WILLMAR CITY COUNCIL MEETING

MONDAY, JULY 15, 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. Proclamation:
6. Consent Items

   Approve:

   A. City Council Minutes of June 17, 2024
   B. Planning Commission Meeting Minutes of June 26, 2024
   C. Planning Commission Meeting Draft Minutes of July 3, 2024
   D. Municipal Utilities Commission Minutes of June 24, 2024
   E. Municipal Utilities Commission Minutes of July 8, 2024
   F. Resolution to Designate Responsible Authority – Data Practices
   G. Consideration of City Park Special Event by On-Sale Liquor License Holder Permit-Green Mill
   H. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Intuition Brewing LLC
   I. Pennock Lions Club Lawful Gambling Application
   J. Accounts Payable Report, 6/29/24 - 7/10/24

   Information:

   Monthly Building Permit Report June 2024

   Zoning Appeals Board Applicant - Steve Ahmann

   Zoning Appeals Board Applicant - Jeanne Kling

   Willmar Municipal Utilities Financial Report for May 2024

   Directors Reports
7. Approve Consent Agenda Items

8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Public Hearing:
    A. Consideration to Establish a Tax Increment Financing District (TIF) For Waterview Senior Housing - Public Hearing
11. Regular Business
    A. Review July 1 Accounts Payable
    B. Call for 2024 Assessment Hearing
    C. Consideration of a Wastewater Rate Study
    D. Call for a Public Hearing Establishing a Gas Franchise Ordinance
    E. Call for a Public Hearing Establishing a Gas Franchise Fee Ordinance
    F. Consideration of Sale of THC Product License- Hemponix Holdings LLC dba Hemponix
    G. Resolution to Acknowledge Donations for the 2nd Quarter of 2024
    H. Director's Update
    I. Set Special Council Meeting Monday, July 29, 2024
12. "Community Pride" Announcements
13. Adjourn to Close Session
    A. Threatened Litigation by AEHM, LLC / Suite Liv’n; potential closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b).
14. Adjourn

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

June 17, 2024
6:30 PM

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

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

Mayor Pro Tempore clarified that the Consent Agenda should include line-item N. Police Commission Appointment.

Council Member Shuldes moved to approve the 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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

A. City Council Minutes of June 3, 2024
B. Planning Commission Minutes of June 5, 2024_ DRAFT
C. Police Commission Minutes of April 5, 2024
D. Police Commission Minutes of March 1, 2024
E. Police Commission Minutes of February 9, 2024
F. Police Commission Minutes of February 5, 2024
G. Municipal Utilities Commission Minutes of June 10, 2024
H. Approve First Amendment to Duininck purchase agreement
I. **Resolution No. 2024-079 and Resolution No. 2024-080** 1st Street & Trott Avenue Signal System Replacement
J. **Resolution No. 2024-081** Authorizing the purchase of a self-propelled top dresser from Conestoga Manufacturing

K. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit – Kandiyohi County Fair Association

L. City Finance Report through 5/31/2024

M. Accounts Payable Report 5/30/24 - 6/13/24

N. Police Commission Appointment

Information:

Monthly Permit Report - May 2024

Director Reports

WMU Financial Report for April 2024

Council Member Nelsen made a motion to **Approve Consent Agenda Items**. Council Member O'Brien 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

Open Forum:

Andres Albertsen, 1401 19th Ave SE, addressed the council about the Willmar Pride event coming up on June 28 in Willmar.

Liz Heimer, 12388 Big Kandi Drive, Lake Lillian and co-owner of Intuition Brewing, addressed the council about her excitement in hosting the Willmar Pride event on June 28 at Intuition Brewing.

Presentation: Chairperson Chris Radel addressed the council about upcoming Willmar Fests activities and the Willmar Fest Royalty spoke about their exciting year as ambassadors for the city.

Regular Business:

A. **Ordering 2025 & 2026 Preliminary Engineering Reports**

City Engineer Jared Voge spoke to the council about adopting resolutions ordering preparation of the Preliminary Engineering Reports for the 2025 & 2026 Improvement Projects.

Council Member Fagerlie moved to approve **Resolution No. 2024-082 Ordering Preparation of 2025 Preliminary Engineering Report on Improvements.** Council Member Nelsen 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

Council Member O'Brien moved to adopt **Resolution No. 2024-083 Ordering Preparation of 2026 Preliminary Engineering Report on Improvements.** Council Member Shuldes 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. **2025 & 2026 Improvement Projects Feasibility Report & Preliminary Survey Professional Services**

Public Works Director Justin DeLeeuw spoke to the Council asking them to adopt a resolution awarding the 2025 & 2026 Improvement Projects Feasibility Report & Preliminary Survey professional services to Bolton and Menk, Inc.

Council Member Nelsen motioned to approve **Resolution No. 2024-084 to award the 2025 & 2026 Improvement Projects Feasibility Report & Preliminary Survey Professional Services to Bolton and Menk, Inc. in the amount of $459,100.** Council Member Davis 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

C. **Consider the Completion of the City of Willmar Comprehensive Plan**

Planning and Development Director Christopher Corbett presented the City of Willmar's Comprehensive Plan and requested that the Council adopt a resolution to Authorize SRF Consulting professional services to assist with the City of Willmar's Comprehensive Plan up to the amount of $25,000 to cover total cost and incidentals.

A motion was made by Council Member Shuldes to adopt **Resolution No. 2024-085 Approving the Professional Service Agreement between the City of Willmar and SRF Consulting for the Completion of the City of Willmar Comprehensive Plan**. 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

D. **Consider Cancelation of the July 1, 2024, Regular City Council Meeting**

City Administrator Leslie Valiant asked the Council to consider cancelling the July 1, 2024 regular City Council Meeting. Following discussion, Council Member Butterfield made a motion to **Cancel the July 1, 2024, Regular City Council Meeting**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2.

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

A motion was made by Council Member Asmus to approve **Resolution No. 2024-086 Authorizing the Finance Director and City Administrator to pay the July 1, 2024 bills up to $25,000 per invoice.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

Director's Update

Director of Parks and Recreation Rob Baumgarn, Director of Community Outreach Pablo Obregon and Director of Planning and Development Christopher Corbett presented their reports to the council.

At 8:11 p.m. Council Member Fagerlie motioned to **Adjourn** the meeting which was seconded by Council Member Shuldes. The motion 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. 2024-079

REAPPROPRIATING FUNDS FROM PUBLIC WORKS CASE ROLLER CAPITAL BUDGET TO THE PUBLIC WORKS SIGNAL SYSTEM PROJECT IN THE AMOUNT OF $20,000.

Motion By: Nelsen Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate $20,000 from the Public Works Case Roller Capital Budget to the Public Works Signal System Project in the Operating Budget Maintenance of Other Improvements.

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

Decrease: Public Works Case Roller Capital Budget amount. $20,000

Increase: Public Works Operating Budget Maintenance of Other Improvements amount, $20,000

Dated this 17th day of June, 2024

__/S/Justin Ask________________________________
Mayor Pro Tempore

Attest:

__/S/Vernae Larsen___________________________
City Clerk

Resolution No. 2024-080

A RESOLUTION AWARDING PROJECT NO. 2408 TO ASPHALT SURFACE TECHNOLOGIES CORP. IN THE AMOUNT OF $36,343.

Motion By:___Nelsen_______________ Second By:_O'Brien_______________

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Traffic Control Corporation of Oak Park Heights, MN for the signal system replacement at Trott Avenue & 1st Street is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the quoter for the terms and consideration of the contract in the amount of $36,343.

Dated this 17th day of June, 2024

_/S/Justin Ask________________________________
Mayor Pro Tempore

Attest:

_/S/Vernae Larsen_______________________________
City Clerk

RESOLUTION NO. 2024-081

RESOLUTION APPROVING THE PURCHASE OF A SELF-PROPELLED TOP DRESSER FROM CONESTOGA MANUFACTURING

Motion By: Nelsen Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the purchase of a self-propelled top dresser from Conestoga Manufacturing.

Dated this 17th day of June 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-082

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENTS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, it is proposed to construct the following improvements under the 2025 Improvement Projects:
Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, storm sewer, sanitary sewer, and watermain.

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

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

That the proposed improvement be referred to the Interim City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 17th day of June, 2024

/S/Justin Ask
Mayor Pro Tempore

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-083

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENTS

Motion By: O'Brien Second By: Shuldes

WHEREAS, it is proposed to construct the following improvements under the 2026 Improvement Projects:
Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, storm sewer, sanitary sewer, and watermain.

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

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

That the proposed improvement be referred to the Interim City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 17th day of June, 2024

/S/Justin Ask
Mayor Pro Tempore

/S/Vernae Larsen
City Clerk

Resolution No. 2024-084

A RESOLUTION AWARDING THE 2025 AND 2026 IMPROVEMENT PROJECTS FEASIBILITY REPORT & PRELIMINARY SURVEY PROFESSIONAL SERVICES: PROJECT NOS. 2501-A, 2501-B, 2503-A, 2503-B, 2503-C, 2503-D, 2503-E, 2504-B, 2508, 2601-A, 2603-A, 2603-B AND 2608 TO BOLTON AND MENK, INC. IN THE AMOUNT OF $459,100.

Motion By: Nelsen Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar. A Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the 2025 and 2026 Improvement Projects Feasibility Report and Preliminary Survey professional services of Project No. 2501-A, 2501-B, 2503-A, 2503-B, 2503-C, 2503-D, 2503-E, 2504-B, 2508, 2601-A, 2603-A, 2603-B and 2608 improvement projects is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $459,100.

Dated this 17th day of June, 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-085

PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY OF WILLMAR AND SRF CONSULTING

Motion By: Asmus   Second By: Shuldes

WHEREAS, the City Council of the City of Willmar desires to update and complete a comprehensive plan for the City of Willmar.

NOW THEREFORE, BE IT RESOLVED that the City Council authorizes the Mayor and City Administrator to enter into a professional services agreement with SRF Consulting for the completion of a Comprehensive Plan in an amount not to exceed $25,000.

Passed and adopted by the City Council on this 17th day of June 2024.

/S/Justin Ask
MAYOR PRO TEMPORE

ATTEST:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-086

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND CITY FINANCE DIRECTOR TO PAY CERTAIN INVOICES

Motion By: Asmus   Second By: Shuldes

BE IT RESOLVED that the City Council authorizes the City Administrator and City Finance Director to pay certain invoices not to exceed $25,000 per invoice until July 1, 2024.

Passed and adopted by the City Council on this 17th day of June 2024.

/S/Justin Ask
MAYOR PRO TEMPORE

ATTEST:

/S/Vernae Larsen
CITY CLERK

WILLMAR PLANNING COMMISSION
WEDNESDAY, JUNE 26, 2024
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, June 26, 2024, at 6:30pm at City Hall.

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

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

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

1. Chairman Marchand called for order at 6:40 PM.

2. Roll Call.

3. Additions/Deletions: None.

4. Chairman Marchand asked if there were any questions regarding the minutes from June 5, 2024. Commissioner Holwerda motioned to approve the minutes and Commissioner Dresler seconded. All voted in favor. The motion was approved.

5. General Public Testimony: None.

6. **REGULAR BUSINESS**

6.1.1 **MINOR SUBDIVISION: OSLO MEADOWS FIRST ADDITION (CHAD KOMPELIEN)**

Planner Frank presented the proposal for a minor subdivision of three lots into two larger lots for residential housing development. The commission previously received a briefing on this proposal. Planner Frank brought up the GIS map to show the specific lots in question.

The city has received both final and preliminary plats from the applicant. There were discussions about the easements required and capping one of the three unused water lines. These discussions are ongoing with the utilities department. Planner Frank discussed engineering's approval of the final plat being contingent upon these easements being maintained.

Following additional discussion regarding the size and allocation of the split, Commissioner Poe motioned to approve the minor subdivision, as well as the preliminary and final plats; seconded by Commissioner Dresler. The motion carried unanimously.

Chairman Marchand read the findings of fact related to the subdivision application, which included compliance with municipal codes, lack of negative impact on surrounding land uses, compatibility with the city's comprehensive plan, preservation of natural features, and feasibility of serving the subdivision with public facilities. No further motions were made, and the findings of fact were noted.

6.1.2 CITY OF WILLMAR – CAPITAL IMPROVEMENT PLAN BUDGET REVIEW

Director Corbett presented the proposed 2025 Capital Improvement Plan Budget (CIP), highlighting the line items representing departmental budget requests.

Commissioners expressed concerns about the purpose and scope of their review as mandated by the city charter. The commission discussed their role in approving or reviewing the CIP and the practicality of assessing detailed budget requests without extensive background knowledge on the departments.

City staff referenced that the city charter requires the Planning Commission to review and respond to the CIP report, indicating whether the recommended capital improvements are necessary or desirable for the forthcoming five-year period and if the commission fails to act within 60 days, the report is deemed approved.

Commissioners raised concerns about understanding the necessity and appropriateness of specific items, highlighted the lack of historical context and detailed breakdowns for the budget items, and questioned the commission's ability to provide meaningful input.

Commissioner Poe motioned to indicate that the Planning Commission has reviewed the CIP with no opinions.

Commissioner Holwerda seconded the motion with the requested amendment that city staff also draft a letter to the City Charter Committee/City Council to remove/reevaluate planning commission's duty to review budgets due to the lack of expertise with the city departments.

Commissioner Buzzeo requested an amendment to modify the motion to indicate that the Planning Commission has reviewed the CIP and made no determination regarding the specific necessity or desirability as stated in the city charter.

The Commissioner's voted unanimously to pass the motion as amended to indicate that Planning Commission has reviewed the CIP and make no determination as to the necessity or desirability of the budget and request city staff to draft a request for the City Charter Committee and City Council to remove the duty of reviewing budgets from the Planning Commission.

7. DIRECTOR'S REPORT

Director Corbett discussed that work on the comprehensive plan is beginning, with a target completion date of January or February of 2025. Recent progress includes the City Council's approval to hire SRF Consulting to assist with the plan, an upcoming focus group meeting on July 11, 2024, and a public open house to begin public engagement on July 25, 2024. The open house will introduce the comprehensive plan overhaul to the public, explain the purpose, and outline engagement opportunities throughout the process. A visioning statement will then be developed to align with residents' expectations and visions for the plan. The hope is to have a first draft ready for public circulation and comment by the fall and socialization of the final draft by City Council in January 2025.

Director Corbett further indicated that the focus group will be made up of people that represent different stakeholders in the city and thanked Commissioner Cano for representing the Planning Commission on the focus group. Chairman Marchand also expressed a desire to donate his time to the focus group.

8. **MISCELLANEOUS**

None.

9. **ADJOURN**

Chairman Marchand entertained a motion to adjourn the meeting. Commissioner Buzzeo made a motion to adjourn, seconded by Commissioner Newberg. The motion carried, and the meeting was adjourned at 7:12 PM.

WILLMAR PLANNING COMMISSION
WEDNESDAY, JULY 3, 2024
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, July 3, 2024, at 6:30pm at City Hall.

Members Present: Chairman Jonathan Marchand; Gary Newberg; Bob Poe; Steve Dresler; Christopher Buzzeo; and Stacy Holwerda.

Members Absent: Yvon Fils-Aime; and Fernando Cano.

Others Present: Christopher Corbett (City Planning and Development Director); Christopher Frank (City Planner); Jennifer Kotila (West Central Tribune); Mikaela Huot (Baker Tilly); Roger Fink (Trident); Andy Brummer (Trident); Jim Bach (Marcus Const.); Debi Brandt (UCAP); Brian Brandt (UCAP); Lucas Van Eps (Duininck); Jason VerSteeg (Duininck); and John Behl (CentraCare EMS)

1. Chairman Marchand called for order at 6:30 PM.

2. Roll Call.

3. Additions/Deletions: None.

4. Chairman Marchand asked if there were any questions regarding the minutes from June 26, 2024. Commissioner Buzzeo motioned to approve the minutes and Commissioner Dresler seconded. All voted in favor. The motion was approved.

5. General Public Testimony: None.

6. **REGULAR BUSINESS**

6.1.1 **REVIEW: TIF AGREEMENT – TRIDENT SENIOR HOUSING FACILITY**

Director Corbett described the need for the TIF agreement for the facility, proposed to be located at 2001 9th Street Southeast, aims to provide 75 units of senior housing, including 14 memory care units and 61 assisted living units. The property's appraised value created a financial gap of $2.5 million that needs to be addressed through TIF funding. To cover this gap, a TIF term of 26 years was requested, allowing the developer to recoup the shortfall over time through the tax increment generated by the increased property value.

Mikaela Huot, from Baker Tilly, detailed the project and TIF Agreement terms, including its total development cost of $22.3 million and a proposal for a 26-year term where 80% of the pledged TIF funds for the Trident project, while retaining 20% to be used for housing-related initiatives throughout the City per Minn. Stat. Statute 469.

The construction timeline was outlined, with an assumed start in 2024 and completion by December 2025. Valuation for tax purposes was set to be based on the project's completion as of January 2, 2026, with taxes payable in 2027. This assistance was projected to provide the developer with $2.5 million over the TIF term, helping to bridge the financial gap.

At least 20% of the units must be reserved for households with incomes not exceeding 50% of the area median income, ensuring affordability for low-income seniors. The commission clarified that the current area median income was approximately $33,000 annually, based on Kandiyohi County-wide data, which sets the benchmark for determining income qualifications for affordable housing units. The Commission also commented that the 26-year maximum term was lengthy, but is a trade-off for ensuring that the affordable housing units are required for that same 26-year period.

Further details were provided on the concept of pooling, explaining that it allows the city to use the retained 20% of TIF funds for other qualifying housing projects, which must meet income limits for rental and owner-occupied units. This flexibility allows the city to address broader housing needs beyond the Trident project.

The specifics of the application process for using pooled funds were discussed. It was suggested that the Planning Commission would likely oversee this process based on recommendations from the comprehensive plan.

There was a discussion about extending the affordability period beyond the 26-year TIF term. Some members expressed concern about the long-term affordability of the units once the TIF term ended. The commission also discussed the implications of early payoff of the TIF note. It was noted that if the TIF note is paid off earlier than the 26-year term, the affordability requirement would cease unless otherwise stipulated in the agreement.

A motion was made for the Planning Commission to recommend the TIF agreement to the city council for adoption by Commissioner Buzzeo. This motion was seconded by Commissioner Holwerda and passed unanimously, moving the agreement to the next stage of approval.

6.2.1 **CONDITIONAL USE: TRIDENT SENIOR HOUSING FACILITY**

Planner Frank introduced the project which includes 75 total units, comprised of 61 assisted living and 14 memory care senior housing units. Roger Fink and Andy Brummer were available to answer questions on behalf of Trident Development. Planner Frank noted that the application and preliminary construction plans were available in the meeting packet. Commissioner Marchand requested if any further questions were needed and noted that the project was just discussed as part of the TIF review prior and that Commissioner’s are familiar with the project. Following no further questions from Commissioner’s, Chairman Marchand thanked the representatives from Trident for being attending. The Conditional Use request for this project was only before the Commission for briefing at this time and public hearing and action will be at a future meeting.

6.2.2 **CONDITIONAL USE: UNITED COMMUNITY ACTION PARTNERSHIP (UCAP)**

Planner Frank introduced the project and noted that the Commission has reviewed this project earlier this year during their zoning map amendment process and detailed that UCAP was back for the Conditional Use request for a Planned Unit Development comprised of a 4-unit apartment and 8-unit apartment buildings. The Commission discussed the plan for the temporary housing objectives and proximity to services. Chairman Marchand noted that this was a briefing on the project and that the item will be actionable at a future meeting.

6.2.3 **MAJOR SUBDIVISION: CENTRACARE EAST ADDITION**

Planner Frank described the subdivision and the plan for a new ambulance garage on the southern half of the proposed subdivision. John Behl, from CentraCare EMS, attended on behalf of the subdivision request and discussed EMS operations and the need for a centralized location, along with details the size and purpose of the new facility, equipment, and staff. Commissioners asked questions regarding traffic concerns, response volumes, and potential impacts on operations. Chairman Marchand confirmed that this was a briefing and that action on the item will occur at a later meeting.

7. **DIRECTOR'S REPORT**

Director Corbett discussed engagement and planning for the comprehensive plan, including inviting Commissioners to the focus group meeting on July 11th and a public open house on July 25th. Director Corbett also emphasized that the Planning Commission will receive regular updates on the development of the comprehensive plan.

Director Corbett also detailed the statistics related to permits for the month, noting it has been a busy July.

8. **MISCELLANEOUS**

Planner Frank relayed to the Commission that their draft resolution to the Charter Commission to remove the duty to review budgets be removed from Planning Commission was received and discussed at the latest Charter Commission meeting. Planner Frank detailed that the Charter Commission emphasized the desire to have the budgets reviewed and accessed by additional bodies and the public, and that the Charter Commission thought the transparency of additional reviews outweighed the Planning Commission's frustration of not having the relevant context or knowledge to effectively review budgets. City staff discussed improving the process in the future to provide more context and analysis from departments for their decision making.

9. **ADJOURN**

Chairman Marchand entertained a motion to adjourn the meeting. Commissioner Dresler made a motion to adjourn, seconded by Commissioner Holwerda. The motion carried, and the meeting was adjourned at 7:25 PM.

Willmar Municipal Utilities

WILLMAR MUNICIPAL UTILITIES COMMISSION
Meeting Minutes – June 24, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, June 24, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: John Kennedy, Dave Baumgart, Terrill Sieck, and Bruce DeBlieck. Absent were Commissioners Shawn Mueske, Carol Laumer, and Patricia Elizondo.

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, and WC Tribune Journalist Jennifer Kotila.

The meeting opened by reciting the Pledge of Allegiance. Due to the absence of Commission President Mueske, Commission Vice President Kennedy 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 Baumgart offered a resolution to approve the consent agenda as presented. Commissioner Sieck seconded.

RESOLUTION NO. 23

“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 June 10, 2024; and,
- Bills represented by vouchers No. 20240752 to No. 20240875 and associated wire transfers inclusive in the amount of $1,502,832.08.

Dated this 24th day of June 2024.

____
Vice President

Attest:

____
Secretary

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

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

In conjunction with the approved LC minutes, the Commission was requested to approve the proposal from David Drown Associates (DDA) to assist WMU with a search for the General Manager position. DDA has extensive experience with local governments and knows the complexities involved to ensure the best candidate for the organization and community is found. The all-inclusive fee to retain the services of DDA is $25,000 which also includes a 24-month guarantee for the filled position (if the newly hired General Manager leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees). Following review and discussion, Commissioner DeBlieck offered a resolution to approve the proposal submitted by DDA to conduct the executive search for the General Manager position. Commissioner Baumgart seconded.

RESOLUTION NO. 24

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by David Drown Associates, Inc., to conduct an executive search for the General Manager position be approved as presented in the all-inclusive amount of $25,000.00."

Dated this 24th day of June 2024.

____
Vice President

Attest:

____
Secretary

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

General Manager Harren presented the Commission with a mid-year update of the General Manager Goals for 2024. Harren provided a complete overview of the established goals and their status to date. The progress report provided updates of the goals and projects, along with additional noteworthy tasks which have been completed or are ongoing.

Finance & Customer Service Supv. Prekker presented the Commission with the 2024 Energy Acquisition Adjustment (EAA) update. As a reminder, the EAA serves as a mechanism to adjust rates for uncontrollable charges associated with power supply costs. Prekker provided background data and noted that the EAA has not been implemented since 2017. According to actual data through May 2024 and the forecast for the remainder of the year, WMU's energy costs remain below the established threshold of $66/MWh. Therefore, staff determined that implementation of an EAA is not required at this time. Staff will continue to monitor future data to determine if or when applying the EAA would be warranted.

Commissioners Kennedy and DeBlieck presented a recap of their recent attendance at the 2024 APPA National Conference held in San Diego, California (Commissioner Laumer also attended). Throughout the conference, public power leaders are able to network with others by sharing ideas and insights on opportunities and challenges facing the ever-changing electric industry. Topics of discussion included: industry innovations, federal legislative updates, energy storage, supply chain requirements, environmental regulations, renewable/nuclear/wind/solar energy, AI's potential and risks, 2040 goal, and forecasting the future of public power. Kennedy and DeBlieck extended their appreciation to the Commission for allowing them the opportunity to attend the annual informational conference and encouraged others to attend in 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 *"The Board Meeting*" (Lesson #11) was presented.

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:

- 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
- MRES Leadership Academy (Sioux Falls, SD): September 18-19

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Sieck seconded the motion which carried by a vote of four ayes and zero nays, and the meeting was adjourned at 12:44 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

____
Beth Mattheisen, Executive Secretary

ATTEST:

____
Dave Baumgart, Secretary

Willmar Municipal Utilities

WILLMAR MUNICIPAL UTILITIES

MUC Labor Committee Meeting Minutes

Tuesday, June 18, 2024

12:00 pm (WMU Conference Room)

Attendees: Commissioners Patricia Elizondo, Bruce DeBlieck & Carol Laumer, General Manager John Harren, and Executive Secretary Beth Mattheisen.

Commissioner Elizondo (LC Chair) called the meeting to order at 12:00 pm
****

1. **Discuss the General Manager position:**
   Commissioner Elizondo opened discussion regarding the General Manager position by acknowledging receipt of a letter of resignation submitted by General Manager Harren on June 17, 2024. The letter noted his official retirement date would be effective September 20, 2024. As a reminder, PERA law requires a complete separation from all Minnesota public service for 30 days following the termination date.

   Three hiring options were presented for consideration:
      a. Post internally
      b. Post externally
      c. Utilize an executive recruitment firm to complete the process. Two proposals have been received for consideration:
         1. Baker Tilly US, LLP
         2. David Drown Associates, Inc.

   Additional informational data presented included the 2021 Emergency Succession Plan (MUC approved September 27, 2021) along with a copy of the General Manager job description. In addition, salary range and benefits were reviewed.

   Following considerable discussion and review, it was a consensus of the Labor Committee to recommend proceeding with the process to retain David Drown Associates, Inc. (DDA) to conduct the executive search. With this recommendation, the Labor Committee furthermore requested a teleconference meeting with DDA to discuss details of the hiring process. To keep the City Council informed of the process, City Council Liaison Michael O'Brien will also be invited to participate in the teleconference.

2. **Adjournment:**
   There being no further business to come before the WMU Labor Committee, Commissioner Elizondo offered a motion to adjourn. Commissioner DeBlieck seconded the motion which carried, and the meeting was adjourned by a vote of three ayes and zero nays at 12:57 pm.

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.E.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	Municipal Utilities Commission Minutes of July 8, 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 24.07.08 MUC Meeting Minutes

Willmar Municipal Utilities

WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – July 8, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, July 8, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: John Kennedy, Dave Baumgart, Terrill Sieck, Patricia Elizondo, Carol Laumer, and Bruce DeBlieck. Absent was Commissioner Shawn Mueske.

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

The meeting opened by reciting the Pledge of Allegiance. Due to the absence of Commission President Mueske, Commission Vice President Kennedy continued by asking if any changes to the agenda were needed. A request to adjust the sequence of the agenda items was presented. Following review and discussion, Commissioner Laumer offered a resolution to approve the consent agenda including the agenda change as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 25

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

- Minutes from the June 24, 2024, MUC Meeting; and,
- Bills represented by vouchers No. 20240876 to No. 20240923 and associated wire transfers inclusive in the amount of $1,517,521.38.

Dated this 8th day of July 2024.

____
Vice President

Attest:

____
Secretary

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

Finance & Office Services Supervisor Prekker reviewed the May 2024 Financial Reports along with a recap of the May Investment Portfolio, and the May Cost of Power Report. The financial information contained in the report reflects operating revenues, expenses, retained earnings, and fund comparisons for both the Electric and Water Divisions.

Finance & Office Services Supervisor Prekker presented a timeline for the 2025 WMU Budget Schedule. The budget process has already begun with a tentative target date of September 16th to seek Commission approval of the 2025 Budget. A meeting of the WMU Planning Committee has been scheduled for August 21st to review the proposed budget. Following review, Commissioner DeBlieck offered a motion to accept the 2025 WMU Budget Schedule as presented. Commissioner Sieck seconded the motion which carried by a vote of six ayes and zero nays.

Staff Electrical Engineer Jeron Smith requested approval of a proposal from Braun Intertek to conduct a post-response action investigation of the area including and surrounding the former Power Plant and adjacent sites. The scope of work proposed by Braun includes Geo-Probe borings, soil gas probes, collection of groundwater samples, laboratory analysis and final comprehensive summary report and submission to MPCA. Additionally, WMU staff will collect water samples from the onsite Well D2 for testing as part of the investigation.

The estimated cost to complete the scope of work is $38,850. It was the recommendation of City Attorney Scott that the addition of this scope of work be included into the original service contract with Braun Intertek dated March 28, 2022. Following review, Commissioner Laumer offered a resolution to approve the proposal from Braun Intertek to conduct the post-response action investigation as outlined. Commissioner Baumgart seconded.

RESOLUTION NO. 26

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Commission hereby approves the proposal from Braun Intertek to conduct the post-response action investigation as outlined, at an estimated cost of $38,850 and to integrate the scope of work into the original contract dated March 28, 2022."

Dated this 8th day of July 2024.

____
Vice President

Attest:

____
Secretary

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

On April 18, 2013, the Willmar Municipal Utilities entered into a long-term power supply contract with the Western Area Power Administration (WAPA). The contract, known as No. 12-UGPR-1078, ensures firm electric service for Willmar from January 1, 2021, through December 31, 2050. Recently, WAPA proposed revisions to Exhibits B and C of this contract. After thorough review by WMU staff, MRES staff, and attorney Kaela Brennan, no concerns were raised. Consequently, it is recommended that Willmar approve the revisions to Exhibits B and C. Following discussion, Commissioner Baumgart offered a resolution to approve the revisions to WAPA Contract No. 12-UGPR-1078 as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 27

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Commission hereby approves the proposed revisions to Exhibits B and C of Power Supply Contract No. 12-UGPR-1078 with Western Area Power Administration as presented."

Dated this 8th day of July 2024.

____
Vice President

Attest:

____
Secretary

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

Staff Electrical Engineer Smith presented the Commission with the June 2024 Wind Turbine Report. Turbine availabilities for the month of June were 86.0% (Unit #3) and 27.9% (Unit #4) with a total monthly production of 221,383 kilowatt hours (kwh). Electrical issues continue to affect the availability of Unit #4 while Unit #3 is having an issue with the Nacelle housing of Unit #3. The 2024 total production through June is 3,143,244 kwh. To date, the 2024 costs/kwh associated with operating the units is 1.71¢/kwh. Since the inception of the units in 2009, the operational cost has been calculated at 14.31¢/kwh.

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 *"Board Conflict"* (Lesson #12) was presented.

General Manager Harren informed the Commission that the recent land offer for the new WMU facility has been declined. While this is a setback, we are committed to moving forward and finding a suitable location that meets our needs. Our staff will now resume the search for an alternative site. We remain dedicated to identifying a location that supports our goals and vision for the new facility. We will keep the Commission updated on our progress and any significant developments.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee has been scheduled for Wednesday, August 21st at 12:00 pm. The main focus will be to review the proposed 2025 WMU Budget. Additional 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 the Committee meetings, a joint meeting with City officials will be scheduled to discuss topics of interest concerning both entities.

Upcoming 2024 events to note:

- MMUA Summer Conference (Fargo, ND): August 19-21
- MRES Red Rock Hydroelectric Project tours (Pella, IA): July 31, August 28, or September 25
- MRES Municipal Power Leadership Academy (Sioux Falls, SD): September 18-19

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 12:34 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

____
Beth Mattheisen, Executive Secretary

ATTEST:

____
Dave Baumgart, Secretary

WILLMAR MINNESOTA

INC· 1901

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.F.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Vernae Larsen, City Clerk
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Resolution to Designate Responsible Authority – Data Practices		

RECOMMENDED ACTION:
Motion By: ____________________Second By: ____________________, to adopt a resolution appointing City Clerk Vernae Larsen, the Responsible Authority, to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City for 2024.

OVERVIEW:
The Minnesota Government Data Practices Act regulates data collected, created, received, maintained, disseminated, or stored by a state agency, political subdivision, or state-wide system, regardless of its physical form, storage media, or conditions of use. Minnesota Statute, Section 13.02, Subd. 16, requires the City to appoint one person as the Responsible Authority to administer the requirements for the collection, storage, use, and dissemination of data on individuals within the City.

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

BUDGETARY/FISCAL ISSUES:
N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION Designate Responsible Authority

RESOLUTION NO.

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR

Motion By:__________ Second By:_______________

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 16, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City; and

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

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

Dated this day of July 15, 2024

____
MAYOR

Attest:

____
CITY CLERK

INC· 1901

WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	Agenda Item Number:	6.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of City Park Special Event by On-Sale Liquor License Holder Permit-Green Mill		

RECOMMENDED ACTION:
Approve the City Park Special Event by an On-Sale Liquor License Holder Permit on a Roll Call Vote

OVERVIEW:
The Parks and Recreation Department has rented the Four Season Shelter to Relco LLC which will hold their employee appreciation event with plans to serve alcohol on August 2, 2024. A City Park Special Event by an On-Sale Liquor License Holder Permit is required to distribute or consume alcohol. Torgerson Properties, Inc. dba Green Mill-Willmar has applied for this permit with on-site employee listed as Trista Vogelpohl.

BUDGETARY/FISCAL ISSUES:
$100 Permit Fee

ALTERNATIVES TO CONSIDER:
Deny the serving of alcohol during the event

ATTACHMENTS:
None

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.H.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Vernae Larsen, City Clerk
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Intuition Brewing LLC		

RECOMMENDED ACTION:
Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, pending Police Department approval, on a Roll Call Vote

OVERVIEW:
The Intuition Brewing LLC dba Intuition Brewing; has plans to sell alcohol during their Hoptoberfest Street Event on September 28, 2024. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

BUDGETARY/FISCAL ISSUES:
$100 Application Fee

ALTERNATIVES TO CONSIDER:
Deny the serving of alcohol during this event

ATTACHMENTS:
None

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WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.I.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Vernae Larsen, City Clerk
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Pennock Lions Club Lawful Gambling Application		

RECOMMENDED ACTION:
Approve Pennock Lions Club Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Pennock Lions Club Application

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Pennock Lions Club

Previous Gambling Permit Number: XB 36324

Minnesota Tax ID Number, if any: 41-1436178

Federal Employer ID Number (FEIN), if any:

Mailing Address: Po Box 281

City: Pennock State: MN Zip: 56279 County: Kandiyohi

Name of Chief Executive Officer (CEO): Bruce Luepke

CEO Daytime Phone: 3209051382 CEO Email:

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

Email permit to (if other than the CEO): Mbowman@pioneer-heritage.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

[X] Fraternal [ ] Religious [ ] Veterans [ ] Other Nonprofit Organization

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

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

[ ] **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:

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

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

[ ] **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

[X] **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [ ] Yes [X] No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:

[X] one of four or fewer bingo events held this year. Dates: August 7, 8, 9, 10, 2024
-OR-
[ ] conducted on up to 12 consecutive days in con

[ ] county fair Dates:

[ ] civic celebration Dates:

[ ] Minnesota State Fair Dates:

Person in charge of bingo event: Mackenzie Bowman Daytime Phone: 3209051382

Name of premises where bingo will be conducte : Kandiyohi Fair

Premises street address: 801 7th St NW

City: Willmar If township, township name: County: Kandiyohi

LG240B Application to Conduct Excluded Bingo

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

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: City of Willmar

Signature of City Personnel: Jenae Larsen

Title: City Clerk Date: 7/10/24

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

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: ____________________

Signature of County Personnel: ____________________

Title: ____________________ Date: ____________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: ____________________

Signature of Township Officer: ____________________

Title: ____________________ Date: ____________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Bruce Liepke Date: 07/10/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Bruce Liepke

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***LIST OF LICENSEES*** tab, or call 651-539-1900.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

INC· 1901

WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.J.
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, 6/29/24 - 7/10/24		

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 Pymt History Report 6.29.24 - 7.10.24

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103696 ACE ROLLOFFS & DISPOSAL										
200/07-24		07/01/2024	07/10-AV	71861	846.00	846.00	07/16/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
213/07-24		07/01/2024	07/10-AV	71861	260.06	260.06	07/16/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
237/07-24		07/01/2024	07/10-AV	71861	52.70	52.70	07/16/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
238/07-24		07/01/2024	07/10-AV	71861	129.48	129.48	07/16/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
239/07-24		07/01/2024	07/10-AV	71861	249.62	249.62	07/16/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
240/07-24		07/01/2024	07/10-AV	71861	24.35	24.35	07/16/2024	INV	PD	Town p
CHECK DATE: 07/10/2024										
241/07-24		07/01/2024	07/10-AV	71861	209.71	209.71	07/16/2024	INV	PD	Plant
CHECK DATE: 07/10/2024										
					1,771.92					
104106 Amanda Larsson										
062524		06/25/2024	07/10-AV	71862	41.20	41.20	07/10/2024	INV	PD	Total
CHECK DATE: 07/10/2024										
103557 AMAZON CAPITAL SERVICES										
11PF-P6HT-91D7		06/24/2024	07/10-AV	71863	354.70	354.70	07/09/2024	INV	PD	Sanita
CHECK DATE: 07/10/2024										
16WN-KGGW-74RJ		06/21/2024	07/10-AV	71863	49.84	49.84	07/21/2024	INV	PD	Access
CHECK DATE: 07/10/2024										
1NVY-PT1N-1NL7		07/03/2024	07/10-AV	71863	99.99	99.99	07/18/2024	INV	PD	ZAGG P
CHECK DATE: 07/10/2024										
1P66-XX63-3F1J		07/03/2024	07/10-AV	71863	203.41	203.41	07/18/2024	INV	PD	GPS's
CHECK DATE: 07/10/2024										
1WMH-3DTP-GR71		06/23/2024	07/10-AV	71863	372.64	372.64	07/23/2024	INV	PD	Flag F
CHECK DATE: 07/10/2024										
1Y1N-KFLD-9JCC		06/28/2024	07/10-AV	71863	19.49	19.49	07/13/2024	INV	PD	Parach
CHECK DATE: 07/10/2024										
					1,100.07					
104139 Amber Marez										
0008717		07/09/2024	07/10-AV	71864	100.00	100.00	07/24/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
100057 AMERICAN WELDING & GAS INC										
0010196354		07/03/2024	07/10-AV	71865	40.45	40.45	07/18/2024	INV	PD	Hydro
CHECK DATE: 07/10/2024										
0010219527		06/30/2024	07/10-AV	71865	82.70	82.70	07/15/2024	INV	PD	weldin
CHECK DATE: 07/10/2024										
					123.15					
102954 ANDERSON LAW OFFICES										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
2534		05/02/2024	07/10-AV	71866	20,475.65	20,475.65	05/17/2024	INV	PD	Profes
CHECK DATE: 07/10/2024										
103845 ANDERSON/CALLA-SJEA										
6252024		06/28/2024	07/10-AV	71867	2,232.00	2,232.00	07/13/2024	INV	PD	May-Ju
CHECK DATE: 07/10/2024										
103852 APPLE, INC.										
MA89174736		07/03/2024	07/10-AV	71868	479.00	479.00	07/18/2024	INV	PD	IPAD f
CHECK DATE: 07/10/2024										
104127 Aqua Logic Inc										
3572		06/27/2024	07/10-AV	71869	2,808.87	2,808.87	07/12/2024	INV	PD	Parts
CHECK DATE: 07/10/2024										
103946 ARVIG										
STMT 6/28/2024		06/28/2024	07/10-AV	71870	3,911.75	3,911.75	07/25/2024	INV	PD	Leased
CHECK DATE: 07/10/2024										
101253 ASCAP										
500578878		07/01/2024	07/10-AV	71871	492.65	492.65	07/16/2024	INV	PD	Music
CHECK DATE: 07/10/2024										
100075 AT&T MOBILITY										
287296610156X0703202		06/25/2024	07/10-AV	71872	2,235.24	2,235.24	07/20/2024	INV	PD	FirstN
CHECK DATE: 07/10/2024										
100073 ATWATER FORD INC										
104598		07/03/2024	07/10-AV	71873	59.45	59.45	07/18/2024	INV	PD	Oil Ch
CHECK DATE: 07/10/2024										
102793 AUTO TECH ALIGNMENTS & MORE										
27326		07/02/2024	07/10-AV	71874	100.00	100.00	07/17/2024	INV	PD	Alignm
CHECK DATE: 07/10/2024										
100131 AVENU INSIGHTS & ANALYTICS										
INVB-054597		06/30/2024	07/10-AV	71875	3,012.64	3,012.64	07/30/2024	INV	PD	AS400
CHECK DATE: 07/10/2024										
104080 B&F Fastener Supply										
80003191-00		07/01/2024	07/10-AV	71876	210.00	210.00	07/16/2024	INV	PD	Rakes
CHECK DATE: 07/10/2024										
80003200-00		07/01/2024	07/10-AV	71876	403.36	403.36	07/16/2024	INV	PD	Shovel
CHECK DATE: 07/10/2024										
80003464-00		07/08/2024	07/10-AV	71876	101.08	101.08	07/23/2024	INV	PD	Socket

