



WILLMAR CITY COUNCIL MEETING

MONDAY, AUGUST 19, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of August 19, 2024
- B. Police Civil Service Commission Minutes for June 7th 2024
- C. Municipal Utilities Commission Minutes of August, 12 2024
- D. Planning Commission Minutes of August 7, 2024_Draft
- E. Board of Zoning Appeals Minutes of August 14, 2024 _Draft
- F. Accept & Final Project No. 2201-A reconstructing 6th Street SW from Willmar Ave to 19th Ave
- G. Accept & Final Project No. 2201-C reconstruction of Industrial Park Drive Service Road
- H. United Community Action Partnership (UCAP): Preliminary and Final Plats
- I. Oslo Meadows First Addition: Preliminary and Final Plats
- J. Accounts Payable Report, 8/1/24 - 8/14/24

Information:

- K. Directors Reports
- L. Finance Report through 7/31/2024
- M. WMU Financial Report for June 2024

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. 2024 Assessment Hearing

10. Regular Business

- A. Kandiyohi County Economic Development 2025 budget
- B. Connect Willmar Marketing Proposals
- C. Professional Services Agreement Between the City of Willmar and Bolton & Menk
- D. Major Subdivision: CentraCare East Addition
- E. Council discussion - Response to County letter
- F. Department Director Updates

11. "Community Pride" Announcements

12. Adjourn

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

August 5, 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 Mayor Pro Tempore Justin Ask, Members Audrey Nelsen, Vicki Davis, Carl Shuldes, Michael O'Brien, Julie Asmus, and Rick Fagerlie. Excused: Mayor Douglas Reese and Member Thomas Butterfield. Present 7, Absent 2.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Director of Community Outreach Pablo Obregon, Airport Manager Eric Rudningen, City Clerk Vernae Larsen, and Attorney David Assaf from Flaherty & Hood.

There were no additions or deletions to the agenda.

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

Ayes	Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes	None

City Clerk Vernae Larsen reviewed the consent agenda.

A. Proclamation

Approve:

- A. City Council Minutes of July 29, 2024
- B. Municipal Utilities Commission Meeting Minutes of July 22, 2024
- C. Planning Commission Minutes of July 17, 2024_Draft
- D. **Resolution No. 2024-091** to approve the 2-year lease and advertising agreement with Willmar Warhawks for facility and ice usage at the Willmar Civic Center
- E. **Resolution No. 2024-092** to approve facility use agreement with Willmar Public Schools
- F. **Resolution No. 2024-093** to approve the Glacial Ridge Curling advertisement agreement for Blue Line Arena at the Willmar Civic Center
- G. **Resolution No. 2024-094** to approve West Central Roofing Contractor contract to repair Civic Center Shop Roof
- H. **Resolution No. 2024-095** to approve the contract with West Central Roofing Contractors, Inc for the installation of Civic Center snow guards.

- I. **Resolution No. 2024-096** to Accept and approve Final payment for Project No. 2210 TH 12 Liftstation
- J. Removal of Inactive Planning Commissioner
- K. Zoning Appeals Board Applicant - Steve Ahmann
- L. Zoning Appeals Board Applicant - Jeanne Kling
- M. Accounts Payable Report, 7/24/24 - 7/31/24

Information:

- N. Monthly Permit Report July 2024

Following discussion, **Approve Consent Agenda Items** was introduced by Council Member Fagerlie. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes	None

Open Forum:

Jason Butler, owner of City Line Towing, spoke about water issues in his building.

Joe Ridler, 1912 20th Ave. Willmar, spoke in opposition of the fiber optics project.

Public Hearing:

A. Public Hearing Establishing a Gas Franchise Ordinance

Mayor Pro Tempore Ask opened the public hearing for the updated proposed Ordinance Gas Franchise between the City of Willmar and Center Point Energy at 6:42 p.m. Director of Operations, Kyle Box presented pertinent information to the Mayor Pro Tempore and Council.

There being no one present to speak for or against the proposed ordinance, Mayor Pro Tempore closed the public hearing at 6:44 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Nelsen offered a motion to adopt **Ordinance No. 1528 Establishing an updated Gas Franchise between the City of Willmar and Center Point Energy**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes	None

A motion was made by Council Member Davis and seconded by Council Member Nelsen authorizing the **publication of Ordinance No. 1528 by summary**. The motion carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
------	---

Noes None

B. Public Hearing Establishing a Gas Franchise Fee Ordinance

Mayor Pro Tempore Ask opened the public hearing for the updated gas franchise tax between the City of Willmar and Center Point Energy at 6:46 p.m. Director of Operations, Kyle Box presented pertinent information to the Mayor Pro Tempore and Council.

Joe Ridler, 1912 20th Ave. Willmar, spoke about concerns with a fee and questioned how the fee schedule would work with regard to apartments.

Mayor Pro Tempore closed the public hearing at 6:56 p.m. and opened it up for discussion by the Council. Following discussion, Mayor Pro Tempore Ask offered a motion to adopt **Ordinance No. 1529 Establishing a Gas Franchise Fee**. Council Member Davis seconded the motion.

After additional Discussion, Council Member Fagerlie offered an amended motion to adopt Ordinance No 1529 Establishing a Gas Franchise Fee with the proceeds being dedicated to street projects. Council Member Asmus seconded the motion which failed to pass on a roll call vote of Ayes 2, Noes 5.

Ayes Rick Fagerlie, Michael O'Brien

Noes Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Julie Asmus

After additional discussion, a roll call vote was held for the original motion made by Mayor Pro Tempore Ask and seconded by Council Member Davis which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien

Noes None

A motion was made by Council Member Fagerlie and seconded by Council Member Shuldes authorizing the **publication of Ordinance No. 1529 by summary**. The motion carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien

Noes None

Regular Business:

A. Presentation from the Coalition of Greater MN Cities, Bradley Peterson

B. Master Agreement for Professional Services Willmar Municipal Airport

Airport Supervisor Eric Rudningen provided information to the Mayor Pro Tempore and Council regarding the Master Agreement between the City and Bolton and Menk and asked that the council approve the Master Agreement for professional services for the Willmar Municipal Airport.

Council Member Shuldes moved to approve the **Master Agreement for Professional Services Willmar Municipal Airport**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes None

C. County Project No. 2403-A Cooperative Construction Agreement

City Engineer Jared Voge presented information regarding Kandiyohi County Project No. 2403-A which involves an overlay for Willmar Avenue from 22nd Street SW to State Highway 23 with a cost to the City of \$162,897. A motion was made by Council Member Davis to approve **Resolution No. 2024-097 Authorizing Entering into a Cooperative Construction Agreement between the City and Kandiyohi County for County Project No. 2403-A Willmar Avenue (CSAH 23) Overlay**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes None

D. Fiber Use Agreement Between the City of Willmar and Hometown Fiber

Director of Operations Kyle Box updated the Council about the Hometown Fiber project and requested they approve a Fiber Use Agreement between the City of Willmar and Hometown Fiber, LLC. Council Member Asmus moved to approve **Resolution No. 2024-098 approving the Fiber Use Agreement Between the City of Willmar and Hometown Fiber**. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 6, Noes 1.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Asmus, Council Member O'Brien
Noes Council Member Fagerlie

E. Professional Services Agreement Between the City of Willmar and Bolton & Menk

Director of Operations Kyle Box asked the council to approve the Professional Services Agreement between the City of Willmar and Bolton and Menk for the Hometown Fiber project. Council Member Shuldes motioned to table the topic until additional information can be provided. The motion was seconded by Council Member Asmus which carried on a roll call vote of Ayes 7, Noes 1.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes None

F. Set Council Budget work session week of August

City Administrator Leslie Valiant asked the Council to set a work session date to review the 2025 annual budget. Following discussion, Mayor Pro Tempore moved to **Set the Council Budget work session for August 28 at 6:30 with a location to be determined**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes None

Council Member Shuldes moved to **Adjourn at 8:55 p.m.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Mayor Pro Tempore Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member O'Brien
Noes None

MAYOR

Attest: _____
CITY CLERK

RESOLUTION NO. 2024-091

RESOLUTION APPROVING THE 2-YEAR LEASE AND ADVERTISING AGREEMENT WITH THE WILLMAR WARHAWKS FOR FACILITY AND ICE USAGE AT THE WILLMAR CIVIC CENTER

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the 2-year lease and advertising agreement with Willmar Warhawks for facility and ice usage at the Willmar Civic Center for the 2024-2025 and 2025-2026 season.

Dated this 5th day of August 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-092

RESOLUTION APPROVING THE FACILITY USE AGREEMENT WITH WILLMAR PUBLIC SCHOOLS

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the facility use agreement with Willmar Public Schools.

Dated this 5th day of August 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-093

RESOLUTION APPROVING THE CONTRACT WITH GLACIAL RIDGE CURLING FOR ADVERTISING RIGHTS ON THE WEST WALL OF THE BLUE LINE ARENA

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to approve an agreement with the Glacial Ridge Curling Club for advertising rights on the west wall of the Blue Line Arena.

Dated this 5th day of August 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-094

RESOLUTION APPROVING THE CONTRACT WITH WEST CENTRAL ROOFING CONTRACTOR TO REPAIR THE CIVIC CENTER SHOP ROOF

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to approve a contract with West Central Roofing Contractor to repair the Civic Center Shop Roof.

Dated this 5th day of August 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-095

RESOLUTION APPROVING THE CONTRACT WITH WEST CENTRAL ROOFING CONTRACTOR FOR THE INSTALLATION OF THE CIVIC CENTER SNOW GUARDS

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to approve a contract with West Central Roofing Contractor for the installation of the Civic Center snow guards for the amount of \$10,305.37.

Dated this 5th day of August 2024

/S/Justin Ask

Mayor Pro Tempore

Attest:

/S/Vernae Larsen

CITY CLERK

Resolution No. 2024-096

A RESOLUTION ACCEPTING PROJECT NO. 2210 AND AUTHORIZING FINAL PAYMENT.

Motion By: Fagerlie Second By: Shuldes

IMPROVEMENT: Project No. 2210: TH 12 Lift Station Elimination

CONTRACTOR:	Tom's Backhoe Service, Inc.
DATE OF CONTRACT:	April 18, 2022
BEGIN WORK:	May 30, 2022
COMPLETE WORK:	July 8, 2024
APPROVE, ENGINEERING DEPT:	July 15, 2024

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

1. The said City of Willmar TH 12 Lift Station Elimination Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$2,664,319.00
CHANGE ORDER NO. 1	\$1,000.00
CHANGE ORDER NO. 2	\$130,188.31
CHANGE ORDER NO. 3	(\$16,217.15)
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$2,779,290.16
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$2,779,290.16
Less Previous Payments	\$2,723,704.36
FINAL PAYMENT DUE CONTRACTOR:	\$55,585.80

Dated this 5th day of August, 2024

/S/Justin Ask

Mayor Pro Tempore

Attest:

/S/Vernae Larsen

City Clerk

Resolution No. 2024-097

A RESOLUTION AUTHROIZING ENTERING INTO COOPERATIVE CONSTRUCTION AGREEMENT BETWEEN THE CITY AND KANDIYOHI COUNTY FOR PROJECT NO. 2403-A WILLMAR AVE (CSAH 23) OVERLAY.

Motion By: Davis Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for Project No. 2403-A Willmar Avenue (CSAH 23) overlay.

Dated this 5th day of August, 2024

/S/Justin Ask
Mayor Pro Tempore

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-098

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO AN AGREEMENT WITH HOMETOWN FIBER, LLC

Motion By: Asmus Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into an agreement with Hometown Fiber LLC, for a proposed Fiber Infrastructure Project.

Dated this 5th day of August, 2024

/S/Justin Ask MAYOR PRO
TEMPORE

Attest:

/S/Vernae Larsen
CITY CLERK



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.B.
Agenda Section:	Consent Items	Originating Department:	Police Department
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Police Civil Service Commission Minutes for June 7th 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2024-06-07 Minutes

MINUTES
WILLMAR POLICE COMMISSION
Friday, June 7, 2024

A meeting of the Willmar Police Civil Service Commission was held on Friday, June 7, 2024, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Mike Kubesh and Vice President Earline Schulstad. Police Chief Jim Felt was also present. Absent was Police Commission member Lilbon Clark.

The meeting was called to order by President Kubesh at 10:04am.

A motion was made by Commissioner Schulstad, seconded by Commissioner Kubesh to approve the May 28th minutes as submitted. **Motion carried.**

Chief Felt gave the Commission an update on two background investigations that were conducted. After reviewing the information provided and further discussion, it was the Commission's recommendation to make conditional offers to both candidates. If accepted, the required physical and psychological testing will be scheduled. A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad. **Motion carried.**

Chief Felt shared information regarding the interview with a candidate on May 31st. The candidate did ride along with an officer after the interview was completed. Based on feedback from the interview panel and the officer that conducted the ride along with the candidate, it was the recommendation of the Commission to proceed with conducting a background investigation.

Miscellaneous

- Chief Felt shared that one of the candidates that was backgrounded recently, and who had accepted the conditional employment offer, has appointments scheduled for the psychological and physical testing in the next week or so. Once the results are available, the Chief will be in contact with the Commission about how to proceed.
- Chief Felt stated that the second candidate who had a backgrounded investigation completed has decided to pursue other applications of employment that they have submitted and that they would like to keep Willmar PD as an alternate, in the event the other opportunities don't work out. The Commission stated that would be fine.
- Chief Felt stated the third recent candidate who had a background investigation completed will not be offered a job at this time. They will focus on continuing their education and work on strategies to place themselves in a better position for employment with Willmar PD.

- At the City Council meeting of June 3rd, Kris Rosendahl was given the initial approval for appointment to the Willmar Police Civil Service Commission. This will come back to the Council on June 17th for their official approval.

Having no further business, a motion was made by Commissioner Kubesh and seconded by Commissioner Schulstad to adjourn. The meeting was adjourned at 10:35am.

by Lynn Shuldes



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.C.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Municipal Utilities Commission Minutes of August, 12 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 24.08.12 MUC Mtg Minutes

WILLMAR MUNICIPAL UTILITIES COMMISSION
Meeting Minutes – August 12, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regularly scheduled meeting on Monday, August 12, 2024, at 11:45 am in the WMU Auditorium. The following Commissioners were present: Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Patricia Elizondo, Carol Laumer, and Bruce DeBlieck.

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

The meeting opened with the recitation of the Pledge of Allegiance. Commission President Mueske along with Director of Administration Johnson next introduced the newest member to join the WMU team, Outreach Coordinator John Eggert. Commission President Mueske continued by asking if any changes to the agenda were needed. Following review and discussion, Commissioner Baumgart offered a resolution to approve the consent agenda as presented. Commissioner Laumer seconded.

RESOLUTION NO. 29

"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 July 22, 2024, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241034 to No. 20241141 and associated wire transfers inclusive in the amount of \$3,795,534.66.

Dated this 12th day of August 2024.

President

Attest:

Secretary

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

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

Facilities & Maintenance Supervisor Kevin Marti presented the Commission with the July 2024 Wind Turbine Report. Turbine availability for the month was at 12.0% for Unit #4, while Unit #3 was unavailable for the entire month, resulting in a total monthly production of 39,007 kilowatt hours (kwh). Electrical issues continue to affect the availability of Unit #4, and Unit #3 is experiencing issues with the Nacelle housing. The total production for 2024 through July is 3,182,251 kwh. The cost per kilowatt hour for operating the units in 2024 is 2.01¢/kwh. Since the inception of the units in 2009, the operational cost has been calculated at 14.32¢/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 *“Strategic Planning and the Role of the Governing Board”* (Lesson #14) was presented.

General Manager Harren reviewed a letter from the League of Minnesota Cities (LMC) concerning liability claims involving the Willmar Municipal Utilities (WMU) and the City of Willmar. The claims are related to damages at a property located at 309 Benson Avenue SW (Willmar) owned by Jason Butler. This was for information only.

General Manager Harren reminded the Commission that a meeting of the WMU Planning Committee is scheduled for Wednesday, August 21st at 12:00 pm. The main focus will be to review the proposed 2025 WMU Budget and the 2024 Rate Study. Additional Planning and Labor Committees would be forthcoming. Tentative future Labor Committee agenda items will include new building land acquisition and the MUC Self-Survey. Tentative future Planning Committee agenda items include new building, new generation, CMMPA transmission investment, and wind turbines. In addition to the Committee meetings, a joint meeting with City officials will be held on Wednesday, August 14th at 12:00 pm to discuss topics of mutual interest relating to 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 Baumgart offered a motion to adjourn. Commissioner Kennedy seconded the motion, which carried by a vote of seven ayes and zero nays. The meeting was adjourned at 12:12 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary

WILLMAR PLANNING COMMISSION
WEDNESDAY, August 7, 2024
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, August 7, 2024, at 6:30pm at City Hall.

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

Members Absent: Bob Poe; Stacy Holwerda; and Fernando Cano.

Others Present: Christopher Corbett (City Planning and Development Director); Christopher Frank (City Planner); Levi Jones (West Central Tribune); Dave Larson (CentraCare); Andrea Huerta (Huerta Properties); Jim Bach (Marcus Const.); Heather Jeseritz (UCAP); Mike Kubesh (Willmar Bus-Public); David Norstedt (Safe Ave-Public); Ray Orsten (Resident-Public); Andy Brummer (Trident); Taylor Freitag (Walt's); Lucas Van Eps (Duininck); and Jason Versteeg (UCAP/Duininck).

1. Chairman Marchand called for order at 6:31 PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. Chairman Marchand asked if there were any questions regarding the minutes from July 3, 2024. Commissioner Buzzeo motioned to approve the minutes and Commissioner Dresler seconded. All voted in favor. The motion was approved.
 - 4.2. Chairman Marchand asked if there were any questions regarding the minutes from July 17, 2024. Commissioner Dresler motioned to approve the minutes and Commissioner Newberg seconded. All voted in favor. The motion was approved.
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.2.1 WALT'S CAR WASH: CONDITIONAL USE PERMIT

Planner Frank introduced the request for conditional use for a storage garage located at 1125 3rd St SW, adjacent to Walt's Car Wash. Chairman Marchand opened the public hearing at 6:34pm and with nobody from the public present on the matter, closed the public hearing at 6:35pm. Chairman Marchand read the affirmative findings of fact for the approval of a conditional use permit. Commissioner Dresler **motioned to approve the conditional use permit with the condition that any**

application deficiencies be satisfied with zoning administration prior to issuance of the permit, seconded by Commissioner Fils-Aime. The motion was unanimously approved.

**6.2.2 WATER VIEW SENIOR HOUSING FACILITY: CONDITIONAL USE PERMIT
PRELIMINARY & FINAL PLATS
VACATION OF EASEMENTS**

Planner Frank introduced the request from Trident Development for the following: (1) Conditional Use for the operation of a senior assisted-living facility located near 2001 9TH ST SE; (2) Approval of preliminary and final plats for Waterview Business Park 3rd Addition; and (3) Vacation of the easements contained on the previous Waterview Business related plats that would affect the newly platted Waterview Business District 3rd Addition, as detailed on their proposed Easement Vacation map. Chairman Marchand opened the public hearing at 6:40pm and with nobody from the public present on the matter, closed the public hearing at 6:41pm. The commissioners being familiar with the project from previous meeting continued to the actionable items. Chairman Marchand read the affirmative findings of fact for the approval of a conditional use permit. Commissioner Buzzeo **motioned to approve the conditional use permit as requested with no conditions**, seconded by Commissioner Fils-Aime. The motion was **unanimously approved**. Commissioner Dresler **motioned for approval of the preliminary and final plats**, seconded by Commissioner Fils-Aime. The motion was **unanimously approved**. Commissioner Dresler **motioned to recommend that the City Council move forward with vacating the easements of the old plats**, seconded by Commissioner Buzzeo. The motion was **unanimously approved**.

**6.2.3 UNITED COMMUNITY ACTION PARTNERSHIP (UCAP): CONDITIONAL USE PERMIT
PRELIMINARY & FINAL PLATS**

Planner Frank introduced the request for Conditional Use for the operation of a facility to provide temporary housing for those in emergent need. Chairman Marchand opened the public hearing at 6:52pm. Members of the public appeared with concerns related to the project, including but not limited to, stormwater and ditch drainage concerns, parking along the relevant portion of 7th St SE, property values, property access, emergency vehicle traffic, noise trauma related to sensitive nearby residents, and safety concerns of vulnerable residents nearby. This proposed project is located directly across the street from Regular Business item 6.2.4, CentraCare East Addition (“CentraCare”), which resulted in members of the public bringing up items related to CentraCare during this public hearing due to the proximity of the projects. Chairman Marchand closed the public hearing at 7:22pm. Following further discussion on the topics between the public and Commissioners, the Commissioners were satisfied to move forward with the actionable items. Chairman Marchand read the affirmative findings of fact for the approval of a conditional use permit. Commissioner Dresler **motioned to approve the conditional use permit as requested**, seconded by Commissioner Newberg. The motion was **unanimously approved**. Commissioner Dresler **motioned for approval of the preliminary and final plats**, seconded by Commissioner Buzzeo. The motion was **unanimously approved**.

6.2.4 CENTRACARE EAST ADDITION: **CONDITIONAL USE PERMIT PRELIMINARY & FINAL PLATS**

Planner Frank introduced the request for major subdivision of the property located at 600 Willmar Ave SE, where CentraCare proposes the construction of an ambulance garage on the south portion of the proposed subdivision. Chairman Marchand opened the public hearing at 7:34pm. Members of the public who previously gave testimony at the previous public hearing for Regular Business item 6.2.3, United Community Action Partnership, were asked to reaffirm their previous comments and restate them for this hearing. Chairman Marchand closed the public hearing at 7:38pm. The Planning Commission discussed the possibility of restricting parking to the public along the relevant portion of 7th Street SE and requested that city staff bring an ordinance to the City Council restricting said traffic. Chairman Marchand read the affirmative findings of fact for the approval of a major subdivision. Commissioner Dresler **motioned to approve the major subdivision as requested and added an additional request that city staff draft an ordinance for City Council's consideration to restrict public on-street parking for the relevant portion of 7th St SE**, seconded by Commissioner Fils-Aime. The motion was **approved with four (4) votes in favor and one (1) vote not in favor**. Commissioner Newberg **motioned for approval of the preliminary and final plats**, seconded by Commissioner Dresler. The motion was **unanimously approved**.

6.2.5 HUERTA PROPERTIES, LLC: **CONDITIONAL USE PERMIT**

Planner Frank introduced the request for conditional use for the operation of a triplex residential unit located at 305 7TH ST SW. Chairman Marchand opened the public hearing at 7:50pm and with nobody from the public present on the matter, closed the public hearing at 7:50pm. Chairman Marchand read the affirmative findings of fact for the approval of a conditional use permit. Commissioner Fils-Aime **motioned to approve the conditional use permit as requested with no conditions**, seconded by Commissioner Newberg. The motion was **unanimously approved**.

7. **DIRECTOR'S REPORT**

Director Corbett gave a quick update on the comprehensive plan progress and detailed future public engagement dates.

8. **MISCELLANEOUS**

None.

9. **ADJOURN**

With no further business to discuss, Commissioner Fils-Aime motioned to adjourn the meeting, seconded by Commissioner Buzzeo, and the meeting was adjourned at 8:05 PM.

**WILLMAR BOARD OF ZONING APPEALS
WEDNESDAY, AUGUST 14, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

1. The Willmar Boarding of Zoning Appeals met on Wednesday, August 14, 2024, at 5:30pm at City Hall, Conference Room #1.

Members Present: Chairman Daniel Reigstad; Steve Ahmann; and Jeanne Kling.

Others Present: City Planner Christopher Frank; Odalis Francis (Applicant); and Curtis (son of Odalis Francis)

2. Chairman Reigstad called the meeting to order and conducted a roll call to confirm the presence of all board members.
3. Chairman Reigstad motioned to approve the minutes from the previous May 2, 2024, meeting. Being the only member of the Board during the May 2, 2024, meeting, Chairman Reigstad confirmed the accuracy of the minutes. Member Ahmann seconded the motion; and the minutes were approved unanimously.
4. ADDITIONS OR DELETIONS TO THE AGENDA:

Member Ahmann referenced a discussion regarding attendance and fulfillment of Board positions for this Board of Zoning Appeals that he wished to add to the miscellaneous.

5. REGULAR BUSINESS

5.1 ODALIS FRANCIS: REQUEST FOR VARIANCE TO 30' STREET SIDE LOT SETBACK

2317 Williams Pkwy Sw Willmar, Minnesota 56201

Planner Frank introduced the request for variance by Ms. Odalis Francis, who appeared with her son, Curtis. The request was to build approximately 12' into the 30' side-street yard setback along 24th St SW for an addition onto Ms. Francis' residence. Mr. Francis' residence sits on the corner of Williams Pkwy and 24th St SW, with her front yard facing Williams Pkwy and 24th St SW being a side street. City Zoning Ordinance requires a 30' street-side setback from the lot line for the relevant Residential-2 (R-2) zone that Ms. Francis is located in.

Chairman Reigstad opened the public hearing at 5:35pm; there being no members of the public present, Chairman Reigstad closed the public hearing at 5:35pm.

Members held discussion with Ms. Francis regarding the relocation of her current deck/patio located in the footprint of the new addition and plans for the addition. There was also discussion from members regarding the location/placement of the face of other residences down 24th St SW.

Following the discussion, Member Ahmann **motioned to approve the request for variance to build a residential addition approximately 12' into the 30' street-side setback**, seconded by Member Kling; the motion **passed unanimously**.

Member Kling followed the approval with a **motion confirming the affirmative findings of fact required to approve a variance**, seconded by Member Ahmann; the motion **passed unanimously**.

6. MISCELLANEOUS

Member Ahmann opened discussion regarding the lack of members on the Board of Zoning Appeals, suggesting that perhaps City Council members representing the ward of future applicants could be persuaded to fill temporary positions on the Board of Zoning Appeals for those relevant decisions. Planner Frank stated he would confirm whether that would be possible under the City Charter, as multiple Board positions, especially for Councilmembers, may be barred.

Planner Frank also informed the Board of a new variance request that was just received regarding the Genesis Addition of the City, which is currently owned by Member Ahmann. Member Ahmann recognized a possible need to abstain from decisions regarding that application. Planner Frank and members discussed possible dates for a meeting and a tentative date of Wednesday, September 11, 2024, at 5:30pm was set for the next meeting.

7. ADJOURN

With no further items for discussion, Member Ahmann motioned to adjourn the meeting, seconded by Member Kling. The motion passed unanimously, and the meeting was adjourned.



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept & Final Project No. 2201-A reconstructing 6th Street SW from Willmar Ave to 19th Ave		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2201-A and authorizing final payment to Voss Plumbing & Heating of Paynesville, Inc. in the amount of \$25,360.22.

OVERVIEW:

Project No. 2201-A, the reconstruction of 6th Street SW from Willmar Avenue to 19th Avenue, was awarded to Voss Plumbing and Heating of Paynesville, Inc. at the April 4th, 2022 Council Meeting. All quantities have been reviewed by staff with the recommendation final payment be made.

BUDGETARY/FISCAL ISSUES:

Final payment is within the project budget.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. RESOLUTION- ACCEPT PROJECT FINAL PROJECT NO. 2201-A
2. Project No. 2201-A 2201-A 6th Street - FINAL

Resolution No.

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

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2201-A: 6th Street SW Reconstruction

CONTRACTOR:	Voss Plumbing & Heating of Paynesville, Inc.
DATE OF CONTRACT:	April 4, 2022
BEGIN WORK:	May 19, 2022
COMPLETE WORK:	July 24, 2024
APPROVE, ENGINEERING DEPT:	August 2, 2024

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

1. The said City of Willmar 6th Street SW Reconstruction Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$2,197,554.35
CHANGE ORDER NO. 1	(\$39,865.09)
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$2,157,689.26
Less Previous Payments	\$2,132,329.04
FINAL PAYMENT DUE CONTRACTOR:	\$25,360.22

Dated this 19th day of August, 2024

Attest:

Mayor

City Clerk

Contractor's Application for Payment

Owner: <u>City of Willmar</u> Engineer: <u>Bolton & Menk, Inc.</u> <u>Voss Plumbing & Heating of Paynesville,</u> Contractor: <u>Inc.</u> Project: <u>6th Street SW Reconstruction</u> Contract: <u>6th Street SW Reconstruction</u>	Owner's Project No.: <u>2201-A</u> Engineer's Project No.: <u>OW1.125727</u> Agency's Project No.: _____																								
Application No.: <u>9 - FINAL</u> Application Date: <u>6/13/2024</u>																									
Application Period: <u>From</u> <u>10/17/2023</u> <u>to</u> <u>6/13/2024</u>																									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 40%; text-align: right;">\$ 2,197,554.35</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$ (39,865.09)</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$ 2,157,689.26</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$ 2,157,689.26</td></tr><tr><td>5. Retainage</td><td></td></tr><tr><td> a. _____ X \$ 2,157,689.26 Work Completed</td><td style="text-align: right;">\$ -</td></tr><tr><td> b. _____ X \$ - Stored Materials</td><td style="text-align: right;">\$ -</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$ -</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$ 2,157,689.26</td></tr><tr><td>7. Less previous payments</td><td style="text-align: right;">\$ 2,132,329.04</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$ 25,360.22</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4)</td><td style="text-align: right;">\$ -</td></tr></table>		1. Original Contract Price	\$ 2,197,554.35	2. Net change by Change Orders	\$ (39,865.09)	3. Current Contract Price (Line 1 + Line 2)	\$ 2,157,689.26	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,157,689.26	5. Retainage		a. _____ X \$ 2,157,689.26 Work Completed	\$ -	b. _____ X \$ - Stored Materials	\$ -	c. Total Retainage (Line 5.a + Line 5.b)	\$ -	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 2,157,689.26	7. Less previous payments	\$ 2,132,329.04	8. Amount due this application	\$ 25,360.22	9. Balance to finish, including retainage (Line 3 - Line 4)	\$ -
1. Original Contract Price	\$ 2,197,554.35																								
2. Net change by Change Orders	\$ (39,865.09)																								
3. Current Contract Price (Line 1 + Line 2)	\$ 2,157,689.26																								
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,157,689.26																								
5. Retainage																									
a. _____ X \$ 2,157,689.26 Work Completed	\$ -																								
b. _____ X \$ - Stored Materials	\$ -																								
c. Total Retainage (Line 5.a + Line 5.b)	\$ -																								
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 2,157,689.26																								
7. Less previous payments	\$ 2,132,329.04																								
8. Amount due this application	\$ 25,360.22																								
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ -																								
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.																									
Contractor: <u>Voss Plumbing & Heating of Paynesville, Inc.</u>																									
Signature: <u>Robert M Braun</u>	Date: <u>7-24-24</u>																								
Name: <u>Robert M Braun</u>	Title: <u>President</u>																								
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Recommended by Engineer By: <u>[Signature]</u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Principal in Charge</u> Date: <u>8/2/2024</u></td><td style="width: 50%; vertical-align: top;">Approved by Owner By: <u>[Signature]</u> Name: <u>Justin DeLeeuw</u> Title: <u>Public Works Director</u> Date: <u>8-12-2024</u></td></tr></table>		Recommended by Engineer By: <u>[Signature]</u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Principal in Charge</u> Date: <u>8/2/2024</u>	Approved by Owner By: <u>[Signature]</u> Name: <u>Justin DeLeeuw</u> Title: <u>Public Works Director</u> Date: <u>8-12-2024</u>																						
Recommended by Engineer By: <u>[Signature]</u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Principal in Charge</u> Date: <u>8/2/2024</u>	Approved by Owner By: <u>[Signature]</u> Name: <u>Justin DeLeeuw</u> Title: <u>Public Works Director</u> Date: <u>8-12-2024</u>																								

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-A
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.125727
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	6th Street SW Reconstruction		
Contract:	6th Street SW Reconstruction		

Application No.:		9 - FINAL		Application Period:		From	10/17/23	to	06/13/24	Application Date:				06/13/24			
A	B					C	D	E	F		F1	F2	G	H	I	J	K
Bid Item No.	Description	Item Quantity	Contract Information			Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)					
			Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
Original Contract																	
1	MOBILIZATION	1.00	LUMP SUM		125,000.00	125,000.00	1.00	125,000.00	1.00	125,000.00			125,000.00			100%	
2	CLEARING	51.00	TREE		350.00	17,850.00	51.00	17,850.00	51.00	17,850.00			17,850.00			100%	
3	GRUBBING	51.00	TREE		130.00	6,630.00	51.00	6,630.00	51.00	6,630.00			6,630.00			100%	
4	REMOVE CURB AND GUTTER	5,600.00	LIN FT		3.50	19,600.00	5,620.00	19,670.00	5,620.00	19,670.00			19,670.00			100%	
5	REMOVE BITUMINOUS PAVEMENT	11,853.00	SQ YD		3.00	35,559.00	11,853.00	35,559.00	11,853.00	35,559.00			35,559.00			100%	
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	273.00	SQ YD		6.60	1,801.80	251.00	1,656.60	251.00	1,656.60			1,656.60			92%	
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	820.00	SQ YD		6.60	5,412.00	917.00	6,052.20	917.00	6,052.20			6,052.20			112%	
8	REMOVE CONCRETE WALK	40.00	SQ YD		4.50	180.00	48.00	216.00	48.00	216.00			216.00			120%	
9	SALVAGE MAILBOX	35.00	EACH		100.00	3,500.00	35.00	3,500.00	35.00	3,500.00			3,500.00			100%	
10	SALVAGE SIGN	9.00	EACH		44.00	396.00	9.00	396.00	9.00	396.00			396.00			100%	
11	COMMON LABORER	50.00	HOURL		94.00	4,700.00	-	-	-	-			-				
12	3.0 CU YD SHOVEL	25.00	HOURL		195.00	4,875.00	-	-	-	-			-				
13	DOZER	25.00	HOURL		195.00	4,875.00	-	-	-	-			-				
14	12 CU YD TRUCK	25.00	HOURL		110.00	2,750.00	-	-	-	-			-				
15	3.0 CU YD FRONT END LOADER	25.00	HOURL		165.00	4,125.00	-	-	-	-			-				
16	SKID LOADER	25.00	HOURL		145.00	3,625.00	-	-	-	-			-				
17	1.5 CU YD BACKHOE	25.00	HOURL		195.00	4,875.00	4.00	780.00	4.00	780.00			780.00			16%	
18	COMMON EXCAVATION (P)	8,560.00	CU YD		19.80	169,488.00	8,560.00	169,488.00	8,560.00	169,488.00			169,488.00			100%	
19	SUBGRADE EXCAVATION (EV)	905.00	CU YD		19.80	17,919.00	663.00	13,127.40	663.00	13,127.40			13,127.40			73%	
20	SELECT GRANULAR BORROW (CV)	5,555.00	CU YD		15.25	84,713.75	5,758.00	87,809.50	5,758.00	87,809.50			87,809.50			104%	
21	GEOTEXTILE FABRIC TYPE V	13,530.00	SQ YD		1.95	26,383.50	13,530.00	26,383.50	13,530.00	26,383.50			26,383.50			100%	
22	AGGREGATE BASE (CV) CLASS 5	2,565.00	CU YD		33.50	85,927.50	2,565.00	85,927.50	2,565.00	85,927.50			85,927.50			100%	
23	AGGREGATE SURFACING (CV) CLASS 5	20.00	CU YD		38.50	770.00	20.00	770.00	20.00	770.00			770.00			100%	
24	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1,095.00	TON		96.00	105,120.00	1,384.56	132,917.76	1,384.56	132,917.76			132,917.76			126%	
25	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	1,815.00	TON		88.00	159,720.00	1,681.40	147,963.20	1,681.40	147,963.20			147,963.20			93%	
26	BITUMINOUS DRIVEWAY PAVEMENT	210.00	SQ YD		60.00	12,600.00	199.00	11,940.00	199.00	11,940.00			11,940.00			95%	
27	4" CONCRETE WALK	275.00	SQ FT		7.00	1,925.00	105.00	735.00	105.00	735.00			735.00			38%	
28	6" CONCRETE WALK (PEDESTRIAN RAMPS)	100.00	SQ FT		16.50	1,650.00	46.50	767.25	46.50	767.25			767.25			47%	
29	CONCRETE CURB & GUTTER DESIGN B618	5,640.00	LIN FT		16.50	93,060.00	5,626.00	92,829.00	5,626.00	92,829.00			92,829.00			100%	
30	6" CONCRETE DRIVEWAY PAVEMENT	1,230.00	SQ YD		69.50	85,485.00	1,174.00	81,593.00	1,174.00	81,593.00			81,593.00			95%	
31	CONCRETE STEP	5.00	EACH		350.00	1,750.00	5.00	1,750.00	5.00	1,750.00			1,750.00			100%	
32	TRUNCATED DOMES	20.00	SQ FT		55.00	1,100.00	-	-	-	-			-				
33	5" EDGE DRAIN	5,500.00	LIN FT		12.00	66,000.00	5,500.00	66,000.00	5,500.00	66,000.00			66,000.00			100%	
34	5" DRAIN CLEANOUT	22.00	EACH		275.00	6,050.00	22.00	6,050.00	22.00	6,050.00			6,050.00			100%	
35	SUMP PUMP DRAINLINE SERVICE	52.00	EACH		525.00	27,300.00	26.00	13,650.00	26.00	13,650.00			13,650.00			50%	
36	TRAFFIC CONTROL	1.00	LUMP SUM		6,600.00	6,600.00	0.95	6,270.00	0.95	6,270.00			6,270.00			95%	
37	FURNISH & INSTALL SIGN TYPE C	7.00	EACH		495.00	3,465.00	7.00	3,465.00	7.00	3,465.00			3,465.00			100%	
38	FURNISH & INSTALL SIGN (STREET NAME)	3.00	EACH		605.00	1,815.00	3.00	1,815.00	3.00	1,815.00			1,815.00			100%	
39	REINSTALL MAILBOX	35.00	EACH		150.00	5,250.00	35.00	5,250.00	35.00	5,250.00			5,250.00			100%	
40	EROSION CONTROL BLANKET, CAT 20	3,594.00	SQ YD		1.65	5,930.10	106.00	174.90	106.00	174.90			174.90			3%	
41	STORM DRAIN INLET PROTECTION	19.00	EACH		150.00	2,850.00	1.00	150.00	1.00	150.00			150.00			5%	
42	STABILIZED CONSTRUCTION EXIT	2.00	EACH		1,000.00	2,000.00	2.00	2,000.00	2.00	2,000.00			2,000.00			100%	
43	STRIP, SALVAGE, SCREEN, AND RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM		27,500.00	27,500.00	1.00	27,500.00	1.00	27,500.00			27,500.00			100%	
44	COMMON TOPSOIL BORROW (LV)	255.00	CU YD		28.50	7,267.50	-	-	-	-			-				
45	TURF ESTABLISHMENT, HYDROMULCH	4,092.00	SQ YD		1.45	5,933.40	3,515.00	5,096.75	13,615.00	19,741.75			19,741.75			333%	
46	TURF ESTABLISHMENT, EROSION CONTROL BLANKET	3,594.00	SQ YD		0.20	718.80	106.00	21.20	106.00	21.20			21.20			3%	
47	REMOVE STORM SEWER PIPE (12" & LARGER)	275.00	LIN FT		15.00	4,125.00	275.00	4,125.00	275.00	4,125.00			4,125.00			100%	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-A
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.125727
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	6th Street SW Reconstruction		
Contract:	6th Street SW Reconstruction		

Application No.:		9 - FINAL		Application Period:		From	10/17/23		to	06/13/24		Application Date:				06/13/24					
A	B					C	D		E	F		F1	F2		G	H		I	J	K	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)							
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)												
48	REMOVE STORM MANHOLE OR CATCH BASIN	7.00	EACH	750.00	5,250.00	7.00	5,250.00	7.00	5,250.00	7.00	5,250.00		5,250.00	100%							
49	CONNECT TO EXISTING STORM PIPE	2.00	EACH	1,500.00	3,000.00	3.00	4,500.00	3.00	4,500.00	3.00	4,500.00		4,500.00	150%							
50	CONNECT TO EXISTING STORM STRUCTURE	1.00	EACH	2,500.00	2,500.00	-	-	-	-	-	-		-								
51	12" RC PIPE SEWER CLASS V	515.00	LIN FT	55.00	28,325.00	485.00	26,675.00	485.00	26,675.00	485.00	26,675.00		26,675.00	94%							
52	15" RC PIPE SEWER CLASS V	742.00	LIN FT	65.00	48,230.00	742.00	48,230.00	742.00	48,230.00	742.00	48,230.00		48,230.00	100%							
53	18" RC PIPE SEWER CLASS III	446.00	LIN FT	72.00	32,112.00	419.00	30,168.00	419.00	30,168.00	419.00	30,168.00		30,168.00	94%							
54	CONSTRUCT DRAINAGE STRUCTURE, DES H	43.20	LIN FT	450.00	19,440.00	47.20	21,240.00	47.20	21,240.00	47.20	21,240.00		21,240.00	109%							
55	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	28.60	LIN FT	700.00	20,020.00	34.60	24,220.00	34.60	24,220.00	34.60	24,220.00		24,220.00	121%							
56	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	13.70	LIN FT	950.00	13,015.00	13.70	13,015.00	13.70	13,015.00	13.70	13,015.00		13,015.00	100%							
57	CASTING ASSEMBLY (STORM)	22.00	EACH	950.00	20,900.00	22.00	20,900.00	22.00	20,900.00	22.00	20,900.00		20,900.00	100%							
58	INTERIOR LINING OF CATCH BASIN RINGS	15.00	EACH	1,000.00	15,000.00	15.00	15,000.00	15.00	15,000.00	15.00	15,000.00		15,000.00	100%							
59	ADJUST FRAME AND RING CASTING (STORM)	6.00	EACH	350.00	2,100.00	6.00	2,100.00	6.00	2,100.00	6.00	2,100.00		2,100.00	100%							
60	REMOVE TRUNK SANITARY SEWER	65.00	LIN FT	50.00	3,250.00	77.50	3,875.00	77.50	3,875.00	77.50	3,875.00		3,875.00	119%							
61	REMOVE SANITARY MANHOLE	10.00	EACH	1,000.00	10,000.00	10.00	10,000.00	10.00	10,000.00	10.00	10,000.00		10,000.00	100%							
62	CONNECT TO EXISTING TRUNK SANITARY SEWER	2.00	EACH	7,500.00	15,000.00	2.00	15,000.00	2.00	15,000.00	2.00	15,000.00		15,000.00	100%							
63	CONNECT TO EXISTING SANITARY SEWER MAIN	1.00	EACH	2,500.00	2,500.00	1.00	2,500.00	1.00	2,500.00	1.00	2,500.00		2,500.00	100%							
64	8"x4" PVC WYE, SDR 26	46.00	EACH	475.00	21,850.00	52.00	24,700.00	52.00	24,700.00	52.00	24,700.00		24,700.00	113%							
65	8"x6" PVC WYE, SDR 26	2.00	EACH	525.00	1,050.00	2.00	1,050.00	2.00	1,050.00	2.00	1,050.00		1,050.00	100%							
66	4" PVC SANITARY SERVICE PIPE, SDR 26	1,791.00	LIN FT	30.00	53,730.00	1,732.00	51,960.00	1,732.00	51,960.00	1,732.00	51,960.00		51,960.00	97%							
67	6" PVC SANITARY SERVICE PIPE, SDR 26	69.00	LIN FT	40.00	2,760.00	61.00	2,440.00	61.00	2,440.00	61.00	2,440.00		2,440.00	88%							
68	8" PVC PIPE SEWER, SDR 35	2,694.00	LIN FT	44.00	118,536.00	2,690.00	118,360.00	2,690.00	118,360.00	2,690.00	118,360.00		118,360.00	100%							
69	30" PVC PIPE SEWER, SDR 26	72.00	LIN FT	500.00	36,000.00	77.50	38,750.00	77.50	38,750.00	77.50	38,750.00		38,750.00	108%							
70	CONSTRUCT OUTSIDE DROP 8"	11.70	LIN FT	1,500.00	17,550.00	11.66	17,490.00	11.66	17,490.00	11.66	17,490.00		17,490.00	100%							
71	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007 - 60"	19.00	LIN FT	1,050.00	19,950.00	21.17	22,228.50	21.17	22,228.50	21.17	22,228.50		22,228.50	111%							
72	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	99.30	LIN FT	500.00	49,650.00	97.36	48,680.00	97.36	48,680.00	97.36	48,680.00		48,680.00	98%							
73	CASTING ASSEMBLY (SANITARY)	10.00	EACH	1,085.00	10,850.00	10.00	10,850.00	10.00	10,850.00	10.00	10,850.00		10,850.00	100%							
74	ADJUST FRAME AND RING CASTING (SANITARY)	10.00	EACH	300.00	3,000.00	10.00	3,000.00	10.00	3,000.00	10.00	3,000.00		3,000.00	100%							
75	SANITARY SEWER BYPASS	1.00	LUMP SUM	25,000.00	25,000.00	1.00	25,000.00	1.00	25,000.00	1.00	25,000.00		25,000.00	100%							
76	REMOVE WATERMAIN	2,200.00	LIN FT	4.00	8,800.00	2,200.00	8,800.00	2,200.00	8,800.00	2,200.00	8,800.00		8,800.00	100%							
77	REMOVE HYDRANT	4.00	EACH	500.00	2,000.00	4.00	2,000.00	4.00	2,000.00	4.00	2,000.00		2,000.00	100%							
78	TEMPORARY WATER SERVICE	1.00	LUMP SUM	6,500.00	6,500.00	1.00	6,500.00	1.00	6,500.00	1.00	6,500.00		6,500.00	100%							
79	CONNECT TO EXISTING WATERMAIN	5.00	EACH	2,000.00	10,000.00	5.00	10,000.00	5.00	10,000.00	5.00	10,000.00		10,000.00	100%							
80	HYDRANT (8' BURY)	3.00	EACH	6,500.00	19,500.00	3.00	19,500.00	3.00	19,500.00	3.00	19,500.00		19,500.00	100%							
81	HYDRANT (8.5' BURY)	1.00	EACH	6,800.00	6,800.00	1.00	6,800.00	1.00	6,800.00	1.00	6,800.00		6,800.00	100%							
82	6" GATE VALVE AND BOX	4.00	EACH	2,400.00	9,600.00	4.00	9,600.00	4.00	9,600.00	4.00	9,600.00		9,600.00	100%							
83	8" GATE VALVE AND BOX	9.00	EACH	3,250.00	29,250.00	9.00	29,250.00	9.00	29,250.00	9.00	29,250.00		29,250.00	100%							
84	CASTING ASSEMBLY SPECIAL - CURB STOP	3.00	EACH	350.00	1,050.00	3.00	1,050.00	3.00	1,050.00	3.00	1,050.00		1,050.00	100%							
85	1" CORPORATION STOP & SADDLE	31.00	EACH	725.00	22,475.00	39.00	28,275.00	39.00	28,275.00	39.00	28,275.00		28,275.00	126%							
86	1" CURB STOP & BOX	31.00	EACH	950.00	29,450.00	37.00	35,150.00	37.00	35,150.00	37.00	35,150.00		35,150.00	119%							
87	2" CORPORATION STOP & SADDLE	2.00	EACH	1,075.00	2,150.00	1.00	1,075.00	1.00	1,075.00	1.00	1,075.00		1,075.00	50%							
88	2" CURB STOP & BOX	2.00	EACH	1,350.00	2,700.00	1.00	1,350.00	1.00	1,350.00	1.00	1,350.00		1,350.00	50%							
89	1" PE WATER SERVICE PIPE	1,175.00	LIN FT	32.00	37,600.00	1,369.50	43,824.00	1,369.50	43,824.00	1,369.50	43,824.00		43,824.00	117%							
90	2" PE WATER SERVICE PIPE	45.00	LIN FT	35.00	1,575.00	20.00	700.00	20.00	700.00	20.00	700.00		700.00	44%							
91	4" POLYSTYRENE INSULATION	20.00	SQ YD	30.00	600.00	8.00	240.00	8.00	240.00	8.00	240.00		240.00	40%							
92	6" C900 PVC WATERMAIN	52.00	LIN FT	50.00	2,600.00	50.00	2,500.00	50.00	2,500.00	50.00	2,500.00		2,500.00	96%							
93	8" C900 PVC WATERMAIN	2,145.00	LIN FT	50.00	107,250.00	2,154.50	107,725.00	2,154.50	107,725.00	2,154.50	107,725.00		107,725.00	100%							
94	WATERMAIN FITTINGS	982.00	POUND	13.00	12,766.00	1,115.00	14,495.00	1,115.00	14,495.00	1,115.00	14,495.00		14,495.00	114%							
95	ADJUST VALVE BOX	9.00	EACH	350.00	3,150.00	9.00	3,150.00	9.00	3,150.00	9.00	3,150.00		3,150.00	100%							
96	LANDSCAPING ALLOWANCE	1.00	ALLOWANCE	15,000.00	15,000.00	-	-	-	-	-	-		-								
Original Contract Totals					\$	2,197,554.35		\$	2,152,044.26		\$	2,166,689.26	\$	-	\$	2,166,689.26	99%				

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-A
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.125727
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	6th Street SW Reconstruction		
Contract:	6th Street SW Reconstruction		

Application No.:		9 - FINAL		Application Period:		From	10/17/23	to	06/13/24	Application Date:		06/13/24		
A	B		C	D	E	F		F1	F2	G	H	I	J	K
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Change Orders														
CO 1	CHANGE ORDER 1	1.00	LUMP SUM	(9,000.00)	(9,000.00)	1.00	(9,000.00)	1.00	(9,000.00)		(9,000.00)	100%		
CO 2	CHANGE ORDER 2	1.00	LUMP SUM	(30,865.09)	(30,865.09)			-	-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			
					-				-		-			

CHANGE ORDER FORM**NO.: 2**

Owner: City of Willmar
Engineer: Bolton & Menk, Inc.
Contractor: Voss Plumbing & Heating
Project: 6th Street SW
Contract Name: 6th Street SW Reconstruction

Owner's Project No.: 2201-A
Engineer's Project No.: OW1.125727
Contractor's Project No.:

Date Issued: 06/13/2024

Effective Date of Change Order: 06/13/2024

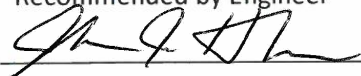
The Contract is modified as follows upon execution of this Change Order:

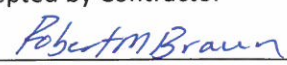
Description – Reconciles Final Contract Amount to Final Quantities. -\$30,865.09 Lump Sum

Attachments:

None

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 2,197,554.35		Substantial Completion:	10/14/2022
		Ready for final payment:	06/16/2023
Decrease from previously approved Change Orders No. 0 to No. 1:		Decrease from previously approved Change Orders No.0 to No. 1	
\$ 9,000.00		Substantial Completion:	
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 2,188,554.35		Substantial Completion:	10/14/2022
		Ready for final payment:	06/16/2023
Decrease this Change Order:		Increase this Change Order:	
\$ 30,865.09		Substantial Completion:	10/14/2022
		Ready for final payment:	06/13/2024
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 2,157,689.26		Substantial Completion:	10/14/2022
		Ready for final payment:	06/13/2024

Recommended by Engineer
By: 
Title: Principal in Charge
Date: 8/2/2024

Accepted by Contractor

President
7-24-24

Authorized by Owner
By: 
Title: Public Works Director
Date: 8-12-2024

This document is a MODIFIED version of EJCDC® C-941, Copyright© 2018 by NSPE, ACEC, and ASCE. All rights reserved.

