



WILLMAR CITY COUNCIL MEETING

MONDAY, MARCH 18, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE

COUNCIL MEMBERS

AGENDA

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

Approve:

- A. City Council Minutes of March 4, 2024
- B. City Council Minutes - Special Session of March 11, 2024
- C. Rice Board Meeting Minutes of March 6th, 2024
- D. Planning Commission Minutes of March 6th, 2024 Draft
- E. Planning Commission Work Session Minutes of March 13, 2024 DRAFT
- F. Final Plat Parcel # 95-570-0930
- G. Willmar Municipal Utilities Commission Meeting Minutes of March 11, 2024
- H. Approve Plans & Specs & Advertise for Bids: Project No. 2408 Sealcoating
- I. Wastewater Lift Station Repairs
- J. Accounts Payable Report, 2-28-24 - 3-14-24

Information:

- K. Willmar Municipal Utilities Financial Report for January 2024
- L. February 2024 Permit Report
- M. Director Reports

7. Approve Consent Agenda Items
8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Public Hearing:

- A. Consider an Ordinance Amending Chapter 3, Alcoholic Beverages

- B. Consider an Ordinance to Rezone Parcel: 95-923-8320; Ward 4

11. Regular Business

- A. Introduction of an Ordinance Authorizing the Sale of Parcel: 95-872-1160 to Jennie-O Turkey Store, Inc. and Set a Public Hearing Date
- B. Approval of Purchase Agreement, Introduce an Ordinance, and Call for a Public Hearing for City Land in 4th Addition of the Willmar Industrial Park for Dooley's Petroleum Expansion Project
- C. Project No. 2310-A Bid Award: Eagle Lake Lift Stations 7, 8 & 9
- D. Project No. 2404-A Thompson Parking Lot & Ella Ave Path Bid Award
- E. Liquor License Renewals
- F. Civic Center Arena Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar

12. "Community Pride" Announcements

13. Adjourn

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

March 4, 2024
6:30 PM

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Michael O'Brien, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Services Director Christopher Corbett, City Engineer Jared Voge, Director of Community Outreach Pablo Obregon, Public Works Director Justin Deleeuw, City Clerk Vernae Larsen, and City Attorney Robert Scott.

There were two additions to the agenda.

Additions:

Council Member Shuldes introduced the addition of Item 9.E. Discussion of the feasibility of extending a walking path from US HWY 12 to Civic Center Drive NE along Lakeland Drive NE.

Council Member Ask introduced the addition of Item 9.F. Update from Police Chief Felt regarding the School Resource Officers in the Willmar School District.

Following discussion, **Proposed Additions or Deletions to Agenda** was introduced by Council Member Ask. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes	Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelson, Julie Asmus, Thomas Butterfield, Rick Fagerlie, Michael O'Brien
Noes	None

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of February 20, 2024
- B. Willmar Municipal Utilities Commission Meeting Minutes of February 23, 2024
- C. Planning Commission Minutes of February 21, 2024
- D. Planning Commission Applicant - Fernando Cano
- E. Accounts Payable Report, 2-16-24 to 2-27-24
- F. **Resolution No. 2024-024 Authorize Entering into Agreement with C and H Sports Surfaces, Inc. to resurface Sperry Pickleball courts.**
- G. **Resolution No. 2024-025 Public Works Motor Grader Purchase.**
- H. **Resolution No. 2024-026 Advertise for Bids for Project No. 2304-B, 19th Ave Trail Project: Approve Plans & Specs, Authorize Advertisement for Bids.**

I. Reschedule Public Hearing to Amend Chapter 3, Alcoholic Beverages Information

Information:

Willmar Municipal Utilities Financial Report for December 2023

Council Member Ask offered to **Approve Consent Agenda Items**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

Regular Business:

A. Request to apply for a FEMA "Assistance to Firefighters Grant" (AFG).

City Administrator Leslie Valiant introduced the recommended action to adopt a resolution requesting to apply and accept, if awarded, the FEMA "assistance to Firefighters Grant" (AFG) for replacement of a 2002 fire truck.

Following discussion, **Resolution No. 2024-027 Request to apply for a FEMA "Assistance to Firefighters Grant" (AFG)** was introduced by Council Member O'Brien. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

B. Resolution calling for Public Hearing on Proposed Conduit Financing for Bethesda Senior Housing Project.

City Administrator Leslie Valiant introduced the recommended action to adopt a resolution and set a public hearing for Bethesda Senior Housing Conduit Financing on April 1, 2024, at or about 6:30 p.m.

Following discussion, **Resolution No. 2024-028 Proposed Conduit Financing for Bethesda Senior Housing Project and calling for Public Hearing to Rezone Parcel: 95-923-8320; Ward 4.** was introduced by Council Member Fagerlie. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

C. Request for Public Hearing Date to Rezone Parcel: 95-923-8320; Ward 4

Planning and Development Director Christopher Corbett introduced the recommended action that the

Council introduce the ordinance and set a public hearing for March 18, 2024 at 6:30 PM Publish the Ordinance by summary.

Following discussion, **Introduction of an Ordinance and Set a Public Hearing to Rezone 1209 7th Street SE (Parcel #95-923-8320)** was introduced by Council Member Ask. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

Motion for **Authorization of publication of the Ordinance to Rezone 1209 7th Street SE (Parcel #95-923-8320)** was introduced by Council Member Shuldes. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

D. State Temporary Liquor Permit—Intuition Brewing LLC

City Clerk Vernae Larsen introduced the recommended action for Council to approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License for Intuition Brewing, LLC.

Following discussion, **State Temporary Liquor Permit—Intuition Brewing LLC** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

E. Extending Walking Trail from US HWY 12 to Civic Center Drive NE along Lakeland Drive, NE.

Council Member Shuldes introduced the recommended action to have staff determine the feasibility of extending the trail from US Highway 12 to Civic Center Drive, NE along Lakeland Drive NE. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

F. School Resource Officer Update.

Police Chief Jim Felt provided information to the Council regarding the status of the School Resource Officers working with the Willmar School District.

Closed Session:

A. Closed Session – Potential Land Sale under MN §13D.05 Sub 3(c)

Council Member Ask introduced the action for Council to enter closed session Pursuant to MN §13D.05 Sub 3(c) to discuss **Potential Land Sale of Parcel 95-872-1160**. Council Member Butterfield seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. The Council entered closed session at 7: 04 p.m. The council resumed open session at 8:07 p.m.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

B. Closed Session – Potential Land Sale under MN §13D.05 Sub 3(c)

Council Member Ask introduced the action for Council to enter closed session Pursuant to MN §13D.05 Sub 3(c) to discuss **Potential Land Sale of Parcels 95-003-4820, 95-003-4830, 95-003-4940**. Council Member Fagerlie seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. The Council entered closed session at 8:12 p.m. The council resumed open session at 8:39 p.m.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

A. Closed Session – Potential Land Sale under MN §13D.05 Sub 3(c)

At 8:40 p.m. Council Member Ask once again introduced the action for Council to enter closed session Pursuant to MN §13D.05 Sub 3(c) to further discuss **Potential Land Sale of Parcel 95-872-1160**. Council Member Fagerlie seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. Upon which, Council entered closed session. The Council entered closed session at 8:40 p.m. The council resumed open session at 8:44 p.m.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus, Thomas
Butterfield, Michael O'Brien
Noes None

C. Closed Session – Potential Land Sale under MN §13D.05 Sub 3(c)

Council Member Ask introduced the action for Council to enter closed session Pursuant to MN §13D.05 Sub 3(c) to discuss **Potential Land Sale of Parcels 95-833-1400**. Council Member Davis seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. The Council entered closed session at 8:46 p.m. The council resumed open session at 8:55 p.m.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

D. Closed Session – Potential Land Sale under MN §13D.05 Sub 3(c)

Council Member Ask introduced the action for Council to enter closed session Pursuant to MN §13D.05 Sub 3(c) to discuss **Potential Land Sale of Parcel 95-378-0010**. Council Member Shuldes seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. The Council entered closed

session at 8:56 p.m. The council resumed open session at 9:17 p.m.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

At 9:19 p.m. Council Member Ask motioned to **Adjourn**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield, Michael O'Brien
Noes None

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2024-024

RESOLUTION APPROVING ENTERING INTO AN AGREEMENT WITH C AND H SPORT SURFACE, INC FOR THE AMOUNT OF \$25,695 TO RESURFACE THE PICKLEBALL COURTS AT SPERRY PARK

Motion By: Ask Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to approve entering into an agreement with C and H Sport Surface, Inc for the amount of \$25,695 to resurface the pickleball courts at Sperry Park.

Dated this 4th day of March 2024

/S/Douglas E. Reese
Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-025

A RESOLUTION APPROVING THE PURCHASE OF A JOHN DEERE MOTOR GRADER IN THE AMOUNT OF \$370,168.

Motion By: Ask Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a John Deere 772G Motor Grader from RDO Equipment Co. of Marshall is accepted through State Contract No. 219846 and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the total amount of \$370,168.

Dated this 4th day of March, 2024

/S/Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-026

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE
ADVERTISEMENT FOR BIDS FOR PROJECT NO 2304-B.**

Motion By: Ask Second By: Shuldes

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2304-B for the City of Willmar;

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

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

Dated this 4th day of March, 2024

/S/Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-027

AUTHORIZATION TO APPLY AND ACCEPT THE FEMA –ASSISTANCE TO FIREFIGHTERS GRANT.

Motion By: O'Brien

Second By: Butterfield

BE IT RESOLVED, by the City Council of the City of Willmar to support the submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from FEMA (AFG) in the amount of approximately \$900,000. The grant will be used for the replacement of a 2002 Fire Truck.

Dated this 4th day of March 2024.

/S/Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen
CITY CLERK

Extract of Minutes of a Meeting of the
City Council of the
City of Willmar, Minnesota

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Health and Human Services Building in said City on Monday, March 4th, 2024, at 6:30 o'clock P.M.

The following members were present: Council Members Ask, Davis, Shuldes, Nelsen, Fagerlie, Asmus, Butterfield and O'Brien.

and the following were absent: None

Member Fagerlie introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-028

A RESOLUTION CALLING FOR A PUBLIC HEARING ON
A PROPOSAL TO PROVIDE HOST APPROVAL FOR THE ISSUANCE OF
SENIOR HOUSING REVENUE NOTES
TO FINANCE A PROJECT BY BETHESDA, AND
AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING
(BETHESDA SENIOR HOUSING PROJECT)

The motion for the adoption of the foregoing resolution was duly seconded by member

Ask, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof: Council Members Ask, Davis, Shuldes, Nelsen, Fagerlie, Asmus, Butterfield and O'Brien.

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

A RESOLUTION CALLING FOR A PUBLIC HEARING ON
A PROPOSAL TO PROVIDE HOST APPROVAL FOR THE ISSUANCE OF
SENIOR HOUSING REVENUE NOTES
TO FINANCE A PROJECT BY BETHESDA, AND
AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING
(BETHESDA SENIOR HOUSING PROJECT)

WHEREAS, Minnesota Statutes, Chapter 462C (the "Act"), confers upon cities the power to issue revenue bonds to finance or refinance a program for the purposes of planning, administering, making, or purchasing loans with respect to one or more multifamily housing facilities within the boundaries of a city; and

WHEREAS, the City of Willmar, Minnesota ("Willmar"), has received from Bethesda ("Bethesda"), a Minnesota nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), a proposal that the City of De Graff, Minnesota ("De Graff"), the City of Pennock, Minnesota ("Pennock"), and the City of Prinsburg, Minnesota ("Prinsburg"), each undertake a program to assist in financing, among other things, a "Project" described in the form of Notice of Public Hearing attached hereto as Exhibit A, which will be located in Willmar, through the issuance by De Graff, Pennock, and Prinsburg, of revenue bonds or other obligations (in one or more series) (the "Notes") pursuant to the Act; and

WHEREAS, Willmar has been advised that a public hearing and City Council host approval of and consent to the financing of the Project is required under the Act and Section 147(f) of the Code, because the facilities to be financed by the Notes are located in Willmar:

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

1. A public hearing on the proposal of Bethesda will be held on the date and at the time and place set forth in the Notice of Public Hearing substantially in the form attached hereto as Exhibit A (the "Notice") or on such other date, time and place as is deemed appropriate by the City Administrator.
2. The general nature of the Project and an estimate of the aggregate principal amount of the Notes to be issued to finance the Project are described in the Notice.
3. The City Administrator is hereby authorized and directed to cause the submission of the Notice for publication in a newspaper of general circulation available in Willmar, not less than 7 calendar days prior to the date fixed for the hearing, substantially in the form of the attached Notice.

Adopted by the City Council of the City of Willmar, Minnesota, this 4th day of March, 2024.

/S/Douglas E. Reese
Mayor

ATTEST:

/S/Leslie Valiant
City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A PROPOSAL FOR HOST APPROVAL OF THE ISSUANCE OF SENIOR HOUSING REVENUE NOTES (BETHESDA SENIOR HOUSING PROJECT)

Notice is hereby given that the City Council of the City of Willmar, Minnesota (the "City"), will hold a public hearing in the Kandiyohi County Health and Human Services Building, located at 2200 23rd Street NE in the City, commencing at or after 6:30 P.M. on Monday, April 1, 2024, to consider giving host approval and consent to the issuance by the City of De Graff, Minnesota ("De Graff"), the City of Pennock, Minnesota ("Pennock"), and the City of Prinsburg, Minnesota ("Prinsburg", and together with De Graff and Pennock, the "Issuers"), of revenue bonds or other obligations, in one or more series (the "Notes"), under Minnesota Statutes, Chapter 462C (the "Act"), in order to finance the cost of a project to be located in the City, pursuant to a housing program (the "Housing Program") and a joint powers agreement between the Issuers and the City.

Bethesda ("Bethesda"), a Minnesota nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), proposes to (i) finance, in part, the acquisition, construction, and equipping of an approximately 118-unit senior housing facility, consisting of 118 independent-living units, to be located on 8 acres on the northeast corner of Willmar Avenue SE and 12th Street SE, to the east of Bethesda's main campus, in the City (the "Facility"); (ii) fund required reserve funds; and (iii) pay all or a portion of the costs of issuance (collectively, the "Project"). The Facility will be owned and operated by Bethesda or a yet-to-be-formed limited liability company, the sole member of which will be Bethesda (the "Borrower").

The total maximum aggregate estimated principal amount of the Notes to be issued by the Issuers to finance the Project and related costs is expected not to exceed \$30,000,000, and the maximum aggregate estimated principal amount to be issued by each of the Issuers is expected not to exceed \$10,000,000.

The Notes, as and when issued, will not constitute a charge, lien, or encumbrance upon any property of the City nor shall the Notes be a charge against the City's general credit or taxing powers. The Notes, as and when issued, will not constitute a charge, lien, or encumbrance upon any property of any of the Issuers, except the Project and the revenues to be derived from the Project. The Notes will not be a charge against any of the Issuers' general credit or taxing powers but will be payable from sums to be paid by the Borrower pursuant to one or more revenue agreements.

At the time and place fixed for the public hearing, the City Council will give all persons who attend at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments, at or prior to said public hearing. Written comments will be considered if submitted to the office of the City Administrator on or before the date of the hearing.

Please refer to the City's website at www.willmarmn.gov or call City Hall at 320-235-4913 to learn how to attend the public hearing via telephone or electronically.

DATED: [Date of Publication]

BY ORDER OF THE CITY COUNCIL OF THE CITY OF
WILLMAR, MINNESOTA

By Leslie Valiant
Its City Administrator

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

I, the undersigned, being the duly qualified and acting City Administrator of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to calling for a public hearing on providing host approval of the issuance of one or more revenue obligations for a project in the City.

WITNESS my hand this 4th day of March, 2024.

/S/Leslie Valiant
City Administrator

WILLMAR CITY COUNCIL PROCEEDINGS
WILLMAR MUNICIPAL UTILITIES
700 LITCHFIELD AVE SW
WILLMAR, MN 56201

March 11, 2024
6:00 PM

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 Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Excused: Michael O'Brien. Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, Finance Director Tom Odens, City Engineer Jared Voge, Planning and Development Services Christopher Corbett, Public Works Director Justin Deleeuw, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Regular Business:

A. Consider a Resolution approving the Transition of Operations and Conveyance of Willmar Care Center Real Estate to CURA.

City Attorney Robert Scott provided information regarding the Transition of Operations and Conveyance of Willmar Care Center Real Estate to CURA. In addition, Council heard from Santo Cruze, Chief Legal Officer for CentraCare.

Following discussion, **Resolution No. 2024-2029 Consider a Resolution approving the Transition of Operations and Conveyance of Willmar Care Center Real Estate to CURA** was introduced by Council Member Nelsen. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus, Thomas Butterfield
Noes	None

B. CURA Update and Discussion.

Planning and Development Director Christopher Corbett presented information to the Council regarding the proposed site for CURA planned senior housing on the south side of Willmar Avenue and west of the current CentraCare Care Facility. The Council also heard from Aaron Backman, Executive Director for the Economic Development Commission, City Engineer Jared Voge, and John Herran, Municipal Utilities General Manager on this topic.

Following discussion, Council Member Nelsen motioned to move the Public Hearing scheduled for this topic from March 18, 2024 to April 15, 2024. Council Member Davis seconded the motion and the motion carried on a roll call vote of Ayes 6, Noes 0, 1 Abstained.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus

Noes None

Abstained Thomas Butterfield

C. Connect Willmar Initiative Update.

This topic was tabled until the regular council meeting scheduled for March 18, 2024.

At 6:59 p.m. Council Member Ask motioned to **Adjourn**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes, 0.

Ayes Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus,
Thomas Butterfield

Noes None

MAYOR

Attest:

CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2024-029**

**A RESOLUTION APPROVING THE TRANSITION OF OPERATIONS, AND CONVEYANCE
OF WILLMAR CARE CENTER REAL ESTATE TO CURA**

Motion By: Nelson Second By: Davis

WHEREAS, the City of Willmar (the “City”) is a party to an Operating Lease Agreement (“Operating Lease”), Affiliation Agreement, and ancillary documents dated December 31, 2017 with

Carris LLC f/k/a Carris Health, LLC (“**Carris**”), a subsidiary of CentraCare Health System (“**CentraCare**”), a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “**Code**”), pursuant to which the City engaged CentraCare, through Carris, to operate Rice Memorial Hospital (the “**Hospital**”), Willmar Care Center and Therapy Suites (the “**Care Center**”), and their related facilities and operations (collectively, the “**Transaction Documents**”);

WHEREAS, the City leases the real estate and buildings of the Hospital and Care Center to Carris pursuant to the Operating Lease Agreement and subject to the terms of the Transaction Documents;

WHEREAS, after careful consideration of and discussions with potential partners, CentraCare has determined that it is in the best interests of CentraCare, Carris, their patients, residents, and communities served to transition the ownership and operations of the Care Center to Cura, a Minnesota nonprofit corporation and organization described in Code Section 501(c)(3), to be effective in spring 2024 (the “**Cura Transition**”), and that CentraCare through Carris would continue to own and operate the Hospital pursuant to the Operating Lease;

WHEREAS, the City has determined that it will be most expedient to achieve the transfer of control or ownership of the Care Center real property to Cura in furtherance of the Cura Transition by amending the Operating Lease Agreement and all other Transaction Documents to remove the Care Center from the Leased Assets, as defined in the Transaction Documents, and for the City to enter into a relationship directly with Cura or a subsidiary of Cura for purposes of leasing and/or transferring the Care Center real property to Cura.

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

1. The City Council hereby acknowledges and affirms its support for the Cura Transition.
2. The City Council hereby approves the transition of the Care Center real property to Cura under the terms of the purchase agreement between the City and Cura, with the goal of such agreement being effective concurrent with the effective date of the Cura Transition.
3. The City Council hereby approves amending the Operating Lease Agreement and all other Transaction Documents to remove the Care Center from the Leased Assets and to otherwise release CentraCare, Carris, and their affiliates from any obligations with respect to the Care Center as of the effective date of the City’s conveyance of the Care Center real estate to Cura.
4. If, upon advice of legal counsel to the City, the City may facilitate the Cura Transition’s closing on the targeted effective date by providing for an interim arrangement such as sublease of the Care Center from CentraCare to Cura, the City hereby approves and authorizes such interim arrangement, with the goal that the ultimate legal structure involve a leasing or sale relationship for the Care Center directly as between the City and Cura.
5. The City Council hereby authorizes and directs the City Administrator and City Attorney to take all actions necessary to effectuate the foregoing resolutions, including but not limited to negotiation and execution of amendments to the Operating Lease Agreement and Transaction

Documents, negotiation and execution of agreements with Cura, preparation of an ordinance authorizing the conveyance of the Care Center real estate to Cura for introduction and consideration by the City Council, and all other documents, actions, filings, or other things that may be necessary or reasonably required to effectuate the foregoing resolutions.

6. The City Council's approval of the Cura Transition contained herein is conditioned upon the amendment of the Operating Lease Agreement referenced in Paragraph 3 above also removing the Rice Home Medical real estate listed on Exhibit A hereto from the Leased Assets and to otherwise release CentraCare, Carris, and their affiliates from any obligations with respect to the Rice Home Medical facilities as of the effective date of the Cura Transition.

PASSED by the City Council of the City of Willmar on this 11th day of March, 2024.

ATTEST

/S/Vernae Larsen
City Clerk

/S/Douglas E. Reese
Mayor

Facilities Owned by Rice Home Medical, LLC:

1. **1020 East Bridge St**
Redwood Falls, MN 56283
Parcel Number: 88-106-2130

LOTS SEVEN (7) AND EIGHT (8) OF AUDITOR'S SUBDIVISION NUMBER ONE (1) OF THE NORTHWEST FRACTIONAL QUARTER (NW FR1/4) OF SECTION SIX (6) TOWNSHIP ONE HUNDRED TWELVE (112) NORTH OF RANGE THIRTY-FIVE (35) WEST OF THE FIFTH PRINCIPAL MERIDIAN, ACCORDING TO THE RECORDED PLAT THEREOF, SUBJECT TO HIGHWAY EASEMENTS.

AND
COMMENCING AT THE SOUTHWEST CORNER OF LOT NUMBER SIX (6) OF AUDITOR'S SUBDIVISION NUMBER ONE (1) OF THE NORTHWEST FRACTIONAL QUARTER (NW FR1/4) OF SECTION SIX (6) TOWNSHIP ONE HUNDRED TWELVE (112) NORTH OF RANGE THIRTY-FIVE (35) WEST, ACCORDING TO THE RECORDED PLAT THEREOF, THENCE RUNNING EAST A DISTANCE OF FORTY (40) FEET, THENCE AT RIGHT ANGLES NORTH A DISTANCE OF FORTY (40) FEET, THENCE AT RIGHT ANGLES WEST A DISTANCE OF FORTY (40) FEET, THENCE AT RIGHT ANGLES SOUTH A DISTANCE OF FORTY (40) FEET TO THE PLACE OF BEGINNING, SAID TRACT BEING PART OF AUDITOR'S LOT SIX (6) AFORESAID.

2. **1033 19th Ave SW**
Willmar, MN 56201
Parcel Number: 95-378-0010

Lot 1, Block 1, Hughes Addition, Kandiyohi County, Minnesota.



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.C.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Rice Board Meeting Minutes of March 6th, 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 3-6-24 Rice Board Minutes

CentraCare – Rice Memorial Hospital Board Minutes
March 6, 2024
12:00-1:30 pm
RMH Board Room & Teams

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
Call to Order	Wayne Nelson called the meeting to order at 12:00 pm.	
Approval of Agenda	The agenda was reviewed and approved.	ACTION: Motion by was made by Ken Behm. Seconded by Mike May, MD and carried to approve.
Approval of Minutes	Meeting minutes from December 6, 2023, were reviewed and approved.	ACTION: Motion by was made by Ken Behm. Seconded by Mike May, MD and carried to approve.
Lease and Affiliation Agreement Report	Jennifer Holtz reported: <u>Rent/Debt obligation.</u> - All payments are current. - Debt has been refinanced with CentraCare as obligated in 2021. <u>Intergovernmental Transfer Payments</u> - Payments were updated as of 12-31-23. - ECPN: Updated payment for 2023 completed. <u>Service Commitments</u> - All service commitments are in compliance as substantially all services remain intact. - Ambulance Service continue to offer their products and services via leadership and direction through CentraCare Health. - Rice Home Medical services are now being offered by Corner Home Medical. - Outpatient Dialysis Services are now offered through Fresenius/CentraCare joint venture. <u>Capital Investments</u> - Capital investments since the inception of the lease are \$22.9M with the expected average	

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
	amount of capital investments to be \$19.2M by December 31, 2023. <u>Audited Financial Statements</u> • The CentraCare audit for FY2023 is finalized and will be provided to the city. • Quarterly financial information specific to the hospital, surgery center and the care center is being provided to the city.	
Cura Transition	Santo Cruz reported: • Santo informed the group he has had a lot of dialogue with the Willmar city attorney. • Per the city's request, they got to see many documents that normally they would not have seen. They heard our dialogue and saw the purchasing price of the care center. • Mike Schramm stated there were great meetings with the legal council last week. CentraCare's legal counsel has worked closely with Robert Scott, the City of Willmar attorney. • The Willmar City Council had a closed session on Monday night to talk this through. • Santo displayed a current draft of the resolution and read it to the committee. • Santo will get a clean copy to Trista for meeting minutes. • Santo stated it would be beneficial for this board to take a vote to recommend the City of Willmar Council pass the resolution that Santo just discussed. This document has already gone to the city attorney. • Mike Schramm discussed the old medical supply building on 19th Avenue in Willmar and in Redwood Falls. These buildings will now go back to the city of Willmar. Corner Home Medical does want to buy the building in RWF but does not want to buy the building on 19th Ave. Willmar. They bought a different location in Willmar. They would need to talk with the City of Willmar regarding this. CentraCare is agreeable with this. We are very pleased with where things have landed. • Mike Schramm stated that CURA has approached the City of Willmar about purchasing the property adjacent to the Care	ACTION: Motion was made by Ken Behm to approve the resolution presented by Santo Cruz. Seconded by Shane Johnson and carried to approve.

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
	Center for potential Senior Living/Affordable Housing.	
President Report	Mike Schramm reported: • Cancer Center transition is near completion. The Linear Accelerator is in place and quite an amazing piece of equipment. - Should be up and operational by April 29. - Staff will be sent out of state for a two-week training to learn the specifics of the Liner Accelerator. - Discussion has been made regarding a “Community Open House” for viewing of the new facility and equipment. - Mike has spoken with Steve Ammerman at the WC Tribune to do a story on the project. • Renovation and remodeling of all four floors of West side of the Willmar Main Clinic is coming along very nicely. It is expected to be completed on time. • Renovations on the 2nd floor Lakeland Building for OBGYN is near completion. Expected completion in May. • Lakeland main level building will be renovated for Rural Residency. That project is still in discussion stages (anticipated completion Summer-end 2025). • Mike provided an update on recruiting efforts. • The Imaging school is coming back to Willmar. Partnership with Ridgewater College, as an “Associates” Degree. CC-RMH will handle the “Clinical Training” end.	

