



WILLMAR CITY COUNCIL MEETING

MONDAY, OCTOBER 21, 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 October 7, 2024
- B. Municipal Utilities Commission Meeting Minutes of October 14, 2024
- C. Police Civil Service Commission Minutes for September 4th, 2024
- D. Police Civil Service Commission Minutes for September 25th, 2024
- E. Approve Blue Line Arena second scoreboard
- F. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Willmar Fraternal Order of Eagles
- G. Pheasants Forever MN Habitat Fund Lawful Gambling Application
- H. Accounts Payable Report, 10/3/24 - 10/16/24

Information:

WMU Financial Report for August 2024

Directors Reports

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges
 - B. Special Assessment Hearing for Unpaid Fire Alarm System Charges
 - C. Special Assessment Hearing for Unpaid Infectious Tree Removal Charges
10. Regular Business

- A. Completion of Clear Zone Acquisition Plan
- B. Approve Increasing the Firefighter PERA Retirement
- C. Assigning interim Police Chief duties
- D. Approve 2025 Health Insurance Rates and Employer Contribution
- E. Agricultural Land Exemption of Special Assessments
- F. Ordinance Amending Electric Rates
- G. WITH WILLMAR, Comprehensive Plan City Council Update
- H. Finance Update

11. "Community Pride" Announcements

12. Adjourn

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

October 7, 2024
6:30 PM

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

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

Council Member Ask moved to remove line items 11I and 12A. Council Member Shuldes seconded the motion which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of September 16, 2024
- B. Special City Council Meeting Minutes of September 30, 2024
- C. Municipal Utilities Meeting Minutes of September, 23 2024
- D. Planning Commission Minutes of September 4, 2024
- E. Planning Commission Minutes of September 18, 2024
- F. Planning Commission Minutes of October 2, 2024
- G. **Resolution No. 2024-115** Accept Final Project No. 2301-C: Irene, Augusta & Mary Avenue SE Reconstruction
- H. **Resolution No. 2024-116** Approving a Minnesota Department of Public Safety Grant
- I. **Resolution No. 2024-117** Approving Discretionary Grant Assistance
- J. **Resolution No. 2024-118** Public Works Heating System Replacement & Repairs

K. **Resolution No. 2024-119** Blue Cross Blue Shield of MN Sponsorship Funding

L. Preliminary & Final Plat Approval for Rice Legacy

M. Accounts Payable Report, 9/12/24 - 10/2/24 Information:

Finance Report through 8/31/2024

WMU Financial Report for July 2024

Monthly Building Permit Report September 2024

Council Member Ask moved to **Approve Consent Agenda Items**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Public Hearing

A. Public Hearing Authorizing the Sale of Real Property

City Attorney Robert Scott presented the Ordinance that would authorize the sale of real property to Steiner, LLC and Ardadium, LLC. Mayor Reese opened the public hearing at 6:37 p.m. There being no one present to speak for or against the proposed ordinance, Mayor Reese closed the public hearing at 6:38 p.m. Council Member Ask offered a motion to adopt **Ordinance No. 1530 Authorizing the Sale of Real Property to Steiner, LLC and Ardadium, LLC**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

B. Water View Senior Housing: Vacation of Drainage and Utility Easements

Planning and Development Director Christopher Corbett presented information and requested approval to vacate the current utility easement for Parcel Nos: 95-841-0500 and 95-841-0510 and approve the preliminary and final plats of The Water View Business Park Third Addition. Mayor Reese opened the public hearing at 6:41 p.m. There being no one present to speak for or against the proposed action, Mayor Reese closed the public hearing at 6:42 p.m. Council Member O'Brien moved to approve **Resolution No. 2024-120 Vacating the Utility Easements over and under and across Lots 1, 2, and 7, Block 6 as delineated and dedicated on Water View Business Park**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Council Member Shuldes offered a motion to **approve the preliminary and final plats of The Water View Business Park, Third Addition**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Regular Business

A. Water View Senior Housing Development TIF Agreement

Planning and Development Director Christopher Corbett reviewed the project and City Attorney Robert Scott presented the proposed Tax Increment Development Agreement between the City of Willmar and Willmar ALF, LLC for Water View Senior Housing Development to be located at The Water View Business Park Third Addition. Council Member Nelsen introduced a motion to approve **Resolution No. 2024-121, Water View Senior Housing Development TIF Agreement**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 5, Noes 1.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Asmus, Council Member O'Brien

Noes Council Member Fagerlie

B. Professional Services Agreement for Runway 13/31 Edge Lighting and NAVAIDS Replacement

Airport Manager, Eric Rudningen presented the Professional Services Agreement with Bolton & Menk for Runway 13/31 Edge Lighting and NAVAIDS Replacement. Council Member Asmus moved to approve the **Professional Services Agreement for Runway 13/31 Edge Lighting and NAVAIDS Replacement**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

C. Safe Streets for All (SS4A) Project Update

City Planner Chris Frank presented an update on the project.

D. DNR Trailhead Grant-Restroom and Shelter Project

Parks and Recreation Director Rob Baumgarn addressed the council regarding the purchase of a Greenflush Restroom for \$165,229 for the DNR Trailhead Project. Council Member Nelsen moved to approve **Resolution No. 2024-122 Approving the DNR Trailhead Grant-Restroom and Shelter Project**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Council Member Nelsen moved to **approve the purchase of a Poligon Shelter** with installation for \$61,975 for the DNR Trailhead Project. Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

E. MN DNR- Fishing Platform Agreement

Parks and Recreation Director Rob Baumgarn requested approval of an application for the Robbins Island Park shore fishing project, and the authority to be reimbursed for costs associated with this project as outlined in the cooperative agreement. Council Member O'Brien moved to **Approve Resolution No. 2024-123 MN DNR- Fishing Platform Agreement with Minnesota DNR and be reimbursed for associated costs**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

F. Receive 2025 & 2026 Preliminary Engineering Report, Call for 2025 Improvement Hearing

City Engineer Jared Voge presented the proposed 2025 and 2026 Preliminary Engineering Report and calling for the 2025 Improvement Hearing on November 4, 2024. A motion was made by Council Member Fagerlie to **Approve Resolution No. 2024-124 Receiving the 2025 & 2026 Preliminary Engineering Report and Set the 2025 Improvement Hearing for November 4, 2024**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

G. Approval of a Professional Services Contract - Bolton and Menk

Director of Operations Kyle Box addressed the Council regarding the Professional Services Agreement between the City of Willmar and Bolton & Menk regarding the Proposed Phase 1 Fiber Infrastructure Project in the amount not to exceed \$403,000. Council Member Asmus introduced a motion to **Approve Resolution No. 2024-125 Authorizing the Professional Services Contract with Bolton and Menk**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 5, Noes 1.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Asmus, Council Member O'Brien

Noes Council Member Fagerlie

H. **Approval of a Job Description for a Full-Time Community Service**

Police Chief Jim Felt requested approval of a Job Description for a Full-Time Community Service Officer. Council Member Fagerlie moved to **Approve the Job Description for a Full-Time Community Service Officer**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Mayor Reese called for a 5 minute break at 7:59 p.m.

The council meeting resumed at 8:05 p.m.

I. **Appointment of an Interim Police Chief – Removed from the Agenda**

J. **Set Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges**

City Clerk Vernae Larsen requested that a Public Hearing be held on October 21, 2024, for the Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges. Council Member Fagerlie introduced a motion to **Set a Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges for October 21, 2024**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

K. **Set Special Assessment Hearing for Unpaid Fire Alarm System Charges**

City Clerk Vernae Larsen requested that a Public Hearing be held on October 21, 2024, for the Special Assessment Hearing for Unpaid Fire Alarm System Charges. Council Member Fagerlie introduced a motion to **Set a Special Assessment Hearing for Unpaid Fire Alarm System Charges for October 21, 2024**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

L. Set Special Assessment Hearing for Unpaid Infectious Tree Removal Charges

City Clerk Vernae Larsen requested that a Public Hearing be held on October 21, 2024, for the Special Assessment Hearing for Unpaid Infectious Tree Removal Charges. Council Member Fagerlie introduced a motion to **Set a Special Assessment Hearing for Unpaid Infectious Tree Removal Charges for October 21, 2024**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

M. Introduction of an Ordinance Amending Electric Rates

City Administrator Leslie Valiant called for a Public Hearing to amend Electric Rates be set for October 21, 2024 at 6:30pm. Council Member Fagerlie motioned to **Set a Public Hearing for October 21, 2024 at 6:30 regarding an Ordinance Amending Electric Rates**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

N. Resolution to Acknowledge Donations for the 3rd Quarter of 2024

City Clerk read the 3rd quarter donations and requested approval of a resolution approving and acknowledging the donations. Council Member Asmus introduced a motion to approve **Resolution No. 2024-126 Acknowledge and Accepting the Donations for the 3rd Quarter of 2024**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Closed Session

A. Closed session pursuant to MN Stat. 13D.05, subd. 3 (c) to consider offers or counteroffers for the City's purchase or sale of Real Property

– This item was removed from the Agenda

B. Closed session pursuant to MN Stat. 13D.03, subd. 1 (b), Labor Negotiations Adjourn to Closed Session pursuant to MN Stat. 13D.03, subd. 1 (b), for Labor Negotiations

At 8:17 p.m. Council Member Ask motioned to enter into **Closed session pursuant to MN Stat. 13D.03, subd. 1 (b), Labor Negotiations**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

Council entered back into open session at 9:09 p.m.

Council Member Nelsen moved to **Adjourn** the meeting at 9:10 p.m. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

MAYOR

Attest:

CITY CLERK

Resolution No. 2024-115

A RESOLUTION ACCEPTING PROJECT NO. 2301-C AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Nelsen

IMPROVEMENT: Project No. 2301-C: Irene Avenue, Augusta Avenue, Mary Avenue SE Reconstruction

CONTRACTOR: Duininck, Inc.
DATE OF CONTRACT: April 17, 2023
BEGIN WORK: May 22, 2023
COMPLETE WORK: September 12, 2024
APPROVE, ENGINEERING DEPT: September 30, 2024

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

1. The said City of Willmar Irene Avenue, Augusta Avenue, Mary Avenue SE Reconstruction Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$4,046,267.46
CHANGE ORDER NO. 1	(\$49,685.74)
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$3,996,581.72

Less Previous Payments

\$3,916,405.09

FINAL PAYMENT DUE CONTRACTOR:

\$80,176.63

Dated this 7th day of October, 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-116

AUTHORIZATION TO ACCEPT A MINNESOTA DEPARTMENT OF PUBLIC SAFETY-EMERGENCY COMMUNICATION NETWORKS- ARMER GRANT.

Motion By: Ask

Second By: Nelsen

BE IT RESOLVED, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that city staff be authorized to accept the DPS-ECN ARMER grant in the amount of \$40,000. Dated this 7th day of October, 2024

/S/ Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen

CITY CLERK

RESOLUTION 2024-117

**State Funded Program for IJA Discretionary Grant Assistance
Terms and Conditions
SAP 175-589-001
October 7, 2024**

WHEREAS, the City of Willmar has applied to the Commissioner of Transportation for a grant from the State Program for IJA Assistance; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$40,000.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of Willmar does hereby agree to the terms and conditions of the grant consistent with Minnesota Laws 2023, Chapter 68, Article 1, Section 2, Subdivision 5(a), and will pay any additional amount by which the cost exceeds the estimate, and will return any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Dated this 7th day of October, 2024

/S/ Douglas E. Reese
MAYOR

ATTEST:

/S/ Leslie Valiant
CITY ADMINISTRATOR

Resolution No. 2024-118

A RESOLUTION AWARDING THE PUBLIC WORKS GARAGE HVAC REPLACEMENT AND REPAIRS TO BULLET PROOF MECHANICAL SERVICE, INC. IN THE AMOUNT OF \$85,916.72.

Motion By: Ask 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 bid of Bullet Proof Mechanical Service, Inc. of Willmar, MN for the Public Works Garage HVAC replacement and repairs is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$85,916.72.

Dated this 7th day of October, 2024

/S/ Douglas E. Reese

Mayor

Attest:

/S/ Vernae Larsen

City Clerk

RESOLUTION NO. 2024-119

**AUTHORIZATION TO ACCEPT BLUE CROSS BLUE SHIELD OF MN
SPONSORSHIP FUNDING FOR CITY OF WILLMAR COMMUNITY GROWTH,
EQUITY, AND INCLUSION WORK**

Motion By: Ask Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that city staff be authorized accept the Blue Cross Blue Shield of MN sponsorship funding in the amount of \$25,000.

Dated this 7th day of October, 2024

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2024-120

RESOLUTION TO VACATE UTILITY EASEMENTS

Motion By: O'Brien Second By: Shuldes

BE IT RESOLVED that the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, vacates the following drainage, utility and other easements more particularly described as:

All the drainage and utility easements over, under and across Lots 1, 2, and 7, Block 6, as delineated and dedicated on WATER VIEW BUSINESS PARK, according to the recorded plat thereof, Kandiyohi County, Minnesota.

Dated this 7th day of October 2024.

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-121

**RESOLUTION TO APPROVE THE WATER VIEW SENIOR HOUSING DEVELOPMENT TAX INCREMENT
FINANCING AGREEMENT**

Motion By: Nelsen Second By: Asmus

BE IT RESOLVED that the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, approves the Tax Increment Financing Agreement for the Water View Senior Housing Development to be located at the Water View Business Park Third Addition Final Plat:

Dated this 7th day of October 2024.

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-122

RESOLUTION APPROVING THE DNR TRAILHEAD GRANT-RESTROOM AND SHELTER PROJECT

Motion By: Nelsen Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the purchase of a Greenflush restroom for \$165,229, for the DNR Trailhead project.

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the purchase of a Polygon Shelter with installation for \$61,975, for the DNR Trailhead Project.

Dated this 7th day of October 2024

/S/ Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2024-123

**RESOLUTION APPROVING TO ENTER INTO A COOPERATIVE AGREEMENT WITH MINNESOTA DNR FOR THE
ROBBINS ISLAND PARK SHORE FISHING PROJECT**

Motion By: _____ O'Brien _____ Second By: _____ Asmus _____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the Cooperative Agreement with Minnesota DNR for the Robbins Island Park shore fishing project; and

BE IT RESOLVED by the City Council of the City of Willmar to reimburse costs associated with this project as outlined in the cooperative agreement.

Dated this 7th day of October 2024

/S/ Douglas E. Reese

Douglas E. Reese, Mayor Attest:

/S/ Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-124

**RECEIVING 2025 & 2026 PRELIMINARY REPORT AND
CALLING PUBLIC HEARING ON
YEAR 2025 IMPROVEMENT PROJECTS**

Motion By: _____ Fagerlie _____ Second By: _____ Ask _____

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, sanitary sewer, and water main in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2025 and 2026 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such 2025 improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 7th day of October, 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-125

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

Motion By: Asmus

Second By: Shuldes

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 7th day of October, 2024

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-126
ACKNOWLEDGEMENT OF DONATIONS

Motion By: Asmus Second By: Fagerlie

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of July 1, 2024 through September 30, 2024.

Amount	From	For/Purpose
\$ 25.00	Jerald Tagtow	Willmar Cert Fund
\$ 50.00	Jerald Tagtow	Willmar Police Body Armor
\$ 100.00	Karen Bjerke	Willmar CERT Fund
\$ 360.00	Willmar Fest	Willmar CERT Fund
\$ 500.00	Ridgewater	Welcome Week
\$ 500.00	Ryane Clarks Heroes Project	Fire Explorers

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the city formally accept the donations as listed below:

Dated this 7th day of October, 2024.

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
Meeting Minutes – October 14, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular meeting scheduled on Monday, October 14, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Terrill Sieck, Bruce DeBlieck, and Patricia Elizondo. Absent were Commissioners Dave Baumgart and Carol Laumer.

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

The meeting opened with the recitation of the Pledge of Allegiance. Due to the absence of Commission Secretary Baumgart, Commission President Mueske appointed Commissioner Sieck to serve as Acting Secretary. Following the appointment, Commissioner Mueske inquired if any changes to the agenda were needed. Following review and discussion, Commissioner Kennedy offered a resolution to approve the consent agenda, including the additional agenda item as presented. Commissioner Sieck seconded.

RESOLUTION NO. 38

“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: September 23, 2024 MUC Meeting and October 7, 2024 Special MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241390 to No. 20241528 and associated wire transfers inclusive in the amount of \$2,644,782.09.

Dated this 14th day of October, 2024.

President

Attest:

Acting Secretary

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

Commissioner Mueske reminded the Commission that any additional General Manager interview input should be directed to Liza Donabauer of DDA for finalization of the interview process for the General Manager position.

At the September 23rd MUC meeting, Facilities & Maintenance Supervisor Marti presented the Commission with a full assessment of the WMU Wind Turbine Program. Following the presentation, the Commission was asked to provide final action or directive relating to the program. Marti summarized the findings, which included that due to lack of resources, availability of replacement parts, financial considerations and existing projected life expectancy of the turbines, it is not practical to continue their operation. Following review, Commissioner DeBlieck offered a motion to terminate the WMU Wind Turbine Program and proceed with the

process to decommission WMU's two wind turbine units. Commissioner Sieck seconded the motion, which carried by a unanimous vote of five ayes and zero nays.

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

Interim General Manager Johnson reviewed with the Commission the efforts being made to collect unpaid utility bills, which includes utilizing the lien process. This process involves sending lien letters to individuals, offering them the opportunity to appear before the Commission to contest the proposed lien against their property. To date, no requests have been received to contest any of the identified parcels.

While efforts to collect these unpaid bills are ongoing, Johnson requested the Commission's approval of a resolution asking the City Council to place liens on the properties for the unpaid utility bills. The total amount for the forty-two requested property liens is \$48,557.83. Following review and discussion, Commissioner DeBlieck offered a resolution to request the City Council to place liens on the forty-two identified properties for the total collectable amount of \$48,557.83. Commissioner Sieck seconded.

RESOLUTION NO. 39

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Municipal Utilities Commission requests the Willmar City Council to place liens on forty-two identified properties for non-payment of utility bills for the total collectible amount of \$48,557.83."

Dated this 14th day of October, 2024.

President

Attest:

Acting Secretary

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

Interim General Manager Johnson was pleased to present the newly created *Municipal Power Advantage WILLMAR* informational brochure. The brochure was created by Missouri River Energy Services (MRES) in collaboration with WMU. This valuable marketing highlights the importance and benefits of operating a municipally owned electric utility. It showcases how the electric utility provides customer benefits and supports the community in ways beyond delivering reliable electricity. These benefits include positive financial impacts on the community, affordable rates, enhanced reliability, discounted rates for economic development, and local control and service. All are encouraged to view the brochure which is located on the WMU website.

Interim General Manager Johnson provided an update of the process to acquire property for the new WMU facility. Due to railroad spur and MnDOT access issues, Option #1 is no longer a viable option. As directed by the Commission, staff is now pursuing Option #2. Johnson expressed optimism about the potential to secure this property and assured the Commission that staff will continue to proceed as required.

Interim General Manager Johnson noted tentative future Labor Committee agenda items will include the new building land acquisition and the MUC Self-Survey. Tentative future Planning Committee agenda items include new building, new generation, and CMPAS transmission investment.

Upcoming 2024 events to note:

- MUC Special Mtg.: Interview of General Manager finalists including Meet-and-Greet session on Monday, October 21st (beginning @ 8:30 am)

There being no further business to come before the Commission, Commissioner Kennedy offered a motion to adjourn. Commissioner Sieck seconded the motion, which carried by a vote of five ayes and zero nays. The meeting was adjourned at 12:28 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Terrill Sieck, Acting Secretary

Attendees:

- **Commissioners present:** Shawn Mueske, Dave Baumgart, John Kennedy, Carol Laumer, Terrill Sieck, Patricia Elizondo, and Bruce DeBlieck (via teleconference)
- **Others:** Liza Donabauer, DDA Management Consultant, Information Systems Coordinator Mike Sangren, and Beth Mattheisen, Executive Secretary

Meeting Overview:

1. Call to Order:

- The meeting was called to order by Commission President Shawn Mueske.
- The Pledge of Allegiance was recited.

2. Purpose of the Meeting:

- The primary purpose of this special meeting was to continue the selection process for the General Manager position.

3. Approval of Minutes:

MUC Baumgart made a motion to approve September 30th Special MUC Meeting minutes as presented. MUC Sieck seconded the motion, which carried by a unanimous vote of six ayes and zero nays.

4. General Manager Search Update:

Ms. Donabauer reviewed the General Manager search process. After discussion, MUC Laumer made a motion to recommend interviewing three additional semi-finalists, using the same in-person process previously used. MUC Elizondo seconded the motion, which carried by a unanimous vote of six ayes and zero nays.

5. Interview Process Recap:

- Three additional candidates will be interviewed and join the two existing finalists for possible second interviews. In-person interviews for the three newly selected finalists will last 45 minutes each.
- Plans were made for the new candidates to take tours of the community and WMU projects, as well as participate in a "meet & greet" session.
- Five candidates (three new and two existing) may be asked to participate in a final 30-minute second interview, which will include a five-minute presentation followed by a Q&A session.

6. Important Dates:

- **October 14th:** Deadline for Commissioners to provide input. After this date, Ms. Donabauer will distribute data about the finalists to the MUC and City Council Liaison.
- **October 21st:** 1st/2nd interviews to be conducted as needed, community and WMU project tours, and a "meet & greet" session (exact times TBD).

7. Adjournment:

There being no further business, the meeting was adjourned by consensus at 1:17 pm.

Respectfully submitted,

Beth Mattheisen, Executive Secretary

MINUTES
WILLMAR POLICE COMMISSION
Wednesday, September 4, 2024

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, September 4, 2024, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Lilbon Clark, Chief Jim Felt, Captain Mike Anderson, and Administrative Assistant Lynn Shuldes were also present. Police Commission Member Kris Rosendahl was absent.

The meeting was called to order by President Schulstad at 1:05 p.m.

A motion was made by Commissioner Schulstad, seconded by Commissioner Clark to approve the July 17th minutes as submitted. **Motion carried.**

Administrative Assistant Shuldes gave the Commission an update on the interview process for the Secretarial position. After conversation and careful consideration of the oral interview scores, educational ranking and typing test scores of the seven candidates that were interviewed, the Commission made their recommendation. Chief Felt, Captain Anderson, and Administrative Assistant Shuldes all concurred with their decision.

Chief Felt gave an update on the police officer candidates that are being worked on. While one of the applicant's statuses is pending the successful passing of the POST exam, the other applicant, with the direction of the Police Commission, recently had their background completed. It will be submitted to the Chief soon for review and brought before the Police Commission perhaps within the next few weeks.

Chief Felt presented the Commission with an update about how field training is going for two recently hired officers.

Miscellaneous

- Chaplains – Two new Chaplains have completed their tasks and are on board. The Chief will work with them to help them acquire their gear. Pastor Paul McCullough has stated he will stay on to mentor his replacements.
- Web Cams/Flock Safety – Chief Felt states eight out of the ten Flock cameras are now deployed around the city. They have the capability to save limited data for 30 days and use AI technology to assist with vehicle information. They have already been very useful in solving a few cases. The goal is to have all the cameras up and running by the end of the summer.
- Chief Felt gave an update on the SROs. A discussion was recently held with Superintendent Dr Adams. Currently there is no intention from the school to add SROs back into the schools for the 2024-2025 school year. They feel the security staff they have in place is sufficient.

