/bud marijuana.

Following discussion, Council Member Nelsen introduced **Resolution No. 2023-200 Imposing an Administrative Civil Penalty on High Cakes Recreational Dispensary Pursuant to Willmar City Code Section 8-311**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Council Member Ask offered a motion to revoke the THC license to High Cake Dispensary under Article IX. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

City Administrator Valiant presented a request to direct staff to send a letter to the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Powers Board recommending the EDC reconsider the new branding name "Kandiyohi County Economic Development" be changed to "Kandiyohi Willmar Economic Development".

Following a lengthy discussion, Council Member Shuldes offered a motion to approve staff's request and introduced **Resolution No. 2023-199 Authorizing the Renegotiation and/or Reevaluation of the Change in Title to the Joint Kandiyohi County and City of Willmar Economic Development Commission**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 4, Noes 2. Council Members Asmus and Davis voted "no".

Council Member Shuldes offered a motion to adjourn the meeting, with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 8:15 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-187

**RESOLUTION APPROVING THE AGREEMENT WITH ONE WAY ATHLETICS, LLC
FOR SPRING ICE PROGRAMMING**

Motion By: Ask

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to approve the agreement with One Way Athletics, LLC for spring ice programming.

Dated this 18th day of December, 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-188

AUTHORIZATION TO ACCEPT WILLMAR EQUITY EVENT SERIES GRANT.

Motion By: Ask

Second By: Asmus

BE IT RESOLVED, by the City Council of the City of Willmar to accept the grant of \$10,000 from Blue Cross Blue Shield for funding Willmar equity events series.

Dated this 18th day of December, 2023.

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-189

RESOLUTION APPROVING THE AGREEMENT WITH MBSE, LLC FOR SUMMER ICE PROGRAMMING

Motion By: Nelsen

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to approve the agreement with MBSE, LLC for summer ice programming.

Dated this 18th day of December 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-190

**AUTHORIZATION APPROVING THE PURCHASE OF A FIRE LADDER TRUCK FROM
ROSENBAUER MINNESOTA, LLC FOR THE AMOUNT OF \$1,732,825.00 INCLUDING
ADDITIONAL EQUIPMENT NOT TO EXCEED THE AMOUNT OF \$1,732,825.00**

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a fire ladder truck from Rosenbauer Minnesota, LLC for the amount of \$1,732,825.00 including additional equipment not to exceed the amount of \$1,732,825.00.

Dated this 18th day of December 2023.

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-191

**RESOLUTION APPROVING CHANGE ORDER #11 IN THE AMOUNT OF \$12,727.85 OF UNUSED
CONSTRUCTION CONTINGENCY FUNDS FROM THE SWANSSON FIELD PROJECT AND TO CLOSE OUT
THE PROJECT**

Motion By: Asmus Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar to approve change order #11 in the amount of \$12,727.85 of unused construction contingency funds from the Swansson Field project and to close out the project.

Dated this 18th day of December 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-192

RESOLUTION APPROVING CHANGE ORDER #12 IN THE AMOUNT OF \$122,844.46 OF UNUSED CONSTRUCTION CONTINGENCY FUNDS FROM THE RECREATION FIELDS PROJECT AND TO CLOSE OUT THE PROJECT

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar to approve change order #12 in the amount of \$122,844.46 of unused construction contingency funds from the Recreation Fields project and to close out the project.

Dated this 18th day of December 2023

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-193

A RESOLUTION ACCEPTING PROJECT NO. 2201-B AND AUTHORIZING FINAL PAYMENT.

Motion By: Fagerlie

Second By: Nelsen

IMPROVEMENT: Project No. 2201-B: Charlotte Street SE Reconstruction

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	April 4, 2022
BEGIN WORK:	May 30, 2022
COMPLETE WORK:	November 17 2023
APPROVE, ENGINEERING DEPT:	November 21, 2023

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

1. The said City of Willmar Charlotte Street SE Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT: \$1,382,205.29

CHANGE ORDER NO. 1 \$23,174.00

CHANGE ORDER NO. 2	(\$55,887.67)
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,349,491.62
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,349,491.62
Less Previous Payments	\$1,251,332.28
FINAL PAYMENT DUE CONTRACTOR:	\$98,159.34

Dated this 18th day of December, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2023-194

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE EAGLE LAKE LIFT STATIONS 7, 8 & 9 PROJECT.

Motion By: Fagerlie Second By: Asmus

WHEREAS consultant firm Bolton and Menk, Inc. has presented plans and specifications for the Eagle Lake Lift Stations 7, 8 & 9 Project for the City of Willmar;

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

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

Dated this 18th day of December, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2023-195

A RESOLUTION AWARDING THE KENNEDY STORMWATER IMPROVEMENTS STUDY PROFESSIONAL SERVICES TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$58,996.

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, that the bid of Bolton and Menk, Inc. of Willmar, MN for the Kennedy Stormwater Improvements Study professional services is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$58,996.

Dated this 18th day of December, 2023

/s/ Douglas E. Reese
Mayor

Attest:

/s/ Judy R. Thompson
City Clerk

**CITY OF WILLMAR
RESOLUTION NO. 2023-196**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
AUTHORIZING THE REASSESSMENT OF CERTAIN PROPERTIES AND REFUNDING PREVIOUSLY
COLLECTED ASSESSMENT AMOUNTS**

Motion By: Asmus

Second By: Shuldes

WHEREAS, by resolution of the City Council, the City of Willmar adopted an assessment of \$5,946.43 in support of its 2011 Assessment Projects on the Vinje Memorial Cemetery located at 601 Becker Avenue SE in the City of Willmar (Parcel ID: 95-220-0650), the property owner paid interest on the assessment to the sum of \$1,496.87, resulting in the total amount paid to the City for the project of \$7,443.30; and

WHEREAS, by resolution of the City Council, the City of Willmar adopted an assessment of \$14,152.50 in support of its 2019 Assessment Projects on the Church of St. Mary Cemetery located at 1449 15th Street SW in the City of Willmar (Parcel ID: 95-922-7485), the property owner paid in full and no interest on the assessment was collected; and

WHEREAS, by resolution of the City Council, the City of Willmar adopted an assessment of \$11,385.00 in support of its 2019 Assessment Projects on the Bethel Lutheran Church Cemetery located at 1445 15th Street SW in the City of Willmar (Parcel ID: 95-922-7490), the property owner paid in full and no interest on the assessment was collected; and

WHEREAS, under Minn. Stat. § 306.14 subd. 1, public cemeteries, including those operated by religious organizations, are exempt from special assessments so long as they are not operated for pecuniary gain; and

WHEREAS, each of the above mentioned parcels are public cemeteries that are not operated for pecuniary gain, and are thus exempt from special assessments; and

WHEREAS, the City and each property owner of the above mentioned parcels have agreed to accept a reduction of the assessment to \$0 and a refund of the previously paid sums, and in return they have waived in writing all public hearing rights and rights to future appeals; and

WHEREAS, the City Council finds that the assessments of above mentioned parcels was in violation of state law and thus invalid, and pursuant to Minn. Stat. § 429.071 the City Council has authority to make a reassessment as to such parcels.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, hereby approves, authorizes and directs as follows:

1. That the proposed reassessment of the three above mentioned cemetery properties, parcel IDs: 95-220-0650, 95-922-7485, and 95-922-7490, each in the amount of \$0.00, is hereby adopted and shall constitute the special assessment against the lands named therein.
2. City staff shall issue refunds to the above-mentioned property owners in accordance with the provisions of this resolution.

PASSED by the City Council of the City of Willmar on this 18th day of December, 2023.

ATTEST

/s/ Judy R. Thompson
City Clerk

/s/ Douglas E. Reese
Mayor

RESOLUTION NO. 2023-197

**AUTHORIZATION TO EXECUTE AN AGREEMENT
WITH OASIS AERO, INC. FOR AIRPORT OPERATIONS**

Motion By: Fagerlie

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator are authorized to enter into an agreement between the City of Willmar and Oasis Aero, Inc. to provide airport operations supervisor services for the Willmar Municipal Airport.

Dated this 18th day of December 2023.

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2023-198

**AUTHORIZATION TO EXECUTE AN AGREEMENT
WITH OASIS AERO, INC. AS A FIXED BASE OPERATOR**

Motion By: Fagerlie

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator are authorized to enter into an agreement between the City of Willmar and Oasis Aero, Inc. as the Fixed Base Operator for the Willmar Municipal Airport.

Dated this 18th day of December 2023.

/s/ Douglas E. Reese

MAYOR

Attest:

/s/ Judy R. Thompson

CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2023-199**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
AUTHORIZING THE RENEGOTIATION AND/OR REEVALUATION OF THE CHANGE IN TITLE TO THE
JOINT KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION**

Motion By: Shuldes

Second By: Ask

WHEREAS, the City of Willmar City Council (the "City Council") and the Kandiyohi County Board of Commissioners (the "County Board") previously entered into a Joint Powers Agreement, dated July 1, 2003 (the "JPA"), thereby creating the Kandiyohi County and City of Willmar Economic Development Commission (the "EDC"); and

WHEREAS, the City Council highly values the ongoing, long-term, positive working relationship the City of Willmar (the "City") has had with the County Board through the JPA to encourage, attract, promote, and develop economically sound industry and commerce in our community for the past twenty years; and

WHEREAS, the City Council believes that the JPA has provided a mutually beneficial and successful partnership over the past twenty years, facilitating opportunities for economic growth within the County and the City; and

WHEREAS, the official legal name of the EDC will remain the "Kandiyohi County and City of Willmar Economic Development Commission" pursuant to the JPA, unless and until the parties to the JPA each approve an amendment to the JPA to establish a new name for the joint powers entity; and

WHEREAS, the EDC recently approved a rebranding initiative pursuant to which "Kandiyohi County and City of Willmar Economic Development Commission" would operate and conduct business under the shortened title of "Kandiyohi County Economic Development;" and

WHEREAS, the EDC's undeniable success in contributing to economic development in the City of Willmar and throughout Kandiyohi County has depended on the mutual trust and respect between the City and County and their respective elected officials and dedicated staff and their shared vision for the future of the City and County; and

WHEREAS, the City Council is concerned that while no rebranding initiative can change the legal name or structure of the entity formed by the JPA, the EDC's rebranding initiative will erase the City from the public's perception of the EDC's structure and purpose and could signal a change in focus from the EDC's historic and successful coequal partnership between its constituent members' jurisdictions in a way that would be detrimental to the City; and

WHEREAS, the City Council desires to continue building upon this ongoing, positive intergovernmental relationship with the County through the EDC, and respectfully requests that the EDC reconsider its rebranding initiative as detailed below and instead.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, hereby approves, authorizes, and directs as follows:

3. That it hereby respectfully requests that the EDC reconsider the recently approved rebranding initiative and instead either a) rebrand as "Kandiyohi Willmar Economic Development" or a different mutually acceptable and representative name that more accurately represents the longstanding equal partnership between the City and the County, or, b) continue operating the EDC under its official title as the "Kandiyohi County and City of Willmar Economic Development Commission".
4. The City hereby authorizes and directs the City Administrator to sign and send a letter on the City Council's behalf communicating the request made in Paragraph 1 above to the EDC and County Board, and to meet and negotiate with EDC and County representatives regarding the same.
5. The City Council affirms its commitment to its partnership on an equal basis with the Kandiyohi County Board through the EDC for the joint purpose of fostering economic development in the City of Willmar and throughout Kandiyohi County.

PASSED by the City Council of the City of Willmar on this 18th day of December, 2023.

ATTEST

/s/ Judy R. Thompson
City Clerk

/s/ Douglas E. Reese
Mayor

**CITY OF WILLMAR
RESOLUTION NO. 2023-200**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA IMPOSING
AN ADMINISTRATIVE CIVIL PENALTY ON HIGH CAKES RECREATIONAL DISPENSARY PURSUANT TO
WILLMAR CITY CODE SEC. 8-311**

Motion By: Nelsen

Second By: Shuldes

WHEREAS, the City of Willmar City Council (the "City Council") adopted Ordinance 1487, subsequently amended by Ordinance 1506 and codified as Article IX of Chapter 8 of the Willmar City Code, on September 19, 2022; and

WHEREAS, Article IX of Chapter 8 requires any person selling hemp-derived THC Products permitted to be sold pursuant to Minn. Stat. § 151.72 to apply for and receive a license from the City of Willmar; and

WHEREAS, pursuant to Sec. 8-302(a), the provisions of Minn. Stat. § 151.72 were made a part of Article IX of Chapter 8, including the provisions which define those products which are permitted for sale and consumption in the state of Minnesota; and

WHEREAS, pursuant to Sec. 8-301, a licensee may sell any product that contains tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minn. Stat. § 151.72; and

WHEREAS, pursuant to Sec. 8-304(a), a license under Article IX of Chapter 8 of the City Code is subject to the conditions set forth in that Chapter 8, all city ordinances and sections of this Code applicable thereto, and the laws of the state; and

WHEREAS, during a compliance check conducted at High Cakes Recreational Dispensary (HCRD), located at 1709 1st Street S, in the City of Willmar, the Willmar Police Department determined that HCRD was selling products that do not comply with Minn. Stat. § 151.72, in contravention of Article IX of Chapter 8 of the City Code; and

WHEREAS, such items found by the Willmar Police Department included items over the THC limit set by Minn. Stat. § 151.72 and leaf/bud marijuana; and

WHEREAS, the Willmar Police Department advised Mohammed Hassab, owner of HCRD and holder of the license issued pursuant to Article IX of Chapter 8 of the City Code, that HCRD must cease the sale of products in contravention of Minn. Stat. § 151.72 and Willmar City Code, including items over the THC limit and leaf/bud marijuana; and

WHEREAS, the Willmar Police Department subsequently performed six (6) further compliance checks of HCRD and found products which were being sold in violation of Minn. Stat. § 151.72 and Willmar City Code during each compliance check; and

WHEREAS, these seven compliance checks took place on the following dates:

- 1) October 12, 2023
- 2) October 13, 2023
- 3) October 18, 2023
- 4) October 26, 2023
- 5) November 15, 2023
- 6) November 29, 2023; and

WHEREAS, an Investigator with the Minnesota Department of Health, the agency which has regulatory authority of the currently available hemp-derived cannabinoid products pursuant to Minn. Stat. § 151.72, accompanied the Willmar Police Department on the seventh and most recent compliance check of HCRD on November 29, 2023, and found HCRD to be offering products which were being sold in violation of Minn. Stat. § 151.72 and Willmar City Code; and

WHEREAS, the sale of leaf/bud marijuana and other items over the THC limit for products authorized to be sold pursuant to Minn. Stat. § 151.72 is prohibited by State law and Willmar Ordinance No. 1510; and

WHEREAS, pursuant to Sec. 8-311(b) of the City Code, a licensee shall be charged an administrative penalty if found to have violated Article IX of Chapter 8 of the City Code; and

WHEREAS, the City Council shall impose such administrative penalty in the form of a civil fine of \$1,000.00 and shall suspend the license for not less than three days for a licensee's first violation of Article IX of Chapter 8 of the City Code pursuant to Sec. 8-311(b)(1).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, hereby makes the following:

FINDINGS, CONCLUSIONS, AND ORDER IMPOSING ADMINISTRATIVE PENALTY

6. That the City Council of Willmar hereby adopts, as factual findings, all of the above recitals.
7. The City Council of Willmar finds that a violation of Article IX of Chapter 8 of the City Code has occurred

at High Cakes Recreational Dispensary as documented by the Willmar Police Department and that the imposition of an administrative civil penalty is appropriate and required by City Code.