City of Willmar - OW1.125727

CHANGE ORDER FORM

June 2023

PAGE 00 63 63-1



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 2, 2024

Justin DeLeeuw
Public Works Director
City of Willmar
333 6th St. SW
Willmar, MN 56201

RE: 6th Street SW
City of Willmar, Minnesota
City Project No.: 2201-A
BMI Project No.: 0W1.125727

Dear Justin:

Please find enclosed the Final Payment Estimate and Change Order for the above referenced project. The change order is included to reconcile the final contract amount. We have reviewed the final construction material for the final pay estimate and change order and recommend approval. If you agree, please sign and date three copies and return one with payment to Voss Plumbing and Heating of Paynesville, Inc. and one to me for our files.

Enclosed with the pay application is final contract material, including Consent of Surety to Final Payment, lien waivers, and IC-134's for this project. Please maintain this material with each respective pay application.

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Manager

Enclosures



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept & Final Project No. 2201-C reconstruction of Industrial Park Drive Service Road		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2201-C and authorizing final payment to Voss Plumbing and Heating of Paynesville, Inc. in the amount of \$34,837.07.

OVERVIEW:

Project No. 2201-C, the reconstruction of the Industrial Drive Service Road, was awarded to Voss Plumbing and Heating of Paynesville, Inc. at the April 4th, 2022 Council Meeting. All quantities have been reviewed by staff with the recommendation final payment be made.

BUDGETARY/FISCAL ISSUES:

Final payment is within the project budget.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. RESOLUTION- ACCEPT PROJECT FINAL PROJECT NO. 2201-C
2. Project No. 2201-C PAY APP 5 CO 1 - Final

Resolution No.

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

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2201-C: Industrial Drive Service Road Reconstruction

CONTRACTOR:	Voss Plumbing & Heating of Paynesville, Inc.
DATE OF CONTRACT:	April 4, 2022
BEGIN WORK:	May 16, 2022
COMPLETE WORK:	July 24, 2024
APPROVE, ENGINEERING DEPT:	August 2, 2024

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

1. The said City of Willmar Industrial Drive Service Road Reconstruction Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,169,645.85
CHANGE ORDER NO. 1	(\$4,385.67)
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,165,260.18
Less Previous Payments	\$1,130,423.11
FINAL PAYMENT DUE CONTRACTOR:	\$34,837.07

Dated this 19th day of August, 2024

Attest:

Mayor

City Clerk

Contractor's Application for Payment

Owner:	<u>City of Willmar</u>	Owner's Project No.:	<u>2201-C</u>
Engineer:	<u>Bolton & Menk, Inc.</u>	Engineer's Project No.:	<u>OW1.126078</u>
Contractor:	<u>Voss Plumbing & Heating of Paynesville, I</u>	Agency's Project No.:	<u></u>
Project:	<u>Industrial Drive Service Road Reconstruction</u>		
Contract:	<u>Industrial Drive Service Road Reconstruction</u>		
Application No.:	<u>5 - Final</u>	Application Date:	<u>6/13/2023</u>
Application Period:	<u>From 7/22/2023</u>	to	<u>6/13/2023</u>

1. Original Contract Price	\$	1,169,645.85
2. Net change by Change Orders	\$	(4,385.67)
3. Current Contract Price (Line 1 + Line 2)	\$	1,165,260.18
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,165,260.18
5. Retainage		
a. <u> </u> X \$ 1,165,260.18 Work Completed	\$	-
b. <u> </u> X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,165,260.18
7. Less previous payments	\$	1,130,423.11
8. Amount due this application	\$	34,837.07
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and
- (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Voss Plumbing & Heating of Paynesville, Inc.

Signature: Robert M Braun

Date: 7-24-24

Name: Robert M Braun

Title: President

Recommended by Engineer**Approved by Owner**

By: Josh Halvorson

By: Justin DeLeeuw

Name: Josh Halvorson, P.E.

Name: Justin DeLeeuw

Title: Principal in Charge

Title: Public Works Director

Date: 8/2/2024

Date: 8-12-2024

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-C
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.126078
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	Industrial Drive Service Road Reconstruction		
Contract:	Industrial Drive Service Road Reconstruction		

Application No.:		5 - Final		Application Period:		From		07/22/23		to		06/13/23		Application Date:		06/13/23	
A	B			C	D	E	F		F1	F2	G		H	I	J	K	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)					
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
Original Contract																	
1	MOBILIZATION	1.00	LUMP SUM	50,000.00	50,000.00	1.00	50,000.00	1.00	50,000.00		50,000.00	100%					
2	CLEARING	5.00	TREE	1,250.00	6,250.00	3.00	3,750.00	3.00	3,750.00		3,750.00	60%					
3	GRUBBING	5.00	TREE	850.00	4,250.00	3.00	2,550.00	3.00	2,550.00		2,550.00	60%					
4	REMOVE CURB AND GUTTER	4,085.00	LIN FT	3.00	12,255.00	4,070.00	12,210.00	4,070.00	12,210.00		12,210.00	100%					
5	REMOVE BITUMINOUS PAVEMENT	6,046.00	SQ YD	2.50	15,115.00	6,076.00	15,190.00	6,076.00	15,190.00		15,190.00	100%					
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	440.00	SQ YD	5.00	2,200.00	390.00	1,950.00	390.00	1,950.00		1,950.00	89%					
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	135.00	SQ YD	10.00	1,350.00	250.00	2,500.00	250.00	2,500.00		2,500.00	185%					
8	SALVAGE SIGN	7.00	EACH	50.00	350.00	7.00	350.00	7.00	350.00		350.00	100%					
9	SALVAGE MAILBOX	4.00	EACH	250.00	1,000.00	4.00	1,000.00	4.00	1,000.00		1,000.00	100%					
10	RELOCATE USPS DROP BOX	1.00	LUMP SUM	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00		1,000.00	100%					
11	COMMON LABORERS	15.00	hour	90.00	1,350.00	9.00	810.00	9.00	810.00		810.00	60%					
12	3.0 CU YD SHOVEL	8.00	hour	225.00	1,800.00	0.50	112.50	0.50	112.50		112.50	6%					
13	DOZER	8.00	hour	175.00	1,400.00	-	-	-	-		-						
14	12 CU YD TRUCK	8.00	hour	105.00	840.00	-	-	-	-		-						
15	3.0 CU YD FRONT END LOADER	8.00	hour	175.00	1,400.00	-	-	-	-		-						
16	SKID LOADER	8.00	hour	130.00	1,040.00	-	-	-	-		-						
17	1.5 CU YD BACKHOE	8.00	hour	145.00	1,160.00	2.50	362.50	2.50	362.50		362.50	31%					
18	COMMON EXCAVATION (P)	4,758.00	CU YD	16.00	76,128.00	4,758.00	76,128.00	4,758.00	76,128.00		76,128.00	100%					
19	SUBGRADE EXCAVATION (EV)	462.00	CU YD	16.00	7,392.00	-	-	-	-		-						
20	SELECT GRANULAR BORROW (CV)	2,859.00	CU YD	18.00	51,462.00	4,639.00	83,502.00	4,639.00	83,502.00		83,502.00	162%					
21	GEOTEXTILE FABRIC TYPE V	7,060.00	SQ YD	1.75	12,355.00	7,060.00	12,355.00	7,060.00	12,355.00		12,355.00	100%					
22	TEMPORARY AGGREGATE SURFACING	310.00	SQ YD	15.00	4,650.00	59.00	885.00	59.00	885.00		885.00	19%					
23	AGGREGATE BASE (CV) CLASS 5	1,747.00	CU YD	32.00	55,904.00	1,747.00	55,904.00	1,747.00	55,904.00		55,904.00	100%					
24	TYPE SP 9.5 WEARING COURSE MIX (2,B)	526.00	TON	99.00	52,074.00	703.07	69,603.93	703.07	69,603.93		69,603.93	134%					
25	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	876.00	TON	95.00	83,220.00	973.00	92,435.00	973.00	92,435.00		92,435.00	111%					
26	BITUMINOUS DRIVEWAY PAVEMENT (RESIDENTIAL)	320.00	SQ YD	48.00	15,360.00	62.00	2,976.00	62.00	2,976.00		2,976.00	19%					
27	BITUMINOUS DRIVEWAY PAVEMENT (COMMERCIAL)	285.00	SQ YD	58.00	16,530.00	426.00	24,708.00	426.00	24,708.00		24,708.00	149%					
28	CONCRETE CURB & GUTTER DESIGN B618	3,903.00	LIN FT	16.75	65,375.25	3,941.00	66,011.75	3,941.00	66,011.75		66,011.75	101%					
29	6" CONCRETE DRIVEWAY PAVEMENT (RESIDENTIAL)	95.00	SQ YD	67.50	6,412.50	-	-	-	-		-						
30	8" CONCRETE DRIVEWAY PAVEMENT (COMMERCIAL)	155.00	SQ YD	88.00	13,640.00	226.00	19,888.00	226.00	19,888.00		19,888.00	146%					
31	5" EDGE DRAIN	3,050.00	LIN FT	12.00	36,600.00	2,960.00	35,520.00	2,960.00	35,520.00		35,520.00	97%					
32	5" DRAIN CLEANOUT	15.00	EACH	500.00	7,500.00	14.00	7,000.00	14.00	7,000.00		7,000.00	93%					
33	SUMP PUMP DRAINLINE SERVICE	5.00	EACH	500.00	2,500.00	3.00	1,500.00	3.00	1,500.00		1,500.00	60%					
34	TRAFFIC CONTROL	1.00	LUMP SUM	4,500.00	4,500.00	1.00	4,500.00	1.00	4,500.00		4,500.00	100%					
35	FURNISH & INSTALL SIGN TYPE C	5.00	EACH	500.00	2,500.00	3.00	1,500.00	3.00	1,500.00		1,500.00	60%					
36	FURNISH & INSTALL SIGN (STREET NAME)	2.00	EACH	605.00	1,210.00	2.00	1,210.00	2.00	1,210.00		1,210.00	100%					
37	REINSTALL MAILBOX	4.00	EACH	250.00	1,000.00	3.00	750.00	3.00	750.00		750.00	75%					
38	RIP RAP, CLASS III	8.00	CU YD	80.00	640.00	8.00	640.00	8.00	640.00		640.00	100%					
39	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	42.00	LIN FT	6.00	252.00	-	-	-	-		-						
40	STORM DRAIN INLET PROTECTION	18.00	EACH	175.00	3,150.00	10.00	1,750.00	10.00	1,750.00		1,750.00	56%					
41	STABILIZED CONSTRUCTION EXIT	2.00	EACH	1,500.00	3,000.00	-	-	-	-		-						
42	STRIP, SALVAGE, SCREEN, AND RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	8,000.00	8,000.00	1.00	8,000.00	1.00	8,000.00		8,000.00	100%					
43	COMMON TOPSOIL BORROW (LV)	255.00	CU YD	30.00	7,650.00	-	-	-	-		-						
44	TURF ESTABLISHMENT, HYDROMULCH	7,814.00	SQ YD	1.40	10,939.60	4,870.00	6,818.00	4,870.00	6,818.00		6,818.00	62%					
45	TURF ESTABLISHMENT, EROSION CONTROL BLANKET	9,318.00	SQ YD	1.75	16,306.50	-	-	10,070.00	17,622.50		17,622.50	108%					
46	REMOVE STORM SEWER PIPE (12" & LARGER)	424.00	LIN FT	15.00	6,360.00	303.00	4,545.00	303.00	4,545.00		4,545.00	71%					
47	REMOVE STORM MANHOLE OR CATCH BASIN	10.00	EACH	750.00	7,500.00	10.00	7,500.00	10.00	7,500.00		7,500.00	100%					
48	CONNECT TO EXISTING STORM PIPE	2.00	EACH	1,500.00	3,000.00	3.00	4,500.00	3.00	4,500.00		4,500.00	150%					
49	12" RC PIPE SEWER CLASS V	652.00	LIN FT	55.00	35,860.00	642.00	35,310.00	642.00	35,310.00		35,310.00	98%					
50	15" RC PIPE SEWER CLASS V	237.00	LIN FT	65.00	15,405.00	237.00	15,405.00	237.00	15,405.00		15,405.00	100%					
51	12" FES	1.00	EACH	1,400.00	1,400.00	1.00	1,400.00	1.00	1,400.00		1,400.00	100%					
52	15" FES	1.00	EACH	1,500.00	1,500.00	1.00	1,500.00	1.00	1,500.00		1,500.00	100%					
53	12" TRASH GUARD	1.00	EACH	850.00	850.00	1.00	850.00	1.00	850.00		850.00	100%					

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-C
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.126078
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	Industrial Drive Service Road Reconstruction		
Contract:	Industrial Drive Service Road Reconstruction		

Application No.: 5 - Final		Application Period: From 07/22/23 to 06/13/23		Application Date: 06/13/23								
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
54	12" HDPE PIPE	20.00	LIN FT	50.00	1,000.00	18.00	900.00	18.00	900.00		900.00	90%
55	CONSTRUCT DRAINAGE STRUCTURE, DES H	10.70	LIN FT	375.00	4,012.50	10.90	4,087.50	10.90	4,087.50		4,087.50	102%
56	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	25.20	LIN FT	625.00	15,750.00	25.20	15,750.00	25.20	15,750.00		15,750.00	100%
57	INTERIOR LINING OF CATCH BASIN RINGS	10.00	EACH	1,000.00	10,000.00	9.00	9,000.00	9.00	9,000.00		9,000.00	90%
58	CASTING ASSEMBLY (STORM)	10.00	EACH	1,000.00	10,000.00	10.00	10,000.00	10.00	10,000.00		10,000.00	100%
59	TELEWISE EXISTING SANITARY SEWER	2,195.00	LIN FT	4.50	9,877.50	2,195.00	9,877.50	2,195.00	9,877.50		9,877.50	100%
60	REMOVE SANITARY MANHOLE	1.00	EACH	750.00	750.00	1.00	750.00	1.00	750.00		750.00	100%
61	ABANDON SANITARY MANHOLE (SANDFILL)	7.00	EACH	500.00	3,500.00	7.00	3,500.00	7.00	3,500.00		3,500.00	100%
62	CONNECT TO EXISTING SANITARY SEWER MAIN	3.00	EACH	1,500.00	4,500.00	3.00	4,500.00	3.00	4,500.00		4,500.00	100%
63	8"x6" PVC WYE, SDR 26	7.00	EACH	450.00	3,150.00	8.00	3,600.00	8.00	3,600.00		3,600.00	114%
64	6" PVC SANITARY SERVICE PIPE, SDR 26	280.00	LIN FT	30.00	8,400.00	401.00	12,030.00	401.00	12,030.00		12,030.00	143%
65	8" PVC PIPE SEWER, SDR 35	1,728.00	LIN FT	37.00	63,936.00	1,719.00	63,603.00	1,719.00	63,603.00		63,603.00	99%
66	6" SERVICE CLEANOUT	6.00	EACH	750.00	4,500.00	1.00	750.00	1.00	750.00		750.00	17%
67	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007C	73.92	LIN FT	525.00	38,808.00	73.92	38,808.00	73.92	38,808.00		38,808.00	100%
68	CASTING ASSEMBLY (SANITARY)	7.00	EACH	1,050.00	7,350.00	7.00	7,350.00	7.00	7,350.00		7,350.00	100%
69	4" POLYSTYRENE INSULATION	196.00	SQ YD	30.00	5,880.00	174.00	5,220.00	174.00	5,220.00		5,220.00	89%
70	ADJUST FRAME AND RING CASTING (SANITARY)	6.00	EACH	350.00	2,100.00	6.00	2,100.00	6.00	2,100.00		2,100.00	100%
71	REMOVE WATERMAIN	448.00	LIN FT	3.00	1,344.00	397.00	1,191.00	397.00	1,191.00		1,191.00	89%
72	REMOVE HYDRANT	6.00	EACH	500.00	3,000.00	6.00	3,000.00	6.00	3,000.00		3,000.00	100%
73	TEMPORARY WATER SERVICE	1.00	LUMP SUM	4,500.00	4,500.00	1.00	4,500.00	1.00	4,500.00		4,500.00	100%
74	CONNECT TO EXISTING WATERMAIN	6.00	EACH	1,500.00	9,000.00	6.00	9,000.00	6.00	9,000.00		9,000.00	100%
75	HYDRANT (8' BURY)	3.00	EACH	6,500.00	19,500.00	3.00	19,500.00	3.00	19,500.00		19,500.00	100%
76	6" GATE VALVE AND BOX	3.00	EACH	2,600.00	7,800.00	3.00	7,800.00	3.00	7,800.00		7,800.00	100%
77	8" GATE VALVE AND BOX	9.00	EACH	3,500.00	31,500.00	10.00	35,000.00	10.00	35,000.00		35,000.00	111%
78	6" POST INDICATOR VALVE	2.00	EACH	5,100.00	10,200.00	1.00	5,100.00	1.00	5,100.00		5,100.00	50%
79	8" POST INDICATOR VALVE	1.00	EACH	5,800.00	5,800.00	1.00	5,800.00	1.00	5,800.00		5,800.00	100%
80	1" CORPORATION STOP & SADDLE	4.00	EACH	750.00	3,000.00	4.00	3,000.00	4.00	3,000.00		3,000.00	100%
81	1.5" CORPORATION STOP & SADDLE	1.00	EACH	925.00	925.00	1.00	925.00	1.00	925.00		925.00	100%
82	1" CURB STOP & BOX	4.00	EACH	850.00	3,400.00	4.00	3,400.00	4.00	3,400.00		3,400.00	100%
83	1.5" CURB STOP & BOX	1.00	EACH	1,200.00	1,200.00	1.00	1,200.00	1.00	1,200.00		1,200.00	100%
84	1" PE WATER SERVICE PIPE	112.00	LIN FT	25.00	2,800.00	122.00	3,050.00	122.00	3,050.00		3,050.00	109%
85	1.5" PE WATER SERVICE PIPE	28.00	LIN FT	30.00	840.00	39.00	1,170.00	39.00	1,170.00		1,170.00	139%
86	6" C900 PVC WATERMAIN	88.00	LIN FT	50.00	4,400.00	35.00	1,750.00	35.00	1,750.00		1,750.00	40%
87	8" C900 PVC WATERMAIN	2,065.00	LIN FT	47.00	97,055.00	2,068.00	97,196.00	2,068.00	97,196.00		97,196.00	100%
88	WATERMAIN FITTINGS	1,686.00	POUND	12.00	20,232.00	1,300.00	15,600.00	1,300.00	15,600.00		15,600.00	77%
89	ADJUST VALVE BOX	5.00	EACH	250.00	1,250.00	5.00	1,250.00	5.00	1,250.00		1,250.00	100%
90	LANDSCAPING ALLOWANCE	7,500.00	ALLOWANCE	1.00	7,500.00	-	-	-	-		-	
Original Contract Totals					\$ 1,169,645.85		\$ 1,147,637.68		\$ 1,165,260.18	\$ -	\$ 1,165,260.18	100.0%

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2201-C
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.126078
Contractor:	Voss Plumbing & Heating of Paynesville, Inc.	Agency's Project No.:	
Project:	Industrial Drive Service Road Reconstruction		
Contract:	Industrial Drive Service Road Reconstruction		

Application No.:		5 - Final		Application Period:		From		07/22/23		to		06/13/23		Application Date:		06/13/23	
A	B			C	D	E	F		F1	F2	G		H	I	J	K	
Bid Item No.	Description			Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)			
				Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
Change Orders																	
CO 1	CHANGE ORDER 1			1.00	LUMP SUM	(4,385.67)	(4,385.67)						-		-		
							-						-		-		
							-						-		-		
Change Order Totals							\$ (4,385.67)						\$ -	\$ -	\$ -		
Original Contract and Change Orders																	
Project Totals							\$ 1,165,260.18						\$ 1,165,260.18	\$ -	\$ 1,165,260.18	100%	

CHANGE ORDER FORM

NO.: 1

Owner: City of Willmar Owner's Project No.: 2201-C
 Engineer: Bolton & Menk, Inc. Engineer's Project No.: OW1.126078
 Contractor: Voss Plumbing & Heating Contractor's Project No.:
 Project: Industrial Drive Service Road Reconstruction
 Contract Name: Industrial Drive Service Road Reconstruction

Date Issued: 06/13/2024 Effective Date of Change Order: 06/13/2024

The Contract is modified as follows upon execution of this Change Order:

Description – Reconciles Final Contract Amount to Final Quantities. -\$4,385.67 Lump Sum

Attachments:

None

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ 1,169,645.85	Substantial Completion: 10/14/2022
	Ready for final payment: 06/16/2023
Decrease from previously approved Change Orders No. 0 to No. 1	Decrease from previously approved Change Orders No.0 to No. 1
\$ 0	Substantial Completion: 0 Days
	Ready for final payment: 0 Days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 1,169,645.85	Substantial Completion: 10/14/2022
	Ready for final payment: 06/16/2023
Decrease this Change Order:	Increase this Change Order:
\$ 4,385.67	Substantial Completion: 10/14/2022
	Ready for final payment: 06/13/2024
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 1,165,260.18	Substantial Completion: 10/14/2022
	Ready for final payment: 06/13/2024

Recommended by Engineer
 By: [Signature]
 Title: Principal in Charge
 Date: 8/2/2024

Accepted by Contractor
[Signature]
 President
 7-24-24

Authorized by Owner
 By: [Signature]
 Title: Public Works Director
 Date: 8-12-2024



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 2, 2024

Justin DeLeeuw
Public Works Director
City of Willmar
333 6th St. SW
Willmar, MN 56201

RE: Industrial Drive Service Road
City of Willmar, Minnesota
City Project No.: 2201-C
BMI Project No.: 0W1.126078

Dear Justin:

Please find enclosed the Final Payment Estimate and Change Order for the above referenced project. The change order is included to reconcile the final contract amount. We have reviewed the final construction material for the final pay estimate and change order and recommend approval. If you agree, please sign and date three copies and return one with payment to Voss Plumbing and Heating of Paynesville, Inc. and one to me for our files.

Enclosed with the pay application is final contract material, including Consent of Surety to Final Payment, lien waivers, and IC-134's for this project. Please maintain this material with each respective pay application.

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Manager

Enclosures



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Chris Frank, City Planner
Ordinance:	No	Presented By:	
Item:	United Community Action Partnership (UCAP): Preliminary and Final Plats		

RECOMMENDED ACTION:

OVERVIEW:

&th Street SE and Willmar Ave: Per Planning Commission minutes: Chairman Marchand opened the public hearing at 6:52pm. Members of the public appeared with concerns related to the project, including, but not limited to, stormwater and ditch drainage concerns, parking along the relevant portion of 7th St SE, property values, property access, emergency vehicle traffic, noise trauma related to sensitive nearby residents, and safety concerns of vulnerable residents nearby. Chairman Marchand closed the public hearing at 7:22pm. Following further discussion on the topics between the public and Commissioners, the Commissioners were satisfied to move forward with the actionable items. Chairman Marchand read the affirmative findings of fact for the approval of a conditional use permit. Commissioner Dresler motioned to approve the conditional use permit as requested, seconded by Commissioner Newberg. The motion was unanimously approved. Commissioner Dresler motioned for approval of the preliminary and final plats, seconded by Commissioner Buzzeo. The motion was unanimously approved.

BUDGETARY/FISCAL ISSUES:

0.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. UCAP - LOFTS ON 7TH Final 2024-08-15
2. UCAP - LOFTS ON 7TH Preliminary 2024-08-15

LOFTS ON 7TH

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That United Community Action Partnership Inc., a Minnesota Non-Profit Corporation, owner of the following described property:

The North 190 feet of the NE¼ of the NE¼ of the NW¼ of Section 23, Township 119, Range 35, except the East 477 feet thereof;
AND
The South 215 feet of the North 405 feet of the NE¼ of the NE¼ of the NW¼ of Section 23, Township 119, Range 35, except the East 297 feet thereof.

Has caused the same to be surveyed and platted as LOFTS ON 7TH and does hereby dedicate to the public for public use the public way as created by this plat.

In witness whereof said United Community Action Partnership Inc., a Minnesota Non-Profit Corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Signed: United Community Action Partnership Inc.

By _____, Its _____

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20____ by _____, Its _____ of United Community Action Partnership Inc., a Minnesota Non-Profit Corporation.

Notary Signature _____
Notary Printed Name _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

LAND SURVEYOR

I, Joshua M. Stern, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2023.

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

STATE OF MINNESOTA
COUNTY OF _____

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

Notary Signature _____
Notary Printed Name _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

City Planning Commission

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

Signed by: _____
Chair

Attest by: _____
Secretary

City Council

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

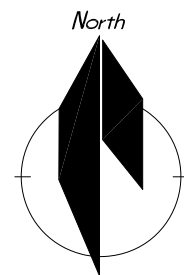
Signed by: _____
Mayor

ATTEST: _____
City Clerk

City Engineer

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

Willmar City Engineer



This drawing prepared by:

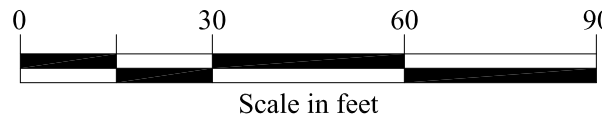
Bonnema Runke Stern Inc.

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827



LEGEND

● Found Iron Monument from former survey

○ Bonnema Runke Stern Inc. Placed Capped Iron Monument

--- Right of Way (Per Book 28 of Misc. Page 090)

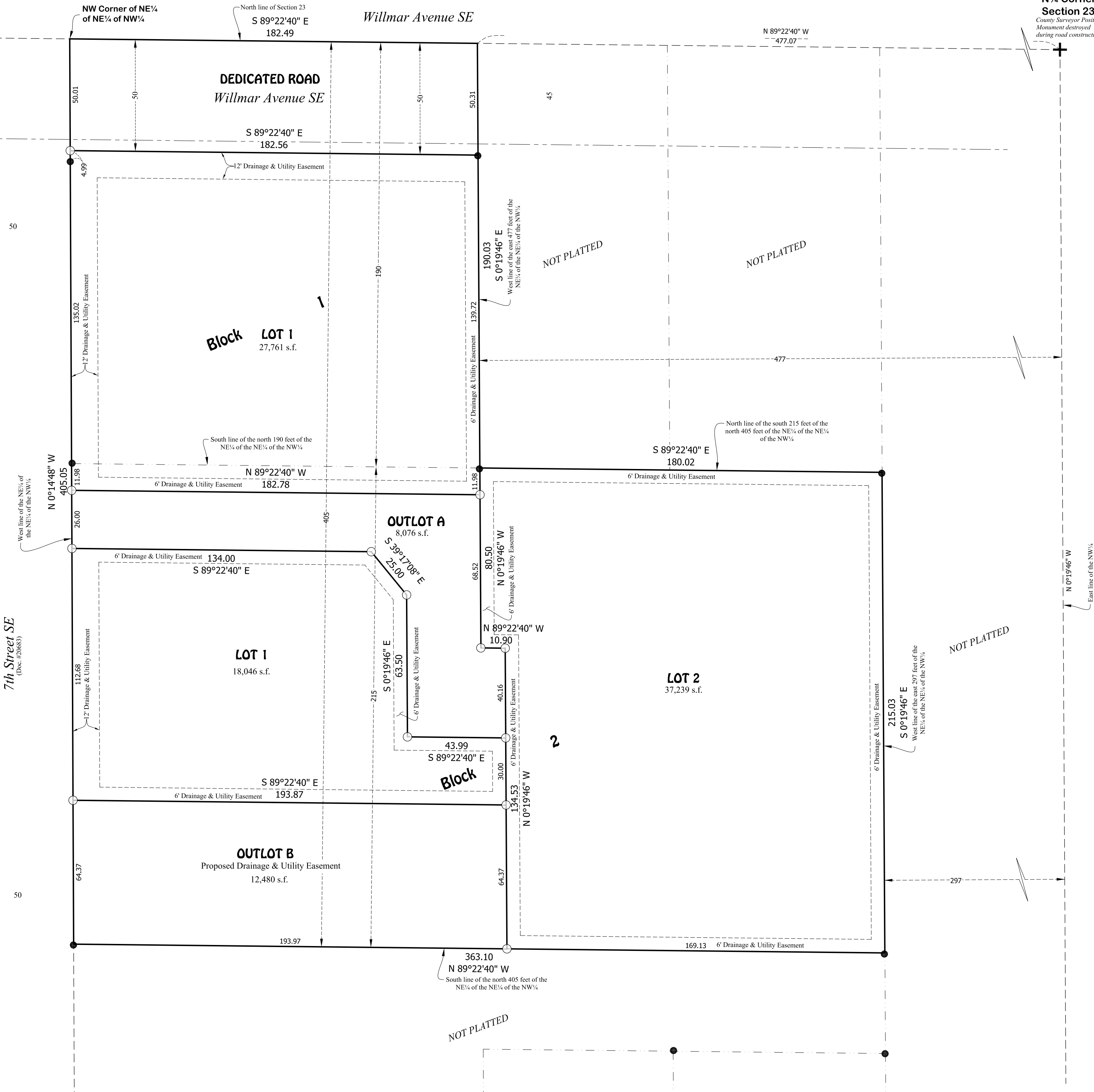
The Orientation of this bearing system is assumed. The North line of Section 23 is assumed to bear N 89°22'40" W

NW Corner
Section 23
County Surveyor Position,
Monument destroyed
during road construction

NE Corner
of the NW¼
also known as:
N¼ Corner
Section 23
County Surveyor Position,
Monument destroyed
during road construction

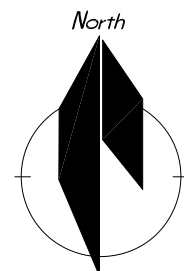
GESCH ACRES
Lot 2
Block Two

7th Street SE
(Ded. #230683)



Preliminary Plat of:
LOFTS ON 7TH

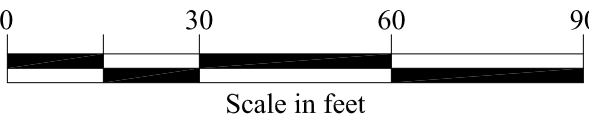
Section 23, T119N-R35W



This drawing prepared by:
Bonnema Runke Stern Inc.

Professional Land Surveyors
4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844 Fax (320) 231-2827

Requested by: *United Community Action Partnership, Inc.*
Total Acres: *2.59± Acres*
Prepared on: *07-03-2024*
Revised on: *08-14-2024*



LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Capped Iron Monument
- ⊕ Catch Basins
- ⊞ Electric Box
- ⊞ Fiber Optic Hand Hole
- ⊞ Fire Hydrant
- ⊞ Light Pole
- ⊞ Manhole Sanitary
- ⊞ Manhole Storm
- ⊞ Sign
- ⊞ Telephone Pedestal
- ⊞ Water Gate Valve
- Adjacent Parcel Line
- Curb & Gutter
- Curb Cuts
- Underground Electric
- Underground Fiber Optic
- Underground Telephone
- Underground Gas Line
- Sanitary Sewer
- Storm Sewer
- Water Line
- Right of Way (Per Book 28 of Misc. Page 090)
- Building Setbacks (See Note 2)
- ⊞ Coniferous Tree with size
- ⊞ Deciduous Tree with size

The Orientation of this bearing system is assumed. The North line of Section 23 is assumed to bear N 89°22'40" W

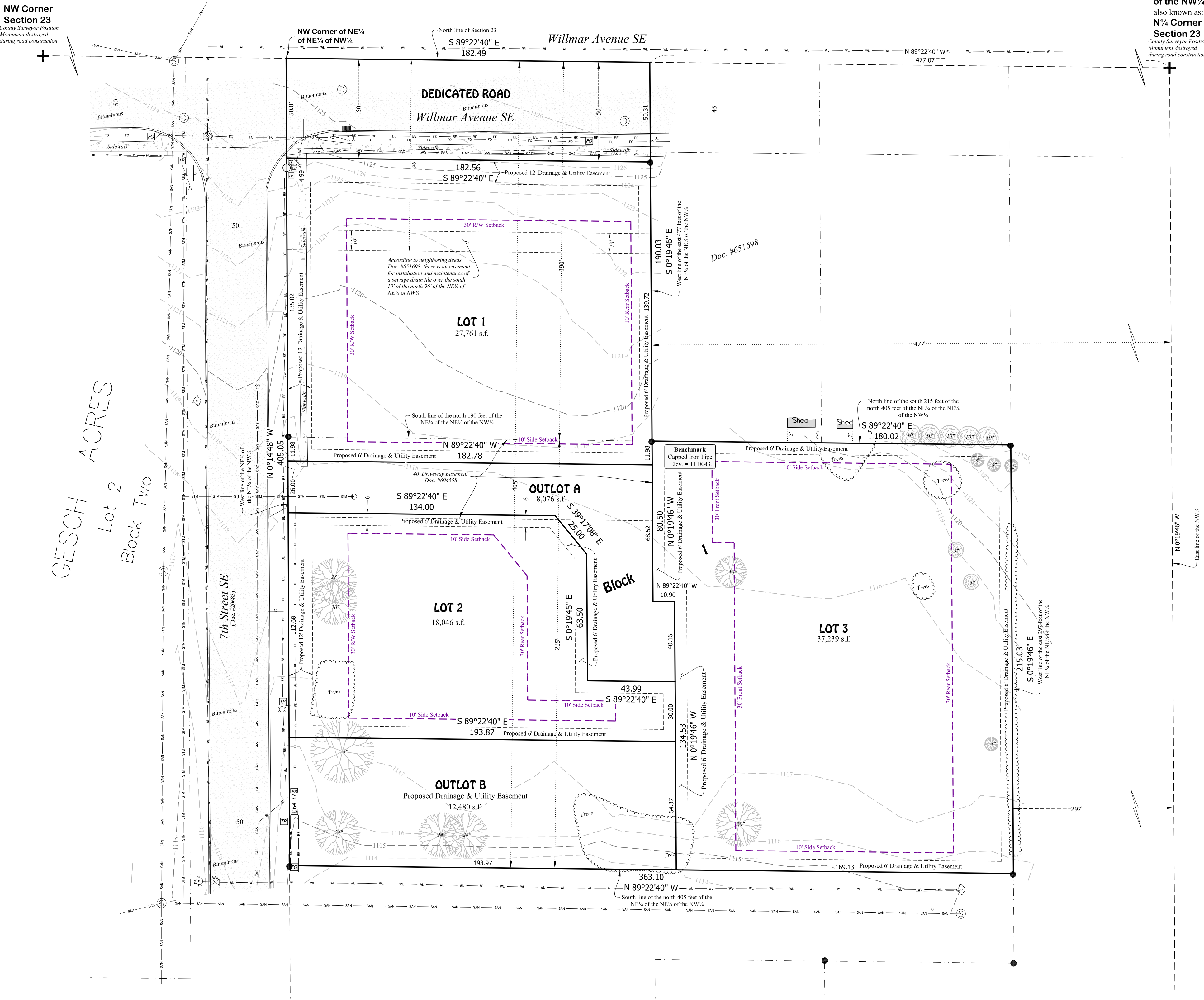
Elevation Datum:
The Elevation Datum used for this survey is the North American Vertical Datum of 1988 (NAVD 88)

MnDOT Geodetic Control Point
3404 F - 1147.32 (NAVD 88)

Surveyor's Notice:
1) Building setbacks are shown from our interpretation, contact the City of Willmar for verification.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON APRIL 11, 2024.

Joshua M. Stern
Date *August 14, 2024* License No. 46169





City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Chris Frank, City Planner
Ordinance:	No	Presented By:	
Item:	Oslo Meadows First Addition: Preliminary and Final Plats		

RECOMMENDED ACTION:

OVERVIEW:

Per Planning Commission Minutes: The city has received both final and preliminary plats from the applicant. 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.

BUDGETARY/FISCAL ISSUES:

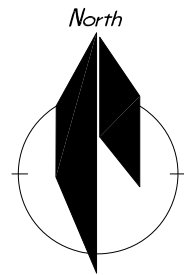
0.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Chad Kompelien OSLO MEADOWS FIRST ADD Final Plat 2024-06-25 w Easements
2. OSLO MEADOWS FIRST ADDITION - Prelim 2024-06-25 w Proposed Easements

OSLO MEADOWS FIRST ADDITION

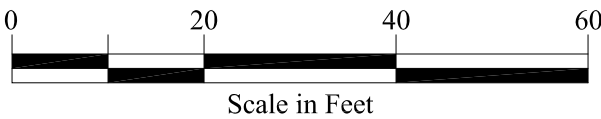


This drawing prepared by:

Bonnema Runke Stern Inc.

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844
Fax (320) 231-2827



LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a 5/8" Iron Rod with a 46169-46171-62454 stamped Plastic Cap

The Orientation of this bearing system is assumed. The north line of Block 2 is assumed to bear S 88°43'28" E.

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Mike Kompellen Custom Homes, Inc., a Minnesota Corporation, owner of the following described property:

Lot 2, Block 2, Oslo Meadows, Kandiyohi County, Minnesota (Parcel 1)
Lot 3, Block 2, Oslo Meadows, Kandiyohi County, Minnesota (Parcel 2)
Lot 4, Block 2, Oslo Meadows, Kandiyohi County, Minnesota (Parcel 3)

Has caused the same to be surveyed and platted as OSLO MEADOWS FIRST ADDITION.

In witness whereof said Mike Kompellen Custom Homes, Inc., a Minnesota Corporation, has caused these present to be signed by its proper officer this ____ day of _____, 20 ____.

Signed: Mike Kompellen Custom Homes, Inc.

By _____, Its _____
Chad Kompellen

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20 ____ by Chad Kompellen, its _____ of Mike Kompellen Custom Homes, Inc. a Minnesota Corporation, on behalf of the corporation.

Notary Signature _____

Notary Printed Name _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

LAND SURVEYOR

I, Joshua M. Stern, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

Joshua M. Stern
Minnesota License No. 46169

STATE OF MINNESOTA

COUNTY OF _____

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

Notary Signature _____

Notary Printed Name _____
Notary Public, Kandiyohi County, Minnesota
My Commission Expires _____

City Planning Commission

Approved by the Planning Commission of the City of Willmar

this ____ day of _____, 20 ____.

Signed: _____
Chair

ATTEST: _____
Secretary

City Council

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

Signed: _____
Mayor

ATTEST: _____
City Clerk

City Engineer

Approved by the City Engineer of the City of Willmar

Dated this ____ day of _____, 20 ____.

Willmar City Engineer

Attorney

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

Attorney _____

County Auditor/Treasurer

TAX STATEMENT

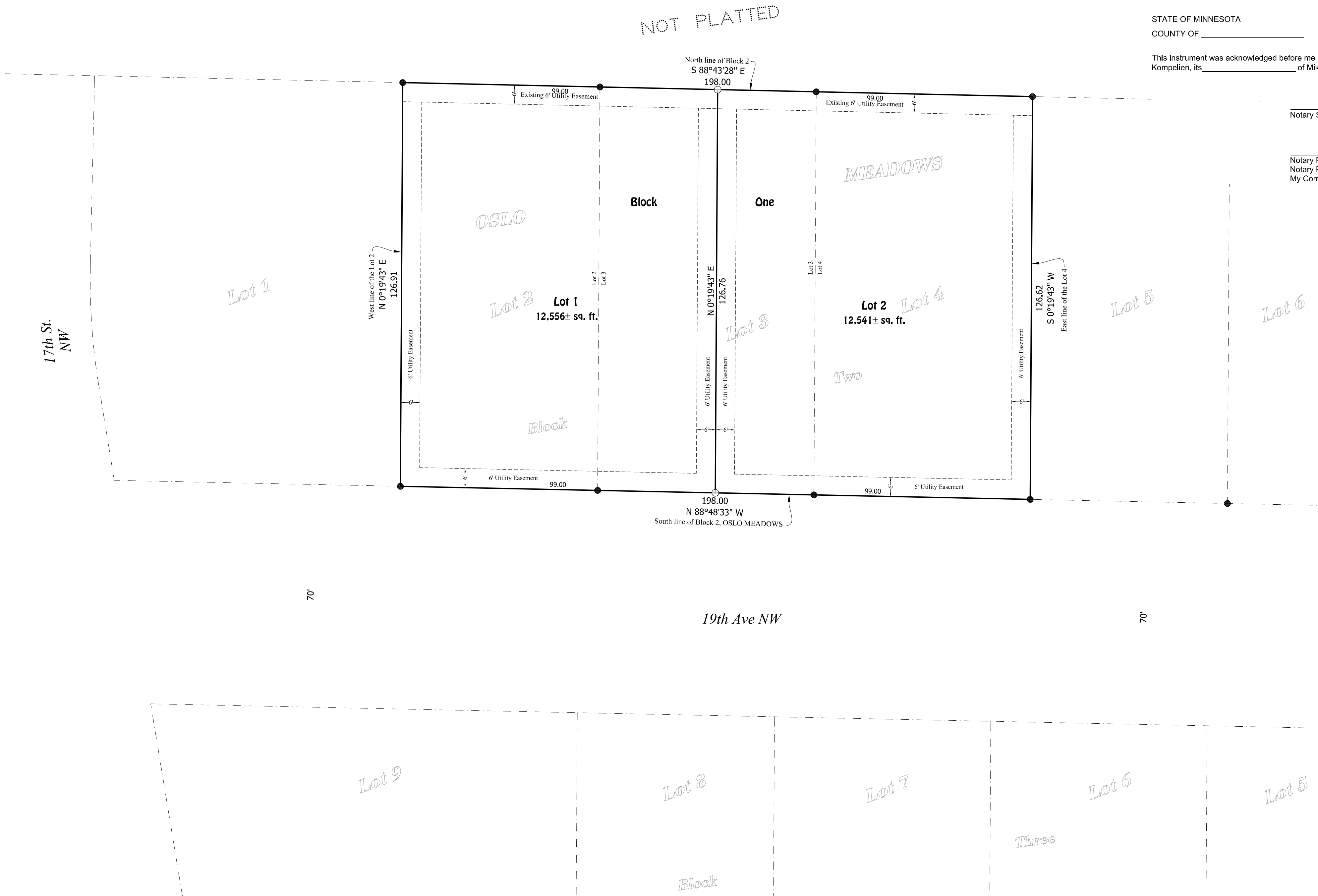
I hereby certify that all taxes for 20 ____ on the land described herein are paid; and no delinquent taxes are due and transfer entered this ____ day of _____, 20 ____.

Kandiyohi County Auditor / Treasurer

County Recorder

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

Kandiyohi County Recorder

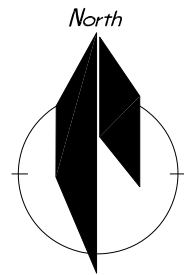
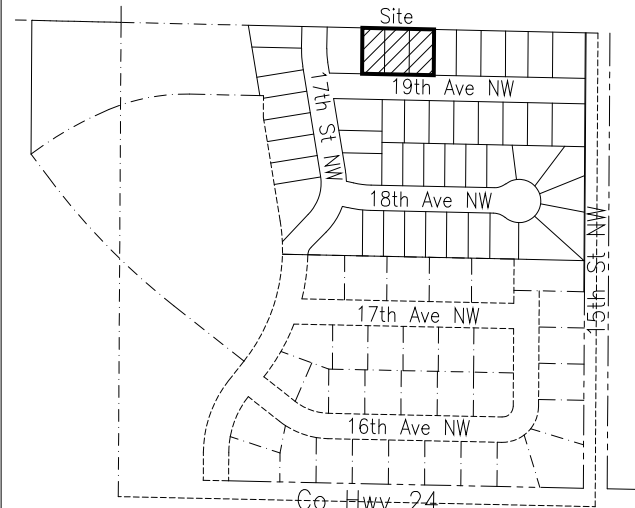


Preliminary Plat of:

OSLO MEADOWS FIRST ADDITION

VICINITY SKETCH - Not to Scale

SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ Section 4,
T119N-R35W - Willmar Twp.



