



WILLMAR CITY COUNCIL MEETING

MONDAY, JUNE 3, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of May 20, 2024
- B. Willmar Municipal Utilities Commission Meeting Minutes of May 28, 2024
- C. Willmar Municipal Utilities Commission Special Meeting Minutes of May 20, 2024
- D. Transfer of FAA non-primary entitlement funds
- E. Authorizing the purchase of three squad cars for Willmar Police Department
- F. Accounts Payable Report, 5/16/24 - 5/29/24

Information:

- G. Police Commission Appointment

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. Consideration to Rezone Parcel #95-280-2480 From R2 to GB
10. Regular Business
 - A. Consideration of Awarding Sale of General Obligation Improvement Bonds, Series 2024A
 - B. Annual Stormwater Presentation
 - C. Authorization to negotiate a contract for professional services with Bolton and Menk, Inc. for Airport Engineering/ Planning Services.
 - D. New Policies for Classification Plan, Compensation Plan and Administration of Compensation Plan

E. Consideration to approve the professional service agreement with Bolton and Menk for the outdoor rink/pavilion.

11. "Community Pride" Announcements

12. Adjourn

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

May 20, 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, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, Human Resources Director LuAnn Sietsema, Fire Chief Frank Hanson, City Planner Chris Frank, City Engineer Jared Voge, Director of Community Outreach Pablo Obregon, City Clerk Vernae Larsen, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of May 6, 2024
- B. MUC Meeting Minutes of May 13, 2024
- C. CentraCare Preliminary and Final Plat Approval
- D. Reschedule for June 3, 2024; Consideration to Rezone Parcel #95-280-2480 From R2 to GB
- E. **Resolution No. 2024-070** Purchase of Toro 5040 Sandpro from MTI Distributing
- F. **Resolution No. 2024-071** Greater Minnesota Parks and Trails Legacy Grant Application and Resolution
- G. **Resolution No. 2024-072** Willmar Baseball Boosters Association Conduct Off-Site Lawful Gambling Application
- H. Consideration of State Temporary Liquor Permits Willmar Baseball Association
- I. Consideration of a Municipal Owned Property On-Sale Liquor License Holder Permit – Spurs Corporation
- J. City Park Special Event by On-Sale Liquor License Holder Permit—Spurs Corporation
- K. Consideration of State Temporary Liquor Permit-Willmar Lakes Rotary Club
- L. Consideration of State Temporary Liquor Permits- Willmar Lakes Rotary Club

- M. 2025 Budget Calendar
- N. Accounts Payable Report, 5-3-24 to 5-15-24
- O. City Finance Report through 4/30/2024
- P. Zoning Appeals Board - Cletus Frank

Information:

- Q. Director Reports
- R. WMU Financial Report for March 2024

Council Member Ask requested that Line-Item P. Zoning Appeals Board - Cletus Frank be pulled from the Consent agenda.

Council Member Ask then made a motion to approve the remainder of the **Items on the Consent Agenda**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes	Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield, Council Member O'Brien
Noes	None

Removed Item P. Zoning Appeals Board: Cletus Frank – following council discussion and concern regarding the possible conflict of interest that may exist with Chris Frank being the city planner, Mayor Reese withdrew his nomination of Cletus Frank for the Zoning Appeals Board.

Public Hearing:

- A. At 6:42 p.m. Mayor Reese opened the public hearing to discuss **Consideration to amend the Ordinance authorizing the sale of real property, Parcel No. 95-921-5690 to Cura and set a new public hearing for June 3, 2024.**

Planning and Development Director Christopher Corbett provided pertinent information on the project.

John Harren, Willmar Municipal Utilities General Manager spoke in opposition of the CURA Senior Housing Project and read a letter into record that was submitted on May 20, 2024 from the Willmar Municipal Utilities to the city regarding Parcel No. 95-921-5690.

Michelle Marotkze Business Development Manager for Kandiyohi County Economic Development (KCED) spoke in support of the CURA Senior Housing Project at the proposed location and read a letter of support for the project, submitted on May 15, 2024 by the KCED. Also speaking on behalf of the project was CURA President and CEO Tom Opatz.

Pamala Adam, Administrator for the CURA Care Center spoke in support of the CURA Senior Housing Project.

Representative Dave Baker spoke in favor of the project if certain boxes can be checked off. He also spoke about how changes in senior housing requirements are going to make building affordable facilities for seniors more and more difficult.

Jay Lawton, 400 24th Ave. SW, addressed the Mayor and Council regarding how he feels that this location is not a good place. He discussed how the property floods.

Aaron Larson, 219 Anthony St. SE, expressed his concern about the parkland sale. He feels other locations would be more suitable and that the city should not sacrifice its parkland for this project.

Bryan Hurley, 1500 7th St. SW, expressed his disappointment in the council for not listening to the voices of the public and ignoring the other agencies that are opposed to this project while continuing to push the project forward.

Donna Rime, 1108 SW 14th Street, expressed that our water supply should be the most important thing that the city should consider.

Chris Frank, 1100 9th St. SE, responded to some of the public comments regarding his position and also addressed how this project would benefit our community because it is an *affordable* senior housing plan and a plan that could open up some entry level homes for new families wanting to buy their first homes in Willmar. He mentioned that, unlike other rural towns, Willmar is actually growing, not shrinking. He addressed the concerns about the safety of the project and how the city has taken steps with engineers and planners to ensure the safety of the wells.

Carol Laumer, 1313 Ella Ave, spoke in question as to why we are doing this and wanting to take away our green space and that there's more to consider for seniors than just housing.

Al Goldenstein, 1461 Hansen Dr. SW, handed out a petition to the council that contained 330 signatures opposed to the proposed CURA Senior Housing project. He proposed alternative ideas for that parcel that would keep it a park and protect the water wells for the future generations to come.

Kelly Gonzalez, 2205 21st St. SW, questioned why this is being considered and why we would want to sacrifice our park for this project. She stated that if the project is allowed to move forward, the citizens of the community will have lost faith in the city and the Council.

Dennis Schaeffbauer, 1436 Grace Ave. SW, asked the council to reconsider the proposed sale of the parkland and asked that they be good stewards of taxpayer dollars of their constituents. He believes that in order to minimize risk, the city should leave the parkland as it is. The location is not sufficient for the proposed project.

Owen Moe, 1200 15th St. SW, questioned why Willmar would subsidize this project by selling the land for so little, all while compromising the green space that would be taken away from future generations.

Megan Gilles, 1601 Hanson Dr. SW, stated again that she takes issue with the Council selling "her" green space that her children and herself are going to be using for hopefully a very long time. She also addressed comments regarding the space being a passive park and underutilized and disagreed with those comments.

Eric Banks, 404 NW 34th St, reiterated what everyone else has been stating, and also stated that he is opposed to this project.

Joe Ridler, 1912 20th Ave, stated that businesses moving into communities look to water sources before developing their business in a community, so why would we risk our water source. He also stated that we need to hold green space as precious. He stated that the two things you don't get back in life are time and green land. He would like to see a motion to end this project from advancing.

Kent Skogland, 200 18th Ave, NW, Chairman of the Park and Rec board, wasn't aware that the skateboard park was now part of the plan to be sold. He wondered if we would be replacing the skate park. He also questions if "affordability" is more of a political statement or has anyone provided what the "affordability" numbers look like. He would also like to see a motion to stop this project from moving forward.

Planning and Development Director Christopher Corbett addressed the Council, answering questions that were raised during the public hearing.

Ron Christianson, 1912 Richland Ave, SW, asked the Council who they are representing, the people or the salesmen who approach the city for their projects? He doesn't want to leave his house to live in a senior living home and wants to stay in his home. He questioned the possibility of affordable housing for anyone today and suggested that the mall would be a good location for senior housing and other possible sites that would be applicable. He asked the council to motion to stop this process.

Patty Johnson, 1224 SW 18th St, stated that she was on the Joint Powers Committee for many years. Her home overlooks the park and she requested that the council reconsider. She feels that the Care Center has no pride in the land while she and the neighbors do.

The public hearing was closed by Mayor Reese at 8:17 p.m.

Following discussion, Council Member Butterfield introduced a Motion not to sell any part of the Swansson Field parkland now or in the near future. Council Member Fagerlie seconded the motion. The motion passed on a roll call vote of Ayes 7, Noes 1.

Ayes	Council Member Ask, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield, Council Member O'Brien
Noes	Council Member Nelsen

Mayor Reese called for a 5-minute recess at 9:00 p.m.

The Meeting resumed at 9:07 p.m.

Regular Business:

A. Public Safety Aid Purchases

Fire Chief Fank Hanson presented a resolution to approve funding for Public Safety Aids using Public Safety Aid monies. Council Member O'Brien motioned to approve **Resolution No. 2024-073 Public Safety Aid Purchases using Public Safety Aid monies**. Council Member Asmus seconded the

motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield, Council Member O'Brien

Noes None

B. MNDot Cooperative Agreement for WMU's lighting project on TH 12

John Harren, Willmar Municipal Utilities General Manager presented a resolution to approve the MNDot Cooperative Agreement for the new Trunk Highway 12 Lighting System for \$81,079. Council Member Fagerlie motioned to approve **Resolution No. 2024-074 MNDot Cooperative Agreement for WMU's lighting project on TH 12**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield, Council Member O'Brien

Noes None

Director Report Update

Providing a verbal updated of their departments were Fire Chief Frank Hanson, Public Works Director Justin DeLeeuw and Police Chief Jim Felt.

At 9:42 p.m. Council Member O'Brien motioned to **Adjourn**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield, Council Member O'Brien

Noes None

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2024-070

RESOLUTION APPROVING TO ADOPT A RESOLUTION APPROVING THE PURCHASE OF A 2024 5040 TORO SANDPRO FROM MTI DISTRIBUTING FOR THE AMOUNT OF

\$39,564.73

Motion By: Ask Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the purchase of a 2024 5040 Toro Sandpro from MTI Distributing for the amount of \$39,564.73.

Dated this 20th day of May 2024

/S/Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2024-071

**AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE GREATER MINNESOTA
PARKS AND TRAIL LAGACY GRANT PROGRAM**

Motion By: Ask Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar Authorize submission of a grant funding application for the Greater Minnesota Parks and Trail Legacy Grant Program for the construction of the Robbins Island Amphitheater.

Dated this 20th day of May 2024

/S/Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2024-072

**REQUESTING THAT THE MINNESOTA GAMBLING CONTROL BOARD APPROVE THE APPLICATION
FOR A CONDUCT OFF-SITE PERMIT FOR THE WILLMAR BASEBALL BOOSTERS ASSOCIATION**

Motion By: Ask Second By: Fagerlie

WHEREAS, the Willmar Baseball Boosters Association has applied to the Minnesota Gambling Control Board to obtain a Conduct Off-Site Permit for a Gambling License at the Bill Taunton Stadium located at 1401 22nd Street SW.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Conduct Off-Site Permit for the Willmar Baseball Boosters Association and respectfully requests that the State of Minnesota Gambling Control Board approve the Conduct Off-Site Permit to the Willmar Baseball Booster Association.

Dated this 20th day of May, 2024.

/S/Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-073
AUTHORIZATION TO PURCHASE PUBLIC SAFETY EQUIPMENT WITH STATE PUBLIC SAFETY AID FUNDING.

Motion By: O'Brien Second By: Butterfield

BE IT RESOLVED, by the City council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of the following equipment using the "Public Safety Aid" fund.

- \$403,497.00 To Rosenbauer Minnesota, LLC for partial payment of the new ladder truck
- \$289,117.12 To Motorola Solutions for the purchase of replacement radio equipment for the fire department
- \$207,660.18 To Motorola Solutions for the purchase of replacement radio equipment for the police department
- \$16,955 To OHD, LLLP for fit testing equipment

BE IT FURTHER RESOLVED, by the City council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to authorize the Finance Director to amend the 2024 Capital Improvement Project budget as follows:

Decrease:	Public Safety Act fund \$919,229.30
Increase:	1. 2024 Capital Improvement Project budget (Fire Department), \$306,072.12
	2. 2024 Capital Improvement Project budget (Police Department) \$207,660.18
	3. 2024 Capital Improvement Project budget (Vehicle Replacement) \$405,497.00

Dated this 20th day of May 2024

/S/Douglas E. Reese
MAYOR

ATTEST:
/S/Vernae Larsen
CITY CLERK

CITY OF WILLMAR

RESOLUTION No. 2024-074

Motion By: Fagerlie Seconded By: Butterfield

IT IS RESOLVED that the City of Willmar enter into MnDOT Agreement No. 1056335 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 12 from 250 feet East of 24th Street SE to 28th Street SE within the City of Willmar under State Project No. 34082.

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

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Willmar at an authorized meeting held on the 20th day of May 2024, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2024

Notary Public _____

My Commission Expires _____

(Signature)

Vernae Larsen

(Type or Print Name)

City Clerk

(Title)



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – May 28, 2024

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Tuesday, May 28, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Carol Laumer, and Patricia Elizondo. Absent was Bruce DeBlieck.

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

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

RESOLUTION NO. 20

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

- ❖ Meeting minutes from May 13, 2024 and May 20, 2024 (special meeting); and,
- ❖ Bills represented by vouchers No. 20240648 to No. 20240691 and associated wire transfers inclusive in the amount of \$1,436,725.14.

Dated this 28th day of May 2024.

President

Attest:

Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the final draft of the updated 2024 WMU Strategic Plan (previous plan originated in 2021). The Commission and Staff developed the plan with guidance provided by Marcy Douglas from MRES. The 2024 Strategic Planning Summary consists of core values, long-range goals, and key performance indicators. Five long-range goals were identified, and they are Electric Utility, Water Utility, Customer Experience, Utility Identity & Communication, and Leadership. Along with these goals are the strategic actions required to achieve the goals. Team members and timelines will be determined and included in the approved plan. Following review and discussion, Commissioner Kennedy offered a resolution to approve the 2024 WMU Strategic Plan as presented. Commissioner Baumgart seconded

RESOLUTION NO. 21

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2024 WMU Strategic Plan be approved in its entirety as presented.”

Dated this 28th day of May 2024.

President

Attest:

Secretary

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

Each year Willmar Municipal Utilities offers local high school seniors the opportunity to submit a 500-700 word utility-related essay for the chance to be awarded \$1,000 scholarships. Contestants must be, or have as a legal guardian, a current customer of WMU. Director of Administration Johnson was pleased to announce this year's recipients of the 2024 WMU Scholarships are Maycee Gustafson and Brendan Pappenfus. Each will receive a \$1,000 scholarship payable to an accredited post-secondary educational institution. Congratulations and best wishes on a bright future, Maycee and Brendan!

General Manager Harren reported that at the May 20th City Council meeting, the Council voted 7-1 to cancel the sale of the parkland property in the south Swansson Field area.

Due to a possible scheduling conflict with the APPA National Conference, General Manager Harren had requested input on whether to reschedule the June 10th MUC meeting. Three Commissioners will be attending the conference and rescheduling would be required if a quorum is not met. It was a consensus of the Commission to have the meeting remain as scheduled for June 10th with a quorum in attendance.

General Manager Harren introduced the Missouri River Energy Services (MRES) 2023 year-in-review video entitled *"Collective Resilience: Building a Stronger Future Together"*. This informative video presents an overview of the valuable assets, achievements, and strong financial stability of Missouri River Energy Services (MRES). Topics reviewed included: time-of-use rates, debt service coverage, positive bond ratings, various transmission projects, increase pay for member-owned generation, creation of an alternate operations site, and funding of WAPA capital projects for clean reliable energy. The presentation illustrates the continued commitment by MRES to deliver affordable, reliable energy and energy services to its 61 member communities including Willmar. It is through this collaboration and commitment to collective resilience that Missouri River will continue to deliver exceptional value and service to its member utilities long into the future.

American Public Power Association (APPA) has a 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 informational video entitled *"Performance Monitoring for Boards"* (Lesson #9) was presented.

General Manager Harren reviewed with the Commission a response received from the Minnesota Department of Health addressing a question which had been raised if contaminants are in Willmar's water supply. The short answer is "no," our water is safe. The response stated that tritium is a naturally occurring isotope of hydrogen resulting from nuclear weapons testing beginning in the 1950s. While the wellfield is not currently contaminated, there is a moderate risk of contamination if there were a chemical spill or a similar type of event to occur in Willmar, specifically in the SW Swansson Wellfield area. Willmar's Wellhead Protection Plan will be up for amendment within a couple of years, and this process will provide the opportunity to look more closely at this type of issue.

General Manager Harren informed the Commission that meetings of both the WMU Planning and Labor Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition, and MUC Self-Survey. Tentative future Planning Committee agenda items will include new building, new generation, transmission project, and water treatment plant. In addition to these meetings, a joint meeting between WMU and the City will be scheduled in the near future to discuss a number of items including WMU's Annual Update to the City, updating of collaborative agreements, and a Swansson Field Agreement South of Willmar Avenue.

Upcoming 2024 events to note:

- APPA National Conference (San Diego, CA): June 7-12 (Kennedy/Laumer/DeBlieck)
- MMUA Utility Leader Workshop (Alexandria): June 27
- MMUA Summer Conference (Fargo, ND): August 19-21
- Red Rock Hydroelectric Project tours (Pella, IA): July 31, Aug. 28, or Sept. 25

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:36 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary

WILLMAR MUNICIPAL UTILITIES COMMISSION
Special Meeting Minutes – May 20, 2024
12:00 pm – WMU Auditorium

The Municipal Utilities Commission (MUC) met in a special meeting on Monday, May 20, 2024, at 12:00 pm in the WMU Auditorium with Commissioners Shawn Mueske and Dave Baumgart present. Absent were Commissioner John Kennedy, Terrill Sieck, Carol Laumer, Patricia Elizondo, and Bruce DeBlieck.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), WC Tribune Journalist Jennifer Kotila, Mayor Doug Reese, City Administrator Leslie Valiant, City Operations Director Kyle Box, Planning & Development Director Christopher Corbett, City Councilmembers Michael O'Brien, Vicki Davis, Justin Ask, and Carl Shuldes.

Commission President Mueske called the meeting to order at 12:00 pm with reciting of the Pledge of Allegiance. Due to the absence of a quorum, Commission President Mueske declared the meeting adjourned at 12:04 pm.

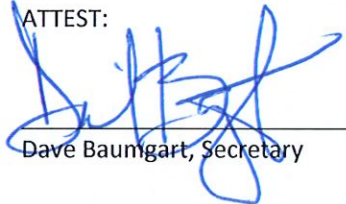
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen, Executive Secretary

ATTEST:



Dave Baumgart, Secretary



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Transfer of FAA non-primary entitlement funds		

RECOMMENDED ACTION:

Approve the transfer of FAA non-primary entitlement funds to Hutchinson, MN

OVERVIEW:

In April 2022, the city of Willmar and the city of Sauk Centre entered into a repayment agreement for the completion of the Airport Apron Expansion Project. The project has been completed with a balance of \$6,337.00 unused funds. This agreement will transfer the entitlement funds to the city of Hutchinson.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Transfer Airport Entitlements to Hutchinson
2. Transfer of FAA Funds

RESOLUTION NO._____

**AUTHORIZATION TO EXECUTE AGREEMENT WITH CITY OF
SAUK CENTRE FOR REPAYMENT OF AIRPORT ENTITLEMENT FUNDS**

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 City Administrator be authorized to enter into an agreement transferring FAA entitlements to the City of Hutchinson in the amount of \$6,337.00.

Dated this 3rd day of June, 2024

Mayor

Attest:

City Clerk



Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: CITY OF WILLMAR, MN

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): SAUK CENTRE MUNICIPAL AIRPORT (D39)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
NONPRIMARY	2021	\$ 6,337.00
Total		\$ 6,337.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

HUTCHINSON MUNICIPAL AIRPORT (HCD)

Name of Receiving Airport's Sponsor: CITY OF HUTCHINSON, MN

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 10/31/2024 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this day of ,

Name of Sponsor: CITY OF WILLMAR ,MN

Name of Sponsor's Authorized Official: LESLIE VALIANT

Title of Sponsor's Authorized Official: CITY ADMINISTRATOR

Signature of Sponsor's Authorized Official: _____

Certificate of Transferring Sponsor's Attorney

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of MINNESOTA. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at WILLMAR, MN (City, State),
this day of ,

Signature of Sponsor's Attorney: _____



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Jim Felt, Police Chief
Item:	Authorizing the purchase of three squad cars for Willmar Police Department		

RECOMMENDED ACTION:

Authorize the purchase of three squad cars for the Willmar Police Department as approved in the 2024 CIP Budget in an amount not to exceed \$177,000.

OVERVIEW:

A total of \$245,000 was authorized for the 2024 WPD Vehicle CIP budget. The 2024 CIP Budget included four vehicles and related emergency equipment & vehicle up-fitting. This request is for three vehicles that WPD has been able to secure at this time:

- 2023 Dodge Durango Police SUV at a discount through Galena Chrysler, Galena Illinois for \$42,651. This is the dealer we bought from last year. No MN dealers have police vehicles available, including local dealers.
- Unused 2023 Dodge Charger at a discount through Galena Chrysler, Galena Illinois for \$37,223.
- 2023 certified used Toyota 4Runner that would work great for a detective car from Burnsville Toyota for \$39,252 that's immediately available.

WPD still is in the process of securing a fourth replacement vehicle. Dealer shortages and Ford not making police vehicles in 2024 has made this a challenge.

BUDGETARY/FISCAL ISSUES:

Capital Equipment Fund:

Vehicle Costs: \$119,126

Applicable tax, licenses, documents, Minnesota State Transit Tax, and upfitting for 3 vehicles, approximately an additional \$57,874.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - WPD Vehicle Purchase
2. 2023 Dodge Durango
3. 2023 Dodge Charger
4. 2023 Toyota 4Runner

RESOLUTION NO. ____

**A RESOLUTION APPROVING THE PURCHASE OF THREE (3)
WILLMAR POLICE DEPARTMENT VEHICLES TOTALLING \$119,126.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 Dodge Durango \$42,651; 2023 Dodge Charger \$37,223; and 2023 Toyota 4Runner \$39,252. City Council also authorizes the \$57,874 for applicable tax, licenses, MN State Transit Tax and upfitting vehicles. Be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Galena Chrysler, Galena, Illinois for a total amount of \$79,874 and Burnsville Toyota for \$39,252.

Dated this 3rd day of June, 2024

Mayor

Attest:

City Clerk

PURCHASE AGREEMENT

Galena Chrysler

Chrysler • Dodge • Jeep

11300 West US Highway 20 Galena, IL 61036
Phone 815-777-4477

DODGE

CHRYSLER

Jeep

Date 5/16/24Willmar Police Department
BUYER'S NAME2201 23rd St NE #102
STREET ADDRESSWillmar MN 56201
CITY STATE COUNTY ZIP CODE(320) 214-6700
RES. PHONESALESPERSON Doug ☒ NEW ☐ CAR YEAR 2023 MAKE Dodge
☐ USED ☐ TRUCKSERIES Durango BODY TYPE Pursuit COLOR Black INTERIOR BlackSTOCK NO. RL126906 V.I.N. # 1C4RDJF65RL126906CASH PRICE OF VEHICLE
ACCESSORIES42,351.00Doc Fee300.00

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

REBATES

CASH WITH ORDER

TOTAL DOWN PAYMENT TRANSFER TO LEFT COLUMN \$

BUYER'S CERTIFICATION

I hereby certify that:

(1) The face and reverse sides of this order set forth all of the terms and conditions of the order. There are no other contracts, provisions, oral or written, supplementary or in addition to the provisions expressly set forth in this order; other than the window form on this vehicle as provided in paragraph 2b of the reverse side of this order. If this is a sale of a used vehicle, this order cancels and supersedes all other understandings and agreements of the parties prior to the signing hereof and as of the date hereof, when signed by the dealer, comprises the complete and exclusive agreements of the parties. AND

(2) I have read the terms and conditions of this order and have received a true copy thereof. AND

(3) This agreement is not binding until accepted by the selling dealer or his authorized representative.

X

BUYER'S SIGNATURE

X

CO-BUYER'S SIGNATURE

ACCEPTED BY

(DEALER OR HIS AUTHORIZED REPRESENTATIVE)

VEHICLE SERVICE CONTRACT

COMPANY

MONTHS/ MILES

\$ DEDUCTIBLE

LIENHOLDER

\$ TOTAL SALES PRICE \$

LESS TRADE-IN ALLOWANCE *

\$ TRADE DIFFERENCE (TAX PRICE) \$

TAXES TITLE FEE LICENSE FEE \$

TOTAL CASH DELIVERED PRICE \$

LESS TOTAL DOWN PAYMENT (TRANSFERED FROM RIGHT COLUMN) \$

UNPAID CASH BALANCE DUE ON DELIVERY \$ 42,651.00

Additional data for Used Vehicle Limited Implied Warranty of Merchantability for Power Train Components IADA Form 132

Problem 1

Problem 2

Problem 3

PURCHASE AGREEMENT

Galena Chrysler

Chrysler • Dodge • Jeep

11300 West US Highway 20 Galena, IL 61036
Phone 815-777-4477Date 5/16/24Willmar Police Department
BUYER'S NAME2201 23rd St NE #102
STREET ADDRESSWillmar MN 56201
CITY STATE COUNTY ZIP CODE3201 214-6700
RES PHONESALESPERSON Doug ☒ NEW ☐ USED ☒ CAR ☐ TRUCK YEAR 2023 MAKE DodgeSERIES Charger BODY TYPE Pursuit COLOR Black INTERIOR BlackSTOCK NO. PH66486 V.I.N. # 2C3CDXHG9PH66486CASH PRICE OF VEHICLE
ACCESSORIES

36,923.00

Doc Fee

300.00

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

USED VEHICLE TRADE IN AND/OR CREDITS

MAKE OF USED VEHICLE

YEAR BODY TYPE

SERIES V.I.N. #

BALANCED OWED TO

USED VEHICLE ALLOWANCE

LESS BALANCE OWED \$

NET ALLOWANCE ON USED VEHICLE

DEPOSIT OR CREDIT BALANCE \$

REBATES

CASH WITH ORDER

TOTAL DOWN PAYMENT TRANSFER TO LEFT COLUMN \$

VEHICLE SERVICE CONTRACT

COMPANY

MONTHS/ MILES

\$ DEDUCTIBLE

LIENHOLDER

\$	TOTAL SALES PRICE	\$
\$	LESS TRADE-IN ALLOWANCE	\$
\$	TRADE DIFFERENCE (TAX PRICE)	\$
\$	TITLE FEE	\$
\$	LICENSE FEE	\$

TOTAL CASH DELIVERED PRICE

LESS TOTAL DOWN PAYMENT (TRANSFERRED FROM RIGHT COLUMN)

UNPAID CASH BALANCE DUE ON DELIVERY

37,223.00

Additional data for Used Vehicle Limited Implied Warranty of Merchantability for Power Train Components IADA Form 132

Problem 1

Problem 2

Problem 3

BUYER'S CERTIFICATION

I hereby certify that:

- (1) The face and reverse sides of this order set forth all of the terms and conditions of the order. There are no other contracts, provisions, oral or written, supplementary or in addition to the provisions expressly set forth in this order, other than the window form on the vehicle as provided in paragraph 2b of the reverse side of this order if this is a sale of a used vehicle; this order controls and supersedes all other understandings and agreements of the parties prior to the signing hereof and as of the date hereof, when signed by the dealer, comprise the complete and exclusive agreements of the parties AND
- (2) I have read the terms and conditions of this order and have received a true copy thereof AND
- (3) this agreement is not binding until accepted by the selling dealer or his authorized representative.

X

BUYER'S SIGNATURE

X

CO-BUYER'S SIGNATURE

ACCEPTED BY

(DEALER OR HIS AUTHORIZED REPRESENTATIVE)

2023 Certified Pre-Owned Toyota 4Runner

Current Advertised Sale Price: \$39,252.00 (Plus additional applicable tax-lic-doc fees, MN State Transit Tax).

Standard Options:

Interior

Ten (12 on three-row models) cup and bottle holders
Smart Key System with Push Button Start and remote illuminated entry
Air conditioning with air filter and second-row vents
Backup camera with projected path
Fabric-trimmed front seats; 8-way power-adjustable driver's seat with power lumbar support; 4-way adjustable front passenger seat
Fabric-trimmed 40/20/40 split, reclining and fold-flat second-row seat
Leather-trimmed tilt/telescopic steering wheel with audio and Bluetooth® hands-free phone and voice-command controls
Optitron instrumentation with speedometer, tachometer, coolant temperature and fuel gauges; LCD display with odometer, tripmeters and average fuel economy; Eco driving indicator and warning messages
Multi-Information Display (MID) with outside temperature, clock, average fuel economy and distance to empty
Two (one front and one cargo area) 12V DC auxiliary power outlets
Three (one front-row and two second-row) USB ports
One (cargo area) 120V 100W/400W AC power outlet
Gated shift lever with sequential shift mode
TRD shift knob
TRD Off-Road floor mats
Foot pedal parking brake
Center console storage compartment with coin, tissue and pen holders with carbon-fiber pattern
Dual sun visors with illuminated vanity mirrors and extenders
Glare-resistant mechanical inside rearview mirror
Overhead console with Multi-Terrain Select (MTS) and Crawl Control (CRAWL) switches
Audio Plus — 8-in. touchscreen, eight speakers, AM/FM radio, HD Radio™, Android Auto™ & Apple CarPlay® & Amazon Alexa compatible, USB media port, two USB charge ports, advanced voice recognition, hands-free phone capability and music streaming via Bluetooth® wireless technology, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details.

Exterior

LED headlights
LED high beams
LED fog lights
LED taillights
Skid plate covering engine and front suspension
Skid plate covering transfer case
17-in. 7-spoke alloy wheels with black accents and P265/70R17 tires
Heated power outside mirrors
Roof rails
"TRD Off-Road" external hard badges

Color-keyed door handles
Aerodynamic variable intermittent windshield wipers with mist cycle
Windshield wiper de-icer
Front and rear mudguards
Power windows with auto up/down and jam protection in all positions
Power rear liftgate window with auto up/down and jam protection
Rear liftgate window defogger with timer and UV protection
Privacy glass on rear side, quarter and rear liftgate windows
Color-keyed rear spoiler with center LED high-mount stop light and integrated concealed rear wiper with mist cycle
Power door locks with programmable auto-door lock logic
In-key remote keyless entry system
Exterior Dimensions

Mechanical / Performance

Gas Engine: 4.0-Liter DOHC 24-Valve V6 with Dual Independent Variable Valve Timing with intelligence (VVT-i); 270 hp @ 5600 rpm; 278 lb.-ft. @ 4400 rpm
Ignition System: Electronic, with Toyota Direct Ignition (TDI)
Transmission: 5-speed Electronically Controlled automatic Transmission with intelligence (ECT-i) and sequential shift mode
Drivetrain: Part-time 4WD system
Off-Highway Tech: Locking rear differential
Drivetrain: Active Traction Control (A-TRAC)
Off-Highway Tech: Multi-Terrain Select (MTS)
Off-Road: Crawl Control (CRAWL)
Off-Road: Hill Start Assist Control (HAC)
Truck Bed Construction: Reinforced body-on-frame construction
Suspension: Coil-spring independent double-wishbone front suspension with stabilizer bar; coil-spring 4-link with lateral rod rear suspension with stabilizer bar
Steering: Engine speed-sensing Variable Flow Control (VFC) power-assisted rack-and-pinion steering
Brakes: Power-assisted 4-wheel ventilated disc brakes (Multi-Terrain ABS on 4Runner TRD Off-Road and TRD Pro)

Safety and Convenience

First aid kit
3-point seatbelts for all seating positions; driver's-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
Anti-theft system with engine immobilizer
Star Safety System™ — includes Vehicle Stability Control (VSC), Traction Control, Anti-lock Brake System (ABS) with Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
Driver and front passenger active headrests
LATCH (Lower Anchors and Tethers for Children) includes lower anchors on outboard second-row seats and tether anchors on all second-row seats
Tire Pressure Monitor System (TPMS)
Rear Occupancy Alert
Blind Spot Monitor (BSM) with Rear Cross-Traffic Alert (RCTA)
TOYOTA SAFETY SENSE™ P — Pre-Collision System with Pedestrian Detection , Lane Departure Alert , Automatic High Beams , Dynamic Radar Cruise Control

Eight airbags — driver and front passenger TAP (Thorax, Abdomen, Pelvis) front seat-mounted side airbags, driver and front passenger knee airbags, and front and all-row (third-row airbags on all models) Roll-sensing Side Curtain Airbags (RSCA)
Driver and front passenger Advanced Airbag System
Driver and front passenger seatbelt pretensioners with force limiters
Child-protector rear door locks and power window lockout
Daytime Running Lights (DRL) with manual on/off feature
Side-impact door beams

Additional Factory Installed Options:

50 State Emissions

Audio Plus — Includes 8-In. Touchscreen, Eight Speakers, Am/Fm Radio, Hd Radio™, Android Auto™ & Apple Carplay® & Amazon Alexa Compatible, One USB Media Port, Two USB Charge Ports, Advanced Voice Recognition, Hands-Free Phone Capability And Music Streaming Via Bluetooth® Wireless Technology, Siriusxm® With 3-Month Platinum Pla Trial. See Toyota.Com/Audio-Multimedia For Details.