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
Other a. City Council Report	Audrey Nelson reported: - There needs to be a “Catch-All Language” to ensure there is authorization for Legal Purposes. - When asked by Ken Behm if all City Council members are “on board” with the project, Audrey stated that it was “Well received,” and that the Rice Home Medical change has made a big difference. - Audrey’s report was short as she had to leave the meeting at 12:30 PM.	
Adjournment	Adjourned at 12:56 PM	

Next Meeting: June 5, 2024

Minutes Taken By: Nicole Dyson

Attendance:

A/P	Name w/Professional Designation (MD, RN, LPN, SW, etc.)	Education (BSN, DNP, BA, etc.)	National Certification (CCRN, CEN, NE-BC, etc.)	Job Title (Director, Educator, etc.)	Department / Location
P	Audrey Nelson				
P	Ken Behm				
P	Michael May, MD				
P	Mike Schramm				
P	Peggy Sietsema				
P	Shane Johnson				
P	Wayne Nelson, Chair				
A	Joyce Elkjer				
P	Lucio Minces, MD				
Guests:					
P	Santos Cruz				
P	Jennifer Holtz				
P	Trista Hegreberg				

**WILLMAR PLANNING COMMISSION
WEDNESDAY, MARCH 6, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

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

Members Present: Steve Dresler; Christopher Buzzeo; Chairman Jonathan Marchand; Yvon Fils-Aime; Gary Newberg; Stacy Holwerda; and Fernando Cano.

Members Absent: Kelsey Vosika; and Bob Poe.

Others Present: Leslie Valiant (City Administrator); Justin Paffrath (Developer); Aaron Backman (EDC); Tim Yocum (Dooley's); Jennifer Kotila (West Central Tribune); Kevin Marti (WMU); Alan Neer (WMU); Robin Raasch (City Staff); John Vornholt (Rockstep) (attending virtually); Al Goldenstein (Resident).

1. Chairman Marchand called for order at 6:31 PM.
2. Roll Call (included an introduction of new Commissioner Fernando Cano).
3. Additions/Deletions: Planner Frank explained there was a last minute addition to the agenda in the form of a sign permit application that would be added into the regular business agenda.
4. Chairman Marchand asked if there were any questions regarding the minutes from February 21, 2024. Commissioner Dresler motioned to approve the minutes and Commissioner Fils-Aime seconded. All voted in favor. The motion was approved.

5. REGULAR BUSINESS

a. ACTION FOR VOTE: STUDIO 38 (MIKE BOWMAN) CIVIC CENTER SPECIAL SIGN FOR HAIRBALL CONCERT

Planner Frank presented an application for signage related to the upcoming Hairball concert. Discussion ensued regarding setback and height restrictions for the proposed sign. Commissioner Buzzeo raised a query regarding height restrictions, clarified by Planner Frank. The commission conditionally approved the signage, contingent upon adherence to setback and height regulations. Commissioner Holwerda moved to approve the signage, seconded by Commissioner Newberg. The motion passed unanimously.

b. ACTION FOR VOTE: PAFFRATH FLATS – FINAL PLAT APPROVAL

Planner Frank presented the final plat for the Paffrath Flats Minor Subdivision, addressing corrections from the previous meeting. Commissioner Fils-Aime sought clarification on the proposed corrections, which Planner Frank provided. Following a brief discussion, Commissioner Fils-Aime motioned to approve the final plat. Commissioner Newberg seconded the motion. The commission unanimously approved the final plat for the Paffrath Flats Minor Subdivision.

c. ACTION FOR VOTE: DOOLEY'S PETROLEUM – CITY OF WILLMAR: PURCHASE AGREEMENT REVIEW

Presenter Aaron Backman, Executive Director of the EDC, introduced the proposal for Dooley's Petroleum to purchase two separate lots, one for parking lot expansion and one for a truck fueling station. Detailed discussion ensued regarding environmental concerns, proposed developments, and phased construction plans. Commissioner Buzzeo inquired about environmental safeguards, receiving clarification from Presenter Backman. Further discussion ensued regarding the purchase agreement terms, including the option for the city to repurchase the property. Commissioner Cano sought additional details about runoff management, which Presenter Backman addressed. Following comprehensive deliberation, Commissioner Buzzeo motioned to approve the purchase agreement. Commissioner Fils-Aime seconded the motion. The commission unanimously approved the purchase agreement for Dooley's Petroleum expansion and truck fueling station.

d. ACTION FOR VOTE: CURA – CITY OF WILLMAR: PURCHASE AGREEMENT REVIEW

Director Corbett presented the purchase agreement for a portion of Parcel # 95-921-5690, which pertains to 5.5 acres of city-owned land north of the Bill Taunton stadium. The land is intended to be sold to Cura, a non-profit organization aiming to provide affordable senior housing options. The future plan involves developing senior housing units with grade-level parking. The city will separate the agreed-upon 5.5 acres, leaving the remaining site undisturbed.

During the discussion, Administrator Valiant and Presenter Backman provided insights into Cura's intentions, emphasizing their commitment to affordable housing and the potential benefits of the development. They highlighted Cura's previous projects and their focus on accommodating various needs of senior residents.

Following the introduction of the project, concerns were raised by Willmar Municipal Utilities in the form of a memorandum regarding the impact of the development on water resources delivered at the time of presentation on the project by Kevin Marti from Willmar Municipal Utilities. Mr. Marti expressed reservations about potential contamination and the disruption to well fields, emphasizing the need to preserve the area for future water supply. Commissioner Buzzeo sought clarification on Willmar Municipal Utilities' stance on the land sale, to which Mr. Marti stated their lack of support. Director Corbett expressed that the current review of the purchase agreement does not include a public hearing or forum, and that the comments raised by Willmar Municipal Utilities are out of place and improper when they have not provided any of this information to the City. The proper procedure for public testimony outside of a public hearing would have been to submit the information in writing to the planning department before the meeting (as detailed in the footer of every meeting agenda). In light of the concerns raised and the need for further review of the utility's memo, Chairman Marchand proposed tabling the item for future discussion.

Commissioner Holwerda expressed concern about the purchase agreement preceding other processes like design and utilities review. Planner Frank suggested that finalizing the purchase before investing in further development plans could be the reasoning. Commissioner Buzzeo inquired about the determination of the property's price in a closed meeting. Presenter Backman explained that the price was consistent with previous discussions and clarified the process of selling public city property. Chairman Marchand emphasized the need to consider the impact on surrounding areas. Commissioner

Buzzeo expressed reservations about selling parkland at a low cost without clear justifications. Director Corbett mentioned the park dedication fee included in the agreement. There was a discussion about the involvement of the county in the decision-making process and at what steps the County would provide feedback regarding the road abutment.

The commission decided to table the discussion until the next meeting due to unresolved questions and the need for further review. Commissioner Dresler initiated a motion to table the discussion, which was seconded and unanimously approved.

e. ACTION FOR VOTE: ROCKSTEP PLAZA THIRD ADDITION MAJOR SUBDIVISION

Planner Frank introduced the revised preliminary plat for Rock Step Plaza Third Addition, which now proposes a three-lot subdivision instead of eight lots. Director Corbett and Presenter Vornholt provided updates on the status of the properties and clarified the reasons for reducing the number of lots. Commissioner Buzzeo inquired about the city's request for a unified development plan for the entire site. Director Corbett confirmed the city's request and requested Rock Step's willingness to provide the requested plan. Presenter Vornholt confirmed Rockstep's willingness to provide a unified development plan for the site as a whole and agreed, on behalf of Rockstep, to continue the actionable item to a subsequent meeting in order to provide the unified plan the city desires. A motion was made by Commissioner Buzzeo to table the discussion until the city receives the requested information, which was seconded by Commissioner Fils-Aime, and unanimously approved by the commission.

6. DIRECTOR'S REPORT

Director Corbett announced a work session scheduled for March 13th at 6:00 PM and provided updates on the Comprehensive Plan stakeholder task force. Director Corbett also introduced the city's new administrative assistant, Robin Raasch to the planning commission.

7. MISCELLANEOUS

Commissioners did not have any additional topics to discuss, and no public testimony was submitted.

8. ADJOURN

Commissioner Dresler motioned to adjourn at 7:57 PM. It was seconded by Commissioner Newberg. All members present voted affirmatively, and the motion carried. With no further business, the meeting was adjourned.

**WILLMAR PLANNING COMMISSION – WORK SESSION
WEDNESDAY, MARCH 13, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met for a Work Session on Wednesday, March 13, 2024, at 6:30pm at City Hall.

Members Present: Secretary Steve Dresler; Christopher Buzzeo; Bob Poe; Gary Newberg; Stacy Holwerda; and Fernando Cano.

Members Absent: Chairman Jonathan Marchand, Vice-Chairman Kelsey Vosika; and Yvon Fils-Aime.

Others Present: Christopher Corbett (Director of Planning and Development); Christopher Frank (City Planner); and Jennifer Kotila (West Central Tribune).

1. Secretary Dresler called for order at 6:02 PM.
2. Roll Call.
3. Additions/Deletions: None.
4. **DIRECTOR’S WELCOME/OVERVIEW.**

Director Corbett gave an overview of the different types of planning and development that can occur in the city and the planning commission’s role in facilitating that development.

5. **REVIEW OF CITY CHARTER – PLANNING COMMISSION.**

- a. Procedures for Various Submissions (Steps, Public Hearing, Voting, Approval, Plats, PA’s, etc.)

Planner Frank gave a detailed overview of each of the city’s various application procedures, including but not limited to, duties, public hearings, notice, approvals, recommendations, denials, ordinances, plan reviews, relationship to council, etc., as follows: Subdivision; Certificate of Survey; Conditional Use Permit; Plan Review; Map Zoning Amendment; Text Zoning Amendment; Annexation, and Land Sales.

- b. Decorum

Director Corbett discussed proper decorum regarding the topics as follows: Attendance; Bias; and Public Testimony.

- c. **OPEN DISCUSSION FORUM.**

The Commissioners discussed various hypothetical situations for clarity related to the procedural and decorum information they received during the meeting.

6. **ADJOURN**

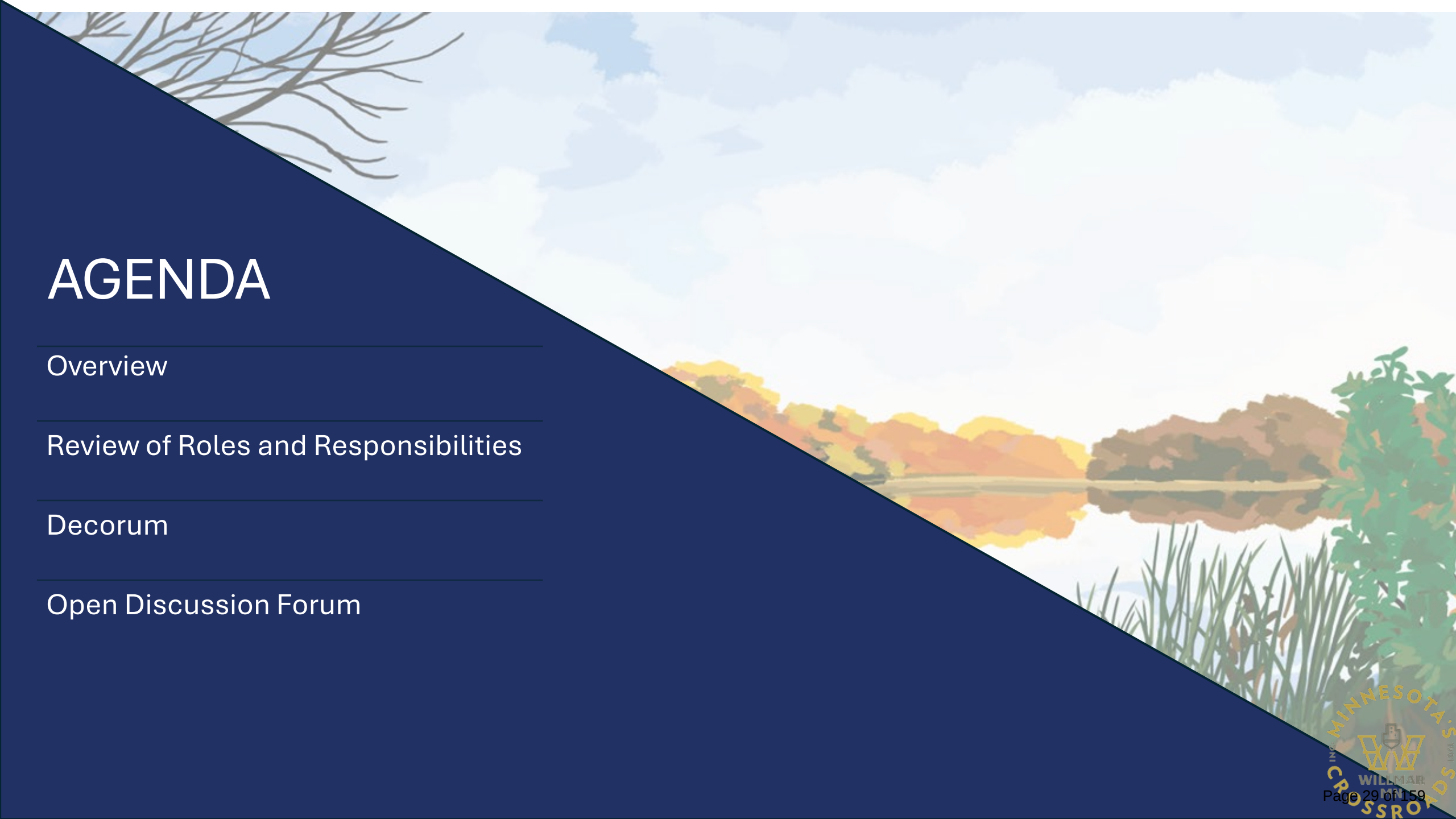
Commissioner Buzzeo motioned to adjourn at 7:05 PM. It was seconded by Commissioner Holwerda. All members present voted affirmatively, and the motion carried. With no further business, the work session was adjourned.

WILLMAR

INC. 1901

MINNESOTA'S  CROSSROADS

MINNESOTA



AGENDA

Overview

Review of Roles and Responsibilities

Decorum

Open Discussion Forum



Strategic Urban Planning

Strategic urban planning focuses on setting high-level goals and determining desired areas of growth for a city or metropolitan area.

Land-Use Planning

Land-use planning largely concerns policy, adopting planning instruments like governmental statutes, regulations, rules, codes, and policies to influence land use.

Urban Revitalization

Urban revitalization focuses on improving areas that are in a state of decline.

Economic Development

Economic development is about identifying areas of growth to foster greater financial prosperity within the city, specifically by enticing companies to build or move offices there.

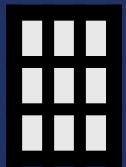
Environmental Planning

Environmental planning is a type of plan that emphasizes sustainability and resiliency

Infrastructure Planning

Infrastructure planning deals with the fundamental facilities and systems that serve a city and its people, and how those facilities can support goals laid out in the strategic plan.

The Department of Planning & Development promotes the comprehensive growth and sustainability of the City. The department also oversees the City's zoning and land use policies and employs a variety of resources to encourage business and real estate development, historic preservation, recreation, mobility, and related community improvements.



Zoning



Planning



Inspections



Land Sales



Downtown



Rental Licensing



Economic
Development



Permitting



Commissions



A Planning Commission is a body of citizens that serve within local government on issues and policies related to planning, land use regulation, and development. Planning Commissioners act as citizen planners and work to develop plans and implementation policies that affect how their community manages changes in growth and development.

Planning Commissioners do not represent any person, business, or group within their municipality. Planning Commissioners should strive to provide input and guidance that will positively affect the entire municipality and excuse themselves from any actions where a conflict of interest could be perceived.



Roles + Responsibilities of the Planning Commission

Application Procedures



Subdivision



Plan Review



Certificate of Survey



Zoning Amendments



Annexation



Conditional Use Permit



Land Sale

Subdivision (Major vs. Minor)

- Major Subdivision Definition: parcels less than 2.5 acres and/or less than 150 feet in width and does not meet Minor Subdivision qualifications.
- Plat/Site Plan sent to City Departments (possibly County/State if abutting HWY) for Review.
- Public Hearing Notice sent to all property owners within 350' and West Central Tribune for publication in their Legal Section 10-30 days prior.
- Within 60 days of receipt of completed application: PC holds public hearing - approves Major Subdivision Preliminary Plat via motion, 2nd and voice vote; or, denies via resolution with roll call vote.
 - PC must read "Findings of Fact" statement & find them true
- Preliminary Plat is sent to City Council for review and their approval or denial (Council does not hold a public hearing, but may if requested.)
- Final Plat is sent back to Planning Commission & City Council for final approvals (no public hearing required at Commission or Council for the final plat).
- Major Subdivision process may be consolidated upon recommendation of staff.
- Minor Subdivision Definition:
 - The Subdivision results in not more than four (4) lots;
 - All utilities and easements are provided;
 - Design standards and minimum lot area and width are met;
 - No new or changes to current streets, utilities, or easements are required, except for the requirements in section 14-112(d)(1) &(5) of the Subdivision Ordinance (municipal utility and tree planting easements);
 - The plat does not abut or contain a wetland, lake, state highway, county road or highway, or county state-aid highway.
- Preliminary plat sent to City Departments.
- No public hearing required at Planning Commission or City Council (one may be held if requested).
- Planning Commission reviews Subdivision and approves via motion, 2nd and voice vote; or, denies via resolution (roll call vote).
 - PC must read Findings of Fact & find them true.
- Minor Subdivision is sent to City Council for approval via Consent Agenda

Certificate of Survey

- For parcel-splits that result in parcels larger than 2.5 acres and greater than 150 feet in width, no formal subdivision is required and a property owner may work with a surveyor to create a certificate of survey with a metes & bounds description to be recorded with the County.
 - Preliminary plat sent to City Departments for review.
 - Preliminary Plat and Final Plat presented to PC for approval, then sent to City Council on consent agenda.
 - No public hearing required at Planning Commission or City Council.

Conditional Use Permit

- Public Hearing notice sent to all property owners within 350' and West Central Tribune for publication in their Legal Section 10-30 days prior to Planning Commission meeting.
- Planning Commission holds public hearing; approve CUP via motion with conditions (roll call vote); or denies via resolution (roll call vote).
 - PC must read Findings of Fact & find them true (This can be referenced, instead of read – “Decision made per Ordinance # Finding of Fact”) Ask Robert Scott for clarification.
- CUPs do not go to City Council.
- Final action is recorded with the Kandiyohi County Recorder's Office.

Plan Review

- Similar to CUP process but less formal.
- Planning Commission reviews site plan and staff comments; approves Plan Review via motion, 2nd, with any conditions (roll call vote); or denies via resolution (roll call vote).
 - PC must read CUP Findings of Fact & find them true.
- This action does not get forwarded to City Council & does not get recorded with the County.

Zoning Map Amendment

- Public Hearing Notice sent to all property owners within 350' and West Central Tribune for publication in their Legal Section 10-30 days prior to Planning Commission meeting.
- Within 30 days of receipt of full application and fee: Planning Commission holds public hearing - recommends rezoning via a motion, 2nd and roll call voice vote; or denies via resolution by a roll call vote.
 - If recommended, sent to City Council within 30 days for Ordinance to be drafted and two-meeting process to be completed within 45 days of receipt;
 - If Denied, resolution of denial and notice sent to City Council for 30-day overrule opportunity.

Zoning Text Amendment

- Public Hearing Notice sent to all property owners within 350' and West Central Tribune for publication in their Legal Section 10-30 days prior to Planning Commission meeting.
- Planning Commission holds public hearing - recommends zoning text amendment via a motion, 2nd and roll call voice vote; or denies via resolution by a roll call vote.
 - If recommended, sent to City Council within 30 days for Ordinance to be drafted and two-meeting process to be completed within 45 days of receipt;
 - If Denied, resolution of denial and notice sent to City Council for 30-day overrule opportunity.

Annexation

- Overseen & regulated by the State of Minnesota’s “Municipal Boundary Adjustments Unit” of the Office of Administrative Hearings.
- Easiest to annex property via “Joint Orderly Annexation Agreement” (OAA) between City & Township (State Statute 414.0325).
- Once a petition is received, send notice to City Departments & WMU for comment. Also send to any County departments that may have jurisdiction (such as a road or ditch/waterbody)
 - If petition received by all affected property owners, no public hearing required.
- OAA must be reviewed & approved at Planning Commission meeting, Township meeting, and then approved by Resolution at Council meeting. (The City Council may review the resolution before the Township, granted that the Planning Commission reviews the resolution prior to the City Council)
- Upon State’s approval, the executed Resolution that was previously approved by City Council, along with the Administrative Court's Order is recorded by staff with County Recorder’s Office

Land Sale

- Planning Commission review, approval/denial as to whether the sale is compatible with the Comprehensive Plan via simple motion & voice vote (Council reviews Planning Commission minutes as part of the Councils Consent Agenda).
- Separate CAR is then submitted for Council approval of Ordinance approving land sale.

Decorum of the Planning Commission

THANK YOU

Director, Christopher Corbett | City Planner, Chris Frank | planning@willmarmn.gov
March 13, 2024



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.F.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Final Plat Parcel # 95-570-0930		

RECOMMENDED ACTION:

OVERVIEW:

On February 21 at the Planning Commission: Update on the minor subdivision was led by Justin Paffrath, including a comprehensive review of updated site plans and survey. The public hearing was opened at 6:50pm; no submissions or public comments were received; and the public hearing was closed at 6:52pm. Discussion was had by commissioners on proposed driveway materials and sewer line tie-ins. There was an additional updated site plan presented with changes to lot designations. Chairperson Marchand read the affirmative findings of fact for the approval of the minor subdivision. Motion made by Commissioner Dresler to approve the minor subdivision. Motion seconded by Commissioner Fils-Aime. Motion carried unanimously.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Final Plat BRS

PAFFRATH FLATS



This drawing prepared by:

Bonnema Runke Stern Inc.

Professional Land Surveyors

4966 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2944
Fax (320) 231-2827

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Justin Paffrath and Angela Paffrath, husband and wife, owners of the following described property:

The Westerly 166 feet of Lot 6, Block 5, Nursery Addition to the City of Willmar, Kandiyohi County, Minnesota.

Have caused the same to be surveyed and platted as PAFFRATH FLATS and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Justin Paffrath and Angela Paffrath, husband and wife, have hereunto set their hands this ____ day of _____, 20____.

Justin Paffrath

Angela Paffrath

STATE OF MINNESOTA

COUNTY OF _____

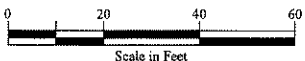
This instrument was acknowledged before me on this ____ day of _____, 20____ by Justin Paffrath and Angela Paffrath, husband and wife.

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires _____



LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a 3/4" Iron Rod with a 46169-46171-14805 stamped Plastic Cap
- ⊙ Cast Iron Monument
- - - Approximate Right of Way Line
- - - Easement Lines
- - - Building Setback Lines
- - - Adjacent Property Lines

The Orientation of this bearing system is assumed. The north line of Block 3, BON-VAN ACRES is assumed to bear S86°33'56" W.

LAND SURVEYOR

I, Joshua M. Stern, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 605.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2024.

Joshua M. Stern, License Land Surveyor
Minnesota License No. 46169

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on ____ day of _____, 20____ by Joshua M. Stern, Licensed Surveyor, Minnesota License No. 46169

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires _____

City Planning Commission

Approved by the Planning Commission of the City of Willmar
this ____ day of _____, 20____.

Signed: _____

Chair

ATTEST: _____

Secretary

City Council

Approved by the City of Willmar, Minnesota this ____ day
of _____, 20____.

Signed: _____

Mayor

ATTEST: _____

City Clerk

City Engineer

Approved by the City Engineer, City of Willmar this ____
day of _____, 20____.

Willmar City Engineer

Attorney

I hereby certify that proper evidence of title has been presented
to me and that all parties with an interest in said property have
been included in the execution of the above instrument. Dated
this ____ day of _____, 20____.

Attorney

County Auditor/Treasurer

TAX STATEMENT

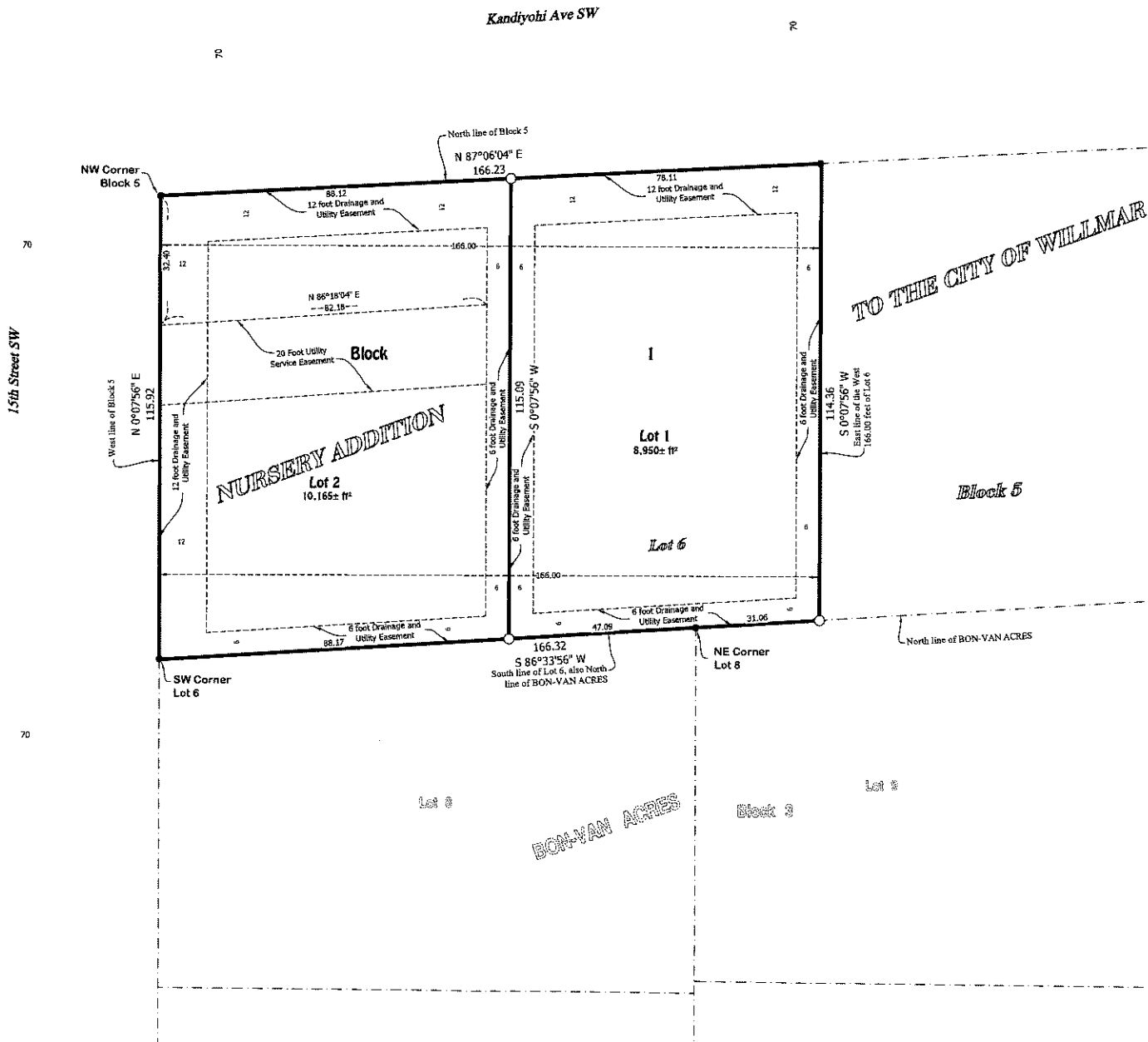
I hereby certify that all taxes for 20____ on the land described
herein are paid; and no delinquent taxes are due and transfer
entered this ____ day of _____, 20____.