Chief Felt stated the school did reach out for help with coverage at WEAC as kids from the nonsecure Prairie Lakes Youth Programs are being transported there for school while Prairie Lakes completes repairs from a recent fire. WPD and KSCO both declined their request for scheduled assistance at this time but stated they should certainly call if help is needed.

- Linda Wittman will be retiring on Friday, September 13th. There will be a time of celebration with Linda from 2-4pm in the Administrative Conference Room.

Having no further business, a motion was made by Commissioner Clark and seconded by Commissioner Schulstad to adjourn. The meeting was adjourned at 02:26 pm.

by Lynn Shuldes

MINUTES
WILLMAR POLICE COMMISSION
Wednesday, September 25, 2024

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, September 25, 2024, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Secretary Kris Rosendahl. Chief Jim Felt, Captain Mike Anderson, and Administrative Assistant Lynn Shuldes were also present. Police Commission Member Lilbon Clark was absent.

Also, in attendance was Paw Wah, a sociology student from St Cloud State University.

The meeting was called to order by President Schulstad at 1:03 p.m.

A motion was made by Commissioner Schulstad, seconded by Commissioner Rosendahl to approve the September 4th minutes as submitted. **Motion carried.**

Since the Commission reviews/approves WPD job descriptions, the Chief reviewed with them the Chief of Police, the Community Service Officer/Police Apprentice and a new job description of Community Service Officer (Full Time).

The Commission reviewed the Chief of Police job description and felt it could remain as currently written.

The Commission reviewed the proposed language changes to the current Community Service Officer/Police Apprentice job description. The last time this job description was reviewed was on 01/19/2018. The proposed changes include removal of language currently listed under Minimum Qualifications regarding the CSO/Police Apprentice employee having to be a student enrolled in a MN certified law enforcement training program and an active student to retain employment with WPD and that their employment cannot exceed three years, unless due to specific department need. The proposed language addition would be under a category entitled "Streamlined Hiring Process" and would make it much easier to capture future candidates while they are still attending post-secondary schooling.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to approve the proposed changes to the Community Officer/Police Apprentice job description. **Motion carried.**

Chief Felt gave an overview on a new job description, Community Service Officer (Full Time). If approved, it would be presented to Administration and brought before City Council. The main reasons for requesting this position include having consistent CSO onboarding and training, potentially lightening the load of duty officers by helping with calls, and in the event that there is an FTO candidate who needs extra time to overcome roadblocks in their training with the opportunity to return to full time patrol if improvements are met, provided there are openings available within the department.

A motion was made by Commissioner Schulstad, seconded by Commissioner Rosendahl to approve the new job description for Community Service/Service Officer (Full Time). **Motion carried.**

Chief Felt gave an update on how FTO training is going for two new officers. They are progressing and continuing to show improvement.

Chief Felt provided an update about potential officer candidates.

- Officer candidate “1” has had a background done and a conditional offer was given. They asked for time to explore other employment opportunities but would still like to be considered as a potential hire and will keep us updated.
- Officer candidate “2” has yet to communicate with WPD the successful passing of the POST test. A timeline for this candidate was proposed as the following:
 - Pass the POST test prior to October 25th.
 - Provide an updated biography to the Police CommissionA motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to approve the timeline as stated above. **Motion carried.**
- Officer candidate “3” has successfully met recommended goals set before them after the background was conducted and would like to be reconsidered for employment. A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to approve a conditional offer to this candidate and to schedule the mandatory testing appointments of medical, physical, and psychological. **Motion carried.**
- Officer candidate “4” had a background completed. Discussion was had about whether to offer a conditional offer to this candidate. A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to not approve a conditional offer at this time. **Motion carried.**

Miscellaneous

- Chaplains – Two new Chaplains have completed their tasks and are on board. The Chief will work with them to help them acquire their gear. Pastor Paul McCullough has stated he will stay on to mentor his replacements.
- Web Cams/Flock Safety – Chief Felt stated eight out of the ten Flock cameras are now deployed around the city. They have the capability to save limited data for 30 days and use AI technology to assist with vehicle information. They have already been very useful in solving a few cases.
- With the retirement of Linda Wittman, Secretary, on September 13th, a new Secretary, Miranda Larsen, started on September 23rd and is going through training.

Former Admin Assistant, Sue Edwards, will be assisting on a part time basis to work with Miranda.

- Chief Felt stated he has turned in his notice of retirement from WPD effective Friday, October 18, 2024. City Council will conduct a Special Council Meeting on Monday, September 30, 2024, to decide what the process will be for seeking a new Police Chief. Chief Felt stated that his recommendation to Administration and City Council will be that they first look for a suitable candidate within the WPD department. There are currently at least 5 employees that would be eligible for application, if they so choose to apply. If a suitable candidate isn't found in the local search, his recommendation would be to search within the Region VI area, being a five-county area. If a suitable candidate isn't found within the local and regional area, then to look at a national search.

Having no further business, a motion was made by Commissioner Rosendahl and seconded by Commissioner Schulstad to adjourn. The meeting was adjourned at 02:55 pm.

by Lynn Shuldes



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Approve Blue Line Arena second scoreboard		

RECOMMENDED ACTION:

Approve the purchase of an additional scoreboard panel for the Blue Line Arena.

OVERVIEW:

Collaboration has taken place with the Hockey Association, Willmar Hockey Boosters, and the Curling Club to add a scoreboard to the south end of the Blue Line Arena. Currently, there is one scoreboard panel located on the north wall. The hockey groups will each contribute \$1,776.00, while the curling club will donate \$200. The City will provide the remaining \$1,781.00. The scoreboard panel is expected to arrive within 6 to 8 weeks. The quote will be submitted once all funds from the groups have been received.

BUDGETARY/FISCAL ISSUES:

\$1,781.00 - Small Tools budget line

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- APPROVE BLUE LINE ARENA SCOREBOARD
2. City of Willmar Civic Center - Daktronics Order Agreement

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PURCHASE OF BLUE LINE ARENA
SOUTH SCOREBOARD AND DONATIONS
FROM HOCKEY ASSOCIATION AND GLACIAL LAKES CURLING CLUB**

Motion By: _____ Second By: _____

WHEREAS the Willmar Hockey Association, Willmar Hockey Boosters and the Glacial Lakes Curling Club have agreed to financial support the purchase of a second scoreboard for the Blue Line Arena for the purchase price \$5,533.00;

WHEREAS, the Willmar Hockey Association and Willmar Hockey Boosters will contribute \$1,776.00 and the Glacial Lakes Curling Club will contribute \$200.00 with the remaining cost of \$1,781.00 to be paid for by the City of Willmar.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar approves the purchase of a Daktronics Tuff Sport PanaView Hockey Scoreboard for the total purchase price of \$5,533.00 and the City Council approves the total donation of \$1,776.00 from the Willmar Hockey Association and Willmar Hockey Boosters and the donation of \$200.00 from the Glacial Lakes Curling Club with the balance of \$1,781.00 be paid by the City of Willmar.

Dated this 21st day of October 2024

Mayor

Attest:

City Clerk

DAKTRONICS ORDER AGREEMENT # 829945-1-1

City of Willmar Civic Center
Rob Baumgarn
2707 Arena Dr
Willmar, MN USA 56201
Phone: (320)235-1454
Fax:
Email: rbaumgarn@willmarmn.gov

10/Oct/2024
Valid for: 60 days
Terms: Net 30 days from shipment with
Purchase Order
Subject to Credit Review
FCA: DESTINATION
Delivery: Call for Production Time

Reference:

Item No.	Model	Description	Qty	Price
1	H-2111-AR-PV	Tuff Sport® PanaView® Hockey Scoreboard; Scoreboard Color: Red (1956); Caption Color: White (7725-10) Digit Type: PANAVIEW Weight: Unpackaged 120 lbs per display; Packaged 162 lbs per display	1	\$4,723.00
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: White (7725-10)	1	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	1	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
2	Radio Receiver	Frequency of 2.4 GHz - For Existing Scoreboard	1	\$470.00
	W-2913	HARNESS; RADIO ADAPTOR, 5P MNL M TO 6P MINI M	1	
3	FREIGHT	Shipping to site	1	\$340.00
Services				
4	G5G5-Five Years of Parts Warranty	Five (5) Year Parts Only - Includes Customer Care Level 3	1	
Total Price Excluding Applicable Tax:				\$5,533.00

Please reference listed sales literature: DD2541518 for H-2111-AR-PV, SL-03991 for AS-5010 Kit, SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Exclusions:

- | | |
|--|------------------------------------|
| - Electrical Installation | - Physical/Mechanical Installation |
| - Structure | - Foundation |
| - Power | - Hoist |
| - Technical Support/Installation Support | - Engineering Certification |
| - Signal Conduit | - Labor to Pull Signal Cable |
| - Applicable Permits | - Taxes |
| - Electrical Switch Gear or Distribution Equipment | - Front End Equipment |

Unless expressly stated otherwise in this Order Agreement # 829945-1 Rev 1 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Christopher Kretsch
PHONE: 608-250-9180
FAX:
EMAIL: Christopher.Kretsch@daktronics.com

Meagan Franks
PHONE:
FAX:
EMAIL: Meagan.Franks@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

Limited Warranty and Extended Service Terms and Conditions (www.daktronics.com/DD5459759)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

Customer Care Level 3, Parts Coverage, No Daktronics Labor Coverage (www.daktronics.com/DD5454486)

Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this order agreement and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Willmar Fraternal Order of Eagles		

RECOMMENDED ACTION:

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

OVERVIEW:

FOE Aerie 2334 dba Willmar Fraternal Order of Eagles, a current Club On-Sale Liquor License holder located at 136 6th Street SW, is requesting authorization to host an outdoor liquor sales / consumption on their rear parking lot which will be fenced in. This will be a Tailgating Party event and a State approved 1 Day to 4 Day Temporary On-Sale Liquor License is required to hold this event scheduled for November 24, 2024, from 10:30 a.m. to 4:30 p.m. Prior similar permits have been approved with no concerns from the Willmar Police Department.

BUDGETARY/FISCAL ISSUES:

\$100 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during this event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Pheasants Forever MN Habitat Fund Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Pheasants Forever MN Habitat Fund Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Pheasants Forever MN Habitat Fund Lawful Gambling Application

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever MN Habitat Fund

Previous Gambling Permit Number: X- 35511-24-021

Minnesota Tax ID Number, if any: ES29354

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 19285 Nowthen Blvd NW

City: Nowthen State: MN Zip: 55303 County: Anoka

Name of Chief Executive Officer (CEO): Sabin Adams

CEO Daytime Phone: (320)250-6317 CEO Email: sadams@pheasantsforever.org

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Conference Center

Physical Address (do not use P.O. box): 240 23rd St SE

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 17, 2025 and January 18, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☒ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: <u>City of Willmar</u> Signature of City Personnel: <u>[Signature]</u> Title: <u>City Clerk</u> Date: <u>10/7/24</u>	Print County Name: _____ Signature of County Personnel: _____ Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)	
Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 10/4/2024
 (Signature must be CEO's signature; designee may not sign)

Print Name: Sabin Adams

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

Vendor Payment Listing

October 3, 2024 thru October 16, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104192	Aaron Reich	0719241132	72696	130.50	shop supplies
103696	ACE ROLLOFFS & DISPOSAL	237/10-24	72697	52.70	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	233/10-24	72697	49.68	garbage
103696	ACE ROLLOFFS & DISPOSAL	240/10-24	72697	24.35	Wastewater Collections plant garbage service
103696	ACE ROLLOFFS & DISPOSAL	241/10-24	72697	209.71	Wastewater Facility garbage service
103696	ACE ROLLOFFS & DISPOSAL	213/10-24	72697	537.54	Section B Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	200/10-24	72697	578.10	Section A Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	238/10-24	72697	258.96	City Hall garbage service
103696	ACE ROLLOFFS & DISPOSAL	239/10-24	72697	202.64	Public Works Garage garbage service
103696	ACE ROLLOFFS & DISPOSAL	236/10-24	72697	176.12	Garbage
102061	ALEX AIR APPARATUS 2 LLC	INV-50902	72698	1,543.05	4 pairs of Black Diamond boots
103987	Alexandria Technical & Community College (ATCC)	C10000002234	72699	2,070.26	Burn trailer training
103557	AMAZON CAPITAL SERVICES	1NVP-HVH9-7TVJ	72700	87.18	CRAFT PROGRAMS
103557	AMAZON CAPITAL SERVICES	1RYN-WK1H-HTGM	72700	156.91	Coffee and Ice Maker for Department
103557	AMAZON CAPITAL SERVICES	19RK-RRTP-1R91	72700	65.46	Prizes for Welcome week Carnival
103557	AMAZON CAPITAL SERVICES	1CGG-V1TL-DJLM	72700	242.67	ZAGG Pro Keyboard for Apple ipads for Detectives
103557	AMAZON CAPITAL SERVICES	16GR-4PL9-6CYR	72700	98.66	OFFICE SUPPLIES
103557	AMAZON CAPITAL SERVICES	11DF-1Y6W-WFRF	72700	193.57	HOLIDAY BOUTIQUE
103557	AMAZON CAPITAL SERVICES	1HY1-HGXR-CMGY	72700	53.13	Staplers for Office Staff
103557	AMAZON CAPITAL SERVICES	1RDX-RTGL-6W9M	72700	58.95	Cash Drawer for Front Desk
103557	AMAZON CAPITAL SERVICES	11V4-6FHC-WKYD	72700	262.20	two batteries for drone
103557	AMAZON CAPITAL SERVICES	17C7-HVTW-XXL4	72700	125.25	Plates, Forks, Cups for Retirement Party
103557	AMAZON CAPITAL SERVICES	14GT-MCTQ-LJ3X	72700	339.50	Replacement of Soccer goals wheels
103557	AMAZON CAPITAL SERVICES	1GDR-RPDL-3NWJ	72700	323.56	(4) iPad case for incoming council
103557	AMAZON CAPITAL SERVICES	1DTP-DR14-CFPT	72700	152.11	Safty Jackets
103557	AMAZON CAPITAL SERVICES	1YRH-HPXK-C7C3	72700	100.56	Jackets
103557	AMAZON CAPITAL SERVICES	1117-LCPT-LXT7	72700	328.98	Jackets
103557	AMAZON CAPITAL SERVICES	1YFH-LTTN-KVQJ	72701	8.99	Drop Ceiling Hooks
103557	AMAZON CAPITAL SERVICES	1CGG-V1TL-D17V	72701	41.98	Duffle Bag for Park Clean Up
103557	AMAZON CAPITAL SERVICES	1K31-WTF6-HHXX	72701	23.52	MARKERS
103557	AMAZON CAPITAL SERVICES	1KRH-3QH3-DR3J	72701	29.98	(2) Apple USB-C charger
103557	AMAZON CAPITAL SERVICES	1M6R-T4KH-VRVY	72701	24.94	iPhone case for B. Diem
103557	AMAZON CAPITAL SERVICES	1W9K-K9NC-1NMM	72701	37.85	DJI Goggles Battery
103557	AMAZON CAPITAL SERVICES	1TP3-QFC6-KVLG	72701	42.40	iPhone case for J. Larcom & R. Tillemans
103557	AMAZON CAPITAL SERVICES	1DR9-FRCJ-13NC	72701	52.58	FOLDERS
100825	AMERICAN DOOR WORKS	02-015803	72702	1,353.00	Concession Stand Rec Fields
100057	AMERICAN WELDING & GAS INC	0010362992	72703	84.85	Welding gas
100057	AMERICAN WELDING & GAS INC	0010340119	72703	48.00	Fire Extinguisher refill
100057	AMERICAN WELDING & GAS INC	0010362863	72703	40.52	Cylinder rent
100057	AMERICAN WELDING & GAS INC	0010385542	72703	206.85	Fire extinguisher inspection & refill
102954	ANDERSON LAW OFFICES	Auction Vehicles	72704	445.50	Auction Forfeiture Vehicles
103946	ARVIG	STMT/09-24	72705	3,850.00	Leased fiber - September
100863	ASTECH CORPORATION	1	72706	231,700.54	Project No. 2408 Seal Coat Pay Application No. 1
100075	AT&T MOBILITY	529581	72707	70.00	Search Warrant for ICR 24011644
103610	AUSTIN INCORPORATED	55270-2	72708	120.00	septic pumping
100131	AVENU INSIGHTS & ANALYTICS	INVB-056876	72709	2,160.32	AS400 hosting - Sep
104080	B&F Fastener Supply	80008660-00	72710	6.60	Hex Socket
103188	BARNUM GATE SERVICES INC	42115	72711	800.94	Gate repair
102860	BATTERY WHOLESALE INC	247339WIL	72712	49.02	UPS Is.
102860	BATTERY WHOLESALE INC	247012WIL	72712	17.94	3 Volt Lithium Coin Cell Tear Strip
100097	BECKER ARENA PRODUCTS INC	613406	72713	248.04	Hinges for Hockey Boards
100097	BECKER ARENA PRODUCTS INC	613185	72713	2,388.67	Hockey Vinyl Kits
101010	BOLTON & MENK INC	0346449	72714	2,603.50	TH 40 Turn Lanes Professional Services
101010	BOLTON & MENK INC	0346442	72714	12,375.00	ELLS 7, 8 & 9 Professional Services
101010	BOLTON & MENK INC	0346433	72714	11,730.79	Project No. 2401-A Professional Services
101010	BOLTON & MENK INC	0346436	72714	2,660.00	Trott Regional Stormwater Pond
101010	BOLTON & MENK INC	0346441	72714	5,510.00	Aug 3-30 Professional Engineering Services
101010	BOLTON & MENK INC	0346437	72714	26,879.00	2024 Professional Services 8-3 thru 8-30
101010	BOLTON & MENK INC	0346445	72714	3,071.00	Outdoor Covered Rink
101010	BOLTON & MENK INC	0346440	72714	7,665.00	Bike and Ped Master Plan
101010	BOLTON & MENK INC	0346443	72714	36,057.25	Project No. 2301-A Professional Services

Vendor Payment Listing

October 3, 2024 thru October 16, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104192	Aaron Reich	0719241132	72696	130.50	shop supplies
101010	BOLTON & MENK INC	0346439	72714	3,017.00	Project No. 2301-C Professional Services
101010	BOLTON & MENK INC	0346435	72714	24,603.24	19th Ave Path Professional Services
101010	BOLTON & MENK INC	0346434	72714	89,838.77	Project No. 2401 Professional Services
101010	BOLTON & MENK INC	0346446	72714	11,834.00	Overflow & Stormwater Reuse Grant Professional Ser
101010	BOLTON & MENK INC	0343943	72714	6,955.50	Overflow & Stormwater Reuse Grant professional ser
101010	BOLTON & MENK INC	0346531	72714	16,218.66	SS4A #4
101010	BOLTON & MENK INC	0346447	72715	1,144.00	Project No. 2403-A Professional Services
101010	BOLTON & MENK INC	0346444	72715	980.00	TH 12 LS Elimination Professional Services
104188	Bradley Security & Electric, LLC	9570	72716	756.57	Men's locker room door lock
101980	BSE	929210011	72717	20.68	Generator relay
103960	BUREAU OF CRIM. APPREHENSION	00000823609	72718	1,560.00	CJDN Invoice 20240701 to 20250630
102336	CANON FINANCIAL SERVICES INC	35870559	72719	140.23	291358-1
102336	CANON FINANCIAL SERVICES INC	35874182	72719	127.77	291358-2
102336	CANON FINANCIAL SERVICES INC	35874183	72719	134.15	291358-3
102542	CARRANZA/NORMA I	198	72720	150.00	Interpreting Services for ICR 24011848
103329	CELLEBRITE INC	INVUS275862	72721	13,850.00	Annual Subscription
103390	CENTRACARE	725303875	72722	35.00	Alcohol Test
100154	CHAMBERLAIN OIL CO	487952-00	72723	1,158.00	Engine Oil
100156	CHAPPELL CENTRAL INC	SVC-119325	72724	366.81	Plumbing Work-Replace traps and Grid Strainers
100156	CHAPPELL CENTRAL INC	SVC-119332	72724	113.78	Replace vacuum breaker in mens bathroom
100156	CHAPPELL CENTRAL INC	SVC-119236	72724	99.00	Plant generator damper repair
100736	CHARTER COMMUNICATIONS	224360801100124	72725	552.92	October Phone/Rice Park Internet
104070	Column Software PBC	B15E1683-0048	72726	114.36	PDS-CUP-24-02 Trident 09/14/24 & 09/21/24
104070	Column Software PBC	B15E1683-0052	72726	65.57	PDS-CUP-24-07
104070	Column Software PBC	B15E1683-0049	72726	68.82	PDS-CUP-24-08
104070	Column Software PBC	B15E1683-0051	72726	58.89	PDS-CUP-24-09
104070	Column Software PBC	B15E1683-0054	72726	295.83	General Election Ballot
103672	COMMERCIAL REFRIGERATION SYSTEMS INC	47335	72727	7,569.50	Compressor Repairs
103672	COMMERCIAL REFRIGERATION SYSTEMS INC	47336	72727	1,846.86	Compressor Repairs
103116	COMPASS MINERALS AMERICA	1374450	72728	5,465.55	Salt
100186	CROW CHEMICAL & LIGHTING	128304	72729	236.95	Cleaning supplies
103648	CROW RIVER READY MIX	10879	72730	1,926.00	Concrete at Swansson
103648	CROW RIVER READY MIX	10985	72730	1,926.00	Concrete at Swansson Fields
103686	D&D ELECTRIC LLC	5034	72731	2,469.50	Plant electrical repairs
101299	DAHLBERG BOOT & TRAILER SALES	101424	72732	6,832.66	2024 Darkhorse Cargo Trailer 6.5 x 12ft - White
100203	DESIGN ELECTRIC INC	24264	72733	6,494.00	Camera Install at 1st and Trott
103425	DOLLIFF INSURANCE	544560	72734	1,766.00	WFD long term disability renewal 2024/2025
100212	DOOLEY'S PETROLEUM INC	614282	72735	21,555.33	Fuel for tanks
100212	DOOLEY'S PETROLEUM INC	966030	72735	1,863.16	Plant fuel
100212	DOOLEY'S PETROLEUM INC	886360	72735	217.87	Propane for Robbins Island
104183	DSC Communications	2247060	72736	4,453.44	Radio for the new fire truck.
104183	DSC Communications	2247993	72736	2,577.88	Sire repair and programming
103245	DUININCK CONCRETE CONST SUPPLY	2410-688636	72737	39.56	Yellow caution tape
103245	DUININCK CONCRETE CONST SUPPLY	2410-688611	72737	84.41	Evapre 5 Gal
103245	DUININCK CONCRETE CONST SUPPLY	2410-688521	72737	2,530.20	Power screed
100222	DUININCK INC	562422	72738	5,220.20	Asphalt
100222	DUININCK INC	Final 2301-C	72738	80,176.63	Project No. 2301-C Final Pay Application
100222	DUININCK INC	562694	72738	1,010.24	Asphalt
100222	DUININCK INC	562697	72738	1,375.00	Asphalt Tack
100231	ED'S SERVICE CENTER & SALES	147816	72739	195.00	Tow to Impound ICR 24012858
103288	ELECTRIC MOTOR COMPANY	SAL-WLM-8406	72740	93.42	EL #6 repair
103288	ELECTRIC MOTOR COMPANY	1531	72740	205.57	Drum Fan.
100788	ELECTRIC PUMP INC	026440	72741	18,562.99	Ind. RAS P#1 rebuild
100788	ELECTRIC PUMP INC	026499	72741	1,599.00	LS float's
103002	FARM-RITE EQUIPMENT	P53449	72742	9.07	Snap Ring
100723	FELT *PETTY CASH/JIM	100424	72743	226.66	PETTY CASH REIMBURSEMENT
900163	FIELDTURF INC.	720797 720796	72744	5,990.00	Turf Inspections at Civic Center and Swansson
900163	FIELDTURF INC.	720854	72744	2,428.60	Swansson Field Turf Repairs
100775	FIRST CHOICE FOOD & BEVERAGE	2107:035791	72745	2,198.04	Concessions
100775	FIRST CHOICE FOOD & BEVERAGE	2107:035793	72745	126.72	Concessions