This drawing prepared by:

Bonnema Runke Stern Inc.

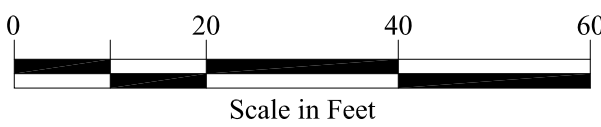
Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844

Fax (320) 231-2827



LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a $\frac{5}{8}$ " Iron Rod with a 46169-46171-62454 stamped Plastic Cap
- Cast Iron Monument
- Approximate Right of Way Line
- Building Setback

Note:

Contours shown by Minnesota Department of Natural Resources Lidar data.

The Orientation of this bearing system is assumed. The north line of Block 2 is assumed to bear S 88°43'28" E.

Area to be Platted - 0.58 acres
Currently Zoned R-2 Residential
Preparation Date: June 24, 2024

Located in Section 4, T119N-R35W

Owner: **Mike Kompelien Custom Homes**
PO Box 86
Willmar, MN 56201

Subdivider: **Mike Kompelien Custom Homes**
PO Box 86
Willmar, MN 56201

City Planning Commission

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

Signed by: _____
its _____

Attest by: _____
its _____

City Council

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

Signed by: _____
its _____

ATTEST: _____
its _____

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAT
WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MINNESOTA. THE FIELD WORK WAS
COMPLETED ON MAY 11, 2018.

Joshua M. Stern

Date June 24, 2024 License No. 46169

Land Description - 25097± sq. ft. (0.58 Acres) (Document No.'s 649590, 649591, 649592)

"Lot 2 Block 2 Oslo Meadows; Lot 3 Block 2 Oslo Meadows; Lot 4 Block 2 Oslo Meadows."



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.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, 8/1/24 - 8/14/24		

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 08-01-2024-08-14-2024
2. Vendor Pymt History 08.01.24-08.14.24 Excel
3. Vendor Pymt History Report EFTCK 545-547
4. Vendor Pymt History EFTCK 545-547 Excel

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
104109 2nd Wind Exercise Equipment, Inc											
22-043375		08/12/2024	08/14-AV	72169	547.68		547.68	08/27/2024	INV	PD	Fitness
CHECK DATE:	08/14/2024										
100329 ACCESSORIES 4 TRUCKS UNLIMITED											
064523		07/30/2024	08/14-AV	72170	631.99		631.99	08/14/2024	INV	PD	Access
CHECK DATE:	08/14/2024										
103696 ACE ROLLOFFS & DISPOSAL											
200/08-24		07/25/2024	08/14-AV	72171	282.00		282.00	08/09/2024	INV	PD	garbag
CHECK DATE:	08/14/2024										
213/08-24		07/25/2024	08/14-AV	72171	260.06		260.06	08/09/2024	INV	PD	garbag
CHECK DATE:	08/14/2024										
233/08-24		08/08/2024	08/14-AV	72171	100.60		100.60	08/23/2024	INV	PD	Garbag
CHECK DATE:	08/14/2024										
234/08-24		08/13/2024	08/14-AV	72171	655.72		655.72	08/28/2024	INV	PD	Garbag
CHECK DATE:	08/14/2024										
235/08-24		08/13/2024	08/14-AV	72171	306.64		306.64	08/28/2024	INV	PD	Garbag
CHECK DATE:	08/14/2024										
236/08-24		08/13/2024	08/14-AV	72171	356.64		356.64	08/28/2024	INV	PD	Garbag
CHECK DATE:	08/14/2024										
237/08-24		08/04/2024	08/14-AV	72171	52.70		52.70	08/19/2024	INV	PD	Garbag
CHECK DATE:	08/14/2024										
238/08-24		08/05/2024	08/14-AV	72171	129.48		129.48	08/20/2024	INV	PD	City H
CHECK DATE:	08/14/2024										
239/08-24		08/05/2024	08/14-AV	72171	202.64		202.64	08/20/2024	INV	PD	PW gar
CHECK DATE:	08/14/2024										
240/08-24		08/05/2024	08/14-AV	72171	24.35		24.35	08/20/2024	INV	PD	wastew
CHECK DATE:	08/14/2024										
241/08-24		08/05/2024	08/14-AV	72171	209.71		209.71	08/20/2024	INV	PD	wastew
CHECK DATE:	08/14/2024										
				2,580.54							
102061 ALEX AIR APPARATUS 2 LLC											
8498		07/22/2024	08/14-AV	72172	16.70		16.70	08/06/2024	INV	PD	O-Ring
CHECK DATE:	08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
INV-50461		07/24/2024	08/14-AV	72172	109.24		109.24	08/08/2024	INV	PD	Combo
CHECK DATE: 08/14/2024											
					125.94						
103557 AMAZON CAPITAL SERVICES											
19J6-9VCQ-1716		08/12/2024	08/14-AV	72173	559.99		559.99	08/27/2024	INV	PD	Pull b
CHECK DATE: 08/14/2024											
11MT-9KLP-43HC		08/12/2024	08/14-AV	72173	191.88		191.88	08/27/2024	INV	PD	Flag F
CHECK DATE: 08/14/2024											
136G-KJ9J-7RCG		08/08/2024	08/14-AV	72173	124.89		124.89	09/07/2024	INV	PD	iPhone
CHECK DATE: 08/14/2024											
19VX-69XY-9449		07/31/2024	08/14-AV	72173	575.51		575.51	08/30/2024	INV	PD	Outdoo
CHECK DATE: 08/14/2024											
1F76-XC1N-6KC9		08/12/2024	08/14-AV	72173	274.62		274.62	08/27/2024	INV	PD	Youth
CHECK DATE: 08/14/2024											
1JNP-6PHH-LMJT		08/12/2024	08/14-AV	72173	352.79		352.79	08/27/2024	INV	PD	Refere
CHECK DATE: 08/14/2024											
1MYX-99KK-3QGV		08/12/2024	08/14-AV	72173	129.96		129.96	08/27/2024	INV	PD	Footba
CHECK DATE: 08/14/2024											
1N9L-TLTC-1NV3		07/31/2024	08/14-AV	72173	608.87		608.87	08/15/2024	INV	PD	Door H
CHECK DATE: 08/14/2024											
1NCH-HYHX-1QNX		08/05/2024	08/14-AV	72173	302.69		302.69	08/20/2024	INV	PD	CRAFTS
CHECK DATE: 08/14/2024											
1RLP-CLHT-NTLM		08/05/2024	08/14-AV	72173	165.60		165.60	08/20/2024	INV	PD	stands
CHECK DATE: 08/14/2024											
1TNK-MWPF-GN1C		08/12/2024	08/14-AV	72173	209.92		209.92	08/27/2024	INV	PD	Binder
CHECK DATE: 08/14/2024											
1TYF-XKYL-LYY1		07/27/2024	08/14-AV	72173	1,011.44		1,011.44	08/15/2024	INV	PD	Pictur
CHECK DATE: 08/14/2024											
1V7T-WW6Q-GLGG		08/12/2024	08/14-AV	72173	125.94		125.94	08/27/2024	INV	PD	Flag f
CHECK DATE: 08/14/2024											
1VQN-RK96-JV4M		07/28/2024	08/14-AV	72173	310.85		310.85	08/27/2024	INV	PD	Flag F
CHECK DATE: 08/14/2024											
1Y34-7KP1-9LC9		08/01/2024	08/14-AV	72173	132.28		132.28	08/16/2024	INV	PD	POSTER
CHECK DATE: 08/14/2024											
					5,077.23						
13Y7-L743-3GPK		08/01/2024	08/14-AV	72174	69.95		69.95	08/31/2024	INV	PD	Switch

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE:	08/14/2024										
16JC-9DC1-3J9L		08/05/2024	08/14-AV	72174	45.78		45.78	08/20/2024	INV	PD	CRAFT
CHECK DATE:	08/14/2024										
19F6-GFR6-3414		07/29/2024	08/14-AV	72174	59.97		59.97	08/28/2024	INV	PD	Flag F
CHECK DATE:	08/14/2024										
1CDT-TK3R-3D6T		08/02/2024	08/14-AV	72174	27.55		27.55	08/17/2024	INV	PD	Expand
CHECK DATE:	08/14/2024										
1H3M-3L6Y-7VRG		07/26/2024	08/14-AV	72174	60.50		60.50	08/10/2024	INV	PD	Base d
CHECK DATE:	08/14/2024										
1J9N-YYYY-L7LF		08/12/2024	08/14-AV	72174	93.70		93.70	08/27/2024	INV	PD	CRAFTS
CHECK DATE:	08/14/2024										
1MYX-99KK-33CR		08/12/2024	08/14-AV	72174	109.99		109.99	08/27/2024	INV	PD	Tennis
CHECK DATE:	08/14/2024										
1NMW-VFF9-3Q3K		07/26/2024	08/14-AV	72174	65.94		65.94	08/25/2024	INV	PD	Footba
CHECK DATE:	08/14/2024										
1NTF-P1TG-19T9		08/12/2024	08/14-AV	72174	32.99		32.99	08/27/2024	INV	PD	Ice pa
CHECK DATE:	08/14/2024										
1T1K-6HGF-GJ7H		08/12/2024	08/14-AV	72174	14.99		14.99	08/27/2024	INV	PD	Footba
CHECK DATE:	08/14/2024										
1WX9-9KRJ-KC3R		08/04/2024	08/14-AV	72174	16.58		16.58	08/19/2024	INV	PD	Memory
CHECK DATE:	08/14/2024										
1WYD-1FRV-4L76		08/05/2024	08/14-AV	72174	69.99		69.99	08/20/2024	INV	PD	SIGNS
CHECK DATE:	08/14/2024										
					667.93						
100057 AMERICAN WELDING & GAS INC											
0010259024		07/29/2024	08/14-AV	72175	33.58		33.58	08/13/2024	INV	PD	100-Ga
CHECK DATE:	08/14/2024										
0010264547		07/30/2024	08/14-AV	72175	124.88		124.88	08/14/2024	INV	PD	weldin
CHECK DATE:	08/14/2024										
0010285748		07/31/2024	08/14-AV	72175	84.85		84.85	08/15/2024	INV	PD	Cylind
CHECK DATE:	08/14/2024										
					243.31						
102954 ANDERSON LAW OFFICES											
2549		08/08/2024	08/14-AV	72176	20,479.70		20,479.70	08/23/2024	INV	PD	profes
CHECK DATE:	08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103731 AQUATIC INFORMATICS INC.										
109683		08/01/2024	08/14-AV	72177	1,707.00	1,707.00	08/16/2024	INV PD	WIMS	s
CHECK DATE:		08/14/2024								
109689		08/01/2024	08/14-AV	72177	1,326.00	1,326.00	08/16/2024	INV PD	WIMS	s
CHECK DATE:		08/14/2024								
					3,033.00					
103946 ARVIG										
STMT/07-24		07/28/2024	08/14-AV	72178	3,848.00	3,848.00	08/25/2024	INV PD	Leased	
CHECK DATE:		08/14/2024								
103610 AUSTIN INCORPORATED										
48988		08/13/2024	08/14-AV	72179	120.00	120.00	08/28/2024	INV PD	Septic	
CHECK DATE:		08/14/2024								
49123		08/13/2024	08/14-AV	72179	120.00	120.00	08/28/2024	INV PD	Septic	
CHECK DATE:		08/14/2024								
49387		08/13/2024	08/14-AV	72179	240.00	240.00	08/28/2024	INV PD	Septic	
CHECK DATE:		08/14/2024								
49546		08/13/2024	08/14-AV	72179	240.00	240.00	08/28/2024	INV PD	Septic	
CHECK DATE:		08/14/2024								
50164		08/13/2024	08/14-AV	72179	240.00	240.00	08/28/2024	INV PD	septic	
CHECK DATE:		08/14/2024								
50367		08/13/2024	08/14-AV	72179	240.00	240.00	08/28/2024	INV PD	septic	
CHECK DATE:		08/14/2024								
50492		08/13/2024	08/14-AV	72179	120.00	120.00	08/28/2024	INV PD	septic	
CHECK DATE:		08/14/2024								
					1,320.00					
102793 AUTO TECH ALIGNMENTS & MORE										
27426		08/08/2024	08/14-AV	72180	100.00	100.00	08/23/2024	INV PD	Alignm	
CHECK DATE:		08/14/2024								
104080 B&F Fastener Supply										
80004407-00		07/29/2024	08/14-AV	72181	31.45	31.45	08/13/2024	INV PD	Plug t	
CHECK DATE:		08/14/2024								
80004796-00		07/30/2024	08/14-AV	72181	67.77	67.77	08/14/2024	INV PD	Suppli	
CHECK DATE:		08/14/2024								

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
80005012-00		08/05/2024	08/14-AV	72181	113.66		113.66	08/20/2024	INV	PD	First
CHECK DATE: 08/14/2024											
100917 BAKER GRAPHICS INC					212.88						
24769		06/27/2024	08/14-AV	72182	140.50		140.50	07/12/2024	INV	PD	Fire E
CHECK DATE: 08/14/2024											
102860 BATTERY WHOLESALE INC											
243851WIL		08/05/2024	08/14-AV	72183	40.22		40.22	08/20/2024	INV	PD	Replac
CHECK DATE: 08/14/2024											
244094WIL		08/08/2024	08/14-AV	72183	90.72		90.72	08/23/2024	INV	PD	(72) B
CHECK DATE: 08/14/2024											
103377 BENSON LAUNDRY					130.94						
408599		08/07/2024	08/14-AV	72184	56.40		56.40	08/22/2024	INV	PD	Towels
CHECK DATE: 08/14/2024											
100900 BEST WESTERN PLUS											
08122024		08/12/2024	08/14-AV	72185	200.00		200.00	08/21/2024	INV	PD	Conven
CHECK DATE: 08/14/2024											
101010 BOLTON & MENK INC											
0338658		07/25/2024	08/14-AV	72186	3,934.50		3,934.50	08/16/2024	INV	PD	willma
CHECK DATE: 08/14/2024											
0341594		07/31/2024	08/14-AV	72186	9,116.93		9,116.93	08/15/2024	INV	PD	Projec
CHECK DATE: 08/14/2024											
0341610		07/31/2024	08/14-AV	72186	9,206.50		9,206.50	08/15/2024	INV	PD	Projec
CHECK DATE: 08/14/2024											
0341612		07/31/2024	08/14-AV	72186	1,878.00		1,878.00	08/15/2024	INV	PD	Trott
CHECK DATE: 08/14/2024											
0341615		07/31/2024	08/14-AV	72186	8,808.00		8,808.00	08/15/2024	INV	PD	May 35
CHECK DATE: 08/14/2024											
0341622		07/31/2024	08/14-AV	72186	6,555.00		6,555.00	08/15/2024	INV	PD	May 25
CHECK DATE: 08/14/2024											
0341624		07/31/2024	08/14-AV	72186	14,139.40		14,139.40	08/15/2024	INV	PD	ELLS 7

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 08/14/2024										
0341627		07/31/2024	08/14-AV	72186	2,742.00	2,742.00	08/15/2024	INV PD	TH	12
CHECK DATE: 08/14/2024										
0341629		07/31/2024	08/14-AV	72186	932.00	932.00	08/15/2024	INV PD	Projec	
CHECK DATE: 08/14/2024										
0341633		07/31/2024	08/14-AV	72186	16,791.50	16,791.50	08/15/2024	INV PD	TH	40
CHECK DATE: 08/14/2024										
104155 Brady Kienitz					74,103.83					
100		08/12/2024	08/14-AV	72187	748.00	748.00	08/27/2024	INV PD	Boys b	
CHECK DATE: 08/14/2024										
101980 BSE										
928432181		08/01/2024	08/14-AV	72188	27.77	27.77	08/16/2024	INV PD	mainte	
CHECK DATE: 08/14/2024										
104153 C & H Sport Surfaces, INC.										
01924		07/26/2024	08/14-AV	72189	26,495.00	26,495.00	08/10/2024	INV PD	Sperry	
CHECK DATE: 08/14/2024										
102336 CANON FINANCIAL SERVICES INC										
34501920		08/12/2024	08/14-AV	72190	134.15	134.15	09/12/2024	INV PD	291358	
CHECK DATE: 08/14/2024										
34502146		08/12/2024	08/14-AV	72190	127.77	127.77	09/12/2024	INV PD	291358	
CHECK DATE: 08/14/2024										
34502245		08/12/2024	08/14-AV	72190	140.23	140.23	09/12/2024	INV PD	291358	
CHECK DATE: 08/14/2024										
101259 CENTRAL COUNTIES COOPERATIVE					402.15					
44290		07/22/2024	08/14-AV	72191	806.96	806.96	08/06/2024	INV PD	40 gal	
CHECK DATE: 08/14/2024										
44548		07/26/2024	08/14-AV	72191	14,900.00	14,900.00	08/10/2024	INV PD	Unlead	
CHECK DATE: 08/14/2024										
44549		07/26/2024	08/14-AV	72191	8,005.42	8,005.42	08/10/2024	INV PD	Diesel	
CHECK DATE: 08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
44567		07/26/2024	08/14-AV	72191	806.96		806.96	08/10/2024	INV	PD	40 gal
CHECK DATE: 08/14/2024											
100156 CHAPPELL CENTRAL INC					24,519.34						
SVC-118389		07/31/2024	08/14-AV	72192	1,547.42		1,547.42	08/15/2024	INV	PD	Actuat
CHECK DATE: 08/14/2024											
SVC-118416		07/31/2024	08/14-AV	72192	99.00		99.00	08/15/2024	INV	PD	Reset
CHECK DATE: 08/14/2024											
100736 CHARTER COMMUNICATIONS					1,646.42						
224360801080124		08/01/2024	08/14-AV	72193	548.69		548.69	08/31/2024	INV	PD	August
CHECK DATE: 08/14/2024											
104086 Christopher Corbett											
081324		08/07/2024	08/14-AV	72194	120.27		120.27	08/22/2024	INV	PD	Comp p
CHECK DATE: 08/14/2024											
101708 CINTAS CORPORATION											
5222734882		07/30/2024	08/14-AV	72195	129.42		129.42	08/14/2024	INV	PD	First
CHECK DATE: 08/14/2024											
103721 CINTAS CORPORATION											
5222734882		08/01/2024	08/14-AV	72196	129.42		129.42	08/16/2024	INV	PD	first
CHECK DATE: 08/14/2024											
103708 CITY LINE TOWING											
24-05988		08/02/2024	08/14-AV	72197	195.00		195.00	08/17/2024	INV	PD	Tow fo
CHECK DATE: 08/14/2024											
103722 CIVICPLUS, LLC											
311216		08/01/2024	08/14-AV	72198	14,543.60		14,543.60	10/23/2024	INV	PD	Civicc
CHECK DATE: 08/14/2024											
102157 CLARKE MOSQUITO CONTROL											
005109333		06/25/2024	08/14-AV	72199	6,105.00		6,105.00	07/10/2024	INV	PD	55 Gal
CHECK DATE: 08/14/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
102984 CODE 4 SERVICES INC										
9730		08/02/2024	08/14-AV	72200	1,312.43	1,312.43	08/17/2024	INV	PD	Squad
CHECK DATE:		08/14/2024								
104070 Column Software PBC										
B15E1683-0041		08/07/2024	08/14-AV	72201	68.82	68.82	08/22/2024	INV	PD	PDS-VA
CHECK DATE:		08/14/2024								
103260 CROW RIVER CONSTRUCTION LLC										
9745		07/24/2024	08/14-AV	72202	1,926.00	1,926.00	08/08/2024	INV	PD	Concre
CHECK DATE:		08/14/2024								
103648 CROW RIVER READY MIX										
9876		08/01/2024	08/14-AV	72203	517.05	517.05	08/16/2024	INV	PD	Concre
CHECK DATE:		08/14/2024								
9929		08/07/2024	08/14-AV	72203	452.04	452.04	08/22/2024	INV	PD	Concre
CHECK DATE:		08/14/2024								
				969.09						
100212 DOOLEY'S PETROLEUM INC										
738873		08/13/2024	08/14-AV	72204	731.44	731.44	08/28/2024	INV	PD	Propan
CHECK DATE:		08/14/2024								
100151 DUININCK CONCRETE										
2408-686088		08/08/2024	08/14-AV	72205	32.30	32.30	08/23/2024	INV	PD	Grout
CHECK DATE:		08/14/2024								
100222 DUININCK INC										
561146		07/30/2024	08/14-AV	72206	1,018.60	1,018.60	08/14/2024	INV	PD	Mix fo
CHECK DATE:		08/14/2024								
561201		07/30/2024	08/14-AV	72206	-467.40	-467.40	08/14/2024	CRM	PD	Invoic
CHECK DATE:		08/14/2024								
App1 #10		08/12/2024	08/14-AV	72206	338,574.64	338,574.64	08/27/2024	INV	PD	Projec
CHECK DATE:		08/14/2024								
App1 #3		07/31/2024	08/14-AV	72206	1,475,609.14	1,475,609.14	08/15/2024	INV	PD	Projec
CHECK DATE:		08/14/2024								

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
					1,814,734.98						
103288 ELECTRIC MOTOR COMPANY											
15819		08/07/2024	08/14-AV	72207	221.93	221.93	08/22/2024	INV	PD		Fan fo
CHECK DATE: 08/14/2024											
SAL-WLM-7203		08/01/2024	08/14-AV	72207	221.93	221.93	08/16/2024	INV	PD		mainte
CHECK DATE: 08/14/2024											
					443.86						
104064 Eric's Aviation Services, Inc											
1012		08/13/2024	08/14-AV	72208	85.01	85.01	08/28/2024	INV	PD		Toilet
CHECK DATE: 08/14/2024											
103002 FARM-RITE EQUIPMENT											
P52271		07/30/2024	08/14-AV	72209	757.92	757.92	08/14/2024	INV	PD		Tiller
CHECK DATE: 08/14/2024											
100775 FIRST CHOICE FOOD & BEVERAGE											
2107:035456		08/12/2024	08/14-AV	72210	546.96	546.96	08/27/2024	INV	PD		Chips
CHECK DATE: 08/14/2024											
101449 FLAHERTY & HOOD P.A.											
21619		08/13/2024	08/14-AV	72211	9,256.25	9,256.25	08/28/2024	INV	PD		Genera
CHECK DATE: 08/14/2024											
102973 FLEETPRIDE											
118946096		08/09/2024	08/14-AV	72212	150.19	150.19	08/24/2024	INV	PD		filter
CHECK DATE: 08/14/2024											
102269 FORUM COMMUNICATIONS COMPANY											
MP1843340724		08/08/2024	08/14-AV	72213	750.00	750.00	08/23/2024	INV	PD		digita
CHECK DATE: 08/14/2024											
STWPR0724		08/08/2024	08/14-AV	72213	500.00	500.00	08/23/2024	INV	PD		digita
CHECK DATE: 08/14/2024											
					1,250.00						
100293 GENERAL MAILING SERVICES											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
70527		08/12/2024	08/14-AV	72214	39.28		39.28	08/27/2024	INV	PD	postag
CHECK DATE:	08/14/2024										
70587		07/14/2024	08/14-AV	72214	114.08		114.08	08/16/2024	INV	PD	July P
CHECK DATE:	08/14/2024										
70592		08/12/2024	08/14-AV	72214	236.72		236.72	08/27/2024	INV	PD	postag
CHECK DATE:	08/14/2024										
70633		08/12/2024	08/14-AV	72214	270.78		270.78	08/27/2024	INV	PD	postag
CHECK DATE:	08/14/2024										
70692		07/31/2024	08/14-AV	72214	121.08		121.08	08/15/2024	INV	PD	Postag
CHECK DATE:	08/14/2024										
70697		08/12/2024	08/14-AV	72214	440.31		440.31	08/27/2024	INV	PD	postag
CHECK DATE:	08/14/2024										
				1,222.25							
102481 GIRARD'S BUSINESS MACHINES INC											
2409CIT0295		08/13/2024	08/14-AV	72215	594.00		594.00	08/28/2024	INV	PD	Servic
CHECK DATE:	08/14/2024										
100786 GRAINGER INC											
9184751684		07/17/2024	08/14-AV	72216	154.30		154.30	08/01/2024	INV	PD	HVAC b
CHECK DATE:	08/14/2024										
9184751692		07/17/2024	08/14-AV	72216	20.90		20.90	08/01/2024	INV	PD	Eyewas
CHECK DATE:	08/14/2024										
9192281864		07/24/2024	08/14-AV	72216	432.10		432.10	08/08/2024	INV	PD	Emerge
CHECK DATE:	08/14/2024										
				607.30							
100321 HANSEN ADVERTISING SPECIALTIES											
50782		07/31/2024	08/14-AV	72217	1,636.34		1,636.34	09/01/2024	INV	PD	Visito
CHECK DATE:	08/14/2024										
100324 HAUG IMPLEMENT CO - JOHN DEERE											
495941		08/06/2024	08/14-AV	72218	333.21		333.21	08/21/2024	INV	PD	Hydrau
CHECK DATE:	08/14/2024										
495942		08/06/2024	08/14-AV	72218	100.36		100.36	08/21/2024	INV	PD	Hyd. F
CHECK DATE:	08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
					433.57						
102609 HAUG-KUBOTA LLC											
25048		08/02/2024	08/14-AV	72219	28.27		28.27	08/17/2024	INV	PD	Belt
CHECK DATE: 08/14/2024											
100325 HAWKINS INC											
6821081		07/22/2024	08/14-AV	72220	12,204.46		12,204.46	08/06/2024	INV	PD	Indust
CHECK DATE: 08/14/2024											
6823832		07/24/2024	08/14-AV	72220	12,184.26		12,184.26	08/08/2024	INV	PD	Muni f
CHECK DATE: 08/14/2024											
					24,388.72						
100333 HILLYARD\HUTCHINSON											
605551981		08/01/2024	08/14-AV	72221	1,031.69		1,031.69	08/16/2024	INV	PD	cleani
CHECK DATE: 08/14/2024											
103921 HVAC USA											
S058574		07/30/2024	08/14-AV	72222	182.31		182.31	08/14/2024	INV	PD	Fire a
CHECK DATE: 08/14/2024											
103023 INNOVATIVE OFFICE SOLUTIONS											
IN4606303		08/07/2024	08/14-AV	72223	54.94		54.94	08/22/2024	INV	PD	office
CHECK DATE: 08/14/2024											
103355 JOHANNECK WTR CONDITIONING INC											
123322		07/02/2024	08/14-AV	72224	25.00		25.00	08/20/2024	INV	PD	Lab wa
CHECK DATE: 08/14/2024											
123324		07/02/2024	08/14-AV	72224	18.00		18.00	08/20/2024	INV	PD	water
CHECK DATE: 08/14/2024											
123606		07/10/2024	08/14-AV	72224	46.00		46.00	08/20/2024	INV	PD	Lab wa
CHECK DATE: 08/14/2024											
123841		07/17/2024	08/14-AV	72224	32.00		32.00	08/20/2024	INV	PD	Lab wa
CHECK DATE: 08/14/2024											
123844		07/17/2024	08/14-AV	72224	11.00		11.00	08/20/2024	INV	PD	water
CHECK DATE: 08/14/2024											
124162		07/24/2024	08/14-AV	72224	39.00		39.00	08/08/2024	INV	PD	Lab wa
CHECK DATE: 08/14/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
124413		07/31/2024	08/14-AV	72224	25.00		25.00	08/15/2024	INV	PD	Lab wa
CHECK DATE: 08/14/2024											
124415		07/31/2024	08/14-AV	72224	11.00		11.00	08/15/2024	INV	PD	water
CHECK DATE: 08/14/2024											
CR1711-3-168		07/31/2024	08/14-AV	72224	1.00		1.00	08/15/2024	INV	PD	Cooler
CHECK DATE: 08/14/2024											
CR1711-3-180		07/31/2024	08/14-AV	72224	2.00		2.00	08/15/2024	INV	PD	cooler
CHECK DATE: 08/14/2024											
ER1801-3-079		07/30/2024	08/14-AV	72224	46.00		46.00	08/20/2024	INV	PD	water
CHECK DATE: 08/14/2024											
103404 JOHNSON CNTRLS FIRE PROTECTION				256.00							
52128268		07/25/2024	08/14-AV	72225	3,094.37		3,094.37	08/09/2024	INV	PD	Fire a
CHECK DATE: 08/14/2024											
100867 KANDI STEEL AND FAB											
6588		08/13/2024	08/14-AV	72226	130.52		130.52	08/28/2024	INV	PD	Storag
CHECK DATE: 08/14/2024											
101465 KANDIYOHI CO & CITY OF WILLMAR											
08122024		07/31/2024	08/14-AV	72227	338.85		338.85	08/21/2024	INV	PD	Farmfe
CHECK DATE: 08/14/2024											
100376 KANDIYOHI CO AUDITOR											
519733		07/03/2024	08/14-AV	72228	17.92		17.92	08/24/2024	INV	PD	Landfi
CHECK DATE: 08/14/2024											
103138 KING'S ELECTRIC LLC											
3049		07/15/2024	08/14-AV	72229	120.00		120.00	07/30/2024	INV	PD	RWW #1
CHECK DATE: 08/14/2024											
3055		07/26/2024	08/14-AV	72229	398.32		398.32	08/10/2024	INV	PD	RWW P1
CHECK DATE: 08/14/2024											
3057		08/02/2024	08/14-AV	72229	1,106.96		1,106.96	08/17/2024	INV	PD	Bypass
CHECK DATE: 08/14/2024											
3059		08/02/2024	08/14-AV	72229	1,460.81		1,460.81	08/17/2024	INV	PD	Repair
CHECK DATE: 08/14/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
					3,086.09					
104159 Laura Vescio										
0008654		08/12/2024	08/14-AV	72230	100.00	100.00	08/27/2024	INV PD		shelte
CHECK DATE: 08/14/2024										
101189 LEAGUE OF MN CITIES INS TRUST										
40000465-24-09		08/06/2024	08/14-AV	72231	117,848.00	117,848.00	08/21/2024	INV PD		worker
CHECK DATE: 08/14/2024										
104157 lloyd Hoekstra										
0008561		08/08/2024	08/14-AV	72232	100.00	100.00	08/23/2024	INV PD		damage
CHECK DATE: 08/14/2024										
103226 LOCAL GOV'T INFORMATION SYS.										
37019		07/01/2024	08/14-AV	72233	7,431.00	7,431.00	08/15/2024	INV PD		PIMS h
CHECK DATE: 08/14/2024										
102593 LOFFLER COMPANIES										
4763848		08/01/2024	08/14-AV	72234	30.74	30.74	08/16/2024	INV PD		CvC of
CHECK DATE: 08/14/2024										
4765749		08/01/2024	08/14-AV	72234	34.32	34.32	08/16/2024	INV PD		Teleph
CHECK DATE: 08/14/2024										
4771777		08/07/2024	08/14-AV	72234	51.83	51.83	08/22/2024	INV PD		CH Fin
CHECK DATE: 08/14/2024										
4775597		08/13/2024	08/14-AV	72234	257.62	257.62	08/28/2024	INV PD		standa
CHECK DATE: 08/14/2024										
					374.51					
103626 LUNGSTROM/SAMUEL										
073024		07/30/2024	08/14-AV	72235	778.17	778.17	08/14/2024	INV PD		MWOA a
CHECK DATE: 08/14/2024										
103263 M.D. GRAPHICS										
8087		07/19/2024	08/14-AV	72236	1,290.00	1,290.00	08/03/2024	INV PD		Fire E
CHECK DATE: 08/14/2024										
8090		08/02/2024	08/14-AV	72236	878.24	878.24	08/17/2024	INV PD		Squad

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 08/14/2024											
8091		08/02/2024	08/14-AV	72236	423.99		423.99	08/17/2024	INV	PD	Squad
CHECK DATE: 08/14/2024											
100427 MACQUEEN EQUIPMENT INC					2,592.23						
P33241		07/25/2024	08/14-AV	72237	193.12		193.12	08/09/2024	INV	PD	(3) le
CHECK DATE: 08/14/2024											
P33904		08/08/2024	08/14-AV	72237	71.50		71.50	08/23/2024	INV	PD	MSA G1
CHECK DATE: 08/14/2024											
104156 Marsha Hamer					264.62						
0008603		08/08/2024	08/14-AV	72238	100.00		100.00	08/23/2024	INV	PD	damage
CHECK DATE: 08/14/2024											
100446 MCMASTER-CARR SUPPLY CO											
30621513		07/24/2024	08/14-AV	72239	60.94		60.94	08/08/2024	INV	PD	Plug s
CHECK DATE: 08/14/2024											
100449 MENARDS											
61016		07/25/2024	08/14-AV	72240	67.94		67.94	08/09/2024	INV	PD	Shop s
CHECK DATE: 08/14/2024											
81053		07/26/2024	08/14-AV	72240	87.25		87.25	08/10/2024	INV	PD	Pine-s
CHECK DATE: 08/14/2024											
81155		07/29/2024	08/14-AV	72240	52.44		52.44	08/13/2024	INV	PD	screws
CHECK DATE: 08/14/2024											
81200		08/13/2024	08/14-AV	72240	72.63		72.63	08/28/2024	INV	PD	Bleach
CHECK DATE: 08/14/2024											
81331		08/01/2024	08/14-AV	72240	21.96		21.96	08/16/2024	INV	PD	City H
CHECK DATE: 08/14/2024											
81354		08/12/2024	08/14-AV	72240	680.51		680.51	08/27/2024	INV	PD	Suppli
CHECK DATE: 08/14/2024											
81537		08/12/2024	08/14-AV	72240	303.01		303.01	08/27/2024	INV	PD	Suppli
CHECK DATE: 08/14/2024											
81613		08/12/2024	08/14-AV	72240	62.96		62.96	08/27/2024	INV	PD	Suppli
CHECK DATE: 08/14/2024											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
81712		08/09/2024	08/14-AV	72240	30.64		30.64	08/24/2024	INV	PD	Batter
CHECK DATE:	08/14/2024										
81824		08/12/2024	08/14-AV	72240	79.99		79.99	08/27/2024	INV	PD	weed s
CHECK DATE:	08/14/2024										
84798		08/12/2024	08/14-AV	72240	514.26		514.26	08/27/2024	INV	PD	Studs
CHECK DATE:	08/14/2024										
102201 MESERB					1,973.59						
072924		07/29/2024	08/14-AV	72241	7,261.00		7,261.00	08/13/2024	INV	PD	MESERB
CHECK DATE:	08/14/2024										
103729 MILLS PARTS CENTER											
6216286		08/06/2024	08/14-AV	72242	114.34		114.34	08/21/2024	INV	PD	Stanch
CHECK DATE:	08/14/2024										
101805 MINI BIFF LLC											
A-150589		08/13/2024	08/14-AV	72243	117.30		117.30	08/28/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
A-150616		08/07/2024	08/14-AV	72243	117.30		117.30	08/22/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
A-150626		08/07/2024	08/14-AV	72243	117.30		117.30	08/22/2024	INV	PD	Sperry
CHECK DATE:	08/14/2024										
A-150674		08/07/2024	08/14-AV	72243	117.30		117.30	08/22/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
A-150831		08/07/2024	08/14-AV	72243	117.30		117.30	08/22/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
A-150854		08/07/2024	08/14-AV	72243	543.66		543.66	08/22/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
A-150929		08/07/2024	08/14-AV	72243	34.05		34.05	08/22/2024	INV	PD	Mini B
CHECK DATE:	08/14/2024										
100445 MN CITY\COUNTY MGMT ASSN					1,164.21						
07312024		07/24/2024	08/14-AV	72244	208.07		208.07	08/08/2024	INV	PD	May 1
CHECK DATE:	08/14/2024										
100522 MN DEPT OF LABOR & INDUSTRY											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
08072024		08/07/2024	08/14-AV	72245	956.35		956.35	08/22/2024	INV	PD	July s
CHECK DATE: 08/14/2024											
100539 MTI DISTRIBUTING CO											
1436471-00		07/26/2024	08/14-AV	72246	1,177.39		1,177.39	08/10/2024	INV	PD	Ground
CHECK DATE: 08/14/2024											
100541 MUNICIPAL UTILITIES											
INV00112		08/01/2024	08/14-AV	72247	2,375.00		2,375.00	08/16/2024	INV	PD	Hydran
CHECK DATE: 08/14/2024											
STMT/07-2027		07/25/2024	08/14-AV	72247	42,482.47		42,482.47	08/09/2024	INV	PD	Munici
CHECK DATE: 08/14/2024											
100544 MVTL LABORATORIES INC					44,857.47						
1262567		07/22/2024	08/14-AV	72248	347.00		347.00	08/06/2024	INV	PD	Lab te
CHECK DATE: 08/14/2024											
1263155		07/25/2024	08/14-AV	72248	80.00		80.00	08/09/2024	INV	PD	Lab te
CHECK DATE: 08/14/2024											
1264064		07/31/2024	08/14-AV	72248	57.00		57.00	08/15/2024	INV	PD	Lab te
CHECK DATE: 08/14/2024											
1264481		08/01/2024	08/14-AV	72248	57.00		57.00	08/16/2024	INV	PD	Lab te
CHECK DATE: 08/14/2024											
100249 NAPA CENTRAL MN					541.00						
927222		08/02/2024	08/14-AV	72249	72.19		72.19	08/17/2024	INV	PD	Invert
CHECK DATE: 08/14/2024											
101627 NCL OF WISCONSIN INC											
506520		07/17/2024	08/14-AV	72250	176.28		176.28	08/01/2024	INV	PD	Lab su
CHECK DATE: 08/14/2024											
506864		07/23/2024	08/14-AV	72250	247.65		247.65	08/07/2024	INV	PD	Lab su
CHECK DATE: 08/14/2024											
100568 NELSON INTERNATIONAL					423.93						

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
X101131218:01		07/26/2024	08/14-AV	72251	95.00		95.00	08/10/2024	INV	PD	Batter
CHECK DATE:	08/14/2024										
X101131390:01		07/31/2024	08/14-AV	72251	475.00		475.00	08/15/2024	INV	PD	Batter
CHECK DATE:	08/14/2024										
103690 NEO ELECTRICAL SOLUTIONS					570.00						
8602		07/31/2024	08/14-AV	72252	2,528.83		2,528.83	09/30/2024	INV	PD	MALSR
CHECK DATE:	08/14/2024										
103388 NISSEN SLABJACKING INC											
464		07/22/2024	08/14-AV	72253	3,815.00		3,815.00	08/06/2024	INV	PD	Raised
CHECK DATE:	08/14/2024										
103286 OASIS AERO INC											
6064		08/13/2024	08/14-AV	72254	37.79		37.79	08/28/2024	INV	PD	MISC R
CHECK DATE:	08/14/2024										
6102		08/13/2024	08/14-AV	72254	198.70		198.70	08/28/2024	INV	PD	cleani
CHECK DATE:	08/14/2024										
6108		08/13/2024	08/14-AV	72254	4,286.44		4,286.44	08/28/2024	INV	PD	FBO Co
CHECK DATE:	08/14/2024										
6043		08/13/2024	08/14-AV	72255	4,522.93		4,286.44	08/28/2024	INV	PD	FBO CO
CHECK DATE:	08/14/2024										
103622 ORANGE 142 LLC											
Inv-O-3238		07/31/2024	08/14-AV	72256	2,000.00		2,000.00	08/21/2024	INV	PD	Travel
CHECK DATE:	08/14/2024										
103667 OVERHEAD HOIST & CRANE SPEC.											
3776		07/14/2024	08/14-AV	72257	2,145.20		2,145.20	07/29/2024	INV	PD	Chain
CHECK DATE:	08/14/2024										
3777		07/19/2024	08/14-AV	72257	2,001.00		2,001.00	08/03/2024	INV	PD	Crane
CHECK DATE:	08/14/2024										
100604 PERKINS LUMBER CO INC					4,146.20						

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
2407-250715		07/26/2024	08/14-AV	72258	136.95		136.95	08/10/2024	INV	PD	Wood s
CHECK DATE:	08/14/2024										
2407-250747		07/26/2024	08/14-AV	72258	21.99		21.99	08/10/2024	INV	PD	Concre
CHECK DATE:	08/14/2024										
103531 POHLMEIER/RICH					158.94						
071024		07/10/2024	08/14-AV	72259	900.00		900.00	07/25/2024	INV	PD	14u/18
CHECK DATE:	08/14/2024										
100374 PREMIUM WATERS INC											
330607322		07/31/2024	08/14-AV	72260	19.99		19.99	08/15/2024	INV	PD	Drinki
CHECK DATE:	08/14/2024										
330611143		08/01/2024	08/14-AV	72260	10.00		10.00	08/16/2024	INV	PD	water
CHECK DATE:	08/14/2024										
3306122264		08/08/2024	08/14-AV	72260	37.99		37.99	08/23/2024	INV	PD	water
CHECK DATE:	08/14/2024										
330612405		08/12/2024	08/14-AV	72260	61.49		61.49	08/27/2024	INV	PD	Water
CHECK DATE:	08/14/2024										
103529 PRO WATER SOLUTIONS					129.47						
8208		08/07/2024	08/14-AV	72261	441.00		441.00	08/22/2024	INV	PD	solar
CHECK DATE:	08/14/2024										
101093 QUICK SIGNS											
182201		08/08/2024	08/14-AV	72262	185.00		185.00	08/23/2024	INV	PD	window
CHECK DATE:	08/14/2024										
182220		08/01/2024	08/14-AV	72262	72.00		72.00	08/16/2024	INV	PD	signs
CHECK DATE:	08/14/2024										
100639 RAMBOW INC					257.00						
656391		08/12/2024	08/14-AV	72263	379.20		379.20	08/27/2024	INV	PD	League
CHECK DATE:	08/14/2024										
660778		08/09/2024	08/14-AV	72263	1,436.96		1,436.96	08/24/2024	INV	PD	Youth
CHECK DATE:	08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
103109 RDO EQUIPMENT CO					1,816.16					
P9506711		08/02/2024	08/14-AV	72264	4,911.34	4,911.34	08/17/2024	INV	PD	Grader
CHECK DATE: 08/14/2024										
103062 ROSENBAUER MINNESOTA LLC										
0000070385		07/29/2024	08/14-AV	72265	383.93	383.93	08/13/2024	INV	PD	Regula
CHECK DATE: 08/14/2024										
103867 RS AMERICAS INC										
9019642507		07/25/2024	08/14-AV	72266	432.33	432.33	08/09/2024	INV	PD	Float
CHECK DATE: 08/14/2024										
101418 RUNNING'S SUPPLY INC										
6185337		06/03/2024	08/14-AV	72267	2.35	2.35	06/18/2024	INV	PD	Bolts
CHECK DATE: 08/14/2024										
6208014		07/01/2024	08/14-AV	72267	73.98	73.98	08/20/2024	INV	PD	Work L
CHECK DATE: 08/14/2024										
6213539		07/09/2024	08/14-AV	72267	58.98	58.98	08/20/2024	INV	PD	Hydrau
CHECK DATE: 08/14/2024										
6218294		07/17/2024	08/14-AV	72267	399.99	399.99	08/20/2024	INV	PD	Engine
CHECK DATE: 08/14/2024										
6219127		07/18/2024	08/14-AV	72267	20.97	20.97	08/02/2024	INV	PD	Plant
CHECK DATE: 08/14/2024										
6225000		07/25/2024	08/14-AV	72267	71.37	71.37	08/20/2024	INV	PD	Spray
CHECK DATE: 08/14/2024										
6227593		07/29/2024	08/14-AV	72267	185.00	185.00	08/20/2024	INV	PD	Air Re
CHECK DATE: 08/14/2024										
102288 RUTER/DOUGLAS H					812.64					
072924		07/29/2024	08/14-AV	72268	710.41	710.41	08/13/2024	INV	PD	MWOA a
CHECK DATE: 08/14/2024										
100690 SHERWIN WILLIAMS CO										
6547-7		07/22/2024	08/14-AV	72269	62.28	62.28	08/06/2024	INV	PD	Paint
CHECK DATE: 08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	DESCR
9575-5		07/17/2024	08/14-AV	72269	158.40		158.40	08/20/2024	INV	PD	Paint
CHECK DATE: 08/14/2024											
103839 SIETSEMA/LUANN					220.68						
081324		08/12/2024	08/14-AV	72270	128.64		128.64	08/27/2024	INV	PD	Mileag
CHECK DATE: 08/14/2024											
103699 SILVA/AMBER											
080624		08/05/2024	08/14-AV	72271	1,097.08		1,097.08	08/20/2024	INV	PD	wellne
CHECK DATE: 08/14/2024											
104158 South Central Tent Rental, Inc.											
7731		08/12/2024	08/14-AV	72272	840.00		840.00	08/27/2024	INV	PD	Tent r
CHECK DATE: 08/14/2024											
104114 Stephanie Froehlich											
0010252		08/12/2024	08/14-AV	72273	55.00		55.00	08/27/2024	INV	PD	refund
CHECK DATE: 08/14/2024											
100188 STERLING WATER-MINNESOTA LLC											
315x03925400		07/31/2024	08/14-AV	72274	19.45		19.45	08/15/2024	INV	PD	Soften
CHECK DATE: 08/14/2024											
315x03935201		07/31/2024	08/14-AV	72274	46.50		46.50	08/15/2024	INV	PD	Soften
CHECK DATE: 08/14/2024											
102555 SUMMIT FIRE PROTECTION					65.95						
2209957		08/06/2024	08/14-AV	72275	282.00		282.00	08/21/2024	INV	PD	Sprink
CHECK DATE: 08/14/2024											
100728 SURPLUS WAREHOUSE INC											
91882		08/05/2024	08/14-AV	72276	71.94		71.94	08/20/2024	INV	PD	Lights
CHECK DATE: 08/14/2024											
100161 SYSCO WESTERN MINNESOTA											
253692791		08/12/2024	08/14-AV	72277	631.10		631.10	08/27/2024	INV	PD	Produc