Kandiyohi County Auditor / Treasurer

County Recorder

I hereby certify that this instrument was filed for record in the
office of the County Recorder in and for Kandiyohi County,
Minnesota on this ____ day of _____,
20____ at ____ o'clock ____ M., as Folder No. _____
and as Document No. _____.

Kandiyohi County Recorder





City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.G.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Willmar Municipal Utilities Commission Meeting Minutes of March 11, 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 24.03.11 MUC Meeting Minutes



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – March 11, 2024

11:45 am – WMU Auditorium

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

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Supervisor Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), Mayor Doug Reese, City Administrator Leslie Valiant, City Planning & Development Director Christopher Corbett, Willmar Planning Commissioners Christopher Buzzeo & Jonathan Marchand, City Councilman Carl Shuldes, and WC Tribune Journalist Jennifer Kotila.

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

RESOLUTION NO. 9

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

- ❖ Minutes from the February 23, 2024, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20240277 to No. 20240326 and associated wire transfers inclusive in the amount of \$1,420,725.11.

Dated this 11th day of March 2024.

President

Attest:

Secretary

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

Finance & Office Services Supervisor Prekker reviewed the January 2024 Financial Reports along with a recap of the January 31, 2024 Investment Portfolio. Due to WMU's new software conversion, the fiscal data presented was in a newly developed format. The financial information contained in the report reflects operating revenues, expenses, retained earnings, and fund comparisons for both the Electric and Water Divisions. The Commission agreed favorably on the new format used to present the monthly financial data.

Facilities & Maintenance Supervisor Marti presented the Commission with the February 2024 Wind Turbine Report. Turbine availabilities for the month of February were 79.2% (Unit #3) and 98.8% (Unit #4) with a total monthly production of 626,503 kilowatt hours. The 2024 total production through February is 1,188,552 kilowatt hours.

Staff Electrical Engineer Smith presented the Commission with a bid award recommendation for the annual 2024 Underground Construction. Two bids had been received to conduct the underground construction work. Following review of the submitted bids, it was the recommendation of Staff to award the 2024 Underground Construction contract to O & S Construction for their estimated total bid amount of \$228,565.00 (estimated total cost is based on bid prices). Following review and discussion, Commissioner DeBlieck offered a resolution to approve the bid award

for the 2024 Underground Construction to O & S Construction for their estimated bid of \$228,565.00. Commissioner Baumgart seconded.

RESOLUTION NO. 10

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bid for the annual 2024 Underground Construction be awarded to O & S Construction of Bird Island, Minnesota, for the estimated bid amount of \$228,565.00. “

Dated this 11th day of March 2024.

President

Attest:

Secretary

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

Water System Supv. Neer presented the 2023 Year-End Review of the Water Department. The departmental report and noted items of interest included:

- 1) Capital Improvement Projects review:
 - i) NE Water Treatment Plant Project:
 - (1) Total project budget: \$19.25M (payments to date \$14.13M)
 - (a) Approx. 65% complete with project completion est. March 2025
 - ii) Well 15 total costs: \$80,548 (completed July 2023)
 - iii) Water Main Replacement: \$1.77M
 - 2) Water Main and Service Repairs costs: \$62,495
 - 3) Annual water usage: 1.423BG (billion gallons)
 - 4) 2024 Water Dept. preview (NE Water Treatment Plant, water main replacements, replace Truck #32, shared SCADA projects, and bulk fill station)

Commissioner DeBleck and General Manager Harren provided a recap of their recent attendance at the 2024 APPA Legislative Conference held in Washington, DC (Commissioner Laumer also attended). Among key legislative issues and talking points discussed were sustainable public power, supply chain issues, modernizing public finance tools, protecting resource adequacy, permitting process reform, protecting grid security, and municipal tax issues. Following the recap, both DeBleck and Harren expressed their appreciation to the Commission for allowing their attendance at this valuable and informative conference and encouraged others to attend in the future.

General Manager Harren informed the Commission that the City had made an official request for the Commission to consider rescinding a correspondence that had been submitted to the City Planning Commission at their March 6th meeting regarding the South Swansson Well Field property. While WMU supports growth and development in the city, the multiple projects planned for this area could compromise the integrity of the well field area. WMU's number one goal is to preserve the Swansson Field South area to meet the current and future water supply needs of the City of Willmar. Therefore, WMU needs to maintain land use that protects the water quality of the aquifers and minimizes potential contamination. Staff contacted its wellhead consultant to request input on the issues at hand. This information will be shared with the City once it is received.

At this time, Commissioner Mueske allowed those attending the meeting to address the Commission (2 min. allotment). City Planning & Development Director Corbett stated he had requested the Commission to rescind the correspondence since he felt it was not procedurally presented. City Administrator Valiant also voiced her opinion on the timing of the memo. City Planning Commissioner Buzzeo expressed his support of the Commission and urged them not to rescind the document due to the importance of the information it contained. Following additional input, it was a consensus of the Commission to not rescind the document and to have it remain on record. General Manager Harren added that water sources to meet the needs of our community are rare with only 4 identified areas in town that can supply the needed water. If you must go out of the city, the costs associated would be in the multi-millions of dollars.

American Public Power Association (APPA) has a new 15-part on-demand training course entitled *"Public Power Governance Essentials"*. This series offers a convenient way to get "up-to-speed" on governance requirements, such as complying with charters/bylaws, reporting conflicts of interest, understanding duties and legal obligations, and facilitating an effective board meeting. At this time, the fourth informational training video entitled *"Duty of Care, Loyalty and Obedience"* was presented.

General Manager Harren reminded the Commission that a meeting of the WMU Planning Committee will be held on Monday, March 18th at 12:00 pm. Agenda items will include bid recommendation for diesel generating equipment and security update. Additional meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition and Strategic Plan update. Tentative future Planning Committee agenda items will include new building, new generation, and transmission projects.

Upcoming 2024 events to note:

- WMU Planning Committee Mtg.: Monday, March 18th @ 12:00 pm
- MMUA Legislative Conference (St. Pau): March 26-27
- MRES Annual Meeting (Sioux Falls., SD): May 8-9
- APPA National Conference (San Diego, CA): June 7-12

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Sieck seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:56 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.H.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge
Item:	Approve Plans & Specs & Advertise for Bids: Project No. 2408 Sealcoating		

RECOMMENDED ACTION:

Adopt the resolution approving plans and specifications, and authorizing advertisement for bids on Project No. 2408.

OVERVIEW:

Project No. 2408 includes the sealcoat and fog seal of Lakeland Drive NE, 20th Avenue SW, 25th Street SW and the Willmar Municipal Airport driveway and parking lot. Approval of plans and specifications as prepared by staff requires Council action at this time for authorization to advertise for bids. Bids are scheduled to be opened on April 18th at 2 pm.

BUDGETARY/FISCAL ISSUES:

Funds are designated in the Public Works operating budget for the sealcoating project.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. RESOLUTION- APPROVE SPECS & ADV. FOR BIDS PROJECT NO 2408
2. 2024 Seal Coat - Overview Figure

RESOLUTION NO. _____

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO 2408.**

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2408 for the City of Willmar;

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

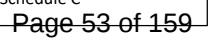
Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk





City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.I.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	Wastewater Lift Station Repairs		

RECOMMENDED ACTION:

Adopt the resolution entering into an agreement with Electric Pump for the 17th & Ella Lift Station repair project in the amount of \$53,440.80.

OVERVIEW:

The 17th and Ella lift station has been identified for maintenance repairs by staff. This station has been in service since 1979 and the repairs will provide many more years of useful life. The pump and valves are showing extreme wear as they are original to the station's construction. Operation of the valves to isolate pumps for servicing has become very challenging because of the wear. The impellers of the pumps are very worn out and the pump control cabinet wiring insulation is brittle and needs to be replaced. The bubbler system, which controls the level of the wet well, has been a problem with the air lines becoming brittle and the fittings wearing out.

Staff solicited quotes for the replacement of two pumps, replacement of six valves, installation of two new alternating speed drives, replacing the level controller for the wet well and rewiring the station. Two quotes were received; QualityFlow Systems in the amount of \$61,724 and Electric Pump in the amount of \$53,440.80.

BUDGETARY/FISCAL ISSUES:

The repairs will be paid from the Wastewater Collections budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Accept Quote WWTF 17th & Ella LS
2. Electric Pump Quote
3. QualityFlow Quote

Resolution No._____

A RESOLUTION AWARDING THE 17TH & ELLA LIFT STATION REPAIRS PROJECT TO ELECTRIC PUMP IN THE AMOUNT OF \$53,440.80.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Electric Pump of New Prague, MN for the 17th & Ella Lift Station Repair Project is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the quoter for the terms and consideration of the contract in the amount of \$53,440.80.

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

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

www.electricpump.com

QUOTE NUMBER: 0187394
QUOTE DATE: 3/7/2024
EXPIRE DATE: 4/8/2024

SALESPERSON: PAT SCHMITT

CUSTOMER NO: 0017800

QUOTED BY: MKH

ELLA & 17TH LIFT

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

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

CONFIRM TO:
TOM TEMPLER 320-235-4760

CUSTOMER P.O.	SHIP VIA BEST WAY	F.O.B.	TERMS NET 30 DAYS
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ITEM NUMBER	QUANTITY	UNIT	AMOUNT
RE: ELLA AND 17TH DRY PIT RETROFIT			53,440.80
--FLYGT NT3085.920-462 TO REPLACE FAIRBANKS MORSE 4" B5442			
--DESIGN CONDITION: 125 gpm @ 30' TDH			
--UPDATE PANEL WITH NEW BREAKERS & VEGA RADAR LEVEL SENSOR			
--AND VFDs FOR PHASE CONVERSION			

ELECTRIC PUMP IS PLEASED TO OFFER:

0030859200094	FLYGT MODEL 3085.920 NT462 HARD IRON IMPELLER AND INSERT RING, 3X4 INLET ELBOW W/STAND 3.5/230/3 PREMIUM EFFICIENT MOTOR, 50' FLS+FV INLINE DISCHARGE	2.00	EACH
*DISCOUNT	EP/FLYGT INCENTIVE PROGRAM DISCOUNT: \$1,850.00 PER PUMP	2.00-	EACH
1400000407129	MINI-CASII/FUS 120/24VAC,24VDC W/PIN SOCKET	2.00	EACH
*VALVES/FITTINGS	(1) LOT OF 4" VALVES AND FITTINGS, INCLUDES (4) 4" GATE VALVES, (2) 4" SWING ARM CHECK VALVES, (2) 45° BENDS, FILLER FLANGES, GASKETS AND SS HARDWARE	1.00	EACH
*MISC	MISCELLANEOUS INSTALL MATERIALS, SS WEDGE ANCHORS, QTR TURN AIR RELEASE VALVES, CONCRETE, ETC	1.00	EACH

*** Continued ***

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

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

www.electricpump.com

QUOTE NUMBER: 0187394
QUOTE DATE: 3/7/2024
EXPIRE DATE: 4/8/2024

SALESPERSON: PAT SCHMITT

CUSTOMER NO: 0017800

QUOTED BY: MKH

ELLA & 17TH LIFT

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

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

CONFIRM TO:
TOM TEMPLER 320-235-4760

CUSTOMER P.O.	SHIP VIA BEST WAY	F.O.B.	TERMS NET 30 DAYS		
ITEM NUMBER			QUANTITY	UNIT	AMOUNT
*FIELD SERVICE	ELECTRIC PUMP SERVICE TECHS TO REMOVE EXISTING F-M PUMPS AND INSTALL FLYGT DRY PIT SUBMERSIBLE PUMPS WITH INLET ELBOW/STAND, GATE VALVES, CHECK VALVES, AND FITTINGS AND RECONNECT TO DISCHARGE PIPE. INCLUDES ALL TRIP AND TRAVEL AND CONFINED SPACE ENTRY PERMIT		1.00	EACH	
/START99	START UP SERVICE FOR FLYGT WARRANTY CERTIFICATION		1.00	HOURL	

THE CITY IS RESPONSIBLE FOR PROVIDING BYPASS PUMPING &/OR VACUUM TRUCK SERVICES AND SHOULD NOT
DEPART THE JOB SITE UNTIL THE WORK HAS BEEN COMPLETED OR THE LEAD ELECTRIC PUMP TECHNICIAN ON
SITE HAS GIVEN THE OKAY TO DISMISS SAID SERVICES.

UPDATE CONTROL PANEL

*ATV320U22M2C ESD	SE VFD FOR PHASE CONVERSION	2.00	EACH
*REMOTE DISPLAY	REMOTE GRAPHIC DISPLAY	2.00	EACH
*SQD BREAKER	SQD QOU30A BREAKER	2.00	EACH
*V570-57	UNITRONICS VISICON PLC/HMI CONTROLLER	1.00	EACH
*RA-222 295	VEGAPULS C21 RADAR TRANSMITTER W/82' CABLE	1.00	EACH
*AC-222	MOUNTING BRACKET, 316L SS	1.00	EACH
*FAN KIT	FILTER/VENT AND FAN KIT	1.00	EACH
*THERMOSTAT	COOLING THERMOSTAT	1.00	EACH
*MISC	MISCELLANEOUS ELECTRICAL WIRING SUPPLIES	1.00	EACH

*** Continued ***

QUOTATION



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ELLA & 17TH LIFT

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

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

CONFIRM TO:
TOM TEMPLER 320-235-4760

CUSTOMER P.O.	SHIP VIA BEST WAY	F.O.B.	TERMS NET 30 DAYS
ITEM NUMBER		QUANTITY	UNIT AMOUNT

*FIELD SERVICE	ELECTRIC PUMP CONTROLS TECH TO INSTALL NEW BREAKERS, MINI CAS RELAYS AND VFDs FOR PHASE CONVERSION IN THE EXISTING CONTROL PANEL WITH REMOTE DISPLAY ON OUTER DOOR, REMOVE BUBBLER SYSTEM AND INSTALL RADAR LEVEL SENSOR; PROGRAM PLC TO RUN THE NEW PUMPS; PUT PUMPS INTO OPERATION. INCLUDES ALL TRIP AND TRAVEL.	1.00	EACH	
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TOTAL SELL PRICE FOR MATERIALS W/INSTALLATION: \$53,440.80
FREIGHT IS ADDITIONAL. EST: \$1000.00

TOM--THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU. PLEASE CONTACT US WITH ANY QUESTIONS..

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

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

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

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

Net Order:	53,440.80
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	53,440.80



Item	Description	Qty.
2	<u>Installation of Control Panel</u> - Work Completed by Licensed Master Electrician - Removal of Existing Control System(s) - Any/All Required Conduits	1
3	<u>KSB Pump; KRT F100-215/154XEG-210mm, Heavy Duty Dry Pit Submersible Pump</u> - Designed for 150GPM @ 42'TDH - Vortex Style Impeller - Double Mechanical Seals - 32' Power Cable - Over Temp/ Seal Fail Sensors - 4" Solids Passing - 4" Suction Elbow - 5 Year Warranty - Concrete Mounting Pad	2
4	<u>Dry Well Suction/Discharge Piping</u> - 4" Non-Rising Gate Valve w/ Hand Wheel - 4" Flowmatic Flapper Style Check Valve - 4" Flange x Plain End Ductile Iron Discharge Pipe - 4" 90 Degree Elbow - 4 x 4 x 4" Tee - 4" Flanged Coupling Adapter - 4" Flange Accessory Kit (nuts/bolts/gaskets)	4 2 A/r 2 1 4 16
5	<u>Onsite Installation Labor</u>	40
6	<u>Startup and Training</u>	1
7	<u>Freight to Jobsite</u>	1
Total Installed Selling Price - \$61,724.00		

Notes

Vac Truck during rehab is supplied by others.

Terms:

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

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

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



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
103696 ACE ROLLOFFS & DISPOSAL									
231/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	46.15	03/16/2024	INV	PD	Section D Parks garbage s
237/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	52.70	03/16/2024	INV	PD	Garbage service
238/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	262.20	03/16/2024	INV	PD	City Hall garbage service
239/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	202.64	03/16/2024	INV	PD	PW Garage garbage service
240/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	24.35	03/16/2024	INV	PD	Wastewater garbage servic
241/03-24 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70878	209.71	03/16/2024	INV	PD	Wastewater Plant Garbage
					797.75				
103800 AFLAC									
156486 CHECK DATE: 03/12/2024		03/06/2024	03/12-AV	70879	573.34	03/21/2024	INV	PD	AFLAC MONTHLY INSURANCE
102061 ALEX AIR APPARATUS 2 LLC									
INV-48579 CHECK DATE: 03/12/2024		10/04/2023	03/12-AV	70880	94.12	10/19/2023	INV	PD	Coat repair (Scheffler)
INV-49463 CHECK DATE: 03/12/2024		02/29/2024	03/12-AV	70880	107.89	03/15/2024	INV	PD	Black Diamond Boots
					202.01				
103557 AMAZON CAPITAL SERVICES									
11NH-Y4YT-7PKJ CHECK DATE: 03/12/2024		02/27/2024	03/12-AV	70881	62.62	03/13/2024	INV	PD	Hangers for storage
13N3-447T-4P3F CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	34.79	03/02/2024	INV	PD	Radio Programming Cable
14WQ-NYYF-3MDN CHECK DATE: 03/12/2024		02/27/2024	03/12-AV	70881	52.21	03/13/2024	INV	PD	crats
1DVN-H6JD-7KGN CHECK DATE: 03/12/2024		03/06/2024	03/12-AV	70881	75.99	04/05/2024	INV	PD	Soccer pennies
1G6H-QX1J-H4L4 CHECK DATE: 03/12/2024		02/27/2024	03/12-AV	70881	147.70	03/13/2024	INV	PD	daddy daughter supplies

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1J36-C1P9-QD1K CHECK DATE: 03/12/2024		02/19/2024	03/12-AV	70881	441.48	03/20/2024	INV	PD	Hard cases for projectors
1JRW-VD6K-QD6G CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	71.70	03/02/2024	INV	PD	Police Line Barricade Tap
1M6M-XY47-XNH4 CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	40.60	03/02/2024	INV	PD	Hand Sanitizer Gel for Of
1MYW-4FYR-93G7 CHECK DATE: 03/12/2024		02/27/2024	03/12-AV	70881	464.65	03/28/2024	INV	PD	Baseballs
1PPR-XKHJ-G4NH CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	50.73	03/02/2024	INV	PD	Replacement Sheriff Line
1QFN-73C7-RX6C CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	240.29	03/02/2024	INV	PD	Uniform Service Hash Mark
1RTQ-PCVY-1QFC CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	219.06	03/02/2024	INV	PD	Door Stops and Chest Seal
1T7L-KQY4-CHKM CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70881	14.98	03/02/2024	INV	PD	60 Pcs Key Ring Tags-Key
1Y9C-WN4N-7M9V CHECK DATE: 03/12/2024		02/27/2024	03/12-AV	70881	59.00	03/13/2024	INV	PD	saw stop
					1,975.80				
103166 AMEM									
2024321-176 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70882	200.00	03/16/2024	INV	PD	2024 dues for Brad Hanson
900148 AMERICAN DATABANK LLC									
2402287 CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70883	27.00	03/02/2024	INV	PD	Background Services
100057 AMERICAN WELDING & GAS INC									
0009954178 CHECK DATE: 03/12/2024		02/29/2024	03/12-AV	70884	80.56	03/15/2024	INV	PD	welding gas
102400 ANCHOR INDUSTRIES INC									
INV-122149 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70885	14,368.00	03/16/2024	INV	PD	CIP Replace of DOAC Umbre
102954 ANDERSON LAW OFFICES									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2472		03/01/2024	03/12-AV	70886	20,459.65	03/16/2024	INV	PD	Professional Services
CHECK DATE: 03/12/2024									
103845 ANDERSON/CALLA-SJEA									
030124		03/01/2024	03/12-AV	70887	2,592.00	03/16/2024	INV	PD	February volleyball camp
CHECK DATE: 03/12/2024									
100051 ARAMARK									
2560231444		02/26/2024	03/12-AV	70888	72.66	03/12/2024	INV	PD	Mechanic uniform rental
CHECK DATE: 03/12/2024									
2560231451		02/26/2024	03/12-AV	70888	12.69	03/12/2024	INV	PD	work uniform rental
CHECK DATE: 03/12/2024									
103946 ARVIG					85.35				
STMT 3/1/2024		03/01/2024	03/12-AV	70889	3,891.43	03/25/2024	INV	PD	March leased lit fiber
CHECK DATE: 03/12/2024									
103886 ASPEN COASTINGS, INC									
19615		03/08/2024	03/12-AV	70890	1,486.00	03/23/2024	INV	PD	Powder coating
CHECK DATE: 03/12/2024									
100075 AT&T MOBILITY									
287296610156X0303202		02/25/2024	03/12-AV	70891	2,176.11	03/20/2024	INV	PD	FirstNet Jan/Feb
CHECK DATE: 03/12/2024									
100131 AVENU INSIGHTS & ANALYTICS									
INVB-051671		02/26/2024	03/12-AV	70892	3,012.64	03/27/2024	INV	PD	AS400 February
CHECK DATE: 03/12/2024									
103377 BENSON LAUNDRY									
398120		03/05/2024	03/12-AV	70893	57.54	03/20/2024	INV	PD	Cleaning Supplies
CHECK DATE: 03/12/2024									
400098		03/05/2024	03/12-AV	70893	57.54	03/20/2024	INV	PD	Cleaning Supplies
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100103 BERNICK'S PEPSI-COLA CO					115.08				
052396		02/19/2024	03/12-AV	70894	170.10	03/05/2024	INV	PD	Coffee
CHECK DATE: 03/12/2024									
103993 Calibrations and Controls, Inc.									
42159		02/27/2024	03/12-AV	70895	3,630.00	03/13/2024	INV	PD	Verification of meters
CHECK DATE: 03/12/2024									
102552 CARD SERVICES									
40328601		01/31/2024	03/12-AV	70896	12.50	02/15/2024	INV	PD	Late fee
CHECK DATE: 03/12/2024									
103851 CENTRAL LAKES MENTAL HEALTH									
2021		02/16/2024	03/12-AV	70897	280.00	03/02/2024	INV	PD	Mental Health Services
CHECK DATE: 03/12/2024									
104030 Chad Campbell									
030824		03/08/2024	03/12-AV	70898	150.00	03/23/2024	INV	PD	Basketball Official (3 ga
CHECK DATE: 03/12/2024									
100156 CHAPPELL CENTRAL INC									
00020985		01/31/2024	03/12-AV	70899	1,741.61	02/15/2024	INV	PD	Furnace Filters
CHECK DATE: 03/12/2024									
100736 CHARTER COMMUNICATIONS									
175505001022124		02/21/2024	03/12-AV	70900	907.37	03/22/2024	INV	PD	Feb/Mar Internet & TV
CHECK DATE: 03/12/2024									
224360801030124		03/01/2024	03/12-AV	70900	548.91	03/31/2024	INV	PD	March Phone/Rice Park Int
CHECK DATE: 03/12/2024									
101708 CINTAS CORPORATION					1,456.28				
5197910183		03/05/2024	03/12-AV	70901	164.41	03/20/2024	INV	PD	First Aid Kits
CHECK DATE: 03/12/2024									
103708 CITY LINE TOWING									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
24-05125 CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70902	195.00	03/02/2024	INV	PD	Tow 24002727
104042 CMC Rescue, Inc.									
ORD-2100 CHECK DATE: 03/12/2024		03/11/2024	03/12-AV	70903	2,838.00	03/26/2024	INV	PD	Rope Rescue Technician i/
102984 CODE 4 SERVICES INC									
9014 CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70904	13,125.00	03/02/2024	INV	PD	Radars for Squads 5, 39,4
9287 CHECK DATE: 03/12/2024		02/16/2024	03/12-AV	70904	30.85	03/02/2024	INV	PD	Breaker for Squad 5
103677 COORDINATED BUSINESS SYSTEMS					13,155.85				
INV261776 CHECK DATE: 03/12/2024		03/11/2024	03/12-AV	70905	238.75	03/26/2024	INV	PD	Managed print Service
100186 CROW CHEMICAL & LIGHTING									
126620 CHECK DATE: 03/12/2024		02/26/2024	03/12-AV	70906	224.91	03/12/2024	INV	PD	Cleaning supplies
103833 CROW RIVER ATHLETICS									
030424 CHECK DATE: 03/12/2024		03/04/2024	03/12-AV	70907	680.00	03/18/2024	INV	PD	League fees for 10u/12u w
101299 DAHLBERG BOOT & TRAILER SALES									
1937 CHECK DATE: 03/12/2024	16	02/15/2024	03/12-AV	70908	10,834.00	03/01/2024	INV	PD	83x 14ft Dump Trailer Top
103464 DAVIS/VICKI									
030424 CHECK DATE: 03/12/2024		03/01/2024	03/12-AV	70909	120.60	03/16/2024	INV	PD	milage for LMC - Elected
100203 DESIGN ELECTRIC INC									
22459 CHECK DATE: 03/12/2024		02/23/2024	03/12-AV	70910	2,685.35	03/09/2024	INV	PD	Traffic signal repair Civ