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104192	Aaron Reich	0719241132	72696	130.50	shop supplies
100234	FIVE-STAR PUMPING	3945	72746	83,096.10	Hose drag biosolids
101449	FLAHERTY & HOOD P.A.	21971	72747	2,487.50	Labor & Employment Consultation services-sept 2024
101449	FLAHERTY & HOOD P.A.	21916	72747	11,915.93	General Municipal/Real Estate/Litigation-Sept 2024
102973	FLEETPRIDE	120375439	72748	(504.43)	old filters Return
102973	FLEETPRIDE	120430621	72748	221.03	Filter
102973	FLEETPRIDE	120479128	72748	54.90	Filters
102973	FLEETPRIDE	120489518	72748	259.75	Filters
102973	FLEETPRIDE	120511352	72748	25.95	Filter
103995	Flock Group Inc	INV-47988	72749	8,300.00	Subscription for Leased Camera Package
100387	GATEWOOD ELECTRIC INC	10627	72750	1,732.40	Electrical work in pool shed at DOAC
100293	GENERAL MAILING SERVICES	71233	72751	120.21	postage 09/23-09/27/2024
100293	GENERAL MAILING SERVICES	71309	72751	131.68	Postage 09/30-10/04/24
100293	GENERAL MAILING SERVICES	71304	72751	117.40	Postage
100293	GENERAL MAILING SERVICES	71425	72751	99.67	General Mailing
102835	GOODIN COMPANY	5443272-00	72752	275.26	Bleach repair
100786	GRAINGER INC	9267612985	72753	32.86	Label tape
101887	GRAND RENTAL STATION	1-582312	72754	55.25	Sod Cutter
103184	HANSON *PETTY CASH/FRANK	10152024	72755	90.00	WFD Pety Cash
103765	HARRY'S FROZEN FOOD	78706	72756	91.00	Concessions
100324	HAUG IMPLEMENT CO - JOHN DEERE	501690	72757	10.77	Belt
102609	HAUG-KUBOTA LLC	25481	72758	12.57	Roller Bolt
100325	HAWKINS INC	6877449	72759	12,194.36	Industrial ferric
100325	HAWKINS INC	6887420	72759	12,033.69	Ind. ferric
100325	HAWKINS INC	6890551	72759	12,023.59	Muni ferric
102036	HEGLUND CATERING	16055	72760	222.22	CVB Board Meeting Lunch
102616	HELGESON/JOSHUA	101424	72761	570.00	Black Holsters for PepperBall Blast Qty 30
103023	INNOVATIVE OFFICE SOLUTIONS	IN4651020	72762	14.55	Office Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	IN4663906	72762	51.04	Office Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	IN4655969	72762	42.99	Supplies
104191	Jennifer Zamora	0008912	72763	100.00	shelter damage deposit refund
103861	JOE RILEY CONSTRUCTION	Appl #2 2404-A	72764	59,124.96	Project No. 2404-A Pay Application No. 2
103404	JOHNSON CNTRL FIRE PROTECTION	41768046	72765	6,795.87	Fire Alarm Work-MinnWest Bldg 32
100369	JOHNSON/TIM	Auction Services	72766	606.56	City Impound Auction - Auction Services
104187	Juana Garcia	08	72767	300.00	Folkloric Dancers for Welcome Week
101842	KANDIYOHI CO ATTORNEY	Auction Vehicles	72768	749.25	Auction Forfeiture Vehicles
100376	KANDIYOHI CO AUDITOR	526026	72769	132.00	Tires
101507	KANDIYOHI CO SHERIFF'S DEPT	Auction Vehicles	72770	35.00	Auction - Forfeiture Vehicles
103619	KANDIYOHI CO TREASURER	9232024	72771	46,567.69	2024 Bituminous Surface-Urban Contract
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/10-24	72772	1,118.45	KANDI CO-OP ELECTRIC
103138	KING'S ELECTRIC LLC	3136	72773	496.17	Robbins Island PtP electrical work
103138	KING'S ELECTRIC LLC	3132	72773	1,027.58	Install nova flex on red sign.
103138	KING'S ELECTRIC LLC	3140	72773	3,485.40	Repair to EL 6
103138	KING'S ELECTRIC LLC	3135	72773	120.00	Repair wire are Baker field
102122	KRISS PREMIUM PRODUCTS INC	190864	72774	2,921.00	Water Treatments
102432	LAKES AREA REVIEW	3692	72775	132.00	mayors bike ride
102432	LAKES AREA REVIEW	3682	72775	132.00	Mayors Bike Ride Ad
103129	LIEBL/JEFFREY	101424	72776	316.00	Meal Reimbursement while at Comman Leadership Inst
103129	LIEBL/JEFFREY	101524	72776	328.00	Reimbursement for Meals and Gas
103376	LLOYD SECURITY INC	177967	72777	251.40	Fire Monitoring 02/01/2024-01/31/2025
102593	LOFFLER COMPANIES	4819853	72778	27.34	Cvc Office & PD Sergeants prints
102593	LOFFLER COMPANIES	4827548	72778	479.95	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	4821431	72778	34.44	Telephone Charges
102593	LOFFLER COMPANIES	4833262	72778	523.35	Standalone printer prints
103749	LUNGSTROM/MEGAN	8607	72779	224.99	Reimbursement for safety boots- Megan L.
100427	MACQUEEN EQUIPMENT INC	60256	72780	2,756.99	Radiator
104189	Maria A. Rodriguez Moreno	101424	72781	55.00	Interpreting Services for ICR 24011027
103601	MAVERICK DRONE SYSTEMS	11689	72782	2,641.01	Drone DJI Avata Series Pro-View Combo
100449	MENARDS	84655	72783	43.98	Evidence Room Step Stool
100449	MENARDS	84692	72783	80.93	Erosion blanket, PVC and Garden Staple
100449	MENARDS	84580	72783	131.58	Blades

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104192	Aaron Reich	0719241132	72696	130.50	shop supplies
100449	MENARDS	84465	72783	263.75	Garage Door Rec Field Shed
100449	MENARDS	83915	72783	11.99	Shop Towels
100449	MENARDS	84759	72783	34.72	General supplies
100449	MENARDS	84793	72783	71.34	Shrink wrap
100449	MENARDS	84683	72783	72.09	Torch kit, copper elbow, tube cutter
100449	MENARDS	84959	72783	30.48	Garbage bags and 8 wax bowl rings
100449	MENARDS	84747	72783	17.94	Winterizing Antifreeze
100449	MENARDS	84957	72783	68.92	N95 Masks/ Sticker number
100449	MENARDS	84809	72783	22.20	RV Antifreeze for Winterizing
100449	MENARDS	84642	72783	48.84	expanding foam/ footing
100449	MENARDS	84641	72783	47.56	stretch wrap
100449	MENARDS	84583	72783	29.94	RV Anti Freeze for winterizing
100449	MENARDS	83908	72784	8.97	PVC pipe, rope
100449	MENARDS	84610	72784	10.75	HINGES
100449	MENARDS	84749	72784	8.17	General supplies
100449	MENARDS	84650	72784	11.40	General supplies
100449	MENARDS	84399	72784	6.99	Drain hose
104190	Meyer Contracting, Inc.	No. 1	72785	7,568.00	Wye Project Tile Line Dig
101805	MINI BIFF LLC	A-152585	72786	117.30	Swanson Mini Biff
101805	MINI BIFF LLC	A-152599	72786	543.66	Mini Biff Swanson
101805	MINI BIFF LLC	A-152713	72786	66.47	Hilltop Mini Biff
101805	MINI BIFF LLC	A-152705	72786	66.47	Gesch Mini Biff
101805	MINI BIFF LLC	A-152818	72786	117.30	Sunrise Mini Biff
101805	MINI BIFF LLC	A152816	72786	107.10	Mini Biff
100094	MN DEPT OF LABOR & INDUSTRY	ABR0335260X	72787	20.00	Boiler inspection
100522	MN DEPT OF LABOR & INDUSTRY	100924	72788	253.94	State Surcharge September 2024
100522	MN DEPT OF LABOR & INDUSTRY	ABR0335058X	72788	20.00	Pressure vessels
102857	MN DEPT OF LABOR & INDUSTRY	ALR0166296X	72789	100.00	Elevator Annual Op
102857	MN DEPT OF LABOR & INDUSTRY	ABR0335050X	72789	50.00	Elevator
103756	MR. CLEAN WILLMAR CLEANING SER	STMT/09-24	72790	1,590.00	Shelter Cleaning
100541	MUNICIPAL UTILITIES	STMT/09-2024	72791	41,125.31	Municipal Utilites September 2024
100544	MVTL LABORATORIES INC	1273685	72792	2,939.25	Lab test's
100544	MVTL LABORATORIES INC	1274105	72792	57.00	Lab test
101627	NCL OF WISCONSIN INC	510264	72793	1,091.86	Lab supplies
103799	NCPERS GROUP LIFE INS.	8412000102024	72794	96.00	October Life Insurance Premiums from employees
102547	CARRANZA/NOE	204	72795	150.00	Interpreting Services for ICR 24012538
102547	CARRANZA/NOE	205	72795	150.00	Interpreting Services for ICR 24012764
102547	CARRANZA/NOE	206	72795	150.00	Interpreting Services for ICR 24011863
102547	CARRANZA/NOE	207	72795	150.00	Interpreting Services for ICR 24013103
103605	NORTH CENTRAL INTERNATIONAL	M220000695	72796	232,830.04	International Dump Truck Chassis
100650	O'REILLY AUTOMOTIVE INC	1528-171024	72797	71.94	6 bags of floor dry
100604	PERKINS LUMBER CO INC	2409-256291	72798	16.08	2x4x8 treated wood
100604	PERKINS LUMBER CO INC	2409-259576	72798	176.85	2x6x12 wood, screws
100618	PLUMBING & HEATING OF WILLMAR	37483	72799	3,161.38	Provide & Install 40 GAL water heater
103171	POLICE DEPT FORFEITURES ACCT	Auction/Forfeitures	72800	3,134.25	Auction Vehicles/Forfeitures
103170	POMP'S TIRE SERVICE, INC.	680079325	72801	6,476.04	Tires for squads
100374	PREMIUM WATERS INC	330621836	72802	40.99	WATER
100374	PREMIUM WATERS INC	330617986	72802	19.99	Water
100374	PREMIUM WATERS INC	330618277	72802	125.87	Softener Salt
102165	PRINSCO INC	INV0090267	72803	240.71	Tiling supplies for Baker Field
100624	PRINT MASTERS	93212	72804	129.00	Thank-You Cards
100624	PRINT MASTERS	93208	72804	790.00	Visitor Maps
100636	R & R SPECIALTIES INC	0083188-IN	72805	309.20	Zamboni Parts
100636	R & R SPECIALTIES INC	0083257-IN	72805	603.32	Blades
101136	RIDGEWATER COLLEGE	1253088	72806	2,780.00	EMR class
103475	ROSEN/CHRIS	100724	72807	136.00	Safety boots reimbursement
103475	ROSEN/CHRIS	101524	72807	325.89	MPCA WW training
100665	RULE TIRE SHOP	1-72682	72808	176.00	Tires
100665	RULE TIRE SHOP	1-72680	72808	968.00	KubotaTires
101418	RUNNING'S SUPPLY INC	6255860	72809	44.97	Gloves for CSOs

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104192	Aaron Reich	0719241132	72696	130.50	shop supplies
101418	RUNNING'S SUPPLY INC	6242322	72809	150.00	Safety boots
101418	RUNNING'S SUPPLY INC	6257154	72809	72.09	Trail Hitch
101418	RUNNING'S SUPPLY INC	6259771	72809	17.48	Valve For Water Tank
101418	RUNNING'S SUPPLY INC	6261583	72809	164.97	AW46 Hyd. Oil
101418	RUNNING'S SUPPLY INC	6255934	72809	124.53	Golfs and Shovel
101418	RUNNING'S SUPPLY INC	6252625	72809	105.97	Battery and Grease Gun
101418	RUNNING'S SUPPLY INC	6268521	72809	89.90	bales
101418	RUNNING'S SUPPLY INC	6265297	72809	22.46	Drain tile parts
101418	RUNNING'S SUPPLY INC	6265745	72809	10.98	Batteries Coin Cell 2PK
104048	Safelite Fulfillment, Inc.	03816-020176	72810	286.74	Left Solar Antenna
104184	Schweiss Distributing, Inc.	49125	72811	879.81	TRIP-LABOR-CABLE
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/09-24	72812	16,585.09	Unleaded and Diesel Fuel
100690	SHERWIN WILLIAMS CO	8145-8	72813	69.24	Paint
104078	Spurs Bar and Grill	52	72814	210.00	Catering-Tuesday DTW Meeting
104078	Spurs Bar and Grill	53	72814	117.00	Welcome Week Catering
103049	SRF CONSULTING GROUP INC	17632.00-3	72815	2,278.06	Comp Plan update
103256	STEINBEISSER AUTO REPAIR LLC	19703	72816	112.56	TPMS Sensor
103256	STEINBEISSER AUTO REPAIR LLC	19761	72816	68.90	Kerosene
100188	STERLING WATER-MINNESOTA LLC	315X03993309	72817	19.45	Water softener rental
107174	Stryker Sales, LLC	9207334002	72818	759.98	Lucas battery
107174	Stryker Sales, LLC	9207344547	72818	759.98	Lucas battery
100161	SYSO WESTERN MINNESOTA	253737305	72819	33.72	Concessions
100161	SYSO WESTERN MINNESOTA	253743374	72819	782.36	Concessions
100161	SYSO WESTERN MINNESOTA	253737603	72819	400.97	Concessions
103763	TILLEMANS/RYAN	101024	72820	742.12	mileage of 320 miles total and hotel expense
103764	TREASURY DIVISION-STATE OF MN	Seized Property	72821	148.50	Forfeiture/Seized Vehicles
103795	TYLER TECHNOLOGIES, INC	045-486805	72822	2,100.00	SAAS CONTRACT
103795	TYLER TECHNOLOGIES, INC	045-489354	72822	2,800.00	SAAS CONTRACT
103795	TYLER TECHNOLOGIES, INC	045-489353	72822	1,400.00	10/03/24 Capital Assets Implementation
102915	VERIZON WIRELESS	9975854948	72823	2,376.25	Verizon Sep/Oct
104083	Vestis	2560295640	72824	13.55	Maintenance uniform
104083	Vestis	2560295629	72824	76.02	Mechanics uniform rental
104083	Vestis	2560297793	72824	65.98	Mechanic uniform rental
104083	Vestis	2560297803	72824	13.55	Maintenance uniform
104083	Vestis	2560300388	72824	13.55	Maintenance uniform
104083	Vestis	2560300377	72824	76.02	Mechanics uniform rental
104083	Vestis	2560302808	72824	65.98	Mechanics uniform rental
104083	Vestis	2560302815	72824	13.55	Maintenance man uniform
104083	Vestis	2560305061	72824	76.02	Mechanic uniform rental
100777	VIKING COCA-COLA BOTTLING CO	3493244	72825	2,521.50	Concessions
102868	WALT'S	092424	72826	16.60	Fuel for PW pontoon
102868	WALT'S	090424	72826	56.00	17.560 gallons unleaded
102868	WALT'S	772025	72826	6.59	fuel
100798	WEST CENTRAL ELECTRIC SUPPLY	1292407-01	72827	140.87	Dampener relay
100803	WEST CENTRAL PRINTING	24765	72828	19.96	Business Cards
100927	WEST CENTRAL ROOFING	17967	72829	10,305.37	Civic Center Roof Guards
100805	WEST CENTRAL SANITATION	13246580	72830	85.34	Recycling
100805	WEST CENTRAL SANITATION	13245436	72830	69.78	Recycling service
100808	WEST CENTRAL TROPHIES	9669	72831	48.00	Fall Softball Plaque
100809	WESTBERG, EISCHENS PLLP	77247	72832	35,000.00	AUDIT 12/31/2023
103928	WILLMAR AREA COMMUNITY FOUNDATION	1092024	72833	5,000.00	VISION 2040 STAKEHOLDER
103440	WILLMAR BASKETBALL BOOSTER ASN	100324	72834	3,504.88	Summer Boys Basketball Camp Payment
100812	WILLMAR CHAMBER OF COMMERCE	57700	72835	600.00	2024-2025 Leadership Perspective-Corbett/VLarsen
100812	WILLMAR CHAMBER OF COMMERCE	57843	72835	45.00	10/4 PUBLIC POLICY - LV, KB, & MAYOR REESE
100812	WILLMAR CHAMBER OF COMMERCE	101124	72835	1,000.00	LEADERSHIP PERSPECTIVES
100812	WILLMAR CHAMBER OF COMMERCE	57832	72835	13,204.74	Monthly
100812	WILLMAR CHAMBER OF COMMERCE	57833	72835	236.08	Managed IT
100812	WILLMAR CHAMBER OF COMMERCE	57835	72835	69.99	monthly bills
Total				1,416,179.24	



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	WMU Financial Report for August 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 8.31.24 MUC

Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 08/31/2024

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	5,689,412.00	5,689,412.00	853,689.91	5,677,762.30	11,649.70
402 - Commercial/Industrial	13,409,621.20	13,409,621.20	1,984,850.98	13,479,803.73	-70,182.53
404 - City Franchise Fee	1,972,190.80	1,972,190.80	267,075.32	1,892,563.72	79,627.08
405 - Transmission	1,921,981.28	1,921,981.28	238,567.82	1,469,797.12	452,184.16
419 - Interest	300,000.00	300,000.00	111,820.57	857,785.40	-557,785.40
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	170,096.45	553,055.63	-553,055.63
499 - Miscellaneous Revenues	653,326.72	653,326.72	352,780.18	1,375,916.51	-722,589.79
Revenue Total:	23,946,532.00	23,946,532.00	3,978,881.23	25,306,684.41	-1,360,152.41
Expense					
500 - Production	189,324.24	189,324.24	5,402.30	180,488.77	8,835.47
555 - Purchased Power	11,728,729.92	11,728,729.92	1,976,310.30	11,426,968.67	301,761.25
560 - Transmission	2,931,674.08	2,931,674.08	428,423.03	2,721,668.60	210,005.48
580 - Distribution	1,431,844.08	1,431,844.08	139,381.85	1,245,778.99	186,065.09
900 - Customer Service	129,556.72	132,890.08	29,082.15	184,865.88	-51,975.80
906 - Energy Services/Marketing	106,400.64	106,400.64	20,925.62	36,280.62	70,120.02
920 - General & Administrative	1,819,326.08	1,819,326.08	186,084.78	1,613,210.50	206,115.58
997 - Cash Payment to City	1,423,991.44	1,423,991.44	179,383.33	1,435,066.64	-11,075.20
998 - Depreciation	1,410,709.36	1,410,709.36	174,347.30	1,387,513.22	23,196.14
999 - Miscellaneous	3,332.00	0.00	160,862.51	203,452.51	-203,452.51
Expense Total:	21,174,888.56	21,174,889.92	3,300,203.17	20,435,294.40	739,595.52
Fund: 100 - Electric Surplus (Deficit):	2,771,643.44	2,771,642.08	678,678.06	4,871,390.01	-2,099,747.93
Fund: 200 - Water					
Revenue					
401 - Residential	1,811,890.88	1,811,890.88	256,726.42	1,818,514.23	-6,623.35
402 - Commercial/Industrial	1,939,064.00	1,939,064.00	320,870.54	2,089,897.05	-150,833.05
419 - Interest	33,320.00	33,320.00	12,910.88	94,708.36	-61,388.36
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	18,899.61	61,450.63	-61,450.63
499 - Miscellaneous Revenues	51,712.64	51,712.64	6,422.49	34,466.25	17,246.39
Revenue Total:	3,835,987.52	3,835,987.52	615,829.94	4,099,036.52	-263,049.00
Expense					
500 - Production	253,681.68	253,681.68	7,105.96	154,667.72	99,013.96
580 - Distribution	829,753.92	829,753.92	73,852.18	718,641.37	111,112.55
900 - Customer Service	76,755.20	76,755.20	15,990.04	94,727.58	-17,972.38
906 - Energy Services/Marketing	0.00	0.00	120.00	135.56	-135.56
920 - General & Administrative	602,760.24	602,760.24	68,477.23	562,129.27	40,630.97
998 - Depreciation	1,072,008.32	1,072,008.32	33,259.92	267,054.64	804,953.68
Expense Total:	2,834,959.36	2,834,959.36	198,805.33	1,797,356.14	1,037,603.22
Fund: 200 - Water Surplus (Deficit):	1,001,028.16	1,001,028.16	417,024.61	2,301,680.38	-1,300,652.22
Total Surplus (Deficit):	3,772,671.60	3,772,670.24	1,095,702.67	7,173,070.39	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	2,771,643.44	2,771,642.08	678,678.06	4,871,390.01	-2,099,747.93
200 - Water	1,001,028.16	1,001,028.16	417,024.61	2,301,680.38	-1,300,652.22
Total Surplus (Deficit):	3,772,671.60	3,772,670.24	1,095,702.67	7,173,070.39	



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	5.
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. Fire Department Service Calls
2. Human Resources Update 10.18.2024
3. Parks & Recreation Directors Report
4. Planning and Development
5. Police Department Monthly Stats
6. Public Works Director Report

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

September 2024

Type of Call	September 2023	September 2024
Alarm Activations	21	19
Building Fires	3	0
Car Fires	0	1
Cooking Fires	0	1
Electrical Fires	2	1
Carbon Monoxide Incidents	1	2
Natural Gas Leak	2	3
Car Crashes	5	4
Smoke Scares	1	3
Mutual Aid	1	1
Rubbish Fires	0	1
Weather Watch	1	0
Sprinkler Activations	2	1
Good Intent Call	0	1

Current Month CFS: 38 First Responder Calls: 12

2024 YTD Fire Calls for Service: 285

2024 YTD First Responder Calls: 106

2023 Calls for Service through September: 266

Training:

September 5 -- Business Meeting

September 12 – House Burn – Ridgewater College

September 19 – Technical Rescue Training

September 26 – Live Burn Training

September Response Time: 7:12

YTD Response Time: 6:21

Human Resources Update - 10/18/2024

- Staffing Update: Recruitment process for City of Willmar Chief of Police has begun with the retirement of Chief Jim Felt effective 10/18/2024.
The Police Department has posted a fulltime Community Service Officer position -“internal only”.
The Parks & Rec department has hired approximately 5 new part-time staff in the past months.
The Community Center has hired 2 part-time staff this month.
- Human Resources and Finance departments are working together to set up an Employee and Income Verification portal through our K-pay software. There will be a link on the City’s website for access to vendors and communicated internally to our employees on how to let vendors know where to access their requests for this type of information. It is a secure portal, and only specific information can be accessed. Each requestor would need a special code to be able to get data from the site. Our go live for this program will be before the end of this year. More information will be communicated in the next few months about this as well.
- Human Resources Director attended a Ridgewater College Forum discussion to offer community & city feedback on new initiatives and student recruitment projects at the college. We discussed partnering with business to provide students with “real workplace” skills needed to be successful in future employment. Also, what are some ways business can help recruit students for careers needed today and in the future?
- Human Resources Director attended a ½ day workshop on “Harassment in the Workplace” provided by Penny Phillips of Felhaber/Larson, Attorneys at Law from Minneapolis. This training was offered through Vinna Human Resources in Willmar.
This seminar information was shared with all Directors at the City of Willmar as well.
- We are working with our benefits broker, Brent Walker to receive health insurance quotes for 2025 coverage. This review process should happen every few years to make sure premiums are not escalating higher than expected.
- Employee Open Enrollment/Benefit Fair will happen on Thursday, October 24, 2024 from 10am – 12noon at the Civic Cener. We will have most of our benefits vendors there and presentations for employees about any upcoming benefit changes for 2025. We will also offer flu shots to employees that day through Kandiyohi County Public Health from 9:30am – 10:30am.