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 08/14/2024										
101406 TEMPLER/THOMAS										
072924		07/29/2024	08/14-AV	72278	820.17	820.17	08/13/2024	INV PD	MWOA	a
CHECK DATE: 08/14/2024										
102583 TORKELSON'S LOCK SERVICE										
24-0243		08/07/2024	08/14-AV	72279	80.00	80.00	08/22/2024	INV PD	Keys	
CHECK DATE: 08/14/2024										
24-0392		07/30/2024	08/14-AV	72279	83.00	83.00	08/14/2024	INV PD	Adjust	
CHECK DATE: 08/14/2024										
				163.00						
104154 TreeStory, Inc										
2318		07/31/2024	08/14-AV	72280	20,000.00	20,000.00	08/15/2024	INV PD	Tree &	
CHECK DATE: 08/14/2024										
103795 TYLER TECHNOLOGIES, INC										
045-475955		07/24/2024	08/14-AV	72281	11,200.00	11,200.00	08/08/2024	INV PD	SAAS	C
CHECK DATE: 08/14/2024										
045-479301		08/13/2024	08/14-AV	72281	11,285.00	11,285.00	08/28/2024	INV PD	KOA	HI
CHECK DATE: 08/14/2024										
				22,485.00						
102915 VERIZON WIRELESS										
9971029581		08/09/2024	08/14-AV	72282	2,490.34	2,490.34	09/01/2024	INV PD	Verizo	
CHECK DATE: 08/14/2024										
104083 Vestis										
2560274558		07/01/2024	08/14-AV	72283	13.56	13.56	08/20/2024	INV PD	Mainte	
CHECK DATE: 08/14/2024										
2560276678		07/08/2024	08/14-AV	72283	13.56	13.56	08/20/2024	INV PD	Mainte	
CHECK DATE: 08/14/2024										
2560281549		07/22/2024	08/14-AV	72283	13.56	13.56	08/20/2024	INV PD	Mainte	
CHECK DATE: 08/14/2024										
2560283964		07/29/2024	08/14-AV	72283	13.56	13.56	08/20/2024	INV PD	Mainte	
CHECK DATE: 08/14/2024										

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
100951 VIGIL/RUDY					54.24					
080724		07/17/2024	08/14-AV	72284	297.01	297.01	08/01/2024	INV	PD	MACTA
CHECK DATE: 08/14/2024										
102868 WALT'S										
3549		07/17/2024	08/14-AV	72285	76.00	76.00	08/20/2024	INV	PD	Gasoli
CHECK DATE: 08/14/2024										
100796 WEST CENTRAL COMMUNICATION										
098795S		07/31/2024	08/14-AV	72286	75.57	75.57	08/15/2024	INV	PD	Pager
CHECK DATE: 08/14/2024										
100812 WILLMAR CHAMBER OF COMMERCE										
57362		06/04/2024	08/14-AV	72287	3,675.43	3,675.43	08/21/2024	INV	PD	Credit
CHECK DATE: 08/14/2024										
57666		08/05/2024	08/14-AV	72287	15.00	15.00	08/20/2024	INV	PD	8/2 Pu
CHECK DATE: 08/14/2024										
57675		08/06/2024	08/14-AV	72287	70.62	70.62	08/21/2024	INV	PD	Recycl
CHECK DATE: 08/14/2024										
57676		08/06/2024	08/14-AV	72287	236.08	236.08	08/21/2024	INV	PD	August
CHECK DATE: 08/14/2024										
57677		08/06/2024	08/14-AV	72287	13,423.86	13,423.86	08/21/2024	INV	PD	Chambe
CHECK DATE: 08/14/2024										
8824		08/08/2024	08/14-AV	72287	15.00	15.00	08/23/2024	INV	PD	8/2 Pu
CHECK DATE: 08/14/2024										
					17,435.99					
265 INVOICES					2,346,989.68					

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

NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION	CHECK DATE
2nd Wind Exercise Equipment, Inc	22-043375	72169	547.68	Fitness equipment for Rec camps	8/14/2024
ACCESSORIES 4 TRUCKS UNLIMITED	064523	72170	631.99	Access cover for #213808	8/14/2024
ACE ROLLOFFS & DISPOSAL	237/08-24	72171	52.70	Garbage service	8/14/2024
ACE ROLLOFFS & DISPOSAL	233/08-24	72171	100.60	Garbage	8/14/2024
ACE ROLLOFFS & DISPOSAL	234/08-24	72171	655.72	Garbage Civic Center	8/14/2024
ACE ROLLOFFS & DISPOSAL	235/08-24	72171	306.64	Garbage Events Center	8/14/2024
ACE ROLLOFFS & DISPOSAL	236/08-24	72171	356.64	Garbage Rec Fields	8/14/2024
ACE ROLLOFFS & DISPOSAL	200/08-24	72171	282.00	garbage	8/14/2024
ACE ROLLOFFS & DISPOSAL	213/08-24	72171	260.06	garbage	8/14/2024
ACE ROLLOFFS & DISPOSAL	240/08-24	72171	24.35	Wastewater garbage service	8/14/2024
ACE ROLLOFFS & DISPOSAL	241/08-24	72171	209.71	Wastewater Treatment garbage service	8/14/2024
ACE ROLLOFFS & DISPOSAL	239/08-24	72171	202.64	PW garbage service	8/14/2024
ACE ROLLOFFS & DISPOSAL	238/08-24	72171	129.48	City Hall garbage service	8/14/2024
ALEX AIR APPARATUS 2 LLC	8498	72172	16.70	O-Rings for SCBA connection in #171950	8/14/2024
ALEX AIR APPARATUS 2 LLC	INV-50461	72172	109.24	Combo kit for fill station.	8/14/2024
AMAZON CAPITAL SERVICES	1TYF-XKYL-LYY1	72173	1,011.44	Picture Frames	8/14/2024
AMAZON CAPITAL SERVICES	1VQN-RK96-JV4M	72173	310.85	Flag Football Helmets	8/14/2024
AMAZON CAPITAL SERVICES	1N9L-TLTC-1NV3	72173	608.87	Door Hinge and Drone	8/14/2024
AMAZON CAPITAL SERVICES	1Y34-7KP1-9LC9	72173	132.28	POSTERS STANDS	8/14/2024
AMAZON CAPITAL SERVICES	1RLP-CLHT-NTLM	72173	165.60	stands	8/14/2024
AMAZON CAPITAL SERVICES	19VX-69XY-9449	72173	575.51	Outdoor AP for PD	8/14/2024
AMAZON CAPITAL SERVICES	1NCH-HYHX-1QNX	72173	302.69	CRAFTS, SIGNS, 50S, DADDY DAUGHTER	8/14/2024
AMAZON CAPITAL SERVICES	136G-KJ9J-7RCG	72173	124.89	iPhone 14 cases/Galaxy S23 FE case	8/14/2024
AMAZON CAPITAL SERVICES	1V7T-WW6Q-GLGG	72173	125.94	Flag football ropes	8/14/2024
AMAZON CAPITAL SERVICES	1MYX-99KK-3QGV	72173	129.96	Football Flags	8/14/2024
AMAZON CAPITAL SERVICES	1F76-XC1N-6KC9	72173	274.62	Youth Footballs	8/14/2024
AMAZON CAPITAL SERVICES	11MT-9KLP-43HC	72173	191.88	Flag Football Helmets	8/14/2024
AMAZON CAPITAL SERVICES	1JNP-6PHH-LMJT	72173	352.79	Referee gear	8/14/2024
AMAZON CAPITAL SERVICES	1TNK-MWPF-GN1C	72173	209.92	Binders	8/14/2024
AMAZON CAPITAL SERVICES	19J6-9VCQ-1716	72173	559.99	Pull behind weed sprayer	8/14/2024
AMAZON CAPITAL SERVICES	19F6-GFR6-3414	72174	59.97	Flag Football Helmets	8/14/2024
AMAZON CAPITAL SERVICES	1NMW-VFF9-3Q3K	72174	65.94	Football Helmet Tape	8/14/2024
AMAZON CAPITAL SERVICES	1CDT-TK3R-3D6T	72174	27.55	Expandable File Jackets	8/14/2024
AMAZON CAPITAL SERVICES	1WX9-9KRJ-KC3R	72174	16.58	Memory Card	8/14/2024

AMAZON CAPITAL SERVICES	16JC-9DC1-3J9L	72174	45.78	CRAFT SUPPLIES	8/14/2024
AMAZON CAPITAL SERVICES	13Y7-L743-3GPK	72174	69.95	Switch for PD Evidence Storage	8/14/2024
AMAZON CAPITAL SERVICES	1WYD-1FRV-4L76	72174	69.99	SIGNS	8/14/2024
AMAZON CAPITAL SERVICES	1H3M-3L6Y-7VRG	72174	60.50	Base dig out tool	8/14/2024
AMAZON CAPITAL SERVICES	1J9N-XXXX-L7LF	72174	93.70	CRAFTS	8/14/2024
AMAZON CAPITAL SERVICES	1MYX-99KK-33CR	72174	109.99	Tennis balls for youth rec programs	8/14/2024
AMAZON CAPITAL SERVICES	1NTF-P1TG-19T9	72174	32.99	Ice packs	8/14/2024
AMAZON CAPITAL SERVICES	1T1K-6HGF-GJ7H	72174	14.99	Football Penalty Flags	8/14/2024
AMERICAN WELDING & GAS INC	0010264547	72175	124.88	Welding gas	8/14/2024
AMERICAN WELDING & GAS INC	0010259024	72175	33.58	100-Gauge PSI, Oil filled water pressure gauge	8/14/2024
AMERICAN WELDING & GAS INC	0010285748	72175	84.85	Cylinder rental	8/14/2024
ANDERSON LAW OFFICES	2549	72176	20,479.70	professional services-July 2024	8/14/2024
AQUATIC INFORMATICS INC.	109683	72177	1,707.00	WIMS support	8/14/2024
AQUATIC INFORMATICS INC.	109689	72177	1,326.00	WIMS support interfaces	8/14/2024
ARVIG	STMT/07-24	72178	3,848.00	Leased fiber - July	8/14/2024
AUSTIN INCORPORATED	49546	72179	240.00	Septic Pumping	8/14/2024
AUSTIN INCORPORATED	49387	72179	240.00	Septic Pumping	8/14/2024
AUSTIN INCORPORATED	49123	72179	120.00	Septic Pumping	8/14/2024
AUSTIN INCORPORATED	48988	72179	120.00	Septic Pumping	8/14/2024
AUSTIN INCORPORATED	50164	72179	240.00	septic pumping	8/14/2024
AUSTIN INCORPORATED	50367	72179	240.00	septic pumping	8/14/2024
AUSTIN INCORPORATED	50492	72179	120.00	septic pumping	8/14/2024
AUTO TECH ALIGNMENTS & MORE	27426	72180	100.00	Alignment	8/14/2024
B&F Fastener Supply	80004407-00	72181	31.45	Plug tool	8/14/2024
B&F Fastener Supply	80004796-00	72181	67.77	Supplies	8/14/2024
B&F Fastener Supply	80005012-00	72181	113.66	First Aid Kits	8/14/2024
BAKER GRAPHICS INC	24769	72182	140.50	Fire Explorer T-shirts	8/14/2024
BATTERY WHOLESALE INC	243851WIL	72183	40.22	Replacement UPS batteries	8/14/2024
BATTERY WHOLESALE INC	244094WIL	72183	90.72	(72) Batteries for the air packs in #100419	8/14/2024
BENSON LAUNDRY	408599	72184	56.40	Towels Service	8/14/2024
BEST WESTERN PLUS	08122024	72185	200.00	Convention Fulfillment - Iron Warriors	8/14/2024
BOLTON & MENK INC	0338658	72186	3,934.50	Willmar Safety Action Plan	8/14/2024
BOLTON & MENK INC	0341627	72186	2,742.00	TH 12 LS Elimination professional services	8/14/2024
BOLTON & MENK INC	0341610	72186	9,206.50	Project No. 2404-B Professional Services	8/14/2024
BOLTON & MENK INC	0341624	72186	14,139.40	ELLS 7, 8 & 9 Professional Services	8/14/2024

BOLTON & MENK INC	0341612	72186	1,878.00	Trott Regional Stormwater Pond Professional Servic	8/14/2024
BOLTON & MENK INC	0341633	72186	16,791.50	TH 40 Turn Lane Project Professional Services	8/14/2024
BOLTON & MENK INC	0341594	72186	9,116.93	Project No. 2401-A Professional Services	8/14/2024
BOLTON & MENK INC	0341629	72186	932.00	Project No. 2403-A Professional Services	8/14/2024
BOLTON & MENK INC	0341615	72186	8,808.00	May 35-June 21 Professional Services	8/14/2024
BOLTON & MENK INC	0341622	72186	6,555.00	May 25-June 21 Professional Services	8/14/2024
Brady Kienitz	100	72187	748.00	Boys basketball skills camp	8/14/2024
BSE	928432181	72188	27.77	maintenance of electrical structures	8/14/2024
C & H Sport Surfaces, INC.	01924	72189	26,495.00	Sperry Park Pickleball Court Resurfacing	8/14/2024
CANON FINANCIAL SERVICES INC	34502245	72190	140.23	291358-1	8/14/2024
CANON FINANCIAL SERVICES INC	34502146	72190	127.77	291358-2	8/14/2024
CANON FINANCIAL SERVICES INC	34501920	72190	134.15	291358-3	8/14/2024
CENTRAL COUNTIES COOPERATIVE	44290	72191	806.96	40 gallons Buccaneer	8/14/2024
CENTRAL COUNTIES COOPERATIVE	44567	72191	806.96	40 gallons Buccaneer	8/14/2024
CENTRAL COUNTIES COOPERATIVE	44548	72191	14,900.00	Unleaded fuel	8/14/2024
CENTRAL COUNTIES COOPERATIVE	44549	72191	8,005.42	Diesel Fuel	8/14/2024
CHAPPELL CENTRAL INC	SVC-118389	72192	1,547.42	Actuator replacement and quadrant valves	8/14/2024
CHAPPELL CENTRAL INC	SVC-118416	72192	99.00	Reset fan on air handler	8/14/2024
CHARTER COMMUNICATIONS	224360801080124	72193	548.69	August Phone/Rice Park Internet	8/14/2024
Christopher Corbett	081324	72194	120.27	Comp plan materials	8/14/2024
CINTAS CORPORATION	5222734882	72195	129.42	First Aid Supplies	8/14/2024
CINTAS CORPORATION	5222734882	72196	129.42	first aid supplies	8/14/2024
CITY LINE TOWING	24-05988	72197	195.00	Tow for ICR# 24009801	8/14/2024
CIVICPLUS, LLC	311216	72198	14,543.60	CivicClerk FY24/25	8/14/2024
CLARKE MOSQUITO CONTROL	005109333	72199	6,105.00	55 Gal Anvil Mosquito Spray	8/14/2024
CODE 4 SERVICES INC	9730	72200	1,312.43	Squad 44 Warning Lights and Siren/Speaker	8/14/2024
Column Software PBC	B15E1683-0041	72201	68.82	PDS-VAR-24-02 Francis	8/14/2024
CROW RIVER CONSTRUCTION LLC	9745	72202	1,926.00	Concrete for Turf Field- Bleachers	8/14/2024
CROW RIVER READY MIX	9929	72203	452.04	Concrete 510 6th St SW	8/14/2024
CROW RIVER READY MIX	9876	72203	517.05	Concrete 26th St SE	8/14/2024
DOOLEY'S PETROLEUM INC	738873	72204	731.44	Propane at Robbins Island Shelters	8/14/2024
DUININCK CONCRETE	2408-686088	72205	32.30	Grout for Bench at Sperry Park	8/14/2024
DUININCK INC	Appl #3	72206	1,475,609.14	Project No. 2401-B Pay Application No. 3	8/14/2024
DUININCK INC	561146	72206	1,018.60	Mix for patching	8/14/2024
DUININCK INC	561201	72206	(467.40)	Invoiced wrong customer	8/14/2024

DUININCK INC	Appl #10	72206	338,574.64	Project No. 2301-A Pay Application No. 10	8/14/2024
ELECTRIC MOTOR COMPANY	SAL-WLM-7203	72207	221.93	maintenance of equipment ball bearings	8/14/2024
ELECTRIC MOTOR COMPANY	15819	72207	221.93	Fan for Auditirium	8/14/2024
Eric's Aviation Services, Inc	1012	72208	85.01	Toilet paper and paper towels	8/14/2024
FARM-RITE EQUIPMENT	P52271	72209	757.92	Tiller Parts	8/14/2024
FIRST CHOICE FOOD & BEVERAGE	2107:035456	72210	546.96	Chips and Candy for DOAC	8/14/2024
FLAHERTY & HOOD P.A.	21619	72211	9,256.25	General Municipal, Litigation, & Real Estate Matte	8/14/2024
FLEETPRIDE	118946096	72212	150.19	filters	8/14/2024
FORUM COMMUNICATIONS COMPANY	STWPR0724	72213	500.00	digital ad campaign for parks and rec	8/14/2024
FORUM COMMUNICATIONS COMPANY	MP1843340724	72213	750.00	digital ad campaign for parks and rec	8/14/2024
GENERAL MAILING SERVICES	70587	72214	114.08	July Postage	8/14/2024
GENERAL MAILING SERVICES	70692	72214	121.08	Postage - July 15-31, 2024	8/14/2024
GENERAL MAILING SERVICES	70527	72214	39.28	postage 7/8-7/12/2024	8/14/2024
GENERAL MAILING SERVICES	70592	72214	236.72	postage 7/15-7/19/2024	8/14/2024
GENERAL MAILING SERVICES	70633	72214	270.78	postage 7/22-7/26/2024	8/14/2024
GENERAL MAILING SERVICES	70697	72214	440.31	postage 7/29-8/2/2024	8/14/2024
GIRARD'S BUSINESS MACHINES INC	2409CIT0295	72215	594.00	Service contract for folder	8/14/2024
GRAINGER INC	9184751692	72216	20.90	Eyewash supplies	8/14/2024
GRAINGER INC	9184751684	72216	154.30	HVAC blower	8/14/2024
GRAINGER INC	9192281864	72216	432.10	Emergency flood light GBT	8/14/2024
HANSEN ADVERTISING SPECIALTIES	50782	72217	1,636.34	Visitor Bags	8/14/2024
HAUG IMPLEMENT CO - JOHN DEERE	495941	72218	333.21	Hydraulic Hose	8/14/2024
HAUG IMPLEMENT CO - JOHN DEERE	495942	72218	100.36	Hyd. Fitting	8/14/2024
HAUG-KUBOTA LLC	25048	72219	28.27	Belt	8/14/2024
HAWKINS INC	6821081	72220	12,204.46	Industrial ferric	8/14/2024
HAWKINS INC	6823832	72220	12,184.26	Muni ferric	8/14/2024
HILLYARD\HUTCHINSON	605551981	72221	1,031.69	cleaning supplies	8/14/2024
HVAC USA	S058574	72222	182.31	Fire alarm panel repair parts	8/14/2024
INNOVATIVE OFFICE SOLUTIONS	IN4606303	72223	54.94	office supplies-paper	8/14/2024
JOHANNECK WTR CONDITIONING INC	123322	72224	25.00	Lab water & Statement	8/14/2024
JOHANNECK WTR CONDITIONING INC	123324	72224	18.00	Water	8/14/2024
JOHANNECK WTR CONDITIONING INC	123606	72224	46.00	Lab water	8/14/2024
JOHANNECK WTR CONDITIONING INC	123844	72224	11.00	Water	8/14/2024
JOHANNECK WTR CONDITIONING INC	123841	72224	32.00	Lab water	8/14/2024
JOHANNECK WTR CONDITIONING INC	124162	72224	39.00	Lab water	8/14/2024

JOHANNECK WTR CONDITIONING INC	ER1801-3-079	72224	46.00	Water cooler rental	8/14/2024
JOHANNECK WTR CONDITIONING INC	CR1711-3-168	72224	1.00	Cooler rent	8/14/2024
JOHANNECK WTR CONDITIONING INC	CR1711-3-180	72224	2.00	cooler rent	8/14/2024
JOHANNECK WTR CONDITIONING INC	124413	72224	25.00	Lab water	8/14/2024
JOHANNECK WTR CONDITIONING INC	124415	72224	11.00	Water	8/14/2024
JOHNSON CNTRLS FIRE PROTECTION	52128268	72225	3,094.37	Fire alarm panel repair	8/14/2024
KANDI STEEL AND FAB	6588	72226	130.52	Storage	8/14/2024
KANDIYOHI CO & CITY OF WILLMAR	08122024	72227	338.85	Farmfest Giveaway	8/14/2024
KANDIYOHI CO AUDITOR	519733	72228	17.92	Landfill	8/14/2024
KING'S ELECTRIC LLC	3049	72229	120.00	RWW #1 filter check	8/14/2024
KING'S ELECTRIC LLC	3055	72229	398.32	RWW P1 repair	8/14/2024
KING'S ELECTRIC LLC	3057	72229	1,106.96	Bypass filters in RWW	8/14/2024
KING'S ELECTRIC LLC	3059	72229	1,460.81	Repair Lighting at Green Field	8/14/2024
Laura Vescio	0008654	72230	100.00	shelter damage deposit refund	8/14/2024
LEAGUE OF MN CITIES INS TRUST	40000465-24-09	72231	117,848.00	Workers Comp Ins 2nd Installment 2024-2025	8/14/2024
Iloyd Hoekstra	0008561	72232	100.00	damage deposit refund shelter rental	8/14/2024
LOCAL GOV'T INFORMATION SYS.	37019	72233	7,431.00	PIMS hosting - Q3	8/14/2024
LOFFLER COMPANIES	4763848	72234	30.74	CvC Office & PD Sergeants prints	8/14/2024
LOFFLER COMPANIES	4765749	72234	34.32	Telephone Charges	8/14/2024
LOFFLER COMPANIES	4771777	72234	51.83	CH Finance & PD Mailroom prints	8/14/2024
LOFFLER COMPANIES	4775597	72234	257.62	Standalone printer prints	8/14/2024
LUNGSTROM/SAMUEL	073024	72235	778.17	MWOA annual conference	8/14/2024
M.D. GRAPHICS	8091	72236	423.99	Squad 40 police decals	8/14/2024
M.D. GRAPHICS	8090	72236	878.24	Squad 43 Police Decals	8/14/2024
M.D. GRAPHICS	8087	72236	1,290.00	Fire Explorer trailer graphics	8/14/2024
MACQUEEN EQUIPMENT INC	P33241	72237	193.12	(3) leather fronts	8/14/2024
MACQUEEN EQUIPMENT INC	P33904	72237	71.50	MSA G1 female, MSA G1 male	8/14/2024
Marsha Hamer	0008603	72238	100.00	damage deposit refund shelter rental	8/14/2024
MCMMASTER-CARR SUPPLY CO	30621513	72239	60.94	Plug socket	8/14/2024
MENARDS	61016	72240	67.94	Shop supplies	8/14/2024
MENARDS	81053	72240	87.25	Pine-sol, Off Deep woods, Fuel premix	8/14/2024
MENARDS	81155	72240	52.44	screws, washers and sign posts.	8/14/2024
MENARDS	81331	72240	21.96	City Hall General Supplies	8/14/2024
MENARDS	84798	72240	514.26	Studs and framing wood for DOAC shed	8/14/2024
MENARDS	81613	72240	62.96	Supplies and tools for DOAC shed project	8/14/2024

MENARDS	81354	72240	680.51	Supplies and tools for DOAC shed project	8/14/2024
MENARDS	81537	72240	303.01	Supplies and tools for Shed project at DOAC	8/14/2024
MENARDS	81712	72240	30.64	Batteries	8/14/2024
MENARDS	81824	72240	79.99	weed sprayer	8/14/2024
MENARDS	81200	72240	72.63	Bleachers	8/14/2024
MESERB	072924	72241	7,261.00	MESERB membership	8/14/2024
MILLS PARTS CENTER	6216286	72242	114.34	Stanchion/antenna	8/14/2024
MINI BIFF LLC	A-150854	72243	543.66	Mini Biff Robbins Island	8/14/2024
MINI BIFF LLC	A-150831	72243	117.30	Mini Biff Swanson	8/14/2024
MINI BIFF LLC	A-150674	72243	117.30	Mini Biff Wellin Park	8/14/2024
MINI BIFF LLC	A-150626	72243	117.30	Sperry Mini Biff	8/14/2024
MINI BIFF LLC	A-150616	72243	117.30	Mini Biff Garfield	8/14/2024
MINI BIFF LLC	A-150929	72243	34.05	Mini Biff Garfield	8/14/2024
MINI BIFF LLC	A-150589	72243	117.30	Mini Biff Swanson	8/14/2024
MN CITY\COUNTY MGMT ASSN	07312024	72244	208.07	May 1 - December 31 MEMBERSHIP	8/14/2024
MN DEPT OF LABOR & INDUSTRY	08072024	72245	956.35	July Surcharge Report 2024	8/14/2024
MTI DISTRIBUTING CO	1436471-00	72246	1,177.39	Ground Master Parts	8/14/2024
MUNICIPAL UTILITIES	INV00112	72247	2,375.00	Hydrant replacement	8/14/2024
MUNICIPAL UTILITIES	STMT/07-2027	72247	42,482.47	Municipal Utilites-July 2024	8/14/2024
MVTL LABORATORIES INC	1262567	72248	347.00	Lab test's	8/14/2024
MVTL LABORATORIES INC	1263155	72248	80.00	Lab test's	8/14/2024
MVTL LABORATORIES INC	1264064	72248	57.00	Lab test	8/14/2024
MVTL LABORATORIES INC	1264481	72248	57.00	Lab test	8/14/2024
NAPA CENTRAL MN	927222	72249	72.19	Inverter for Squad 10 - Charged	8/14/2024
NCL OF WISCONSIN INC	506520	72250	176.28	Lab supplies	8/14/2024
NCL OF WISCONSIN INC	506864	72250	247.65	Lab supplies	8/14/2024
NELSON INTERNATIONAL	X101131218:01	72251	95.00	Battery #991481	8/14/2024
NELSON INTERNATIONAL	X101131390:01	72251	475.00	Battery for #991481	8/14/2024
NEO ELECTRICAL SOLUTIONS	8602	72252	2,528.83	MALSR Inspection	8/14/2024
NISSAN SLABJACKING INC	464	72253	3,815.00	Raised concrete sidewalks	8/14/2024
OASIS AERO INC	6064	72254	37.79	MISC REIMBURSEMENT	8/14/2024
OASIS AERO INC	6102	72254	198.70	cleaning supplies	8/14/2024
OASIS AERO INC	6108	72254	4,286.44	FBO Contract-Aug	8/14/2024
OASIS AERO INC	6043	72255	4,286.44	FBO CONTRACT-JUNE2024	8/14/2024
ORANGE 142 LLC	Inv-O-3238	72256	2,000.00	Travel Intent Advertising	8/14/2024

OVERHEAD HOIST & CRANE SPEC.	3776	72257	2,145.20	Chain hoist GBT	8/14/2024
OVERHEAD HOIST & CRANE SPEC.	3777	72257	2,001.00	Crane anchor's	8/14/2024
PERKINS LUMBER CO INC	2407-250715	72258	136.95	Wood stakes, foam board	8/14/2024
PERKINS LUMBER CO INC	2407-250747	72258	21.99	Concrete foam board	8/14/2024
POHLMEIER/RICH	071024	72259	900.00	14u/18u Umpires	8/14/2024
PREMIUM WATERS INC	330611143	72260	10.00	water	8/14/2024
PREMIUM WATERS INC	330607322	72260	19.99	Drinking water	8/14/2024
PREMIUM WATERS INC	3306122264	72260	37.99	water	8/14/2024
PREMIUM WATERS INC	330612405	72260	61.49	Water for DOAC staff	8/14/2024
PRO WATER SOLUTIONS	8208	72261	441.00	Solar Salt	8/14/2024
QUICK SIGNS	182220	72262	72.00	signs	8/14/2024
QUICK SIGNS	182201	72262	185.00	Window Graphics & Installation	8/14/2024
RAMBOW INC	656391	72263	379.20	League Championship shirts	8/14/2024
RAMBOW INC	660778	72263	1,436.96	Youth Training Camp T-Shirts	8/14/2024
RDO EQUIPMENT CO	P9506711	72264	4,911.34	Grader Parts	8/14/2024
ROSENBAUER MINNESOTA LLC	0000070385	72265	383.93	Regulator for #171950	8/14/2024
RS AMERICAS INC	9019642507	72266	432.33	Float switch	8/14/2024
RUNNING'S SUPPLY INC	6213539	72267	58.98	Hydraulic oil and Funnel	8/14/2024
RUNNING'S SUPPLY INC	6208014	72267	73.98	Work Lights Toolcat	8/14/2024
RUNNING'S SUPPLY INC	6218294	72267	399.99	Engine For Compactor	8/14/2024
RUNNING'S SUPPLY INC	6225000	72267	71.37	Spray gun and fittings for weed sprayer	8/14/2024
RUNNING'S SUPPLY INC	6219127	72267	20.97	Plant supplies	8/14/2024
RUNNING'S SUPPLY INC	6227593	72267	185.00	Air Regulator/Tow Strap	8/14/2024
RUNNING'S SUPPLY INC	6185337	72267	2.35	Bolts	8/14/2024
RUTER/DOUGLAS H	072924	72268	710.41	MWOA annual conference	8/14/2024
SHERWIN WILLIAMS CO	9575-5	72269	158.40	Paint for PDS Director's Office	8/14/2024
SHERWIN WILLIAMS CO	6547-7	72269	62.28	Paint for PDS Director's Office	8/14/2024
SIETSEMA/LUANN	081324	72270	128.64	Mileage - 192 miles for MPELRA Conference Brainerd	8/14/2024
SILVA/AMBER	080624	72271	1,097.08	Wellness Program for July 2024	8/14/2024
South Central Tent Rental, Inc.	7731	72272	840.00	Tent rental	8/14/2024
Stephanie Froehlich	0010252	72273	55.00	refund for program cancellation	8/14/2024
STERLING WATER-MINNESOTA LLC	315x03925400	72274	19.45	Softener system rental	8/14/2024
STERLING WATER-MINNESOTA LLC	315x03935201	72274	46.50	Softener salt	8/14/2024
SUMMIT FIRE PROTECTION	2209957	72275	282.00	Sprinkler system inspection	8/14/2024
SURPLUS WAREHOUSE INC	91882	72276	71.94	Lights	8/14/2024

SYSKO WESTERN MINNESOTA	253692791	72277	631.10	Product for concessions at DOAC	8/14/2024
TEMPLER/THOMAS	072924	72278	820.17	MWOA annual conference	8/14/2024
TORKELSON'S LOCK SERVICE	24-0243	72279	80.00	Keys	8/14/2024
TORKELSON'S LOCK SERVICE	24-0392	72279	83.00	Adjust electric strike bar at Rice Park	8/14/2024
TreeStory, INC	2318	72280	20,000.00	Tree & stump removal on Willmar Ave	8/14/2024
TYLER TECHNOLOGIES, INC	045-475955	72281	11,200.00	SAAS CONTRACT	8/14/2024
TYLER TECHNOLOGIES, INC	045-479301	72281	11,285.00	KOA HILLS - HISTORICAL ARCHIVE DATABASE MODULE	8/14/2024
VERIZON WIRELESS	9971029581	72282	2,490.34	Verizon Jul/Aug	8/14/2024
Vestis	2560274558	72283	13.56	Maintenance unifrom	8/14/2024
Vestis	2560276678	72283	13.56	Maintenance unifrom	8/14/2024
Vestis	2560281549	72283	13.56	Maintenance man uniform	8/14/2024
Vestis	2560283964	72283	13.56	Maintenance man uniform	8/14/2024
VIGIL/RUDY	080724	72284	297.01	MACTA Conference	8/14/2024
WALT'S	3549	72285	76.00	Gasoline for gas cans	8/14/2024
WEST CENTRAL COMMUNICATION	098795S	72286	75.57	Pager work replacing rear housing.	8/14/2024
WILLMAR CHAMBER OF COMMERCE	8824	72287	15.00	8/2 Public Policy Leslie Valiant	8/14/2024
WILLMAR CHAMBER OF COMMERCE	57676	72287	236.08	August Managed IT	8/14/2024
WILLMAR CHAMBER OF COMMERCE	57675	72287	70.62	Recycling	8/14/2024
WILLMAR CHAMBER OF COMMERCE	57666	72287	15.00	8/2 Public Policy Lunch - Fischer	8/14/2024
WILLMAR CHAMBER OF COMMERCE	57677	72287	13,423.86	Chamber Monthly Bill	8/14/2024
WILLMAR CHAMBER OF COMMERCE	57362	72287	3,675.43	Credit Card Billing	8/14/2024
Total			2,346,989.68		

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
102365	CARDMEMBER SERVICE									
STMT/06-24		07/26/2024	EFTCK545	545	10,920.62	10,920.62	07/26/2024	DIR	PD	Bremer
CHECK DATE:	07/26/2024									
102302	US BANK									
072924		07/29/2024	EFTCK546	546	828,790.97	828,790.97	07/29/2024	DIR	PD	G.O Bo
CHECK DATE:	07/29/2024									
100467	CENTERPOINT ENERGY									
STMT/07-24		08/12/2024	EFTCK547	547	1,168.64	1,168.64	08/12/2024	DIR	PD	Natura
CHECK DATE:	08/12/2024									
3 INVOICES					840,880.23					

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

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION	CHECK DATE
102365	CARDMEMBER SERVICE	STMT/06-24	545	10,920.62	Bremer Credit Card Statement-June 2024	7/26/2024
102302	US BANK	072924	546	828,790.97	G.O Bonds	7/29/2024
100467	CENTERPOINT ENERGY	STMT/07-24	547	1,168.64	Natural Gas-July 2024	8/12/2024



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.K.
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. Finance
2. Fire Department Service Calls
3. Fire Department Graph
4. Human Resource Director Report
5. Parks & Recreation Directors Report
6. Planning and Development
7. Police Department Monthly Stats
8. PUBLIC WORKS DIRECTOR REPORT August 2024



333 6th Street Southwest | Willmar, MN 56201 | 320.235.4913

July 2024 – Director’s Report

Audit

Each year comes with its own adversities, and this year has proven to be no different. Since the City has launched our enterprise ERP, the accounting system has seen some changes. Due to the fact we have essentially 2 different accounting systems that ran during the 2023 year, the audit and financial statement creation will take a little more time to complete. Our team has worked with the team at Westberg Eischens to work through this. We plan to have the audit completed by August 15 and have a report for Council to review upon completion.

2025 Budget

We are well under way with the 2025 budget. Departments have completed their budgets. Administration and Finance have begun to review and refine next year’s forecast. There will be many more opportunities to see what 2025 will look like. Below is an abbreviated budget calendar of what has been completed, and what is yet to come.

- ✓ Budget Calendar Adopted
- ✓ Planning Commission Reviews 5-year CIP
- ✓ Department budgets are submitted
- ✓ Council has CIP Work Session
 - Budget Work Session (end of August)
 - Mayor’s Proposed Budget – September 3rd
 - Work Session(s) to refine budget – October- November
 - Truth in Taxation Hearing – December 2nd
 - Last Day to Certify the Tax Levy to the County – December 31st

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

JULY 2024

Title	July 2023	July 2024
Alarm Activations	12	10
Building Fires	1	3
Car Fires	1	0
Cooking Fires	0	1
Grass Fires	1	0
Carbon Monoxide Incidents	5	4
Natural Gas Leak	3	5
Car Crashes	6	6
Smoke Scares	0	3
Mutual Aid	1	0
Electrical Fires	0	3
Weather Watch	1	2
Rubbish Fires	0	1
Elevator Rescues	1	0

Current Month CFS: 38 First Responder Calls: 17

2024 YTD Fire Calls for Service: 213

2024 YTD First Responder Calls: 75

2023 Calls For Service thru July: 189

Training:

July 4 – Off due to holiday

July 11 -- Business Meeting

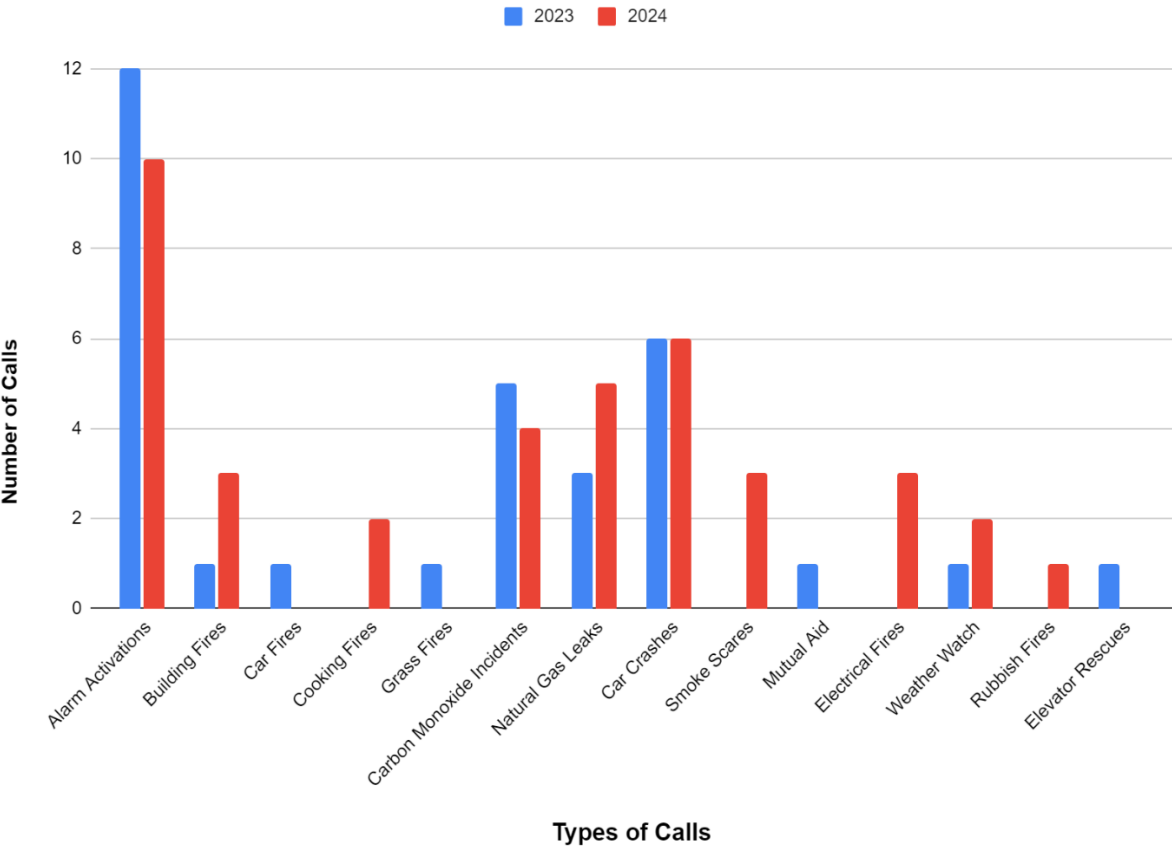
July 18 – Playground drills -- Search and Rescue & Ariel Ladder work

July 25 – Officers meeting / Relay Pumping and Nozzle work

July Response Time: 6:29

YTD Response Time: 6:14

JULY: Calls for Service 2023 & 2024



Human Resources Update - 8/10/2024

- Staffing Update: The Police Department is recruiting for a fulltime Secretary position. Linda Wittman has submitted her retirement notice with the PD and will be leaving September 13, 2024.
- Reviewing Legislative updates and changes that may be needed for the City. The MN Paid Leave Program is working on creating infrastructure to begin offering the plan as of January 1, 2026. There is reporting due to the state in October 2024 for initial information gathering. The program will share cost for both employers and employees and those amounts have not been determined yet. They plan to run reporting & deductions through the Unemployment Insurance department, as there is some overlap in data needed. More to come on this in the next year!
- 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 putting together more universal instructions for non-exempt employees, with the assistance of Director, supervisors and timesheet approvers for monitoring success. These instructions have been sent out to employees as of 8/6/2024.
- 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



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



July 2024

Youth and Adult Programming

- Our programs wrapped youth programming up the week of July 25th with a few makeups in the first week of August.
- We had a total of 948 registrations in Youth Rec Programs
- We had a total of 50 registrations in Adaptive programs
- We had a total of 420 registrations in sports camps
- All 3 Adult Softball Leagues are wrapping up.
- Fall Doubleheader League starts next week (6 teams so far)
- Youth Football Training Camp: 173 kids
- 5th/6th Grade Tackle League: 53
- 3rd/4th Grade Flag League: 58
- 1st/2nd Grade Flag League: 40
- High School Intramurals-Presented new program ideas to the Parks & Rec Board and Cardinal Pride
- Developing Winter Volleyball, Hockey and Basketball Leagues
- Halloween Coed Tournament
- Pickleball Tourney coming in December

Breakdown of programs:

Programs	2023	2024
6U Softball	7	18
8U Softball	18	25
Basketball Fundamentals	45	63
Kinderball	35	-
Golf	78	88
Little Hitter Baseball	60	102
Sports Sampler/ Tiny and Little Athletes	107	138
T-ball	57	90
Tennis	50	46
Gymnastics	283	291
Soccer on the turf	50	78
7 on 7 Flag Middle School Football	50	51
10 U Softball	31	38

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



12 U Softball	13	12
14 U Softball	19	20
16/18 U Softball	11	16
3 rd /4 th Grade Baseball	17	21
5 th /6 th Grade Baseball	30	30
7th Grade Baseball	-	15
Camps		
Pitching Clinic	6	7
Cardinal Speed	89	92
Central MN Wrestling	26	28
High School Tennis	29	9
HYPE Basketball	26	7
Junior Cardinal V-Ball	36	25
Boys Basketball Camp	74	83
Girls Basketball Camp	47	25
Soccer Camp	32	39
Middle School Tennis	28	14
Willmar Volleyball Camp	28	47
Youth wrestling Camp	15	32
Boys Basketball Skills camp	-	22

DOAC:

- The movie in the pool on July 19th brought in about 45 attendees
- Pool hours for August are reduced to 1-6 pm
- Pool will close for the season on August 22nd.
- Pool slides will be reconditioned this fall.
- 2023 Averages- June 262, July 199 and August 150
- 2024 Averages June 192, July 285

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



Community Center:

- Community Kids Summer Camp has been a great success, serving about 50 kids
- Community Kitchen: KIDS is also gaining speed as we near the end of summer. Our last two sessions have had over 20 kids!
- Hosted special events: Retro Trivia, Coffee with the Cops, Little Art Sessions, Doggy's Day Out-Luau, Court Whist, and Kandi County WOW Day.
- Little Steps Baby social group enjoying seeing the growth of one another's little
- Veterans Coffee Group will be taking a boat trip in August
- We have two trips planned for August: The Twins Game (8/14) and the State Fair (8/29). Both are full, and I am considering getting a second bus for the Fair.
- For Rockin' Robbins, we have set up a Root beer Float station for those parking at the CC.
- Three crafts this month: Fire Starters/Homemade Marshmallows, Solar Chandelier, Disco Mosaics
- Prepping for the new Community Mural started this month. Receive community help for coloring at the upcoming September event.

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.
- Summer ice in the BLA had a successful season; the ice came out on Aug 13th.
- Willmar Warhawks and Fall Ice will start in Sept.
- Scheduling ice schedules for Diamond Edge, Glacial Lakes Curling, Wednesday Hockey League, Rec Hockey, Christian Hockey League and Open Skates.
- Scheduling High School Soccer and Football games and practices
- Scheduling for youth and adult recreation programs
- Prepping and recruiting staff for the upcoming winter season
- Arnolds Farm Show August 19th-23rd
- Rifle and Pistol Gun Show September 13-15

July Facility Use:

Baseball and Softball Requests	Available Days	Used Days	Reservations
Baker Field	30	20	20
Field #1/Championship	30	18	22
Field #2	30	17	17
Field #3	30	14	14
Field #4	30	18	18
Garfield Field	30	3	3
Gesch Park	30	11	11
Lincoln Park	30	9	12

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



Miller Park Ball Field	30	11	11	
Sunrise Field	30	8	8	
Blue Field	30	9	11	
Green Field	30	16	18	
Orange Field	30	23	44	
Red Field	30	20	20	
Yellow Field	30	18	18	
Shelter Reservations		Available Days	Used Days	Reservations
4 Season Shelter at Robbins Island				
	30	23	23	
Guri Shelter	30	18	18	
Shelter Reservations		Available Days	Used Days	Reservations
Open Shelter #2				
	30	10	10	
Rice Park Shelter	30	12	12	
Shelter #1	30	13	13	
Turf Field Reservations	Used Days	Used Hours	Reservations	
East Turf Field	27	261	45	
West Turf Field	26	204	39	

Other items:

- Continue to work with the Willmar Bike group on the Trailhead Shelter and Bathroom project. We should have a price to present in September.
- We had a kick-off meeting for the Willmar Trail Plan. A lot of information was gathered
- Conducted meetings for the Outdoor Covered Ice Rink.
- We discussed a potential racetrack with the Radio Control Car group.
- Applied for the Greater MN Parks and Trail Legacy grant for the amphitheater project. The deadline is July 31st.
- Continue to work with the Baseball Association on the dugout project
- I met with the YMCA about youth basketball programming, and I will meet with the varsity coaches to develop a plan for youth basketball.
- Capital Projects—Sperry Pickleball Courts are completed. Valley-side Playground Equipment has been ordered and will be installed in September. Civic Center Shop Roof repairs are completed.
- Installing concrete pad for bleachers on the west turf field. The bleachers are the old set from Orange Field.
- Working with the DNR on fishing platforms for Robbins Island
- Destination Playground will be closed for repairs and maintenance from Sept 9th to the 13th.



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

August 2024 – Director’s Report

Comprehensive Plan

The Department of Planning and Development has hosted and participated in a series of public engagements since July where residents provide feedback and help shape the future of Willmar!

- ✓ July 25, 2024, Open House Day and Evening Session at the Willmar Public Library
- ✓ July 30, 2024, Booth at Rockin Robbins
- ✓ August 6, 2024, Booth at Rockin Robbins
- ✓ August 9, 2024, Booth at County Fair

August in-person Public Meetings: Location Willmar Public Library

- ✓ August 8, 2024, Topic: Mobility Day Session: 11:30am Evening Session: 5:30pm
- ✓ August 12, 2024, Topic: Open Space + Recreation Day Session: 11:30am Evening Session: 5:30pm

Upcoming Events at the Willmar Public Library:

- ☐ August 26, 2024, Topic: *Economic Opportunities* Day Session: 11:30am Evening Session: 5:30pm
- ☐ August 29, 2024, Topic: *Land-use + Housing* Day Session: 11:30am Evening Session: 5:30pm

Upcoming Pop-up event:

- ☐ September 14, 2024, Pop-up at Welcoming Week

Survey

- ☐ The online survey is open through September 30 and can be accessed at: www.willmarmn.gov
- ☐ Printed Surveys are located at City Hall

PowerPoint

- ☐ PowerPoint Presentation will be uploaded to the website for review.

Boards + Commission

The Department of Planning and Development is accepting applications for our board and commission:

- Board of Zoning Appeals (BZA) (*4 vacancies*)
- Planning Commission (*1 vacancy*)

Permitting

July 2024

- 68 permits were issued.
- Total Valuation: \$2,115,113.00
- Total Permit Fee: \$21,359.23

Willmar Police Department

Monthly Calls for Service Statistics

Title	July 2023	July 2024
911 Hang Up	18	20
Abandoned Vehicles	29	37
Agency Assist	19	47
Alarm	21	29
Alcohol Offense	8	10
Animal	80	60
Assault	10	5
Burglary	3	1
Child Custody Dispute	5	16
Crash	62	79
Criminal Damage To Property	25	14
Disorderly	30	33
Domestic	30	35
Drugs	16	14
Family Service	59	85
Fight	12	9
Fraud	13	17
Gun Permits	14	7
Harassment	33	36
Information	9	8
K-9 Assist	1	0
Lost And Found	45	40
Mental Issues	18	61
Missing Person	17	15
Motorists Assist	9	10
Neighborhood Disturbance	55	60
Public Assist	200	154
School Related Incidents	0	0
Sex Crimes	7	5
Sudden Death/Bodies Found	3	5
Suicidal Person	5	1
Suspicious	95	73
Theft	50	49
Traffic Complaint	55	46
Traffic Stop	371	244
Trespass	22	15
Warrant Service	16	13

Current Month CFS:

1451

YTD Calls for Service:

9766

2023 Month CFS:

1601

(Some minimal CFS
categories not shown)



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.
- Tom, Sam, and Doug attended the MWOA annual conference.
- Sam was awarded State Class D Wastewater Operator of the Year!! Congratulations Sam!
- Installed new Muni RWW pump in headworks.
- EL 7, 8, 9 construction is in full swing.
- Cleaned grit from Muni screen channels.
- 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 Regional Sustainable Development Partnership board meeting.
- Quarter 3 stockpile inspections for MS4 permit
- Submitted DNR Shade Tree Bonding Grant update
- Submitted organization partner in-kind hours for Hawk Creek Watershed Project grant reporting
- Attended Regional Sustainable Development Partnership board meeting
- Provided a tour of the WW plant to Councilman O'Brien and his granddaughter
- Attended webinar on PFAS Transformation and Leaching from Land-Applied Biosolids
- Shared public education messages on wastewater and stormwater topics.