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100788 ELECTRIC PUMP INC									
0077662-IN		02/27/2024	03/12-AV	70911	1,353.85	03/13/2024	INV	PD	Scum pump repair kit
CHECK DATE:	03/12/2024								
0077711-IN		03/04/2024	03/12-AV	70911	73.94	03/19/2024	INV	PD	Sperryville P1 seal kit
CHECK DATE:	03/12/2024								
0077714-IN		03/04/2024	03/12-AV	70911	2,195.28	03/19/2024	INV	PD	Sperryville flush valve
CHECK DATE:	03/12/2024								
					3,623.07				
103906 ELECTRICAL PRODUCTION SERVICES									
21870		02/27/2024	03/12-AV	70912	7,500.00	02/27/2024	INV	PD	Door access project progr
CHECK DATE:	03/12/2024								
104041 Environmental Systems Research Institute, Inc.									
94681523		03/08/2024	03/12-AV	70913	1,628.00	03/23/2024	INV	PD	ArcGIS Online Annual Subs
CHECK DATE:	03/12/2024								
103002 FARM-RITE EQUIPMENT									
r12110		01/04/2024	03/12-AV	70914	449.53	01/19/2024	INV	PD	Skidloader rental
CHECK DATE:	03/12/2024								
r12111		01/04/2024	03/12-AV	70914	299.69	01/19/2024	INV	PD	Mower rental
CHECK DATE:	03/12/2024								
r12799		01/04/2024	03/12-AV	70914	749.22	01/19/2024	INV	PD	Skidloader and mower rent
CHECK DATE:	03/12/2024								
R12919		03/04/2024	03/12-AV	70914	280.00	03/19/2024	INV	PD	Rent of diamond mower
CHECK DATE:	03/12/2024								
					1,778.44				
100723 FELT *PETTY CASH/JIM									
031124		02/16/2024	03/12-AV	70915	70.37	03/02/2024	INV	PD	Petty Cash Reimbursement
CHECK DATE:	03/12/2024								
100993 FELT/JAMES E									
030724		02/16/2024	03/12-AV	70916	103.68	03/02/2024	INV	PD	Meal and Fuel Reimbursem
CHECK DATE:	03/12/2024								

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100775 FIRST CHOICE FOOD & BEVERAGE									
2107:034987		03/05/2024	03/12-AV	70917	700.56	03/20/2024	INV	PD	Concessions
CHECK DATE:	03/12/2024								
2107:035013		03/05/2024	03/12-AV	70917	266.88	03/20/2024	INV	PD	Concession Supplies
CHECK DATE:	03/12/2024								
					967.44				
102973 FLEETPRIDE									
114843623		02/23/2024	03/12-AV	70918	90.75	03/09/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114860586		02/26/2024	03/12-AV	70918	74.72	03/12/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114884577		02/26/2024	03/12-AV	70918	155.98	03/12/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114884643		02/26/2024	03/12-AV	70918	13.06	03/12/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114932188		02/28/2024	03/12-AV	70918	14.81	03/14/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114932189		02/28/2024	03/12-AV	70918	19.22	03/14/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
114961708		02/29/2024	03/12-AV	70918	80.98	03/15/2024	INV	PD	Filters
CHECK DATE:	03/12/2024								
					449.52				
102269 FORUM COMMUNICATIONS COMPANY									
6D89022E-0001		02/27/2024	03/12-AV	70919	81.21	03/13/2024	INV	PD	Ad for Bids- Wastewater R
CHECK DATE:	03/12/2024								
A85BD339-0004		02/22/2024	03/12-AV	70919	197.17	03/08/2024	INV	PD	Bid Ad Project No. 2401-A
CHECK DATE:	03/12/2024								
A85BD339-0005		02/22/2024	03/12-AV	70919	205.05	03/08/2024	INV	PD	Ad for Bids Project No. 2
CHECK DATE:	03/12/2024								
B15E1683-0001		02/29/2024	03/12-AV	70919	67.47	03/15/2024	INV	PD	Summary Publication of CU
CHECK DATE:	03/12/2024								
B15E1683-0005		03/07/2024	03/12-AV	70919	93.82	03/22/2024	INV	PD	Ordinances Notice Amendin
CHECK DATE:	03/12/2024								
					644.72				
103459 FRAMEWORK INC									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
003285		03/11/2024	03/12-AV	70920	2,522.75	03/26/2024	INV	PD	website hosting/updates
CHECK DATE: 03/12/2024									
100288 GALLS LLC									
027128209		02/16/2024	03/12-AV	70921	63.27	03/02/2024	INV	PD	Explorer Uniforms
CHECK DATE: 03/12/2024									
100293 GENERAL MAILING SERVICES									
69145		03/06/2024	03/12-AV	70922	261.74	03/21/2024	INV	PD	postage 02/19-02/23/24
CHECK DATE: 03/12/2024									
100786 GRAINGER INC									
833404783		03/04/2024	03/12-AV	70923	259.56	03/19/2024	INV	PD	Covers for fire alarms in
CHECK DATE: 03/12/2024									
101887 GRAND RENTAL STATION									
1-579480		03/11/2024	03/12-AV	70924	65.91	03/26/2024	INV	PD	Carpet Cleaner
CHECK DATE: 03/12/2024									
1-579359	17	02/27/2024	03/12-AV	70925	6,200.00	03/13/2024	INV	PD	Chairs
CHECK DATE: 03/12/2024									
1-579360	18	02/27/2024	03/12-AV	70925	6,422.00	03/13/2024	INV	PD	8x30 Polyethylene Tables
CHECK DATE: 03/12/2024									
				12,622.00					
103608 GRAVE/MATTHEW L									
T0480012350		03/01/2024	03/12-AV	70926	325.00	03/16/2024	INV	PD	Safety eyewear
CHECK DATE: 03/12/2024									
101504 GREENSPRING MEDIA GROUP									
2024-58189		03/11/2024	03/12-AV	70927	2,100.00	03/26/2024	INV	PD	Bike Minnesota Ad
CHECK DATE: 03/12/2024									
100321 HANSEN ADVERTISING SPECIALTIES									
49831		02/12/2024	03/12-AV	70928	1,417.55	03/16/2024	INV	PD	Lapel Pin with new logo
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
103765	HARRY'S FROZEN FOOD								
62170		03/05/2024	03/12-AV	70929	364.00	03/20/2024	INV	PD	Concession Supplies
	CHECK DATE: 03/12/2024								
100324	HAUG IMPLEMENT CO - JOHN DEERE								
479459		02/22/2024	03/12-AV	70930	874.00	03/08/2024	INV	PD	Tires
	CHECK DATE: 03/12/2024								
479460		02/22/2024	03/12-AV	70930	26.37	03/08/2024	INV	PD	Grease Gun
	CHECK DATE: 03/12/2024								
100325	HAWKINS INC				900.37				
6701489		03/04/2024	03/12-AV	70931	12,259.80	03/19/2024	INV	PD	Industrial ferric
	CHECK DATE: 03/12/2024								
103278	HAYCRAFT/ANTHONY								
1782		02/16/2024	03/12-AV	70932	38.23	03/02/2024	INV	PD	Gas Reimbursement Squad 3
	CHECK DATE: 03/12/2024								
100333	HILLYARD\HUTCHINSON								
605412785		02/27/2024	03/12-AV	70933	327.64	03/13/2024	INV	PD	CLEANING SUPPLIES
	CHECK DATE: 03/12/2024								
605415820		03/08/2024	03/12-AV	70933	138.36	03/23/2024	INV	PD	bathroom cleaner
	CHECK DATE: 03/12/2024								
103410	HMD PHOTOGRAPHY LLC				466.00				
5385		03/04/2024	03/12-AV	70934	210.00	03/04/2024	INV	PD	V. Larsen candid photo
	CHECK DATE: 03/12/2024								
103760	HOMETOWN FIBER								
3292		02/19/2024	03/12-AV	70935	20,000.00	03/19/2024	INV	PD	Progress Payment: Deposit
	CHECK DATE: 03/12/2024								
103023	INNOVATIVE OFFICE SOLUTIONS								
IN4480631		03/07/2024	03/12-AV	70936	480.79	03/22/2024	INV	PD	Office Supplies
	CHECK DATE: 03/12/2024								

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
IN4482318		02/27/2024	03/12-AV	70936	50.29	03/13/2024	INV	PD	stamp
CHECK DATE: 03/12/2024									
IN4483201		03/11/2024	03/12-AV	70936	33.66	03/26/2024	INV	PD	Mesh backrest
CHECK DATE: 03/12/2024									
103355 JOHANNECK WTR CONDITIONING INC					564.74				
ER1801-3-074		02/29/2024	03/12-AV	70937	46.00	03/15/2024	INV	PD	Water cooler rental
CHECK DATE: 03/12/2024									
103548 JUVEN/JOSHUA									
002841		02/23/2024	03/12-AV	70938	296.52	03/09/2024	INV	PD	Safety glasses reimburse
CHECK DATE: 03/12/2024									
100376 KANDIYOHI CO AUDITOR									
03112024		03/06/2024	03/12-AV	70939	22,110.00	03/21/2024	INV	PD	Project #2301, #4393
CHECK DATE: 03/12/2024									
101507 KANDIYOHI CO SHERIFF'S DEPT									
2024-16		02/16/2024	03/12-AV	70940	464.00	03/02/2024	INV	PD	WPD portion of 2023 porta
CHECK DATE: 03/12/2024									
100385 KANDIYOHI CO TREASURER									
03062024		03/06/2024	03/12-AV	70941	1,291.25	03/21/2024	INV	PD	License Tabs
CHECK DATE: 03/12/2024									
102520 KENNEDY & GRAVEN, CHARTERED									
180221		02/12/2024	03/12-AV	70942	450.00	02/27/2024	INV	PD	Fiber Broadband Project
CHECK DATE: 03/12/2024									
103138 KING'S ELECTRIC LLC									
2876		03/05/2024	03/12-AV	70943	146.80	03/20/2024	INV	PD	Replace ballast in Pablo'
CHECK DATE: 03/12/2024									
101646 LAKESIDE PRESS									
12120		03/06/2024	03/12-AV	70944	575.50	03/21/2024	INV	PD	Envelopes
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100412 LEAGUE OF MN CITIES									
400436		03/06/2024	03/12-AV	70945	40.00	03/21/2024	INV	PD	LMC Loss Control workshop
CHECK DATE: 03/12/2024									
102593 LOFFLER COMPANIES									
4631976		03/04/2024	03/12-AV	70946	97.48	03/19/2024	INV	PD	Feb CH Finance MFP prints
CHECK DATE: 03/12/2024									
104036 Lonie Hillenbrand									
0008893		03/06/2024	03/12-AV	70947	150.00	03/21/2024	INV	PD	shelter refund
CHECK DATE: 03/12/2024									
103263 M.D. GRAPHICS									
8018		02/16/2024	03/12-AV	70948	1,177.00	03/02/2024	INV	PD	Squad 5 graphics
CHECK DATE: 03/12/2024									
100427 MACQUEEN EQUIPMENT INC									
P55622		02/13/2024	03/12-AV	70949	478.34	02/28/2024	INV	PD	Sweeper Parts
CHECK DATE: 03/12/2024									
P55790		02/21/2024	03/12-AV	70949	501.41	03/07/2024	INV	PD	Pins for Sweeper
CHECK DATE: 03/12/2024									
					979.75				
101121 MAGNUSON SHEET METAL INC									
147550		02/12/2024	03/12-AV	70950	1,460.50	02/27/2024	INV	PD	DRAFT INDUCER
CHECK DATE: 03/12/2024									
100437 MARCO TECHNOLOGIES LLC									
INV12159788		02/09/2024	03/12-AV	70951	467.58	02/24/2024	INV	PD	CN189391-02
CHECK DATE: 03/12/2024									
101838 MARCO TECHNOLOGIES LLC									
523433761		02/25/2024	03/12-AV	70952	158.76	03/20/2024	INV	PD	500-0611665-000
CHECK DATE: 03/12/2024									
523434074		02/25/2024	03/12-AV	70952	214.35	03/20/2024	INV	PD	500-0623211-000
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
102898 MATHESON TRI-GAS INC					373.11				
0029212970		03/05/2024	03/12-AV	70953	85.87	03/20/2024	INV	PD	Wire Toothbrushes and ear
CHECK DATE: 03/12/2024									
100446 MCMASTER-CARR SUPPLY CO									
22607359		02/22/2024	03/12-AV	70954	564.54	03/08/2024	INV	PD	Rubber Slip on feet for c
CHECK DATE: 03/12/2024									
23048711		03/06/2024	03/12-AV	70954	658.63	03/21/2024	INV	PD	Rubber feet for chairs
CHECK DATE: 03/12/2024									
					1,223.17				
100449 MENARDS									
73112		02/14/2024	03/12-AV	70955	6.98	02/29/2024	INV	PD	Spray Paint
CHECK DATE: 03/12/2024									
73704		02/27/2024	03/12-AV	70955	134.67	03/13/2024	INV	PD	General supplies
CHECK DATE: 03/12/2024									
73708		02/27/2024	03/12-AV	70955	56.98	03/13/2024	INV	PD	shelving
CHECK DATE: 03/12/2024									
73736		02/27/2024	03/12-AV	70955	82.97	03/13/2024	INV	PD	shelves
CHECK DATE: 03/12/2024									
73873		03/01/2024	03/12-AV	70955	29.34	03/16/2024	INV	PD	6 T Posts
CHECK DATE: 03/12/2024									
73874		03/01/2024	03/12-AV	70955	56.84	03/16/2024	INV	PD	Hanging strips and latex
CHECK DATE: 03/12/2024									
73972		03/05/2024	03/12-AV	70955	114.99	03/20/2024	INV	PD	Air Mover
CHECK DATE: 03/12/2024									
73984		02/27/2024	03/12-AV	70955	35.64	03/13/2024	INV	PD	shelving
CHECK DATE: 03/12/2024									
74058		03/06/2024	03/12-AV	70955	24.50	03/21/2024	INV	PD	Dry Erase Board, Markers,
CHECK DATE: 03/12/2024									
					542.91				
102104 MIDWEST OVERHEAD CRANE									
143892		02/14/2024	03/12-AV	70956	1,396.95	02/29/2024	INV	PD	Crane repair
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
103907 MIDWEST SCHOOL OF DIVING									
1784		02/16/2024	03/12-AV	70957	295.00	03/02/2024	INV	PD	Ice Diving Scuba Cert Jac
CHECK DATE: 03/12/2024									
102699 MIKE'S SMALL ENGINE CENTER									
28600		02/28/2024	03/12-AV	70958	91.96	03/14/2024	INV	PD	Bar Oil
CHECK DATE: 03/12/2024									
103729 MILLS PARTS CENTER									
6112401		02/26/2024	03/12-AV	70959	70.00	03/12/2024	INV	PD	Cover
CHECK DATE: 03/12/2024									
101805 MINI BIFF LLC									
A-145215		03/05/2024	03/12-AV	70960	259.12	03/20/2024	INV	PD	Toilet Rental
CHECK DATE: 03/12/2024									
103977 MN DEED									
CDAP-18-0051-0-FY19		03/08/2024	03/12-AV	70961	285.00	03/23/2024	INV	PD	Unspent Funds for Lumichr
CHECK DATE: 03/12/2024									
102167 MN PETROLEUM SERVICE									
0000138672		02/28/2024	03/12-AV	70962	3,530.00	03/14/2024	INV	PD	Repairs & inspection to m
CHECK DATE: 03/12/2024									
101797 MOTOROLA SOLUTIONS INC									
8281822401		02/16/2024	03/12-AV	70963	11,975.04	03/02/2024	INV	PD	Mobile Radios for Squads
CHECK DATE: 03/12/2024									
100541 MUNICIPAL UTILITIES									
STMT/02-2024		03/11/2024	03/12-AV	70964	38,862.42	03/26/2024	INV	PD	Municipal Utilities-Febru
CHECK DATE: 03/12/2024									
100544 MVTI LABORATORIES INC									
1241451		02/28/2024	03/12-AV	70965	280.00	03/14/2024	INV	PD	Lab test's
CHECK DATE: 03/12/2024									
1241787		03/01/2024	03/12-AV	70965	57.00	03/16/2024	INV	PD	Lab test
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100568 NELSON INTERNATIONAL					337.00				
R101039042:01		02/20/2024	03/12-AV	70966	2,664.13	03/06/2024	INV	PD	Replace IPR Valve
CHECK DATE:	03/12/2024								
102547 CARRANZA/NOE									
141		02/16/2024	03/12-AV	70967	150.00	03/02/2024	INV	PD	Interpreting Services wit
CHECK DATE:	03/12/2024								
142		02/16/2024	03/12-AV	70967	150.00	03/02/2024	INV	PD	Interpreting Services ICR
CHECK DATE:	03/12/2024								
143		02/16/2024	03/12-AV	70967	150.00	03/02/2024	INV	PD	Interpretive Services 240
CHECK DATE:	03/12/2024								
100585 NORTHERN STATES SUPPLY					450.00				
10-618013		02/26/2024	03/12-AV	70968	167.44	03/12/2024	INV	PD	Nuts and Bolts
CHECK DATE:	03/12/2024								
10-618182		03/04/2024	03/12-AV	70968	9.47	03/19/2024	INV	PD	General supplies
CHECK DATE:	03/12/2024								
103667 OVERHEAD HOIST & CRANE SPEC.					176.91				
3609		02/13/2024	03/12-AV	70969	300.00	02/28/2024	INV	PD	Crane inspection
CHECK DATE:	03/12/2024								
102895 PAPER & THREADS LLC									
022724		02/16/2024	03/12-AV	70970	48.00	03/02/2024	INV	PD	Service Hash Marks for C1
CHECK DATE:	03/12/2024								
101968 PEST PRO II									
41087		02/27/2024	03/12-AV	70971	40.00	03/13/2024	INV	PD	pest inspection
CHECK DATE:	03/12/2024								
100374 PREMIUM WATERS INC									
330582595		02/29/2024	03/12-AV	70972	72.97	03/15/2024	INV	PD	Drink water
CHECK DATE:	03/12/2024								

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
330585250		02/27/2024	03/12-AV	70972	10.00	03/13/2024	INV	PD	water
CHECK DATE: 03/12/2024									
101093 QUICK SIGNS					82.97				
181668		02/21/2024	03/12-AV	70973	190.00	03/07/2024	INV	PD	Move emblem to new locati
CHECK DATE: 03/12/2024									
103870 RAMBOW/JON									
030724		03/04/2024	03/12-AV	70974	585.00	03/19/2024	INV	PD	Basketball official (13 g
CHECK DATE: 03/12/2024									
900129 RASINSKI TOTAL DOOR SERV									
4840		02/27/2024	03/12-AV	70975	1,475.61	03/13/2024	INV	PD	Door Service
CHECK DATE: 03/12/2024									
103911 REPLACE INC									
4106		02/28/2024	03/12-AV	70976	1,500.00	03/14/2024	INV	PD	Design work for "DTW" Dow
CHECK DATE: 03/12/2024									
100665 RULE TIRE SHOP									
1-69041		02/15/2024	03/12-AV	70977	514.00	03/01/2024	INV	PD	Tires
CHECK DATE: 03/12/2024									
101418 RUNNING'S SUPPLY INC									
6107081		02/14/2024	03/12-AV	70978	13.87	02/29/2024	INV	PD	Reducer, Socket
CHECK DATE: 03/12/2024									
6107139		02/14/2024	03/12-AV	70978	18.98	02/29/2024	INV	PD	Hasp, Hinge
CHECK DATE: 03/12/2024									
6110102		02/20/2024	03/12-AV	70978	149.95	03/06/2024	INV	PD	Boots
CHECK DATE: 03/12/2024									
6110117		02/20/2024	03/12-AV	70978	209.95	03/06/2024	INV	PD	Boots
CHECK DATE: 03/12/2024									
6111183		02/23/2024	03/12-AV	70978	50.73	03/09/2024	INV	PD	Grease Gun, Bolts
CHECK DATE: 03/12/2024									
6111184		02/23/2024	03/12-AV	70978	373.92	03/09/2024	INV	PD	Chains and Binder
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					817.40				
104034 Ryan Buer Electric LLC									
2005		02/27/2024	03/12-AV	70979	70.00	03/13/2024	INV	PD	outlet install
CHECK DATE: 03/12/2024									
102941 SAFE ASSURE CONSULTANTS INC									
3452		11/21/2023	03/12-AV	70980	9,214.93	12/31/2023	INV	PD	2024 Safety Program
CHECK DATE: 03/12/2024									
102142 SCHUELER/ALLEN									
031124		03/02/2024	03/12-AV	70981	20.00	03/17/2024	INV	PD	Boilers lic. renewal
CHECK DATE: 03/12/2024									
100275 SHI CORP									
B18019750		02/29/2024	03/12-AV	70982	4,246.00	03/30/2024	INV	PD	Annual windows server lic
CHECK DATE: 03/12/2024									
104044 Shuhua Li									
03122024-3		03/06/2024	03/12-AV	70983	50.00	03/21/2024	INV	PD	Refund Massage Therapist
CHECK DATE: 03/12/2024									
103218 SIETSEMA/SARA									
031124		03/11/2024	03/12-AV	70984	244.28	03/26/2024	INV	PD	Rural water conference an
CHECK DATE: 03/12/2024									
104037 Signal & Lighting Services									
10		03/01/2024	03/12-AV	70985	120.00	03/16/2024	INV	PD	Signal base repairs at 19
CHECK DATE: 03/12/2024									
103699 SILVA/AMBER									
030824		03/08/2024	03/12-AV	70986	831.85	03/23/2024	INV	PD	wellness Program February
CHECK DATE: 03/12/2024									
100188 STERLING WATER-MINNESOTA LLC									
315X03745303		02/29/2024	03/12-AV	70987	19.45	03/15/2024	INV	PD	City Hall water softener
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
315X03755500		02/27/2024	03/12-AV	70987	60.75	03/13/2024	INV	PD	salt/water
CHECK DATE: 03/12/2024									
103471 STULEN/DEBORAH					80.20				
030624		03/06/2024	03/12-AV	70988	40.80	03/21/2024	INV	PD	Election Stamps
CHECK DATE: 03/12/2024									
030624-2		03/06/2024	03/12-AV	70988	475.00	03/21/2024	INV	PD	MCFOA conference payment
CHECK DATE: 03/12/2024									
102555 SUMMIT FIRE PROTECTION					515.80				
150041654		03/01/2024	03/12-AV	70989	139.00	03/16/2024	INV	PD	Fire alarm monitoring
CHECK DATE: 03/12/2024									
100161 SYSCO WESTERN MINNESOTA									
253575385		03/11/2024	03/12-AV	70990	271.30	03/26/2024	INV	PD	Concession Supplies
CHECK DATE: 03/12/2024									
104040 T-Mobile USA, Inc									
9560802154		02/16/2024	03/12-AV	70991	25.00	03/02/2024	INV	PD	Search Warrant 24001058
CHECK DATE: 03/12/2024									
103804 TIMECLOCK PLUS, LLC									
INV00327955		02/16/2024	03/12-AV	70992	7,920.00	03/02/2024	INV	PD	Schedule Anywhere License
CHECK DATE: 03/12/2024									
103375 TITAN MACHINERY									
ES0012855		02/22/2024	03/12-AV	70993	16,227.20	03/08/2024	INV	PD	T-12DT Trailer
CHECK DATE: 03/12/2024									
103830 TREATMENT RESOURCES, INC.									
2024-827-a		02/26/2024	03/12-AV	70994	1,128.88	03/12/2024	INV	PD	Ferric pump power supply
CHECK DATE: 03/12/2024									
104046 Tyler Business Forms									
92496		03/11/2024	03/12-AV	70995	216.56	04/10/2024	INV	PD	AP Checks
CHECK DATE: 03/12/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
103795 TYLER TECHNOLOGIES, INC									
045-455771		02/29/2024	03/12-AV	70996	8,800.00	04/14/2024	INV	PD	Dedicated Project Manager
CHECK DATE: 03/12/2024									
102687 ULINE									
174298796		02/16/2024	03/12-AV	70997	91.01	03/02/2024	INV	PD	Packing List Envelopes Or
CHECK DATE: 03/12/2024									
101286 UNCOMMON USA INC									
1056159		02/27/2024	03/12-AV	70998	44.00	03/13/2024	INV	PD	flag
CHECK DATE: 03/12/2024									
100264 US BANK									
7229490		02/23/2024	03/12-AV	70999	500.00	03/09/2024	INV	PD	2021 A Paying Agent/Reg/T
CHECK DATE: 03/12/2024									
104038 Vernae Larsen									
030724		03/07/2024	03/12-AV	71000	74.82	03/22/2024	INV	PD	Election Treats
CHECK DATE: 03/12/2024									
100777 VIKING COCA-COLA BOTTLING CO									
3336495		03/05/2024	03/12-AV	71001	1,192.35	03/20/2024	INV	PD	Concession Supplies
CHECK DATE: 03/12/2024									
100796 WEST CENTRAL COMMUNICATION									
097639S		03/05/2024	03/12-AV	71002	664.14	03/20/2024	INV	PD	Headset, HM-10 Module sin
CHECK DATE: 03/12/2024									
097811S		10/08/2023	03/12-AV	71002	288.00	10/23/2023	INV	PD	Reprogram 36 pagers
CHECK DATE: 03/12/2024									
				952.14					
100803 WEST CENTRAL PRINTING									
24299		02/16/2024	03/12-AV	71003	61.21	03/02/2024	INV	PD	Chaplain Business Cards
CHECK DATE: 03/12/2024									
100805 WEST CENTRAL SANITATION									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
13018443		01/31/2024	03/12-AV	71004	229.47	03/22/2024	INV	PD	Recycle Bins
CHECK DATE: 03/12/2024									
101640 WESTMOR INDUSTRIES LLC									
1944090 RI		02/23/2024	03/12-AV	71005	1,646.86	03/09/2024	INV	PD	UGST Inspection
CHECK DATE: 03/12/2024									
100812 WILLMAR CHAMBER OF COMMERCE									
56769		03/11/2024	03/12-AV	71006	3,604.17	03/26/2024	INV	PD	Credit Card Billing
CHECK DATE: 03/12/2024									
56778		03/11/2024	03/12-AV	71006	14.00	03/26/2024	INV	PD	Public Policy Meeting-Fis
CHECK DATE: 03/12/2024									
56919		03/01/2024	03/12-AV	71006	14.00	03/31/2024	INV	PD	3/1 Public Policy - Lesli
CHECK DATE: 03/12/2024									
56927		03/11/2024	03/12-AV	71006	30.00	03/26/2024	INV	PD	First half of willmar.com
CHECK DATE: 03/12/2024									
56928		03/11/2024	03/12-AV	71006	23.83	03/26/2024	INV	PD	managed IT
CHECK DATE: 03/12/2024									
56929		03/11/2024	03/12-AV	71006	25.00	03/26/2024	INV	PD	Chamber leadership Celber
CHECK DATE: 03/12/2024									
56930		03/11/2024	03/12-AV	71006	59.54	03/26/2024	INV	PD	Monthly mail, internet, a
CHECK DATE: 03/12/2024									
56932		03/11/2024	03/12-AV	71006	250.00	03/26/2024	INV	PD	2024 meeting room supplie
CHECK DATE: 03/12/2024									
56933		03/11/2024	03/12-AV	71006	13,183.87	03/26/2024	INV	PD	Chamber Monthly Bill
CHECK DATE: 03/12/2024									
				17,204.41					
101243 WILLMAR COMMUNITY EDUCATION									
6		03/06/2024	03/12-AV	71007	400.00	03/21/2024	INV	PD	ad for catalog
CHECK DATE: 03/12/2024									
104043 Ying Guo									
031224-02		03/06/2024	03/12-AV	71008	50.00	03/21/2024	INV	PD	massage therapy denial -6
CHECK DATE: 03/12/2024									
104045 Ying He									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
03122024 CHECK DATE: 03/12/2024		03/06/2024	03/12-AV	71009	250.00	03/21/2024	INV	PD	Bus/Ind Denial 15-0005
101010 BOLTON & MENK INC									
0331115 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	26,549.00	03/15/2024	INV	PD	Project No. 2401-A engine
0331117 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	66,177.50	03/15/2024	INV	PD	13th St/Grace Ave/Rice Av
0331118 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	9,220.50	03/15/2024	INV	PD	19th Ave Path engineering
0331122 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	8,022.50	03/15/2024	INV	PD	January 2024 Engineering
0331125 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	2,361.00	03/15/2024	INV	PD	2024 Sealcoat project eng
0331129 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	21,482.00	03/15/2024	INV	PD	Augusta Ave & Irene Ave e
0331134 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	4,845.00	03/15/2024	INV	PD	January City Engineer ser
0331135 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	26,000.45	03/15/2024	INV	PD	Project No. 2310-A engine
0331138 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	11,981.00	03/15/2024	INV	PD	Gorton Ave engineering se
0331140 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	1,552.00	03/08/2024	INV	PD	Hwy 12 LS engineering ser
0331141 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	838.00	03/15/2024	INV	PD	Project No. 2403-A engine
0331146 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	7,206.50	03/15/2024	INV	PD	TH 40 Turn Lanes engineer
0331147 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	15,006.00	03/15/2024	INV	PD	Project No. 2404-A engine
0331152 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	25,280.00	03/15/2024	INV	PD	2024 Improvement Projects
0331155 CHECK DATE: 03/13/2024		02/29/2024	03/13-AV	71010	805.00	03/15/2024	INV	PD	Trott Regional Stormwater
					227,326.45				
103390 CENTRACARE									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
507331032		03/13/2024	03/13-AV	71011	90.00	03/28/2024	INV	PD	Rothwell, testing
CHECK DATE: 03/13/2024									
224 INVOICES					559,983.91				