Respectfully submitted,

LuAnn

LuAnn Sietsema
Human Resources Director
City of Willmar



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



October 2024

Youth and Adult Programming:

- Cardinal Athletes will begin on October 20th- 25 participants signed up
- October Volleyball camp will begin October 22nd- 29 participants
- We have had a couple of equipment check-out nights as evaluation nights began on October 8th.
- 64 people have signed up for rec hockey, and 20 signed up for the first session of learning to skate.
- Little Cardinal Basketball Camp begins October 20th- 41 kids signed up
- We have a meeting on October 17th to prepare all the details for the 3rd annual paddle battle.

Youth Football

- The seasons wrap up this weekend. We had a successful year, especially with the weather.
- Super Saturday was a huge success. Minnewaska and Morris said they would like to continue participating in it in future years.
- 59 Tackle participants
- 114 Flag participants
- 26 Flag football teams (including MACCRAY and NLS)

Adult Hockey

- Season starts Oct 16.
- Currently, 93 players have signed up (another 15-20 likely)

Intramurals

- Currently promoting Coed Volleyball. There seems to be a lot of interest.

Adult Volleyball

- Coed Monster Bash Tournament – Nov 2 (hoping for 10-16 teams)
- Winter season starts Nov 14

Adult Softball

- Playoffs are starting for the Fall league. The championship will be on Oct 21.

DOAC:

- The pool slide repairs are completed
- The building will be shut down and winterized from the winter

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



Community Center:

- Fall programs up and running: Community Kids, Mindful Meditation, Elks Dances, Community Thread Studio, Pool League, Karaoke Nights, Game nights, Puzzle contests, Jolly Twirlers Square Dance Nights and Beginners Bridge.
- Successful trip to MN Vikings game in late September. 45 people attended the game.
- Planning MN Wild trip for late winter.
- Working on preparation for the upcoming busy Halloween season and events: Cupcake decorating, doggy's day out, puzzle contest, little steps Halloween party, and drive-thru and treat event.
- We are seeking support and sponsorship for our drive-thru event and upcoming holiday craft kits. The community is so supportive!
- The collection of almost 400 (different) recipes for the community cookbook is complete. The next step is to prepare the book, which is set to be ready this December.
- Continue to connect with community groups and inform them about the Community Center's offerings. This month, we visited/presented at WCI, PFF, and Glen Oaks.
- Returning to the Kids Connection program at the mall on Thursdays through October. Providing activities and visibility for the community center.
- Preparing the end of the community gardens has begun, and gardeners have been informed to begin the cleanup work.
- Encourage you to stop by and visit!

Facilities:

- Wedding Expo- Nov 22-23rd- Events/Rec Center
- Sunrise Events Craft Show -Dec 6th Events/Rec Center
- Concessions totals for October 1-11th= \$1,889.00
- Open skates started on Oct 13th
- Shelters have closed for rentals on October 1st, except Four Season and Guri Shelter
- Warhawks held their home opener on Oct 4th
- Preparing for the upcoming ice season agreements, insurance, staff training, and ordering supplies
- Field Turf Field inspected the Civic Center Turf and Swansson Field. Found to low areas at Swansson Field. The areas are repaired.

Shelter Rentals

Facility Name	Used Days	Reservations
4 Season Shelter at Robbins Island	16	16
Guri Shelter	7	7
Hilltop Shelter	4	4
Open Shelter #2	0	0
Rice Park Shelter	4	4
Shelter #1	4	4

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



Facility Name	Used Days	Used Hours
Civic Center Blue Line Arena	26	177.5
Civic Center Cardinal Arena	18	290

Facility Name	Used Days	Used Hours
East Turf Field	29	169
West Turf Field	28	160.5

Other items:

- Continue to have meetings about the Master Bike, Pedestrian, and Trail plans.
- Conducted meetings for the Outdoor Covered Ice Rink. The plans and specs will come to the Council in November.
- Discussing and developing an agreement with the Radio Control Car Club to use some of the land at the old wastewater treatment center for a racetrack.
- Continue to work with the Baseball Association on the dugout project and a new baseball field concept.
- Finalizing the agreement with DNR for ADA fishing platforms for Robbins Island.
- Reviewing the drawings for the restroom and shelter project for the DNR Trailhead Grant
- Reviewing our fee schedule with staff
- Had a meeting with Community Education about the potential to host Cardinal Place at the Civic Center for summer 2025.
- I met with the Greater MN Parks and Trails Commission regarding the amphitheater request. The commission is interested in the project but would like to see it done in phases. I also met with the Rotary team to review the project and see how we can revise it into phases. We will send a revised plan to the commission for consideration.
- Staff met with the Willmar Area Foundation to discuss the inspection report we received from Leathers and to consider future ways to enhance the playground.



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

October 2024 – Director’s Report

WITH WILLMAR, Comprehensive Plan

The Department of Planning and Development has concluded its first draft of the future land-use map and looking forward to presenting to council on October 21, 2024. Through our public engagement phase, the department has participated/hosted 17 public events and meetings and will provide an update regarding the survey results. We have closed out our giveaway and notified the three winners of the sponsor City of Willmar and SRF Consulting swag bags. Please follow City of Willmar on Facebook for more information.

- A Vision Statement will be released for public input
- A draft document will be presented to the public later this fall

Professional Development

Boards + Commission

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

- Board of Zoning Appeals (BZA) (*6 vacancies*)
- Planning Commission (*2 vacancies*)

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

Willmar Police Department

Monthly Calls for Service Statistics

Title	September 2023	September 2024
911 Hang Up	11	19
Abandoned Vehicles	44	57
Agency Assist	48	47
Alarm	25	25
Alcohol Offense	4	5
Animal	27	52
Assault	11	7
Burglary	5	5
Child Custody Dispute	5	7
Crash	67	64
Criminal Damage To Property	27	67
Disorderly	24	33
Domestic	27	24
Drugs	8	9
Family Service	80	87
Fight	6	7
Fraud	10	17
Gun Permits	10	19
Harassment	22	32
Information	12	12
Lost And Found	48	48
Mental Issues	30	61
Missing Person	41	23
Motorists Assist	9	12
Neighborhood Disturbance	33	23
Public Assist	170	159
School Related Incidents	64	20
Sex Crimes	8	8
Sudden Death/Bodies Found	1	1
Suicidal Person	11	6
Suspicious	82	83
Theft	39	50
Traffic Complaint	44	47
Traffic Stop	334	215
Trespass	19	16
Warrant Service	23	12

Current Month CFS:

1474

YTD Calls for Service:

12619

2022 Month CFS:

1507

(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.
- Completed the 2024 Discharge Monitoring Report – DMR-QA Study 44.
- 17th and Ella Lift station upgrade completed.
- JOTS RAS P#1 rebuilt and back in service.
- EL 7, 8, 9 lift station construction is in full swing.
- Potential EL #8 startup on 10/17.
- Fall Biosolids hauling season has begun.
- 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 Participated in Welcoming Week with table and educational information about rain barrels, stormwater, and wastewater
- Completed annual significant industrial user inspection at JOTS
- Worked with a contractor to approve the disposal of reclaimed cleaning water from several glycol-containing heating systems
- Completed permit renewal for residents to dispose of contaminated groundwater from a sump pump to the sanitary sewer
- Completed quarterly stockpile inspections for MS4 permit
- Published educational messages on social media on various stormwater and wastewater 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. (Patched 8 days in September)
- Swept roadways as needed
- Continued hauling street sweepings to landfill and picking up sand for the winter on the return trip

Parks

- Baker Field – Flushed and cleaned existing storm drainage, installed additional drain on first base side
- Mowed and trimmed all 39 parks
- Staff completed a daily bathroom cleaning route in the mornings and evenings - route includes Hilltop, Baker, North Swansson, Miller, Rice, Sperry, Four Seasons shelter and Lincoln
- Valley Side Park- Began excavation for new playground area. Install date (10/21/24)
- Destination Playground- The playground was shut down Sept 9th- Sept 13th while Public Works operators and volunteers from the community performed maintenance and repair tasks
- Green Baseball Field- Painted flag football field on the outfield
- Removed parking lot fence at Robbins Island

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. (In September, operators cleaned catch basins for 1 storm on 9/3).
- Public Works operators repaired multiple stormwater catch basins. Some catch basins could be repaired, others required removal and replacement of the casting. Patching the road and curb are also included in these repairs.
- 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.
- Removed tree branches that have fallen from boulevard trees
- Removed broken branches, aka “hangers,” when located
- Finished grinding stumps from 2023-2024 winter tree removal. This includes locating utilities, grinding the stumps, removing the grindings, backfilling with black dirt and spreading grass seed
- Tree Planting- Operators planted 172 trees. Tree planting locations are based on removals from previous years along with new street reconstruction. This includes locating potential tree locations, locating utilities, digging, planting, and adding mulch around the trees to retain moisture. We also leave information for the homeowner to water and care for the new tree.

Various Events

- Alzheimer’s Walk- Set up and take down of the Show mobile
- AG Church Food Distribution Event- provided cones (450)
- Welcome event – Provided picnic tables and barricades for street closures
- Intuition Brewing- Provided barricades for a street dance event
- St. Mary’s Church Bazaar- Provided barricades for street closures

Miscellaneous

- 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
- Began to spray broad leaf weeds in all the parks and at other City facilities
- Brushsite- Maintain compost and tree/brush pile. Burn tree/brush pile as needed
- Public Works Mechanics- Continue to repair and maintain equipment/vehicles for: Public Works, Police, Fire, Wastewater, Planning and Development, Parks and Rec, and Civic Center.



Street Projects

On Gorton Ave, punch list work will continue to be completed throughout the remainder of the construction season. This work includes pavement marking and concrete street sealing.

On the 13th St/Grace Ave/Rice Ave project, the base layer of asphalt has been laid on Rice Ave and the eastern portion of Grace Ave. Signage has also been installed on Rice Ave. Sanitary sewer and water main construction work continues progressing on the rest of Grace Ave. Concrete curbing, driveway, and sidewalk work will continue throughout the month.

The base layer on 10th St NW has been paved and all concrete work has been completed. Sign installation, driveway completion, turf establishment, and punch list items are ongoing.

The 19th Ave path construction has been completed and signage has been installed. Once the turf has been established, erosion control will be removed.

Work on the Thompson Park parking lot and path project has been completed.

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

City Hall/Auditorium

General maintenance and cleaning are being performed daily. Plumbing work, carpet cleaning, exterior work, and window cleaning are just a few examples of the work that has been done recently.

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

Respectfully

Justin DeLeeuw – Public Works Director



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	9.A.
Agenda Section:	Public Hearing:	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges		

RECOMMENDED ACTION:

Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Removal Charges to the County Auditor for Collection in 2025

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-740-1330	Johnathan Adler	416 Trott Ave SE	\$713.88
95-820-0260	Guadalupe Flores	940 Olaf Ave NW	\$599.18
95-820-1170	Caleb Gross	1016 Ella Ave NW	\$803.08
95-603-0600	Isaac Lopez	1612 17th Ave NW	\$478.36
95-480-0060	State of Minnesota / County Auditor	500 13th Ave SW	\$261.77

BUDGETARY/FISCAL ISSUES:

\$2,856.27

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Certifying Weed/Grass Mowing Assessments for Collection 2025

RESOLUTION NO.

A RESOLUTION CERTIFYING UNPAID WEED/GRASS SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$2,856.27 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-740-1330 \$713.88

Located at 416 Trott Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 9
SPICER'S ADDITION TO WILLMAR
WEST 50 FEET OF EAST 100 FEET OF LOTS 1 & 2 AND OF NORTH
40 FEET OF LOT 3

2. Parcel No. 95-820-0260 \$599.18

Located at 940 Olaf Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 2
THORPE & LIEN'S ADDITION
PART OF LOT 9; COMMENCING 125 FEET WEST OF SOUTHEAST CORNER THENCE
NORTH PARALLEL WITH EAST LINE TO NORTH LINE THEROF THENCE
WEST 125 FEET THENCE SOUTH PARALLEL WITH EAST LINE TO A POINT
ON SOUTH LINE THENCE EAST ON SOUTH LINE 125 FEET TO BEGINNING EXCEPT
SOUTH 109 FEET OF WEST 50 FEET & EXCEPT NORTH 120 FEET OF WEST 60 FEET

3. Parcel No. 95-820-1170 \$803.08

Located at 1016 Ella Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 6
THORPE & LIEN'S ADDITION
PART OF LOT 4; BEGINNING 175 FEET OF WEST OF SOUTHEAST CORNER OF
BLOCK 6, THENCE WEST 95 FEET, NORTH 200 FEET, EAST 95 FEET, SOUTH
200 FEET TO BEGINNING

4. Parcel No. 95-603-0600 \$478.36

Located at 1612 17th Avenue NW; and
Described as Section 4, Township 119, Range 35, Lot 10, Block 3
OSLO HEIGHTS

5. Parcel No. 95-480-0060 \$261.77

Located at 500 13th Avenue SW; and
Described as Section 22, Township 119, Range 35, Block 1
LEARY'S ADDITION TO WILLMAR
LOTS 6 & 7

Dated this 21st day of October, 2024

Attest:

Mayor

City Clerk



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	9.B.
Agenda Section:	Public Hearing:	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Special Assessment Hearing for Unpaid Fire Alarm System Charges		

RECOMMENDED ACTION:

Adopt a Resolution Certifying the Amount of Unpaid Fire Alarm System Charges to the County Auditor for Collection in 2025

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 8, Article VII concerning the Fire Alarm System, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owner. The Council should consider their objections and take appropriate action.

95-913-1220 Willmar Leased Hsg Assoc. IV 511/515 Lakeland Drive SE \$500.00

BUDGETARY/FISCAL ISSUES:

\$500.00

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Certifying Fire Alarm Assessment for Collection 2025

RESOLUTION NO.

A RESOLUTION CERTIFYING FALSE FIRE ALARM SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

WHEREAS, Chapter 8, Article VII of the Willmar Municipal Code concerning false alarms resulting in fire response. The cost of such measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid false fire alarm charges totaling \$500.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid false fire alarm charges be certified against the real property as follows:

1. Parcel No. 95-913-1220 \$500.00

Located at 511/515 Lakeland Drive SE; and
Described as Section 13, Township 119, Range 35
*THAT PART OF THE SOUTHWEST QUARTER OF NORTHWEST QUARTER
DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF
SOUTHWEST QUARTER NORTHWEST QUARTER OF SAID SECTION 13, THENCE
SOUTH 555 FEET TO POINT OF BEGINNING OF TRACT HERIN DESCRIBED, THENCE
CONTINUEING SOUTH 325 FEET, THENCE EAST 435 FEET, THENCE NORTH
440 FEET, THENCE WEST 135 FEET, THENCE SOUTH 115 FEET, THENCE WEST
300 FEET TO POINT OF BEGINNING*

Dated this 21st day of October, 2024

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	9.C.
Agenda Section:	Public Hearing:	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Special Assessment Hearing for Unpaid Infectious Tree Removal Charges		

RECOMMENDED ACTION:

Adopt a Resolution Certifying the Amount of Unpaid Infectious Tree Removal Charges to the County Auditor for Collection 2025

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 9, Article IV concerning the removal of infectious trees, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owner. The Council should consider their objections and take appropriate action.

95-006-7300 Efrain & Cynthia Guerrero 1217 Trott Avenue SW \$1,150.00

BUDGETARY/FISCAL ISSUES:

\$1,150.00

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Certifying Infectious Tree Removal Assessment for Collection 2025

RESOLUTION NO.

A RESOLUTION CERTIFYING INFECTIOUS TREE SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

WHEREAS, Chapter 9, Article IV of the Willmar Municipal Code states that such unpaid infectious tree removal bills represent a lien of the real property receiving infectious tree removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid infectious tree removal charges totaling \$1,150.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid infectious tree removal charges be certified against the real property as follows:

1. Parcel No. 95-006-7300 \$1,150.00

Located at 1217 Trott Avenue SW; and
Described as Section 15, Township 119, Range 35, Block 111
FIRST ADDITION TO THE TOWN OF WILLMAR
WEST 100 FEET OF LOTS 13 & 14 EXCEPT SOUTH 27 FEET OF
LOT 13

Dated this 21st day of October, 2024

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Eric Rudiningen
Item:	Completion of Clear Zone Acquisition Plan		

RECOMMENDED ACTION:

Approve Bolton & Menk Professional services for the Runway 13/31 and 3/21 Clear Zone Acquisition Plan (CZAP) for the Willmar Municipal Airport.

OVERVIEW:

For the protection of people and property near airports and pilots, MnDOT has established a policy on clear zones. Clear zones are a trapezoidal shape which begin 200-feet beyond the end of each runway which should be free of all obstructions. The MnDOT policy desires all airport sponsors own the land under the clear zone in fee. For those airport sponsors which do not, State funding is limited.

For Runways 13/31 and 3/21, the city owns the land under the clear zones except for the Highway 40 and County Road 116 right of way. By completing a CZAP, Willmar can request an exemption from the MnDOT Clear Zone Policy and not have State funding opportunities be limited. Funding shall be provided by MnDOT at a 70% participation rate with the city share being 30%.

BUDGETARY/FISCAL ISSUES:

State Funding (70%)	\$7,000
City Funding (30%)	<u>\$3,000</u>
Total Project Cost	\$10,000

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- APPROVE BOLTON MENK CLEAR ZONE ACQUISITION PLAN
2. BMI_BDH_Rwy_1331_CZAP_Proposal_101724

RESOLUTION NO. _____

**A RESOLUTION APPROVING PROFESSIONAL SERVICES
WITH BOLTON & MENK FOR COMPLETION OF THE CLEAR ZONES ACQUISITION PLAN**

Motion By: _____ Second By: _____

WHEREAS MnDOT has established a policy on clear zones and desires all airport sponsors own the land under the clear zone in fee. For those airport sponsors which do not own the land, State funding is limited;

WHEREAS, the city of Willmar owns the land under the clear zones except for the Highway 40 and County Road 116 right-of-way. By completing a Clear Zone Acquisition Plan (CZAP), Willmar can request an exemption from the MnDOT Clear Zone Policy and not have State funding opportunities be limited;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar approves Bolton & Menk professional services for the Clear Zone Acquisition Plan(CZAP) in the amount of \$3,000.00.

Dated this 21st day of October 2024

Mayor

Attest:

City Clerk



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

October 17, 2024

Ms. Leslie Valiant
City Administrator
City of Willmar
333 Southwest 6th Street
Willmar, MN 56201

RE: Willmar Municipal Airport (BDH)
Runway 13/31 and 3/21 Clear Zone Acquisition Plan (CZAP)
BMI Work Order No.2
Proposal for Professional Services

Dear Ms. Valiant,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 13/31 and 3/21 Clear Zone Acquisition Plan (CZAP) at the Willmar Municipal Airport.

For the protection of people and property near airports and pilots, MnDOT has established a policy on clear zones. Clear zones are a trapezoidal shape which begin 200-feet beyond the end of each runway which should be free of all obstructions. The MnDOT policy desires all airport sponsors own the land under the clear zone in fee. For those airport sponsors which do not, State funding is limited.

MnDOT understands that fee acquisition of all land under the clear zone may not be feasible for every airport sponsor. For these airports, the sponsor can request an exemption to the MnDOT clear zone policy by completing a Clear Zone Acquisition Plan (CZAP). The CZAP must provide justification why the airport sponsor is unable to fully comply with the MnDOT policy.

For Runways 13/31 and 3/21, the city owns the land under the clear zones except for the Highway 40 and County Road 116 right of way. By completing a CZAP, Willmar can request an exemption from the MnDOT Clear Zone Policy and not have State funding opportunities be limited. Funding shall be provided by MnDOT at a 70% participation rate with the city share being 30%.

SCOPE OF SERVICES:

TASK 1 CLEAR ZONE ACQUISITION PLAN (CZAP)

1.1 Project Meetings

Up to a maximum of three (3) meetings with the Airport Sponsor and MnDOT Office of Aeronautics are included. It is anticipated that these meetings will include appropriate personnel from the Airport Sponsor and MnDOT Office of Aeronautics. It is anticipated the meetings will take place virtually and may cover the following topics or decision points:

1. Kickoff meeting to review project purpose and goal.
2. Initial review of draft CZAP.
3. Final review of draft CZAP.

1.2 Clear Zone Acquisition Plan

The CZAP will be prepared in accordance with the Minnesota State Aviation System Plan Phase II, established in September of 2023.

The CZAP will include the components described below.