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
80003491-00		07/08/2024	07/10-AV	71876	3.76	3.76	07/23/2024	INV	PD	screws
CHECK DATE: 07/10/2024										
80003534-00		07/09/2024	07/10-AV	71876	17.36	17.36	07/24/2024	INV	PD	Nuts
CHECK DATE: 07/10/2024										
					735.56					
102860 BATTERY WHOLESALE INC										
241323WIL		06/27/2024	07/10-AV	71877	240.76	240.76	07/12/2024	INV	PD	UPS ba
CHECK DATE: 07/10/2024										
103377 BENSON LAUNDRY										
405985		07/01/2024	07/10-AV	71878	30.69	30.69	07/16/2024	INV	PD	Benson
CHECK DATE: 07/10/2024										
407279		07/01/2024	07/10-AV	71878	30.69	30.69	07/16/2024	INV	PD	Towel
CHECK DATE: 07/10/2024										
407296		07/01/2024	07/10-AV	71878	56.40	56.40	07/16/2024	INV	PD	Towels
CHECK DATE: 07/10/2024										
					117.78					
101010 BOLTON & MENK INC										
0338593		06/20/2024	07/10-AV	71879	409.50	409.50	07/05/2024	INV	PD	Overfl
CHECK DATE: 07/10/2024										
0338596		06/20/2024	07/10-AV	71879	71,288.75	71,288.75	07/05/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
0338612		06/20/2024	07/10-AV	71879	45,903.96	45,903.96	07/05/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
					117,602.21					
103733 BOX/KYLE										
7082024		05/02/2024	07/10-AV	71880	324.56	324.56	05/17/2024	INV	PD	Reimbu
CHECK DATE: 07/10/2024										
104140 Breck Erickson										
7102024		07/10/2024	07/10-AV	71881	386.40	386.40	07/25/2024	INV	PD	Ag Lan
CHECK DATE: 07/10/2024										
100263 BREMER BANK										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71882	20,769.00	20,769.00	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
2024-08-01-2020ABond		07/01/2024	07/10-AV	71883	6,177.50	6,177.50	07/16/2024	INV	PD	2020A
CHECK DATE: 07/10/2024										
104132 Brenda Schanbachler										
062724		06/26/2024	07/10-AV	71884	137.50	137.50	07/11/2024	INV	PD	cancel
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
101980 BSE										
927956775		07/01/2024	07/10-AV	71885	257.40	257.40	07/16/2024	INV	PD	Small
CHECK DATE: 07/10/2024										
928240473		07/01/2024	07/10-AV	71885	220.83	220.83	07/16/2024	INV	PD	Electr
CHECK DATE: 07/10/2024										
928638683		07/03/2024	07/10-AV	71885	212.67	212.67	07/18/2024	INV	PD	Bleach
CHECK DATE: 07/10/2024										
					690.90					
103181 BULLET PROOF MECHANICAL SERV										
10669		07/03/2024	07/10-AV	71886	1,013.73	1,013.73	07/18/2024	INV	PD	Boiler
CHECK DATE: 07/10/2024										
103647 CAPITAL ONE										
052924		05/28/2024	07/10-AV	71887	53.85	53.85	07/11/2024	INV	PD	Genera
CHECK DATE: 07/10/2024										
3579		05/17/2024	07/10-AV	71887	64.90	64.90	07/11/2024	INV	PD	Coffee
CHECK DATE: 07/10/2024										
3801		05/30/2024	07/10-AV	71887	49.10	49.10	07/11/2024	INV	PD	Traini
CHECK DATE: 07/10/2024										
3979		05/30/2024	07/10-AV	71887	47.84	47.84	07/11/2024	INV	PD	CSO ba
CHECK DATE: 07/10/2024										
4321		06/21/2024	07/10-AV	71887	10.72	10.72	07/11/2024	INV	PD	Water
CHECK DATE: 07/10/2024										
					226.41					
101259 CENTRAL COUNTIES COOPERATIVE										
43215		06/27/2024	07/10-AV	71888	3,379.15	3,379.15	07/12/2024	INV	PD	Buccan
CHECK DATE: 07/10/2024										
104144 Chad Braegelmann										
2025		07/10/2024	07/10-AV	71889	3,105.00	3,105.00	07/25/2024	INV	PD	Willma
CHECK DATE: 07/10/2024										
100736 CHARTER COMMUNICATIONS										
224360801070124		07/01/2024	07/10-AV	71890	548.69	548.69	07/31/2024	INV	PD	July P
CHECK DATE: 07/10/2024										
103708 CITY LINE TOWING										
24-05824		07/03/2024	07/10-AV	71891	195.00	195.00	07/18/2024	INV	PD	Tow fo
CHECK DATE: 07/10/2024										
103722 CIVICPLUS, LLC										
297976		06/27/2024	07/10-AV	71892	550.00	550.00	07/12/2024	INV	PD	Munico
CHECK DATE: 07/10/2024										
298748		06/27/2024	07/10-AV	71892	2,431.83	2,431.83	07/12/2024	INV	PD	Full S
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
298756		06/27/2024	07/10-AV	71892	396.55	396.55	07/12/2024	INV	PD	OrdBan
CHECK DATE: 07/10/2024										
					3,378.38					
102157 CLARKE MOSQUITO CONTROL										
005109530		07/03/2024	07/10-AV	71893	363.80	363.80	07/18/2024	INV	PD	Flushi
CHECK DATE: 07/10/2024										
005109581		07/08/2024	07/10-AV	71893	6,105.00	6,105.00	08/07/2024	INV	PD	55 gal
CHECK DATE: 07/10/2024										
					6,468.80					
104128 Community Connectors Services										
2		05/02/2024	07/10-AV	71894	500.00	500.00	05/17/2024	INV	PD	SOMALI
CHECK DATE: 07/10/2024										
102887 CONCORDE BANK										
2024-08-01-2016ABond		07/01/2024	07/10-AV	71895	412.50	412.50	07/16/2024	INV	PD	2016A
CHECK DATE: 07/10/2024										
2024-08-01-2017ABond		07/01/2024	07/10-AV	71895	1,787.50	1,787.50	07/16/2024	INV	PD	2017A
CHECK DATE: 07/10/2024										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71895	644.00	644.00	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
					2,844.00					
102130 CORE & MAIN LP										
SC20951		06/21/2024	07/10-AV	71896	8.30	8.30	07/06/2024	INV	PD	Servic
CHECK DATE: 07/10/2024										
100186 CROW CHEMICAL & LIGHTING										
125787		06/26/2024	07/10-AV	71897	260.40	260.40	07/11/2024	INV	PD	gloves
CHECK DATE: 07/10/2024										
127566		06/26/2024	07/10-AV	71897	57.95	57.95	07/11/2024	INV	PD	Garbag
CHECK DATE: 07/10/2024										
127567		06/26/2024	07/10-AV	71897	196.50	196.50	07/11/2024	INV	PD	Paper
CHECK DATE: 07/10/2024										
127576		06/26/2024	07/10-AV	71897	231.27	231.27	07/11/2024	INV	PD	paper
CHECK DATE: 07/10/2024										
					746.12					
103260 CROW RIVER CONSTRUCTION LLC										
9336		06/27/2024	07/10-AV	71898	802.50	802.50	07/12/2024	INV	PD	Concre
CHECK DATE: 07/10/2024										
104138 Dan Hovland										
0008557		07/09/2024	07/10-AV	71899	100.00	100.00	07/24/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
104136 Danielle Lassman										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
070324		07/03/2024	07/10-AV	71900	21.00	21.00	07/18/2024	INV	PD	Gas Re
CHECK DATE: 07/10/2024										
103464 DAVIS/VICKI										
070224		05/02/2024	07/10-AV	71901	376.53	376.53	05/17/2024	INV	PD	LMC 20
CHECK DATE: 07/10/2024										
100212 DOOLEY'S PETROLEUM INC										
574956		07/03/2024	07/10-AV	71902	23,916.66	23,916.66	07/18/2024	INV	PD	Fuel
CHECK DATE: 07/10/2024										
100222 DUININCK INC										
560405		07/01/2024	07/10-AV	71903	1,784.32	1,784.32	07/16/2024	INV	PD	Asphal
CHECK DATE: 07/10/2024										
560463		07/02/2024	07/10-AV	71903	381.23	381.23	07/17/2024	INV	PD	Class
CHECK DATE: 07/10/2024										
560534		07/03/2024	07/10-AV	71903	1,418.34	1,418.34	07/18/2024	INV	PD	Asphal
CHECK DATE: 07/10/2024										
Appl #2		06/24/2024	07/10-AV	71903	761,027.00	761,027.00	07/09/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
Appl #9		06/28/2024	07/10-AV	71903	508,734.70	508,734.70	07/13/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
					1,273,345.59					
100788 ELECTRIC PUMP INC										
024369		06/26/2024	07/10-AV	71904	3,335.46	3,335.46	07/11/2024	INV	PD	JOT's
CHECK DATE: 07/10/2024										
024371		06/26/2024	07/10-AV	71904	213.35	213.35	07/11/2024	INV	PD	JOT's
CHECK DATE: 07/10/2024										
024372		06/26/2024	07/10-AV	71904	610.00	610.00	07/11/2024	INV	PD	JOT's
CHECK DATE: 07/10/2024										
					4,158.81					
103906 ELECTRICAL PRODUCTION SERVICES										
22282		06/26/2024	07/10-AV	71905	2,000.00	2,000.00	07/26/2024	INV	PD	Door a
CHECK DATE: 07/10/2024										
103002 FARM-RITE EQUIPMENT										
P51620		06/28/2024	07/10-AV	71906	221.04	221.04	07/13/2024	INV	PD	oil an
CHECK DATE: 07/10/2024										
103617 FARMER DAVE LLC										
070524		07/05/2024	07/10-AV	71907	23,000.00	23,000.00	07/20/2024	INV	PD	Tanker
CHECK DATE: 07/10/2024										
STMT/04-24		07/05/2024	07/10-AV	71907	2,143.75	2,143.75	07/20/2024	INV	PD	Haulin
CHECK DATE: 07/10/2024										
STMT/05-2024		07/05/2024	07/10-AV	71907	3,493.85	3,493.85	07/20/2024	INV	PD	Haulin

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE:	07/10/2024									
STMT/05-2024-1		07/05/2024	07/10-AV	71907	3,904.69	3,904.69	07/20/2024	INV	PD	Haulin
CHECK DATE:	07/10/2024									
STMT/05-24		07/05/2024	07/10-AV	71907	7,503.13	7,503.13	07/20/2024	INV	PD	Haulin
CHECK DATE:	07/10/2024									
STMT/06-2024		07/05/2024	07/10-AV	71907	3,011.94	3,011.94	07/20/2024	INV	PD	Haulin
CHECK DATE:	07/10/2024									
STMT/06-24		07/05/2024	07/10-AV	71907	2,298.03	2,298.03	07/20/2024	INV	PD	Haulin
CHECK DATE:	07/10/2024									
					45,355.39					
100810 FERGUSON ENTERPRISES INC										
0143362		04/25/2024	07/10-AV	71908	43.70	43.70	05/10/2024	INV	PD	1 1/2
CHECK DATE:	07/10/2024									
0157021		04/30/2024	07/10-AV	71908	499.00	499.00	05/15/2024	INV	PD	Urn re
CHECK DATE:	07/10/2024									
0670475		06/27/2024	07/10-AV	71908	55.67	55.67	07/12/2024	INV	PD	PVC, a
CHECK DATE:	07/10/2024									
54119		04/30/2024	07/10-AV	71908	11.30	11.30	05/15/2024	INV	PD	3/8x3/
CHECK DATE:	07/10/2024									
					609.67					
103814 FILEONQ										
12102		07/03/2024	07/10-AV	71909	7,500.00	7,500.00	07/18/2024	INV	PD	Subscr
CHECK DATE:	07/10/2024									
100775 FIRST CHOICE FOOD & BEVERAGE										
2107:035299		06/12/2024	07/10-AV	71910	553.68	553.68	06/27/2024	INV	PD	Conces
CHECK DATE:	07/10/2024									
101449 FLAHERTY & HOOD P.A.										
21151		05/02/2024	07/10-AV	71911	10,198.53	10,198.53	05/17/2024	INV	PD	Gen Mu
CHECK DATE:	07/10/2024									
102973 FLEETPRIDE										
118129489		07/08/2024	07/10-AV	71912	27.45	27.45	07/23/2024	INV	PD	Filter
CHECK DATE:	07/10/2024									
100288 GALLS LLC										
028186785		07/03/2024	07/10-AV	71913	388.00	388.00	07/18/2024	INV	PD	CSO Ba
CHECK DATE:	07/10/2024									
100293 GENERAL MAILING SERVICES										
70342		07/09/2024	07/10-AV	71914	175.32	175.32	07/24/2024	INV	PD	Postag
CHECK DATE:	07/10/2024									
70384		07/05/2024	07/10-AV	71914	115.56	115.56	07/20/2024	INV	PD	Postag
CHECK DATE:	07/10/2024									
70454		07/09/2024	07/10-AV	71914	161.94	161.94	07/24/2024	INV	PD	Postag

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
					452.82					
102798 GIS MIDWEST										
24-038-GIS		05/22/2024	07/10-AV	71915	1,147.50	1,147.50	06/06/2024	INV	PD	GIS Pr
CHECK DATE: 07/10/2024										
100786 GRAINGER INC										
9143965284		06/07/2024	07/10-AV	71916	1,378.62	1,378.62	06/22/2024	INV	PD	3 exit
CHECK DATE: 07/10/2024										
9154949607		06/18/2024	07/10-AV	71916	203.32	203.32	07/03/2024	INV	PD	HVAC f
CHECK DATE: 07/10/2024										
					1,581.94					
104130 Grizzly Industrial, Inc.										
86692456		06/26/2024	07/10-AV	71917	331.68	331.68	07/11/2024	INV	PD	blade
CHECK DATE: 07/10/2024										
100324 HAUG IMPLEMENT CO - JOHN DEERE										
493043		07/03/2024	07/10-AV	71918	157.10	157.10	07/18/2024	INV	PD	UV rep
CHECK DATE: 07/10/2024										
493401		07/09/2024	07/10-AV	71918	31.54	31.54	07/24/2024	INV	PD	O-Ring
CHECK DATE: 07/10/2024										
					188.64					
102609 HAUG-KUBOTA LLC										
24700		07/01/2024	07/10-AV	71919	78.75	78.75	07/16/2024	INV	PD	Mower
CHECK DATE: 07/10/2024										
24771		07/01/2024	07/10-AV	71919	34.73	34.73	07/16/2024	INV	PD	Lawn m
CHECK DATE: 07/10/2024										
24780		07/02/2024	07/10-AV	71919	124.06	124.06	07/17/2024	INV	PD	Belt
CHECK DATE: 07/10/2024										
					237.54					
100325 HAWKINS INC										
6797943		06/26/2024	07/10-AV	71920	12,189.31	12,189.31	07/11/2024	INV	PD	Ind. f
CHECK DATE: 07/10/2024										
6800962		07/03/2024	07/10-AV	71920	1,380.22	1,380.22	07/18/2024	INV	PD	Bleach
CHECK DATE: 07/10/2024										
6802834		07/09/2024	07/10-AV	71920	12,222.65	12,222.65	07/24/2024	INV	PD	Ind. f
CHECK DATE: 07/10/2024										
					25,792.18					
103874 HENRY SCHEIN, INC										
95555244		06/18/2024	07/10-AV	71921	357.98	357.98	07/18/2024	INV	PD	Reeves
CHECK DATE: 07/10/2024										
96248425		06/25/2024	07/10-AV	71921	19.27	19.27	07/25/2024	INV	PD	Glucom
CHECK DATE: 07/10/2024										

City of Willmar

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
					377.25					
103970 HOLM/KIMBERLY										
118		06/26/2024	07/10-AV	71922	90.00	90.00	07/11/2024	INV	PD	Puppy
CHECK DATE: 07/10/2024										
103067 HOME STATE BANK										
2024-08-01-2016ABond		07/01/2024	07/10-AV	71923	2,062.50	2,062.50	07/16/2024	INV	PD	2016A
CHECK DATE: 07/10/2024										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71923	2,863.50	2,863.50	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
2024-08-01-2020ABond		07/01/2024	07/10-AV	71923	2,056.25	2,056.25	07/16/2024	INV	PD	2020A
CHECK DATE: 07/10/2024										
					6,982.25					
103075 HORIZON COMMERCIAL POOL SUPPLY										
INV75479		06/27/2024	07/10-AV	71924	2,833.44	2,833.44	07/12/2024	INV	PD	Pool C
CHECK DATE: 07/10/2024										
INV76508		07/03/2024	07/10-AV	71924	1,069.72	1,069.72	07/18/2024	INV	PD	Depth
CHECK DATE: 07/10/2024										
INV76760		07/09/2024	07/10-AV	71924	8,004.37	8,004.37	07/24/2024	INV	PD	Pool C
CHECK DATE: 07/10/2024										
					11,907.53					
102486 IN CONTROL INC										
S-INV01646		06/27/2024	07/10-AV	71925	1,685.78	1,685.78	07/12/2024	INV	PD	Headwo
CHECK DATE: 07/10/2024										
900250 INDERMARK/KRISTI										
0008548		07/09/2024	07/10-AV	71926	100.00	100.00	07/24/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
103023 INNOVATIVE OFFICE SOLUTIONS										
IN4572391		07/01/2024	07/10-AV	71927	52.41	52.41	07/16/2024	INV	PD	office
CHECK DATE: 07/10/2024										
IN4578574		07/09/2024	07/10-AV	71927	532.73	532.73	07/24/2024	INV	PD	office
CHECK DATE: 07/10/2024										
					585.14					
103910 INTERSTATE BEARING SYSTEMS INC										
2742458 RI		06/28/2024	07/10-AV	71928	65.69	65.69	07/13/2024	INV	PD	AC fan
CHECK DATE: 07/10/2024										
103861 JOE RILEY CONSTRUCTION										
Appl #1		07/01/2024	07/10-AV	71929	118,888.60	118,888.60	07/16/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103355 JOHANNECK WTR CONDITIONING INC										
122277		06/05/2024	07/10-AV	71930	18.00	18.00	06/20/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
122278		06/05/2024	07/10-AV	71930	39.00	39.00	06/20/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
122506		06/12/2024	07/10-AV	71930	32.00	32.00	06/27/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
122816		06/19/2024	07/10-AV	71930	11.00	11.00	07/04/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
122868		06/20/2024	07/10-AV	71930	39.00	39.00	07/05/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
123083		06/26/2024	07/10-AV	71930	25.00	25.00	07/11/2024	INV	PD	Lab wa
CHECK DATE: 07/10/2024										
CR1711-3-167		06/26/2024	07/10-AV	71930	1.00	1.00	07/11/2024	INV	PD	Cooler
CHECK DATE: 07/10/2024										
CR1711-3-179		06/26/2024	07/10-AV	71930	2.00	2.00	07/11/2024	INV	PD	Cooler
CHECK DATE: 07/10/2024										
					167.00					
103404 JOHNSON CNTRLS FIRE PROTECTION										
51372890		07/08/2024	07/10-AV	71931	3,300.00	3,300.00	07/23/2024	INV	PD	Repair
CHECK DATE: 07/10/2024										
104133 Jolene Wold										
0008566		07/01/2024	07/10-AV	71932	100.00	100.00	07/16/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
100376 KANDIYOHI CO AUDITOR										
519384		07/03/2024	07/10-AV	71933	141.14	141.14	07/24/2024	INV	PD	Landfi
CHECK DATE: 07/10/2024										
519470		06/27/2024	07/10-AV	71933	84.00	84.00	07/12/2024	INV	PD	Tire D
CHECK DATE: 07/10/2024										
519476		07/03/2024	07/10-AV	71933	30.72	30.72	07/24/2024	INV	PD	Landfi
CHECK DATE: 07/10/2024										
					255.86					
101133 KANDIYOHI CO FAIR ASSOCIATION										
6182024		05/02/2024	07/10-AV	71934	25,000.00	25,000.00	05/17/2024	INV	PD	Market
CHECK DATE: 07/10/2024										
100385 KANDIYOHI CO TREASURER										
7/10/2024		07/10/2024	07/10-AV	71935	2,757.70	2,757.70	07/25/2024	INV	PD	Sales
CHECK DATE: 07/10/2024										
102520 KENNEDY & GRAVEN, CHARTERED										
182241		05/02/2024	07/10-AV	71936	2,505.00	2,505.00	05/17/2024	INV	PD	Fiber
CHECK DATE: 07/10/2024										
2024A		06/27/2024	07/10-AV	71936	15,500.00	15,500.00	07/12/2024	INV	PD	2024A

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
					18,005.00					
103068 KENSINGTON BANK										
2024-08-01-2016ABond		07/01/2024	07/10-AV	71937	2,062.50	2,062.50	07/16/2024	INV	PD	2016A
CHECK DATE: 07/10/2024										
2024-08-01-2017ABond		07/01/2024	07/10-AV	71937	2,600.00	2,600.00	07/16/2024	INV	PD	2017A
CHECK DATE: 07/10/2024										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71937	3,622.50	3,622.50	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
2024-08-01-2020ABond		07/01/2024	07/10-AV	71937	2,056.25	2,056.25	07/16/2024	INV	PD	2020A
CHECK DATE: 07/10/2024										
					10,341.25					
103138 KING'S ELECTRIC LLC										
3018		06/28/2024	07/10-AV	71938	120.00	120.00	07/13/2024	INV	PD	Town g
CHECK DATE: 07/10/2024										
3019		06/28/2024	07/10-AV	71938	120.00	120.00	07/13/2024	INV	PD	Rice P
CHECK DATE: 07/10/2024										
3024		06/28/2024	07/10-AV	71938	3,196.76	3,196.76	07/13/2024	INV	PD	LED po
CHECK DATE: 07/10/2024										
					3,436.76					
103423 KWIK TRIP INC										
4404926		05/30/2024	07/10-AV	71939	45.00	45.00	06/14/2024	INV	PD	Squad
CHECK DATE: 07/10/2024										
4405479		05/30/2024	07/10-AV	71939	37.56	37.56	06/14/2024	INV	PD	Squad
CHECK DATE: 07/10/2024										
4405598		05/30/2024	07/10-AV	71939	34.83	34.83	06/14/2024	INV	PD	Squad
CHECK DATE: 07/10/2024										
4406039		05/30/2024	07/10-AV	71939	40.00	40.00	06/14/2024	INV	PD	Squad
CHECK DATE: 07/10/2024										
5658298		05/30/2024	07/10-AV	71939	48.10	48.10	06/14/2024	INV	PD	Squad
CHECK DATE: 07/10/2024										
					205.49					
102886 LAKE REGION BANK										
2024-08-01-2016ABond		07/01/2024	07/10-AV	71940	2,037.50	2,037.50	07/16/2024	INV	PD	2016A
CHECK DATE: 07/10/2024										
2024-08-01-2017ABond		07/01/2024	07/10-AV	71940	3,461.25	3,461.25	07/16/2024	INV	PD	2017A
CHECK DATE: 07/10/2024										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71940	3,622.50	3,622.50	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
2024-08-01-2020ABond		07/01/2024	07/10-AV	71940	2,056.25	2,056.25	07/16/2024	INV	PD	2020A
CHECK DATE: 07/10/2024										
					11,177.50					
104055 Larsen *Petty Cash/Vernae										
070524		07/05/2024	07/10-AV	71941	275.40	275.40	07/20/2024	INV	PD	4/2024
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100983 LEAGUE OF MN CITIES INS TRUST										
06/13/2024		07/10/2024	07/10-AV	71942	354,492.00	354,492.00	08/01/2024	INV	PD	Annual
CHECK DATE: 07/10/2024										
104101 Levanen Underground LLC										
Appl #2		06/26/2024	07/10-AV	71943	53,942.90	53,942.90	07/11/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
102593 LOFFLER COMPANIES										
4737180		07/01/2024	07/10-AV	71944	90.36	90.36	07/16/2024	INV	PD	CvC Of
CHECK DATE: 07/10/2024										
4742315		07/03/2024	07/10-AV	71944	50.33	50.33	07/18/2024	INV	PD	PD Mai
CHECK DATE: 07/10/2024										
					140.69					
101838 MARCO TECHNOLOGIES LLC										
532408739		06/26/2024	07/10-AV	71945	216.73	216.73	07/20/2024	INV	PD	500-06
CHECK DATE: 07/10/2024										
532409059		06/26/2024	07/10-AV	71945	205.39	205.39	07/20/2024	INV	PD	500-06
CHECK DATE: 07/10/2024										
					422.12					
100449 MENARDS										
76751		07/01/2024	07/10-AV	71946	374.40	374.40	07/16/2024	INV	PD	New Ca
CHECK DATE: 07/10/2024										
76802		07/01/2024	07/10-AV	71946	239.01	239.01	07/16/2024	INV	PD	New Ca
CHECK DATE: 07/10/2024										
78328		06/12/2024	07/10-AV	71946	79.92	79.92	06/27/2024	INV	PD	Concre
CHECK DATE: 07/10/2024										
78455		06/05/2024	07/10-AV	71946	27.98	27.98	06/20/2024	INV	PD	Dust p
CHECK DATE: 07/10/2024										
78510		07/09/2024	07/10-AV	71946	187.81	187.81	07/24/2024	INV	PD	Cleani
CHECK DATE: 07/10/2024										
79494		06/25/2024	07/10-AV	71946	98.97	98.97	07/10/2024	INV	PD	Shop s
CHECK DATE: 07/10/2024										
79574		06/26/2024	07/10-AV	71946	223.99	223.99	07/11/2024	INV	PD	plant
CHECK DATE: 07/10/2024										
79634		06/27/2024	07/10-AV	71946	99.59	99.59	07/12/2024	INV	PD	Materi
CHECK DATE: 07/10/2024										
80140		07/08/2024	07/10-AV	71946	28.11	28.11	07/23/2024	INV	PD	Drill
CHECK DATE: 07/10/2024										
80149		07/09/2024	07/10-AV	71946	12.24	12.24	07/09/2024	INV	PD	screws
CHECK DATE: 07/10/2024										
80154		07/08/2024	07/10-AV	71946	13.16	13.16	07/23/2024	INV	PD	Shop s
CHECK DATE: 07/10/2024										
80198		07/09/2024	07/10-AV	71946	8.99	8.99	07/24/2024	INV	PD	tootsi
CHECK DATE: 07/10/2024										
80205		07/09/2024	07/10-AV	71946	82.72	82.72	07/24/2024	INV	PD	Buildi
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
					1,476.89					
104135 Michelle Ridl										
0008563		07/01/2024	07/10-AV	71947	100.00	100.00	07/16/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
102699 MIKE'S SMALL ENGINE CENTER										
30039		07/01/2024	07/10-AV	71948	22.99	22.99	07/16/2024	INV	PD	Bar an
CHECK DATE: 07/10/2024										
30281		07/01/2024	07/10-AV	71948	31.98	31.98	07/16/2024	INV	PD	trimmi
CHECK DATE: 07/10/2024										
					54.97					
101805 MINI BIFF LLC										
A-149307		07/01/2024	07/10-AV	71949	107.10	107.10	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149308		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149481		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149482		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149484		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149486		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149511		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149516		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149531		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149633		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149653		07/01/2024	07/10-AV	71949	234.60	234.60	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149667		07/01/2024	07/10-AV	71949	117.30	117.30	07/16/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149815		07/03/2024	07/10-AV	71949	117.30	117.30	07/18/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149819		07/03/2024	07/10-AV	71949	117.30	117.30	07/18/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
A-149820		07/03/2024	07/10-AV	71949	117.30	117.30	07/18/2024	INV	PD	Mini B
CHECK DATE: 07/10/2024										
					1,866.60					
100522 MN DEPT OF LABOR & INDUSTRY										
07032024		07/03/2024	07/10-AV	71950	3,101.88	3,101.88	07/18/2024	INV	PD	June S
CHECK DATE: 07/10/2024										
100497 MN DEPT OF TRANSPORTATION										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
P00018698		07/09/2024	07/10-AV	71951	458.51	458.51	07/24/2024	INV	PD	Materi
CHECK DATE: 07/10/2024										
100524 MN UC FUND										
07977283		07/10/2024	07/10-AV	71952	840.17	840.17	07/25/2024	INV	PD	Unempl
CHECK DATE: 07/10/2024										
100529 MOODY'S INVESTORS SERVICE										
P0468016		06/21/2024	07/10-AV	71953	27,000.00	27,000.00	07/06/2024	INV	PD	2024A
CHECK DATE: 07/10/2024										
101797 MOTOROLA SOLUTIONS INC										
8281917305		06/19/2024	07/10-AV	71954	1,802.88	1,802.88	07/19/2024	INV	PD	Fire D
CHECK DATE: 07/10/2024										
8281919610		06/21/2024	07/10-AV	71954	7,366.44	7,366.44	07/21/2024	INV	PD	Fire D
CHECK DATE: 07/10/2024										
					9,169.32					
100541 MUNICIPAL UTILITIES										
2024-05-15UtilAssess		07/01/2024	07/10-AV	71955	3,214.37	3,214.37	07/16/2024	INV	PD	05/15/
CHECK DATE: 07/10/2024										
100544 MVTL LABORATORIES INC										
1258450		06/24/2024	07/10-AV	71956	209.00	209.00	07/09/2024	INV	PD	Lab te
CHECK DATE: 07/10/2024										
1258783		06/26/2024	07/10-AV	71956	303.00	303.00	07/11/2024	INV	PD	Lab te
CHECK DATE: 07/10/2024										
1259340		06/28/2024	07/10-AV	71956	57.00	57.00	07/13/2024	INV	PD	Lab te
CHECK DATE: 07/10/2024										
					569.00					
100249 NAPA CENTRAL MN										
925766		07/03/2024	07/10-AV	71957	72.19	72.19	07/18/2024	INV	PD	Power
CHECK DATE: 07/10/2024										
103799 NCPERS GROUP LIFE INS.										
841200062024		05/01/2024	07/10-AV	71958	96.00	96.00	06/10/2024	INV	PD	Life i
CHECK DATE: 07/10/2024										
841200072024		06/01/2024	07/10-AV	71958	96.00	96.00	07/10/2024	INV	PD	Life i
CHECK DATE: 07/10/2024										
					192.00					
100568 NELSON INTERNATIONAL										
R101040720:01		06/28/2024	07/10-AV	71959	155.00	155.00	07/13/2024	INV	PD	Check
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
102584 NELSON/KEN										
4274		07/08/2024	07/10-AV	71960	400.00	400.00	07/23/2024	INV	PD	Safety
CHECK DATE: 07/10/2024										
103388 NISSEN SLABJACKING INC										
457		07/08/2024	07/10-AV	71961	500.00	500.00	07/23/2024	INV	PD	Raised
CHECK DATE: 07/10/2024										
103983 NORDIC										
108225		06/27/2024	07/10-AV	71962	179.80	179.80	07/12/2024	INV	PD	Straw
CHECK DATE: 07/10/2024										
103994 Obregon/Pablo Jose										
070224		05/02/2024	07/10-AV	71963	251.92	251.92	05/17/2024	INV	PD	Milage
CHECK DATE: 07/10/2024										
103945 ODENS/THOMAS										
070224		07/02/2024	07/10-AV	71964	343.92	343.92	07/17/2024	INV	PD	2024 L
CHECK DATE: 07/10/2024										
100604 PERKINS LUMBER CO INC										
2405-240098		07/10/2024	07/10-AV	71965	436.59	436.59	07/25/2024	INV	PD	DOAC P
CHECK DATE: 07/10/2024										
2405-240724		05/09/2024	07/10-AV	71965	11.98	11.98	05/24/2024	INV	PD	Sakret
CHECK DATE: 07/10/2024										
2405-241708		05/17/2024	07/10-AV	71965	35.94	35.94	06/01/2024	INV	PD	Sakcre
CHECK DATE: 07/10/2024										
2406-244903		06/10/2024	07/10-AV	71965	91.98	91.98	06/25/2024	INV	PD	Plywoo
CHECK DATE: 07/10/2024										
2406-245142		06/07/2024	07/10-AV	71965	169.24	169.24	06/22/2024	INV	PD	board,
CHECK DATE: 07/10/2024										
2406-247147		06/26/2024	07/10-AV	71965	65.89	65.89	07/11/2024	INV	PD	3/8"x2
CHECK DATE: 07/10/2024										
					811.62					
101968 PEST PRO II										
16294		06/26/2024	07/10-AV	71966	40.00	40.00	07/11/2024	INV	PD	pest
CHECK DATE: 07/10/2024										
100374 PREMIUM WATERS INC										
330604156		06/27/2024	07/10-AV	71967	47.24	47.24	07/12/2024	INV	PD	Water
CHECK DATE: 07/10/2024										
330605969		06/26/2024	07/10-AV	71967	10.00	10.00	07/11/2024	INV	PD	water
CHECK DATE: 07/10/2024										
330607176		07/09/2024	07/10-AV	71967	71.49	71.49	07/24/2024	INV	PD	water
CHECK DATE: 07/10/2024										
330607286		07/10/2024	07/10-AV	71967	32.99	32.99	07/25/2024	INV	PD	Water

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
					161.72					
104141 Preston Asche										
7102024		07/10/2024	07/10-AV	71968	6,000.00	6,000.00	07/25/2024	INV	PD	AG REI
CHECK DATE: 07/10/2024										
100624 PRINT MASTERS										
182091		06/26/2024	07/10-AV	71969	123.75	123.75	07/11/2024	INV	PD	yard s
CHECK DATE: 07/10/2024										
101093 QUICK SIGNS										
182078		06/27/2024	07/10-AV	71970	175.00	175.00	07/12/2024	INV	PD	Truck
CHECK DATE: 07/10/2024										
100639 RAMBOW INC										
657257		06/20/2024	07/10-AV	71971	456.00	456.00	07/05/2024	INV	PD	Youth
CHECK DATE: 07/10/2024										
657291		07/03/2024	07/10-AV	71971	639.40	639.40	07/18/2024	INV	PD	Little
CHECK DATE: 07/10/2024										
658338		07/09/2024	07/10-AV	71971	845.29	845.29	07/24/2024	INV	PD	Little
CHECK DATE: 07/10/2024										
658339		07/09/2024	07/10-AV	71971	702.90	702.90	07/24/2024	INV	PD	T-Ball
CHECK DATE: 07/10/2024										
658340		07/09/2024	07/10-AV	71971	486.36	486.36	07/24/2024	INV	PD	68/8U
CHECK DATE: 07/10/2024										
					3,129.95					
104143 Robbert Stone										
071024		07/10/2024	07/10-AV	71972	100.00	100.00	07/25/2024	INV	PD	PTSD C
CHECK DATE: 07/10/2024										
100665 RULE TIRE SHOP										
1-70939		06/18/2024	07/10-AV	71973	1,108.00	1,108.00	07/03/2024	INV	PD	Tires
CHECK DATE: 07/10/2024										
101418 RUNNING'S SUPPLY INC										
4215		06/17/2024	07/10-AV	71974	32.98	32.98	07/02/2024	INV	PD	Ammo f
CHECK DATE: 07/10/2024										
4216		06/17/2024	07/10-AV	71974	39.34	39.34	07/02/2024	INV	PD	Lint R
CHECK DATE: 07/10/2024										
6174733		05/23/2024	07/10-AV	71974	2.97	2.97	07/17/2024	INV	PD	Set Sc
CHECK DATE: 07/10/2024										
6180682		07/01/2024	07/10-AV	71974	59.99	59.99	07/16/2024	INV	PD	Glypho
CHECK DATE: 07/10/2024										
6186207		06/04/2024	07/10-AV	71974	124.70	124.70	07/17/2024	INV	PD	Brush
CHECK DATE: 07/10/2024										
6186210		06/07/2024	07/10-AV	71974	64.99	64.99	06/22/2024	INV	PD	Planar

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
6191220		06/10/2024	07/10-AV	71974	99.99	99.99	07/17/2024	INV	PD	Fuel N
CHECK DATE: 07/10/2024										
6191901		06/11/2024	07/10-AV	71974	91.98	91.98	07/17/2024	INV	PD	Hy-Vis
CHECK DATE: 07/10/2024										
6193978		06/13/2024	07/10-AV	71974	67.49	67.49	07/17/2024	INV	PD	Rubber
CHECK DATE: 07/10/2024										
6197365		07/01/2024	07/10-AV	71974	20.97	20.97	07/16/2024	INV	PD	Small
CHECK DATE: 07/10/2024										
6197447		06/17/2024	07/10-AV	71974	11.99	11.99	07/17/2024	INV	PD	Rain G
CHECK DATE: 07/10/2024										
6200460		06/21/2024	07/10-AV	71974	65.94	65.94	07/17/2024	INV	PD	Fly sp
CHECK DATE: 07/10/2024										
6203956		06/26/2024	07/10-AV	71974	43.98	43.98	07/11/2024	INV	PD	2 rake
CHECK DATE: 07/10/2024										
6204756		06/27/2024	07/10-AV	71974	349.94	349.94	07/23/2024	INV	PD	Ratche
CHECK DATE: 07/10/2024										
					1,077.25					
100685 SERVICE CENTER/CITY OF WILLMAR										
STMT/04-2024		07/10/2024	07/10-AV	71975	6,200.51	6,200.51	07/25/2024	INV	PD	Equipm
CHECK DATE: 07/10/2024										
STMT/05-24		07/10/2024	07/10-AV	71975	6,615.75	6,615.75	07/25/2024	INV	PD	Equipm
CHECK DATE: 07/10/2024										
					12,816.26					
100690 SHERWIN WILLIAMS CO										
4517-2		06/03/2024	07/10-AV	71976	48.24	48.24	06/18/2024	INV	PD	paint
CHECK DATE: 07/10/2024										
4683-2		06/06/2024	07/10-AV	71976	2,166.90	2,166.90	07/23/2024	INV	PD	Paint,
CHECK DATE: 07/10/2024										
5515-5		06/25/2024	07/10-AV	71976	1,728.75	1,728.75	07/23/2024	INV	PD	Paint
CHECK DATE: 07/10/2024										
8712-5		07/09/2024	07/10-AV	71976	155.94	155.94	07/24/2024	INV	PD	Paint
CHECK DATE: 07/10/2024										
9032-7		06/18/2024	07/10-AV	71976	58.29	58.29	07/23/2024	INV	PD	Paint
CHECK DATE: 07/10/2024										
					4,158.12					
103699 SILVA/AMBER										
STMT/06-24		07/01/2024	07/10-AV	71977	823.11	823.11	07/16/2024	INV	PD	Wellne
CHECK DATE: 07/10/2024										
100706 STACY'S NURSERY INC										
23506		07/01/2024	07/10-AV	71978	152.83	152.83	07/16/2024	INV	PD	Mulch
CHECK DATE: 07/10/2024										
100188 STERLING WATER-MINNESOTA LLC										
287162		05/02/2024	07/10-AV	71979	46.50	46.50	05/17/2024	INV	PD	SOFTNE
CHECK DATE: 07/10/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
315x03890000		07/01/2024	07/10-AV	71979	19.45	19.45	07/16/2024	INV	PD	Water
CHECK DATE: 07/10/2024										
315X03899803		06/26/2024	07/10-AV	71979	80.00	80.00	07/11/2024	INV	PD	soften
CHECK DATE: 07/10/2024										
					145.95					
103471 STULEN/DEBORAH										
07052024		07/05/2024	07/10-AV	71980	203.01	203.01	07/20/2024	INV	PD	Mileag
CHECK DATE: 07/10/2024										
102555 SUMMIT FIRE PROTECTION										
150046476		06/27/2024	07/10-AV	71981	551.00	551.00	07/12/2024	INV	PD	Fire A
CHECK DATE: 07/10/2024										
100728 SURPLUS WAREHOUSE INC										
90517		06/21/2024	07/10-AV	71982	99.98	99.98	07/06/2024	INV	PD	Winch
CHECK DATE: 07/10/2024										
104015 Swenson and Sons Construction										
2		07/10/2024	07/10-AV	71983	77,827.78	77,827.78	07/25/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
100161 SYSCO WESTERN MINNESOTA										
253640875-2		07/09/2024	07/10-AV	71984	32.28	32.28	07/24/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
253654972		07/09/2024	07/10-AV	71984	1,079.71	1,079.71	07/24/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
253657552		06/14/2024	07/10-AV	71984	531.84	531.84	06/29/2024	INV	PD	Staff
CHECK DATE: 07/10/2024										
253666457		06/27/2024	07/10-AV	71984	1,598.85	1,598.85	07/12/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
253669063		07/03/2024	07/10-AV	71984	381.15	381.15	07/18/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
253674999		07/10/2024	07/10-AV	71984	894.98	894.98	07/25/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
					4,518.81					
104134 Teresa Williams										
0008549		07/01/2024	07/10-AV	71985	100.00	100.00	07/16/2024	INV	PD	shelte
CHECK DATE: 07/10/2024										
103757 TOM'S BACKHOE SERVICE, INC.										
Appl#1		06/21/2024	07/10-AV	71986	411,946.60	411,946.60	07/12/2024	INV	PD	Eagle
CHECK DATE: 07/10/2024										
104142 Tony Ims Trucking, LLC										
1501		06/15/2024	07/10-AV	71987	3,100.00	3,100.00	06/19/2024	INV	PD	Storag