Public Works Updates from Superintendent Kyle Radunz

Streets

- Patched roads for water main, catch basin, manhole repairs. Patched various other roads based on conditions.
- Sprayed weeds in street cracks, boulevards, and sidewalks
- Cleared roadways of debris from various washouts in town

- Repaired signs
- Gravel road repairs/maintenance
- Swept roadways
- Began hauling street sweepings to landfill and picking up sand for the winter on the return trip

Parks

- Baseball fields have been maintained and repaired as needed.
- Mowed and trimmed all 39 parks – Continue to deal with wet conditions
- Staff has a daily bathroom cleaning route in the mornings and evenings
- Repairs to the turf and additional improvements have begun on red field at North Swansson after a water main was repaired in the outfield.
- Sprayed weeds in park areas. Cut or mowed thistle and other noxious weeds.
- Sperry Pickle Ball courts- removed nets and all equipment for the resurfacing project
- Paint Miller and Lincoln Park shelters
- Continue to develop a plan for repairs when Destination Playground is closed in the fall

Sewers

- Stormwater catch basins continue to be cleaned before, during, and after rain events. 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 (250). We then remove those grindings and add black dirt and grass seed.
- Remove tree branches that have fallen from boulevard trees.
- Remove broken branches “Hangers” when located
- Trim trees ahead of 19th Ave path construction crew

Various Events

- Willmar Fest – repaired grass parking area that had been damaged from wet conditions
- Last Prairie Winds Concert July 3rd at Rice Park- Showmobile set up, mow, weed trimming
- Rockin’ Robbins - completed installation of the fence for the parking area, adjusted accordingly for weather conditions. This event usually involves 4-6 operators on the day of the event and the day after for setup and takedown. (Showmobile setup, bike corral, picnic tables, painting, installation/removal of grounding rods, sweeping trails, cleaning Destination playground, cleaning Four Seasons shelter, providing access to water, dragging the beach, mowing, weed trimming, providing cones and barricades to PD and Rotary club, etc.)
- Touch-a-Truck: July 9th at the community center- provided a truck and operator to help educate children about what our Public Works staff do daily

- Stingers- Provide additional picnic tables when needed

Miscellaneous

- Repair of the parking area at Robbins Island continues
- 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 as our tests indicate the need
- Maintenance of the brush site- pushing up leaf and wood piles, burning the wood pile as needed, turning compost
- Continue to address areas with stormwater issues
- Aided in the installation of traffic detection cameras at the intersection of 1st and Trott
- Cut in conduit and patched the road at the old wastewater plant for the installation of badge entry to the gate
- Hauled gravel to the civic center for a concrete slab project
- Assisted with pouring the concrete slab for the bleachers at the civic center



Street Projects

On Gorton Ave, both the bike path and the final wear course on the street have been paved. Turf restoration and backfilling are also taking place. Some of the flawed concrete street panels are being replaced as well as other miscellaneous work. Afterwards, the concrete will be sealed and the project will be striped.

On the 13th St/Grace Ave/Rice Ave project, phase 3 sewer and water services are nearing completion and the storm sewer construction will finish soon as well. Phase 2 work will include gravel installation and completion of both water and sewer services.

Work on 10th St NW includes gravel and lining installation on the north end and pavement removal on the south side. After the pavement is removed, the sanitary sewer main will be installed.

The 19th Ave path has been paved and concrete work has been finished. Turf restoration will soon follow.

Over on the Thompson Park project, path paving is complete, and gravel installation will soon begin on the parking lot.

Rainfall has still been the biggest obstacle for both the contractors and residents. Construction updates and contacts can be found at willmarconstruction.com.

City Hall/Auditorium

General maintenance and cleaning are being performed daily. Air exchange and air conditioning maintenance have taken place recently. Annual inspections and testing of the fire panel systems have been completed.

As always, thank you for the opportunity to be part of the remarkable team we have here at the City of Willmar.

Respectfully

A handwritten signature in cursive script, reading "Justin DeLeeuw". The signature is written in dark ink and is positioned below the word "Respectfully".

Justin DeLeeuw – Public Works Director



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Finance Report through 7/31/2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 7.31.24 General
2. 7.31.24 WTP



**City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended July 31, 2024**

	<u>2023 Actual</u>	<u>2024 Annual Budget</u>	<u>2024 Year-To-Date</u>	<u>% of 2024 Budget</u>
<u>Revenues</u>				
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	558,406.16	110.58%
Intergovernmental	6,239,698.62	7,100,275.00	3,539,371.81	49.85%
Service Charges	976,952.15	891,628.00	723,598.62	81.15%
Fines and Forfeits	98,850.21	75,000.00	65,106.12	86.81%
Special Assessments	1,658.51	-	1,220.66	
Miscellaneous Revenue	1,381,204.35	386,000.00	192,553.95	49.88%
Other Financing Sources	2,565,274.24	3,301,808.00	1,832,347.70	55.50%
Total Revenues	\$ 19,899,683.48	* \$ 21,419,347.00	\$ 11,822,018.99	55.19%
<u>Expenditures</u>				
City Administrator	\$ 1,772,868.77	\$ 1,110,951.00	\$ 455,577.14	41.01%
Mayor and Council	336,547.40	378,150.00	314,012.82	83.04%
City Hall	2,342,944.32	810,217.00	664,456.65	82.01%
City Clerk	265,906.68	231,930.00	176,806.13	76.23%
Elections	7,545.22	125,859.00	21,555.24	17.13%
Finance Department	622,896.47	527,067.00	258,934.96	49.13%
Planning/Development Services	855,447.33	938,524.00	553,242.24	58.95%
Legal	459,230.07	350,000.00	128,773.44	36.79%
Information Technology	745,276.33	803,378.00	548,594.80	68.29%
Human Resources	182,831.80	215,206.00	119,612.67	55.58%
Cultural Diversity	3,856.55	173,578.00	101,024.55	58.20%
Sub-Total General Gov't.	7,595,350.94	5,664,860.00	3,342,590.64	59.01%
Police Department	6,203,045.29	6,481,869.00	3,865,037.62	59.63%
Fire Protection	1,008,434.39	1,192,512.00	540,399.47	45.32%
Sub-Total Public Safety	7,211,479.68	7,674,381.00	4,405,437.09	57.40%
Public Works	4,396,579.04	4,096,722.00	2,103,357.53	51.34%
Engineering	452,309.63	297,500.00	166,072.45	55.82%
Transit System	20,000.00	20,500.00	20,500.00	100.00%
Storm Water	98,317.02	83,500.00	55,541.33	66.52%
Sub-Total Streets/Highways	4,967,205.69	4,498,222.00	2,345,471.31	52.14%
WRAC	130,236.17	142,470.00	77,345.41	54.29%
Library	557,205.46	589,018.00	236,509.00	40.15%
Auditorium	57,899.84	111,768.00	22,380.01	20.02%
Parks & Recreation	1,095,630.82	1,093,248.00	671,738.40	61.44%
Civic Center	936,396.97	1,041,360.00	502,853.16	48.29%
Recreation/Event Center	23,062.63	10,000.00	4,087.77	40.88%
Community Center	268,740.16	292,433.00	186,424.64	63.75%
Aquatic Center	214,436.85	301,587.00	126,096.04	41.81%
Sub-Total Culture/Recreation	3,283,608.90	3,581,884.00	1,827,434.43	51.02%
Total Expenditures	\$ 23,057,645.21	\$ 21,419,347.00	\$ 11,920,933.47	55.65%

* Indicates Over Budget



City of Willmar
Waste Treatment Plant
Budgetary Comparison Report
For the Period Ended July 31, 2024

	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Annual Budget</u>	<u>2024 Actual</u> <u>Year-To-Date</u>	<u>% of 2024</u> <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 84,652.16	\$ 75,000.00	\$ 7,836.35	10.45%
Service Charges	9,804,384.56	10,075,000.00	3,970,470.04	39.41%
Miscellaneous Revenue	915,250.94	150,000.00	416,707.13	277.80%
Total Revenues	\$ 10,804,287.66	\$ 10,300,000.00	\$ 4,395,013.52	42.67%
<u>Expenditures</u>				
Waste Treatment - Treatment	7,938,213.41	12,887,325.00	2,482,735.68	19.26%
Waste Treatment - Collections	3,397,959.60	1,872,777.00	125,957.77	6.73%
Waste Treatment - Biosolids	232,144.70	296,900.00	174,636.40	58.82%
Waste Treatment - Eagle Lake	57,625.55	30,650.00	14,661.62	47.84%
Total Expenditures	\$ 11,625,943.26	\$ 15,087,652.00	\$ 2,797,991.47	18.54%

* Indicates Over Budget



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	5.M.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	WMU Financial Report for June 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. June 2024 WMU

Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 06/30/2024

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	4,267,059.00	4,267,059.00	730,753.97	3,932,505.42	334,553.58
402 - Commercial/Industrial	10,057,215.90	10,057,215.90	1,677,109.11	9,235,519.79	821,696.11
404 - City Franchise Fee	1,479,143.10	1,479,143.10	237,489.24	1,354,786.15	124,356.95
405 - Transmission	1,441,485.96	1,441,485.96	158,669.27	1,028,814.34	412,671.62
419 - Interest	225,000.00	225,000.00	107,007.41	631,076.08	-406,076.08
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	124,867.74	126,203.73	-126,203.73
499 - Miscellaneous Revenues	489,995.04	489,995.04	360,669.22	881,171.04	-391,176.00
Revenue Total:	17,959,899.00	17,959,899.00	3,396,565.96	17,190,076.55	769,822.45
Expense					
500 - Production	141,993.18	141,993.18	11,982.17	172,771.94	-30,778.76
555 - Purchased Power	8,796,547.44	8,796,547.44	1,588,496.88	7,501,649.55	1,294,897.89
560 - Transmission	2,198,755.56	2,198,755.56	356,853.88	1,889,130.29	309,625.27
580 - Distribution	1,073,883.06	1,073,883.06	47,249.32	950,094.97	123,788.09
900 - Customer Service	97,167.54	99,667.56	25,951.03	128,669.79	-29,002.23
906 - Energy Services/Marketing	79,800.48	79,800.48	4,035.79	11,317.82	68,482.66
920 - General & Administrative	1,364,494.56	1,364,494.56	175,905.67	1,221,818.29	142,676.27
997 - Cash Payment to City	1,067,993.58	1,067,993.58	179,383.33	1,076,299.98	-8,306.40
998 - Depreciation	1,058,032.02	1,058,032.02	173,476.81	1,039,252.22	18,779.80
999 - Miscellaneous	2,499.00	0.00	0.00	42,590.00	-42,590.00
Expense Total:	15,881,166.42	15,881,167.44	2,563,334.88	14,033,594.85	1,847,572.59
Fund: 100 - Electric Surplus (Deficit):	2,078,732.58	2,078,731.56	833,231.08	3,156,481.70	-1,077,750.14
Fund: 200 - Water					
Revenue					
401 - Residential	1,358,918.16	1,358,918.16	256,822.55	1,308,293.53	50,624.63
402 - Commercial/Industrial	1,454,298.00	1,454,298.00	293,933.75	1,461,883.11	-7,585.11
419 - Interest	24,990.00	24,990.00	13,292.40	70,502.84	-45,512.84
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	13,874.19	14,022.64	-14,022.64
499 - Miscellaneous Revenues	38,784.48	38,784.48	5,132.71	22,942.36	15,842.12
Revenue Total:	2,876,990.64	2,876,990.64	583,055.60	2,877,644.48	-653.84
Expense					
500 - Production	190,261.26	190,261.26	20,883.86	107,878.21	82,383.05
580 - Distribution	622,315.44	622,315.44	103,041.32	542,108.78	80,206.66
900 - Customer Service	57,566.40	57,566.40	14,147.84	64,210.81	-6,644.41
906 - Energy Services/Marketing	0.00	0.00	0.00	15.56	-15.56
920 - General & Administrative	452,070.18	452,070.18	65,571.44	424,064.13	28,006.05
998 - Depreciation	804,006.24	804,006.24	33,259.92	200,534.76	603,471.48
Expense Total:	2,126,219.52	2,126,219.52	236,904.38	1,338,812.25	787,407.27
Fund: 200 - Water Surplus (Deficit):	750,771.12	750,771.12	346,151.22	1,538,832.23	-788,061.11
Total Surplus (Deficit):	2,829,503.70	2,829,502.68	1,179,382.30	4,695,313.93	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	2,078,732.58	2,078,731.56	833,231.08	3,156,481.70	-1,077,750.14
200 - Water	750,771.12	750,771.12	346,151.22	1,538,832.23	-788,061.11
Total Surplus (Deficit):	2,829,503.70	2,829,502.68	1,179,382.30	4,695,313.93	



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	9.A.
Agenda Section:	Public Hearing:	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	2024 Assessment Hearing		

RECOMMENDED ACTION:

Adopt the resolution approving the assessment roll for the 2024 Improvement Projects.

OVERVIEW:

As required by Minnesota State Statute 429.031 subd. 1(b), an assessment hearing is being held for the 2024 Street and Other Improvements. A public hearing on the proposed 2024 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties. 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- ADOPT ASSESSMENT ROLL 2024
2. 2024-08-19 133230 Assessment Hearing Presentation
3. Assessment Rolls - 10th Street NW Improvement Project
4. Assessment Roll - 13th ST, Grace Ave & Rice Ave Improvement Project
5. Assessment Roll - Willmar Ave/CR 23 Mill & Overlay Improvement Project

RESOLUTION NO. ____

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2024 STREET AND OTHER IMPROVEMENTS.

Motion By:_____ Second By:_____

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2024 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$2,367,965.56, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 2401.
2. Such assessments shall be as follows:
 - A. The assessments shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of said installments to be payable with general taxes for the year 2024, collectible with such taxes during the year 2025.
 - B. To the first installment shall be added interest at the rate of 5.868 percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2024, until December 31, 2025. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
 - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk, except that no interest shall be charged if the entire assessment is paid by October 31, 2024, and such property owner may at any time prior to November 15 of any year pay to the City Clerk the entire principal amount.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 19th day of August, 2024

MAYOR

ATTEST:

CITY ADMINISTRATOR



WILLMAR

2024 Construction Projects Final Assessment Hearing Presentation

Presented by: Jared Voge, P.E. City Engineer

August 19, 2024

Project Area

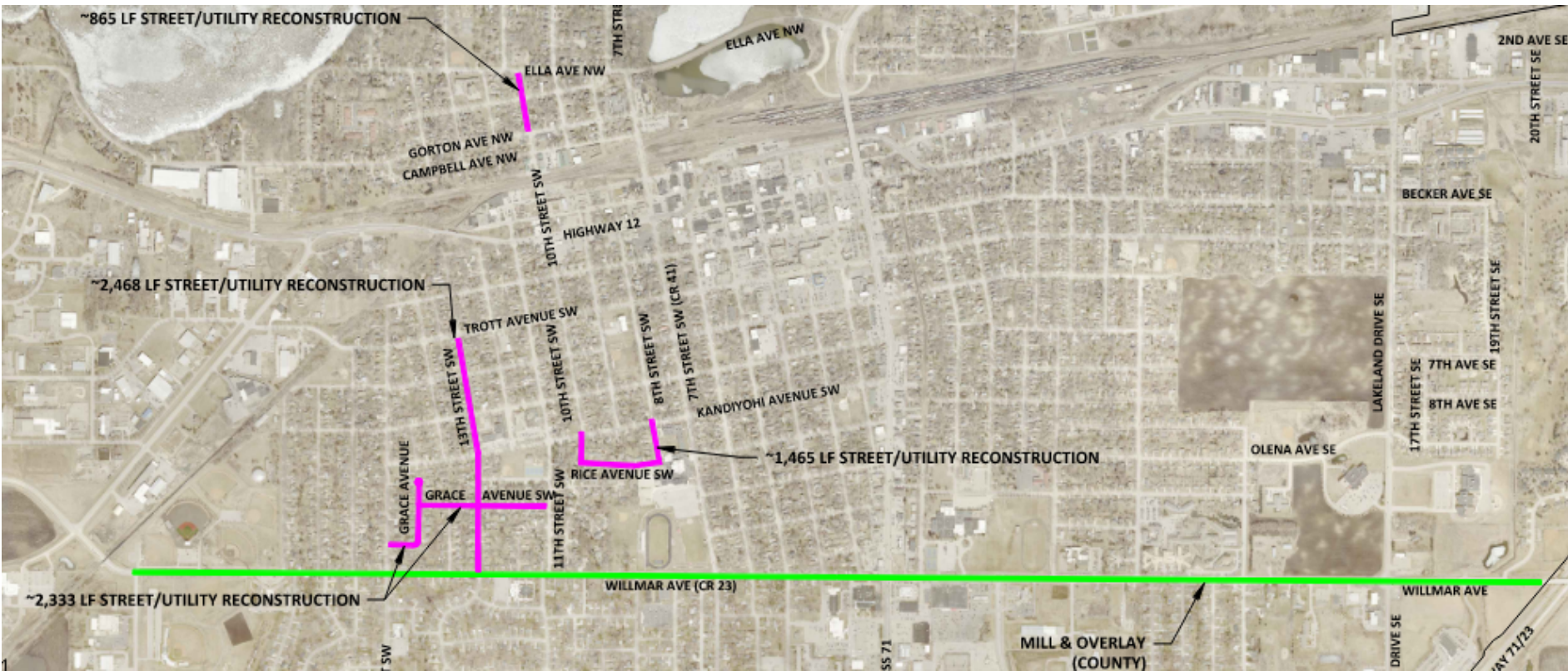
Reconstruction Areas:

<u>City Project No.</u>	<u>BMI Project No.</u>	<u>Location</u>
2401-A	OW1.132905	10 th St NW Improvement Project
		10 th Street NW – Gorton Avenue to Ella Avenue
2401-B	OW1.127953	13 th St SW, Grace Ave SW, Rice Ave SW, 8 th St SW, 10 th St SW Imp. Project
		13th St SW – Willmar Ave to Trott Ave Grace Ave SW – 11th St to 15th St Rice Ave SW – 8th St to 10th St 8th St SW – Rice Ave to Kandiyohi Ave 10th St SW – Rice Ave to Kandiyohi Ave

Mill & Overlay Area:

<u>City Project No.</u>	<u>BMI Project No.</u>	<u>Location</u>
2403-A	OW1.132906	Willmar Avenue Improvement Project

Project Area



As-Bid Project Cost Summary

Item	Total
Street Improvements	\$6,457,300
Sanitary Sewer	\$1,441,800
Watermain	\$1,713,800
Storm Sewer	\$2,052,100
Total	\$11,665,000

Assessment Rates & Totals

Item	Assessment Rate		Unit	Assessment Totals
Street – Reconstruction	\$64.00		Foot	\$682,128.00
Sanitary Sewer Main – Reconstruction	\$16.25		Foot	\$168,455.63
Sanitary Sewer Service	\$820.00		Each	\$100,860.00
Watermain – Reconstruction	\$20.75		Foot	\$209,364.90
Water Service ≤ 1”	\$1,035.00		Each	\$128,340.00
Water Service > 1”	\$2,960.00		Each	\$2,960.00
Storm Sewer – Reconstruction	\$14.00		Foot	\$149,215.50
Overlay	\$3,250	0’ – 60.9’	Each	\$926,641.53
	\$4,875	61’ – 99.9’		
	\$6,500	≥ 100’		
	\$975 Corner (Long Side)			

Assessment Breakdown

Project	Private Properties	City Properties	Total
Street & Utility Reconstruction	\$1,441,324.03		\$1,441,324.03
Overlay	\$809,641.43	\$117,000.00	\$926,641.53
Total	\$2,250,965.56	\$117,000.00	\$2,367,965.56

Assessment Term & Interest Rate

- Assessment Term: 15 Years
- Assessment Rate: 5.868%
- Estimated Annual Payment: \$102/\$1,000 in Assessment

Assessment Payment Policy

- **By October 31, 2024**

- Partial Prepayments Allowed to City Clerk (\$1,500+) (without interest)
- Full Payment to City Clerk (without interest)

- **November 1 through November 15, 2024**

- Payments to City Clerk (including daily interest from date of bond sale)

- **After November 15, 2024**

- 2025 payment will include interest from date of bond sale through December 31, 2025
- Payments (including interest through December 31 of year of payment) are collected annually along with property taxes by Kandiyohi County until the assessments are paid in full.
- 1st ½ Payment Due (collected with property taxes) May 15
- 2nd ½ Payment Due (collected with property taxes) October 15

Assessment Payment Policy

Full Payment After November 15, 2024

- By November 15 of year of payment
 - Paid to County Auditor with interest through December 31 of the year of payment
- After November 15 of year of payment
 - Paid to County Auditor with interest through December 31 of the succeeding year



WILLMAR

Questions?

2024 Construction Projects Final Assessment Hearing Presentation

Presented by: Jared Voge, P.E. City Engineer

August 19, 2024

FINAL ASSESSMENT ROLL
10TH STREET NW IMPROVEMENT PROJECT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.132905
CITY PROJECT 2401-A
AUGUST 2024

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties

AUGUST 2024				Frontage Calculations				Street - Reconstruction		Sanitary Main - Reconstruction		Sewer Service		Watermain - Reconstruction		Water Service ≤ 1"		Water Service > 1"		Storm Sewer - Reconstruction		Final Assessment Amount	Parcel Classification
				Short Side	Long Side	Corner	Assessable	Rate / LF \$64.00		Rate / LF \$16.25		Rate / Each \$820.00		Rate / LF \$20.75		Rate / Each \$1,035.00		Rate / Each \$2,960.00		Rate / LF \$14.00			
				Lot Length (LF)	Total Lot Length (LF)	Lot Adjust?	Front Footage (LF)	Length (LF)	Assessment	Front Footage	Assessment	Each	Assessment	Front Footage	Assessment	Each	Assessment	Each	Assessment	Front Footage	Assessment		
Line	Taxpayer Name	Parcel #	Physical Address																				
10th Street NW																							
West Side																							
1	CRUZ/NICOLAS & MARTA	95-003-0440	1002 GORTON AVE NW		100.50	YES	30.15	30.15	\$ 1,929.60		\$ -	\$ -		\$ -		\$ -		\$ -	30.15	\$ 422.10	\$ 2,351.70	Corner Lot	
2	A & B PROPERTIES, LLC	95-003-0420	313 10TH ST NW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
3	DEZEEUW/MARTIN JAMES	95-003-0410	315 10TH ST NW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
4	A&L INVESTMENTS, LLC	95-003-0390	317 10TH ST NW	100.50		YES	100.50	100.50	\$ 6,432.00	100.50	\$ 1,633.13	1	\$ 820.00	100.50	\$ 2,085.38	1	\$ 1,035.00		\$ -	100.50	\$ 1,407.00	\$ 13,412.50	Corner Lot
5	MCCORMACK/JAMES & ROBIN	95-009-1470	401 10TH ST NW	99.50		YES	99.50	99.50	\$ 6,368.00	99.50	\$ 1,616.88	1	\$ 820.00	99.50	\$ 2,064.63	1	\$ 1,035.00		\$ -	99.50	\$ 1,393.00	\$ 13,297.50	Corner Lot
6	FREIBERG FAMILY LIVING TRUST & C/O WALTER & DEBRA FREIBERG	95-009-1460	411 10TH ST NW	49.50		NO	49.50	49.50	\$ 3,168.00	49.50	\$ 804.38	1	\$ 820.00	49.50	\$ 1,027.13	1	\$ 1,035.00		\$ -	49.50	\$ 693.00	\$ 7,547.50	Regular Lot
7	SCHMIDT/JON J & KATHLEEN M	95-009-1440	413 10TH ST NW	95.75		YES	95.75	95.75	\$ 6,128.00		\$ -	\$ -		\$ -		\$ -		\$ -	95.75	\$ 1,340.50	\$ 7,468.50	Corner/Irregular Lot	
East Side																							
8	HERRERA/AUGUSTO C RODRIGUEZ	95-003-0320	918 GORTON AVE NW	75.00		YES	75.00	75.00	\$ 4,800.00		\$ -	\$ -		\$ -		\$ -		\$ -	75.00	\$ 1,050.00	\$ 5,850.00	Corner Lot	
9	ALLEX/GREGORY	95-003-0340	308 10TH ST NW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
10	LHS PROPERTIES, LLC	95-003-0360	318 10TH ST NW		150.50	YES	45.15	45.15	\$ 2,889.60	150.50	\$ 2,445.63	1	\$ 820.00	150.50	\$ 3,122.88	1	\$ 1,035.00		\$ -	45.15	\$ 632.10	\$ 10,945.20	Corner Lot
11	KANDIYOHI COUNTY H&R AUTH	95-009-1640	920 LAKE AVE NW		98.00	YES	29.40	29.40	\$ 1,881.60	98.00	\$ 1,592.50	1	\$ 820.00	98.00	\$ 2,033.50	1	\$ 1,035.00		\$ -	29.40	\$ 411.60	\$ 7,774.20	Corner Lot
12	STADEM/PETER J & KARI J	95-009-1660	919 ELLA AVE NW		112.75	YES	33.83	33.83	\$ 2,164.80		\$ -	\$ -		\$ -		\$ -		\$ -	33.83	\$ 473.55	\$ 2,638.35	Corner/Irregular Lot	
			TOTALS	595.25	461.75		733.78	733.78	\$ 46,961.60	673.00	\$ 10,936.25	8	\$ 6,560.00	673.00	\$ 13,964.75	8	\$ 8,280.00	-	\$ -	734	\$ 10,272.85	\$ 96,975.45	

FINAL ASSESSMENT ROLL
13TH ST, GRACE AVE, & RICE AVE IMPROVEMENT PROJECT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.127953
CITY PROJECT 2401-B
AUGUST 2024

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties

AUGUST 2024				Frontage Calculations				Street - Reconstruction		Sanitary Main - Reconstruction		Sewer Service		Watermain - Reconstruction		Water Service ≤ 1"		Water Service > 1"		Storm Sewer - Reconstruction		Final Assessment Amount	Parcel Classification
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)	Rate / LF \$64.00		Rate / LF \$16.25		Rate / Each \$820.00		Rate / LF \$20.75		Rate / Each \$1,035.00		Rate / Each \$2,960.00		Rate / LF \$14.00			
								Length (LF)	Assessment	Front Footage	Assessment	Each	Assessment	Front Footage	Assessment	Each	Assessment	Each	Assessment	Front Footage	Assessment		
Line	Taxpayer Name	Parcel #	Physical Address																				
13th Street SW																							
West Side																							
1	HOME TEAM/THE/OF WILLMAR LLC	95-650-0090	1304 WILLMAR AVE SW	75.00		YES	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Corner Lot
2	PRESBYTERIAN FAMILY FOUNDATN	95-650-0080	1108 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
3	GULBRANDSEN/KRISTIN A	95-650-0070	1104 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
4	TRUWE/CURTIS/ & ELISHA WEAVER	95-650-0060	1100 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
5	HOLLAND/JENNIFER	95-650-0050	1018 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
6	WEDEL/MARK A	95-650-0040	1016 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
7	MATTERN/JUSTIN	95-650-0030	1008 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
8	MEJIA/SONIA MARGARITA COTO	95-650-0020	1004 13TH ST SW	70.00		NO	70.00	70.00	\$ 4,480.00	70.00	\$ 1,137.50	1	\$ 820.00	70.00	\$ 1,452.50	1	\$ 1,035.00	\$ -		70.00	\$ 980.00	\$ 9,905.00	Regular Lot
9	LAPATKA/ANTHONY & MARY	95-650-0010	1002 13TH ST SW	70.00	125.00	YES	107.50	107.50	\$ 6,880.00	125.00	\$ 2,031.25	1	\$ 820.00	125.00	\$ 2,593.75	1	\$ 1,035.00	\$ -		107.50	\$ 1,505.00	\$ 14,865.00	Corner Lot
10	KOTZENMACHER/DAREN M	95-570-0840	826 13TH ST SW	65.50	150.00	YES	110.50	110.50	\$ 7,072.00	65.50	\$ 1,064.38	1	\$ 820.00	65.50	\$ 1,359.13	1	\$ 1,035.00	\$ -		110.50	\$ 1,547.00	\$ 12,897.50	Corner Lot
11	LUNDBERG/RUSSELL A & H M% RENAE L THOMPSON	95-570-0880	824 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
12	SAUNDERS/JON C	95-570-0810	820 13TH ST SW	63.50		NO	63.50	63.50	\$ 4,064.00	63.50	\$ 1,031.88	1	\$ 820.00	63.50	\$ 1,317.63	1	\$ 1,035.00	\$ -		63.50	\$ 889.00	\$ 9,157.50	Regular Lot
13	BAKER/NICHOLAS/ & MEGAN KNIGGE	95-570-0735	816 13TH ST SW	70.00		NO	70.00	70.00	\$ 4,480.00	70.00	\$ 1,137.50	1	\$ 820.00	70.00	\$ 1,452.50	1	\$ 1,035.00	\$ -		70.00	\$ 980.00	\$ 9,905.00	Regular Lot
14	GROT/JOHN/MICHAEL J	95-570-0740	814 13TH ST SW	66.25		NO	66.25	66.25	\$ 4,240.00	66.25	\$ 1,076.56	1	\$ 820.00	66.25	\$ 1,374.69	1	\$ 1,035.00	\$ -		66.25	\$ 927.50	\$ 9,473.75	Irregular Lot
15	HARVEY/JAMES D	95-570-0760	1301 KANDIYOHI AVE SW		150.50	YES	45.15	45.15	\$ 2,889.60	150.50	\$ 2,445.63	1	\$ 820.00	150.50	\$ 3,122.88	1	\$ 1,035.00	\$ -		45.15	\$ 632.10	\$ 10,945.20	Irregular Lot
16	FOSTERVOLD/BLAKE R	95-006-7820	730 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00		\$ -		\$ -	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 5,972.50	Corner Lot
17	TWEDT/DORI M	95-006-7810	720 13TH ST SW	75.00		NO	75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00	\$ -		75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
18	MAGNUSON/JOHN & DOREEN	95-006-7800	712 13TH ST SW	125.00		NO	125.00	125.00	\$ 8,000.00	125.00	\$ 2,031.25	1	\$ 820.00	125.00	\$ 2,593.75	1	\$ 1,035.00	\$ -		125.00	\$ 1,750.00	\$ 16,230.00	Regular Lot
19	SCHWITTERS/CLINT	95-006-7790	704 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Double-Frontage Lot
20	SOFT/CAMERON M	95-006-7780	702 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Corner Lot
21	EISCHENS/JAMES E & ZAYNA K	95-006-7970	1300 MONONGALIA AVE SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Corner Lot
22	ARNDT/WAYNE/ETAL (4)	95-006-7960	620 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
23	GARCIA/JOSE R & TANIA E	95-006-7950	612 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
24	HAMMILL/CHAD R	95-006-7940	610 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
25	GORT/JAMES D	95-006-7930	608 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
26	STEPAN/JAMES A & CORNELIA E	95-006-7920	604 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
27	MATESKI/BRANT M & ANGELA J	95-006-7910	600 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Corner Lot
28	IGLESIA LUTERANA PAZ YESPERANZA	95-320-0460	524 13TH ST SW	100.50		YES	100.50	100.50	\$ 6,432.00	100.50	\$ 1,633.13	1	\$ 820.00	100.50	\$ 2,085.38	1	\$ 1,035.00	\$ -		100.50	\$ 1,407.00	\$ 13,412.50	Corner Lot
29	R & S PROPERTIES OF WILLMAR	95-320-0450	512 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
30	AMBERG/THOMAS P	95-320-0440	510 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00	\$ -		50.00	\$ 700.00	\$ 7,605.00	Regular Lot
31	RITZ/PATRICIA J	95-320-0430	508 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,0						

FINAL ASSESSMENT ROLL
13TH ST, GRACE AVE, & RICE AVE IMPROVEMENT PROJECT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.127953
CITY PROJECT 2401-B
AUGUST 2024

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties

				Frontage Calculations				Street - Reconstruction		Sanitary Main - Reconstruction		Sewer Service		Watermain - Reconstruction		Water Service ≤ 1"		Water Service > 1"		Storm Sewer - Reconstruction		Final Assessment Amount	Parcel Classification
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)	Rate / LF \$64.00		Rate / LF \$16.25		Rate / Each \$820.00		Rate / LF \$20.75		Rate / Each \$1,035.00		Rate / Each \$2,960.00		Rate / LF \$14.00			
								Length (LF)	Assessment	Front Footage	Assessment	Each	Assessment	Front Footage	Assessment	Each	Assessment	Each	Assessment	Front Footage	Assessment		
Line	Taxpayer Name	Parcel #	Physical Address																				
48	OKLAND/MATTHEW R		623 13TH ST SW		100.50	YES	30.15	30.15	\$ 1,929.60	100.50	\$ 1,633.13	1	\$ 820.00	100.50	\$ 2,085.38	1	\$ 1,035.00		\$ -	30.15	\$ 422.10	\$ 7,925.20	Corner Lot
49	RODRIGUEZ/AMANDA MARIE	95-006-7400	617 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
50	LUNA/ALFREDO & ORALIA GARCIA-	95-006-7410	613 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
51	SORIANO/SALVADOR & ANGELICA	95-006-7420	609 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
52	TCS PROPERTIES, LLC	95-006-7430	605 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
53	NOE/WIN/ & TA SE SE	95-006-7440	601 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Corner Lot
54	TORRES PLASENCIA/RAFAEL M&ARGENTINA TORRES	95-006-7240	525 13TH ST SW	50.00		YES	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Corner Lot
55	GILBERTSON/BRANDY/ & E GRIEGER	95-006-7250	521 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
56	KLEIDON/JACOB A	95-006-7260	517 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
57	KLEIDON/JACOB A	95-006-7270	517 13TH ST SW	50.00		NO	50.00	50.00	\$ 3,200.00	50.00	\$ 812.50	1	\$ 820.00	50.00	\$ 1,037.50	1	\$ 1,035.00		\$ -	50.00	\$ 700.00	\$ 7,605.00	Regular Lot
58	OLSON/DAVID A	95-006-7290	505 13TH ST SW	77.00		NO	77.00	77.00	\$ 4,928.00	77.00	\$ 1,251.25	1	\$ 820.00	77.00	\$ 1,597.75	1	\$ 1,035.00		\$ -	77.00	\$ 1,078.00	\$ 10,710.00	Regular Lot
59	GUERRERO/EFRAIN & CYNTHIA S	95-006-7300	1217 TROTT AVE SW	73.50		YES	73.50	73.50	\$ 4,704.00		\$ -		\$ -		\$ -		\$ -		\$ -	73.50	\$ 1,029.00	\$ 5,733.00	Corner Lot
Grace Avenue SW																							
South Side																							
60	LEENSTRA/WIEBE T & KAREN	95-080-0060	1467 GRACE AVE SW	102.00		YES	102.00	102.00	\$ 6,528.00		\$ -		\$ -		\$ -		\$ -		\$ -	102.00	\$ 1,428.00	\$ 7,956.00	Corner Lot
61	BRAUN/JOHN & LEONTINE	95-080-0070	1463 GRACE AVE SW	82.00		NO	82.00	82.00	\$ 5,248.00	82.00	\$ 1,332.50	1	\$ 820.00	82.00	\$ 1,701.50	1	\$ 1,035.00		\$ -	82.00	\$ 1,148.00	\$ 11,285.00	Regular Lot
62	JOHNSON/JENNIFER M & JOSHUA A	95-080-0080	1459 GRACE AVE SW	118.00		NO	118.00	118.00	\$ 7,552.00	118.00	\$ 1,917.50	1	\$ 820.00	118.00	\$ 2,448.50	1	\$ 1,035.00		\$ -	118.00	\$ 1,652.00	\$ 15,425.00	Irregular Lot
63	ANDERSON JT LIV TRUST/ F H & R J FREDERICK & ROSELLA ANDERSON	95-080-0090	1455 GRACE AVE SW	120.00		NO	120.00	120.00	\$ 7,680.00	120.00	\$ 1,950.00	1	\$ 820.00	120.00	\$ 2,490.00	1	\$ 1,035.00		\$ -	120.00	\$ 1,680.00	\$ 15,655.00	Irregular Lot
64	NELSON/ KEN R & HEIDI J	95-080-0110	1447 GRACE AVE SW	96.75		NO	96.75	96.75	\$ 6,192.00	96.75	\$ 1,572.19	1	\$ 820.00	96.75	\$ 2,007.56	1	\$ 1,035.00		\$ -	96.75	\$ 1,354.50	\$ 12,981.25	Irregular Lot
65	LEADENS/JENNIFER B	95-080-0120	1443 GRACE AVE SW	90.00		NO	90.00	90.00	\$ 5,760.00	90.00	\$ 1,462.50	1	\$ 820.00	90.00	\$ 1,867.50	1	\$ 1,035.00		\$ -	90.00	\$ 1,260.00	\$ 12,205.00	Regular Lot
66	TACK/SHARON R	95-080-0130	1439 GRACE AVE SW	90.00		NO	90.00	90.00	\$ 5,760.00	90.00	\$ 1,462.50	1	\$ 820.00	90.00	\$ 1,867.50	1	\$ 1,035.00		\$ -	90.00	\$ 1,260.00	\$ 12,205.00	Regular Lot
67	JOHNSON/RALPH & ALVERA	95-080-0140	1409 GRACE AVE SW	90.00	125.00	YES	127.50	127.50	\$ 8,160.00	90.00	\$ 1,462.50	1	\$ 820.00	90.00	\$ 1,867.50	1	\$ 1,035.00		\$ -	127.50	\$ 1,785.00	\$ 15,130.00	Corner Lot
68	ISLEY/DONNA M	95-650-0210	1000 14TH ST SW	124.50		YES	124.50	124.50	\$ 7,968.00		\$ -		\$ -		\$ -		\$ -		\$ -	124.50	\$ 1,743.00	\$ 9,711.00	Corner Lot
69	MALAVE-FIGUEROA/WANDA IVETTE	95-650-0180	1307 GRACE AVE SW		125.00	YES	37.50	37.50	\$ 2,400.00	125.00	\$ 2,031.25	1	\$ 820.00	125.00	\$ 2,593.75	1	\$ 1,035.00		\$ -	37.50	\$ 525.00	\$ 9,405.00	Corner Lot
70	DEMGEN/MARCELLA	95-570-0420	1209 GRACE AVE SW	100.00			100.00	100.00	\$ 6,400.00	100.00	\$ 1,625.00	1	\$ 820.00	100.00	\$ 2,075.00	1	\$ 1,035.00		\$ -	100.00	\$ 1,400.00	\$ 13,355.00	Regular Lot
71	BERSKOW/JAMIE M	95-570-0400	1205 GRACE AVE SW	63.50			63.50	63.50	\$ 4,064.00	63.50	\$ 1,031.88	1	\$ 820.00	63.50	\$ 1,317.63	1	\$ 1,035.00		\$ -	63.50	\$ 889.00	\$ 9,157.50	Regular Lot
72	GOESER/GREGORY J & JALAINE L	95-570-0410	1201 GRACE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
73	OUSLEY/SHENEY	95-850-0010	1125 GRACE AVE SW	80.50			80.50	80.50	\$ 5,152.00	80.50	\$ 1,308.13	1	\$ 820.00	80.50	\$ 1,670.38	1	\$ 1,035.00		\$ -	80.50	\$ 1,127.00	\$ 11,112.50	Regular Lot
74	PORTTIIN/EVAN C & NICHOLE M	95-850-0020	1115 GRACE AVE SW	89.00			89.00	89.00	\$ 5,696.00	89.00	\$ 1,446.25	1	\$ 820.00	89.00	\$ 1,846.75	1	\$ 1,035.00		\$ -	89.00	\$ 1,246.00	\$ 12,090.00	Regular Lot
75	HEDLOF PROPERTIES, LLC	95-850-0030	1111 GRACE AVE SW	89.00			89.00	89.00	\$ 5,696.00	89.00	\$ 1,446.25	1	\$ 820.00	89.00	\$ 1,846.75	1	\$ 1,035.00		\$ -	89.00	\$ 1,246.00	\$ 12,090.00	Regular Lot
76	GAW/PAH/ & THAY MAE PAW	95-850-0040	1101 GRACE AVE SW		89.00	YES	26.70	26.70	\$ 1,708.80	89.00	\$ 1,446.25	1	\$ 820.00	89.00	\$ 1,846.75	1	\$ 1,035.00		\$ -	26.70	\$ 373.80	\$ 7,230.60	Corner Lot
North Side																							
77	LARSEN/ESMERALDA V	95-080-0310	1468 GRACE AVE SW		135.00	YES	40.50	40.50	\$ 2,592.00		\$ -		\$ -		\$ -		\$ -		\$ -	40.50	\$ 567.00	\$ 3,159.00	Corner Lot
78	LANGE/DAVID L & KEVIN L	95-080-0460	1460 GRACE AVE SW	85.00	145.50	YES	128.65	128.65	\$ 8,233.60	85.00	\$ 1,381.25	1	\$ 820.00	85.00	\$ 1,763.75	1	\$ 1,035.00		\$ -	128.65	\$ 1,801.10	\$ 15,034	

FINAL ASSESSMENT ROLL
13TH ST, GRACE AVE, & RICE AVE IMPROVEMENT PROJECT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.127953
CITY PROJECT 2401-B
AUGUST 2024

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties

AUGUST 2024				Frontage Calculations				Street - Reconstruction		Sanitary Main - Reconstruction		Sewer Service		Watermain - Reconstruction		Water Service ≤ 1"		Water Service > 1"		Storm Sewer - Reconstruction		Final Assessment Amount	Parcel Classification
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)	Rate / LF \$64.00		Rate / LF \$16.25		Rate / Each \$820.00		Rate / LF \$20.75		Rate / Each \$1,035.00		Rate / Each \$2,960.00		Rate / LF \$14.00			
								Length (LF)	Assessment	Front Footage	Assessment	Each	Assessment	Front Footage	Assessment	Each	Assessment	Each	Assessment	Front Footage	Assessment		
95	Taxpayer Name	Parcel #	Physical Address	84.00			84.00	84.00	\$ 5,376.00	84.00	\$ 1,365.00	1	\$ 820.00	84.00	\$ 1,743.00	1	\$ 1,035.00		\$ -	84.00	\$ 1,176.00	\$ 11,515.00	Regular Lot
96	SAUNDERS/BENJAMIN C & KENDRA L	95-200-0230	1114 GRACE AVE SW	84.00			84.00	84.00	\$ 5,376.00	84.00	\$ 1,365.00	1	\$ 820.00	84.00	\$ 1,743.00	1	\$ 1,035.00		\$ -	84.00	\$ 1,176.00	\$ 11,515.00	Regular Lot
97	DOKKEBAKKEN/MICHAEL & ELIZABETH	95-200-0220	1104 GRACE AVE SW	84.00			84.00	84.00	\$ 5,376.00	84.00	\$ 1,365.00	1	\$ 820.00	84.00	\$ 1,743.00	1	\$ 1,035.00		\$ -	84.00	\$ 1,176.00	\$ 11,515.00	Regular Lot
98	SCHWITTERS/JANICE	95-200-0210	910 11TH ST SW	87.00		YES	87.00	87.00	\$ 5,568.00	87.00	\$ 1,413.75	1	\$ 820.00	87.00	\$ 1,805.25	1	\$ 1,035.00		\$ -	87.00	\$ 1,218.00	\$ 11,860.00	Corner Lot
Rice Avenue SW																							
South Side																							
99	KIEPER/CAROL & EILEEN	95-590-0390	955 RICE AVE SW	71.50			71.50	71.50	\$ 4,576.00	71.50	\$ 1,161.88	1	\$ 820.00	71.50	\$ 1,483.63	1	\$ 1,035.00		\$ -	71.50	\$ 1,001.00	\$ 10,077.50	Regular Lot
100	YUSUF/LUL	95-590-0380	949 RICE AVE SW	76.00			76.00	76.00	\$ 4,864.00	76.00	\$ 1,235.00	1	\$ 820.00	76.00	\$ 1,577.00	1	\$ 1,035.00		\$ -	76.00	\$ 1,064.00	\$ 10,595.00	Regular Lot
101	FRANZWA/NICOLE R	95-590-0370	943 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
102	LEIVA ESCOBAR/VICENTA M	95-590-0360	939 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
103	WADSWORTH/TERRY	95-590-0350	929 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
104	ZUTTER/MICHAEL & JOANNE/SR	95-590-0340	923 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
105	MOHAMED/MUHYADIN HIRSI	95-590-0330	917 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
106	PEARCE/DONALD W/JR	95-590-0320	913 RICE AVE SW	85.50			85.50	85.50	\$ 5,472.00	85.50	\$ 1,389.38	1	\$ 820.00	85.50	\$ 1,774.13	1	\$ 1,035.00		\$ -	85.50	\$ 1,197.00	\$ 11,687.50	Regular Lot
107	IND. SCHOOL DIST. #347TO WILLMAR PUBLIC SCHOOLS	95-090-0600	824 7TH ST SW	318.50			318.50	318.50	\$ 20,384.00		\$ -		\$ -		\$ -		\$ -		\$ -	318.50	\$ 4,459.00	\$ 24,843.00	Irregular Lot
North Side																							
108	LEIKVOLL/ANDREW J & JASMINE R	95-590-0060	950 RICE AVE SW	112.00	229.00	YES	180.70	180.70	\$ 11,564.80	229.00	\$ 3,721.25	1	\$ 820.00	229.00	\$ 4,751.75	1	\$ 1,035.00		\$ -	180.70	\$ 2,529.80	\$ 24,422.60	Corner Lot
109	LUNDQUIST/ROGER D/& DIANE KLUNDQUIST PICKLE	95-590-0090	936 RICE AVE SW	90.00			90.00	90.00	\$ 5,760.00	90.00	\$ 1,462.50	1	\$ 820.00	90.00	\$ 1,867.50	1	\$ 1,035.00		\$ -	90.00	\$ 1,260.00	\$ 12,205.00	Regular Lot
110	SWANSON/JON M & LAURE K	95-590-0100	924 RICE AVE SW	75.00			75.00	75.00	\$ 4,800.00	75.00	\$ 1,218.75	1	\$ 820.00	75.00	\$ 1,556.25	1	\$ 1,035.00		\$ -	75.00	\$ 1,050.00	\$ 10,480.00	Regular Lot
111	HASSAN/ADEN A/& MAQSUUD ALIADEYS	95-590-0110	916 RICE AVE SW	94.75			94.75	94.75	\$ 6,064.00	94.75	\$ 1,539.69	1	\$ 820.00	94.75	\$ 1,966.06	1	\$ 1,035.00		\$ -	94.75	\$ 1,326.50	\$ 12,751.25	Irregular Lot
112	LONGMAN/JOHN A & KATHARINE	95-590-0120	908 RICE AVE SW	80.00			80.00	80.00	\$ 5,120.00	80.00	\$ 1,300.00	1	\$ 820.00	80.00	\$ 1,660.00	1	\$ 1,035.00		\$ -	80.00	\$ 1,120.00	\$ 11,055.00	Irregular Lot
113	HEMINOVER/CHRISTOPHER&ADONICA	95-090-0060	820 8TH ST SW	60.00	149.50	YES	104.85	104.85	\$ 6,710.40	149.50	\$ 2,429.38	1	\$ 820.00	149.50	\$ 3,102.13	1	\$ 1,035.00		\$ -	104.85	\$ 1,467.90	\$ 15,564.80	Corner Lot
10th Street SW																							
West Side																							
114	CARLSON/MYRON R & CAROLYN	95-590-0210	812 10TH ST SW	132.00			132.00	132.00	\$ 8,448.00	132.00	\$ 2,145.00	1	\$ 820.00	132.00	\$ 2,739.00	1	\$ 1,035.00		\$ -	132.00	\$ 1,848.00	\$ 17,035.00	Regular Lot
115	SKAALERUD/MARY JO	95-590-0230	808 10TH ST SW	66.00			66.00	66.00	\$ 4,224.00	66.00	\$ 1,072.50	1	\$ 820.00	66.00	\$ 1,369.50	1	\$ 1,035.00		\$ -	66.00	\$ 924.00	\$ 9,445.00	Regular Lot
116	LANKEY FAMILY TRUSTDOUGLAS & ANNE LANKEY	95-590-0240	1005 KANDIYOHI AVE SW	60.00		YES	60.00	60.00	\$ 3,840.00	60.00	\$ 975.00	1	\$ 820.00	60.00	\$ 1,245.00	1	\$ 1,035.00		\$ -	60.00	\$ 840.00	\$ 8,755.00	Irregular Lot
East Side																							
117	NEVAREZ/REMIGIO BECERRA	95-590-0050	915 KANDIYOHI AVE SW		116.25	YES	34.88	34.88	\$ 2,232.00		\$ -		\$ -	34.88	\$ 723.66	1	\$ 1,035.00		\$ -	34.88	\$ 488.25	\$ 4,478.91	Irregular Lot
8th Street SW																							
West Side																							
118	KOPACEK/JARRETT J	95-090-0050	816 8TH ST SW	65.00			65.00	65.00	\$ 4,160.00	65.00	\$ 1,056.25	1	\$ 820.00	65.00	\$ 1,348.75	1	\$ 1,035.00		\$ -	65.00	\$ 910.00	\$ 9,330.00	Regular Lot
119	GONZALEZ/ROSARIO A	95-090-0040	814 8TH ST SW	65.00			65.00	65.00	\$ 4,160.00	65.00	\$ 1,056.25	1	\$ 820.00	65.00	\$ 1,348.75	1	\$ 1,035.00		\$ -	65.00	\$ 910.00	\$ 9,330.00	Regular Lot
120	LOCKEN/MARGARET P	95-090-0030	810 8TH ST SW	60.00			60.00	60.00	\$ 3,840.00	60.00	\$ 975.00	1	\$ 820.00	60.00	\$ 1,245.00	1	\$ 1,035.00		\$ -	60.00	\$ 840.00	\$ 8,755.00	Regular Lot
121	MUNOZ/ELVIS/& BLANCA RODRIGUESMUNOZ	95-090-0020	806 8TH ST SW	43.00			43.00	43.00	\$ 2,752.00	43.00	\$ 698.75	1	\$ 820.00	43.00	\$ 892.25	1	\$ 1,035.00		\$ -	43.00	\$ 602.00	\$ 6,800.00	Regular Lot
122	EISENBACHER/JASON J & TIERNEY	95-090-0010	802 8TH ST SW	57.50		YES	57.50	57.50	\$ 3,680.00		\$ -		\$ -	57.50	\$ 1,193.13	1	\$ 1,035.00		\$ -	57.50	\$ 805.00	\$ 6,713.13	Corner Lot
East Side																							
123	IND. SCHOOL DIST. #347TO WILLMAR PUBLIC SCHOOLS	95-090-0100	824 7TH ST SW		419.00	YES	125.70	125.70	\$ 8,044.80	419.00	\$ 6,808.75	1	\$ 820.00		\$ -		\$ -		\$ -	125.70	\$ 1,759.80	\$ 17,433.35	Double-Frontage Lot
			TOTALS	8,808.00	2,903.75		9,679.13	9,924.48	\$ 635,166.40	9,693.50	\$ 157,519.38	115	\$ 94,300.00	9,416.88	\$ 195,400.16	117	\$ 121,095.00	1	\$ 2,960.00	9,924.48	\$ 138,942.65	\$ 1,342,813.00	

FINAL ASSESSMENT ROLL
WILLMAR AVE/CR 23 MILL & OVERLAY IMPROVEMENT PROJECT (COUNTY)
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.132906
CITY PROJECT 2403-A
AUGUST 2024

LOT CLASSIFICATION LEGEND

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties
	Reduced Street Assessment Due to Unused Existing Street Life

S	Small lot assessment. 0'-60.9'. \$3,250
M	Medium lot assessment. 61'-99.9'. \$4,875
L	Large lot assessment. ≥100'. \$6,500
c	Residential corner lot assessment. \$975 on long side
COMM	Commercial lot assessment. Short side length assessed \$6,500 per equivalent large lot assessment. Total short length/100'×\$6,500. Minimum assessment \$6,500.
C	Commercial corner lot assessment. 30% of long side length assessed \$6,500 per equivalent large lot assessment. Total long length/100'×\$6,500. Minimum assessment \$6,500.