Off Road Package

All-Weather Floor Liners & Cargo Tray Package

All-Weather Floor Liners & Cargo Tray Package Includes:

All-Weather Floor Liners

Cargo Tray

Roof Rack Cross Bars

The Roof Rack Cross Bars Are Designed To Integrate With The 4runner's Roof Rails To Secure Cargo With More Confidence.

- Provides Additional Secure Tie-Down Points For Various Roof Rack Accessories
- Easy To Adjust By Sliding Along The Side Rails, And Lock In Place With Thumb Screws
- Can Support A Maximum Of 132 Lbs. When Weight Is Evenly Distributed Across Both Bars
- Set Of Two Black Bars



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 5/16/24 - 5/29/24		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

Reduction of Departmental Budgets by amounts approved.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Vendor Pymnt History Report 05-16-24 Thru 05-29-24
2. Vendor Pymt History Report 05-29-2024 EFT

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103031 SCHWIETERS CHEVROLET										
43516		05/13/2024	05/21-AV	71523	51,295.00	51,295.00	05/28/2024	INV PD	2024 C	
CHECK DATE:		05/21/2024								
102061 ALEX AIR APPARATUS 2 LLC										
8284		05/14/2024	05/29-AV	71524	151.25	151.25	05/29/2024	INV PD	Annual	
CHECK DATE:		05/29/2024								
INV-50034		05/13/2024	05/29-AV	71524	1,557.73	1,557.73	05/28/2024	INV PD	4 fire	
CHECK DATE:		05/29/2024								
INV-50066		05/16/2024	05/29-AV	71524	866.94	866.94	05/31/2024	INV PD	3 pair	
CHECK DATE:		05/29/2024								
					2,575.92					
103557 AMAZON CAPITAL SERVICES										
14GG-CY9Y-C6WL		05/17/2024	05/29-AV	71525	149.91	149.91	06/01/2024	INV PD	BACK T	
CHECK DATE:		05/29/2024								
167X-J1GV-7D77		05/24/2024	05/29-AV	71525	164.39	164.39	06/08/2024	INV PD	Air Fr	
CHECK DATE:		05/29/2024								
16DW-FGHY-GMQT		05/17/2024	05/29-AV	71525	12.60	12.60	06/01/2024	INV PD	BACK T	
CHECK DATE:		05/29/2024								
1MYL-HYFM-D6VJ		05/17/2024	05/29-AV	71525	120.70	120.70	06/01/2024	INV PD	GAMES	
CHECK DATE:		05/29/2024								
1N1Y-7LFN-3PMD		05/17/2024	05/29-AV	71525	46.28	46.28	06/01/2024	INV PD	50S PA	
CHECK DATE:		05/29/2024								
1N9K-9YV9-4W7T		05/17/2024	05/29-AV	71525	62.58	62.58	06/01/2024	INV PD	whiteb	
CHECK DATE:		05/29/2024								
1P41-3F7L-DQWT		05/17/2024	05/29-AV	71525	29.98	29.98	06/01/2024	INV PD	Unifor	
CHECK DATE:		05/29/2024								
1X3H-YCNC-6QG6		05/17/2024	05/29-AV	71525	119.98	119.98	06/01/2024	INV PD	Foldin	
CHECK DATE:		05/29/2024								
					706.42					
103822 ANTHEM SPORTS, LLC										
397529	31	03/12/2024	05/29-AV	71526	1,434.49	1,434.49	03/27/2024	INV PD	Tarp f	
CHECK DATE:		05/29/2024								
102793 AUTO TECH ALIGNMENTS & MORE										
27186		05/24/2024	05/29-AV	71527	100.00	100.00	06/08/2024	INV PD	Alignm	
CHECK DATE:		05/29/2024								
104080 B&F Fastener Supplyu										
80000672-00		05/15/2024	05/29-AV	71528	32.44	32.44	05/30/2024	INV PD	Paint	
CHECK DATE:		05/29/2024								
80000720-00		05/16/2024	05/29-AV	71528	26.00	26.00	05/31/2024	INV PD	Nuts a	
CHECK DATE:		05/29/2024								
80000855-00		05/17/2024	05/29-AV	71528	218.95	218.95	06/01/2024	INV PD	Hose C	
CHECK DATE:		05/29/2024								
80001221-00		05/23/2024	05/29-AV	71528	119.06	119.06	06/07/2024	INV PD	Nuts a	

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 05/29/2024											
100096 BEACON ATHLETICS LLC					396.45						
0593645-IN		05/20/2024	05/29-AV	71529	459.00	459.00	06/04/2024	INV	PD		Replac
CHECK DATE: 05/29/2024											
103377 BENSON LAUNDRY											
398139		05/23/2024	05/29-AV	71530	54.60	54.60	06/07/2024	INV	PD		cleann
CHECK DATE: 05/29/2024											
399464		05/23/2024	05/29-AV	71530	56.40	56.40	06/07/2024	INV	PD		cleani
CHECK DATE: 05/29/2024											
400779		05/23/2024	05/29-AV	71530	56.40	56.40	06/07/2024	INV	PD		cleani
CHECK DATE: 05/29/2024											
402104		05/23/2024	05/29-AV	71530	56.40	56.40	06/07/2024	INV	PD		cleani
CHECK DATE: 05/29/2024											
403412		05/23/2024	05/29-AV	71530	56.40	56.40	06/07/2024	INV	PD		cleani
CHECK DATE: 05/29/2024											
					280.20						
101010 BOLTON & MENK INC											
0335928		05/02/2024	05/29-AV	71531	481.50	481.50	05/17/2024	INV	PD		willma
CHECK DATE: 05/29/2024											
0336320		05/20/2024	05/29-AV	71531	5,269.50	5,269.50	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336324		05/20/2024	05/29-AV	71531	3,914.50	3,914.50	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336325		05/20/2024	05/29-AV	71531	2,044.50	2,044.50	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336327		05/20/2024	05/29-AV	71531	432.00	432.00	06/04/2024	INV	PD		Trott
CHECK DATE: 05/29/2024											
0336328		05/20/2024	05/29-AV	71531	11,463.50	11,463.50	06/04/2024	INV	PD		2024 p
CHECK DATE: 05/29/2024											
0336330		05/20/2024	05/29-AV	71531	2,919.50	2,919.50	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336331		05/20/2024	05/29-AV	71531	14,937.50	14,937.50	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336332		05/20/2024	05/29-AV	71531	6,935.00	6,935.00	06/04/2024	INV	PD		Monthl
CHECK DATE: 05/29/2024											
0336335		05/20/2024	05/29-AV	71531	9,251.00	9,251.00	06/04/2024	INV	PD		ELLS 7
CHECK DATE: 05/29/2024											
0336338		05/20/2024	05/29-AV	71531	33,287.00	33,287.00	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336339		05/20/2024	05/29-AV	71531	651.00	651.00	06/04/2024	INV	PD		TH 12
CHECK DATE: 05/29/2024											
0336340		05/20/2024	05/29-AV	71531	1,412.00	1,412.00	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											
0336344		05/20/2024	05/29-AV	71531	13,908.00	13,908.00	06/04/2024	INV	PD		TH 40
CHECK DATE: 05/29/2024											
336338		05/20/2024	05/29-AV	71531	33,287.00	33,287.00	06/04/2024	INV	PD		Projec
CHECK DATE: 05/29/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103390 CENTRACARE					140,193.50					
RMH336		05/17/2024	05/29-AV	71532	65.00	65.00	06/01/2024	INV	PD	Blood
CHECK DATE: 05/29/2024										
100736 CHARTER COMMUNICATIONS										
175505001052124		05/21/2024	05/29-AV	71533	841.24	841.24	06/20/2024	INV	PD	May/Ju
CHECK DATE: 05/29/2024										
100935 CITY OF WILLMAR										
WI033946		05/20/2024	05/29-AV	71534	61.99	61.99	06/04/2024	INV	PD	Buildi
CHECK DATE: 05/29/2024										
102157 CLARKE MOSQUITO CONTROL										
005107870		04/26/2024	05/29-AV	71535	12,289.20	12,289.20	06/07/2024	INV	PD	Mosqui
CHECK DATE: 05/29/2024										
104096 Clean Shop Program										
502		05/21/2024	05/29-AV	71536	20.25	20.25	06/05/2024	INV	PD	Dispos
CHECK DATE: 05/29/2024										
104070 Column Software PBC										
B15E1683-0025		05/15/2024	05/29-AV	71537	88.00	88.00	05/30/2024	INV	PD	PDS-ZM
CHECK DATE: 05/29/2024										
B15E1683-0027		05/28/2024	05/29-AV	71537	52.04	52.04	06/12/2024	INV	PD	No. 15
CHECK DATE: 05/29/2024										
B15E1683-0028		05/28/2024	05/29-AV	71537	74.81	74.81	06/12/2024	INV	PD	Ord No
CHECK DATE: 05/29/2024										
B15E1683-0029		05/09/2024	05/29-AV	71537	99.47	99.47	05/24/2024	INV	PD	#125 O
CHECK DATE: 05/29/2024										
					314.32					
103677 COORDINATED BUSINESS SYSTEMS										
INV382498		05/13/2024	05/29-AV	71538	113.73	113.73	06/07/2024	INV	PD	Manage
CHECK DATE: 05/29/2024										
104090 Cortez Arredondo										
052124		05/17/2024	05/29-AV	71539	72.00	72.00	06/01/2024	INV	PD	Meal R
CHECK DATE: 05/29/2024										
103271 DAIRYLAND SUPPLY INC										
01-50646		05/15/2024	05/29-AV	71540	26.58	26.58	05/30/2024	INV	PD	8" hos
CHECK DATE: 05/29/2024										
100212 DOOLEY'S PETROLEUM INC										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
522749		03/15/2024	05/29-AV	71541	23,337.28	23,337.28	03/30/2024	INV	PD	Fuel f
CHECK DATE: 05/29/2024										
554816		05/23/2024	05/29-AV	71541	22,400.00	22,400.00	06/07/2024	INV	PD	Diesel
CHECK DATE: 05/29/2024										
100151 DUININCK CONCRETE					45,737.28					
124278		04/27/2024	05/29-AV	71542	395.30	395.30	05/12/2024	INV	PD	Concre
CHECK DATE: 05/29/2024										
103245 DUININCK CONCRETE CONST SUPPLY										
2405-681427		05/20/2024	05/29-AV	71543	238.02	238.02	06/04/2024	INV	PD	Soff r
CHECK DATE: 05/29/2024										
100222 DUININCK INC										
559250		05/08/2024	05/29-AV	71544	32.50	32.50	05/23/2024	INV	PD	Crushe
CHECK DATE: 05/29/2024										
App1 #7		05/07/2024	05/29-AV	71544	457,487.32	457,487.32	05/22/2024	INV	PD	Projec
CHECK DATE: 05/29/2024										
App1 #8		05/24/2024	05/29-AV	71544	423,006.96	423,006.96	06/08/2024	INV	PD	Projec
CHECK DATE: 05/29/2024										
103906 ELECTRICAL PRODUCTION SERVICES					880,526.78					
22142		05/24/2024	05/29-AV	71545	21,700.00	21,700.00	06/08/2024	INV	PD	Door a
CHECK DATE: 05/29/2024										
102973 FLEETPRIDE										
116811335		05/13/2024	05/29-AV	71546	202.53	202.53	05/28/2024	INV	PD	Filter
CHECK DATE: 05/29/2024										
116847914		05/14/2024	05/29-AV	71546	33.34	33.34	05/29/2024	INV	PD	Filter
CHECK DATE: 05/29/2024										
116847915		05/14/2024	05/29-AV	71546	8.29	8.29	05/29/2024	INV	PD	Filter
CHECK DATE: 05/29/2024										
116847916		05/14/2024	05/29-AV	71546	11.82	11.82	05/29/2024	INV	PD	Filter
CHECK DATE: 05/29/2024										
116854334		05/15/2024	05/29-AV	71546	43.88	43.88	05/30/2024	INV	PD	Filter
CHECK DATE: 05/29/2024										
100288 GALLS LLC					299.86					
027703384		05/17/2024	05/29-AV	71547	10.00	10.00	06/01/2024	INV	PD	Badge
CHECK DATE: 05/29/2024										
027885447		05/08/2024	05/29-AV	71547	136.68	136.68	05/23/2024	INV	PD	pants
CHECK DATE: 05/29/2024										
100293 GENERAL MAILING SERVICES					146.68					

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
69947		05/17/2024	05/29-AV	71548	10.65		10.65	06/01/2024	INV	PD	Postag
CHECK DATE: 05/29/2024											
69954		05/28/2024	05/29-AV	71548	206.29		206.29	06/12/2024	INV	PD	postag
CHECK DATE: 05/29/2024											
70010		05/28/2024	05/29-AV	71548	137.10		137.10	06/12/2024	INV	PD	postag
CHECK DATE: 05/29/2024											
					354.04						
104099 Green Lake BMX											
05282024		05/21/2024	05/29-AV	71549	1,000.00		1,000.00	06/05/2024	INV	PD	Green
CHECK DATE: 05/29/2024											
103042 HANNEMAN/BENJAMIN J											
052024		05/17/2024	05/29-AV	71550	72.00		72.00	06/01/2024	INV	PD	Meal R
CHECK DATE: 05/29/2024											
100321 HANSEN ADVERTISING SPECIALTIES											
50346		05/09/2024	05/29-AV	71551	167.50		167.50	06/07/2024	INV	PD	T Shir
CHECK DATE: 05/29/2024											
50347		05/09/2024	05/29-AV	71551	401.70		401.70	06/07/2024	INV	PD	T Shir
CHECK DATE: 05/29/2024											
					569.20						
103003 HAVE FUN BIKING											
4109		04/02/2024	05/29-AV	71552	2,580.00		2,580.00	06/05/2024	INV	PD	Have F
CHECK DATE: 05/29/2024											
100325 HAWKINS INC											
6756326		05/15/2024	05/29-AV	71553	12,228.60		12,228.60	05/30/2024	INV	PD	Indust
CHECK DATE: 05/29/2024											
103278 HAYCRAFT/ANTHONY											
3545		05/17/2024	05/29-AV	71554	148.00		148.00	06/01/2024	INV	PD	Meal R
CHECK DATE: 05/29/2024											
100335 HOFFMAN FILTER SERVICE											
96013		05/14/2024	05/29-AV	71555	293.75		293.75	05/29/2024	INV	PD	Used O
CHECK DATE: 05/29/2024											
102486 IN CONTROL INC											
S-INV01564		05/20/2024	05/29-AV	71556	7,117.60		7,117.60	06/04/2024	INV	PD	VFD an
CHECK DATE: 05/29/2024											
S-INV01565		05/20/2024	05/29-AV	71556	7,714.75		7,714.75	06/04/2024	INV	PD	SCADA
CHECK DATE: 05/29/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103023 INNOVATIVE OFFICE SOLUTIONS					14,832.35					
IN4548602		05/28/2024	05/29-AV	71557	13.54	13.54	06/12/2024	INV	PD	office
CHECK DATE: 05/29/2024										
IN4549406		05/28/2024	05/29-AV	71557	151.72	151.72	06/12/2024	INV	PD	Counci
CHECK DATE: 05/29/2024										
103725 INSPECTRON INC					165.26					
1197		05/15/2024	05/29-AV	71558	11,358.89	11,358.89	05/30/2024	INV	PD	Permit
CHECK DATE: 05/29/2024										
104089 Janelle Hansen										
052124		05/17/2024	05/29-AV	71559	41.00	41.00	06/01/2024	INV	PD	Meal R
CHECK DATE: 05/29/2024										
104093 Jason Hay										
052224		05/02/2024	05/29-AV	71560	2,478.36	2,478.36	05/17/2024	INV	PD	Reimbu
CHECK DATE: 05/29/2024										
103355 JOHANNECK WTR CONDITIONING INC										
117789		04/24/2024	05/29-AV	71561	46.00	46.00	05/09/2024	INV	PD	water
CHECK DATE: 05/29/2024										
118617		04/24/2024	05/29-AV	71561	25.00	25.00	05/09/2024	INV	PD	water
CHECK DATE: 05/29/2024										
103138 KING'S ELECTRIC LLC					71.00					
2950		05/17/2024	05/29-AV	71562	517.81	517.81	06/01/2024	INV	PD	Garage
CHECK DATE: 05/29/2024										
2951		05/16/2024	05/29-AV	71562	1,558.87	1,558.87	06/07/2024	INV	PD	Replac
CHECK DATE: 05/29/2024										
2954		05/17/2024	05/29-AV	71562	280.00	280.00	06/01/2024	INV	PD	Repair
CHECK DATE: 05/29/2024										
2968		05/24/2024	05/29-AV	71562	3,196.76	3,196.76	06/08/2024	INV	PD	LED li
CHECK DATE: 05/29/2024										
102498 KRIS ENGINEERING INC					5,553.44					
39897		05/10/2024	05/29-AV	71563	463.40	463.40	05/25/2024	INV	PD	Cuttin
CHECK DATE: 05/29/2024										
103423 KWIK TRIP INC										
2988		04/24/2024	05/29-AV	71564	21.99	21.99	05/30/2024	INV	PD	High o
CHECK DATE: 05/29/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
103624	LINK SUPPORT SERVICES LLC										
1987		05/17/2024	05/29-AV	71565	1,150.00	1,150.00		06/01/2024	INV	PD	Admin.
	CHECK DATE: 05/29/2024										
1988		05/17/2024	05/29-AV	71565	600.00	600.00		06/01/2024	INV	PD	H.V. U
	CHECK DATE: 05/29/2024										
					1,750.00						
103263	M.D. GRAPHICS										
8054		05/17/2024	05/29-AV	71566	848.24	848.24		06/01/2024	INV	PD	Squad
	CHECK DATE: 05/29/2024										
100427	MACQUEEN EQUIPMENT INC										
P29893		05/15/2024	05/29-AV	71567	11.79	11.79		05/30/2024	INV	PD	Shippi
	CHECK DATE: 05/29/2024										
100437	MARCO TECHNOLOGIES LLC										
INV12542497		05/28/2024	05/29-AV	71568	52.50	52.50		06/12/2024	INV	PD	Shred
	CHECK DATE: 05/29/2024										
103792	MEDICAL WAREHOUSE										
228657		05/17/2024	05/29-AV	71569	1,225.29	1,225.29		06/01/2024	INV	PD	Update
	CHECK DATE: 05/29/2024										
100449	MENARDS										
77250		05/13/2024	05/29-AV	71570	93.15	93.15		05/28/2024	INV	PD	Pipe F
	CHECK DATE: 05/29/2024										
77371		05/20/2024	05/29-AV	71570	621.50	621.50		06/04/2024	INV	PD	Painti
	CHECK DATE: 05/29/2024										
77381		05/15/2024	05/29-AV	71570	12.47	12.47		05/30/2024	INV	PD	Deadbo
	CHECK DATE: 05/29/2024										
77423		05/16/2024	05/29-AV	71570	60.14	60.14		05/31/2024	INV	PD	Shop s
	CHECK DATE: 05/29/2024										
77428		05/16/2024	05/29-AV	71570	37.92	37.92		05/31/2024	INV	PD	Shop s
	CHECK DATE: 05/29/2024										
77624		05/20/2024	05/29-AV	71570	30.25	30.25		06/04/2024	INV	PD	Shop s
	CHECK DATE: 05/29/2024										
77643		05/20/2024	05/29-AV	71570	94.99	94.99		06/04/2024	INV	PD	Pump b
	CHECK DATE: 05/29/2024										
77657		05/17/2024	05/29-AV	71570	5.09	5.09		06/01/2024	INV	PD	FACE P
	CHECK DATE: 05/29/2024										
77740		05/22/2024	05/29-AV	71570	279.93	279.93		06/06/2024	INV	PD	Shop v
	CHECK DATE: 05/29/2024										
77752		05/22/2024	05/29-AV	71570	51.17	51.17		06/06/2024	INV	PD	Shop s
	CHECK DATE: 05/29/2024										
77859		05/24/2024	05/29-AV	71570	26.98	26.98		06/08/2024	INV	PD	
	CHECK DATE: 05/29/2024										
77874		05/24/2024	05/29-AV	71570	349.99	349.99		06/08/2024	INV	PD	Replac
	CHECK DATE: 05/29/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
103890 MHSRC/RANGE					1,663.58						
337900-10882		05/17/2024	05/29-AV	71571	1,020.00	1,020.00		06/01/2024	INV	PD	Defens
CHECK DATE: 05/29/2024											
337900-10923		05/17/2024	05/29-AV	71571	1,530.00	1,530.00		06/01/2024	INV	PD	Traini
CHECK DATE: 05/29/2024											
102699 MIKE'S SMALL ENGINE CENTER					2,550.00						
29689		05/24/2024	05/29-AV	71572	90.98	90.98		06/08/2024	INV	PD	Weed T
CHECK DATE: 05/29/2024											
103729 MILLS PARTS CENTER											
6152955		04/24/2024	05/29-AV	71573	474.85	474.85		05/09/2024	INV	PD	Exhaus
CHECK DATE: 05/29/2024											
100018 MN FIRE SERVICE CERTIF. BOARD											
12289		02/28/2024	05/29-AV	71574	756.00	756.00		05/24/2024	INV	PD	FFI an
CHECK DATE: 05/29/2024											
100873 MOTOR SPORTS OF WILLMAR											
2405100		05/23/2024	05/29-AV	71575	53.49	53.49		06/07/2024	INV	PD	Ranger
CHECK DATE: 05/29/2024											
100539 MTI DISTRIBUTING CO											
1428489-00		05/13/2024	05/29-AV	71576	1,487.99	1,487.99		05/28/2024	INV	PD	Toro M
CHECK DATE: 05/29/2024											
100541 MUNICIPAL UTILITIES											
STMT/05-24		05/09/2024	05/29-AV	71577	69,445.67	69,445.67		05/24/2024	INV	PD	Munici
CHECK DATE: 05/29/2024											
103715 MUSE/AMAL											
050624		05/17/2024	05/29-AV	71578	65.00	65.00		06/01/2024	INV	PD	Interp
CHECK DATE: 05/29/2024											
052124		05/17/2024	05/29-AV	71578	65.00	65.00		06/01/2024	INV	PD	Interp
CHECK DATE: 05/29/2024											
052424		05/17/2024	05/29-AV	71578	65.00	65.00		06/01/2024	INV	PD	Interp
CHECK DATE: 05/29/2024											
100544 MVTL LABORATORIES INC					195.00						
1252517		05/16/2024	05/29-AV	71579	303.00	303.00		05/31/2024	INV	PD	Lab te
CHECK DATE: 05/29/2024											
1252968		05/20/2024	05/29-AV	71579	378.00	378.00		06/04/2024	INV	PD	Lab te

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 05/29/2024											
101627 NCL OF WISCONSIN INC					681.00						
504001		05/17/2024	05/29-AV	71580	229.69	229.69	06/01/2024	INV	PD		Lab su
CHECK DATE: 05/29/2024											
104058 New London Area Chamber											
05282024		05/21/2024	05/29-AV	71581	1,500.00	1,500.00	06/05/2024	INV	PD		New Lo
CHECK DATE: 05/29/2024											
102547 CARRANZA/NOE											
158		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
162		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
163		05/17/2024	05/29-AV	71582	225.00	225.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
164		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
165		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
166		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024											
170		05/17/2024	05/29-AV	71582	150.00	150.00	06/01/2024	INV	PD		Interp
CHECK DATE: 05/29/2024					1,125.00						
103605 NORTH CENTRAL INTERNATIONAL											
B220000309		05/17/2024	05/29-AV	71583	2,100.45	2,100.45	06/01/2024	INV	PD		Semi r
CHECK DATE: 05/29/2024											
B220000312		05/24/2024	05/29-AV	71583	201.80	201.80	06/08/2024	INV	PD		Fuel/D
CHECK DATE: 05/29/2024					2,302.25						
100650 O'REILLY AUTOMOTIVE INC											
1528-139646		05/17/2024	05/29-AV	71584	45.14	45.14	06/01/2024	INV	PD		Equipm
CHECK DATE: 05/29/2024											
103994 Obregon/Pablo Jose											
052224		05/02/2024	05/29-AV	71585	250.00	250.00	05/17/2024	INV	PD		Food S
CHECK DATE: 05/29/2024											
103667 OVERHEAD HOIST & CRANE SPEC.											
3709		05/20/2024	05/29-AV	71586	1,800.00	1,800.00	06/04/2024	INV	PD		Hoist
CHECK DATE: 05/29/2024											
100614 PIONEERLAND LIBRARY SYSTEM											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
052824		05/09/2024	05/29-AV	71587	118,254.50	118,254.50	05/24/2024	INV	PD	2nd QT
CHECK DATE: 05/29/2024										
103170 POMP'S TIRE SERVICE, INC.										
680076174		05/17/2024	05/29-AV	71588	1,917.36	1,917.36	06/01/2024	INV	PD	Tires
CHECK DATE: 05/29/2024										
100624 PRINT MASTERS										
92833		05/17/2024	05/29-AV	71589	706.00	706.00	06/01/2024	INV	PD	Letter
CHECK DATE: 05/29/2024										
92834		05/17/2024	05/29-AV	71589	23.88	23.88	06/01/2024	INV	PD	Blank
CHECK DATE: 05/29/2024										
					729.88					
102582 RAILROAD MANAGEMENT CO III LLC										
505955		05/23/2024	05/29-AV	71590	379.14	379.14	06/07/2024	INV	PD	33rd S
CHECK DATE: 05/29/2024										
505956		05/23/2024	05/29-AV	71590	379.14	379.14	06/07/2024	INV	PD	Co Rd
CHECK DATE: 05/29/2024										
					758.28					
100639 RAMBOW INC										
658311		05/20/2024	05/29-AV	71591	858.00	858.00	06/04/2024	INV	PD	Spring
CHECK DATE: 05/29/2024										
104094 Ron Marcus										
52224		05/22/2024	05/29-AV	71592	180.00	180.00	06/06/2024	INV	PD	30 Str
CHECK DATE: 05/29/2024										
100685 SERVICE CENTER/CITY OF WILLMAR										
STMT/04-24		03/12/2024	05/29-AV	71593	15,925.17	15,925.17	03/27/2024	INV	PD	Diesel
CHECK DATE: 05/29/2024										
100275 SHI CORP										
B18310545		05/13/2024	05/29-AV	71594	149.13	149.13	06/12/2024	INV	PD	Extra
CHECK DATE: 05/29/2024										
103571 SHULDES/LYNN										
052024		05/17/2024	05/29-AV	71595	41.00	41.00	06/01/2024	INV	PD	Meal R
CHECK DATE: 05/29/2024										
102264 SPICER COMMERCIAL CLUB										
05282024		05/21/2024	05/29-AV	71596	1,500.00	1,500.00	06/05/2024	INV	PD	4th of
CHECK DATE: 05/29/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
103256	STEINBEISSER AUTO REPAIR LLC										
18875		05/16/2024	05/29-AV	71597	119.70	119.70		05/31/2024	INV	PD	Propan
	CHECK DATE: 05/29/2024										
100161	SYSCO WESTERN MINNESOTA										
253640875		05/20/2024	05/29-AV	71598	2,168.06	2,168.06		06/04/2024	INV	PD	Conces
	CHECK DATE: 05/29/2024										
103804	TIMECLOCK PLUS, LLC										
INV00343767		05/17/2024	05/29-AV	71599	18.00	18.00		06/01/2024	INV	PD	Schedu
	CHECK DATE: 05/29/2024										
102583	TORKELSON'S LOCK SERVICE										
24-0274		05/21/2024	05/29-AV	71600	6.00	6.00		06/05/2024	INV	PD	Key ma
	CHECK DATE: 05/29/2024										
103795	TYLER TECHNOLOGIES, INC										
045-463277		05/02/2024	05/29-AV	71601	20,689.19	20,689.19		05/17/2024	INV	PD	SAAS C
	CHECK DATE: 05/29/2024										
045-467983		05/02/2024	05/29-AV	71601	4,800.00	4,800.00		05/17/2024	INV	PD	SAAS C
	CHECK DATE: 05/29/2024										
045-469852		05/22/2024	05/29-AV	71601	1,400.00	1,400.00		07/06/2024	INV	PD	ACFR &
	CHECK DATE: 05/29/2024										
					26,889.19						
101286	UNCOMMON USA INC										
1282636-IN		05/16/2024	05/29-AV	71602	123.20	123.20		05/31/2024	INV	PD	Minnes
	CHECK DATE: 05/29/2024										
103143	US BANK EQUIPMENT FINANCE										
529730343		05/22/2024	05/29-AV	71603	751.80	751.80		06/15/2024	INV	PD	500-06
	CHECK DATE: 05/29/2024										
101258	USA BLUE BOOK										
351995		05/20/2024	05/29-AV	71604	741.69	741.69		06/04/2024	INV	PD	Sludge
	CHECK DATE: 05/29/2024										
352093		05/20/2024	05/29-AV	71604	82.20	82.20		06/04/2024	INV	PD	Hose g
	CHECK DATE: 05/29/2024										
					823.89						
103783	UTILITY LOGIC										
14667		05/17/2024	05/29-AV	71605	356.94	356.94		06/01/2024	INV	PD	Calibr
	CHECK DATE: 05/29/2024										
104038	Vernae Larsen										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
05282024		05/28/2024	05/29-AV	71606	359.12		359.12	06/12/2024	INV	PD	Clerks
CHECK DATE: 05/29/2024											
104083 vestis											
2560243455		05/15/2024	05/29-AV	71607	12.69		12.69	05/30/2024	INV	PD	unifor
CHECK DATE: 05/29/2024											
2560245859		05/15/2024	05/29-AV	71607	12.69		12.69	05/30/2024	INV	PD	UNIFOR
CHECK DATE: 05/29/2024											
2560248234		05/15/2024	05/29-AV	71607	12.69		12.69	05/30/2024	INV	PD	UNIFOR
CHECK DATE: 05/29/2024											
2560250630		04/22/2024	05/29-AV	71607	64.92		64.92	06/12/2024	INV	PD	Mechan
CHECK DATE: 05/29/2024											
2560250639		04/22/2024	05/29-AV	71607	12.69		12.69	05/07/2024	INV	PD	Mainte
CHECK DATE: 05/29/2024											
2560253010		04/29/2024	05/29-AV	71607	74.96		74.96	06/12/2024	INV	PD	Mechan
CHECK DATE: 05/29/2024											
2560253021		04/29/2024	05/29-AV	71607	12.69		12.69	05/14/2024	INV	PD	Mainte
CHECK DATE: 05/29/2024											
MSP2-12359		05/06/2024	05/29-AV	71607	148.73		148.73	06/12/2024	INV	PD	First
CHECK DATE: 05/29/2024											
					352.06						
103408 WADSWORTH'S DENT SHOP											
84f9fbb4		05/17/2024	05/29-AV	71608	3,674.20		3,674.20	06/01/2024	INV	PD	Repair
CHECK DATE: 05/29/2024											
100796 WEST CENTRAL COMMUNICATION											
098001S		05/06/2024	05/29-AV	71609	239.00		239.00	05/21/2024	INV	PD	Repair
CHECK DATE: 05/29/2024											
098092S		05/15/2024	05/29-AV	71609	35.00		35.00	05/30/2024	INV	PD	Labor
CHECK DATE: 05/29/2024											
					274.00						
100803 WEST CENTRAL PRINTING											
24477		05/17/2024	05/29-AV	71610	303.21		303.21	06/01/2024	INV	PD	Busine
CHECK DATE: 05/29/2024											
102689 WILLMAR AUTO VALUE											
225223618		05/03/2024	05/29-AV	71611	202.49		202.49	05/18/2024	INV	PD	Batter
CHECK DATE: 05/29/2024											
22522764		04/26/2024	05/29-AV	71611	49.99		49.99	05/11/2024	INV	PD	Brake
CHECK DATE: 05/29/2024											
22522766		04/26/2024	05/29-AV	71611	95.98		95.98	05/11/2024	INV	PD	Shocks
CHECK DATE: 05/29/2024											
22522993		04/29/2024	05/29-AV	71611	202.49		202.49	05/14/2024	INV	PD	Batter
CHECK DATE: 05/29/2024											
22522994		04/29/2024	05/29-AV	71611	55.99		55.99	05/14/2024	INV	PD	Shift
CHECK DATE: 05/29/2024											
22523020		04/29/2024	05/29-AV	71611	65.99		65.99	05/14/2024	INV	PD	Shift
CHECK DATE: 05/29/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
22523051		04/29/2024	05/29-AV	71611	-55.99		-55.99	05/14/2024	CRM	PD	Return
CHECK DATE: 05/29/2024											
22523295		05/01/2024	05/29-AV	71611	593.95		593.95	05/16/2024	INV	PD	Front
CHECK DATE: 05/29/2024											
22523296		05/01/2024	05/29-AV	71611	433.86		433.86	05/16/2024	INV	PD	Front
CHECK DATE: 05/29/2024											
22523535		05/02/2024	05/29-AV	71611	117.69		117.69	05/17/2024	INV	PD	CV-Ax1
CHECK DATE: 05/29/2024											
22523850		05/06/2024	05/29-AV	71611	37.54		37.54	06/12/2024	INV	PD	Fifth
CHECK DATE: 05/29/2024											
22524327		05/09/2024	05/29-AV	71611	117.90		117.90	05/24/2024	INV	PD	Batter
CHECK DATE: 05/29/2024											
22524836		05/14/2024	05/29-AV	71611	594.92		594.92	06/12/2024	INV	PD	Genera
CHECK DATE: 05/29/2024											
22525850		05/22/2024	05/29-AV	71611	387.93		387.93	06/06/2024	INV	PD	Batter
CHECK DATE: 05/29/2024											
22526005		05/23/2024	05/29-AV	71611	50.99		50.99	06/07/2024	INV	PD	Inner
CHECK DATE: 05/29/2024											
22523250		04/30/2024	05/29-AV	71612	2,951.72						
CHECK DATE: 05/29/2024					17.98		17.98	06/12/2024	INV	PD	Trash
22523672		05/03/2024	05/29-AV	71612	17.94		17.94	05/18/2024	INV	PD	TPMS V
CHECK DATE: 05/29/2024											
22523699		05/03/2024	05/29-AV	71612	5.49		5.49	05/18/2024	INV	PD	Revers
CHECK DATE: 05/29/2024											
22523851		05/06/2024	05/29-AV	71612	37.54		37.54	06/12/2024	INV	PD	Slip d
CHECK DATE: 05/29/2024											
22524392		05/10/2024	05/29-AV	71612	12.99		12.99	05/25/2024	INV	PD	Lic pl
CHECK DATE: 05/29/2024											
22524454		05/10/2024	05/29-AV	71612	34.99		34.99	05/25/2024	INV	PD	Purge
CHECK DATE: 05/29/2024											
22525530		05/20/2024	05/29-AV	71612	34.99		34.99	06/04/2024	INV	PD	Tail L
CHECK DATE: 05/29/2024											
22526072		05/23/2024	05/29-AV	71612	34.99		34.99	06/07/2024	INV	PD	Lock T
CHECK DATE: 05/29/2024											
100812 WILLMAR CHAMBER OF COMMERCE					196.91						
57191		05/02/2024	05/29-AV	71613	4,985.08		4,985.08	06/05/2024	INV	PD	Credit
CHECK DATE: 05/29/2024											
57222		05/02/2024	05/29-AV	71613	50.00		50.00	05/17/2024	INV	PD	Leader
CHECK DATE: 05/29/2024											
100385 KANDIYOHI CO TREASURER					5,035.08						
052924		05/29/2024	05/29-P2	71614	1,176.12		1,176.12	06/13/2024	INV	PD	Title
CHECK DATE: 05/29/2024											
200 INVOICES					1,486,951.47						