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 07/10/2024										
103795 TYLER TECHNOLOGIES, INC										
045-469853		05/02/2024	07/10-AV	71988	5,047.50	5,047.50	05/17/2024	INV	PD	SAAS C
CHECK DATE: 07/10/2024										
101286 UNCOMMON USA INC										
1283309-IN		06/12/2024	07/10-AV	71989	2,387.40	2,387.40	06/27/2024	INV	PD	New Fl
CHECK DATE: 07/10/2024										
103324 UNITED PRAIRIE BANK										
2024-08-01-2019ABond		07/01/2024	07/10-AV	71990	2,863.50	2,863.50	07/16/2024	INV	PD	2019A
CHECK DATE: 07/10/2024										
100264 US BANK										
7370573		06/25/2024	07/10-AV	71991	550.00	550.00	07/10/2024	INV	PD	Paying
CHECK DATE: 07/10/2024										
7370575		06/25/2024	07/10-AV	71991	550.00	550.00	07/10/2024	INV	PD	Paying
CHECK DATE: 07/10/2024										
7379213		07/01/2024	07/10-AV	71991	850.00	850.00	07/16/2024	INV	PD	2024A
CHECK DATE: 07/10/2024										
					1,950.00					
104083 Vestis										
2560265095		06/03/2024	07/10-AV	71992	64.92	64.92	07/23/2024	INV	PD	Mechan
CHECK DATE: 07/10/2024										
2560265104		06/03/2024	07/10-AV	71992	12.68	12.68	07/23/2024	INV	PD	Mainte
CHECK DATE: 07/10/2024										
2560267415		06/10/2024	07/10-AV	71992	74.96	74.96	06/25/2024	INV	PD	Mechan
CHECK DATE: 07/10/2024										
2560267426		06/10/2024	07/10-AV	71992	12.68	12.68	07/23/2024	INV	PD	Mainte
CHECK DATE: 07/10/2024										
2560269773		06/17/2024	07/10-AV	71992	65.99	65.99	07/23/2024	INV	PD	Mechan
CHECK DATE: 07/10/2024										
2560269840		06/17/2024	07/10-AV	71992	13.56	13.56	07/02/2024	INV	PD	
CHECK DATE: 07/10/2024										
2560272126		06/24/2024	07/10-AV	71992	76.03	76.03	07/23/2024	INV	PD	Mechan
CHECK DATE: 07/10/2024										
2560272137		06/24/2024	07/10-AV	71992	13.56	13.56	07/23/2024	INV	PD	Mainte
CHECK DATE: 07/10/2024										
					334.38					
100777 VIKING COCA-COLA BOTTLING CO										
3408633		07/01/2024	07/10-AV	71993	1,506.25	1,506.25	07/16/2024	INV	PD	Conces
CHECK DATE: 07/10/2024										
102868 WALT'S										
06052024		06/14/2024	07/10-AV	71994	92.55	92.55	07/23/2024	INV	PD	Unlead

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE:	07/10/2024									
061124		07/08/2024	07/10-AV	71994	117.92	117.92	07/23/2024	INV	PD	37.210
CHECK DATE:	07/10/2024									
062024		07/08/2024	07/10-AV	71994	95.50	95.50	07/23/2024	INV	PD	28.949
CHECK DATE:	07/10/2024									
19153		06/17/2024	07/10-AV	71994	215.70	215.70	07/02/2024	INV	PD	Detail
CHECK DATE:	07/10/2024									
6-12-24		06/12/2024	07/10-AV	71994	92.22	92.22	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6-7-24-2		06/07/2024	07/10-AV	71994	91.40	91.40	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/14/2024		06/14/2024	07/10-AV	71994	105.50	105.50	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/14/2024-2		06/14/2024	07/10-AV	71994	92.20	92.20	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/17/2024		06/17/2024	07/10-AV	71994	111.68	111.68	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/17/2024-2		06/17/2024	07/10-AV	71994	91.04	91.04	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/18/2024		06/18/2024	07/10-AV	71994	96.77	96.77	07/23/2024	INV	PD	Fuel 2
CHECK DATE:	07/10/2024									
6/19/2024		06/19/2024	07/10-AV	71994	118.68	118.68	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/19/2024-2		06/19/2024	07/10-AV	71994	98.38	98.38	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/5/2024		06/05/2024	07/10-AV	71994	113.35	113.35	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6/7/2024		06/07/2024	07/10-AV	71994	100.65	100.65	07/23/2024	INV	PD	Fuel 0
CHECK DATE:	07/10/2024									
					1,633.54					
06122024		06/14/2024	07/10-AV	71995	69.21	69.21	07/23/2024	INV	PD	unlead
CHECK DATE:	07/10/2024									
06142024		06/14/2024	07/10-AV	71995	60.81	60.81	07/23/2024	INV	PD	unlead
CHECK DATE:	07/10/2024									
061424		07/08/2024	07/10-AV	71995	61.61	61.61	07/23/2024	INV	PD	18.675
CHECK DATE:	07/10/2024									
5332		06/07/2024	07/10-AV	71995	52.00	52.00	07/23/2024	INV	PD	Fuel f
CHECK DATE:	07/10/2024									
5336		06/07/2024	07/10-AV	71995	53.60	53.60	06/22/2024	INV	PD	Shop t
CHECK DATE:	07/10/2024									
6-11-24		06/14/2024	07/10-AV	71995	65.53	65.53	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6-11-24-2		06/11/2024	07/10-AV	71995	69.32	69.32	07/23/2024	INV	PD	Fuel 2
CHECK DATE:	07/10/2024									
6-13-24		06/13/2024	07/10-AV	71995	73.89	73.89	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6-7-24		06/07/2024	07/10-AV	71995	55.21	55.21	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									
6.12.24		06/12/2024	07/10-AV	71995	62.81	62.81	07/23/2024	INV	PD	Gas fo
CHECK DATE:	07/10/2024									
6/12/2024		06/12/2024	07/10-AV	71995	90.00	90.00	07/23/2024	INV	PD	Fuel 2
CHECK DATE:	07/10/2024									
6/13/2024		06/13/2024	07/10-AV	71995	74.37	74.37	07/23/2024	INV	PD	Fuel 1
CHECK DATE:	07/10/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
6/14/2024-4		06/14/2024	07/10-AV	71995	46.75	46.75	07/23/2024	INV	PD	Fuel 1
CHECK DATE: 07/10/2024										
6/20/24		06/20/2024	07/10-AV	71995	83.78	83.78	07/23/2024	INV	PD	Fuel 2
CHECK DATE: 07/10/2024										
6934		06/14/2024	07/10-AV	71995	53.45	53.45	06/29/2024	INV	PD	mainte
CHECK DATE: 07/10/2024										
					972.34					
2506		06/07/2024	07/10-AV	71996	22.69	22.69	06/22/2024	INV	PD	Pump g
CHECK DATE: 07/10/2024										
5809		06/21/2024	07/10-AV	71996	26.98	26.98	07/06/2024	INV	PD	Truck
CHECK DATE: 07/10/2024										
6/19/2024-3		06/19/2024	07/10-AV	71996	29.21	29.21	07/23/2024	INV	PD	Fuel g
CHECK DATE: 07/10/2024										
6/20/2024		06/20/2024	07/10-AV	71996	17.02	17.02	07/23/2024	INV	PD	Fuel 2
CHECK DATE: 07/10/2024										
6/7/2024-2		06/07/2024	07/10-AV	71996	23.01	23.01	07/23/2024	INV	PD	Fuel g
CHECK DATE: 07/10/2024										
6/7/2024-3		06/07/2024	07/10-AV	71996	33.14	33.14	07/23/2024	INV	PD	Fuel 2
CHECK DATE: 07/10/2024										
7556		06/17/2024	07/10-AV	71996	43.00	43.00	07/23/2024	INV	PD	Fuel f
CHECK DATE: 07/10/2024										
					195.05					
100927 WEST CENTRAL ROOFING										
17753		06/19/2024	07/10-AV	71997	123,971.75	123,971.75	07/04/2024	INV	PD	New ro
CHECK DATE: 07/10/2024										
100805 WEST CENTRAL SANITATION										
13157384		06/30/2024	07/10-AV	71998	141.20	141.20	07/15/2024	INV	PD	City H
CHECK DATE: 07/10/2024										
13158550		06/30/2024	07/10-AV	71998	113.73	113.73	07/15/2024	INV	PD	Recycl
CHECK DATE: 07/10/2024										
13159148		06/30/2024	07/10-AV	71998	361.08	361.08	07/15/2024	INV	PD	Recycl
CHECK DATE: 07/10/2024										
					616.01					
100807 WEST CENTRAL TRIBUNE										
177823911		06/26/2024	07/10-AV	71999	269.89	269.89	07/11/2024	INV	PD	One-ye
CHECK DATE: 07/10/2024										
100808 WEST CENTRAL TROPHIES										
9455		07/09/2024	07/10-AV	72000	25.00	25.00	07/24/2024	INV	PD	Name P
CHECK DATE: 07/10/2024										
102352 WIDSETH SMITH NOLTING & ASSOC										
231574		07/03/2024	07/10-AV	72001	5,000.00	5,000.00	07/18/2024	INV	PD	Projec
CHECK DATE: 07/10/2024										
102689 WILLMAR AUTO VALUE										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
22526939		06/27/2024	07/10-AV	72002	20.97	20.97	07/12/2024	INV	PD	Blaste
CHECK DATE: 07/10/2024										
22527976		06/27/2024	07/10-AV	72002	33.99	33.99	07/12/2024	INV	PD	Cleani
CHECK DATE: 07/10/2024										
					54.96					
104137 Willmar Lakes Association, Inc										
7082024		05/02/2024	07/10-AV	72003	2,500.00	2,500.00	05/17/2024	INV	PD	Fundin
CHECK DATE: 07/10/2024										
		344 INVOICES			2,960,993.25					

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

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033946	6/1/2024	1400 7th St SE	95-923-8400	Reroofing Commercial Add/Alter	Commercial Reroof	$123,971.00	$61.99
WI033960	6/1/2024	420 8th St SW	95-003-6600 Block 54 Willmar, Town Of (Original)	Siding Residential Add/Alter	Residential Reside	$15,000.00	$57.50
WI033968	6/1/2024	1012 Elizabeth Ave SE	95-260-0040 Lot 4 Gordhamer`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$10,000.00	$35.00
WI033971	6/1/2024	611 18th St SW	95-040-0710 Block 6 Barnstad`s Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	$10,000.00	$35.00
WI033978	6/3/2024	3228 3rd Ave NW	95-835-0010 Lot 1, Block 1 Vos Park	Garage Garage/Shed	New garage on existing slab	$19,301.00	$483.61
WI033981	6/3/2024	415 Kandiyohi Ave SW	95-280-0020 Block 1 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$300.00	$31.00
WI033982	6/3/2024	360 45th St NW	95-907-1010	Addition Commercial Add/Alter	50x82 Addition	$454,000.00	$4,611.46
WI033983	6/3/2024	901 23rd St SE	95-668-3140 Block 2 Pheasant Run	Siding Residential Add/Alter	Residential Reside	$24,000.00	$62.00
WI033984	6/3/2024	1900 24th St SW	95-698-0020 Lot 2, Block 1 Roe Addition	Single Family Replace	A/C Replacement	$4,825.00	$26.00
WI033986	6/4/2024	1221 1st St S	95-914-1490	New Commercial New	New Popeyes Restaurant	$1,400,000.00	$18,745.21
WI033987	6/5/2024	813 18th St SW	95-042-0670 Block 2 Barnstad`s Second Addition	Reroofing Residential Add/Alter	Residential Reroof	$7,250.00	$33.63

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033988	6/5/2024	624 Julii St SE	95-222-1350 Lot 15, Block 7 Ferrings 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,500.00	$31.75
WI033989	6/5/2024	378 14th St SE	95-160-0050 Block 1 East Park Addition	Reroofing Residential Add/Alter	Residential Reroof	$5,500.00	$32.75
WI033990	6/5/2024	1608 Richland Ave SW	95-868-0490 Lot 6, Block 3 Westwind Estates	Siding Residential Add/Alter	Residential Reside	$5,000.00	$52.50
WI033991	6/5/2024	1401 10th St SW	95-800-0100 Lot 10, Block 1 Terwisscha`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$10,000.00	$35.00
WI033992	6/5/2024	920 Becker Ave SW	95-003-4320 Block 38 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	$8,000.00	$4.00
WI033993	6/6/2024	2004 11th St SW	95-132-0050 Lot 5, Block 1 Chief Addition	Reroofing Residential Add/Alter	Residential Reroof	$14,680.00	$37.34
WI033994	6/6/2024	1501 8th St SW	95-664-0310 Block 3 Perkins 4th Addition	Reroofing Commercial Add/Alter	Commercial Reroof	$20,000.00	$297.25
WI033995	6/6/2024	1108 Irene Ave SE	95-665-0210 Lot 11, Block 2 Perkins 5th Addition	Siding Residential Add/Alter	Residential Reside	$28,985.00	$44.49
WI033996	6/6/2024	201 10th St NW	95-003-0530 Block 5 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	$8,000.00	$34.00
WI033997	6/6/2024	408 26th Ave SW	95-683-0660 Lot 16, Block 5 Portland Acres 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	$4,500.00	$32.25
WI033998	6/7/2024	1601 Hwy 12 E	95-914-1650	Commercial/Ind Tenant Finish	EDC tenant finish	$0.00	$118.00

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033999	6/7/2024	3224 Eagle Ridge Dr W	95-149-0300 Lot 1, Block 1 Eagles Landing Twin Addition	Single Family Replace	A/C Replacement	$5,551.00	$26.00
WI034000	6/7/2024	716 24th St SE	95-666-0060 Block 1 Pheasant Meadows	Townhouse Units Replace	Gas Furnace Replacement	$4,599.00	$31.00
WI034001	6/7/2024	603 9th St SE	95-840-0060 Welch`s Addition	Deck Residential Add/Alter	Residential Deck	$1,000.00	$58.34
WI034002	6/7/2024	209 Willmar Ave SE	95-914-1600	Alteration Churches/Schools	Interior Remodel	$500,000.00	$971.81
WI034003	6/10/2024	3320 1st St S		New Commercial New	Les Schwab Truck Center	$3,066,172.00	$23,437.46
WI034004	6/10/2024	3320 1st St S		Commercial/Ind New	Les Schwab Truck Center	$249,000.00	$2,614.50
WI034007	6/11/2024	1521 15th St SW	95-922-7510	New New Single-Family Dwelling	New home	$387,264.00	$4,033.59
WI034008	6/11/2024	1315 8th St SW	95-780-0660 Block 3 Sunnyside	Reroofing Residential Add/Alter	Residential Reroof	$4,080.00	$32.04
WI034009	6/11/2024	720 15th St SW	95-042-0090 Block 1 Barnstad`s Second Addition	Reroofing Residential Add/Alter	Residential Reroof	$11,000.00	$35.50
WI034010	6/11/2024	1521 15th St SW	95-922-7510	Single Family New	Plumbing for new home	$0.00	$241.00
WI034011	6/11/2024	1521 15th St SW	95-922-7510	Single Family New	HVAC for new home	$387,264.00	$194.63
WI034012	6/11/2024	1401 6th St SW	95-922-6000	Reroofing Churches/Schools	Commercial Reroof	$34,472.00	$456.99
WI034013	6/11/2024	2040 Hwy 12 E	95-053-0010 Lot 1, Block 1 Beckel Addition	Alteration Commercial Add/Alter	Cut in New window openings in exterior block walls	$29,750.00	$508.32

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034014	6/11/2024	519 13th St SE	95-184-0980 Lot 8, Block 7 Erickson`s Third Addition	Reroofing Residential Add/Alter	Residential Reroof	$5,227.00	$32.61
WI034015	6/11/2024	2410 6th St NE	95-137-0206 Lot 4, Block 3 Country Club Terrace	Reroofing Residential Add/Alter	Residential Reroof	$8,109.00	$34.05
WI034016	6/11/2024	2704 15th St SW	95-868-0030 Lot 3, Block 1 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	$7,000.00	$33.50
WI034017	6/12/2024	2005 Prairie Lane SW	95-697-0160 Lot 6, Block 2 Richland Estates	Townhouse Units Replace	AC replacement	$4,584.00	$26.00
WI034018	6/12/2024	2003 Prairie Lane SW	95-697-0170 Lot 7, Block 2 Richland Estates	Townhouse Units Replace	AC replacement	$4,700.00	$26.00
WI034019	6/12/2024	805 Irene Ave SE	95-660-0410 Lot 21, Block 2 Perkins 1st Addition	Single Family Replace	A/C Replacement	$4,837.00	$26.00
WI034020	6/12/2024	1216 27th St NW	95-135-0720 Lot 2, Block 4 College View	Single Family Replace	A/C Replacement	$5,073.00	$26.00
WI034021	6/12/2024	1519 Monongalia Ave SW	95-042-0050 Block 1 Barnstad`s Second Addition	Single Family Replace	A/C Replacement	$4,900.00	$26.00
WI034022	6/12/2024	900 Meadow Lane SW	95-590-0310 Block 3 Nyquist`s North Orchard Addition	Reroofing Residential Add/Alter	Residential Reroof	$29,634.00	$44.82
WI034023	6/12/2024	1406 Hwy 12 E	95-914-1980	Alteration Commercial Add/Alter	Wall damage due to car	$18,000.00	$271.25
WI034025	6/12/2024	223 Litchfield Ave SE	95-630-0520 Lot 12, Block 3 Paulson & Sunde`s Subd Of Lot D Eastern Ad	Reroofing Residential Add/Alter	Residential Reroof	$3,900.00	$1.95

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034026	6/12/2024	2281 3rd Ave SW	95-872-0130 Lot 3, Block 1 Willmar Industrial Park	Reroofing Commercial Add/Alter	Commercial Reroof	$6,000.00	$115.25
WI034027	6/12/2024	1607 16th St NW	95-603-0320 Lot 22, Block 2 Oslo Heights	Deck Residential Add/Alter	Residential Deck	$3,000.00	$124.84
WI034028	6/13/2024	913 Irene Ave SE	95-056-0350 Lot 5, Block 4 Bergquist`s Estates	Deck Residential Add/Alter	Deck alterations	$1,600.00	$52.25
WI034029	6/14/2024	1801 Country Club Dr NE	95-465-0100 Block 2 First Addition To Lakewood On Willmar Lake	Alteration Residential Add/Alter	Interior Remodel, Bathroom	$32,650.00	$438.08
WI034030	6/17/2024	1118 Ramblewood Ave SW	95-690-1170 Lot 17, Block 6 Ramblewood Addition	Single Family Replace	A/C Replacement	$4,789.00	$26.00
WI034031	6/17/2024	617 12th St SW	95-006-5590 Lot 10, Block 99 First Addition To The Town Of Willmar	Single Family Replace	A/C Replacement	$4,925.00	$26.00
WI034032	6/17/2024	103 30th St NW	95-917-5710	Reroofing Commercial Add/Alter	Commercial Reroof	$38,000.00	$485.75
WI034033	6/18/2024	2417 21st Ave SW	95-715-0005 Block 1 Southgate Addition	Addition Residential Add/Alter	House addition and deck	$12,000.00	$314.96
WI034034	6/18/2024	312 Vos Park Drive NW	95-835-0110 Lot 11, Block 1 Vos Park	Single Family Replace	Water Heater Replacement	$2,346.00	$71.00
WI034035	6/18/2024	208 Lakeland Dr SE	95-911-0732	Siding Commercial Add/Alter	Commercial Reside	$31,200.00	$428.35
WI034036	6/18/2024	101 Willmar Ave SW	95-750-0050 Sub-Div. N1/2 Of Ne1/4	Reroofing Commercial Add/Alter	Commercial Reroof	$200,000.00	$1,487.25

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034037	6/18/2024	505 Becker Ave SW	95-003-6270 Block 51 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	$68,584.00	$34.29
WI034039	6/21/2024	3320 1st St S		Commercial/Ind New	Les Schwab Truck Center	$0.00	$405.00
WI034040	6/21/2024	1404 11th St SE	95-671-0120 Lot 2, Block 2 Pleasant View Second Addition	Siding Residential Add/Alter	Residential Reside	$8,000.00	$54.00
WI034043	6/24/2024	705 Industrial Dr SW	95-876-0010 Lot 1, Block 1 Willmar Pet Hospital Addition	Reroofing Commercial Add/Alter	Commercial Reroof	$10,000.00	$167.25
WI034044	6/24/2024	1125 Grace Ave SW	95-850-0010 Block 1 West Orchard Addition	Reroofing Residential Add/Alter	Residential Reroof	$8,500.00	$34.25
WI034045	6/25/2024	715 3rd St SE	95-770-0050 Block 1 Sundt`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$8,666.00	$4.33
WI034046	6/25/2024	1317 17th St SW	95-510-0010 Block 1 Molenaar`s Addition	Reroofing Residential Add/Alter	Residential Reroof	$3,500.00	$31.75
WI034047	6/25/2024	2704 14th Ave NW	95-135-0180 Lot 18, Block 1 College View	Reroofing Residential Add/Alter	Residential Reroof	$10,000.00	$35.00
WI034048	6/25/2024	1104 Grace Ave SW	95-200-0220 Block 2 Erickson`s Subd. Of Block 4	Reroofing Residential Add/Alter	Residential Reroof	$5,600.00	$32.80
WI034049	6/25/2024	1804 7 1/2 St SW	95-922-6290	Reroofing Residential Add/Alter	Residential Reroof	$2,400.00	$31.20
WI034050	6/26/2024	1208 26th St NW	95-135-0990 Lot 19, Block 5 College View	Drainage system Residential Add/Alter	New interior drainiage system	$8,750.00	$154.13

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034051	6/26/2024	309 18th Ave NE	95-467-1160 Lot 5, Block 3	Deck Residential Add/Alter	Residential Deck	$3,400.00	$145.66
WI034052	6/26/2024	1609 College Park Cir NW	95-134-0060 College Park	Single Family Replace	A/C Replacement	$4,850.00	$26.00
WI034053	6/26/2024	414 4th St SE	95-740-0350 Block 3 Spicer`s Addition	Single Family Replace	A/C Replacement	$4,825.00	$26.00
WI034055	6/26/2024	2112 21st Ave SW	95-601-0018 Lot 7, Block 1 Ortenblad`s Homesites	Reroofing Residential Add/Alter	Residential Reroof	$12,000.00	$36.00
WI034056	6/26/2024	1125 Ramblewood Ave SW	95-690-1630 Lot 13, Block 8 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	$2,500.00	$31.25
WI034058	6/27/2024	2301 16th St SW	95-868-0420 Lot 3, Block 1 Westwind Estates	Garage Garage/Shed	14 x 20 move in shed	$10,000.00	$167.25

Count: 74 **Totals: $7,461,013.00 $63,076.98**

Year-to-Date Summary (1/1/2024 through 6/30/2024)

Count: 336 **YTD Totals: $45,327,075.00 $433,130.03**

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WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Zoning Appeals Board Applicant - Steve Ahmann		

RECOMMENDED ACTION:
Council review

OVERVIEW:
For Council review, Mayor Reese would like to appoint Steve Ahmann to the Zoning Appeals Board as recommended by Planning Director Corbett. Mr. Ahmann applied for multiple boards and the zoning appeals board is in the most need of members.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. 2024.06.17 Ahmann, Steven

WILLMAR

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date
MM/DD/YYYY
Format: MM/DD/YYYY

* **First Name**
First Name STEVEN

* **Last Name**
Last Name AHMANN

* **Address**
Address 626 2ND ST. S.W

* **City**
City WILLMAR

* **Phone**
Ex. (123) 456-7890 320 295-6323
Phone

* **Email**
ahmannco@charter.net
Email

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

HEARD BOARD POSITIONS ARE NOT BEING FILLED

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

20 YEARS AS A PUBLIC SERVANT EXPERIENCE SHOULD BE UTILIZED. RETIREMENT ALLOWS ME THE TIME TO HELP OUT OUR COMMUNITY.

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

* List your educational background

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

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

Submit

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	Zoning Appeals Board Applicant - Jeanne Kling		

RECOMMENDED ACTION:

OVERVIEW:
For Council review, Mayor Reese would like to appoint Jeanne Kling to the Zoning Appeals Board as recommended by Planning Director Corbett.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Jeanne Kling - Zoning Appeals Board (1)

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

Print

Submitted by: Jeanne Kling

Submitted On: 2024-06-22 14:13:44

Submission IP: (47.12.56.218)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: David Hillenbrand

Due Date: Open

WILLMAR

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date	* First Name	* Last Name
06/22/2024	Jeanne	Kling

Format: MM/DD/YYYY

* Address	* City
809 24th Street SE	Willmar

*** Phone**

320298

Entered value must be a valid Phone Number.

Phone

*** Email**

kling.steve@gmail.com

Email

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

Desire to contribute to the community / knowledge of need for committee members

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

Although the issues brought before the committee are not earth shattering, they are very important to the individuals who bring them. It is a way to make life easier for some people.

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

A long list of past elected and appointed positions in local, regional, and national organizations and causes.

*** List your educational background**

University of Minnesota, various colleges in locales in which I have lived, leadership courses by invitation. Also, taught some courses for credit at universities and conventions.

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

Currently, I do not formally belong to any.

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

self employed as free lance writer

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WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	Willmar Municipal Utilities Financial Report for May 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. May 2024 FS

Willmar Municipal Utilities

Willmar Municipal Utilities

Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 05/31/2024

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	3,555,882.50	3,555,882.50	610,622.50	3,201,751.45	354,131.05
402 - Commercial/Industrial	8,381,013.25	8,381,013.25	1,657,945.14	7,558,410.68	822,602.57
404 - City Franchise Fee	1,232,619.25	1,232,619.25	217,530.33	1,117,296.91	115,322.34
405 - Transmission	1,201,238.30	1,201,238.30	144,607.49	870,145.07	331,093.23
419 - Interest	187,500.00	187,500.00	110,886.53	524,068.67	-336,568.67
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	154,080.21	1,335.99	-1,335.99
499 - Miscellaneous Revenues	408,329.20	408,329.20	7,946.05	520,501.82	-112,172.62
Revenue Total:	**14,966,582.50**	**14,966,582.50**	**2,903,618.25**	**13,793,510.59**	**1,173,071.91**
Expense					
500 - Production	118,327.65	118,327.65	21,891.71	160,782.77	-42,455.12
555 - Purchased Power	7,330,456.20	7,330,456.20	1,307,029.18	5,913,152.67	1,417,303.53
560 - Transmission	1,832,296.30	1,832,296.30	302,126.19	1,532,276.41	300,019.89
580 - Distribution	894,902.55	894,902.55	224,842.09	902,845.65	-7,943.10
900 - Customer Service	80,972.95	83,056.30	23,312.03	96,446.52	-13,390.22
906 - Energy Services/Marketing	66,500.40	66,500.40	106.50	7,282.03	59,218.37
920 - General & Administrative	1,137,078.80	1,137,078.80	196,833.15	1,046,039.90	91,038.90
997 - Cash Payment to City	889,994.65	889,994.65	179,383.33	896,916.65	-6,922.00
998 - Depreciation	881,693.35	881,693.35	173,384.74	865,775.41	15,917.94
999 - Miscellaneous	2,082.50	0.00	0.00	42,590.00	-42,590.00
Expense Total:	**13,234,305.35**	**13,234,306.20**	**2,428,908.92**	**11,464,108.01**	**1,770,198.19**
Fund: 100 - Electric Surplus (Deficit):	**1,732,277.15**	**1,732,276.30**	**474,709.33**	**2,329,402.58**	**-597,126.28**
Fund: 200 - Water					
Revenue					
401 - Residential	1,132,431.80	1,132,431.80	242,930.90	1,051,470.98	80,960.82
402 - Commercial/Industrial	1,211,915.00	1,211,915.00	301,040.54	1,167,949.36	43,965.64
419 - Interest	20,825.00	20,825.00	11,163.68	57,210.44	-36,385.44
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	17,120.02	148.45	-148.45
499 - Miscellaneous Revenues	32,320.40	32,320.40	1,755.87	17,809.65	14,510.75
Revenue Total:	**2,397,492.20**	**2,397,492.20**	**574,011.01**	**2,294,588.88**	**102,903.32**
Expense					
500 - Production	158,551.05	158,551.05	20,676.54	86,994.35	71,556.70
580 - Distribution	518,596.20	518,596.20	72,464.28	439,067.47	79,528.73
900 - Customer Service	47,972.00	47,972.00	12,185.30	46,162.52	1,809.48
906 - Energy Services/Marketing	0.00	0.00	15.56	15.56	-15.56
920 - General & Administrative	376,725.15	376,725.15	70,083.46	358,499.69	18,225.46
998 - Depreciation	670,005.20	670,005.20	33,259.95	167,274.84	502,730.36
Expense Total:	**1,771,849.60**	**1,771,849.60**	**208,685.09**	**1,098,014.43**	**673,835.17**
Fund: 200 - Water Surplus (Deficit):	**625,642.60**	**625,642.60**	**365,325.92**	**1,196,574.45**	**-570,931.85**
Total Surplus (Deficit):	**2,357,919.75**	**2,357,918.90**	**840,035.25**	**3,525,977.03**	

Fund Summary

Fund	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Electric	1,732,277.15	1,732,276.30	474,709.33	2,329,402.58	-597,126.28
200 - Water	625,642.60	625,642.60	365,325.92	1,196,574.45	-570,931.85
Total Surplus (Deficit):	**2,357,919.75**	**2,357,918.90**	**840,035.25**	**3,525,977.03**	

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City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	6.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	Directors Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth - Equity & Inclusion Directors Report
2. Fire Department Service Calls
3. Fire Department Graph
4. Human Resources Update 7.10.2024
5. Parks & Recreation Directors Report
6. Police Department Monthly Stats
7. PUBLIC WORKS DIRECTOR REPORT July 2024
8. CITY COUNCIL COM PLAN PPT

333 6th Street Southwest | Willmar MN 56201 | 320.214-5169

Pablo's July Council Report
Director of Community Growth, City of Willmar

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

I have based my work in these Three pillars of Community Growth:

- Community Engagement,
- Civic Engagement
- Leadership Engagement

Events Last June:

- **Juneteenth** June 19th Rice Park as part of Kiwanis Kids Event
- **Human Rights Commission** Meeting June 25th at City Hall 5:00 PM
- **League of MN Cities, Annual Conference.** Panel Building Community, Fostering Belonging
- **Willmar Pride Event** June 28 at Intuition Brewery
- **Somali Independence**, June 29th (July 1st) Downtown Willmar

Welcoming Week 2024: The Willmar Committee is already working on putting together an exciting and fun event for Welcoming Week on **Saturday September 14, 2024, from 2-6pm** In downtown Willmar! This year we will be celebrat~~ing~~ our 5th anniversary of Willmar Welcoming Week anniversary!
The national theme for Welcoming Week 2024 is: We're All In! This year, Welcoming Week is a call to come together as individuals and groups – to celebrate our strengths and differences – and recognize that we're at our best when **We're All In.**

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Pablo

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

JUNE 2024

Type of Call	June 2023	June 2024
Alarm Activations	10	16
Sprinkler Activations	0	1
Cooking Fires	5	2
Grass Fires	1	0
Electrical Fires	1	0
Elevator Rescues	1	1
Carbon Monoxide Incidents	0	1
Natural Gas Leak	1	1
Car Crashes	4	5
Smoke Scares	5	4
Rescue – stuck person	0	1
Public Service	0	1
Weather Watch	0	1

Current Month CFS: 34 First Responder Calls: 11

2024 Fire Calls for Service to date: 175

2024 First Responder Calls to date: 58

2023 Fire Calls for Service –June: 28

2023 Calls for Service to date: 157

Training:

June 6 -- Business Meeting

June 13 – Annual Hose testing / Station clean up

June 20 – Off for Willmar Fests

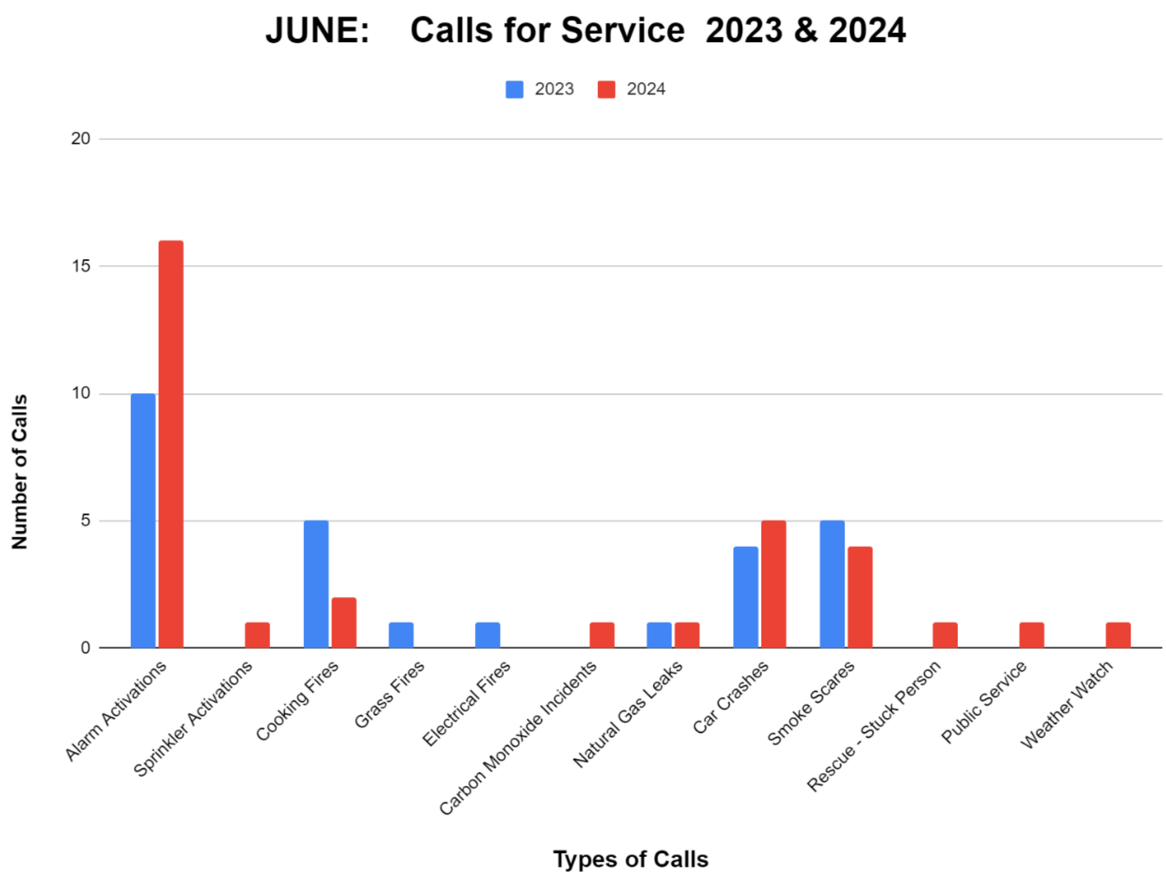
June 22 – Pancake Feed

June 23 – Water ball – Robbins Island

June 27 – Off

June Response Time: 5:14

YTD Response Time: 6:12



JUNE: Calls for Service 2023 & 2024
2023
2024
20
15
10
5
0
Number of Calls
Alarm Activations
Sprinkler Activations
Cooking Fires
Grass Fires
Electrical Fires
Carbon Monoxide Incidents
Natural Gas Leaks
Car Crashes
Smoke Scares
Rescue - Stuck Person
Public Service
Weather Watch
Types of Calls

Human Resources Update - 7/10/2024

- Staffing Update: The Police Department hired a new Police Officer as of 7/1/2024 – Cody Caron

- Reviewing Legislative updates and changes that may be needed for the City. One example is the US Department of Labor's Overtime Rule that is effective July 1, 2024. It addresses when an employee may be classified as exempt from FLSA's overtime pay requirements. We have received some training and completed an internal audit to assess this for the City. We are currently in compliance. The City anticipates a more pronounced final rule as of January 1, 2025.

- We are developing some internal timesheet instructions for all non-exempt staff to train employees addressing punching in and out, requesting time off in the K-Pay system, transferring OT to Comp time, etc. We have been on this new system for a year and a half, and now writing more universal instructions for non-exempt employees, with the assistance of Director, supervisors and timesheet approvers for monitoring success.

- We have scheduled the Employee Open Enrollment/Benefit Fair for Thursday, October 24, 2024. We will have most of our benefits vendors there and presentations for employees about any benefit changes for 2025. We plan to hold this at the Civic Center lobby area again this year. We will also offer flu shots to employees that day through Kandiyohi County Public Health.

Respectfully submitted,

LuAnn

LuAnn Sietsema

Human Resources Director

City of Willmar

WILLMAR

Phone: (320) 235-1545
2707 Arena Dr
Willmar, MN 56201

WILLMAR
PARKS & RECREATION

July 2024

Youth/Adult Rec programs

- We completed our first half of the summer season on June 27th, with our week break for the 4th of July.
- Games start on Monday, July 8th, for T-ball and little hitters' baseball.
- Games for softball started on July 9th, and soccer started on July 11th
- We started our 2nd sessions of Tiny Athletes (40 kids signed up) and Little Athletes (18 kids)
- I have been working with high school coaches on the fall camps and programs for the Fall catalog.
- Youth Baseball/Softball
- The season is winding down. We've been able to reschedule most of our rainouts.
- Adult Softball
- Playoffs for all three divisions are coming up. We have navigated the repairs on Red Field with no delays.
- Double Header league is scheduled for the Fall, and registrations are open.
- Youth Football
- The youth football season is scheduled. Equipment checkout is set for Aug 5-6
- Intramural Sports-We will offer intramural sports for high school students on Sunday nights throughout the school year.

DOAC:

- We may finally have a nice pool weather week this week with the hope of some busy days
- We have had good days, but also many cool, rainy days in June
- In June, we had our movie in the pool, and about 60 people attended.
- July will bring many private rentals and birthday parties.

Community Center:

- Summer programs in full swing!
- 53 in our kid's summer camp that consists of an 8-week afternoon weekly session. Featuring different groups like Hawk Creek Animal Shelter, Willmar Stingers, local fire/rescue/school trucks, and other fun activities!
- We are averaging about 15 kids in our bi-weekly Kids in the Kitchen program.
- We have added two more small music groups to the center's meeting this month: a string group and a brass group.
- Veterans' coffee group took a boat trip on Green Lake!
- Our August MN Twins trip has filled up! State Fair and MN Vikings trips are about half-filled.
- Little Art Gallery has been busy visiting Copperleaf and the library and holding on-site sessions for our art boxes!
- Little Steps baby social has grown weekly, averaging about 4-5 babies and mothers!
- Our crafting programs for June and July are seeing about 15-20 participants sign up for the Disco Mosaics, Solar Chandelier, and Firestarter/homemade marshmallows!

Phone: (320) 235-1545
2707 Arena Dr
Willmar, MN 56201

WILLMAR
PARKS & RECREATION

Facilities:

- The Facilities and fields are still busy with Programs, Reservations, and Field Requests. Below is some information on the Baseball/Softball Fields, Shelters, and Turf Fields.
- Scheduling HS Soccer/ Hockey games
- Warhawk Game Schedule
- Arnolds Farm Show August 19th-23rd
- Rifle and Pistol Gun Show September 13-15
- Summer Ice on the Blue Line will end on July 31st
- Youth Softball Tournament July 20th and July 27th-28th
- Scheduling ice schedules for Diamond Edge, Glacial Lakes Curling, Wednesday Hockey League, Rec Hockey, Christian Hockey League, and Open Skates.
- Scheduling Fall Rec/Adult Programs
- Working with Steve Gralish for the Toys for Tots Disc Golf Tournament August 10th

Facility usage for June 1st- June 30th

Baseball and Softball Requests	Used Hours	Reservations
Baker Field	175.5	20
Field #1/Championship	118	22
Field #2	100.5	17
Field #3	99	14
Field #4	106	18
Garfield Field	6	3
Gesch Park	33	11
Lincoln Park	33.75	12
Miller Park Ball Field	43	11
Sunrise Field	59.5	8
Blue Field	80	11
Green Field	99.5	18
Orange Field	208.5	44
Red Field	116	20
Yellow Field	109.5	18

Phone: (320) 235-1545
2707 Arena Dr
Willmar, MN 56201

WILLMAR
PARKS & RECREATION

Shelter Reservations	Used Hours	Reservations
4 Season Shelter at Robbins Island	322	23
Guri Shelter	282	18
Hilltop Shelter	212	12
Open Shelter #2	192	10
Rice Park Shelter	136	12
Shelter #1	253	13

Turf Field Reservations	Parent Facility	Used Hours	Reservations
East Turf Field	Turf Fields	261	45
West Turf Field	Turf Fields	204	39

Other items:

- We are working with the Willmar Bike group on the Trailhead Shelter and Bathroom project. We have a few designs to review.
- We had a kick-off meeting for the Willmar Trail Plan.
- Conducted meetings for the Outdoor Covered Ice Rink.
- We discussed a potential racetrack with the Radio Control Car group.
- The Willmar Rotary group and staff are working on applying for the Greater MN Parks and Trail Legacy grant for the amphitheater project. The deadline is July 31st.
- Staff met with Willmar Public School about Garfield Park and Roosevelt Soccer Fields
- I met with the Baseball Association about the dugout project
- I met with YMCA about youth basketball programming, and a future meeting will be held with the varsity coaches to see if we can develop a plan for youth basketball.
- Capital Projects—Sperry Pickleball Courts will be resurfaced starting July 19th, and Valleyside Playground Equipment has been ordered. The pool shed and umbrellas are installed. We are working on quotes for the Civic Center Shop roof and snow guards.
- Installing concrete pad for bleachers on the west turf field. The bleachers are the old set from Orange Field.