1.2.1 Airport and Surrounding Vicinity Map

The Airport Sponsor will be displayed on a 22" x 34" layout to provide a graphic depiction of the airport and the surrounding vicinity. The information on this layout will include the following:

- MnDOT Clear Zone dimensions as established by the MnDOT Clear Zone Guidance Statement established in 2022.
- Existing land ownership within MnDOT Clear Zone, including parcels owned by the Airport Sponsor in fee simple.
- Property interests proposed for future fee simple ownership.
- Property interests neither proposed nor designated for future fee simple ownership.
- Natural and manmade features, structures, and objects pertaining to the airport compatibility of land uses within and in the vicinity of MnDOT Clear Zone, including those that may result in congregations of people or exceed height standards defined by Minnesota Administrative Rules Part 8800.1200.
- Existing airport property boundary.
- Part 77 approach surface at ultimate airport build-out.

1.2.2 Narrative Report

The Narrative report will provide explanation as to why the Airport Sponsor currently does not own 100% of the MnDOT Clear Zone. The report will also suggest possible alternative options for the MnDOT Clear Zone if ownership is not feasible, such as possible easements. The report will describe any efforts that have already been taken to enact any alternative options.

1.2.3 Property Ownership Table

A table will be included on the Airport and Surrounding Vicinity Map as described in Task 1.3.2 and will include the following information:

- Property Owner.
- Estimated market value.
- Existing land use.
- Distance of all buildings from extended runway centerline.
- Height of all buildings.
- When the parcel is anticipated to be acquired and proposed funding source(s).

CONSIDERATION:

The services described above in this proposal shall be completed on a LUMP SUM basis of **\$10,000.00**.

The anticipated funding participation is as follows:

- State (70%): \$ 7,000.00
- Local (30%): \$ 3,000.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- CZAP: November 2024 – February 2025
- Adoption: March 2025

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.



Silas Parmar, P.E.

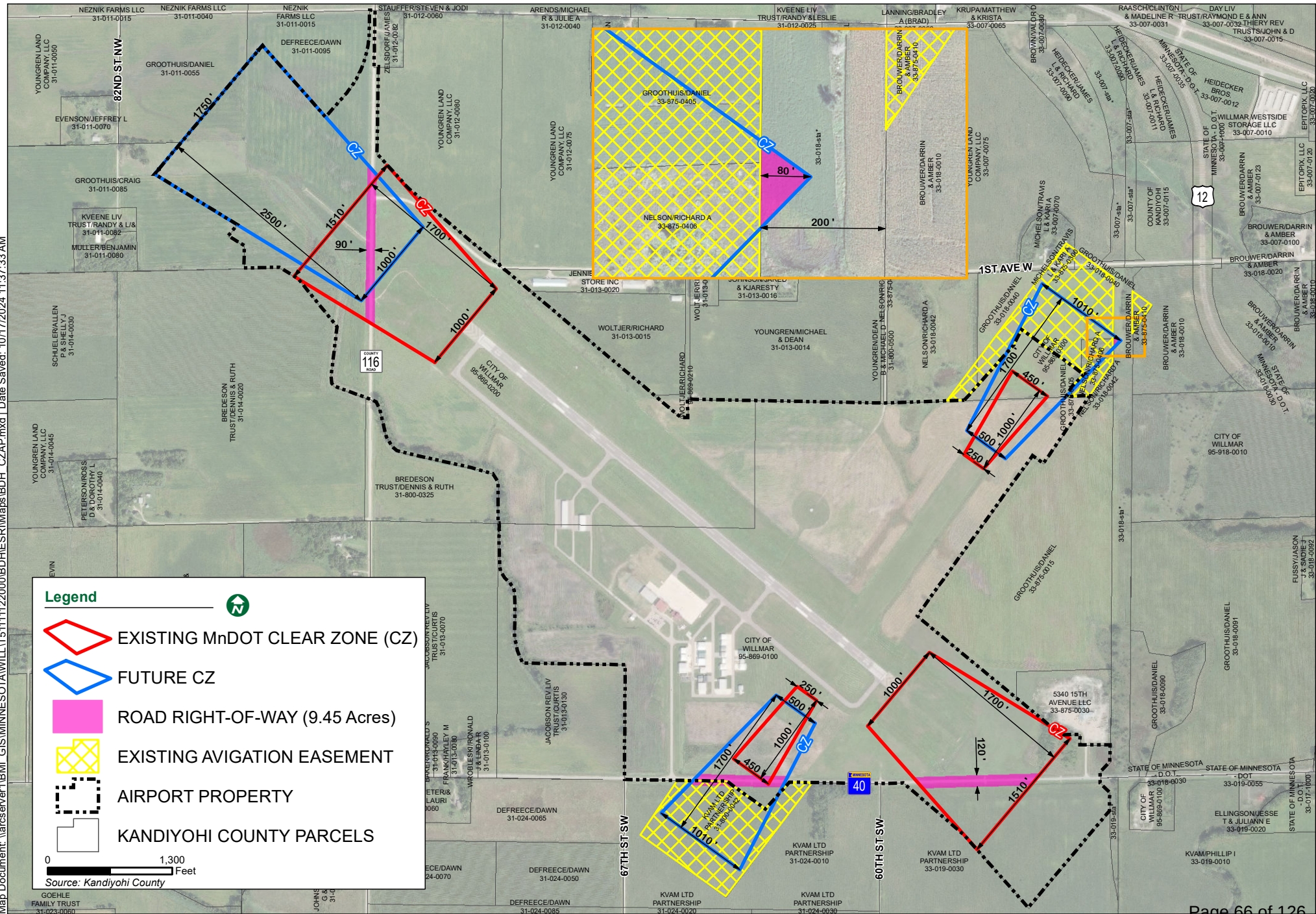
Aviation Project Manager

Authorization and acceptance of this letter proposal.

City of Willmar, Minnesota

Mr. Doug Reese
Mayor

Date



Per MnDOT's Project Selection Policy, MnDOT Aeronautics is updating state funding prioritization to be as objective, transparent, and data-driven as possible. This policy is intended to consider Minnesota GO recommendations and increase public understanding of MnDOT's project selection processes.

System Plan Alignment

MnSASP Objective	Criteria	Categories	Score
Open Decision-Making	Master Plan/ALP* : Evaluates if the airport has an updated Master Plan/ALP following the MnSASP targets (by state classification) AND the project is included in the updated plan.	Updated ALP/Master Plan on-file and project request is included in plan	10
		Airport has programmed ALP/Master Plan update or in process of updating ALP/Master Plan	5
		Inadequate ALP/Master Plan with no updates programmed	-5
Transportation Safety	Airspace Obstructions* : Evaluates if the airport's Part 77 surfaces are clear of obstructions per MnDOT's airport licensing requirements OR the airport has an obstruction clearing project request.	Submitted project will clear obstructions in Part 77 surfaces	10
		Airport has no obstructions in Part 77 surfaces	5
		Airport has at least one submitted obstruction clearing project to alleviate Part 77 deficiencies	5
		Obstructions identified in Part 77 surfaces with no programmed fixes	-10
	Clear Zones* : Evaluates if MnDOT-defined clear zone are owned in 100 percent fee-simple or a MnDOT approved Clear Zone Acquisition Plan (CZAP) is on-file. This is per MnDOT's update to the Clear Zone Policy recommended by the 2022 MnSASP.	Submitted project will acquire land designated as MnDOT clear zones per Clear Zone Policy	10
		Airport has 100% clear zone ownership or approved CZAP on-file	5
		Airport has at least one submitted land acquisition project for MnDOT clear zones OR the airport is actively coordinating with MnDOT to file a CZAP	5
		Partial/no clear zone ownership without a CZAP on file and no programmed land acquisition or CZAP	-10
System Stewardship	Work Type : Evaluates if the project is remediating a pavement condition deficiency per MnSASP-defined system metric*, preserving other existing airport assets, or constructing new/expanded infrastructure. Ultimately, MnDOT Aeronautics is prioritizing the preservation of existing assets rather than expansion.	Airport has an identified pavement condition deficiency (per MnSASP-defined system metric), and the project request will remediate the issue	20
		Airport has adequate pavement per MnSASP metric, and the project request is addressing other pavement issues	15
		Airport has adequate pavement, but the project request is maintaining other airport assets (ex: lighting)	10
		Project request is constructing new facilities or expanding existing infrastructure	0
		Airport has an identified pavement condition deficiency (per MnSASP-defined system metric) with no programmed fix	-10
Healthy Communities	Zoning* : Evaluates if the airport has proper zoning established and on-file with MnDOT Aeronautics or is in the process of establishing/updating zoning. This is evaluated as a MnSASP performance metric in the MnSASP Hub.	Airport has adequate zoning established and on-file per MnDOT requirements.	10
		Airport is establishing or updating zoning to comply with MnDOT requirements	5
		Airport does not have adequate zoning and hasn't programmed a project to mitigate	-10

*The indicated criteria are evaluated as MnSASP performance metrics. System and airport performance is measured and presented in two interactive dashboards included in the MnSASP Hub: <https://mnsasp-mndot.hub.arcgis.com/>

SEVEN CRITERIA ON A 100-POINT SCALE

60 Points - System Plan Alignment

40 Points - MnDOT Priorities

The prioritization model is only considering state-only funding requests for MnDOT-defined capital expenditures.

MnDOT Priorities

Criteria	Categories	Score
Airport Component : This is indicating where the project is being directed to at the airport, ranging from primary runway to unknown.	Primary Runway	20
	Taxiway Serving Primary Runway	18
	Secondary Runway	16
	Apron	14
	Taxiway Serving Secondary Runway	14
	Other Airfield Location	12
	Taxilane	10
	Terminal Building or Fuel Facilities	8
	Hangar	6
	Other Buildings	6
Licensing Compliance : This is evaluating whether the airport requesting state funds complies with all state licensing standards dictated in Rules (Minnesota Rules 8800.1600 Public Airport Licensing) OR has a project request to remediate a licensing deficiency.	Landside	4
	Unknown	0
	Project alleviates a state licensing deficiency	20
	Airport compliant with all state licensing standards	10
	State licensing deficiency identified, and another project alleviates deficiency	10
	N/A (Part 139 Airports)	10
	Airport has state licensing deficiency and no programmed fix	-10





City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	Yes	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Approve Increasing the Firefighter PERA Retirement		

RECOMMENDED ACTION:

To adopt a resolution approving to increase the benefit level for Willmar firefighters, who are vested in the Statewide Volunteer Firefighter (SVF) Retirement Plan. The increase would be from the current amount of \$6,000 per year of good service to \$7,500 per year of good service beginning January 1, 2025.

OVERVIEW:

Prior to 2012, the fire department had its own Relief Association fund and invested its funds through an investment broker. The benefit level at that time was \$2,400 per year. Beginning January 1, 2012, the Relief Association moved its fund to the Statewide Volunteer Firefighter Retirement Plan administered by PERA. On June 6, 2011, the City Council approved the move to the statewide fund as well, approving a benefit increase to \$3,500 in 2016. On June 5, 2017, the City Council approved an increase in benefit to \$4,000 per year of good service and instructed me to review this every two years for possible increases. On December 16, 2019, the City Council voted to increase the benefit level to \$5,000. In 2021, the benefit level was increased to \$6,000 per year of good service.

BUDGETARY/FISCAL ISSUES:

According to the Cost Analysis, which was prepared by PERA on 08-20-2024, there would be no municipal contribution required to achieve the \$7,500 per year of good service benefit level. However, once the benefit level is increased, it cannot be decreased in the future. If the benefit level is increased to \$7,500 per year of good service, the fund is still 113% funded.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2024 Cost Benefit Analysis
2. PERA Resolution

2024 Cost Benefit Analysis

Prepared by PERA on 08-20-2024

BENEFIT LEVEL	6500	7000	7500	8000
Projected Assets	2,496,540	2,496,540	2,496,540	2,496,540
Accrued Liability	1,943,529	2,076,574	2,209,619	2,342,664
Surplus/(Deficit)	553,011	419,966	286,921	153,876
FUNDING RATIO	128%	120%	113%	107%
CHARGES				
Increase (Decrease) in Liab	194,913	208,918	222,923	236,928
Admin Fee	2,640	2,640	2,640	2,640
One-Tenth of Deficit/ (Surplus)^	(55,301)	(41,997)	(28,692)	(15,388)
Financial Requirement	142,252	169,561	196,871	224,180
(CREDITS)				
Fire State Aid x 1.035	(128,382)	(128,382)	(128,382)	(128,382)
Supplemental State Aid - Current year	(21,793)	(21,793)	(21,793)	(21,793)
6% Interest on Projected Present Assets	(149,792)	(149,792)	(149,792)	(149,792)
Total Credit	(299,967)	(299,967)	(299,967)	(299,967)
REQUIRED CONTRIBUTION	None	None	None	None

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to increase the benefit level to \$7,500 per year of good service for firefighters who are vested in the Statewide Volunteer Firefighter Retirement Plan beginning January 1, 2025.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to exercise all documents necessary with PERA to increase the firefighter retirement benefit level to \$7,500 per year of good service.

Dated this 21st day of October 2024.

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Assigning interim Police Chief duties		

RECOMMENDED ACTION:

Authorize assigning Interim Police Chief's duties and responsibilities temporarily to Sergeant Michael Holme effective October 18, 2024.

OVERVIEW:

Police Chief Felt retired on Friday, October 18, 2024. Administrator Valiant recommends assigning the interim police chief's duties and responsibilities temporarily to Willmar Police Sergeant Michael Holme. Sergeant Holme has accepted this role and will delegate his current duties to staff as appropriate. The recommended salary increase for assuming the Police Chief's duties is a base pay scale grade NO, step 4, \$115,668 annually.

BUDGETARY/FISCAL ISSUES:**ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

None



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	LuAnn Sietsema, HR Director
Item:	Approve 2025 Health Insurance Rates and Employer Contribution		

RECOMMENDED ACTION:

Approve the 2025 Health Insurance Rates and Employer Contributions as presented

OVERVIEW:

The City's 2025 health insurance rates have increased by over 12% for both single and family coverage. According to current union contracts, union employees would face more than a 133% increase over the employee 2024 health care coverage costs. To address this, the Council recommends supplementing the employer 2025 health insurance contribution from \$611.39 to \$653.06 for single coverage and family coverage from \$1,611.12 to \$1,694.45. An additional \$41.67 and \$83.33 respectfully for single or family coverage. Additionally, Council reaffirms the importance of all staff being included in the base pay scale that was approved in December 2023. This additional coverage will apply to all employees on the base pay scale by December 6, 2024.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution 2025 Health Insurance Contribution

RESOLUTION NO.

**RESOLUTION ESTABLISHING CITY
HEALTH INSURANCE CONTRIBUTIONS IN 2025**

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar City Council must approve the City of Willmar's (City) contributions to health insurance for nonunion City employees for calendar years in which it has not taken formal action on such items;

WHEREAS, the labor agreements for employees represented by an exclusive representative specify City contribution amounts to health insurance premiums for those employees;

WHEREAS, the City desires to maintain internal consistency for health insurance contributions for employees paid under City's base pay schedule; and

WHEREAS, based on the increase in health insurance premiums for 2025, the City desires to contribute additional amounts to health insurance premiums for employees paid under City's base pay schedule.

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

1. In 2025, for employees not represented by an exclusive representative, the City will
 - A. Pay the following amounts monthly towards health insurance premiums for Employees in a high deductible Health Savings Account (HSA) plan for either the single or family coverage chosen by the employee within the HSA plan offered by the Employer: (i) for single coverage, \$653.06 and (ii) for family coverage, \$1,694.45.
 - B. Deposit into the employee's HSA the amount of \$250.00 each month for those enrolled in the single plan, and \$500.00 each month for those enrolled in the family plan, chosen by the Employee within the HSA plan offered by the Employer.
2. In 2025, for employees represented by exclusive representative who have executed an agreement with City to be subject to the City's base pay schedule, the City will pay the additional following amounts monthly towards health insurance premiums for Employees in a high deductible HSA plan for either the single or family coverage chosen by the employee within the HSA plan offered by the Employer: (i) for single coverage, \$41.67 and (ii) for family coverage, \$83.33.

Dated this 21st day of October 2024

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Agricultural Land Exemption of Special Assessments		

RECOMMENDED ACTION:

Adopt the Resolution Approving Agricultural Land Exemption of Special Assessments

OVERVIEW:

It is the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the 2025 crop year.

Attached is a resolution listing the property owners who have made application for Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

BUDGETARY/FISCAL ISSUES:

\$110,881.54

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Ag Resolution Mark up 2024
2. Ag Resolution 2024

RESOLUTION NO. _____

RESOLUTION APPROVING CERTIFICATION OF AGRICULTURAL
USE FOR TEMPORARY EXEMPTION/SUBSEQUENT DEFERMENT OF
SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501 and 8606.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that interest that accrues on the outstanding deferred assessment amounts during the period of deferment shall not be collected until the period of deferment expires.

~~BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:~~

- | | | | |
|----|---|-----------------------------|-------------|
| 1. | James & Jennifer Larson
3352 1 st Street N
Willmar, MN | 95-903-0010
Project 0501 | \$93,012.00 |
|----|---|-----------------------------|-------------|

Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

- | | | | |
|----|---|---------------------------------------|-------------|
| 2. | J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond, MN | Hidden Valley Estates
Project 8606 | \$17,869.51 |
|----|---|---------------------------------------|-------------|

95-308-0010	Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
95-308-0020	Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
95-308-0030	Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
95-308-0040	Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
95-308-0050	Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
95-308-0060	Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
95-308-0070	Sect-08 TWP -119 Rang-35 Lot-007 Blk-001
95-308-0080	Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
95-308-0090	Sect-08 TWP -119 Rang-35 Lot-009 Blk-001

95-308-0100	Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
95-308-0110	Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
95-308-0120	Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
95-308-0130	Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
95-308-0140	Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
95-308-0150	Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
95-308-0160	Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
95-308-0170	Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
95-308-0200	Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
95-308-0210	Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
95-308-0220	Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
95-308-0230	Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
95-308-0300	Sect-08 TWP -119 Rang-35 Lot-001 Blk-003
95-308-0310	Sect-08 TWP -119 Rang-35 Lot-002 Blk-003
95-308-0320	Sect-08 TWP -119 Rang-35 Lot-003 Blk-003
95-308-0330	Sect-08 TWP -119 Rang-35 Lot-004 Blk-003
95-308-0340	Sect-08 TWP -119 Rang-35 Lot-005 Blk-003
95-308-0350	Sect-08 TWP -119 Rang-35 Lot-006 Blk-003
95-308-0360	Sect-08 TWP -119 Rang-35 Lot-007 Blk-003
95-308-0370	Sect-08 TWP -119 Rang-35 Lot-008 Blk-003
95-308-0380	Sect-08 TWP -119 Rang-35 Lot-009 Blk-003
95-308-0390	Sect-08 TWP -119 Rang-35 Lot-010 Blk-003
95-308-0400	Sect-08 TWP -119 Rang-35 Lot-001 Blk-004
95-308-0410	Sect-08 TWP -119 Rang-35 Lot-002 Blk-004
95-308-0420	Sect-08 TWP -119 Rang-35 Lot-003 Blk-004
95-308-0430	Sect-08 TWP -119 Rang-35 Lot-004 Blk-004
95-308-0500	Sect-08 TWP -119 Rang-35 Lot-001 Blk-005
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95-308-0530	Sect-08 TWP -119 Rang-35 Lot-004 Blk-005
95-308-0540	Sect-08 TWP -119 Rang-35 Lot-005 Blk-005
95-308-0550	Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 21st day of October 2024.

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

**RESOLUTION APPROVING CERTIFICATION OF AGRICULTURAL
USE FOR TEMPORARY EXEMPTION/SUBSEQUENT DEFERMENT OF
SPECIAL ASSESSMENTS**

Motion By: _____ Second By: _____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501 and 8606.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that interest that accrues on the outstanding deferred assessment amounts during the period of deferment shall not be collected until the period of deferment expires.

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3352 1 st Street N
Willmar, MN | 95-903-0010
Project 0501 | \$93,012.00 |
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Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

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| 2. | J & C Enterprises of Central MN
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PO Box 639
Richmond, MN | Hidden Valley Estates
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95-308-0550 *Sect-08 TWP -119 Rang-35 Lot-006 Blk-005*

Dated this 21st day of October 2024.

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.F.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Ordinance Amending Electric Rates		

RECOMMENDED ACTION:

Call to Reschedule the Public Hearing to amend Electric Rates, November 4, 2024, at 6:30pm.

OVERVIEW:

The City was unable to meet the 10-day publication notice for the amended electric rates. Requesting to reschedule the public hearing to November 4, 2024 on or about 6:30 pm.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2025 Electric Rate Adjustment Ordinance (draft)

Pursuant to action by the Willmar City Council at a meeting held on October 21, 2024, a public hearing will be held on November 4, 2024, at 6:30 p.m., or as soon thereafter as possible, in the Board Room at the Health and Human Services Building located at 2200 23rd Street NE, Willmar, Minnesota.

PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. __

AN ORDINANCE AMENDING ELECTRIC RATES CHARGED BY THE MUNICIPAL UTILITIES COMMISSION OF THE CITY OF WILLMAR, A PUBLIC UTILITY, TO BE EFFECTIVE FOR BILLINGS SENT ON AND AFTER JANUARY 1, 2025.

BE IT ORDAINED, by the City Council of the City of Willmar as follows:

Section 1. ELECTRIC RATES

The rates for electric service provided by the Municipal Utilities Commission shall continue as follows:

2025 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follow:

	Summer	Non-Summer
Energy Charge all kWh	.119	.102
Fixed Cost Fee	\$12.75/mo.	\$12.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.119	.083
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows: service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$18.50/mo.	\$18.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$34.25/mo.	\$34.25/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.00/kW	\$14.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.067	.060
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.065	.058
Demand Charge	\$16.00/kW	\$14.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$13.40/mo.

2026 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.123	.104
Fixed Cost Fee	\$14.75/mo.	\$14.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.123	.084
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows:
service shall be as follows:

Energy Charge all kWh	.060	.060
-----------------------------	------	------

Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$20.50/mo.	\$20.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$36.50/mo.	\$36.50/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$15.45/kW	\$17.90/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.064	.057
Demand Charge	\$15.75/kW	\$18.25/kW
Fixed Cost Fee	\$45.00/mo.	\$45.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$18.25/kW	\$15.75/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.064	.057
Demand Charge	\$18.25/kW	\$15.75/kW
Fixed Cost Fee	\$45.00/mo.	\$45.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$14.00/mo.

2027 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.127	.106
Fixed Cost Fee	\$17.00/mo.	\$17.00/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.127	.085
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows:
service shall be as follows:

Energy Charge all kWh	.060	.060
-----------------------------	------	------

Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$23.00/mo.	\$23.00/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$39.00/mo.	\$39.00/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.061	.054
Demand Charge	\$19.60/kW	\$16.65/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.062	.055
Demand Charge	\$20.00/kW	\$17.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.061	.054
Demand Charge	\$19.60/kW	\$16.65/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.062	.055
Demand Charge	\$20.00/kW	\$17.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$14.65/mo.

Section 2. SUMMER RATE DEFINITION

Summer and non-heating season rates are defined as consumption months May through September, billing months of June through October.

Section 3. ELECTRIC ENERGY ACQUISITION ADJUSTMENT

There shall be added to all electrical energy billed an Energy Acquisition Adjustment. The Energy Acquisition Adjustment shall be calculated pursuant to the following formula:

The overall average cost of wholesale power and net transmission costs (transmission costs less transmission revenue) incurred above the weighted average cost established at the time of the current rate schedule.