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
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** END OF REPORT - Generated by Abby Valladarez **

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
102365	CARDMEMBER SERVICE									
STMT/04-24		05/01/2024	EFTCK532	532	15,658.82	15,658.82	05/28/2024	DIR	PD	Bremer
CHECK DATE:	05/28/2024									
100492	MN DEPT OF REVENUE									
STMT/04-24		05/20/2024	EFTCK533	533	6,505.27	6,505.27	05/20/2024	DIR	PD	Sales
CHECK DATE:	05/20/2024									
100467	CENTERPOINT ENERGY									
STMT/04-2024-1		05/22/2024	EFTCK534	534	5,638.10	5,638.10	05/22/2024	DIR	PD	Natura
CHECK DATE:	05/22/2024									
3 INVOICES					27,802.19					

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



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Jim Felt, Police Chief
Item:	Police Commission Appointment		

RECOMMENDED ACTION:

OVERVIEW:

Mayor Reese has forwarded for Council review the appointment of Kris Roendahl to the Police Commission.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2024.05.21 Roendahl Kris

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: *(If more than one, please number in order of choice – Applications are kept on file for two years)*

- ☐ Airport Commission (meets monthly)
- ☐ Community Education & Recreation Advisory Board (meets monthly)
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ Housing and Redevelopment Authority (meets monthly)
- ☐ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☒ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Rice Memorial Hospital (meets bi-monthly)
- ☐ Zoning Appeals Board (meets monthly)
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Kris Rosendahl Date of Application: 10-9-23
Address: 2201 6th Ave. SE, Willmar Phone No. 218-205-2377
(must be a resident of the City of Willmar)
Email: krisr@willmarbus.com

What prompted you to make application for a citizen committee? asked by a former member

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

I was asked and believe that it is a worthwhile
commission. Willmar deserves quality law enforcement officers.

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

21 year military veteran, involved in numerous community
organizations,

List your educational background: GED, AA degree, numerous military schools, military Instructor for 10 yrs.

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

willmar Takedown club, Boy Scouts, American Legion, VFW

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

willmar Bus Service
1308 7th St SE, willmar MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	9.A.
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:	Consideration to Rezone Parcel #95-280-2480 From R2 to GB		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to approve an ordinance authorizing rezoning of Parcel # 95-280-2480 from R2 to GB

Motion By: _____ Second By: _____ to authorize the publication of the ordinance authorizing the rezoning of parcel # 95-280-2480 from R2 to GB

OVERVIEW:

WALT'S: ZONING MAP AMENDMENT

On April 17, 2024, Matt Evans from Walt's, located at 1125 3rd Street Southwest presented to Planning Commissioners the proposal of building a storage garage on the property, which currently contains a parking lot. The property is currently zoned R2, and Walt's seeks to rezone it to General Business to accommodate the construction of the garage for storage purposes. On May 1, 2024, Planning Commissioners voted to approve the rezoning of the parcel from R2 to GB. The department of Planning and Development received a call from a nearby resident, Marlin Breems, who emphasized maintaining a residential look on the west-facing side of any new building. Planning & Development Director Corbett expressed that the proposed garage's orientation related to the residential character to the West, garage door access to the parking lot on the East, and avoiding additional curb cutouts to the South.

- May 6, 2024, City Council Introduction
- May 20, 2024, City Council Public Hearing

This structure has not been approved and will likely come back to the Planning Commission before submitting permits.

Setbacks for Residential are: 30,30,10,10

Setbacks for GB are below:

a. Lot Area (square feet)	10,000
b. Lot Width (feet)	50
c. Setbacks (feet)	
Front (r/w)	5*
Rear	10
Side, interior	10
Side, street (r/w)	25*

* All front or street setbacks along state/federal highways shall be a minimum of fifty (50) feet except for T.H.12 between 11th Street Southwest and Lakeland Drive.

(ORDINANCE 1512)

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Walt's _Rezoning Ordinance
2. SUMMARY PUBLICATION_WALTs_REZONING
3. Walts Rezoning Docs
4. Hansons Addition Map
5. WALTs_Public Hearing

ORDINANCE NO. _____

AN ORDINANCE REZONING A PARCEL OF LAND AT
1125 3rd Street Southwest; Parcel #95-280-2480
IN THE CITY OF WILLMAR, KANDIYOHI COUNTY, MINNESOTA FROM
Residential (R-2) TO General Business (GB)

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 Residential (R-2) to General Business (GB):

Lot 8 of Block 14 of Hanson's Addition to the City of Willmar

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: _____

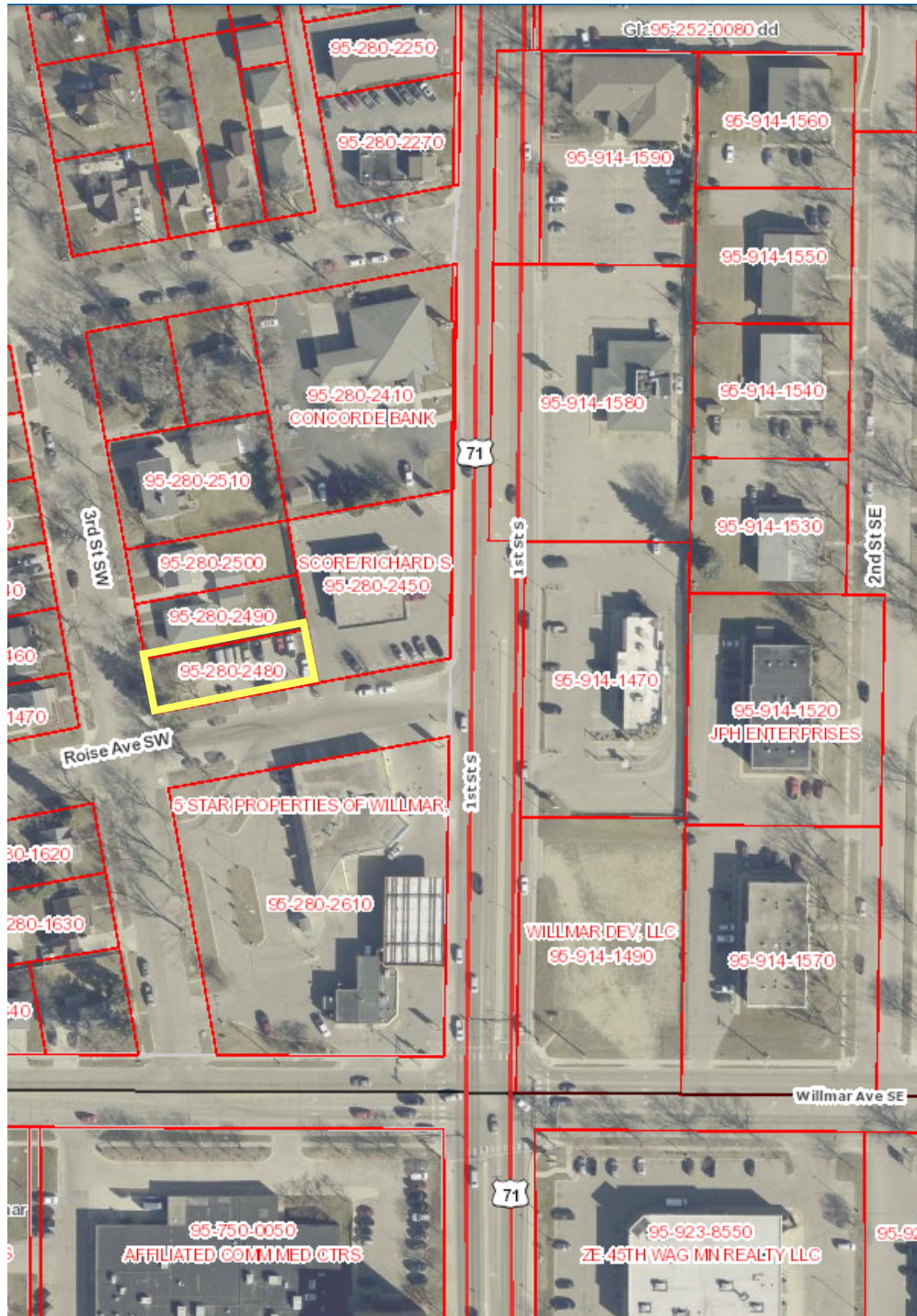
This Ordinance adopted on: _____

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:

Lot 8 of Block 14 of Hanson's Addition to the City of Willmar



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: 95-280-2480 TO GENERAL BUSINESS DISTRICT (GB)**

Summary: Ordinance No. ____ amends the City's Zoning Map by rezoning Parcel Number: 95-280-2480 zoned as One – and Two-Family Residential District (R-2) to General Business District (G-B) 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.

WALT'S: ZONING MAP AMENDMENT (5-STAR PROPERTIES OF WILLMAR, LLC)

Walt's Car Wash has requested a zoning map amendment for Parcel # 95-280-2480, located at 1125 3rd St SW. The parcel is adjacent to their current 1st street SW location, directly across Roise Ave to the northwest. The parcel is currently zoned Residential-2 (R-2) and formerly contained a house with a large back parking lot. The house has recently been removed, leaving a vacant parking lot. Walt's proposes to construct a storage garage that will store equipment, supplies, etc. for the adjacent business. The garage will not be a service garage and will not be open to customers or the public. A storage garage is an accessory structure that is not allowed to be utilized in the R-2 zone without an accompanying primary structure. Walt's wishes to rezone the property to General Business (GB) to allow for the stand-alone storage garage use, rather than being forced to include some fashion of living quarters within the storage garage space to allow for the use in the R-2 zone.

Departmental Reviews:

WMU Water: WMU has a requirement of removal of unused services. WMU requests applicant to obtain determination of any unused services for the parcel.

WMU Electric:

No concerns.

Fire:

No Concerns.

Police:

No Concerns.

Public Works:

No Concerns.

Planning & Development:

The parcel abuts the GB-2 zone along first street, so concerns about spot zoning are alleviated. Furthermore, other businesses along first street have also been granted the rezone of similar backlots to GB-2 for business use purposes, so precedent for the rezone exists. A rezone would also be more efficient rather than applicant attempting to add some sort of living quarters to fit it into the current residential zone.

The current garage layout does not include any access or features on the West side, facing 3rd Street. Planning would prefer that the garage attempt to fit into the residential character of the neighboring residential properties along 3rd Street, which could be done with a door and windows facing 3rd Street. The current site plan also does not include any garage door access on the east side facing the current parking lot, perhaps that would be desired for parking lot access as well.

The current plan for south facing garage door access would require a new curb cutouts if it does not have access to the parking lot's current curb cutouts.

Building Official:

No Concerns.

Engineering: Letter attached.



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

April 17, 2024

Christopher Frank, City Planner
City of Willmar
333 SW 6th Street
Willmar, MN 56201

Via e-mail: cfrank@willmarmn.gov

RE: Walt's Re-zone
City of Willmar, Minnesota
Project No.: OW1.124785

Dear Christopher,

We have reviewed the application materials submitted via email on April 12, 2024 for the above referenced project. We have the following comments:

1. A survey illustrating property boundaries, easements, existing utilities/improvements, and elevations shall be submitted for review.
2. The applicant shall submit an erosion control plan for review by the City of Willmar.
3. The applicant shall submit a grading plan for review by the City of Willmar.
4. The applicant shall submit a site plan for review by the City of Willmar.

We recommend that the above requested information be submitted prior to a building permit being issued for the improvements.

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

95-280-1440

95-280-2500

95-280-2490
CROOM/JON W & JOANN J

95-280-2450
SCORE/RICHARD S

95-280-1460

5 STAR PROPERTIES OF WILLMAR
95-280-2480

95-280-1470

Roise Ave SW

1st St S

3rd St SW

Willmar

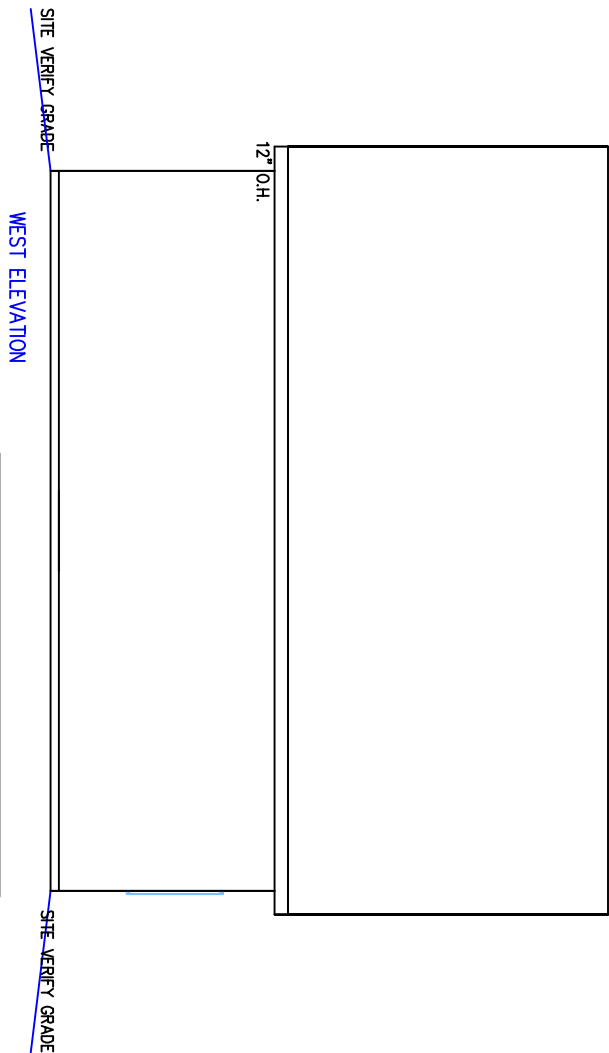
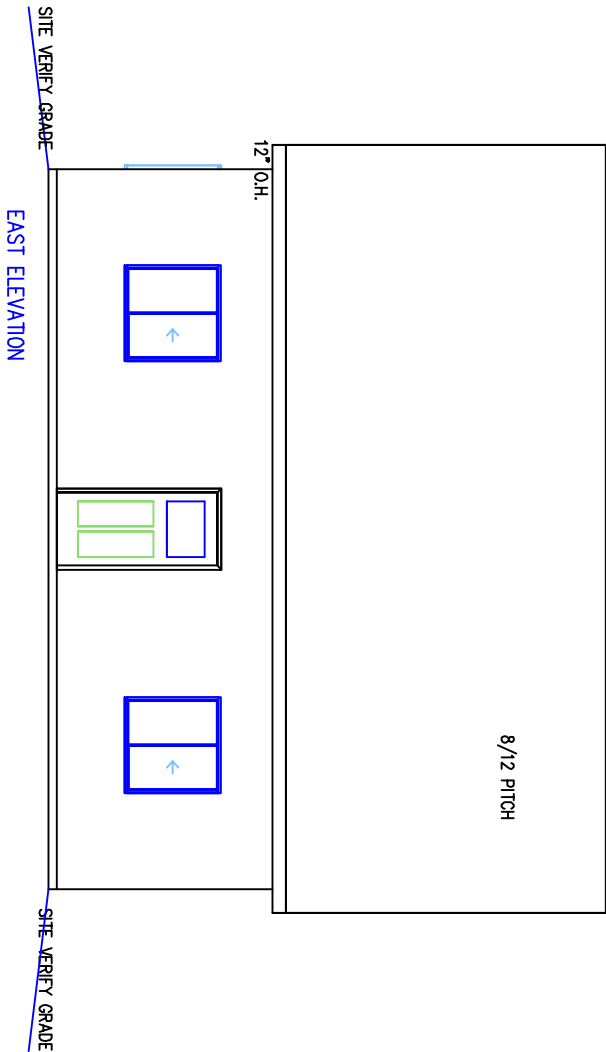
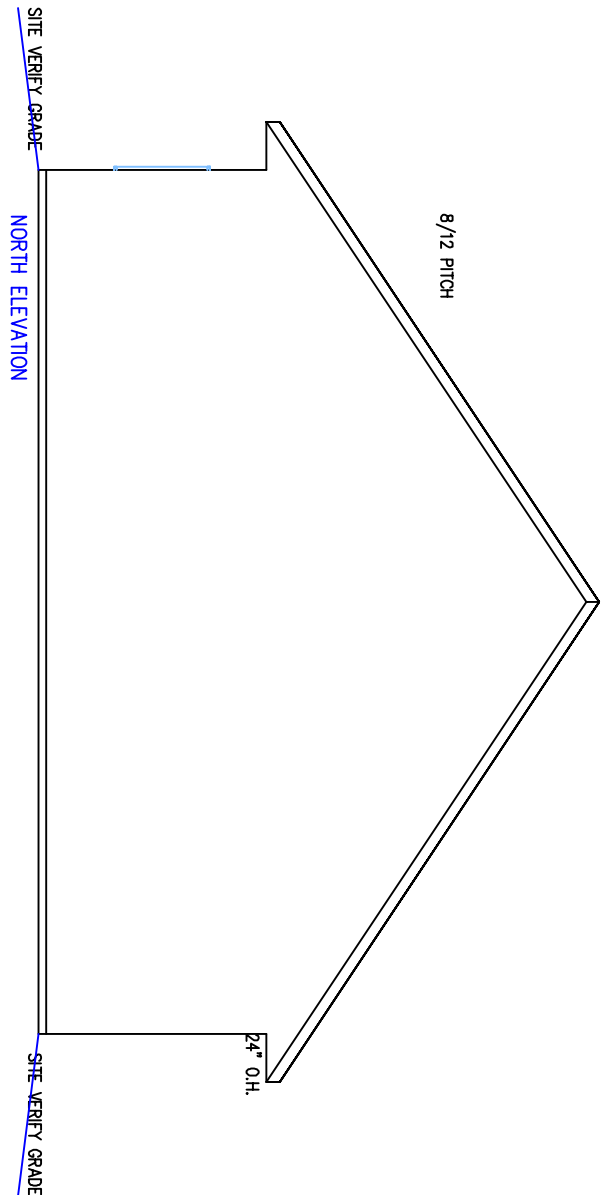
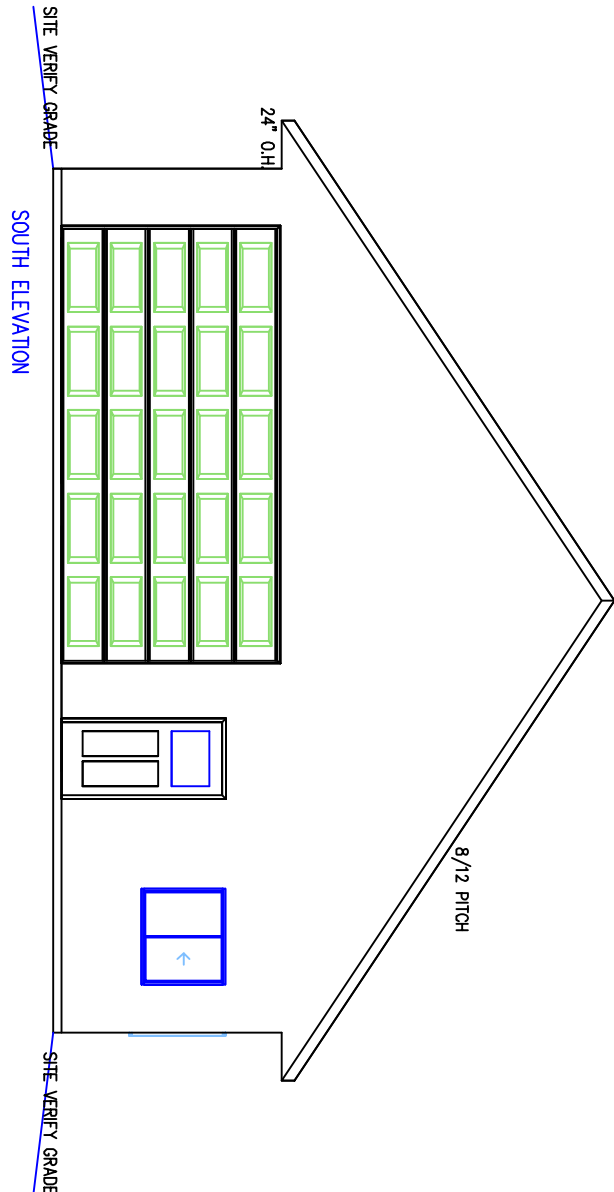
95-280-1620

95-280-2610
5 STAR PROPERTIES OF WILLMAR

71

95-280-1630

LOHSE/ROXANA & MIGUELA



WALT'S CARWASH BUILDING

SCALE: 1/8" = 1'-0"

These plans furnished by Perkins Lumber Co. Inc., were prepared by draftsmen who are not fully licensed as architects or architectural engineers. Perkins Lumber expressly disclaims any liability whatsoever for errors of any kind which may be found on these plans.

State of Minnesota
County of Kandiyohi

Filed for record the 19th day of
December A. D. 1894 at 11
o'clock A. M. and recorded in
Book A of Plats

Map of Hanson's Addition
to
Willmar.

Page 33
J. Anderson
REGISTER OF DEEDS.
Deputy

We, the undersigned, proprietors of Hanson's Addition
to Willmar do hereby certify that we had the same laid
out for village purposes as hereon platted, and we do hereby
give the streets, avenues and alley on this plat for public
use.

We further certify that said
Addition is located on
the south east quarter
of section fifteen in town-
ship one hundred nine-
teen north, of range thirty
five west in Kandiyohi
county, Minnesota.

Alfred J. Rice [Seal]
J. S. Robbins [Seal]
Willie S. Robbins [Seal]
Peter Hanson [Seal]
Mary Hanson [Seal]
P. H. Riise [Seal]
Oline Riise [Seal]
H. J. Dale [Seal]
Martha C. Dale [Seal]

State of Minnesota
County of Kandiyohi

On this 11th day of
February A. D. 1893 before me personally
appeared A. C. Rice and Sophia C. Rice his
wife, J. S. Robbins and Willie S. Robbins his
wife, Peter Hanson and Mary Hanson his
wife, P. H. Riise and Oline Riise his wife
and H. J. Dale and Martha C. Dale his wife
to me known to be the persons described
in, and who executed the foregoing in-
strument, and acknowledged that they
executed the same as their free act and deed.

H. Anderson
Notary Public,
Kandiyohi Co., Minn.

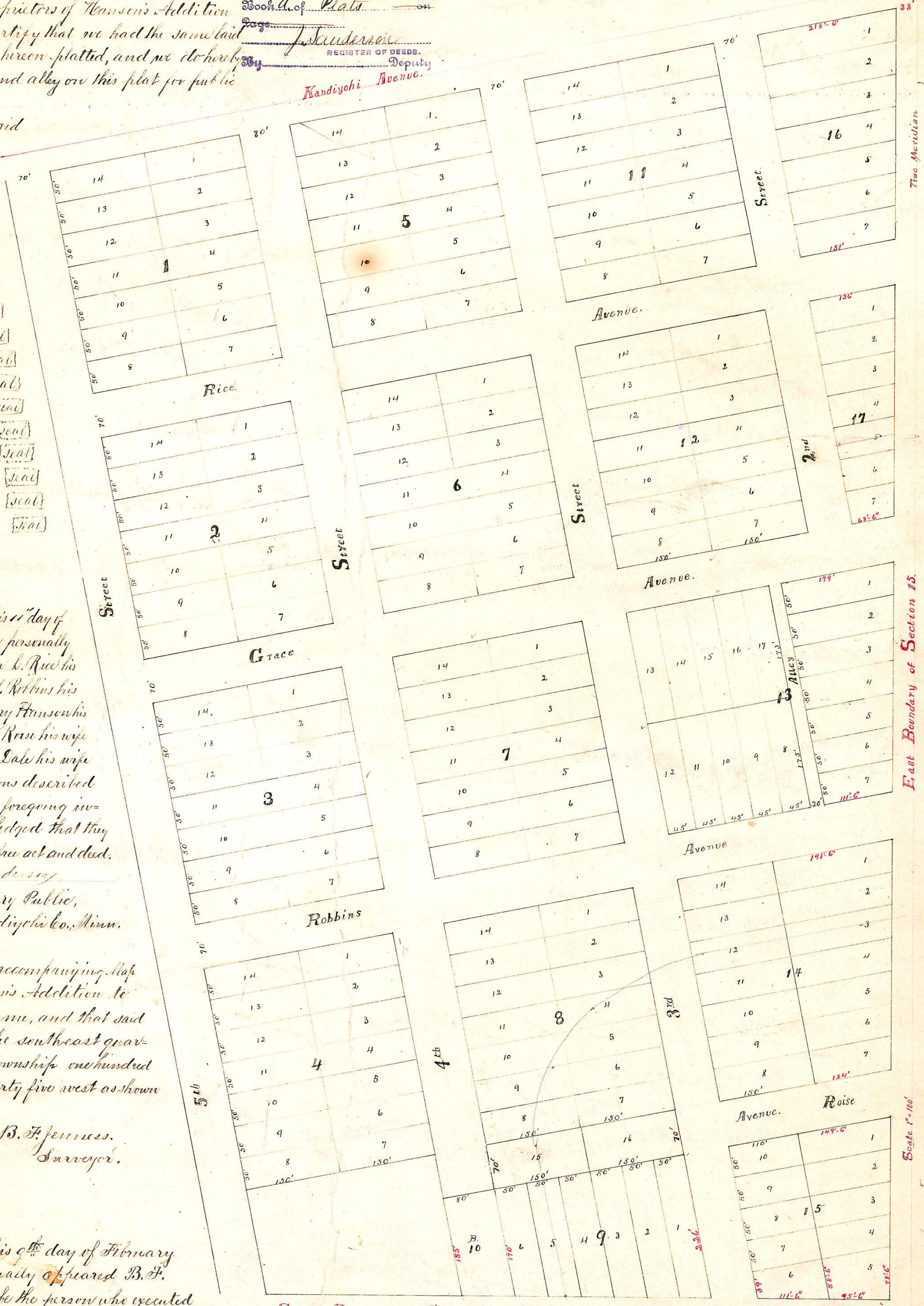
I hereby certify that the accompanying Map
is a correct plat of Hanson's Addition to
Willmar as surveyed by me, and that said
Addition is located on the southeast quar-
ter of section fifteen in township one hundred
nineteen north, of range thirty five west as shown
on said plat.

B. F. Jenness
Surveyor.

State of Minnesota
County of Kandiyohi

On this 6th day of February
A. D. 1893 before me personally appeared B. F.
Jenness to me known to be the person who executed
the above certificate of survey and acknowledged that
he executed the same as his free act and deed

H. J. Dale Notary Public, Minn.



South Boundary of Section 15, Township 119 N., Range 35 W., 5th P.M.

I hereby certify that the
taxes are paid on the covered
by above plat.
Notary Public, Minn.
A. C. Hanson
Page 56 of 180

WILLMAR
INC. 1901

MINNESOTA'S CROSSROADS
MINNESOTA

Presented by: Director of Planning and Development, Christopher Corbett
Monday, June 3, 2024
City Council

Consideration to Rezone Parcel #95-280-2480 From R2 to GB

- Walt's t 1125 3rd Street Southwest
- Currently Zoned Residential R-2
 - One & Two Family Residential
- Request to Rezone to General Business
 - Conditional Use Permit will be needed for Structure (Zoning Ordinance; 3F pp. 100-101)
- Intent to Build a Storage Garage
- Timeline









7th St SW

Booth St

Hwy 101

IND. SCHOOL DIST. #347
95-914-1600



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Tom Odens, Finance Director, Doug Green
Ordinance:	No	Presented By:	Doug Green, Baker Tilly
Item:	Consideration of Awarding Sale of General Obligation Improvement Bonds, Series 2024A		

RECOMMENDED ACTION:

Motion by: _____ Second By: _____, to introduce a resolution awarding the sale of \$10,610,000 General Obligation Bonds Series 2024A, fixing their form and specifications; directing their execution and delivery; and providing for their payment.

OVERVIEW:

The City is planning to take competitive bids on the issuance of \$10,610,000 General Obligation Bonds to finance improvement projects and purchase equipment. Competitive bids will be received at 10:30 a.m. on Monday June 3, 2024 and presented to the City Council for its consideration that evening. Bond proceeds are expected to be wired to the City the last week of June.

BUDGETARY/FISCAL ISSUES:

Incurring additional debt for the City of Willmar of an additional \$10,610,000.

ALTERNATIVES TO CONSIDER:

- a. Award sale to the successful bidder
- b. Reject all bids and rebid

ATTACHMENTS:

- 1. Series 2024A Award Resolution
- 2. 2024A Bond Sale Presentation - Willmar

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF
THE CITY OF WILLMAR, MINNESOTA

HELD: June 3, 2024

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held in the City Hall in said City on Monday, June 3, 2024, commencing at 6:30 o'clock P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's \$10,610,000 General Obligation Improvement, Utility and Equipment Bonds, Series 2024A.

The City Finance Director presented a tabulation of the proposals that had been received in the manner specified in the Terms of Proposal for the Bonds. The proposals are summarized on **Exhibit A** attached hereto.