Willmar Police Department

Monthly Calls for Service Statistics

Title	June 2023	June 2024
911 Hang Up	12	12
Abandoned Vehicles	54	28
Agency Assist	48	52
Alarm	33	20
Alcohol Offense	9	5
Animal	73	76
Assault	10	15
Burglary	2	4
Child Custody Dispute	10	9
Crash	63	57
Criminal Damage To Property	29	25
Disorderly	31	22
Domestic	38	44
Drugs	18	13
Family Service	51	61
Fight	9	9
Fraud	11	12
Gun Permits	15	9
Harassment	32	33
Information	8	10
Lost And Found	49	55
Mental Issues	24	66
Missing Person	17	31
Motorists Assist	16	15
Neighborhood Disturbance	24	48
Public Assist	164	143
School Related Incidents	0	1
Sex Crimes	5	5
Sudden Death/Bodies Found	2	1
Suicidal Person	8	7
Suspicious	103	80
Theft	63	43
Traffic Complaint	48	52
Traffic Stop	233	266
Trespass	17	8
Warrant Service	17	16

Current Month CFS:

1429

YTD Calls for Service:

8374

2023 Month CFS:

1434

(Some minimal CFS categories not shown)

July 2024

Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Jason attended MWOA's process lab conference in Duluth.
- Started the DMR-QA 44.
- Ongoing 2025 CIP/budget process.
- EL 7, 8, 9 construction is in full swing.
- Cleaned and inspected Ind. Oxd. D#1
- Cleaned and inspected AST #2
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Sara attended the MPCA Nutrient Reduction Strategy webinar.
- Attended MESERB annual conference.
- Received delivery of 244 rain barrels.
- Prepared and submitted the PFAS Pollutant Management Plan to MPCA.
- Attended RSDP Natural Resources work group meeting.
- Approved 2 additional landfills to discharge leachate at WWTF due to southern MN/northern IA flooding.
- Shared public education messages on wastewater and stormwater topics.

Public Works Updates from Superintendent Kyle Radunz

Streets

- Painted crosswalks, stop bars, arrows, and stalls downtown white. Painted yellow curbs in No Parking areas and on median ends.

- Patched roads for water main, catch basin, and manhole repairs. Patched various other roads based on conditions.
- Sprayed weeds in street cracks, boulevards, and sidewalks
- Repaired signs
- Gravel road repairs/maintenance
- Swept roadways

Parks

- Baseball fields have been maintained and repaired as needed. The wet weather has thrown some curve balls at our field staff, but they have done a wonderful job of maintaining the fields.
- Mowed and trimmed all 39 parks - the wet weather has caused our mowers not to be able to mow all the areas they typically do based on soft conditions
- Staff has a daily bathroom cleaning route in the mornings and evenings
- Shed at the pool - hauled and shaped black dirt, applied grass seed and straw blanket around the concrete that Public Works Operators poured in May
- Cut down and removed bushes from around the skate park, removed all known dangerous tree limbs from trees after storms
- Sprayed weeds in park areas. Cut or mowed thistle and other noxious weeds.
- Poured concrete at Robbins Island for the installation of an AED
- Repaired Ramblewood trail, poured concrete, and installed a memorial bench on the trail
- Various repairs/ maintenance of park equipment- the misters at Robbins Island, swings, wood chips, picnic tables, benches

Sewers

- Stormwater catch basins were cleaned on six different days from recent rainfall. This typically includes 4 different crews, totaling 8 people, for that given day to remove branches from the boulevards and tree/road debris from the catch basin.
- Sanitary sewers are flushed this time of year for sewer blockages as needed - some of these blockages are in the main line, but the majority are service line issues

Boulevards

- Tree removal is performed on an as-needed basis this time of year. This includes trees damaged from storms, dead trees, and trees causing roadway or pedestrian concerns.
- Continue to grind stumps from the trees that were removed this past winter. We then remove those grindings and add black dirt and grass seed.
- Remove tree branches that have fallen from boulevard trees

Various Events

- Prairie Winds Summer Band- mowed/trimmed Rice Park and set up the Showmobile June 5th, 12th, 19th, 26th, and July 3rd
- Willmar Fest - prepared two vehicles from the Public Works fleet and assembled a float for the Willmar City Council for the parade, placed barricades, cones, picnic tables, bleachers, and the Snowmobile at numerous locations for events including Kids' Day, Miles for Mentors, Block

Party, Foot Lake 4, Grand Parade, and the beach party, moved buoys for the Little Crow Ski show, etc.
- Rockin Robbins prep - started the installation of the fence for the parking area, began installing signs for the parking area, moved additional picnic tables to Robbins Island

Miscellaneous

- Repair of the parking area at Robbins Island has begun
- Monthly inspections - fire extinguishers, harnesses, ladders, eyewash stations, hoists, cranes, AEDs, underground storage tanks, etc.
- Mowing - airport, city-owned boulevards, along roadways, and other areas that are City-owned
- Spraying for Mosquitos - we have sprayed the city twice this year along with Robbins Island multiple times for events
- Maintenance of the brush site- pushing up leaf and wood piles, burning the wood pile as needed, turning compost
- Placed 24 concrete flowerpots downtown for Planning and Development Services

WILLMAR ENGINEERING

Street Projects

Rainfall has been great for the drought conditions we've faced over the last few years, but that comes at a price for street construction. Along with the rain come many headaches for both the contractors and the property owners.

On the 13th St/Grace Ave/Rice Ave project, phase 2 includes sewer and water construction along with concrete curb, gutter, sidewalk, and driveway construction. Phase 3 work includes watermain, water & sewer service, and stormwater construction.

Work on 10th St NW includes sanitary sewer construction, water main construction, roadway grading north of Lake Ave, and pavement removal south of Lake Ave. Sanitary sewer work will also begin south of Lake Ave.

The 19th Ave path project started on the west end of the project near 15th St and will work towards the east. This work includes the removal of the existing sidewalk, tree removal, and base grading. Afterward, trail reconstruction will begin.

Over on the Thompson Park project, tree removal has been completed and removal of the existing path and parking lot will begin soon.

Construction updates and contacts can be found at willmarconstruction.com.

City Hall/Auditorium

General maintenance and cleaning are being performed daily. After one of the rains, some water found its way into the basement of the Auditorium which staff worked to clean up. Air conditioning servicing and lighting work was done at City Hall.

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

Respectfully

Justin DeLeeuw – Public Works Director

Follow-up from June 17 **| July 2024**

COMPREHENSIVE PLAN KICK OFF

CITY OF WILLMAR | COMPREHENSIVE PLAN | DEPARTMENT OF PLANNING + DEVELOPMENT

FOCUS GROUP

MEMBERS

1. Beth Fischer
2. Carl Shuldes
3. Corky Berg
4. Dayling Munoz
5. Fernando Cano
6. James Miller
7. Jeanne Kling
8. Jonathan Marchand
9. Michelle Marotzke
10. Sara Carlson
11. Taylor Marcus

WHAT IS A COMPREHENSIVE PLAN?

A Comprehensive Plan is an ***ALL-INCLUSIVE*** approach to analyzing and evaluating the future growth of a community. At minimum, most comprehensive plans provide guidance for the physical development of a ***COMMUNITY***, with an emphasis on future ***LAND USE***. The plan must have a community ***VISION*** that derives from a robust public engagement process.

FOCUS GROUP | **JULY 2024**

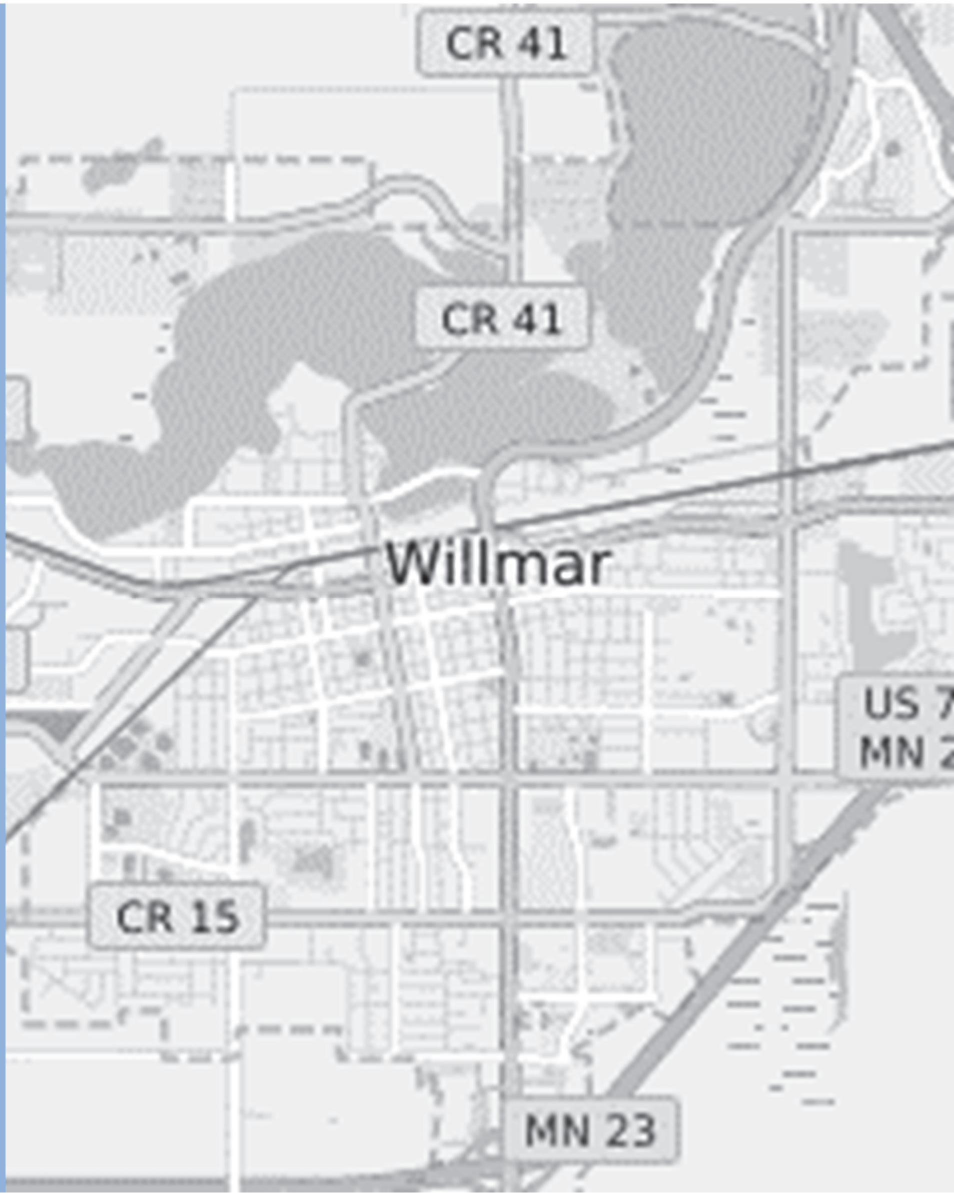
WHAT IS LAND USE?

"Land use" is a term that is used to describe the different purposes land may be used for. This includes both economic and cultural uses of land. Common types of land use include:

- Agricultural
- Residential
- Industrial
- Commercial
- Recreational

Land Use Planning gives general guidance about the long-term vision of an area.

Zoning Ordinance is a tool to implement the plan.



FRAMEWORK

COMPREHENSIVE PLAN

The City of Willmar's plan will provide strategic guidance and direction for the future growth and development of the community and establish a 20-year vision for the City.

A comprehensive plan is a foundational document that:

- Establishes and guides City policies and decisions;
- Combines City plans into one document;
- Provides the basis for zoning and land use decisions;

COMMUNITY PROFILE

ARTS, CULTURE, & HERITAGE PRESERVATION

LAND USE & DEVELOPMENT

MOBILITY

HOUSING

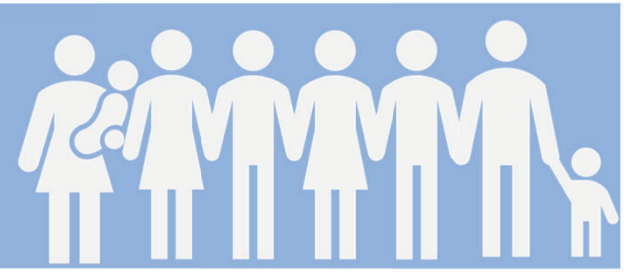
ECONOMIC OPPORTUNITIES

NATURAL RESOURCES & CONSERVATION

PARKS & OPEN SPACE

PUBLIC FACILITIES

PUBLIC ENGAGEMENT + PROCESS



JULY 2024

FOCUS GROUP	JULY 11th
PRESS RELEASE	JULY 15th
CITY COUNCIL	JULY 15th
OPEN HOUSE	JULY 25th
ROCKIN ROBBINS	JULY 30th

AUGUST 2024

ROCKIN ROBBINS	AUGUST 6th
PUBLIC MEETING	AUGUST 8th
COUNTY FAIR	AUGUST 9th
PUBLIC MEETING	AUGUST 12th
FOCUS GROUP	AUGUST 15th
PUBLIC MEETING	AUGUST 26th
PUBLIC MEETING	AUGUST 29th

SEPTEMBER

FOCUS GROUP	SEPTEMBER 19th
WELCOMING WEEK	SEPTEMBER 14th
PUBLIC MEETING	TBA

OCTOBER

FOCUS GROUP	OCTOBER 17th
PUBLIC MEETING	TBA

NOVEMBER

FOCUS GROUP	NOVEMBER 14th

DECEMBER

FOCUS GROUP	DECEMBER 12th

WITH

WILLMAR

COMPREHENSIVE PLAN

Focus Group | **July 2024**

OPEN HOUSE

WHEN: JULY 25th

Day Session: 11-12:30pm

Evening Session: 5:30 – 8pm

WHERE: Willmar Public Library

410 5th St SW Floor 2

CITY OF WILLMAR | COMPREHENSIVE PLAN | DEPARTMENT OF PLANNING + DEVELOPMENT

Focus Group **| July 2024**

WITH WILLMAR

COMPREHENSIVE PLAN

CITY OF WILLMAR | COMPREHENSIVE PLAN | DEPARTMENT OF PLANNING + DEVELOPMENT

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	10.A.
Agenda Section:	Public Hearing:	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Christopher Corbett, Planning and Development Director
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	Consideration to Establish a Tax Increment Financing District (TIF) For Waterview Senior Housing - Public Hearing		

RECOMMENDED ACTION:
Motion By: _______________Second By: ________________, a resolution approving the Tax Increment Plan and the use of Tax Increment Financing for Waterview Senior Housing by Trident Development, LLC

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Resolution Waterview Senior Housing
2. Waterview Housing TIF Plan
3. Willmar Housing TIF Term Sheet

RESOLUTION NO. ______

Approving The Tax Increment Plan And The Use Of Tax Increment Financing

Motion By: ___________ Second By: _____________

WHEREAS, the City Council of the City of Willmar (hereinafter the Municipality) pursuant to Minnesota Statutes, Chapter 469 in ________________, 20___ adopted a Development Program for Municipal Development District Number ____, encompassing the area which is more particularly described on Addendum A attached hereto and made a part hereof (which area is hereinafter called the Development District), and

WHEREAS, it is desirable and in the public interest that the Municipality undertake and carry out a tax increment financing plan for the Trident Development Housing District pursuant to Minnesota Statutes, Sections 469.174-179, encompassing the area which is more particularly described on Addendum A attached hereto and made a part hereof (which area is herein called Tax Increment District, Housing District, or District), and

WHEREAS, the City Council has reviewed the plan for the Trident Development Housing District of the Development District, dated _____________ (herein called the Plan, and attached hereto as Addendum B), and which sets forth a tax increment financing plan for the Housing District, and

WHEREAS, the Plan sets forth the Municipality's estimate of the fiscal and economic impacts of the tax increment financing on the tax capacities of all taxing jurisdictions in which the Housing District is located, and the Municipality's estimate of the fiscal and economic implications of the District, and

WHEREAS, the Board of Commissioners of Kandiyohi County, Minnesota has been notified on the public hearing for the review of the Plan, and

WHEREAS, the School Board of Independent School District No. 347 has been notified of the public hearing for the review of the Plan, and

WHEREAS, the Commissioner representing the area included in the District has been notified of the public hearing for the review of the plan, and

WHEREAS, the City Council has received and considered the comments of the Board of Commissioners of Kandiyohi County, the School Board of the Willmar School District, and the Commissioner representing the area included in the District, relative to the contents of the Plan, and

WHEREAS, the City Council on _______________, 2024, after having published a notice of public hearing in the official newspaper of the Municipality, conducted a public hearing on the Plan and received public comments on the same.

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

FINDINGS:

1. That the proposed tax increment financing district qualifies as a housing district and meets the criteria of Minn. Stat. Section 469.174 Subd.11.
2. That the proposed development, in the opinion of the Municipality, would not be expected to occur solely through private investment within the reasonably foreseeable future.
3. The proposed development is a housing project consisting of 75 senior assisted living rental apartments in the City of Willmar, Twenty percent (20%) of which are to be maintained as low-income housing. The City has reviewed information submitted by the proposed developer showing the cost of providing low to moderate income housing makes the proposed development infeasible without public financial assistance. Based on these factors, the City has no reason to expect that a significant development of this type would occur without assistance similar to that provided in this plan. Therefore, the City has no reason to believe the development would occur but-for tax increment assistance.
4. The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole. The reason and facts supporting this finding are that the TIF District is properly zoned, and the TIF project has been approved by the City Planning Commission and will generally complement and serve to implement policies adopted in the City's comprehensive plan.
5. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole for the development of District.
6. The reason and facts supporting this finding are that the development activities are necessary so that the development of low to moderate income housing in the City can occur within the District.

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

1. The Tax Increment Financing Plan for the Trident Development Housing District of Municipal Development District No _____, attached hereto as Addendum B is hereby approved, contingent on the City Council's final approval of a Development Agreement.
2. The City Clerk is hereby directed to file a copy of the resolution and a copy of the Plan with the Department of Employment and Economic Development, the Office of the State Auditor, and the Department of Revenue.
3. The City Clerk is hereby authorized and directed to request the Auditor of Kandiyohi County to certify the original tax capacity of the District established by this resolution.
4. The Municipality hereby states its intention to use all the captured tax capacity for purposes of tax increment financing as per the conditions set

forth in the Plan.

Adopted by the Willmar City Council this _______ day of _______________, 2024

____
Mayor

Attest:

____
City Clerk

ADDENDUM - A

Legal description for Municipal Development District No. ______ and Trident Development TIF District:

Lots 1, Block 1 of WATERVIEW BUSINESS PARK THIRD ADDITION, according to the recorded plat thereof in the City of Willmar, Kandiyohi County, Minnesota.

Tax Increment Financing Plan

for

Tax Increment Financing (Housing) District

(Waterview Senior Housing Project)

within Municipal Development District No. II

City of Willmar, Minnesota

Prepared by

Baker Tilly Municipal Advisors, LLC

Draft Dated: May 30, 2024

Public Hearing Scheduled: July 1, 2024
Anticipated Approval by City Council: July 1, 2024

TABLE OF CONTENTS

Section A Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"City" means the City of Willmar, Minnesota; also referred to as a "Municipality".

"City Council" means the City Council of the City; also referred to as the “Governing Body”.

"County" means Kandiyohi County, Minnesota.

"Development District" means Municipal Development District No. II in the City, which is described in the corresponding Development Program.

"Development Program" means the Development Program for the Development District.

"School District" means Independent School District No. 347, Minnesota.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive.

"TIF District" means Tax Increment Financing (Housing) District (Waterview Senior Housing Project).

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

Section B Statutory Authorization

Within the City, there exists areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to M.S, Sections 469.175 to 469.1794 inclusive, as amended (the “Tax Increment Financing Act” or “TIF Act”), to assist in financing public costs related to this project. Other relevant information is contained in the Development Program for Municipal Development District No. II.

Section C Statement of Objectives

The City seeks to achieve the following objectives through the implementation of the Development Program for Municipal Development District No. II (M.D.D.II):

a. To encourage planning and development of a desirable and unique character within M.D.D. II through quality land use alternatives and design quality in new buildings, in a manner consistent with the Comprehensive Plan of the City and with a minimum adverse impact on the environment.

b. To acquire certain property within M.D.D. II which is not now in productive use or in its highest and best use, as the need arises, and to prepare the property for private development.

c. To sell improved property to private developers to encourage development and redevelopment and increase the tax base of those taxing jurisdictions within which the District is located, thereby enabling such entities to better pay for governmental services and programs provided by them.

d. To provide for financing and construction of public improvements and facilities within M.D.D. II in order to effectively service new development in and about the Development District.

e. To provide promotional sales effort which will encourage private investments within the Development District.

f. To support the redevelopment of substandard and underutilized properties in the Development District.

Section D Designation of the TIF District as a Housing District

Pursuant to the TIF Act, the City seeks to create Tax Increment Financing (Housing) District and adopt a TIF Plan for the TIF District. The City will review this TIF Plan prior to City adoption. The TIF District is a housing district.

Housing districts are a type of tax increment financing district that consist of a project intended for occupancy, in part, by persons or families of low and moderate income. Low and moderate income is defined in federal, state, and municipal legislation. A project does not qualify if more than 20% of the square footage of buildings that receive assistance from tax increments consist of commercial, retail or other nonresidential use.

In addition, housing districts are subject to various income limitations and requirements for residential property. For owner occupied residential property, 95% of the housing units must be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code. For residential rental property, the property must satisfy the income requirements for a qualified residential rental project as defined in section 142(d) of the Internal Revenue Code.

The TIF District meets the above qualifications for these reasons:

1. The planned improvements consist of the following:

    a. Approximately 75 total units, for which one of the following will apply:

        - at least 20% of the dwelling units shall be available for rent by persons whose incomes do not exceed 50% of areawide median family income, as adjusted for family size or

        - at least 40% of the dwelling units shall be available for rent by persons whose incomes do not exceed 60% of areawide median family income, as adjusted for family size.

2. No improvements are planned other than housing and therefore no more than 20% of the square footage of buildings included in the TIF District will consist of commercial, retail, or other nonresidential uses.

3. The City will require in the development agreement that the income limitations for the rental units in the apartment buildings will apply for the duration of the TIF District.

Tax increments derived from a housing district must be used solely to finance the cost of housing projects as defined in section 469.174, subd. 11 and 469.176, subd. 4d of the TIF Act. The cost of public improvements directly related to the housing projects and the allocated administrative expenses of the City may be included in the cost of a housing project. The project will qualify for inclusion within the TIF District with at least 20% of the units occupied by persons with incomes that do not exceed 50% of the areawide median family income. The City anticipates using tax increment revenues to finance the costs of TIF eligible and development costs related to construction of the new housing units within the TIF District.

Section E Duration of the TIF District

Housing districts may remain in existence 25 years from the date of receipt of the first tax increment. Modifications of this TIF Plan (see Section AA) shall not extend beyond these limitations.

Pursuant to Minnesota Statutes section 469.175, subd. 1(b), the City specifies 2027 as the first year in which it elects to receive tax increment from the TIF District, which is no later than four years following the year of approval of the TIF District. Thus, the City may collect increment from the TIF District through December 31, 2052. The City anticipates that the TIF District may be decertified earlier than the maximum term but preserves the ability to extend for full 26 years. All tax increments from taxes payable in the year the TIF District is decertified shall be paid to the City.

Section F Property to be Included in the TIF District

The TIF District is an approximately 5.02-acre area of land located within the Development District. The TIF District comprises of the parcel listed below and also includes adjacent streets and right-of-ways located within the Project Area. A map showing the location of the TIF District is shown in Exhibit I. The boundaries and area encompassed by the TIF District are described below:

Parcel Number	Legal Description
95-841-0500	SECT-23 TWP-119 RANG-35 LOT-001 BLK-006 WATER VIEW BUSINESS PARK
95-841-0510	SECT-23 TWP-119 RANG-35 LOT-002 BLK-006 WATER VIEW BUSINESS PARK
95-841-0560 *	SECT-23 TWP-119 RANG-35 LOT-007 BLK-006 WATER VIEW BUSINESS PARK

‘ a portion of the parcel will be included within the TIF District. The properties will be combined for the new development.*

The area encompassed by the TIF District shall also include all streets and utility right-of-ways located upon or adjacent to the property described above, as illustrated in the boundary map included in Exhibit II.

Section G Property to be Acquired in the TIF District

The City may acquire and sell any or all of the property located within the TIF District; however, the City does not anticipate acquiring property at this time.

Section H Specific Development Expected to Occur Within the TIF District

The proposed project will include development of approximately 75 residential rental units on the approximately 5.02-acre development site known as the Waterview Senior Housing Facility.

In order to comply with the requirements of a Housing District, at least 20% of the units occupied by persons/families with incomes no greater than 50%. The City anticipates using tax increment revenues to finance eligible costs associated with development of the project site including acquisition, demolition, site development/improvements, public improvements and other affordable housing costs, as well as related administrative expenses.

Construction of the new development on the project site is projected to start in late 2024 and is expected to be fully constructed by December 31, 2025 and be 100% assessed and on the tax rolls as of January 2, 2026 for taxes payable 2027.

Section I Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

(1) The TIF District qualifies as a housing district.

See Section D of this TIF Plan for the reasons and facts supporting this finding.

(2) The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.

The proposed development is expected to consist of approximately 75 newly constructed housing units. The City's finding that the proposed development would be unlikely to occur solely through private investment within the reasonably foreseeable future is based on an analysis of the project pro forma and other materials submitted to the City by the developer. These documents have indicated that the costs of constructing the new project, in addition to development and site improvement costs will result in financial metrics returns that are not sufficient to support the development project, resulting in a financial gap and making this housing development infeasible without public assistance. Therefore, the developer has indicated in communications with the City and submitted financial data that the development as proposed would not move forward without tax increment assistance.

(3) The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole.

The reasons and facts supporting this finding are that the City has found this TIF Plan consistent with the general plan for development of the City as a whole and will generally complement and serve to implement policies adopted in the City's comprehensive plan.

(4) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Project Area by private enterprise.

Through the implementation of this TIF Plan, the City will provide an impetus for the construction of an apartment project, of which at least 20% of the units will be affordable for occupants at or less than 50% median income. The project will complement the overall housing needs of the City and is anticipated it would support other private types of development by providing a range of housing opportunities for residents within the City.

Section J Estimated Public Costs

The estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District.

Project Costs	Amount
Land/building acquisition	$0
Site improvements/preparation costs	$0
Utilities	$0
Other public improvements	$0
Construction of affordable housing	$7,828,229
Administrative expenses	$869,805
Subtotal	$8,698,034
Interest	$0
Total	**$8,698,034**

The City anticipates using tax increment revenues to finance eligible costs associated with development of the housing project site including primarily site development and other extraordinary affordable housing costs, as well as related administrative expenses.

The City reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated public cost ($8,698,034) is not increased. The City also reserves the right to fund any of the identified costs with any other legally available revenues, such as grants and/or loans, but anticipates that such costs will be primarily financed with tax increments.

Section K Estimated Sources of Revenue

Sources of Revenue	Amount
Tax Increment revenue	$8,698,034
Interest on invested funds	
Other	
Total	**$8,698,034**

The City anticipates providing financial assistance through the terms of a pay-as-you go note. As tax increments are collected from the TIF District in future years, a portion will be retained by the City for any City-incurred TIF-eligible costs that may include affordable housing and/or administrative expenses (see Section J) and remaining revenues pledged to the developer for reimbursement of certain eligible expenses.

The City reserves the right to finance any or all public costs of the TIF District using pay-as-you-go assistance, internal funding, general obligation or revenue debt, or any other financing mechanism authorized by law. The City also reserves the right to use other sources of revenue legally applicable to the Project Area to pay for such costs including, but not limited to, special assessments, utility revenues, federal or state funds, and investment income.

The City reserves the right to pool tax increment from the TIF District to assist in financing other affordable housing projects within the City.

Section L Estimated Amount of Bonded Indebtedness

The maximum principal amount of bonds (as defined in the TIF Act) secured in whole or part with tax increment from the TIF District is $8,698,034. The City plans to finance the project through pay-as-you-go financing to finance housing development and other eligible costs associated with providing long-term affordable senior housing within the TIF District. The City reserves the right to issue bonds in any form, including without limitation any interfund loan with interest not to exceed the maximum permitted under Section 469.178, subd. 7 of the TIF Act.

Section M Original Net Tax Capacity

The County Auditor shall certify the original net tax capacity of the TIF District. This value will be equal to the total net tax capacity of all property in the TIF District as certified by the State Commissioner of Revenue. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The Estimated Market Value of all property within the TIF District as of January 2, 2023 for taxes payable in 2024 is $188,608. Upon establishment of the TIF District and subsequent classification of property to residential rental property with a classification rate of 1.25%, it is estimate that the original net tax capacity of the District will be approximately $2,358.

Each year the County Auditor shall certify the amount that the original net tax capacity has increased or decreased as a result of:

(1) changes in the tax-exempt status of property;

(2) reductions or enlargements of the geographic area of the TIF District;

(3) changes due to stipulation agreements or abatements; or

(4) changes in property classification rates.

Section N Original Tax Capacity Rate

The County Auditor shall also certify the original tax capacity rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the original net tax capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the original tax capacity rate of the TIF District.

The County Auditor shall certify the sum of all local tax rates that apply to property in the TIF District for taxes levied in 2023 and payable in 2024 as the original tax capacity rate of the TIF District. The sum of the local tax rates for taxes levied in 2023 and payable in 2024 is 121.794% as shown below.

Taxing Jurisdiction	2023/2024 Local Tax Rate
City of Willmar	54.412%
Kandiyohi County	45.521%
ISD #347	19.872%
Other	1.989%
Total	121.794%

Section O Projected Retained Captured Net Tax Capacity and Projected Tax Increment

Each year the County Auditor shall determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the original net tax capacity, the difference shall be known as the captured net tax capacity of the TIF District.

The County Auditor shall certify to the City the amount of captured net tax capacity each year. The City may choose to retain any or all of this amount. It is the City's intention to retain 100% of the captured net tax capacity of the TIF District. Such amount shall be known as the retained captured net tax capacity of the TIF District.

Exhibit III gives a listing of the various information and assumptions used in preparing a number of the exhibits contained in this TIF Plan, including Exhibit IV which shows the projected tax increment generated over the anticipated life of the TIF District.

Section P Use of Tax Increment

Each year the County Treasurer shall deduct 0.36% of the annual tax increment generated by the TIF District and pay such amount to the State's General Fund. Such amounts will be appropriated to the State Auditor for the cost of financial reporting and auditing of tax increment financing information throughout the State. Exhibit III shows the projected deduction for this purpose over the anticipated life of the TIF District.

The City has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

(1) Pay for the estimated public costs of the TIF District (see Section J) and County administrative costs associated with the TIF District (see Section S);

(2) pay principal and interest on one or more pay-as-you-go notes, tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;

(3) accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;

(4) pay all or a portion of the county road costs as may be required by the County Board under Minnesota Statutes section 469.175, Subd.1a; or

(5) return excess tax increments to the County Auditor for redistribution to the City, County and School District.

Tax increment from property located in one county must be expended for the direct and primary benefit of a project located within that county, unless the county board involved waives this requirement. Tax increment shall not be used to circumvent levy limitations applicable to the City.

Tax increment derived from the TIF District must be used solely to finance the cost of housing projects (including administrative expenses and public improvement costs) as defined in Section 469.174, Subdivision 11 of the TIF Act and subject to the requirements set forth in Section 469.1761 of the TIF Act.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the State or federal government. Further, tax increment may not be used to finance: a commons area used as a public park; facilities used for social or recreational purposes (whether public or private); or publicly-owned facilities used for conference purposes; provided that tax increment may be used for a privately owned conference facility, and for parking structures whether public or privately owned and whether or not they are ancillary to one of the otherwise prohibited uses described above.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sale of property at less than the cost of acquisition or fair market value, grants, ground or other leases at less then fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

Section Q Excess Tax Increment

Beginning with the sixth year after certification of the TIF District, any year in which the tax increments from the TIF District exceed the amount necessary to pay the estimated public costs authorized by the TIF Plan, the City shall use the excess tax increments to:

(1) prepay any outstanding tax increment bonds;

(2) discharge the pledge of tax increments thereof;

(3) pay amounts into an escrow account dedicated to the payment of the tax increment bonds; or

(4) return excess tax increments to the County Auditor for redistribution to the City, County and School District. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

Section R Tax Increment Pooling and the Five-Year Rule

As permitted under Minnesota Statutes section 469.1763, subd. 2(b) and subd. 3(a)(5), any expenditures of increment from the TIF District to pay the cost of a "housing project" as defined in Minnesota Statutes section 469.174, subd. 11 will be treated as an expenditure within the district for the purposes of the "pooling rules" and the "five-year rule". The City anticipates that tax increments will be spent outside the TIF District (including allowable administrative expenses), and such expenditures are expressly authorized in this TIF Plan.

Section S Limitation on Administrative Expenses

Administrative expenses are defined as all costs of the City other than:

(1) amounts paid for the purchase of land;

(2) amounts paid for materials and services, including architectural and engineering services directly connected with the proposed development within the TIF District;

(3) relocation benefits paid to, or services provided for, persons or businesses residing or located within the TIF District; or

(4) amounts used to pay interest on, fund a reserve for, or sell at a discount, tax increment bonds.

Administrative expenses include amounts paid for services provided by bond and other legal counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the County in administering the TIF District. Tax increment may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total tax increment expenditures authorized by the TIF Plan or (b) 10% of the total tax increments received by the TIF District.

Section T Limitation on Property Not Subject to Improvements - Four Year Rule

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

Section U Estimated Impact on Other Taxing Jurisdictions

Exhibit V shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed tax increment financing district, as pursuant to Minnesota Statutes Section 469.175, Subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the life of the district is estimated to be $8,729,459.

2. To the extent the project in the TIF District generates any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and the impact of any general obligation tax increment bonds attributable to the district upon the ability to issue other debt for general fund purposes, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the TIF District. The City does not anticipate issuing general obligation tax increment bonds but reserves the right to the use of internal financing, as necessary, to finance a portion of the project costs attributable to the TIF District.

3. The amount of tax increments over the life of the district that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be $1,424,305.

4. The amount of tax increments over the life of the district that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be $3,262,671.

5. No additional information has been requested by the County or School District that would enable it to determine additional costs that will accrue to it due to the development proposed for the TIF District.

Section V Prior Planned Improvements

The City shall accompany its request for certification to the County Auditor (or notice of district enlargement), with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District.

Section W Development Agreements

If within a project containing a housing district, more than 10% of the acreage of the property to be acquired by the City is purchased with tax increment bonds proceeds (to which tax increment from the property is pledged), then prior to such acquisition, the City must enter into an agreement for the development of the property. Such agreement must provide recourse for the City should the development not be completed.

The City anticipates entering into an agreement for development.

Section X Assessment Agreements

The City may, upon entering into a development agreement, also enter into an assessment agreement with any person, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land and so long as the minimum market value contained in the assessment agreement appears to be an accurate estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder and/or Registrar of Titles of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, County and School District.

The City anticipates entering into an assessment agreement with the developer.

Section Y Modifications of the Tax Increment Financing Plan

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; increase in the amount of capitalized interest; increase in that portion of the captured net tax capacity to be retained by the City; increase in the total estimated capital and administrative costs; or designation of additional property to be acquired by the City shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

(1) the only modification is elimination of parcels from the TIF District; and

(2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

Section Z Administration of the Tax Increment Financing Plan

Upon adoption of the TIF Plan, the City shall submit a copy of such plan to the Minnesota Department of Revenue and the Office of the State Auditor. The City shall also request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The City shall also send the County or City Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District and shall request that the County or City Assessor review and certify this assessment agreement as reasonable.

The County shall distribute to the City the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the retained captured net tax capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing this TIF Plan, the following actions should occur on an annual basis:

(1) prior to July 1, the City shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.

(2) if the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.

(3) each year the County Auditor shall certify the amount of the original net tax capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:

  (a) the value of property that changes from tax-exempt to taxable shall be added to the original net tax capacity of the TIF District. The reverse shall also apply;

  (b) the original net tax capacity may be modified by any approved enlargement or reduction of the TIF District;

  (c) if the TIF District is classified as an economic development district, then the original net tax capacity shall be increased by the amount of the annual adjustment factor; and

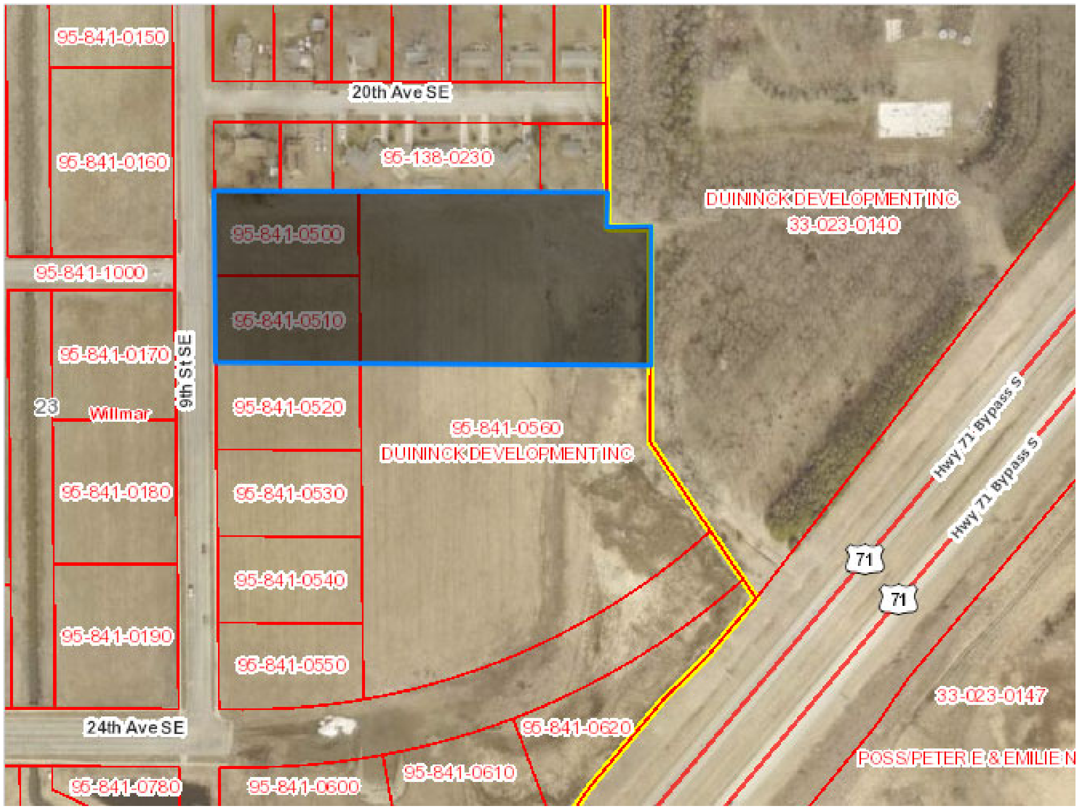
  (d) if laws governing the classification of real property cause changes to the percentage of estimated market value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the original net tax capacity and the retained captured net tax capacity of the TIF District.

The County Auditor shall notify the City of all changes made to the original net tax capacity of the TIF District.

