WILLMAR CITY COUNCIL MEETING

MONDAY, JANUARY 23, 2023 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

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

   Approve:

   A. City Council Minutes of January 9, 2023
   B. Willmar Municipal Utilities Commission Minutes of January 9, 2023
   C. Willmar Sertoma Club Lawful Gambling Application
   D. Civic Center Arena Special Event for an On-Sale Liquor License Holder Permit-Spurs Corporation
   E. Willmar Fests, Inc. Lawful Gambling Application
   F. New Appointments to Boards/Commissions
   G. Reappointments to Boards/Commissions
   H. Accounts Payable Report

   Information:

   Planning Commission Applicant - Christopher Buzzeo
7. Approve Consent Agenda Items
8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Public Hearing:
11. Regular Business

    A. Introduce Ordinance Amending Willmar Municipal Code, Chapter 3, Alcoholic Beverages
    B. Photogrammetry Proposal
    C. Information Systems Network Equipment Purchase
    D. DNR Regional Trail Grant for Glacial Lakes Trail Head, Civic Center Drive

E. Resolution to Acknowledge Donations for the 4th Quarter of 2022

F. Consider a Resolution of support for an Age-Friendly Minnesota Community Grant

G. Approve to adopt and allocate funds for an outdoor fitness court® as part of the 2023 National Fitness Campaign

12. "Community Pride" Announcements

13. Closed Session

    A. Actions related to pending litigation under 13D.05, Subd. 3(b) – City of Willmar v. Nicole Wortham and Public Employees Retirement Association of Minnesota

14. Adjourn

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.A.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Judy Thompson, City Clerk
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	City Council Minutes of January 9, 2023		

RECOMMENDED ACTION:
That the City Council Approve the Regular Meeting Minutes from January 9, 2023.

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
1. 01-09-2023

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

January 9, 2023
6:30 p.m.

City Clerk Judy Thompson, Chief Officer in charge of voting for the City of Willmar, welcomed all those in attendance. City Clerk Thompson then presented Mayor Douglas Reese, Council Members Carl Shuldes, Vicki Davis, Rick Fagerlie, and Audrey Nelsen, Certificates of Election. The Honorable Judge Stephen J. Wentzell, Judge of District Court, officiated the Swearing-in Ceremonies of the Mayor and Council Members.

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

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Steve Okins, Public Works Director Gary Manzer, Planning and Development Director Justice Walker, City Clerk Judy Thompson and City Attorney Robert Scott.

Mayor Reese called on Pastor Keith Kerstetter to give the invocation.

There were no additions or deletions to the agenda.

Council Member Fagerlie offered a motion to approve the agenda as presented. Council Member Nelsen seconded the motion, which carried unanimously.

The Mayor and Council considered a number of biennial organizational resolutions. The first item considered was the election of a Mayor Pro Tempore. Council Member Fagerlie was nominated by Council Member Butterfield. Council Member Ask was nominated by Council Member Davis.

Mayor Reese requested Council Members vote by paper ballot. The results were tallied by City Clerk Thompson who reported that Council Member Ask was elected. (Five votes were tallied for Council Member Ask, cast by Council Members Asmus, Davis, Nelsen, Ask, and Shuldes. Council Member Fagerlie received three votes cast by Council Members O'Brien, Fagerlie, and Butterfield.).

Resolution No. 2023-001 Appointing Mayor Pro Tempore was introduced by Council Member Fagerlie. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered options for parliamentary rules.

Resolution No. 2023-002 Adoption of Rules of Order was introduced by Council Member Nelsen. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Council discussed the 2023-2024 appointment of Council Members as liaisons to various boards and commissions.

Resolution No. 2023-003 Council Board/Commission Appointments was introduced by Council Member Ask. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Regularly scheduled meeting dates and times for City Council meetings were discussed. It was pointed out by staff that the recommendation is to continue to meet on the first and third Mondays of each month with exception of if that Monday falls on a legal holiday, the Council shall meet the following Tuesday.

Resolution No. 2023-004 Establish Regular City Council Meeting Dates was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant informed the Council as required by Minnesota Statute, it is necessary for the City to designate a legal newspaper for 2023-2024. Staff's recommendation is to approve the "West Central Tribune" as the legal newspaper for the next two years.

Resolution No. 2023-005 Designate Official Newspaper was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant informed the Council is required by statute to appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City, and she recommended City Clerk Thompson be appointed the Responsible Authority for the City of Willmar.

Resolution No. 2023-006 Adopting a Responsible Authority for the City of Willmar was introduced by Council Member Nelsen. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Finance Director Okins informed the Council state statutes allow the City the use of electronic funds for various payments. The statute requires the governing body to annually delegate the authority to make electronic funds transfers to designated officers. It is recommended the City delegate the authority to the City Finance Director.

Resolution No. 2023-007 Giving the City Authority to Make Electronic Fund Transfers was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Finance Director Okins informed the Council state statutes require the City designate general depositories for the City monies.

Resolution No. 2023-008 Appointing Official Depositories for City Funds for 2023 was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Minutes of December 19, 2022
B. City Council Work Session Minutes of November 29, 2022
C. CVB Board Minutes of November 15, 2022
D. Willmar Municipal Utilities Commission Minutes of December 21, 2022
E. Accounts Payable Report
~~F. New Appointments to Boards/Commissions~~
G. **Resolution No. 2023-009 Approving Purchase of Two 2023 Kubota F2690 Mowers in the Amount of $30,839.82**
H. Building Report December 2022

Council Member Fagerlie offered a motion to approve the consent agenda. Council Member O'Brien asked that Item F. New Appointments to Boards/Commissions be pulled for discussion. Council Member Asmus seconded the motion to approve the Consent Agenda, with the removal of Item F., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member O'Brien stated there are three interested candidates for the Municipal Utilities Commission and there are only two openings. Council Member O'Brien offered a motion to table this item for further consideration. Council Member Nelsen seconded the motion, which carried.

There was no one present to speak during the Open Forum.

At 7:09 p.m. Mayor Reese opened the public hearing to consider entering into an agreement for the 2019 Small Cities Development Program. Kandiyohi County Housing and Redevelopment Authority Executive Director Jill Bengston provided the pertinent information to the Mayor and Council.

There being no one present to speak for or against the said agreement, Mayor Reese closed the public hearing at 7:17 p.m. and opened it up for discussion by the Council. Following discussion, **Resolution No. 2023-010 Approving an Administrative Agreement for the 2019 Small Cities Development Program** was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Kandiyohi County Housing and Redevelopment Authority Executive Director Jill Bengston presented a request to terminate any previous agreements with the Willmar Housing and Redevelopment Authority for managing any revolving funds from previous Small Cities Development Programs from grant years 2012 or prior, and enter into an agreement with the Kandiyohi County Housing and Redevelopment Authority to manage the funds.

Following discussion, **Resolution No. 2023-011 A Resolution to Terminate Any Previous Agreements with the Willmar Housing and Redevelopment Authority for Managing Any Small Cities Development Program Revolving Funds from Grant Years 2012 or Prior and Entering Into An Agreement With the Kandiyohi County Housing and Redevelopment Authority to Manage the Funds** was introduced by Council Member Nelsen. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant presented a request to accept payment from ISCO, Inc. to pay off the business subsidy agreement mortgage of $310,000 plus interest for Parcel No. 95-872-1130.

Following discussion, **Resolution No. 2023-012 A Resolution by the Mayor and City Council of the City of Willmar, Minnesota Granting Consent to Sale of Property Upon Repayment of Business Subsidy** was introduced by Council Member Fagerlie. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Attorney Scott presented a licensing agreement with Jason Butler of City Line Towing for discussion.

Following a lengthy discussion, Council Member Nelsen offered a motion to deny entering into said agreement with City Line Towing. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 2. Council Members Fagerlie and Butterfield voted "no".

There being no further business to come before the Council, the meeting adjourned at 8:08 p.m. upon motion by Council Member Fagerlie, seconded by Council Member Asmus and carried.

_____

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-001

APPOINTING MAYOR PRO TEMPORE

Motion By: Fagerlie Second By: Asmus

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

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

> that during the years 2023 and 2024, should the Mayor, the Honorable Douglas Reese, be absent or unable to act as such Mayor, that Council Member Ask be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-002

ADOPTION OF RULES OF ORDER

Motion By: Nelsen Second By: Ask

WHEREAS, the Willmar City Charter Section 2.11, Subdivision 2, requires the Willmar City Council to adopt an authorized set of parliamentary rules and that the rules adopted by the City Council shall be applicable to all Commissions, Boards and Committees.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Standard Code of Parliamentary Procedure is hereby adopted as the parliamentary code of rules for this Council and its municipal Commissions, Boards and Committees.

Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-003

COUNCIL BOARD/COMMISSION APPOINTMENTS

Motion By: Ask Second By: Asmus

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2021 through 2022 Council appointments for members of the Council shall be provided in the list of appointments as follows:

COUNCIL APPOINTED BOARD/COMMISSION MEMBERS
(appointees are full voting members)

EDC Joint Powers Board:	Julie Asmus
	Vicki Davis
	Mayor Reese
Human Rights Commission:	Vicki Davis
	Justin Ask
Fire Code Appeals Board:	Rick Fagerlie
	Thomas Butterfield
Mid-Minnesota Development Commission:	Carl Shuldes
Vision 2040 Steering Committee:	Julie Asmus
Central Community Transit Board	Rick Fagerlie
	Justin Ask
Pioneerland Library System:	Thomas Butterfield
Willmar Cable Advisory Board:	Thomas Butterfield
	Michael O'Brien – Currently on the board
Willmar Convention and Visitors Bureau:	Audrey Nelsen

COUNCIL LIAISON POSITIONS
(appointees observe and report to city council but do not vote on board/commission)

Airport Commission:	Carl Shuldes
Alternate:	Justin Ask
Park and Recreation Board:	Julie Asmus
	Carl Shuldes
Municipal Utilities Commission:	Michael O'Brien

	Alternate:	Thomas Butterfield
Kandiyohi County HRA:		Audrey Nelsen
	Alternate:	Vicki Davis
Rice Hospital Board:		Audrey Nelsen
	Alternate:	Justin Ask
Intergovernmental Planning & Communication Committee:		
		Mayor Reese
		City Administrator
		Michael O'Brien
	Alternate:	Audrey Nelsen
Main Street:		Vicki Davis
	Alternate:	Rick Fagerlie

Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

	# of Assignments
Ask, Justin	3
Asmus, Julie	3
Butterfield, Tom	3
Davis, Vicki	4
Fagerlie, Rick	3
Nelsen, Audrey	4
O'Brien, Michael	3
Reese, Mayor Doug	2
Shuldes, Carl	3

RESOLUTION NO. 2023-004

ESTABLISH REGULAR CITY COUNCIL MEETING DATES

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 6:30 p.m. on the first and third Mondays of each month during the next two years with the exception of if the first or third Monday is a legally recognized holiday, the Council meeting shall be rescheduled to the next Tuesday, and that the regular place of said meetings shall be in the Board Room of the Health and Human Services Building, 2200 – 23rd Street NE, Willmar, Minnesota. During

peacetime emergencies the City Council meetings may be held at alternate locations or by a virtual format or by any other means allowed by law.; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.

2. Business from the first meeting of the month will be carried over to the second meeting if necessary.

3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-005

DESIGNATE OFFICIAL NEWSPAPER

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-006

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WLLMAR

Motion By: Nelsen Second By: Davis

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

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

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

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Dated this 9th day of January, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-007

RESOLUTION GIVING THE CITY AUTHORITY TO MAKE ELECTRONIC FUND TRANSFERS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

a) for a claim for payment from an imprest payroll bank account or investment of excess money;
b) for a payment of tax or aid anticipation certificates;
c) for vendor payments;
d) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegates the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Willmar delegates the authority to make electronic funds transfers on behalf of the city to the city's Finance Director or their designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council on this 9th day of January 2023.

/s/ Douglas Reese
Douglas Reese, Mayor

ATTEST:

/s/ Judy Thompson
Judy Thompson, City Clerk

RESOLUTION NO. 2023-008

APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2023

Motion By: Nelsen Second By: Fagerlie

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 2023 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2023.

Bremer Bank, N.A
U.S. BanCorp United
Multi-Bank Securities
UBS
Bremer Wealth
Wells Fargo Advisors.
4-M

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker's acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Willmar of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Where upon the Resolution was declared duly passed and adopted this 9th day of January, 2023

/s/ Douglas Reese
Douglas Reese, Mayor

ATTEST:

/s/ Judy Thompson
Judy Thompson, City Clerk

RESOLUTION NO. 2023-009

A RESOLUTION APPROVING THE PURCHASE OF TWO 2023 KUBOTA F2690 MOWERS IN THE AMOUNT OF $30,839.82.

Motion By: Fagerlie Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of two 2023 Kubota F2690 units is accepted through Sourcewell Contract No. 040319-KBA, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $30,839.82.

Dated this 9th day of January, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-010

A RESOLUTION APPROVING AN ADMINISTRATIVE AGREEMENT FOR THE 2019 SMALL CITIES DEVELOPMENT PROGRAM

Motion By: Fagerlie Second By: Nelsen

WHEREAS, the Kandiyohi County HRA submitted an application on behalf of the City of Willmar, Minnesota for a Minnesota Department of Employment and Economic Development (DEED) 2019 Small Cities Development Program;

WHEREAS, the Department of Employment and Economic Development has approved the City of Willmar's application and entered into a contract with the City for 2019 Small Cities Development Program Funds;

NOW THEREFORE BE IT RESOLVED that the City of Willmar hereby approves the *Administrative Agreement By and Between the City of Willmar, Minnesota and the Kandiyohi County Housing and Redevelopment Authority For Implementation of the 2019 Willmar Small Cities Development Program* hereto attached; and

BE IT FURTHER RESOLVED that the Mayor and the City Administrator of the City of Willmar, Minnesota are hereby authorized to execute said agreement approved this 9th day of January, 2023.