After due consideration of proposals, Councilmember _____ introduced the following resolution, and moved its adoption:

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE SALE OF
\$10,610,000 GENERAL OBLIGATION
IMPROVEMENT, UTILITY AND EQUIPMENT BONDS, SERIES 2024A
FIXING THEIR FORM AND SPECIFICATIONS;
DIRECTING THEIR EXECUTION AND DELIVERY;
AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED By the City Council of the City of Willmar, Kandiyohi County, Minnesota (the “City”) as follows:

Section 1. Background.

1.01 The City is authorized by Minnesota Statutes, Chapters 429 and Minnesota Statutes, Chapter 475, as amended (collectively, the “Improvement Act”) to provide financing for various public improvement projects in the City, including without limitation street and related public improvement projects included in the 2024 Improvement Projects (the “Assessable Improvements”).

1.02 The City is authorized by Minnesota Statutes, Section 444.075 and Minnesota Statutes, Chapter 475, as amended (the “Utility Act”), to finance all or a portion of the cost of the acquisition, construction and betterment of various utility system improvement projects of the City, including without limitation improvements to the waste water treatment facility (the “Utility Improvements”) by the issuance of general obligation bonds of the City payable from the net revenues of the waste water system of the City.

1.03 The City is authorized by Minnesota Statutes, Sections 410.32(g) and 412.301 (the “Equipment Act”) to finance the acquisition of items of capital equipment (the “Equipment”), subject to certain limitations contained in the Equipment Act.

1.04 As required by the Equipment Act, (i) the expected useful life of each item of Equipment is or will be at least as long as the term of the of the Equipment Certificates (as defined below); and (ii) the principal amount of the Equipment Certificates will not exceed 0.25% of the estimated market value of taxable property in the City for taxes payable in 2024, which is the market value as last finally equalized.

1.05 The City is authorized by Minnesota Statutes, Section 475.60, subdivision 2(9) to negotiate the sale of the Bonds, if the City has retained an independent municipal advisor in connection with such sale. The City has retained Baker Tilly Municipal Advisors, LLC as an independent municipal advisor in connection with the sale of the Bonds. The actions of the City staff and the City’s municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.06 On May 6, 2024 the City adopted, and on May 18, 2024 the City published, Ordinance No. ___ authorizing the borrowing of money and the issuance of the Bonds for the

purposes described herein and no Certificate of Intent has been filed in accordance with Section 7.04(j) of the City Charter within 15 days of the publication of such ordinance.

Section 2. Sale of Bonds.

2.01 Authorization. It is hereby determined that it is necessary to provide financing for the Assessable Improvements, the Utility Improvements, and the Equipment and to finance those projects through the issuance of the City's \$10,610,000 General Obligation Improvement, Utility and Equipment Bonds, Series 2024A (the "Bonds").

2.02. Award to the Purchaser and Interest Rates. The proposal of _____, _____, _____ (the "Purchaser") to purchase the Bonds of the City described in the official statement thereof is found and determined to be the most favorable offer received and is hereby accepted. The successful proposal is to purchase the Bonds at a price of \$_____ (par amount of \$10,610,000, plus a [net] premium of \$_____ less underwriter's discount of \$_____), for Bonds bearing interest as follows:

<u>Year of Maturity</u>	<u>Interest Rate</u>	<u>Year of Maturity</u>	<u>Interest Rate</u>
2026	%	2034	%
2027		2035	
2028		2036	
2029		2037	
2030		2038	
2031		2039	
2032		2040	
2033			

2.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be credited to the Debt Service Fund hereinafter created, or deposited in the accounts in the Construction Fund hereinafter created, as determined by the City Finance Director after consultation with the City's municipal advisor. The City Finance Director is directed to retain the good faith deposit of the Purchaser, pending completion of the sale of the Bonds. The Mayor and City Administrator are authorized to execute a contract with the Purchaser on behalf of the City, if requested by the Purchaser.

2.04. Terms and Principal Amount of Bonds. The City will forthwith issue and sell the Bonds pursuant to the Improvement Act, Equipment Act and Utility Act (together, the "Act"), in the total principal amount of \$10,610,000, originally dated the date of delivery, in fully registered form, in denominations of \$5,000 each or any integral multiple thereof, numbered No. R-1 and upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$625,000	2034	\$805,000
2027	650,000	2035	825,000
2028	670,000	2036	620,000
2029	690,000	2037	645,000
2030	710,000	2038	670,000
2031	735,000	2039	700,000
2032	760,000	2040	730,000
2033	775,000		

As may be requested by the Purchaser, one or more term Bonds (the “Term Bonds”) may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

\$7,130,000 of the Bonds (the “Assessable Improvement Bonds”) maturing in the amounts and on the dates set forth below are being issued to finance the cost of the Assessable Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$375,000	2034	\$480,000
2027	390,000	2035	495,000
2028	400,000	2036	515,000
2029	415,000	2037	535,000
2030	425,000	2038	555,000
2031	440,000	2039	580,000
2032	455,000	2040	605,000
2033	465,000		

\$1,470,000 of the Bonds (the “Utility Improvement Bonds”) maturing in the amounts and on the dates set forth below are being issued to finance the cost of the Utility Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$ 75,000	2034	100,000
2027	80,000	2035	100,000
2028	85,000	2036	105,000
2029	85,000	2037	110,000
2030	90,000	2038	115,000
2031	90,000	2039	120,000
2032	95,000	2040	125,000
2033	95,000		

\$2,010,000 of the Bonds (the “Equipment Certificates”) maturing in the amounts and on the dates set forth below are being issued to finance the cost of the Equipment:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$175,000	2031	\$205,000
2027	180,000	2032	210,000
2028	185,000	2033	215,000
2029	190,000	2034	225,000
2030	195,000	2035	230,000

2.05. Optional Redemption. The City may elect on February 1, 2033, and on any day thereafter to prepay Bonds maturing on or after February 1, 2034. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

Section 3. Registration and Payment.

3.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof is payable by check or draft issued by the Registrar described herein.

3.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2025, to the registered owners thereof of record as of the close of business on the 15th day of the immediately preceding month, whether or not that day is a business day.

3.03. Registration. The City will appoint, and will maintain, a bond registrar, transfer agent, authenticating agent and paying agent (the “Registrar”). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar will keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form

satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15th day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is at any time registered, as of the applicable record date, in the bond register as the absolute owner of such Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to the Registrar that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to the Registrar and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has

already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, written notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) at least 30 days prior to the redemption date to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

3.04. Appointment of Initial Registrar. The City appoints U.S. Bank Trust Company, National Association, St. Paul, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of this Council, the City Finance Director must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

3.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

3.06. Form of Bonds. The Bonds will be printed or typewritten in substantially the form set forth in **EXHIBIT B** attached hereto.

3.07. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and will cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges; and Covenants.

4.01. Debt Service Fund and Accounts Maintained Therein. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, and to provide adequate and specific security for the Purchaser and holders from time to time of the Bonds, there is hereby created a special fund to be designated the “General Obligation Improvement, Utility and Equipment Bonds, Series 2024A Debt Service Fund (the “Debt Service Fund”). The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Debt Service Fund will be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. The City will maintain the following accounts in the Debt Service Fund: the “Assessable Improvements Account,” the “Utility Improvements Account,” and the “Equipment Account.” Amounts in the Assessable Improvements Account are irrevocably pledged to the Assessable Improvement Bonds, amounts in the Utility Improvements Account are irrevocably pledged to the Utility Improvement Bonds, and amounts in the Equipment Account are irrevocably pledged to the Equipment Certificates.

(a) Assessable Improvements Account. To the Assessable Improvements Account in the Debt Service Fund there is hereby pledged and irrevocably appropriated and there will be credited: (i) proceeds of the ad valorem taxes levied under Section 4.03(a) or hereafter levied (the “Improvement Taxes”) and, subject to Section 4.02(a), special assessments levied or to be levied against the property specially benefited by the Improvements (the “Assessments”), which ad valorem taxes and Assessments are pledged to the Assessable Improvements Account; (ii) capitalized interest financed from the proceeds of the Assessable Improvement Bonds, if any; (iii) a pro rata portion of the amount over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 2.03 hereof; (iv) all investment earnings on amounts in the Assessable Improvements Account of the Debt Service Fund; and (v) any other funds appropriated for the payment of principal or interest on the Assessable Improvement Bonds. The Finance Director must report to the City Council any current or anticipated deficiency in the Assessable Improvements Account in the amount necessary to pay principal of and interest on all of the Assessable Improvement Bonds when due. If a payment of principal or interest on the Assessable Improvement Bonds becomes due when there is not sufficient money in the Assessable Improvements Account in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for the advances out of the proceeds of Improvement Taxes and Assessments when collected.

(b) Utility Improvements Account. The City will continue to maintain and operate its “waste treatment fund”, to which will be credited all gross revenues of the waste water utility system (the “System”), and out of which will be paid all normal and reasonable expenses of current operations of the System. Any balances therein are deemed net revenues (the “Net Revenues”) and will be transferred, from time to time, to the Utility Improvements Account of the Debt Service Fund in an amount sufficient to pay the principal of and interest on the Utility Improvement Bonds, which Utility Improvements Account will be used only to pay principal of and interest on the Utility Improvement Bonds, and any other bonds similarly authorized. There is also appropriated to the Utility Improvements Account (i) any collections of taxes hereafter levied for the payment of the Utility Improvement Bonds and interest thereon, (ii) a pro rata portion of any amount over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 2.03 hereof; (iii) all investment earnings on funds in the Utility Improvements Account of the Debt Service Fund; and (iv) any and all other moneys which are properly available and are appropriated by the City Council to the Utility Improvements Account of the Debt Service Fund or in the availability of Net Revenues to pay principal of and interest, when due, on the Utility Improvement Bonds and any other bonds similarly authorized. The Finance Director must report to the City Council any current or anticipated deficiency in the Utility Improvements Account in the amount necessary to pay principal of and interest on all of the Utility Improvement Bonds when due. If a payment of principal or interest on the Utility Improvement Bonds becomes due when there is not sufficient money in the Utility Improvements Account of the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for the advances out of the proceeds of Net Revenues of the System and taxes when collected.

(c) Equipment Account. To the Equipment Account in the Debt Service Fund, there is hereby pledged and irrevocably appropriated and there will be credited: (i) proceeds of ad valorem property taxes levied under Section 4.03(b) or hereafter levied (the “Equipment Taxes”) for the Equipment, which ad valorem taxes are pledged to the Equipment Account; (ii) capitalized interest financed from Equipment Certificates proceeds, if any; (iii) a pro rata portion of the amount of the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 2.03 hereof; and (iv) all investment earnings on funds in the Equipment Account; and (v) any and all other moneys which are properly available and are appropriated by the City Council to the Equipment Account. If a payment of principal or interest on the Equipment Certificates becomes due when there is not sufficient money in the Equipment Account in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for the advances out of the proceeds of Equipment Taxes when collected.

4.02. Construction Fund. The City hereby creates the General Obligation Improvement, Utility and Equipment Bonds, Series 2024A Construction Fund (the “Construction Fund”) to be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Construction Fund: the “Assessable Improvements Account,” the

“Utility Improvements Account,” and the “Equipment Account.” Amounts in the Assessable Improvements Account will be used to construct the Assessable Improvements, amounts in the Utility Improvements Account will be used to construct the Utility Improvements, and amounts in the Equipment Account will be used to acquire the Equipment.

(a) Assessable Improvements Account. Proceeds of the Assessable Improvement Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the Assessable Improvements and the Assessments and Taxes collected during the construction of the Assessable Improvements, will be deposited in the Assessable Improvements Account of the Construction Fund to be used solely to defray expenses of the Assessable Improvements and the payment of principal of and interest on the Assessable Improvement Bonds prior to the completion and payment of all costs of the Assessable Improvements. Any balance remaining in the Assessable Improvements Account after the Assessable Improvements are completed and the cost thereof have been paid may be used to pay the cost in whole or in part of any other improvement instituted under the Improvement Act under the direction of the City Council or may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council. Thereafter, the Assessable Improvements Account of the Construction Fund is to be closed and any balance remaining therein and any subsequent collections of the Assessments and Taxes for the Assessable Improvements are to be deposited in the Assessable Improvements Account of the Debt Service Fund.

(b) Utility Improvements Account. Proceeds of the Utility Improvement Bonds, less the appropriations made in Section 4.01(b) hereof, will be deposited in the Utility Improvements Account of the Construction Fund to be used solely to defray expenses of the Utility Improvements. Any balance remaining in the Utility Improvements Account after the Utility Improvements are completed and the cost thereof have been paid may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council. Thereafter, the Utility Improvements Account of the Construction Fund is to be closed and any balance remaining therein is to be deposited in the Utility Improvements Account of the Debt Service Fund.

(c) Equipment Account. Proceeds of the Equipment Certificates, less the appropriations made in Section 4.01(c) hereof, will be deposited in the Equipment Account of the Construction Fund to be used solely to defray expenses of acquiring the Equipment. Any balance remaining in the Equipment Account, after the Equipment has been acquired and the cost thereof have been paid, may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council. Thereafter, the Equipment Account of the Construction Fund is to be closed and any balance remaining therein is to be deposited in the Equipment Account of the Debt Service Fund.

4.03. Tax Levy.

(a) For the purpose of paying the principal of and interest on the Assessable Improvement Bonds, there is hereby levied a direct annual irrepealable ad valorem property tax upon all of the taxable property in the City, which Improvement Taxes will be spread upon

the tax rolls and collected with and as part of other general taxes of the City. Such Improvement Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts as set forth in **Exhibit C**. The tax levy herein provided will be irrevocable until all of the Assessable Improvement Bonds are paid, provided that the City Finance Director may annually, at the time the City makes its tax levies, certify to the County Auditor of Kandiyohi County the amount available in the Assessable Improvements Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the Assessable Improvement Bonds, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

(b) For the purpose of paying the principal of and interest on the Equipment Certificates, there is hereby levied a direct annual irrevocable ad valorem property tax upon all of the taxable property in the City, which Equipment Taxes will be spread upon the tax rolls and collected with and as part of other general taxes of the City. Such Equipment Taxes will be credited to the Equipment Account of the Debt Service Fund above provided and will be in the years and amounts as set forth in **Exhibit D**. The tax levy herein provided will be irrevocable until all of the Equipment Certificates are paid, provided that the City Finance Director may annually, at the time the City makes its tax levies, certify to the County Auditor of Kandiyohi County the amount available in the Equipment Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the Equipment Certificates, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

4.04. City Covenants with Respect to the Assessable Improvement Bonds. It is hereby determined that the Assessable Improvements will directly and indirectly benefit certain abutting and other benefited property in the City, and the City hereby covenants with the holders from time to time of the Assessable Improvement Bonds as follows:

(a) The City has caused or will cause the Assessments for the Assessable Improvements to be promptly levied so that the first installment will be collectible not later than 2025 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Assessable Improvement Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Assessable Improvement Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in the Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Assessable Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least 20% of the cost to the City of the Assessable Improvements described herein has been or will be specially assessed against benefited properties.

4.05 City Covenants with Respect to the Utility Improvement Bonds. The City Council covenants and agrees with the holders of the Bonds that so long as any of the Utility Improvement Bonds remain outstanding and unpaid, the City will keep and enforce the following covenants and agreements:

(a) The City will continue to maintain and efficiently operate the System as public utilities and conveniences free from competition of other like municipal utilities and will cause all revenues therefrom to be deposited in bank accounts and credited to the accounts of the System as hereinabove provided, and will make no expenditures from those accounts except for a duly authorized purpose and in accordance with this resolution.

(b) The City will also maintain the Utility Improvements Account of Debt Service Fund as a separate account in the "waste treatment fund" and will cause money to be credited thereto from time to time, out of Net Revenues from the System in sums sufficient to pay principal of and interest on the Utility Improvement Bonds, when due.

(c) The City will keep and maintain proper and adequate books of records and accounts separate from all other records of the City in which will be complete and correct entries as to all transactions relating to the System and which will be open to inspection and copying by any bondholder, or the bondholder's agent or attorney, at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor, and said account will be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to all bondholders upon request.

(d) The City Council will cause persons handling revenues of the System to be bonded in reasonable amounts for the protection of the City and the bondholders and will cause the funds collected on account of the operations of the System to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The City Council will keep the System insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing, in such amounts as are customary for like plants, to protect the holders, from time to time, of the Utility Improvement Bonds and the City from any loss due to any such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The City and each and all of its officers will punctually perform all duties with reference to the System as required by law.

(g) The City will impose and collect charges of the nature authorized by Minnesota Statutes, Section 444.075 at the times and in the amounts required to produce

Net Revenues adequate to pay all principal and interest when due on the Utility Improvement Bonds and to create and maintain such reserves securing said payments as may be provided in this resolution.

(h) The City Council will levy general ad valorem taxes on all taxable property in the City, when required to meet any deficiency in pledged Net Revenues.

(i) The City hereby determines that the estimated collection of Net Revenues herein pledged for the payment of principal and interest on the Utility Improvement Bonds will produce at least 5% in excess of the amount needed to meet, when due, the principal and interest payments on the Utility Improvement Bonds.

4.06 Debt Service Coverage. It is hereby determined that the estimated collection of the foregoing Improvement Taxes levied under Section 4.03(a) and the Assessments herein pledged will produce at least 5% in excess of the amount needed to pay when due, the principal and interest payments on the Assessable Improvement Bonds, the Net Revenues herein pledged will produce at least 5% in excess of the amount needed to pay when due the principal and interest payments on the Utility Improvement Bonds, and the estimated collection of the foregoing Equipment Taxes levied under Section 4.03(b) will produce at least 5% in excess of the amount needed to pay when due, the principal and interest payments on the Equipment Certificates.

4.07 County Auditor Certificate as to Registration. The Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Kandiyohi County, Minnesota, together with such other information as he or she shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register, and the tax levy has been made as required by Section 475.63 of the Act.

4.08. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts and representations stated therein as it relates to the City.

5.02. Certification as to Official Statement. The Mayor, City Administrator and Finance Director, or any of them, are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is, as of the date thereof, a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement as it relates to the City.

5.03. Other Certificates. The Mayor, City Finance Director and City Administrator, or any of them, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor and the City Administrator, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the City Administrator shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Electronic Signatures. The electronic signature of the Mayor, City Finance Director and/or the City Administrator, or any of them, to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) “electronic signature” means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01 Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees, or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds. To that end, the City will comply with all requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, and limitations on amounts invested at a yield greater than the yield on the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States (unless the City qualifies for any exception

to the rebate requirements based on timely expenditure of proceeds of the Bonds, in accordance with the Code and applicable Treasury Regulations).

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the bonds or the Assessable Improvements or the Utility Improvements or the Equipment financed by the Bonds, or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. No Designation of Qualified Tax-Exempt Obligations. The Bonds have not been designated as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 2.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (DTC). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar,) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid.

No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Finance Director of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.,” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and all notices with respect to the Bond will be made and given, respectively in the manner provided in DTC’s Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate is not an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

8.02. Execution of Continuing Disclosure Certificate. “Continuing Disclosure Certificate” means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

Section 9. Defeasance. When all Bonds (or all of any of the Assessable Improvement Bonds, Utility Improvement Bonds or Equipment Certificates portion thereof) and all accrued interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution (with respect to the Assessable Improvement Bonds, Utility Improvement Bonds or Equipment Certificates portion of the Bonds, as the case may be) to holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds (or all of any of the Assessable Improvement Bonds, Utility Improvement Bonds or Equipment Certificates portion thereof) which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

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

and the following voted against the same:

Approved this 3rd day of June, 2024, by the City Council of the City of Willmar, Minnesota.

CITY OF WILLMAR, MINNESOTA

Mayor

ATTEST:

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, Kandiyohi County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, June 3, 2024, with the original minutes on file in my office on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of \$10,610,000 General Obligation Improvement, Utility and Equipment Bonds, Series 2024A of the City.

WITNESS My hand of the City this ____ day of June, 2024.

City Administrator
City of Willmar, Minnesota

**EXHIBIT A
PROPOSALS**

EXHIBIT B
FORM OF BOND

No. R-_____ UNITED STATES OF AMERICA \$ _____
STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR
GENERAL OBLIGATION IMPROVEMENT, UTILITY AND
EQUIPMENT BOND SERIES 2024A

Rate	Maturity Date	Date of Original Issue	CUSIP
	February 1, 20____	June 27, 2024	

Registered Owner: Cede & Co.

The City of Willmar, Minnesota, a duly organized and existing municipal corporation in Kandiyohi County, Minnesota (the “City”), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum set forth above on the Maturity Date specified above, unless called for earlier redemption, with interest thereon from the date hereof at the annual Rate specified above (calculated on the basis of a 360-day year of twelve 30-day months), payable February 1 and August 1 in each year, commencing February 1, 2025, to the person in whose name this Bond is registered at the close of business on the 15th day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank Trust Company, National Association, St. Paul, Minnesota, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$10,610,000, all of like original issue date and tenor, except as to number, denomination, maturity date, redemption privilege, and interest rate, all issued pursuant to a resolution adopted by the City Council on June 3, 2024 (the “Resolution”), for the purpose of providing monies in part for various street improvements, improvements to the waste water system and the acquisition of capital equipment pursuant to and in full conformity with its home rule charter, the Constitution, and the laws of the State of Minnesota, including Minnesota Statutes, Sections 410.32(g) and 412.301 and Chapters 429, 444 and 475. The principal hereof and interest hereon are payable from certain special assessments against property specially benefited by local improvements, net revenues of the waste water utility system, and from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City

are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments, net revenues and ad valorem taxes pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City may elect on February 1, 2033, and on any date thereafter to prepay Bonds maturing on or after February 1, 2034. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify the Depository Trust Company (“DTC”) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

The City has not designated the Bonds as “qualified tax-exempt obligations” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the waste water utility system free from competition by other like municipal utilities; that adequate insurance on said system and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the waste treatment fund, into which it will pay all of the gross revenues from the waste water system; that it will also create and maintain a Utility Improvements Account within the General Obligation Improvement, Utility and Equipment Bonds, Series 2024A Debt Service Fund, into which it will pay, out of the net revenues from the waste water system, a sum sufficient to pay principal of and interest on the Utility Improvement Bonds portion of the Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the waste water system.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner’s attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner’s attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed in regular and due form, time and manner, that prior to the issuance of this bond the City Council of the City has provided funds for the payment of principal and interest on the bonds of this issue as the same become due, but the full faith and credit of the City is pledged for their payment and additional taxes will be levied, if required for such purpose, without limitation as to the rate of amount; and that this bond, together with all other indebtedness of the City outstanding on the date of its issuance, does not exceed any constitutional, statutory or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Willmar, Kandiyohi County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: _____, 2024

CITY OF WILLMAR, MINNESOTA

City Administrator

Mayor

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

U.S. BANK TRUST COMPANY, NATIONAL
ASSOCIATION

By _____
Authorized Representative

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM – as tenants
in common

UNIF GIFT MIN ACT _____ Custodian _____
(Cust) (Minor)

TEN ENT – as tenants
by entireties

under Uniform Gifts or Transfers to
Minors

JT TEN – as joint tenants
with right of
survivorship and
not as tenants in
common

Act.....
(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to,

or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

(Include information for all joint owners
if this Bond is held by joint account)

Please insert social security or
other identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Registrar</u>
_____, 2024	Cede & Co. Federal ID #13-2555119	_____

EXHIBIT C

ASSESSABLE IMPROVEMENT BONDS TAX LEVY

<u>Collection Year</u>	<u>Levy Amount</u>
2025	\$
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
2034	
2035	
2036	
2037	
2038	
2039	

EXHIBIT D

EQUIPMENT CERTIFICATES TAX LEVY

<u>Collection Year</u>	<u>Levy Amount</u>
2025	\$
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
2034	



City of Willmar, MN

General Obligation Bonds, Series 2024A

Doug Green, Baker Tilly

June 3, 2024

Bond Sale Bid Results

\$10,610,000*

CITY OF WILLMAR, MINNESOTA
GENERAL OBLIGATION IMPROVEMENT, UTILITY
AND EQUIPMENT BONDS, SERIES 2024A

Moody’s Rating: Aa3

Sale Date: June 3, 2024

BBI: 4.13%
Average Maturity: 8.674 Years

<u>Bidder</u>	<u>TIC</u>
TD Securities (USA) LLC	3.8627%
BOK Financial Securities, Inc.	3.9283%
Robert W. Baird & Co., Incorporated	3.9518%
Fifth Third Securities, Inc.	4.0173%
Fidelity Capital Markets	4.1310%

Comparison of Past Sales

Par Amount	Series	Number of Bids	Purchaser	True Interest Rate	Average Maturity (Years)
\$ 10,080,000	General Obligation Bonds, Series 2024A	5	TD Securities	3.9%	8.8
\$ 8,370,000	General Obligation Improvement Bonds, Series 2023A	7	Piper Sandler & Co.	3.7%	9.1
\$ 5,560,000	General Obligation Improvement Bonds, Series 2022A	3	Northland Securities	3.1%	9.2
\$ 2,900,000	General Obligation Improvement and Abatement Bonds, Series 2021B	4	Robert W. Baird	1.1%	5.9
\$ 13,715,000	General Obligation Sales Tax Revenue Bonds, Seires 2021C	9	Piper Sandler & Co.	1.1%	6.4
\$ 4,495,000	General Obligation Sales Tax Revenue Bonds, Series 2021A	5	Robert W. Baird	1.0%	6.6
\$ 2,930,000	General Obligation Improvement Bonds, Series 2018B	3	Northland Securities	2.7%	6.3
\$ 2,780,000	General Obligation Bonds, Series 2018A	3	Northland Securities	2.2%	11.5

Bond Sale Pricing

- Bids included a premium offer.
- Paid more than 100% for most principal maturities.
- Deposit the premium into the construction fund and reduce par amount.
- Virtually no change to total debt service paid as a result of premium bid.

Maturity	Coupon	Yield	Maturity Value	Price	Dollar Price
02/01/2026	4.00%	3.54%	\$560,000	100.7%	\$563,942
02/01/2027	4.00%	3.50%	\$580,000	101.2%	\$587,117
02/01/2028	4.00%	3.46%	\$605,000	101.8%	\$615,932
02/01/2029	4.00%	3.43%	\$630,000	102.4%	\$645,126
02/01/2030	4.00%	3.44%	\$655,000	102.8%	\$673,504
02/01/2031	4.00%	3.45%	\$685,000	103.2%	\$707,030
02/01/2032	4.00%	3.48%	\$705,000	103.4%	\$729,259
02/01/2033	4.00%	3.48%	\$740,000	103.8%	\$768,349
02/01/2034	5.00%	3.49%	\$770,000	111.1%	\$855,663
02/01/2035	5.00%	3.50%	\$810,000	111.0%	\$899,481
02/01/2036	5.00%	3.50%	\$605,000	111.0%	\$671,834
02/01/2037	5.00%	3.56%	\$635,000	110.6%	\$702,170
02/01/2038	5.00%	3.65%	\$670,000	109.9%	\$736,183
02/01/2039	4.00%	4.01%	\$700,000	99.9%	\$699,209
02/01/2040	4.00%	4.11%	\$730,000	98.7%	\$720,795
Total	-	-	\$10,080,000	-	\$10,575,594

Bid Information

Reoffering Premium

\$495,594

Annual Payments

Street Improvements (Levy and Assessments)

		Par Amount	Annual Net Levy
2401-A	10th Street NW Improvement	\$ 715,000	\$ 36,000
2401-B	13th Street SW, Grace Avenue SW, & Rice Avenue SW	\$ 4,974,000	\$ 248,000
2403-A	Overlay Improvements	\$ 286,000	\$ 14,000
2404-A	Thompson Park Parking Lot and Ella Avenue Path	\$ 165,000	\$ 8,000
2404-B	19th Avenue Path Improvement	\$ 625,000	\$ 31,000
Total Street Improvement Projects		\$ 6,765,000	\$ 337,000

Sanitary Sewer Improvements (Waste Treatment Plant Fund)

		Par Amount	Annual P&I
2401-A	10th Street NW Improvement	\$ 61,905	\$ 6,000
2401-B	13th Street SW, Grace Avenue SW, & Rice Avenue SW	\$ 1,338,095	\$ 124,000
Total Sanitary Sewer Projects		\$ 1,400,000	\$ 130,000

Equipment (Levy)

		Par Amount	Annual Levy
	Fire Truck	\$ 1,355,000	\$ 169,000
	Grader	\$ 380,000	\$ 47,000
	Dump Truck	\$ 275,000	\$ 34,000
Total Equipment Projects		\$ 2,010,000	\$ 250,000

Credit Rating Scales

Sortable Table Key	Moody's	Fitch	S&P
Highest grade credit	Aaa	AAA	AAA
Very high grade credit	Aa1, Aa2, Aa3	AA+, AA, AA-	AA+, AA, AA-
High grade credit	A1, A2, A3	A+, A, A-	A+, A, A-
Good credit grade	Baa1, Baa2, Baa3, Baa4	BBB+, BBB, BBB-	BBB+, BBB, BBB-
Speculative grade credit	Ba1, Ba2, Ba3	BB+, BB, BB-	BB+, BB, BB-
Very speculative credit	B1, B2, B3	B+, B, B-	B+, B, B-
Substantial risks - In default	Caa1, Caa2, Caa3, Ca	CCC, CC, C, RD, D	CCC+, CCC, CCC-, CC, C, D

Credit Rating Report



Credit strengths

Very strong financial position
Regional economic center



Credit challenges

Elevated leverage and fixed costs
Economic growth trails the nation



Factors that could lead to an upgrade

Significant economic expansion
Maintenance of long-term liabilities below 200% of revenue



Factors that could lead to a downgrade

Fund balance or cash balance approaching 25% or 30% of revenue, respectively
Leverage nearing 500% of revenue



Questions



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	No	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Sara Sietsema
Item:	Annual Stormwater Presentation		

RECOMMENDED ACTION:

Information Only

OVERVIEW:

Sara Sietsema, Environmental Specialist, will share with the City Council the Annual Stormwater Presentation

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

NA

ATTACHMENTS:

1. Annual Stormwater Presentation 2024



FOOT LAKE AND THE FARMLAND OF WILLMAR

Foot Lake is located in Willmar with Robbins Island Regional Park on the east side. The Foot Lake outlet is considered the headwaters of Hawk Creek. Foot Lake is connected to Willmar Lake by an upstream channel making these two lakes an ideal location for kayaking. Public boat access is located along the south shore of the Kandiyohi County Fairgrounds and also at Robbins Island Regional Park. Fishing enthusiasts enjoy catching Crappie, Northern Pike, Sunfish and Walleye in Foot Lake.

WE ♥ WILLMAR
POSTER SERIES

Annual Stormwater Presentation

JUNE 3, 2024



What is stormwater?

Rain and snow melt that lands on and flows over impermeable surfaces like roads, sidewalks, driveways, parking lots, and roof tops.

This water travels through storm drains before being released into lakes, rivers, streams, and wetlands.



What is an MS4?

Municipal Separate Storm Sewer System

The system that is designed for collecting and conveying stormwater.

- Comprised of streets, curbs and gutters, storm drains, stormwater pipes, ditches, and more.

Stormwater Concerns

- Salt (chloride)
- Sediment
- Yard waste
- Lawn chemicals
- Oil
- Litter
- Pet waste
- Bacteria





ROBBINS ISLAND REGIONAL PARK

Robbins Island Regional Park is Willmar's largest park. At 55 acres in size, this recreational area is surrounded by Willmar Lake and Foot Lake. With its rolling hills forested by oak trees and trails that wind through the park, Robbins Island is a spacious destination with vast green space, a sandy beach, and shelters available for rent.

WE ♥ WILLMAR
POSTER SERIES

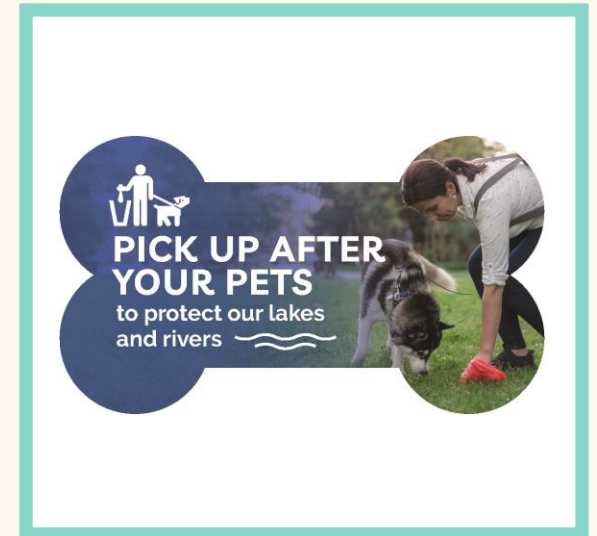
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Willmar's Stormwater Pollution Prevention Plan

- Public Education and Outreach
- Public Participation/Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management
- Pollution Prevention/Good Housekeeping

Public Education & Outreach

- Pet waste
- Salt use
- Yard waste
- Household & Lawn chemicals
- Illicit discharges
- Adopt-a-Drain





Public Participation & Involvement

- Healthy Earth Healthy Kids event
- Rain barrel sale
- Presentation available online and City's SWPPP is available upon request



Illicit Discharge Detection & Elimination



An illicit discharge is any discharge to an MS4 that is not composed entirely of stormwater.