Section 4. CITY FRANCHISE FEE

There shall be added to all utility bills a "City Franchise Fee" to be calculated by applying a rate to be determined by dividing the total kilowatt hours (kWhs) sold by WMU annually by the total Intergovernmental Transfer and street lighting cost incurred by WMU for the preceding calendar year to each customer kWh billed monthly for the next 12-month period.

Section 5. REPEALER

The Municipal Utilities Commission recommends that the City Council repeal Sections #1, #5, and #6 of Ordinance #1518 (adopted November 6, 2023) to the extent that it is inconsistent herewith.

Section 6. EFFECTIVE DATES

The Municipal Utilities Commission recommends that the amendment in rates be effective for billings sent on and after January 1, 2025, January 1, 2026, and January 1, 2027.



City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.G.
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:	WITH WILLMAR, Comprehensive Plan City Council Update		

RECOMMENDED ACTION:

Informational Presentation No Action Recommended.

OVERVIEW:

Informational Presentation on the Survey Results and Future Land-use Map. No Action Recommended.

Through the Department of Planning and Development, the City of Willmar is in the process of updating the Comprehensive Plan. The current comprehensive plan was adopted in 2009. Through this process, the City will update the Comprehensive Plan to ensure that the recommendations reflect changes in the community over time.

This plan will help guide decisions related to:

- Land Use
- Mobility
- Public Facilities
- Economic Opportunities
- Housing
- Parks and Open Space
- Natural Resources and Conservation

What is a Comprehensive Plan?

Comprehensive Plans provide strategic guidance and direction for the future growth and development of the community and establish a 20-year vision for the City.

A comprehensive plan is a foundational document that:

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

For more information please visit: <https://www.willmarmn.gov/>

BUDGETARY/FISCAL ISSUES:

\$0.00

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. LU+Development Presentation_DRAFT

A stylized skyline graphic in white, featuring various buildings, a church steeple, a factory, a house, trees, and a barn, positioned above the word "WILLMAR".

WITH WILLMAR

COMPREHENSIVE PLAN

Presented by: Christopher Corbett, Director of Planning and Development

Monday, October 21, 2024

City Council

AGENDA

SURVEY RESULTS

LAND USE OVERVIEW

LAND USE CATEGORIES

FUTURE LAND USE PLAN REVIEW



WHAT IS A COMPREHENSIVE PLAN?

A Comprehensive Plan provides strategic guidance for the future growth and development and establishes a 20-year vision for the City of Willmar.

A comprehensive plan is a foundational document that:

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

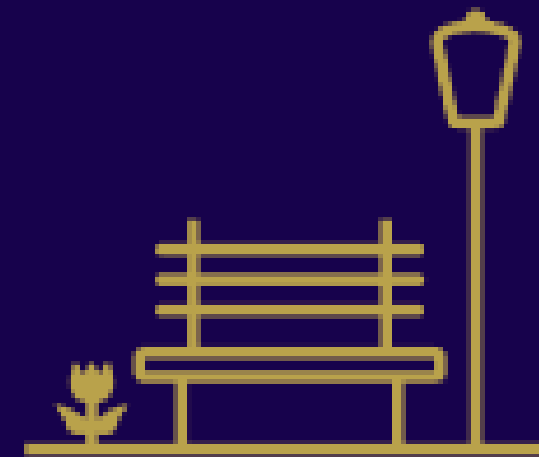




Economic
Development



Housing



Recreation



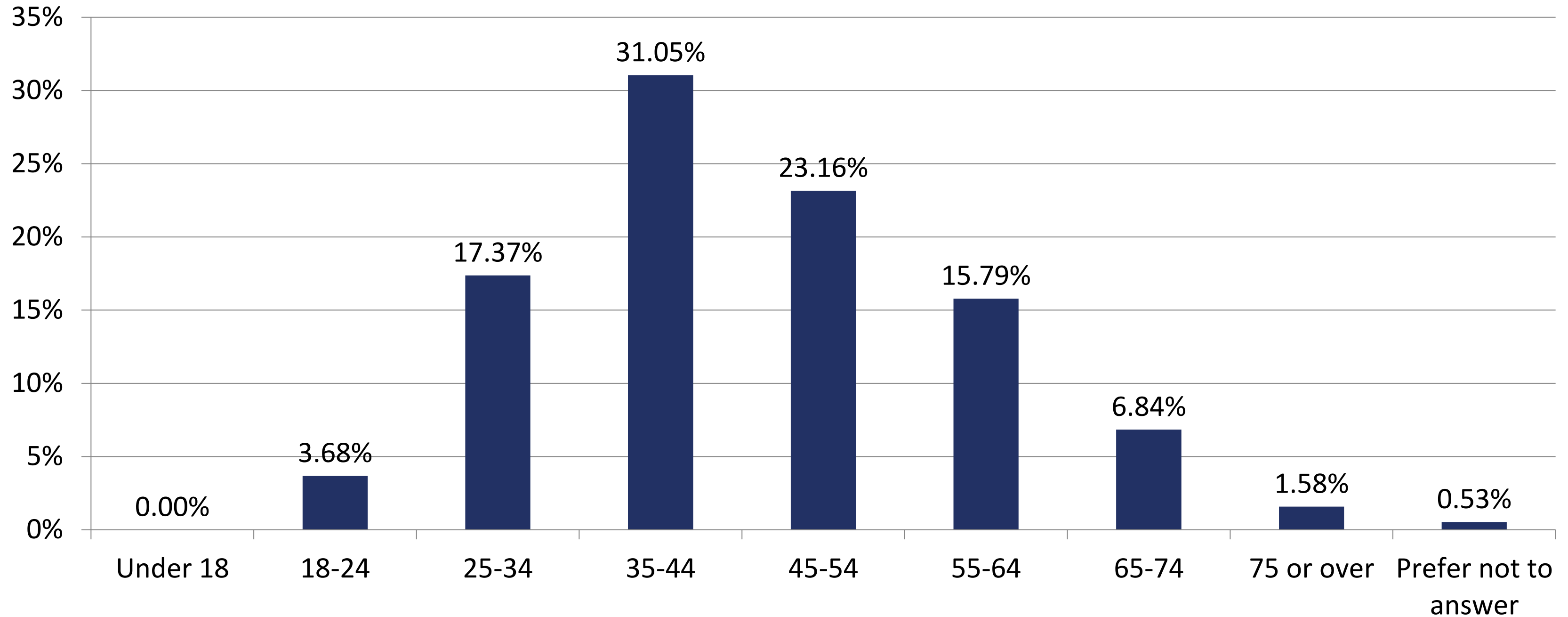
Land Use

Survey Responses

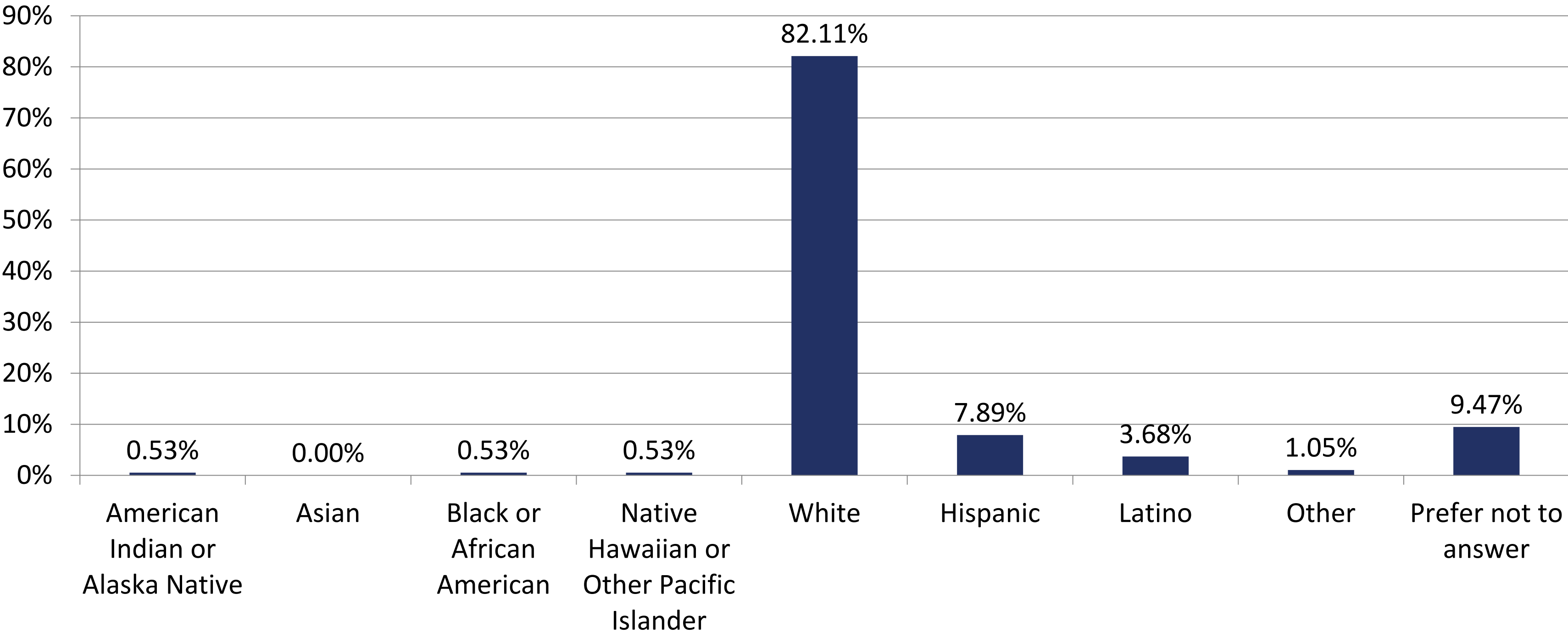
Nearly
700
responses
between 4
surveys

1,400+
open ended
comments

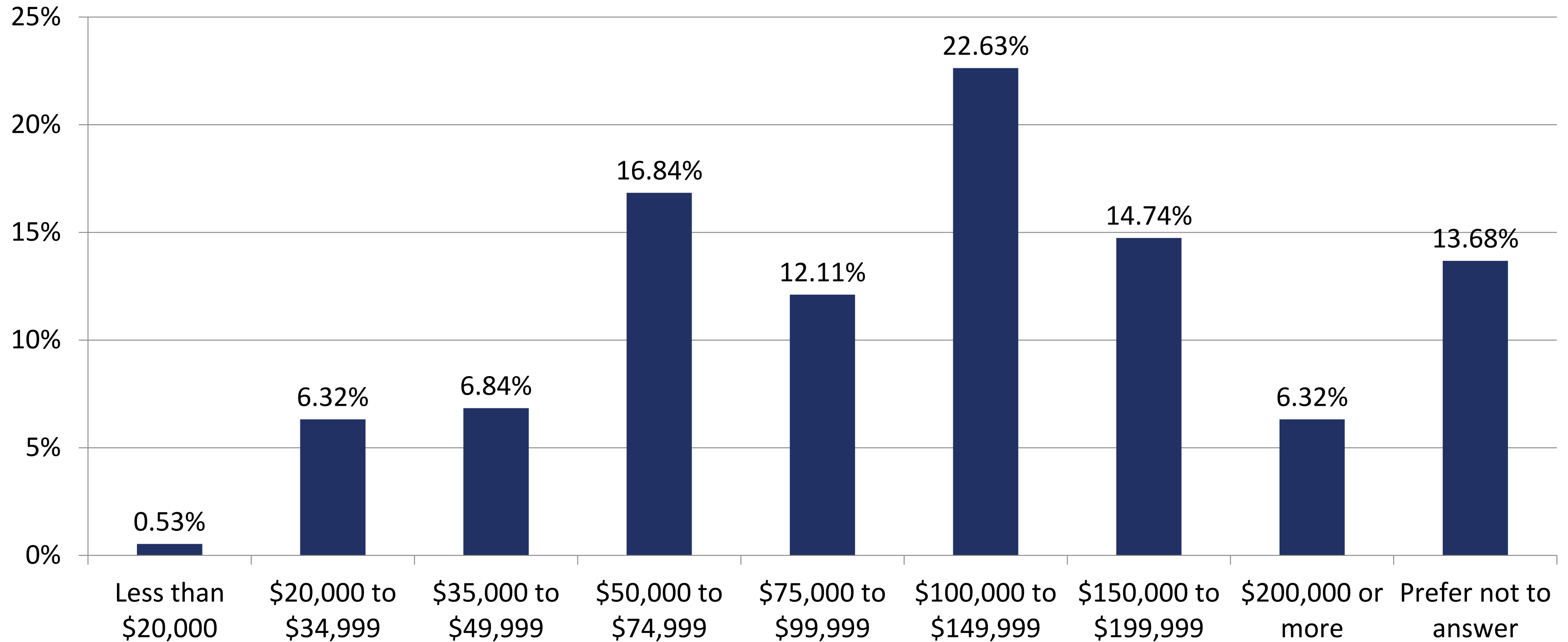
Survey Responses – Age Group



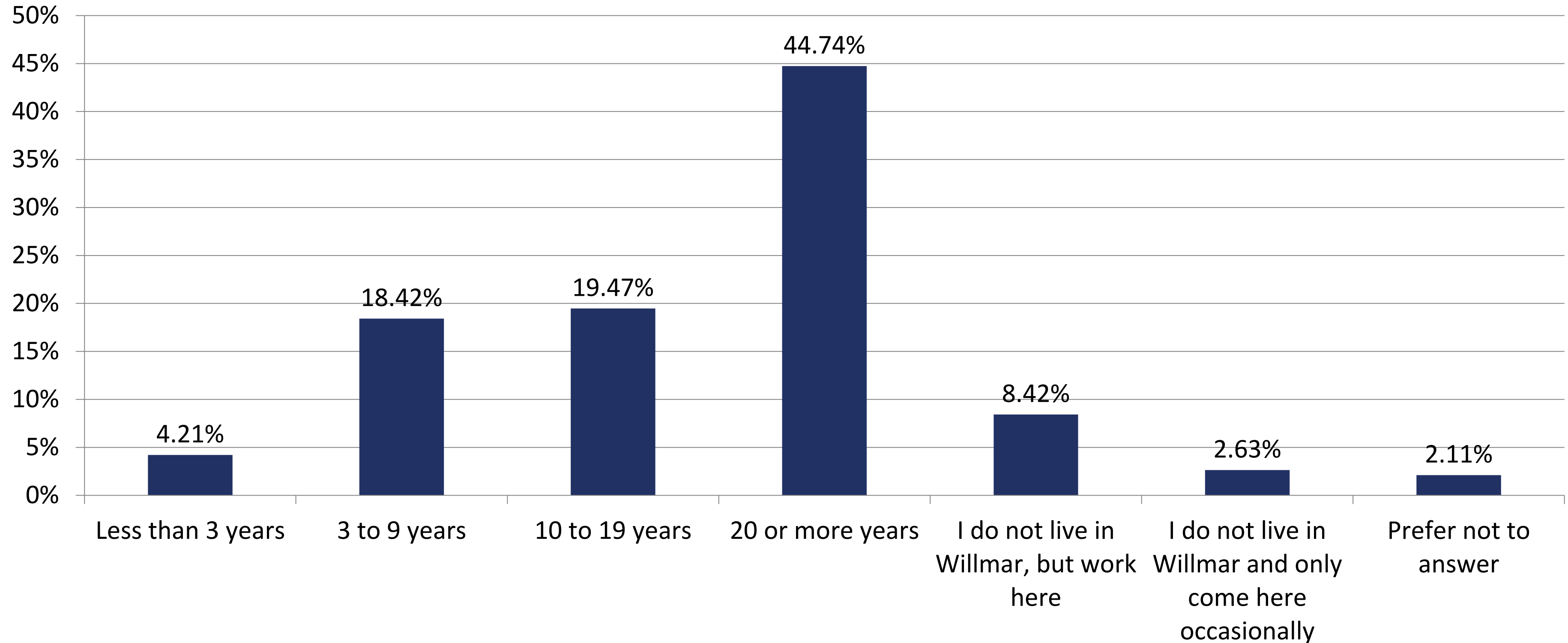
Survey Responses – Race and Ethnicity



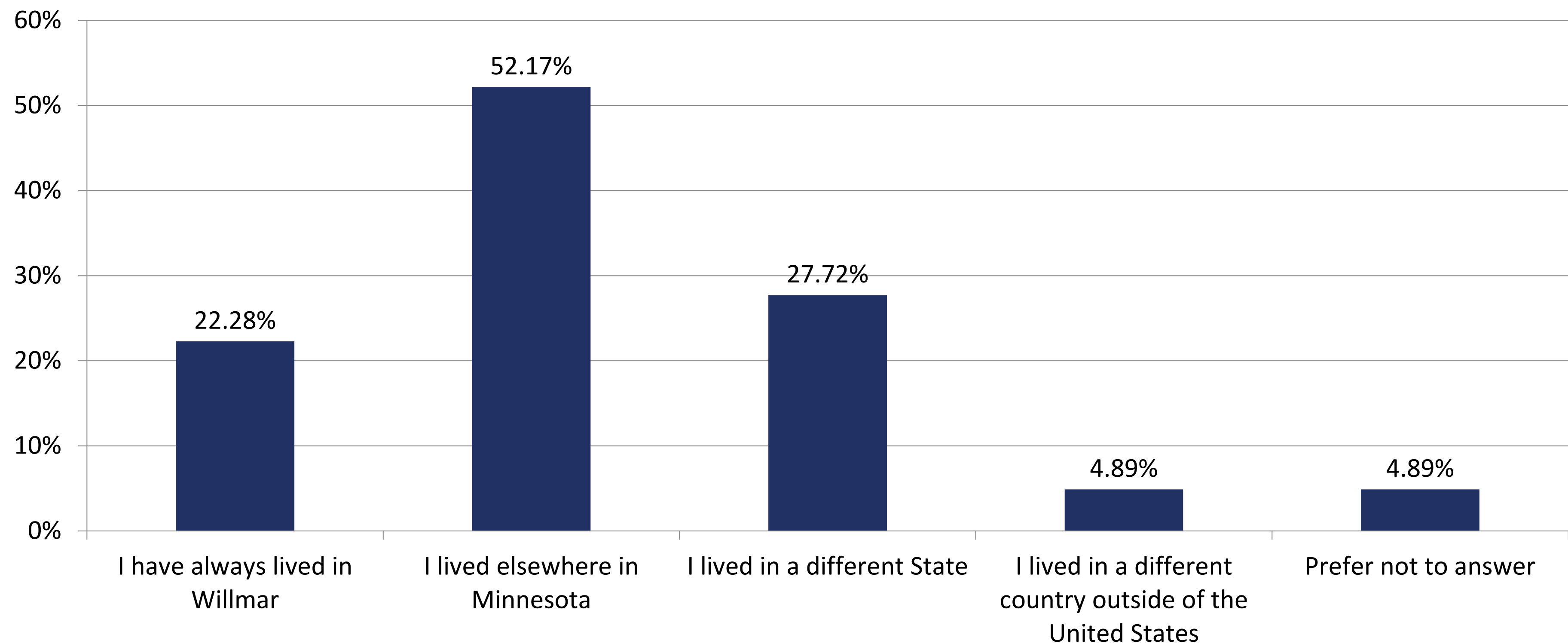
Survey Responses – Income



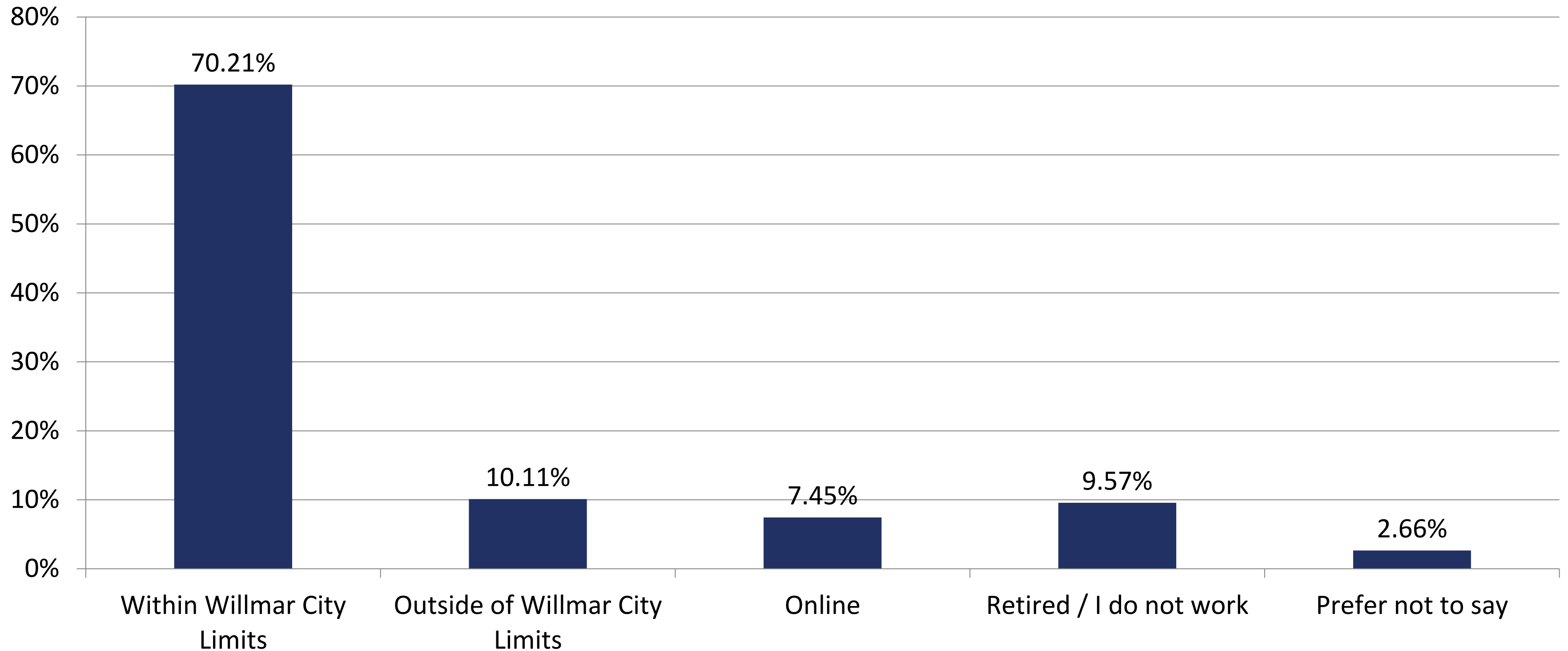
Survey Responses – Tenure in Willmar



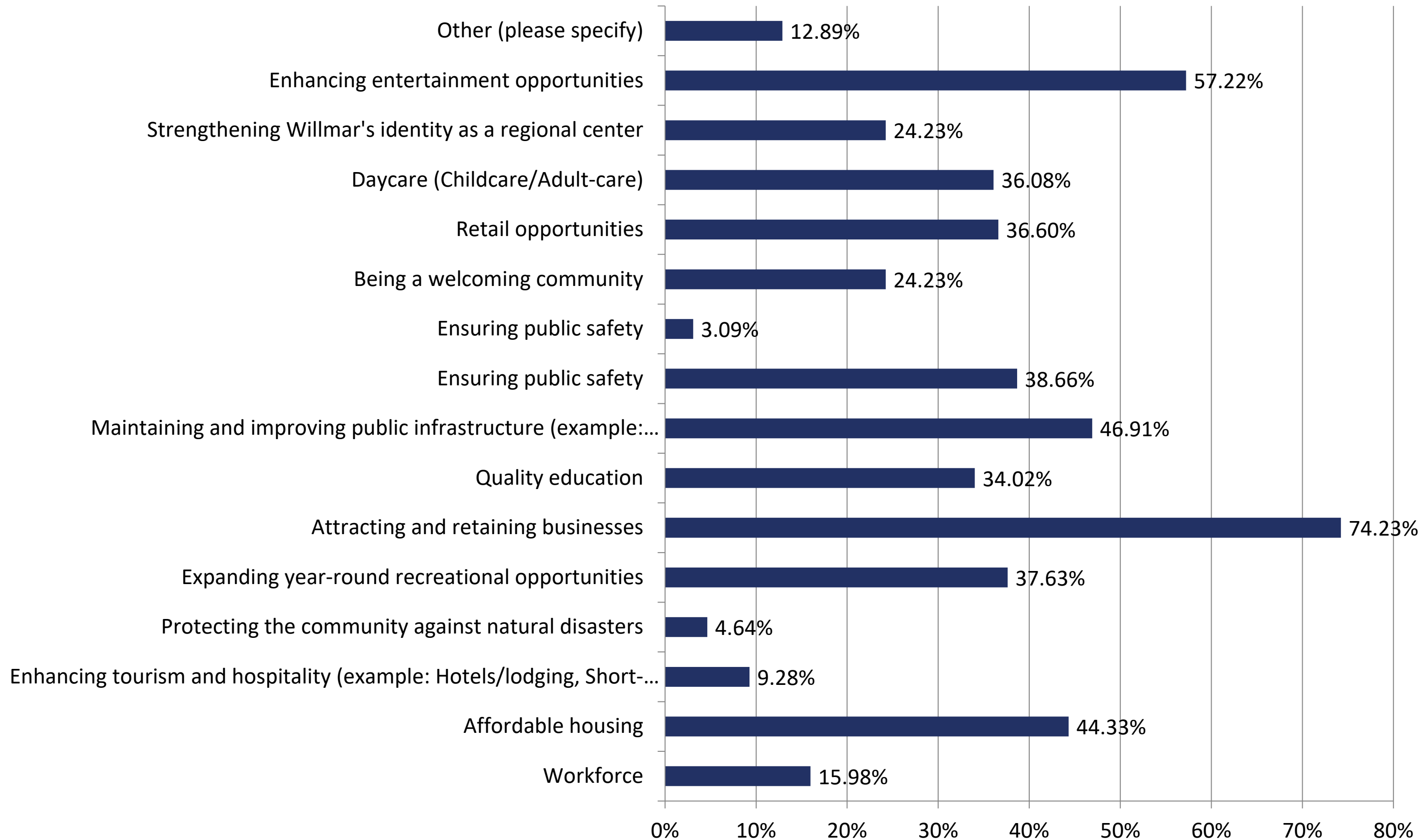
Survey Responses – Previous residency



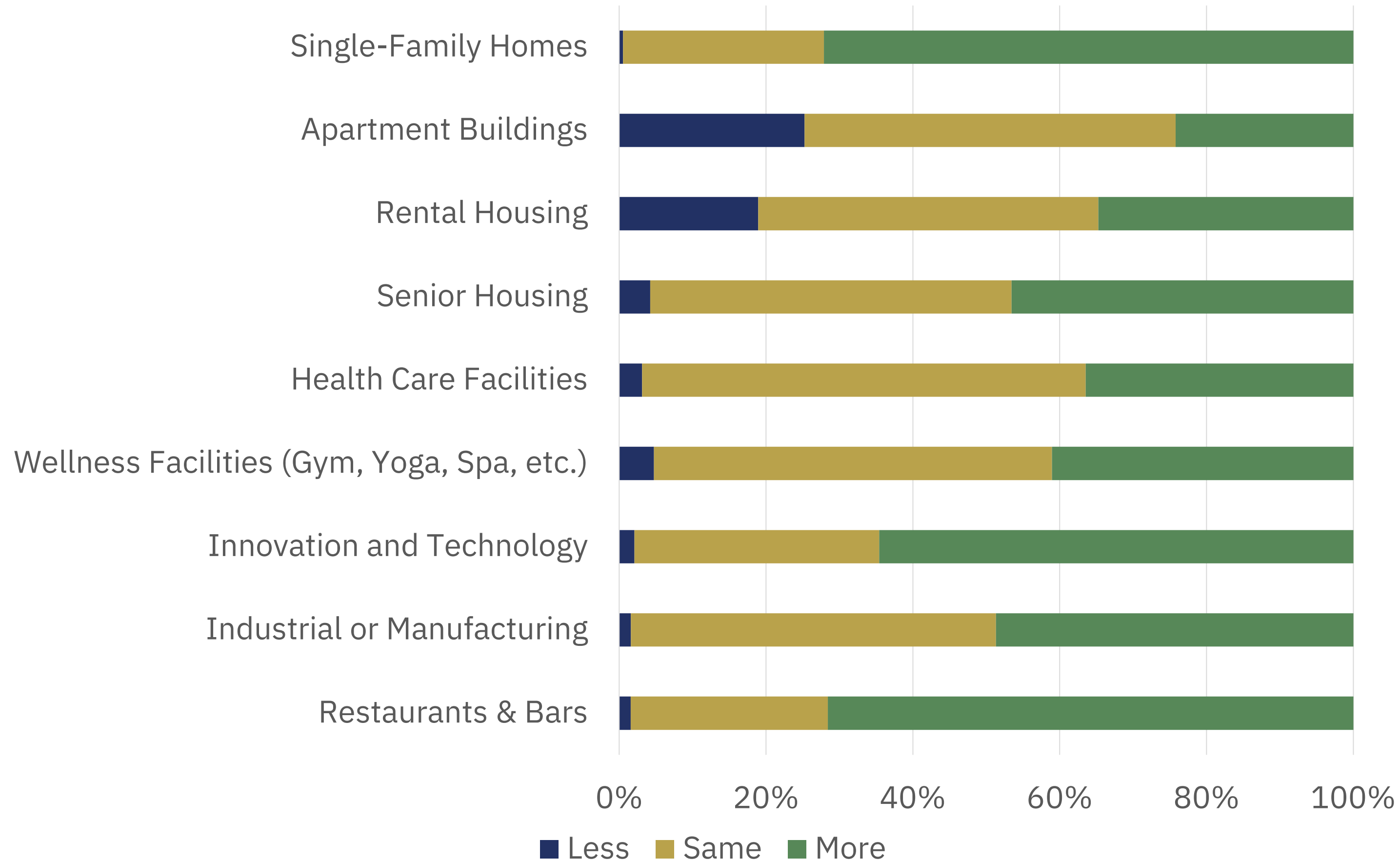
Survey Responses – Location of Work



Survey Responses – Opportunities to Prioritize



Survey Responses – Opportunities to Prioritize



Survey Responses – Favorite Place to Visit

- Robbins Island
- Outdoor Recreation
- Family-friendly Activities
- Community and Social Aspects
- Dining and Shopping



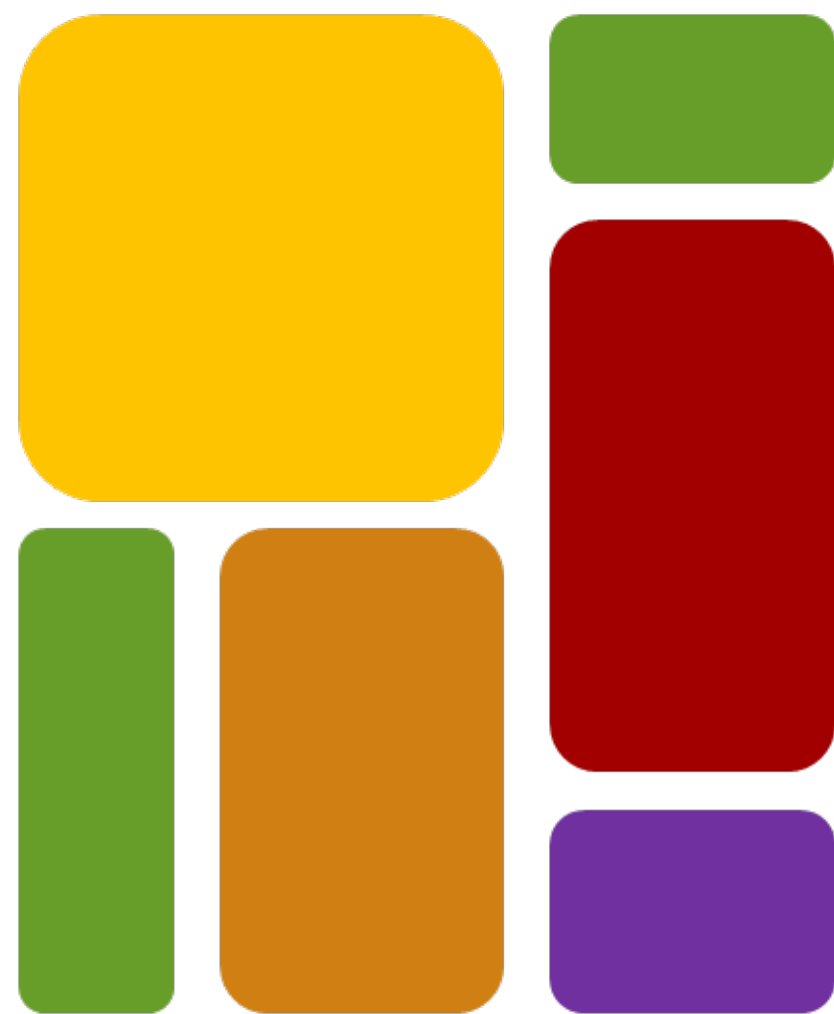
Land Use Overview



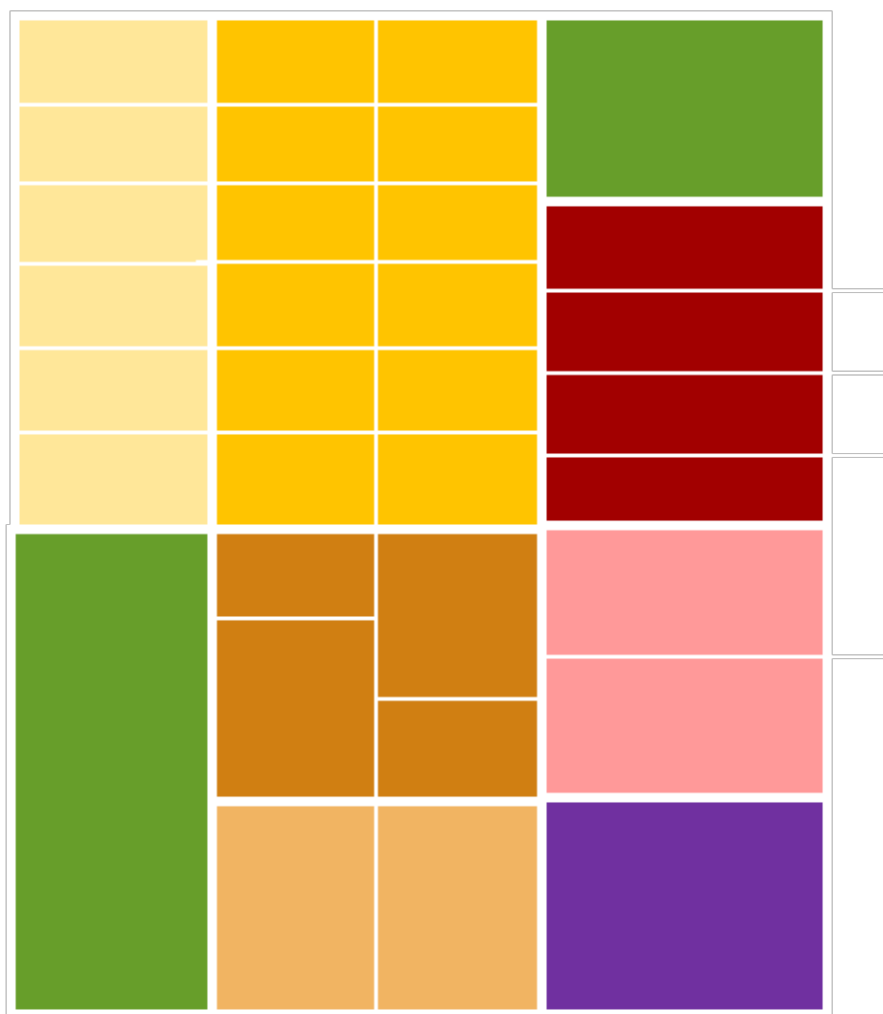
Land Use



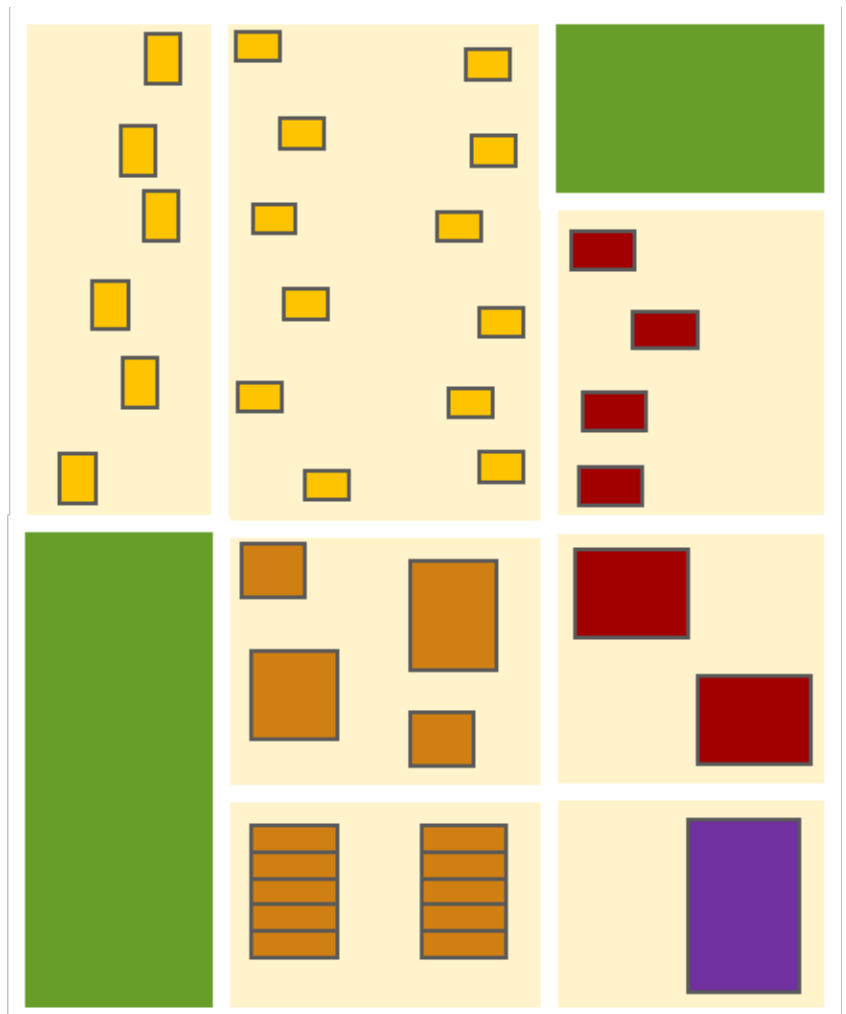
What is the Land Use Element?



Land Use

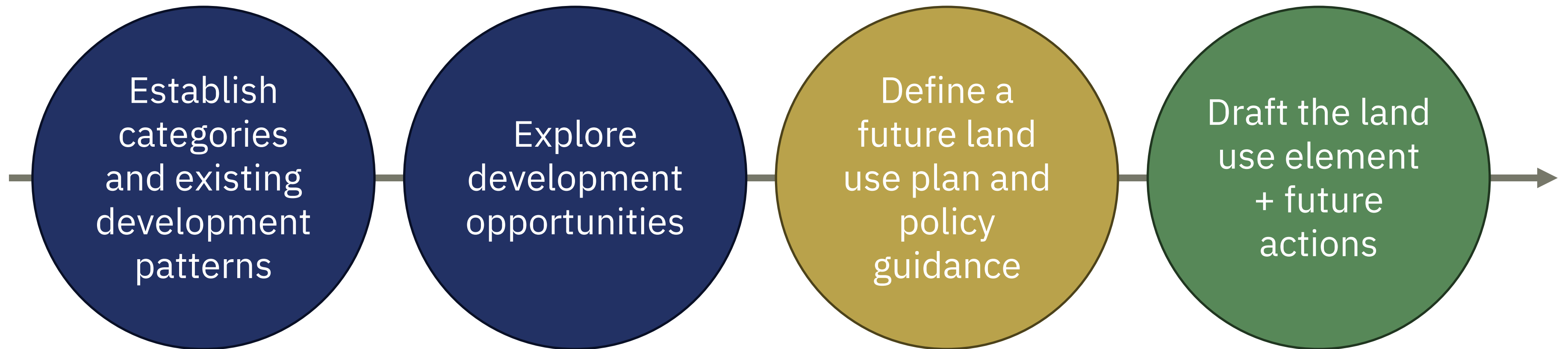


Zoning



Development

What is the Land Use Element?



Land Use Categories



Land Use



Establish categories and existing development patterns

EXISTING LAND USE

Represents the current primary use of the property.

How the property is used today

FUTRE LAND USE

Represents a guide for future land use changes.

Desired future use of the property

ZONING

The rules and regulations for development

What can I develop and the rules to follow

Establish categories and existing development patterns

Land Use Categories – Residential: Where we live

LOW DENSITY RESIDENTIAL

Areas of housing consisting of detached single-family homes with generally large lot sizes.

MEDIUM DENSITY RESIDENTIAL

Areas of housing consisting of small-lot detached single-family homes, attached twin-homes, rowhomes, and townhomes.

HIGH DENSITY RESIDENTIAL

Areas of housing consisting of apartment buildings and condominium complexes. May include mixed-use developments with commercial on the ground floor and apartments or condos above.

Establish categories and existing development patterns

Land Use Categories – Commercial: Where we work and play

DOWNTOWN

Dense, generally mixed-use developments with street-facing commercial uses on lower levels and high-density residential above.

NEIGHBORHOOD COMMERCIAL

Areas of small commercial developments that cater to the surrounding neighborhood.

REGIONAL COMMERCIAL

Areas of large commercial developments that draws people in from outside the city.

Establish categories and existing development patterns

Land Use Categories – Industrial: Where we work

INDUSTRIAL

Areas utilized for the production and storage of goods, the logistical management of goods, or other similar intensive facilities.

TECHNOLOGY DISTRICT

Areas that incentivize the creation and innovation of technological products.

Establish categories and existing development patterns

Land Use Categories – Other

INSTITUTIONAL

Areas consisting of community-oriented services. Uses may include but are not limited to government facilities and places of worship.

PARK AND OPEN SPACE

Areas of publicly owned land that includes recreational amenities and/or necessary environmental infrastructure.

AGRICULTURAL

Large tracts of land devoted to crop production, the rearing of animals to provide food and products, or preserved for future development. May include agricultural homesteads.

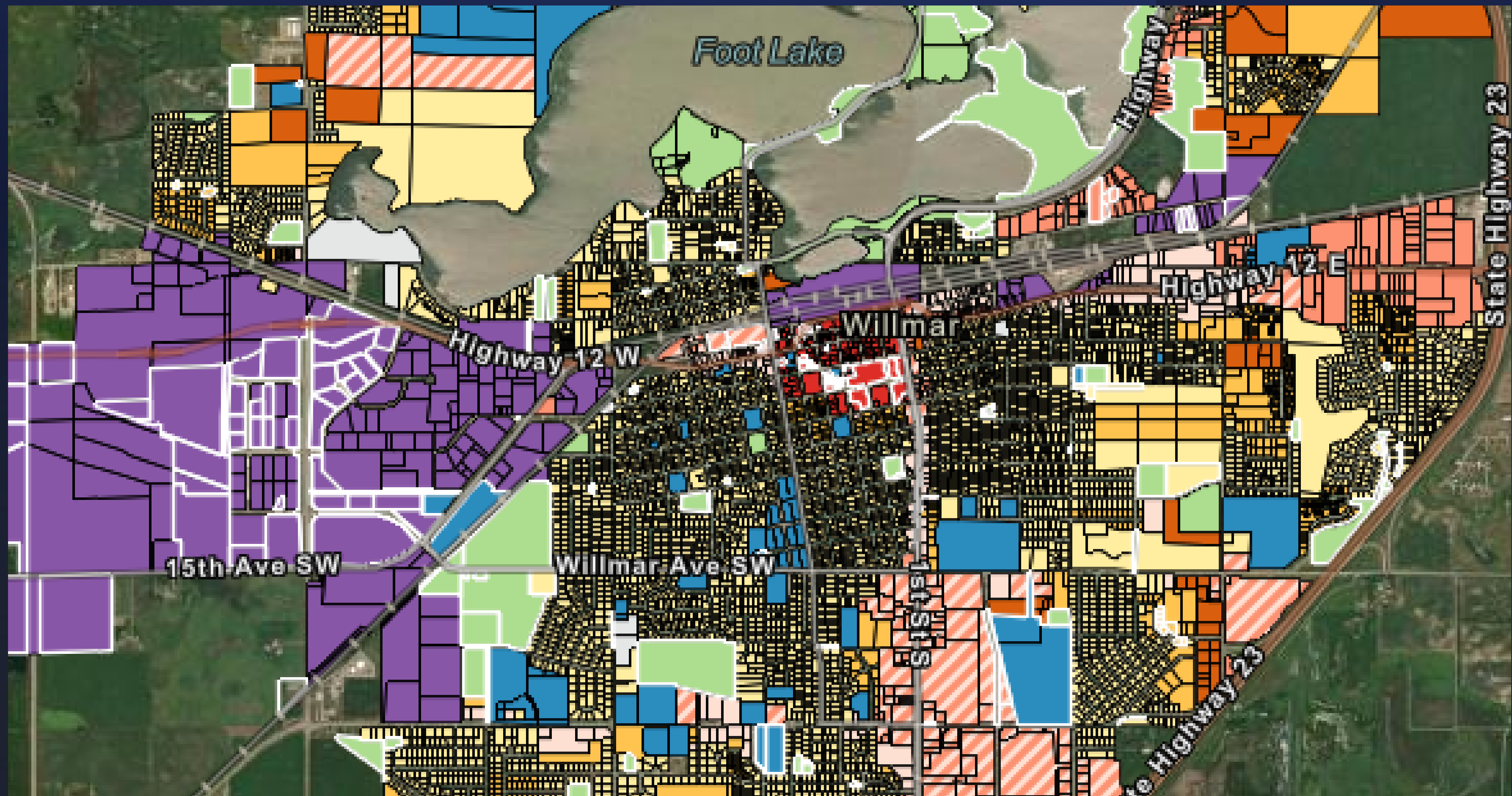
VACANT

Properties void of development but are platted with access to utilities and transportation infrastructure, serving as infill opportunities.