8. The City Council hereby imposes an administrative civil penalty on Mohammed Hassab, owner of High Cakes Recreational Dispensary and licensee conducting business in the City of Willmar pursuant to a license granted under Article IX of Chapter 8 of the City Code.
9. The City Council hereby directs the Mohammed Hassab to pay to the City a civil fine of \$1,000.00.
10. The City Council hereby suspends Mohammed Hassab's license to sell licensed THC products at High Cakes Recreational Dispensary or at any other business in the City of Willmar Mohammed Hassab intends to sell licensed THC Products, pursuant to Article IX of Chapter 8 of the City Code, for 3 days, which suspension shall be effective on the 27th day of December, 2023.
11. On the 30th day of December, 2023, Mohammed Hassab's license pursuant to Article IX of Chapter 8 of the City Code shall be reinstated automatically and without further City Council action, provided that the City Clerk shall have first received payment of the civil fine imposed in Paragraph 4 above.
12. This administrative civil penalty does not prohibit further civil or criminal action pursuant to state law and all applicable sections of the City Code, including, but not limited to, Article XI of Chapter 8 of the City Code which subjects any license issued under Chapter 8 of the City Code to suspension or revocation for cause.

PASSED by the City Council of the City of Willmar on this 18th day of December, 2023.

ATTEST

/s/ Judy Thompson
City Clerk

/s/ Douglas E. Reese
Mayor

WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – December 21, 2023

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Thursday, December 21, 2023, at 11:45 am in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Shawn Mueske, Dave Baumgart, Carol Laumer, Patricia Elizondo, and Terrill Sieck. Absent was Commissioner John Kennedy.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Systems Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

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

RESOLUTION NO. 43

“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 December 11, 2023, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20231772 to No. 20231856 and associated wire transfers inclusive in the amount of \$1,697,829.43.

Dated this 21st day of December 2023.

President

Attest:

Secretary

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

Commissioner Baumgart (LC Chair) reviewed with the Commission minutes from the December 18th WMU Labor Committee meeting (see attached). Following review and discussion, Commissioner Baumgart offered a motion to approve the minutes as presented. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the Labor Committee meeting, two additional items were presented for approval consideration. The first item presented was to approve the proposed revisions to the WMU Personnel Policies for 2024. Commissioner Baumgart presented a brief overview of the proposed amendments which were minimal with the only two policies with content changes being the Clothing Purchasing Policy (addressed footwear allowance and return of WMU issued clothing/footwear) and Personnel Policy Manual (reflecting the approved 2024-2026 Union Contract). All other policies required minimal grammatic revisions. Following review, Commissioner Laumer offered a resolution to approve the 2024 WMU Personnel Policies incorporating the proposed revisions as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 44

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed amendments to the 2024 WMU Personnel Policies be approved incorporating the revisions as presented.”

Dated this 21st day of December 2023.

President

Attest:

Secretary

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

The Commission was next requested to approve the recommended 2024 wage and benefit package for General Manager Harren. It was noted that as part of the General Manager's annual performance review, an updated 2023 Goals Listing along with the 2024 Goals Listing were available for review. As in the past, a survey had been completed by all Commission members regarding the General Manager's performance for the past year. The results were compiled and once again reflected favorable results of General Manager Harren's performance. Commissioners expressed their appreciation to General Manager Harren for the excellent job he has once again done and that his efforts signify a clear indication of his exceptional performance and leadership attributes. Following additional discussion and positive input, Commissioner Baumgart offered a resolution to approve a 7% pay adjustment (same as union and non-union staff) along with minor adjustments to both WMU provided life insurance (removal) and Deferred Compensation matching contribution (increase from 6% to 7.5%) effective January 1, 2024. Commissioner Sieck seconded.

RESOLUTION NO. 45

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that following the favorable 2023 annual performance review, a 7% wage adjustment along with minor adjustments (life insurance and Deferred Compensation) be approved as presented for General Manager John Harren effective January 1, 2024."

Dated this 21st day of December 2023.

President

Attest:

Secretary

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

Staff Electrical Engineer Smith informed the Commission of several reporting requirements for Distributed Generation. One such report requires that it be filed with the WMU Commission by January 3, 2024. Per state requirements, WMU is required to report on energy generation, tariffs, and interconnection status for our customer-owned distributed generation facilities. The purpose of the report is to ensure WMU has updated rates on file for customers who have distributed generation resources (rates are published on the WMU website). Smith provided additional data regarding the reporting requirements for the 2024 Electric Distributed Generation Reporting.

General Manager Harren requested approval of Change Order No. 1 for the Northeast Water Treatment Plant Improvements Project. The contract modifications were due to additional costs associated with the project including: City Building Permit Fee (\$94,633); additional soil sampling/corrections (\$177,994); overflow piping & backwash holding tank changes (\$176,808); and, additional 1% bond & insurance costs (\$4,494). The original contract price was \$16,793,700. The updated contract price incorporating Change Order No. 1 (\$453,929) is in the

amount of \$17,247,629. It was further noted that with the approval of the Change Order, the tentative completion date for the project has been revised to April 18, 2025. Following review and discussion, Commissioner Mueske offered a resolution to approve Change Order No. 1 in the amount of \$453,929 as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 46

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Change Order No. 1 for modifications to the Northeast Water Treatment Plant Improvements Projects be approved as presented in the amount of \$453,929.00. (Project Engineers: Carollo Engineering and Bolton & Menk, Inc.; Contractor: Gridor Construction)

Dated this 21st day of December 2023.

President

Attest:

Secretary

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

General Manager Harren informed the Commission that due to a conflict for health care coverage for early retirees, the health insurance coverage for non-union staff and early retirees (7) would remain with the existing Medica plan for 2024.

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

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

For information: Upcoming events to note include:

- 2024 APPA Legislative Rally (Washington, DC): February 26-28
- 2024 MMUA Legislative Conference (St. Pau): March 19-20

There being no further business to come before the Commission, Commissioner Mueske offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:15 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary

Attendees: Commissioners Dave Baumgart, John Kennedy & Patricia Elizondo, General Manager John Harren, Director of Administration Janell Johnson, and Executive Secretary Beth Mattheisen.

Commissioner Baumgart (LC Chair) called the meeting to order at 11:30 am.

.....

1. Annual review of WMU Personnel Policies for 2024: (Director of Administration Johnson)

As part of the annual review of WMU Personnel Policies, Director of Administration Johnson presented the Committee with proposed revisions for consideration. The changes were minimal with the majority of policies requiring no material changes. The Clothing Purchasing Policy and Personnel Policy Manual were the only policies with noted changes for consideration. Johnson provided a step-by-step review of the proposed revisions to the 2024 Personnel Policies as follow:

WMU Personnel Policies with no changes are:

- a. 2024 Personnel Policy Changes Summary
- b. Cell Phone Policy
- c. Data Practices Policies:
 - i. Data Practices for Data Subjects Policy
 - ii. Data Practices for Public Requests
 - iii. HIPAA Privacy Practice Policy
 - iv. MGDPA Comprehensive Policy
 - v. Securing Not Public Data Policy
- d. DOT Drug & Alcohol (CDL) Testing Policy
- e. Dress Code Policy
- f. Drug & Alcohol-Free Workplace
- g. Employee Performance Review
- h. FMLA Policy
- i. Fraud Policy
- j. Information Technology (IT) Policy
- k. Internship Policy
- l. PTO Donation Policy
- m. Social Media Policy
- n. Tablet Policy
- o. Workers Comp Policy
- p. Identity Theft Prevention Program

WMU Personnel Policies with proposed content changes (two):

- a. Clothing Purchasing Policy (safety footwear allowance, return of replaced safety footwear, and return of WMU work/logo clothing upon separation of employment)
- b. Personnel Policy Manual: (updates reflect approved 2024-2026 Union Contract)
 - i. Promotions/Transfers/Temporary Assignments
 - ii. Compensatory Time/Personal Time off/Personal Time Off/Employee Sick and Safety Time
 - iii. Holiday/Scheduled Days Off (added Juneteenth)
 - iv. Employee and Volunteer Recognition Program

Recommendation:

Following review and discussion, it was a consensus of the Labor Committee to recommend approval of the proposed revisions to the WMU Personnel Policies as presented. This recommendation will be presented to the Commission for consideration and approval at the December 21st MUC meeting.

2. **General Manager Annual Performance Review:** (Director of Administration Johnson)

An annual review of the General Manager's position was conducted to assist in assessing management/leadership performance and to establish future goals for the position. Director of Administration Johnson presented background information regarding the process utilized which included conducting a survey of the full Commission. All seven Commissioners provided responses to the distributed surveys with the data being compiled and a summary of the findings created. The results and comments reflect General Manager Harren's continuing leadership efforts in his role at Willmar Municipal Utilities.

As part of the review, General Manager Harren presented the Labor Committee with a step-by-step update of the previously established 2023 Goals along with a listing of proposed 2024 Goals. The Labor Committee expressed their appreciation for Harren's continued positive leadership along with the achievements of the 2023 Goals and concurred with the proposed 2024 Goals. General Manager Harren responded with appreciation for allowing him the opportunity to serve as General Manager for Willmar Municipal Utilities.

Following review of the Performance Evaluation, 2023 and 2024 Goals, Harren, Johnson and Mattheisen were excused from the meeting. At this time, the Committee further discussed General Manager Harren's performance and salary adjustment consideration.

Recommendation:

Following a step-by-step assessment of the General Manager's favorable performance evaluation, it was a consensus of the Labor Committee to recommend a 7% pay adjustment (same as union and non-union staff) along with minor adjustments to both WMU provided life insurance (removal) and Deferred Compensation matching contribution (increase from 6% to 7.5%) effective January 1, 2024. This recommendation will be presented to the Commission for approval at the December 21st MUC meeting.

It was noted that in the future, consideration may be given to expand the initial annual review to the full Commission (not solely the Labor Committee).

3. **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Baumgart offered a motion to adjourn. Commissioner Kennedy seconded the motion which carried by a vote of three ayes and zero nays, and the meeting was adjourned at 1:09 pm.

WILLMAR CITY COUNCIL SPECIAL MEETING
CITY OFFICE BUILDING, CONFERENCE ROOM #1
WILLMAR MINNESOTA

December 27, 2023
12:00 p.m.

The Special 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 Audrey Nelsen, Vicki Davis, Carl Shuldes, Julie Asmus, and Rick Fagerlie. Present 6, Absent 3. Council Members Justin Ask, Thomas Butterfield, and Michael O'Brien were excused from the meeting.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Finance Director Tom Odens, Planning and Development Services Director Christopher Corbett, Human Resources Director LuAnn Sietsema, Community Growth Director Pablo Obregon, and City Clerk Judy Thompson.

There were no additions or deletions to the agenda.

Council Member Nelsen offered a motion to approve the agenda as presented. Council Member Shuldes seconded the motion, which carried unanimously.

Human Resources Director Sietsema presented a request to approve implementing the Class-Comp Implementation Study. She noted David Drown and Associates (DDA) conducted a comprehensive job classification and compensation study for the City and the Council must approve the implementation of the study subject to any required negotiations or meetings and conferring with or agreement from employees represented by an exclusive representative. City Administrator Valiant stated as of today, only the Supervisor's Unit and unrepresented employees have agreed to the base pay scale.

Following discussion, Council Member Nelsen offered a motion to approve staff's request and introduced **Resolution No. 2023-201 Approving Implementation of Certain Components of the Job Classification and Compensation Study**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

Human Resources Director Sietsema presented a request to approve the Memorandum of Agreement and Memorandum of Understanding between the City of Willmar and the Willmar Supervisors Unit.

Council Member Asmus offered a motion to approve staff's request and introduced **Resolution No. 2023-202 Approving Memorandum of Agreement Between the City of Willmar and Willmar Supervisor Unit**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

The meeting adjourned at 12:17 p.m. upon motion by Council Member Nelsen, seconded by Council Member Shuldes.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-201

**APPROVING IMPLEMENTATION OF CERTAIN COMPONENTS OF THE
JOB CLASSIFICATION AND COMPENSATION STUDY**

Motion By: Nelsen

Second By: Davis

WHEREAS, the City of Willmar retained David Drown and Associates (DDA) to conduct a comprehensive Job Classification and Compensation Study for the City of Willmar;

WHEREAS, the Job Classification and Compensation Study is completed and has been reviewed by the City of Willmar City Council; and

WHEREAS, the City of Willmar City Council must approve implementation of certain related components of the Job Classification and Compensation Study, subject to any required negotiations or meeting and conferring with or agreement from employees represented by an exclusive representative.