Illicit Discharge Detection & Elimination



Ordinance prohibiting non-stormwater discharges into MS4



Ordinance requiring proper disposal of pet waste



Ordinance regulating proper salt storage



Procedures for investigating illicit discharges and responding to spills



Train all field staff



Utilizing informational handouts to educate and encourage compliance





Construction Site Stormwater Runoff Control

Commercial, industrial, and linear construction projects

- ✓ Stormwater pollution prevention plans are reviewed
- ✓ Must address erosion, sediment, and waste controls during construction activity
- ✓ Inspections are conducted at least every week

Residential construction projects

- ✓ Erosion and sediment controls required during construction activity

Post-Construction Stormwater Management

Permanent, post-construction stormwater management BMPs

- Required for projects with 1 acre or more of new or reconstructed impervious surface
- Stormwater maintenance agreements
- Maintain mapped inventory



Pollution Prevention & Good Housekeeping

Sediment and Nutrient Reduction

- Two street sweepers that run daily during non-snow times
- Street sweeping is a cost-effective BMP for reducing phosphorus
- Protects water quality and collection system



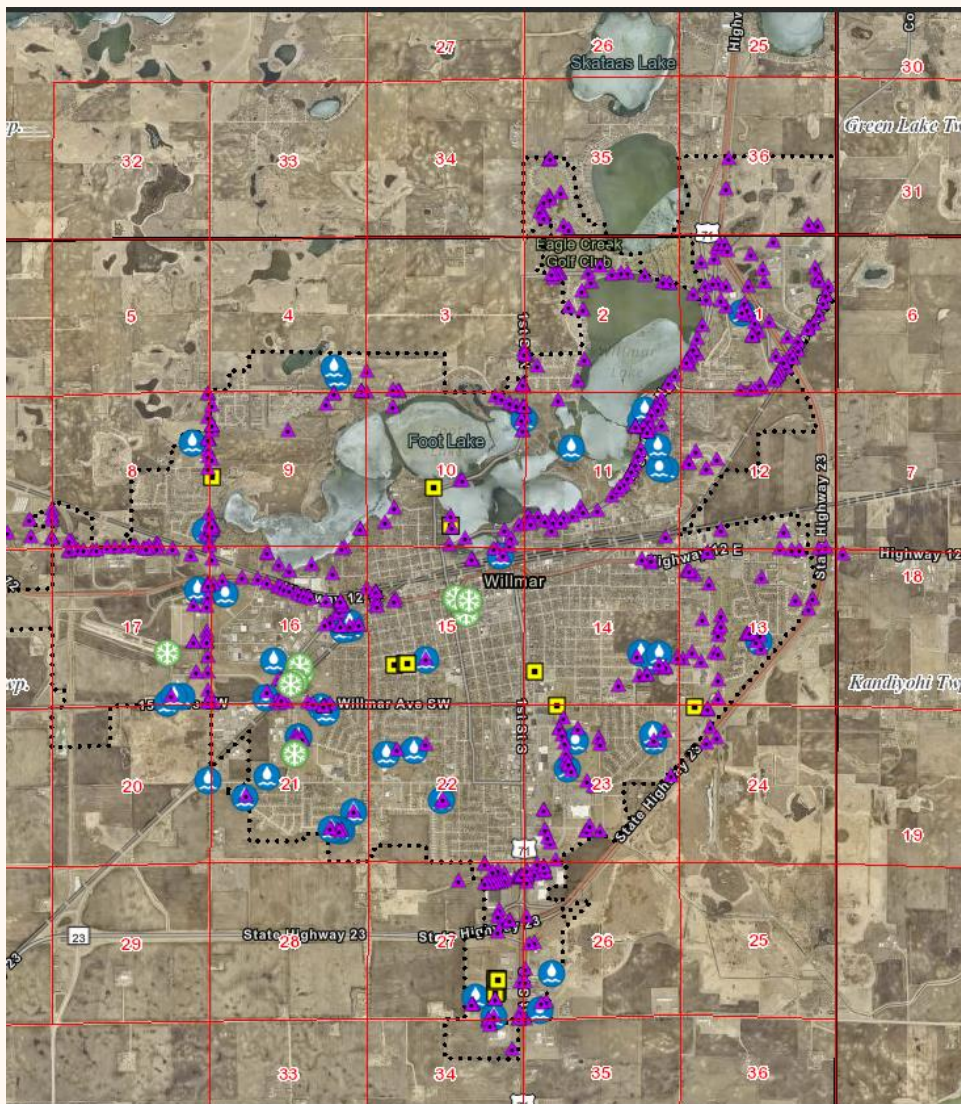


Pollution Prevention & Good Housekeeping

Chloride Reduction

- All Public Works operators are Smart Salt certified
- Apply brine solution with 7 plow trucks
- Prioritize mechanical removal of snow on sidewalks and building entrances over chemical deicers
- Lowering salt use protects water quality and infrastructure





Pollution Prevention & Good Housekeeping

Maintain mapped inventory:

- All storm sewer pipes 12 inches or greater in diameter
- City-owned stormwater ponds, structural BMPs, outfalls
- City-owned facilities that contribute pollutants to stormwater discharges
- Snow storage locations
- Receiving waters



Pollution Prevention & Good Housekeeping

- ✓ Inspect structural stormwater BMPs annually
- ✓ Inspect outfalls once during the 5-year permit cycle
- ✓ Inspect City-owned stormwater ponds once during the 5-year permit cycle



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Eric Rudningen, Airport Manager
Item:	Authorization to negotiate a contract for professional services with Bolton and Menk, Inc. for Airport Engineering/ Planning Services.		

RECOMMENDED ACTION:

To authorize contract negotiations between the City of Willmar and Bolton and Menk, Inc. for Airport Engineering and Planning Services

OVERVIEW:

City Staff have advertised for SOQ (Statement of Qualifications) submittals for Willmar Municipal Airport Engineering and Planning Services. Two firms submitted proposals - Bollig Engineering and Bolton and Menk, Inc. Staff and airport commission members reviewed and scored the submittals based on desired skills and qualifications. Staff recommends Bolton and Menk, Inc.

To proceed with airport-related projects, the city must submit engineering plans and specifications for MnDOT Aeronautics grant awards and funding. To be eligible for federal funding, the city must also have a consulting engineer. As the aviation field is such a precise niche, the consultant will assist with preparing these documents and provide guidance on the funding process.

BUDGETARY/FISCAL ISSUES:

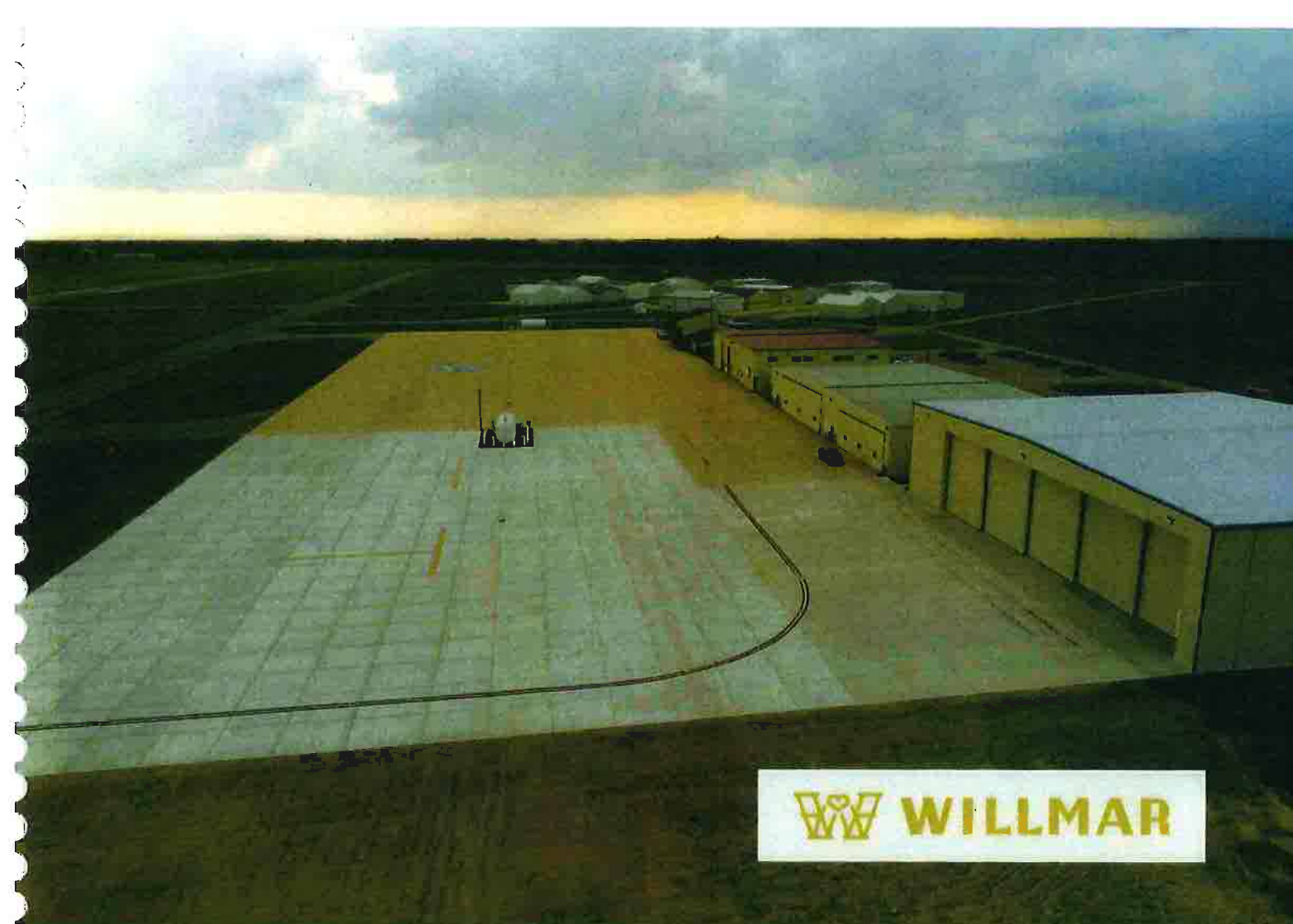
NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. BOLTON & MENK
2. BOLLIG ENGINEERING



Proposal for

AIRPORT ENGINEERING AND PLANNING SERVICES

Willmar Municipal Airport (BDH) | March 29, 2024



Contact:
Silas Parmar, PE
612-987-0138
Silas.Parmar@bolton-menk.com

2040 Highway 12 East | Willmar, MN 56201
320-231-3956 | Bolton-Menk.com

March 29, 2024

Eric Rudningen, Airport Manager
City of Willmar
6600 HWY 40 W
Willmar, MN 56201



Real People. Real Solutions.

2040 Highway 12 East | Willmar, MN 56201
320-231-3956 | Bolton-Menk.com

RE: Airport Engineering and Planning Services – Willmar Municipal Airport (BDH)

Dear Eric:

The Willmar Municipal Airport is preparing to embark upon an aggressive capital improvement program (CIP) to upgrade current airport facilities. With construction of the new airport completed in 2006, the time has come to begin upgrades to Runway 13/31 and Taxiway A. Beginning next year and wrapping up in 2030, Willmar plans to reconstruct Runway 13/31 and parallel Taxiway A, and install a new LED airfield lighting system. The airport needs the right consultant with the expertise and experience required to help lead Willmar through each project. Bolton & Menk, Inc. is that consultant. With our intricate knowledge of Willmar gained through our years of past service and assistance with development of the CIP to match available FAA funding, we can ensure that each project is completed successfully and on schedule.

EXPERIENCED PARTNER – Bolton & Menk operates a dedicated aviation work group with more than 20 engineers and planners that have the expertise and experience required to lead you through future projects. Collectively, our team has more than 60 years of experience serving airports in Minnesota. We have recent experience completing similar complex projects as shown on your CIP and will bring our experience to Willmar.

FAA AND MNDOT EXPERIENCE – Our aviation team has strong working relationships with FAA and MnDOT Aeronautics personnel and have earned their trust. We are in constant communication with both agencies throughout projects to develop the scope of work, secure funding, and identify project schedules. Our strong relationships with both agencies allows your projects to remain on schedule and budget.

FUNDING EXPERTISE – The additional \$292,000-295,000 of FAA funding provided via the Bipartisan Infrastructure Law (BIL) will help Willmar complete future projects. These funds are in addition to your annual \$150,000 of non-primary federal entitlement funds. BIL funds were instrumental for the Apron Expansion project which allowed a 147-foot by 125-foot private hangar to be constructed. With Willmar planning major improvements to Runway 13/31 and Taxiway A in future years, your non-primary entitlement funds will be exhausted by those projects. Through CIP meetings with FAA last October and this January, Bolton & Menk led the city through the process of requesting additional federal funding to complete major projects. FAA is onboard with the current CIP to provide an additional \$8 million of funding to Willmar between 2024-2030. Your BIL funds will still be available for hangar construction. We understand Willmar is exploring options of either a box or T-hangar. Bolton & Menk also operates a funding group dedicated to finding outside-of-the-box funding opportunities for our clients.

COLLABORATIVE APPROACH – Future projects proposed at Willmar will require a collaborative effort between the city, consultant, FAA, and MnDOT. Securing funding for each project is critical and Bolton & Menk has already begun the process for Willmar with FAA and MnDOT to develop the CIP to match available FAA funds. We understand aviation is a specialty industry and each project is unique to the airport. Our goal is to work closely with you to deliver projects that meet your vision and goals.

We are excited at the opportunity to continue providing Airport Engineering and Planning Services to Willmar. Please contact me at Silas.Parmar@bolton-menk.com or 612-987-0138 if you have any questions regarding our proposal.

Sincerely,
Bolton & Menk

A handwritten signature in black ink that reads 'Silas Parmar'.

Silas Parmar, PE | Client/Project Manager

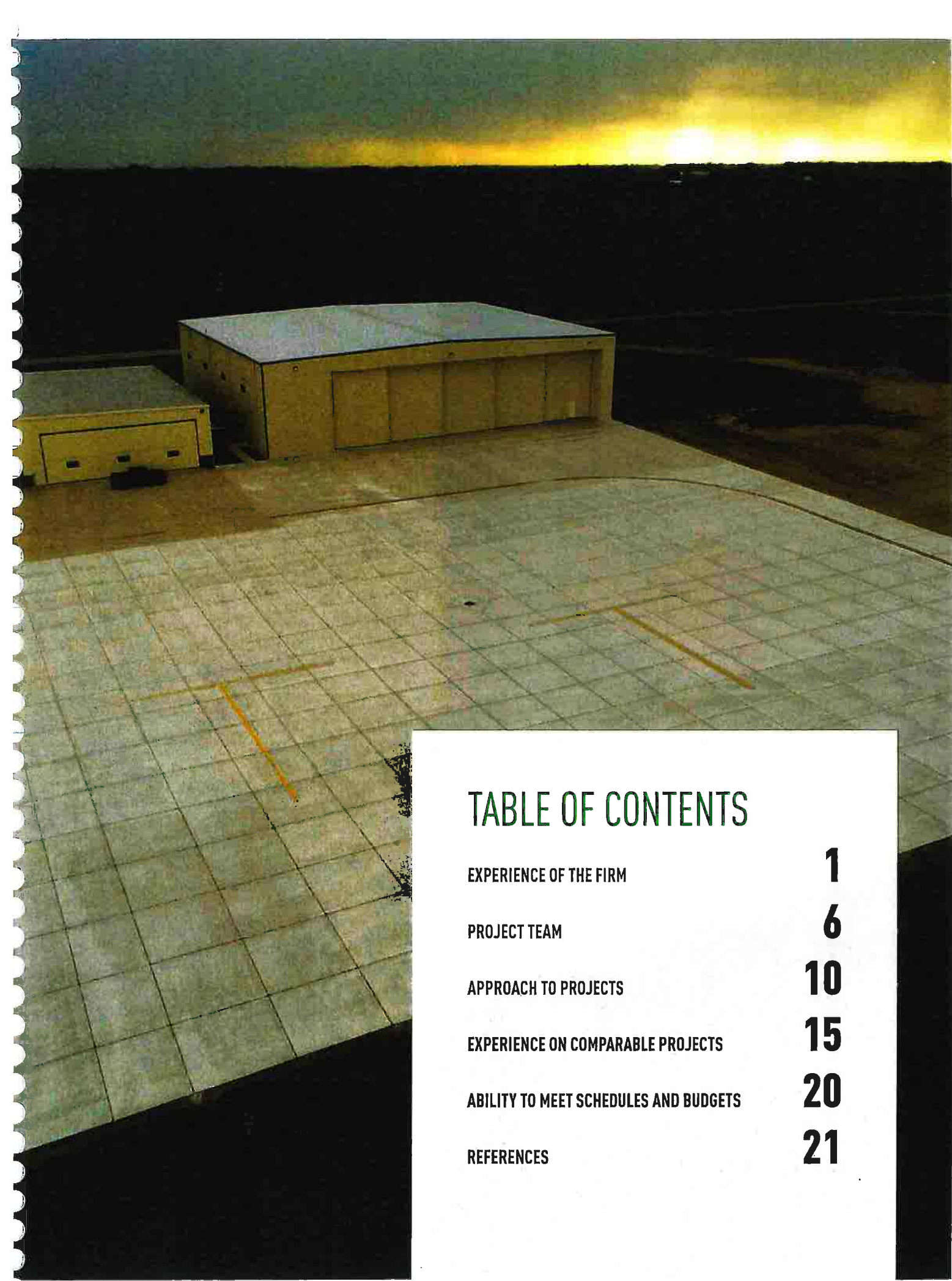


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EXPERIENCE OF THE FIRM

FIRM BACKGROUND

Bolton & Menk is a 100 percent employee owned firm with more than 950 employees throughout 32 locations. We specialize in providing public infrastructure solutions. We want to take care of our clients by providing the best services and solutions for them. From advocating for our communities, to designing their dreams, to securing funding, we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision making process to keep your projects on schedule, within budget, and focused on real, workable solutions.

AVIATION SERVICES

Since 1966, Bolton & Menk has operated an aviation work group helping our clients maintain and develop their airports. Our aviation clients rely on our experience at airports throughout Minnesota to provide responsive and effective solutions to their specific needs. With our aviation team's extensive experience and expertise, we have the capability to conceptualize projects and provide innovative and cost-effective solutions to meet your needs.

DIVERSITY AND INCLUSION

At Bolton & Menk, we are constantly working to improve our knowledge and understanding of the biases prevalent in each of our everyday lives. Through this self-reflection, each of us then helps the company move beyond the inequities that have sometimes been at the forefront of our industry's planning and design practices. Recognizing the need for change is the first step in the process. Delivering projects that reflect diversity, equity, and inclusion is one of the ongoing processes that we believe will result in lasting industry change.

PROJECT MANAGEMENT

Beyond our technical experience and skills, our service is also based on project management and product delivery strategies we have developed over time. We use the following building blocks in our project management approach:

- Listen to the client's needs and wants
- Learn the characteristics and personality of each client
- Communicate proactively with staff, stakeholders, and the public
- Develop effective solutions through consensus building
- Achieve the client's vision
- Foster long-term relationships



OFFICE LOCATION

7040 Highway 12 East
Willmar, MN 56201
320.231.3956 | Bolton-Menk.com



POINT OF CONTACT

Silas Parmar, PE | C: 612-987-0138
Silas.Parmar@bolton-menk.com

➔ Please view our aviation services video:
<https://www.youtube.com/watch?v=72HF8vH7EU>



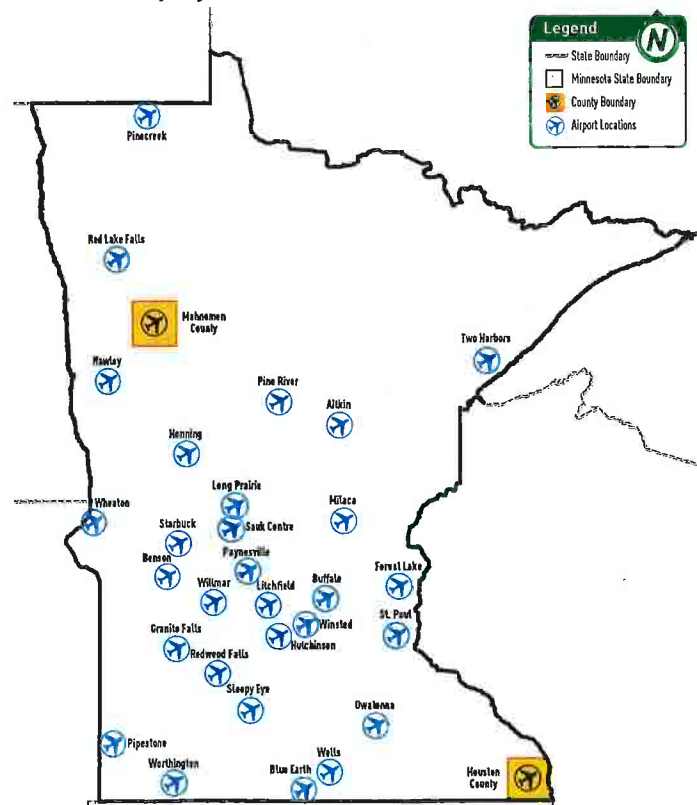
AIRPORT CONSULTING SERVICES

HOW WE SERVE YOU

We are available when you need us. Airport support will be provided from our Willmar location while client/project management, design, planning, and FAA/MnDOT coordination will be provided from our Ramsey location. With this setup, you can count on Bolton & Menk to be available when needed.

AIRPORT SERVICE EXPERIENCE

Our experienced aviation personnel and quality service has made Bolton & Menk a leader in serving general aviation airports in Minnesota. We assist our clients with a variety of airport improvement projects including planning, environmental, architectural, design, construction administration, and GIS solutions. Our full-service aviation team has the experience to allow Bolton & Menk to be your singular point of contact for any airport-related project. **We strive to become an extension of city staff to leverage our strong technical knowledge of airport regulations and relationships with FAA and MnDOT personnel to provide you with a successful project.**



CLIENT SERVICE AND COMMITMENT

Bolton & Menk specializes in serving general aviation airports similar in size to Willmar. Our philosophy is to only undertake new projects and clients when our team has the capacity to provide responsive service to meet your needs. We strive to develop a long-standing relationship with our clients. This is accomplished by providing responsive client service with strong technical capabilities to best serve your airport. Bolton & Menk delivers on our client commitment with the following process:

KNOWLEDGE OF YOUR AIRPORT: After many years of working with airports and city staff, we know that to best serve you, we need to understand your airport, the challenges you face, and your vision for the future. We accomplish this with routine communication with your airport staff. Our staff will also be available for any city council, airport commission, and CIP outreach meetings with FAA and MnDOT personnel at no cost. Bolton & Menk only receives compensation when a project moves forward, allowing the city to expend all available funding on the airport.

ROUTINE COMMUNICATION: A successful project is one where all parties are continually updated on project status. Our team will provide weekly communication with you during projects to ensure you are updated on all project aspects. This will include in-person meetings, email communication, project memorandum updates, and attendance of any city council or airport commission meetings. By following this plan, we can avoid any unforeseen issues and address any complications before they arise.

CAPITAL IMPROVEMENT PROGRAM (CIP): Developing a realistic CIP is imperative for future airport development. Our team will work with you to identify projects, find funding sources, develop cost estimates, and provide estimated consultant fees to allow you to plan locally for the project as well as for FAA and MnDOT to allocate funding. We will communicate with the City of Willmar, FAA, and MnDOT personnel on all major improvement projects that require additional federal funding and attend all CIP meetings at no cost.

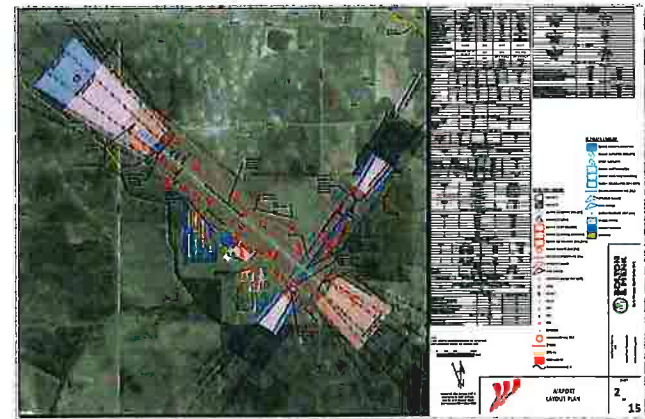


AVIATION QUALIFICATIONS

Bolton & Menk provides comprehensive aviation planning, engineering, and architectural services to help deliver your future projects. Our approach to every project is to ensure collaboration between all stakeholders to build consensus on the path to follow. Providing clear direction on how to proceed allows FAA and MnDOT to get onboard and provide funding and approvals.

AVIATION PLANNING

Airport planning projects impact not only the airport but also the surrounding community. Developing a plan to maintain and expand your airport facilities is an integral part of a successful airport. Bolton & Menk has extensive experience leading our clients through the master planning process. A master plan will provide airports with a clear vision for the future. The plan will identify the needs of existing airport users, future users, runway extensions, hangar improvements, and overall land use. The airport needs will be drawn on the airport layout plan (ALP) which is required to be up to date to receive federal and state funding. The result is a development plan for your airport identifying short-term (0-5 years), mid-term (6-10 years), and long-term (11-20 years) projects which all parties of the airport agree to. The completion of a master plan update will then be reflected in the airport CIP to identify funding for development.



We understand that each airport is unique and provide a tailored plan to lead you through the planning process. We tailor our services to match the scope of your project to ensure the final deliverable provides a realistic solution to meet your needs. We approach each planning

project with the same mindset of how we can help you reach your goal. Below is a range of aviation planning services we provide:

- Airport master plans
- Airport layout plans
- Airport zoning ordinances
- Airport airspace analysis
- CIP development
- Financial feasibility analysis
- Economic impact studies
- Funding and grant administration strategies
- Public involvement programs

ENVIRONMENTAL

For any project to proceed from planning to construction, ensuring compliance with all environmental regulations is required. Bolton & Menk provides a full range of environmental services and has the experts required to complete the detailed analysis needed for each impact area. Our environmental team works closely with our aviation planners during airport planning projects to identify all possible environmental impacts for future development early in the process. This includes completing environmental overview, wetland delineations, critical habitat and protected species review, and water quality impacts. Our environmental team has extensive knowledge with the FAA National Environmental Policy Act (NEPA) process and completes all environmental reviews in accordance with FAA Order 1050.1, Environmental Impacts Policies and Procedures and FAA Order 5050.4, NEPA Implementing Instructions for Airport Actions.

Bolton & Menk's environmental team is qualified to compete a review for each of the following NEPA Impact Categories:

- Affected environment
- Air quality
- Climate impacts
- Wetland impacts
- Water sources impacts
- Farmland
- Noise and compatible land use
- Natural resources overview
- Historical and architectural overview
- MnDOT Section 4(f) impacts
- Visual impacts
- Construction and hazardous waste impacts

LAND ACQUISITION

Identifying land to be acquired for future development is a critical part of the master plan process. FAA and MnDOT each have land use safety policies in place required for future development to proceed. As part of any airport planning study, the airport's Exhibit "A" Property Map is required to be updated. Bolton & Menk's team of aviation planners and surveyors are well versed with FAA Standard Operating Procedure 3.00 Exhibit "A" Airport Property Inventory Map which details the requirements of airport sponsors to accurately reflect existing and future land use in the ALP.

Once future development or enforcement of an FAA land use policy triggers the requirement of land acquisition, our team closely follows the process detailed in FAA AC 150/5100-17 Land Acquisition and Relocation Assistance for AIP Projects. Critical for the success of any land acquisition process is to ensure close collaboration between the city, property owner, and FAA to ensure the process follows FAA policy to secure funding. Bolton & Menk has recently completed numerous successful land acquisition projects in Minnesota and will provide our expertise to BDH. We follow the following process to acquire land:

- Initial owners and encumbrance report
- Survey legal description of proposed acquisition
- Appraisal and review appraisal process
- Relocation assistance (if necessary)
- Negotiation process
- Execute purchase agreement and record conveyance document
- Update Exhibit "A" Property Map to reflect acquisitions

DESIGN AND CONSTRUCTION SERVICES

Our team of aviation experts have experience with all types of airport engineering and architectural projects identified in your CIP. We work on projects of all scales and sizes at airports throughout the Midwest. Our team is familiar with FAA Design Advisory Circulars and will provide engineering to projects that meet all local, federal, and state requirements.

Bolton & Menk has been on the forefront of specifying environmentally friendly and innovative construction methods to best complete airport projects. This includes using the full-depth reclamation (FDR) process to reconstruct bituminous pavements, LED lighting for

navigational aids (NAVAIDs) and edge lighting, and non-emulsion-based pavement seal coats.

Completing design services is only half the service we provide. Overseeing the project through construction is equally as important. We provide a dedicated resident engineer to be on-site during construction to ensure the contractor is meeting all requirements of the plan and specifications. Our resident engineer will be experienced working on airports and working with FAA and MnDOT technical specifications. Having personnel on-site also allows you to visit the project and be provided real time construction updates.

ARCHITECTURAL SERVICES

Our team has recently been implementing the design-build process for aircraft hangars and snow removal equipment buildings. With the design-build process, our staff works closely with you to specify all minimum requirements of the building and then prepares a request for qualifications for contractors to complete the final design. Other airport sponsors in the state have completed successful building projects using the design-build process and we propose the same for future projects at BDH.



UNMANNED AERIAL VEHICLES (UAV)

Bolton & Menk applies the latest innovations in technology to assist with projects at your airport. UAVs are an excellent tool we provide aiding in planning, design, and construction. The high-resolution aerial imagery can be used in planning and design documents, aid our construction observation personnel in monitoring construction activities and progress, and provide analysis of airport obstructions. The imagery obtained is also used to create visual layouts of future projects to aid in the airport and its decision makers' understanding of the project.

EXPERIENCE WITH STATE AND FEDERAL GRANT PROGRAMS

FAA AND MNDOT EXPERIENCE

Bolton & Menk’s team of aviation experts has a strong technical understanding of all FAA and MnDOT airport regulations. This includes the FAA AIP Handbook (FAA Order 5100.38) which details project eligibility and all FAA Design Advisory Circulars, primarily the FAA Airport Design Circular AC 150/5300-13 which details design standards for your airport. Our experience working with FAA and MnDOT allows us to identify appropriate funding for projects to allow them to move forward.

For major improvement projects, it’s imperative you follow the FAA project formulation process. Our team has extensive experience working with our clients, FAA, and MnDOT to identify major improvement projects required and ensure all FAA grant administration requirements are met. Oftentimes the process must begin five years prior to construction to ensure all FAA requirements are met. The process begins with ensuring your airport planning is complete and the project is identified in your CIP.

From there our team will begin discussions to secure additional federal funding at least three years in advance. Completing all necessary environmental documentation is required before beginning project design. **Our goal is to ensure your project is successful.**

GRANTS AND FUNDING EXPERTISE

Before any project can begin, funding to complete the project needs to be secured. Bolton & Menk has a strong understanding of funding sources available to airports and will provide our expertise to you. Our team has a strong knowledge of project funding eligibility and will discuss each project with FAA and MnDOT personnel to establish a feasible funding plan to meet your needs. The following are funding options available to Minnesota airports.

FAA Non-Primary Entitlement Funding: Up to \$150,000 each year which can be accumulated for a maximum of four years for eligible projects. **Beginning in 2024, BDH will have an entitlement fund balance of \$166,436.**

FAA Bipartisan Infrastructure Law (BIL) Funding: Between \$292,00-295,000 for the years of 2022-2026, which can be accumulated for a maximum of four years for eligible projects. **Beginning in 2024, BDH will have a BIL fund balance of \$586,000.**

FAA State Apportionment Funding: Assigned yearly to each state to projects assigned priority by FAA and MnDOT personnel; projects typically designated several years in advance; amount for Minnesota is typically around \$5 million.

FAA Discretionary Funding: Turned back entitlement funds which are distributed to high priority projects at the end of the FAA fiscal year; safety enhancements and runway improvements receive the most funding.

MnDOT Grant Funding: MnDOT will provide 5 percent matching funds for federal AIP and BIL funded projects and provide 70 percent funding for all state funded projects.