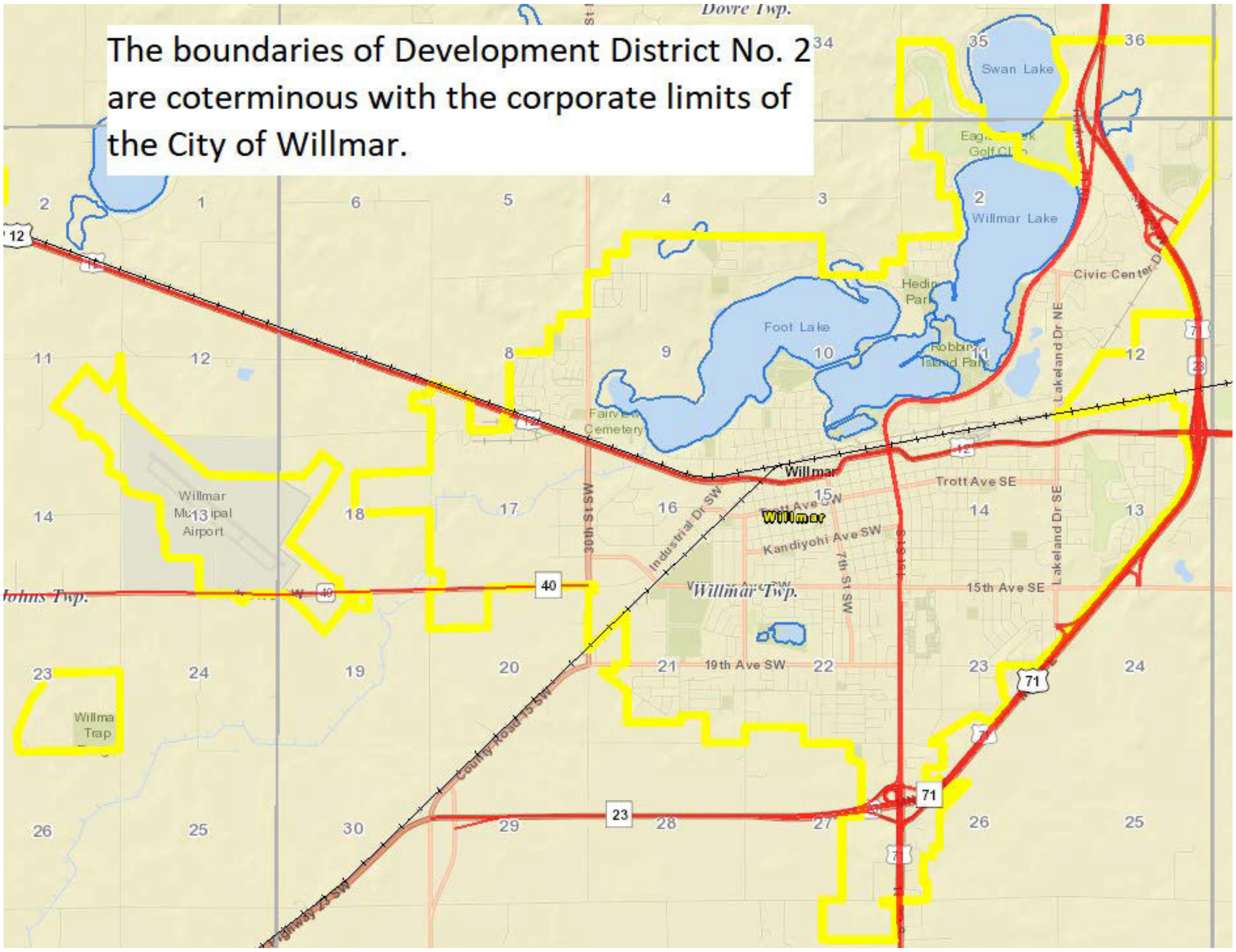
Section AA Filing TIF Plan, Financial Reporting and Disclosure Requirements

The City will comply with all reporting requirements for the TIF District under Minnesota Statutes section 469.175, subds. 5 and 6.

MAP OF PROPOSED
TAX INCREMENT FINANCING (HOUSING) DISTRICT (Waterview Senior Housing Project)



Map of Development District II



Assumptions Report

City of Willmar, Minnesota
Tax Increment Financing (Housing) District
Proposed Waterview Senior Living Facility
Draft Revenues based on 75 units and construction cost of $15M

Type of Tax Increment Financing District	Housing
Maximum Duration of TIF District	25 years from 1st increment

Projected Certification Request Date	06/30/25	
Decertification Date	12/31/52	(26 Years of Increment)

	2023/2024
Base Estimated Market Value	$188,608
Original Net Tax Capacity	$2,358

	Assessment/Collection Year			
	2025/2026	2026/2027	2027/2028	2028/2029
Base Estimated Market Value	$188,608	$188,608	$188,608	$188,608
Estimated Increase in Value - New Construction	0	14,811,392	15,261,392	15,724,892
Total Estimated Market Value	188,608	15,000,000	15,450,000	15,913,500
Total Net Tax Capacity	$2,358	$187,500	$193,125	$198,919

City of Willmar	54.412%	
Kandiyohi County	45.521%	
ISD #347	19.872%	
Other	1.989%	
Local Tax Capacity Rate	121.794%	2023/2024
Fiscal Disparities Contribution From TIF District	NA	
Administrative Retainage Percent (maximum = 10%)	10.00%	
Pooling Percent	0.00%	

Bonds			Note (Pay-As-You-Go)	
Bonds Dated	NA		Note Dated	06/30/25
Bond Rate	NA		Note Rate	TBD
Bond Amount	NA		Note Amount	TBD
Present Value Date & Rate	06/30/25	5.00%	PV Amount	$3,801,865

Notes
Projections assume no future changes to classification rates and current tax rates remain constant.
Projections are based on certified pay 2024 rates.
Projections assume project 100% completed in 2025
Projections assume 3% market value inflation

Projected Tax Increment Report

City of Willmar, Minnesota
Tax Increment Financing (Housing) District
Proposed Waterview Senior Living Facility
Draft Revenues based on 75 units and construction cost of $15M

Annual Period Ending (1)	Total Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Subtotal Net Tax Increment (9)	Less: City Retainage 10.00% (10)	Less: City Pooling 0.00% (11)	Annual Net Revenue (12)	P.V. Annual Net Rev. To 06/30/25 5.00% (13)
12/31/25	188,608	2,358	2,358	0	121.794%	0	0	0	0	0	0	0
12/31/26	188,608	2,358	2,358	0	121.794%	0	0	0	0	0	0	0
12/31/27	15,000,000	187,500	2,358	185,142	121.794%	225,492	812	224,680	22,468	0	202,212	183,412
12/31/28	15,450,000	193,125	2,358	190,767	121.794%	232,343	836	231,507	23,151	0	208,356	179,986
12/31/29	15,913,500	198,919	2,358	196,561	121.794%	239,400	862	238,538	23,854	0	214,684	176,621
12/31/30	16,390,905	204,886	2,358	202,529	121.794%	246,668	888	245,780	24,578	0	221,202	173,318
12/31/31	16,882,632	211,033	2,358	208,675	121.794%	254,154	915	253,239	25,324	0	227,915	170,074
12/31/32	17,389,111	217,364	2,358	215,006	121.794%	261,865	943	260,922	26,092	0	234,830	166,889
12/31/33	17,910,784	223,885	2,358	221,527	121.794%	269,807	971	268,836	26,884	0	241,952	163,763
12/31/34	18,448,108	230,601	2,358	228,244	121.794%	277,987	1,001	276,986	27,699	0	249,287	160,693
12/31/35	19,001,551	237,519	2,358	235,162	121.794%	286,413	1,031	285,382	28,538	0	256,844	157,680
12/31/36	19,571,598	244,645	2,358	242,287	121.794%	295,091	1,062	294,029	29,403	0	264,626	154,721
12/31/37	20,158,746	251,984	2,358	249,627	121.794%	304,030	1,095	302,935	30,294	0	272,641	151,817
12/31/38	20,763,508	259,544	2,358	257,186	121.794%	313,237	1,128	312,109	31,211	0	280,898	148,966
12/31/39	21,386,413	267,330	2,358	264,973	121.794%	322,721	1,162	321,559	32,156	0	289,403	146,168
12/31/40	22,028,006	275,350	2,358	272,992	121.794%	332,488	1,197	331,291	33,129	0	298,162	143,421
12/31/41	22,688,846	283,611	2,358	281,253	121.794%	342,549	1,233	341,316	34,132	0	307,184	140,725
12/31/42	23,369,511	292,119	2,358	289,761	121.794%	352,912	1,270	351,642	35,164	0	316,478	138,078
12/31/43	24,070,597	300,882	2,358	298,525	121.794%	363,585	1,309	362,276	36,228	0	326,048	135,480
12/31/44	24,792,714	309,909	2,358	307,551	121.794%	374,579	1,348	373,231	37,323	0	335,908	132,930
12/31/45	25,536,496	319,206	2,358	316,849	121.794%	385,903	1,389	384,514	38,451	0	346,063	130,428
12/31/46	26,302,591	328,782	2,358	326,425	121.794%	397,566	1,431	396,135	39,614	0	356,521	127,970
12/31/47	27,091,669	338,646	2,358	336,288	121.794%	409,579	1,474	408,105	40,811	0	367,294	125,559
12/31/48	27,904,419	348,805	2,358	346,448	121.794%	421,952	1,519	420,433	42,043	0	378,390	123,193
12/31/49	28,741,551	359,269	2,358	356,912	121.794%	434,697	1,565	433,132	43,313	0	389,819	120,870
12/31/50	29,603,798	370,047	2,358	367,690	121.794%	447,824	1,612	446,212	44,621	0	401,591	118,591
12/31/51	30,491,912	381,149	2,358	378,791	121.794%	461,345	1,661	459,684	45,968	0	413,716	116,354
12/31/52	31,406,669	392,583	2,358	390,226	121.794%	475,272	1,711	473,561	47,356	0	426,205	114,158
						$8,729,459	$31,425	$8,698,034	$869,805	$0	$7,828,229	$3,801,865

(1) *Total estimated market value based on information provided by City and County*
Includes 3% annual market value inflator.

(2) *Total net tax capacity based on mix of residential rental with a class rate of 1.25%*

(3) *Original net tax capacity based on existing land value for the property to be included in the development*

(4) *Total local tax capacity rate for taxes payable 2024*

Estimated Impact on Other Taxing Jurisdictions Report

City of Willmar, Minnesota
Tax Increment Financing (Housing) District
Proposed Waterview Senior Living Facility
Draft Revenues based on 75 units and construction cost of $15M

	Without Project or TIF District		With Project and TIF District						
Taxing Jurisdiction	Final 2023/2024 Taxable Net Tax Capacity (1)	2023/2024 Local Tax Rate	2023/2024 Taxable Net Tax Capacity (1)	+ Projected Retained Captured Net Tax Capacity	= New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate (*)	Hypothetical Decrease In Local Tax Rate (*)	Hypothetical Tax Generated by Retained Captured N.T.C. (*)
City of Willmar	19,224,741	54.412%	19,224,741	$390,226	19,614,967	53.330%	1.082%	208,105
Kandiyohi County	83,604,248	45.521%	83,604,248	390,226	83,994,474	45.310%	0.211%	176,809
ISD #347	34,618,207	19.872%	34,618,207	390,226	35,008,433	19.650%	0.222%	76,681
Other (2)	-	1.989%	-	-	-	1.989%	-	-
Totals		121.794%				120.279%	1.515%	

*** Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 1.515% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

Statement 2: Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

(1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.
(2) The impact on these taxing jurisdictions is negligible since they represent only 1.63% of the total tax rate.

TRIDENT DEVELOPMENT, LLC
TAX INCREMENT FINANCING (HOUSING) DISTRICT WATERVIEW SENIOR HOUSING PROJECT
WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. II
CITY OF WILLMAR, MINNESOTA

Draft Term Sheet for TIF Development Agreement
DRAFT DATED: JULY 1, 2024

I. Project Summary

a. Housing Project Summary
   i. Developer: Trident Development LLC
   ii. TIF District: Tax Increment Financing (Housing) District Waterview Senior Housing Project)
   iii. Property:
      1. Parcel IDs *: 95-841-0500
         95-841-0510
         95-841-0560

** property to be replatted for new development*

   iv. Project: Construction of new 75-unit senior housing project with 14 memory care units and 61 assisted living units
b. Total development cost estimate: $22,300,000
c. Developer agrees to build the Project substantially in the form of the approved final development plan and estimated to cost $22,300,000
   i. Construction commences by December 31, 2024 and completes by June 30, 2026
d. Extraordinary costs
   i. Qualifying affordable housing costs
   ii. Tax increment revenues generated from the Project pledged to Developer with total net present value (PV) maximum of $2,500,000 principal amount

II. City Public Investment

a. City agrees to invest in project through
   i. Establishment of Housing TIF District
      1. Pledge 80% annual tax increments for up to 26 years that are generated over the life of the TIF District for reimbursement of TIF eligible costs
         a. Developer will receive maximum $2,500,000 Pay-As-You-Go TIF Note
      2. Maximum 26-year term for TIF assistance
         a. Semi-annual or Annual payments
         b. First payment February 1, 2028 and final payment February 1, 2054
b. City will issue Pay-As-You-Go TIF Note to the Developer
   i. Developer finances total upfront development costs
   ii. Annual certification of qualifying tenants to meet income requirements of TIF Statute
   iii. TIF increment provided as reimbursement to Developer for TIF-eligible costs
   iv. Reimbursement annually to Developer of tax increment revenues and Developer will use the tax increment revenues to support project cashflow

III. Agreement Summary

1. Developer: Trident Development LLC

2. TIF District: Tax Increment Financing (Housing) District
(Waterview Senior Housing Project)

3. Property:

1. Parcel IDs: 95-841-0500
95-841-0510
95-841-0560

4. Minimum Improvements: Construction of a new senior housing building with 75-unit assisted living facility containing 61 assisted living apartments and 14 memory care suites. Features and amenities include a) made from scratch daily meals and community dining; b) on-site office staff and care providers, creating 30+/- new jobs; c) spacious lobby with concierge desk; d) fully-equipped fitness room with programming; e) beauty salon; f) multi-purpose/lounge space for activities and gatherings; g) outdoor recreation spaces; h) attached garages. Property management and resident care provided by Lifespark, Minnesota's leading senior care provider, headquartered in St Louis Park, MN.

5. Housing District Qualifications: Of the 75 apartment units, 15 (20%) will be reserved for households whose annual income is 50% or less of the area median income.

- Housing TIF District Income Requirements
    - at least 20% of rental units will be occupied by persons or families with incomes no greater than 50% of area median income,
    - No more than 20 percent of the square footage of buildings that receive assistance from tax increments may consist of commercial, retail, or other nonresidential uses
    - Income limitations will apply for the duration of the TIF District

6. Construction Schedule: Commence construction by December 31, 2024, and, subject to unavoidable delays, 50% of construction complete by June 30, 2025 and 100% of construction completed by June 30, 2026

7. Lookback Provisions: To be determined including potential sale, eligible costs, and total developer investment

7. Business Subsidy Act Requirements (Minnesota Statutes, Section 116J.993 through 116J.995):

(a) exempt per housing clause

WILLMAR
MINNESOTA
INC· 1901

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.A.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	No	**Presented By:**	Tom Odens, Finance Director
Item:	Review July 1 Accounts Payable		

RECOMMENDED ACTION:
Approve the July 1, 2024 accounts payable

OVERVIEW:
Review July 1, 2024 accounts payable with Council

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Purchase Policy Revised 9-2019
2. Vendor Pymt History6-18-24 - 6-28-24
3. Vendor Pymt History Report EFTCK 535-540

CITY OF WILLMAR
PURCHASING POLICY

Revised: September 16, 2019

GENERAL PHILOSOPHY

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

PURCHASING

POLICY:

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

SCOPE:

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

COMPETITIVE BIDDING

The City follows Minnesota State Statute 471.345 Uniform Municipal Contracting Law.

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, delivery costs, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance

Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

AUTHORIZATION LIMITS

Individual	$ Limit - Budgeted	$ Limit - Unbudgeted
City Administrator	up to $ 25,000	up to $ 25,000
Department Directors	up to $ 5,000	up to $ 5,000

Note: All payments for capital purchases in excess of $25,000 must be preapproved by the City Council. Monthly reports for all approved capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:

- Payroll and payroll related payments
- Employee Expense reimbursements
- Insurance Premiums
- Routine Operations (utilities, supplies, cleaning services, etc.)
- Emergency payments or other payments to avoid late fees or interest charges.

1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
2. Payments that require Council action will be issued after the approval.
3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

PURCHASE ORDERS & CODING INVOICES

It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under $5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director’s authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

City of Willmar

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100222 DUININCK INC										
Appl #1		05/29/2024	06/18-AV	71725	145,516.25	145,516.25	06/13/2024	INV	PD	Projec
CHECK DATE: 06/18/2024										
100375 KANDIYOHI CO-OP ELECTRIC POWER										
STMT/06-24		06/14/2024	06/18-AV	71726	1,305.91	1,305.91	06/29/2024	INV	PD	Kandi
CHECK DATE: 06/18/2024										
104101 Levanen Underground LLC										
Appl #1		05/29/2024	06/18-AV	71727	34,200.00	34,200.00	06/13/2024	INV	PD	Projec
CHECK DATE: 06/18/2024										
103433 LLOYD/KELSEY										
061824		06/14/2024	06/18-AV	71728	1,971.37	1,971.37	06/29/2024	INV	PD	Tuitio
CHECK DATE: 06/18/2024										
100541 MUNICIPAL UTILITIES										
STMT/05-2024		06/14/2024	06/18-AV	71729	33,588.70	33,588.70	06/29/2024	INV	PD	Munici
CHECK DATE: 06/18/2024										
103786 VIERLING/DAVID										
061824		06/18/2024	06/18-AV	71730	250.00	250.00	07/03/2024	INV	PD	return
CHECK DATE: 06/18/2024										
103522 100 YARD CLUB										
537		06/20/2024	06/28-AV	71731	4,230.00	4,230.00	07/05/2024	INV	PD	High S
CHECK DATE: 06/28/2024										
103696 ACE ROLLOFFS & DISPOSAL										
234/06-24		06/12/2024	06/28-AV	71732	490.57	490.57	06/27/2024	INV	PD	Garbag
CHECK DATE: 06/28/2024										
235/06-24		06/12/2024	06/28-AV	71732	456.31	456.31	06/27/2024	INV	PD	Garbag
CHECK DATE: 06/28/2024										
242/06-24		06/12/2024	06/28-AV	71732	210.26	210.26	06/27/2024	INV	PD	Trash
CHECK DATE: 06/28/2024										
					1,157.14					
103800 AFLAC										
527638		06/26/2024	06/28-AV	71733	819.82	819.82	07/11/2024	INV	PD	withhe
CHECK DATE: 06/28/2024										
103557 AMAZON CAPITAL SERVICES										
13WD-3RQP-HDF6		06/24/2024	06/28-AV	71734	130.51	130.51	07/09/2024	INV	PD	PARTY
CHECK DATE: 06/28/2024										

Report generated: 07/11/2024 11:43
User: todens
Program ID: apinvlst

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
197R-3L3V-3YL1		06/16/2024	06/28-AV	71734	550.34	550.34	07/01/2024	INV	PD	Battin
CHECK DATE:	06/28/2024									
19MY-LFKK-M9WH		06/19/2024	06/28-AV	71734	218.90	218.90	07/19/2024	INV	PD	Speake
CHECK DATE:	06/28/2024									
1CGX-7M96-YWPH		06/14/2024	06/28-AV	71734	463.92	463.92	06/29/2024	INV	PD	Parade
CHECK DATE:	06/28/2024									
1JHP-TWRN-94DD		06/12/2024	06/28-AV	71734	294.83	294.83	06/27/2024	INV	PD	Soccer
CHECK DATE:	06/28/2024									
1JJL-NCF6-93RR		05/24/2024	06/28-AV	71734	512.99	512.99	06/08/2024	INV	PD	Light
CHECK DATE:	06/28/2024									
1KGM-F1JD-9W7P		06/12/2024	06/28-AV	71734	309.81	309.81	06/27/2024	INV	PD	Floor
CHECK DATE:	06/28/2024									
1MMF-4967-9XF4		06/12/2024	06/28-AV	71734	256.23	256.23	06/27/2024	INV	PD	Incred
CHECK DATE:	06/28/2024									
1P4T-KX1N-GTCR		06/14/2024	06/28-AV	71734	73.98	73.98	06/29/2024	INV	PD	LEVN T
CHECK DATE:	06/28/2024									
1PNQ-3CN9-HM7R		04/28/2024	06/28-AV	71734	792.75	792.75	04/28/2024	INV	PD	Replac
CHECK DATE:	06/28/2024									
1PQC-Q4WF-JCCD		06/12/2024	06/28-AV	71734	185.30	185.30	07/12/2024	INV	PD	Flag f
CHECK DATE:	06/28/2024									
1VMD-M3HH-1W7Y		06/07/2024	06/28-AV	71734	168.92	168.92	06/22/2024	INV	PD	CART A
CHECK DATE:	06/28/2024									
1WKK-CJCP-RWJ6		06/17/2024	06/28-AV	71734	455.74	455.74	07/02/2024	INV	PD	Soccer
CHECK DATE:	06/28/2024									
1WPL-PGDR-KKKL		06/24/2024	06/28-AV	71734	599.78	599.78	07/24/2024	INV	PD	PtP &
CHECK DATE:	06/28/2024									
1YJD-VCXP-MMNC		06/19/2024	06/28-AV	71734	465.80	465.80	07/19/2024	INV	PD	Flag F
CHECK DATE:	06/28/2024									
					5,479.80					
19WT-LT11-X1QY		06/17/2024	06/28-AV	71735	12.94	12.94	07/02/2024	INV	PD	Air Fr
CHECK DATE:	06/28/2024									
1GQ9-VLFX-FVPC		06/07/2024	06/28-AV	71735	10.99	10.99	06/22/2024	INV	PD	NAPKIN
CHECK DATE:	06/28/2024									
1KHG-LYCY-1VDF		06/07/2024	06/28-AV	71735	54.29	54.29	06/22/2024	INV	PD	paint
CHECK DATE:	06/28/2024									
1M4D-GQ4X-GTRF		06/24/2024	06/28-AV	71735	49.97	49.97	07/09/2024	INV	PD	JEWELS
CHECK DATE:	06/28/2024									
1RKK-6M4C-QR44		06/17/2024	06/28-AV	71735	15.50	15.50	07/02/2024	INV	PD	medium
CHECK DATE:	06/28/2024									
1Y9V-CCTX-4R3K		06/15/2024	06/28-AV	71735	33.98	33.98	06/30/2024	INV	PD	Weed w
CHECK DATE:	06/28/2024									
1YLK-D4KG-GCGM		06/24/2024	06/28-AV	71735	31.39	31.39	07/09/2024	INV	PD	STORAG
CHECK DATE:	06/28/2024									
					209.06					
100057 AMERICAN WELDING & GAS INC										
0010126675		05/02/2024	06/28-AV	71736	415.22	415.22	05/17/2024	INV	PD	6-year
CHECK DATE:	06/28/2024									
0010126677		05/02/2024	06/28-AV	71736	305.70	305.70	05/17/2024	INV	PD	Fire E
CHECK DATE:	06/28/2024									
0010154954		05/31/2024	06/28-AV	71736	40.52	40.52	06/15/2024	INV	PD	Cylind
CHECK DATE:	06/28/2024									
0010176360		06/20/2024	06/28-AV	71736	368.15	368.15	07/05/2024	INV	PD	DOAC F

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
					1,129.59					
104116 Ana Cruz										
0010880		06/11/2024	06/28-AV	71737	130.00	130.00	06/26/2024	INV	PD	shelte
CHECK DATE: 06/28/2024										
103008 ASPEN MILLS										
334533		06/17/2024	06/28-AV	71738	736.47	736.47	07/02/2024	INV	PD	Unifor
CHECK DATE: 06/28/2024										
103610 AUSTIN INCORPORATED										
49277		06/26/2024	06/28-AV	71739	240.00	240.00	07/11/2024	INV	PD	septic
CHECK DATE: 06/28/2024										
104080 B&F Fastener Supply										
1742899		06/07/2024	06/28-AV	71740	49.98	49.98	06/22/2024	INV	PD	sandin
CHECK DATE: 06/28/2024										
1742899		06/24/2024	06/28-AV	71740	49.98	49.98	07/09/2024	INV	PD	sandin
CHECK DATE: 06/28/2024										
80000231-00		06/20/2024	06/28-AV	71740	504.60	504.60	07/05/2024	INV	PD	Asphal
CHECK DATE: 06/28/2024										
80001278-00		05/24/2024	06/28-AV	71740	5.14	5.14	06/08/2024	INV	PD	Bolts
CHECK DATE: 06/28/2024										
80001956-00		06/07/2024	06/28-AV	71740	12.08	12.08	06/22/2024	INV	PD	Nuts a
CHECK DATE: 06/28/2024										
80002427-00		06/25/2024	06/28-AV	71740	4.84	4.84	07/10/2024	INV	PD	Replac
CHECK DATE: 06/28/2024										
80002468-00		06/18/2024	06/28-AV	71740	28.64	28.64	07/03/2024	INV	PD	Cable
CHECK DATE: 06/28/2024										
80002473-00		06/25/2024	06/28-AV	71740	67.37	67.37	07/10/2024	INV	PD	Bungee
CHECK DATE: 06/28/2024										
80002835-00		06/24/2024	06/28-AV	71740	152.33	152.33	07/09/2024	INV	PD	Eyewea
CHECK DATE: 06/28/2024										
					874.96					
103838 BAKER/DEREK										
061424		06/14/2024	06/28-AV	71741	229.00	229.00	06/29/2024	INV	PD	Safety
CHECK DATE: 06/28/2024										
102860 BATTERY WHOLESALE INC										
240198WIL		06/12/2024	06/28-AV	71742	3.00	3.00	06/27/2024	INV	PD	Recycl
CHECK DATE: 06/28/2024										
103377 BENSON LAUNDRY										
402676		06/12/2024	06/28-AV	71743	56.40	56.40	06/27/2024	INV	PD	Towel
CHECK DATE: 06/28/2024										
404051		06/12/2024	06/28-AV	71743	56.40	56.40	06/27/2024	INV	PD	Towel

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
404710		06/12/2024	06/28-AV	71743	56.40	56.40	06/27/2024	INV	PD	Towel
CHECK DATE: 06/28/2024										
406003		06/12/2024	06/28-AV	71743	56.40	56.40	06/27/2024	INV	PD	Towel
CHECK DATE: 06/28/2024										
					225.60					
100103 BERNICK'S PEPSI-COLA CO										
I56532		05/30/2024	06/28-AV	71744	170.10	170.10	06/14/2024	INV	PD	Coffee
CHECK DATE: 06/28/2024										
104122 Black Duck Metals LLC										
1		06/17/2024	06/28-AV	71745	750.00	750.00	07/02/2024	INV	PD	Signag
CHECK DATE: 06/28/2024										
101010 BOLTON & MENK INC										
0332812		04/30/2024	06/28-AV	71746	6,555.00	6,555.00	06/28/2024	INV	PD	City e
CHECK DATE: 06/28/2024										
0332817		03/26/2024	06/28-AV	71746	1,902.00	1,902.00	06/28/2024	INV	PD	TH 12
CHECK DATE: 06/28/2024										
0338584		06/20/2024	06/28-AV	71746	17,711.50	17,711.50	07/05/2024	INV	PD	TH 40
CHECK DATE: 06/28/2024										
0338592		06/20/2024	06/28-AV	71746	804.00	804.00	07/05/2024	INV	PD	Projec
CHECK DATE: 06/28/2024										
0338594		06/20/2024	06/28-AV	71746	2,394.00	2,394.00	07/05/2024	INV	PD	TH 12
CHECK DATE: 06/28/2024										
0338602		06/20/2024	06/28-AV	71746	7,077.50	7,077.50	07/05/2024	INV	PD	April
CHECK DATE: 06/28/2024										
0338604		06/20/2024	06/28-AV	71746	18,959.50	18,959.50	07/05/2024	INV	PD	Projec
CHECK DATE: 06/28/2024										
0338606		06/20/2024	06/28-AV	71746	1,107.50	1,107.50	07/05/2024	INV	PD	Projec
CHECK DATE: 06/28/2024										
0338608		06/20/2024	06/28-AV	71746	8,119.00	8,119.00	07/05/2024	INV	PD	April
CHECK DATE: 06/28/2024										
0338609		06/20/2024	06/28-AV	71746	1,080.00	1,080.00	07/05/2024	INV	PD	Trott
CHECK DATE: 06/28/2024										
0338610		06/20/2024	06/28-AV	71746	1,210.50	1,210.50	07/05/2024	INV	PD	Projec
CHECK DATE: 06/28/2024										
0338613		06/20/2024	06/28-AV	71746	10,880.00	10,880.00	07/09/2024	INV	PD	Projec
CHECK DATE: 06/28/2024										
					77,800.50					
100030 BRYAN ROCK PRODUCTS INC										
64234		05/15/2024	06/28-AV	71747	1,225.43	1,225.43	05/30/2024	INV	PD	Ag Lim
CHECK DATE: 06/28/2024										
101980 BSE										
927800412		06/12/2024	06/28-AV	71748	225.36	225.36	06/27/2024	INV	PD	Lights
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103647 CAPITAL ONE										
042924		04/24/2024	06/28-AV	71749	50.27	50.27	06/13/2024	INV	PD	3108 B
CHECK DATE: 06/28/2024										
04302024		04/26/2024	06/28-AV	71749	70.26	70.26	06/13/2024	INV	PD	Health
CHECK DATE: 06/28/2024										
050824		05/17/2024	06/28-AV	71749	12.66	12.66	06/13/2024	INV	PD	Batter
CHECK DATE: 06/28/2024										
					133.19					
103390 CENTRACARE										
722842161		03/13/2024	06/28-AV	71750	35.00	35.00	07/05/2024	INV	PD	Employ
CHECK DATE: 06/28/2024										
723539722		06/04/2024	06/28-AV	71750	268.17	268.17	06/19/2024	INV	PD	Stepan
CHECK DATE: 06/28/2024										
723553395		06/04/2024	06/28-AV	71750	268.17	268.17	06/19/2024	INV	PD	Flores
CHECK DATE: 06/28/2024										
723553966		06/04/2024	06/28-AV	71750	268.17	268.17	06/19/2024	INV	PD	Schmid
CHECK DATE: 06/28/2024										
					839.51					
101259 CENTRAL COUNTIES COOPERATIVE										
41731		05/30/2024	06/28-AV	71751	2,017.40	2,017.40	06/14/2024	INV	PD	Weed K
CHECK DATE: 06/28/2024										
104105 Central Hydraulics, Inc.-St. Cloud										
00619222		05/31/2024	06/28-AV	71752	635.04	635.04	06/15/2024	INV	PD	Rebuil
CHECK DATE: 06/28/2024										
00619223		05/31/2024	06/28-AV	71752	238.01	238.01	06/15/2024	INV	PD	Rebuil
CHECK DATE: 06/28/2024										
00619224		05/31/2024	06/28-AV	71752	418.59	418.59	06/15/2024	INV	PD	Rebuil
CHECK DATE: 06/28/2024										
00619225		05/31/2024	06/28-AV	71752	332.47	332.47	06/15/2024	INV	PD	Rebuil
CHECK DATE: 06/28/2024										
00619226		05/31/2024	06/28-AV	71752	350.08	350.08	06/15/2024	INV	PD	Rebuil
CHECK DATE: 06/28/2024										
					1,974.19					
100154 CHAMBERLAIN OIL CO										
476407-00		06/19/2024	06/28-AV	71753	345.46	345.46	07/04/2024	INV	PD	Shop S
CHECK DATE: 06/28/2024										
476407-01		06/24/2024	06/28-AV	71753	42.14	42.14	07/09/2024	INV	PD	Car wa
CHECK DATE: 06/28/2024										
					387.60					
100156 CHAPPELL CENTRAL INC										
SVC- 117276		05/31/2024	06/28-AV	71754	1,805.81	1,805.81	06/15/2024	INV	PD	Plant
CHECK DATE: 06/28/2024										
SVC-116955		05/21/2024	06/28-AV	71754	221.98	221.98	06/05/2024	INV	PD	Heat P
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
SVC-117232		05/31/2024	06/28-AV	71754	206.73	206.73	06/15/2024	INV	PD	MN Wes
CHECK DATE: 06/28/2024										
SVC-117233		05/31/2024	06/28-AV	71754	99.00	99.00	06/15/2024	INV	PD	CC LS
CHECK DATE: 06/28/2024										
SVC-117234		05/31/2024	06/28-AV	71754	99.00	99.00	06/15/2024	INV	PD	WW Crt
CHECK DATE: 06/28/2024										
SVC-117277		05/31/2024	06/28-AV	71754	198.00	198.00	06/15/2024	INV	PD	JOT's
CHECK DATE: 06/28/2024										
SVC-117288		05/31/2024	06/28-AV	71754	148.50	148.50	06/15/2024	INV	PD	JOT's
CHECK DATE: 06/28/2024										
					2,779.02					
100736 CHARTER COMMUNICATIONS										
175505001062124		06/21/2024	06/28-AV	71755	841.24	841.24	07/21/2024	INV	PD	June/J
CHECK DATE: 06/28/2024										
104070 Column Software PBC										
B15E1683-0031		06/14/2024	06/28-AV	71756	65.23	65.23	06/29/2024	INV	PD	Walts
CHECK DATE: 06/28/2024										
102130 CORE & MAIN LP										
U642570		04/11/2024	06/28-AV	71757	553.32	553.32	04/26/2024	INV	PD	Trash
CHECK DATE: 06/28/2024										
100186 CROW CHEMICAL & LIGHTING										
127302		05/24/2024	06/28-AV	71758	84.00	84.00	06/08/2024	INV	PD	Brooms
CHECK DATE: 06/28/2024										
127314		05/28/2024	06/28-AV	71758	258.98	258.98	06/12/2024	INV	PD	Paper
CHECK DATE: 06/28/2024										
127326		05/28/2024	06/28-AV	71758	139.70	139.70	06/12/2024	INV	PD	Garbag
CHECK DATE: 06/28/2024										
127359		05/31/2024	06/28-AV	71758	250.95	250.95	06/15/2024	INV	PD	Truck
CHECK DATE: 06/28/2024										
127390		06/04/2024	06/28-AV	71758	108.54	108.54	06/19/2024	INV	PD	Plant
CHECK DATE: 06/28/2024										
127397		06/05/2024	06/28-AV	71758	106.98	106.98	06/20/2024	INV	PD	Hand t
CHECK DATE: 06/28/2024										
127446		06/11/2024	06/28-AV	71758	399.70	399.70	06/26/2024	INV	PD	Toilet
CHECK DATE: 06/28/2024										
					1,348.85					
103260 CROW RIVER CONSTRUCTION LLC										
8935		06/12/2024	06/28-AV	71759	3,686.00	3,686.00	06/27/2024	INV	PD	Dust C
CHECK DATE: 06/28/2024										
102899 D. ERVASTI SALES CO										
16289		05/20/2024	06/28-AV	71760	451.00	451.00	06/04/2024	INV	PD	Chalk
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100212 DOOLEY'S PETROLEUM INC										
847263		06/18/2024	06/28-AV	71761	625.39	625.39	07/03/2024	INV	PD	Plant
CHECK DATE: 06/28/2024										
100151 DUININCK CONCRETE										
124790		05/18/2024	06/28-AV	71762	175.00	175.00	06/02/2024	INV	PD	Concre
CHECK DATE: 06/28/2024										
125330		06/08/2024	06/28-AV	71762	844.85	844.85	06/23/2024	INV	PD	Concre
CHECK DATE: 06/28/2024										
					1,019.85					
100222 DUININCK INC										
559842		06/04/2024	06/28-AV	71763	1,375.00	1,375.00	06/19/2024	INV	PD	Asphal
CHECK DATE: 06/28/2024										
560068		06/13/2024	06/28-AV	71763	2,053.70	2,053.70	06/28/2024	INV	PD	Asphal
CHECK DATE: 06/28/2024										
560215		06/04/2024	06/28-AV	71763	872.30	872.30	06/25/2024	INV	PD	Asphal
CHECK DATE: 06/28/2024										
					4,301.00					
104115 Environmental Consulting & Testing										
7276		06/10/2024	06/28-AV	71764	1,300.00	1,300.00	06/25/2024	INV	PD	Annual
CHECK DATE: 06/28/2024										
104064 Eric's Aviation Services, Inc										
1007		06/26/2024	06/28-AV	71765	121.01	121.01	07/11/2024	INV	PD	toilet
CHECK DATE: 06/28/2024										
1009		06/26/2024	06/28-AV	71765	415.30	415.30	07/11/2024	INV	PD	weldin
CHECK DATE: 06/28/2024										
					536.31					
101567 ETTERMAN ENTERPRISES										
356326		06/17/2024	06/28-AV	71766	16.62	16.62	07/02/2024	INV	PD	Shop s
CHECK DATE: 06/28/2024										
103978 EXECUTIVE MEDIA GLOBAL, LP										
101105		06/26/2024	06/28-AV	71767	475.00	475.00	07/11/2024	INV	PD	2024 R
CHECK DATE: 06/28/2024										
101106		06/26/2024	06/28-AV	71767	475.00	475.00	07/11/2024	INV	PD	2024 R
CHECK DATE: 06/28/2024										
					950.00					
103002 FARM-RITE EQUIPMENT										
P51590		06/17/2024	06/28-AV	71768	592.37	592.37	07/02/2024	INV	PD	Filter
CHECK DATE: 06/28/2024										
P51591		06/17/2024	06/28-AV	71768	272.66	272.66	07/02/2024	INV	PD	Filter
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
P51595		06/17/2024	06/28-AV	71768	71.69	71.69	07/02/2024	INV	PD	Fuel B
CHECK DATE: 06/28/2024										
P51608		06/18/2024	06/28-AV	71768	35.04	35.04	07/03/2024	INV	PD	Filter
CHECK DATE: 06/28/2024										
					971.76					
100810 FERGUSON ENTERPRISES INC										
0220004		05/20/2024	06/28-AV	71769	692.62	692.62	06/04/2024	INV	PD	Push b
CHECK DATE: 06/28/2024										
0530913		05/15/2024	06/28-AV	71769	419.55	419.55	05/30/2024	INV	PD	Sewer
CHECK DATE: 06/28/2024										
0530913-1		05/20/2024	06/28-AV	71769	1,009.19	1,009.19	06/04/2024	INV	PD	PVC fl
CHECK DATE: 06/28/2024										
0544838		05/20/2024	06/28-AV	71769	30.93	30.93	06/04/2024	INV	PD	All pu
CHECK DATE: 06/28/2024										
0553734		06/12/2024	06/28-AV	71769	50.25	50.25	06/27/2024	INV	PD	Parts
CHECK DATE: 06/28/2024										
0574962		05/31/2024	06/28-AV	71769	486.67	486.67	06/15/2024	INV	PD	Valve
CHECK DATE: 06/28/2024										
0602396		06/07/2024	06/28-AV	71769	195.45	195.45	06/22/2024	INV	PD	Plumbi
CHECK DATE: 06/28/2024										
					2,884.66					
101449 FLAHERTY & HOOD P.A.										
21326		05/02/2024	06/28-AV	71770	882.04	882.04	05/17/2024	INV	PD	profes
CHECK DATE: 06/28/2024										
102973 FLEETPRIDE										
117852079		06/25/2024	06/28-AV	71771	9.53	9.53	07/10/2024	INV	PD	Filter
CHECK DATE: 06/28/2024										
104124 Forest City Models & Patterns LTD.										
5611829		06/18/2024	06/28-AV	71772	21,166.76	21,166.76	07/03/2024	INV	PD	Rain b
CHECK DATE: 06/28/2024										
104123 Forestry Suppliers. Inc.										
550366-00		05/10/2024	06/28-AV	71773	376.38	376.38	06/04/2024	INV	PD	Drip t
CHECK DATE: 06/28/2024										
102269 FORUM COMMUNICATIONS COMPANY										
12024.00008296		06/14/2024	06/28-AV	71774	44.94	44.94	06/29/2024	INV	PD	public
CHECK DATE: 06/28/2024										
I2024.00008295		06/14/2024	06/28-AV	71774	48.26	48.26	06/29/2024	INV	PD	Public
CHECK DATE: 06/28/2024										
MP1843340524		06/11/2024	06/28-AV	71774	250.00	250.00	06/26/2024	INV	PD	digita
CHECK DATE: 06/28/2024										
STWPR0524		06/11/2024	06/28-AV	71774	250.00	250.00	06/26/2024	INV	PD	digita
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
					593.20					
101791 FP MAILING SOLUTIONS										
RI106248778		06/21/2024	06/28-AV	71775	174.21	174.21	07/06/2024	INV	PD	Postag
CHECK DATE: 06/28/2024										
100293 GENERAL MAILING SERVICES										
70099		06/18/2024	06/28-AV	71776	111.91	111.91	07/03/2024	INV	PD	POSTAG
CHECK DATE: 06/28/2024										
70248		06/18/2024	06/28-AV	71776	568.59	568.59	07/03/2024	INV	PD	POSTAG
CHECK DATE: 06/28/2024										
70294		06/18/2024	06/28-AV	71776	117.72	117.72	07/03/2024	INV	PD	POSTAG
CHECK DATE: 06/28/2024										
70379		06/26/2024	06/28-AV	71776	94.19	94.19	07/11/2024	INV	PD	Postag
CHECK DATE: 06/28/2024										
					892.41					
100786 GRAINGER INC										
9122194286		05/17/2024	06/28-AV	71777	261.08	261.08	06/01/2024	INV	PD	Stainl
CHECK DATE: 06/28/2024										
101887 GRAND RENTAL STATION										
1-580832		06/04/2024	06/28-AV	71778	600.00	600.00	06/19/2024	INV	PD	Storag
CHECK DATE: 06/28/2024										
103894 GREELEY/WALKER										
1280891		06/13/2024	06/28-AV	71779	184.94	184.94	06/28/2024	INV	PD	Safety
CHECK DATE: 06/28/2024										
103047 GREYSTONE CONSTRUCTION										
32011		06/18/2024	06/28-AV	71780	950.00	950.00	07/03/2024	INV	PD	Sand S
CHECK DATE: 06/28/2024										
103765 HARRY'S FROZEN FOOD										
72792		06/12/2024	06/28-AV	71781	273.00	273.00	06/27/2024	INV	PD	Conces
CHECK DATE: 06/28/2024										
100324 HAUG IMPLEMENT CO - JOHN DEERE										
491043		06/13/2024	06/28-AV	71782	56.32	56.32	06/28/2024	INV	PD	Filler
CHECK DATE: 06/28/2024										
491055		06/13/2024	06/28-AV	71782	92.77	92.77	06/28/2024	INV	PD	Return
CHECK DATE: 06/28/2024										
					149.09					
102609 HAUG-KUBOTA LLC										
24592		06/12/2024	06/28-AV	71783	57.46	57.46	06/27/2024	INV	PD	Parts