** END OF REPORT - Generated by Tom Odens **

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100492 MN DEPT OF REVENUE									
STMT/01-24		02/23/2024	EFTCK520	520	4,291.74	03/09/2024	DIR	PD	Fuel and Sale & Use Tax
CHECK DATE: 02/23/2024									
100467 CENTERPOINT ENERGY									
STMT/01-2024		02/23/2024	EFTCK521	521	12,513.97	03/09/2024	DIR	PD	NATURAL GAS-JAN
CHECK DATE: 02/23/2024									
102365 CARDMEMBER SERVICE									
STMT/01-24		02/23/2024	EFTCK522	522	32,674.43	02/28/2024	DIR	PD	January Bremer Credit Car
CHECK DATE: 03/14/2024									
100467 CENTERPOINT ENERGY									
STMT/03-24		03/14/2024	EFTCK523	523	23,334.51	03/29/2024	DIR	PD	Natural Gas-February
CHECK DATE: 03/14/2024									
4 INVOICES					72,814.65				

** END OF REPORT - Generated by Tom Odens **

Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 01/31/2024

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	711,176.50	711,176.50	736,643.01	736,643.01	-25,466.51
402 - Commercial/Industrial	1,676,202.65	1,676,202.65	1,542,768.72	1,542,768.72	133,433.93
404 - City Franchise Fee	246,523.85	246,523.85	244,004.29	244,004.29	2,519.56
405 - Transmission	240,247.66	240,247.66	208,012.50	208,012.50	32,235.16
419 - Interest	37,500.00	37,500.00	104,752.81	104,752.81	-67,252.81
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	59,776.44	59,776.44	-59,776.44
499 - Miscellaneous Revenues	81,665.84	81,665.84	118,787.81	118,787.81	-37,121.97
Revenue Total:	2,993,316.50	2,993,316.50	3,014,745.58	3,014,745.58	-21,429.08
Expense					
500 - Production	23,665.53	23,665.53	2,023.06	2,023.06	21,642.47
555 - Purchased Power	1,466,091.24	1,466,091.24	1,328,743.04	1,328,743.04	137,348.20
560 - Transmission	366,459.26	366,459.26	329,072.56	329,072.56	37,386.70
580 - Distribution	178,980.51	178,980.51	175,831.75	175,831.75	3,148.76
900 - Customer Service	16,194.59	16,611.26	15,747.59	15,747.59	863.67
906 - Energy Services/Marketing	13,300.08	13,300.08	1,480.64	1,480.64	11,819.44
920 - General & Administrative	227,415.76	227,415.76	260,665.00	260,665.00	-33,249.24
997 - Cash Payment to City	177,998.93	177,998.93	179,383.33	179,383.33	-1,384.40
998 - Depreciation	176,338.67	176,338.67	171,579.47	171,579.47	4,759.20
999 - Miscellaneous	416.50	0.00	0.00	0.00	0.00
Expense Total:	2,646,861.07	2,646,861.24	2,464,526.44	2,464,526.44	182,334.80
Fund: 100 - Electric Surplus (Deficit):	346,455.43	346,455.26	550,219.14	550,219.14	-203,763.88
Fund: 200 - Water					
Revenue					
401 - Residential	226,486.36	226,486.36	196,359.11	196,359.11	30,127.25
402 - Commercial/Industrial	242,383.00	242,383.00	212,578.20	212,578.20	29,804.80
419 - Interest	4,165.00	4,165.00	10,238.59	10,238.59	-6,073.59
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	6,641.83	6,641.83	-6,641.83
499 - Miscellaneous Revenues	6,464.08	6,464.08	4,396.49	4,396.49	2,067.59
Revenue Total:	479,498.44	479,498.44	430,214.22	430,214.22	49,284.22
Expense					
500 - Production	31,710.21	31,710.21	30,976.16	30,976.16	734.05
580 - Distribution	103,719.24	103,719.24	92,351.23	92,351.23	11,368.01
900 - Customer Service	9,594.40	9,594.40	6,928.85	6,928.85	2,665.55
920 - General & Administrative	75,345.03	75,345.03	81,616.41	81,616.41	-6,271.38
998 - Depreciation	134,001.04	134,001.04	33,747.51	33,747.51	100,253.53
Expense Total:	354,369.92	354,369.92	245,620.16	245,620.16	108,749.76
Fund: 200 - Water Surplus (Deficit):	125,128.52	125,128.52	184,594.06	184,594.06	-59,465.54
Total Surplus (Deficit):	471,583.95	471,583.78	734,813.20	734,813.20	

YTD Surplus/Retained Earnings without Unrealized Gain (Loss) on Investments:

Electric: \$490,442.70

Water: \$177,952.23

Total: \$668,394.93

Unrealized Gain (Loss) on Investments reflects the increase/decrease in the value of the investments on paper and will fluctuate.

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	346,455.43	346,455.26	550,219.14	550,219.14	-203,763.88
200 - Water	125,128.52	125,128.52	184,594.06	184,594.06	-59,465.54
Total Surplus (Deficit):	471,583.95	471,583.78	734,813.20	734,813.20	

Issued Dates: 2/1/2024 to 2/29/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 3/6/2024
 Page: 1

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033373	2/5/2024	Permar/Gina Lee 417 Litchfield Ave SE	95-630-0800 Lot 20, Block 4 Paulson & Sunde's Subd Of Lot D Eastern Ad	Reroofing Residential Add/Alter	Residential Reroof	\$19,000.00 \$9.50
WI033577	2/2/2024	Ap Rentals Of Mn, LLC 921 1st St S	95-250-2050 Block 9 Glarum's Addition To Willmar	Deck Apartment	Deck with Hip Roof	\$10,000.00 \$272.71
WI033662	2/2/2024	Unique Opportunities of Willmar 1020 Lakeland Dr NE		Fire Sprinkler/Fire Alarm Apartment	Fire Alarm for New Apartment Building	\$22,228.00 \$546.95
WI033681	2/2/2024	Presbyterian Family Foundatn 901 Business 71 N	95-799-0020 Lot 2, Block 1 Ten Oaks Addition	Reroofing Commercial Add/Alter	Commercial Reroof	\$21,793.00 \$323.15
WI033687	2/2/2024	OutWest Willmar LLC 322 10th St SW	95-003-4170 Block 37 Willmar, Town Of (Original)	Single Family Replace	Boiler	\$7,537.00 \$1.00
WI033688	2/2/2024	Lancaster/Roxanne L 308 Willmar Ave SW	95-280-1640 Block 9 Hanson's Addition To Willmar	Single Family Replace	Water Heater Replacement	\$1,300.00 \$26.00
WI033689	2/2/2024	Carris Health, LLC 502 2nd St SW	95-006-1150 Block 65 First Addition To The Town Of Willmar	Commercial/Ind Alt/Remodel	2nd Floor Remodel	\$0.00 \$1.00
WI033690	2/2/2024	Affiliated Comm Med Ctrs 101 Willmar Ave SW	95-750-0050 Sub-Div. N1/2 Of Ne1/4	Commercial/Ind Alt/Remodel	2nd,3rd,4th Floor Remodel	\$0.00 \$91.00
WI033691	2/2/2024	Clark/Mitchell A & Kristyn G 809 26th Ave SW	95-867-0600 Lot 20, Block 2 West Portland Acres	Single Family Replace	Water Heater Replacement	\$4,895.00 \$26.00
WI033695	2/2/2024	Peppin/Stephen J 1600 11th Ave NE	95-911-0460	Fire Sprinkler/Fire Alarm Commercial Add/Alter	Interior Remodel for Bar/Restaurant	\$7,990.00 \$230.46
WI033696	2/2/2024	Gerdes/Kathy A 2308 22nd Ave SW	95-715-0290 Lot 19, Block 2 Southgate Addition	Siding Residential Add/Alter	Residential Reside	\$8,600.00 \$54.30

Issued Dates: 2/1/2024 to 2/29/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 3/6/2024
 Page: 2

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033697	2/2/2024	Schulz/Phillip & Jodie 615 23rd St SE	95-668-2310 Lot 1, Block 2 Pheasant Run	Siding Residential Add/Alter	Residential Reside & Window	\$43,000.00	\$71.50
WI033701	2/2/2024	Brown/Kurt & Kimberlie 2607 8th St SW	95-684-0295 Block 2 Portland Acres	Single Family Replace	Gas Furnace & A/C Replacement	\$13,000.00	\$56.00
WI033702	2/2/2024	Peppin/Stephen J 1600 11th Ave NE	95-911-0460	Commercial/Ind Alt/Remodel	Bar/Restaurant	\$0.00	\$195.00
WI033703	2/2/2024	Kowalczyk/Jason L & Nicole M 1201 9th St SE	95-670-0210 Lot 1, Block 2 Pleasant View Addition	Single Family Replace	Water Heater Replacement	\$2,000.00	\$26.00
WI033705	2/2/2024	Carris Health, LLC 502 2nd St SW	95-006-1150 Block 65 First Addition To The Town Of Willmar	Fire Sprinkler/Fire Alarm Commercial Add/Alter	Fire Alarm	\$25,000.00	\$12.50
WI033706	2/2/2024	Fujan/Lawrence E & Gayle M 3401 Eagle Ridge Dr E	95-148-0160 Lot 16, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$28,773.00	\$44.39
WI033707	2/2/2024	Gulden/David L 712 Irene Ave SE	95-662-0070 Lot 7, Block 1 Perkins 2nd Addition	Siding Residential Add/Alter	Residential Reside/Roof	\$26,033.00	\$93.02
WI033709	2/2/2024	Smith/Timothy C & Rachel R 615 7th St NW	95-820-0440 Block 3 Thorpe & Lien's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,583.00	\$33.79
WI033710	2/6/2024	Croonqist/Jacob 1010 Kandiyohi Ave SW	95-006-2950 Block 77 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Bathroom remodel	\$5,526.00	\$115.01
WI033711	2/2/2024	Ravin Properties LLC 1312 Lakeland Dr SE	95-481-0010 Block 1 Lee-Don	Siding Commercial Add/Alter	Commercial Reside	\$4,000.00	\$89.25
WI033712	2/2/2024	Jahnke/Ryan T & Raquel K W 3317 Eagle Ridge Dr E	95-148-0180 Lot 18, Block 1 Eagles Landing	Siding Residential Add/Alter	Residential Reside	\$32,132.00	\$66.07
WI033713	2/2/2024	Masse/Tim 203 Trott Ave SE	95-740-0590 Block 4 Spicer's Addition	Alteration Residential Add/Alter	Residential Remodel	\$4,000.00	\$2.00

Issued Dates: 2/1/2024 to 2/29/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 3/6/2024
 Page: 3

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033714	2/2/2024	Schirmers/Darin T & Magen E 908 Irene Ave SE	95-665-0130 Lot 3, Block 2 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$13,500.00	\$36.75
WI033715	2/2/2024	Sanders/Alesia & Doug 724 6th St SW	95-006-3500 Block 81 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Remodel bath to add shower	\$6,874.00	\$128.19
WI033716	2/5/2024	Berskow/Jamie M 1205 Grace Ave SW	95-570-0400 Block 3 Nursery Addition	Alteration Residential Add/Alter	Solar system	\$18,667.00	\$352.77
WI033717	2/5/2024	Clark/Dennis & Janet 2500 8th St SW	95-682-0510 Lot 1, Block 5 Portland Acres 2nd Addition	Single Family Replace	Gas Furnace Replacement	\$5,500.00	\$31.00
WI033718	2/6/2024	Heritage Bank, Na 310 1st St S	95-305-0010 Heritage Plaza Puc #23	Alteration Commercial Add/Alter	Enlarge restroom to ADA Requirements	\$8,000.00	\$4.00
WI033719	2/6/2024	Thorson/Daniel J & Cherie J 623 Parkview Rd SW	95-340-0470 Lot 7, Block 4 Hilltop Park	Alteration Residential Add/Alter	Adding bedroom to basement	\$500.00	\$35.65
WI033720	2/7/2024	Baker/Roger & Barbara 215 Valley View Dr SE	95-831-0340 Lot 5, Block 1 Valley View Court	Townhouse Units Replace	Gas Furnace	\$4,300.00	\$31.00
WI033721	2/7/2024	Skaalerud/Kari 605 27th Ave SW	95-684-0480 Block 4 Portland Acres	Single Family Replace	Water Heater Replacement	\$3,186.00	\$26.00
WI033722	2/9/2024	Bueso/Victor M & Maria Santos 1008 Olena Ave SE	95-665-0470 Lot 7, Block 3 Perkins 5th Addition	Single Family Replace	Gas Furnace Replacement	\$5,000.00	\$26.00
WI033724	2/13/2024	Johnson/Richard T & Barbara 802 3rd St SW	95-280-0810 Block 5 Hanson's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$12,500.00	\$36.25
WI033725	2/13/2024	Parker/James & Ilene 1500 9th St SE	95-671-0540 Lot 4, Block 4 Pleasant View Second Addition	Alteration Residential Add/Alter	Interior Remodel, basement	\$12,000.00	\$193.25

Issued Dates: 2/1/2024 to 2/29/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 3/6/2024
 Page: 4

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033726	2/13/2024	Ronneberg/Manfred & Shirley 504 21st St SE	95-668-0250 Lot 15, Block 2 Pheasant Run	Siding Residential Add/Alter	Residential Reside	\$15,000.00	\$57.50
WI033727	2/13/2024	Ziehl/Rodney & Amy 223 Litchfield Ave SE	95-630-0520 Lot 12, Block 3 Paulson & Sunde's Subd Of Lot D Eastern Ad	Fire Repair Residential Add/Alter	Fire repair involving rafters	\$5,000.00	\$2.50
WI033731	2/20/2024	Essendrup/Karen 813 15th Ave SW	95-750-0580 Sub-Div. N1/2 Of Ne1/4	Single Family Replace	Water Heater Replacement	\$5,705.00	\$26.00
WI033732	2/20/2024	Gunderson/Rosa A 1217 18th St SW	95-510-0250 Lot 5, Block 3 Molenaar's Addition	Single Family Replace	Gas Furnace Replacement/ Water Heater	\$8,441.00	\$56.00
WI033733	2/20/2024	Hagen/Johnathan N & Cheyenne 1217 Campbell Ave NW	95-009-0940 Lot 5, Block 131 Second Addition To Willmar	Single Family Replace	Water Heater Replacement	\$3,049.00	\$26.00
WI033734	2/23/2024	Bollig/Brian F & Kathleen J 1410 Grace Ave SW	95-080-0210 Lot 1, Block 2 Bon-Van Acres	Single Family Replace	Gas Furnace Replacement	\$4,780.00	\$31.00
WI033735	2/23/2024	Gjerde/Pamela K 604 28th Ave SW	95-684-0510 Block 4 Portland Acres	Single Family Replace	Gas Furnace Replacement	\$4,988.00	\$31.00
WI033736	2/23/2024	Torell/Bruce D 800 19th Ave SW	95-922-6450	Reroofing Commercial Add/Alter	Commercial Reroof	\$159,930.00	\$1,267.22

Count: 42

Totals: \$591,310.00 \$4,784.68

Year-to-Date Summary (1/1/2024 through 2/29/2024)

Count: 53

YTD Totals: \$1,162,205.00 \$10,313.04



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	6.M.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth - Equity & Inclusion Directors Report
2. Human Resources Update 3.11.2024
3. Planning and Development Director Report
4. PUBLIC WORKS DIRECTOR REPORT March 2024
5. Fire Department Service Calls
6. Fire Department Graph

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

We are seeing the results of the new position that the city strategically created a couple of years ago, the office of Community Growth, led by Pablo Obregon, this work is anchored in enhancing access, promoting equity and inclusion, and broadening the participation of all Willmar residents from all backgrounds. We have experienced many events that have brought many of our neighbors together to celebrate the diversity of our community and we are actively providing opportunities, so our city continues to be a welcoming and inclusive community for all.

March History Women's Month

March is Women's History Month, which highlights contributions that women have made in history and in society. It is celebrated every March to correspond with International Women's Day on March 8. The first Women's History Month was celebrated in 1987.

The City of Willmar proudly supports Women's History Month and the women who have contributed their time and talents to shape Willmar and local, state, regional, national, and international communities. Let's all remember that Women have and continue to play a pivotal role in shaping Willmar and our community, as well as the world at large. (see attached, examples provided by the Kandiyohi County Historical Society) A special thanks to our current women leaders, council members, and city employees.

Other dates to remember this month:

- **March 1-Minnesota National Day** For more info follow this link: [Minnesota National Day](#)
- Minnesota joined the union on May 11, 1858, making it the 32nd state in the United States, and it shares its northern border with Canada. Angle Township on the north edge of Lake of the Woods makes Minnesota the northernmost state of the continental forty-eight. Also known as the Gopher State, it extends along the northern shore of Lake Superior.
- **March 8 – International Women's Day** This global holiday is celebrated to bring gender issues to the forefront such as reproductive rights, violence against women, and equal pay.
- **March 10 – Ramadan*** The arrival of [Ramadan](#), the ninth month of the Islamic calendar, brings forth a month of fasting, praying, and reflection.
- **March 17-Saint Patrick's Day** [St. Patrick's Day](#), the feast day of the patron saint of Ireland, falls on March 17 every year. In 2024, March 17 is a Sunday.
- **March 31 – Easter** Easter celebrates the resurrection of Jesus Christ three days after his crucifixion and the end of the 40-day Lent period with nearly two billion followers worldwide.

Future events:

March 26, Wilmar Human Rights Commission

April 18, International Heritage Celebration at WHS

April 27, Healthy Earth, Healthy Kids Day at Civic Center

May 18, Cinco de Mayo Celebration

Pablo



Human Resources Update - 3/11/2024

- Staffing Update: We have been recruiting for several Fulltime positions in February 2024:
 - Police Officers - Chief Felt is working with the Police Commission on filling these. Recruiting has been difficult. We did receive a promising application in December.
 - Accounting Clerk (Payroll focus) – Due to the resignation of Alli Andrist
- We hired Robin Raasch as the Administrative Assistant for Planning & Development. Robin started 2/26/2024
-
- Human Resources is working with Supervisors on Summer Seasonal/Temporary hiring for Parks & Recreation, Public Works, Wastewater, Community Center, and the Fire Department.
- The annual Affordable Care Act reporting was completed by HR and sent 1095C's out to all employees/retirees covered on the City of Willmar's health insurance in 2023.
- We are also compiling data for The Worker's Compensation renewal for 2024 – 2025.

LuAnn Sietsema
Human Resources Director
City of Willmar

Planning & Development Director's Report

March 2024

Staff

Last month, Jacen Zwagerman and Josh Larcom attended the ICC Upper Plains Region- Annual Educational Institute where they participated in continuing education courses related to commercial and residential building inspections.

Board + Commission

We have a new Commissioner, Fernando Cano.

On Wednesday, March 13, 2024 - The Planning Commission participated in a work session/workshop to review the Planning Department, commissioners' roles and responsibilities, charter rules, decorum, and establish bylaws for the group.

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

Candidates should meet one or more of the following criteria:

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

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

Permitting

February 2024

- 42 permits were issued
- Total Valuation: \$591,310.00
- Total Permit Fee: \$4,784.68

PUBLIC WORKS DIRECTOR REPORT – MARCH 2024

Street Projects

2024 Street projects have begun to go out for bids and we should have solid numbers/pricing towards the end of the month. City staff continues to work side by side with the Bolton & Menk engineering staff to keep our projects moving forward and to keep a timely schedule. Design for other 2024 projects that were pushed into future years is also taking place so they will be “shelf ready” when the time comes to proceed.

The staff has also been working in conjunction with the Kandiyohi County Public Works staff on the proposed county street projects that will be taking place inside city limits.

Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Lab passed the annual water pollution study with 100% accuracy on all analytes.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Installed 2 new VFD's for Muni headworks pumps.
- Installed 3 VEGA radars on the ferric tanks.
- Monthly generator runs at multiple lift stations and the plant.
- Cleaned multiple lift stations (FOG).
- Sara continued assistance with asset management.
- Attended class for Wastewater Class B Operator license.
- Submitted annual biosolids report to EPA.
- Submitted Delegated Pretreatment Program annual report to MPCA.
- Submitted annual Hazardous Waste Generator application to MPCA.
- Hosted annual stormwater illicit discharge staff training.
- Shared public education messages on wastewater and stormwater topics.

Public Works Updates from Superintendent Kyle Radunz

- Public works staff continues to cut trees “Approximately 150 trees removed this year”.
- Tree trimming continues on the SW side “Goal is to finish 4th St from Willmar Ave.- Trott”.
- Continue to prune trees that have been planted within the last 5 years.
- Trimming trees in parks for the lawnmowers to have easier access.
- We were able to start street sweeping when the temps allowed.
- Received the dock for the fairgrounds access.
- We had a chance to get back in the plow trucks in mid-February and clear the streets. “3.5in. of snow on Feb 14th”
- Continue to adjust and complete monthly inspections at the shop.
- Ordered new equipment “Roller, Dump trucks, Motor Grader.”

Staff from Planning & Development, Waste Water, and Public Works have been working on gathering information for our MS4 permit requirements. This is a 5-year stormwater permit that will be renewed in the Fall of 2025. Yearly reporting, inspections, outreach, education, construction site control, and illicit discharge detection are all permit requirements.

City Hall/Auditorium

General maintenance and cleaning are being performed daily. Some minor work has been done on the heating system in City Hall due to thermostat malfunctions. Jordan has been working with Chappel to get the thermostats updated. New crash bars will also be installed at the front doors to accommodate our new electronic locking system.

As always, thank you for the opportunity to be part of the exceptional team here with the City of Willmar.

Respectfully

Justin DeLeeuw – Public Works Director

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

FEBRUARY 2024

Type of Call	February 2023	February 2024
Alarm Activations	3	4
Sprinkler Activations	1	2
Elevator Rescues	2	0
Cooking Fires	0	4
Car Fires	0	1
Electrical Fires	0	1
Carbon Monoxide Incidents	1	0
Natural Gas Leak	1	3
Car Crashes	5	6
Smoke Scares	2	1
Good Intent	2	2
Haz Mat Call	1	1
Medical Assists	1	0
Dumpster Fires	1	0

Current Month CFS: 25

First Responder Calls: 7

2024 Fire Calls for Service to date: 55

2024 First Responder Calls to date: 20

2023 Fire Calls for Service – February: 20

2023 Calls for Service to date: 46

Training:

February 1 -- Business Meeting

February 8 – Air Management Training

February 15 – Rapid Intervention Team training

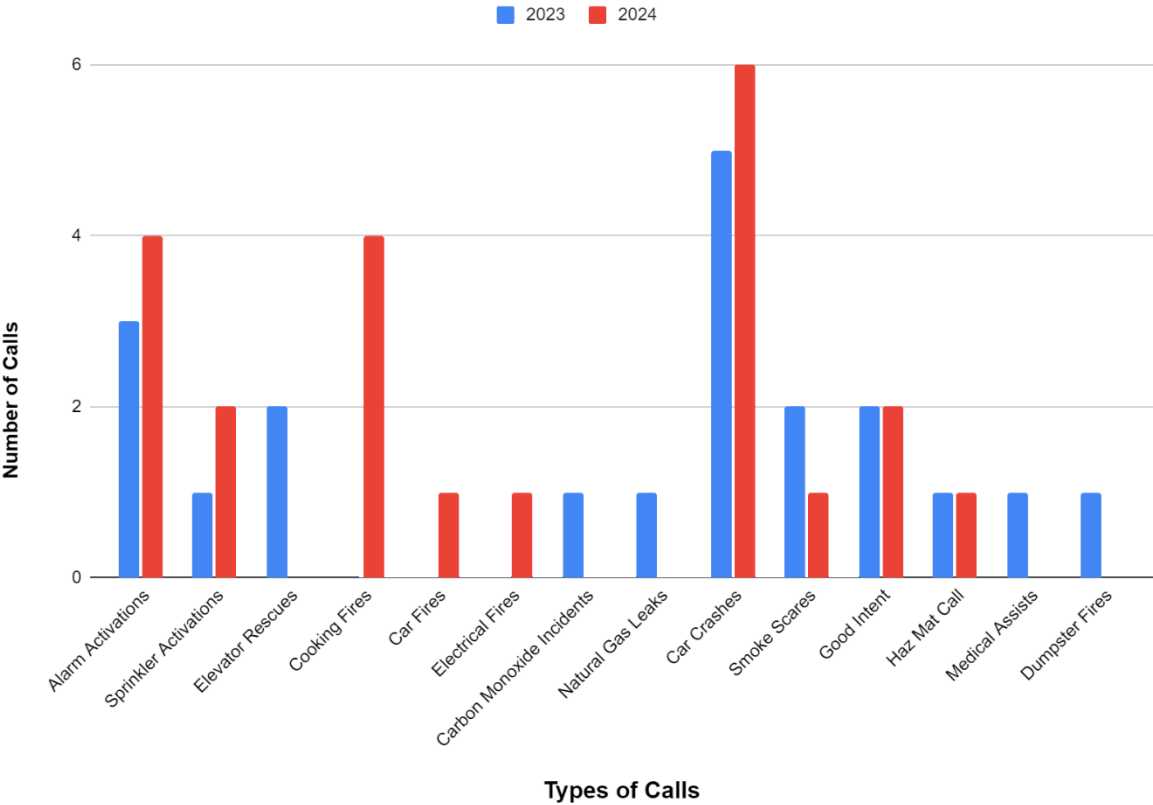
February 22 – Hazardous Material Response training

February 29 - Off

February Response Time: 6:22

YTD Response Time: 6:27

FEBRUARY: Calls for Service 2023 & 2024





City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	10.A.
Agenda Section:	Public Hearing:	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Consider an Ordinance Amending Chapter 3, Alcoholic Beverages		

RECOMMENDED ACTION:

1. That the Council approve the ordinance amending Chapter 3, Alcoholic Beverages
2. Publish the Ordinance by summary.

OVERVIEW:

City staff have identified and reviewed several areas of Chapter 3 of the municipal code regarding Alcoholic Beverages. Among the recommended changes include several references for language to be more inclusive and to update the city's insurance requirements. The City's insurance requirements have been in the application processes for 25-plus years, and all current license holders already meet the language being recommended. The ordinance amendments have been reviewed by the City Attorney.