/s/ Douglas Reese
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-011

A RESOLUTION TO TERMINATE ANY PREVIOUS AGREEMENTS WITH THE WILLMAR HOUSING AND REDEVELOPMENT AUTHORITY FOR MANAGING ANY SMALL CITIES DEVELOPMENT PROGRAM REVOLVING FUNDS FROM GRANT YEARS 2012 OR PRIOR AND ENTERING INTO AN AGREEMENT WITH THE KANDIYOHI COUNTY HOUSING AND REDEVELOPMENT AUTHORITY TO MANAGE THE FUNDS.

Motion By: Nelsen Second By: Fagerlie

WHEREAS, the Willmar Housing and Redevelopment Authority submitted Small Cities Development Program applications on behalf of the City of Willmar, Minnesota to the Minnesota Department of Employment and Economic Development (DEED) in years 2012 and prior;

WHEREAS, the City of Willmar and the Willmar Housing and Redevelopment Authority entered into Administrative Agreements for the Willmar Housing and Redevelopment Authority to administer the SCDP funds on behalf of the City of Willmar;

WHEREAS, businesses and homeowners are required to repay loans received through Small Cities Development Programs when the loan recipients do not comply with the loan terms thus creating a revolving fund for future activities;

WHEREAS, the Willmar Housing and Redevelopment Authority administers a revolving fund with a 12/31/2022 balance of $ $241,750.38

WHEREAS, the Willmar Housing and Redevelopment Authority and the Kandiyohi County Housing and Redevelopment Authority continue to transfer programs and activities from the Willmar HRA to the Kandiyohi County HRA for administrative efficiency purposes and the future dissolution of the Willmar Housing and Redevelopment Authority;

WHEREAS, the Kandiyohi County Housing and Redevelopment Authority desires to administer the past Small Cities Development Program funds on behalf of the City of Willmar,

NOW THEREFORE BE IT RESOLVED that the City of Willmar hereby approves terminating all previous Administrative Agreements Between the City of Willmar, Minnesota and the Willmar Housing and Redevelopment Authority for administering any Small Cities Development Program revolving funds received by the City of Willmar from funding year 2012 or prior and approves entering into an Administrative Agreement with the Kandiyohi County Housing and Redevelopment Authority as hereto attached for revolving funds administration;

BE IT FURTHER RESOLVED that the Mayor and the City Administrator of the City of Willmar, Minnesota are hereby authorized to execute said agreement approved this 9th day of January, 2023.

/s/ Douglas Reese
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

CITY OF WILLMAR
RESOLUTION NO. 2023-012

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA GRANTING CONSENT TO SALE OF PROPERTY UPON REPAYMENT OF BUSINESS SUBSIDY

Motion By: Fagerlie Second By: Ask

WHEREAS, the City of Willmar (the "City") is in receipt of the Notice letter dated December 22, 2022, on behalf of ISCO, INC ("ISCO"), communicating ISCO's intent to convey real property (the "Property"), legally described in Exhibit A, to CNH Industrial America, LLC ("CNH") and concerning covenants applicable to agreements between ISCO and the City; and

WHEREAS, pursuant to Minn. Stat. Section 469.185, the City is authorized to convey property in order to stimulate economic development, promote industry, increase the City's tax base, and provide new and additional employment opportunities for the citizens of Willmar; and

WHEREAS, on May 17, 2016, the City executed a Commercial Property Purchase Agreement (the "Purchase Agreement"), attached hereto as Exhibit B, conveying the Property to ISCO with a total purchase price of $322,807.50 subject to reduction in accordance with the City's Industrial Land Pricing Write-Down Policy then in effect (the "Policy") as specified in the corresponding Business Subsidy Agreement; and

WHEREAS, on June 26, 2017, ISCO and the City entered into the Business Subsidy Agreement (the "Subsidy Agreement"), attached hereto as Exhibit C, in which ISCO affirmed its intent to significantly expand and intensify its existing manufacturing operations on the development property as defined in the Subsidy Agreement, including the Property, and agreed to create and maintain jobs for the City; and

WHEREAS, the Subsidy Agreement resulted in a reduction of the market value purchase price of $310,000.00 for ISCO's purchase of the Property which constitutes a business subsidy under Minnesota Statutes 116J.993 through 11J.995; and

WHEREAS, under the Subsidy Agreement, ISCO agreed to repay the entirety of the subsidy to the City, plus interest, in the event that the obligations therein are not met and to report its progress until its obligations are fully satisfied or until the date the subsidy is repaid; and

WHEREAS, the City has not received any reports of either construction on the Property or any reports providing that any jobs have been created to date; and

WHEREAS, ISCO executed a promissory note on January 12, 2018 agreeing to pay the City the principal sum of $310,000.000, plus interest and reasonable attorney's fees, in the event that ISCO does not meet its obligations under the Subsidy Agreement; and

WHEREAS, ISCO granted a mortgage on January 12, 2018 in favor of the City, securing performance of ISCO's obligations as defined in the Subsidy Agreement, repayment of the debt evidenced by the promissory note, and the performance of ISCO's covenants and agreements under the mortgage and promissory note; and

WHEREAS, the Property is subject to the City's right to repurchase as defined in that Certain Willmar Industrial Park Third Addition and Willmar Industrial Park Fourth Addition Protective Covenants dated April 25, 2016 and recorded in the Office of the Kandiyohi County Recorder on April 27, 2016 as Document No. 634517 (the "Protective Covenants"); and

WHEREAS, the City is in receipt of ISCO's letter and proposal, dated January 5, 2023, requesting permission to convey the Property to CNH and satisfy the existing mortgage in favor of the City securing the original amount of $310,000.00, thereby repaying the subsidy in accordance with terms of the Subsidy Agreement; and

WHEREAS, the City Council has reviewed ISCO's proposal and agrees to grant its consent to ISCO's conveyance of the Property to CNH upon repayment of the principal sum of $310,000.00 plus interest and reasonable attorney's fees, all pursuant to the Subsidy Agreement; and

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

1. The City Council hereby consents to the conveyance of the Property upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.

2. The City Council hereby waives its right to repurchase the Property pursuant to the Protective Covenants upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.

3. The City Council hereby authorizes the Mayor and/or City Administrator, as applicable, to sign any and all documents necessary or convenient to effectuate the City's consent to ISCO's conveyance of the Property to CNH upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.

Adopted by the City Council of the City of Willmar on Monday, January 9, 2023.

Approved:

/s/ Douglas Reese
Mayor

Attested:

/s/ Judy Thompson
City Clerk

EXHIBIT A

LEGAL DESCRIPTION

Lot 4, Block 2, Willmar Industrial Park Third Addition to the City of Willmar, Section 17, Township 119 N. Range 35 W. in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota.

EXHIBIT B

COMMERCIAL PROPERTY PURCHASE AGREEMENT

EXHIBIT C

BUSINESS SUBSIDY AGREEMENT

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.B.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Kyle Box, City Operations Director
Item:	Willmar Municipal Utilities Commission Minutes of January 9, 2023		

RECOMMENDED ACTION:
That the Council approves the Willmar Municipal Utilities Commission Minutes of January 9, 2023.

OVERVIEW:
NA

BUDGETARY/FISCAL ISSUES:
NA

ATTACHMENTS:
1. 23.01.09 MUC Meeting Minutes

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – JANUARY 9, 2023
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 9, 2023, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Shawn Mueske, Dave Baumgart, Carol Laumer, and John Kennedy. Absent were Commissioners Cole Erickson and Kadar Abdi.

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

The meeting opened with reciting of the Pledge of Allegiance followed by the election of MUC Officers for 2023. Commissioner DeBlieck (2022 President) requested nominations for the positions. For the position of President, Commissioner Mueske offered a motion to nominate Commissioner DeBlieck to serve as President. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays. For the position of Vice President, Commissioner Laumer offered a motion to nominate Commissioner Mueske to serve as Vice President. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays. For the position of Secretary, Commissioner Laumer offered a motion to nominate Commissioner Baumgart to serve as Secretary. Commissioner Kennedy seconded the motion which carried by a vote of five ayes and zero nays. For the position of Treasurer, Commissioner Baumgart offered a motion to nominate Commissioner Kennedy to serve as Treasurer. Commissioner Mueske seconded the motion which carried by a vote of five ayes and zero nays.

The next order of business was to make the annual appointments to both the WMU Labor and Planning Committees. Commissioner DeBlieck expressed his appreciation to the Commissioners for their input and willingness to serve as members of the Labor and Planning Committees. DeBlieck requested consideration by Commissioners Mueske and Laumer to continue serving on the Planning Committee, and Commissioners Baumgart and Kennedy to continue serving on the Labor Committee. It was noted that after the City Council has completed its MUC appointment process, both the Labor and Planning Committees will each be appointed an additional member. Furthermore, Commissioner DeBlieck would serve as an interim for both committees as needed. Following discussion, Commissioner Laumer offered a motion to designate Commissioners Baumgart and Kennedy to serve on the 2023 WMU Labor Committee, and Commissioners Mueske and Laumer to serve on the 2023 WMU Planning Committee. Commissioner Mueske seconded the motion which carried by a vote of five ayes and zero nays.

Commission President DeBlieck next inquired if any changes were needed to the agenda. There being none, DeBlieck requested a resolution to approve the Consent Agenda. Commissioner Mueske offered a resolution to approve the Consent Agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 1

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

- Minutes from the December 21, 2022, Commission meeting; and,
- Bills represented by vouchers No. 20230001 to No. 20230053 and associated wire transfers inclusive in the amount of $3,796,934.84.

Dated this 9th day of January, 2023.

_____
President

Attest:

_____
Secretary

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

In conjunction with annual business matters, Finance & Office Services Supervisor Prekker requested the Commission to approve US Bank and Heritage Bank as WMU's official depositories for 2023 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Mueske offered a motion to approve US Bank and Heritage Bank as the official depositories for the Willmar Municipal Utilities for 2023. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays.

Finance & Office Services Supervisor Prekker reviewed with the Commission the November 2022 Financial Reports along with a recap of the November 30, 2022 Investment Portfolio, and November 2022 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflects operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2021/2022 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Facilities & Maintenance Supervisor Marti presented the Commission with the December 2022 Wind Turbine Report. Turbine availabilities for the month of December were at 66.4% (Unit #3) and 74.3% (Unit #4) with a total monthly production of 444,245 KWh. The availability of the units was effected by not only CT/PT faults, but also by icing from the winter storms endured in December. The total production for 2022 was 7,723,531 KWh which is the third highest production year since the units went into operation (2009).

Facilities & Maintenance Supervisor Marti presented to the Commission the annual recap of the Facilities & Maintenance Department. This summary included updates of both current and completed projects and additional items of interest as follows:

1) **2022 Year-in-Review: Facilities & Maintenance Department**
   a) Power Plant:
      i) Contract for professional services for abatement and demolition awarded to Braun Intertec
      ii) Contract for abatement and demolition awarded to Rachel Contracting
      iii) Abatement work is underway and on schedule (expected to take 14-16 weeks with demo to start immediately after)
   b) Wind Generation:
      i) Major outages included oil cooling fan failure (Jan.) & breaker failure (Oct.) both on Unit #3
      ii) Annual and weekly maintenance inspections completed
      iii) July 2009-December 2022 Cost of Power:
         (1) Total costs/total KWh produced: $0.1508/KWh ($0.1641 in 2021)
      iv) 2022 Cost of Power:
         (1) Total costs/total KWh produced: $0.0182 KWh ($0.0242 in 2021)
      v) Total production for 2022: 7,723,531 KWh (3rd highest production year)
   c) Diesel Generation:
      i) Ziegler completed annual maintenance on all six units
      ii) Ziegler replaced generator fan bearings on unit #6
      iii) WMU staff completed monthly maintenance checks/runs and quarterly URGE tests for MRES
      iv) Per MISO/MRES request, units were run during Dec. 23rd winter storm
   d) Facilities:
      i) Completed Priam Grazing Lease with new tenant

ii) FEMA:
  (1) Submitted claims for storm damage from the week of May 8th
  (2) Applied for Benefit/Cost Assessment for Building Resilience & Infrastructure in Communities (BRIC) Grant (unsuccessful due to not meeting minimum BCA score)
  (3) Submitted invoice for mutual aid provided to Bartow, Florida (Hurricane Ian)
iii) Set up and utilized emergency alert system with Kandiyohi County
iv) Completed Dept. of Homeland Security (DHS) upgrades to WMU facilities

e) Capital Improvement Projects:
  i) Downtown Street Lighting Project:
    (1) All materials have been delivered
    (2) Replacements are approximately 70% completed (Line Crews)
  ii) Building Project/Rental Property Sale:
    (1) In the process of acquiring land on identified parcels for new building
    (2) Moving forward with the sale process of 810 Litchfield Ave. (rental property)
  iii) Capital Equipment Purchase: Ordered new bucket truck (anticipated delivery is early 2023)

General Manager Harren provided the Commission with an update of the MUC appointment process by the City Council. The Council will be conducting their first meeting of the new year later today and there are three candidates identified for appointment to fill the two open seats on the Commission.