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

The City Council approves the following:

1. The DDA Job Evaluation System incorporated herein by reference in its entirety.
2. The City of Willmar establish a process for employees to review and be authorized to make decisions on such review of job evaluation points.
3. Repeal in their entirety, effective December 27, 2023, documented components of City of Willmar's base pay structure in effect as of the date of this resolution.
4. City of Willmar's Classification and Compensation Plan, which is attached hereto and incorporated herein by reference in its entirety.
5. City of Willmar's Base Pay Structures (BPS), which are attached hereto and incorporated herein by reference in their entirety, for:
 - B. 2023 BPS (December 27 – December 31)
 - C. 2024 BPS
 - D. 2025 BPS
6. City of Willmar employees in the following positions will be subject to and paid under the 2023 BPS, 2024 BPS, and 2025 BPS:
 - A. All employees in an appropriate unit represented by an exclusive representative who have executed an agreement agreeing to be subject to the 2023 BPS, 2024 BPS, and 2025 BPS.
 - B. All regular positions not represented by an exclusive representative.
7. Numbers 8. through 9 D. of this resolution only apply to employees in positions subject to and paid under the 2023 BPS, 2024 BPS, and 2025 BPS as specified in number 6. of this resolution.
8. Incumbent employees as of the date the employee is subject to the BPS will be placed on the step in the BPS for their job classification's pay grade as established by the City Administrator.
9. For employees with base pay under the old structure above the maximum base pay for their job classification's respective pay grade in the BPS:
 - A. Their base pay will remain the same in the respective year of the BPS.

- B. Once their base pay is less than the maximum base pay for their position's respective pay grade in the BPS, they will be placed on the step that is closest to, but not less than, the employee's base pay.
- C. They will be paid a lump sum payment in January of the respective year, except 2023, equivalent to the difference between the same % of their annualized base pay under the old structure as the % general wage increase to the BPS for the respective year and their base pay and the base pay they are paid in the new BPS.
- D. City of Willmar appropriately communicate this information to employees.

PASSED by the City of Willmar City Council on this 27th day of December 2023.

ATTEST:

/s/ Judy R. Thompson
City Clerk

/s/ Douglas E. Reese
Mayor

RESOLUTION NO. 2023-202

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF WILLMAR AND WILLMAR SUPERVISOR UNIT

Motion By: Asmus

Second By: Davis

WHEREAS, the Willmar Supervisor Unit is the exclusive representative for certain City of Willmar employees;

WHEREAS, the parties are parties to a labor agreement from January 1, 2023 through December 31, 2025 ("Labor Agreement");

WHEREAS, the parties met and negotiated over establishing a Base Pay Schedule;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of Willmar must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of Willmar and Willmar Supervisor Unit is approved.
2. The City of Willmar's management shall execute the MOA.
3. The City of Willmar shall implement the MOA.

PASSED by the City of Willmar's City Council on this 27th day of December 2023.

ATTEST:

/s/ Judy R. Thompson
City Clerk

/s/ Douglas E. Reese
Mayor



City of Willmar

City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Designate the Official Newspaper		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution designating the “West Central Tribune” as the official newspaper for the City of Willmar.

OVERVIEW:

The City is required to designate a legal newspaper. In addition, Minn. Stat. § 331A.04, subd. 2 requires that when there are one or more qualified newspapers, “the known office of issue of which are located in the political subdivision, one of them shall be designated.” Because the “West Central Tribune’s” office of issue is in the City of Willmar, the City must designate a newspaper located in the City as its legal newspaper.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Designate Official Newspaper

RESOLUTION NO. _____

DESIGNATE OFFICIAL NEWSPAPER

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 2nd day of January, 2024

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Designate Responsible Authority – Data Practices		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution appointing City Administrator Leslie Valiant, the Responsible Authority, to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City for 2024.

OVERVIEW:

The Minnesota Government Data Practices Act regulates data collected, created, received, maintained, disseminated, or stored by a state agency, political subdivision, or state-wide system, regardless of its physical form, storage media, or conditions of use. Minnesota Statute, Section 13.02, Subd. 6, requires the City to appoint one person as the Responsible Authority to administer the requirements for the collection, storage, use, and dissemination of data on individuals within the City.

The Responsible Authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the Responsible Authority to the public according to the provisions of sections [13.03](#) and [15.17](#). Pursuant to M.S. 13.02 subd. 6 the responsible authority may assign one or more designees for each department. As the appointed responsible authority for the City of Willmar.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resoution Designate Responsible Authority

RESOLUTION NO. ____

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR

Motion By: _____

Second By: _____

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that City Administrator Leslie Valiant be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 2nd day of January, 2024

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Tom Odens, Finance Director
Item:	Resolutions Appointing Official Depositories and Authorizing Electronic Fund Transfers		

RECOMMENDED ACTION:

Approve 2 Resolutions. 1st Resolution to Appoint Official Depositories for City Funds and the 2nd to Authorize Electronic Fund Transfers

OVERVIEW:

Whereas, State Statutes require that the City designate general depositories for the City Monies; The following institutions are presently used and recommended to be designated as official depositories for the City of Willmar, Bremer Bank, N.A., Bremer Wealth, U.S. BanCorp United, Wells Fargo Advisors, Multi-Bank Securities, 4-M and UBS.

Second action item to authorize Electronic Fund Transfers per Minnesota Statute, Section 471.38 allowing the use of electronic funds for the following payments

- for a claim for payment from an imprest payroll bank account or investment of excess money;
- for a payment of tax or aid anticipation certificates;
- for vendor payments;
- for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund

And whereas, the statute requires the governing body to annually delegate the authority to make electronic funds transfers to designated officers. It is recommended that the City of Willmar delegate the authority to the City Finance Director.:

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

- RESOLUTION: ELECTRONIC FUNDS AUTHORITY
- RESOLUTION: CITY OF WILLMAR DEPOSITORIES

RESOLUTION NO.

**RESOLUTION GIVING THE CITY AUTHORITY TO
MAKE ELECTRONIC FUND TRANSFERS**

Motion By: _____ Second By: _____

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a) for a claim for payment from an imprest payroll bank account or investment of excess money;
- b) for a payment of tax or aid anticipation certificates;
- c) for vendor payments;
- d) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegates the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Willmar delegates the authority to make electronic funds transfers on behalf of the city to the city's Finance Director or they designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council on this 2nd day of January 2024.

Douglas Reese, Mayor

ATTEST:

Judy Thompson, City Clerk

RESOLUTION NO.

APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2024

Motion By:_____ Second By:_____

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 2023 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2024.

Bremer Bank, N.A	Bremer Wealth
U.S. BanCorp United	Wells Fargo Advisors.
Multi-Bank Securities	4-M
UBS	

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker’s acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Willmar of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Where upon the Resolution was declared duly passed and adopted this 2nd day of January 2024

Douglas Reese, Mayor

ATTEST:

Judy Thompson, City Clerk



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Resolution Adopting the 2024 Fee Schedule		

RECOMMENDED ACTION:

That the Council Approve the 2024 Schedule

OVERVIEW:

The City of Willmar has an adopted fee schedule to list fees for various licenses, permits, rental rates, labor, and equipment rates. The 2024 Fee Schedule has been reviewed and updated by staff. Recommended amendments to the Fee Schedule are due to the increased issuance cost and general maintenance.

The Council packet includes a relined and clean version of the 2024 Fee Schedule.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution 2024 Fee Schedule
2. 2024 Fee Schedule_REDLINE
3. 2024 Fee Schedule_CLEAN

RESOLUTION NO.

**ESTABLISHES FEES FOR SERVICES, PERMITS, LICENSES,
AND RENTAL RATES FOR CITY EQUIPMENT**

Motion By:_____ Second By:_____

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, permits, licenses, and rental rates for City equipment.

NOW THEREFORE, BE IT RESOLVED, that the listed fees are duly adopted for the year 2024, and the same hereby ordered kept on file in the office of the City Clerk.

Passed and adopted by the City Council on this 2nd day of January 2024.

MAYOR

ATTEST:

CITY CLERK



2024 Fee Schedule
Adopted: 1/2/2024
Revised:

City Clerk

Charge/ Rate

Liquor License Investigation Fee:

Sole Proprietor	\$ 125.00
Partnership	\$ 150.00
Corporation	\$ 300.00
Limited Liability Company	\$ 150.00

Liquor Licenses:

On-Sale Intoxicating Liquor	\$ 4,000.00	Annual
Off-Sale Intoxicating Liquor	\$ 950.00	Annual
Club On-Sale Intoxicating Liquor	\$ 300.00	Annual
On-Sale Wine	\$ 200.00	Annual
On-Sale Sunday	\$ 200.00	Annual
On-Sale 3.2% Intoxicating Liquor	\$ 150.00	Annual
Temporary On-Sale Intoxicating Liquor	\$ 100.00	Annual
On-Sale Taproom	\$ 150.00	Annual
Off-Sale Taproom	\$ 150.00	Annual
Off-Sale Brewpub	\$ 150.00	Annual
City Park Special Event - Intoxicating Liquor	\$ 100.00	Event
Civic Center Special Event - Intoxicating Liquor	\$ 100.00	Event
Community Festival Event - Intoxicating Liquor	\$ 100.00	Event

Miscellaneous:

Café - Restaurant, Bowling Alley, Taxi Cab	\$ 30.00	\$ 50.00	Annual
Carnival, Circus, Exhibition	\$ 30.00		Day
Cat & Dog	\$ 3.00		Annual
	\$ 7.50		Annual
Dance, Parade, Run/Walk/Special Event, Street Fair	\$ 30.00		Event
Dumpster, Service Parking	\$ 30.00		Month
Fireworks Indoor Display	\$ 50.00	\$ 100.00	Event
Fireworks Outdoor Display	\$ 30.00	\$ 100.00	Event
Fireworks Sales & Storage	\$ 100.00		Event
Mobile Food Unit	\$ 50.00		Event
	\$ 150.00		Annual
Pawnbrokers	\$ 150.00		Annual
Street Closure	\$ 50.00		Event
Theatre	\$ 300.00		Annual
Tetrahydrocannabinol (THC)	\$ 2,000.00		Annual
Massage Therapy Business	\$ 200.00		Annual

Massage Therapy Individual	\$	50.00	Annual
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Administrative Fees:

Chapter 9, Article I, Section 9-3

Nuisance Abatement	\$	75.00	Event
Removal of Weed/ Grass Nuisance	\$	75.00	Event
Removal of Infected Trees	\$	75.00	Event
Payment for Current Services	\$	75.00	Event

Labor

All Labor rates will be calculated at the employee's wage and benefit rates unless otherwise identified.

Public Works

Maintenance Trucks:

1/2 -3/4 Ton Truck	\$	17.00	\$	18.00	Hour
1 Ton Truck	\$	18.00	\$	20.00	Hour
1 Ton Truck - Plow	\$	27.00			Hour
1 Ton Truck - Watertank	\$	27.00			Hour
3-5 Ton Tuck	\$	35.00			Hour
3-5 Ton Truck - Plow/ Sander	\$	41.00			Hour
3-5 Ton Truck - Plow/ Sander/ Wing	\$	55.00			Hour

Heavy Equipment:

2-3 CY Loaders	\$	82.00			Hour
Loader/Plow/Wing	\$	102.00			Hour
Loader/Snow Blower	\$	122.00			Hour
Motor Grader	\$	96.00			Hour
Motor Grader/ One-Way Plow	\$	102.00			Hour
Motor Grader/ One-Way Plow/ Wing	\$	115.00			Hour
40-50 HP Tractor	\$	21.00	\$	25.00	Hour
40-50 HP Tractor/ Attachments	\$	35.00	\$	40.00	Hour
MT Trackless/ Blower/ Mower	\$	61.00			Hour
90 HP Tractor/ 22' Flail Mower	\$	55.00			Hour
30-40 HP Unit Mower/ Blower/ Sweeper	\$	35.00	\$	40.00	Hour
Skid-Loader	\$	35.00	\$	40.00	Hour
Skid-Loader/ Attachments	\$	50.00			Hour

Snowplowing Sidewalks	\$	1.00	Linear Foot	Plus Labor and Equipment
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Specialty Equipment:

Air Conveyance Unit	\$	55.00			Hour
Elgin Sweeper (4 CY)	\$	70.00			Hour
Hydraulic Sewer Cleaner	\$	68.00			Hour
Paint Sprayer	\$	9.00	\$	10.00	Hour
Paint Sprayer and 1 Ton Truck	\$	27.00	\$	30.00	Hour
50' Bucket Truck	\$	70.00			Hour

30' Bucket Truck	\$	41.00	Hour
Brush Chipper	\$	29.00	Hour
Tamper	\$	9.00 \$ 10.00	Hour
Bituminous Distributor and Truck (Less Material)	\$	50.00	Hour
Bituminous Roller	\$	55.00	Hour
Grass and Leaf Pickup Broom	\$	29.00	Hour
Chain Saws	\$	10.00	Hour
Trailers	\$	12.00	Hour
Over Seeder	\$	29.00	Hour
Turf Pro	\$	29.00	Hour
Gator and sprayer	\$	27.00	Hour
Generator	\$	9.00 \$ 10.00	Hour
Trash Pumps	\$	9.00 \$ 10.00	Hour
Utility Vehicle with Crane Hoist	\$	42.00	Hour
Air Compressor	\$	42.00	Hour

Materials:

Winter Sand Mixed with Salt	\$	55.00	Cubic Yard
Gravel	\$	20.00	Ton
Bituminous Cold Mix	\$	105.00	Ton
Chalk Dust - 50lb.	\$	8.00	Bag
Diamond Dry - 50lb.	\$	13.00	Bag
Bituminous Repair (Including Labor and Equipment)	\$	55.00	Cubic Yard

Labor:

Regular	Contract Rate + 53%
Overtime	Contract Rate + 53%

Permits:

Excavation/ R.O.W	\$	125.00	R.O.W Crossing
			If project exceeds
Deposit	\$	3,000.00	Site/Project \$10,000
			If project exceeds
Bond	\$	25,000.00	Site/Project \$10,000

Access Fees:

Industrial Park Storm Pond	\$	835.00	Acre
Radio Station Drive Lift Station	\$	595.00	Acre
Abbot Drive Lift Station	\$	895.00	Acre

Wastewater Treatment:

5,000 Gallon Tanker with Hydraulic Boom	\$	30.00	Hour
Portable Lab Sampler	\$	5.00	Hour

Airport:

Conference Room	\$	40.00	Event
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\$ - Airport Related Events

Parks & Recreation

Ball Fields:

Baseball/ Softball Fields	\$ 50.00	Game
	\$ 250.00	Day
Lights for Ball Fields	\$ 25.00	Day
Baker Field	\$ 300.00	Day
Orange Field	\$ 250.00	Day
Picnic Area - Taunton Stadium	\$ 75.00	Day

Shelters:

4-Season Shelter	\$ 140.00	\$ 150.00	Day
Enclosed Park Shelters	\$ 120.00		Day
Rice & Guri Shelters		\$ 130.00	Day
Shelter 1 & Hilltop		\$ 120.00	Day
Open Shelter 2	\$ 40.00		Day
Damage Deposit	\$ 100.00		

Equipment

Bleachers - 7 High	\$ 100.00	Day	Plus Labor
Picnic Tables (12 Maximum)	\$ 10.00	Table/ Day	
Barricades	\$ 2.00	Day	
	\$ 20.00		Minimum Charge for Hauling Barricades

Showmobile:

Willmar Events - Nonprofit	\$ 215.00	Day	Plus Labor
Willmar Events	\$ 500.00	Day	Plus Labor
Damage Deposit	\$ 200.00		
Staff Expenses	\$80.00 - \$280.00		

Aquatic Center

Season Passes			
Individual	\$ 90.00	Season	
Family of Two	\$ 130.00	\$ 135.00	Season
Family of Three	\$ 140.00	\$ 145.00	Season
Family of Four	\$ 150.00	\$ 155.00	Season
Family of Five	\$ 160.00	\$ 165.00	Season
Family of Six	\$ 170.00	\$ 175.00	Season
Additional Members	\$ 15.00	Season	
Daily Admission	\$ 3.00	Day	
Observers	\$ 3.00	Day	
Group Admissions	\$ 2.50	Day	
Discount Coupons:			

10 Coupons	\$	25.00		
20 Coupons	\$	40.00		
Pool Rental	\$	100.00		Plus Labor

City Auditorium

				Not to Exceed \$300 per day min two hours
Gym Rental	\$	100.00	Hour	
Staffing	\$	30.00	Hour	
Stage	\$	20.00	Hour	

Civic Center

Cardinal Arena Dry Floor	\$	580.00	\$ 600.00	Day	Plus services
Cardinal Arena Ice Rental	\$	155.00	\$ 160.00	Hour	
Blue Line Arena Dry Floor	\$	400.00		Day	Plus services
Blue Line Arena Ice Rental	\$	155.00		Hour	
Staffing	\$	30.00	\$ 40.00	Hour	

Community Center

Burlington Northern Room	\$	125.00	Day	
Selvig Room	\$	125.00	Day	
Sunshine Room	\$	75.00	Day	
Reynolds Room			Day	
Staffing	\$	30.00	Hour	

Events and Recreation Center

Meeting Room A	\$	25.00	Day	
Meeting Room B	\$	25.00	Day	
Meeting Room A/ B Combined	\$	40.00	Day	
Community Room	\$	60.00	Day	
Outdoor Court Yard Area	\$	50.00	Day	
Kitchen Area	\$	50.00	Day	
				Not to exceed \$300 \$400 per day min 2 hours
Dry Floor Space/ Gym	\$	100.00	Hour	
Staffing	\$	30.00	\$ 40.00	Hour
Turf Fields	\$	100.00	Hour	\$400 max/per field
Damage Deposit - Turf Fields	\$	500.00		Per Event/ Per Field

Fire Department

				Each Additional Hour
First Line Pumper - 5251, 5257	\$	300.00	Hour	\$ 200.00
Tanker/ Pumper - 5276	\$	300.00	Hour	\$ 200.00
Ladder Trucks - 5298, 5299	\$	500.00	Hour	\$ 400.00
Grass Rig- 5285	\$	150.00	Hour	\$ 100.00

Support Vehicles - 5296, 5297,5294,5295,5293	\$	75.00	Hour	\$	50.00
Trailer (HEAT & TRT)	\$	75.00	Hour	\$	50.00
Fire Watch/ Standby	\$	25.00	Hour		
Training Room Rental	\$	50.00	Hour		
Fire Alarm Monitoring Permit	\$	30.00	Three Years		
Fire Alarm Permit Monitoring Renewal	\$	30.00	Three Years		
Alarm Malfunction with out Fire					
Alarm Monitoring Permit	\$	500.00	Per Event		
Hazardous Materials Response		\$ 250.00	Hour	After the first two	hours
Bottling Filling Fees					
2216 PSI Air Tank	\$	5.00	Bottle		
3000 PSI Air Tank	\$	10.00	Bottle		
4500 PSI Air Tank	\$	15.00	Bottle		
5000 - 6000 PSI Air Tank	\$	25.00	Bottle		
Fire Reports	\$	0.25	Page		

Police Department

Off Duty Police Officers	\$	70.00	Hour		
Computer Forensic/ Video Redaction/					
Specialized IT Services	\$	60.00	Hour		
Off Duty Community Services Officer	\$	30.00	Hour		

Planning and Development

Zoning					
Conditional Use Permit	\$	275.00	\$ 350.00		Plus County Recorder fee \$46.00)
Variance	\$	275.00	\$ 350.00		Plus County Recorder fee \$46.00)
Appeal	\$	275.00	\$ 350.00		Plus County Recorder fee \$46.00)
Rezoning	\$	275.00	\$ 400.00		
Text Amendment	\$	275.00	\$ 400.00		
Subdivision/Platting	\$	25.00	Per lot		\$300.00 minimum
Minor Subdivision			\$ 200.00		
Consolidated Major Subdivision			\$ 350.00	Plus \$15.00 per lot	Plus County Recorder fee \$46.00)

Major Subdivision		\$ 450.00	Plus \$20 per lot	Plus County Recorder fee \$46.00)
Re-plats	\$ 25.00		Per lot	\$325.00 minimum
Sign Permits: (online application available)				
Sign/Special Sign	\$ 40.00		0-20 sq. ft.	
	\$ 50.00		20-50 sq. ft.	
	\$ 50.00		20-50 sq. ft.	
	\$ 60.00		50-100 sq. ft.	
	\$ 70.00		100 + sq. ft.	
Temporary sign deposit (refunded after removal)	\$ 100.00			

Building Inspection Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute

Building Permit Application

Total Valuation:

\$1.00 to \$500.00 \$ 21.00

\$501.00 to \$2,000.00 \$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00 \$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000

\$25,001.00 to \$50,000.00 \$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000

\$50,001.00 to \$100,000.00 \$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000

\$100,001.00 to \$500,000.00 \$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000

\$500,001.00 to \$1,000,000 \$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000

\$1,000,001.00 and up \$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

Inspection and Fees:

Inspection outside of normal business hours \$ 140.00 Hour*

Reinspection fees assess under provisions of Section 108.8 \$ 140.00 Hour*

Inspections for which no fee is specifically indicated	\$ 140.00	Hour*	Minimum Charge 1/2 Hour
Additional plan review required by changes, additions or revisions to plans	\$ 140.00	Hour*	
For use of outside consultants for plan checking and inspections, or both	Actual Costs	**	

*Or the total hourly cost to the City whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead costs

Plan Review	65% of building permit fee	
Residential Reroof	\$ 30.00	Permit
Residential Reside	\$ 50.00	Permit

Building Removal (Demo)

Garage / Shed 200 sq. ft. +	\$ 30.00	Permit
Single Family Dwellings	\$ 75.00	Permit
Mobile Homes	\$ 75.00	Permit
Commercial/ Industrial	\$ 150.00	Permit

Mechanical Permits

Water Heater	\$ 26.00	Permit
Furnace	\$ 31.00	Permit
Air Conditioner	\$ 26.00	Permit



2024 Fee Schedule
Adopted: 1/2/2024
Revised:

City Clerk

Charge/ Rate

Liquor License Investigation Fee:

Sole Proprietor	\$ 125.00
Partnership	\$ 150.00
Corporation	\$ 300.00
Limited Liability Company	\$ 150.00

Liquor Licenses:

On-Sale Intoxicating Liquor	\$ 4,000.00	Annual
Off-Sale Intoxicating Liquor	\$ 950.00	Annual
Club On-Sale Intoxicating Liquor	\$ 300.00	Annual
On-Sale Wine	\$ 200.00	Annual
On-Sale Sunday	\$ 200.00	Annual
On-Sale 3.2% Intoxicating Liquor	\$ 150.00	Annual
Temporary On-Sale Intoxicating Liquor	\$ 100.00	Annual
On-Sale Taproom	\$ 150.00	Annual
Off-Sale Taproom	\$ 150.00	Annual
Off-Sale Brewpub	\$ 150.00	Annual
City Park Special Event - Intoxicating Liquor	\$ 100.00	Event
Civic Center Special Event - Intoxicating Liquor	\$ 100.00	Event
Community Festival Event - Intoxicating Liquor	\$ 100.00	Event

Miscellaneous:

Café - Restaurant, Bowling Alley, Taxi Cab	\$ 50.00	Annual
Carnival, Circus, Exhibition	\$ 30.00	Day
Cat & Dog	\$ 3.00	Annual
	\$ 7.50	Annual
Dance, Parade, Run/Walk/Special Event, Street Fair	\$ 30.00	Event
Dumpster, Service Parking	\$ 30.00	Month
Fireworks Indoor Display	\$ 100.00	Event
Fireworks Outdoor Display	\$ 100.00	Event
Fireworks Sales & Storage	\$ 100.00	Event
Mobile Food Unit	\$ 50.00	Event
	\$ 150.00	Annual
Pawnbrokers	\$ 150.00	Annual
Street Closure	\$ 50.00	Event
Theatre	\$ 300.00	Annual
Tetrahydrocannabinol (THC)	\$ 2,000.00	Annual
Massage Therapy Business	\$ 200.00	Annual

Massage Therapy Individual	\$	50.00	Annual
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Administrative Fees:

Chapter 9, Article I, Section 9-3

Nuisance Abatement	\$	75.00	Event
Removal of Weed/ Grass Nuisance	\$	75.00	Event
Removal of Infected Trees	\$	75.00	Event
Payment for Current Services	\$	75.00	Event

Labor

All Labor rates will be calculated at the employee's wage and benefit rates unless otherwise identified.

Public Works

Maintenance Trucks:

1/2 -3/4 Ton Truck	\$	18.00	Hour
1 Ton Truck	\$	20.00	Hour
1 Ton Truck - Plow	\$	27.00	Hour
1 Ton Truck - Water tank	\$	27.00	Hour
3-5 Ton Tuck	\$	35.00	Hour
3-5 Ton Truck - Plow/ Sander	\$	41.00	Hour
3-5 Ton Truck - Plow/ Sander/ Wing	\$	55.00	Hour

Heavy Equipment:

2-3 CY Loaders	\$	82.00	Hour
Loader/Plow/Wing	\$	102.00	Hour
Loader/Snow Blower	\$	122.00	Hour
Motor Grader	\$	96.00	Hour
Motor Grader/ One-Way Plow	\$	102.00	Hour
Motor Grader/ One-Way Plow/ Wing	\$	115.00	Hour
40-50 HP Tractor	\$	25.00	Hour
40-50 HP Tractor/ Attachments	\$	40.00	Hour
MT Trackless/ Blower/ Mower	\$	61.00	Hour
90 HP Tractor/ 22' Flail Mower	\$	55.00	Hour
30-40 HP Unit Mower/ Blower/ Sweeper	\$	40.00	Hour
Skid-Loader	\$	40.00	Hour
Skid-Loader/ Attachments	\$	50.00	Hour
			Plus Labor and Equipment
Snowplowing Sidewalks	\$	1.00	Linear Foot

Specialty Equipment:

Air Conveyance Unit	\$	55.00	Hour
Elgin Sweeper (4 CY)	\$	70.00	Hour
Hydraulic Sewer Cleaner	\$	68.00	Hour
Paint Sprayer	\$	10.00	Hour
Paint Sprayer and 1 Ton Truck	\$	30.00	Hour
50' Bucket Truck	\$	70.00	Hour

30' Bucket Truck	\$	41.00	Hour
Brush Chipper	\$	29.00	Hour
Tamper	\$	9.00	Hour
Bituminous Distributor and Truck (Less Material)	\$	50.00	Hour
Bituminous Roller	\$	55.00	Hour
Grass and Leaf Pickup Broom	\$	29.00	Hour
Chain Saws	\$	10.00	Hour
Trailers	\$	12.00	Hour
Over Seeder	\$	29.00	Hour
Turf Pro	\$	29.00	Hour
Gator and sprayer	\$	27.00	Hour
Generator	\$	10.00	Hour
Trash Pumps	\$	10.00	Hour
Utility Vehicle with Crane Hoist	\$	42.00	Hour
Air Compressor	\$	42.00	Hour

Materials:

Winter Sand Mixed with Salt	\$	55.00	Cubic Yard
Gravel	\$	20.00	Ton
Bituminous Cold Mix	\$	105.00	Ton
Chalk Dust - 50lb.	\$	8.00	Bag
Diamond Dry - 50lb.	\$	13.00	Bag
Bituminous Repair (Including Labor and Equipment)	\$	55.00	Cubic Yard

Labor:

Regular	Contract Rate + 53%
Overtime	Contract Rate + 53%

Permits:

Excavation/ R.O.W	\$	125.00	R.O.W Crossing
			If project exceeds
Deposit	\$	3,000.00	Site/Project \$10,000
			If project exceeds
Bond	\$	25,000.00	Site/Project \$10,000

Access Fees:

Industrial Park Storm Pond	\$	835.00	Acre
Radio Station Drive Lift Station	\$	595.00	Acre
Abbot Drive Lift Station	\$	895.00	Acre

Wastewater Treatment:

5,000 Gallon Tanker with Hydraulic Boom	\$	30.00	Hour
Portable Lab Sampler	\$	5.00	Hour

Airport:

Conference Room	\$	40.00	Event
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\$ - Airport Related Events

Parks & Recreation

Ball Fields:

Baseball/ Softball Fields	\$	50.00	Game
	\$	250.00	Day
Lights for Ball Fields	\$	25.00	Day
Baker Field	\$	300.00	Day
Orange Field	\$	250.00	Day
Picnic Area - Taunton Stadium	\$	75.00	Day

Shelters:

4-Season Shelter	\$	150.00	Day
Rice & Guri Shelters	\$	130.00	Day
Shelter 1 & Hilltop	\$	120.00	Day
Open Shelter 2	\$	40.00	Day
Damage Deposit	\$	100.00	

Equipment

Bleachers - 7 High	\$	100.00	Day	Plus Labor
Picnic Tables (12 Maximum)	\$	10.00	Table/	Day
Barricades	\$	2.00	Day	
	\$	20.00		Minimum Charge for Hauling Barricades

Showmobile:

Willmar Events - Nonprofit	\$	215.00	Day	Plus Labor
Willmar Events	\$	500.00	Day	Plus Labor
Damage Deposit	\$	200.00		
Staff Expenses	\$80.00 - \$280.00			

Aquatic Center

Season Passes			
Individual	\$	90.00	Season
Family of Two	\$	135.00	Season
Family of Three	\$	145.00	Season
Family of Four	\$	155.00	Season
Family of Five	\$	165.00	Season
Family of Six	\$	175.00	Season
Additional Members	\$	15.00	Season
Daily Admission	\$	3.00	Day
Observers	\$	3.00	Day
Group Admissions	\$	2.50	Day
Discount Coupons:			
10 Coupons	\$	25.00	

20 Coupons	\$	40.00		
Pool Rental	\$	100.00		Plus Labor
City Auditorium				
				Not to Exceed \$300 per day min two hours
Gym Rental	\$	100.00	Hour	
Staffing	\$	30.00	Hour	
Stage	\$	20.00	Hour	
Civic Center				
Cardinal Arena Dry Floor	\$	600.00	Day	Plus services
Cardinal Arena Ice Rental	\$	160.00	Hour	
Blue Line Arena Dry Floor	\$	400.00	Day	Plus services
Blue Line Arena Ice Rental	\$	155.00	Hour	
Staffing	\$	40.00	Hour	
Community Center				
Burlington Northern Room	\$	125.00	Day	
Selvig Room	\$	125.00	Day	
Sunshine Room	\$	75.00	Day	
Reynolds Room			Day	
Staffing	\$	30.00	Hour	
Events and Recreation Center				
Meeting Room A	\$	25.00	Day	
Meeting Room B	\$	25.00	Day	
Meeting Room A/ B Combined	\$	40.00	Day	
Community Room	\$	60.00	Day	
				Not to exceed \$400 per day min 2 hours
Dry Floor Space/ Gym	\$	100.00	Hour	
Staffing	\$	40.00	Hour	
Turf Fields	\$	100.00	Hour	\$400 max/per field
Damage Deposit - Turf Fields	\$	500.00	Per Event/	Per Field
Fire Department				
				Each Additional Hour
First Line Pumper - 5251, 5257	\$	300.00	Hour	\$ 200.00
Tanker/ Pumper - 5276	\$	300.00	Hour	\$ 200.00
Ladder Trucks - 5298, 5299	\$	500.00	Hour	\$ 400.00
Grass Rig- 5285	\$	150.00	Hour	\$ 100.00
Support Vehicles - 5296, 5297,5294,5295,5293	\$	75.00	Hour	\$ 50.00
Trailer (HEAT & TRT)	\$	75.00	Hour	\$ 50.00
Fire Watch/ Standby	\$	25.00	Hour	

Training Room Rental	\$	50.00	Hour	
Fire Alarm Monitoring Permit	\$	30.00	Three Years	
Fire Alarm Permit Monitoring Renewal	\$	30.00	Three Years	
Alarm Malfunction with out Fire				
Alarm Monitoring Permit	\$	500.00	Per Event	
Hazardous Materials Response	\$	250.00	Hour	After the first two hours
Bottling Filling Fees				
2216 PSI Air Tank	\$	5.00	Bottle	
3000 PSI Air Tank	\$	10.00	Bottle	
4500 PSI Air Tank	\$	15.00	Bottle	
5000 - 6000 PSI Air Tank	\$	25.00	Bottle	
Fire Reports	\$	0.25	Page	

Police Department

Off Duty Police Officers	\$	70.00	Hour	
Computer Forensic/ Video Redaction/				
Specialized IT Services	\$	60.00	Hour	
Off Duty Community Services Officer	\$	30.00	Hour	

Planning and Development

Zoning				
Conditional Use Permit	\$	350.00		Plus County Recorder fee \$46.00)
Variance	\$	350.00		Plus County Recorder fee \$46.00)
Appeal	\$	350.00		Plus County Recorder fee \$46.00)
Rezoning	\$	400.00		
Text Amendment	\$	400.00		
Subdivision/Platting	\$	25.00	Per lot	\$300.00 minimum
Minor Subdivision	\$	200.00		
Consolidated Major Subdivision	\$	350.00	Plus \$15.00 per lot	Plus County Recorder fee \$46.00)
Major Subdivision	\$	450.00	Plus \$20 per lot	Plus County Recorder fee \$46.00)
Re-plats	\$	25.00	Per lot	\$325.00 minimum

Sign Permits: (online application available)

Sign/Special Sign	\$	40.00	0-20 sq. ft.
	\$	50.00	20-50 sq. ft.
	\$	50.00	20-50 sq. ft.
	\$	60.00	50-100 sq. ft.
	\$	70.00	100 + sq. ft.
Temporary sign deposit (refunded after removal)	\$	100.00	

Building Inspection

Building Permit Applications are subject to Minnesota State
Surcharge per Minnesota Statute

Building Permit Application

Total Valuation:

\$1.00 to \$500.00	\$	21.00	
			\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$501.00 to \$2,000.00			
			\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000
\$2,001.00 to \$25,000.00			
			\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000
\$25,001.00 to \$50,000.00			
			\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000
\$50,001.00 to \$100,000.00			
			\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000
\$100,001.00 to \$500,000.00			
			\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000
\$500,001.00 to \$1,000,000			
			\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction
\$1,000,001.00 and up			

Inspection and Fees:

Inspection outside of normal business hours	\$	140.00	Hour*	
Reinspection fees assess under provisions of Section 108.8	\$	140.00	Hour*	
Inspections for which no fee is specifically indicated	\$	140.00	Hour*	Minimum Charge
Additional plan review required by changes, additions or revisions to plans	\$	140.00	Hour*	1/2 Hour

For use of outside consultants for plan checking and inspections, or both

Actual Costs **

*Or the total hourly cost to the City whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead costs

Plan Review	65% of building permit fee
Residential Reroof	\$ 30.00 Permit
Residential Reside	\$ 50.00 Permit

Building Removal (Demo)

Garage / Shed 200 sq. ft. +	\$ 30.00 Permit
Single Family Dwellings	\$ 75.00 Permit
Mobile Homes	\$ 75.00 Permit
Commercial/ Industrial	\$ 150.00 Permit

Mechanical Permits

Water Heater	\$ 26.00 Permit
Furnace	\$ 31.00 Permit
Air Conditioner	\$ 26.00 Permit



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Airport Commission Reappointment		

RECOMMENDED ACTION:

Mayor Reese recommends that the Council approve the reappointment of Airport Commission member Arnold Plowman.

OVERVIEW:

Arnold Plowman has served on the Airport Commission for one complete term from December 10th, 2020 through December 31, 2023.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City of Willmar

City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Park and Recreation Board Reappointments		

RECOMMENDED ACTION:

Mayor Reese recommends that the Council approve the reappointment of Park and Recreation Board Alissa Norsten.

OVERVIEW:

Alissa Norsten - Park and Recreation Board. This will be Alissa Norsten's second, two-year term.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

None



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Approve appointment to the Pioneerland Library Board		

RECOMMENDED ACTION:

Mayor Reese is recommending the appointment of Dayling Munoz to the Pioneerland Library Board.

OVERVIEW:

Dayling Munoz - Pioneerland Library System Board, three-year term

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. PIONEERLAND LIBRARY SYSTEM BOARD - DAYLING MUNOZ

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

Print

Submitted by: Dayling Munoz

Submitted On: 2023-12-08 12:44:05

Submission IP: (47.12.57.156)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: David Hillenbrand

Due Date: Open



★ **CITY OF WILLMAR**

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

APPLICANT INFORMATION

12/14/23, 8:58 AM

Revize Online Forms

Date	* First Name	* Last Name
12/08/2023	Dayling	Munoz

Format: MM/DD/YYYY

* Address	* City
2312 Richland Dr SW	Willmar

* Phone	* Email
3134218860	dayling80@hotmail.com

PhoneEmail

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

I truly believe in citizen participation and involvement.

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

Libraries are vital for any community. No matter your age or background you don't only find books, you find ideas , resources and different classes.

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

My background is in Human Resources and recently as a translator/interpreter (Spanish) for families needing the support at MACCRAY.

* List your educational background

Bachelor Degree in Industrial Relations

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

I am a board member with the League of Women voters of the Willmar Area

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

I am an Interpreter/Translator for MACCRAY Public Schools in Clara City.



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	5.K.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Carol Cunningham, Assistant Finance Director
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Accounts Payable Report, 12/15/23 Thru 12/27/23		

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 12-15-23 Thru 12-27-23 with EFT

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
103557 AMAZON CAPITAL SERVICES	12/11/23		70280	P	12/27/23	101809 5300	MTCE. OF EQUIPMENT	993.55
INVOICE: 14TT-NH3N-1XNW	12/19/23		70280	P	12/27/23	101809 5310	MTCE. OF STRUCTURES	50.34
INVOICE: 1117-N7T1-GYDJ								
VENDOR TOTALS		.00 YTD INVOICED				1,427.44 YTD PAID		1,043.89
100057 AMERICAN WELDING & GAS INC	11/30/23		70281	P	12/27/23	651890 5420	RENTS	39.80
INVOICE: 09760368								
VENDOR TOTALS		.00 YTD INVOICED				624.84 YTD PAID		39.80
100131 AVENU INSIGHTS & ANALYTICS	12/07/23		70282	P	12/27/23	219809 5460	PROFESSIONAL SERVICES	1,500.00
INVOICE: INVB-049809								
VENDOR TOTALS		.00 YTD INVOICED				4,512.64 YTD PAID		1,500.00
102418 B & H	12/14/23		70283	P	12/27/23	101809 5310	MTCE. OF STRUCTURES	2,245.54
INVOICE: 219511374								
VENDOR TOTALS		.00 YTD INVOICED				4,740.98 YTD PAID		2,245.54
100917 BAKER GRAPHICS INC	11/20/23		70284	P	12/27/23	804821 5080	EMPLOYEE SAFETY APPAREL	1,775.00
INVOICE: 23923	12/12/23		70284	P	12/27/23	804821 5080	EMPLOYEE SAFETY APPAREL	200.00
INVOICE: 24007								
VENDOR TOTALS		.00 YTD INVOICED				1,975.00 YTD PAID		1,975.00
103993 Calibrations and Controls, Inc.	11/30/23		70285	P	12/27/23	651892 5300	MTCE. OF EQUIPMENT	5,691.00
INVOICE: 23848	11/30/23		70285	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	720.00
INVOICE: 23849	11/30/23		70285	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	4,540.65
INVOICE: 23850								
VENDOR TOTALS		.00 YTD INVOICED				10,951.65 YTD PAID		10,951.65
103634 CAPITAL ONE TRADE CREDIT	11/30/23		70286	P	12/27/23	651890 5220	SMALL TOOLS	102.98
INVOICE: 52826866								
VENDOR TOTALS		.00 YTD INVOICED				102.98 YTD PAID		102.98
103902 Clark/Diane								

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	12/14/23		70287	P	12/27/23	101847 5460	PROFESSIONAL SERVICES	60.00
	101							
VENDOR TOTALS		.00	YTD INVOICED			60.00	YTD PAID	60.00
100203 DESIGN ELECTRIC INC	12/15/23		70288	P	12/27/23	101831 5320	MTCE. OF OTHER IMPROVE	9,077.00
INVOICE:	23430-1							
VENDOR TOTALS		.00	YTD INVOICED			9,077.00	YTD PAID	9,077.00
101567 ETTERMAN ENTERPRISES	12/07/23		70289	P	12/27/23	651890 5200	GENERAL SUPPLIES	91.60
INVOICE:	348324							
VENDOR TOTALS		.00	YTD INVOICED			925.68	YTD PAID	91.60
102973 FLEETPRIDE	12/06/23		70290	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	64.17
INVOICE:	113119452		70290	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	64.07
INVOICE:	113116296		70290	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	48.36
INVOICE:	113037653		70290	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	110.72
INVOICE:	113078378							
VENDOR TOTALS		.00	YTD INVOICED			750.95	YTD PAID	287.32
102835 GOODIN COMPANY	12/08/23		70291	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	628.01
INVOICE:	1086922-00							
VENDOR TOTALS		.00	YTD INVOICED			628.01	YTD PAID	628.01
100786 GRAINGER INC	12/08/23		70292	P	12/27/23	651890 5500	SAFETY PROGRAM	10.04
INVOICE:	9929038108							
VENDOR TOTALS		.00	YTD INVOICED			648.07	YTD PAID	10.04
103064 GREAT NORTHERN ENVIRONMENTAL	12/06/23		70293	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	1,990.00
INVOICE:	5163							
VENDOR TOTALS		.00	YTD INVOICED			1,990.00	YTD PAID	1,990.00
102609 HAUG-KUBOTA LLC	12/07/23		70294	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	156.19
INVOICE:	23256							