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
24627		06/17/2024	06/28-AV	71783	457.14	457.14	07/02/2024	INV	PD	Mower
CHECK DATE: 06/28/2024										
24628		06/17/2024	06/28-AV	71783	53.93	53.93	07/02/2024	INV	PD	RTV 50
CHECK DATE: 06/28/2024										
24676		06/24/2024	06/28-AV	71783	108.07	108.07	07/09/2024	INV	PD	Mower
CHECK DATE: 06/28/2024										
24682		06/24/2024	06/28-AV	71783	93.75	93.75	07/09/2024	INV	PD	Mower
CHECK DATE: 06/28/2024										
					770.35					
100325 HAWKINS INC										
6785585		06/14/2024	06/28-AV	71784	12,204.46	12,204.46	06/29/2024	INV	PD	Ind. f
CHECK DATE: 06/28/2024										
6786840		06/18/2024	06/28-AV	71784	12,204.46	12,204.46	07/03/2024	INV	PD	Muni f
CHECK DATE: 06/28/2024										
					24,408.92					
103650 HIGHLAND PRODUCTS GROUP LLC										
310036457	45	06/11/2024	06/28-AV	71785	738.76	738.76	06/26/2024	INV	PD	Park B
CHECK DATE: 06/28/2024										
100333 HILLYARD\HUTCHINSON										
605508527		06/20/2024	06/28-AV	71786	866.85	866.85	07/05/2024	INV	PD	Cleani
CHECK DATE: 06/28/2024										
103936 HOFFMAN CONSTRUCTION CO. LLC										
INV255		06/27/2024	06/28-AV	71787	4,170.00	4,170.00	07/12/2024	INV	PD	2nd St
CHECK DATE: 06/28/2024										
104126 Jacob Sietsema										
230829		05/28/2024	06/28-AV	71788	182.74	182.74	06/12/2024	INV	PD	Safety
CHECK DATE: 06/28/2024										
103355 JOHANNECK WTR CONDITIONING INC										
122370		06/02/2024	06/28-AV	71789	14.65	14.65	07/13/2024	INV	PD	Soften
CHECK DATE: 06/28/2024										
ER1801-3-078		06/20/2024	06/28-AV	71789	46.00	46.00	07/13/2024	INV	PD	Water
CHECK DATE: 06/28/2024										
					60.65					
103404 JOHNSON CNTRLS FIRE PROTECTION										
24145407		06/03/2024	06/28-AV	71790	5,150.20	5,150.20	06/18/2024	INV	PD	Annual
CHECK DATE: 06/28/2024										
103772 JOHNSON/JONAH										
Mileage - 6/17/2024		06/17/2024	06/28-AV	71791	123.68	123.68	07/02/2024	INV	PD	6-17-2

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
100375 KANDIYOHI CO-OP ELECTRIC POWER										
6493		06/10/2024	06/28-AV	71792	16,482.50	16,482.50	06/25/2024	INV	PD	New 3-
CHECK DATE: 06/28/2024										
6494		06/10/2024	06/28-AV	71792	12,056.57	12,056.57	06/25/2024	INV	PD	New 3-
CHECK DATE: 06/28/2024										
					28,539.07					
103882 KELLEN/JOHN										
062624		06/26/2024	06/28-AV	71793	125.00	125.00	07/11/2024	INV	PD	city c
CHECK DATE: 06/28/2024										
103138 KING'S ELECTRIC LLC										
3013		06/21/2024	06/28-AV	71794	7,419.13	7,419.13	07/06/2024	INV	PD	Electr
CHECK DATE: 06/28/2024										
3014		06/21/2024	06/28-AV	71794	7,419.13	7,419.13	07/06/2024	INV	PD	Electr
CHECK DATE: 06/28/2024										
					14,838.26					
104103 Lisa Dawson										
0007854		06/03/2024	06/28-AV	71795	100.00	100.00	06/18/2024	INV	PD	shelte
CHECK DATE: 06/28/2024										
103226 LOCAL GOV'T INFORMATION SYS.										
13022		04/01/2024	06/28-AV	71796	7,431.00	7,431.00	06/30/2024	INV	PD	PIMS h
CHECK DATE: 06/28/2024										
14001		04/01/2024	06/28-AV	71796	13,750.00	13,750.00	06/30/2024	INV	PD	LOGIS
CHECK DATE: 06/28/2024										
21019		04/01/2024	06/28-AV	71796	1,885.00	1,885.00	06/30/2024	INV	PD	LOGIS
CHECK DATE: 06/28/2024										
					23,066.00					
102162 LOCATORS & SUPPLIES INC										
0314715-IN		06/10/2024	06/28-AV	71797	152.70	152.70	06/25/2024	INV	PD	Trucks
CHECK DATE: 06/28/2024										
102593 LOFFLER COMPANIES										
4713638		06/03/2024	06/28-AV	71798	34.32	34.32	06/18/2024	INV	PD	Teleph
CHECK DATE: 06/28/2024										
100424 M-R SIGN CO INC										
224032		05/15/2024	06/28-AV	71799	325.64	325.64	05/30/2024	INV	PD	Signs
CHECK DATE: 06/28/2024										
100449 MENARDS										

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
78202		05/31/2024	06/28-AV	71800	51.95	51.95	06/15/2024	INV	PD	Respir
CHECK DATE:	06/28/2024									
78386		06/04/2024	06/28-AV	71800	96.63	96.63	06/19/2024	INV	PD	Parts
CHECK DATE:	06/28/2024									
78501		06/20/2024	06/28-AV	71800	87.32	87.32	07/05/2024	INV	PD	Cleani
CHECK DATE:	06/28/2024									
78556		06/20/2024	06/28-AV	71800	214.52	214.52	07/05/2024	INV	PD	Cleani
CHECK DATE:	06/28/2024									
78703		06/14/2024	06/28-AV	71800	66.36	66.36	06/29/2024	INV	PD	Wax fo
CHECK DATE:	06/28/2024									
78726		06/14/2024	06/28-AV	71800	100.33	100.33	06/29/2024	INV	PD	Cleani
CHECK DATE:	06/28/2024									
78784		06/12/2024	06/28-AV	71800	319.98	319.98	06/27/2024	INV	PD	Cabine
CHECK DATE:	06/28/2024									
78798		06/12/2024	06/28-AV	71800	99.99	99.99	06/27/2024	INV	PD	Door H
CHECK DATE:	06/28/2024									
78837		06/13/2024	06/28-AV	71800	83.76	83.76	06/28/2024	INV	PD	Shop s
CHECK DATE:	06/28/2024									
79032		06/17/2024	06/28-AV	71800	204.96	204.96	07/02/2024	INV	PD	Lab wa
CHECK DATE:	06/28/2024									
79050		06/17/2024	06/28-AV	71800	65.90	65.90	07/02/2024	INV	PD	Spray
CHECK DATE:	06/28/2024									
79111		06/18/2024	06/28-AV	71800	123.70	123.70	07/03/2024	INV	PD	Suppli
CHECK DATE:	06/28/2024									
79123		06/18/2024	06/28-AV	71800	93.94	93.94	07/03/2024	INV	PD	Hydran
CHECK DATE:	06/28/2024									
79217		06/20/2024	06/28-AV	71800	69.98	69.98	07/05/2024	INV	PD	Ball a
CHECK DATE:	06/28/2024									
79428		06/24/2024	06/28-AV	71800	59.97	59.97	07/09/2024	INV	PD	Sewer
CHECK DATE:	06/28/2024									
					1,739.29					
77018		05/08/2024	06/28-AV	71801	49.99	49.99	05/23/2024	INV	PD	Masks,
CHECK DATE:	06/28/2024									
77701		05/21/2024	06/28-AV	71801	34.80	34.80	06/05/2024	INV	PD	Bottle
CHECK DATE:	06/28/2024									
77848		05/24/2024	06/28-AV	71801	47.98	47.98	06/08/2024	INV	PD	Calciu
CHECK DATE:	06/28/2024									
78450		06/12/2024	06/28-AV	71801	19.92	19.92	06/27/2024	INV	PD	PVC Tu
CHECK DATE:	06/28/2024									
78774		06/12/2024	06/28-AV	71801	19.99	19.99	06/27/2024	INV	PD	Masks
CHECK DATE:	06/28/2024									
78781		06/14/2024	06/28-AV	71801	-15.98	-15.98	06/29/2024	CRM	PD	Return
CHECK DATE:	06/28/2024									
78783		06/12/2024	06/28-AV	71801	34.73	34.73	06/27/2024	INV	PD	Safety
CHECK DATE:	06/28/2024									
78796		06/12/2024	06/28-AV	71801	37.96	37.96	06/27/2024	INV	PD	Metal
CHECK DATE:	06/28/2024									
78948		06/07/2024	06/28-AV	71801	18.98	18.98	06/22/2024	INV	PD	toilet
CHECK DATE:	06/28/2024									
79025		06/20/2024	06/28-AV	71801	27.96	27.96	07/05/2024	INV	PD	Mop He
CHECK DATE:	06/28/2024									
79035		06/07/2024	06/28-AV	71801	6.99	6.99	06/22/2024	INV	PD	toliet
CHECK DATE:	06/28/2024									
79081		06/07/2024	06/28-AV	71801	9.49	9.49	06/22/2024	INV	PD	board

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
79285		06/21/2024	06/28-AV	71801	39.92	39.92	07/06/2024	INV	PD	Totes
CHECK DATE: 06/28/2024										
79444		06/24/2024	06/28-AV	71801	44.92	44.92	07/09/2024	INV	PD	shelf
CHECK DATE: 06/28/2024										
79555		06/26/2024	06/28-AV	71801	18.53	18.53	07/11/2024	INV	PD	Shop S
CHECK DATE: 06/28/2024										
					396.18					
78890		06/07/2024	06/28-AV	71802	5.99	5.99	06/22/2024	INV	PD	toilet
CHECK DATE: 06/28/2024										
104131 Michael Wright										
062624		06/26/2024	06/28-AV	71803	125.00	125.00	07/11/2024	INV	PD	Script
CHECK DATE: 06/28/2024										
102699 MIKE'S SMALL ENGINE CENTER										
29365		05/10/2024	06/28-AV	71804	33.99	33.99	05/25/2024	INV	PD	Chain
CHECK DATE: 06/28/2024										
29366		05/10/2024	06/28-AV	71804	151.95	151.95	05/25/2024	INV	PD	Chain
CHECK DATE: 06/28/2024										
29659		05/22/2024	06/28-AV	71804	289.99	289.99	06/06/2024	INV	PD	BG 86
CHECK DATE: 06/28/2024										
29891		06/05/2024	06/28-AV	71804	23.99	23.99	06/20/2024	INV	PD	Trimme
CHECK DATE: 06/28/2024										
					499.92					
103790 MILES PARTNERSHIP,LLLP										
99658		06/15/2024	06/28-AV	71805	850.00	850.00	06/30/2024	INV	PD	Explor
CHECK DATE: 06/28/2024										
103729 MILLS PARTS CENTER										
6187581		06/14/2024	06/28-AV	71806	35.50	35.50	06/29/2024	INV	PD	Horn
CHECK DATE: 06/28/2024										
101805 MINI BIFF LLC										
A-148683		06/12/2024	06/28-AV	71807	117.30	117.30	06/27/2024	INV	PD	Mini B
CHECK DATE: 06/28/2024										
A-148696		06/12/2024	06/28-AV	71807	117.30	117.30	06/27/2024	INV	PD	Mini B
CHECK DATE: 06/28/2024										
A-149112		06/12/2024	06/28-AV	71807	117.30	117.30	06/27/2024	INV	PD	Mini B
CHECK DATE: 06/28/2024										
A-149132		06/12/2024	06/28-AV	71807	543.66	543.66	06/27/2024	INV	PD	Mini B
CHECK DATE: 06/28/2024										
					895.56					
104125 Minnesota Viking										
17443390		06/24/2024	06/28-AV	71808	3,044.00	3,044.00	07/09/2024	INV	PD	MN VIK
CHECK DATE: 06/28/2024										

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100488 MN DEPT OF HEALTH										
105143 CHECK DATE: 06/28/2024		06/14/2024	06/28-AV	71809	40.00	40.00	06/29/2024	INV	PD	Statew
1052263 CHECK DATE: 06/28/2024		06/12/2024	06/28-AV	71809	40.00	40.00	06/27/2024	INV	PD	Civic
1059684 CHECK DATE: 06/28/2024		06/12/2024	06/28-AV	71809	40.00	40.00	06/27/2024	INV	PD	Hospit
					120.00					
100522 MN DEPT OF LABOR & INDUSTRY										
02052024 CHECK DATE: 06/28/2024		06/14/2024	06/28-AV	71810	249.40	249.40	06/29/2024	INV	PD	State
03042024 CHECK DATE: 06/28/2024		06/14/2024	06/28-AV	71810	251.58	251.58	06/29/2024	INV	PD	State
06142024 CHECK DATE: 06/28/2024		06/14/2024	06/28-AV	71810	4,261.86	4,261.86	06/29/2024	INV	PD	Monthl
					4,762.84					
102857 MN DEPT OF LABOR & INDUSTRY										
04042024 CHECK DATE: 06/28/2024		06/14/2024	06/28-AV	71811	592.94	592.94	06/29/2024	INV	PD	State
100519 MN STATE FIRE DEPARTMENT ASSN										
061724 CHECK DATE: 06/28/2024		06/12/2024	06/28-AV	71812	259.00	259.00	06/27/2024	INV	PD	Minnes
101797 MOTOROLA SOLUTIONS INC										
8281918035 CHECK DATE: 06/28/2024		06/17/2024	06/28-AV	71813	7,150.50	7,150.50	07/02/2024	INV	PD	Remote
103756 MR. CLEAN WILLMAR CLEANING SER										
STMT/05-24 CHECK DATE: 06/28/2024		06/12/2024	06/28-AV	71814	2,250.00	2,250.00	06/27/2024	INV	PD	Shelte
100539 MTI DISTRIBUTING CO										
1435596-00 CHECK DATE: 06/28/2024		06/20/2024	06/28-AV	71815	888.84	888.84	07/05/2024	INV	PD	Sprink
100541 MUNICIPAL UTILITIES										
STMT/06-24 CHECK DATE: 06/28/2024		03/13/2024	06/28-AV	71816	72,971.09	72,971.09	03/28/2024	INV	PD	Munici
100544 MVTL LABORATORIES INC										
1253438 CHECK DATE: 06/28/2024		05/22/2024	06/28-AV	71817	80.00	80.00	06/06/2024	INV	PD	Lab te

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100568 NELSON INTERNATIONAL										
R101040675:01		06/26/2024	06/28-AV	71818	102.95	102.95	07/11/2024	INV	PD	Check
CHECK DATE: 06/28/2024										
103878 NELSON/TROY										
062624		06/26/2024	06/28-AV	71819	125.00	125.00	07/11/2024	INV	PD	setup
CHECK DATE: 06/28/2024										
104091 Net World Sports LTD										
PSI13075893	40	06/12/2024	06/28-AV	71820	720.00	720.00	06/27/2024	INV	PD	soccer
CHECK DATE: 06/28/2024										
900178 NOVACARE REHABILITATION										
847477223		06/17/2024	06/28-AV	71821	150.00	150.00	07/02/2024	INV	PD	Pre-Em
CHECK DATE: 06/28/2024										
100650 O'REILLY AUTOMOTIVE INC										
1528-146641		06/17/2024	06/28-AV	71822	27.97	27.97	07/02/2024	INV	PD	Vehicl
CHECK DATE: 06/28/2024										
103286 OASIS AERO INC										
5983		06/26/2024	06/28-AV	71823	4,286.44	4,286.44	07/11/2024	INV	PD	FBO Co
CHECK DATE: 06/28/2024										
103945 ODENS/THOMAS										
061724		06/17/2024	06/28-AV	71824	136.68	136.68	07/02/2024	INV	PD	Mileag
CHECK DATE: 06/28/2024										
100604 PERKINS LUMBER CO INC										
2405-240637		05/09/2024	06/28-AV	71825	23.96	23.96	06/21/2024	INV	PD	Adhesi
CHECK DATE: 06/28/2024										
2405-240882		05/01/2024	06/28-AV	71825	179.98	179.98	06/21/2024	INV	PD	tables
CHECK DATE: 06/28/2024										
					203.94					
100608 PETERSON SHOE STORE										
230919		06/08/2024	06/28-AV	71826	208.24	208.24	06/23/2024	INV	PD	Safety
CHECK DATE: 06/28/2024										
104117 PFC Equipment, INC										
423416		06/11/2024	06/28-AV	71827	1,549.25	1,549.25	06/26/2024	INV	PD	Polyme
CHECK DATE: 06/28/2024										
100374 PREMIUM WATERS INC										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
330599266		05/31/2024	06/28-AV	71828	91.89	91.89	06/15/2024	INV	PD	Drinki
CHECK DATE: 06/28/2024										
330601283		06/12/2024	06/28-AV	71828	148.49	148.49	06/27/2024	INV	PD	Drinki
CHECK DATE: 06/28/2024										
					240.38					
100624 PRINT MASTERS										
182046		06/11/2024	06/28-AV	71829	663.24	663.24	06/26/2024	INV	PD	Embroi
CHECK DATE: 06/28/2024										
92875		05/02/2024	06/28-AV	71829	288.00	288.00	05/17/2024	INV	PD	Bus. C
CHECK DATE: 06/28/2024										
92881		06/14/2024	06/28-AV	71829	147.00	147.00	06/29/2024	INV	PD	Inspec
CHECK DATE: 06/28/2024										
92901		05/02/2024	06/28-AV	71829	390.00	390.00	05/17/2024	INV	PD	Bus.Ca
CHECK DATE: 06/28/2024										
92902		05/02/2024	06/28-AV	71829	152.00	152.00	05/17/2024	INV	PD	Thank-
CHECK DATE: 06/28/2024										
92903		05/02/2024	06/28-AV	71829	86.00	86.00	05/17/2024	INV	PD	Junete
CHECK DATE: 06/28/2024										
					1,726.24					
100639 RAMBOW INC										
636587		05/02/2024	06/28-AV	71830	656.80	656.80	05/17/2024	INV	PD	JUNETE
CHECK DATE: 06/28/2024										
657225		06/11/2024	06/28-AV	71830	328.86	328.86	06/26/2024	INV	PD	Rec Ba
CHECK DATE: 06/28/2024										
658111		06/20/2024	06/28-AV	71830	914.94	914.94	07/05/2024	INV	PD	Little
CHECK DATE: 06/28/2024										
					1,900.60					
103652 RECDESK LLC										
14915		06/12/2024	06/28-AV	71831	7,100.00	7,100.00	06/27/2024	INV	PD	Regist
CHECK DATE: 06/28/2024										
104118 SafeBasements of Minnesota										
06072024		06/14/2024	06/28-AV	71832	154.16	154.16	06/29/2024	INV	PD	refund
CHECK DATE: 06/28/2024										
103640 SAFETY FIRST PLAYGROUND MTCE										
9321		05/30/2024	06/28-AV	71833	3,773.00	3,773.00	06/14/2024	INV	PD	Woodch
CHECK DATE: 06/28/2024										
100683 SCOTT SWANSON'S EQUIPMENT CO										
46916		06/10/2024	06/28-AV	71834	36.00	36.00	06/25/2024	INV	PD	Zymfil
CHECK DATE: 06/28/2024										
46919		06/11/2024	06/28-AV	71834	19.85	19.85	06/26/2024	INV	PD	1/2" T
CHECK DATE: 06/28/2024										
46920		06/11/2024	06/28-AV	71834	223.00	223.00	06/26/2024	INV	PD	Pressu

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
46931		06/14/2024	06/28-AV	71834	220.00	220.00	06/29/2024	INV	PD	Pressu
CHECK DATE: 06/28/2024										
					498.85					
104092 SCP Distributors LLC										
525617	39	06/12/2024	06/28-AV	71835	3,014.32	3,014.32	06/27/2024	INV	PD	2 Life
CHECK DATE: 06/28/2024										
103879 SELCHOW/LARRY										
062624		06/26/2024	06/28-AV	71836	175.00	175.00	07/11/2024	INV	PD	setup
CHECK DATE: 06/28/2024										
100685 SERVICE CENTER/CITY OF WILLMAR										
STMT05/24		06/26/2024	06/28-AV	71837	18,936.06	18,936.06	07/11/2024	INV	PD	Unlead
CHECK DATE: 06/28/2024										
103218 SIETSEMA/SARA										
061724		06/17/2024	06/28-AV	71838	542.66	542.66	07/02/2024	INV	PD	MESERB
CHECK DATE: 06/28/2024										
103302 STEELE/JASON										
061824		06/18/2024	06/28-AV	71839	840.60	840.60	07/03/2024	INV	PD	MWOA 1
CHECK DATE: 06/28/2024										
104114 Stephanie Froehlich										
0010252		06/11/2024	06/28-AV	71840	95.00	95.00	06/26/2024	INV	PD	refund
CHECK DATE: 06/28/2024										
100728 SURPLUS WAREHOUSE INC										
90264		06/20/2024	06/28-AV	71841	272.29	272.29	07/05/2024	INV	PD	Wheel
CHECK DATE: 06/28/2024										
100161 SYSCO WESTERN MINNESOTA										
15324096P		06/20/2024	06/28-AV	71842	-255.72	-255.72	07/05/2024	CRM	PD	Return
CHECK DATE: 06/28/2024										
253657730		06/12/2024	06/28-AV	71842	592.25	592.25	06/27/2024	INV	PD	Conces
CHECK DATE: 06/28/2024										
253659038		06/20/2024	06/28-AV	71842	558.57	558.57	07/05/2024	INV	PD	Ice Cr
CHECK DATE: 06/28/2024										
					895.10					
104129 Tim Crawford										
0010320		06/26/2024	06/28-AV	71843	120.00	120.00	07/11/2024	INV	PD	shelte
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
102583 TORKELSON'S LOCK SERVICE										
24-0302		06/20/2024	06/28-AV	71844	82.00	82.00	07/05/2024	INV	PD	Repair
CHECK DATE: 06/28/2024										
104119 Twin City Filter Service, Inc.										
0760827-IN		06/14/2024	06/28-AV	71845	1,393.04	1,393.04	06/29/2024	INV	PD	AC fil
CHECK DATE: 06/28/2024										
103795 TYLER TECHNOLOGIES, INC										
045-465979		05/02/2024	06/28-AV	71846	8,800.00	8,800.00	05/17/2024	INV	PD	DEDICA
CHECK DATE: 06/28/2024										
045-466639		05/02/2024	06/28-AV	71846	6,000.00	6,000.00	05/17/2024	INV	PD	ACCOUN
CHECK DATE: 06/28/2024										
045-466654		05/02/2024	06/28-AV	71846	16,800.00	16,800.00	05/17/2024	INV	PD	ONSITE
CHECK DATE: 06/28/2024										
045-470276		05/02/2024	06/28-AV	71846	4,800.00	4,800.00	05/17/2024	INV	PD	SAAS C
CHECK DATE: 06/28/2024										
045-471599		05/02/2024	06/28-AV	71846	5,361.97	5,361.97	05/17/2024	INV	PD	SAAS C
CHECK DATE: 06/28/2024										
045-473548		05/02/2024	06/28-AV	71846	6,300.00	6,300.00	05/17/2024	INV	PD	SAAS C
CHECK DATE: 06/28/2024										
					48,061.97					
101286 UNCOMMON USA INC										
1283312-IN		06/12/2024	06/28-AV	71847	71.20	71.20	06/27/2024	INV	PD	New Fl
CHECK DATE: 06/28/2024										
103143 US BANK EQUIPMENT FINANCE										
531965978		06/21/2024	06/28-AV	71848	751.80	751.80	07/15/2024	INV	PD	500-06
CHECK DATE: 06/28/2024										
104120 VantagePoint Marketing Consultants, LLC										
6182024		05/02/2024	06/28-AV	71849	2,000.00	2,000.00	05/17/2024	INV	PD	Market
CHECK DATE: 06/28/2024										
103880 VIGIL/KATIE										
062624		06/26/2024	06/28-AV	71850	125.00	125.00	07/11/2024	INV	PD	setup
CHECK DATE: 06/28/2024										
104104 Wenger Corporation										
874425		06/19/2024	06/28-AV	71851	4,243.04	4,243.04	07/04/2024	INV	PD	Floori
CHECK DATE: 06/28/2024										
100803 WEST CENTRAL PRINTING										
24547		06/17/2024	06/28-AV	71852	23.05	23.05	07/02/2024	INV	PD	Busine
CHECK DATE: 06/28/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100805 WEST CENTRAL SANITATION										
13131929		05/31/2024	06/28-AV	71853	70.36	70.36	06/15/2024	INV	PD	City h
CHECK DATE: 06/28/2024										
13133103		05/31/2024	06/28-AV	71853	57.21	57.21	06/15/2024	INV	PD	Recycl
CHECK DATE: 06/28/2024										
13133702		05/31/2024	06/28-AV	71853	534.92	534.92	06/15/2024	INV	PD	Recycl
CHECK DATE: 06/28/2024										
					662.49					
100807 WEST CENTRAL TRIBUNE										
177822549		06/10/2024	06/28-AV	71854	269.89	269.89	06/25/2024	INV	PD	City H
CHECK DATE: 06/28/2024										
100808 WEST CENTRAL TROPHIES										
9404		05/02/2024	06/28-AV	71855	25.00	25.00	05/17/2024	INV	PD	Name T
CHECK DATE: 06/28/2024										
101640 WESTMOR INDUSTRIES LLC										
1965429		05/02/2024	06/28-AV	71856	15,236.10	15,236.10	05/17/2024	INV	PD	30% DE
CHECK DATE: 06/28/2024										
102689 WILLMAR AUTO VALUE										
22526391		05/28/2024	06/28-AV	71857	96.76	96.76	07/11/2024	INV	PD	Batter
CHECK DATE: 06/28/2024										
22527059		06/03/2024	06/28-AV	71857	149.99	149.99	07/11/2024	INV	PD	Brake
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22527092		06/03/2024	06/28-AV	71857	95.99	95.99	07/11/2024	INV	PD	Resist
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22527111		06/03/2024	06/28-AV	71857	78.99	78.99	07/11/2024	INV	PD	Blower
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22527136		06/04/2024	06/28-AV	71857	78.99	78.99	07/11/2024	INV	PD	Warran
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22527191		06/04/2024	06/28-AV	71857	-78.99	-78.99	07/11/2024	CRM	PD	Credit
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22527853		06/10/2024	06/28-AV	71857	202.49	202.49	07/11/2024	INV	PD	Batter
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22528065		06/11/2024	06/28-AV	71857	149.99	149.99	07/11/2024	INV	PD	ICP Se
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22528066		06/11/2024	06/28-AV	71857	157.98	157.98	07/11/2024	INV	PD	Exhaus
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22528195		06/12/2024	06/28-AV	71857	45.99	45.99	07/11/2024	INV	PD	Steeri
CHECK DATE: 06/28/2024										
22528265		06/12/2024	06/28-AV	71857	26.99	26.99	07/11/2024	INV	PD	Parts
CHECK DATE: 06/28/2024										
22528504		06/14/2024	06/28-AV	71857	38.48	38.48	07/11/2024	INV	PD	Tail L
CHECK DATE: 06/28/2024										
22528546		06/14/2024	06/28-AV	71857	21.89	21.89	07/11/2024	INV	PD	Fuel C
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22529198		06/20/2024	06/28-AV	71857	22.11	22.11	07/11/2024	INV	PD	Light

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 06/28/2024										
22529797		06/26/2024	06/28-AV	71857	32.96	32.96	07/11/2024	INV	PD	Cleara
CHECK DATE: 06/28/2024										
					1,120.61					
22526576		05/29/2024	06/28-AV	71858	4.49	4.49	07/11/2024	INV	PD	Valve
CHECK DATE: 06/28/2024										
22526626		05/29/2024	06/28-AV	71858	7.98	7.98	07/11/2024	INV	PD	Oil
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22527735		06/07/2024	06/28-AV	71858	15.99	15.99	07/11/2024	INV	PD	Gear O
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					28.46					
100812 WILLMAR CHAMBER OF COMMERCE										
57360		06/04/2024	06/28-AV	71859	236.08	236.08	06/30/2024	INV	PD	June M
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57361		06/04/2024	06/28-AV	71859	70.70	70.70	06/30/2024	INV	PD	May Ma
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57363		06/04/2024	06/28-AV	71859	13,516.64	13,516.64	06/30/2024	INV	PD	Chambe
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					13,823.42					
103442 WILLMAR GYMNASTICS BOOSTERS										
233		06/12/2024	06/28-AV	71860	4,845.50	4,845.50	06/27/2024	INV	PD	Youth
CHECK DATE: 06/28/2024										
		313 INVOICES			707,539.93					

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

City of Willmar

VENDOR INVOICE LIST

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100467 CENTERPOINT ENERGY										
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100492 MN DEPT OF REVENUE										
STMT/05-24		06/20/2024	EFTCK536	536	2,988.14	2,988.14	06/20/2024	DIR	PD	SALES/
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103996 UBS Financial Services, INC										
062024		06/20/2024	EFTCK537	537	3,500,000.00	3,500,000.00	06/20/2024	DIR	PD	UBS MO
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100467 CENTERPOINT ENERGY										
STMT/05-24		06/20/2024	EFTCK538	538	3,174.77	3,174.77	06/21/2024	DIR	PD	Natura
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102365 CARDMEMBER SERVICE										
STMT/05-24		06/27/2024	EFTCK539	539	11,917.31	11,917.31	06/27/2024	DIR	PD	Bremer
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103585 4M										
062724		06/27/2024	EFTCK540	540	10,494,953.60	10,494,953.60	06/27/2024	DIR	PD	06/27/
CHECK DATE: 06/27/2024										
		6 INVOICES			14,018,447.39					

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

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.B.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Jared Voge, City Engineer
Item:	Call for 2024 Assessment Hearing		

RECOMMENDED ACTION:
Adopt the resolution declaring costs to be assessed, ordering preparation of the assessment roll and calling for the hearing on assessments August 19th, 2024 at 6:30 p.m. for Project Nos. 2401-A, 2401-B, 2403-A, 2404-A, 2404-B, 2408 for the 2024 Street and Other Improvements.

OVERVIEW:
The City Council ordered the 2024 Street Improvement projects at the Improvement Hearing held on November 20, 2023. Bids were opened in March for reconstruction and path/parking lot projects, and April for the County overlay project. The amount needed to perform the necessary improvements in known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the August 19, 2024 date of the hearing.
The projects include:

Project No. 2401-A Reconstruction
10th Street NW

Project No. 2401-B Reconstruction
13th Street SW
Grace Avenue SW
Rice Avenue SW
8th Street SW
10th Street SW

Project No. 2403-A County Overlay
Willmar Avenue (County Road 23)

Project No. 2404-A

Thompson Park Parking Lot
Ella Avenue Path

Project No. 2404-B
19th Avenue Path

Project No. 2408
Seal Coat/Fog Seal

BUDGETARY/FISCAL ISSUES:
Funding sources for the projects include assessments, bond proceeds, MUC, Wastewater, Local Option Sales Tax, grant and County funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION - CALL FOR ASSMT HRG 2024 PROJECTS (002)

RESOLUTION NO. _______

DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF THE ASSESSMENT ROLL AND CALLING HEARING ON ASSESSMENTS FOR THE 2024 STREET AND OTHER IMPROVEMENTS.

Motion By:_______________________ Second By:______________________

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2024 in the City, to-wit: City Project Nos. 2401-A, 2401-B, 2403-A, 2404-A, 2404-B, 2408 and;

WHEREAS, the total cost of said Street and Other Improvements of 2024 is $11,665,000.

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

1. The City Council hereby determines that the City shall pay $8,582,300 of said cost, exclusive of the amount it may pay as a property owner, and the sum of $3,082,700 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and she shall file a copy of such assessment in her office for public inspection.

3. The Clerk shall, upon the completion of such assessment, notify the City Council thereof.

4. The Clerk shall publish notice that this City Council will meet to consider the proposed assessments on August 19, 2024, at 6:30 p.m. in the Chambers of the Board Room, Kandiyohi County Health & Human Services Building, 2200 23rd Street NE, Willmar, Minnesota.

5. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.

6. Such notice shall be in substantially the following form:
   (on file in Engineer's office)

7. Said notice shall be published by the City Clerk in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk to the owners of each parcel described in the assessment roll.

Dated this 15th day of July, 2024

____
MAYOR

ATTEST:

____
CITY CLERK

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	Agenda Item Number:	11.C.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	No	Prepared By:	Justin DeLeeuw, Public Works Director
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	Consideration of a Wastewater Rate Study		

RECOMMENDED ACTION:
Motion to approve entering into an agreement with Baker Tilly for a Waste Treatment Fund Rate Analysis in the amount of $15,000.

OVERVIEW:
The Wastewater Treatment Department is requesting Council approval for a rate analysis study to be conducted. It is important to have a financial plan when projecting future capital improvements, debt repayment, fund balances, and operation costs. Having this study done will provide us with the necessary financial plan. The last wastewater rate analysis was completed in 2019 and rates have not changed since that time.

Staff received 4 proposals for this study. The Baker Tilly proposal will provide a financial plan for the next 10 years. Included with the Baker Tilly proposal is the potential renegotiation of the City's current PFA loan. This loan is scheduled to have 5 years of balloon payments beginning in the year 2025, roughly doubling the annual payments. Refinancing the loan would allow more flexibility in determining future rate increases. Only one other proposal, Ehlers, included this option at a higher cost and a longer timeline to complete. . The Dave Berg Consulting & HR Green proposals do not include loan refinancing.

Baker Tilly	$15,000
HR Green	$14,000
Ehlers	$19,500
Dave Berg Consulting	$10,000

BUDGETARY/FISCAL ISSUES:
The cost of this study would be paid for using the WWTF Operations budget.

ALTERNATIVES TO CONSIDER:
Reject the Baker Tilly proposal and choose another proposal.

ATTACHMENTS:
1. Baker Tilly Willmar MN Waste Treatment Fund Rate Study 5.24.2024
2. Dave Berg Willmar WW Rate Proposal
3. Ehlers Willmar Sewer Utility Rate Study and Financing Plan Proposal
4. HR Green proposal for a sanitary sewer rate study for city of Willmar V1

RE: Waste Treatment Fund Rate Analysis
DATE: May 24, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between the City of Willmar (the "Client") and Baker Tilly.

Scope of work

The purpose of this study is to assist the City of Willmar in reviewing the fees charged for sanitary sewer services ("Utility"). This study will provide a financial plan for the Utility over the next ten years. We typically conduct rate studies with a ten-year horizon with the understanding that the near-term forecasts will be more accurate, but longer-term forecasts are important for planning and ensuring the financial operations of the Utility are sustainable.

Project approach and methodology

Baker Tilly will perform the following services:

Task 1 — Confirm scope, objectives and timing

The project will begin with a data request and a kick-off meeting via Teams. Baker Tilly will request the City provide key data and documents and then review the project approach. We will:

- Discuss and confirm the study objectives, scope and approach
- Arrange logistics including data collection, dates for meetings and presentations, and specific deliverables needed by the City
- Finalize the work plan, including any revisions

Task 2 — Review background information

We will review background information for the Utility, including a review of the following data sources:

- Current rate schedules
- Current and historical billing data
- Current and recent operating budgets and Annual Comprehensive Financial Reports
    - If projections are needed at a finer level of detail than what is provided in these reports, additional financial details will be required
- Debt service repayment schedules for existing debt obligations
- Anticipated investments in capital improvements, including expansions and major repair/replacement of existing infrastructure
- Current financial policies
- Projected growth of customer base
- Any recent engineering studies, cost of services studies and other relevant studies as available

Task 3 — Analyze information and develop preliminary model

We will develop a Microsoft® Excel-based financial rate model that will identify the overall revenues required to provide adequate funding for operations, capital expenditures and debt service requirements, and to maintain appropriate cash balances. Details about the model include:

- Projections based on an income statement approach, including operating revenues and expenses and a yearly cash flow analysis
- Expenses related to capital investments and related debt service requirements
- Recommended annual ending cash balances and reserve levels for cash flow, infrastructure replacement, emergencies and other needs
- Projected customer growth and future service demands
- Graphical presentation of historical and projected financial performance

Baker Tilly will populate the model with data for the baseline scenarios of the Utility and review with the City. Based on this review, Baker Tilly will make changes to the model which reflect the City's comments as appropriate.

Task 4 — Develop and review financial projections

Using the financial model, we will develop a 10-year financial projection which integrates the Utility's revenue sources, operating expenditures, anticipated capital expenditures, existing and projected debt service and changes in customer base over the planning period. We will:

- Determine revenues required to provide adequate funding for annual operating expenses, capital investments, debt service requirements, and to maintain sufficient fund balances
- Develop recommendations for the financing of anticipated capital improvements
- Develop recommendations for cash reserves

Baker Tilly will recommend rates for the Utility to meet the requirements above. To the extent that recommended rate adjustments would not be achievable, we will work with the City to identify alternative revenue sources and to prioritize cost reductions required to keep the utility funds sustainable. We will provide comparisons of recommended charges to the Utility's current rates and demonstrate the effect of proposed rate changes on typical utility customers.

City staff and the Baker Tilly team will meet to review the financial projections and analyses. Based on this review, Baker Tilly will make modifications to the model and projections which incorporate the City's comments as appropriate.

Task 5 — Prepare and present findings

Baker Tilly will prepare a report containing our findings and recommendations. We will provide the City with an electronic copy and present a summary of our findings to the City.

Project deliverables

The deliverables for this study will include a written report of our findings and recommendations which includes our projections of each utility fund's financial performance over ten years. In addition, we will provide a summary of our findings and recommendations suitable for presentation at a public meeting.

Nonattest services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Anticipated timing

Baker Tilly will commence work on the project within two weeks of receiving the notice to proceed. We will complete the project within 8 weeks of receiving the notice to proceed, provided that all necessary information can be obtained in a timely manner and provided that City staff are available for necessary meeting in accordance with the schedule.

Should any unforeseen circumstances arise, Baker Tilly can draw on its staff of professionals to keep the project on schedule to the greatest extent possible.

Compensation

We have prepared the below fee estimate to meet your needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-on or startup charges.

SERVICES	FEES
Tasks 1 – 5: Model development, PFA negotiations, financial projections and Council presentation.	$15,000
Optional Add On: Written Report	$2,500
TOTAL FOR ALL SERVICES	**$17,500**

Baker Tilly will perform the tasks outlined in Tasks 1 -5 for a fee of $15,000. The proposed fee assumes that Baker Tilly staff can meet with City staff remotely. To the extent that additional in-person appearances from Baker Tilly staff are required, we would discuss travel expenses and charge the additional costs after approval by the City.

Baker Tilly will invoice once the project is completed.

Additional work

Should the City of Willmar request and authorize additional work outside the scope of services described in this proposal we would invoice the City at either our standard hourly fees or at an agreed upon fee based on the additional scope requested.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Doug Green, Director
Baker Tilly US, LLP

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: ______________________________
Title: ______________________________
Date: ______________________________

June 7, 2024

Mr. Justin DeLeeuw, Public Works Director
City of Willmar
801 Industrial Dr SW
Willmar, MN 56201

Dear Justin:

I am pleased to present this proposal to perform a wastewater cost-of-service and rate design study for the City of Willmar. As we discussed, I have performed several electric and water studies for Willmar Municipal Utilities. The most recent was a Water Cost of Service and Rate Design Study in 2022.

Scope of Services

1. Data request – a written data request will be provided to Willmar listing information required for the study.
2. Initial meeting – I will travel to Willmar to meet with Willmar staff to examine the information compiled and review the study goals.
3. Projected operating results, existing rates – a five-year projection of the utility financial operating results will be prepared assuming continuation of the existing rates. This analysis will indicate the need, if any, for additional revenue through rates.
4. Cost-of-Service analysis – a cost-of-service analysis will be performed to determine the allocated cost for sewer customers on the Willmar system. This analysis will include an examination of the allocation of system expenses across the separate groups of sewer customers.
5. Rate strategy meeting – I will meet via video conference with Willmar staff to review the operating results and cost-of-service analysis and discuss rate design strategy for proposed new rates.
6. Rate design – proposed rates will be developed to meet Willmar goals.
7. Preliminary report – a preliminary report will be delivered to Willmar staff for review and comment.
8. Final report – based on feedback from Willmar staff, the preliminary report will be finalized.
9. City Council presentation – I will travel to Willmar to present the final report and recommendations at a City Council meeting. As necessary, the report will be revised to reflect Council input.