General Manager Harren shared with the Commission a letter of appreciation received from the City of Bartow, Florida. WMU provided mutual aid (via MMUA) to assist with restoration of power following the devastation caused by Hurricane Ian.

As stated per League of Minnesota Cities, Minnesota State Statues generally prohibit the acceptance of gifts by elected or appointed "local officials". Therefore as a means of disclosure for transparency, General Manager Harren provided the Commission with a listing of 2022 holiday gifts received throughout the Utility by business associates.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Planning Committee agenda items will include Sprint agreement, new building, water treatment plant, and new generation.

For information: 2023 Upcoming meetings/events to note include:
- MMUA Legislative Conference (St. Paul): January 24-25 (DeBlieck/Laumer/Harren)
- APPA Legislative Rally (Washington, D.C.): Feb. 27 through March 1 (DeBlieck/Laumer/Harren)
- APPA National Conference (Seattle, WA): June 18-21

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:30 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____
Beth Mattheisen
Executive Secretary

ATTEST:

_____
Dave Baumgart, Secretary

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.C.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Judy Thompson, City Clerk
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	Willmar Sertoma Club Lawful Gambling Application		

RECOMMENDED ACTION:
Approve Willmar Sertoma Club Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
1. Willmar Sertoma Club Gambling

MINNESOTA LAWFUL GAMBLING

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: Willmar Sertoma Club

Previous Gambling Permit Number: X- X-34006-22-015

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1458632

Mailing Address: PO Box 134

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Justin Bos

CEO Daytime Phone: 320-894-2572 CEO Email: jstnbos@gmail.com

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

Email permit to (if other than the CEO): willmarsertomaclub@gmail.com

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): Ruff's Wings & Sports Bar

Physical Address (do not use P.O. box): 2100 US Highway 12 East

Check one:

☑ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3/30/2023

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.

LG220 Application for Exempt Permit

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

- [X] 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.

Print City Name: Willmar

Signature of City Personnel: Judy R. Thompson

Title: City Clerk Date: 1-5-2023

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

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.
- [ ] The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for 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: Justin Bos Date: 1/5/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Justin Bos

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

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

An equal opportunity employer

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.D.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Judy Thompson, City Clerk
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	Civic Center Arena Special Event for an On-Sale Liquor License Holder Permit-Spurs Corporation		

RECOMMENDED ACTION:
Approve the Civic Center Arena Special Event On-Sale Liquor License Holder Permit for Spurs Corporation with a Roll Call Vote

OVERVIEW:
The Civic Center has rented space to the Glacial Ridge Curling Club for their 15th Annual Novice Bonspiel Event, March 10 & 11, 2023, with plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. Spurs Corporation dba Spurs Grill & Bar has applied for this permit with an on-site employee listed as Willie Gonzalez.

BUDGETARY/FISCAL ISSUES:
$100.00 application fee.

ATTACHMENTS:
None

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.E.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Judy Thompson, City Clerk
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	Willmar Fests, Inc. Lawful Gambling Application		

RECOMMENDED ACTION:
Approve Willmar Fests, Inc. Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
1. Willmar Fests Inc. Gambling

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: Willmar Fests, Inc.

Previous Gambling Permit Number: X- 33503-22-012

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1653995

Mailing Address: P.O. Box 45

City: Willmar State: MN Zip: 56202 County: Kandiyohi

Name of Chief Executive Officer (CEO): Judy R. Thompson

CEO Daytime Phone: 320-214-5166 CEO Email: jthompson@willmarmn.gov

(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 Education and Arts Center

Physical Address (do not use P.O. box): 611 Southwest 5th Street

Check one:

☑ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): June 24, 2023

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.

LG220 Application for Exempt Permit

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

- [X] 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.

Print City Name: City of Willmar

Signature of City Personnel: Judy R. Thompson

Title: City Clerk Date: 1/11/2023

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

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.
- [ ] The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for 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: Judy R. Thompson Date: 1/11/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Judy R. Thompson

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.

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

An equal opportunity employer

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.F.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	New Appointments to Boards/Commissions		

RECOMMENDED ACTION:
The Mayor recommends the Council approve the applicants for the Municipal Utilities Commission

OVERVIEW:
Patricia Elizondo to Municipal Utilities Commission
Terrill Sieck to Municipal Utilities Commission

BUDGETARY/FISCAL ISSUES:
N/A

ATTACHMENTS:
1. Patricia Elizondo Application - MUC Board
2. Terrill Sieck Application - MUC

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

✓ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Patricia Elizondo Date of Application: 12-22-22

Address: 324 Litchfield Ave SE Willmar Phone No. 320-212-4002

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: pate@unitedcapmn.org

What prompted you to make application for a citizen committee? I was contacted by Kevin @ WHU and the timing this time around is perfect for me.

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

I have lived in Willmar for almost 30yrs and know the communities, organizations in the area and feel I could provide great insight to issues surrounding the utility and its customers.

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

I have worked w/ Community Action for 28 yrs and have been on the Agency's All Staff Committee since 2000, on the State's Energy Assistance Policy Advisory Committee for the past 10 yrs and on the Coordinators Committee has the treasurerer since 2011

List your educational background:

GED and AA degree in Sales & Marketing

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

as listed above on the State's Energy Assistance Coordinator Association) Policy Committee advising FAP policy

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

United Comm Action Partnership (UCAP)

200 SW 4th St Willmar position: Energy Assistance Manager

Please return completed application to:

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

Or fax completed forms to: (320) 235-4917

Or via email to: Leslie Valiant, City Administrator
lvaliant@willmarmn.gov

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

Print

Submitted by: Terrill Sieck

Submitted On: 2022-12-23 20:50:11

Submission IP: (47.12.144.20)
proxy-IP (raw-IP)

Status: Open

★ CITY OF WILLMAR

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date: 12/23/2022
Format: MM/DD/YYYY

*** First Name**: Terrill

*** Last Name**: Sieck

*** Address**: 1317 7th St SW

*** City**: Willmar

*** Phone**: 13209056070
Phone

*** Email**: terryjsieck@gmail.com
Email

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

Discussions with commission member Bruce DeBlieck. Interested in how the local policies effect consumers and decisions at the city level.

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

Enjoyed my time in public service while on the planning commission, feel my background would be beneficial to the utilities commission as well.

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

22+ years experience in the environmental consulting field working with clients and state agencies (MDA, MPCA, MDH) to complete required work within state guidelines.

*** List your educational background**

Bachelor Degree - Earth Sciences, minor in Geography from St Cloud State University 1991-1996.

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

Served on Willmar Planning Commission from 2017-2021.

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

Project Manager/Self employed - Glacial Lakes Environmental Consulting. Willmar, MN Willmar Bus Service - Bus driver

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.G.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Reappointments to Boards/Commissions		

RECOMMENDED ACTION:
The Mayor recommends Council approve the reappointment of applicants to the Rice Memorial Hospital Board.

OVERVIEW:
Ken Behm Application
Peggy Sietsema Application

BUDGETARY/FISCAL ISSUES:
N/A

ATTACHMENTS:
1. Ken Behm Application for Reappointment to RMH Board
2. Peggy Sietsema Application for Reappointment to RMH Board

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

X_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Ken Behm_____ Date of Application: 12-21-22____

Address: 2217 Country Club Dr. NE Willmar, MN 56201 Phone No. 320-894-4125_____
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: kbehm@hsbofmn.com

What prompted you to make application for a citizen committee? Applying for reappointment for third consecutive term._____
_____

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

My reason for serving on Rice Board is to give me an opportunity to give back to the Hospital and Willmar Area.
_____

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

_____

_____

List your educational background: _____

_____

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

_____

_____

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

_____

_____

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

X_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Peggy Sietsema_____ Date of Application: 12-21-22_____

Address: 305 15th Ave. NW Willmar, MN 56201 Phone No. 320-522-2347_____
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: plsietsema@gmail.com

What prompted you to make application for a citizen committee? Applying for reappointment for third consecutive term.

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

I am interested in continuing to be involved as a citizen in supporting the development and provision of local, comprehensive and state of the art health services for the Willmar community as well as assist in assuring that the conditions of the City's lease of Rice to CentraCare are met.

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

_____

_____

List your educational background: _____

_____

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

_____

_____

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

_____

_____

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.H.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	STEVEN OKINS, Finance Director
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	Accounts Payable Report		

RECOMMENDED ACTION:
Review and Approve Accounts Payable Listing

OVERVIEW:
Departmental submission of invoices to be included on the Accounts Payable Listing.

BUDGETARY/FISCAL ISSUES:
Reduction of all Departmental Budgets by amount approved.

ATTACHMENTS:
1. Vendor Pymt History Report 12-29-22 Thru 01-16-23

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	12/29/2022	thru 01/16/2023
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check.. Number.....		thru
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Payment Method...		
Totals Only?.....	N	
1099 Vendors Only?.....		
Lower Dollars Limit.....		
Create Excel file & Download	N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		MNWIPRT01	Y	S	6	066	10			

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ALFA LAVAL INC 003193												
67254 12/30/22	GBT BELT	509.01		282072689		D	-				MTCE. OF EQUIPME	651.48486.0224
AMAZON CAPITAL SERVICES 003557												
67255 12/30/22	PRINTER INK	197.07		1L4T-9XWF-1HMH		D	-				OFFICE SUPPLIES	101.42411.0220
67255 12/30/22	ADAPTERS/BATTERIES/CAMS	245.69		1P6D-QN3N-D14C		D	-				SMALL TOOLS	101.41409.0221
		442.76	*CHECK TOTAL									
	VENDOR TOTAL	442.76										
AMERICAN WELDING & GAS I 000057												
67256 12/30/22	WELDING GAS	80.80		09021586		D	-				MOTOR FUELS AND	101.43425.0222
APPLIED PRODUCTS INC. 003791												
67257 12/30/22	REPL-LEVEL INDICATER	1,216.24		376790		D	-				MTCE. OF EQUIPME	651.48486.0224
ASPEN MILLS 003008												
67258 12/30/22	SMEBY-UNIFORM	1,048.00		306081		D	-				SUBSISTENCE OF P	101.42411.0227
AUSTIN INCORPORATED 003610												
67259 12/30/22	SEPTIC PUMPING	120.00		29494		D	-				OTHER SERVICES	230.43430.0339
67259 12/30/22	SEPTIC PUMPING	120.00		29686		D	-				OTHER SERVICES	230.43430.0339
67259 12/30/22	SEPTIC PUMPING	120.00		29841		D	-				OTHER SERVICES	230.43430.0339
67259 12/30/22	SEPTIC PUMPING	120.00		29887		D	-				OTHER SERVICES	230.43430.0339
67259 12/30/22	SEPTIC PUMPING	120.00		30014		D	-				OTHER SERVICES	230.43430.0339
		600.00	*CHECK TOTAL									
	VENDOR TOTAL	600.00										
BATTERY WHOLESALE INC 002860												
67260 12/30/22	MAINTENANCE	103.48		209572WIL		D	-				MTCE. OF EQUIPME	651.48484.0224
BENSON LAUNDRY 003377												
67261 12/30/22	CLEANING SUPPLIES	57.54		380922		D	-				CLEANING AND WAS	101.45433.0228
67261 12/30/22	CLEANING SUPPLIES	57.54		381581		D	-				CLEANING AND WAS	101.45433.0228
		115.08	*CHECK TOTAL									
	VENDOR TOTAL	115.08										
BERNICK'S PEPSI-COLA CO 000103												
67262 12/30/22	CONCESSION SUPPLIES	775.20		I26356		D	-				GENERAL SUPPLIES	101.45433.0229
67262 12/30/22	CONCESSION SUPPLIES	554.88		I27154		D	-				GENERAL SUPPLIES	101.45433.0229
67262 12/30/22	CONCESSION SUPPLIES	1,033.50		10029519		D	-				GENERAL SUPPLIES	101.45433.0229
67262 12/30/22	CONCESSION SUPPLIES	522.72		34589		D	-				GENERAL SUPPLIES	101.45433.0229
		2,886.30	*CHECK TOTAL									
	VENDOR TOTAL	2,886.30										
BULLET PROOF MECHANICAL 003181												
67263 12/30/22	INFLOOR HEATER REPAIR	780.00		9015		D	-				MTCE. OF EQUIPME	651.48484.0334
CARRANZA/NOE 002547												
67264 12/30/22	INTERVIEW 12/27/22	120.00		151		D	N	01			PROFESSIONAL SER	101.42411.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHAPPELL CENTRAL INC 000156													
67265	12/30/22	SERVICE COMMERCIAL-LABOR	198.00		SVC-108559		D	-				MTCE. OF STRUCTU	101.41408.0335
67265	12/30/22	STUDIO MAIN DRAIN	219.00		SVC-108610		D	-				MTCE. OF EQUIPME	101.45001.0334
67265	12/30/22	FURANCE FILTER	114.00		00202854		D	-				MTCE. OF STRUCTU	101.43425.0225
			531.00	*CHECK TOTAL									
		VENDOR TOTAL	531.00										
CHARTER COMMUNICATIONS 000736													
67266	12/30/22	PHONE SERVICE-DEC	1,896.08		0009126422222		D	-				COMMUNICATIONS	101.41409.0330
CROW CHEMICAL & LIGHTING 000186													
67267	12/30/22	CLEANING SUPPLIES	314.44		123156		D	-				GENERAL SUPPLIES	651.48484.0229
67267	12/30/22	URINAL SCREEN/WYPALLX	101.20		123158		D	-				GENERAL SUPPLIES	101.43425.0229
67267	12/30/22	TOILET TISSUE	51.00		123178		D	-				MTCE. OF EQUIPME	101.43425.0224
			466.64	*CHECK TOTAL									
		VENDOR TOTAL	466.64										
CRUZE/DERRICK .03253													
67268	12/30/22	SALT-FUNDRAISER	940.00		100		D	-				GENERAL SUPPLIES	101.45433.0229
ELECTRIC PUMP INC 000788													
67269	12/30/22	FLUSH VALVE-WESTWOOD C	2,477.46		0074716-IN		D	-				MTCE. OF EQUIPME	651.48485.0224
ETTERMAN ENTERPRISES 001567													
67270	12/30/22	SHOP TOOLS	86.35		334202		D	N	01			SMALL TOOLS	651.48484.0221
67270	12/30/22	SHOP TOOLS	166.64		334212		D	N	01			SMALL TOOLS	651.48484.0221
			252.99	*CHECK TOTAL									
		VENDOR TOTAL	252.99										
EXCEL OVERHEAD DOOR 002443													
67271	12/30/22	OVERHEAD DR REPAIR-PAR	1,447.55		40174		D	N	01			MTCE. OF EQUIPME	651.48484.0224
67271	12/30/22	OVERHEAD DR REPAIR-LABOR	235.00		40174		D	N	01			MTCE. OF EQUIPME	651.48484.0334
			1,682.55	*CHECK TOTAL									
		VENDOR TOTAL	1,682.55										
FARM-RITE EQUIPMENT 003002													
67272	12/30/22	#163318 AXLE SHAFT	710.47		P42075		D	-				INVENTORIES-MDSE	101.125000
FELT *PETTY CASH/JIM 000723													
67273	12/30/22	POSTAGE SENDING EVIDENCE	8.16		10/11/22		D	-				POSTAGE	101.42411.0223
67273	12/30/22	SMEBY LUNCH	14.44		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	SMEBY LUNCH	10.46		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	LEMONADE-BADGE PINNING	1.82		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	NELSON LUNCH	13.00		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	DONUTS&COOKIES	35.94		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	SMEBY LUNCH	7.86		10/11/22		D	-				SUBSISTENCE OF P	101.42411.0227
67273	12/30/22	PARKING	4.00		10/11/22		D	-				GENERAL SUPPLIES	101.42411.0229
67273	12/30/22	PARKING	7.50		10/11/22		D	-				GENERAL SUPPLIES	101.42411.0229
67273	12/30/22	DISHWANDS-BREAK RM	7.18		10/11/22		D	-				GENERAL SUPPLIES	101.42411.0229
67273	12/30/22	NELSON LUNCH	15.00		10/11/22		D	-				TRAVEL-CONF.-SCH	101.42411.0333