MnDOT Hangar Loan Program: Provides airports with a 20-year, interest-free loan on 80 percent of hangar building cost.

MnDOT Bonding: Every biennium, MnDOT asks communities to submit their request for state bonding funds; airports have had success in securing state bonds to complete airport improvement projects.



PROJECT TEAM

LEADERSHIP TEAM

PROJECT DELIVERY TEAM MEMBERS



Silas Parmar, PE
Client/Project Manager

- Primary point of contact; will provide close coordination with Willmar airport staff
- Serve as your liaison with FAA and MnDOT staff
- 17 years of aviation experience in Minnesota
- Oversee day-to-day project operations and be responsible for overall team management, schedule, and cost
- Act as an extension of city staff, which will allow BDH to have as much or as little involvement as desired



Jared Voge, PE
Principal Engineer

- Provide O&M for airport projects
- Will provide support staffing from Willmar location



Chris Gardner
Senior Aviation Planner

- Secondary point of contact
- 13 years of experience
- Currently leading master plan update for BDH
- Will lead future planning and environmental projects
- Will maintain presence at airport commission meetings to provide update on airport projects



Nick Grahek, PE
Design Lead

- Lead design team
- Well-versed with FAA Airport Design Advisory Circulars and Specifications for Construction
- Lead creation of layouts, concepts, and specifications for construction projects
- 7 years of experience delivering projects similar to those proposed at BDH



Matt Hopkins, LEED AP
BD+C
Architectural Lead

- Lead architectural team for all airport building projects
- 10 years experience working on airport storage hangars
- Leader of design/build construction documents



Justin Vossen
Aviation Planner

- Lead planning team for any updates required to the ALP or other planning documents
- 2 years experience working on airport planning



Jonathan Hall, EIT
Design Engineer

- Assist Nick with design
- 2 years of experience working on projects similar to those proposed at BDH
- Proficient knowledge of FAA Airport Design Advisory Circulars and Specifications for Construction



Ryan Evans, PE, SE
Structural Engineer

- Lead design for all hangar projects
- 15 years of experience
- Recent t-hangar and box hangar experience
- Recent SRE building experience



Angie Smith
Environmental Planner

- Lead environmental team for projects requiring NEPA action
- 21 years of experience working with NEPA act policies
- Recent experience working with FAA personnel on condensed environmental assessments



Andy Hill, PLS
Land Surveyor

- Lead all survey and mapping projects
- Delivers survey projects for airports similar in size to BDH
- 18 years of experience
- Experienced in establishing an accurate and precise control network for topographic surveys



Sheldon Sorensen, PE
(Barr)
Mechanical Engineer

- Lead mechanical design for all airport hangar projects
- 30 years of experience
- HVAC, water, and plumbing systems



Dan Donayre, MWPCP, PWS
Wetland Specialist

- Complete wetland delineations and permitting
- 17 years of experience working with MNDNR on aquatic resources
- Experience completing wetland delineations for numerous airport improvement projects



Mitchell Lease, PE
Construction Observer

- Provide on-site construction observation
- Experienced working on similar projects to those proposed at BDH
- 4 years of experience completing on-site airport observation



Mark Ziemer, PE (Barr)
Electrical Engineer

- Lead electrical design for all airport hangar projects
- 30 years of experience
- Interior/exterior LED lighting systems



Renee Barnes
Cultural Resources Review

- Complete cultural resources review
- 17 years experience
- Experience working through the NEPA for airport





SILAS PARMAR, PE
Client/Project Manager

Silas will serve as your primary contact and lead all airport improvement projects. He will lead you through CIP development, grant and funding administration, project scheduling, and project

design and construction. Silas will also attend all city council, airport commission, and FAA/MnDOT outreach meetings. Silas began his profession in 2006, working with general aviation airports in Minnesota. He is an experienced project manager and an expert on bituminous pavement design and rehabilitation. He has worked closely with FAA and MnDOT personnel throughout his career and has a strong understanding of funding eligibility and requirements. He will lead the design team from preliminary programming and layout development to final design and construction. Silas' goal is to deliver projects to meet and exceed your expectations.



CHRIS GARDNER
Senior Aviation Planner

Chris will serve as your secondary point of contact, and lead all planning and environmental projects. He has been routinely attending airport commission meetings since 2022.

Chris began his career in 2010, gaining experience with GIS remote sensing. He is knowledgeable in many facets of aviation planning and design, including FAA Advisory Circulars. Chris is experienced in developing MnDOT safety zones required at airports throughout Minnesota. His knowledge and training in aviation, coupled with his GIS expertise, provides him the skills required to manage data for several airports. Additionally, he has completed his private pilot ground school in compliance with FAR part 61.105 and has logged several hours of flight training.



NICK GRAHEK, PE
Design Lead

Nick will lead design for all airport improvement projects. Nick is an aviation project engineer who began his career in 2018.

Excelling in aerospace, heavy civil construction, and quality control, Nick focuses on airport design and construction observation.



MATT HOPKINS, LEED AP BD+C
Architectural Lead

Matt will lead all design for architectural projects, including hangars and buildings. An architectural engineering technician at Bolton & Menk, Matt

began his professional career in 2016. He is responsible for preparing engineering drawings from working sketches and field data and assisting with engineering field work. Matt's areas of expertise include historic preservation, existing condition evaluation and documentation, and work with BIM.



JUSTIN VOSSEN
Planning Support

Justin will assist Nick with design aspects for each improvement project. An aviation planner at Bolton & Menk, Justin began his career in 2022. He is

knowledgeable in GIS and planning, and is responsible for GIS research, assisting with airport master plans, airport layout plans, and airport zoning. Justin's passion stems from being a self-proclaimed aviation geek his entire life.



RYAN EVANS, PE, SE
Structural Engineer

Ryan will assist with design for architectural projects, including hangars and buildings. Ryan is a principal structural engineer who began his career in 2008. He is

responsible for the design and preparation of preliminary and final construction plans for structural engineering projects. He has an expert-level understanding of structural behavior and is proficient with a variety of structural design and analysis software, including Leap OpenBridge Designer (Conspan/RCPIer), MDX, AASHTOWARE BrR, STAAD.Pro, FB-MultiPier, MATHCAD, and spColumn.



JONATHAN HALL, EIT
Design Engineer

Jonathan will assist Nick with design for all airport improvement projects.

Jonathan is an aviation design engineer at Bolton & Menk whose professional career began in 2021. His responsibilities include design development, construction observation and inspection, and grant assistance. Jonathan's passion for the field stems from his love for creating safe and sustainable solutions that help our clients thrive.



ANGIE SMITH
Environmental Planner

Angie will assist Chris with environmental planning projects.

A strong advocate for sustainable natural resources protection and restoration, Angie is a senior environmental planner at Bolton & Menk who began her career in 2001. She leads the environmental planning and natural resources team within the planning and urban design work group. She facilitates environmental coordination efforts before, during, and after projects commence and advances the environmental planning, cultural resources, and natural resources team initiatives across the organization. Angie strives to ensure our actions today set up future generations' success.



ANDY HILL, PLS
Land Surveyor

Andy will lead all survey needs for airport projects.

Andy enjoys embracing new technology to make our work more efficient and versatile. Andy is a survey manager who began the practice of surveying in 2007. His experience includes topographic, engineering design surveys, machine guidance systems, precise concrete construction setout, and detailed volume calculations. Finding a solution to a problem—whether it be with a contractor, an engineer, or a client—is what Andy finds highly rewarding.



MITCHELL LEASE, PE
Construction Observer

Mitchell will lead all construction observation needs.

Mitchell is a design engineer who began his career with Bolton & Menk full time in 2018 following four summers interning. He assists in the design of infrastructure projects and prepares preliminary engineering documents. He has additional responsibilities during construction season serving as a construction project representative. Mitchell became a civil engineer to make a positive impact in the future growth of the communities he works in.



RENEE BARNES
Cultural Resources Review

Renee will lead all cultural resource review aspects of airport projects.

Renee began her architectural history career in 2006 and is currently a cultural resources project manager with the planning and urban design work group. She has extensive expertise in Section 106 review and compliance, as well as transportation projects. Her responsibilities include leading cultural resources studies, environmental review studies, and assisting in other infrastructure development projects. Prior to joining Bolton & Menk, Renee worked as a CRU supervisor and historian at MnDOT. In that role, she supervised and directed the day-to-day work activities of staff members while also reviewing large transportation corridors, including BRT corridors, for compliance with Section 106. Through her MnDOT experience, she has gained extensive knowledge of the requirements and implementation of Section 106.



DAN DONAYRE, MWPCP, PWS
Wetland Specialist

Dan will lead all natural resource aspects of airport projects.

Dan started his career in 2005 and leads Bolton & Menk's natural resources team. He is responsible for coordinating with state and federal agencies to work through difficult aquatic resource delineations and permitting. Dan has successfully completed Wetland Conservation Act (WCA), Minnesota Department of Natural Resources, and U.S. Army Corps of Engineers permitting processes. He also acts as the local government unit (LGU) for several client communities.

SUBCONSULTANT – BARR ENGINEERING



MARK ZIEMER, PE (BARR ENGINEERING)
Electrical Engineer

Mark will provide electrical engineering for airport improvement and hangar projects.

Mark has three decades of electrical and lighting design experience specializing in power, signal, lighting, and process control systems. He has worked on projects for industrial, commercial, retail, and municipal clients at facilities such as city halls, corporate campuses, administrative offices, educational institutions, municipal airports, hospitals, data centers, and cleanrooms.



SHELDON SORENSEN, PE (BARR ENGINEERING)
Mechanical Engineer

Sheldon will provide HVAC design for hangar projects.

For more than three decades, Sheldon has been designing power generation systems, power distribution systems, and real-time process controls and instrumentation for municipalities and industries. He assists industrial plants with power distribution, motor control, and communication system designs, as well as designs and evaluates municipal electrical systems including overhead and underground power distribution, substations, and control systems. He has also provided analysis, design, and construction services on hundreds of projects for industries, utilities, and municipalities throughout the Upper Midwest.



APPROACH TO PROJECTS

Based upon the discussion at the CIP meeting held with FAA and MnDOT at the airport in January, Bolton & Menk drafted the CIP below. At this meeting, FAA expressed support they would be able to provide additional federal funding for the major improvements planned for Runway 13/31 and Taxiway A over the next five years. FAA appreciated how the city and Bolton & Menk separated out components of the projects over multiple years to better allow FAA to appropriate funding for each.

Beginning with the Runway 13/31 lighting system upgrade to LED in 2025 and ending with reconstruction of parallel Taxiway A in 2030, Willmar is requesting an additional \$8 million in federal funding. The following pages detail Bolton & Menk’s approach to support Willmar with each project.

WILLMAR MUNICIPAL AIRPORT (BDH)			FFY 2024- FFY 2028 CIP			 WILLMAR			3/8/2024		DRAFT		
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal BIL Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal BIL Balance
			FAA %	State %	Local %								
FFY 2024													
FFY 2024 ENTITLEMENT & BIL BALANCE												\$ 166,436.00	\$ 586,000.00
2025	2024	REPAY ENTITLEMENTS TO SAUK CENTRE (FFY 24)	100%	0%	0%	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 66,436.00	\$ 586,000.00
FFY 2024 TOTALS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FFY 2025													
FFY 2025 ENTITLEMENT & BIL BALANCE												\$ 216,436.00	\$ 880,000.00
2026	2025	RWY 13/31 EDGE LIGHTING REPL. DESIGN & CNST. (FFY 25)	90%	5%	5%	\$ 909,000.00	\$ 216,436.00	\$ 601,664.00	\$ 45,450.00	\$ 45,450.00	\$ -	\$ 880,000.00	
2026	2025	6 UNIT T-HANGAR DESIGN & CNST.- BIL (FFY 25)	90%	5%	5%	\$ 975,000.00		\$ 877,500.00		\$ 46,750.00	\$ 46,750.00	\$ -	\$ 2,500.00
FFY 2025 TOTALS						\$ 1,884,000.00	\$ 216,436.00	\$ 877,500.00	\$ 601,664.00	\$ 94,200.00	\$ 94,200.00		
FFY 2026 ENTITLEMENT & BIL BALANCE												\$ 160,000.00	\$ 296,500.00
2027	2026	AIRFIELD DRAINAGE IMPROVEMENTS - BIL (FFY 26)	90%	5%	5%	\$ 325,000.00		\$ 292,500.00		\$ 16,250.00	\$ 16,250.00	\$ 150,000.00	\$ 4,000.00
2027	2026	BORROW NPES FROM (2) SPONSORS	100%	0%	0%	\$ 350,000.00	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 4,000.00
2026	2025	RWY 13/31 PAPI, REIL REPL. DESIGN & CNST. (FFY 26)	90%	5%	5%	\$ 541,000.00	\$ 486,900.00	\$ -	\$ -	\$ 27,050.00	\$ 27,050.00	\$ 13,100.00	\$ 4,000.00
FFY 2026 TOTALS						\$ 866,000.00	\$ 486,900.00	\$ 292,500.00	\$ -	\$ 43,300.00	\$ 43,300.00		
FFY 2027 ENTITLEMENT BALANCE												\$ 163,100.00	\$ 4,000.00
2028	2027	RUNWAY 13/31 RECONSTRUCTION - DESIGN (FFY 27)	90%	5%	5%	\$ 548,000.00	\$ 163,100.00		\$ 330,100.00	\$ 27,400.00	\$ 27,400.00	\$ -	\$ 4,000.00
2026	2025	TWY A EDGE LIGHTING REPL. DESIGN & CNST. (FFY 27)	90%	5%	5%	\$ 958,000.00		\$ 862,200.00		\$ 47,900.00	\$ 47,800.00	\$ -	\$ 4,000.00
FFY 2027 TOTALS						\$ 1,506,000.00	\$ 163,100.00	\$ -	\$ 1,192,300.00	\$ 75,300.00	\$ 75,300.00		
FFY 2028 ENTITLEMENT BALANCE												\$ 160,000.00	\$ -
2029	2028	RUNWAY 13/31 RECONSTRUCTION - CONSTRUCTION (FFY 28)	90%	5%	5%	\$ 4,828,000.00	\$ 150,000.00	\$ -	\$ 4,285,200.00	\$ 246,400.00	\$ 246,400.00	\$ -	\$ -
2029	2028	TURF RUNWAY 3/21 REHABILITATION - DESIGN & CNST.	0%	70%	30%	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ 60,000.00	\$ -	\$ -
FFY 2028 TOTALS						\$ 5,128,000.00	\$ 150,000.00	\$ -	\$ 4,285,200.00	\$ 386,400.00	\$ 306,400.00		
FFY 2029 ENTITLEMENT BALANCE												\$ 150,000.00	\$ -
2030	2029	TAXIWAY A RECONSTRUCTION - DESIGN (FFY 29)	90%	5%	5%	\$ 321,000.00	\$ 150,000.00	\$ -	\$ 138,900.00	\$ 16,050.00	\$ 16,050.00	\$ -	\$ -
FFY 2029 TOTALS						\$ 321,000.00	\$ 150,000.00	\$ -	\$ 138,900.00	\$ 16,050.00	\$ 16,050.00		
FFY 2030 ENTITLEMENT BALANCE												\$ 150,000.00	\$ -
2031	2030	TAXIWAY A RECONSTRUCTION - CONSTRUCTION (FFY 30)	90%	5%	5%	\$ 2,154,000.00	\$ 150,000.00	\$ -	\$ 1,788,600.00	\$ 107,700.00	\$ 107,700.00	\$ -	\$ -
FFY 2030 TOTALS						\$ 2,154,000.00	\$ 150,000.00	\$ -	\$ 1,788,600.00	\$ 107,700.00	\$ 107,700.00		

RUNWAY AND TAXIWAY LIGHTING SYSTEM REPLACEMENT

The lighting system for Runway 13/31 and Taxiway A was originally installed in 2005. Bolton & Menk is aware of the significant issues the system is experiencing and the difficulty the city has in finding replacement parts. When replacement parts are found, they often are expensive as incandescent fixtures are being phased out. We discussed the project with the FAA at the January CIP meeting and they agreed the system has reached the end of its useful life and should be replaced. These projects would upgrade the entire lighting system to LED. LED technology is now available for every type of airport lighting system and will provide Willmar with significant cost savings and reduced maintenance.

To meet FAA funding availability and requirements, Bolton & Menk proposes Willmar complete the lighting system upgrade as follows:

- 2025: Runway 13/31 Edge Lighting System Upgrade
 - LED HIRLS, HITHLS, Guidance Signs
- 2026: Runway 13/31 NAVAIDS System Upgrade
 - LED PAPIs, REILS, Beacon, and Windcones
- 2027: Taxiway A Edge Lighting System Upgrade
 - LED MITLS, Guidance Signs

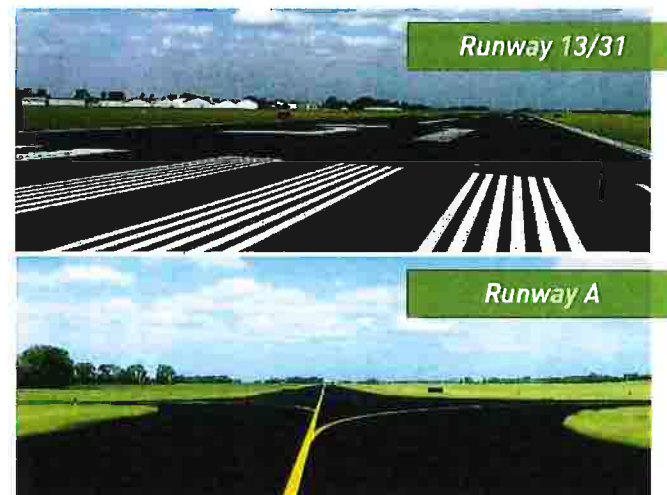
FAA can provide additional federal funding for edge lighting system upgrades but only nonprimary entitlement funds can be used for NAVAIDS, beacon, and windcone replacement projects. For this reason, Bolton & Menk has identified on the CIP the Runway 13/31 NAVAIDS, beacon, and windcones replacement project taking place in 2026. However, we recommend Willmar complete these upgrades along with the Runway 13/31 edge lighting system upgrade project in 2025 and request reimbursement from the FAA in 2026. Doing this would minimize disruption to the airport with Runway 13/31 being closed. This plan would require Willmar to hold the cost of the NAVAIDS, beacon, and windcone replacement project for one year.

RUNWAY AND TAXIWAY RECONSTRUCTION

Runway 13/31 and Taxiway A were originally constructed in 2005 as part of the new Willmar airport project. Since construction, Willmar has been completing routine pavement maintenance consisting of crack repair and seal coating of the surface. The last pavement maintenance project was completed in 2018. The pavements are currently exhibiting signs of continued distress primarily via longitudinal and transverse cracking and rutting. Rutting is the primary concern on Runway 13/31 with pilots expressing some concern about the ride quality. With the pavement on Runway 13/31 and Taxiway A nearing 20 years old, reconstruction of them was discussed with the FAA at the January CIP meeting. The FAA agreed it's time to plan for the reconstruction of Runway 13/31 and Taxiway A.

In collaboration with FAA to separate the large funding request for the Runway 13/31 and Taxiway A reconstruction projects, Bolton & Menk proposes Willmar complete the projects as follows:

- 2027: Runway 13/31 Reconstruction – Design
- 2028: Runway 13/31 Reconstruction – Construction
- 2029: Taxiway A Reconstruction – Design
- 2030: Taxiway A Reconstruction – Construction



FULL-DEPTH RECLAMATION (FDR)

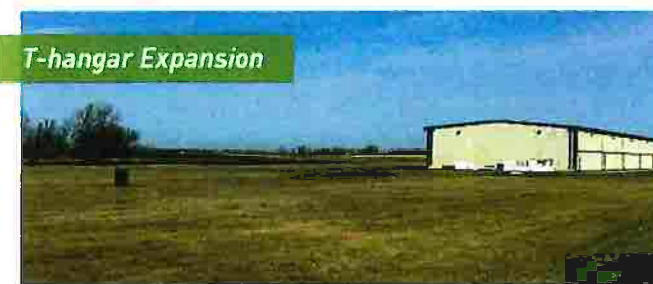
To reconstruct Runway 13/31 and Taxiway A, Bolton & Menk proposes to use the FDR process. The FDR process involves pulverizing the existing bituminous pavement and blending with the underlying aggregate base to create a recycled asphalt/aggregate base which new bituminous pavement can be paved upon. The FDR process has proven to result in new pavement which performs similar to full-depth reconstruction at a substantially lower cost. By using the FDR process, the amount of time Runway 13/31 and Taxiway A would need to be closed is also greatly reduced. FDR is an environmentally friendly process with the reduction in the amount of material trucking required. After reconstruction of Runway 13/31, the surface would also be grooved to improve the surface friction capability during wet conditions.



T-HANGAR CONSTRUCTION

The additional federal funding available to Willmar via the BIL allows the airport to consider construction of hangars in addition to completing major improvements to Runway 13/31 and Taxiway A. Willmar will receive between \$292,000-\$295,000 of BIL funds each year between 2022-2026. Willmar used the 2022 BIL funds (\$295,000) on the apron expansion project but has 2023 and 2024 funds available.

In discussions with the airport commission, Bolton & Menk understands the desire to extend the T-hangars in the west building area. The area currently has two T-hangars, one 12-unit and one 6-unit. The current ALP identifies extensions of a 5-unit and 11-unit respectively. Beginning in 2025, Willmar is projected to have \$880,000 of BIL funds available.



Bolton & Menk recommends Willmar propose to complete the 5-unit T-hangar extension to match the available amount of BIL funding.

Hangar construction cost has risen sharply over the years with T-hangar bays costing in excess of \$150,000 per unit. Bolton & Menk will work with Willmar to determine the width and clearance height required for each bay to serve future aircraft.

AIRFIELD DRAINAGE IMPROVEMENTS

Surface drainage for the east and west building area has always been an issue. With clay subgrades and a high water table, standing water is often prevalent during rain or snow melt conditions. The east taxilanes reconstruction project completed in 2017 improved surface drainage of the taxilanes and prevented water from backing up into hangars. A daintile extension project will be constructed this spring to improve the flow of subsurface drainage away from the east building area and outlet into a newly constructed infiltration basin on the west side of the airport entrance road. In discussion with Willmar airport staff, Bolton & Menk understands continued drainage improvements for the west building area are still desired. Future improvements include installation of additional drain tile to improve surface drainage and developing a plan of where to outlet the drainage.

With Willmar proposing to use BIL funds to construct a T-hangar in 2025, the 2026 BIL fund allocation would be available for a drainage improvement project. Bolton & Menk recommends Willmar plan to complete the project in 2026.

TURF RUNWAY REHABILITATION

Willmar last completed a turf rehabilitation project for Runway 3/21 in 2012. The project involved restoration of the turf by overseeding the area and applying fertilizer and mulch. With usage of the turf runway rising over the years and deterioration from routine maintenance (mowing) and rodents (moles), the time has come to complete another rehabilitation project. Bolton & Menk recommends Willmar complete a leveling rehabilitation project of the turf. This would involve spreading of topsoil along the entire surface to level out any ruts or depressions to bring the runway back to grade. Following the topsoil leveling would be seeding, fertilizing, and mulch application. Critical to the success of the turf rehabilitation project will be allowing sufficient time for the new seed to germinate and the turf to solidify. This will likely require a minimum one-month closure of turf Runway 3/21.

Bolton & Menk recommends Willmar complete the project in 2028, the same year reconstruction of Runway 13/31 is planned. Completing the project the same year as the Runway 13/31 reconstruction project would allow the airport to rehabilitate both runways at the same time, ultimately reducing the disruption to pilots.

ADDITIONAL PROJECTS

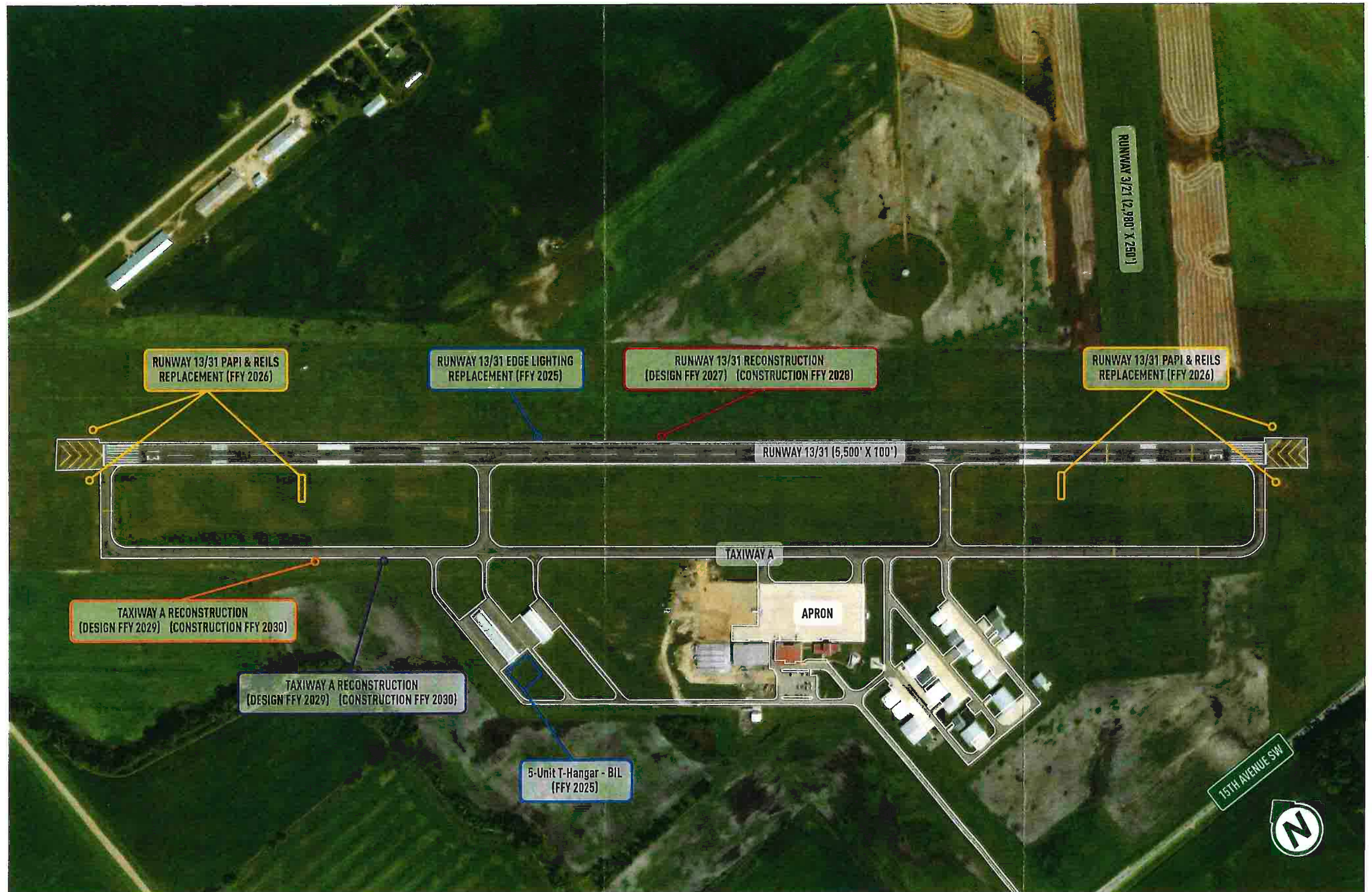
The request for of qualifications included additional projects which Willmar desires to complete. Below is a brief approach to each project. Identifying funding for each has previously been the challenge and Bolton & Menk believes a different approach for state funding may be warranted.

- **Airfield Backup Generator**
 - MnDOT has stated this project does not score high enough on their project funding prioritization scale to receive funding.
 - Willmar could explore using their 2022 Airport Rescue Grant fund allocation of \$59,000 to complete this project.
- **Connection to City Sewer and Water**
 - All sewage currently is stored in a sanitary holding tank and water is provided via wells.
 - Costs are the reason this project has not received state funding as the distance to connect to city sewer and water requires hundreds of feet of pipe.
 - Willmar could explore submitting a request for State General Obligation bonds to complete this project in future years.
- **Connection Between Terminal and FBO**
 - An enclosed connection is desired to travel between the Terminal Building and FBO Hangar.
 - Willmar could explore state funding for this project once the scope is narrowed to what the connection should entail.





This figure serves as a graphical representation of future projects proposed at Willmar.



EXPERIENCE ON COMPARABLE PROJECTS

LIGHTING SYSTEMS

LIGHTING SYSTEM AND NAVAIDS

City of Hutchinson, Minnesota

The existing Runway 15/33 lighting system was installed in 1992 and has reached the end of its useful life. The city began having difficulty finding replacement parts for the edge lights and transformers if they failed. The PAPIs and REILs were also installed in 1992 and replacement lamps for each system were costly and difficult to find. Bolton & Menk discussed the project with FAA and provide justification for replacing the entire lighting system with an LED version. FAA agreed a new lighting system is justified and provided additional federal funding to complete the project. LED edge lights, guidance signs, PAPIs, REILs, beacon, and windcone were installed.



LIGHTING REPLACEMENT

City of Long Prairie, Minnesota

The existing runway and taxiway lights at the airport reached their useful life and were in need of replacement. Bolton & Menk evaluated the existing equipment to determine what could be salvaged. After investigation, it was determined the constant current regulators could be reused for the new lighting system. LED lights were installed on the taxiway and incandescent lights on the runway.



RUNWAY 14/32 LIGHTING REPLACEMENT

City of Sauk Centre, Minnesota

The Runway 14/32 reconstruction project also upgraded the entire airfield lighting system. The old beacon was a tower style with halogen lamp. The city had difficulty replacing the lamps and desired a beacon tower more accessible for lamp replacement. The project installed a tip-down style pole beacon with LED lamp, making it easier for future maintenance.



RUNWAY AND TAXIWAY LIGHTING SYSTEM

City of Litchfield, Minnesota

The Litchfield Municipal Airport needed to upgrade their existing lighting and NAVAID system as it was nearing the end of its useful life. Bolton & Menk removed and salvaged the existing Runway 13/31 lighting, PAPI, and REIL system to replace with new medium intensity runway and threshold lights, retro-reflective Taxiway Markers, and PAPI and REIL systems. In addition, the airport was upgraded with a new 16-unit aircraft guidance sign system. Upgrades to the entire system with new conduit wiring and grounding, and improvements to the electrical vault system were also included. Using the existing satisfactory PAPI foundations allowed for cost savings. Bolton & Menk was successful in working with the city and contractor to provide the project on time and budget. We also assisted the city in securing FAA funding.



PAVEMENT RECONSTRUCTION

EAST TAXILANES RECLAMATION

City of Willmar, Minnesota

The east taxilanes, originally constructed in 2004, were constructed with no center crown in the pavement with the longitudinal profile grade responsible for surface drainage. With the development of private hangars and aprons adjacent to the east taxilanes, surface drainage became a major problem. Surface drainage would pond on each taxilane and eventually back up into each hangar.

Full pavement reconstruction wasn't financially feasible and a mill and overlay would not be able to make grade corrections for drainage, so use of the bituminous FDR process was applied. FDR is the process of pulverizing the existing thickness of bituminous and blending with the underlying aggregate base to form a reclaimed asphalt base layer. This layer was then shaped, graded, and compacted with an inverted crown with installation of concrete valley gutter down the centerline to facilitate surface drainage. New bituminous pavement was then paved.

Immediately upon project completion, hangar owners noticed improvements with surface drainage. Rainfall events are no longer feared as surface drainage does not back up into hangars.



RUNWAY 15/33 AND TAXIWAY A RECONSTRUCTION

City of Hutchinson, Minnesota

Runway 15/33, Taxiway A, and the apron pavements were in dire need of reconstruction due to severe longitudinal and transverse cracking, raveling, and transverse joint depressions. Fully reconstructing all pavements in one year was not feasible because of limited federal funding.

Bolton & Menk designed and constructed a FDR project to improve the airport's pavement condition. Using the FDR process allowed the city to reconstruct the runway, taxiway, and apron within the federal funding amount available.



RUNWAY 13/31 AND TAXIWAY A RECONSTRUCTION

City of Litchfield, Minnesota

Runway 13/31, Taxiway A, and the apron pavement were in dire need of reconstruction due to severe longitudinal and transverse cracking, rutting, depressions, and patching. Fully reconstructing all pavements in one year was not feasible because of limited federal funding.

Bolton & Menk designed and constructed a FDR project to rejuvenate the airport's pavement. Using the FDR process allowed the city to reconstruct the runway, taxiway, and apron within the federal funding available.