Schedule

The project is proposed to begin in the summer of 2024 with presentation of results to the City Council in the fall.

Compensation

I propose providing the work described above for a fixed fee of $10,000 plus applicable direct expenses. Applicable expenses would be for mileage, lodging, meals, copying services and shipping. I will bill Willmar for the $10,000 fixed fee in two installments: 1) $5,000 following completion of the cost-of-service analysis in Task 4; and 2) $5,000 following the City Council presentation in Task 9 or completion of the study. Itemized expenses will be added to each applicable fixed fee invoice.

Qualifications

Attached to this letter is a summary of my rate related experience.

I look forward to the prospect of again being of service to Willmar-, if you have any questions regarding this proposal feel free to contact me.

Sincerely,

Dave Berg Consulting, LLC

David A. Berg, PE
Principal

Qualifications

Personnel

Dave Berg Consulting, LLC is a single person entity that specializes in financial services to utilities such as Willmar, especially rate-related services. Dave would serve as project manager and rates analyst for this assignment. This approach ensures that Dave's experience and judgment will be applied to every phase of the study. At no time will any tasks be delegated to an inexperienced junior analyst. Dave formed Dave Berg Consulting in late 2012 after spending 28 years working for large consulting firms, the last 25 with R.W. Beck/SAIC located in the Minneapolis/St. Paul metro area.

Experience

Dave has 40 years of experience providing professional consulting services to utilities. These services have required a combination of technical and economic expertise to assist clients with important decisions affecting the operational and financial health of their utilities. Over the course of his career, he has managed projects including retail and wholesale utility cost-of-service and rate design, power generation feasibility studies, power supply planning analyses, energy supply contract negotiations, consulting engineer reports in support of bond financings and utility education courses.

Retail Cost of Service and Rate Design

He has directed retail cost-of-service and rate design studies for over one hundred separate utilities, including multiple studies for many utility clients. These studies have been performed for electric, natural gas, water, wastewater, steam and hot water, solid waste and communications utilities. He has an in-depth understanding of the analysis of utility costs and the design of rates with the goals of meeting utility revenue requirements, managing customer expectations and delivering proper price signals to end users. His rate design experience ranges from relatively simple rates to more complex time-based rates for use with advanced metering systems. He has worked with many utility clients to assist them in managing difficult transitions from current rate structures (that may have been established years ago) to updated rates that more accurately reflect current utility costs.

Since 2004 he has been an instructor for an in-depth electric cost-of-service and rate design course that has been taught throughout the U.S. This course has been attended by U.S. and foreign based utility staff including investor and consumer owned utilities, state utility commissions, independent power producers, attorneys, and other industry professionals. More than 1500 utility professionals have attended his training courses. He has also provided in-house training to both utility and state commission staff. In-house training sessions have been for entities such as the Federal Energy Regulatory Commission staff, Iowa Utilities Board staff, California State PUC staff, Utah State PUC staff, Texas State PUC staff, Hawaii PUC staff, Kauai Island Utility Cooperative staff, Caribbean Electric Utility Service Corporation members, Austin, TX utility staff, Indiana Municipal Power Agency members, Duke Energy staff and New Brunswick Power staff.

Clients

Shown below is a representative list of clients that Dave has provided rate-related services to during the last 35 years.

- Alameda, CA
- Alexandria, MN
- Ames, IA
- Anaheim, CA
- Anoka, MN
- Arlington, MN
- Auburn, IN
- Austin, MN
- Austin, TX
- Bagley, MN
- Baudette, MN
- Biwabik, MN
- Blooming Prairie, MN
- Brainerd, MN
- Brigham, UT
- Brownton, MN
- Bryan, TX
- Buffalo, MN
- Buhl, MN
- California Public Utilities Commission
- Cedar Falls, IA
- Del Rio, TX
- Delano, MN
- Denison, IA
- Detroit Lakes, MN
- Duluth, MN
- Durant, IA
- Elk River, MN
- Ely, MN
- Estherville, IA
- Eugene, OR
- Fairmont, MN
- Fosston, MN
- Grafton, ND
- Grand Marais, MN
- Grand Rapids, MN
- Halstad, MN
- Hannibal, MO
- Harlan, IA
- Hawarden, IA
- Hawley, MN
- Hermantown, MN
- Hutchinson, MN
- Hyrum, UT
- Imperial Irrigation District, CA
- Indiana Municipal Power Agency
- Iowa Utilities Board
- Keewatin, MN
- Lake City, MN
- Lehi, UT
- Levan, UT
- Litchfield, MN
- Logan City, UT
- Los Angeles, CA
- Manitowoc, WI
- Manti, UT
- Marshall, MN
- Missouri River Energy Services, SD
- Mora, MN
- Morgan, UT
- Moorhead, MN
- Murray, UT
- Muscatine, IA
- Nephi, UT
- New Braunfels, TX
- New Brunswick Power
- New Hampshire Electric Cooperative
- New Prague, MN
- New Ulm, MN
- North Branch, MN
- Ohio Gas Company
- Osage, IA
- Owatonna, MN
- Palo Alto, CA
- Park River, ND
- Payson, UT
- Pella, IA
- Pierz, MN
- Princeton, MN
- Provo, UT
- Redwood Falls, MN
- Riverside, CA
- Rochester, MN
- Rock Rapids, IA
- Roseau, MN
- Salem, UT
- Santee Cooper, SC
- Shakopee, MN
- Sioux Center, IA
- Southern Minnesota Municipal Power Agency
- Spanish Fork, UT
- Springfield, MO
- Stanton Co. Public Power District, NE
- Stephen, MN
- Thief River Falls, MN
- TransGas Energy
- Utah Municipal Power Agency
- Valley Queen Dairy
- Vermont DPS
- Vinton, IA
- Volga, SD
- Wadena, MN
- Warren, MN
- Warroad, MN
- Waseca, MN
- Watertown, SD
- Waukee, IA
- Waverly, IA
- West Bend, WI
- Westerville, OH
- Willmar, MN
- Wilton, IA
- Winthrop

JUNE 7, 2024

PROPOSAL TO PROVIDE A SEWER UTILITY RATE STUDY & FINANCING PLAN PROPOSAL TO:

The City of Willmar, Minnesota

EHLERS
PUBLIC FINANCE ADVISORS

Ehlers
3060 Centre Point Drive
Roseville, MN 55113

Municipal Advisor Registration Number: K0165
SEC CIK Number: 0001604197

ehlers-inc.com

EHLERS' ADVISORS:

Nick Anhut
Senior Municipal Advisor
nanhut@ehlers-inc.com
651-697-8507

Jessica Cook
Director of Fiscal Consulting
jcook@ehlers-inc.com
651-697-8546

TABLE OF CONTENTS

EHLERS
PUBLIC FINANCE ADVISORS

June 7, 2024

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

Dear Mr. DeLeeuw,

Ehlers is excited to present this proposal to provide a Sewer Utility Rate Study for the City of Willmar. We believe our combined decades of expertise in fiscal studies and financial planning, along with our collaborative project delivery approach provide a compelling relationship option for the City to consider.

For over 65 years, Ehlers has helped clients build strong and vibrant communities through financial planning, debt issuance and management and economic development services. **In the last five years alone, our firm has completed over 250 utility rate studies aimed to deliver each client the tools to make informed decisions for their utilities and customers.**

We believe the following factors set our team apart from competing firms and position us as the most qualified to deliver the services required:

Expertise. Given the volume of fiscal studies and in depth legal analysis our combined team undertakes each year and the variety of complex issues we have faced in doing so, we can clearly demonstrate the practical experience needed to develop objective recommendations that will fulfill the City's objective of ensuring sewer rate structures that fairly distribute the cost of service among users.

Accessible Team Players. Ehlers' advisors pride themselves on being responsive, meeting deadlines, and having a team of individuals assigned to each client. Our Roseville, Minnesota office location offers a convenient option for meeting in person and our assigned project staff can easily travel to you for collaborative planning sessions and presentations.

Independent, Best-Practice Approach. Ehlers' fiduciary responsibility is to our municipal clients alone. We are committed to placing your interests above our own at all times and adhering to industry best practices.

Client-First Values. Ehlers delivers transparent communication, proactive client service and an unwavering dedication to deploying client resources in the most efficient and effective way possible. We will provide the City with ongoing dialog, idea-sharing, independent analysis, presentation of customized options and a competitive, value-oriented fee schedule.

Thank you for inviting Ehlers to present this proposal. We appreciate your consideration and look forward to discussing how we can best serve the City of Willmar.

Respectfully submitted,

Nick Anhut
Senior Municipal Advisor
nanhut@ehlers-inc.com
651-697-8507

Jessica Cook
Director of Fiscal Consulting
jcook@ehlers-inc.com
651-697-8546

Firm Overview & Team Structure

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Ehlers helps public sector clients build outstanding places to live, work, learn and play by delivering focused, fully-integrated municipal financial advisory services.

We build strong, long-lasting client relationships - working directly and collaboratively with your staff - to complete projects and drive initiatives forward.

Ehlers leverages decades of industry experience, deep market and community knowledge, and our unique team-based approach to successfully guide clients through all facets of public finance.

Our services include:

Financial Management Planning

- Strategic Planning
- Research, Analysis & Studies
- Policy Development
- Projection Modeling
- Utility Rate Analysis

Economic Development & Redevelopment

- Planning & Project Management
- Feasibility & Cash Flow Analysis
- Developer Selection & Negotiation
- TIF/Special District Creation & Management

CLIENTS

CONSTITUENTS

COMMUNITIES

Debt Issuance & Management

- Competitive, Negotiated & Private Placement
- Specialized Instruments
- Credit Rating Reviews
- Continuing Disclosures
- Paying Agent Services
- Compliance Policies

Investments & Treasury Management

- Policy Development & Evaluation
- Strategy Creation & Implementation
- Reporting
- Cash Flow Analysis & Reporting
- Treasury Management Consulting
- Arbitrage Consulting

Ehlers will serve as the lead advisory firm responsible for all aspects of this engagement. We do not intend to subcontract any of the required work. Nick Anhut will be the City's primary contact and project manager. He will be assisted by Jessica Cook and Kristina Norquist.

PROPOSED PROJECT TEAM & RESPONSIBILITIES

Nick Anhut
Senior Municipal Advisor
Project Management

Jessica Cook
Director of Fiscal Consulting
Quality Assurance

Kristina Norquist
Senior Fiscal Consultant
Utility Analysis, Financial Projections, Reporting

Professional biographies for the assigned team follow below:

Nick Anhut

Senior Municipal Advisor | Project Manager

Nick is a Senior Municipal Advisor with our Minnesota Municipal Finance Team where he works to design, negotiate and communicate innovative solutions to meet his clients' capital and development financing needs. Nick has a thorough understanding of rating agencies' credit analysis methodologies, which helps him identify future fiscal risks for clients and guide them through the rating process. Prior to joining Ehlers, he amassed strong local government experience working for Carver County, Minnesota. Nick also served seven years as an Active Duty Aviation Officer in the U.S. Army. He holds a Master's degree in public policy, as well as the Series 50: Municipal Advisor Representative license.

Jessica Cook

Director of Fiscal Consulting

Jessica is Ehlers' Director of Fiscal Consulting where she leads our team of Fiscal Consultants in developing long-term financial management plans, TIF management plans and utility rate studies. Jessica is well known and highly regarded for her ability to communicate the policy implications of project financing and rate setting, helping the clients she serves make sound and objective decisions. In addition to her advisory and leadership responsibilities, Jessica serves as the Chair for Ehlers Companies' Board of Directors. She holds a Bachelor's degree in Sociology and the Series 50: Municipal Advisor Representative license.

Kristina Norquist

Senior Fiscal Consultant

Kristina guides Minnesota and Wisconsin municipalities through long-term financial planning to meet their policy objectives. She brings special expertise in setting utility rates, capital planning and managing tax increment districts. Kristina began her career at Ehlers as an Arbitrage Consultant, preparing arbitrage reports and advising clients on post-issuance compliance. Prior to joining the firm in 2008, she was a senior accountant with a nationally recognized insurance company. Kristina's extensive understanding of financial management, utilities and property tax systems is invaluable to her clients. She holds a Bachelor's degree in Accounting and the Series 50: Municipal Advisor Representative license.

Experience & References

Ehlers and the team assigned to this engagement bring decades of collective experience conducting fiscal studies for municipalities across Wisconsin, Minnesota, Illinois, Colorado, and Kansas. **As we mentioned in our submittal letter, in the last five years alone, we have completed more than 250 utility rate studies for our clients.** Volume aside, we believe our experience is best demonstrated by our performance on similar projects, as illustrated by the following case studies. We invite you to contact the references we've included along with them.

The City of Oshkosh, Wisconsin
2014 - Present

ENGAGEMENT HIGHLIGHTS:

- Perform annual update of cost of service rate study, which includes development of high strength surcharge rates for industrial customers and development of user rates for Sanitary Districts served by the City
- Perform annual long-range cash flow analysis and financing plan for the water, sewer and storm water utilities, then present it to the Common Council as part of the City's annual budgeting process

Ehlers' long-range cash flow analysis includes the preparation of the 10-year financing plan, showing the capital improvement costs within each utility by year, estimated source of financing and amount of annual cash on hand applied to offset each borrowing, estimated annual principal and interest payments for each borrowing, and the estimated user rate increases to accommodate capital improvement projects by year. It also includes a benchmark analysis of number of days cash on hand and debt coverage on all revenue bonds and compares it to applicable rating agency standards.

Using the information from the annual long-range cash flow analysis, we have completed multiple cost of services sewer sates studies over the past several years. The purpose of a cost of service study is to calculate user rates for the coming year such that they are fair and equitable to all customer classes, and to ensure that rates are based upon the principles of cost causation. This way, rates are equitably designed to provide required coverage for existing and proposed sewer utility debt and adjusted for future capital needs, flow projections, and customer changes. Lastly, we have designed the rate structures to recover the costs caused by several Sanitary Districts that discharge to the City's treatment plant.

REFERENCE:

James Rabe
Director of Public Works
215 Church Avenue
Oshkosh, WI 54903
920-236-5011
jrabe@ci.oshkosh.wi.us

The City of Long Prairie, Minnesota
2014 - Present

ENGAGEMENT HIGHLIGHTS:

- The City is home to four major agribusinesses who all discharge significant high strength industrial waste
- The City's initial rate study in 2018 resulted in successful negotiations with the industries to increase their proportionate share of system costs to achieve greater equity for all ratepayers

Ehlers annually updates the sewer utility rate study the City of Long Prairie, MN. In addition to performing the cost of service study, Ehlers also updates a long-range cash flow analysis and capital funding plan annually to account for future treatment plant and collection system improvements. Through this work we have identified unspent bond proceeds that can be used for future projects, mitigating the need to increase rates in the short-term.

REFERENCE:

Ted Gray
Interim City Administrator
615 Lake Street South
Long Prairie, MN 56347
320-732-2167
tgray@cityoflongprairie.com

The City of Pipestone, Minnesota
2024 - Present

ENGAGEMENT HIGHLIGHTS:

- The City hosts a JBS Pork facility which pretreats high strength waste in a pre-treatment facility owned by the City
- The City needs to increase sewer revenues substantially to pay for recent major reconstruction of its collection system

Ehlers completed an initial draft of a sewer utility rate study for the City earlier this year. Our analysis found that the user classes were not paying their proportionate share of costs for domestic strength waste. To correct this, the City's largest customer, JBS Foods, will face significant rate increases. We are currently advising the City on conversations with this important customer prior to making final rate recommendations.

REFERENCE:

Deb Nelson
City Administrator
119 2nd Avenue SW
Pipestone, MN 56164
507-825-5353
dnelson@cityofpipestone.com

Project Approach, Understanding & Scope of Work

Project Approach:

Ehlers approaches its studies with a keen awareness that any adjustments to utility rates will impact all stakeholders: the constituents who pay the user fee or charge, Willmar's financial health, and City staff who need to implement and effectively communicate proposed rate changes.

We work as a team with Village staff so that all potential impacts of the utility rate structure will be considered and factored into recommended options. We also break complex data and modeling down into a straight-forward format so decision-makers can make informed decisions and effectively communicate rate impacts to their constituents.

Project Understanding:

The City of Willmar has obtained prior rate studies to guide its rate-setting and ensure the waste treatment plant fund would remain financially self-sufficient. We understand there are two primary factors prompting the current need for a utility rate study:

» The last study was completed over five years ago.

» Rates have not been increased since 2017, leaving the fund with insufficient cash to pay future debt service.

Furthermore, we understand the existing debt maturity schedule has principal and interest payments that increase by over $2.2 million in 2025 and remain at about $7 million per year (peaking at $7.6 million in 2029) before returning to $3.4 million per year in 2030 and declining to $2 million in 2031. Ehlers has the expertise, municipal advisory registration, and a strong working relationship with PFA staff that will allow us to work on Willmar's behalf to restructure debt due over the next five years, thereby creating a more manageable repayment schedule.

Scope of Work:

Ehlers will complete the proposed scope of work in five phases. Our approach is flexible and what we believe will deliver the information, recommendations, and facilitated discussions essential to making financial decisions with confidence and accuracy. As the project proceeds, we can adapt the work plan as needed, without incurring extra time or expense.

Phase I – Request & Review Information Needed to Complete the Study

To complete this phase Ehlers will request and review the following information: (*Please note that we have already obtained certain items to facilitate the preparation of our proposal.*)

» Current schedule of sewer rates

» Annual audits for the past three years

» Year to date actual expenses and revenues for the waste treatment plant fund

» Latest line-item budget for the waste treatment plant fund

» Current annual debt service schedules for existing debt and corresponding loan agreements / bond offering documents

» Any available capital improvement plan documents

» Transfer schedules to fully understand the existing capital funding transfers

» Depreciation/Asset Schedule

» Industrial User Agreements (we have for Jennie-O)

» For total utility plant in service, the estimated 2024 asset additions, retirements, and adjustments

» Current depreciation rates and schedules including accumulated depreciation for utility financed waste treatment plant

» As applicable, detailed sewer billing records for the past three years showing:
  - Billed consumption by customer class and rate block
  - Number of customers by class and meter size (if billed by meter size)

» Billing records for all high strength industrial waste customers of the utility showing the amount of excess loadings by type by month or quarter for the past three years

» Total Inflow at the wastewater treatment plant (or master meter to regional plant) for the previous three calendar years 2021-2023

» Any available information on upcoming developments and population growth over the study's planning period expected to increase the customer base and usage, or conversely any information on customers reducing usage or moving out of the municipality

» Current number of un-metered customers within the utility, if any

Phase II – Conduct Financing Plan & Debt Restructuring Analysis

In this phase, which will begin immediately, Ehlers will review existing PFA loan documents and bond resolutions to fully understand the debt profile of the waste treatment plant fund. We will then develop and recommend alternative financing options to restructure existing debt that will establish a more manageable debt repayment plan for the utility.

Phase III - Conduct Long-Range Cash Flow Analysis

This phase will focus on projecting future operation expenses, capital funding, and debt restructuring to identify future revenue needs. We will prepare a cash flow analysis encompassing the previous five years (2018-2023) and forecasting the next 10 years including the test year. This analysis will include:

» Actual (for the past five years) and budgeted revenues and expenses based upon the review completed in Phase I

» Development of annual operating expense assumptions for the utility based on historical expenses, discussions with staff, and an assumed rate of inflation

» Actual annual debt service expenses for existing utility debt, and the alternative restructuring options analyzed in Phase II

» Development of preliminary financing plans for expected capital improvement expenses including the use of cash vs. debt financing

» Revenue forecasting under current rate schedule to identify revenue increases necessary to meet all financial obligations of the utility in future years

Phase IV – Complete Sewer Utility Rate Study

In this phase, Ehlers will complete the Sewer Rate Study. Our analysis will include:

» **Development of Revenue Requirements**
  - Based on the available budget, debt and asset detail, develop the revenue requirements for the utility under the cash based or utility-based method

» **Cost of Service Study**
  - Allocate the revenue requirements for the test year to the appropriate utility functions

» **Rate Design**
  - Calculate the user rates for all customer classes and high strength discharges based on the revenue requirements allocated to each utility function divided by the appropriate billable unit.
  - Verify the proposed rates will generate the revenue requirement for the test year

» **User Rate Comparison**

- Develop a comparison of existing and proposed user rates for sample properties by customer class
- Develop a comparison of existing and proposed user rates to other communities

Phase V – Prepare Report, Present Findings & Assist with Implementation (as necessary)

» **Review Draft Analysis**

- Meet with municipal staff virtually (phone or web-based service) to discuss initial findings
- Incorporate feedback and changes from staff

» **Complete Final Report & Presentation**

- Prepare a report including all project tables and a brief executive summary describing the findings and recommendations of the study
- Review the report with staff and make any appropriate changes
- Prepare and be available for one (1) presentation of the report and findings to the City Council or other designated group of policymakers

» **Assist with Implementation (as necessary)**

- Advise utility in determining implementation date
- Provide updated rate schedules for implementation
- Discuss proper implementation process as it relates to the municipality's ordinance

Important Rate Design Note:

Currently, the City has a rate system that charges for high strength waste (BODs and TSSs) based on the concentration and total pounds of waste. The rate for BODs and TSSs is currently the same. The proposed cost of service study may result in differing rates per pound for BODs and TSSs, but those rates will not vary with concentration. This simplified rate structure follows standard practices for the industry. If the City would like to explore additional rate structures, that work would be outside the proposed scope. **If the City directs us to design alternative rate structures for consideration, we propose to bill on an hourly basis to complete that additional analysis.**

Proposed Compensation

Ehlers will perform the scope identified for the sewer utility rate study for the not-to-exceed cost of $19,950. The project will be billed hourly, for actual hours worked, and the final cost may be less. Ehlers will invoice monthly for work completed in the prior month. Ehlers is committed to delivering value in our work. Additional work outside the scope of work, if requested by the Council, will be performed at our normal hourly rate of $285.

Project Schedule

During June and July of 2024, Ehlers will gather and review information from the City and initiate conversations with the PFA on restructuring the existing debt. During this timeframe, we will also develop alternative funding plans for the ballooning debt service payments. Beginning in August, we will undertake the cashflow projection and cost of service analysis. Depending on the timing of staff and Council meetings, we will deliver the final project report and presentation by the end of November, 2024.

PROFESSIONAL SERVICES AGREEMENT

For

Sanitary Sewer Rate Study

Prepared For:

City of Willmar
Attn: Ms. Leslie Valiant – City Administrator
333 6th Street SW
Willmar, MN 56201
Phone: 320-235-4913

Prepared By:

Timothy E. Korby, PE (MN)
Regional Director

HR Green, Inc.
2550 University Avenue W, Suite 400N
St. Paul, MN 55114

June 5, 2024

TABLE OF CONTENTS

This **AGREEMENT** is between the City of Willmar (hereafter “CLIENT”) and HR Green, Inc., (hereafter "COMPANY").

1.0 Project Understanding

1.1 WHEREAS, the CLIENT intends to use COMPANY to assist with a sanitary sewer rate study; and

WHEREAS, the COMPANY is willing to provide the services for consideration and upon the terms herein stated;

Now, THEREFORE, in consideration of the services to be performed by COMPANY and payment by the CLIENT, the parties agree to the terms, provisions, and conditions as hereinafter set forth.

2.0 Scope of Services

2.1 The purpose of this study is to assist the City of Willmar, Minnesota with a rate study of its Waste Treatment Fund. This study’s objective and scope includes:

- Developing an operating pro forma of the Waste Treatment Fund to determine revenue requirements
- Develop an analysis of the funding plan for the needed capital improvements including asset renewal and replacement
- Developing recommended ending cash balances and reserve levels
- Determine the rates, fees and charges needed to adequately fund the Waste Treatment Fund operations over the next five years

Project Plan

COMPANY’s technical approach would be to review and analyze the City of Willmar’s Waste Treatment Fund to gain an understanding of its historical financial performance and the current rate structure, fees, and other charges and the basis for each. We would undertake an analysis that would enable the City to determine the appropriate rate structures, fees, and other charges needed for the fund’s operations over a five-year planning period based on current knowledge and information.

We would identify the costs of the Waste Treatment Fund to enable the recovery of those costs of services that provide equity to the users. Equity will be evaluated based on the ability to allocate the cost of service to each customer class in proportion to the benefit received provided the City of Willmar’s accounting system can provide the necessary financial and operating data. We will evaluate the impact of anticipated capital improvement and asset renewal and replacement on rates, fees, and charges and review the impacts of the financing plans for the anticipated capital improvements and long-term replacement and renewal of existing assets based on their impact on these revenue sources. We will perform a sensitivity analysis to illustrate the impacts of adverse assumption changes (e.g. future regulatory

requirements, future growth, cost of capital improvements, etc.). The long-term replacement and renewal plan will be based on an empirical probability of failure analysis and the need for periodic asset maintenance (e.g. painting of water towers).
Our approach is outlined in the tasks below:

2.2 *Initiate and mobilize the project*

This task includes identifying a process to develop a mutual understanding of the project scope, objectives, deliverables, and timing as well as ensuring that appropriate City and consultant resources are available and well-coordinated.

- Review the project approach and tasks to identify and confirm major work steps, timelines, milestones, and resource assignments.
- Meet with the City's project team to commence the project and review the overall objectives, scope, schedule, and work products to be delivered.
- Establish points of contact and project reporting structure.
- Establish a partnership between the COMPANY'S project team and their City of Willmar counterparts to gain a commitment for the project.
- Finalize the project scope, work plan, and schedule.
- Prepare and deliver an initial data request
    - Current rates, fees, and charges
    - Historical financial information, user fees, capacity and development charges, connection charges, customer specific charges, miscellaneous fees and charges, and any other fees and charges that provide sources of revenue
    - Historical operating data
    - Current allocation of costs to functional cost components and to rates and charges
    - Any current allocations of capital costs to connection, availability, and other charges and fees
    - Average daily flows for RCPLi (Residential, Commercial, Public and Light Industrial) and JOTS (Jenny-O Turkey Store)
    - Average daily loadings for BOD, TSS, TKN, TP for RCPLi and JOTS
    - Annual operating expenses for BOD, TSS, TKN, and TP (if available)
    - Current and historical billing data and customer information
    - Current and past five years operating budgets and Audited Financial Reports
    - Current and projected regulatory requirements
    - Projected operational needs
    - Any existing intergovernmental agreements or other contractual agreements
    - Current funding practices, funding sources and policies related to financing capital improvements
    - Current capital improvement plans
    - City Code sections related to Wastewater rates, fees, and charges
    - Existing financial and debt management policies

- Any engineering studies, cost of services studies and other relevant related studies

2.3 Review Background Information

- Current rates, fees, and charges for the Waste Treatment utility
- Historical financial information, user fees, capacity and development charges, connection charges, customer specific charges, miscellaneous fees and charges, and any other fees and charges that provide sources of revenue
- City Code sections related to Waste Treatment rates, fees, and charges
- Historical operating data
- Current and historical billing data and customer information
- Existing financial and debt management policies
- Current allocation of costs to functional cost components and to rates and charges
- Any current allocations of capital costs to connection, availability, and other charges and fees
- Current and past operating budgets and Annual Comprehensive Financial Reports
- Outstanding debt and debt services repayment schedules
- Existing debt service coverage requirements for both senior and subordinate debt and the impact of adding additional debt to finance new capital improvements
- Current capital improvement program
- Projected maintenance, repair and/or replacement costs for utility assets
- Current funding practices, funding sources and policies related to financing capital improvements
- Any existing intergovernmental agreements or other contractual agreements
- Current financial policies
- Current and projected regulatory requirements
- Projected growth of the customer base and utility services
- Relevant engineering studies, cost of services studies and other relevant studies
- Evaluate the current fees and charges to determine whether there are additional service fees and charges that are currently not assessed and that may be applicable to the Waste Treatment's provision of services

2.4 *Develop Preliminary Revenue Requirements*

- Analyze the information obtained in Task 2 to identify any omissions and/or inconsistencies and collect additional information, as needed
- Analyze future capital funding needs including asset renewal and replacement brought about by aging infrastructure
- Develop a preliminary plan for accomplishing the capital improvement program to minimize rate impacts on existing ratepayers
- Develop a preliminary plan to fund asset renewal and replacement over the planning period

- Develop recommended annual ending cash balances and reserve levels for cash flow, catastrophes, infrastructure replacement, emergencies, and other purposes
- Develop projected customer growth and future service demands
- Develop a Microsoft® Excel-based financial rate model that will identify the overall changes in revenues required to provide for adequate funding for major capital improvement programs, to meet all recurring annual operating and capital expenditures, to cover all debt service requirements, to comply with any revenue bond covenants and to maintain sufficient cash balances and capital reserves.
  - The projections will be made using an income statement approach and will include a yearly cash flow analysis
- Develop a baseline scenario for the recovery of the cost of services that provides equity to the users.
  - Identify the relative responsibility of each rate classification for the recovery of the costs of service that provides equity to the users of the utility. Equity will be evaluated based on the ability to allocate the cost of service to each customer class in proportion to the benefit received.
  - Compare the cost of service with the revenue received from each customer class to determine if the existing rate structures and charges are equitable
- Review the baseline scenario and preliminary rate model with the City. Based on this review, we will make modifications or changes incorporating the City's comments into the rate model as appropriate.

2.5 *Conduct Rate Study*

- Develop a five-year financial projection of the Waste Treatment Fund that integrates all anticipated revenue sources, and anticipated operating expenditures, including existing and projected new depreciation, anticipated capital expenditures, existing and projected debt service, and changes in the customer base over the planning period:
  - Develop recommendations for the financing of the anticipated capital improvements
  - Evaluate financing alternatives and structures to minimize rate impacts to the greatest extent possible
  - Develop recommendations for cash reserve balances
  - Identify the overall change in revenue required to provide for adequate funding for major capital improvement programs, to meet all recurring annual operating and capital expenditures, to cover all debt service requirements, to comply with any existing revenue bond and loan covenants, and to maintain sufficient cash balances and capital reserves
  - The projections will be made using an income statement approach and will include a yearly cash flow analysis
- Develop recommended rates for the Waste Treatment Fund:
  - The rates will provide revenue recovery at levels necessary to support the fund's operation as defined above for a five-year period.
  - Rates developed will include fixed and variable user fees and other fees and charges that provide sources of revenue to the Waste Treatment Fund

- Our recommended fee/rates will result in no decrease in the stability of revenue streams for the fund, as compared to the current rate structure. Rate structure will take into consideration the following:
  - Current and future cost of providing wastewater services
  - Projected demand
  - The need to fund long-term capital improvements and replacements, and annual capital reinvestment for asset renewal and replacement
  - Funding requirements for all current and anticipated long-term liabilities and debt obligations (bonds and loans)
  - Impact of current and future environmental regulations
  - Maintenance of existing utility assets and infrastructure
  - City's automated billing system
  - Base rates to cover fixed costs and consumption rates to cover variable costs
  - Ease of administration and understanding
  - Weigh the benefits of any proposed charges in rate structures against the financial impacts on ratepayers, including an affordability analysis for residential customers
  - Perform a sensitivity analysis to illustrate the impacts of adverse assumption changes (e.g., future growth, cost of capital improvements, drought, and mandated requirements under current and upcoming federal and state programs)

- Compare the proposed fees and charges to the current rates, fees and charges and demonstrate the effect of proposed rates on typical utility customers
- Review the preliminary rate schedule, financial projections, and analyses. Based on this review, we will modify or change the rate schedule incorporating the City's comments as appropriate.

2.6 *Prepare Report of Findings & Recommendations*

- COMPANY will prepare a Memorandum that will contain our findings and recommendations. We will provide a copy in PDF format
- COMPANY will review the Memorandum with the City in a workshop session

3.0 Deliverables and Schedules Included in this Agreement

Rate study report will be delivered for use by OWNER.

Schedule: To be discussed with owner at kickoff meeting.

4.0 Items not Included in Agreement/Supplemental Services

4.1 No design services

No sewer modeling.

Supplemental services not included in the agreement can be provided by COMPANY under a separate agreement, if desired.

5.0 Services by Others

Nick Dragisich will assist with rate study.

If requested by CLIENT, the COMPANY can secure the services of others to complete the work requested by the CLIENT.

6.0 Client Responsibilities

To be determined for each phase in communication between the CLIENT and COMPANY.

7.0 Professional Services Fee

7.1 Fee for Project-Specific Tasks

The fee for these services will be based on COMPANY's standard hourly rates current at the time the AGREEMENT is signed. These standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) outside services will be charged in accordance with the rates current at the time the service is done.

7.2 Invoices

A single invoice for the COMPANY's services will be submitted monthly, unless directed in advance by the CLIENT. Time and material charges for the relevant phases will be specified on the invoice. New phases can be added as directed by the CLIENT. Tasks can also be created beneath each phase per the CLIENT's request. Customized invoices for a single phase (or task) can be created for pass-through fees (e.g., plan reviews) at the CLIENT's request.

Invoices shall be due and payable upon receipt. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorneys' fees.

7.3 Payment

The CLIENT AGREES to pay COMPANY on the following basis:

Lump sum fee of $14,000.

8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This agreement will be effective June 1, 2023.

8.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

A. General Liability. The Company agrees to maintain Commercial General Liability insurance in a minimum amount of $1,000,000 per occurrence; $2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability as broad as CG 00 01. The City, including its elected and appointed officials, employees shall be endorsed as additional insured.
B. Automobile Liability. If the COMPANY operates a motor vehicle in performing the Services under this Agreement, the COMPANY shall maintain Commercial Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of $1,000,000.
C. Professional (Errors and Omissions) Liability Insurance. The COMPANY will maintain professional liability insurance for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to COMPANY's professional services required under this Agreement. The COMPANY is

required to carry the following minimum limits: $1,000,000 per claim; $2,000,000 annual aggregate. The retroactive or prior acts date of such coverage shall not be after the effective date of this Agreement and the COMPANY shall maintain such insurance for a period of at least two (2) years, following completion of the Services. If such insurance is discontinued, extended reporting period coverage must be obtained by the COMPANY to fulfill this requirement.

D. Workers' Compensation. The COMPANY agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The COMPANY shall also carry Employers' Liability Coverage with minimum limits as follows:

- $500,000 – Bodily Injury by Disease per employee
- $500,000 – Bodily Injury by Disease aggregate
- $500,000 – Bodily Injury by Accident

The COMPANY shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The COMPANY's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

The COMPANY's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT upon thirty (30) days' written notice to the other party. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this AGREEMENT may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Minnesota without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be venue in Wright County, Minnesota.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto.

8.15 Ownership of Instruments of Service

All final reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, data and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall become the property of the CITY. COMPANY shall retain a copy of these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

8.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing.

COMPANY'S plans, specifications or other instruments of service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other instruments of service.

8.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY's express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore, the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors. COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

8.21 Force Majeure

Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that Party's performance is prevented by reason of f*orce majeure*. *"Force majeure"* includes war, an act of terrorism, a pandemic or epidemic, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent.

8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT's AGREEMENT with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

8.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not, up to the maximum tort liability caps found in Minnesota Statutes, Chapter 466.

It is acknowledged by both parties that COMPANY'S Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this AGREEMENT shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

8.31 Soliciting Employment

Neither party to this AGREEMENT will solicit an employee of the other nor hire or make an offer of employment to an employee of the other that is working on this PROJECT, without prior written consent of the other party, during the time this AGREEMENT is in effect.

8.37 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

8.38 Indemnification.

To the fullest extent permitted by law, COMPANY agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from liability for all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COMPANY'S negligence or failure to perform its obligations under this Agreement (other than those actions for performance of professional services). As regards the performance of professional services, to the fullest extent permitted by law, Company agrees to indemnify and hold the City harmless from and against damages, losses and expenses (including reasonable attorney fees and costs of defense) caused by the negligent acts, errors, or omissions of the Company. The COMPANY'S indemnification obligation shall apply to the COMPANY'S subcontractor(s), or anyone directly or indirectly employed or hired by the COMPANY, or anyone for whose acts the COMPANY may be liable. The COMPANY agrees this indemnity obligation shall survive the completion or termination of this Agreement.

8.39 Government Data/Privacy.

Company agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statues, Chapter 13, and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality. The COMPANY understands that all of the data created, collected, received, stored, used, maintained or disseminated by the COMPANY in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the COMPANY must comply with those requirements as if it were a government entity. This does not create a duty on the part of the COMPANY to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

8.40 Audits.

Pursuant to Minn. Stat. Section 16C.05, subd. 5, the COMPANY'S books, records, documents, and accounting procedures and practices that are relevant to this Agreement, are subject to examination by the City and either the Legislative Auditor or the State Auditor for a minimum of six years from the end of this Agreement.

8.41 Waiver.

The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

8.42 Savings Clause.

If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

8.43 Counterparts.

This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR Green

Dawn Hull

Printed/Typed Name: Dawn Hull

Title: Principal Date: 6/5/24

CITY OF WILLMAR

Accepted by: ______________________

Printed/Typed Name: ______________________

Title: ______________________ Date: ______________

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.D.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	Yes	**Presented By:**	Kyle Box, City Operations Director
Item:	Call for a Public Hearing Establishing a Gas Franchise Ordinance		

RECOMMENDED ACTION:

1. Introduce the Ordinance and Call for a Public Hearing on August 5, 2024 at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:
In the Fall of 2023, the City Council directed staff to explore an updated Gas Franchise Ordinance between the City of Willmar and Center Point Energy.

The City of Willmar and Center Point Energy have collaboratively worked to present the City Council with an Ordinance to establish a Gas Franchise in the City of Willmar. This Ordinance will amend the existing Ordinance that was previously established.

A gas franchise is a legal agreement between a municipality and a utility company that grants the company the exclusive right to provide natural gas service within a specified geographic area. This agreement typically includes provisions regarding service obligations, rates, infrastructure maintenance, and fees paid to the local government.

Gas franchises often involve the payment of franchise fees by the utility company to the local government. These fees are based on a percentage or a flat rate of the company's revenues derived from gas sales within the franchise area. This revenue can contribute significantly to the local government's budget, funding public services, infrastructure projects, and other community needs.

By granting a franchise, the local government can regulate and oversee the operations of the gas utility within its jurisdiction. This includes ensuring compliance with safety standards, environmental regulations, and service quality requirements. The franchise agreement establishes the terms under which the utility operates, providing a framework for resolving disputes and addressing community concerns.

Franchise agreements often include provisions for the expansion and maintenance of gas infrastructure within the community. This can lead to improved access to natural gas service for residents, businesses, and institutions, thereby supporting economic development and growth.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Gas Franchise Ordinance
2. Summary publication Gas Franchise

Gas Franchise Ordinance

ORDINANCE NO. [______]

CITY OF WILLMAR, KANDIYOHI COUNTY, MINNESOTA

AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP. d/b/a CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY"), ITS SUCCESSORS AND ASSIGNS, PERMISSION TO ERECT A GAS DISTRIBUTION SYSTEM FOR THE PURPOSES OF CONSTRUCTING, OPERATING, REPAIRING AND MAINTAINING IN THE CITY OF WILLMAR, MINNESOTA, THE NECESSARY GAS PIPES, MAINS AND APPURTENANCES FOR THE TRANSMISSION OR DISTRIBUTION OF GAS TO THE CITY AND ITS INHABITANTS, AND OTHERS AND TRANSMITTING GAS INTO AND THROUGH THE CITY AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

THE CITY COUNCIL OF THE CITY OF WILLMAR, KANDIYOHI COUNTY, MINNESOTA, ORDAINS:

SECTION 1. <u>DEFINITIONS</u>

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

City or Grantor. The City of Willmar, County of Kandiyohi, State of Minnesota.

City Utility System. Facilities used for providing public utility service owned or operated by City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Commission. The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate gas retail rates now vested in the Minnesota Public Utilities Commission.

Company or Grantee. CenterPoint Energy Resources Corp. d/b/a CenterPoint Energy Minnesota Gas its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this Franchise.

Gas. "Gas" as used herein shall be held to include natural gas, manufactured gas, or other form of gaseous energy as provided by a "public utility" as defined under Minnesota Statutes, 216B02.

Gas Facilities. Gas transmission and distribution pipes, lines, ducts, fixtures and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing Gas Energy for retail or wholesale use.

Notice. A writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet Mall, Minneapolis, Minnesota, 55402. Notice to the City shall be mailed to City of Willmar, 333 6th Street SW, Willmar, Minnesota, 56201. Any party may change its respective address for the purpose of this Ordinance by written Notice to the other parties.

Ordinance. This gas franchise ordinance, also referred to as the Franchise.

Public Way. Any highway, street, alley or other public right-of-way within the City.

Public Ground. Land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space, or other public property, which is held for use in common by the public or for public benefit.