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FELT *PETTY CASH/JIM 000723													
			125.36	*CHECK TOTAL									
		VENDOR TOTAL	125.36										
FIRST SYSTEMS TECHNOLOGY 003411													
67274	12/30/22	REPLACEMENT FLOW METER	5,687.60		22712		D	-				MTCE. OF EQUIPME	651.48486.0224
FLEETPRIDE 002973													
67275	12/30/22	FILTER	15.99		104588724		D	-				INVENTORIES-MDSE	101.125000
GOODIN COMPANY 002835													
67276	12/30/22	REZOR HEATER HADWORKS	70.87		05324781-00		D	-				MTCE. OF EQUIPME	651.48484.0224
GRAINGER INC 000786													
67277	12/30/22	PLANT SUPPLIES	229.31		9542802443		D	-				GENERAL SUPPLIES	651.48484.0229
67277	12/30/22	SNOW BLADE	89.08		9546622169		D	-				SMALL TOOLS	651.48484.0221
67277	12/30/22	LAB TOOLS	244.79		9547232166		D	-				SMALL TOOLS	651.48484.0221
			563.18	*CHECK TOTAL									
		VENDOR TOTAL	563.18										
HANSON/FRANK 001486													
67278	12/30/22	F.F. RECOGNITION DINNER	120.00		121722		D	-				TRAVEL-CONF.-SCH	101.42412.0333
HAUG IMPLEMENT CO - JOHN 000324													
67279	12/30/22	TRACTOR SERVICE-PARTS	431.50		439556		D	N	01			MTCE. OF EQUIPME	651.48486.0224
67279	12/30/22	TRACTOR SERVICE-LABOR	286.62		439556		D	N	01			MTCE. OF EQUIPME	651.48486.0334
			718.12	*CHECK TOTAL									
		VENDOR TOTAL	718.12										
HAWKINS INC 000325													
67280	12/30/22	FERRIC CHLORIDE	8,544.03		6362373		D	-				GENERAL SUPPLIES	651.48484.0229
HERREID & ASSOCIATES 003688													
67281	12/30/22	CULTURE ASSESSMENT	6,493.18		1249		D	-				PROFESSIONAL SER	101.41400.0446
HILLYARD\HUTCHINSON 000333													
67282	12/30/22	CLEANING SUPPLIES	45.96		604979794		D	-				CLEANING AND WAS	101.45433.0228
67282	12/30/22	CLEANING SUPPLIES	240.06		604980615		D	-				CLEANING AND WAS	101.45435.0228
67282	12/30/22	CLEANING SUPPLIES	217.79		604981071		D	-				CLEANING AND WAS	101.41408.0228
67282	12/30/22	CLEANING SUPPLIES	193.65		604981071		D	-				GENERAL SUPPLIES	101.41408.0229
67282	12/30/22	CLEANING SUPPLIES	111.07		604981071		D	-				CLEANING AND WAS	101.45001.0228
67282	12/30/22	CLEANING SUPPLIES	217.79		604981071		D	-				CLEANING AND WAS	101.45427.0228
67282	12/30/22	CLEANING SUPPLIES	256.03		604981071		D	-				GENERAL SUPPLIES	101.45427.0229
67282	12/30/22	BATTERY FOR SCRUBBER	343.74		604983060		D	-				MTCE. OF EQUIPME	101.45433.0224
67282	12/30/22	VALVE FOR SCRUBBER	157.00		604985933		D	-				MTCE. OF EQUIPME	101.45427.0224
67282	12/30/22	CLOTHS	423.28		604985933		D	-				GENERAL SUPPLIES	101.45427.0229
			2,206.37	*CHECK TOTAL									
		VENDOR TOTAL	2,206.37										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
INNOVATIVE OFFICE SOLUTI 003023													
67283	12/30/22	OFFICE SUPPLIES	56.38		IN4048796		D	-				OFFICE SUPPLIES	101.42411.0220
KANDIYOHI CO RECORDER'S 000382													
67284	12/30/22	RECORDING FEES	46.00		4067970		D	-				PROFESSIONAL SER	101.41403.0446
KANDIYOHI CO-OP ELECTRIC 000375													
67216	12/29/22	128238009/CO RD 23-HWY71	101.00		STMT/11-22		D	-				UTILITIES	101.43425.0332
67216	12/29/22	128238001 ELEC SERV-SEC	38.00		STMT/11-22		D	-				UTILITIES	651.48486.0332
			139.00	*CHECK TOTAL									
		VENDOR TOTAL	139.00										
KELCO SUPPLY COMPANY .02755													
67285	12/30/22	BODY BAGS	650.66		CI2214733		D	-				GENERAL SUPPLIES	101.42411.0229
KVEENE/CHRIS 003399													
67286	12/30/22	MILEAGE 12/14-12/28/2022	7.50		122822		D	-				TRAVEL-CONF.-SCH	101.41409.0333
LEWIS MOTOR REPAIR 002255													
67287	12/30/22	AERATOR MOTOR REPAIR-P	3,494.97		552554		D	-				MTCE. OF EQUIPME	651.48484.0224
67287	12/30/22	AERATOR MOTOR REPAIR-L	3,152.50		552554		D	-				MTCE. OF EQUIPME	651.48484.0334
			6,647.47	*CHECK TOTAL									
		VENDOR TOTAL	6,647.47										
M.D. GRAPHICS 003263													
67288	12/30/22	REFLECTIVE DECALS	621.00		6131		D	-				MTCE. OF EQUIPME	101.42411.0224
67288	12/30/22	REFLECTIVE DECALS-LABOR	288.00		6131		D	-				MTCE. OF EQUIPME	101.42411.0334
			909.00	*CHECK TOTAL									
		VENDOR TOTAL	909.00										
MARC 000435													
67289	12/30/22	SHOP SUPPLIES	927.12		0778945-IN		D	-				GENERAL SUPPLIES	101.43425.0229
MCMASTER-CARR SUPPLY CO 000446													
67290	12/30/22	GREASE DISPENSING TIP	79.23		87841565		D	-				SMALL TOOLS	651.48484.0221
MEDICAL WAREHOUSE 003792													
67291	12/30/22	REPL-FIRST AID KITS	3,694.38		217573		D	-				GENERAL SUPPLIES	101.42411.0229
MENARDS 000449													
67292	12/30/22	UTILITY MILKHOUSE HEATER	59.98		50598		D	-				SMALL TOOLS	651.48484.0221
67292	12/30/22	BREAKFAST-SNOW EMERGENCY	35.29		50633		D	-				GENERAL SUPPLIES	101.43425.0229
67292	12/30/22	5 GALLON PAILS	15.96		50638		D	-				GENERAL SUPPLIES	651.48484.0229
67292	12/30/22	GUIDE POINT ZIP BIT	11.49		50655		D	-				GENERAL SUPPLIES	101.45433.0229
			122.72	*CHECK TOTAL									
		VENDOR TOTAL	122.72										
MIKE'S SMALL ENGINE CENT 002699													
67293	12/30/22	#111111 POLE SAW PARTS	192.98		117870		D	-				INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC 001805													
67294	12/30/22	TOILET RENTAL	106.08		A-138217		D	N		01		RENTS	101.43425.0440
MUNICIPAL UTILITIES 000541													
67295	12/30/22	UTILITIES FOR DEC	829.14		12/22		D	-				UTILITIES	101.42412.0332
67295	12/30/22	UTILITIES FOR DEC	1,314.89		12/22		D	-				UTILITIES	101.43425.0332
67295	12/30/22	UTILITIES FOR DEC	3,153.76		12/22		D	-				UTILITIES	230.43430.0332
67295	12/30/22	UTILITIES FOR DEC	48,527.51		12/22		D	-				UTILITIES	651.48484.0332
67295	12/30/22	UTILITIES FOR DEC	187.87		12/22		D	-				UTILITIES	651.48485.0332
			54,013.17	*CHECK TOTAL									
		VENDOR TOTAL	54,013.17										
MVTL LABORATORIES INC 000544													
67296	12/30/22	LAB TESTING	52.12		1180250		D	-				PROFESSIONAL SER	651.48484.0446
67296	12/30/22	LAB TESTING	280.18		1180513		D	-				PROFESSIONAL SER	651.48484.0446
			332.30	*CHECK TOTAL									
		VENDOR TOTAL	332.30										
NELSON INTERNATIONAL 000568													
67297	12/30/22	#237461 BATTERY DRAW DIG	148.50		R101034285:01		D	-				INVENTORIES-MDSE	101.125000
NORTHERN STATES SUPPLY 000585													
67298	12/30/22	BOLTS	103.75		10-608188		D	-				MTCE. OF EQUIPME	101.43425.0224
O'REILLY AUTOMOTIVE INC 000650													
67299	12/30/22	SHOP TOOLS	44.99		1528-439938		D	-				SMALL TOOLS	101.43425.0221
OASIS AERO INC 003286													
67300	12/30/22	AIRPORT MGMT CNTRACT-N	4,000.00		5054		D	-				PROFESSIONAL SER	230.43430.0446
67300	12/30/22	PAPER TOWELS/TOILET	79.68		5055		D	-				GENERAL SUPPLIES	230.43430.0229
			4,079.68	*CHECK TOTAL									
		VENDOR TOTAL	4,079.68										
POWER PLAN OIB 000342													
67301	12/30/22	#114532	2,391.66		P1517704		D	-				INVENTORIES-MDSE	101.125000
67301	12/30/22	#152243 WINDOW LATCH	204.53		P8348111		D	-				INVENTORIES-MDSE	101.125000
			2,596.19	*CHECK TOTAL									
		VENDOR TOTAL	2,596.19										
SHERWIN WILLIAMS CO 000690													
67302	12/30/22	PAINT	45.99		0502-8		D	-				MTCE. OF STRUCTU	101.45435.0225
67302	12/30/22	PAINT-ADMIN OFFICE	61.26		0575-4		D	-				MTCE. OF STRUCTU	101.41408.0225
67302	12/30/22	PAINT	57.28		4276-5		D	-				MTCE. OF STRUCTU	101.45435.0225
67302	12/30/22	PAINT-MAYORS OFFICE	45.99		4613-9		D	-				MTCE. OF STRUCTU	101.41408.0225
			210.52	*CHECK TOTAL									
		VENDOR TOTAL	210.52										
SHI CORP 000275													
67303	12/30/22	OFFICE 2022 LICENSES	24,104.00		B16236968		D	-				LICENSES AND TAX	101.41409.0445