RUNWAY 15/33 RECLAMATION

City of Granite Falls, Minnesota

Runway 15/33, Taxiway A, and the apron were in need of reconstruction caused by severe longitudinal and transverse cracking, rutting, raveling, and patch heaving. With limited state funding, the city tasked Bolton & Menk with providing a solution that would correct pavement issues while meeting the available budget. Bolton & Menk proposed the FDR process for all pavements to recycle the existing materials to provide a high-quality product at a substantially lower cost. Four inches of new bituminous surface was paved over the recycled aggregate base course. The FDR process allowed the city to rehabilitate Runway 15/33, Taxiway A, and the apron within the allowable state funding amount.



RUNWAY 14/32 RECONSTRUCTION & WIDENING

City of Sauk Centre, Minnesota

Runway 14/32 has had numerous crack repairs completed since its original construction in 1990. The ride quality was so poor several aircraft diverted to adjacent airports. Major distresses included block cracking, longitudinal and transverse cracking, patching, raveling, and rutting. Additionally, the runway was only 60 feet wide.

Widening Runway 14/32 to 75 feet allowed for a safer operational environment for pilots, considering the airport does not have a parallel taxiway. To maximize the amount of federal funds available, a modification to AIP standards was submitted to use MnDOT specifications for construction. Using MnDOT specifications allows for lower bid prices as contractors are more familiar with the products and bituminous mixture is more readily available. Construction was recently completed. The amount of federal funding available will allow the airport to also reconstruct the taxiway connector and apron.



HANGAR CONSTRUCTION

MULTI-BAY HANGAR

City of Wheaton, Minnesota

The existing airport hangars were full, forcing major businesses operating at the airport to house their aircraft elsewhere, resulting in a loss of rent revenue and fuel sales. Numerous other businesses called the city to discuss

operating their business out of the airport, only to be turned away due to lack of hangar space. The city understood the need to construct a new hangar to allow additional aircraft to base at the airport.



Working with the FAA, Bolton & Menk developed a plan to construct a 210-foot by 70-foot multi-bay hangar that would accommodate three aircraft. The city was able to demonstrate an immediate need for the additional hangar and a federal grant was approved for the project. A major business operating at the airport is now able to house their entire fleet in Wheaton and additional space is available for new businesses. In order to move forward with construction with federal funding, Bolton & Menk helped the city borrow \$600,000 in federal non-primary entitlement funds from other airport sponsors.

MULTI-BAY HANGAR

City of Redwood Falls, Minnesota



Two local businesses approached the city about basing their corporate aircraft at RWF if the city constructed hangars for rent. The city also had a waiting list of pilots wanting to base at RWF. The city elected to combine construction of large corporate hangars with general aviation hangars into one building. This project constructed two 65-foot-wide by 65-foot-deep hangars with 20-foot door clearance and five 40-foot-wide by 40-foot-deep hangars with 12-foot door clearance. The project was constructed using FAA funding, reducing the city share to five percent.



T-HANGAR

City of Hutchinson, Minnesota

As part of the BIL, Hutchinson will receive between \$145,000-159,000 of federal funding in addition to their entitlement funds. With all other airside needs met, Hutchinson elected to use their BIL funds to construct a multi-bay hangar. Bolton & Menk reverse engineered the project to specify a hangar size that would match the estimated amount of BIL funding available (\$739,000). Based upon recent hangar construction cost, Bolton & Menk recommended a 112-foot by 52-foot multi-bay hangar project. By using the BIL fund proration method, Hutchinson will complete construction of the hangar in 2024 and receive federal reimbursement in years 2024-2026. Runway 14/32 will be shifted from its current location and a new parallel taxiway will be built using the old runway. This requires land acquisition, design, and construction oversight for the new runway, conversion of the current runway to a taxiway, construction of a new airport electrical vault, and AGIS approach development for both new runway ends. This will allow future growth at the airport while creating a safer environment for aircraft.



T-HANGAR

City of Granite Falls, Minnesota

Granite Falls has an immediate demand for additional aircraft storage with a waiting list of more than 10 pilots desiring to base at the airport. With no public hangars available, the city began the process of securing funding to construct a city owned T-hangar. With Granite Falls being a state only funded airport, MnDOT funding was the only funding source available. Beginning in 2017, the city began the process of requesting state funding via the MnDOT Hangar Loan Program. The Hangar Loan Program would provide Granite Falls with a 20-year, interest free loan for 80 percent of the hangar construction cost. MnDOT would provide a site preparation grant for the hangar floor, footing, and foundation to minimize the cost. In 2022, MnDOT was able to provide funding for the T-hangar construction project. The T-hangar consists of 7 units with 45-foot-wide doors with a 14-foot door clearance and one large jet pod with a 60-foot-wide door and 16-foot door clearance. The new hangar has allowed two businesses to base at Granite Falls and has increased fuel sales and revenues for the city.



8-UNIT T-HANGAR

City of Hawley, Minnesota

The City of Hawley wanted to increase the revenue generated at their airport to serve a variety of aircraft. A T-hangar was considered but required local costs be kept to a minimum in order to meet market rental rates for hangars. Bolton & Menk developed the layout and funding package for an 8-unit T-hangar with 48-foot doors with local funding participation at only 5 percent. The larger doors allow the hangar to service a greater number of aircraft, thereby increasing demand for the hangar space. The funding involved creative financing through borrowing Federal Non-Primary Entitlement funds, MnDOT matching funds, and four Minnesota airports lending the city money to be paid back over a four-year period. The low outlay of local funds allowed the airport to set competitive market hangar rates to fill the space. Thus, the hangar will serve a broad group of aircraft creating the opportunity for the city to have full capacity. The highly sought-after T-hangar facility provides added revenue for future improvement projects at the Hawley Municipal Airport.



ABILITY TO MEET SCHEDULES AND BUDGETS

Bolton & Menk understands the importance of establishing a schedule and budget and sticking to them. Below is our project history for the past five years, showing our ability to meet project goals.

Year	Airport	Project Description	Engineer's Estimate	Actual Bid Cost	% Change Est. vs. Bid Cost	Final Cost	% Change Bid vs. Final Cost	Compl. On Schedule
2023	Hutchinson	Multi-Bay Hangar Construction	\$725,792	\$599,192	-17%	\$589,173	-2%	✓
2023	Houston County	Hangar Taxilanes Construction	\$329,057	\$283,601	-14%	\$271,312	-4%	✓
2023	Forest Lake	Apron Expansion	\$202,604	\$213,562	5%	\$213,672	0%	✓
2023	Pipestone	Runway 18/36 NAVAIDS Replacement	\$234,460	\$258,180	10%	\$256,182	-1%	✓
2023	Hutchinson	Runway 15/33 Lighting System Replacement	\$714,185	\$704,671	-1%	\$699,325	-1%	✓
2022	Granite Falls	8 Unit T-Hangar Construction	\$1,550,252	\$1,704,202	10%	\$1,698,378	0%	✓
2022	Buffalo	Runway 18/36 Pavement Maintenance	\$326,307	\$228,278	-30%	\$251,438	10%	✓
2022	Aitkin	Runway 16/34 Lighting System Replacement	\$217,920	\$174,399	-20%	\$175,400	1%	✓
2022	Owatonna	10 Unit T-Hangar Construction	\$1,623,847	\$1,532,538	-6%	\$1,651,235	8%	✓
2022	Litchfield	Snow Removal Equipment Building	\$451,424	\$364,400	-19%	\$365,500	0%	✓
2022	Worthington	Concrete Apron Reconstruction	\$601,500	\$568,525	-5%	\$565,321	-1%	✓
2022	Hutchinson	Runway 15/33 Pavement Maintenance	\$138,335	\$105,880	-23%	\$105,880	0%	✓
2022	Willmar	Runway 13/31 Pavement Maintenance	\$1,100,500	\$1,008,255	-8%	\$978,621	-3%	✓
2021	Hutchinson	8-Unit T-Hangar	\$949,675	\$802,267	-16%	\$814,262	1%	✓
2021	Long Prairie	Runway 34 Extension	\$1,107,512	\$895,427	-19%	\$885,619	-1%	✓
2021	Paynesville	10-Unit T-Hangar	\$1,415,125	\$1,487,513	5%	\$1,501,225	1%	✓
2021	Winsted	Runway 9/27 Reconstruction	\$1,855,517	\$1,797,423	-3%	\$1,750,469	-3%	✓
2020	Granite Falls	Entrance Road Reclamation	\$151,276	\$144,908	-4%	\$122,182	-16%	✓
2020	Mahnomen	Arrival/Departure Building	\$628,441	\$601,216	-4%	\$606,416	1%	✓
2020	Pine River	Apron Reconstruction	\$338,950	\$205,413	-39%	\$213,442	4%	✓
2020	Redwood Falls	7 Bay Hangars Construction	\$1,406,271	\$1,296,032	-8%	\$1,290,682	0%	✓
2020	Sauk Centre	Entrance Road Paving	\$91,268	\$76,727	-16%	\$70,727	-8%	✓
2019	Blue Earth	Snow Removal Equipment Building	\$356,620	\$323,500	-9%	\$323,500	0%	✓
2019	Hawley	8-Unit T-Hangar	\$771,300	\$631,800	-18%	\$631,800	0%	✓
2019	Le Sueur	Runway 13/31 Crack Repair and Seal Coat	\$216,687	\$126,850	-41%	\$125,803	-1%	✓
2019	Pine River	Apron Pavement Reclamation	\$236,980	\$213,675	-10%	\$213,442	0%	✓
2019	Pipestone	Parking Lot Expansion	\$138,545	\$83,879	-39%	\$90,459	8%	✓
2019	Preston	Runway 11/29 Crack Repair and Seal Coat	\$229,295	\$239,946	5%	\$236,946	-1%	✓
2019	South St. Paul	Snow Removal Equipment - Loader	\$250,000	\$241,630	-3%	\$241,630	0%	✓
2019	Willmar	East Taxilanes Reconstruction	\$297,359	\$321,578	8%	\$325,184	1%	✓
2019	Worthington	Runway 11/29 Crack Repair and Seal Coat	\$680,146	\$741,155	9%	\$740,160	0%	✓

REFERENCES

We strive to become an extension of city staff to deliver projects on time and within budget. But don't just take our word for it; the references below have completed projects similar to those proposed at Willmar Municipal Airport.



CITY OF HUTCHINSON

JOHN OLSON, PUBLIC WORKS MANAGER
JOLSON@CI.HUTCHINSON.MN.US | 320-583-8145



CITY OF WORTHINGTON

TODD WIETZEMA, PUBLIC WORKS DIRECTOR
TWIETZEMA@CI.WORTHINGTON.MN.US | 507-372-8650



CITY OF REDWOOD FALLS

JIM DOERING, PUBLIC WORKS PROJECT COORDINATOR
JDOERING@CI.REDWOOD-FALLS.MN.US | 507-430-5904



CITY OF BENSON

KYLE HARRIS, CITY MANAGER
KHARRIS@BENSONMN.US | 320-843-4775

WE DELIVER THE RIGHT SOLUTIONS.

Through client collaboration, we identify the best solutions for each project, incorporating innovation based on client/project objectives.

OVERVIEW

Statement of Qualifications

Engineering and Planning Services

PREPARED FOR

Willmar Municipal Airport

PREPARED ON

03.28.2024

CONTACT

Angela Holm

Aviation Division Lead/Architect

320.235.2555

aholm@bollig-engineering.com

1721 Technology Drive NE, Suite 100

Willmar, MN 56201





March 28, 2024

Willmar Municipal Airport
Attn: Eric Rudningen, Airport Manager
6600 Highway 40 West
Willmar, MN 56201

RE: Engineering and Planning Services RFP

Dear Mr. Rudningen,

The Willmar Municipal Airport deserves an engineering firm that listens, innovates, relentlessly pursues funding, and gets things done. Bollig is that engineering firm. Our team has reviewed your RFP and upcoming projects and have noted your plans and project needs with which our aviation team has proven experience.

What sets Bollig apart from other engineering firms? The bottom line: we believe *your* success is *our* success. We understand your airport has unique needs and opportunities, so we adopt your priorities as our own. **Bollig commits to providing professional service that is:**

RELATIONAL. We build genuine relationships and mutual trust. Whether with you, your team, the local community, or in existing relationships with MnDOT and FAA officials, we form connections that advance your goals.

RESOURCEFUL. We understand funding and government relations better than anyone else, which helps us maximize opportunities for you. We are actively securing funding for this new \$17.2 million airport development project in Karlstad, the first in Minnesota since the Willmar Airport was constructed. Due to our funding acquisition prowess, Bollig has obtained significant grant funding to build this economic powerhouse for the region.

RELIABLE. We deliver *what* we promise *when* we promise it. Our engineering expertise is solid, and we take budgets and timelines seriously to ensure your project moves forward as planned.

RESPONSIVE. We are a tight-knit, state-wide team for a purpose: to ensure your project does not fall through any cracks. We are readily available to provide personalized service and creative solutions.

As this Statement of Qualifications shows, Bollig can provide the services, attention, and professional relationships to empower the Willmar Municipal Airport to achieve its goals. If you have any questions, please contact me at 320.235.2555 or aholm@bollig-engineering.com.

Sincerely,

A handwritten signature in blue ink that reads 'Brian F. Bollig'.

Brian F. Bollig, P.E.
President

A handwritten signature in blue ink that reads 'Angela Holm'.

Angela Holm, AIA
Aviation Division Lead/Architect

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Our Purpose

We are neighbors serving neighbors, working to strengthen, preserve, and transform the future and quality of life in our communities.

Introduction

Your Vision Is Our Focus

The Bollig team's top priority is understanding your vision for the Willmar Municipal Airport, as well as the businesses, culture, and way of life it supports. To further familiarize ourselves with your airport's needs and your plan for the future, we have reviewed your RFQ and past Airport Commission meeting agendas.

The Bollig design team will work with you to make clear progress toward your goals while also exploring innovative, outside-the-box options that could open doors to greater funding success.



We Turn Vision into Reality

Bollig will bring your vision to life through our intuitive, experienced planning and engineering processes, as well as collaborative involvement with government agencies and legislative leaders. We are also positioned to get your projects in front of powerful funding sources.

We hold strongly our firm's commitment to being *neighbors serving neighbors* and strive to exceed your expectations with personal, attentive service at all times, from initial planning to project completion. Bollig has the drive and expertise to make your vision reality with excellent airport engineering services and committed service for the Willmar Municipal Airport.

Our Values

Passion for Our Purpose

We care deeply about working side-by-side with communities to help make them stronger.

Commitment to Excellence

We hold exceedingly high standards for ourselves and our work.

Relationships

We value people more than projects and pursue trusting relationships.

Teamwork

We welcome the synergy that comes from team effort and collaboration.

Firm Overview

Bollig is a full-service engineering firm that believes *your success is our success.*

We value close-knit towns and the infrastructure that serves them, and our team is committed to helping cities take action to address the issues that are holding them back.

Our approach starts with listening. Fully understanding YOUR needs and goals for protecting and enhancing your city's wellbeing and way of life is our chosen path to developing cost-effective and fundable engineering solutions for you. We will work with your Airport Commission and City Council to address not only your airport's needs but also work to improve the local economy and way of life.

We know that working so closely with our clients and our curated variety of project stakeholders is crucial for creating the long-lasting partnerships required to bring healthy, reliable and sustainable airports to clients like you.

Bollig Quick Facts

- Founded in 2007 and based in Willmar with staff in Sartell, Little Falls, Two Harbors, Clear Lake, and Twin Cities, MN and Sioux Falls, SD
- Team of 42 engineers, architects, construction managers, funding specialists, and other professionals
- We are driven to alleviate our clients' financial burdens, and our specialty is thinking "outside the box" to achieve comprehensive solutions.
- Expert services include planning, design, bidding, construction administration and observation, funding acquisition, and more

Designed for
Small Cities.



Firm Approach



Relational

We are committed to you and your projects not just as professionals but also as people.

- We develop genuine relationships with all stakeholders and have had great success promoting community projects.
- We conduct outreach to build excitement. This includes participating in community festivals, hosting open houses to showcase development, and creating 3D video renderings to garner support.
- We attend client community events, such as parades and fly-ins, on our personal time and with our families.



Resourceful

We relentlessly pursue maximum funding, often through unconventional sources.

- We took time and went the extra mile to develop an intermodal strategy in Brooten that incorporated aviation, rail, and road projects. By solving big-picture issues and meeting regularly with state legislators, we secured additional funding for several municipal and airport projects.
- We advocate with agency officials to bring client needs to the forefront.
- We take on unique legislative challenges to overcome roadblocks for our clients.



Reliable

We are proven, driven leaders who prioritize client needs and get things done.

- We are present and involved throughout your entire project, attending meetings and giving presentations.
- We respect project budgets and timelines, striving to deliver what is promised when it is promised.



Responsive

We are readily available and quick to act in all phases of your project.

- We provide quick action for clients from our representatives and office staff.
- We offer timely answers to contractor questions so construction stays on track.
- We take calls outside business hours to resolve immediate challenges.



The Bollig team has been engaged since day one. They made a night-and-day difference in putting our projects on a fast track.

Joe LaRue, Airport Manager, Elbow Lake, Minnesota

Project Team

Bollig gives you focused expertise and superior customer service.

Our experienced and resourceful team works directly with your Airport Commission and includes engineers, surveyors, architects, technicians, construction managers, funding specialists, and other staff.

Who We Are

Angela Holm, Aviation Division Lead/Architect, will be your primary contact with assistance from the rest of our team. With more than 30 years' experience, Brian Bollig's values and leadership have shaped a team combining character, talent, a strong track record, and fresh perspectives to help you protect and enhance your airport for transportation and economic opportunity.

How We Work

The Bollig team works with you to assess community needs, develop figures and cost estimates, and set a Capital Improvement Plan that aligns with your priorities. We promote discussion and workshops with your Airport Commission and City Council to build an understanding of needs and priorities, technical strategies, and funding opportunities as well as how those key pieces fit together for success. Our team has extensive knowledge of how multiple funding programs work both alone and in collaboration with others, and we bring this to the discussion early. We understand the issue is not only how much a project costs but also how much it costs your residents.

Project Team

Willmar Municipal Airport

Angela J. Holm, AIA
Aviation Lead/Architect

Brian Bollig, P.E.
Principal Engineer

Michael Beard
Strategic MnDOT/FAA Relationships

Kris Ambuehl, MPA
Aviation/Client Development

SUPPORT STAFF

Scott Kuhlman, P.E.
Aviation Engineer - Planning

Paul Jurek, P.E.
Aviation Engineer - Development

Gloria Trustheim
Senior Aviation Planner

Angela Olson
Aviation Planner

Support Staff
Funding, Administrative,
Construction, Design, Survey/GIS

Project Team



Angela Holm, AIA

Aviation Lead/Architect

Angela brings more than 20 years of professional practice in architectural and electrical design to Bollig's airport team and serves as Aviation Lead on our team.

Angela's knowledge and leadership have been instrumental in the success of numerous projects including Airport Master Plans, ALP development, hangar design and construction, apron improvements, terminal area development, and airport and heliport zoning ordinance development. Angela's commitment to client and community engagement and her successes with a variety of design challenges create a collaborative environment for our team and clients.

Angela has a Bachelor of Science in Architecture and a Bachelor of Science in Environmental Design from North Dakota State University.



Brian Bollig, P.E.

Principal Engineer

Brian is the president and founder of Bollig Inc, bringing with him more than 30 years of industry relationships and experience as a Registered Professional Engineer in both private consulting and public sectors.

Brian has utilized his diverse background to build a robust skillset in strategic planning, design, water resource management, mapping, project management and construction administration. His personal and professional life has cultivated a passion for finding creative, innovative solutions to problems affecting life in rural Minnesota.

Brian has a Bachelor of Science in Civil Engineering and a Master of Science in Environmental Engineering with an emphasis in water and wastewater systems from South Dakota State University, as well as a Bachelor of Science in Natural Science from St. John's University.

Project Team



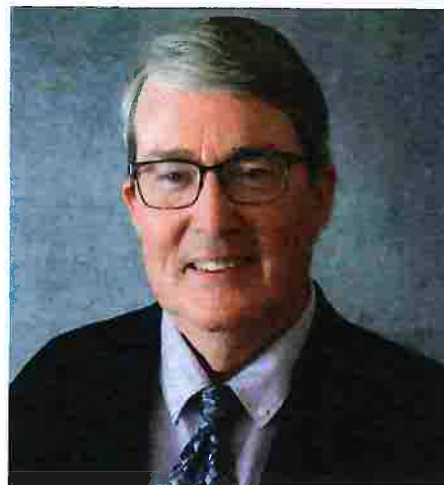
Kris Ambuehl, MPA

Aviation/Client Development

Kris is the lead contact for city staff and elected officials. His background in leadership includes serving as City Administrator for the Minnesota communities of St. Joseph and Tracy. During his tenures, he was engaged in the planning, funding, and construction of over \$50 million in infrastructure improvements. Kris's previous municipal experience has given him first-hand experience in navigating FEMA and HSEM grant portals and maintaining required documentation as part of State and Federal disaster declarations.

As a current member of 24 years in the Minnesota Army National Guard, Kris has served in multiple roles from instructor to 1SG, was deployed to Iraq, and served in multiple Partners in Peace missions to Croatia. Kris' skills and years of service and leadership bring high-level organization, strategic planning, scheduling, budgeting, and project and relationship management to our clients.

Kris has a Master of Science in Public Administration and Emergency and Disaster Management from Upper Iowa University.



Michael Beard

Strategic MnDOT/FAA Relationships

Mike's primary role on Bollig's project team is Government Relations. A respected Representative in the Minnesota State Legislature for 12 years before retiring in 2014, Mike channels the holistic support needed for a successful airport project.

Mike cultivates connections with project stakeholders and agency personnel, strengthened by his enthusiasm for aviation as a private pilot for over 40 years. Mike's experience and interpersonal communication style pairs well with broader skill sets gained in small business ownership, publishing, and education.

Mike has a Bachelor of Arts in Theology from the Bethany College of Missions.

Project Team



Scott Kuhlman, P.E.

Aviation Engineer - Planning

Scott provides responsive support and consistent communication as a project manager. He has a high aptitude for efficient design, organization, and critical path thinking and is well-versed in planning, design, regulatory review, and construction administration for municipal and private clients.

While Biosystems and Agriculture Engineering formed the original basis for his work, Scott has led our team in extraordinarily successful water resources projects and has spearheaded our aeronautical planning with a deep knowledge of MnDOT and FAA design and construction requirements. Scott's big-picture understanding of the airside and landside requirements for airports has resulted in Airport Layout Plans that help clients make informed decisions for the future. Scott's extensive experience with FAA planning guidelines and procedures is reflected in his work on numerous ALPs and airfield designs.

Scott has a Bachelor of Science in Biosystems and Agricultural Engineering with an Environmental and Ecological Emphasis from the University of Minnesota.



Paul Jurek, P.E.

Aviation Engineer - Development

Paul has more than two decades of civil engineering experience comprised of over \$200 million in roadway, bridge, airport, and municipal utility projects. His previous employment at MnDOT has given him a multitude of industry connections and experiences to provide engineering and project management services to Bollig clients. Paul's ability to see the big picture in planning, design, and construction makes him an excellent resource on the Bollig team.

Paul has a Bachelor of Science in Civil Engineering from North Dakota State University and a Bachelor of Science in Pre-Engineering from St. Thomas University.

Project Team



Gloria Trustheim

Senior Aviation Planner

Gloria is an aviation planner on the Bollig team and assists with grant procurement, administration, and grant closeout. She also works with airport teams in project planning and Capital Improvement Plan development. Gloria has been working on airport projects for 10 years and has more than 25 years of project management experience. She is passionate about aligning effective solutions and responsive support to help clients realize their long-term goals.

Gloria has a Bachelor of Arts in Interdisciplinary Studies in Management and Social Sciences from the University of Texas-Dallas and an Associate of Liberal Arts from Ridgewater College in Willmar, Minnesota.



Angela Olson

Aviation Planner

Angie brings over 30 years of diverse experience to the Bollig team. Her collective experience as a former commercial pilot for Sun Country, Professor of Aviation in Higher Education, and a Certified Flight Instructor give her unique insight during crucial project discussions. She also has expertise in securing grant funding and post-award grant management. Angie's involvement with the Experimental Aircraft Association (EAA) as Secretary for Chapter 551 and a Program Presenter for the region, and her active involvement as a St. Cloud Aviation Board Member, bring enthusiasm and trusted industry connections during the planning phase.

Angie has a Doctorate in Higher Education Administration and a Master of Technology Education from St. Cloud State University and a Bachelor of Science in Aeronautical Studies from the University of North Dakota.

Funding Success

Bollig pursues maximum funding and leverages opportunities for our clients.

We are driven to alleviate our clients' financial burdens, and our specialty is thinking "outside the box" to achieve comprehensive solutions. We find non-traditional funding sources and walk you through the steps to secure them, all while accomplishing more for your community.



Our airport could not serve our region's aviation and business needs, and we struggled to find funding for airport relocation. After working with Bollig, we secured \$9.5 million in direct funding to start planning, land acquisition, and construction of a new runway.

The Late Al Lundeen, Former Airport Board Chair, Karlstad, Minnesota

Engineering Services

Planning & Environmental

Bolig practices a strategic, comprehensive planning process as we listen and incorporate your community's short- and long-term goals. We offer a high-level view of how projects match up with opportunities and needs in your area.

Our big-picture approach creates new funding opportunities that are more financially sustainable and cover a broader scope of improvements. Bolig's experience and strong relationships with agencies create more opportunities and better outcomes.

Our team is also experienced with the assessments needed to secure environmental clearance. Our engineers keep your project moving forward while following protocols that keep historical sites and the environment safe.

We take documentation seriously and have a full understanding of the documents and research needed during the planning phase.

Bolig's broad range of expert planning and environmental services for aviation projects includes but is not limited to:

Plans & Reports

- Master Plans
- Airport Layout Plans
- Environmental Assessments & Reports, including CATEx

Surveying

- GIS Updates
- Exhibit A Property Search
- Topographical, Boundary, & Field Surveys

Meetings

- Regular Airport Team Meetings
- Capital Improvement
- Legislative Meetings & Presentations

Documentation

- Feasibility Studies
- Cultural & Historical Source Reviews
- Environmental Site Reviews
- Project Marketing

Funding

- Federal and State Grant Applications
- Legislative Briefings and Presentations
- FAA & MnDOT Grant Applications and Closeouts
- State Aid Agencies

Research & Data

- Obstruction Analysis
- Aviation Forecasting
- Benefit-Cost Analysis
- Topographical Data
- Ownership & Encumbrances Data
- Use & Compatibility
- Funding Opportunity
- DBE Programs

Legal

- Contracts and Agreements
- Wetland Remediation
- Land Acquisition Management

Engineering Services

Engineering & Design

Utilizing our foundational documentation and information, **Bollig's talented team designs airport projects that exceed your expectations.**

Our engineers are licensed throughout the United States and work with you to solve problems, control costs, and meet project milestones. We use evolving technology to produce high-quality, innovative solutions that align perfectly with your airport's goals.

Our design professionals are supported by expert staff in the areas of funding, communication, project management, and a variety of other disciplines – all of whom are available to you.

Bollig's expertise and value engineering practices are enhanced by the enthusiasm, first-hand perspective, and connections of our team's civic-minded Minnesotans.

Our engineering and design team is experienced in both airside and landside projects, including but not limited to:

Airside

- Runway Maintenance
- Runway Extensions
- Taxiway Maintenance
- Taxiway Construction
- Apron Maintenance & Expansion
- Airfield Rehabilitation
- Airfield Lighting
- Airfield Signage
- NAVAIDs
- Modeling
- Studies
- SWPPP

Landside

- Hangars & Terminals
- Fuel Facility Design
- Facilities for Snow Removal
- AGIS Obstruction Survey
- Roadways, Parking, Pavement Design & Preservation
- Grading, Drainage & Storm Water Management
- Safety and Operations Planning
- Utility Design and Relocations

Engineering Services

Project & Construction Oversight

Once your project is ready for construction, Bollig's project management team will make sure it stays on schedule, on budget, and follows the integrity of the design we have worked on with you from the start.

We are committed to being proactive. To ensure your project runs smoothly, we develop and maintain collaborative rapport with contractors. We conduct on-site observation and support, hold monthly meetings, provide continued communication with you and our engineering and design team, and offer

experienced troubleshooting as situations arise during construction.

Bollig's project and construction oversight services ensure stability and reliability for your project. Our experience through multiple construction seasons has undergone real-life stress tests that have strengthened our practices and proven our methods produce excellent outcomes for our clients and their communities.

This professional, results-driven approach includes the following services and much more:

Bidding

- Request for Proposals
- Up-to-Date Registered Bidders List
- Public Bid Openings
- Bid Tabulation & Recommendations
- Contract Preparation & Support

Communication

- Monthly Construction Meeting Facilitation
- Continuous Client Updates
- Status Reports
- Scheduled Engagement with Key Personnel

Client and Subcontractor Support

- Progress Updates
- Coordinating Communication
- Bidder Submission Updates
- Contractor Pay Application Review

Compliance & Quality Assurance

- Agency Approval (FAA, MnDOT, & Others)
- Permit Acquisition
- Change Orders
- As-Constructed Record Drawings
- Contract Revisions
- Field Orders
- Work Change Directives

On-Site

- Construction Observation
- Early Issue Resolution
- Monitoring Testing per Project Specifications
- Documentation
- Equipment & Supply Audits

Recent Airport Experience

Elbow Lake Municipal Airport

- Master Plan & Airport Layout Plan (ALP)
- Multi-Aircraft Storage Hangar (MASH)
- Airport & Heliport Zoning
- Airport Security Cameras & Lighting
- Apron Security Fence
- Runway Rehabilitation/Crack Seal
- A/D Building Improvements
- Fixed Base Operator (FBO) Building Expansion
- Electrical Vault Relocation
- Wind Cone & Automated Weather Observing System (AWOS) Relocation
- Snow Removal Equipment Acquisition

Tracy Municipal Airport

- Master Plan & ALP
- Apron Reconstruction
- Runway Rehabilitation
- Runway Lighting & Signage Improvements
- Obstruction Removal
- Entry Road & Parking Lot Paving
- AWOS Installation

Brooten Municipal Airport

- Airport Layout Plan
- Runway Lighting & Signage Improvements
- A/D Building Construction
- Aviation Fuel System

Hector Municipal Airport

- Master Plan & ALP
- Runway & Apron Rehabilitation
- Snow Removal Equipment Acquisition

Appleton Municipal Airport

- Airport Layout Plan
- CIP Update



Karlstad Municipal Airport

- Airport Development Feasibility Study
- Site Selection Study
- Land Acquisition Management
- Airport Layout Plan
- New Airport Design

Slayton Municipal Airport

- Airport Layout Plan
- Apron Reconstruction & Security Fence
- Runway Rehabilitation

Northwest Angle Airport

- Coordination with Red Lake Nation
- Airport Site Selection Study

Herman Municipal Airport

- Pavement Rehabilitation
- Advocacy with MnDOT

Orr Municipal Airport

- 100LL Jet A Fuel System

Project Case Study



Elbow Lake Municipal Airport

Elbow Lake Municipal Airport serves the local community and is also home to a growing Fixed Base Operator (FBO) business with significant impact on the region. In 2015, Elbow Lake partnered with Bollig to make improvements and address pressing concerns.

Multi-Aircraft Storage Hangar

With increasing demand for aircraft storage, Elbow Lake needed an economical hangar meeting MnDOT and FAA requirements. Bollig secured grants, designed, and administrated construction of a 120' x 120' box hangar to be leased by individuals for short- or long-term storage of aircraft. The hangar features a hydraulic door, in-floor heating, and supplemental natural light, as well as high-efficiency lighting and a complete insulation system to reduce operating costs. Constructed in 2016, the building has been used to capacity since its opening.

FBO Building Expansion: Funding Success

Elbow Lake's FBO business was growing and needed more space, but there was no funding for the project. Using our unconventional funding expertise, Bollig wrote and won one of only three Airport Infrastructure Renewal (AIR) grants offered in 2020 and paired it with State and FAA Airport Improvement Program funding to make the project a reality. With funding secured, Bollig designed the building expansion to meet the FBO's and Airport's needs as well as FAA and building code requirements. The building expansion project is complete, resulting in the FBO adding new employees, continuing its 425% growth trajectory, and making a measurable impact in the local economy.

Apron Security Fence

The apron fencing at the Elbow Lake Municipal Airport was inadequate to meet state airport licensing requirements designed to keep the public from a position of danger. Bollig worked with the Airport to design and install new gates and fencing to meet licensing requirements and improve airport security for all who use it.