				Frontage Calculations			Overlay		Reduction Amount	Final Assessment Amount	Parcel Classification	
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)	Lot Classification				Assessment
Line	Taxpayer Name	Parcel #	Physical Address									
Willmar Avenue SE (HWY 71 to 1st Street S)												
North Side												
1	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-913-0040	1001 LAKELAND DR SE	620.00		NO	620.00	COMM	\$ 39,000.00	\$ -	\$ 39,000.00	Double-Frontage Lot
2	CENTERPOINT ENERGY MINNEGASCO ATTN: TAX DEPARTMENT	95-913-0050	1125 LAKELAND DR SE		434.00	YES	130.20	COMM C	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
3	GESCH PROPERTIES LLC % LE ANN ISAACSON	95-914-2615			969.50	YES	290.85	COMM C	\$ 13,000.00	\$ -	\$ 13,000.00	Corner Lot
4	BETHESDA	95-914-2610	1205 WILLMAR AVE SE	478.50		YES	478.50	COMM	\$ 26,000.00	\$ -	\$ 26,000.00	Corner Lot
5	BETHESDA	95-055-1000	901 WILLMAR AVE SE		1050.00	YES	315.00	COMM C	\$ 19,500.00	\$ -	\$ 19,500.00	Double-Frontage Lot
6	KMCC LIVING TRUST	95-230-0540	1158 9TH ST SE		100.00	YES	30.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
7	ECKLUND/SHERNEY	95-230-0530	808 PIONEER CIRCLE SE		100.00	YES	30.00	c	\$ 975.00	\$ -	\$ 975.00	Double-Frontage Lot
8	ZUPKE/DAVID & AMANDA	95-230-0520	804 PIONEER CIRCLE SE		126.50	YES	37.95	c	\$ 975.00	\$ -	\$ 975.00	Double-Frontage Lot
9	KANDIYOHI COUNTY - WCCS C/O WOODLAND CENTERS	95-914-1450		299.00		NO	299.00	COMM	\$ 13,000.00	\$ 764.85	\$ 12,235.15	Regular Lot
10	WOODLAND CENTERS	95-914-1460	1125 6TH ST SE	184.00		YES	184.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
11	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-914-1600	209 WILLMAR AVE SE		1337.00	YES	401.10	COMM C	\$ 26,000.00	\$ 1,880.26	\$ 24,119.74	Double-Frontage Lot
12	HEILING PROPERTIES, LLC	95-914-1570	1124 2ND ST SE	153.00		YES	153.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
13	WILLMAR DEV, LLC	95-914-1490	1221 1ST ST S	102.00		YES	102.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
South Side												
14	WILLMAR REAL ESTATE, LLC	95-924-0010		121.75		NO	121.75	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Irregular Lot
15	WILLMAR REAL ESTATE, LLC	95-924-0020			1199.00	YES	359.70	COMM C	\$ 19,500.00	\$ 3,056.85	\$ 16,443.15	Double-Frontage Lot
16	NORTHERN NATURAL GAS COMPANY	95-924-0030	1201 LAKELAND DR SE	98.00		YES	98.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
17	TWC PROPERTIES, LLP	95-441-1010	1550 WILLMAR AVE SE	178.00		YES	178.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
18	TWC PROPERTIES, LLP	95-441-1020	1520 WILLMAR AVE SE	220.00		NO	220.00	COMM	\$ 13,000.00	\$ 560.89	\$ 12,439.11	Regular Lot
19	RO HOLDINGS, LLC	95-382-0040	1412 WILLMAR AVE SE	172.00		NO	172.00	COMM	\$ 6,500.00	\$ 438.51	\$ 6,061.49	Regular Lot
20	R & J TOURS, INC	95-382-0030	1408 WILLMAR AVE SE	171.50		NO	171.50	COMM	\$ 6,500.00	\$ 438.51	\$ 6,061.49	Regular Lot
21	TERWISSCHA REVOC TRUSTS/J & S % JOHN & SHIRLEY TERWISSCHA	95-382-0050		60.00		NO	60.00	COMM	\$ 6,500.00	\$ 152.97	\$ 6,347.03	Irregular Lot
22	D & B PROPERTIES AND MORE, LLC	95-923-0020	1300 WILLMAR AVE SE	170.00		NO	170.00	L	\$ 6,500.00	\$ 433.42	\$ 6,066.59	Regular Lot
23	KINDER/AARON & HANNAH	95-923-0035	1214 WILLMAR AVE SE	137.50		NO	137.50	L	\$ 6,500.00	\$ 350.56	\$ 6,149.44	Regular Lot
24	KENNEDY/JOHN P/III & KRYSTAL G	95-923-0030	1210 WILLMAR AVE SE	137.50		NO	137.50	L	\$ 6,500.00	\$ 350.56	\$ 6,149.44	Regular Lot
25	GESCH LIVING TRUST/JERROLD E	95-923-8860	1200 WILLMAR AVE SE	200.00		YES	200.00	L	\$ 6,500.00	\$ 350.56	\$ 6,149.44	Corner Lot
26	WILLIAMS LIV TRUST/DONALD E C/O DONALD E WILLIAMS	95-672-0010	1104 WILLMAR AVE SE		125.00	YES	37.50	c	\$ 975.00	\$ 340.08	\$ 634.92	Corner Lot
27	ARREDONDO/JAIME & RACHEL	95-670-0910	1100 WILLMAR AVE SE	125.00		YES	125.00	L	\$ 6,500.00	\$ 340.08	\$ 6,159.92	Corner Lot
28	WESTBERG/MICHAEL & LINDA	95-670-0700	1200 11TH ST SE		125.00	YES	37.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
29	RODRIGUEZ/RAFAEL PABLO FUENTES	95-670-0510	1000 WILLMAR AVE SE		125.00	YES	37.50	c	\$ 975.00	\$ 318.69	\$ 656.31	Corner Lot
30	BREIMON/NORMAN R & BARBARA J	95-670-0400	904 WILLMAR AVE SE		125.00	YES	37.50	c	\$ 975.00	\$ 315.40	\$ 659.60	Corner Lot
31	KOWALCZYK/JASON L & NICOLE M	95-670-0210	1201 9TH ST SE		125.00	YES	37.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
32	MUHAMUD/ABDULLAH/ BATULA & OMAR	95-670-0010	812 WILLMAR AVE SE		125.00	YES	37.50	c	\$ 975.00	\$ 325.19	\$ 649.81	Corner Lot
33	KNUTSON/CHARLES & MARLENE	95-923-8305	808 WILLMAR AVE SE	118.00		NO	118.00	L	\$ 6,500.00	\$ 300.84	\$ 6,199.16	Regular Lot
34	SHELTER HOUSE	95-923-8300	804 WILLMAR AVE SE	238.00		NO	238.00	COMM	\$ 13,000.00	\$ 456.36	\$ 12,543.64	Irregular Lot
35	CENTELLAS/DAVID	95-923-8310	712 WILLMAR AVE SE	95.00		NO	95.00	M	\$ 4,875.00	\$ 242.20	\$ 4,632.80	Regular Lot
36	ORSTEN/RAYBURN	95-923-8330	708 WILLMAR AVE SE	85.00		NO	85.00	M	\$ 4,875.00	\$ 216.71	\$ 4,658.29	Regular Lot
37	JDAN PROPERTIES, LLC	95-923-8320	1209 7TH ST SE	182.50		YES	182.50	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
38	GESCH PROPERTIES LLC % LE ANN ISAACSON	95-231-0120	600 WILLMAR AVE SE	346.50		YES	346.50	COMM	\$ 19,500.00	\$ -	\$ 19,500.00	Corner Lot
39	BREMER BANK, LEASEE ATTN: FACILITIES	95-231-0110	500 WILLMAR AVE SE	346.50		YES	346.50	COMM	\$ 19,500.00	\$ -	\$ 19,500.00	Corner Lot
40	COBORN, INC, LEASEE ATTN: TAX DEPT	95-231-0100	1300 5TH ST SE		670.50	YES	201.15	COMM C	\$ 13,000.00	\$ -	\$ 13,000.00	Corner Lot
41	PETERSON REV LIV TRUST/BRUCE&P % PATRICIA PETERSON	95-923-8540	130 WILLMAR AVE SE	115.00		NO	115.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
42	ZE 45TH WAG MN REALTY LLC C/O MICHAEL ZACHARIAS	95-923-8550	1301 1ST ST S		300.00	YES	90.00	COMM C	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
Willmar Avenue SW (1st Street S to 7th Street SW)												
North Side												
43	5 STAR PROPERTIES OF WILLMAR, & LLC	95-280-2610	1200 1ST ST S	233.25		YES	233.25	COMM	\$ 13,000.00	\$ -	\$ 13,000.00	Double-Frontage Lot
44	BARAJUAN/BRUNE/S GLORIA A & BARAJUAN CARDONA	95-280-1610	1224 3RD ST SW	84.50		YES	84.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
45	LANCASTER/ROXANNE L	95-280-1640	308 WILLMAR AVE SW	110.00		NO	110.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
46	REICH/MARVIN D	95-280-1650	320 WILLMAR AVE SW		113.00	YES	33.90	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot

FINAL ASSESSMENT ROLL
WILLMAR AVE/CR 23 MILL & OVERLAY IMPROVEMENT PROJECT (COUNTY)
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.132906
CITY PROJECT 2403-A
AUGUST 2024

LOT CLASSIFICATION LEGEND

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties
	Reduced Street Assessment Due to Unused Existing Street Life

S	Small lot assessment. 0'-60.9'. \$3,250
M	Medium lot assessment. 61'-99.9'. \$4,875
L	Large lot assessment. ≥100'. \$6,500
C	Residential corner lot assessment. \$975 on long side
COMM	Commercial lot assessment. Short side length assessed \$6,500 per equivalent large lot assessment. Total short length/100'×\$6,500. Minimum assessment \$6,500.
C	Commercial corner lot assessment. 30% of long side length assessed \$6,500 per equivalent large lot assessment. Total long length/100'×\$6,500. Minimum assessment \$6,500.

				Frontage Calculations				Overlay		Reduction Amount	Final Assessment Amount	Parcel Classification
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)					
								Lot Classification	Assessment			
Line	Taxpayer Name	Parcel #	Physical Address									
47	KAMSTRA/LINDA SUE % LINDA BARRON DIERING	95-915-2650	1212 4TH ST SW		153.00	YES	45.90	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
48	SUNVOLD/DARRELL & MARY	95-915-2660	1129 5TH ST SW		153.00	YES	45.90	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
49	NIELAND/MARLEEN	95-790-0050	502 WILLMAR AVE SW		145.50	YES	43.65	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
50	JIMENEZ/JOSE L	95-790-0080	512 WILLMAR AVE SW	44.50		NO	44.50	S	\$ 3,250.00	\$ -	\$ 3,250.00	Irregular Lot
51	CASTELLANOS/MARIA R TROCHEZ	95-402-0010	1133 6TH ST SW		106.00	YES	31.80	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
52	CARLSON/LUANN	95-090-2080	1128 6TH ST SW		145.00	YES	43.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
53	ESPELUND/MICHAEL ANTHONY	95-090-2090	1129 7TH ST SW		145.00	YES	43.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
South Side												
54	AFFILIATED COMM MED CTRS & DBA/CARRIS HEALTH CLINICS ATTN:	95-750-0050	101 WILLMAR AVE SW	367.00		YES	367.00	COMM	\$ 19,500.00	\$ -	\$ 19,500.00	Corner Lot
55	AFFILIATED COMM MED CTRS & DBA/CARRIS HEALTH CLINICS ATTN:	95-839-0030		10.00		NO	10.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Irregular Lot
56	AFFILIATED COMM MED CTRS & DBA/CARRIS HEALTH CLINICS ATTN:	95-022-0010	325 WILLMAR AVE SW	248.00		NO	248.00	COMM	\$ 13,000.00	\$ -	\$ 13,000.00	Regular Lot
57	AFFILIATED COMM MED CTRS & DBA/CARRIS HEALTH CLINICS ATTN:	95-022-0100		42.00		NO	42.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Double-Frontage Lot
58	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-750-0080	405 WILLMAR AVE SW	82.00		NO	82.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
59	LINDSTRAND/SUSAN M	95-750-0090	409 WILLMAR AVE SW	75.00		NO	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
60	LINDSTRAND/SUSAN M	95-750-0070	411 WILLMAR AVE SW	65.00		NO	65.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
61	AHLSTRAND/STEVE	95-750-0060	1201 5TH ST SW	75.00		YES	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
62	DIAZ/MICHAEL/&SAMANTHA HUNTLEY	95-480-0010	1200 5TH ST SW		150.00	YES	45.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
63	ELSETH/KARI A	95-480-0130	1201 6TH ST SW		150.00	YES	45.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
64	SLAGTER/ROSE M & JAMES M	95-480-0210	1200 6TH ST SW		150.00	YES	45.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
65	SEARCY/DEBORAH K	95-480-0340	1201 7TH ST SW		150.00	YES	45.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
Willmar Avenue SW (7th Street SW to 22nd Street SW)												
North Side												
66	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-090-1800	824 7TH ST SW	753.50		YES	753.50	COMM	\$ 45,500.00	\$ -	\$ 45,500.00	Corner Lot
67	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-090-2500	824 7TH ST SW	38.50		NO	38.50	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Irregular Lot
68	CITY OF WILLMAR % MUNICIPAL UTILITIES	95-570-0220	902 WILLMAR AVE SW	100.00		NO	100.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
69	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-570-0230	906 WILLMAR AVE SW	100.00		NO	100.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
70	IND. SCHOOL DIST. #347 TO WILLMAR PUBLIC SCHOOLS	95-570-0210	910 WILLMAR AVE SW	190.00		NO	190.00	COMM	\$ 6,500.00	\$ -	\$ 6,500.00	Irregular Lot
71	NADOLNY/EDMUND & LOREL K	95-570-0260	1000 WILLMAR AVE SW	75.00		NO	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
72	BUTTERFIELD/JAMES & TERRIE	95-570-0240	1004 WILLMAR AVE SW	129.50		NO	129.50	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
73	DIVINE HOUSE PROPERTIES LLP	95-570-0250	1018 WILLMAR AVE SW	93.00		NO	93.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
74	WOODS/CECIL & YVONNE	95-600-0510	1041 HILL ROAD SW		57.00	YES	17.10	c	\$ 975.00	\$ -	\$ 975.00	Double-Frontage Lot
75	BAUMGARN/LISA M	95-600-0520	1043 HILL ROAD SW		103.00	YES	30.90	c	\$ 975.00	\$ -	\$ 975.00	Double-Frontage Lot
76	QUITNEY/RYAN & EMILY	95-600-0530	1047 HILL ROAD SW		85.00	YES	25.50	c	\$ 975.00	\$ -	\$ 975.00	Double-Frontage Lot
77	WANG/CHAUN/& RACHEL SMILOVICI	95-600-0550	1051 HILL ROAD SW	55.00		YES	55.00	S	\$ 3,250.00	\$ -	\$ 3,250.00	Corner Lot
78	NIELSEN/CALVIN D & JOY E	95-570-0330	1128 11TH ST SW	75.00		YES	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
79	STREICH/EMILY	95-570-0320	1106 WILLMAR AVE SW	75.00		NO	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
80	HOFFMAN/RICHARD&MARCIA FLUCK	95-570-0360	1112 WILLMAR AVE SW		88.50	YES	26.55	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
81	GALLARDO/ANSELMO GOMEZ	95-850-0130	1140 FLORENCE LANE SW	49.50		YES	49.50	S	\$ 3,250.00	\$ -	\$ 3,250.00	Corner Lot
82	ABELL/SANDRA Y	95-570-0380	1204 WILLMAR AVE SW	63.00		NO	63.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
83	SKAALERUD/ROBERT & JANE	95-570-0390	1210 WILLMAR AVE SW	63.50		NO	63.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
84	QUAM/KRISTIN A	95-570-0510	1216 WILLMAR AVE SW	62.00		NO	62.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
85	HUFFMAN/MICHAEL C & MARNA	95-570-0500	1220 WILLMAR AVE SW		129.50	YES	38.85	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
86	HOME TEAM/THE/OF WILLMAR LLC C/O MARIA HENDRICKSON	95-650-0090	1304 WILLMAR AVE SW		125.00	YES	37.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
87	NIELSEN/CALVIN D & JOY E	95-650-0100	1312 WILLMAR AVE SW		125.00	YES	37.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
88	ZIEHL/RODNEY & AMY	95-650-0290	1400 WILLMAR AVE SW	66.50		YES	66.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
89	ZIEHL/RODNEY & AMY	95-650-0295	1402 WILLMAR AVE SW	58.50		NO	58.50	S	\$ 3,250.00	\$ -	\$ 3,250.00	Regular Lot
90	HEDLOF PROPERTIES, LLC	95-080-0010	1404 WILLMAR AVE SW	94.00		NO	94.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
91	FAITH PROPERTIES, LLC	95-080-0020	1408 WILLMAR AVE SW	93.50		NO	93.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
92	PETERSON/BRETT W & CARRIE A	95-080-0030	1412 WILLMAR AVE SW	93.50		NO	93.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
93	THOMSON/THOMAS E & DONNA K	95-039-0020	1416 WILLMAR AVE SW	46.50		NO	46.50	S	\$ 3,250.00	\$ -	\$ 3,250.00	Regular Lot

FINAL ASSESSMENT ROLL
WILLMAR AVE/CR 23 MILL & OVERLAY IMPROVEMENT PROJECT (COUNTY)
CITY OF WILLMAR, MINNESOTA
BMI PROJECT 0W1.132906
CITY PROJECT 2403-A
AUGUST 2024

LOT CLASSIFICATION LEGEND

LEGEND	Orange lines correspond with street
	Gray lines correspond with sides of street
	Pink lines correspond with City owned properties
	Reduced Street Assessment Due to Unused Existing Street Life

S	Small lot assessment. 0'-60.9'. \$3,250
M	Medium lot assessment. 61'-99.9'. \$4,875
L	Large lot assessment. ≥100'. \$6,500
c	Residential corner lot assessment. \$975 on long side
COMM	Commercial lot assessment. Short side length assessed \$6,500 per equivalent large lot assessment. Total short length/100'×\$6,500. Minimum assessment \$6,500.
C	Commercial corner lot assessment. 30% of long side length assessed \$6,500 per equivalent large lot assessment. Total long length/100'×\$6,500. Minimum assessment \$6,500.

				Frontage Calculations				Overlay		Reduction Amount	Final Assessment Amount	Parcel Classification
				Short Side Lot Length (LF)	Long Side Total Lot Length (LF)	Corner Lot Adjust?	Assessable Front Footage (LF)					
								Lot Classification	Assessment			
Line	Taxpayer Name	Parcel #	Physical Address									
94	THOMSON/THOMAS E & DONNA K	95-039-0010	1418 WILLMAR AVE SW	47.00		NO	47.00	S	\$ 3,250.00	\$ -	\$ 3,250.00	Regular Lot
95	HIS PROPERTY GROUP LLC	95-080-0050	1428 WILLMAR AVE SW	92.00		YES	92.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
96	WRIGHT/STEVEN L & NANCY J	95-042-0370	1120 15TH ST SW		150.00	YES	45.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
97	WOOD/DEANNA	95-042-0380	1508 WILLMAR AVE SW	72.00		NO	72.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
98	DITTBERNER/MICHAEL C & SUSAN	95-042-0390	1115 16TH ST SW	111.00		YES	111.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
99	HANSON/MYRON D & KAREN R	95-550-0130	1116 16TH ST SW	76.00		YES	76.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
100	ALVEREZ-PEREZ/ADAN	95-550-0140	1604 WILLMAR AVE SW	84.00		NO	84.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
101	DUBRUYCKER/TERENCE/&K EDDY	95-550-0150	1608 WILLMAR AVE SW	67.50		NO	67.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
102	KITZMANN/WAYNE H	95-550-0160	1113 17TH ST SW	76.00		YES	76.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
103	HOLMGREN/KURT D	95-350-0090	1112 17TH ST SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
104	VANDEN EINDE/DONALD & MARY L	95-350-0110	1708 WILLMAR AVE SW	95.00		NO	95.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
105	AUGUSTIN/RANDY R & JILL V	95-350-0120	1113 18TH ST SW	75.00		NO	75.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
106	CITY OF WILLMAR % MUNICIPAL UTILITIES	95-916-3010	800 18TH ST SW	680.00		NO	680.00	COMM	\$ 39,000.00	\$ -	\$ 39,000.00	Irregular Lot
107	CITY OF WILLMAR	95-916-3010	800 18TH ST SW	910.00		NO	910.00	COMM	\$ 58,500.00	\$ -	\$ 58,500.00	Irregular Lot
South Side												
108	COFER/JOEL N & SANDRA R	95-780-0010	1200 7TH ST SW		115.00	YES	34.50	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
109	AYON/GENOVEVA	95-780-0210	1202 7 1/2 ST SW		109.50	YES	32.85	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
110	STATE OF MINNESOTA %COUNTY AUDITOR(FORFEIT LANDS)	95-780-0480	1201 8TH ST SW		109.00	YES	32.70	COMM C	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
111	FIRST COVENANT CHURCH	95-750-0750	801 WILLMAR AVE SW	339.00		NO	339.00	COMM	\$ 19,500.00	\$ -	\$ 19,500.00	Double-Frontage Lot
112	HABBen LIVING TRUST % EARL J & MARLYCE M HABBen	95-922-7270	1200 9TH ST SW	95.00		YES	95.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
113	HEATH/JONATHAN T & JENNIFER M	95-922-7250	905 WILLMAR AVE SW	85.00		NO	85.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
114	HENDRICKSON/MARIA	95-922-7240	909 WILLMAR AVE SW	174.75		NO	174.75	L	\$ 6,500.00	\$ -	\$ 6,500.00	Irregular Lot
115	PAULY FAMILY REVOC LIVING TRUST % KENNETH & BARBARA PAULY	95-922-7100	911 WILLMAR AVE SW	158.00		YES	158.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
116	SWANSON/VI & N SUSSENGUTH	95-612-0010	1021 WILLMAR AVE SW	91.50		YES	91.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
117	JOHNSON/CINDY K	95-270-0010	1029 WILLMAR AVE SW	56.00		NO	56.00	S	\$ 3,250.00	\$ -	\$ 3,250.00	Regular Lot
118	LIESKE/JAMES B	95-270-0020	1031 WILLMAR AVE SW	50.00		NO	50.00	S	\$ 3,250.00	\$ -	\$ 3,250.00	Regular Lot
119	SWEEP/ALEISHA M	95-612-0050	1037 WILLMAR AVE SW	110.00		NO	110.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
120	PORTIIN/BRUCE P & RITA M	95-612-0040	1041 WILLMAR AVE SW	69.00		YES	69.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Corner Lot
121	VINJE LUTHERAN CHURCH	95-690-0240	1101 WILLMAR AVE SW		489.50	YES	146.85	COMM C	\$ 6,500.00	\$ -	\$ 6,500.00	Double-Frontage Lot
122	CABRERA/ANDRES/ & A CABERA	95-690-0230	1217 WILLMAR AVE SW		110.00	YES	33.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
123	GIMMESTAD/SELMER R & KELLY L/ & JOSHUA T & JESSICA GIMMESTAD	95-690-0050	1301 WILLMAR AVE SW		133.50	YES	40.05	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
124	BRAUN/ALBIN D	95-690-0040	1309 WILLMAR AVE SW	72.00		NO	72.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
125	JOHNSON/JAMES D & DIANE	95-690-0030	1317 WILLMAR AVE SW	72.00		NO	72.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
126	PETERSON/SHARON A	95-690-0020	1323 WILLMAR AVE SW	72.00		NO	72.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
127	PETERSON/DERIK/&TIANNA R CHUTE	95-690-0010	1329 WILLMAR AVE SW	72.00		NO	72.00	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
128	JOHNSON/RONALD E & MICHELE A	95-060-0010	1401 WILLMAR AVE SW	100.00		NO	100.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
129	SCHWAB/LOURDEZ & JASON	95-060-0020	1415 WILLMAR AVE SW	100.00		NO	100.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
130	MARCUS/ROSS & DAWN C/O MARCUS CONSTRUCTION CO	95-060-0030	1419 WILLMAR AVE SW	100.00		NO	100.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Regular Lot
131	DAVIS/KIMBERLY R	95-060-0040	1425 WILLMAR AVE SW	79.50		NO	79.50	M	\$ 4,875.00	\$ -	\$ 4,875.00	Regular Lot
132	SCHUELLER/BRADLEY T & RONNA	95-060-0060	1433 WILLMAR AVE SW	100.00		YES	100.00	L	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
133	ELLINGER/LETITIA E	95-860-0010	1200 15TH ST SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
134	ZIEBARTH/FRANK & SUZANNE	95-860-0140	1505 WILLMAR AVE SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
135	ERICKSON/JUANITA P	95-860-0210	1601 WILLMAR AVE SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
136	JONES/JOHN S & GINA M	95-860-0320	1201 17TH ST SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
137	RUHL/RYAN	95-860-0410	1200 17TH ST SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
138	MOLACEK/JOHN & JULIE	95-510-0210	1705 WILLMAR AVE SW		130.00	YES	39.00	c	\$ 975.00	\$ -	\$ 975.00	Corner Lot
139	CURA	95-921-5710	1801 WILLMAR AVE SW		450.00	YES	135.00	COMM C	\$ 6,500.00	\$ -	\$ 6,500.00	Corner Lot
140	CITY OF WILLMAR	95-921-5690			1137.50	YES	341.25	COMM C	\$ 19,500.00	\$ -	\$ 19,500.00	Double-Frontage Lot
			TOTALS	13,346.75	13,024.00		17,253.95	-	944,775.00	\$ 11,633.47	\$ 933,141.53	



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Michelle Marotzke, KCED Business Development Manager
Item:	Kandiyohi County Economic Development 2025 budget		

RECOMMENDED ACTION:

Motion to adopt the proposed 2025 budget for the Kandiyohi County and City of Willmar Economic Development Commission (KCED).

OVERVIEW:

In 2003, the City of Willmar and Kandiyohi County established a joint operation's entity, the Kandiyohi County and City of Willmar Economic Development Commission (KCED), to encourage, attract, promote, and develop industry and commerce with the County and City. Typically, over 85% of the KCED's revenues are from a county tax levy. However, due to the Small Business Assistance Partnership Grant award from the Minnesota Department of Employment and Economic Development (DEED), the county tax levy will represent 75% of the KCED's revenues in 2025. The remaining income comes from grants, loan repayments, interest, reimbursements, etc.

The proposed KCED budget revenue for 2025 totals \$848,523, including a county tax levy of \$637,850. The proposed budget represents a 36.6% decrease from the current year's revenue of \$1,338,576, which reflects a \$500,000 grant award from the DEED for Child Care Economic Development projects. The county tax levy request represents a \$29,794 or 4.9% increase from the current fiscal year. The total projected expenditures for 2025 are \$846,615 and are also notably down from the 2024 expenditures total, but again this is primarily related to the Child Care Economic Development Grant from DEED. The budget continues to be balanced.

BUDGETARY/FISCAL ISSUES:

Delay Council action if additional information is needed

ALTERNATIVES TO CONSIDER:

None

ATTACHMENTS:

1. 2025 KCED Proposed Budget vs. 2024 budget and 6.30.2024 Comparison 7.9.2024

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
REVENUES			
County Tax Levy (4.9% Increase)	\$ 637,850	\$ 608,056	\$ 340,807.19
Fiscal Agent			
Creating Entrepreneurial Opportunities student loan program	\$ 22,000	\$ 22,000	\$ 16,630.32
Grants			
MN Department of Agriculture / USDA	\$ 5,000	\$ 5,000	
MN Department of Employment & Economic Development (DEED)			
Child Care Grant	\$ 10,000	\$ 500,000	\$ 31,305.96
Elevate Community Business Academy	\$ 84,420	\$ 119,080	
Other Grants	\$ 8,000	\$ 13,000	
Total Grants	\$ 107,420	\$ 637,080	\$ 31,305.96
Insurance dividends	\$ 400	\$ 400	
Interest on investments			
Citizens Alliance CD (closed 4/2024)			\$ 2,835.25
Concorde Bank (Revolving Loan Fund savings account)	\$ 100	\$ 950	\$ 246.55
Concorde Bank CD matures October 2024			
Heritage Bank savings account	\$ 100	\$ 150	\$ 12.99
Lake Region Bank - Microenterprise Loan account	\$ 350	\$ 900	\$ 327.57
United Prairie Bank \$109,619.23 CD matures October 2024	\$ 300	\$ 250	
Total Interest on investments	\$ 850	\$ 2,250	\$ 3,422.36
Loans			
Microenterprise Loan Fund repayments interest	\$ 1,323	\$ 700	\$ 967.00
Microenterprise Loan Fund closing fees	\$ 200	\$ 200	
Revolving Loan Fund closing fees	\$ 900	\$ 900	\$ 920.00
Revolving Loan Fund repayments interest	\$ 14,080	\$ 6,500	\$ 7,799.61
Total Loans	\$ 16,503	\$ 8,300	\$ 9,686.61
Other Income			\$ 325.00
Elevate Community Business Academy - Corporate Donations	\$ 3,000	\$ 3,000	
Reimbursements, sponsorships and in-kind contributions			
Engineering and Professional Service Reimbursement	\$ 5,000	\$ 7,000	
Farmtastic	\$ -	\$ 5,500	
Workforce Events	\$ 2,500	\$ 3,500	
SWIF Contributions			\$ 5,000.00
Elevate Community Business Academy	\$ 53,000	\$ 41,490	
Total Other Income	\$ 63,500	\$ 60,490	\$ 5,325.00
TOTAL REVENUES	\$ 848,523	\$ 1,338,576	\$ 407,177.44

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
EXPENSES			
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES			
Advertising/Promotions	\$ 400	\$ 400	
Dinner Event and Silent Auction			
Advertising	\$ 700	\$ 700	
Decorations	\$ 2,200	\$ 2,000	\$ 2,040.11
Entertainment	\$ 500	\$ 500	
Event Food and Beverages	\$ 8,000	\$ 8,000	\$ 6,422.35
Silent Auction baskets/gifts	\$ 1,000	\$ 1,500	\$ 237.60
Meals/Meeting refreshments	\$ 300	\$ 600	\$ 14.88
Memberships/Dues	\$ 1,000	\$ 1,000	\$ 712.74
Miscellaneous	\$ 1,000	\$ 1,500	\$ 522.28
Supplies	\$ 500	\$ 500	\$ 285.01
Tradeshow			\$ 120.00
Transportation/Travel	\$ 200	\$ 200	\$ 654.93
Other			0.39
Total CEO Loan Expenses	\$ 15,800	\$ 16,900	\$ 11,010.29
Board Expenses			
Joint Operations Board (includes meals/administrative time)	\$ 4,700	\$ 4,900	\$ 2,709.75
Joint Powers Board (includes meals/administrative time)	\$ 2,500	\$ 2,500	\$ 1,991.27
Total Other Expenses	\$ 7,200	\$ 7,400	\$ 4,701.02
Countywide Business Development			
CEO Student Program Administration	\$ 200	\$ 200	\$ 39.20
Engineering and Other Professional Services (County)			
Countywide	\$ 6,000	\$ 6,000	\$ 5,914.25
Willmar Wye/Willmar Industrial Park	\$ 7,000	\$ 7,500	\$ 500.00
Entrepreneurial Technical Assistance	\$ 1,000	\$ 1,000	
Mowing/Maintenance of Lot	\$ 2,500	\$ 2,500	
Total Countywide Business Development	\$ 16,700	\$ 17,200	\$ 6,453.45
Economic Development Community Contributions			
Sponsor Fees			
Central MN Tour of Manufacturing	\$ 850	\$ 850	
Family Resource Center / Vision 2040	\$ 1,000	\$ 1,000	\$ 1,000.00
Other			\$ 500.00
Total Economic Development Community Contributions	\$ 1,850	\$ 1,850	\$ 1,500.00
Elevate Community Business Academy			
Mileage/Travel	\$ 1,400	\$ 1,600	\$ 29.01
Professional Services			
Consultants	\$ 121,730	\$ 129,270	\$ 14,197.13
General Administrative Services	\$ 4,900	\$ 4,100	\$ 1,279.60
Personnel	\$ 13,300	\$ 5,700	\$ 10,293.00
Total Professional Services	\$ 139,930	\$ 139,070	\$ 25,769.73
Supplies & Curriculum	\$ 23,100	\$ 22,900	\$ 6,664.80
Other	\$ -		
Total Elevate Community Business Academy	\$ 164,430	\$ 163,570	\$ 32,463.54

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
COMMITTEE EXPENSES			
Agriculture and Renewable Energy Development			
Advertisement (Ind. Hemp Rooted magazine ad)	\$ 1,500	\$ 1,400	\$ 714.50
Ag Projects (Ind. Hemp Econ. Impact Study)	\$ 5,000	\$ 5,000	\$ 147.40
Conferences/Seminars/Trainings (including Industrial Hemp)	\$ 4,000	\$ 3,000	\$ 100.00
Meals/Meeting refreshments	\$ 300	\$ 200	
Mileage/Travel	\$ 2,500	\$ 1,000	
Local Donations			
Willmar EcoFair (e.g. speaker/booth/giveaways)	\$ 500		
Other Speaker/Event Fees	\$ 500		
FarmFest (giveaways & booth)	\$ 1,150	\$ 1,025	
Farmtastic (Stingers Night)			
Stingers Package	\$ -	\$ 6,000	
Giveaways	\$ -	\$ 850	
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,500	\$ 1,500	\$ 1,500.00
Professional Services			
General Administrative Services	\$ 2,500	\$ 2,500	\$ 1,391.60
Other	\$ 1,500		
Supplies (office or program)	\$ 300	\$ 300	
Total Ag Committee Expenses	\$ 21,250	\$ 22,775	\$ 3,853.50
Broadband and Advanced Technology			
Digital Inclusion Grant			
Supplies	\$ 500		
Contracts	\$ -		
Conferences/Seminars/Trainings	\$ 500	\$ 800	
Marketing	\$ 500	\$ 750	
Meals/Meeting Refreshments	\$ 200	\$ 200	
Mileage/Travel	\$ 500	\$ 500	\$ 95.81
Postage/mailing services	\$ 500	\$ 500	
Printing, copying & publishing	\$ 500	\$ 750	
Professional Services			
General Administrative Services	\$ 3,000	\$ 2,500	\$ 1,031.30
Other			\$ 2,100.00
Total Professional Services	\$ 3,000	\$ 2,500	\$ 3,131.30
Total Broadband and Advanced Technology Committee Expenses	\$ 6,200	\$ 6,000	\$ 3,227.11
Business Retention and Expansion/Recruitment (BRE)			
Childcare Initiative			
Contractual			\$ (2,041.00)
Subgrants			
Generations LLC		\$ 250,000	
Prairie Woods Environmental Learning Center		\$ 250,000	
Shared Services Agreement with UCAP	\$ 29,900	\$ 28,521	\$ 6,011.99
Supplies	\$ 100		\$ 8.50
Travel	\$ 400		\$ 170.86
Other			\$ 60.91
Total Childcare Initiative	\$ 30,400	\$ 528,521	\$ 4,211.26
Highway 23 Coalition			
Conferences/Seminars/Trainings	\$ 100	\$ 100	
General Administrative Services	\$ -	\$ 500	\$ 147.00
Mileage/Travel	\$ 500	\$ 500	\$ 230.48
Total Highway 23 Coalition	\$ 600	\$ 1,100	\$ 377.48

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
Marketing	\$ 500	\$ 500	\$ 250.00
Mileage/Travel	\$ 600	\$ 600	\$ 306.19
Professional services			
General administrative services	\$ 2,000	\$ 3,000	\$ 228.90
Total Professional Services	\$ 2,000	\$ 3,000	\$ 228.90
Workforce Development			
Career/Job Fairs	\$ 1,000	\$ 1,000	\$ 1,015.86
Workforce Events	\$ 1,500	\$ 1,500	
Workforce Solutions Summit	\$ 2,500	\$ 3,500	
Total Workforce Development	\$ 5,000	\$ 6,000	\$ 1,015.86
Total BRE Committee Expenses	\$ 39,100	\$ 539,721	\$ 6,389.69
Finance			
Meals	\$ 700	\$ 800	\$ 144.85
Mileage/Travel	\$ 150	\$ 150	
Non-Traditional lender event	\$ 500	\$ 500	
Other misc.			\$ 20.00
Professional services			
General administrative services	\$ 2,200	\$ 2,000	\$ 806.40
Legal services	\$ 400	\$ 300	\$ 281.25
Total Professional Services	\$ 2,600	\$ 2,300	\$ 1,087.65
Total Finance Committee Expenses	\$ 3,950	\$ 3,750	\$ 1,252.50
Marketing and Public Relations			
Branding	\$ 1,100	\$ 750	\$ 605.60
Community events	\$ 600	\$ 1,200	
Displays and giveaways	\$ 2,900	\$ 2,900	
Meals/Meeting refreshments	\$ 1,250	\$ 1,250	\$ 651.63
Media			
Newspaper	\$ 1,200	\$ 1,200	\$ 370.00
Printing, copying & publishing	\$ 500	\$ 500	\$ 560.00
Publications (Impact, visitor's guide, etc.)	\$ 850	\$ 850	\$ 410.00
Radio - MPR	\$ 2,520	\$ 2,520	
Video production	\$ 600	\$ 600	
Media - Other (Facebook promotions)	\$ 200	\$ 200	
Total Media	\$ 5,870	\$ 5,870	\$ 1,340.00
Mileage/Travel	\$ 1,000	\$ 1,200	\$ 245.02
Professional services			
General administrative services	\$ 3,500	\$ 3,750	\$ 2,688.84
Total Professional Services	\$ 3,500	\$ 3,750	\$ 2,688.84
Subscriptions	\$ 2,600	\$ 2,600	\$ 842.48
Website Development/Maintenance	\$ 1,200	\$ 500	\$ 924.00
Other			\$ 50.00
Total Marketing and Public Relations Committee Expenses	\$ 20,020	\$ 20,020	\$ 7,347.57
Tourism/Leisure Travel			
CVB Tourism Partnership Agreement	\$ 25,000	\$ 25,000	\$ 6,250.00
Meals/Meeting refreshments	\$ 100	\$ 100	
Mileage/Travel	\$ 200	\$ 200	\$ 2.68
Total Tourism/Leisure Travel Committee	\$ 25,300	\$ 25,300	\$ 6,252.68
Total Committee Expenses	\$ 115,820	\$ 617,566	\$ 28,323.05

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
EMPLOYEE COMPENSATION			
Executive Director			
Director's salary	\$ 122,500	\$ 128,128	\$ 64,064.16
Director's health insurance	\$ 8,500	\$ 15,500	\$ 8,873.70
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 9,371	\$ 9,802	
Director's pension (PERA) employer rate is 7.5%	\$ 9,188	\$ 9,610	\$ 4,804.80
Total Executive Director's Compensation	\$ 149,559	\$ 163,040	\$ 77,742.66
Business Development Manager's position			
Business Development Manager's salary	\$ 85,387	\$ 82,900	\$ 28,000.00
Business Development Manager's health insurance	\$ 6,700	\$ 6,100	\$ 3,228.24
Business Development Manager's payroll taxes	\$ 6,532	\$ 6,342	
Business Development Manager's PERA	\$ 6,404	\$ 6,218	\$ 2,100.00
Total Business Development Specialist's Compensation	\$ 105,023	\$ 101,559	\$ 33,328.24
Marketing & Communications Specialist			
Marketing & Communications Specialist's salary	\$ 58,477	\$ 56,774	\$ 28,386.96
Marketing & Communications Specialist's payroll taxes	\$ 4,474	\$ 4,343	
Marketing & Communications Specialist's PERA	\$ 4,386	\$ 4,258	\$ 2,129.04
Total Marketing & Communications Specialist's Compensation	\$ 67,337	\$ 65,375	\$ 30,516.00
BlueCross Vision Plan	\$ 500	\$ 493	\$ 105.00
Employee workers' compensation insurance	\$ 1,000	\$ 1,000	\$ 433.00
Employer payroll taxes			\$ 9,096.22
Total other employee compensation	\$ 1,500	\$ 1,493	\$ 9,634.22
Total Employee Compensation	\$ 323,418	\$ 331,468	\$ 151,221.12
ADMINISTRATIVE EXPENSES			
Geofencing for conferences		\$ 800	
MCIT property/casualty insurance	\$ 6,500	\$ 5,700	\$ 4,998.00
Meals not for a committee	\$ 1,000	\$ 1,200	\$ 159.75
Memberships, dues, subscriptions			
Community Venture Network (CVN)	\$ 2,125	\$ 2,125	\$ 2,125.00
EDAM membership	\$ 695	\$ 695	\$ 770.00
Greater Minnesota Partnership	\$ 1,500	\$ 1,500	\$ 1,500.00
Highway 23 Coalition membership	\$ 250	\$ 250	\$ 250.00
Industrial Hemp Association	\$ 325	\$ 325	\$ 325.00
Local organizations	\$ 900	\$ 900	\$ 650.00
MAPCED membership	\$ 625	\$ 625	\$ 500.00
MN DEED Marketing Partnership dues	\$ 700	\$ 700	\$ 715.05
Subscriptions	\$ 1,000	\$ 1,100	\$ 276.25
Memberships, dues, subscriptions - other	\$ 393		\$ 392.60
Total Memberships, dues, subscription	\$ 8,513	\$ 8,220	\$ 7,503.90
Moving expenses for new Executive Director			
Professional services			
Accountant fees	\$ 500	\$ 500	
Auditor	\$ 13,600	\$ 13,600	
Bookkeeping fees	\$ 9,000	\$ 7,500	\$ 4,942.50
Executive search firm	\$ -	\$ 24,000	
Legal fees	\$ 600	\$ 600	
Other	\$ -		\$ 1,225.00
Total Professional Services	\$ 23,700	\$ 46,200	\$ 6,167.50
Travel, conference, school	\$ 16,000	\$ 15,000	\$ 8,180.87
Virtual meetings & promotions	\$ 400	\$ 600	\$ 433.96
Total Administrative Expenses	\$ 56,113	\$ 77,720	\$ 27,443.98

2025 Budget		2024 Budget Amended 5.9.2024	As of 6/30/2024
OFFICE EXPENSES			
Bank Fees	\$ 100	\$ 100	
Cleaning person	\$ 3,000	\$ 2,500	\$ 970.90
Deprec. - furniture & equip.			\$ 9,869.89
Equipment maintenance and rental			
Software, including Executive Pulse (CRM Annual Fee)	\$ 2,800	\$ 2,800	\$ 93.61
Technology maintenance contract for computers/Cybersecurity	\$ 10,500	\$ 9,000	5292.36
Other	\$ 500	\$ 1,000	\$ 65.00
Total Equipment Maintenance & Rental	\$ 13,800	\$ 12,800	\$ 5,450.97
Furniture and equipment			
Xerox lease	\$ 5,500	\$ 5,500	\$ 2,653.68
Furniture and equipment - Other	\$ 2,000	\$ 2,000	\$ 647.25
Total Furniture and Equipment	\$ 7,500	\$ 7,500	\$ 3,300.93
Office equipment and miscellaneous	\$ 1,500	\$ 1,500	\$ 1,782.83
Postage, mailing service	\$ 500	\$ 500	\$ 290.36
Printing, copying and publishing	\$ 900	\$ 500	\$ 1,026.89
Professional services:			
Engineering and other services			\$ 310.00
General administrative	\$ 53,000	\$ 53,000	\$ 22,734.60
Planning session facilitator	\$ 3,500	\$ 3,500	
Total Professional Services	\$ 56,500	\$ 56,500	\$ 23,044.60
Rent and storage unit	\$ 49,984	\$ 25,500	\$ 12,720.00
Rent (water cooler, post office box)	\$ 300	\$ 300	\$ 256.22
Supplies	\$ 4,500	\$ 4,500	\$ 3,444.58
Telephone/Telecommunications	\$ 6,700	\$ 6,700	\$ 3,176.84
Office Expenses - Other			\$ 55.00
Total Office Expenses	\$ 145,284	\$ 118,900	\$ 65,390.01
TOTAL PROGRAM EXPENSES	\$ 846,615	\$ 1,352,574	\$ 328,506.46



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Connect Willmar Marketing Proposals		

RECOMMENDED ACTION:

1. To Approve the Marketing Proposal from Hometown Fiber, LLC
2. To Approve the Marketing Proposal from Replace

OVERVIEW:

The Broadband Committee has reviewed two proposals from Hometown Fiber and Replace for supplemental services to assist the Committee and City Staff in efforts to market the Connect Willmar project.