SECTION 2. ADOPTION OF FRANCHISE

2.1 **Grant of Franchise.** The City (Grantor) hereby grants a non-exclusive franchise to Company (Grantee), its lessees, successors, and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public places as are now within the present or future limits of said Grantor, a natural gas distribution system and Gas Facilities necessary for the purpose of supplying natural gas or processed gas for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such Gas Facilities shall include, but not be limited to, all mains, services, pipes, conduits and appliances necessary or convenient for transmitting, transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance or permit requirements, to the extent consistent with all applicable law including pipeline safety regulations.

2.2 **Term.** The rights and privileges granted by this Ordinance shall remain in effect for a period of Twenty (20) years from the effective date of this Ordinance.

2.3. **Service and Gas Rates.** The terms and conditions of service and the rates to be charged by Company for Gas Energy in the City are subject to the exclusive jurisdiction of the Commission.

2.4. **Publication Expense.** The expense of publication of this Ordinance will be paid by City and reimbursed to the City by Company. The Company will reimburse the cost of summary publication as allowed by Minnesota Law. If the City chooses to publish the entire ordinance, the Company will reimburse an amount equal to the cost of a summary publication.

2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until ninety (90) days after the City or the Company serves written Notice to the other party of its intention to allow Franchise to expire.

SECTION 3. CONSTRUCTION AND MAINTENANCE OF GAS FACILITIES

3.1. **Location of Facilities.** Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System. Gas Facilities may be located on Public Grounds if approved by the City. Company may abandon underground gas facilities in place, provided at the City's request, Company, at its own expense, will remove abandoned metal pipe or concrete encased conduit or other Facilities interfering with a City improvement project, but only to the extent such metal pipe or conduit is uncovered as part of the City improvement project.

3.2. **Field Locations.** Company shall provide field locations for its underground Gas Facilities within City consistent with the requirements of Minnesota Administrative Rules, 7610.1110- 7610.1130.

3.3 **Construction and Maintenance.** Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and to the general public as is reasonably necessary; and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation. Grantee agrees that for the term of this Franchise, it will use its best efforts to maintain Gas Facilities and equipment sufficient to meet the current and future energy requirements of Grantor, its inhabitants, and industries. While maintaining its Gas Facilities and equipment, Grantee shall remain in compliance with all applicable Willmar City Code rules and regulations, and shall not open or disturb the surface of any Public Ground or Public Way for any purpose without first having obtained a permit from the City, or as required by ordinance, except that in emergency situations requiring the immediate repair of Gas Facilities, Grantee shall take immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible. In a reasonable time thereafter, Company shall seek from Grantor to obtain any required permits and pay any required permit fees. Permit conditions imposed on Company shall not be more burdensome than those imposed on other utilities for similar facilities or work or exceed conditions required by the Commission or other governmental entities with jurisdiction authority over Company.

3.4. **Restoration.** After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Administrative Rules, 7819.1100. The Company shall restore the Public Ground to as good a condition as formerly existed and shall maintain the surface in good condition for six (6) months thereafter. All work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed ten (10) days, the right to make the restoration at the expense of Company. The Company shall pay to the City the cost of such work done for or performed by the City or its designee. This remedy shall be in addition to any other remedy available to the City for noncompliance with this paragraph.

3.5. **Avoid Damage to Gas Facilities.** Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care to avoid damaging Gas Facilities while performing any activity.

3.6. **Notice of Improvements.** Grantor will give Grantee reasonable notice of plans for improvements within the Public Grounds or Public Ways where the improvement and any paving or resurfacing of a permanent nature may affect Grantee's Gas Facilities. The notice shall contain the nature and character of the improvements, the Public Grounds and Public Ways upon which the improvements are to be made, the extent of the improvements and the time when the Grantor will start the work, and, if more than one the Public Ground or Public Way is involved, the order in which this work is to proceed. The notice shall be given to the Grantee a sufficient length of time, considering seasonable working conditions, in advance of the actual commencement of the work to permit the Grantee to make any additions, alterations, or repairs to its Gas Facilities.

3.7. **Mapping Information.** At the Grantor's request, Grantee must promptly provide mapping information for any of its underground Gas Facilities in accordance with Minnesota Administrative Rules, 7819.4000 and 7819.4100, as the same may be amended from time to time.

3.8. **Extension of Gas Facilities.** Upon receipt and acceptance of a valid application for service from a prospective customer, Grantee shall, subject to its own economic feasibility criteria, including pipeline capacity and upstream supply, make reasonable extensions of its Gas Facilities to serve customers located within the current or future corporate limits of Grantor, subject to state regulations.

SECTION 4. RELOCATIONS

4.1. **Relocation in Public Ways.** The Company and City shall comply with the provisions of Minnesota Administrative Rules, 7819.3100 with respect to requests for the Company to relocate Gas Facilities located in Public Ways.

4.2 **Relocation in Public Grounds.** City may require Company at Company's expense to relocate or remove its Gas Facilities from Public Grounds upon a finding by City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Grounds. Nothing in this subsection shall be construed so as to invalidate or impair any existing company easements in Public Grounds. If Company is required to relocate from an existing easement, City shall provide an equivalent easement for the relocated facilities.

4.3 **Relocation of Gas Facilities in Public Ways and Public Grounds.** The Grantee shall comply with Minnesota Administrative Rules, 7819.3100 and applicable law, and any applicable City ordinances consistent with law regarding relocation of Gas Facilities in Public Ways and Public Grounds. If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, Grantee, upon reasonable notice from Grantor, shall remove and relocate its Gas Facilities or equipment situated in the Public Way, if such removal is necessary to prevent interference and not merely for the convenience of the Grantor, at the cost and expense of Grantee.

4.4 **Relocation**. If Grantor orders or requests Grantee to relocate its Gas Facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference and not merely for the convenience of the Grantor or other right-of-way user, Grantee shall receive payment for the cost of such relocation as a precondition to relocating its Gas Facilities or equipment. Any person or corporation desiring to move a building or other structure along, or to make any unusual use of any street, alley, avenue, bridge, public right-of-way or public place which shall interfere with the Gas Facilities or equipment of the Grantee, shall first give notice to the Grantor and the Grantee and a pay a sum sufficient to cover the expense and damage incident to the moving of Grantee's Gas Facilities and equipment.

4.5 **Projects with Federal Funding**. Relocation, removal or rearrangement of any Company Gas Facilities made necessary because of the extension into or through City of a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, 161.46, as supplemented or amended.

SECTION 5. INDEMNIFICATION

5.1. **Hold Harmless.** Grantee, during the term of this Ordinance, agrees to indemnify, save and hold harmless Grantor from and against all claims, demands, losses and expenses on account of injury to persons or damage to property arising directly out of the negligence of Grantee, its employee or agents in the constructing, operating, inspecting and maintaining of the Gas Facilities or appliances of Grantee located in the Public Grounds and Public Ways; provided, however, that Grantee need not indemnify, save and hold harmless Grantor from claims, demands, losses and expenses directly arising out of the negligence of Grantor, its officials, employees or agents.

5.2. **Defense of City.** If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City and Company, in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf. This Franchise Agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunities or limitations on liability under Minnesota Statutes, Chapter 466.

SECTION 6. VACATION OF PUBLIC WAYS AND PUBLIC GROUNDS

The City shall give Company at least two (2) weeks prior written Notice of a proposed vacation of a Public Ways or Public Grounds. Pursuant to Minnesota Administrative Rules, Part 7819.3200, if the City vacates a Public Way that contains Gas Facilities of Company and the vacation requires the relocation of the Company's Gas Facilities, payment of the relocation costs must be determined as follows: (1) if the vacation proceedings are initiated by the Company, the Company must pay the relocation costs; (2) if the vacation proceedings are initiated by the City for a public project, the Company must pay the relocation costs unless otherwise agreed to by the City and Company; or (3) if the vacation proceedings are initiated for the purpose of benefiting a person other than the Company, the benefited person must pay the relocation costs. Except where required for a City project, the vacation of any Public Way, after the installation of Gas Facilities, shall not operate to deprive Company of its rights to operate and maintain such Gas Facilities, until the reasonable cost of relocating the same are first paid to Company by the nongovernmental entity in favor of whom the vacation was granted. In no case, however, shall the City be liable to Company for failure to specifically preserve a right of way under Minnesota Statutes, 160.29. The City and the Company shall comply with Minnesota Administrative Rules, 7819.3200 and applicable ordinances consistent with law applicable to right-or-way vacation.

Vacating of a public right-of-way shall not deprive the Grantee of its right to operate and maintain existing Gas facilities, until the reasonable cost of relocating the same is first paid to the Grantee. In accordance with Minnesota Administrative Rules, 7819.3200, if the City vacates a Public Way, which contains Gas Facilities of Company and the vacation does not require relocation of Company's Gas Facilities, the vacation proceedings shall not be deemed to deprive Company of its right to continue to use the right-of-way of the former Public Way for its Gas Facilities installed prior to such order of vacation.

SECTION 7. FRANCHISE FEE

7.1. **Form.** During the term of the Franchise hereby granted, the City may charge the Company a franchise fee. In addition to the franchise fee, Company shall be required to pay only such other fees, charges, costs, or taxes that are generally required to be paid by other businesses or persons in the City. The fee may be (i) a percentage of gross revenues received by the Company for its operations within the City, or (ii) a flat fee per customer based on metered service to retail customers within the City or on some other similar basis, or (iii) a fee based on some other method that is mutually acceptable to both the City and the Company. The method of imposing the franchise fee may differ for each customer class. The amount of the fee collected may differ for each customer class. The City will seek to use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with all applicable and effective Orders of the Minnesota Public Utility Commission. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. The City will attempt to accommodate the Company but is under no franchise obligation to adopt the Company-proposed franchise fee formula and each review will not delay the implementation of the City-imposed fee. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Ordinance.

7.2. **Separate Ordinance.** The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than ninety (90) days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by Certified mail.

7.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed-upon franchise.

7.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time to time; however, the change shall meet the same Notice requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

7.5. **Continuation of Franchise Fee.** If this Franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this Franchise expires, will remain in effect until a new franchise is agreed upon. However, the franchise fee will not remain in effect for more than one (1) year after the franchise expires as stated in Section 2. If for any reason the Franchise terminates, the franchise fee will terminate at the same time. If a subsequent franchise ordinance is approved continuing the Franchise, the then existing franchise fee ordinance shall remain in full force and effect without additional action by City and subject to future changes as authorized in the successor franchise ordinance.

7.6. **Continuation of Franchise Fee.** If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon. However, the franchise fee will not remain in effect for more than one (1) year after the franchise expires as stated in Section 2 of this agreement. If for any reason the franchise terminates, the franchise fee will terminate at the same time.

SECTION 8. PROVISIONS OF ORDINANCE

8.1. **Severability.** If any clause, sentence, or section of this Ordinance is deemed invalid by any judicial, regulatory, or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

8.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between City and Company as the only parties, and no provision of this Franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

8.3 **Confidential Information**. Grantor is subject to the Minnesota Government Data Practices Act (Act). To the extent the following is in compliance with the Act as determined on a case-by-case basis, Grantor acknowledges that certain information it might request pursuant to this

Franchise may be of a proprietary and confidential nature. Subject to the Act, if Grantee requests that any information provided by Grantee to Grantor be kept confidential due to such proprietary or commercial value, Grantor and its employees, agents, and representatives shall maintain the confidentiality of that information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief. Grantor, to the extent permitted by the Act, shall use all reasonable efforts to ensure that the confidentiality of Grantee's confidential information is maintained.

8.4 **Force Majeure.** It shall not be a breach or default under this Franchise if either party fails to perform its obligations hereunder due to Force Majeure. Force Majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid Force Majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance; provided, however, that this provision shall not obligate a party to settle any labor strike.

8.5 **Non-Waiver**. Any waiver of any obligation or default under this Franchise shall not be construed as a waiver of any future defaults, whether of like or different character.

8.6 **Effect and Interpretation of Ordinance**. The captions which precede each section of this Ordinance are for convenience in reference only and shall not be taken into consideration in the interpretation of any of the provisions of this Ordinance.

SECTION 9. AMENDMENT-PROCEDURE

Either party to this Franchise Agreement may at any time propose that the agreement be amended to address a subject of concern and the other party will consider whether it agrees that the amendment is mutually appropriate. If an amendment is agreed upon, this Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto with the City Clerk within (ninety) 90 days after the date of final passage by the City of the amendatory ordinance.

SECTION 10. PREVIOUS FANCHISE SUPERSEDED

This Ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to this Franchise and the same shall supersede all prior ordinances pertaining to this Franchise Agreement, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed.

Ordinance No. [_____] of the City of Willmar, Minnesota, is hereby repealed as of the effective date hereof.

SECTION 11. <u>EFFECTIVE DATE AND ACCEPTANCE</u>

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee, upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon acceptance by Grantee by written instrument within ninety (90) days of passage by the governing body, and filed with the City Clerk of the City of Willmar, Minnesota. The City Clerk shall sign and affix the community seal to acknowledge receipt of such acceptance and return one copy to Grantee. If Grantee does not, within ninety (90) days following passage of this Ordinance express in writing its objections to any terms or provisions contained therein, or reject this Ordinance in its entirety, Grantee shall be deemed to have accepted this Ordinance and all of its terms and conditions. The City, by Council resolution, may revoke this Franchise Agreement or seek its enforcement in a competent jurisdiction, if Company does not file a written acceptance with the City within ninety (90) days after publication of this Ordinance.

Passed by the City Council of the City of Willmar this ___ day of ____________, 2024.

ATTEST:

________________________________	________________________________
Leslie Valiant, City Administrator	Doug Reese, Mayor

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

This Ordinance introduced by Council Member: _______________________________________

This Ordinance introduced on: ____

This Ordinance published on: ____

This Ordinance given a hearing on: ____

This Ordinance adopted on: ____

This Ordinance published on: ____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ___

AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP. d/b/a CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY"), ITS SUCCESSORS AND ASSIGNS, PERMISSION TO ERECT A GAS DISTRIBUTION SYSTEM FOR THE PURPOSES OF CONSTRUCTING, OPERATING, REPAIRING AND MAINTAINING IN THE CITY OF WILLMAR, MINNESOTA, THE NECESSARY GAS PIPES, MAINS AND APPURTENANCES FOR THE TRANSMISSION OR DISTRIBUTION OF GAS TO THE CITY AND ITS INHABITANTS, AND OTHERS AND TRANSMITTING GAS INTO AND THROUGH THE CITY AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

Summary: Ordinance No. ___ authorizes CenterPoint Energy to construct, operate, repair, and maintain necessary gas pipes, mains and appurtenances for the transmission or distribution of gas within the City of Willmar and its use of public grounds and public right of ways.

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

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.E.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	Yes	**Presented By:**	Kyle Box, City Operations Director
Item:	Call for a Public Hearing Establishing a Gas Franchise Fee Ordinance		

RECOMMENDED ACTION:

1. Introduce the Ordinance and Call for a Public Hearing on August 5, 2024 at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:
A gas franchise fee provides a reliable source of revenue for the local government. This revenue can be earmarked for essential services such as road maintenance, public safety, community development projects, environmental sustainability and energy efficiency programs, or other needs determined by the City Council.

Gas companies utilize public rights-of-way to lay pipelines and conduct business operations. Charging a franchise fee ensures that these companies contribute to the upkeep and maintenance of these public assets.

By establishing a franchise fee, the costs associated with maintaining local infrastructure are distributed more equitably across all users and stakeholders, rather than solely burdening taxpayers.

The predictable nature of franchise fee revenue provides stability in budget planning and enables the local government to undertake long-term infrastructure projects and investments.

BUDGETARY/FISCAL ISSUES:

Rate Class Description	Franchise Fee Amount (Monthly)
Residential	$5.00
Small Volume/ Commercial - A	$10.00
Small Volume/ Commercial/ Industrial - B	$17.00

Small Volume/ Commercial/ Industrial - C	$45.00
Small Volume Duel Fuel - A	$50.00
Small Volume Duel Fuel - B	$60.00
Large Volume Duel Fuel	$90.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Franchise Fee Ordinance
2. Summary publication Franchise Fee

Franchise Fee Ordinance

ORDINANCE NO.

AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY") FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF WILLMAR

The City Council of the City of Willmar dos ordain as follows:

Gas Franchise Fee.

(a) *Definitions.* For the purposes of this Ordinance, the following terms shall have the following meanings:

(1) City. The City of Willmar, County of Kandiyohi, State of Minnesota.

(2) Company. CenterPoint Energy Minnesota Gas ("CenterPoint Energy"), its successors and assigns.

(3) Franchise Agreement. The franchise agreement between the City and the Company pursuant to City Ordinance No. _______________.

(4) Notice. "Notice" means a writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet Mall, Minneapolis, Minnesota, 55402. Notice to the City shall be mailed to the City Clerk at 333 6th St. SW, Willmar, MN 56201.

(b) *Purpose.* The Willmar City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas and electric services within the City. Pursuant to the Franchise Agreement the City has the right to impose a franchise fee on the Company.

(c) *Franchise Fee Statement and Schedule.* A franchise fee is hereby imposed on the Company commencing with the October 1, 2024 billing month, and in accordance with the following fee schedule:

Customer Classification	Amount Per Account Per Month ($)
Residential	$5 per month
Commercial A (SVF-A)	$10 per month
Commercial B (SVF-B)	$17 per month
Commercial C (SVF-C)	$45 per month
Small Volume, Dual Fuel A (SVDF A)	$50 per month
Small Volume, Dual Fuel B (SVDF B)	$60 per month
Large Volume, Firm and Dual Fuel (LVDF)	$90 per month

(d) *Account Fee.* This fee is an account-based fee and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter, but only one account, only one fee shall be assessed to that account. In the event any entities covered by this ordinance have more than one account, each account shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any account, the highest possible fee amount shall apply.

(e) *Payment*. Franchise fees are to be collected by the Company, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970, and submitted to the City as follows:

January – March collections due by April 30
April – June collections due by July 31
July – September collections due by October 31
October – December collections due by January 31

(f) *Record Support for Payment.* The Company shall make each payment when due and, if requested by the City, shall provide a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total made to account for any non-collectible accounts, refunds or error corrections. The Company shall permit the City, and its representatives, access to the Company's records for the purpose of verifying such statements.

(g) *Payment Adjustments*. Payment to the City will be adjusted where the Company is unable to collect the franchise fee. This includes non-collectible accounts.

(h) *Surcharge.* The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of city residents to reimburse the Company for the cost of the fee, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970.

(i) *Dispute Resolution*. If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this ordinance or for such other relief permitted by law.

(j) *Effective Date of Franchise Fee*. The effective date of this Ordinance shall be after its publication and ninety (90) days or more after sending written notice enclosing a copy of this adopted Ordinance to the Company by certified mail. Collection of the fee shall commence as provided above.

(k) *Relation to Franchise Agreement*. This ordinance is enacted in compliance with the Franchise Agreement and shall be interpreted as such.

(l) *Periodic Review*. The City Council shall review this ordinance every two (2) years in whatever manner the City Administrator then determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. Failure to review this ordinance shall not in any way invalidate or limit it.

(m) *Permit Fees*. The Company will administer the collection and payment of franchise fees to the City in lieu of permit fees, or other fees that may otherwise be imposed on the Company in relation to its operations as a public utility in the City so long as the following requirements are met:

(1) The Company applies for any and all permits, licenses and similar documentation as though this provision did not exist.

(2) The Company requests the fee to be waived at the time of application.

Effective Date. This ordinance takes effect as provided herein.

Passed by the City Council of the City of Willmar this ___ day of ____________, 2024.

ATTEST:

______________________________________ ______________________________

Leslie Valiant, City Administrator Doug Reese, Mayor

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

This Ordinance introduced by Council Member: ___________________________________

This Ordinance introduced on: ____

This Ordinance published on: ____

This Ordinance given a hearing on: ____

This Ordinance adopted on: ____

This Ordinance published on: ____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ___

AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY") FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF WILLMAR

Summary: Ordinance No. ___ establishes a gas energy franchise fee on CenterPoint Energy for providing gas energy services within the City of Willmar.

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.

INC· 1901

WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	Agenda Item Number:	11.F.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of Sale of THC Product License- Hemponix Holdings LLC dba Hemponix		

RECOMMENDED ACTION:
Approve the Sale of THC Product License, Pending Police Department Approval, on a Roll Call Vote

OVERVIEW:
On September 19, 2022, the City Council Adopted Ordinance No. 1487 regulating the sale of tetrahydrocannabinol products in the City of Willmar.
The current owners of Hemponix LLC, located at 1425 1st Street South, are selling their business to Hemponix Holdings LLC dba Hemponix. Hemponix Holdings LLC has submitted a license application for approval.

BUDGETARY/FISCAL ISSUES:
$2,000 Annual License Fee

ALTERNATIVES TO CONSIDER:
Deny the approval of the requested license application.

ATTACHMENTS:
None

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.G.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Abby Ahrendt, Administrative Assistant
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Resolution to Acknowledge Donations for the 2nd Quarter of 2024		

RECOMMENDED ACTION:
Council motion to adopt a resolution approving and acknowledging donations for the second quarter of 2024.

OVERVIEW:
The City regularly receives donations, and pursuant to former adopted Council action, allows staff to promptly send a Thank-you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the second quarter donations for 2024.

BUDGETARY/FISCAL ISSUES:
Donation Total - $13,199.45

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. 2024 Second Quarter Donations

RESOLUTION NO.
ACKNOWLEDGEMENT OF DONATIONS

Motion By: ______________ Second By: ______________

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of April 1, 2024 through June 30, 2024.

Amount	From	For/Purpose
$ 100.00	Friends of Rick, LLC	Willmar Fire Explorers
$ 100.00	Community Giving	2024 Summer Camp
$ 200.00	Marcus Construction	2024 Summer Camp
$ 300.00	Walt's	2024 Summer Camp
$ 300.00	Dooley's	2024 Summer Camp
$ 500.00	Community Giving	Juneteenth Celebration
$ 500.00	Teresa Holwerda Insurance Agency Inc.	2024 Summer Camp
$ 500.00	Kandiyohi Power Charitable Trust	2024 Summer Camp
$ 500.00	Willmar Area Arts Council	International Heritage Event
$ 500.00	Kandiyohi County	Willmar CERT Fund
$ 500.00	United Way of West Central	Juneteenth Celebration
$1,000.00	Community Giving	Officer Hay Top Cop Award
$1,000.00	Todd Lynum	Bench Program
$1,200.00	Primewest Health	Senior Citizen Day
$2,499.45	WBRBA Tournament	Portable Mounds/Metal Stools
$3,500.00	100 Yard Club	Youth Football Equipment

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the city formally accept the donations as listed below:

Dated This 15th day of July 2024

____

MAYOR

Attest:

____

CITY CLERK

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	**Agenda Item Number:**	11.H.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	Jim Felt, Tom Odens, Finance Director, Christopher Corbett, Planning and Development Director
Item:	Director's Update		

RECOMMENDED ACTION:
Council will receive updates from Police Chief Felt, Finance Director Odens and Planning Development Director Corbett.

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. 6.30.24 General
2. 6.30.24 WWTP
3. Activity through 6-30-24
4. Investment Portfolio through 6-30-24
5. Historical Interest per quarter through 6-30-24
6. Interest Breakdown by Institution through 6-30-24
7. Planning & Development Report

City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended June 30, 2024

	2023 Actual	2024 Annual Budget	2024 Year-To-Date	% of 2024 Budget
Revenues				
General Property Taxes	$ 8,100,691.32	$ 9,159,636.00	$ 4,909,413.97	53.60%
Licenses and Permits	535,354.08	505,000.00	531,282.21	105.20%
Intergovernmental	6,239,698.62	7,100,275.00	228,791.06	3.22%
Service Charges	976,952.15	891,628.00	596,316.15	66.88%
Fines and Forfeits	98,850.21	75,000.00	58,372.45	77.83%
Special Assessments	1,658.51	-	1,220.66	
Miscellaneous Revenue	1,381,204.35	386,000.00	154,323.05	39.98%
Other Financing Sources	2,565,274.24	3,301,808.00	1,277,867.20	38.70%
Total Revenues	**$ 19,899,683.48**	*** $ 21,419,347.00**	**$ 7,757,586.75**	**36.22%**
Expenditures				
City Administrator	$ 1,772,868.77	$ 1,110,951.00	$ 368,802.34	33.20%
Mayor and Council	336,547.40	378,150.00	236,095.40	62.43%
City Hall	2,342,944.32	810,217.00	294,368.23	36.33%
City Clerk	265,906.68	231,930.00	160,052.16	69.01%
Elections	7,545.22	125,859.00	21,406.51	17.01%
Finance Department	622,896.47	527,067.00	222,539.76	42.22%
Planning/Development Services	855,447.33	938,524.00	435,717.88	46.43%
Legal	459,230.07	350,000.00	181,182.12	51.77%
Information Technology	745,276.33	803,378.00	490,503.88	61.06%
Human Resources	182,831.80	215,206.00	105,135.86	48.85%
Cultural Diversity	3,856.55	173,578.00	86,778.54	49.99%
Sub-Total General Gov't.	7,595,350.94	5,664,860.00	2,602,582.68	**45.94%**
Police Department	6,203,045.29	6,481,869.00	3,255,279.04	50.22%
Fire Protection	1,008,434.39	1,192,512.00	468,790.40	39.31%
Sub-Total Public Safety	7,211,479.68	7,674,381.00	3,724,069.44	**48.53%**
Public Works	4,396,579.04	4,096,722.00	1,746,656.90	42.64%
Engineering	452,309.63	297,500.00	146,638.45	49.29%
Transit System	20,000.00	20,500.00	20,500.00	100.00%
Storm Water	98,317.02	83,500.00	47,844.85	57.30%
Sub-Total Streets/Highways	4,967,205.69	4,498,222.00	1,961,640.20	**43.61%**
WRAC	130,236.17	142,470.00	66,670.80	46.80%
Library	557,205.46	589,018.00	236,509.00	40.15%
Auditorium	57,899.84	111,768.00	15,003.09	13.42%
Parks & Recreation	1,095,630.82	1,093,248.00	550,669.57	50.37%
Civic Center	936,396.97	1,041,360.00	416,225.40	39.97%
Recreation/Event Center	23,062.63	10,000.00	1,569.33	15.69%
Community Center	268,740.16	292,433.00	161,531.32	55.24%
Aquatic Center	214,436.85	301,587.00	51,430.41	17.05%
Sub-Total Culture/Recreation	3,283,608.90	3,581,884.00	1,499,608.92	**41.87%**
Total Expenditures	**$ 23,057,645.21**	**$ 21,419,347.00**	**$ 9,787,901.24**	**45.70%**

* Indicates Over Budget

City of Willmar

Waste Treatment Plant

Budgetary Comparison Report

For the Period Ended June 30, 2024

	2023 Actual	2024 Annual Budget	2024 Actual Year-To-Date	% of 2024 Budget
Revenues				
Intergovernmental	$ 84,652.16	$ 75,000.00	$ 6,608.42	8.81%
Service Charges	9,804,384.56	10,075,000.00	3,039,451.63	30.17%
Miscellaneous Revenue	915,250.94	150,000.00	344,677.80	229.79%
Total Revenues	**$ 10,804,287.66**	**$ 10,300,000.00**	**$ 3,390,737.85**	**32.92%**
Expenditures				
Waste Treatment - Treatment	7,938,213.41	12,887,325.00	2,136,474.75	16.58%
Waste Treatment - Collections	3,397,959.60	1,872,777.00	104,321.20	5.57%
Waste Treatment - Biosolids	232,144.70	296,900.00	124,705.22	42.00%
Waste Treatment - Eagle Lake	57,625.55	30,650.00	13,286.62	43.35%
Total Expenditures	**$ 11,625,943.26**	**$ 15,087,652.00**	**$ 2,378,787.79**	**15.77%**

* Indicates Over Budget

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED JUNE 30, 2024

BALANCE AT PRIOR QUARTER END MARCH 31, 2024	**$ 49,246,943.48**
SUMMARY OF APRIL THROUGH JUNE, 2024, TRANSACTIONS:	
(04/01/24) Matured: Bremer Wealth Management, TB-436308HF0	(200,000.00)
(04/01/24(Market Value Adjustment: Bremer Wealth Management, TB-436308HF0	-
(04/29/24) Matured: Wells Fargo Advisors, CD-94021MFQ1, 04/29/24, 5.350%	(245,000.00)
(04/29/24) Market Value Adjustment: Wells Fargo Advisors, CD-94021MFQ1	-
(04/30/24) Interest Accrued: 4M	6.60
(04/30/24) Interest Accrued: 4MP	2,319.01
(04/30/24) Interest Accrued: 4M-203	2,224.93
(04/30/24) Interest Accrued: 4MP-203	21,834.37
(04/30/24) Interest Accrued: Bremer Bank Money Market	138.80
(04/30/24) Interest Accrued: UBS, Money Market	28,712.73
(05/09/24) Transfer from 4M to Heritage Bank Checking	(1,000,000.00)
(05/21/24) Transfer from 4M to Heritage Bank Checking	(2,000,000.00)
(05/31/24) Interest Accrued: 4M	143.54
(05/31/24) Interest Accrued: 4MP	6.81
(05/31/24) Interest Accrued: 4M-203	2,395.22
(05/31/24) Interest Accrued: 4MP-203	2,296.94
(05/31/24) Interest Accrued: Bremer Bank Money Market	16,060.27
(05/31/24) Interest Accrued: UBS, Money Market	29,669.60
(06/20/24) Purchased: UBS, Additional Money Market	3,500,000.00
(06/27/24) Purchased: 4M, Money Market for Bond Issue	10,494,953.60
(06/30/24) Interest Accrued: Bremer Bank Money Market	139.04
(06/30/24) Interest Accrued: 4M, 101	6.60
(06/30/24) Interest Accrued: 4M, 101P	2,325.61
(06/30/24) Interest Accrued: 4M, 203	2,231.65
(06/30/24) Interest Accrued: 4M 203P	8,902.07
(06/30/24) Interest Accrued: 4M 204	4,513.92
(06/30/24) Interest Accrued: UBS Treasury Fund	34,089.14
(06/30/24) Quarter-End Market Value Adjustment	182,643.44
JUNE 30, 2024 BALANCE	**$ 60,137,557.37**

WILLMAR FINANCE

CASH/INVESTMENT PORTFOLIO AS OF June 30, 2024

Investments:					Maturity	Rate	Par Value	Market Value
1	Bremer Bank	MM	437680198	09/28/2018	N/A	1.000%	$ 169,294.68	$ 169,294.68
2	4M	MM	35205-101	01/31/2020	N/A	5.234%	1,520.62	1,520.62
3	4M	MM	35205-101-P	01/31/2020	N/A	5.259%	540,402.36	540,402.36
4	4M	MM	35205-201-21C	10/08/2021	N/A	5.234%	521,027.24	521,027.24
5	4M	MM	35205-203	09/14/2023	N/A	5.259%	2,068,556.09	2,068,556.09
6	4M	MM	35205-204	6/27/2024	N/A	5.234%	10,499,467.52	10,499,467.52
7	UBS	MM		12/06/2023	N/A	5.200%	10,191,589.01	$ 10,191,589.01
8	Multi-Bank Sec	FHLMC	3134GXG73	08/12/2022	08/12/2024	4.100%	1,500,000.00	$ 1,497,075.00
9	Wells Fargo Adv	FHLB	3130APWJ0	12/10/2021	09/10/2024	1.000%	500,000.00	$ 495,460.00
10	Bremer Wealth	FFCB	3133EMBD3	09/25/2020	09/24/2024	0.360%	200,000.00	$ 197,448.00
11	Wells Fargo Adv	CD	05600XBJ8	11/25/2020	11/25/2024	0.300%	245,000.00	$ 240,273.95
12	Multi-Bank Sec	FHLB	3130AQJM6	01/28/2022	01/28/2025	1.250%	1,000,000.00	$ 976,700.00
13	Multi-Bank Sec	FHLB	3130AQYM9	02/28/2022	02/28/2025	1.250-5000%	2,000,000.00	$ 1,994,660.00
14	Multi-Bank Sec	FHLB	3130AR3N9	03/10/2022	03/10/2025	1.250-5.000%	1,000,000.00	$ 997,170.00
15	Multi-Bank Sec	FHLB	3130ARGD7	04/14/2022	04/14/2025	2.000-4.000%	1,000,000.00	$ 989,330.00
16	Multi-Bank Sec	FHLMC	3134GXE34	07/25/2022	07/25/2025	4.050%	1,500,000.00	$ 1,484,865.00
17	Multi-Bank Sec	FHLB	3130ASR76	07/28/2022	07/28/2025	3.500-5.500%	500,000.00	$ 499,340.00
18	Bremer Wealth	FHLMC	3134GWND4	03/02/2021	08/12/2025	0.600%	250,000.00	$ 238,075.00
19	Wells Fargo Adv	FHLB	3130AKLN4	01/14/2021	10/14/2025	0.200-3.500%	1,000,000.00	$ 957,560.00
20	Wells Fargo Adv	CD	48128UQY8	11/13/2020	11/13/2025	0.400-1.000%	245,000.00	$ 230,755.70
21	Wells Fargo Adv	FHLB	3130AKTT3	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	$ 1,877,220.00
22	Wells Fargo Adv	FHLB	3130AKWD4	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	$ 1,874,040.00
23	Wells Fargo Adv	FHLB	3130ALGY4	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	$ 706,997.10
24	Wells Fargo Adv	FHLB	3130ALYA6	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	$ 950,110.00
25	Wells Fargo Adv	FHLB	3130ALX66	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	$ 955,350.00
26	Wells Fargo Adv	FHLB	3130ALZ80	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	$ 955,350.00
27	Wells Fargo Adv	CD	856285VS7	05/19/2021	05/19/2026	1.000%	245,000.00	$ 227,788.75
28	Wells Fargo Adv	FHLB	3130AMKN1	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	$ 477,063.40
29	Wells Fargo Adv	FHLB	3130AMLA8	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	$ 1,770,180.60
30	Wells Fargo Adv	FHLB	3130AMZD7	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	$ 1,888,880.00
31	Wells Fargo Adv	FHLB	3130AMW57	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	$ 701,272.50
32	Bremer Wealth	TB	837445AL9	02/09/2021	07/01/2026	3.250%	450,000.00	$ 435,829.50
33	Wells Fargo Adv	CD	795451AF0	07/28/2021	07/28/2026	1.000%	245,000.00	$ 226,387.35
34	Bremer Wealth	FHLB	3130AMAQ5	04/22/2021	07/29/2026	1.000%	150,000.00	$ 138,720.00
35	Wells Fargo Adv	FHLB	3130ANBG4	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	$ 943,790.00
36	Wells Fargo Adv	FHLB	3130ANE22	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	$ 233,512.50
37	Wells Fargo Adv	FHLB	3130APHT5	10/26/2021	10/26/2026	1.200%	1,000,000.00	$ 920,840.00
38	Wells Fargo Adv	FHLB	3130APJC0	10/28/2021	10/28/2026	0.600-0.400%	1,000,000.00	$ 939,050.00
39	Wells Fargo Adv	FHLB	3130APMS1	10/28/2021	10/28/2026	0.750-4.000%	1,000,000.00	$ 946,810.00
40	Multi-Bank Sec	CD	61765Q6M6	11/19/2021	11/19/2026	1.000-1.500%	245,000.00	$ 225,385.30
41	Wells Fargo Adv	FHLB	3130APPP4	11/23/2021	11/23/2026	0.750-5.000%	935,000.00	$ 889,110.20
42	Wells Fargo Adv	FHLB	3130APV51	11/24/2021	11/24/2026	1.000-4.000%	1,500,000.00	$ 1,428,360.00
43	Wells Fargo Adv	FHLB	3130AQ2W2	12/15/2021	12/15/2026	1.000-3.000%	1,000,000.00	$ 948,000.00
44	Wells Fargo Adv	FHLB	3134GXWP5	06/23/2022	06/23/2027	3.000-5.250%	1,000,000.00	$ 987,880.00
45	Wells Fargo Adv	FHLB	3130AN4J6	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	$ 1,842,980.00
46	Multi-Bank Sec	FHLB	3130AT3M7	09/16/2022	09/16/2027	4.000%	500,000.00	$ 499,565.00
47	Multi-Bank Sec	FHLB	3130ANX47	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	$ 450,045.00
48	Wells Fargo Adv	FHLB	3130ANPP9	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	$ 906,470.00
	TOTAL INVESTMENT						$ 61,821,857.52	$ 60,137,557.37

WILLMAR FINANCE

Historical Interest/Dividends Received Per Quarter 2014 through 06/30/2024

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual Totals
2024	$ 405,535.00	$ 285,378.28	$ -	$ -	$ 690,913.28
2023	$ 208,735.23	$ 184,247.62	$ 262,034.89	$ 927,719.37	$ 1,582,737.11
2022	$ 51,425.47	$ 92,025.80	$ 115,301.08	$ 158,956.69	$ 417,709.04
2021	$ 45,770.36	$ 70,546.38	$ 44,546.22	$ 69,630.17	$ 230,493.13
2020	$ 251,403.43	$ 211,548.65	$ 101,244.27	$ 63,649.97	$ 627,846.32
2019	$ 169,343.56	$ 253,437.22	$ 281,584.07	$ 296,234.54	$ 1,000,599.39
2018	$ 174,572.53	$ 258,322.75	$ 180,554.87	$ 304,728.14	$ 918,178.29
2017	$ 209,941.65	$ 207,001.33	$ 159,519.58	$ 254,797.06	$ 831,259.62
2016	$ 203,419.67	$ 243,624.43	$ 128,705.25	$ 203,709.56	$ 779,458.91
2015	$ 187,662.01	$ 241,077.82	$ 183,436.47	$ 238,629.12	$ 850,805.42
2014	$ 196,385.66	$ 258,307.26	$ 182,514.61	$ 259,763.87	$ 896,971.40

2024 Interest/Dividends Received By Institution

Institution	April	May	June	2024 Year-To-Date	2023 Year-To-Date
4M	$ 26,384.91	$ 20,759.24	$ 17,979.85	$ 157,514.60	$ 61,454.72
Bremer Bank	$ 138.80	$ 143.54	$ 139.04	$ 841.71	$ 691.10
Bremer Wealth Management	$ 7,051.65	$ 2,140.23	$ 2,223.86	$ 23,623.98	$ 26,358.34
Heritage Bank	$ 2,143.93	$ 2,092.26	$ 1,927.89	$ 12,404.83	$ 16,320.08
Multi-Bank Securities	$ 15,000.00	$ 1,221.64	$ -	$ 158,003.06	$ 152,295.66
UBS	$ 28,712.73	$ 29,669.60	$ 34,089.14	$ 179,920.04	$ 13,881.50
Wells Fargo Advisors	$ 39,452.96	$ 17,307.01	$ 36,800.00	$ 158,605.06	$ 121,981.45
Totals	**$ 118,884.98**	**$ 73,333.52**	**$ 93,159.78**	**$ 690,913.28**	**$ 392,982.85**

WILLMAR
PLANNING & DEVELOPMENT

333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

July 2024 – Director's Report

Comprehensive Plan

The Department of Planning and Development has officially kicked off the Comprehensive Plan process. The City of Willmar is seeking public input on its comprehensive plan, "With Willmar" and all residents are invited to participate throughout the process. The Open House on July 25, 2024, at the Willmar Public Library (410 5th Street SW; Willmar, Mn 56201) is an opportunity for residents to share their vision for the city's future. With sessions available both during the day and in the evening, it's convenient for everyone to participate. The upcoming meetings in August covering important topics like Mobility, Housing and Land-use, Public Facilities, and Economic Opportunity will provide even more chances for community engagement. Your input can help shape the future of Willmar!

August in-person Public Meetings: Location Willmar Public Library

- August 8, 2024, Topic: Mobility Day Session: 11:30 - 1:00pm Evening Session: 5:00 – 7:30pm
- August 12, 2024, Topic: TBA Day Session: 11:30 - 1:00pm Evening Session: 5:00 – 7:30pm
- August 26, 2024, Topic: TBA Day Session: 11:30 - 1:00pm Evening Session: 5:00 – 7:30pm
- August 29, 2024, Topic: TBA Day Session: 11:30 - 1:00pm Evening Session: 5:00 – 7:30pm

** virtual meeting details to be announced**

As part of this public engagement effort, the city has launched an online survey where residents can help shape the future of Willmar over the next decade and beyond. The online survey is open through September 30 and can be accessed at: www.willmarmn.gov

Boards + Commission

The Department of Planning and Development is accepting applications for our board and commission:

- Board of Zoning Appeals (BZA) (*6 vacancies; 2 pending appointments*)
- Planning Commission (*1 vacancy*)

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

Permitting

June 2024

- 74 permits were issued.
- Total Valuation: $7,461,013.00
- Total Permit Fee: $63,076.98

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	July 15, 2024	Agenda Item Number:	11.I.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Set Special Council Meeting Monday, July 29, 2024		

RECOMMENDED ACTION:
Request that the Council set a special council meeting for July 29, 2024 at 6:00pm

OVERVIEW:
Council will discuss the 2025 Capital Improvement Plan

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
None