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SHI CORP 000275													
67303	12/30/22	ADOBE LICCENSESS	2,755.20		B16261006		D	-				LICENSES AND TAX	101.41409.0445
			26,859.20	*CHECK TOTAL									
		VENDOR TOTAL	26,859.20										
SILVA/AMBER 003699													
67304	12/30/22	WELLNESS PROGRAM-DEC	110.00		123022		D	N	01			PROFESSIONAL SER	101.41420.0446
SIMON/CHRIS 003098													
67305	12/30/22	MILEAGE 01/08-07/01/22	141.04		070122		D	-				TRAVEL-CONF.-SCH	101.41408.0333
67305	12/30/22	MILEAGE 7/15-12/28/22	141.04		122822		D	-				TRAVEL-CONF.-SCH	101.45437.0333
			282.08	*CHECK TOTAL									
		VENDOR TOTAL	282.08										
STEINBEISSER AUTO REPAIR 003256													
67306	12/30/22	PROPANE	19.95		15825		D	-				GENERAL SUPPLIES	101.43425.0229
SYSCO WESTERN MINNESOTA 000161													
67307	12/30/22	CONCESSION SUPPLIES	765.78		253300651		D	-				GENERAL SUPPLIES	101.45433.0229

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT

REPORT TOTALS: 144,548.19

RECORDS PRINTED - 000110

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	57,906.46
230	WILLMAR MUNICIPAL AIRPORT	7,833.44
651	WASTE TREATMENT	78,808.29
TOTAL ALL FUNDS		144,548.19

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	144,548.19
TOTAL ALL BANKS		144,548.19

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	6.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Planning Commission Applicant - Christopher Buzzeo		

RECOMMENDED ACTION:

OVERVIEW:
Mayor Reese has approved the Planning Commission Applicant - Christopher Buezzo

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
1. Christopher Buzzeo Application - Planning Commission

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

Print

Submitted by: Christopher Buzzeo

Submitted On: 2023-01-10 14:54:31

Submission IP: (128.92.114.250)
proxy-IP (raw-IP)

Status: Open

★ CITY OF WILLMAR

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date

01/10/2023

Format:
MM/DD/YYYY

*** First Name**

Christopher

*** Last Name**

Buzzeo

*** Address**

1500 15th Ave SW

*** City**

Willmar

*** Phone**

3208947383

Phone

*** Email**

cbuzzeo59@gmail.com

Email

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

A current member of the committee inquired if I would be interested.

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

I believe I have something to contribute to the community in which I live. I believe in civil service, specifically at the local level.

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

I have been employed at Marketing Concepts for over 20 years, currently serving as our Vice President of Operations. My many roles here are put me in a position to be a critical thinker, one who tries to deal in facts and make decisions. As a 3+ year member of The Barn Theatre Board of Directors I have become more aware of how Boards/Committees/Commissions work, how to navigate them, and understand that our decisions need to take into account the greater good of who we are serving.

*** List your educational background**

Liberal Arts Bachelor's of Science with a concentration in Political Science

---

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

The Barn Theater Board of Director's, Vice Chair Troop 224 Scout Committee, Adult Leader Voting Memeber

---

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

Marketing Concepts 768 N. Creek Drive Willmar, MN 56201 Vice President of Operations.

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.A.
Agenda Section:	Regular Business	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Judy Thompson, City Clerk
Ordinance:	Yes	**Presented By:**	Robert Scott, City Attorney
Item:	Introduce Ordinance Amending Willmar Municipal Code, Chapter 3, Alcoholic Beverages		

RECOMMENDED ACTION:
Introduce Ordinance Amending Willmar Municipal Code, Chapter 3, Alcoholic Beverages and set public hearing for February 6, 2023

OVERVIEW:
On July 5, 2022, Ordinance No. 1480 was adopted to reflect recent legislative changes. In an effort to further clarify Chapter 3, Article I, Section 3-6 (d), staff is recommending the amended language be adopted for ease of enforcement.

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
1. Amending Chapter 3 Ordinance

ORDINANCE NO.

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

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

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

Sec. 3-6. Licensing of sale of wine for on-premises consumption.

* * * *

(d) *Baseball on-sale wine and malt liquor license.* A person who is the owner of a summer collegiate league baseball team or baseball team competing in a league established by the Minnesota Baseball Association, or a person holding a concessions or management contract with the owner for beverage sales at a ballpark or stadium located within the city for the purposes of summer collegiate league baseball games, town ball games, and any other events at the ballpark or stadium shall be eligible for an on-sale wine and on-sale malt liquor license, provided that under no circumstances may alcohol be sold at a concessions facility located in a complex while a youth amateur athletic event, for persons 18 years of age or younger, is taking place at such complex.

* * * *

Section 10. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2023.

ATTEST:

_____ _____

Judy Thompson, City Clerk Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.B.
Agenda Section:	Regular Business	**Originating Department:**	Planning and Development
Resolution:	Yes	**Prepared By:**	Justice Walker, Planning and Development Director
Ordinance:	No	**Presented By:**	Justice Walker, Planning and Development Director
Item:	Photogrammetry Proposal		

RECOMMENDED ACTION:
Motion by _____, Seconded by_____ to approve agreement with Martinez Geospatial for $5,500 for the purpose of digitizing the Willmar Auditorium facade and war memorial room.

OVERVIEW:
Staff have been looking at ways to digitally preserve the facade of the Willmar City Auditorium. After contacting multiple historic preservation focused architecture firms, several firms directed staff to Martinez Geospatial. Martinez Geospatial is proposing to digitally preserve the facade and the war memorial room within the auditorium for $5,500. Staff also received a proposal of $4,600 from a consultant associated with Mack & McDonald, architects who recently audited the auditorium. Staff recommends entering an agreement with the Martinez Geospatial proposal since it includes the war memorial room.

BUDGETARY/FISCAL ISSUES:
Funded from the 2023 Auditorium Budget

ATTACHMENTS:
1. Resolution Martinez Geospatial
2. MTZ-Willmar City Auditorium Digital Preservation Proposal
3. MacDonald & Mack Architects Quote 1.12.23

RESOLUTION NO. 2023-___

MARTINEZ GEOSPATIAL PHOTOGRAMMETRY SERVICES

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to direct staff to enter into a contract with Martinez Geospatial for Photogrammetry Services in the amount of $5,500.

Dated this 23rd day of January, 2023

_____
Mayor

Attest:

_____
City Clerk

MARTINEZ GEOSPATIAL

2915 Waters Road, Suite 100
Eagan, MN 55121
Phone: 651-686-8424
Fax: 651-686-8389
Web: www.mtzgeo.com

January 13, 2023

Riley Kennedy
City of Willmar
333 6th Street SW
Willmar, MN 56201

RE: Willmar City Auditorium Digital Preservation – Willmar; St. Paul, Minnesota
High-Definition Laser Scanning and Imagery

Ms. Kennedy:

Thank you for contacting Martinez Geospatial, Inc. (MTZ) regarding high-definition laser scanning (HDS) and imagery acquisition for the above-referenced project. The following outlines the general considerations and processes that MTZ will use to complete this project. Please call if you have any questions.

Overview / Project Areas

MTZ will perform HDS data acquisition and processing of the following two (2) areas of interest (AOI) at the existing Willmar City Auditorium located at 313 6th Street SW in Willmar, Minnesota:

1) The exterior façade of the front side of the existing building (along 6th Street SW).

2) The War Memorial Room interior.

MTZ will also acquire new, high-resolution, color digital imagery of each AOI using a small unmanned aerial system (sUAS) for the exterior project area and a hand-held camera for the interior AOI. The two (2) AOI will be acquired, processed, and delivered independently of each another. The City of Willmar is responsible for arranging access to the site for MTZ field personnel.

Laser Scanning

Field data will be captured using a Leica ScanStation P40 high-definition, survey-grade laser scanner. MTZ will conduct scans from several locations in and around each AOI in order to acquire all of the data required to complete the project. Data will be collected at a density sufficient for providing accurate measurements and element definition. All laser scanning will be performed from ground-level.

After completing the laser scans on-site, MTZ will process and register the data from the individual scans to create a single 3-D representation of each AOI. MTZ initially utilizes a visual registration process, which uses overlapping point cloud data to unite adjacent scans. Then, MTZ will rotate and translate the point cloud data to align with the final project orientation(s) chosen by the City of Willmar.

MTZ will review the processed and registered point clouds to verify that all of the laser scan data within each AOI tied-together well. This will ensure that the final point clouds are a true and precise representation of the existing conditions within each AOI and suitable for accurate feature identification. MTZ will also create a detailed three-dimensional (3-D) mesh of the exterior building façade from the processed HDS point cloud data. The mesh will be exported in stereolithography (STL) file format for 3D printing capability.

Drone Imagery

MTZ will use a DJI Matrice 300 RTK sUAS (drone) with Zenmuse P1 metric camera to acquire color digital imagery of the front exterior building façade. MTZ will adhere to all proper airspace regulations and requirements to ensure that the drone imagery acquisition is performed safely and legally. If necessary, MTZ will coordinate the sUAS flights with the Federal Aviation Administration (FAA) and nearby air traffic control (ATC) towers.

The drone will be piloted by a Federal Aviation Administration (FAA) Part 107 Certified Remote Pilot. MTZ will also provide a spotter with an aviation transceiver during the drone imagery acquisition mission. Every effort will be made to acquire the imagery while the project area is free from excessive haze, fog, dust, and smoke.

MTZ will process and georeference the digital drone imagery, create a 3-D digital surface model (DSM), and produce a high-resolution color digital orthophoto mosaic (in elevation view) of the front exterior building façade. An American Society for Photogrammetry and Remote Sensing (ASPRS) Certified Photogrammetrist will provide quality assurance and quality control (QA/QC) of the results.

Ground-Based Imagery

MTZ will use a high-quality hand-held camera to acquire color digital aerial imagery of the War Memorial Room interior walls. The ground-based imagery will be stitched-together to create high-resolution color digital orthophotos (in elevation view) of each of the four (4) main interior walls within the War Memorial Room. An ASPRS Certified Photogrammetrist will provide QA/QC of the results.

Deliverables

MTZ will provide the City of Willmar with the following on digital media:

1) Color digital orthophoto mosaic of the existing building front exterior façade in Elevation View.

2) Color digital orthophotos of the four (4) main War Memorial Room interior walls in Elevation View.

3) The final processed and registered color point cloud of the existing building front exterior façade.

4) The final processed and registered color point cloud of the War Memorial Room interior.

5) Stereolithography file of the existing building front exterior façade in .STL format.

MTZ assumes all responsibility for the accuracy and completeness of the products prepared under this contract. All project documents and data products submitted to the City of Willmar shall conform to "standards-of-the-industry" quality. This not only applies to the quality and accuracy of the technical work, but also demands that all project documents have a neat appearance and are well organized, complete, and grammatically correct.

Schedule

Upon receiving the Notice to Proceed (NTP), MTZ will coordinate access to the site with the City of Willmar. MTZ anticipates requiring one (1) day onsite to complete the fieldwork for this project. MTZ will work with the City of Willmar to determine a mutually-agreeable schedule for final delivery.

Fee

MTZ is pleased to offer you the herein-described scope of services for a lump sum fee of **$5,500**.

The terms of this proposal are valid for 120 days. After 120 days, MTZ reserves the right to reexamine the scope of services and fees contained herein. We look forward to working with you on this project.

Martinez Geospatial, Inc. is certified as a Disadvantaged Business Enterprise (DBE) by the Minnesota Unified Certification Program (MnUCP), and a Targeted Group (TG) small business by the Minnesota Office of State Procurement (OSP) Program.

Sincerely,

MARTINEZ GEOSPATIAL, INC.

Steve Martinez, CP
President

Justice Walker

From: Todd Grover <ToddG@mmarchltd.com>
Sent: Thursday, January 12, 2023 5:29 PM
To: Justice Walker
Cc: Riley Kennedy
Subject: RE: New Main St Coordinator

Justice and Riley,

Sorry that it has taken me a while to get back to you about the scanning for the Wilmar Auditorium Panels. We can't do that in house, but we contacted a consultant we have worked with in the past and he gave us a price to scan the panels: $4600, plus the expense of a scissor lift (does the city have one that they could provide?).

He would then provide a 3d model in a couple of different formats.

Let me know if you have any questions.

Also, any thoughts on investigations on the other components of the building that we discussed...the back wall is still my highest concern.

Todd.

Todd Grover, AIA
MacDonald & Mack Architects
3101 East Franklin Avenue
Minneapolis, Minnesota 55406
Direct number: **612-767-2743**

Please visit www.mmarchltd.com for licensure information

From: Justice Walker <jwalker@willmarmn.gov>
Sent: Thursday, December 1, 2022 10:16 AM
To: Todd Grover <ToddG@mmarchltd.com>
Cc: Riley Kennedy <rkennedy@willmarmn.gov>
Subject: RE: New Main St Coordinator

Remaining Services Discussion
Fri, Dec 2, 2022 1:00 PM - 1:30 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

https://meet.goto.com/964272421

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122
- One-touch: tel:+16467493122,,964272421#

Access Code: 964-272-421

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.C.
Agenda Section:	Regular Business	**Originating Department:**	Information Technology
Resolution:	Yes	**Prepared By:**	Jonah Johnson, Information Systems Coordinator
Ordinance:	No	**Presented By:**	Jonah Johnson, Information Systems Coordinator , Kyle Box, City Operations Director
Item:	Information Systems Network Equipment Purchase		

RECOMMENDED ACTION:
Motion by _____ Second by_____ to approve the one-time purchase of network infrastructure equipment listed in the attached quotation from Tech Check using ARPA funds.