BUDGETARY/FISCAL ISSUES:

Publication and Codification

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Ordinance Amendment - Ch. 3 Alcoholic Beverages
2. Summary Publication - Alcoholic Beverages Ordinance Amendment

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 3,
ALCOHOLIC BEVERAGES

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 3-28. Chapter 3, Article II, Section 3-28 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-28. – Insurance.

(a) Every licensee shall procure liability insurance pursuant to ~~state law~~ Minn. Stat. § 340A.409, as the same may be amended, to cover its exposure to claims arising out of the negligence or violation of law by its agents or employees.

(b) Pursuant to the authority conferred upon the City under Minn. Stat. § 340A.509, as the same may be amended, every licensee shall procure comprehensive general liability coverage in limits of not less than \$1,000,000 per occurrence for personal bodily injury and death.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 3-31. Chapter 3, Article II, Section 3-31 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-31. Gambling.

(b) No licensee shall keep, possess or operate, or permit the keeping, possession or operation of any slot machine, dice, or any gambling device or apparatus on the licensed premises or in any room adjoining the licensed premises, and ~~he~~ they shall not permit any gambling therein.

Section 3. AMENDMENT OF MUNICIPAL CODE SECTION 3-47. Chapter 3, Article II, Division 2, Section 3-47 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-47. Application.

* * * *

(b) In addition to the information required by the state liquor control commissioner's form, the application shall contain the following:

(1) Information as to whether the applicant is a natural person, corporation, partnership, or other form of organization.

a. If the applicant is a natural person, the following:

* * * *

2. Whether the applicant has ever used or been known by a name other than ~~his~~ their true name and, if so, what was such name, and information concerning the dates and places where used.

* * * *

5. Whether the applicant ~~and his present spouse~~ are registered voters and, if so, where.

6. The street addresses at which the applicant ~~and his spouse have~~ has lived during the preceding ten years.

* * * *

Section 4. AMENDMENT OF MUNICIPAL CODE SECTION 3-57. Chapter 3, Article II, Division 2, Section 3-57 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-57. – Submission of information to liquor control commissioner.

The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each organization

granted a license, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 5. AMENDMENT OF MUNICIPAL CODE SECTION 3-80. Chapter 3, Article III, Division 1, Section 3-80 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-80. – Licensee to be responsible for conduct of business

Every licensee shall be responsible for the conduct of ~~his~~ their place of business and the conditions of sobriety and order in the place of business and on the premises.

Section 6. AMENDMENT OF MUNICIPAL CODE SECTION 3-88. Chapter 3, Article III, Division 1, Section 3-88 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-88. Permitting use of premises of adjoining buildings by prostitutes.

No licensee shall knowingly permit the licensed premises or any room in those premises or any adjoining building directly or indirectly under ~~his~~ their control to be used as a resort for prostitutes.

Section 7. AMENDMENT OF MUNICIPAL CODE SECTION 3-115. Chapter 3, Article III, Division 1, Section 3-115 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-115. Application.

* * * *

(2) If the applicant is a natural person, the following:

* * * *

b. Whether the applicant has ever used or been known by a name other than ~~his~~ their true name and, if so, what was such

name, and information concerning the dates and places where used.

* * * *

e. The street address at which the applicant ~~and his spouse~~ have has lived during the preceding ten years.

f. The kind, name and location of every business or occupation the applicant ~~and his spouse~~ have has been engaged in during the preceding ten years.

g. The names and addresses of the applicant's and ~~his spouse's~~ employers and partners, if any, for the preceding ten years.

h. Whether the applicant or ~~his~~ spouse, or a parent, brother, sister or child of the applicant or his spouse, has ever been convicted of any felony, crime or violation of any ordinance other than traffic ordinances. If so, the applicant shall furnish information as to the time, place and offense for which convictions were had.

* * * *

Section 8. AMENDMENT OF MUNICIPAL CODE SECTION 3-116. Chapter 3, Article III, Division 1, Section 3-116 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-116. – Insurance.

(a) At the time of filing an application for a license, the applicant shall file a certificate of insurance documenting liability insurance ~~policy pursuant to state law or, in lieu thereof, shall deposit cash or United States government bonds which shall be deposited~~ coverage required by Sec. 3-28 with the city clerk.

(b) The deposit or evidence of the insurance policies required by subsection (a) of this section shall be subject to the approval of the city attorney.

* * * *

Section 9. AMENDMENT OF MUNICIPAL CODE SECTION 3-135. Chapter 3, Article III, Division 1, Section 3-135 of the Willmar Municipal Code is hereby amended to read as follows

(deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-135. Submission of information to liquor control commissioner.

The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each person granted a license, the trade name, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 10. AMENDMENT OF MUNICIPAL CODE SECTION 3-135. Chapter 3, Article IV, Division 2, Section 3-226 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-226. Application.

(a) Any person desiring to sell 3.2 percent malt liquor under a license provided for in this division shall make application in writing to the city council, in which ~~he~~ they shall state the following:

* * * *

(2) ~~His~~ Their true name and residence, with street and number;

(3) ~~His~~ Their age;

* * * *

(6) Whether ~~he~~ they ~~has~~ have ever been convicted of or arrested for any crime or violation of any ordinance, and when, where or for what such arrests or convictions have been made;

(7) Whether ~~he~~ they ~~has~~ have ever been engaged as an employee in, or in operating a saloon, and when, where and for how long;

* * * *

* * * *

Section 11. AMENDMENT OF MUNICIPAL CODE SECTION 3-229. Chapter 3, Article IV, Division 2, Section 3-229 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-229. Granting; denial – Eligibility of persons.

* * * *

(b) No license shall be issued to a person that is not a resident of the city, except a license may be issued to a nonresident if the license holder appoints a resident of the city as manager of ~~his~~ their business and the manager meets all the qualifications of a license holder.

(c) No license shall be issued to an applicant unless ~~he is~~ they are the actual owner or proprietor of the business at the location where ~~he intends~~ they intend to sell such malt liquor.

* * * *

Section 12. AMENDMENT OF MUNICIPAL CODE SECTION 3-253. Chapter 3, Article V, Division 1, Section 3-253 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-253. Insurance.

(a) Every licensee shall procure liability insurance pursuant to ~~state law~~ Minn. Stat. § 340A.409, as the same may be amended, to cover its exposure to claims arising out of the negligence or violation of law by its agents or employees.

(b) Pursuant to the authority conferred upon the City under Minn. Stat. § 340A.509, as the same may be amended, every licensee shall procure comprehensive general liability coverage in limits of not less than \$1,000,000 per occurrence for personal bodily injury and death.

Section 13. AMENDMENT OF MUNICIPAL CODE SECTION 3-279. Chapter 3, Article V, Division 1, Section 3-279 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 3-279. Submission of information to liquor control commissioner.

Every The city clerk shall, within ten days after the issuance of any license under this division, submit to the liquor control commissioner the full name and address of each organization granted a license, the effective license date, and the date of expiration of the license. ~~He~~ They shall also submit to the liquor control commissioner any change of address, transfer, cancellation or revocation of any license by the council during the license period.

Section 14. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2024.

ATTEST:

Leslie Valiant, City Administrator

Doug Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 3, ALCOHOLIC BEVERAGES

Summary: Ordinance No. ____ makes several amendments in Chapter 3 of the Willmar Municipal Code, regulating alcoholic beverages so that it consistently includes the written requirement that the City requires a \$1,000,000 general liability limit, in addition to the requirements of Minn. Stat. § 340A.409, to adequately cover its exposure to claims arising out of the negligence or violation of law by its agents or employees. The amendment additionally removes any reference to gender-specific language and replaces it with gender-neutral language.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	10.B.
Agenda Section:	Public Hearing:	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	Yes	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Consider an Ordinance to Rezone Parcel: 95-923-8320; Ward 4		

RECOMMENDED ACTION:

1. That the Council adopt the ordinance to Rezone Parcel: 95-923-8320; Ward 4
2. Publish the Ordinance by summary.

OVERVIEW:

On February 7, 2024, at Planning Commission - United Community Action Partnership (UCAP) briefed commissioners on their zoning map amendment application for a parcel located at 1209 7th Street Southeast, from Limited Business (LB) to Low-density Multiple Family Residential (R3) to construct a four-unit building for temporary housing. On February 21, 2024, UCAP presented the zoning map amendment application and site proposal. The public hearing opened at 7:04pm. The Planning Commissioners voted to approve the request. On March, 4th, City Council was requested to set a public hearing date for March 18th.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. 1209 7St SE_Rezoning Ordinance
2. SUMMARY PUBLICATION_UCAP_REZONING

ORDINANCE NO. _____

AN ORDINANCE REZONING A PARCEL OF LAND AT
1209 7th Street SE; Parcel #95-923-8320
IN THE CITY OF WILLMAR, KANDIYOHI COUNTY, MINNESOTA FROM
Limited Business (LB) TO Low-Density Multiple Family Residential (R-3)

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

Section 1. That, upon the recommendation of the Willmar Planning Commission, the following described real estate be rezoned from Limited Business (LB) to Low-Density Multiple Family Residential (R-3):

The North 190 feet of the NE ¼ of the NE ¼ of the NW ¼ of Section 23, Township 119, Range 35, except the East 477 feet thereof; AND The South 215 feet of the North 405 of the NE ¼ of the NE ¼ of the NW ¼ of Section 23, Township 119, Range 35, except the East 297 feet thereof.

The real property described in Exhibit A which is attached hereto and incorporated herein by reference.

Section 2. That the zoning map of the City of Willmar be amended accordingly.

Section 3. That this ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2024.

ATTEST:

Leslie Valiant, City Administrator

Doug Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

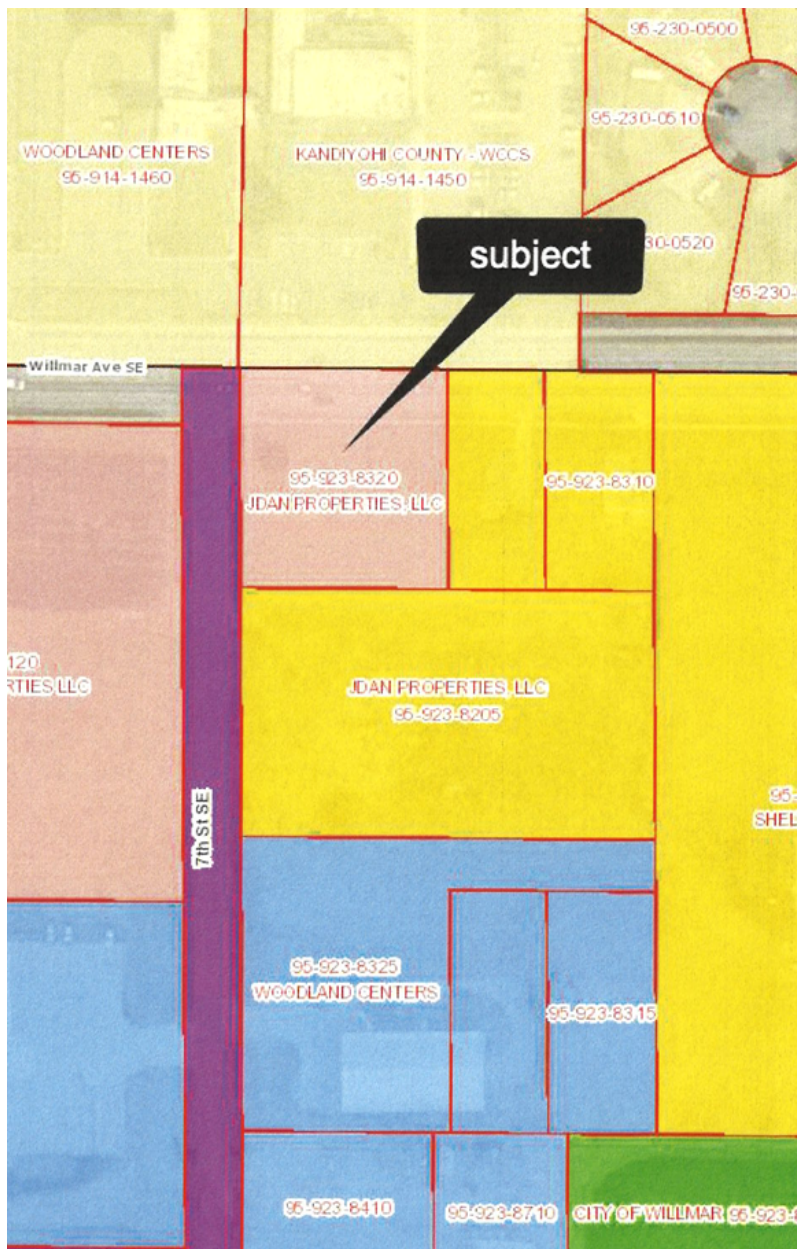
EXHIBIT A

The real property located in the City of Willmar, County of Kandiyohi, State of Minnesota, and legally described as:

The North 190 feet of the NE ¼ of the NE ¼ of the NW ¼ of Section 23, Township 119, Range 35, except the East 477 feet thereof;

AND

The South 215 feet of the North 405 of the NE ¼ of the NE ¼ of the NW ¼ of Section 23, Township 119, Range 35, except the East 297 feet thereof.



SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. ____ KNOWN AS THE WILLMAR ZONING ORDINANCE BY AMENDING THE ZONING MAP TO REZONE PARCEL NUMBER: 95-923-8320 TO LOW-DENSITY MULTIPLE FAMILY RESIDENTIAL (R-3)

Summary: Ordinance No. ____ amends the City's Zoning Map by rezoning Parcel Number: 95-923-8320 zoned as Limited Business (LB) to Low-density Multiple Family Residential (R-3) changing the associated permitted and conditional uses and lot area, width and setback requirements within such district.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.A.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	Yes	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Introduction of an Ordinance Authorizing the Sale of Parcel: 95-872-1160 to Jennie-O Turkey Store, Inc. and Set a Public Hearing Date		

RECOMMENDED ACTION:

1. To introduce an ordinance authorizing the sale of 29.97 acres of land in the Industrial Park Third Addition to Jennie-O Turkey Store, Inc., and set a public hearing on the ordinance for April 1, 2024, at 6:30 p.m. in the County Board Room at the Health and Human Services Building, 2200 23rd Street Northeast.
2. To authorize the publication of the ordinance authorizing the sale of 29.97 acres of land in the Industrial Park Third Addition to Jennie-O Turkey Store, Inc. by summary.

(Actions require six council members to vote in the affirmative)

OVERVIEW:

Jennie-O Turkey Store, INC., has submitted an offer to purchase 29.97 acres (Parcel: 95-872-1160) of land north of their existing site located in the Industrial Park for \$28,500 per acre (\$854,145.00)

BUDGETARY/FISCAL ISSUES:

Industrial Park Fund revenue \$854,145.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Ordinance authorizing sale to JOTS 031824
2. Summary publication of JOTS land sale ordinance 031824
3. Offer Letter

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF
REAL PROPERTY TO JENNIE-O TURKEY STORE, INC.

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

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby authorizes the sale and conveyance of real property owned by the City consisting of approximately 29.97 acres identified as Parcel No. 95-872-1160, as legally defined on Exhibit A hereto, to Jennie-O Turkey Store, Inc., a corporation organized under the laws of the State of Minnesota, by quit claim deed pursuant to the terms and conditions of a Commercial Property Purchase Agreement to be entered into between the City and Jennie-O Turkey Store, Inc.

Section 2. EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2024.

ATTEST:

Verna Larsen, City Clerk

Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

EXHIBIT A
LEGAL DESCRIPTION

(Subject to revision in accordance with Title Commitment)

Lot 1, Block 3, Willmar Industrial Park, Third Addition, in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

**AN ORDINANCE AUTHORIZING THE
SALE OF REAL PROPERTY TO JENNIE-O TURKEY STORE, INC.**

Summary: Ordinance No. ____ authorizes the sale and conveyance of real property owned by the City consisting of approximately 29.97 acres in the Industrial Park Third Addition to Jennie-O Turkey Store, Inc., pursuant to the terms of a purchase agreement to be separately approved by the City.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



March 7, 2024

Leslie Valiant
City of Willmar
333 SW 6th Street
Willmar, MN. 56201

RE: City of Willmar parcel 95-872-1160

Leslie,

Thank you for creating the opportunity for Jennie-O to discuss the purchase of parcel 95-872-1160 with the council members on Monday, March 4th. We appreciate the attention given by staff and council to our proposal in the hopes of continuing a strong partnership into the future. Our plans to grow our business in Willmar further cements our passion and commitment to this great community. By acquiring this property our leaders can confidently work towards solutions to expand operations that support our customers, consumers, and the community we call home.

By way of this communication, we are formally resubmitting an updated proposal to purchase parcel 95-872-1160 at a price of \$28,500 per acre. The parcel's deeded acres are listed at 29.97 making the final and total offer for the property at \$854,145. We are requesting timely action on this proposal so we can bring together both parties to finalize the details leading up to and including closing.

Please do not hesitate to reach out to me with any questions or clarifications on this request.

Sincerely,

Matt Schrupp
VP of Supply Chain Operations – Jennie-O

Jennie-O

2505 Willmar Avenue SW | Willmar, MN 56201 | 320.235.2622



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.B.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	Yes	Prepared By:	Aaron Backman
Ordinance:	Yes	Presented By:	Aaron Backman
Item:	Approval of Purchase Agreement, Introduce an Ordinance, and Call for a Public Hearing for City Land in 4 th Addition of the Willmar Industrial Park for Dooley's Petroleum Expansion Project		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, a resolution approving the purchase agreement between the City of Willmar and Dooley's Petroleum, Inc., selling 5.54 acres of land in the Willmar Industrial Park 4th Addition for the construction of a truck fuel station, the expansion of the maintenance facility, and construction of a related parking lot.

Motion By: _____ Second By: _____, to introduce an ordinance authorizing the sale of 5.52 acres of land in the Willmar Industrial Park 4th Addition and set a public hearing on the ordinance to be held on April 1st, at 6:30 p.m. in the County Board Room at the Health and Human Services Building, 2200 23rd Street Northeast.

Motion By: _____ Second By: _____, to authorize the publication of the ordinance authorizing the sale resolution approving the purchase agreement between the City of Willmar and Dooley's Petroleum selling two parcels totaling 5.52 acres of land in 4th Addition of the Willmar Industrial Park by summary.

OVERVIEW:

Since the Spring of 2023, the City of Willmar and the Kandiyohi County & City of Willmar Economic Development Commission (EDC) have been working with Dooley's Petroleum regarding a land purchase in the Willmar Industrial Park that will enable the Willmar-based company to expand. In the attached map of the 4th Addition, the three lots that Dooley's currently owns are shown in orange. The two lots they wish to purchase are shown in yellow.

Dooley's Petroleum is proposing to purchase Lot 6 of Block 4 in the 4th Addition, located directly south of their headquarters and northeast of the new FedEx Ground Distribution Center. With the growth of logistics and warehousing in the industrial park, inc. FedEx, Northern Radiator, Magnum Trucking, Mills Parts Center, etc.), Dooley's is proposing a fleet truck fuel station. They are also now planning to double the size of their

maintenance facility located on Lot 4. When that building is expanded to the south, Dooley's will lose a truck parking lot. Therefore, they wish to purchase Lot 3 of Block 4 so that they can add a parking lot. The P.A. does allow for up to two box culverts and crossings over the stormwater drainage swale between Lots 3 and 4 to facilitate the movement of vehicles.

BUDGETARY/FISCAL ISSUES:

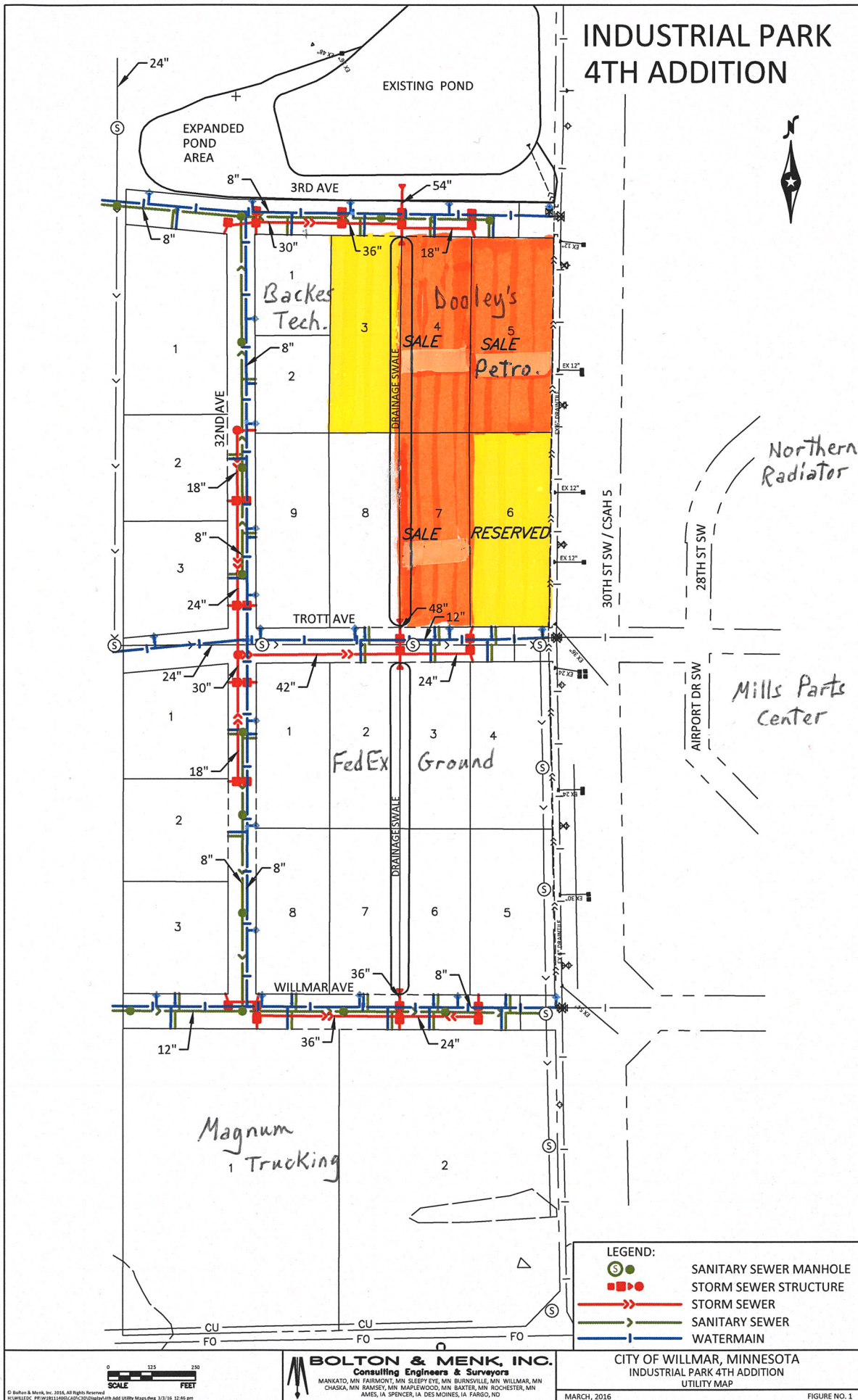
The purchase price for PID No. 95-872-2350, a 2.93-acre parcel, is \$35,500 per acre or \$104,015. The purchase price for PID No. 95-872-2320, a 2.59-acre parcel, is \$29,000 per acre or \$75,110. The total sale price for Lots 6 and 3 of the 4th Block in the 4th Addition is \$179,125. In addition, Dooley's would be paying a Park Dedication Fee (7% of the land value) of about \$12,539.

ALTERNATIVES TO CONSIDER:

Delay Council action if additional information is needed.

ATTACHMENTS:

1. Dooley's Petroleum Current + Proposed Lots in 4th Addition 3.18.24
2. Willmar-Dooley's Purchase Agreement v5-for cc approval 031824
3. Resolution to Approve Purchase Agreement with Dooley's 031824
4. Ordinance authorizing sale to Dooley's 031824
5. Summary publication of Dooley's land sale ordinance 031824



COMMERCIAL PROPERTY PURCHASE AGREEMENT

This Commercial Property Purchase Agreement (this “Agreement”) is made this _____ day of _____, 2024 (“Effective Date”), by and between Dooley’s Petroleum, Inc., a corporation organized under the laws of the State of Minnesota, hereinafter referred to as “Buyer”, and the City of Willmar, a municipal corporation under the laws of Minnesota, hereinafter referred to as “Seller.”

RECITALS

1. Seller is the owner of two parcels of real property located in the City of Willmar, Kandiyohi County, Minnesota, (PID Nos. 95-872-2350 and 95-872-2320) legally described on the attached Exhibit A, together with all improvements thereon (the “Property”).
2. Buyer desires to acquire from Seller the entirety of the Property by voluntary sale for purposes of developing the Property by expanding Buyer’s existing commercial operations in the Willmar Industrial Park Fourth Addition, including additional storage and logistical support for Buyer’s existing facilities (the “Project” also the Intended Use”).
3. Seller is willing to sell its interest in the Property “as is” without making any representations or warranties as to the condition of the Property or its suitability to Buyer’s purposes.