Project Case Study



Karlstad Municipal Airport

The community of Karlstad - home of Mattracks, Inc. - saw potential to serve recreational and business users in the area. The existing airport could not support the necessary aircraft operations, so Karlstad partnered with Bollig to move their vision forward and build a completely new airport.

Feasibility Report and Site Selection Study

Bollig worked with MnDOT, the City, residents, and local businesses to make the case for a new airport in a location that significantly increases economic development in the region and supports the needs of both the community and businesses. The report also included recommended development projects for the near- and long-term utility of the airport.

Bollig completed a Site Selection Study to choose the best site and advocated for Karlstad with the State Legislature and MnDOT, using our compelling 3D video renderings to generate excitement and secure \$9.5 million in funding for the new airport.

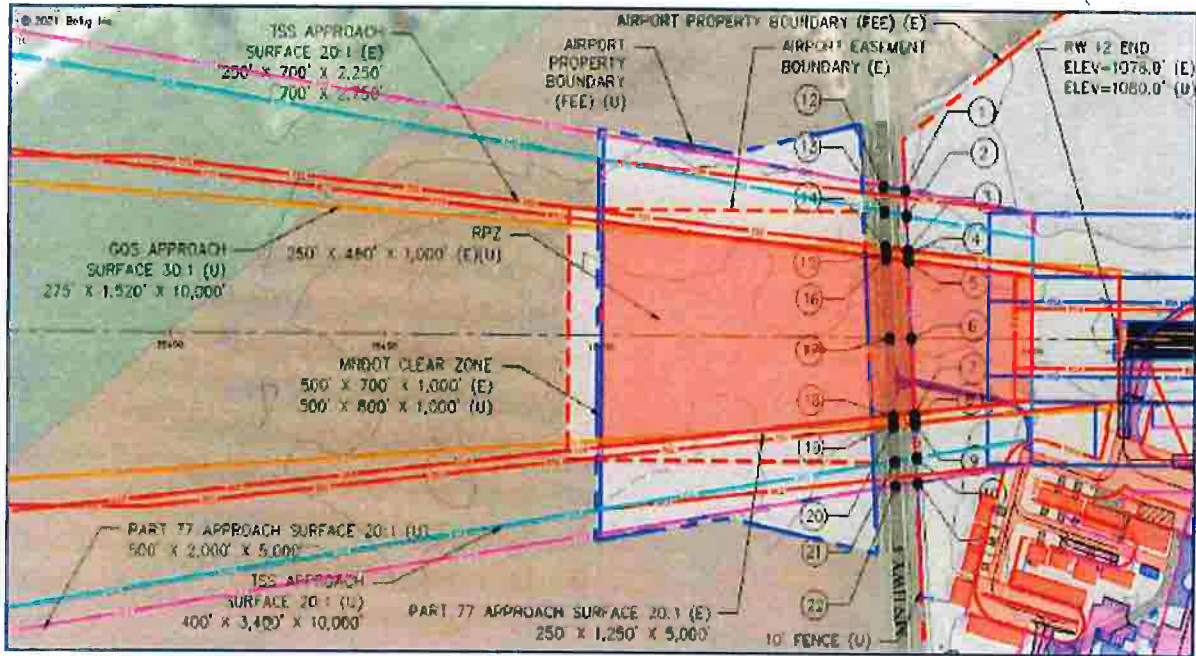
Airport Layout Plan (ALP)

Per MnDOT requirements, Bollig created an ALP to explore and document the 20-year development plan for the new airport as the next step in making the City's dream a reality.

New Airport Design

With the full support of the State Legislature, Bollig began the complex process of designing the airport and preparing it for construction. This included land acquisition, easement releases, environmental documentation, wetland delineation and joint banking using USACE processes, survey and geotechnical testing, permitting processes and more, all in conjunction with detailed design and construction documents suitable for bidding. All of these activities happened in conjunction with ongoing communication with community members and partnership with Bollig's Mike Beard and Karlstad's legislators who were advocating for construction funding on the State level.

Project Case Study



Master Plans and Airport Layout Plans

Brooten, Elbow Lake, Tracy, Hector, Appleton & Slayton Municipal Airports

Master Plans and Airport Layout Plans (ALPs) are the basis for holistic airport planning, setting a course for development for the next 20 years. Bollig completes a thorough inventory of your airport's facilities by working with you, getting to know your hopes and future plans for your airport. Through these processes, we find and explore alternatives to solve the problems at your airport and set you up for future development opportunities. Once development projects are selected, your Capital Improvements Plan can be updated to reflect your vision for your airport.

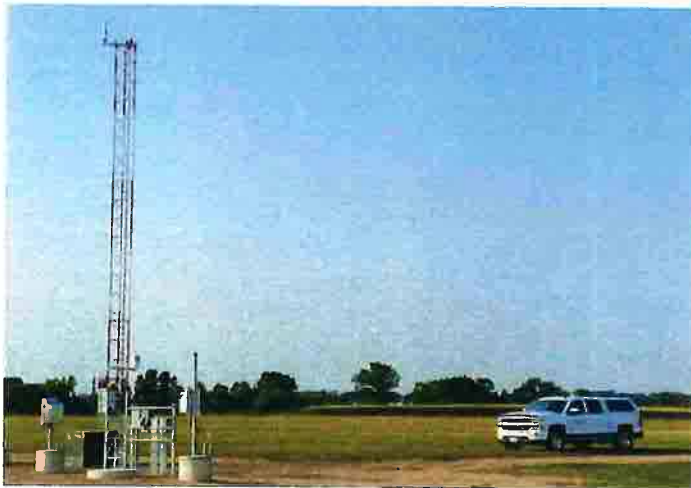
Automated Weather Observing System (AWOS)

Elbow Lake & Tracy Municipal Airports

Automated Weather Observing Systems (AWOS) are a critical facility that keeps pilots informed and safe, relaying information about barometric pressure, wind speed and direction, temperature, visibility, cloud ceiling height, precipitation and more. Because the AWOS gathers critical data that is site specific, siting of this equipment to best capture weather data without undue influence from structures, topography, or trees is essential. Our understanding of AWOS siting criteria and detrimental environmental influences that may be found at the airport ensures that you get accurate data to your airport users.



Project Case Study



Tracy Municipal Airport

Master Plan & ALP | Runway Rehabilitation | AWOS Relocation | Apron Reconstruction | Runway Lighting & Signage Improvements | Driveway & Parking Area | T-Hangar & Taxilane Construction

Our long-term relationship with the City of Tracy has yielded many important changes to the airport. From big-picture planning projects like their Master Plan and ALP, to apron, runway, and lighting improvements, each project has worked toward fulfilling the City's long-term vision for their airport. With a larger, reconfigured apron, a new AWOS system that is sited to gather the best data possible, upgraded runway lighting and signage, and new t-hangars, the City has positioned Tracy Municipal Airport to serve a larger variety of airport users than ever before, meeting the modern demands of the flying public.

Project Case Study



Brooten Municipal Airport

ALP | Runway Lighting & Signage Improvements | Arrival/Departure Building & Meeting Center | Fuel System

Brooten needed an arrival/departure facility to represent the city well, attract users, and support state licensing requirements. Bollig planned a new building, funded by a MnDOT grant and a local donor, to meet those needs with distinctive design. Additionally Bollig designed and constructed improved runway lighting and signage and a new 100LL aviation fuel system.



Hector Municipal Airport

Master Plan & ALP | Runway & Apron Rehabilitation | SRE Acquisition

Hector needed an economic maintenance treatment to prolong the life of the existing apron and runway pavement. Bollig looked into possible solutions and determined that a crack seal and microseal treatment was the best option to meet the airport's needs and economic constraints. To remove the snow from these airfield surfaces, Bollig helped the City acquire equipment meeting their needs and FAA's requirements to meet the Buy American Act.

References

We know airport engineering, but you don't have to take our word alone on it.

Bolig's clients are more than happy to tell you about our quick responsiveness, exceptional service, and professional approach. The municipalities listed below are airport engineer contracts held in the last five years, and all are current Bolig clients. Please reach out to any of them for references on our staff and our commitment to your success.



City of Elbow Lake

Elbow Lake Pride of the Prairie Municipal Airport

Jeff Holsen, City Administrator
cityhall@runestone.net | 218.695.4483

Joe LaRue, Airport Manager | Prairie Air, Inc.
joe@prairie-air.net | 218.685.6594
119 Central Avenue North | Elbow Lake, MN 56531

City of Brooten

Brooten Municipal Airport

Jeanne Kinne, City Clerk
Thor Amundson, Mayor
brooten@mchsi.com | 320.346.2524

Dave Boehmer, Airport Manager
dbohmer@tds.net | 320.346.2524
147 Central Avenue North | Brooten, MN 56316

City of Karlstad

Karlstad Municipal Airport

Shelby Fossell, City Clerk
karlstadcity@wiktel.com | 218.436.2178
Dale Nelson, Mayor
mayorofkarlstad@gmail.com | 218.689.0116
104 1st Street South, Suite 100 | Karlstad, MN 56732

City of Tracy

Tracy Municipal Airport

Jeff Carpenter, City Administrator
jcarpenter@tracymn.org | 507.629.5528

Shane Daniels, Airport Manager/Public Works Director
sdaniels@tracymn.org | 507.828.8063
336 Morgan Street | Tracy, MN 56175

City of Hector

Hector Municipal Airport

Amy Klawitter, City Clerk
cityclerk@hectormn.us | 320.848.2122

Gina Schellenberg, Airport Manager
water@hectormn.us | 320.522.1966
301 Main Street South | Hector, MN 55342

Affirmative Action



Bollig Inc Statement of Affirmative Action

It is the policy of Bollig Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Bollig Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

Chris Muller has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Bollig Inc. A notice explaining the company's policy will remain posted.



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Human Resources
Resolution:	No	Prepared By:	LuAnn Sietsema, HR Director
Ordinance:	No	Presented By:	LuAnn Sietsema, HR Director
Item:	New Policies for Classification Plan, Compensation Plan and Administration of Compensation Plan		

RECOMMENDED ACTION:

Motion by _____ Second by _____ to revoke 2019 Transfer-Reclassification-Promotion Policy and 2019 Working-Out-of-Class Policy.

Motion by _____ Second by _____ to approve Classification Plan Policy, Compensation Plan Policy and Administration of Compensation Plan.

OVERVIEW:

On December 29, 2023, Council approved the implementation of a citywide Base Pay Schedule. For that implementation, it is necessary to provide a **Classification Policy** outlining how assigning jobs of comparable worth and comparable salaries will be evaluated and assigned specific classification and pay grade. The **Compensation Plan** outlines how the City will review the compensation system with periodic reviews of relevant external market conditions, financial conditions of the City, and other various standards. The **Administration of Compensation Plan** describes the internal process for starting salary, promotions, demotions and transfers.

HR is also asking that the Council to revoke two current policies that are addressed in the new policies attached.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

Policy language suggestions if any are needed.

ATTACHMENTS:

1. Classification Plan Policy 2024

2. Compensation Plan Policy 2024
3. Administration of Comp Plan Promotion Demotion Transfer Reorganization Policy 2024
4. Appeal Form City Of Willmar 2024
5. Transfer-Reclassification-Promotion Policy 2019
6. Working Out-of-Class Policy 2019

City of Willmar, MN Classification Plan

Purpose

The City is required to maintain a system of assigning jobs of comparable worth and comparable salaries. The City is best able to accomplish its work by defining specific job duties, tasks, and requirements for employees hired to perform that work.

Policy

Each City job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The Position Classification Plan shall assign a point value and pay grade or pay range to each job within the City.

Each council approved position shall be defined by a job description that includes including specific job duties, tasks, and requirements. These descriptions shall be reviewed periodically for accuracy and continued compliance with pay equity requirements.

Procedure

The Human Resources Department shall provide a consistent format for job descriptions throughout the City, and as well as a consistent process for evaluating jobs and assigning them to the appropriate pay level.

Department Directors shall work with Human Resources to develop and maintain current job descriptions for the positions in their Department. Job descriptions shall include the following:

- Summary of the job, including why the job exists, what it does job functions, and how the work is performed,
- Essential duties performed by employees in that job classification,
- Required education, credentials, experience, knowledge, and skills necessary to perform the job successfully,
- Supervisory authority of the position, if any,
- Reporting relationship for the position (the role to which this job reports), and
- Conditions under which the work is normally performed.

It is an inherent management right and duty to design, redesign, restructure and create new jobs to meet the objectives and changing needs of the City.

Department Directors will review employee job descriptions as part of their annual performance evaluation. Some situations may require the review and re-evaluation of a position. The Human Resources Department will handle requests for such reviews on a case-by-case basis.

A Department Director, or their designee, shall inform the Human Resources Department of any revisions necessary in an established job description. Directors/designee shall send a recommendation to Human Resources when a job description may need to be re-

evaluated by the classification consultant if it has changed substantially enough to require that.

The Human Resources Department shall revise the job descriptions on file, documenting the date of any change, review the recommendations for re-evaluation, and forward the positions that have changed substantially to the classification consultant or other designated authority for re-evaluation.

The classification consultant shall provide an objective methodology to evaluate the jobs, the documentation to support the decision, and notification to the Human Resources Department of the decisions.

The Human Resources Department shall notify the affected employees and Department Directors of the result of the evaluation, the effective dates of any change, and appeal rights if they disagree with the evaluation.

Compensation Following the Job Re-Evaluation Process:

If a position is evaluated at a higher pay grade, the employee will receive a salary increase to either the minimum for the new grade, or 4% above their current salary, whichever is greater, not to exceed the maximum of the new range.

If a position is evaluated at a lower pay grade, the employee's salary shall stay at their current salary. An employee's base rate will not increase until the range maximum exceeds their current rate of pay. When downward reclassification results in the employee's salary exceeding the maximum of the new salary range, the salary may not be increased for any reason, until such time that the salary rate is within the established classification's salary range.

The effective date of any pay adjustments shall be the beginning of the first pay period following completion of the re-evaluation process.

Reorganization Changes in Jobs:

If the Department Director restructures work within the Department, some positions may require new job descriptions and re-evaluation for appropriate classification. Significant changes in current staffing and organizational structure, such as those involving changes in job duties and responsibilities ~~which classify the job in a different grade or those which modify the type and number of positions in existing classifications~~ that classify the job in a different grade or those that modify the type and number of positions in existing classifications, may be completed with the approval of the City Administrator and City Council.

New (Additional) Positions:

If a new position is created, it is the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Department will work with Department Directors to develop job descriptions in a consistent format. The job description will be assigned to a classification under the Classification Plan and to an appropriate pay level in the Compensation Plan. The City Administrator and City Council must approve any additional positions.

City of Willmar, MN Compensation Plan

Purpose

To attract and retain a well-qualified workforce to perform City services, and comply with state and federal laws regarding wages, the City shall establish and communicate its compensation plan. The City has an interest in understanding how its compensation plan compares to that of similar public and private organizations that employ individuals with similar skills and duties.

Policy

The City's compensation system shall provide employees with reasonable and competitive compensation for their work. The Human Resources Director shall maintain a compensation system consistent with, and responsive to [the following](#):

- The Fair Labor Standards Act
- Wage and Hour laws
- Internal Equity as defined by the Local Government Pay Equity Act
- Established pay ranges for each classification
- The relative difficulty and responsibility of work
- The recruitment and retention experience of the City
- Relevant external market, including pay rates in the public and private sector
- The financial condition and policies of the City
- Pertinent economic data
- Availability of applicants possessing required skills.

The Human Resources Director shall review the compensation system periodically and recommend changes to the City Administrator and City Council.

Procedure

The compensation system shall include designated salary ranges, each with a minimum, median rate, and maximum rate. The City Council shall adopt a compensation salary range schedule establishing rates of pay for salary ranges within the compensation system. The salary range schedule may be adjusted by the City Administrator. Salary ranges recommended by the Human Resources Director may reflect:

- The relevant rates of pay in both public and private competitive labor markets;
- The financial condition and fiscal policies of the City;
- Other pertinent economic considerations.

Each classification shall be placed in the appropriate grade through an objective evaluation process within the Classification Plan.

Employee salary actions may occur in the following ways:

- At the beginning of a pay period following successful completion of the probationary or promotional trial period;
- Based on City Council approved or collectively bargained changes for the employee's classification;
- In accordance with any Council approved or collectively bargained general adjustment, if applicable;

An employee's base pay rate shall not exceed the City's salary range maximum for the applicable classification.

Compensation increases may be granted at the sole discretion of the City. These increases will generally involve internal and/or labor market equity considerations or unusual circumstances and will occur only upon the recommendation of the Human Resources Director with [the](#) approval of the City Administrator.

Wage Deductions:

If an employee is indebted to the City, the amount due may be deducted from the employee's wages. The City shall inform an employee if this will occur.

The City deducts mandatory amounts from an employee's wages as required by court order, IRS directive or state statute, and will make voluntary deductions from an employee's wages as authorized by the employee.

City of Willmar, MN
Administration of Compensation Plan
(Promotion, Demotion, Transfer & Reorganization)

Purpose

The City seeks to attract and retain a qualified workforce through administration of its compensation plan from new hire salary placement and throughout the employment life cycle. Current employees may also be presented with opportunities to use their knowledge and skills to serve the residents of the City of Willmar in different roles throughout their employment, by applying for promotions, demotions, or transfers.

Policy

The City shall administer its compensation system to comply with state and federal laws. The City's compensation system shall be administered to provide employees with reasonable and competitive compensation for their work, while balancing factors including but not limited to the external market and financial condition and policies of the City. Qualified current employees shall be afforded the opportunity to apply and be considered for vacancies as they occur throughout the City.

Procedure

Starting Salary:

A new employee shall generally be hired at or near the minimum of the salary range. The Department Director shall consult with the Human Resources Department to determine the starting wage, up to the midpoint of the salary range. Requests for a starting wage above the midpoint must be recommended by the Human Resources Director and approved by the City Administrator. Such authorization shall be based on exceptional qualifications and background of the proposed employee, by labor market conditions, or other extraordinary circumstances.

When an employee transfers from one department to another, or within a department, and makes a lateral move to another position with the same grade, that employee's rate of pay remains the same.

Promotion, Demotion, and Transfer:

Employees may apply to be promoted, demoted, or transferred.

Regular employees promoted, demoted, or transferred, from one regular status non-bargaining position to another governed by these policies shall generally retain and may use accrued benefits, including accumulated paid time off, (including, but not limited to vacation, ESSL, comp time, personal leave, etc.) and shall continue to earn benefits based upon their continuous years of service.

However, certain benefits that are provided specific to position status may not be continued upon commencement of work in a different status position. For example, when an employee moves from a non-exempt position eligible to accrue compensatory time, to an exempt position, all accrued compensatory time shall be cashed out and paid to the employee upon conclusion of employment in the non-exempt role.

Change of Job Title:

When an employee's job title is changed, yet their work is essentially the same as it had been, there is no change in status, promotion, or demotion. The job classification seniority remains unaffected by such a title change.

Promotion:

When an employee applies for a promotion and is selected for the position, the employee's salary shall be placed within the new salary range, and shall generally reflect an increase of 5 – 9%. The Department Director may approve a promotional rate ~~not to~~ that does not exceed the median rate of the new range. A promotional increase greater than 9% shall be based on factors such as internal equity, the employee's performance prior to promotion, the employee's length of continuous service with the City, and market influences. Requests for a salary increase exceeding the median rate of the new range shall require the recommendation of the Human Resources Director and the approval of the City Administrator.

Supervisory employees promoting are expected to give their present Department Director twenty (20) working days' notice; non-supervisory employees promoting are expected to give their present Department Director ten (10) working days' notice, both exclusive of time off. This requirement may be waived if both Department Directors agree.

Transfer:

When an employee transfers, the employee shall be eligible for annual salary actions based on the current schedule and salary range for the position held following the transfer.

Supervisory employees transferring shall provide their present Department Director twenty (20) working days' notice; non-supervisory employees transferring are expected to give their present Department Director ten (10) working days' notice, both exclusive of time off. This requirement may be waived if both Department Directors agree.

Demotion:

Demotions may be voluntary (non-disciplinary) or involuntary (non-disciplinary). Distinctly different is a disciplinary demotion, which may be imposed as a form of disciplinary action and will be identified as such in formal written disciplinary documentation provided to the employee.

An employee's salary placement upon demotion may be addressed differently based on these differing circumstances and types of demotion. After an employee is demoted, the

employee may be eligible for the annual salary action based on the current schedule and salary range for the position held following the demotion.

Voluntary Demotions (Non-Disciplinary):

Voluntary demotions are subject to position availability.

- Voluntary Demotion Sought by Employee: An employee may apply to ~~demote~~be demoted to a position in a lower salary range with lower-level duties and responsibilities.
- Salary Action Upon Voluntary Demotion: When a voluntary demotion is requested by an employee, the employee's pay shall be placed within the salary range for the demoted position. In no event shall the salary of a voluntarily demoted employee remain above the maximum of the salary range for the position to which the employee is demoted.

Involuntary Demotions (Non-Disciplinary):

A Department Director may demote an employee to a position for which the employee is qualified, in a lower grade or compensation range, for the following reasons:

- Demotion in Lieu of Layoff: If an employee would otherwise be laid off because of position elimination, lack of work or funds, or the return to work from authorized leave by another employee to such a position in accordance with these Policies, said employee may be demoted to another vacant position for which they meet the minimum qualifications. See Layoff Policy in the Personnel Policy handbook or specific union contract for additional information.
- Reorganization Resulting in Demotion: When a demotion results from a planned reorganization, an employee may be demoted to serve in a different position for which they are qualified.
- Salary Action Upon Non-Disciplinary Involuntary Demotion: In these cases of non-disciplinary, involuntary demotions, the employee's new salary shall be set in the following manner:
 - If the employee's current salary is within the new range, it shall remain the same, and the employee shall be eligible for salary increases as outlined for the position held following the demotion.
 - If the employee's current salary is above the maximum salary of the new range, the employee's salary shall be reduced to; either the maximum of the new range or 10% below their current salary, whichever results in the higher salary. The employee's salary will be frozen until the range of the demoted position exceeds the frozen ~~salary, salary;~~ at which time the employee will again be eligible for salary advancement.

Involuntary Demotions (Disciplinary):

A Department Director, in consultation with the Human Resources Director, and City Administration, may demote an employee to a position for which the employee is qualified, in a lower grade or compensation range, for the following reason:

- Disciplinary Action: An employee may be demoted for disciplinary reasons. The employee shall be notified of a disciplinary demotion through formal written documentation as part of the disciplinary procedure. Any demoted

employee shall be given the reasons for such demotion in writing ~~from~~by the Department Director, in consultation with the Human Resources Director or designee, with Administrator approval.

- Salary Action Upon Disciplinary Demotion: In cases of disciplinary demotions, an employee's salary shall be reduced to a salary within the new range, and at least 10% below their pre-demotion salary. If the 10% reduction places the employee's rate below the minimum of the salary range for the position into which the employee demoted, the employee's rate will be placed at the minimum of the salary range.

Work Out-of-Classification:

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive calendar days or more. The City Administrator or designee reviews the proposed out-of-class request prior to an appointment and approvals shall be limited to a period not to exceed ~~six months~~six months, however extensions may be requested. Generally, working out-of-class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification unless authorized by the City Administrator.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive calendar days or more, the employee is eligible for a partial out-of-class payment of up to 5% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-class shall be subject to council approval and supported by a detailed written report prepared by the City Administrator and Human Resources Director. The report shall identify and quantify the extra out-of-class duties and responsibilities performed by the employee. The supervisor of the "Out-of-Class Employee" shall monitor the employee's performance and report monthly in writing to the City Administrator as to the status of work projects and which duties are or are not getting done in the absence of a permanent incumbent in this position.

The City acknowledges that the actions taken granting additional compensation for working out-of-class does not create a past practice or precedence.

Annual Pay Schedule and Compensation Actions for Regular Employees:

On an annual basis, the Human Resources Director will prepare a resolution for the City Council recommending the non-bargaining pay schedule and timing set forth for each year. The resolution will include the manner in which the salary actions are paid (e.g., base pay adjustment, lump sum, or a combination of the two), and adjustments to the salary ranges for the classifications covered by the compensation system. The resolution shall define: 1) adjustments (if any) to the salary range framework; 2) the general adjustment, if applicable, and the terms by which eligibility and payments shall be administered.

General Adjustment:

When a general adjustment is provided, it shall be applied ~~for~~to all probationary and regular employees subject to the following guidelines. Any ~~increase~~increase in the percentage applied shall be calculated on the employee's regular base rate of pay, and in no case shall the employee's new base rate of pay exceed the salary range maximum for the employee's classification.

The effective date of the general adjustment shall be defined by City Council resolution. An employee who resigns from City employment with their last day of employment occurring prior to the effective date of the general adjustment shall not be eligible to receive the increase. An employee who was not employed as of the effective date of the general adjustment shall not be eligible to receive the increase.

Job Classification Appeal Form	
Name(s):	
Position:	
Department:	
Supervisor:	
Date Received:	

City of Willmar, MN

Transfer, Reclassification and Promotions Policy

Job duties may change from time to time to better meet changing administrative needs or productivity requirements within a specific department. In the event of job reclassification, the lateral transfer from one position to another within the same salary grade or promotion to a classification at a higher salary grade, the City Administrator shall follow this procedure:

Reclassification

A position may be reclassified when approved changes in job duties significantly modify position responsibilities.

Positions may be reclassified either upward (higher salary grade) or downward (lower salary grade) upon Council approval. Reclassification upwards results in a salary increase. Reclassification downward generally results in no immediate change to the employee's salary. When the employee's salary is within the new salary grade range, and is below the salary range midpoint, the employee will be eligible for salary step increase on the annual review date. Reclassification does not change the employee's step increase date.

When downward reclassification results in the employee's salary exceeding the maximum of the new salary range, the salary rate may not be increased for any reason, until such time that the salary rate is within the established salary range.

Promotion

A promotion is defined as a change from one classification to another which has a higher salary grade.

Upon promotion, employees will receive an increase of their actual base salary. In no event shall the increase in salary exceed the maximum of the new salary grade. A promotion to a higher salary grade will result in the employee's salary step increase date changing to the date of entry into the higher paid classification.

Resulting internal equity and the employee's appropriate placement within the salary range should be considered when implementing a promotional salary action.

Transfer

A transfer is defined as a change from one classification to another within the same salary grade. No salary increase shall be granted at the time of a lateral transfer. This will result in no change of date for salary steps or increases.

Commented [AW1]: Not hyperlinked in handbook. Should we link?
No - full policy will be in Admin policies lks

Commented [LS2R1]: Policy replaced by New Classification and Compensation policies for Citywide Base Pay Schedule 5/2024

Working Out of Class Policy

WILLMAR CITY COUNCIL APPROVED: 12-16-
2019 April 5, 2000

REVISED:

July 18, 2016

REVISED:

Sep 16, 2019

REVISED: June xx30,

2022

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive calendar days or more. The City Administrator or designee reviews the proposed out-of-class request prior to an appointment and approvals shall be limited to a period not to exceed six months, however extensions may be requested. Generally, working out-of-class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification unless authorized by the City Administrator.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive calendar days or more, the employee is eligible for a partial out-of-class payment of up to 5% of their actual base salary to be paid in a lump sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-class shall be subject to council approval and supported by a detailed written report prepared by the City Administrator, Human Resources Director, or the employee's immediate supervisor. The report shall identify and quantify the extra out-of-class duties and responsibilities performed by the employee. The supervisor of the "Out-of-Class Employee" shall monitor the employee's performance and report monthly in writing to the City Administrator as to the status of work projects and which duties are or are not getting done in the absence of a permanent incumbent in this position.

The City acknowledges that the actions taken granting additional compensation for working out-of-class does not create a past practice or precedence.

Commented [LS1]: New policy for Citywide base pay schedule replaces this stand along policy 5/2024



City Council Action Request

Council Meeting Date:	June 3, 2024	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Consideration to approve the professional service agreement with Bolton and Menk for the outdoor rink/pavilion.		

RECOMMENDED ACTION:

To approve the professional service agreement with Bolton and Menk for the outdoor rink/pavilion for \$164,493.

OVERVIEW:

On April 1st, 2024, the Council approved to reallocate the remaining contingency funds from the Robbins Island, Recreation Fields and Swansson Fields project to the Events and Recreation Center for the purpose of building an outdoor rink/pavillion. Bolton and Menk will prepare the schematic design, design development construction documents/bidding and construction administration.

BUDGETARY/FISCAL ISSUES:

Funding will come from the Events/Recreation Center project of the local option sales tax. The budget for this project is \$1,590,780.04.

ALTERNATIVES TO CONSIDER:

Reject the proposed agreement.

ATTACHMENTS:

1. Resolution for Bolton and Menk Outdoor Rink
2. 2024-05-29 Outdoor Covered Rink Proposal

RESOLUTION NO. ____

**RESOLUTION APPROVING THE PROFESSIONAL SERVICE AGREEMENT WITH BOLTON AND MENK FOR
THE OUTDOOR RINK/PAVILLION**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the professional service agreement with Bolton and Menk for the outdoor rink/pavilion.

Dated this 3rd day of June 2024

Douglas E. Reese, Mayor

Attest:

CITY CLERK



May 29, 2024

Rob Baumgarn
Parks & Recreation Director
City of Willmar
2707 Arena Drive
Willmar, MN 56201

RE: Outdoor Covered Rink
City of Willmar, Minnesota

Dear Rob,

Bolton & Menk, Inc., is pleased to submit this proposal for the Outdoor Covered Rink Improvements. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

PROJECT UNDERSTANDING

It is our understanding that the City of Willmar has allocated approximately \$1.5 million of Local Option Sales Tax for the design and construction of an Outdoor Covered rink adjacent to the Blue Line on the Civic Center campus. The improvements contemplated for the rink include a concrete floor, roofing system with lights, boards, and glass. It is understood that some components may need to be adjusted to remain within the project budget.

SCOPE OF SERVICES

The tasks associated with the Outdoor Covered Rink Improvements are as follows:

1. Schematic Design

Bolton & Menk, Inc. will prepare a schematic design and preliminary cost estimate to be reviewed with City Staff. Although topographic information from previous projects completed at the Civic Center Campus will be utilized, additional survey will also be obtained including the location of underground utilities. We anticipate that the existing filtration basin will need to be expanded/relocated as part of the improvements. All available record drawing information will be requested.

2. Design Development

Based on comments received during schematic design, the design will be furthered during the Design Development phase. Design Development documents will be reviewed with City Staff and the cost estimate completed within the Schematic Design Phase will be refined.

3. Construction Documents/Bidding

Upon completion of Design Development, final construction documents including plans and specifications will be prepared for the purpose of obtaining bids for the improvements. The

project will be advertised for bids according to the City's process whereby the project is advertised in the West Central Tribune and on QuestCDN. A construction estimate will be prepared based on the final construction documents. Upon receipt of bids, the bids will be tabulated and an award recommendation will be prepared and distributed to City staff. Upon award of the contract, contract documents will be prepared and distributed for signatures.

4. Construction Administration

Bolton & Menk 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 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 projects, Bolton & Menk will prepare the project record drawings.

Prior to recommending approval of the final project payment applications, Bolton & Menk will verify all information required by the contract documents is accounted for and a copy of the information exists in the hard copy and electronic project files. We will conduct a final review of the projects with City staff for the purpose of preparing final project punch lists prior to final project payment being issued to the contractor. After all project punch lists items have been completed and all paperwork required by the contract has been received from the contractor, Bolton & Menk will prepare a letter of acceptance recommending final payment be made to close the contract.

This proposal does not include any services related to geotechnical investigations. These services are available upon request.

PRELIMINARY SCHEDULE

Bolton & Menk, Inc. will initiate the Scope of Services immediately following execution of this proposal. Our proposed schedule for completing the major tasks outlined within this proposal includes estimated dates for completion and will be adjusted as the project progresses:

Task	Estimated Completion Date
1. Schematic Design	July 2024
2. Design Development	August 2024
3. Construction Documents/Bidding	January 2025
4. Construction Administration	November 2025

COMPENSATION

We propose to complete services identified in the above Scope of Services at an HOURLY NOT TO EXCEED fee of \$164,493. The breakdown of those costs are as follows:

Task	Compensation
1. Schematic Design	\$21,120
2. Design Development	\$26,394
3. Construction Documents/Bidding	\$55,544
4. Construction Administration	\$61,435
Total:	\$164,493

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the Owner may require an additional fee. In addition, Bolton & Menk, Inc. is also willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

If you have any questions regarding our proposal, please contact me at your convenience at 763-227-6526 or Jay.Pomeroy@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. We are prepared to proceed upon your notification.

Sincerely,

Bolton & Menk, Inc.



Jay Pomeroy, PLA
Principal Landscape Architect

Cc: Jared Voge, City Engineer