OVERVIEW:
Information Systems is requesting approval to purchase network infrastructure equipment. This infrastructure is needed to support new equipment included in various Capital Improvement projects previously approved. Buildings receiving additional or upgraded equipment include: Airport, City Hall, Civic Center, Community Center, Dorothy Olson Aquatic Center, Fire Department, Police Department, Robbin's Island, Wastewater Treatment Plant (both) and WRAC. Lead time on the equipment, excluding Wi-Fi equipment, is estimated at six months at this time. With this, it is essential to order as soon as possible.

BUDGETARY/FISCAL ISSUES:
The Capital Improvements Program includes ARPA funds for Door Security, Phone System replacement, Server replacement, and Wi-Fi upgrades. This purchase will be using those funds. Two quotations were received for this project: Tech Check ($95,937.32) and West Central Technologies ($172,766.75). Staff's recommendation is to use Tech Check's quotation as it is the lowest and under budget.

Funds identified in the 2023 CIP include:

Project	Phase 1	Approved 2023 CIP Budget
Building/ Door Security	$11,513.44	$240,500
Phone System	$40,075.78	$72,500
IT Servers	$16,661.94	$50,000
Wireless Network	$27,686.16	$63,000

ATTACHMENTS:

1. Resolution TECH CHECK_ARPA
2. Tech Check quotation
3. West Central Technology quotation

RESOLUTION NO.

RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH DAVID DROWN & ASSOCIATES.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar that the quote from Tech Check for network infrastructure equipment in the amount of $95,937.32 is accepted.

BE IT FURTHER RESOLVED THAT the City Council of the City of Willmar authorize the use of American Rescue Plan Act (ARPA) funds for this one-time purchase for long-lasting improvements to city infrastructure.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 23rd day of January 2023

_____
MAYOR

Attest:

_____
CITY CLERK

QUOTE

TECHCHECK

QUOTE #	TCLQ12624
DATE	Dec 20, 2022

2385 Troop Drive #204, Sartell, MN 56377

Quoted For:
Jonah Johnson
City of Willmar
333 6th St SW
Willmar, MN 56201
Phone 320-214-5182

Prepared By:
Kevin Kourajian
320-230-2020 x1014
kevink@techcheckusa.com

Account Executive	P.O. Number	Payment Terms	Quote Expiration
Kevin Kourajian		Net 30	Jan 19, 2023

QTY	Part Number	Description	Unit Price	Extended Price
		Aruba CX 6200 Series		
9	2QB250	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch - 48 Ports - Manageable - Gigabit Ethernet, 10 Gigabit Ethernet - 10/100/1000Base-T, 10GBase-X - TAA Compliant - 3 Layer Supported - Modular - 62 W Power Consumption - 740 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - 1U High - Rack-mountable, Cabinet Mount, Surface Mount - Lifetime Limited Warranty	$3,818.50	$34,366.50
3	7WA428	Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - 370 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - Lifetime Limited Warranty	$2,189.06	$6,567.18
2	2QB244	Aruba 10G SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - First End: SFP+ Network - Second End: SFP+ Network - 10 Gbit/s	$57.94	$115.88
10	6HT064	Aruba 10G SFP+ LC LR 10km SMF Transceiver - For Data Networking, Optical Network - 1 x LC 10GBase-LR Network - Optical Fiber - Single-mode - 10 Gigabit Ethernet - 10GBase-LR	$1,441.61	$14,416.10
2	R8S89A	Aruba 6300M 24-port SFP+ and 4-port SFP56 Switch - switch - 24 ports - managed - rack-mountable	$7,349.61	$14,699.22
2	JL670A	Aruba X372 54VDC 1600W 110-240VAC Power Supply - 120 V AC, 230 V AC Input - 54 V DC Output - 1600 W	$952.39	$1,904.78
1	J9281D	Aruba Direct Attach Copper Cable - 10GBase direct attach cable - 3.3 ft	$57.94	$57.94
		Aruba Wireless Solution		
26	6YC478	Aruba AP-505 802.11ax 1.77 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Bluetooth 5 - Ceiling Mountable	$367.11	$9,544.86
6	6MD909	Aruba AP-535 IEEE 802.11ac 3.55 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Bluetooth 5 - Wall Mountable, Ceiling Mountable, Rail-mountable	$788.67	$4,732.02

QTY	Part Number	Description	Unit Price	Extended Price
8	7RG521	Aruba AP-575 802.11ax Wireless Access Point - TAA Compliant - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Gigabit Ethernet, 2.5 Gigabit Ethernet - Bluetooth 5 - 25.60 W	$1,104.83	$8,838.64
8	06PC43	Aruba AP-OUT-MNT-V1A Outdoor AP Pole/ Wall Long Mount Kit v2	$75.06	$600.48
1	JZ370A	Aruba Mounting Bracket for Wireless Access Point - 10 Pack	$93.72	$93.72

SUBTOTAL	$95,937.32
SALES TAX	$0.00
SHIPPING	$0.00
TOTAL	**$95,937.32**

Notes

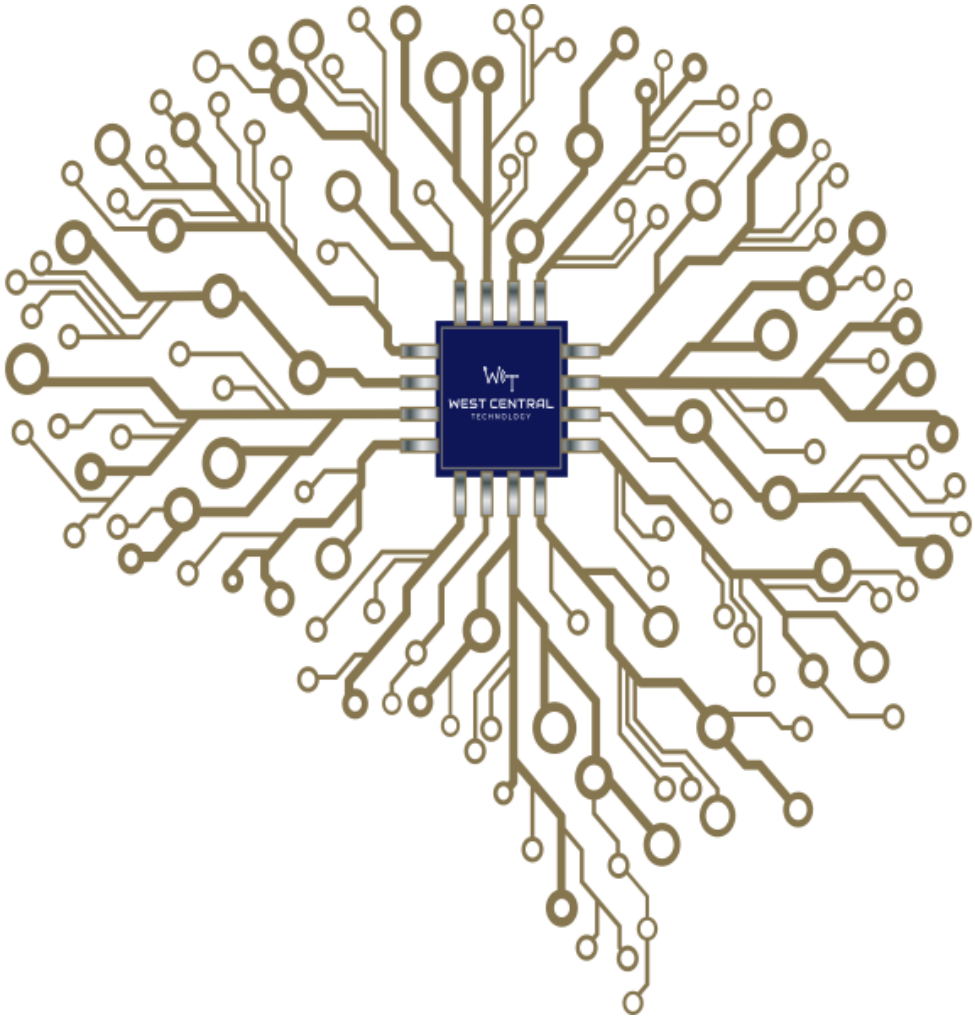
Please contact me if I can be of further assistance.

Prices subject to change - Prices based upon total purchase. A minimum 20% restocking fee with original packaging will be charged for all returns. Payment is due within 30 days from the date of invoice. All software and hardware will be invoiced at the time of delivery to the customer. Professional Services are due at the scheduled date of progress or completion of installation.

WEST CENTRAL TECHNOLOGY

Willmar | Hutchinson | St. Cloud | Alexandria

(320) 441-7050
info@wcthelp.com
www.westcentraltechnology.com



Quote from West Central Technology

RFQ

Quote Number: WCTQ3269

Prepared For:

City of Willmar

Jonah Johnson
jonahjohnson@willmarmn.gov
(320) 235-4913

WEST CENTRAL TECHNOLOGY

QUOTE #	WCTQ3269
DATE	12/28/2022

PO Number	Payment Terms	Valid Through
	30	24 Hours from Receipt

Notes:

Here is the quote that we have prepared for you.

Products		Unit Price	Qty	Ext. Price
ARUBA 6300M 24SR CL6 POE 2P50G 2P25G SW PL-WB		$14,638.18	2	$29,276.36
Aruba X372 54VDC 1600W 110-240VAC Power Supply - 120 V AC, 230 V AC Input - 54 V DC Output - 1600 W		$1,896.86	2	$3,793.72
Aruba 50G SFP56 to SFP56 0.65m Direct Attach Copper Cable - 2.13 ft SFP56 Network Cable for Network Device - First End: 1 x SFP56 Network - Second End: 1 x SFP56 Network		$317.45	1	$317.45
Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 740 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - Lifetime Limited Warranty		$7,566.33	9	$68,096.97
Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - 370 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - Lifetime Limited Warranty		$4,359.93	3	$13,079.79

Aruba 10G SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - First End: SFP+ Network - Second End: SFP+ Network - 10 Gbit/s		$100.01	2	$200.02
Aruba 10G SFP+ LC LR 10km SMF Transceiver - For Data Networking, Optical Network - 1 x LC 10GBase-LR Network - Optical Fiber - Single-mode - 10 Gigabit Ethernet - 10GBase-LR		$1,453.64	10	$14,536.40
Aruba AP-505 802.11ax 1.77 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Bluetooth 5 - Ceiling Mountable		$590.00	26	$15,340.00
Aruba AP-535 IEEE 802.11ac 3.55 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Bluetooth 5 - Wall Mountable, Ceiling Mountable, Rail-mountable		$1,554.97	6	$9,329.82
Aruba AP-575 802.11ax Wireless Access Point - TAA Compliant - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Gigabit Ethernet, 2.5 Gigabit Ethernet - Bluetooth 5 - 25.60 W		$2,178.33	8	$17,426.64
Aruba Mounting Bracket for Wireless Access Point - 10 Pack		$185.74	1	$185.74
Aruba AP mount		$147.98	8	$1,183.84

WEST CENTRAL TECHNOLOGY

QUOTE #	WCTQ3269
DATE	12/28/2022

Prepared For:

Jonah Johnson

City of Willmar

333 6th St. SW
Willmar, MN 56201

(320) 235-4913

jonahjohnson@willmarmn.gov

Prepared By:

Mary Hagen

307 5th St SW
Ste 1
Willmar, MN 56201

(320) 441-7072

mary.hagen@wcthelp.com

Subtotal	$172,766.75
Shipping	$0.00
Grand Total	$172,766.75

Payment Options

Select your preferred payment option / purchase terms*:

[ ] Due on Agreed Terms Purchase (purchase amount $172,766.75)

Taxes, Shipping, Handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Pricing is only valid for 24 hours from the time this quote was sent, and is subject to change.

If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

If paying via Credit Card, your transaction will be subject to a Non-Refundable 4% Convenience Fee. You are welcome to pay with an ACH transaction or a check at no additional charge. All past due invoices are subject to a 1.5% interest charge.

City of Willmar Authorized Signature

Signature: _____ *Date:* 01/17/23

Name: Jonah Johnson

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.D.
Agenda Section:	Regular Business	**Originating Department:**	Recreation
Resolution:	Yes	**Prepared By:**	Rob Baumgarn, Recreation Director
Ordinance:	No	**Presented By:**	Rob Baumgarn, Recreation Director
Item:	DNR Regional Trail Grant for Glacial Lakes Trail Head, Civic Center Drive		

RECOMMENDED ACTION:
Staff recommends that the City Council adopt a resolution approving the application for the 2023 Department of Natural Resources Trail Grant Application for the Glacial Lakes Trailhead.

OVERVIEW:
The City of Willmar, Parks and Recreation Department would like to apply for the 2023 DNR Regional Trail Grant. If approved, the City could receive up to $187,500 to go towards improvements to the Glacial Lakes Trailhead. The City would need to match 25% of the given funds, up to $62,500, which has already been allocated in the Parks and Recreation CIP budget. The total amount for the project could reach $250,000.

The trailhead for Glacial Lakes State Trail, Willmar Trail, and Eagle Lake Trail is located at Civic Center Drive and currently does not have any restrooms or shelter facilities available for users. This project would be constructed in different phases, including a restroom facility, an open shelter, and reconstruction of the existing parking lot to be more user-friendly.

All user groups would benefit from having much-needed, modern facilities at the trailhead. This project would help provide year-round trail use for walkers, bicyclers, snowmobilers, and more.