AGREEMENT

In consideration of the mutual covenants and agreements of the parties hereto contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer hereby agree as follows:

1. Offer/Acceptance. Buyer agrees to purchase and Seller agrees to sell the Property under the terms and conditions set forth in this Agreement.
2. Purchase Price. The purchase price for the Property shall be Thirty-Five Thousand Five Hundred and 00/100 Dollars (\$35,500.00) per acre for Parcel No. 95-872-2350 and Twenty Nine Thousand Dollars (\$29,000.00) per acre for Parcel No. 95-872-2320 (the “Purchase Price”), estimated to equal One Hundred Seventy-Nine Thousand One Hundred Twenty-Five Dollars (\$179,125.00), (One Hundred and Four Thousand and Fifteen and 00/100 Dollars (\$104,015.00) for the approximately 2.93 acres comprising Parcel No. 95-872-2350 and Seventy Five Thousand One Hundred Ten Dollars (\$75,110.00) for the approximately 2.59 acres comprising Parcel No. 95-872-2320) , , payable as follows:
 - a. Five Thousand Dollars (\$5,000.00) as earnest money (“Earnest Money”), which Earnest Money shall be held by Seller, the receipt of which Seller hereby acknowledges; and

- b. The balance, in immediately available funds, is to be paid on the Closing Date.

3. Conveyance; No Representations or Warranties. Seller agrees to quit claim the Property to Buyer on the Closing Date using a quit claim deed without making any representations or warranties about the condition of the Property, and Buyer agrees to accept the Property “as is,” subject to the terms and conditions herein contained.

4. Closing Date. The closing shall take place through an escrow type closing using the Title Company as the closing agent, or at such other place as may be agreed to mutually by the parties, on a date mutually agreed to by the parties, but no later than thirty (30) days after the Inspection/Due Diligence Period described in Section 12 has expired or is waived in writing by Buyer, subject to extension for title curative matters pursuant to Section 9 (the “Closing Date”). Seller agrees to deliver possession of the Property to Buyer on the Closing Date.

5. Seller’s Reserved Interests; Restrictions and Covenants. Seller’s conveyance of the Property to Buyer shall be subject to the following interests reserved to the Seller and restrictions and covenants:

- a. Option to Repurchase. Seller and its successors and assigns shall retain a conditional option to repurchase the Property, or either parcel comprising the Property individually, valid for a period of two (2) years from and after the Closing Date for an amount equivalent to the Purchase Price, or in the case of a purchase of either parcel comprising the Property individually, the share of the Purchase Price attributable to such parcel pursuant to Paragraph 2 above. Seller’s option shall only vest upon Buyer’s failure to devote the Property, or either parcel comprising the Property individually, to its Intended Use or commence construction of the Project on the Property or either parcel comprising the Property individually within one year after the Closing Date. For purposes of this section, construction is considered to be commenced upon the beginning of physical improvements beyond grading. Seller may, in its sole discretion and judgment, at any time after the vesting of such option and before the earlier of (i) Buyer’s commencement of construction on the Property, or (ii) the expiration of Seller’s option, exercise the option to repurchase as provided herein. Upon the expiration of Seller’s reserved option to repurchase as provided herein, on the request of Buyer or its successors, Seller agrees to provide evidence to Buyer, or its successors, that the option to repurchase has expired, which obligation shall survive Closing.
- b. Permanent Easements Reserved to Seller. Seller and its successor and assigns shall retain, for the use and benefit of the public, certain permanent easements to be reserved on the Seller’s quit claim deed, as follows:
 - i. A permanent easement for utility and drainage purposes, over, under and across the easternmost portion of Parcel No. 95-872-2320 on which

an existing public drainage swale is situated, provided, however, that Seller shall permit Buyer to construct two box culverts and crossings of the permanent easement area and drainage swale for vehicular access at such locations and pursuant to such specifications as are approved by Seller;

- ii. A permanent easement, ten feet in width, for utility and drainage purposes, over, under and across the entire perimeter of the both parcels comprising the Property; and
- iii. A right of flight for the passage of aircraft in the airspace above the surface to the Property. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation on the Willmar Municipal Airport.

c. Restrictive Covenants.

- i. Buyer, for itself and its successors and assigns, acknowledges and agrees that the Property is subject to the Willmar Industrial Park Third Addition and Willmar Industrial Park Fourth Addition Protective Covenants, dated April 25, 2016, and recorded on April 27, 2016, as Document No. 634517 in the Office of the Kandiyohi County Recorder.
- ii. Buyer, on behalf of itself and its successors and assigns, shall not operate or permit to be operated on the Property any commercial retail businesses or convenience stores serving the general public (limited retail facilities serving commercial and truck traffic within and traversing the Willmar Industrial Park shall not violate this restriction).
- iii. Buyer, on behalf of itself and its successors and assigns, shall not engage in any activities on the Property that would interfere with or be a hazard to the flight of aircraft over such land or to and from the Willmar Municipal Airport or interfere with air navigation and communication facilities serving such airport.
- iv. Buyer, on behalf of itself and its successors and assigns, shall not erect structures or allow natural objects to grow on the Property that would constitute an obstruction to air navigation as defined in Federal Aviation Regulations, Part 77.
- v. Buyer, on behalf of itself and its successors and assigns, further agrees that they will not use or permit or suffer use of the Property herein conveyed in such a manner as to create a potential for attracting birds and other wildlife which may pose a hazard to aircraft.

- vi. Buyer, on behalf of itself and its successors and assigns, further agrees to comply with Notice requirements contained in Federal Aviation Regulations Part 77, Subpart B.

6. Seller's Closing Documents. On the Closing Date, Seller shall deliver to Buyer the following:

- a. Quit Claim Deed. A duly executed quit claim deed, conveying the entirety of Seller's interest in the Property, subject to Seller's reserved interests and the restrictions and covenants as listed in Section 5 herein, to Buyer.
- b. Seller's Affidavits. Seller shall provide a standard owner's affidavit and/or indemnity which may be reasonably required by the Title Company to issue an owner's policy of title insurance conforming to the requirements of Section 10 of this Agreement.
- c. Well Certificate. If there are wells on the Property, a Well Certificate in the form required by Minn. Stat. § 103I.
- d. Other Affidavits. Any other affidavits or certificates that may be required under Minn. Stat. § 116.48, Subd. 6, or Sect. 115B.16 or other provisions of law.
- e. Abstract. The abstract of title or the owner's duplicate certificate of title for the Property, if the same is in the Seller's possession.
- f. Other. Such other documents as may reasonably be required to transfer fee title to the Property to Buyer and to enable the Title Company to provide the Title Policy as required by this Agreement.

7. Buyer's Closing Obligations. On the Closing Date, Buyer will deliver to Seller the Purchase Price subject to any adjustment, prorations and credits (less the Earnest Money previously paid to Seller and subject to the prorations set forth below), in immediately available funds.

8. Contingencies.

- a. Buyer's Contingencies. The obligation of the Buyer to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:
 - i. On the Closing Date, title to the Property shall be acceptable to Buyer in accordance with the provisions of Section 9.
 - ii. The Inspection/Due Diligence Period described in Section 12, shall have expired without Buyer's termination of the Purchase Agreement.

- iii. Buyer has obtained financing or otherwise obtained funds sufficient to enable it to pay the Purchase Price.
 - iv. Seller shall have performed all of its obligations required to be performed by Seller under this Agreement as and when required under this Agreement.
 - v. The contingencies in this section are solely for the benefit of, and may at any time be waived by, the Buyer. If any approval as provided herein is not obtained by the Closing Date, this Agreement shall be null and void at the option of the Buyer, and in this event the Earnest Money paid by Buyer shall be returned to Buyer.
- b. Seller's Contingencies. The obligation of the Seller to perform under this Purchase Agreement is contingent upon the timely occurrence or satisfaction of each of the following conditions:
- i. The City Planning Commission shall review the sale and provide a recommendation on the proposed conveyance as required by City Charter, Section 4.02, subd. 8., which shall be prepared by the Sellers and submitted within thirty (30) days of the Effective Date.
 - ii. The Willmar City Council shall pass an ordinance authorizing the sale of the Property to Buyer consistent with the terms of this Agreement as required by Section 2.12, subdivision 1(G) of the City's Home Rule Charter.
 - iii. Buyer shall have performed all of its obligations required to be performed by Buyer under this Agreement as and when required under this Agreement.

The contingencies in this Section are solely for the benefit of, and may at any time be waived by, the Seller.

9. Prorations. Seller and Buyer agree to the following prorations and allocation of costs regarding this Agreement.

- a. Title Insurance and Closing Fee. Buyer will pay all costs of the Title Commitment and all premiums required for the issuance of the Title Policy. Buyer will pay all costs relating to the title examination of the Property. Seller and Buyer will each pay half of any closing fee imposed by the Title Company. All other costs charged by the Title Company will be prorated as is normal and customary in the county in which the Property is located.

- b. Deed Tax. Buyer shall pay the state deed tax as required in order to convey the Property to Buyer.
- c. Real Estate Taxes and Special Assessments. General real estate taxes and installments of special assessments payable therewith payable in the year prior to the year of Closing (including any so-called green acre taxes imposed because of a change in use of the Property after Closing thereof) will be paid by Seller. General real estate taxes and installments for special assessments payable in the year of Closing shall be prorated such that Seller shall pay such portion of such taxes and assessments attributable to the period beginning on January 1 of the year in which the Closing Date takes place, and continuing through and including the Closing Date and Buyer shall pay such portion of such taxes attributable to the period beginning on the first day after the Closing Date takes place; provided, however, if the Property is exempt from real estate taxes for the year in which Closing occurs there shall be no tax proration. If general real estate taxes due and payable during the year in which the Closing Date takes place have not yet been determined as of the Closing Date, Buyer and Seller shall prorate based on the last tax statement available.
- d. Broker's Fees. Buyer shall be responsible for real estate broker fees according to the written agreement between Buyer and Buyer's broker.
- e. Recording Costs. Seller will pay the cost of recording Seller's quit claim deed and Well Certificate, if any. Seller shall pay the cost of recording any documents necessary to perfect its own title or which release encumbrances other than Permitted Exceptions.
- f. Other Costs. All other operating costs of the Property will be allocated between Seller and Buyer as of the Closing Date, so that Seller pays that part of such other operating costs accruing on or before the Closing Date, and Buyer pays that part of such operating costs accruing after the Closing Date.
- g. Attorneys' Fees. Each of the parties will pay its own attorneys', accountants' and consultants' fees.

10. Title. Seller shall convey the entirety of its interest in the Property to Buyer at Closing by delivery of a quit claim deed, and Buyer shall have the opportunity to satisfy itself that Seller's interest in the Property is free of encumbrances other than Seller's reserved interests and the restrictions and covenants as listed in Section 5 herein, any easements and restrictions of record which do not materially interfere with Buyer's intended use of the Property, as determined by Buyer in its sole discretion, and Permitted Exceptions as provided herein.

- a. Title Commitment. Buyer may obtain at its sole cost and expense, a title commitment (“Title Commitment”) covering the Property and binding the Title Company to issue at closing a current form ALTA Owner’s Policy of Title Insurance (“Title Policy”) in the full amount of the Purchase Price hereunder in favor of the Buyer. Within thirty (30) days of the Effective Date of this Agreement, Seller shall deliver to Buyer one or more Abstracts of Title, if the same are in Seller’s possession, covering all parcels that make up the Property.
- b. Objections. During the Inspection/Due Diligence Period Buyer may deliver to Seller such written objections as Buyer may have to any matters disclosed by the Title Commitment or in any survey to be prepared by Buyer. Seller shall use commercially reasonable efforts to satisfy such objections prior to the Closing Date.
- c. Buyer’s Rights if Seller Fails to Cure Objections. If Seller delivers written notice to Buyer on or before the date thirty (30) days after its receipt of Buyer’s written objections that Seller is unable to satisfy any objection, Buyer may, as Buyer’s exclusive remedies, waive such objections and accept such title as Seller is able to convey, extend the Closing Date in order to cure such objections itself, or terminate this Agreement by written notice to Seller and receive a refund of the Earnest Money, provided that such termination notice must be delivered on or before the Closing Date.
- d. Permitted Exceptions. The following shall be deemed to be “Permitted Exceptions”:
 - (1) Building and zoning laws, ordinances, state and federal regulations; and
 - (2) Restrictions and covenants contained in that certain Willmar Industrial Park Third Addition and Willmar Industrial Park Fourth Addition Protective Covenants, dated April 25, 2016, and recorded on April 27, 2016, as Document No. 634517 in the office of the Kandiyohi County Recorder; and
 - (3) The lien of general real property taxes for the year of Closing which by the terms of this Agreement are to be paid or assumed by Buyer (but prorated as described herein); and
 - (4) Matters contained in any title commitment or survey which Buyer is in possession of and for which Buyer does not make any objection to or waives any objection to and proceeds to closing on the Property.

11. Operation Prior to Closing. During the period from the date of Seller's acceptance of this Agreement to the Closing Date (the "Executory Period"), Seller shall operate and maintain the Property in the ordinary course of business in accordance with prudent, reasonable business standards, including the maintenance of adequate liability insurance and any currently-maintained insurance against loss by fire, windstorm and other hazards, casualties and contingencies, including vandalism and malicious mischief, provided, that Seller will not enter into any contracts or agreements pertaining to the Property, except contracts or agreements which are not inconsistent with Buyer's rights hereunder and which may be terminated on not more than 30 days' notice or enter into any new leases, or renew any lease terms (other than on a month-to-month basis), or modify or terminate any lease, or accept the surrender of any leased premises, without the written consent of Buyer, which consent shall not be unreasonably withheld or delayed. Seller shall (i) comply with all laws, ordinances, regulations and restrictions affecting the Property and its use, (ii) not create any mortgage, lien, pledge or other similar encumbrance in any way affecting the Property, nor otherwise convey any interest in the Property; and (iii) not commit any waste or nuisance upon the Property.

12. Damage. If, prior to the Closing Date, all or any part of the Property is substantially damaged by fire casualty, the elements or any other cause, Seller shall immediately give notice to Buyer of such fact and at Buyer's option (to be exercised within fifteen (15) days after Seller's notice), this Agreement shall terminate. In the event Buyer so terminates this Agreement, the parties will have no further obligations under this Agreement and any Earnest Money, together with any accrued interest, shall be refunded to Buyer.

13. Inspection/Due Diligence Period. Buyer shall have ninety (90) days from the Effective Date, subject to extension pursuant to Sections 13.c) or (d) below (the "Inspection/Due Diligence Period"), to (i) conduct such surveys, reviews, inspections and tests of the Property as Buyer in its sole discretion deems necessary or advisable, (ii) conduct a Phase I environmental site assessment of the Property and, if a Recognized Environmental Condition is found or if recommended in the Phase I assessment, a Phase II environmental site assessment of the Property, (iii) obtain such federal, state and local governmental approvals (including, without limitation, zoning and site plan approvals and approvals of the plans and specifications) and permits (including, without limitation, building permits) and other necessary or desirable approvals, permits, and entitlements (collectively, "Entitlements") as Buyer in its sole discretion deems necessary or advisable for Buyer's proposed development and use of the Property, including all requisite governmental and third party approvals for the design and extension of all utilities to the Property that support the Intended Use (the "Utilities"); (iv) determine the legal and economic feasibility of the proposed development; and (v) obtain financing for Buyer's proposed development on such terms and conditions as are satisfactory to Buyer, in Buyer's sole discretion. Such rights of inspection/due diligence by Buyer shall include, but not necessarily be limited to, the following:

- a. Seller shall allow Buyer and its agents, upon 24 hours' advance verbal or written notice from Buyer to Seller, the right of any ingress and egress over and through the Property for the purpose of inspecting and testing the same

and making other observations as Buyer deems prudent, necessary or advisable, all however, at Buyer's expense. Buyer agrees to indemnify, defend and hold harmless Seller from all expense, injury, death, or property damage or claims of any kind whatsoever arising out of or in any way incidental to Buyer's presence on the Property for the purposes aforesaid, except to the extent attributable to any pre-existing defects in the Property, it being understood and agreed that Buyer shall not be responsible for the restoration, remediation or other affirmative act with respect to any pre-existing condition which indemnity and hold harmless obligation of Buyer shall survive termination of this Purchase Agreement for any reason, provided Seller shall tender defense of any claim subject to Buyer's indemnity to Buyer in sufficient time to avoid prejudice, and Buyer shall have the right to assume and control the defense thereof with counsel selected by Buyer and reasonably acceptable to Seller. Buyer will return the Property to its original condition after any inspections and testing.

- b. If prior to the end of the Inspection/Due Diligence Period, Buyer finds any information or conditions relating to the Property or Buyer's proposed development and use thereof that are objectionable to Buyer in Buyer's sole discretion, Buyer shall have the right to terminate this Purchase Agreement by giving written notice of termination to Seller no later than the end of the Inspection/Due Diligence Period and in such case, any Earnest Money shall be promptly refunded to Buyer. For purposes of this Section, objectionable information or conditions means: (1) that the item or component being inspected is not fit for its intended purpose in Buyer's sole discretion, that it is in violation of a public law, code or regulation, that it needs replacement, cleaning, repairs or service, or that it is missing essential parts; or, (2) that a Recognized Environmental Condition (such as for example radon, mold, well water contamination, asbestos, soil contamination, noise or vibration) exists at levels that are unacceptable to Buyer. However, an item or component is not in objectionable condition if its only imperfections are cosmetic or signs of wear and tear or diminished effectiveness associated with an item or component of its age, or because it is not new or perfect, or because it is legally nonconforming under current law.
- c. In the event that the Phase I environmental site assessment of the Property conducted by Buyer finds a Recognized Environmental Condition or recommends that a Phase II environmental site assessment of the Property be completed, the parties shall agree to extend the Inspection/Due Diligence Period as reasonably necessary to allow such Phase II environmental site assessment to be completed if desired by Buyer, and any other applicable time periods established herein shall be extended by the same amount of time as the Inspection/Due Diligence Period extension.
- d. Buyer shall have the right and option to extend the Inspection/Due Diligence Period for one (1) period of sixty (60) days. Buyer shall exercise

its right and option to extend the Inspection/Due Diligence Period, as aforesaid, if at all, by: (i) giving Seller notice of such election on or before the date the Inspection/Due Diligence Period expires (as the same may be extended).

- e. Regardless of any other provision to the contrary in this Agreement, Buyer at any time on or prior to the expiration of the Inspection/Due Diligence Period, may elect, in its sole discretion, for no reason or for any reason, to terminate this Agreement by delivery of a written notice (the “Termination Notice”) to Seller, with a copy to Title Company, given on or before the last day of the Inspection/Due Diligence Period, whereupon the Earnest Money, together with all interest earned thereon, shall be returned immediately to Buyer and neither party shall have any further liability to the other hereunder, except as hereinafter specifically provided in this Agreement.

14. Purchase “As-Is”. Subject to Buyer’s right to terminate this Agreement during the Inspection/Due Diligence Period (Section 12) and subject to the satisfaction of the conditions to Closing, Buyer agrees to accept the condition of the Property at Closing, including specifically without limitation, the environmental and geological condition of the Property, in an “AS-IS” and with “ALL FAULTS” condition. Buyer’s acceptance of title to the Property shall represent Buyer’s acknowledgment and agreement that, except as expressly set forth in this Agreement: (i) Seller has not made any written or oral representation or warranty of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose), (ii) Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property, (iii) Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation, any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing, and (iv) the condition of the Property is fit for Buyer’s intended use. Buyer agrees to accept all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation, the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated or will migrate from or to the Property.

For purposes of this Section, the following terms have the following meanings:

“Environmental Law” means the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”), 42 U.S.C. §9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. §9601 et seq. the Federal Water Pollution Control Act, 33 U.S.C. §1201 et seq., the Clean Water Act, 33 U.S.C. §1321 et seq., the Clean Air Act, 42 U.S.C. §7401 et seq., the Toxic

Substances Control Act, 33 U.S.C. §1251 et seq., and the Minnesota Environmental Response and Liability Act, all as amended from time to time, and any other federal, state, local or other governmental code, statute, regulation, rule, law, permit, consent, license, order or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing and hereafter enacted; and

“Hazardous Substance” means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law; and

“Claim” or “Claims” means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgment, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney’s fees, consultant’s fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

15. Notices. Any notice required or permitted to be given by any party upon the other is given in accordance with this Agreement if it is directed to Seller by delivering it personally to a representative of Seller; or if it is directed to Buyer, by delivering to a representative of Buyer; or if mailed by United States registered or certified mail; return receipt requested, postage prepaid; or if transmitted by facsimile or e-mailed copy, and unless a confirmation of receipt is received then it must be followed by mailed notice as above required, or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: City Administrator
City of Willmar
333 Sixth Street Southwest
Willmar, MN 56201

If to Buyer: Dooley’s Petroleum, Inc.
CEO: Randy Dooley
3101 Third Avenue Southwest
Willmar, MN 56201

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, that the time for response to any notice by the other party shall commence to run two (2) business days after any such deposit. Any party may change its address for the service of notice by giving advance written notice of such change to the other party, in any manner above specified. Attorneys for each party shall be authorized to give notices for such party.

16. Entire Agreement; Amendments. This Agreement represents the complete and final agreement of the parties and supersedes any prior or contemporaneous oral or written understanding between the parties. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in writing executed by the parties. This Agreement may be amended only in writing, signed by both parties.

17. Binding Effect; Assignment. This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Each party agrees to give the other party notice prior to assigning its interest in the Property or this Agreement. Buyer may assign all of Buyer's rights hereunder to and have its obligations hereunder assumed by any person, firm, partnership, corporation or other entity, and in the event of any such assignment, Buyer shall be released from any further obligations which have not yet accrued hereunder.

18. Controlling Law. The Parties acknowledge and agree that each has been given the opportunity to independently review this Agreement with legal counsel, and/or has the requisite experience and sophistication to understand, interpret, and agree to the particular language of this Agreement. The Parties have equal bargaining power and intend the plain meaning of the provisions of this Agreement. In the event of an ambiguity in or dispute regarding the interpretation of this Agreement, the ambiguity or dispute shall not be resolved by application of any rule that provides for interpretation against the drafter of the Agreement. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

19. Remedies. If Closing does not occur as a result of a default by Buyer which is not cured within thirty (30) days after receipt of written notice from Seller identifying such default, then Seller has the right to immediately terminate this Agreement and retain the Earnest Money as liquidated damages, time being of the essence of this Agreement. The termination of this Agreement and retention of the Earnest Money will be the sole remedy available to Seller for such default by Buyer, and Buyer will not be liable for damages. If Closing does not occur as a result of a default by Seller which is not cured within thirty (30) days after receipt of written notice from Buyer identifying such default, then Buyer has the right to (a) immediately terminate this Agreement and have the Earnest Money returned to it or (b) enforce this Agreement by specific performance.

20. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and which together shall constitute a single, integrated contract.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the Effective Date.

BUYERS:

SELLER:

DOOLEY'S PETROLEUM, INC.

CITY OF WILLMAR

By: _____
Randy Dooley,
Chief Executive Officer

By: _____
Doug Reese, Mayor

By: _____
Leslie Valiant, City Administrator

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

(Subject to revision in accordance with Title Commitment)

Lot 6, Block 4, Willmar Industrial Park Fourth Addition, and that part of vacated parcel 11, City of Willmar Interceptor Sewer R-O-W Plat No 1, together with Lot 3, Block 4, Willmar Industrial Park Fourth Addition, in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota

Resolution No._____

**A RESOLUTION APPROVING THE COMMERCIAL PROPERTY PURCHASE AGREEMENT WITH DOOLEY'S
PETROLEUM, INC.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that the Commercial Property Purchase Agreement with Dooley's Petroleum, Inc. is accepted and approved, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof that is substantially consistent with the version appended to this resolution.

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SALE OF
REAL PROPERTY TO DOOLEY’S PETROLEUM, INC.

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

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar City Council hereby authorizes the sale and conveyance of real property owned by the City consisting of approximately 5.5 acres identified as Parcel Nos. 95-872-2350 and 95-872-2320, as legally defined on Exhibit A hereto, to Dooley’s Petroleum, Inc., a corporation organized under the laws of the State of Minnesota, by quit claim deed pursuant to the terms and conditions of a Commercial Property Purchase Agreement to be entered into between the City and Dooley’s Petroleum, Inc.

Section 2. EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2024.

ATTEST:

Verna Larsen, City Clerk

Douglas E. Reese, Mayor

VOTE: ____ ASK ____ ASMUS ____ BUTTERFIELD ____ DAVIS
 ____ FAGERLIE ____ NELSEN ____ O’BRIEN ____ SHULDES

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

EXHIBIT A
LEGAL DESCRIPTION

(Subject to revision in accordance with Title Commitment)

Lot 6, Block 4, Willmar Industrial Park Fourth Addition, and that part of vacated parcel 11, City of Willmar Interceptor Sewer R-O-W Plat No 1, together with Lot 3, Block 4, Willmar Industrial Park Fourth Addition, in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

**AN ORDINANCE AUTHORIZING THE
SALE OF REAL PROPERTY TO DOOLEY'S PETROLEUM, INC.**

Summary: Ordinance No. ____ authorizes the sale and conveyance of real property owned by the City consisting of two lots totaling approximately 5.5 acres in the Industrial Park Fourth Addition to Dooley's Petroleum, Inc., pursuant to the terms of a purchase agreement to be separately approved by the City.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.C.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Project No. 2310-A Bid Award: Eagle Lake Lift Stations 7, 8 & 9		

RECOMMENDED ACTION:

Adopt the resolution awarding Project No. 2310-A, Eagle Lake Lift Stations 7, 8 & 9, to Tom's Backhoe Service, Inc. in the amount of \$1,909,332.

Adopt the resolution approving the as-bid budget for Project No. 2310-A in the amount of \$2,405,799.

Adopt the resolution reappropriating funds from the Iverson Park Lift Station Project to Project No. 2310-A in the amount of \$255,799.

Adopt the resolution approving Amendment No. 1 to the Eagle Lake Lift Stations 7, 8 & 9 Professional Services Agreement with Bolton and Menk, Inc. in the increased amount of \$157,200.

OVERVIEW:

Project No. 2310-A, Eagle Lake Lift Station 7, 8 & 9, is scheduled for improvements in 2024 as stated in the Capital Improvement Plan. Eagle Lake Lift Station No. 7, located near Highway 71/23 North, was constructed in 1975 and has reached its useful life. It has become undersized due to the growth in the area and has become problematic during rainstorms. The location of the lift station poses a concern as it is vulnerable to traffic. Eagle Lake Lift Station No. 8, located on 47th Ave NE adjacent to a residential driveway, was constructed in 1975 and has also reached its useful life. The lift station has become undersized for the capacity required and also is problematic during rainstorms. Neither of the lift stations have exterior lighting, and it poses a hazard to staff when doing repairs at night. Eagle Lake Lift Station No. 9 is in need of a new control panel and minor site work for accessibility and drainage.

Eight bids were received for the project on January 23, 2024, with the low bid from Tom's Backhoe Service Inc. from Brainerd, MN in the amount of \$1,909,332. The Engineer's estimate for the project was \$2,101,172.

Amendment No. 1 of the professional services agreement with Bolton and Menk for the project resulted from the addition of construction services in the increased amount of \$157,200. They will administer the construction contract ensuring compliance with the contract documents, as well as construction staking and observation for

the improvements. The existing agreement for engineering services was for \$243,800. With the addition of Amendment No. 1, it brings the revised agreement total to \$401,000.