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			156.19	YTD PAID	156.19
100325 HAWKINS INC	12/11/23		70295	P	12/27/23	651890 5200	GENERAL SUPPLIES	12,261.54
INVOICE: 6644441								
VENDOR TOTALS		.00	YTD INVOICED			12,261.54	YTD PAID	12,261.54
103410 HMD PHOTOGRAPHY LLC	12/07/23		70296	P	12/27/23	101809 5460	PROFESSIONAL SERVICES	335.00
INVOICE: 5264								
VENDOR TOTALS		.00	YTD INVOICED			335.00	YTD PAID	335.00
103613 INDIGITAL	12/20/23		70297	P	12/27/23	101801 5460	PROFESSIONAL SERVICES	1,515.25
INVOICE: 13352								
VENDOR TOTALS		.00	YTD INVOICED			3,039.39	YTD PAID	1,515.25
103023 INNOVATIVE OFFICE SOLUTIONS	12/20/23		70298	P	12/27/23	101845 5210	OFFICE SUPPLIES	15.67
INVOICE: IN4409110								
VENDOR TOTALS		.00	YTD INVOICED			205.95	YTD PAID	15.67
103910 INTERSTATE BEARING SYSTEMS INC	12/06/23		70299	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	46.91
INVOICE: 2713927 RI								
VENDOR TOTALS		.00	YTD INVOICED			46.91	YTD PAID	46.91
103985 Jimenez/Kristan	12/07/23		70300	P	12/27/23	235807 5490	OTHER CHARGES/SERVICES	100.00
INVOICE: 120723								
VENDOR TOTALS		.00	YTD INVOICED			100.00	YTD PAID	100.00
103355 JOHANNECK WTR CONDITIONING INC	11/30/23		70301	P	12/27/23	101803 5420	RENTS	46.00
INVOICE: ER1801-3-071								
VENDOR TOTALS		.00	YTD INVOICED			309.55	YTD PAID	46.00
103138 KING'S ELECTRIC LLC	12/08/23		70302	P	12/27/23	219809 5610	FURNITURE AND EQUIPMENT	523.71
INVOICE: 2767								
12/15/23			70302	P	12/27/23	651890 5310	MTCE. OF STRUCTURES	649.25
INVOICE: 2774								

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			6,369.71 YTD PAID		1,172.96
103793 Kluver/Bonnie	12/14/23		70303	P	12/27/23	101847 5460	PROFESSIONAL SERVICES	60.00
INVOICE: 101								
VENDOR TOTALS			.00 YTD INVOICED			60.00 YTD PAID		60.00
101298 LAKE REGION FIRE FIGHTERS ASSN	12/10/23		70304	P	12/27/23	101 1370	PREPAID EXPENSES	40.00
INVOICE: 1315								
VENDOR TOTALS			.00 YTD INVOICED			40.00 YTD PAID		40.00
103376 LLOYD SECURITY INC	12/15/23		70305	P	12/27/23	101 1370	PREPAID EXPENSES	318.00
INVOICE: 176426								
VENDOR TOTALS			.00 YTD INVOICED			318.00 YTD PAID		318.00
100424 M-R SIGN CO INC	11/30/23		70306	P	12/27/23	101830 5320	MTCE. OF OTHER IMPROVE	564.30
INVOICE: 222490								
INVOICE: 222576	12/06/23		70306	P	12/27/23	101830 5320	MTCE. OF OTHER IMPROVE	143.51
VENDOR TOTALS			.00 YTD INVOICED			1,939.99 YTD PAID		707.81
101838 MARCO TECHNOLOGIES LLC	12/08/23		70308	P	12/27/23	101809 5400	SUBSCRIPTIONS AND MEMBERS	158.40
INVOICE: 517498952								
VENDOR TOTALS			.00 YTD INVOICED			1,042.22 YTD PAID		158.40
100437 MARCO TECHNOLOGIES LLC	12/11/23		70307	P	12/27/23	101809 5400	SUBSCRIPTIONS AND MEMBERS	467.58
INVOICE: INV11945246								
INVOICE: INV11927946	12/20/23		70307	P	12/27/23	101801 5460	PROFESSIONAL SERVICES	52.50
VENDOR TOTALS			.00 YTD INVOICED			520.08 YTD PAID		520.08
100449 MENARDS	12/10/23		70309	P	12/27/23	651890 5200	GENERAL SUPPLIES	281.99
INVOICE: 69978								
INVOICE: 70015	12/10/23		70309	P	12/27/23	651890 5200	GENERAL SUPPLIES	31.57
INVOICE: 70205								
INVOICE: 12/20/23			70309	P	12/27/23	101830 5310	MTCE. OF STRUCTURES	38.48
			70309	P	12/27/23	651890 5200	GENERAL SUPPLIES	100.62

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70542	12/20/23		70309	P	12/27/23	651890 5220	SMALL TOOLS	139.99
INVOICE: 70550	12/20/23		70309	P	12/27/23	651890 5200	GENERAL SUPPLIES	131.44
INVOICE: 70550	12/22/23		70309	P	12/27/23	101803 5200	GENERAL SUPPLIES	99.88
INVOICE: 70655								
VENDOR TOTALS		.00	YTD INVOICED			2,602.90	YTD PAID	823.97
102114 METRO CHIEF FIRE OFFICERS ASSN	12/20/23		70310	P	12/27/23	101 1370	PREPAID EXPENSES	100.00
INVOICE: 2024								
VENDOR TOTALS		.00	YTD INVOICED			100.00	YTD PAID	100.00
102699 MIKE'S SMALL ENGINE CENTER	12/04/23		70311	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	49.97
INVOICE: 28175	12/05/23		70311	P	12/27/23	101830 5260	MOTOR FUELS AND LUBRICANT	155.70
INVOICE: 28179	12/11/23		70311	P	12/27/23	101830 5200	GENERAL SUPPLIES	642.98
INVOICE: 28233								
VENDOR TOTALS		.00	YTD INVOICED			848.65	YTD PAID	848.65
102085 MN DEPT OF PUBLIC SAFETY	12/20/23		70312	P	12/27/23	101820 5450	LICENSES AND TAXES	26.00
INVOICE: 122023								
VENDOR TOTALS		.00	YTD INVOICED			26.00	YTD PAID	26.00
100515 MN SCREEN PRINT	12/13/23		70313	P	12/27/23	101821 5080	EMPLOYEE SAFTEY APPAREL	30.00
INVOICE: 35481-2								
VENDOR TOTALS		.00	YTD INVOICED			30.00	YTD PAID	30.00
103984 Mosca Design	12/07/23		70314	P	12/27/23	235807 5490	OTHER CHARGES/SERVICES	5,250.36
INVOICE: 38113								
VENDOR TOTALS		.00	YTD INVOICED			5,250.36	YTD PAID	5,250.36
100544 MVTL LABORATORIES INC	12/14/23		70315	P	12/27/23	651892 5460	PROFESSIONAL SERVICES	605.00
INVOICE: 1231515	11/29/23		70315	P	12/27/23	651890 5460	PROFESSIONAL SERVICES	321.20
INVOICE: 1228948	12/11/23		70315	P	12/27/23	651890 5460	PROFESSIONAL SERVICES	58.30
INVOICE: 1230645								

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			1,290.30 YTD PAID		984.50
100585 NORTHERN STATES SUPPLY	12/11/23		70316	P	12/27/23	101830 5310	MTCE. OF STRUCTURES	142.01
INVOICE: 10-616451	12/12/23		70316	P	12/27/23	101830 5300	MTCE. OF EQUIPMENT	43.29
INVOICE: 10-616468	12/13/23		70316	P	12/27/23	101830 5300	MTCE. OF EQUIPMENT	31.94
INVOICE: 10-616505								
VENDOR TOTALS			.00 YTD INVOICED			280.71 YTD PAID		217.24
100374 PREMIUM WATERS INC	12/13/23		70317	P	12/27/23	101847 5200	GENERAL SUPPLIES	37.99
INVOICE: 330572357								
VENDOR TOTALS			.00 YTD INVOICED			47.99 YTD PAID		37.99
100624 PRINT MASTERS	12/20/23		70318	P	12/27/23	101845 5200	GENERAL SUPPLIES	102.00
INVOICE: 181406								
VENDOR TOTALS			.00 YTD INVOICED			204.00 YTD PAID		102.00
100665 RULE TIRE SHOP	12/12/23		70319	P	12/27/23	651890 5300	MTCE. OF EQUIPMENT	79.00
INVOICE: 1-67938	12/13/23		70319	P	12/27/23	101 1350	INVENTORIES-MDSE FOR RESA	948.00
INVOICE: 1-67848								
VENDOR TOTALS			.00 YTD INVOICED			1,602.98 YTD PAID		1,027.00
103050 SYN-TECH SYSTEMS	12/26/23		70320	P	12/27/23	230838 5490	OTHER CHARGES/SERVICES	73.00
INVOICE: 275715	12/26/23		70320	P	12/27/23	230838 5490	OTHER CHARGES/SERVICES	73.00
INVOICE: 275335								
VENDOR TOTALS			.00 YTD INVOICED			146.00 YTD PAID		146.00
103589 TEN17 MEDIA LLC	12/15/23		70321	P	12/27/23	235807 5460	PROFESSIONAL SERVICES	1,250.00
INVOICE: 1395								
VENDOR TOTALS			.00 YTD INVOICED			2,500.00 YTD PAID		1,250.00
100165 ULTIMATE SAFETY CONCEPTS INC	12/13/23		70322	P	12/27/23	101821 5220	SMALL TOOLS	2,360.00
INVOICE: 208896								

PAID INVOICES REPORT

CHECK RUN:12/27-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			2,360.00	YTD PAID	2,360.00
102915 VERIZON WIRELESS	12/09/23		70323	P	12/27/23	101809 5290	COMMUNICATIONS	2,357.48
INVOICE: 9951279213	12/09/23		70323	P	12/27/23	651893 5290	COMMUNICATIONS	40.01
INVOICE: 9951279213								
VENDOR TOTALS		.00	YTD INVOICED			4,617.06	YTD PAID	2,397.49
100777 VIKING COCA-COLA BOTTLING CO	12/20/23		70324	P	12/27/23	101845 5200	GENERAL SUPPLIES	999.00
INVOICE: 3291060	12/20/23		70324	P	12/27/23	101845 5200	GENERAL SUPPLIES	443.00
INVOICE: 3290167								
VENDOR TOTALS		.00	YTD INVOICED			4,079.30	YTD PAID	1,442.00
100805 WEST CENTRAL SANITATION	11/30/23		70325	P	12/27/23	651 1370	PREPAID EXPENSES	52.10
INVOICE: 12964462								
VENDOR TOTALS		.00	YTD INVOICED			52.10	YTD PAID	52.10
101640 WESTMOR INDUSTRIES LLC	11/30/23		70326	P	12/27/23	101830 5320	MTCE. OF OTHER IMPROVE	2,154.80
INVOICE: 1926266 RI								
VENDOR TOTALS		.00	YTD INVOICED			2,154.80	YTD PAID	2,154.80
							REPORT TOTALS	66,706.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	47	66,706.74

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

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 257

NEW INVOICES

VENDOR	REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE
APPROVED PAID INVOICES								
100467	00000	CENTERPOINT ENER STMT/11-2023		Cntrpnt	5,159.85	.00	.00	509
CASH 999	2023/12	INV 12/27/2023	SEP-CHK: N	DISC: .00	101830	5350	15.00	1099:
ACCT 1100	DEPT 806	DUE 01/11/2024	DESC:Natural gas-November		651890	5350	492.56	1099:
CONDITIONS THAT PREVENT POSTING INVOICE 100467/697								
* w9h1d								
					101845	5350	1,275.79	1099:
					101830	5350	15.00	1099:
					101848	5350	15.00	1099:
					101847	5350	424.61	1099:
					101845	5350	2,906.89	1099:
					101830	5350	15.00	1099:
1 APPROVED PAID INVOICES					TOTAL	5,159.85		
1 INVOICE(S)					REPORT POST TOTAL	5,159.85		

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 257

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2023 12	101830	101 -00-830-000-5350 -	UTILITIES	45.00	.00
	101845	101 -00-845-000-5350 -	UTILITIES	4,182.68	.00
	101847	101 -00-847-000-5350 -	UTILITIES	424.61	.00
	101848	101 -00-848-000-5350 -	UTILITIES	15.00	.00
	651890	651 -00-890-000-5350 -	UTILITIES	492.56	.00
REPORT TOTALS				5,159.85	

INVOICE ENTRY PROOF LIST

CLERK: avalladarez

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC		
2023 12 120232									
API 101830-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	15.00
							Natural gas-November		
API 651890-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	492.56
							Natural gas-November		
API 101845-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	1,275.79
							Natural gas-November		
API 101830-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	15.00
							Natural gas-November		
API 101848-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	15.00
							Natural gas-November		
API 101847-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	424.61
							Natural gas-November		
API 101845-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	2,906.89
							Natural gas-November		
API 101830-5350	12/27/2023	CK		50	100467	697	UTILITIES	Y	15.00
							Natural gas-November		
GENERAL LEDGER TOTAL								5,159.85	.00
API 101-2200							ACCOUNTS PAYABLE		4,667.29
	12/27/2023	W Cntrpnt	B	257					
API 651-2200							ACCOUNTS PAYABLE		492.56
	12/27/2023	W Cntrpnt	B	257					
SYSTEM GENERATED ENTRIES TOTAL								.00	5,159.85
JOURNAL 2023/12/120232 TOTAL								5,159.85	5,159.85
2023 12 120232									
API 101-3100							EXPENDITURES	4,667.29	
	12/27/2023	W Cntrpnt	B	257					
API 651-3100							EXPENDITURES	492.56	
	12/27/2023	W Cntrpnt	B	257					