BUDGETARY/FISCAL ISSUES:
$62,500 from the 2023 Capital Improvement Plan would is allocated for the grants.

ATTACHMENTS:
1. Resolution for DNR Grant
2. DNR Trail Grant Application

Resolution No. ___

A RESOLUTION APPROVING THE APPLICATION FOR THE 2023 DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATION

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to approve the application for the 2023 Department of Natural Resources Grant Application.

WHEREAS, the City of Willmar recognizes that it has secured $62,500 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Willmar is awarded by the Minnesota Department of Natural Resources, the City of Willmar agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above-referenced project. The City of Willmar will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the application has read the Conflict of Interest Policy contained in the Regional Trail Grant Manual and certifies it will report actual, potential, perceived or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Willmar names the fiscal agent for the City of Willmar for this project as:

Steve Okins
Director of Finance
City of Willmar
333 6th St SW
Willmar, MN 56201

BE IT FURTHER RESOLVED, the City of Willmar hereby assumes the Civic Center Trailhead will be maintained for a period of no less than 20 years.

Dated this 23rd Day of January 2023

_____
Mayor

Attest:

_____
City Clerk

DEPARTMENT OF NATURAL RESOURCES

Regional Trail Program
2023 Grant Application

INSTRUCTIONS
Delete this page before submitting Application

Before completing this application read and study the program manual, all information on the program website, and these instructions.

APPLICATION DUE DATE: March 31, 2023

COMPLETING THE APPLICATION:

- Carefully review the Project Eligibility section of the program manual to understand the different requirements and eligible expenditures and tips in the How To Apply section.
- Type all responses within the blank boxes or spaces associated with each question. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- Replace the sample resolution page with the actual approved resolution.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible, but thoroughly answer all parts of a question. Answers should focus on the project for which the funds will be utilized and less on future phases (if applicable) of your project.

HOW TO SUBMIT THE APPLICATION:

Applications are to be submitted electronically in a ".pdf" format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal email address. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½" by 11" in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one or two business days after you have submitted your application**. Each email is opened to insure the files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application, please contact the program staff below.

GENERAL INFORMATION:

This is a competitive program. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 10, 2023 if you would like staff to provide comments. For assistance, please contact:

Daniel Golner, Grant Coordinator
daniel.golner@state.mn.us
(651) 259-5599

Project #

DEPARTMENT OF NATURAL RESOURCES

REGIONAL TRAIL PROGRAM
2023 Grant Application

1) GENERAL CONTACT INFORMATION:

Grant Applicant (Unit of Government Required):
Contact Person:
Contact Title:
Mailing Address:

Phone:
Email address:
If the project has a trail club, organization, or project partner, please include below:
Organization/Club Name:
Contact Person:
Contact Title:
Mailing Address:

Phone:
Email address:

2) GENERAL PROJECT INFORMATION:

Project Name:
Project Summary (30 words or less):
Project Completion Date:
Trail Name:
Website with Trail Info:

3) FINANCIAL INFORMATION:

Grant Request	$	Source of Cash Match (describe below in the box next to $ amount)	Are these match funds secured? YES	Are these match funds secured? NO
Non-State Cash Matching Funds (25% cash match required):	$			
Non-State Cash Matching Funds If another source	$			
Non-State Cash Matching Funds If another source	$			
Total Project Cost	$			

Total Project Cost:$(Grant Request + Matching Funds must = Total Project Cost)
If this project has received federal funding through the Enhancements Program or MnDOT's Transportation Alternatives Program, please indicate which year the project is programmed for construction?FFY:

4) PROJECT LOCATION:
County Project is Located:
State Legislative (House) District:
State Senate District:
State House Representative (name):
State Senator (name):
Congressional District:

5) MEASURABLE TARGETS/OUCOMES:
It is required that measurable targets and outcomes be collected for your project. Complete the boxes below on the right with exactly how many miles of trail that will be acquired, newly developed or existing trail miles improved, along with the number of trailhead facilities, bridges, and/or culverts that will be developed or restored as part of just this project, not the whole trail. After the project is complete the measurable outcome will be compared with the target included.

Trail Miles to be Acquired:
New Trail Miles to be Developed/Created:
Existing Trail Miles to be Restored or Improved:
Number of Trailhead Facilities to be Developed or Restored:
Number of Trail Bridges/Culverts to be Developed or Restored:

6) RECREATIONAL USES FOR PROJECT:
6A Indicate the existing or proposed uses of the trail under primary use and the secondary recreation uses which will directly benefit from the proposed project:

Primary Use	Secondary Use	
		Walking/Hiking
		Bicycling
		Mountain Bicycling
		Horseback Riding
		Cross-Country Skiing
		In-Line Skating
		Snowmobiling
		ATV Riding
		Off-Highway Motorcycling
		4 X 4 Trucking
		Other (specify):

6B) Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above.

6C) Will this project provide year round trail use? If it is planned to provide year round use, outline which users indicated above will benefit and how the facility will be maintained for those uses.

7) REGIONAL SIGNIFICANCE:

To be eligible for this grant, the project must demonstrate that it is of ***regional or statewide significance****. Describe how your project meets each of the identified criteria listed below. Trails must meet the first two criteria specifically and must address criteria three, four, and five in aggregate. Complete the three sections below for each.*

1. Regionally desirable setting: The trail is located in a regionally desirable setting. Criteria include attractive, unusual, and/or representative landscapes, important destinations, or high quality natural areas.

2.High quality opportunity and use: The trail serves as a destination, providing high quality recreational opportunities, attracts a regional clientele (multiple communities), potentially may draw tourists, and generates an economic impact from outside the local area. The trail should be developed and maintained to include easy access, secure parking, access to drinking water and other necessary services, and is wide enough or designed in such a way to avoid user conflict and provide a safe experience.

3. Adequate length: The trail provides at least an hour of outdoor recreation opportunity or connects to other facilities that can provide at least an hour of recreation in total.

4. Connections: The trail currently or potentially will link to an existing trail of regional or statewide significance. This includes providing connections between significant trails or connecting communities/ community facilities to these trails.

5. Scarcity of Trail Resources: The trail provides a high quality recreational opportunity not otherwise available within a reasonable distance.

8) PROJECT DESCRIPTION:

Provide a description sufficient enough to understand the project. Indicate prominently whether this is primarily a new trail or facility development request, an enhancement to an existing trail or facility, or an acquisition. Make sure to include the design specifics of the project, such as the trail width (paved multi-use bicycle/pedestrian trails must be at least 10 feet wide). Include how this project will be immediately available for use by the general public. If this project is a phase of a larger project, very briefly describe how it fits into the larger plan, however, focus specifically on how the grant funds will be used for this project. Also, briefly explain why it is important for this project to be funded. Use the space below.

9) PROJECT COST BREAKDOWN:

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each for just this grant request. Include materials, landscaping, design/engineering services, contract service, etc. Add or delete rows in the text boxes below as appropriate. For acquisition projects, fill out the acquisition table below.

Trail/Facility	**Description**	**Estimated Cost**	**Expected Completion Date**
	TOTAL COST	$	

ACQUISTION (if applicable):

Description of Parcel	***Acres or Miles of Trail***	***Reasonable Market Value Estimate***	***Expected Acquisition Date***
	TOTAL COST	$	

10) PROJECT LOCATION MAP:

It is important for reviewers to have an idea of where in the state and/or your region the project being proposed is located. This map must be 8 ½" X 11" in size ONLY, in color, and be able to show where the project is generally located within the state or region. Insert the map here.

11) PROJECT SITE LEVEL MAP:

It is also important for the reviewers to be able to see where the project is located within the context of a city, county, park, etc. This map must be 8 ½" X 11" in size ONLY, in color, and should be very effective at showing how the project fits within its specific context. The map must show existing trails/facilities, proposed trails/facilities as directly proposed as part of the project, and future trail/facility development/acquisition plans. Color Coding: Red: Boundary, including all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant; Green: Existing facilities that will remain; Yellow: Acquisition and/or trail development accomplished with this grant; Blue: Future acquisition and/or development. Make sure to include a key to the map. A clear and high quality map is very important in explaining the project. The scale of this map is usually small. Insert the map here.

12) SITE AND PROJECT QUALITY:

What considerations have been given to the needs of the intended trail user groups and are they appropriate for the location? What attractive features exist on site or within view of the proposed project that may bring in potential user groups to this project location? Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities? Is the proposed project located in a densely settled area or area of rapid population growth? What other facilities (if any) are on site or within the trail corridor that enhances this project? Describe what attractive features exist on the site or within view. Use the space below.

13) PROJECT READINESS:

What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? At a minimum, please reference land acquisition requirements, status of engineering/design, and relevant permits and approvals that have/have not been obtained for the project. Is there urgency to move ahead with this project now, and what consequences are looming if it is not funded? Use the space below.

14) ACCESSIBILITY (ADA):

All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities or be eligible for an exemption. The Americans with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities and is available at www.access-board.gov. Will the project facilitate and/or improve ADA access to existing trails or trail related facilities? Does the proposed project develop and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities? Describe how the trail or facility is designed for use by persons of all abilities and takes into consideration ADA design standards. Do not just state the trail will be ADA compliant. If your project will not be ADA accessible, list the specific exemption permitted in ADA guidelines. Use the space below.

15) CONNECTIVITY:

15A) Describe how the trail project will connect multiple destinations and/or communities. Use the space below.

15B) Does the trail project connect directly to an existing state or regional trail? Check all that apply and describe below if applicable.

Connects to Designated and Existing State Trail:	
Connects to Designated and Existing Regional Trail:	

15C) Does the trail project connect directly to an existing state park, state recreation area, regional park, high quality natural resource, local recreation area, or local park? Check all that apply and describe in the below if applicable. Connects Directly to a State Park or State Recreation Area:

Connects Directly to a Regional Park or Regional Recreation Area	
Connects Directly to a Regional Park or Regional Recreation Area	
Connects Directly to a Local Park or Recreation Area:	
Connects Directly to a High Quality Natural Resource (not included above):	

15D) Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Use the space below.

16) NATURAL RESOURCE IMPACT:

Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, noise, odors, dust control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, landscaping that includes native planting, and historical/archaeological sites. Also, demonstrate the compatibility of the proposed project with existing adjoining land uses. To the extent possible, all landscaping or plantings that are done in the project area must be native to Minnesota and preferably of the local ecotype and describe below how this project will comply with this requirement.

ATTACHMENT CHECKLIST

REQUIRED ATTACHMENTS (All attachments MUST be 8 ½ by 11 ONLY)

	Attachment A – Required Certifications The first signature block is to be signed by the proper authority for the grant applicant. The specific manager of the facility that is being rehabilitated, enhanced or developed should sign the second section. If the proposed project will utilize public land that is not under the jurisdiction of the grant applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.
	Attachment B – Resolution Supporting Application The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility or trail will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant.

ADDITIONAL ATTACHMENTS (if applicable)

	Attachment C – Letters of Support Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project. The applicant is also welcomed to provide letters of support from all other sources as well.
	Attachment D – Transportation Funding Award Letter If this project is scheduled to receive Federal Transportation funds, then your local MnDOT district should have notified you in some manner. Please attach this notification and fill in the year in which you are scheduled to receive the funding under question 3.

Attachment A – REQUIRED CERTIFICATIONS

Complete the Required Certifications form below with original signatures

For Grant Applicants:

"I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by June 30, 2025, and no reimbursement will be sought for an in-house labor service and/or to meet existing payroll. I also preliminarily agree with plans to develop the proposed trail related project on land administered by my agency."

Name: *Title:*

Unit of Government:

Signature: *Date:*

For Trail and Park Administrators:

"I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded."

Name: *Title:*

Unit of Government:

Signature: *Date:*

For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage *(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):*

"I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement."

Name: *Title:*

Unit of Government:

Signature: *Date:*

Attachment B – RESOLUTION SUPPORTING APPLICATION

SAMPLE RESOLUTION

DELETE THIS PAGE AND REPLACE WITH ACTUAL RESOLUTION

WHEREAS the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Regional Trail Program. The application is to construct five (5) miles of paved trail for the Sunnybrook Recreational Trail System. The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS the City of Sunnybrook recognizes that it has secured $50,000 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural resources, the City of Sunnybrook agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Regional Trail Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe
Director of Finance/Treasurer
City of Sunnybrook
87224 Happy Trails Avenue
Sunnybrook, MN 26395

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the Sunnybrook Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK THIS _____ DAY OF _____, 2023.

_____

MARY DOE - MAYOR

ATTEST:

_____

JOHN DOE - CITY CLERK

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.E.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Judy Thompson, City Clerk
Item:	Resolution to Acknowledge Donations for the 4th Quarter of 2022		

RECOMMENDED ACTION:
Motion By:_____ Second By:_____ , to adopt a resolution approving and acknowledging donations for the fourth quarter of 2022.

OVERVIEW:
The City regularly receives donations, and pursuant to former adopted Council action, allows staff to promptly send a thank you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the fourth quarter donations for 2022.

BUDGETARY/FISCAL ISSUES:
None

ATTACHMENTS:
1. 2022 Q4 Donations

RESOLUTION NO.

ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____ Second By:_____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of October 1 through December 31, 2022.