Land Use





Explore Development Opportunities

Development Focus Areas



Rail Park



**Regional
Commercial**



**Community
Entrance**



Industrial Park



Downtown



Housing

Future Land Use Plan

Land Use	Existing	Future	Future Households	Future Population	Population Growth
Low Density Residential	1,824	1,926	5,227	13,068	527
Medium Density Residential	269	632	4,873	12,182	6,132
High Density Residential	18	206	1,907	4,769	4,240
Downtown	49	49	622	1,555	79
Mixed-Use	0	442	1,988	4,970	4,970
			14,618	36,544	15,959

WITH
WILLMAR
COMPREHENSIVE PLAN





City Council Action Request

Council Meeting Date:	October 21, 2024	Agenda Item Number:	10.H.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Tom Odens, Finance Director
Item:	Finance Update		

RECOMMENDED ACTION:

For information only: YTD Budget update through 9/30/2024 and Investment update through 9/30/2024

Provide final input on the 2025 budget and tax levy. If no changes are recommended, this is the budget that will be brought to the December 2, 2024 Truth in Taxation hearing.

OVERVIEW:

On September 3, 2024, the Mayor's budget was presented to the City Council.

General Fund	\$9,410,952
Street Debt	\$1,134,962
City Hall Debt	\$587,000
Total Levy	\$11,132,914

Council has since provided input to staff and held a work session refining the budget for 2025. Budget changes are reflected below for a net decrease of \$167,661.

General Fund	\$9,243,271
Street Debt	\$1,134,982
City Hall Debt	\$587,000
Total Levy	\$10,965,253

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

Increase budget line items

Decrease budget line items

ATTACHMENTS:

1. 9.30.24 General & WWTP
2. Activity through 9-30-24
3. Investment Portfolio through 9-30-24
4. Historical Interest per quarter through 9-30-24
5. Interest Breakdown by Institution through 9-30-24
6. General Fund Overview
7. 2025 Budget Comparison



**City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended September 30, 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	\$ 4,962,920.26	54.18%
Licenses and Permits	535,354.08	505,000.00	667,167.84	132.11%
Intergovernmental	6,239,698.62	7,100,275.00	3,665,742.05	51.63%
Service Charges	976,952.15	891,628.00	874,994.56	98.13%
Fines and Forfeits	98,850.21	75,000.00	81,931.30	109.24%
Special Assessments	1,658.51	-	1,220.66	
Miscellaneous Revenue	1,381,204.35	386,000.00	228,668.38	59.24%
Other Financing Sources	2,565,274.24	3,301,808.00	3,434,078.44	104.01%
Total Revenues	\$ 19,899,683.48	* \$ 21,419,347.00	\$ 13,916,723.49	64.97%
<u>Expenditures</u>				
City Administrator	\$ 1,772,868.77	\$ 1,110,951.00	\$ 665,171.30	59.87%
Mayor and Council	336,547.40	378,150.00	370,983.89	98.10%
City Hall	2,342,944.32	810,217.00	697,644.84	86.11%
City Clerk	265,906.68	231,930.00	183,810.06	79.25%
Elections	7,545.22	125,859.00	83,622.41	66.44%
Finance Department	622,896.47	527,067.00	333,554.60	63.29%
Planning/Development Services	855,447.33	938,524.00	783,185.72	83.45%
Legal	459,230.07	350,000.00	190,186.39	54.34%
Information Technology	745,276.33	803,378.00	630,072.85	78.43%
Human Resources	182,831.80	215,206.00	152,077.15	70.67%
Cultural Diversity	3,856.55	173,578.00	127,487.25	73.45%
Sub-Total General Gov't.	7,595,350.94	5,664,860.00	4,217,796.46	74.46%
Police Department	6,203,045.29	6,481,869.00	4,816,252.34	74.30%
Fire Protection	1,008,434.39	1,192,512.00	744,226.87	62.41%
Sub-Total Public Safety	7,211,479.68	7,674,381.00	5,560,479.21	72.46%
Public Works	4,396,579.04	4,096,722.00	2,695,577.88	65.80%
Engineering	452,309.63	297,500.00	199,182.76	66.95%
Transit System	20,000.00	20,500.00	20,500.00	100.00%
Storm Water	98,317.02	83,500.00	77,212.78	92.47%
Sub-Total Streets/Highways	4,967,205.69	4,498,222.00	2,992,473.42	66.53%
WRAC	130,236.17	142,470.00	95,998.05	67.38%
Library	557,205.46	589,018.00	236,509.00	40.15%
Auditorium	57,899.84	111,768.00	26,294.23	23.53%
Parks & Recreation	1,095,630.82	1,093,248.00	783,442.98	71.66%
Civic Center	936,396.97	1,041,360.00	683,937.28	65.68%
Recreation/Event Center	23,062.63	10,000.00	8,155.64	81.56%
Community Center	268,740.16	292,433.00	250,318.28	85.60%
Aquatic Center	214,436.85	301,587.00	210,963.84	69.95%
Sub-Total Culture/Recreation	3,283,608.90	3,581,884.00	2,295,619.30	64.09%
Total Expenditures	\$ 23,057,645.21	\$ 21,419,347.00	\$ 15,066,368.39	70.34%

* Indicates Over Budget



City of Willmar
 Waste Treatment Plant
 Budgetary Comparison Report
 For the Period Ended September 30, 2024

	<u>2023 Actual</u>	<u>2024 Annual Budget</u>	<u>2024 Actual Year-To-Date</u>	<u>% of 2024 Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 84,652.16	\$ 75,000.00	\$ 26,329.94	35.11%
Service Charges	9,804,384.56	10,075,000.00	6,296,747.39	62.50%
Miscellaneous Revenue	915,250.94	150,000.00	468,700.55	312.47%
Total Revenues	\$ 10,804,287.66	\$ 10,300,000.00	\$ 6,791,777.88	65.94%
<u>Expenditures</u>				
Waste Treatment - Treatment	7,938,213.41	12,887,325.00	7,003,071.37	54.34%
Waste Treatment - Collections	3,397,959.60	1,872,777.00	159,200.99	8.50%
Waste Treatment - Biosolids	232,144.70	296,900.00	195,653.67	65.90%
Waste Treatment - Eagle Lake	57,625.55	30,650.00	17,290.52	56.41%
Total Expenditures	\$ 11,625,943.26	\$ 15,087,652.00	\$ 7,375,216.55	48.88%

* Indicates Over Budget



INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED SEPTEMBER 30, 2024

BALANCE AT PRIOR QUARTER END JUNE 30, 2024

\$ 60,137,557.37

SUMMARY OF JULY THROUGH SEPTEMBER, 2024, TRANSACTIONS:

(07/22/24) Purchased: UBS, Money Market/Treasury Fund	1,750,000.00
(07/29/24) Called: Multi-Bank Securities, FHLB-3130ASR76, 07/28/25, 4.500%	(500,000.00)
(07/29/24) Market Value Adjustment, Multi-Bank Securities, FHLB-3130ASR76	660.00
(07/31/24) Interest Accrued: Bremer Bank Money Market	143.78
(07/31/24) Interest Accrued: 4M, 101	6.82
(07/31/24) Interest Accrued: 4M, 101P	2,399.69
(07/31/24) Interest Accrued: 4M, 203	2,301.58
(07/31/24) Interest Accrued: 4M 203P	9,185.46
(07/31/24) Interest Accrued: 4M 204	46,380.30
(07/31/24) Interest Accrued: UBS Treasury Fund	48,150.69
(08/12/24) Transferred from 4M 204 to General Ckg	(4,500,000.00)
(08/14/24) Matured: Multi-Bank Securities, FHLMC-3134GWG73, 08/12/24, 4.100%	(1,500,000.00)
(08/14/24) Market Value Adjustment: Multi-Bank Securities, FHLMC-3134GWG73	2,925.00
(08/31/24) Interest Accrued: Bremer Bank Money Market	143.91
(08/31/24) Interest Accrued: 4M, 101	6.82
(08/31/24) Interest Accrued: 4M, 101P	2,405.56
(08/31/24) Interest Accrued: 4M, 203	2,300.78
(08/31/24) Interest Accrued: 4M 203P	9,208.00
(08/31/24) Interest Accrued: 4M 204	33,588.04
(08/31/24) Interest Accrued: UBS Treasury Fund	52,534.28
(09/06/24) Transferred from 4M 204 to General Ckg	(2,000,000.00)
(09/10/24) Called: Multi-Bank Securities, FHLB-3130AR3N9, 03/10/25, 5.000%	(1,000,000.00)
(09/10/24) Market Value Adjustment: Multi-Bank Securities, FHLB-3130AR3N9	2,830.00
(09/16/24) Called: Multi-Bank Securities, FHLB-3130AT3M7, 09/16/24, 4.000%	(500,000.00)
(09/16/24) Market Value Adjustment: Multi-Bank Securities, FHLB-3130AT3M7	435.00
(09/17/24) Matured: Wells Fargo Advisors, FHLB-3130APWJ0, 09/10/24, 1.000%	(500,000.00)
(09/17/24) Market Value Adjustment: Wells Fargo Advisors, FHLB-3130APWJ0	4,540.00
(09/24/24) Matured: Bremer Wealth Management, FFCB-3133EMBD3, 09/24/24, 0.36%	(200,000.00)
(09/24/24) Market Value Adjustment: Bremer Wealth Management, FFCB-3133EMBD3	2,552.00
(09/30/24) Interest Accrued: Bremer Bank Money Market	139.38
(09/30/24) Interest Accrued: 4M, 35205-101	6.41
(09/30/24) Interest Accrued: 4M, 35205-101-P	2,275.11
(09/30/24) Interest Accrued: 4M, 35205-203	2,187.23
(09/30/24) Interest Accrued: 4M, 35205-203-P	8,708.48
(09/30/24) Interest Accrued: 4M, 35205-204	18,397.26
(09/30/24) Interest Accrued: UBS, Money Market	49,595.53

SEPTEMBER 30, 2024, BALANCE*

\$ 51,491,564.48

*Subject to market value adjustment



CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2024

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>ACQUIRED DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
Investments:							
1	Bremer Bank	MM 437680198	09/28/2018	N/A	1.000%	\$ 169,582.37	\$ 169,721.75
2	4M	MM 35205-101	01/31/2020	N/A	5.063%	\$ 1,534.26	\$ 1,540.67
3	4M	MM 35205-101-P	01/31/2020	N/A	5.077%	\$ 545,207.61	\$ 547,482.72
4	4M	MM 35205-201-21C	10/08/2021	N/A	5.063%	\$ 525,629.60	\$ 527,816.83
5	4M	MM 35205-203	09/14/2023	N/A	5.077%	\$ 2,086,949.55	\$ 2,095,658.03
6	4M	MM 35205-204	06/27/2024	N/A	5.063%	\$ 4,079,435.86	\$ 4,097,833.12
7	UBS	MM	12/06/2023	N/A	5.010%	12,091,869.51	\$ 12,091,869.51
8	Wells Fargo Adv	CD 05600XBJ8	11/25/2020	11/25/2024	0.300%	245,000.00	\$ 240,273.95
9	Multi-Bank Sec	FHLB 3130AQJM6	01/28/2022	01/28/2025	1.250%	1,000,000.00	\$ 976,700.00
10	Multi-Bank Sec	FHLB 3130AQYM9	02/28/2022	02/28/2025	1.250-5000%	2,000,000.00	\$ 1,994,660.00
11	Multi-Bank Sec	FHLB 3130ARGD7	04/14/2022	04/14/2025	2.000-4.000%	1,000,000.00	\$ 989,330.00
12	Multi-Bank Sec	FHLMC 3134GXE34	07/25/2022	07/25/2025	4.050%	1,500,000.00	\$ 1,484,865.00
13	Bremer Wealth	FHLMC 3134GWND4	03/02/2021	08/12/2025	0.600%	250,000.00	\$ 238,075.00
14	Wells Fargo Adv	FHLB 3130AKLN4	01/14/2021	10/14/2025	0.200-3.500%	1,000,000.00	\$ 957,560.00
15	Wells Fargo Adv	CD 48128UQY8	11/13/2020	11/13/2025	0.400-1.000%	245,000.00	\$ 230,755.70
16	Wells Fargo Adv	FHLB 3130AKTT3	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	\$ 1,877,220.00
17	Wells Fargo Adv	FHLB 3130AKWD4	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	\$ 1,874,040.00
18	Wells Fargo Adv	FHLB 3130ALGY4	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	\$ 706,997.10
19	Wells Fargo Adv	FHLB 3130ALYA6	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	\$ 950,110.00
20	Wells Fargo Adv	FHLB 3130ALX66	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	\$ 955,350.00
21	Wells Fargo Adv	FHLB 3130ALZ80	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	\$ 955,350.00
22	Wells Fargo Adv	CD 856285VS7	05/19/2021	05/19/2026	1.000%	245,000.00	\$ 227,788.75
23	Wells Fargo Adv	FHLB 3130AMKN1	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	\$ 477,063.40
24	Wells Fargo Adv	FHLB 3130AMLA8	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	\$ 1,770,180.60
25	Wells Fargo Adv	FHLB 3130AMZD7	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	\$ 1,888,880.00
26	Wells Fargo Adv	FHLB 3130AMW57	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	\$ 701,272.50
27	Bremer Wealth	TB 837445AL9	02/09/2021	07/01/2026	3.250%	450,000.00	\$ 435,829.50
28	Wells Fargo Adv	CD 795451AF0	07/28/2021	07/28/2026	1.000%	245,000.00	\$ 226,387.35
29	Bremer Wealth	FHLB 3130AMQA5	04/22/2021	07/29/2026	1.000%	150,000.00	\$ 138,720.00
30	Wells Fargo Adv	FHLB 3130ANBG4	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	\$ 943,790.00
31	Wells Fargo Adv	FHLB 3130ANE22	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	\$ 233,512.50
32	Wells Fargo Adv	FHLB 3130APHT5	10/26/2021	10/26/2026	1.200%	1,000,000.00	\$ 920,840.00
33	Wells Fargo Adv	FHLB 3130APJC0	10/28/2021	10/28/2026	0.600-0.400%	1,000,000.00	\$ 939,050.00
34	Wells Fargo Adv	FHLB 3130APMS1	10/28/2021	10/28/2026	0.750-4.000%	1,000,000.00	\$ 946,810.00
35	Multi-Bank Sec	CD 61765Q6M6	11/19/2021	11/19/2026	1.000-1.500%	245,000.00	\$ 225,385.30
36	Wells Fargo Adv	FHLB 3130APPP4	11/23/2021	11/23/2026	0.750-5.000%	935,000.00	\$ 889,110.20
37	Wells Fargo Adv	FHLB 3130APV51	11/24/2021	11/24/2026	1.000-4.000%	1,500,000.00	\$ 1,428,360.00
38	Wells Fargo Adv	FHLB 3130AQ2W2	12/15/2021	12/15/2026	1.000-3.000%	1,000,000.00	\$ 948,000.00
39	Wells Fargo Adv	FHLB 3134GXWP5	06/23/2022	06/23/2027	3.000-5.250%	1,000,000.00	\$ 987,880.00
40	Wells Fargo Adv	FHLB 3130AN4J6	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	\$ 1,842,980.00
41	Multi-Bank Sec	FHLB 3130ANX47	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	\$ 450,045.00
42	Wells Fargo Adv	FHLB 3130ANPP9	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	\$ 906,470.00
TOTAL INVESTMENT						\$ 53,130,208.76	\$ 51,491,564.48



Historical Interest/Dividends Received Per Quarter 2014 through 09/30/2024

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2024	\$ 405,535.00	\$ 285,378.28	\$ 552,283.12	\$ -	\$ 1,243,196.40
2023	\$ 208,735.23	\$ 184,247.62	\$ 262,034.89	\$ 927,719.37	\$ 1,582,737.11
2022	\$ 51,425.47	\$ 92,025.80	\$ 115,301.08	\$ 158,956.69	\$ 417,709.04
2021	\$ 45,770.36	\$ 70,546.38	\$ 44,546.22	\$ 69,630.17	\$ 230,493.13
2020	\$ 251,403.43	\$ 211,548.65	\$ 101,244.27	\$ 63,649.97	\$ 627,846.32
2019	\$ 169,343.56	\$ 253,437.22	\$ 281,584.07	\$ 296,234.54	\$ 1,000,599.39
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40



2024 Interest/Dividends Received By Institution

<u>Institution</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>2024 Year-To-Date</u>	<u>2023 Year-To-Date</u>
4M	\$ 26,384.91	\$ 20,759.24	\$ 17,979.85	\$ 296,872.14	\$ 105,548.65
Bremer Bank	\$ 138.80	\$ 143.54	\$ 139.04	\$ 1,268.78	\$ 1,113.57
Bremer Wealth Management	\$ 7,051.65	\$ 2,140.23	\$ 2,223.86	\$ 38,743.33	\$ 36,114.00
Heritage Bank	\$ 2,143.93	\$ 2,092.26	\$ 1,927.89	\$ 18,206.92	\$ 29,793.86
Multi-Bank Securities	\$ 15,000.00	\$ 1,221.64	\$ -	\$ 324,215.26	\$ 300,924.85
UBS	\$ 28,712.73	\$ 29,669.60	\$ 34,089.14	\$ 330,200.54	\$ 13,881.50
Wells Fargo Advisors	\$ 39,452.96	\$ 17,307.01	\$ 36,800.00	\$ 233,689.43	\$ 167,641.31
Totals	\$ 118,884.98	\$ 73,333.52	\$ 93,159.78	\$ 1,243,196.40	\$ 655,017.74

2025 PROPOSED GENERAL FUND REVENUE SUMMARY



Revenue Types	2025 Proposed Budget	2025 Adjusted Budget	Increase	
			-Decrease	% Change
Taxes - General Government	\$10,360,932	\$10,193,271	-\$167,661	-1.62%
Licenses and Permits - General Government	\$507,500	\$507,500	\$0	0%
Intergovernmental Revenue - General Government	\$6,507,179	\$6,507,179	\$0	0%
Intergovernmental Revenue - Public Safety	\$466,000	\$466,000	\$0	0%
Intergovernmental Revenue - Public Works	\$4,279	\$4,279	\$0	0%
Charges for Services - General Government	\$21,500	\$21,500	\$0	0%
Charges for Services - Public Safety	\$193,000	\$193,000	\$0	0%
Charges for Services - Public Works	\$75,000	\$75,000	\$0	0%
Charges for Services - Culture and Recreation	\$668,000	\$668,000	\$0	0%
Charges for Services	\$0	\$0	\$0	0%
Fines and Forfeits - Public Safety	\$100,000	\$100,000	\$0	0%
Miscellaneous	\$300,000	\$325,000	\$25,000	8%
Other Finance Sources	\$2,876,308	\$2,876,308	\$0	0%
Total	\$22,079,698	\$21,937,037	-\$142,661	-0.646%

2025 PROPOSED GENERAL FUND EXPENSE DEPARTMENT SUMMARY



General Fund Department		2025 Proposed Budget	2025 Adjusted Budget	Increase -Decrease	% Change
101801	City Administrator	\$868,905	\$868,905	\$0	0.00%
101802	Mayor & Council	\$414,150	\$414,150	\$0	0.00%
101803	City Hall Building	\$875,940	\$875,940	\$0	0.00%
101804	City Clerk	\$242,293	\$242,293	\$0	0.00%
101805	Elections	\$23,400	\$23,400	\$0	0.00%
101806	Finance	\$554,992	\$554,992	\$0	0.00%
101807	Planning & Development	\$1,063,684	\$1,038,684	-\$25,000	-2.35%
101808	Legal	\$0	\$0	\$0	0.00%
101809	Information Technology	\$813,658	\$813,658	\$0	0.00%
101810	Human Resources	\$265,119	\$238,369	-\$26,750	-10.09%
101811	Cultural Diversity	\$220,264	\$194,654	-\$25,610	-11.63%
101820	Police Department	\$6,988,408	\$6,988,408	\$0	0.00%
101821	Fire Department	\$1,297,384	\$1,293,884	-\$3,500	-0.27%
101830	Public Works	\$4,336,678	\$4,329,678	-\$7,000	-0.16%
101831	Engineering	\$404,000	\$404,000	\$0	0.00%
101832	Transit System	\$21,000	\$21,000	\$0	0.00%
101833	Storm Water	\$88,000	\$88,000	\$0	0.00%
101838	Airport	\$0	\$0	\$0	0.00%
101841	WRAC	\$151,280	\$148,980	-\$2,300	-1.52%
101842	Library	\$596,669	\$573,018	-\$23,651	-3.96%
101843	Auditorium	\$71,268	\$71,268	\$0	0.00%
101844	Parks & Rec	\$1,139,522	\$1,129,522	-\$10,000	-0.88%
101845	Civic Center	\$1,052,942	\$1,052,942	\$0	0.00%
101846	Event Center	\$10,000	\$10,000	\$0	0.00%
101847	Community Center	\$307,115	\$288,265	-\$18,850	-6.14%
101848	Aquatic Center	\$273,027	\$273,027	\$0	0.00%
Total		\$22,079,698	\$21,937,037	-\$142,661	-0.65%

2025 Tax Levy Comparison



	2024	2025	Diff	% of Tax Levy Inc
General Fund Revenues	\$ 12,589,711.00	\$ 12,693,766.00	\$ 104,055.00	
General Fund Expenses	\$ (21,069,347.00)	\$ (21,487,037.00)	\$ (417,690.00)	
CIP Transfer	\$ (350,000.00)	\$ (450,000.00)	\$ (100,000.00)	
Tax Levy	\$ 8,829,636.00	\$ 9,243,271.00	\$ 413,635.00	
General Fund Tax Levy				
Tax Levy (<i>Operations & CIP</i>)	\$ 8,829,636.00	\$ 8,990,015.00	\$ 160,379.00	1.57
Equipment Cert.	\$ -	\$ 253,256.00	\$ 253,256.00	2.49
<i>Sub Total</i>	<i>\$ 8,829,636.00</i>	<i>\$ 9,243,271.00</i>	<i>\$ 413,635.00</i>	
Debt Service				
City Hall Levy	\$ 555,000.00	\$ 587,000.00	\$ 32,000.00	0.31
Street Levy	\$ 800,672.00	\$ 1,134,982.00	\$ 334,310.00	3.28
<i>Sub Total</i>	<i>\$ 1,355,672.00</i>	<i>\$ 1,721,982.00</i>	<i>\$ 366,310.00</i>	
Total Levy	\$ 10,185,308.00	\$ 10,965,253.00	\$ 779,945.00	7.66