INVOICE ENTRY PROOF LIST

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	GENERAL FUND	2023	12	120232	12/27/2023			
	101-2200					ACCOUNTS PAYABLE		
	101-3100					EXPENDITURES	4,667.29	4,667.29
						FUND TOTAL	4,667.29	4,667.29
651	WASTE TREATMENT	2023	12	120232	12/27/2023			
	651-2200					ACCOUNTS PAYABLE		
	651-3100					EXPENDITURES	492.56	492.56
						FUND TOTAL	492.56	492.56

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

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 259

NEW INVOICES

VENDOR	REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE
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APPROVED PAID INVOICES

103996	00000	UBS Financial Se	122723	USB	3,500,000.00	.00	.00	511
CASH 999	2023/12	INV 12/27/2023	SEP-CHK: N	DISC: .00		101 1160	3,500,000.00	1099:
ACCT 1100	DEPT 806	DUE 01/11/2024	DESC:UBS Money Market					
CONDITIONS THAT PREVENT POSTING INVOICE				103996/701				

* w9h1d

1	APPROVED PAID INVOICES	TOTAL	3,500,000.00
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1	INVOICE(S)	REPORT POST TOTAL	3,500,000.00
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INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 259

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2023 12	101	101 -00-000-000-1160 -	INVESTMENTS	3,500,000.00 BAL	.00
REPORT TOTALS				3,500,000.00	

INVOICE ENTRY PROOF LIST

CLERK: avalladarez

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2023 12 120239										
API 101-1160	12/27/2023	CK	51 103996		701	INVESTMENTS			3,500,000.00	
						UBS Money Market				
						GENERAL LEDGER TOTAL			3,500,000.00	.00
API 101-2200	12/27/2023	W USB	B 259			ACCOUNTS PAYABLE				3,500,000.00
						SYSTEM GENERATED ENTRIES TOTAL			.00	3,500,000.00
						JOURNAL 2023/12/120239 TOTAL			3,500,000.00	3,500,000.00

INVOICE ENTRY PROOF LIST

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	GENERAL FUND	2023 12	120239	12/27/2023	INVESTMENTS	3,500,000.00	
	101-1160				ACCOUNTS PAYABLE		3,500,000.00
	101-2200						
					FUND TOTAL	3,500,000.00	3,500,000.00

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

INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 260

NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE
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APPROVED PAID INVOICES

103996 00000 UBS Financial Se 122723-1	UBS	3,000,000.00	.00	.00	512
CASH 999 2023/12 INV 12/27/2023 SEP-CHK: N DISC: .00			101 1160	3,000,000.00	1099:
ACCT 1100 DEPT 806 DUE 01/11/2024 DESC:UBS Money Market					
CONDITIONS THAT PREVENT POSTING INVOICE 103996/702					

* w9hld

1 APPROVED PAID INVOICES	TOTAL	3,000,000.00
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1 INVOICE(S)	REPORT POST TOTAL	3,000,000.00
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INVOICE ENTRY PROOF LIST

CLERK: avalladarez BATCH: 260

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2023 12	101	101 -00-000-000-1160 -	INVESTMENTS	3,000,000.00 BAL	.00
REPORT TOTALS				3,000,000.00	

INVOICE ENTRY PROOF LIST

CLERK: avalladarez

YEAR PER	JNL	ACCOUNT	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T OB	DEBIT	CREDIT
2023	12	120242					LINE	DESC			
API 101-1160	12/27/2023	CK	51 103996			702	INVESTMENTS			3,000,000.00	
							UBS Money Market				
							GENERAL LEDGER TOTAL			3,000,000.00	.00
API 101-2200	12/27/2023	W UBS	B 260				ACCOUNTS PAYABLE				3,000,000.00
							SYSTEM GENERATED ENTRIES TOTAL			.00	3,000,000.00
							JOURNAL 2023/12/120242 TOTAL			3,000,000.00	3,000,000.00

INVOICE ENTRY PROOF LIST

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	GENERAL FUND	2023	12	120242	12/27/2023	INVESTMENTS	3,000,000.00	
	101-1160					ACCOUNTS PAYABLE		3,000,000.00
	101-2200							
						FUND TOTAL	3,000,000.00	3,000,000.00

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

**Willmar Lakes Area CVB Board Meeting
EBO Board Room of the CVB/Chamber & Online Via Zoom
Tuesday, November 21, 2023, @ 12:00 Noon**

Members Present: Art Benson, Doug Kuehnast, Sabrina Lere, Judy Thompson, Sue Steinert, James Miller, Audrey Nelsen, Dave Baker, Nancy Larson, Dave Henle, and Mike McArthur

Members Excused: Asim Siddiqui, Steve Gardner, David Feist and Chad Lien

Members Absent: Ryan Scheffler, John Dahl, and Caroline Chan

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:12 pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the October 17, 2023, Meeting:** It was MSC (m/Baker; s/Henle) to approve the minutes from the October 17, 2023, meeting.
- III. **Financial Report:** Thompson presented the financial report and lodging tax revenues report. Fischer suggested we complete an ADA audit of our website in 2023. It was MSC (m/Nelsen, s/Larson) to approve completing the audit. It was MSC (m/Kuehnast, s/Baker) to approve the financial report as presented.
- IV. **Old Business:**
 - a. **Tourism Partnership Agreement Update:** Fischer shared that the agreement has been updated to August 1st, as requested at the last Board meeting. She signed the document and gave it to the EDC.
- V. **New Business:**
 - a. **New London Township Update:** Fischer shared that she attended the October and November New London Township meetings. The New London Township decided that 50% of the lodging tax will go to the NL Area Chamber and 50% will go to the CVB. She has not received the contract yet. The Board authorized the CVB Executive Committee to review and approve the contract when received.
 - b. **Office Update:** Fischer shared that she met with the Chamber & EDC about shared office space. A few locations were discussed, but no decision has been made about moving forward together. The next step is to look at what the CVB would need for space and what kind of visibility we would want. Baker suggested having another half-day Board retreat to talk about what the CVB needs for the future, as well as a possible name change. Fischer said she will look at dates in the first quarter for a planning conference and bring some options to the next meeting.
 - c. **Escape to Adventure Passport Update:** Fischer went through the stats on the passport. There are 55 locations with 69 possible redemptions. So far, 74 passports have been ordered. Those with the passport come mostly from MN, but also MI, MD, and OK. Of those 74 passports, 47 opted in for marketing. Goat Ridge is the top location for check-ins. Fischer said we could do some small promotions to help boost the awareness of the passport and create flyers for hotels.
- VI. **Committee Reports/Updates:**
 - a. **Sports:** No report was received from Scheffler. Fischer shared that Bantam Hockey had a good tournament last weekend, and there are more hockey tournaments coming up. She also noted that the Turkey Leg 5K is this Thursday.
 - b. **Executive Committee:**
 - i. **2024 Board Members/Officers Update:** Steinert shared that Lere and Kuehnast's second 3-year terms are ending, and they have agreed to stay on the Board. Dave Henle's 3rd term is ending. Dave Feist is the chair for 2024, but they are still looking for a Chair-Elect. If interested, please

contact Steinert or Fischer by early December. The Executive Committee will complete the Executive Director review in December. Fischer will send an email asking Board Members to provide feedback directly to Chair Steinert if they would like it to be considered for Fischer's review prior to the December Executive Committee meeting.

- c. **Leisure:** Larson shared that they met at the Historical Society. They talked about some of the holiday events coming up. She noted that Prairie Woods Environmental Learning Center has had an increase in home-school programming requests this year. The hotels said they had a strong 3rd Quarter. The committee had a high-level discussion about the Tepetonka Golf Course. They also talked about the cost and location of possible billboards.
 - i. **Billboard Discussion:** Fischer shared that she talked with Lamar Advertising to see what they had available for billboards, and they are creating proposals for the locations discussed at the Leisure Committee meeting. There was also a discussion about possibly securing land and building our own billboards. Fischer asked for feedback from the Board regarding billboards, including possible locations, messaging, and possible spend. It was a consensus to ask the Leisure Committee to form a sub-committee to work on a possible billboard campaign. They should look at messaging first and then discuss possible locations. We will have a couple of Board Members join the sub-committee also.

VII. **Affiliated Partnership Updates/Reports:**

- a. **Spicer Commercial Club:** Larson said they hope to install a kayak and paddleboard rental location at Saulsbury Beach. The kayaks and paddleboards would be in a cage, and guests would need to use an app to rent them. The company maintains the app and will hire somebody locally to help handle any issues. It is on the City Council's agenda tonight for approval. The Winterfest Committee continues to struggle with having enough volunteers for the variety of events throughout the three weeks. She noted that the Spicer Fire Department has pulled back on volunteering at events. They are willing to do the castle build but cannot help with other events. A decision was made to have the Fire on Ice dance at a rotating location each year. This year, the dance will take place at O'Neil's on the patio and in the Event Center. There will be a tent over the patio.

[Miller exited meeting]

- b. **New London:** No report was received from Dahl. Fischer shared that Home for the Holidays is December 1-2, and they have a 12 Days of Christmas campaign starting on the 2nd. The Kat Perkins concert is also on December 2nd.

- VIII. **Executive Director Report:** Fischer reviewed the November Executive Director's Report. Fischer shared a few of the upcoming events, including Celebrate the Light, Turkey Leg 5K, Home for the Holidays, Atwater Passport, Hockey Tournaments, and a few conferences. She noted that the Spicer ice castle is scheduled to be constructed January 12-14th. She has submitted ads for the digital guide with Explore Minnesota. She contracted ad space with Outdoor Network for snowtracks.com, SnowGoer for their January and February issues, ROVA for the April/May and August/September issues, and the winter, spring and fall issues of MN Meetings & Events. She went over our top 4 markets, the STR data and the top 5 pages of our website for the month of October. She shared that the Coalition of Greater MN Cities Conference was last week. She contracted to attend Farmfest 2024 again in partnership with the EDC. Copies of the Executive Director's Report are available upon request from the CVB office.

IX. **Other Business:**

- a. **Other:**
- b. **Word Around the Community:**
 - i. **Benson** – January 27th is the Open House for Glacial Ridge Curling. Spurs will be providing food and a cash bar. Benson is selling raffle tickets if anyone is interested.
- c. **Next Meeting:** The next meeting of the CVB Board of Directors will be held on Tuesday, December 19th at 12:00 pm.

X. Adjournment: Steinert adjourned the meeting at 1:23 pm.

Respectfully Submitted by,
Tanya Rosenau, Administrative Assistant
Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of November 30, 2023
(As of 12/14/23)

Assets

Cash	\$ 30,759.74
Bremer Wealth Money Market	129.94
Petty Cash	50.00
Investments	392,350.47
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	4,004.49
Interest Receivable	-
Total Assets	\$ 427,294.64

Liabilities

Accounts Payable	\$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	4,095.56
Committed Fund Balance - CVB	28,193.86
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	349,520.22
Restricted Fund Balance - CVB 2023 Cash Flow	45,435.00
Total Fund Balance	427,294.64

Total Liabilities & Fund Balance	\$ 427,294.64
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Lodging Tax History

	#	2015	2016	2017	2018	2019	2020	2021	2022	2023
January		\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02	\$ 7,741.02	\$ 17,530.03	\$ 19,479.44
									9 properties 476 rooms	10 properties 497 rooms
February		\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98	\$ 15,048.46	\$ 9,101.68	\$ 13,032.62	\$ 16,367.14
									9 properties 476 rooms	10 properties 497 rooms
March		\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47	\$ 9,303.62	\$ 12,363.16	\$ 16,301.29	\$ 23,116.95
									10 properties 497 rooms	10 properties 497 rooms
April		\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29	\$ 4,588.16	\$ 15,029.77	\$ 19,180.17	\$ 23,081.59
									10 properties 497 rooms	10 properties 497 rooms
May		\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25	\$ 7,314.51	\$ 17,537.08	\$ 25,997.69	\$ 24,403.07
									10 properties 497 rooms	11 properties 548 rooms
June		\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13	\$ 12,608.70	\$ 23,624.61	\$ 31,219.70	\$ 34,504.90
									10 properties 497 rooms	10 properties 497 rooms
July		\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.56	\$ 26,044.25	\$ 16,449.45	\$ 28,542.94	\$ 34,930.15	\$ 34,333.42
									10 properties 497 rooms	10 properties 497 rooms
August		\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	\$ 25,113.28	\$ 17,345.10	\$ 28,063.26	\$ 37,198.88	\$ 33,314.10
									10 properties 497 rooms	11 properties 548 rooms
September		\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	\$ 23,058.37	\$ 16,540.48	\$ 23,485.38	\$ 29,875.49	\$ 29,419.53
									10 properties 497 rooms	10 properties 497 rooms
October		\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	\$ 16,290.21	\$ 20,545.88	\$ 32,789.52	\$ 21,164.74
									10 properties 497 rooms	2 missing
November		\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	\$17,729.37	\$8,651.30	\$17,090.35	\$25,876.14	\$ -
Camping		\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	\$15,594.25	\$13,829.45	\$17,917.95	\$15,558.85	\$15,042.95
December		\$ 13,694.93	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	\$6,674.59	\$15,743.86	\$21,732.15	\$ -
									11 properties 548 rooms	
Total Lodging tax		\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 158,792.05	\$ 236,786.94	\$ 321,222.68	\$ 274,227.83

**MINUTES
Central Community Transit
Operations Board**

Tuesday, November 28, 2023

10:00 a.m.

Hybrid Meeting/Virtual Teams Conference - Willmar Office

Members Present: Chad Christenson, Jeff Filipek, Michelle Pahl, Judy Thompson

Members via Video/Phone: Amanda Becker, Adam Christopher, Terry Smith

Members Absent: Paul Bukovich, Deb Grunwald, Donna Whitcomb

Staff Present: Amy Nieland, Transit Director, Doug Sweeter, Operations Coordinator; Patti Flannigan, Human Resources

Staff Via Video/Phone: Donna Anderson, Assistant Transit Director

Introductions

The Central Community Transit Operations Board meeting was called to order. Introductions were given.