Incorporating outside firms into a locally driven project can offer substantial benefits, even when the project is led and managed within the community.

1. **Expertise and Experience:** Outside firms bring specialized knowledge and experience that may not be readily available locally. Their expertise can enhance the quality of the project, ensure best practices are followed, and address complex challenges efficiently.
2. **Objective Perspective:** An external perspective can provide a fresh view and insights, helping to identify potential issues or opportunities that might be overlooked. This can lead to more innovative solutions and prevent potential pitfalls.
3. **Resource Augmentation:** Our staff and committee have limited resources and capacity. By partnering with others, they can supplement these shortcomings with additional skills, technology, or personnel, ensuring that the project is completed on time and to a high standard.
4. **Risk Management:** By engaging outside experts, the project can benefit from their experience in managing risks and navigating challenges. This can help in anticipating problems and developing effective mitigation strategies.

5. **Efficiency and Speed:** By utilizing others we can use processes and tools that can streamline project execution, potentially accelerating timelines and reducing costs.

In essence, while local leadership and drive are crucial for the project's relevance and alignment with community needs, the strategic involvement of outside firms can significantly enhance its overall success.

Branding a project is important for several key reasons:

1. **Identity and Recognition:** Branding helps establish a clear identity for the project. A strong brand makes the project recognizable and memorable, distinguishing it from other initiatives and helping it stand out in the public's mind.
2. **Credibility and Trust:** A well-defined brand can enhance the project's credibility. It conveys professionalism and reliability, which can build trust with stakeholders, partners, and the target audience.
3. **Consistency and Clarity:** Branding provides a consistent message and visual identity, which ensures that all communications and materials are unified and clear. This consistency helps in effectively conveying the project's goals and values.
4. **Engagement and Support:** A compelling brand can engage the target audience more effectively, generating interest and enthusiasm. It can also foster a sense of community and support among stakeholders and beneficiaries.
5. **Differentiation:** In a crowded market or competitive environment, a strong brand helps differentiate the project from others. This can be crucial for attracting attention, securing funding, or garnering media coverage.
6. **Motivation and Alignment:** For internal teams and partners, a strong brand can enhance motivation and alignment by clearly communicating the project's mission and vision. This can lead to greater commitment and cohesion among those involved.
7. **Long-Term Impact:** A well-developed brand can have lasting benefits, contributing to the project's legacy and long-term impact. It helps in creating a lasting impression and can facilitate future initiatives or expansions.

In summary, branding a project is not just about creating a logo or a name; it's about shaping perception, building trust, and ensuring that the project communicates effectively with its audience.

BUDGETARY/FISCAL ISSUES:

Hometown Fiber, LLC \$30,000 (Not to exceed)

Replace \$10,000

Total \$40,000

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution Hometown Fiber
2. Resolution Replace

3. Hometown Fiber Proposal
4. Replace Proposal

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO A
CONTRACT WITH HOMETOWN FIBER, LLC**

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into a Contract with Hometown Fiber, LLC for City-Owned Fiber Network in the amount not to exceed \$30,000.

Dated this 19th day of August, 2024

Mayor

Attest:

City Clerk

RESOLUTION NO.
RESOLUTION AUTHORIZING EXECUTION OF
A CONTRACT WITH REPLACE

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and City Administrator to enter into a contract with Replace for City-Owned Fiber Network in the amount of \$10,000.

Dated this 19th day of August 2024

Mayor

Attest:

City Clerk



Hometown Fiber Project ID: 24.802
V1 R0

Connect Willmar Marketing

August 10, 2024



Submitted to:

Kyle Box
City Operations Director
City of Willmar

Submitted Via email:

kbox@willmar.gov

Submitted by:

Kyle Moorhead
President
Hometown Fiber

kyle@yourhometownfiber.com | 612-778-8572

Hometown Fiber

601 Carlson Parkway, Suite 1050 | Minnetonka, MN 55305
763-299-9500 | yourhometownfiber.com

Introduction

Thank you for the opportunity to submit this proposal supporting the City's promotional endeavors for the Connect Willmar Initiative.

Goals

Hometown Fiber recognizes the following goals that the City of Willmar aims to achieve:

1. Minimize the expenses associated with the marketing campaign.
2. Secure commitments from residential and business subscribers within Phase 1 project boundaries before the council's decision in March 2025 to proceed with construction.
3. Secure one or more internet service providers that can offer competitive prices and excellent customer service for business and residential broadband services in Willmar.
4. Create awareness about the Connect Willmar Initiative, highlight its benefits, and maximize support among residents, business owners, and other stakeholders in Willmar.
5. Enhance the public image of the City of Willmar as a technologically advanced and innovative community.

Scope of Work

Hometown Fiber acknowledges the City of Willmar's intention to primarily engage its own staff and broadband committee members in the execution of the project. The provided scope and price estimates represent Hometown Fiber's role as an advisory partner. The scope of work comprises the following:

Scope	Estimate
Assisting the city in developing a marketing strategy for both businesses and residents, aimed at promoting the benefits of the Connect Willmar Initiative.	\$ 5,000
Assisting the city in crafting the appropriate language for brochures, postcards, emails, mailers, web content, social media posts, advertisements, letters of support, and service commitments.	\$10,000
Attending select informational events at the request of city staff to provide in-depth technical insights if deemed necessary.	\$10,000
Aiding the city in garnering support from key institutions and community stakeholders.	\$ 5,000

Project manager Mitch Gordon leads this scope of work. Mitch will ensure the efficient and effective completion of tasks as assigned to Hometown Fiber, thereby ensuring the project remains within the set timeline and budget. Performing the workload within this scope will be Marlena Pfeiffer.

Anticipated Timeline

Hometown Fiber will start this work upon receiving authorization to proceed. We acknowledge the city's efforts to ensure the completion of all marketing and outreach activities, as well as the attainment of a sufficient number of residences and businesses signed up, prior to the March 2025 Council Decision for project construction.

Event	Date
Council approves proposal:	19 AUG 2024
Authorization to proceed:	20 AUG 2024
Scope of work begins	20 AUG 2024
Scope of work ends	01 NOV 2024

Terms Rates and Fees

Our proposal and cost estimates are based on the terms, rates, and fees outlined below. Should additional work be required beyond the scope of this proposal, Hometown Fiber will apply these same terms, rates, and fees to determine the associated costs. These terms, rates, and fees will remain valid for a period of sixty calendar days from the date of this proposal.

Terms

- Invoices will reflect time and materials consumed.
- Time is billed in ¼ hour increments.
- Work will cease upon reaching the not-to-exceed amount.
- Hometown Fiber invoices bi- monthly.
- NET30 credit terms are extended.
- No deposit is required.

Rates

Rates are per-hour, per-person.

- Principal Consultant: \$150.00
- Senior Consultant: \$120.00
- Associate Consultant: \$ 50.00

Fees

- Mileage \$.67/mile/vehicle
- Per Diem \$200/person/day
- All other expenses: Cost plus 10%

Not-To-Exceed Amount

Hometown Fiber shall not exceed the following amount without prior approval:

PRICE: \$ 30,000.00 Thirty Thousand (dollars)
Numerical Written

REPLACE

PROPOSAL FOR BRANDING | REVISED: TUESDAY, AUGUST 13, 2024

CITY OF WILLMAR, MINNESOTA

Willmar Connect : City-Owned Fiberoptic Network

City of Willmar - Administration

333 6th Street SW

Willmar, MN 56201

Kyle Box

City Operations Director

320-214-5172

kbox@willmarmn.gov

REPLACE | 5008 34th Ave S, Minneapolis, MN 55417 | designreplace.com

tel. 612.724.3444 | fax. 612.354.3219 | info@designreplace.com

SCOPE OF SERVICES + BUDGET

Brand Naming and Design for Willmar Connect Fiberoptic (WCF) : City-Owned Fiberoptic Network

Design Project Details

The City of Willmar (CW) has a desire to create a city-owned fiberoptic network to provide affordable broadband services to Willmar residents. CW has asked Replace to name and design the new Willmar Connect Fiberoptic brand (WCF) for the newly updated CW Brand Identity System. Replace will create the first round of preliminary design and naming ptions for WCF. The design work will be focused on widening, and clarifying the brand voice for this great new city offering. The Primary target markets are the working families and businesses we want to attract and retain for permanent Willmar residency. The WCF design work will work seamlessly inside of the new CW Identity System. Replace will then refine the Preliminary Design into the final design execution.

Work to be Shown in Phase One Presentation :

- Three Different WCF Directions
- Naming, Tag-line & Descriptor Development
- Color Palette, Typography, & Brand Visuals
- Design Applied to Brand Collateral

Work to be Shown in Phase Two Presentation :

- Refinement of WCF ID into One Direction
- Design Applied to Brand Collateral

Work to be Shown in Phase Three Presentation :

- Application of WCF to Social Media Templates, Yard Signs, 5 Social Media Platforms, Promotional Materials

Total Design Budget: \$10,000

- 1. Brand Design and Two Rounds of Revisions: \$5,000
- 2. Application of WCF ID to Brand Collateral: \$5,000

General Timing Milestones

- TBD: Project Begins
- TBD: Branding Design Complete
- TBD: Present to City Council
- TBD: Implement to Existing Style Guide

Proposed Replace Timeline (TBD):

Kick off Meeting :	Week 1
Phase One Design Presentation :	Week 3
Client Feedback :	Week 4
Phase Two Design Presentation :	Week 5
Client Feedback :	Week 6
Phase Three Design Presentation :	Week 7
Client Feedback :	Week 8
Style Guide Addition :	Week 9
Final Style Guide Delivery :	Week 10

All brand design and brand assets will property of the City of Willmar, MN.

All brand assets will be delivered via secure Dropbox Server and will be hosted by Replace Inc.

OUR DESIGN TEAM



JEFF JOHNSON : Creative Director, Founder, Owner

Jeff wants to replace entrenched power with power to the people. Crappy food with food that honestly feeds. Half the swords with twice the shields. The bad parts for parts that speak from our hearts. Jeff Johnson was born in rural North Dakota. After spending his first two decades as a farm kid and heavy equipment operator on the high plains, Jeff attended art school in Moorhead, Minnesota. Graduating B.F.A. with honors and living out of his 1983 Buick Skylark, Jeff began working for the Fallon Advertising Agency and Duffy Design in 1992. While at Duffy, Jeff designed such pop icons as Frutopia and Miller Time. He has work in the Permanent Collection of 20th Century American Design in the Smithsonian Institute as well as the Minnesota Historical Society. Following his time at Duffy, Jeff served as Senior Designer for Designworks in New Zealand, and is often featured in design industry publications as an authority in the field. Jeff founded Replace in 1996, and has since won local, national, and international design awards with creative solutions for Coca-Cola, Target, General Mills, Best Buy, Geek Squad, BMW, and Jonny Pops.



LUCAS RICHARDS : Senior Designer

Lucas wants to replace junk with relics. Public teachers' salaries with CEOs' salaries. People who are "in it for the money" with people who care. Lucas is from the great state of Wisconsin and studied graphic design at the University of Wisconsin, Stout. Shortly after graduating he moved to the fine city of Minneapolis and currently spends most of his time at Replace. When not there he might be found working in his own screen printing shop. He dabbles in a bunch of stuff: motion graphics, packaging, print, and game design. Lucas has his work as a part of the Permanent Collection of the Minnesota Historical Society and the 3M Design Center. Lucas has won both local and national design awards for his design leadership on brands like Columbia Heights, Joia Beverages, Broder's Restaurants, Geek Squad, Vireo Health, among others.



Holly Husbands : Junior Designer

HOLLY WANTS TO REPLACE: Testosterone with Estrogen, Darkness with Rainbows and Outdated Thinking with New Ideas. Holly was born and raised in Minneapolis Minnesota, and studied graphic design at Concordia University in St. Paul. While working at Replace, she has spent a great deal of time on Poster design, Packaging, Brand Identity, and Social Media projects. Some of her biggest projects were the Jonny Pops Freezer Pop packaging design, The City of Delano Posters, and a metric ton of Social Media work for Beach Juice and PSUDO. If you need someone to design an email to send out to your customer base, a Halloween Instagram post, or a poster series of historic landmarks, she's definitely got you covered. While not at work, you can find Holly putting together outfits, spending time with her cat, or playing video games. Her favorite things to create on are projects that will make a difference in the world, and designing for any and all things that are beautiful!

CLIENT REFERENCES:

Our Top Three References for this project:

Erik Brust | CEO and Co-Founder, Jonny Pops | www.jonnypops.com | brust@jonnypops.com | phone: 651-707-4854 | [Video Testimonial Here](#)

Dean Phillip | U.S. Congressman, Representing Minnesota's Third District | deanbensonphillips@gmail.com | phillips.house.gov
Minnesota Office 13911 Ridgedale Drive, Suite 200, Minnetonka, MN 55305, (952) 656-5176

Will Rottler | Community Engagement Specialist | City of Columbia Heights | Administration Department
590 40th Avenue NE | Columbia Heights, MN 55421 | WRottler@columbiaheightsmn.gov | Direct: (763) 706-3614 | Main: (763) 706-3600

Additional References for this project if required:

Marie Pflipsen | Former Community Development Director, City of Becker, MN | ci.becker.mn.us | linkedin.com/in/marie-pflipsen/

Tom Vogel | Seward Co-op | Former Marketing Manager | Seward.coop | Current Marketing Manager for Valley Natural Food | 952-891-1212 | valleynaturalfoods.com | "During our decade-long relationship, Replace has helped us rebrand our co-op as well as assisted in the development of the iconic look of our Franklin store re-design. They bring an enormous degree of creativity and passion to their work, in addition to ethical design practices that take into consideration environmental impacts and social justice. I've recommended Replace to several of my colleagues in the cooperative industry, and I always look forward to working with them on new projects." [Video Testimonial Here](#)

Scott Patterson | Formerly with Equal Exchange | Coop Principal | Principle Six | scottpatterson023@gmail.com | phone: 612-616-4293
"The best part of the week was looking forward to what Replace had created since the last meeting. And it all ended with award-winning creative and design that continues to get our brand noticed year after year. We couldn't have made a better decision than having Replace do our design work."

Andrew Zimmern | Celebrity Chef | andrewzimmern.com | "Replace is such a crucial part of my business that we consult them regularly on every deal we do. Literally. Their marketing and business strategic input is as remarkable as their world class design work, just less well-advertised. I don't make a move without Replace."

Tom Wiese + Nate Garvis | Co-founders, Studio/E | yourstudioe.com | "We love our relationship with Replace. The top-notch work product is expected and wonderful, but getting into the work with the Replace team is an added and always appreciated joy."

Steve Negaard | Owner, Nokomis Shoes | nokomisshoes.com | "Everyday life and business decisions take some funny turns. Nokomis Shoes had this quirky design business located across the street from us. There were strange bikes and cars there. Bikes with canoe trailers on them. People working at odd hours. My thoughts were 'what is this place up to?' I had heard stories told to me about the owner going for years without a haircut. Having a crew of freelance artists starting a design company working for beer. I decided to take a chance and use my local resources and met with Replace. It turned out to be one of the best decisions we have made. The team at Replace was excellent. They listened and delivered above and beyond our expectations. They gave Nokomis Shoes a playbook for the next fifty years. Great people and great design. Very satisfied customer."

[Additional Video Testimonial Here](#)

TERMS & CONDITIONS

TIME-LINE

Time-line is dependent on when we receive feedback and approval to proceed. Upon approval of this scope of work we can begin to solidify exact presentation dates. Once the final phase is presented and complete, all Replace-authored illustration, art, and photography is 100% property of Client. All outside photography and videography must be approved and budgeted separately. All outside printing and prototyping will be approved and budgeted separately.

PRINTING AND SHIPPING

All printing and shipping expenses to be estimated separately. These expenses must be approved by the client prior to printing and will be paid directly from the client to the printing and shipping vendors unless otherwise specified by client.

VIDEO PRODUCTION AND DELIVERY

All Video and motion graphic work NOT covered in this budget must be approved by the client prior to execution. All talent resources must be properly signed for unlimited usage and release. All work will be delivered via Vimeo format.

WEBSITE DEVELOPMENT AND CODING

The portion of this budget allocated for front end website design only. Look and Feel. The full development, coding, testing, and launch must be estimated separately and approved by client separately.

TERMS AND CONDITIONS

Delivery: The Client will deliver written comments and criticism via annotated PDF, conference call or in person meetings with Replace on he agreed upon time-line. This keeps the process and time-line on track and allows us all to meet goals set forth in a timely manner. Should feedback not be delivered on time the time-line will need to be re-evaluated.

Print Production and Press Checks: Any printing is beyond scope of this budgeted agreement and will need to be estimated separately based on project specifics. The Client will sign off on a digital proof prior to print production and always be given the opportunity to be on press when any item goes to print and a larger quantity run. However, should The Client not be present Replace will make any necessary adjustments on press on behalf of the client and not be held responsible for the quality of the final printed piece. Replace will reinforce brand standards are upheld to the best of our ability, but in some cases a quick on-press decision must be made. All printing, manufacturing, and prototyping must be estimated separately and paid directly from The Client.

Photo/Illustration Usage: All Replace-authored design, illustration, and photography is 100% property of The Client with 100% right buyout with unlimited usage. All

TERMS & CONDITIONS (cont.)

non-Replace illustration and photography must be estimated separately and approved by The Client prior to purchase. However, Replace will have permission to use the final project case study for Replace promotional purposes.

Terms: All phases will be billed in the following manner:

- Phase One of project fees due upon signed agreement.
- Phase Two of project fees will be due after approval of Round Two.
- Phase Three will be due upon final file delivery.
- Should the project scope/deliverables or objectives change a Project Change Order Form will be written and presented to the client for any out-of-scope requests related to this project.
- The project order form requires your signature, and is subject to Replace's Master Terms and Conditions, which can be found on the last two pages of this document.

NDA: Should it be necessary for Replace to sign an official NDA for the project to begin we are happy to do so. However, we reserve the right post-production and in cooperation with The Client to use the work for Replace promotional purposes.

Travel Fees: All Travel for Replace must be estimated separately and approved by The Client.

Out-of-scope And Rush Fees: A change order will be issued for any significant changes of scope, deliverables or objectives. Should additional requests be deemed necessary they must be subject to The Client review and approval. Any change of scope on this project must be approved by The Client prior to beginning work.

Invoice to be sent directly via primary client contact

TERMS & CONDITIONS (cont.)

1. Purpose. Replace J Co., d/b/a/ Replace Design Machine's ("Replace") engagement is based on the Project Proposal and Master Terms and Conditions herein. These Master Terms and Conditions are incorporated by reference into any Project Proposal entered into by and between Replace and Customer. The following terms are defined as follows:

"Agreement" means the applicable Project Proposal and Master Terms and Conditions;

"The Client" means the individual, company or corporation receiving Replace's services under the applicable Project Proposal.

"Project Proposal" means the written description of the services and deliverables Replace agrees to supply to Customer together with a budget necessary to complete such services and deliverables and incorporates the Master Terms and Conditions herein.

"Party" or "Parties" means Replace and Customer individually or collectively.

2. Services and Work. Replace agrees to perform the services to provide the Work in accordance with the Agreement. All materials, deliverables or items created, prepared and delivered in a finalized format by Replace to Customer and accepted and fully paid for by Customer pursuant to a Project Proposal hereunder will collectively be termed the "Work." Any use of the Work by Customer constitutes acceptance of the Work by Customer.

3. Project Process. Replace shall not be obligated to provide the Work to Customer unless and until the Parties execute an applicable Project Proposal; provided, however, that this shall not relieve Customer's obligation to pay for any items, products or services that are provided at Customer's request without or outside of a Project Proposal. The nature of the Work requires ongoing communication between the Parties and Customer approvals. Such Customer approvals are to be provided to Replace through email or otherwise in writing; provided, however, that this shall not relieve Customer's obligation to pay for, items, products or services that are provided based on verbal approvals. Replace shall not be obligated to provide any deliverables that would represent a material change to a Project Proposal unless and until the Parties execute a change order; provided, however, that this shall not relieve Customer's obligation to pay for any item, products or services that are provided at Customer's request without a change order.

4. Ownership. Subject to the terms of this Agreement and upon payment in full for the Work under an applicable Project Proposal, all intellectual property rights relating to the Work shall be owned by Customer. All fully paid for Work performed under an applicable Project Proposal shall be owned by Customer and shall be considered a work made for hire (as that term

is used in Section 101 and 201 of the United States Copyright Act, 17 U.S.C. § 101 and § 201, or in analogous provisions of other applicable laws) owned by Customer. If any such Work may not be considered a work made for hire under applicable law, or if for any reason ownership does not automatically vest in Customer, then Replace hereby assigns to Customer all of Replace's right, title and interest in and to such Work. Notwithstanding anything to the contrary in this Agreement, Replace solely owns Replace's proprietary methodologies, concepts, work approaches, know-how, techniques, discoveries, utilities and inventions ("Residual Knowledge"). To the extent that Replace's Residual Knowledge or Confidential Information is included within the Work, Replace grants to Customer a royalty-free nonexclusive license to such use Residual Knowledge or Confidential Information within the Work solely as provided by Replace under this Agreement.

TERMS & CONDITIONS (cont.)

5. Term/Termination: (a) Unless otherwise expressly set forth in a Project Proposal, the term of this Agreement commences upon Customer's written or verbal notice of acceptance to Replace of a Project Proposal and ends upon the earlier of: (i) the final delivery of the Work; (ii) the Project Proposal's termination date specified in the Project Proposal, if any, or (iii) as set forth herein. (b) This Agreement may be terminated as follows: (i) either Party may terminate a Project Proposal at any time upon thirty (30) calendar days advance written notice to the other Party, (ii) if a Party is in material breach hereunder (including, but not limited to any non-payment by Customer of any invoice when due), which breach is not cured within ten (10) calendar days of the Party's receipt from the other Party of written notice of the intent to terminate based on such breach, then the Agreement shall terminate on the date specified in such notice of intent to terminate. Any termination of the Agreement under Section 5(b) (i) (i.e., not based on a breach), shall be effective upon the end of the term of any outstanding phases under a given Project Proposal (i.e., the latest date when there is a final delivery of the current phase of Work under a Project Proposal or the latest termination date specified in a Project Proposal). Any termination of a Project Proposal under Section 5(b)(ii) (i.e., based on breach) shall be effective upon the termination date specified in the notice of intent to terminate, and any outstanding phases under a given Project Proposal shall also terminate effective upon such termination date. (c) The following Sections shall survive termination of the Agreement: Sections 1, 4, 5, 6, 7, 8, 10 & 11.

6. Independent Contractor. The Parties will perform hereunder in a diligent and professional manner, in

accordance with commercially reasonable industry standards, and in compliance with all applicable laws. As independent contractors, neither Party will, without the other Party's prior written consent, hold itself out as having authority to bind the other Party and/or the Work by any statement, promise, representation, or agreement, or as having authority to waive or modify any rights relating to the other Party and/or the Work. Both Parties will conduct themselves prudently, reasonably and in good faith. Except for claims under Section 9, neither Party's liability under this Agreement will exceed the fees paid to Replace as set forth in Section 7 below during the six (6) months immediately prior to when a claim is made under an applicable Project Proposal.

7. Compensation. In exchange for the services and Work and other rights provided herein, Customer agrees to pay Replace a fee in the amount and on the dates set forth in an applicable Project Proposal. Such fees shall be due within twenty-one (21) days of Customer's receipt of Replace's invoice, but in no case later than twenty-one (21) days from Customer's acceptance or use of the Work.

8. Confidential Information. "Confidential Information" means non-public information, written or oral, relating to either Party and/or the Work. Before and after the term of this Agreement, both Parties will hold all Confidential Information in strict confidence and will take all reasonable steps to maintain its confidentiality. Both Parties will use Confidential Information only for performing under

a Project Proposal. Neither Party will, directly or indirectly, disclose any Confidential Information to any person or entity without the other Party's prior written authorization, nor use Confidential Information, directly or indirectly, in any manner adverse to the interests of the other Party and/or the Work, nor in any manner not expressly authorized by the other Party in writing. Excluded from Confidential Information is any information that is or becomes publicly known through no wrongful act or omission by a Party, or is or becomes known to a Party through sources other than the other Party where such sources have the right to disclose such information. Upon termination of a Project Proposal, or upon request, both Parties will promptly deliver to the other Party all manifestations of Confidential Information, in whatever form, containing any Confidential Information, and all copies thereof and will not thereafter retain, disclose or use any Confidential Information for any purpose whatsoever. Both Parties will require their personnel and agents to comply with the confidentiality obligations under this Agreement.

Notwithstanding anything to the contrary in this Section 8, the parties agree and acknowledge that the provisions of this Section 8 are subject to and may be superseded by the requirements of the Minnesota Government Data Practices Act ("MGDPA").

TERMS & CONDITIONS (cont.)

9. Indemnification. Customer shall indemnify, defend and hold Replace harmless from and against any and all losses, liabilities, judgments, awards, settlements, damages, costs and expenses, including attorneys' fees and expenses, directly arising out of or related to any claim: (a) for violations of any third party rights (e.g., infringement); (b) Customer's content, materials, instructions or specifications to Replace; or (c) Customer's breach of the terms of this Agreement.

Replace shall indemnify, defend and hold Customer harmless from and against any and all losses, liabilities, judgments, awards, settlements, damages, costs and expenses, including attorney's fees and expenses, directly arising out of or related to any claim: (a) for violations of any third-party rights by Replace (e.g., infringement); or (b) Replace's breach of the terms of this Agreement.

10. Promotion and Publicity. Customer grants Replace the ongoing right to use Customer's name, logo and the Work in Replace's advertising and publicity (e.g., Replace's Customer lists) and to display the materials created under a Project Proposal in its portfolio or anywhere on Replace's website or in other materials or places solely for Replace's promotional purposes.

11. General. This Agreement (i) contains the complete and exclusive agreement regarding its subject matter; (ii) supersedes all prior or contemporaneous written or oral agreements, representations, promises and understandings relating thereto; (iii) may not, in whole or in part, be modified, waived or supplemented, nor may any breach be waived, nor may any Project Proposal be modified, waived or supplemented, except by a writing signed by the Parties; (v) are between sophisticated parties, and so the rule of construing ambiguities against the drafter will not apply; (vi) will be governed by Minnesota law, without regard to its choice of law provisions, and any disputes arising out of or relating to this Agreement shall be subject to mediation as a condition precedent to initiating legal action by either party. Any litigation arising out of or related to this Agreement shall be brought in a court of competent jurisdiction in Minnesota. and (vii) are binding upon the Parties and their successors.

12. Audit Disclosure. Pursuant to Minn. Stat. s. 16C.05, subd. 5, the books, records, documents and accounting procedures and practices of Replace or other parties relevant to this Agreement are subject to examination by Customer and either the Minnesota Legislative Auditor or the Minnesota State Auditor for a period of six (6) years after the effective date of this Agreement.

13. Data Practices. This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (MGDPA). All government data, as defined in MGDPA Section 13.02, Subd 7, which is created, collected, received, stored, used, maintained, or disseminated by Replace in performing any of the functions of Customer during performance of this Agreement is subject to the requirements of the MGDPA and Replace shall comply with those requirements as if it were a government entity. All subcontracts entered into by Replace in relation to this Agreement shall contain similar MGDPA compliance language.

Thank you.

TERMS & CONDITIONS (cont.)

AGREED :
Replace, Inc.

5008 34th Ave S
Minneapolis, MN 55417

By: 

Print Name: Jeffrey K. Johnson

Print Title: Owner, Replace, Inc.

Date: 08 / 13 / 2024

AGREED :
The City of Willmar Minnesota | Representative

Address: _____

By: _____

Print Name: _____

Print Title: _____

Date: ____ / ____ / ____



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Professional Services Agreement Between the City of Willmar and Bolton & Menk		

RECOMMENDED ACTION:

1. Remove the Item from the Table
2. To Approve the Professional Services Agreement between the City of Willmar and Bolton & Menk

OVERVIEW:

The City of Willmar is proposing to complete an entire fiber network within the city limits to provide broadband services to all current residential and business properties in 3 different phases, along with a Network Operations Center (NOC). This proposal is for Bolton & Menk, Inc. to provide design services for the Phase 1 project area, not including the NOC, and will be completed in conjunction with the services provided by Hometown Fiber and the City of Willmar. Bolton & Menk, Inc.'s scope of services is dependent upon and relies on the cooperative effort of Hometown Fiber and the City of Willmar. Please see the attached map showing the Phase 1 project area.

The project currently has undergone a progressive feasibility study by Hometown Fiber identifying existing conditions to create a network model. This information has given technical facts demonstrating the infrastructure material needs and cost estimate feasibility to move forward with the project. The proposal & scope of services for Phase 1 have been based on this information, in addition to our discussions with the City of Willmar and Hometown Fiber.

BUDGETARY/FISCAL ISSUES:

Invoice No	Invoice Total	Paid	Due
329009 (Jan.)	\$8,295	\$8,295	-
331137 (Feb.)	\$38,883.50	-	\$38,883.50

332815 (March)	\$33,217	-	\$33,217
334273 (April)	\$23,390	-	\$23,390
336337 (May)	30,113	-	\$30,113
338597 (June)	12,739.50	-	\$12,739.50
341625 (July)	\$8,430	-	\$8,430
Total	\$155,068	\$8,295	\$146,773

\$403,000 (Not to exceed)
Industrial Park Fund

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution B&M Phase 1
2. Fiber Project Update Memo
3. 2024-07-15 Willmar Hometown Fiber Proposal - Phase 1
4. 2024-07-17 Consultant Services Agreement - City of Willmar Fiber Project, Engineer Executed
5. Exhibit 2 - 2024 Cert of Insurance
6. Bolton & Menk Invoices

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH BOLTON & MENK

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into a Professional Services Contract with Bolton & Menk for the City of Willmar Proposed Phase 1 Fiber Infrastructure Project in the amount not to exceed \$403,000.

Dated this 5th day of August, 2024

MAYOR

Attest:

CITY CLERK



Real People. Real Solutions.

MEMORANDUM

Date: August 15, 2024

To: Kyle Box
City Operations Director

From: Joshua Halvorson, P.E.
Principal Engineer

Subject: Willmar Fiber Project
BMI Project No.: OW.1132889

We have reviewed the Professional Services Agreement for Phase 1 of the Willmar Fiber Project to provide additional information for further clarification on the progress of the project that Bolton & Menk has completed. A breakdown of the contract project tasks, percent completion, and amount billed to date are as follows:

Task	Contract Amount	Percent of Work Complete	Contract Work Value Complete	Invoiced Amount to Date	Remaining Contract	Anticipated Completion
1. Network Design	\$137,000.00	85%	\$116,450.00	\$73,900.83	\$63,099.17	Oct-24
2. Construction Documents	\$207,000.00	60%	\$124,200.00	\$78,819.09	\$128,180.91	Dec-24
3. Permits	\$37,000.00	10%	\$3,700.00	\$2,348.07	\$34,651.93	Jan-25
4. Bidding	\$22,000.00	0%	\$0.00	\$0.00	\$22,000.00	Feb-25
Total Ph. 1 Project Design:	\$403,000.00	61%	\$244,350.00	\$155,068.00	\$247,932.00	Apr-25

The table also illustrates the anticipated remaining costs on the contract for each task as the project progresses including updated proposed completion dates of the Willmar Fiber Project Design contract tasks. The proposed completion dates are largely dependent on how the project proceeds per direction of the City. We can readily postpone or adjust these dates ahead of schedule at your direction.

The structure of the contract includes billing monthly for hours worked on the project up to the agreed hourly not to exceed amount of \$403,000. The current contract is currently running under budget for work completed to date as illustrated in the table. Our current efficiencies working with the City can produce project cost savings that will result in total project cost reductions for the City.

We are grateful for the opportunity to serve the City of Willmar on this exciting Fiber Project for the City! Please feel free to contact me anytime with any further questions on the Project.



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

July 15, 2024

Kyle Box
City Operations Director
City of Willmar
333 Southwest 6th Street
Willmar, Minnesota 56201

RE: Proposal for Professional Services
City of Willmar Fiber Network – Phase 1

Dear Mr. Box:

Bolton & Menk, Inc., is pleased to submit this proposal for professional engineering services on the proposed City of Willmar Fiber Network Project – Phase 1. Our previous experience and current working relationship with the City of Willmar will provide efficiencies and collaboration of the project. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

PROJECT UNDERSTANDING

The City of Willmar is proposing to complete an entire fiber network within the city limits to provide broadband services to all current residential and business properties in 3 different phases along with a Network Operations Center (NOC). This proposal is for Bolton & Menk, Inc. to provide design services for the Phase 1 project area, not including the NOC, and will be completed in conjunction with the services provided by Hometown Fiber and the City of Willmar. Bolton & Menk, Inc.'s scope of services is dependent upon and rely on the cooperative effort of Hometown Fiber and the City of Willmar. Please see the attached map showing the Phase 1 project area.

The project currently has undergone a progressive feasibility study by Hometown Fiber identifying existing conditions to create a network model. This information has given technical facts demonstrating the infrastructure material needs and cost estimate feasibility to move forward with the project. Our proposal & scope of services for Phase 1 has been based on this information, in addition, on our discussions with the City of Willmar and Hometown Fiber.

SCOPE OF SERVICES

Task 1: Network Design

1. Provide review and comment of the network architecture and construction documents completed by Hometown Fiber at a 50%, 80%, & 90% document completion stage.
2. Develop design coordination efforts for the completion of construction documents.
3. Review project corridors of the network architecture to foresee construction constraints of the proposed improvements.
4. Relay known network architecture revision needs to Hometown Fiber's network architecture for construction

documents.

- 5. Gather and implement record drawings of known conflict areas or due to permitting needs of the project into the network design.
- 6. Complete the plan set generation of the network design within the project corridors including migration of GIS data to pdf construction documents.

Task 2: Construction Documents

- 1. Prepare 90% Construction Plans, technical specifications, and project manual, and conduct a workshop meeting with the City of Willmar & Hometown Fiber for review. Incorporate review changes.
- 2. Prepare a construction cost estimate based on the completed construction documents.
- 3. A Project Manual including technical specifications of Hometown Fiber’s network items and the City of Willmar’s standard specifications will be organized.
- 4. Prepare the final Construction Documents for bid distribution.

Task 3: Permits

- 1. Prepare applications for required permits and a comprehensive list of permits with the corresponding fees will be provided to the city. All permit fees will be the responsibility of the City of Willmar. As part of the permitting process, Bolton & Menk, Inc. will verify and document regulations associated with the improvements.
- 2. Submit drawings and application to regulatory agencies for plan review and permits.
- 3. Address regulatory agency’s review comments in letter form and revise drawings if needed based on comments from the plan review.
- 4. Obtain permits necessary for construction of the proposed improvements.

Task 4: Bidding

- 1. Bolton & Menk, Inc. will prepare the project advertisements for bids while working closely with city staff to ensure the bid opening date fits with council meeting schedules. The project will be advertised in the West Central Tribune, QuestCDN, and our website. Advertising costs will be the responsibility of the City of Willmar.
- 2. Bolton & Menk, Inc. will distribute bidding documents, prepare required addenda, and conduct the project bid opening.
- 3. Following the bid opening, an evaluation of the bids will be conducted including a bid tab and abstract submitted by each bidder. Bolton & Menk will provide a recommendation letter to the city regarding the award of a contract.
- 4. Bolton & Menk will prepare contract documents, obtain all insurance and bonding requirements from the contractor, verify all required information has been provided by the contractor, and distribute contract documents for the city to issue a Notice to Proceed to the Contractor.

SCHEDULE

Upon execution by the City of Willmar, Bolton & Menk, Inc. proposes the following schedule to develop our project deliverables:

Phase 1 Project Schedule – 2024/2025	
Task	Finish
1. Network Design	August 2024

2. Construction Documents	September 2024
3. Permits	November 2024
4. Bidding	November/December 2024
Construction Start	May 2025

This schedule will be adjusted based on progression of task deliverables or decisions by the city that may impact the schedule.

FEES

We propose to provide the described work on an HOURLY NOT TO EXCEED contract up to a total fee of **\$403,000**. Hours will be billed monthly only for work completed on the project. If the project takes less time, the city will be billed only for hours worked, unless given approval to proceed with additional work outside our scope of services.

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the city may require an additional fee. Additional fees will be billed at our Standard Hourly Rates. Fees that are normal and customary expenses associated with operating a professional business will not be charged separately. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these activities and materials.

If you have any questions regarding our proposal, please contact me at your convenience at 320-905-3520 or Joshua.Halvorson@bolton-menk.com. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar. We are prepared to proceed upon your notification.

Sincerely,

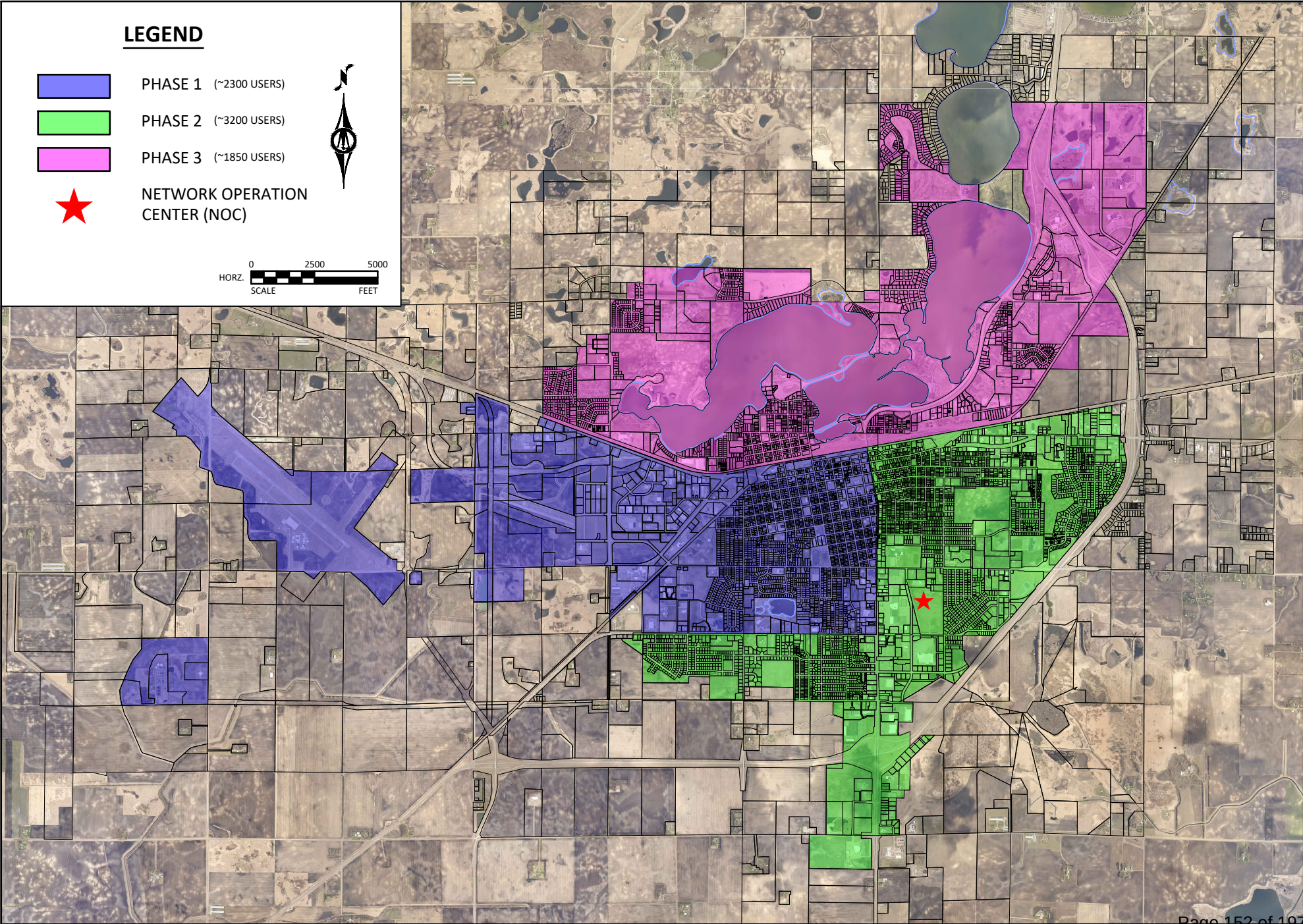
Bolton & Menk, Inc.



Joshua J. Halvorson
Principal Engineer

cc: Jared Voge, City Engineer

Attachments: Phasing Map



CONSULTANT SERVICES CONTRACT

This Contract is made this _____ day of _____, _____, by and between the CITY OF WILLMAR, a Minnesota Municipal Corporation, 333 6th Street SW, Willmar, MN 56201, (“CITY”), and Bolton & Menk, Inc., 2040 Highway 12 East Willmar, MN 56201, (“CONSULTANT”), (collectively the “PARTIES”).

WHEREAS, CITY requires professional engineering services in conjunction with the City of Willmar Fiber Network – Phase 1 (the “Project”); and

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

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

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate, prior to CITY’s authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT’s effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT’s compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.

E. ~~**Guarantee.** CONSULTANT further agrees to guarantee all materials and parts supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional.~~

F. **Insurance.**

1. **Required Insurance.** CONSULTANT agrees to maintain, at CONSULTANT's expense, the following insurance policies in the listed amounts:

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 each accident \$500,000 disease policy limit \$500,000 disease each employee
Comprehensive General Liability	\$1,500,000 property damage and bodily injury per occurrence \$2,000,000 general aggregate \$2,000,000 Products – Completed Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense
Comprehensive Automobile Liability	\$1,000,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles)
Umbrella or Excess Liability	\$1,000,000

All policies listed above shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

With the exception of the Worker's Compensation policies, all policies listed above shall insure the defense and indemnity obligations assumed by CONSULTANT under this Contract, and shall name CITY as an additional insured under the policy.

All policies listed above shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without ten (10) prior written notice in the case of non-payment and thirty (30) days prior written notice for all other reasons to CITY.

Umbrella or Excess Liability Insurance in excess of the amount required above and written over Employer's Liability, Commercial General Liability and Automobile Liability may be utilized to supplement the required limits for such insurance.

2. Professional Liability Insurance. CONSULTANT agrees to provide to CITY a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services for CITY. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services. Said policy shall provide coverage in the minimum amounts of \$1,000,000 for each occurrence and \$3,000,000 annual aggregate on a claims-made basis. Said policy shall not name CITY as an insured. Said policy shall additionally contain a provision that coverages afforded there under shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without ten (10) days prior written notice in the case of non-payment of premium and thirty (30) days prior written notice in case of any other reason to CITY.
3. Certificates of Insurance. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
4. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of

CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity above in this paragraph F.4, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT's insurance company.

CONSULTANT will take the action required by CITY within fifteen (15) days of receiving notice from CITY.

SECTION II – CITY'S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the City Engineer, in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT's request. The CITY shall provide such legal, financial consulting (including, if applicable, "municipal advisor" services as regulated by SEC), independent cost estimating and insurance counseling services as may be required for completion of the CONSULTANT services described in this agreement.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT's performance of the services detailed in Exhibit 1, attached hereto.
- D. Justin DeLeeuw CITY's Public Works Director, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY'S policies with respect to the Project and CONSULTANT's services.
Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Schedule of Fees, which is attached hereto and incorporated herein by reference, for CONSULTANT's performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the City Public Works Director and expenses within thirty days after the date of CONSULTANT's invoice, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

SECTION IV – TERM AND TERMINATION

- A. **Term.** This Contract shall be in effect until such time as the Project is completed or as otherwise provided in this Contract.
- B. **Termination.** This Contract may be terminated by either party for any reason or for convenience by either party upon seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Contract.
- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorney and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the City Public Works Director prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 3, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the City Public Works Director as determined by CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CONSULTANT or its agents, employees, contractors, subcontractors, or sub-consultants with respect to CONSULTANT's performance of its obligations under this Contract. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY. CITY, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- B. CITY shall indemnify protect, save, hold harmless and insure CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors, subcontractors or sub-consultants with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense, with counsel reasonably acceptable to CONSULTANT. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents thereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1)

the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

- C. **Notices.** The PARTIES' representatives for notification for all purposes are:

CITY:

Justin DeLeeuw
Public Works Director
333 6th Street SW
Willmar, MN 56201
Phone: 320-441-1089
Email: rbaumgarn@willmarmn.gov

CONSULTANT:

Joshua Halvorson, P.E.
Principal Engineer
2040 Highway 12 East
Willmar, MN 56201
Phone: 320-231-3956
Email: josh.halvorson@bolton-menk.com

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by the CONSULTANT and is not warranted to be compatible with other systems or software.
- F. **Opinions or Estimates of Construction Cost.** Where provided by the CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for

general information of the CITY and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

- G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf.