$ 500.00	Beverly Falk	Willmar Fire Department
$ 3,000.00	Walmart - Willmar	Willmar Police Explorers/ Shop with a Cop
$ 500.00	Ryane Clark Family	Willmar Police Explorers
$ 500.00	Paradigm Liaison Services, LLC	Willmar Police Explorers
$ 500.00	Paradigm Liaison Services, LLC	Community Emergency Response Team
$ 50.00	Miriam Goldfein	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 100.00	Michele Stevens	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 50.00	Joan Filson	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 50.00	Jeffrey and Teresa Henn Trust	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 25.00	Scott and RaNae Kleist	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 800.00	Michele and Robert Martin	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 50.00	Larry Rice	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 50.00	Paul and Carol Westberg	Willmar Parks and Recreation, Northside Park, In memory of Don Vossen
$ 754.41	Nancy Manning, BorothyVon Holtum, Marvena Agnew	Parks and Recreation, Memorial Bench

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

Dated this 23rd day of January 2023

_____

MAYOR

Attest:

_____

CITY CLERK

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.F.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Consider a Resolution of support for an Age-Friendly Minnesota Community Grant		

RECOMMENDED ACTION:
Motion by_____ Second by_____ to approve Staff to submit a grant application to Age-Friendly MN Grant Program and Resolution supporting the Age-Friendly Minnesota Community Grant up to $99,000.

OVERVIEW:
The Age-Friendly Minnesota (AFMN) Council, in cooperation with the MN Department of Human Services, is launching a new grants program to help communities work on age-friendly projects and become better places for all Minnesotans to grow older. Grants are being offered under two closely-linked categories: Technical Assistance Provider (TAP) Grants and Community Grants. (Note: TAP Grantees were funded through a separate grant process.) The Council is committed to making diversity, equity, inclusion, and accessibility (DEIA) the foundation of AFMN, including this grants program. TAP Grants are part of this commitment and are designed to make Community Grants more accessible to a wide range of applicants and communities.

BUDGETARY/FISCAL ISSUES:
There is no matching grant requirement

ATTACHMENTS:
1. Resolution Age-Friendly Community Grant
2. AFMN-TAP-OGAN-grant-press-release_tcm1053-559908

RESOLUTION NO. 2023-____

AUTHORIZE AGE-FRIENDLY MINNESOTA COMMUNITY GRANT

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to authorize Administration to apply for the Age-Friendly Minnesota Community Grant up to $99,000.

Dated this 23rd of January 2023

_____
Mayor

Attest:

_____
City Clerk

Age-Friendly Minnesota Technical Assistance Providers (TAP) will provide no-cost technical assistance to help Community Grant applicants/grantees work on age-friendly projects and become better places for all Minnesotans to grow older.

January 12, 2023

Nine Minnesota organizations will provide no-cost technical assistance to Age-Friendly Minnesota (AFMN) Community Grant applicants/grantees who have limited experience or capacity related to applying for funding and administering grant-funded projects.

TAP Grants are part of AFMN's commitment to DEIA. They are designed to make AFMN Community Grants more accessible to a wide range of applicants by providing needed support. TAP Grants will provide resources for expert organizations and individuals to support communities in their age-friendly work, including in helping communities apply for AFMN Community Grants. TAP grants are funded up to $50,000 per grant recipient.

The grant recipients are:

- All Elders United for Justice: Grantee will provide technical assistance and training for BIPOC and LGBTQ groups to build their capacity to have a voice in decision-making on policies and services related to their lives.
  Service Area: Ramsey, Hennepin. St. Louis, Beltrami, Olmsted Counties.

- Arrowhead Area Agency on Aging (AAAA): This regional planning entity for the seven-county Arrowhead region will facilitate planning processes for communities who are interested in joining the AARP Network of Age-Friendly States and Communities.
  Service Area: Statewide with specific emphasis on, Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St Louis Counties.

- Breanna Wheeler: Sole proprietor who aims to build capacity in Northfield and Rice County by utilizing outdoor gathering spaces and nature programs to promote intergenerational learning, social connection and inclusion.
  Service Area: Statewide, with specific emphasis on Rice County

- Central Minnesota Council on Aging, Inc. (CMCOA): Non-profit serving the Central MN region that will work with age-friendly/dementia-friendly community groups to keep older adults from all cultures and socio-economic groups engaged in civic and community life. Service Area: Statewide, with specific emphasis on Stearns, Benton, Sherburne, Wright, Todd, Wadena, Cass, Crow Wing, Morrison, Mille Lacs, Isanti, Chisago, Kanabec, and Pine Counties

- Future iQ, Inc.: A consulting firm that will assist in capacity building for communities by helping them develop their plans for becoming more age-friendly and accessible to diverse groups.
  Service Area: Statewide, with specific emphasis on Hennepin and Ramsey Counties.

- Metropolitan Area Agency on Aging, Inc. dba Trellis: Non-profit serving the seven-county metropolitan region and will focus supporting communities that are newer to the age-friendly concept.
  Service Area: Statewide with specific emphasis on Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties.

- Minnesota Leadership Council on Aging (MNLCOA): An aging network non-profit that will develop a training series with focus on integrating a racial equity lens in the policy, advocacy, and media relations work of all communities undertaking age-friendly work.
  Service Area: Statewide and tribal partners.

- Northwest Regional Development Commission, dba Dancing Sky Area Agency on Aging (DSAAA): Regional planning organization that aims to sustain the AFMN framework within the 21 counties of DSAAA's planning and service area and beyond by providing technical assistance and ongoing support.
  Service Area: Statewide with specific emphasis on Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse, and Wilkin Counties.

- West Central Initiative (WCI): A non-profit regional foundation that will focus on facilitating community projects that incorporate the needs and voices of older adults, especially those of groups that have been historically marginalized (BIPOC, LBGTQ, differently abled, etc.). Service Area: Statewide with specific emphasis on Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin Counties.

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	11.G.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Approve to adopt and allocate funds for an outdoor fitness court® as part of the 2023 National Fitness Campaign		

RECOMMENDED ACTION:
Motion by _____, Second by_____ to accept National Fitness Court Grant of $70,000 and to approve Administration and Recreation Director to sign agreements.

OVERVIEW:
Willmar Council approved applying for the Blue Cross Blue Shield and National Fitness Campaign Outdoor Fitness Grant at the December 19, 2022 meeting. The National Fitness Organization has awarded the city of Willmar a $70,000 grant for the construction of the outdoor fitness court/studio based on the city's diverse population, the trails and park system that the city has developed, and the ongoing recreational improvements such as the recreational event center, and the improvements to Swansson Field.
Willmar is the first to be awarded this grant in the state of Minnesota and will be able to use an additional art funding of $20,000 to select a local artist to create the artwork for the fitness court.

BUDGETARY/FISCAL ISSUES:
Park and Recreation CIP budget $160,000

ATTACHMENTS:
1. Fitness Court Grant
2. Program Requirements

RESOLUTION NO. 2023-____

APPROVE TO ADOPT AND ALLOCATED FUNDS FOR AN OUTDOOR FITNESS COURT® AS PART OF THE 2023 NATIONAL FITNESS CAMPAIGN

Motion By:_____ Second By:_____

WHEREAS, the city of Willmar has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their 2023 initiative to install and activate outdoor Fitness Courts® in 200 cities and schools across the country, and;

WHEREAS, the city of Willmar will accept a $70,000 National Grant from our NFC Grant Committee and Statewide Partners, and provide a local match in the amount of [Match Amount Approved by NFC Grants Committee] to promote and implement a free-to-the-public outdoor Fitness Court®, and;

WHEREAS, the city of Willmar will secure supplemental funding as needed through community sponsors, which will be made available and committed to this program for the purchase of the outdoor Fitness Court®, and;

WHEREAS, the city of Willmar will commit to construction and launch of the outdoor Fitness Court® by the end of the 2023 calendar year, and;

WHEREAS, the Willmar City Council believes the outdoor Fitness Court® is an important wellness ecosystem that supports healthier communities, commits to funding/fundraising to participate in NFC's 2023 Campaign, and will earn local and national recognition as a leader in providing affordable health and wellness.

BE IT RESOLVED by the City Council of the City of Willmar to authorize Administration to accept National Fitness Court ® grant of $70,000.

Dated this 23rd of January 2023

_____
Mayor

Attest:

_____
City Clerk

Congratulations!

Willmar, MN has been selected as a 2023 BCBSMN/NFC Grant Recipient!

Dear Rob,

On behalf of the National Fitness Campaign Grant Committee, we are pleased to share that Willmar, MN has been selected as a grant eligible partner in the 2023 Blue Cross and Blue Shield Campaign in Minnesota! This notification letter confirms eligibility for one 2023 BCBSMN/NFC Grants of $70,000(Priority Status VIP grant). The next step is to schedule your official Grant Eligibility Award Call within the next 7 days, where the qualifications submitted in your Grant Application will be confirmed by the NFC team, and your Grant Program Requirements (GPR) will be aligned for eligibility and participation in this year's campaign. A copy of your GPR Document is attached to this formal award letter for your review, and is based on dates submitted in your Grant Application.

The Grant Award will be confirmed pending 1) the submission of a Resolution of Adoption or Letter of Support, endorsed by your local governing body or appropriate council, and a countersigned copy of the attached formal GPR document within 60 days of the Award Call, 2) authorization to proceed, documented by formal funding confirmation (commonly a purchase order) and 3) confirmation of a scheduled shipping date for the Fitness Court and appropriate storage plans. Once set, GPR milestones must be met in order to maintain funding eligibility in the campaign.

To support this partnership and align your GPR milestones with your community's local adoption and funding processes, we have assigned a Partnership Manager Gloria Cox as your dedicated partner and champion in support of this partnership. Over the coming months, Gloria will work with your team to support the path outlined in the GPR Document, assisting in the confirmation of required remaining funding, installation, and launch of your program.

The 2023 BCBSMN/NFC Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country, which is more important today than ever before – thank you for your commitment to supporting this goal.

Here is a sneak peak at what's ahead:

- Fitness Court® Launch – Cut the ribbon on your beautiful new outdoor gym & announce free fitness to the community!
- Classes & Challenges – Get residents moving & keep them engaged with ongoing group classes, individual training, and competitive events.
- Press & Promotions – Shine a spotlight on your community and local partners for joining this exciting and innovative wellness movement!

Once again, we are thrilled to invite you to join us as a partner in the 2023 BCBSMN/ NFC Campaign, and we look forward to making world-class fitness free in Willmar, MN!

Best in Fitness,

Mitch Menaged, Founder
National Fitness Campaign

Willmar, MN - National Fitness Campaign

2023 Funding Cycle Grant Program Requirements (G.P.R.)

MILESTONE 1: ADOPTION

- **Summary**: Commit to project adoption and confirm matching funding
- **Requirement A**: Countersigned Grant Program Requirements Document
- **Deadline: 1/24/2023**
- **Requirement B**: Resolution of Adoption from Council.
- **Deadline: 1/24/2023(following 1/23 meeting if possible)**

MILESTONE 2: AUTHORIZATION TO PROCEED - FUNDING CONFIRMED

- **Summary:** Execute budgeting and fundraising plan (as needed) and confirm total required funding
- **Requirement:** Funding confirmation document submitted to NFC for remaining program funding (typically P.O)*

*Refer to Official Quote and Funding Requirements Summary for details

- **Deadline: 1/31/2023**

MILESTONE 3 : SHIPMENT FOR STORAGE

- **Summary:** Identify Fitness Court® storage location and schedule Fitness Court® delivery
- **Requirement:** Accept Fitness Court® delivery and store at a secure location, prepare to be invoiced for program funds
- **Deadline: 2/1/2023-2/23/2022**

MILESTONE 4: INSTALL CONCRETE SLAB & ART APPROVAL

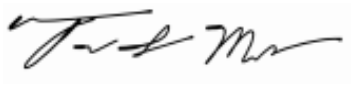
- **Summary:** Review slab drawings & schedule concrete installer, confirm Fitness Court orientation, Approve art print preview
- **Requirement:** Install concrete slab *(cure time of 28 days before Fitness Court® installation)*
- **Deadline: May 2023 or sooner pending weather**

MILESTONE 5: FITNESS COURT® ASSEMBLY

- **Summary:** Select Fitness Court® Assembly Team - NFC Factory Team EIS recommended, (EIS scope includes art install)
- **Requirement:** Confirm EIS or local contractor timeline with NFC, provide completed installation photos for NFC inspection
- **Deadline: June 2023 or sooner pending weather**

MILESTONE 6: PRESS LAUNCH CEREMONY

- **Summary:** hold Fitness Court® press launch event & ribbon cutting
- **Requirement:** Promote press release, hold launch event within campaign year (weather permitting)
- **Deadline: July 2023 or sooner pending weather**



Trent Matthias, Director
National Fitness Campaign

Rob Baumgarn, Director Parks and Recreation
Willmar, MN

It is noted by the National Fitness Campaign and the municipality, school or organization listed above that this document in no way constitutes a binding agreement, or requirement to proceed with the NFC Program at any time. Formal commitment occurs upon receipt of complete local match funding by the program awardee, with submission of Funding Confirmation Documentation to National Fitness Campaign.

City of Willmar

City Council Action Request

Council Meeting Date:	January 23, 2023	**Agenda Item Number:**	13.A.
Agenda Section:	Closed Session	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Actions related to pending litigation under 13D.05, Subd. 3(b) – City of Willmar v. Nicole Wortham and Public Employees Retirement Association of Minnesota		

RECOMMENDED ACTION:
Motion By:_____ Second By:_____ , to approve the Settlement and Release Agreement between the City and Nicole Wortham and to authorize the Mayor and City Administator to execute agreements.

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:
None