Approval of Agenda

No additions or changes to the agenda. **Judy Thompson made a motion to approve the agenda. Jeff Filipek seconded the motion, which carried.**

Approval of Minutes

Michelle Pahl made a motion to approve the minutes from September 26, 2023. Judy Thompson seconded the motion, which carried.

Director's Update

Financials Review – Amy Nieland reviewed financials through October 2023. Revenues coming in as expected. The full MnDOT budget is not projected to be spent. Reviewed Checking, Savings, Savings Direct and MPT Reserve Accounts.

Ridership - 2023 ridership is up overall. Recently added the Willmar Evening route back into service; no Saturday or Sunday service yet at this time.

Large Capital and Technology Updates

Server - Waiting for MnDOT to create contract. An extended warranty has been purchased for the old obsolete server to carry into January.

Phone Support - Complete.

Phone Replacement/Upgrade - Waiting for MnDOT contract. The new phone system will be web based with all calls directed through the computer system to enable remote work options.

Fleet/Maintenance Updates

Three new units are ready to be picked up/delivered; waiting on Harinee for inspection. Doug Sweeter updated on current fleet issues with one bus out for repair due to an accident taking place at an uncontrolled intersection; no passengers, no injuries. Other fleet issues consisting of an ac compressor, motor mounts and a transmission replacement. The recently purchased used bus has been very beneficial for utilization to continue providing service needs.

2023 Rural Replacement Vehicle List

An application has been submitted for six new units; will wait to see how many MnDOT awards. CCT currently has nine units that meet the criteria for replacement.

Operations Board

Member Openings - CCT Operations Board openings remain for various representation throughout the counties of Kandiyohi, Renville and Meeker. Interested individuals are encouraged to complete an Application of Appointment.

2023 Appreciation Event - Staff, Volunteer Drivers, Board Members

Christmas party ideas were discussed for staff and board members with also holding a Volunteer Driver appreciation event.

Staffing Updates

Hired an office coordinator in Litchfield, will likely move to dispatch in the spring. Opening in Willmar remains for an Office/Procurement Coordinator. Newly hired drivers are waiting for behind the wheel testing openings. Given the shortage of openings, drivers have been taken to St. Cloud and Alexandria for testing. A recent Olivia driver hire is also interested to assist in Willmar. Litchfield has hired one driver and in the process of licensing 1-2 more with a recent retirement in October and another after the 1st of the year. Several part-time drivers are always welcome at all locations.

Other Updates

Wage Compensation Study - The study was started via MnDOT as of September 2023 and is expected to be completed by the end of December.

Health Care Plans/Dental and Premiums - Coverage of four tier options are available for health insurance, in addition to newly offered voluntary dental and vision plans.

2024 Draft Budget - Submitted to MnDOT.

MNRRA Grant - Completed and accepted.

PrimeWest Grant - Completed; grant awarded and check received to purchase a handicapped accessible van as a volunteer support vehicle for the Litchfield volunteer driver program.

Willmar Fare Free City Route - Terry Smith updated the route will be coming to a close at the end of the year. Discussion is taking place for community support as a community investment to keep fares reduced or free throughout the year.

Meeting Set Up/Dates

Operations Board Meeting: December 27, 2023 - 10:00 a.m.

Central Community Transit Joint Powers Board Special Meeting: December 1, 2023 - 9:00 a.m.

Adjourn Meeting

Meeting adjourned at 11:04 a.m.

Submitted by,
Patti Flannigan
HR



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Jim Felt, Police Chief
Item:	Consider a Resolution Denying a THC License Renewal for High Cake Recreational Dispensary		

RECOMMENDED ACTION:

That the City Council deny the THC Renewal Application for Mohammed Haseeb LLC, DBA High Cake Recreational Dispensary

OVERVIEW:

On December 7, 2023, the City Clerk received a license application submitted by Mohammed Hassab, owner of Mohammed Haseeb LLC, which operates a business under the name of High Cake Recreational Dispensary (HCRD), for renewal of its THC license expiring on December 31, 2023. On December 18, 2023, the City Council adopted City of Willmar Resolution No. 2023-200, imposing an administrative civil penalty on HCRD for violations of Article IX of Chapter 8 of the City Code and a three-day license suspension from December 27 until December 29, 2023.

Pursuant to the findings in Resolution No. 2023-200, the Willmar Police Department determined during six compliance checks, including one conducted in conjunction with a Minnesota Department of Health Investigator, that HCRD was selling leaf/bud marijuana and other products that did not comply with Minn. Stat. § 151.72, in contravention of Article IX of Chapter 8 of the City Code, and which are prohibited from sale by State law and Willmar Ordinance No. 1510.

The nature of Mohammed Haseeb LLC, dba HCRD's repeated violations documented in Resolution No. 2023-200, in which the licensee demonstrated a deliberate disregard for the legal requirements applicable to the sale of licensed products even after being notified of the same on multiple occasions by the City's police department, are indicative of the licensee's lack of commitment to complying with legal requirements in Article IX of Chapter 8 of the City Code and in Minn. Stat. § 151.72.

Staff recommend that the City Council deny the 2024 THC license renewal application submitted by Mohammed Hassab for the business of Mohammed Haseeb LLC, which conducts business in the City of Willmar under the name High Cake Recreational Dispensary.

BUDGETARY/FISCAL ISSUES:

\$2,000 License Fee

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. License Denial Resolution Draft v4 010224

**CITY OF WILLMAR
RESOLUTION NO.**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA DENYING
THC LICENSE RENEWAL APPLICATION FOR MOHAMMED HASEEB LLC, DBA HIGH CAKE
RECREATIONAL DISPENSARY, PURSUANT TO WILLMAR CITY CODE SEC. 8-306**

Motion By:_____ Second By:_____

WHEREAS, the City of Willmar City Council (the “City Council”) adopted Ordinance 1487, subsequently amended by Ordinance 1506 and codified as Article IX of Chapter 8 of the Willmar City Code, on September 19, 2022; and

WHEREAS, Article IX of Chapter 8 requires any person selling hemp-derived THC Products permitted to be sold pursuant to Minn. Stat. § 151.72 to apply for and receive a license from the City of Willmar (the “City”) by submitting the completed application to the City Clerk; and

WHEREAS, on December 7, 2023, the City Clerk received a license application submitted by Mohammed Hassab, owner of Mohammed Haseeb LLC, which operates a business under the name of High Cake Recreational Dispensary (HCRD), for renewal of its THC license expiring on December 31, 2023; and

WHEREAS, on December 18, 2023, the City Council adopted City of Willmar Resolution No. 2023-200, imposing an administrative civil penalty on HCRD for violations of Article IX of Chapter 8 of the City Code; and

WHEREAS, pursuant to the findings in Resolution No. 2023-200, the Willmar Police Department determined during six compliance checks, including one conducted in conjunction with a Minnesota Department of Health Investigator, that HCRD was selling leaf/bud marijuana and other products which do not comply with Minn. Stat. § 151.72, in contravention of Article IX of Chapter 8 of the City Code, and which are prohibited from sale by State law and Willmar Ordinance No. 1510; and

WHEREAS, the THC license for Mohammed Hassab was suspended for three days, from December 27, 2023, until December 29, 2023; and

WHEREAS, the license application submitted by Mohammed Hassab for Mohammed Haseeb LLC to operate HCRD stated that the business had no employees; and

WHEREAS, during the aforementioned compliance checks conducted by the Willmar Police Department in October and November 2023, employees were observed to be working at HCRD; and

WHEREAS, pursuant to City Code Sec. 8-306, grounds for denying the issuance or renewal of a license under Article IX of Chapter 8 of the City Code include, but are not limited to, the following:

- (3) The applicant has been convicted within the past five years for any violation of or has otherwise been adjudicated to have violated a federal, state, or local law, other ordinance, provision, or other regulation relating to the licensed products, but not including possession or sale of licensed products.
- (4) The applicant has been convicted of a violation or otherwise adjudicated to have violated this article within the past five years.
- (5) The applicant has had a license to sell licensed products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell licensed products, whether in the city or in another jurisdiction, that has had a license to sell licensed products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or

suspension, or at the time of the violation that led to the revocation or suspension.

- (8) The applicant fails to provide any information required on the application, or provides false or misleading information. Any false statement on an application, or any willful omission of any information called for on such application form, shall cause an automatic refusal of license, or if already issued, shall render any license issued pursuant thereto void and of no effect to protect the applicant from prosecution for violation of this chapter, or any part thereof; and

WHEREAS, the City Council has previously found that Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD, violated Article IX of Chapter 8 of the City Code; and

WHEREAS, the City Council has previously suspended the license to sell licensed products (THC license) held by Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD; and

WHEREAS, Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD, has provided false or misleading information to the City Clerk on the application for a THC license; and

WHEREAS, the nature of Mohammed Haseeb LLC, dba HCRD's repeated violations documented in Resolution No. 2023-200, in which the licensee demonstrated a deliberate disregard for the legal requirements applicable to the sale of licensed products even after being notified of the same on multiple occasions by the City's police department, are indicative of the licensee's lack of commitment to complying with legal requirements in Article IX of Chapter 8 of the City Code and in Minn. Stat. § 151.72.

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

FINDINGS, CONCLUSIONS, AND DENIAL OF LICENSE

1. That the City Council of Willmar hereby adopts, as factual findings, all of the above recitals, and incorporates the findings contained in Resolution No. 2023-200 by reference as though fully set forth herein.
2. The City Council of Willmar hereby denies the THC license renewal application submitted by Mohammed Hassab for the business of Mohammed Haseeb LLC, which conducts business in the City of Willmar under the name High Cake Recreational Dispensary.
3. This license denial does not prohibit further civil or criminal action pursuant to state law and all applicable sections of the City Code.

PASSED by the City Council of the City of Willmar on this 2nd day of January, 2024.

ATTEST

City Clerk

Mayor



City of Willmar

City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Consideration and Approval of Pay Increase for Election Judges		

RECOMMENDED ACTION:

Consideration and Approval of Pay Increase for Election Judges

OVERVIEW:

With 2024 being a Presidential Election Year, staff proposes increasing the hourly pay rate for our election judges in the City of Willmar. In September 2023, staff completed a survey of election judge pay rates with various townships and cities in Kandiyohi County.

After comparing the various pay rates, a rate increase is justifiable to remain competitive with the various entities due to the increased complexity and large volume of voters at City polling places.

A staff recommendation is as follows:

- Head Judges & Absentee Judges– increase from \$21.50 to \$26.00
- Assistant Head Judges – increase from \$19.50 to \$23.00
- Regular Judges – increase from \$16.50 to \$20.00.

Below are the calculations reflecting these increases:

6 – Absentee Judges	Approx. 13 hours @ \$26.00/hr.	\$ 2,028.00
25 – Head Judges	Approx. 19 hours @ \$26.00/hr.	\$12,350.00
8-Assistant Head Judges	Approx. 19 hours @ \$23.00/hr.	\$ 3,496.00
47- Regular Judges	Approx. 17 hours @ \$20.00/hr.	<u>\$15,980.00</u>
TOTAL		\$33,854.00 x 2 = \$67,708.00

*Note: These hours consist of working and training hours and are multiplied by two as there are two elections/year – Primary and General. The Presidential Primary expenses are not included in these totals as the state reimburses the City for the costs incurred for this election.

The cost incurred for election judge pay in 2022 (Non Presidential Election) for the Primary and General Elections was \$48,790.92. The proposed pay rates would be an increase of \$18,917.08 overall.

The cost incurred for election judge pay in 2020 (Presidential Election) for the Primary and General Elections was \$61,743.00. The proposed pay rates would be an increase of \$5,965.00 overall.

BUDGETARY/FISCAL ISSUES:

The proposed increases would not affect the budget for 2024 as these increases were included in the 2024 Budget approved on December 4, 2023.

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Survey of Township-City Election Judge Pay in Kandiyohi County

KANDIYOHI COUNTY ELECTION JUDGE PAY FOR TOWNSHIPS – SEPTEMBER 2023

Arctander – Mail in only

Burbank – \$18.75/hour

Colfax - \$25/hour

Dovre - \$15/hour; provide coffee & water; 2 shifts – 6:00 a.m. – 2:00 p.m. & 2:00 p.m. to close

E. Lake Lillian - \$15/hour

Edwards: - \$20/hour (raised in 2023 from \$15/hour)

Fahlun - \$20/hour & head judges \$25/hour

Genessee – No response

Green Lake - \$25/hour and provide lunch and supper

Harrison - \$35/hour

Holland – \$18/hour and provide meals for the day

Irving - \$25/hour & head judges \$30/hour

Kandiyohi – \$15/hour & provide lunch and supper

Lake Andrew - \$15/hour & head judges \$20/hour (\$18 & \$25 are being discussed)

Lake Elizabeth - \$30/hour

Lake Lillian – No response

Mamre – \$20/hour

New London - \$15/hour & head judges \$20/hour

Norway Lake - \$20/hour & head judges \$25/hour

Roseland – mail in only

Roseville - \$15/hour

St. Johns - \$25/hour

Whitefield - \$20/hour & head judges \$25/hour

Willmar - \$30/hour

City of Willmar - \$16.50/hour; assistant head judge - \$19.50/hour; head judge - \$21.50/hour

City of Blomkest - \$20/hour & head judges \$25/hour

City of Kandiyohi - \$15/hour & head judges \$16/hour

City of Prinsburg - \$18/hour & provide meals for the day



City Council Action Request

Council Meeting Date:	January 2, 2024	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Request a Work Session for January 22, 2024 at 6:00 PM		

RECOMMENDED ACTION:

To schedule a work session on Monday, January 22, 2024 at 6:00 PM

OVERVIEW:

Staff would like to hold a work session to discuss survey results, marketing, financing, and an agreement between the City of Willmar and Hometown Fiber.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None