- H. ~~**Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.~~

- I. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within 10 calendar days of CONSULTANT's receipt of payment from the CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

- J. **Assignment.** This Contract may not be assigned by either Party without the written consent of the other Party.

- K. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the CITY and CONSULTANT.
- L. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract.
- CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- M. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the party affected by force majeure shall give written notice with explanation to the other party immediately.
- N. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- O. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- P. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with the CITY.
- Q. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.

- R. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- S. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- T. **Governing Law.** This Contract shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.
- U. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- V. **No Waiver.** Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- W. ~~**Special Conditions.** To the extent not inconsistent with this Contract, including Exhibits 1-3, this Contract is subject to such special conditions as are set forth in Exhibit 4, Special Conditions Supplement, which is attached hereto and made a part hereof.~~
- X. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.
- Y. **Patented Devices, Materials and Processes.** If this Contract requires, or the CONSULTANT desires, the use of any design, device, material or process covered by

letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.

- Z. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in the Property that is the subject of the Project during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any such lien.
- AA. **Construction Observation.** To the extent required of CONSULTANT in Exhibit 1, CONSULTANT shall visit the project at appropriate intervals during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Project plans and specifications, and shall be responsible for notifying CITY of any apparent errors or omissions in contractor's work or any apparent deviations in the contractor's work from the Project plans and specifications developed by CONSULTANT. It is agreed that the CONSULTANT shall not at any time supervise, direct, control, or have authority over any contractor work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
- BB. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
- CC. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.

- DD. **Terms Binding on Successors and Assigns.** All of the terms, covenants and agreements herein contained shall be binding upon and shall inure to the benefit of the heirs, successors and assigns of CONSULTANT and CITY.
- EE. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
- FF. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.
- GG. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

Remainder of page intentionally left blank.

SECTION VII –SIGNATURES

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

CONSULTANT: Bolton and Menk, Inc.

By: 
(Signature)

Date: 7-17-2024

Title: Principal Engineer

Print Name: Joshua Halvorson

By: 
(Signature)

Date: 7-16-2024

Title: Senior Principal Engineer

Print Name: Chuck DeWolf

CITY OF WILLMAR:

By: _____
Douglas Reese, Mayor

Date: _____

ATTEST:

Leslie Valiant, City Administrator

Date: _____

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services:

The CONSULTANT hereby covenants and agrees to perform and execute all the provisions of the proposal dated July 15th, 2024, as approved by the City of Willmar for work identified as: City of Willmar Fiber Network – Phase 1.

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Minnesota, Inc. 1120 South Avenue North Mankato MN 56003		CONTACT NAME: Mary Portner, CISR PHONE (A/C, No, Ext): (507) 344-4505 E-MAIL ADDRESS: Mary.Portner@bbrown.com FAX (A/C, No): (866) 800-6599	
INSURED Bolton and Menk, Inc. 1960 Premier Dr Mankato MN 56001		INSURER(S) AFFORDING COVERAGE INSURER A: EMCASCO Insurance Company INSURER B: Employers Mutual Casualty Company INSURER C: Continental Casualty Company INSURER D: INSURER E: INSURER F:	
		NAIC # 21407 21415	

COVERAGES**CERTIFICATE NUMBER:** 2024-25 Bolton**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		6D50852	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		6E50852	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	Y		6J50852	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	6H50852	01/01/2024	01/01/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability E&O Deductible @ \$25,000			AEH114019718	12/31/2023	12/31/2024	Per Claim Limit \$5,000,000 Aggregate Limit \$10,000,000 Retro Active Date 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Willmar is added as additional insured under the general, auto & umbrella liability policies on a primary non-contributory basis as per all written contracts.

Valuable Papers coverage limit of \$1,300,000.

CERTIFICATE HOLDER**CANCELLATION**

City of Willmar
333 6th St. SW

Willmar

MN 56201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will pay CONSULTANT in a lump sum in accordance with the prices as set forth in the fee estimate included with the proposal dated July 15, 2024, which prices shall conform to those in the accepted CONSULTANT'S proposal on file in the office of the City Clerk of Willmar, Minnesota, the aggregate of which prices, based on scope of work is estimated at \$403,000.00.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Minnesota, Inc. 1120 South Avenue North Mankato MN 56003		CONTACT NAME: Mary Portner, CISR PHONE (A/C, No, Ext): (507) 344-4505 FAX (A/C, No): (866) 800-6599 E-MAIL ADDRESS: Mary.Portner@bbrown.com	
INSURED Bolton and Menk, Inc. 1960 Premier Dr Mankato MN 56001		INSURER(S) AFFORDING COVERAGE INSURER A: EMCASCO Insurance Company INSURER B: Employers Mutual Casualty Company INSURER C: Continental Casualty Company INSURER D: INSURER E: INSURER F:	
		NAIC # 21407 21415	

COVERAGES**CERTIFICATE NUMBER:** 2024-25 Bolton**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		6D50852	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		6E50852	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
B	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	Y		6J50852	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 10,000,000
	AGGREGATE \$ 10,000,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	6H50852	01/01/2024	01/01/2025	☒ PER STATUTE ☐ OTH-ER
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000						
C	Professional Liability E&O Deductible @ \$25,000			AEH114019718	12/31/2023	12/31/2024	Per Claim Limit \$5,000,000
	Aggregate Limit \$10,000,000						
	Retro Active Date 12/31/1997						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Willmar is added as additional insured under the general, auto & umbrella liability policies on a primary non-contributory basis as per all written contracts.

Valuable Papers coverage limit of \$1,300,000.

CERTIFICATE HOLDER**CANCELLATION**

City of Willmar 333 6th St. SW Willmar MN 56201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.

1960 Premier Drive | Mankato, MN 56001-5900

507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
 finance@willmarmn.gov; jdeleeuw@willmarmn.gov
 City Hall
 P. O. Box 755
 Willmar, MN 56201-0755

February 29, 2024
 Project No: 0W1.132889
 Invoice No: 0331137
 Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	39.50	7,730.00	
Project Engineer	52.00	8,008.00	
Senior Technician	50.50	7,625.50	
Graduate Surveyor	103.00	15,520.00	
Totals	245.00	38,883.50	
Total Labor			38,883.50
Total this Invoice			\$38,883.50

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.


**BOLTON
& MENK**

Real People. Real Solutions.



Please Remit To: Bolton & Menk, Inc.

1960 Premier Drive | Mankato, MN 56001-5900

507-625-4171 | 507-625-4177 (fax)

 Payment by Credit Card Available Online at www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
finance@willmarmn.gov; jdeleeuw@willmarmn.gov
 City Hall
 P. O. Box 755
 Willmar, MN 56201-0755

March 26, 2024
 Project No: OW1.132889
 Invoice No: 0332815
 Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	19.00	3,705.50	
Project Engineer	50.00	7,800.00	
Senior Technician	99.50	15,024.50	
Technician	8.50	722.50	
Graduate Surveyor	39.50	5,964.50	
Totals	216.50	33,217.00	
Total Labor			33,217.00
Total this Invoice			\$33,217.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



Real People. Real Solutions.



Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
finance@willmarmn.gov; jdeleeuw@willmarmn.gov
City Hall
P. O. Box 755
Willmar, MN 56201-0755

April 18, 2024
Project No: 0W1.132889
Invoice No: 0334273
Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	24.50	4,818.50	
Project Engineer	42.50	6,630.00	
Senior Technician	59.00	11,564.00	
Graduate Surveyor	2.50	377.50	
Totals	128.50	23,390.00	
Total Labor			23,390.00
Total this Invoice			\$23,390.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

no contract.

INVOICE



**BOLTON
& MENK**
Real People. Real Solutions.



Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
finance@willmarmn.gov; jdeleeuw@willmarmn.gov
City Hall
P. O. Box 755
Willmar, MN 56201-0755

May 20, 2024
Project No: 0W1.132889.000
Invoice No: 0336337
Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	27.50	5,370.50	
Specialist	1.50	249.00	
Project Engineer	58.50	9,126.00	
Senior Technician	63.50	11,366.00	
Graduate Surveyor	26.50	4,001.50	
Totals	177.50	30,113.00	30,113.00
Total Labor			
Total this Invoice			\$30,113.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
 finance@willmarmn.gov; jdeleeuw@willmarmn.gov
 City Hall
 P. O. Box 755
 Willmar, MN 56201-0755

June 20, 2024
 Project No: OW1.132889.000
 Invoice No: 0338597
 Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	22.00	4,340.00	
Project Engineer	34.00	5,304.00	
Graduate Surveyor	20.50	3,095.50	
Totals	76.50	12,739.50	
Total Labor			12,739.50
Total this Invoice			\$12,739.50

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Willmar
finance@willmarmn.gov; jdeleeuw@willmarmn.gov
City Hall
P. O. Box 755
Willmar, MN 56201-0755

July 31, 2024
Project No: 0W1.132889.000
Invoice No: 0341625
Client Account: WILL

Willmar/Fiber Network

Fiber Network

Professional Services

	Hours	Amount	
Principal	9.50	1,872.00	
Administrative	.50	55.50	
Project Engineer	17.00	2,652.00	
Graduate Surveyor	25.50	3,850.50	
Totals	52.50	8,430.00	
Total Labor			8,430.00
Total this Invoice			\$8,430.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Major Subdivision: CentraCare East Addition		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____ to approve by the subdivision of parcel 95-231-0120 into two lots

Motion By: _____ Second By: _____ to approve by the preliminary and final plat of the southern part of parcel 95-231-0120

OVERVIEW:

On August 7th (2024), the Planning Commission heard the request for major subdivision of the property located at 600 Willmar Ave SE, where CentraCare proposes the construction of an ambulance garage on the south portion of the proposed subdivision. Chairman Marchand opened the public hearing at 7:34pm. Members of the public who previously gave testimony at the previous public hearing for Regular Business item 6.2.3, United Community Action Partnership, were asked to reaffirm their previous comments and restate them for this hearing. Chairman Marchand closed the public hearing at 7:38pm. The Planning Commission discussed the possibility of restricting parking to the public along the relevant portion of 7th Street SE and requested that city staff bring an ordinance to the City Council restricting said traffic. Chairman Marchand read the affirmative findings of fact for the approval of a major subdivision. Commissioner Dresler motioned to approve the major subdivision as requested and added a request that city staff draft an ordinance for City Council's consideration to restrict public on-street parking for the relevant portion of 7th St SE, seconded by Commissioner Fils-Aime. The motion was approved with four (4) votes in favor and one (1) vote not in favor. Commissioner Newberg motioned for approval of the preliminary and final plats, seconded by Commissioner Dresler. The motion was unanimously approved.

BUDGETARY/FISCAL ISSUES:

0.00

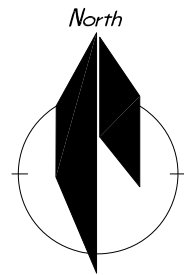
ALTERNATIVES TO CONSIDER:

Motion by: _____ Second by: _____; motion to set a public hearing for Major Subdivision: CentraCare East Addition on September 3, 2024 at HHS Building Regular Council Meeting 6:30pm.

ATTACHMENTS:

1. Centracare East Addition Final Plat 2024-08-14
2. Centracare East Addition Prelim Plat 2024-08-14
3. 904.01-02-C-131-SITE PLAN CentraCare East Addition
4. Major Subdivision CentraCare_City Council 8.19

CENTRACARE EAST ADDITION



This drawing prepared by:

Bonnema Runke Stern Inc.

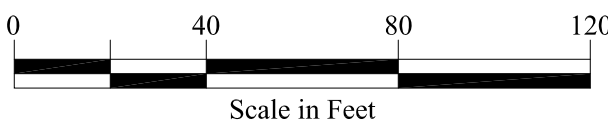
Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844

Fax (320) 231-2827

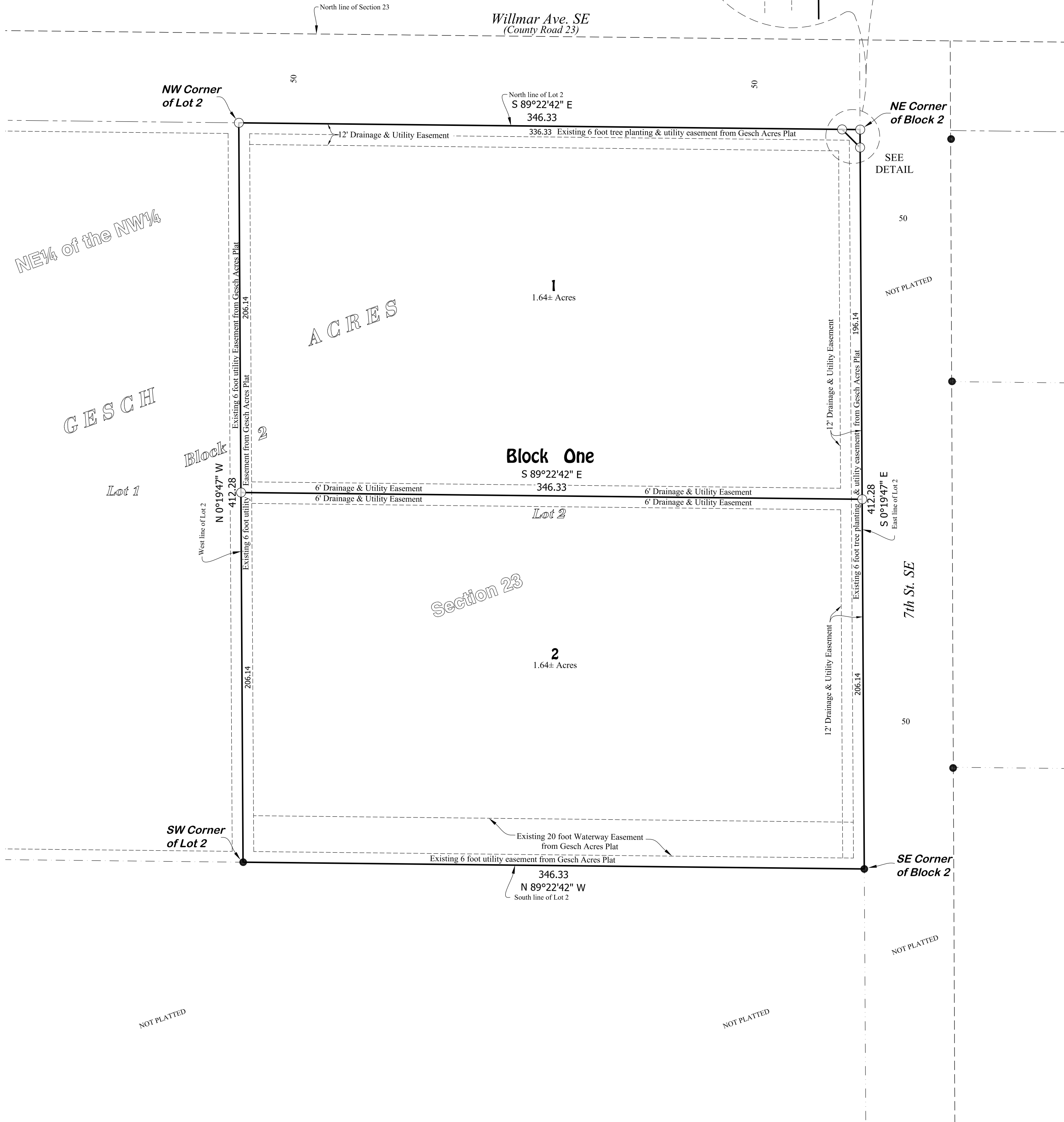
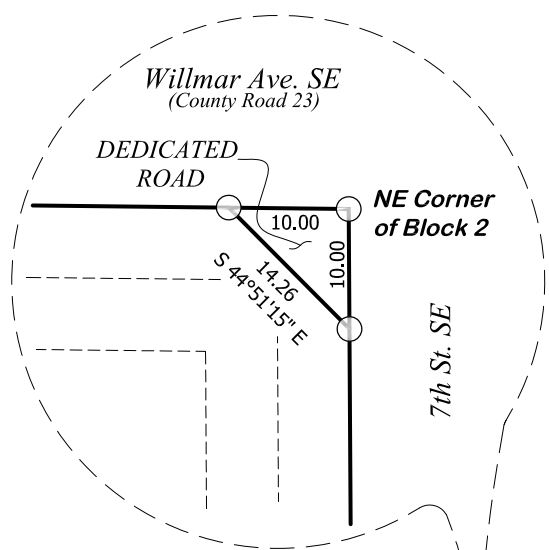


LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a $\frac{3}{8}$ " Iron Rod with a 46169-46171-62454 stamped Plastic Cap
- Approximate Right of Way

The Orientation of this bearing system is assumed.
The north line of Block 2 of GESCH ACRES is assumed to bear S 89°22'42" E.

DETAIL - Not to Scale



DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Gesch Properties, LLC, a Minnesota Limited Liability Company, owner of the following described property:

Lot 2, Block 2, Gesch Acres, Kandiyohi County, Minnesota.

Has caused the same to be surveyed and platted as CENTRACARE EAST ADDITION.

In witness whereof said Gesch Properties, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Signed: Gesch Properties, LLC

By: _____ Its _____

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20____ by _____, Its _____ of Gesch Properties, LLC, a Minnesota Limited Liability Company.

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires _____

LAND SURVEYOR

I Matthew D. Runke do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2024.

Matthew D. Runke, Licensed Land Surveyor
Minnesota License No. 46171

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20____ by Matthew D. Runke, Licensed Land Surveyor, Minnesota License No. 46171

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires _____

City Planning Commission

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

Signed by: _____

Chair

Attest by: _____

Secretary

Attorney

I, _____, Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated hereon represent all ownership interest in the land encompassed by this plat.

Attorney

City Council

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

Signed by: _____

Mayor

ATTEST: _____

City Clerk

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and and transfer entered this ____ day of _____, 20____.

Kandiyohi County Auditor / Treasurer

County Recorder

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

Kandiyohi County Recorder

City Engineer

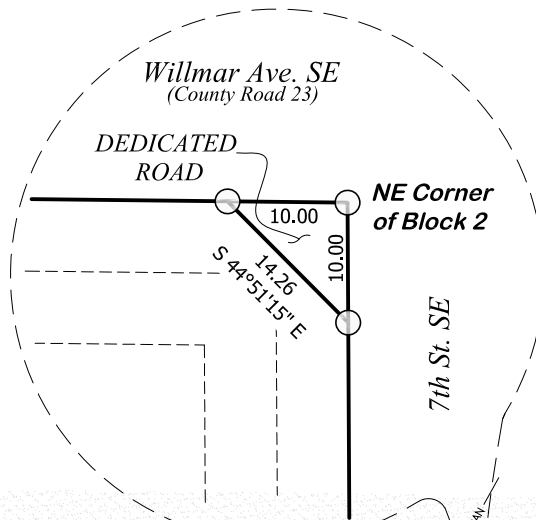
Approved by the City Engineer, City of Willmar this ____ day of _____, 20____.

Willmar City Engineer

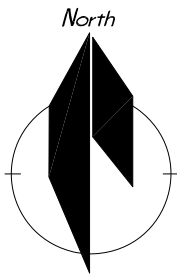
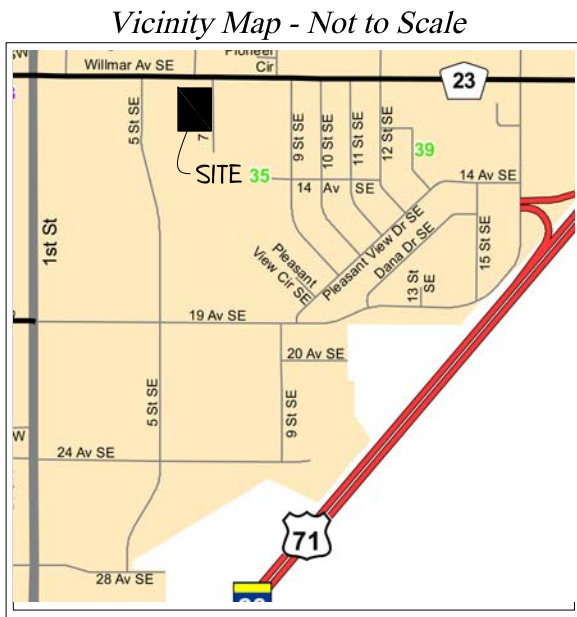
Preliminary Plat of:

CENTRACARE EAST ADDITION

DETAIL - Not to Scale

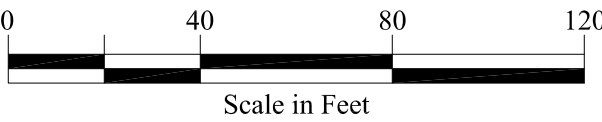


Land Description - 3.28± Acres
Lot 2, Block 2 GESCH ACRES, Kandiyohi County, Minnesota.



This drawing prepared by:
Bonnema Runke Stern Inc.
Professional Land Surveyors
4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844
Fax (320) 231-2827

Requested by: **CentraCare**
Total Acres: **3.28± Acres**
Prepared on: **06-27-2024**
Revised on: **08-14-2024**



LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a 1/4" Iron Rod with a 46169-46171-62454 stamped Plastic Cap
- ⊕ Catch Basin
- ⊕ Concrete Drain
- ⊕ Electric Box
- ⊕ Fire Hydrant
- ⊕ Light Pole
- ⊕ Manhole - Sanitary Sewer
- ⊕ Manhole - Storm Sewer
- ⊕ Sign
- ⊕ PVC Pipe Sticking out of the ground
- ⊕ Telephone Pedestal
- ⊕ Water Gate Valve
- Building Setback
- CGM --- Underground Communications
- GAS --- Underground Gas
- EE --- Underground Electric
- SAN --- Sanitary Sewer
- SW --- Storm Sewer
- WL --- Water Line

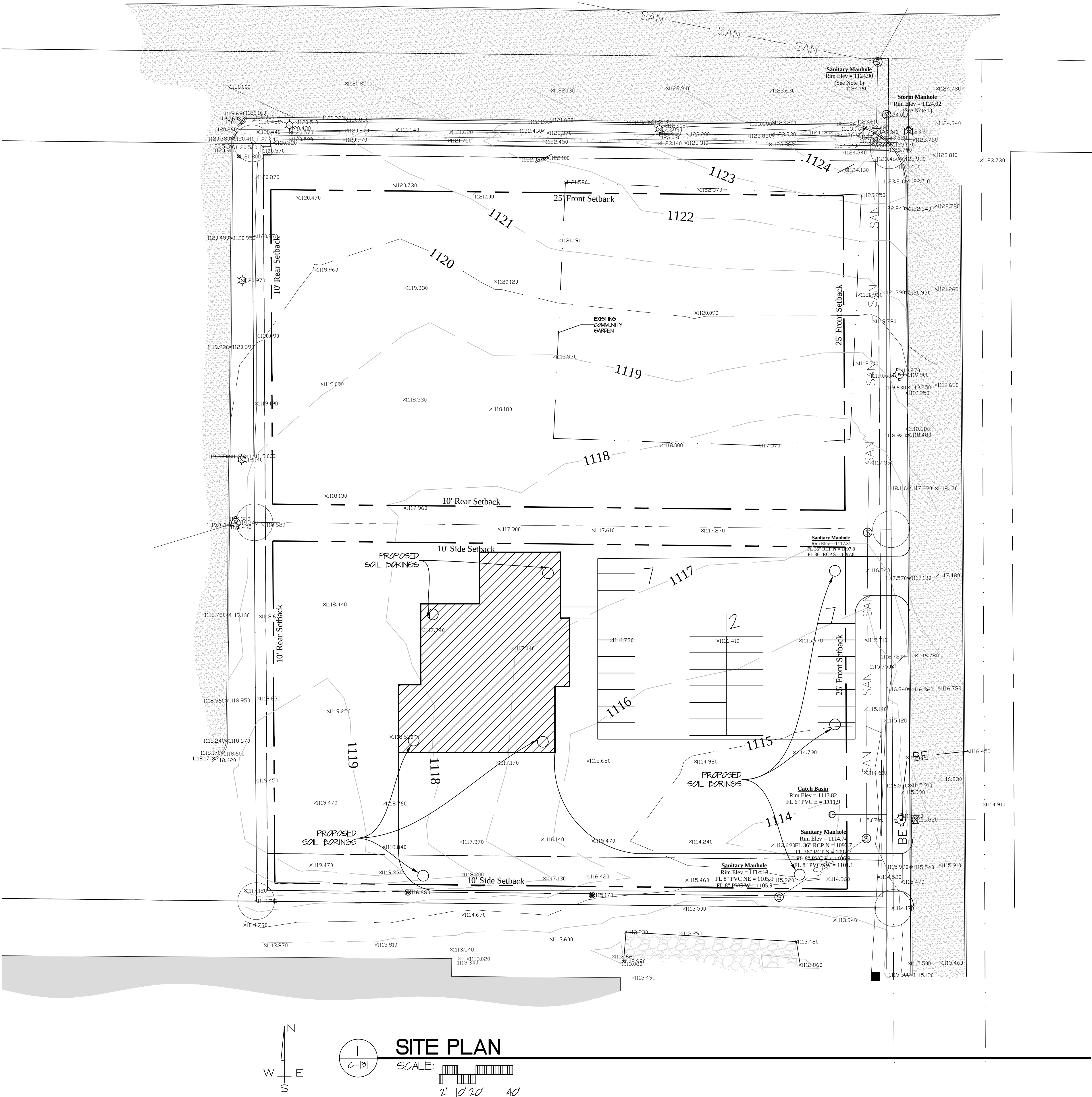
The Orientation of this bearing system is assumed.
The north line of Block 2 of GESCH ACRES is assumed to bear S 89°22'42" E.

Elevation Datum:
The Elevation Datum used for this survey is the North American Vertical Datum of 1988 (NAVD 88)

MnDOT Geodetic Control Point
3404 F = 1147.32 (NAVD 88)

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON MAY 8, 2024.

Matthew D. Runke
Date **August 14, 2024** License No. 46171



- SITE NOTES**
1. SLOPE SIDEWALKS TO SHED WATER, 1/20 (5%) MAX SLOPE IN LINE OF TRAVEL. THE SIDE SLOPE IS 1/50 (2%) MAX TO ALLOW FOR DRAINAGE EITHER LONGITUDINAL OR TRANSVERSE.
 2. SITE CONCRETE TO BE 4000 PSI DESIGN FIBER REINFORCED.
 3. ALL SITE CONCRETE TO HAVE A MINIMUM OF 6" GRANULAR BASE.
 4. INSTALL EXPANSION MATERIALS & CAULK WHERE SIDEWALKS BUTT EXISTING CONCRETE AND THE BUILDING OR ANY CHANGE IN DIRECTION.
 5. ALL BITUMINOUS PAVING TO REMAIN SHALL BE SAW CUT AT AREAS TO BE REMOVED.
 6. THE CONTRACTOR SHALL INSTALL TEMPORARY FENCING AROUND ALL EQUIPMENT AND MATERIALS STORED ON SITE.
 7. REMOVE ALL DEBRIS FROM SITE.
 8. REMOVE ALL BITUMINOUS PAVING IN CONFLICT WITH NEW CONSTRUCTION.
 9. REMOVE ALL CONCRETE CURBS IN CONFLICT WITH NEW CONSTRUCTION.
 10. REMOVE ALL CONCRETE WALK IN CONFLICT WITH NEW CONSTRUCTION.
 11. INDICATES AREA OF NEW BITUMINOUS PAVING ON CLASS V BASE ON COMPACTED ENGINEERED FILL. SEE DETAIL ??
 12. INDICATES AREA OF NEW BITUMINOUS PAVING ON EXISTING BITUMINOUS PAVING. SEE DETAIL ??
 13. CONTRACTOR SHALL REMOVE EXISTING SITE OBJECTS IN CONFLICT WITH NEW CONSTRUCTION. SEE SURVEY ON SHEET ?
- SPECIFIC SITE NOTES**
- A OWNER SHALL REMOVE EXISTING TREES IN CONFLICT WITH NEW CONST. STUMPS REMOVED BY CONTRACTOR
 - D REMOVE EXIST. CONC. WALK
 - C REMOVE EXIST. CONC. CURB, FULL LENGTH OF SITE

ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.
311 4th Street SW, P.O. Box 956, Willmar, MN 56201
320-235-0860 FAX: 320-235-0861 | www.engan.com

APPLIED ENGINEERING & DESIGN, LLC
195 6TH AVE SOUTH • P.O. BOX 398
SPICER, MINNESOTA 56288
(320) 796-0808
Fax (320) 796-0116

ASCE ENGINEERING
STRUCTURAL ENGINEER
Alexandria, MN
320.808.4146 | www.AscheEngineering.com

WILLMAR ELECTRIC
DESIGN | BUILD | BEYOND

PRELIMINARY
PROGRESS PRINT
FOR INFO ONLY
NOT FOR CONST.

PROJECT # 904.02	DATE: 6/28/2024
DRAWN BY:	CHECKED BY:
OWNER:	
REVISION	DATE

CENTRACARE
EMS BUILDING

WILLMAR, MN

SITE IMPROVEMENT PLAN

C-131

WILLMAR
INC. 1901

MINNESOTA'S CROSSROADS

MINNESOTA

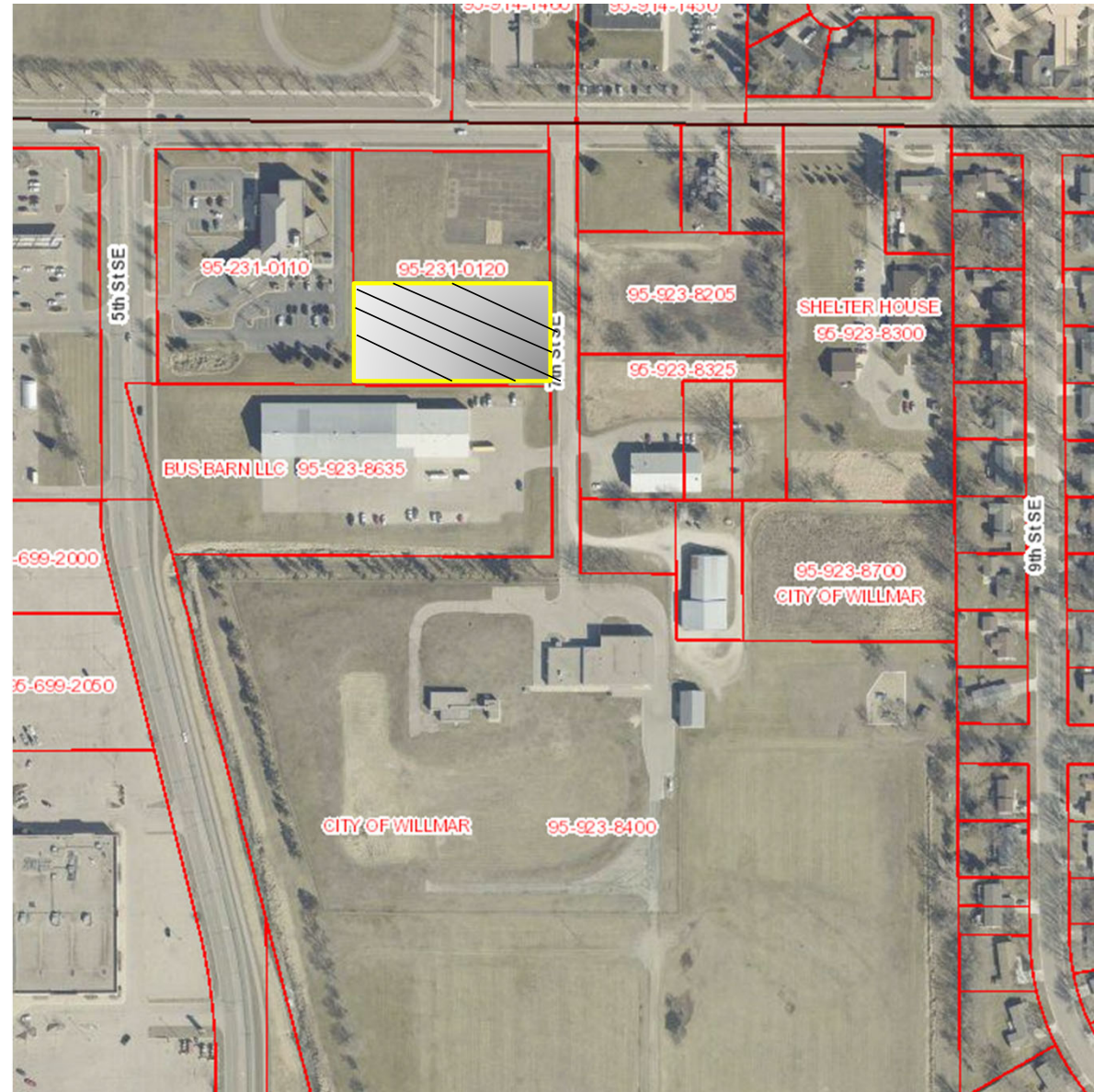
Presented by: Christopher Corbett, Director of Planning and Development

Monday, August 19, 2024

City Council

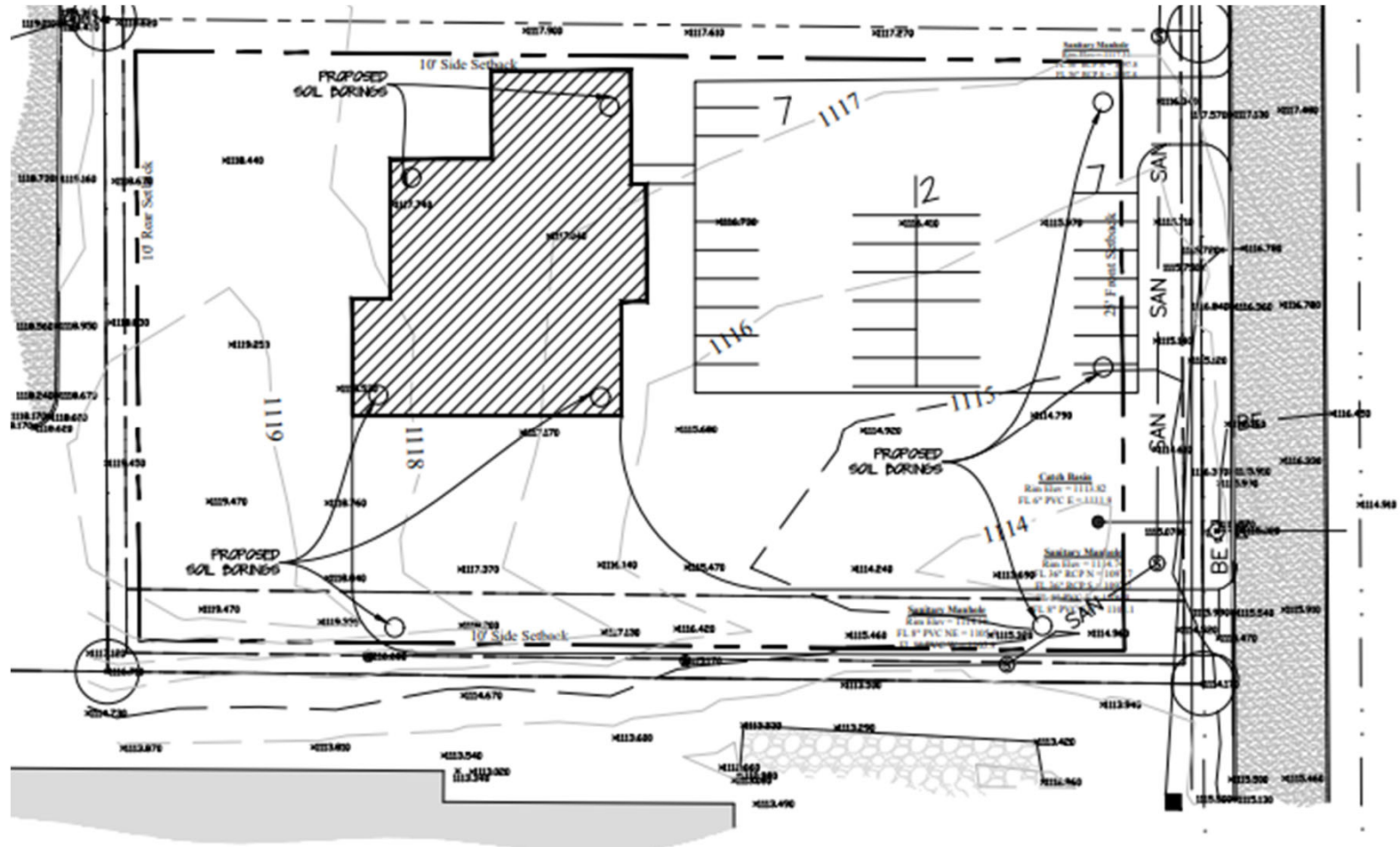
MAJOR SUBDIVISION: CentraCare East Addition

- 600 Willmar Ave SE, where CentraCare proposes the construction of an ambulance garage
- Estimated Total Acreage: 3.3
- Planning Commission: July 17 & August 7, 2024



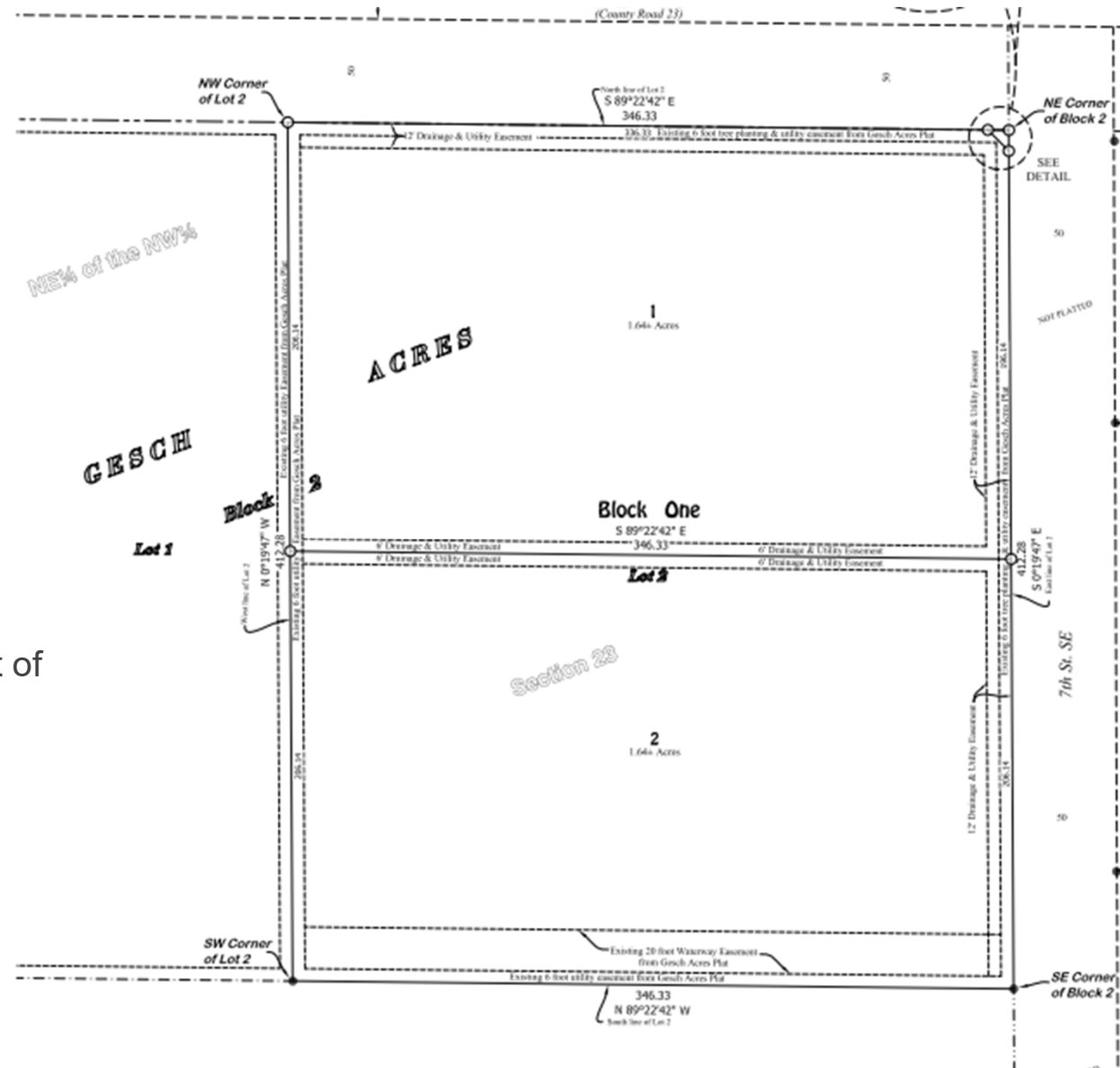
PROPOSED SITE PLAN: CentraCare East Addition

- Willmar Ave SE & 7th Street SE
- Estimated Total Acreage: 1.64
- 26 Parking Spaces



MAJOR SUBDIVISION: CentraCare East Addition

- ☐ approve by the subdivision of parcel 95-231-0120 into two lots
- ☐ approve by the preliminary and final plat of parcel 95-231-0120



WILLMAR
INC. 1901

MINNESOTA'S CROSSROADS

MINNESOTA

Presented by: Christopher Corbett, Director of Planning and Development

Monday, August 19, 2024

City Council



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Council discussion - Response to County letter		

RECOMMENDED ACTION:

Motion to send letter to Kandiyohi County Board regarding facility needs

OVERVIEW:

Response to Kandiyohi County Chair Imdieke's letter of inquiry about facility opportunities

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Kandiyohi County Facilities inquiry
2. Municipal Facility Opportunities 20240819



Health and Human Services Building
Suite 2020
2200 23rd Street NE, Willmar, MN 56201-9423
Phone 320-231-6215 Fax 320-231-7899

The Honorable Mayor Reese

Greetings Doug

I am sure you are now aware, the Kandiyohi County Board of Commissioners has authorized our Building Maintenance Manager to seek Requests for Proposals (RFP's) to conduct space needs study for the County. In addition, the board has asked me to reach out to you to inquire of the City of Willmar's interest in discussions to explore mutual opportunities.

This will be a fairly comprehensive overview that will assess our needs well into the future. As such, would it be of value to engage in discussions to explore any opportunities to collaborate on space needs? The county has no preconceived outcomes, so we do not know where it will lead us, or if there are mutual opportunities. However we think there is value in holding discussions in this regard.

Best

Roger Imdieke
Kandiyohi County Board Chair



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913 | Fax: 320.235.4917

Kandiyohi County Board Chair, Roger Imdieke
Kandiyohi County Board
22000 23rd Stret NE
Willmar, MN 56201

Re: Letter to city of Willmar

Chair Imdieke,

Thank you and the County Board for your letter inquiring if the city of Willmar is interested in exploring facility opportunities.

The Willmar City Council appreciates the County Board's initiative in evaluating the County's future facility needs and is open to discussing collaborative opportunities once the assessment is complete.

Best Regards,

Douglas E. Reese
Mayor
City of Willmar



City Council Action Request

Council Meeting Date:	August 19, 2024	Agenda Item Number:	10.F.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Department Director Updates		

RECOMMENDED ACTION:

OVERVIEW:

Community Growth Director Pablo Obregon, Parks and Recreation Director Rob Baumgarn, and Planning and Development Director Christopher Corbett will provide department updates.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Director Report_With Willmar City Council 8.19



WITH **WILLMAR**

COMPREHENSIVE PLAN

Comprehensive Plan Focus Group | August 15, 2024, 3:00 PM

Department of Planning and Development

WITH WILLMAR

COMPREHENSIVE PLAN

WITH WILLMAR, Comprehensive Plan, is a visioning document that outlines what the city would like to look like in twenty years.

Your feedback will shape the goals and priorities for the community. This document will:

- **Establish and guide City policies and decisions**
- **Combine City plans into one document**
- **Provide the basis for zoning and land use decisions**

UPCOMING EVENTS — — —



Review of Public Engagement

- **July 25, 2024, Open House Day and Evening Session at the Willmar Public Library**
- **July 30, 2024, Booth at Rockin Robbins**
- **August 6, 2024, Booth at Rockin Robbins**
- **August 9, 2024, Booth at County Fair August**

Public Meetings: Location Willmar Public Library

- **August 8, 2024, Topic: Mobility**
- **August 12, 2024, Topic: Open Space + Recreation**

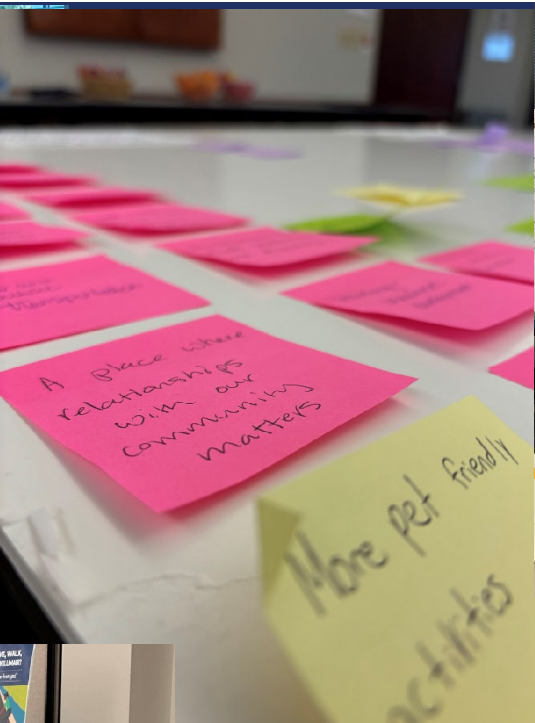
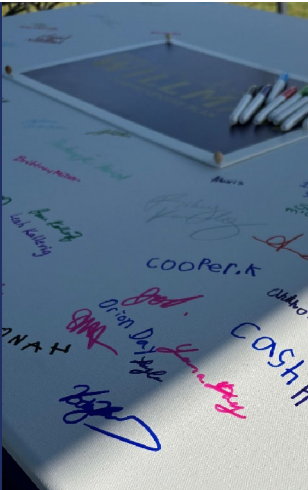
Upcoming Events at the Willmar Public Library:

- **August 26, 2024, Topic: Economic Opportunities**
- **August 29, 2024, Topic: Land-use + Housing**

Upcoming Pop-up event:

- **September 14, 2024, Pop-up at Welcoming Week**





WITH WILLMAR

AUGUST 26, 2024
**TOPIC: ECONOMIC
OPPORTUNITIES**

AUGUST 29, 2024
TOPIC: LAND USE + HOUSING

WILLMAR PUBLIC LIBRARY

DAY SESSION: 11:30AM

EVENING SESSION: 5:30PM

A stylized skyline graphic in gold, featuring various buildings, a church steeple, a house, trees, a barn, and a train.

WITH **WILLMAR**

COMPREHENSIVE PLAN



SURVEY UPDATE

8/5/24

Recreation: 51

Economic Development: 36

Housing: 42

Land-Use: 51