BUDGETARY/FISCAL ISSUES:

The 2024 Capital Improvement Plan includes \$2,150,000 for the project. \$255,799 will be reappropriated from the Iverson Park Lift Station Project capital funds, as this project is on hold.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Accept Bid 2310-A
2. Project No. 2310-A As-Bid Budget
3. Resolution- Project No. 2310-A Reappropriation
4. Resolution- Amendment 1 Bolton Menk Project No. 2310-A Engineering Services
5. EAGLE LAKE LIFT STATION 7 8 9 TITLE PAGE
6. PROJECT NO. 2310-A BIDTAB RESULTS
7. Council Bid Recommendation Memo
8. ELSD LS 7, 8, 9 Amendment #1 letter - CRS
9. Amendment #1 - ELSD 7, 8, 9 CRS

Resolution No._____

A RESOLUTION AWARDDING PROJECT NO. 2310-A TO TOM’S BACKHOE SERVICE INC. IN THE AMOUNT OF \$1,909,332.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Tom’s Backhoe Service Inc. of Brainerd, MN for Project No. 2310-A Eagle Lake Lift Station 7, 8 & 9 is accepted, and be it further resolved that the Mayor and City Clerk 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 \$1,909,332.

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk

RESOLUTION NO. ____
PROJECT NO. 2310-A AS-BID BUDGET
TOTAL COST \$2,405,799
*Budget Amounts are Essential

Motion By: _____

Second By: _____

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.

TOTAL \$0.00

RECEIVABLES

Assessments Prop Owners \$0
Community Investment/Levy \$0
MSA \$0
MUC \$0
WTP \$2,405,799
LOST \$0

TOTAL \$2,405,799

SUPPLIES

20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies

TOTAL \$0.00

FINANCING

GENERAL \$0
LOST \$0
MSA \$0
WTP \$2,405,799
MUC \$0

TOTAL \$2,405,799

GRAND TOTAL \$2,405,799

Dated this 18th day of March, 2024

OTHER SERVICES

33* Travel-Conf.-Schools
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$1,909,332
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$95,467

TOTAL \$2,004,799

Mayor

Attest:

City Clerk

OTHER CHARGES

46* Prof. Serv. \$401,000
48 Admin OH (Transfer)

TOTAL \$401,000

GRAND TOTAL \$2,405,799

Resolution No._____

**REAPPROPRIATING FUNDS FROM IVERSON PARK LIFT STATION PROEJCT TO PROJECT NO. 2310-A IN
THE AMOUNT OF \$255,799.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate \$255,799 from the Iverson Park Lift Station project to Project No. 2310-A Eagle Lake Lift Station 7, 8 & 9.

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

Decrease: Iverson Park Lift Station Project amount. \$255,799

Increase: Project No. 2310-A Eagle Lake Lift Station 7, 8 & 9 amount, \$255,799

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk

Resolution No._____

**A RESOLUTION AUTHROIZING AMENDMENT NO. 1 WITH THE PROFESSIONAL SERVICES AGREEMENT
WITH BOLTON & MENK, INC. FOR PROJECT NO. 2310-A.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Bolton and Menk, Inc. for Project No. 2310-A Eagle Lake Lift Stations 7, 8 & 9. The amendment increases the contract amount by \$157,200.

Dated this 18th day of March, 2024

Mayor

Attest:

City Administrator

CITY OF WILLMAR, MINNESOTA

CONSTRUCTION PLANS FOR

EAGLE LAKE LIFT STATION 7, 8 & 9

DECEMBER, 2023

RESOURCE LIST

CITY ADMINISTRATOR

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

CITY ENGINEER

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

CONSULTANT

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

WATER

WILLMAR MUNICIPAL UTILITIES

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

ELECTRIC

WILLMAR MUNICIPAL UTILITIES

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

WASTEWATER

CITY OF WILLMAR

JASON LINDAHL
TOM TEMPLER
3000 75TH STREET SW
WILLMAR, MN 56201
PHONE: 320-235-4760
CELL: (320) 905-3659 (JASON)
CELL: (320)-894-2961 (TOM)
EMAIL: jlindahl@willmarmn.gov
EMAIL: ttempler@willmarmn.gov

PUBLIC WORKS

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

UTILITIES

GAS

CENTERPOINT ENERGY

AUSTIN SOWERS
PAUL JACKS
700 WEST LINDEN AVENUE
MINNEAPOLIS, MN 55440
OFFICE: (612) 321-5241
OFFICE: (612) 321-5077
EMAIL: austin.sowers@centerpointenergy.com
EMAIL: paul.jack@centerpointenergy.com
LOCAL CONTACT
CURT PETERSON
CELL: (320) 815-4581

COMMUNICATIONS

LUMEN

TONY VANDERHAGEN
4658 Heatherwood Road
Saint Cloud, MN 56301
PHONE: (320) 255-8533
FAX: (320) 255-8194
EMAIL: tony.vanderhagen@centurylink.com

CABLE

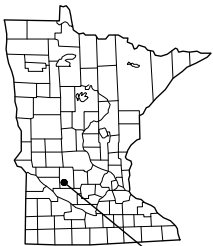
CHARTER COMMUNICATIONS

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

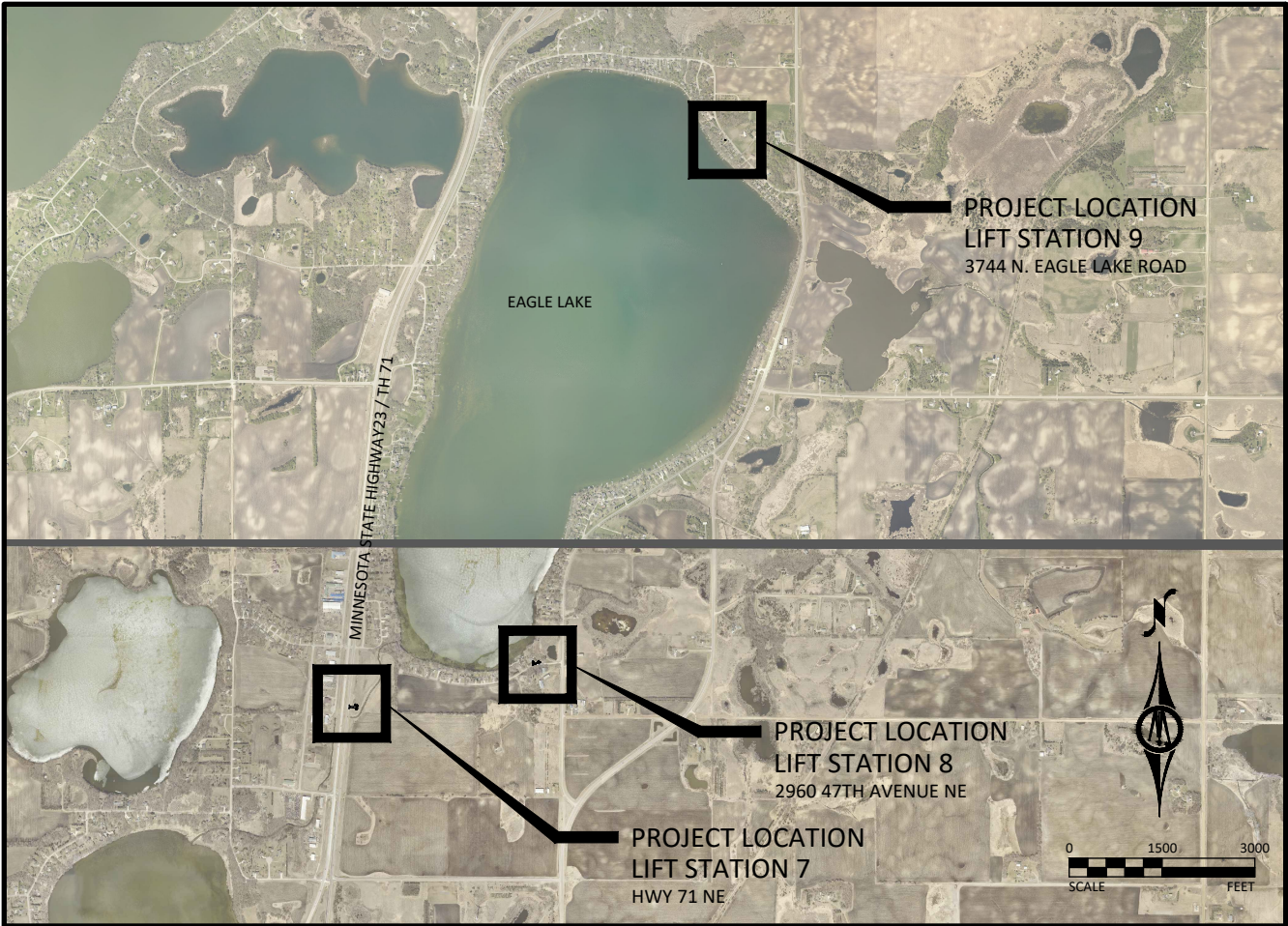
FIBER OPTIC

WINDSTREAM/EN-TEL

ALLAN KOBILANSKY
P.O. BOX 938
WILLMAR, MN 56201
PHONE: (320) 222-1000
CELL: (320) 295-3283
EMAIL: allan.kobilansky@windstream.com
DEBORAH SADDLER (CONSTRUCTION MANAGER)
P.O. BOX 440
BIG LAKE, MN 55309
PHONE: (763) 262-4162
EMAIL: Deborah.A.Saddler@windstream.com



PROJECT LOCATION



MAP OF THE
CITY OF WILLMAR
KANDIYOHI COUNTY, MN

MAP LEGEND

PROJECT LIMITS

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER.
THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS
REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE
NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED
"STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01	TITLE SHEET
G0.02	LEGEND
CIVIL	
C0.01 - C0.03	EXISTING CONDITIONS & REMOVALS PLAN
C1.01 - C1.04	CONSTRUCTION DETAILS
C2.01 - C2.03	EROSION CONTROL PLAN
C2.04 - C2.06	SWPPP
C4.01 - C4.03	SANITARY SEWER PLAN & PROFILE
C6.01 - C6.02	SITE PLAN
C6.03 - C6.05	RESTORATION PLAN
C7.01 - C7.02	TRAFFIC CONTROL
PROCESS	
P1.01	DEMOLITION PLAN & SECTION LIFT STATION 7
P1.02	DEMOLITION PLAN & SECTION LIFT STATION 8
P1.03	LIFT STATION 7 PLANS
P1.04	LIFT STATION 7 SECTIONS
P1.05	LIFT STATION 8 PLANS
P1.06	LIFT STATION 8 SECTIONS
P1.07	EXISTING PLANS & SECTIONS LIFT STATION 9
P1.08	PROPOSED PLANS & SECTIONS LIFT STATION 9
STRUCTURAL	
S0.01	STRUCTURAL NOTES
S1.01 - S1.02	STRUCTURAL DETAILS
S1.03	LIFT STATION NO. 7 STRUCTURAL
S1.04 - S1.05	LIFT STATION NO. 8 STRUCTURAL
S1.06	LIFT STATION NO. 9 STRUCTURAL
ELECTRICAL	
E1.01	LIFT STATION ELECTRICAL
E1.02	
E1.03	
E1.04	
E1.05	
E1.06	
E1.07	
E1.08	
E1.09	
THIS PLAN SET CONTAINS XX SHEETS.	

⊕ BM=1132.950 MNDOT MONUMENT "V 386" AT TRUNK HIGHWAY 71 MILEPOINT 127.25, 100.7 FEET EAST OF EASTBOUND TRUNK HIGHWAY 23/ TRUNK HIGHWAY 71, 81.7 FEET SOUTH OF 22ND STREET, 3.0 FEET SOUTH OF A POWER POLE NUMBER 3 BK 1	PROJECT DATUM: HORIZONTAL: KANDIYOHI COUNTY COORDIANTES, 2011 ADJUSTMENT VERTICAL: NAVD88	RECORD DRAWING INFORMATION	
		OBSERVER:	
		CONTRACTOR:	
		DATE:	
CITY OF WILLMAR, MINNESOTA		SHEET	
EAGLE LAKE LIFT STATION 7, 8 AND 9		G0.01	
TITLE SHEET			

BID TABULATION

PROJECT: EAGLE LAKE LIFT STATION 7, 8, AND 9
WILLMAR, MN

DATE: January 23, 2024

TIME: 10:00 A.M.

PROJECT NO. OW1.130330

QUEST PROJECT NO. 8889320

BIDDERS	BASE BID
1. Tom's Backhoe Service Inc. Brainerd, MN	\$1,909,332.00
2. Landwehr Construction, Inc. St. Cloud, MN	\$1,988,524.75
3. Duininck, Inc. Prinsburg, MN	\$2,007,825.00
4. Minger Construction Co. Inc. Jordan, MN	\$2,194,418.00
5. Meyer Contracting Inc. Maple Grove, MN	\$2,285,701.46
6. R & R Excavating, Inc. Hutchinson, MN	\$2,300,195.62
7. Crow River Construction New London, MN	\$2,577,470.00
8. Geislinger & Sons Watkins, MN	\$2,775,153.50



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: March 8, 2024

To: Leslie Valiant, City Administrator
Mayor Reese and Members of the City Council
City of Willmar, Minnesota

From: Joshua Halvorson, P.E.
Principal Engineer

Subject: Eagle Lake Lift Station 7, 8, and 9
City of Willmar, Minnesota
BMI Project No.: OW1.130330
City Project No.: 2310-A

On January 23, 2024, we received eight (8) bids for the Eagle Lake Lift Station 7, 8, and 9 project. The base bids ranged from \$1,909,332.00 to \$2,775,153.50. The Engineer's estimate for the project was \$2,101,172.00. The low bidder for the project is Tom's Backhoe Service Inc. of Brainerd, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid, completed responsible contractor forms, and an effective bid bond.

Tom's Backhoe Service Inc. has the equipment, financial resources, and resume to complete the job. The Contractor has completed satisfactory work for the City on a previous contract. My recommendation is the City Council award the project for the Eagle Lake Lift Station 7, 8, and 9 project to Tom's Backhoe Service Inc. of Brainerd, Minnesota in the amount of \$1,909,332.00 based on our experience working with the Contractor and all items relating to the submitted bid are conforming of the bid requirements.

Please feel free to contact me if you have any questions.

JJH/kp

Cc: Justin Deleeuw, Public Works Director
Jared Voge, City Engineer
Jason Lindahl, WWTF Superintendent
Tom Templer, WWTF Foreman

Attachments: Bid Tab



**BOLTON
& MENK**

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March 8th, 2024

Justin DeLeeuw
Public Works Director
333 6th Street SW
Willmar, MN 56201

RE: Eagle Lake Lift Station 7, 8, & 9
City Project No. 2310-A
BMI Project No. 0W1.130330

Dear Justin,

Bolton & Menk, Inc., is submitting this amendment for the continuation of the Eagle Lake Lift Station 7, 8, & 9 Project into construction. Our current agreement will be revised to include our engineering construction services as detailed within this letter below. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

SCOPE OF WORK

The following tasks associated with the service contract will be added as follows:

Task 4 - Construction Services

Bolton & Menk, Inc. will administer the construction contract ensuring compliance with the contract documents on behalf of the City while communicating regularly with City staff. We will also provide construction staking and construction observation for the improvements. The Resident Project Representative will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the contract documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents. In addition, the RPR will review and approve shop drawings, and samples as well as log and track all submittals. Substitutes proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will also observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. The RPR will document the contractor's progress and prepare and process payment applications based on the work completed. Upon completion of the project, Bolton & Menk, Inc. will prepare the project record drawings.

Compensation

We propose to complete the services identified in the above Scope of Work in the same manner as our existing agreement in an HOURLY NOT TO EXCEED fee of \$157,200. Our existing agreement for engineering services thru bidding were for \$243,800. Our revised contract total amount is for \$401,000.

Anticipated Schedule

Bolton & Menk, Inc. will initiate providing the scope of services immediately following execution of this amendment. Our proposed schedule for completing these services on the Eagle Lake Lift Station will coincide with the construction contract and terminate with the anticipated final completion date of June 1st, 2025.

If you have any questions regarding this amendment, please contact me at your convenience at 320-905-3520 or email me at joshua.halvorson@bolton-menk.com. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar.

Sincerely,

Bolton & Menk, Inc.



Joshua Halvorson, P.E.
Principal Engineer

AMENDMENT NO. 1
CONSULTANT SERVICES CONTRACT
EAGLE LAKE LIFT STATION 7, 8, AND 9 PROJECT
EXECUTED JUNE 12TH, 2023

This Contract amendment is made this 18th day of March, 2024, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform the additional professional services generally described as construction related services and as detailed within the letter dated March 8th, 2024.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT \$157,200 for the services set forth in this amendment resulting in a total amended contract amount of \$401,000.00.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

CONSULTANT: Bolton & Menk, Inc.

By: _____
(Signature)

Date: _____

Title: _____

Print Name: _____

By: _____
(Signature)

Date: _____

Title: _____

Print Name: _____

CITY OF WILLMAR:

By: _____
(Signature)

Date: _____

Title: _____ City Administrator

Print Name: _____ Leslie Valiant

By: _____
(Signature)

Date: _____

Title: _____ Mayor

Print Name: _____ Doug Reese



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.D.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge
Item:	Project No. 2404-A Thompson Parking Lot & Ella Ave Path Bid Award		

RECOMMENDED ACTION:

Adopt the resolution awarding Project No. 2404-A to Joe Riley Construction in the amount of \$138,036.10.

Adopt the resolution approving the As-Bid Budget for Project No. 2404-A in the amount of \$172,838.

OVERVIEW:

Project No. 2404-A, the reconstruction of the Thompson Park Parking Lot and Ella Avenue Path, is included in the 2024 street improvements. Bids were opened on March 6, 2024, with 5 bids received. The low bidder for the project is Joe Riley Construction of Morris in the amount of \$138,036.10, which is below the Engineer's estimate of \$171,443.50.

BUDGETARY/FISCAL ISSUES:

The project will be funded by bond proceeds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Accept Bid 2404-A
2. Project No. 2404-A Thompson Park Lot and Path As-Bid Budget
3. Project No. 2404-A Council Bid Recommendation
4. Thompson Park Title Sheet

Resolution No._____

**A RESOLUTION AWARDING PROJECT NO. 2404-A TO JOE RILEY CONSTRUCTION IN THE AMOUNT OF
\$138,036.10.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Joe Riley Construction of Morris, MN for Project No. 2404-A 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 \$138,036.10.

Dated this 18th day of March, 2024

Mayor

Attest:

City Clerk

RESOLUTION NO. ____
PROJECT NO. 2404-A AS-BID BUDGET
TOTAL COST \$172,838

*Budget Amounts are Essential

Motion By: _____

Second By: _____

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.

TOTAL \$0.00

RECEIVABLES

Assessments Prop Owners \$0
Community Investment/Levy \$172,838
MSA \$0
MUC \$0
WTP \$0
LOST \$0

TOTAL \$

SUPPLIES

20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies

TOTAL \$0.00

FINANCING

GENERAL \$172,838
LOST \$0
MSA \$0
WTP \$0
MUC \$0

TOTAL \$172,838

GRAND TOTAL \$172,838

Dated this 18th day of March, 2024

OTHER SERVICES

33* Travel-Conf.-Schools
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$138,036
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$6,902

TOTAL \$144,938

Mayor

Attest:

City Clerk

OTHER CHARGES

46* Prof. Serv. \$27,900
48 Admin OH (Transfer)

TOTAL \$27,900

GRAND TOTAL \$172,838



MEMORANDUM

Date: March 11, 2024

To: Leslie Valiant, City Administrator
Mayor Reese and Members of the City Council
City of Willmar, Minnesota

From: Joshua Halvorson, P.E.
Principal Engineer

Subject: Thompson Parking Lot and Ella Avenue Path
City of Willmar, Minnesota
BMI Project No.: OW1.132907
City Project No.: 2404-A

On March 6, 2024, we received five (5) bids for the Thompson Parking Lot and Ella Avenue Path project. The base bids ranged from \$138,036.10 to \$175,694.05. The Engineer's estimate for the project was \$171,443.50. The low bidder for the project is Joe Riley Construction of Morris, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid, completed responsible contractor forms, and an effective bid bond.

Joe Riley Construction has the equipment, financial resources, and resume to complete the job. The Contractor has completed satisfactory work for the City on a previous contract. My recommendation is the City Council award the project for the Thompson Parking Lot and Ella Avenue Path project to Joe Riley Construction of Morris, Minnesota in the amount of \$138,036.10 based on our experience working with the Contractor and all items relating to the submitted bid are conforming of the bid requirements.

Please feel free to contact me if you have any questions.

JJH/kp

Cc: Justin Deleeuw, Public Works Director
Jared Voge, City Engineer

Attachments: Bid Tab

BID TABULATION

PROJECT: THOMPSON PARKING LOT AND ELLA AVENUE PATH
IMPROVEMENT PROJECT
WILLMAR, MN

DATE: March 6, 2023

TIME: 10:00 A.M.

PROJECT NO. OW1.132907

ENGINEERS ESTIMATE: \$171,443.50

QUEST PROJECT NO. 8966479

BIDDERS	BASE BID
1. Joe Riley Construction Morris, MN	\$138,036.10
2. Kraemer Excavating Inc. Cold Spring, MN	\$141,651.85
3. Swenson & Sons Construction New London, MN	\$159,382.05
4. Duininck, Inc. Prinsburg, MN	\$161,084.50
5. Brouwer Construction LLC Raymond, MN	\$175,694.05

CITY OF WILLMAR

CONSTRUCTION PLANS FOR

THOMPSON PARKING LOT & ELLA AVENUE PATH IMPROVEMENT PROJECT

[RESOURCE LIST](#)
[UTILITIES](#)
[BITUMINOUS PARKING AND BITUMINOUS PATH](#)

CITY OF WILLMAR CITY HALL 333 6TH STREET SW WILLMAR, MN 56201	GAS CENTERPOINT ENERGY AUSTIN SOWERS PAUL JACKS	JANUARY, 2024
---	--	----------------------

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PHONE: (320) 212-2171
FAX: (320) 235-4917
EMAIL: info@willmarmn.gov
MAYOR: DOUG REESE

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WATER
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CELL: (320) 894-8141 (MATT)
EMAIL: aneer@wmu.willmar.mn.us

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CELL: (320)-894-2961 (TOM)
EMAIL: jlindahl@willmarmn.gov
EMAIL: ttempler@willmarmn.gov

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LOCAL - CURT PETERSON (320) 815-4581 CELL

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LUMEN
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PHONE: (952) 230-9660
CELL: (612) 210-8036
EMAIL: steven.senger@zayo.com

PROJECT LOCATION

WILLMAR LAKE

BUSINESS 71

ELLA AVENUE NW

OLAF AVENUE NW

7TH STREET NW

8TH STREET NW

9TH STREET NW

TRUNK HIGHWAY 12

BENSON AVENUE SW

LITCHFIELD AVENUE SW

BECKER AVENUE SW

TROTT AVENUE SW

MINNESOTA AVENUE SW

1ST STREET S / TH 71 BUSINESS

<u>SHEET NUMBER</u>		<u>SHEET TITLE</u>
GENERAL		
G0.01 - G0.02		TITLE SHEET, LEGEND
G1.01		STATEMENT OF ESTIMATED QUANTITIES
CIVIL		
C0.01		EXISTING CONDITIONS & REMOVALS
C1.01 - C1.10		DETAILS
C2.01		EROSION CONTROL PLAN
C6.01 - C6.02		STREET PLAN & PROFILE
C7.01		SIGNAGE & STRIPING
C8.01 - C8.04		CROSS SECTIONS

MAP OF THE
CITY OF WILLMAR
KANDIYOHI COUNTY, MN



+ BM=1120.95 BMI CONTROL POINT (PT 5131) 40' SE OF EDGE N FORK & 50' WNW OF EDGE S FORK NW QUADRANT OF BUSINESS 71 & ELLA AVE NW	PROJECT DATUM: KANDIYOHI COUNTY COORDINATES HORIZONTAL: NAD 83 VERTICAL: NAVD 88
---	--

THOMPSON PARKING LOT & ELLA AVENUE PATH IMPROVEMENT

SHEET

GO.01

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


JOSHUA J. HALVORSON
46291

DATE 01/30/2024



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



DESIGNED	NO.	ISSUED FOR	DATE
MBL		BID	02/05/2021
DRAWN			
RCD			
CHECKED			
JJH			
CLIENT PROJ. NO.			
OW1.132907 / 2404-A			



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.E.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Liquor License Renewals		

RECOMMENDED ACTION:

Approve the Liquor License Renewal Applications from April 25, 2024, to April 25, 2025, Pending Police Department Approval, on a Roll Call Vote.

OVERVIEW:

The City Council approves liquor licenses on an annual basis.

The following establishments are requesting renewal of their current Liquor Licenses:

On-Sale

American Legion Post 167
 Applebees's Neighborhood Grill & Bar
 Diamante Night Club
 Eagle Creek Golf Club
 El Tapatio Mexican Restaurant
 Finstad-Week Post 1639
 Foxhole Brewhouse
 Grizzly's Grill N' Saloon
 Holiday Inn / Green Mill Willmar
 Ruff's Wings & Sports Bar
 Spur's Corporation

Brew Pub Off-Sale

Foxhole Brewhouse

On-Sale Wine

Giovanni's Pizza
 Golden Palace Restaurant
 Jake's Pizza

On-Sale Club

Willmar Frat. Order of Eagles
 Willmar Elks Lodge

Off-Sale

Cash Wise Liquor
 Cub Foods
 Walmart
 West Side Liquor
 West Side Market & Liquor

Brewer Off-Sale / Taproom On-Sale

Intuition Brewery

On-Sale 3.2% Intoxicating Malt Liquor

Giovanni's Pizza
 Golden Palace Restaurant
 Jake's Pizza
 KRA Speedway
 The Barn Theatre

On-Sale Wine

The Barn Theatre
Willmar Indoor Golf
Willmar Stingers
Willmar WarHawks

On-Sale 3.2% Intoxicating Malt Liquor

Valley Golf of Willmar Inc.
Willmar Indoor Golf
Willmar Stingers
Willmar WarHawks

BUDGETARY/FISCAL ISSUES:

\$52,550.00 application fees

ALTERNATIVES TO CONSIDER:

1. Deny the serving of alcohol at these establishments

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	March 18, 2024	Agenda Item Number:	11.F.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Civic Center Arena Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar		

RECOMMENDED ACTION:

Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit on a Roll Call Vote

OVERVIEW:

The Civic Center has rented space to Studio 38, LLC to hold a Hairball Rock Concert Event on March 30, 2024, with plans to serve alcohol during this event. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds for this event. TPI Core, Inc. dba Green Mill Willmar has applied for this permit with an on-site employee listed as Stefanie Burgess. Studio 38, LLC is required to have security staff and Willmar police officers on duty during this event.

BUDGETARY/FISCAL ISSUES:

\$100.00 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during their event

ATTACHMENTS:

None