



WILLMAR CITY COUNCIL MEETING

MONDAY, DECEMBER 16, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of December 2, 2024
- B. Municipal Utilities Commission Meeting Minutes of December 9, 2024
- C. Planning Commission Minutes - December 4, 2024 Meeting
- D. Willmar Police Commission Meeting Minutes of November 4, 2024
- E. Reappointments to Boards and Commissions
- F. State of Minnesota Lease Amendment
- G. Consideration of Designating Polling Places for Elections 2025
- H. Resolution adopting the 2025 Fee Schedule
- I. Approve Criminal Prosecution Services for 2025 - 2027
- J. SafeAssure Consultants Safety Program Agreement
- K. Kandiyohi County Firefighter Honor Guard Lawful Gambling Application
- L. Resolution Designating ARPA Funds to Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund
- M. Police Department Squad Car Purchase Order
- N. Accounts Payable Report, 11/27/24 - 12/11/24

Information:

WMU Financial Report for October 2024

Finance Report through 11/30/2024

Directors Report

6. Approve Consent Agenda Items

7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Nordic Ski Club
 - B. Receive Testimony for Liquor License Violation
 - C. Approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.
 - D. Cannabis Ordinance Overview
 - E. Sunday Liquor License Renewals for 2025
 - F. Sale of THC Products 2025 License Renewals
 - G. Community Center Task Force Update
10. "Community Pride" Announcements
11. Adjourn

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

December 2, 2024
6:30 PM

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

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Interim Police Chief Michael Holme, Fire Chief Frank Hanson, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, Environmental Specialist Sara Sietsema, City Engineer Jared Voge, Director of Community Growth Pablo Obregon, City Clerk Vernae Larsen, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

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

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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of November 18, 2024
- B. City Council Work Session Minutes of November 26, 2024
- C. Municipal Utilities Commission Meeting Minutes of November 25, 2024
- D. Parks and Recreation Board Minutes of October 14, 2024
- E. Approving **Resolution No. 2024-154** Pursuit of Transportation Alternatives Grant Program and **Resolution No. 2024-155** Active Transportation Funding
- F. Legal Services Rates for 2025
- G. Accounts Payable Report, 11/14/24 - 11/26/24

H. **Resolution No. 2024-156** 2025 Improvement Projects Intent to Reimburse Information:

I. Monthly Building Report -November 2024

Council Member Ask moved to **Approve Consent Agenda Items**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Public Hearing:

A. **Truth in Taxation Hearing**

Mayor Reese opened the Public Hearing at 6:38 p.m. Finance Director Tom Odens presented the Mayor's 2025 Budget.

Joe Ridler, 1992 20th Ave. SW, expressed his unhappiness with the way the city assesses houses stating that taxes should be used for infrastructure not administration. He feels it's time to cut the budget and that our taxes should be for services, police and parks, not for feel good items.

Von Hoover, 204 SE Augusta Avenue, stated that his taxes have doubled. He would like things to get in line and be fair.

Adam Hedloff, 4237 104th Avenue NE, wanted to talk about his property at 1305 1st Street South. He expressed that his property is not valued fairly and is valued much higher than what he purchased it for. He feels his property value should reflect the purchased price. City Administrator Leslie Valiant informed him that the meeting to address that would be at the Board of Equalization meeting in the spring of each year.

Following public comment, Director Odens presented the 2025 Tax Levy. Mayor Reese closed the public hearing at 6:50 p.m. Following discussion, Council Member Nelsen moved to approve **Resolution No. 2024-157 Approving the 2025 Mayor's Proposed Budget in the amount of \$61,160,160**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 1.

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

Council Member Shuldes made a motion to approve **Resolution No. 2024-158 Approving the 2025 Tax Levy at a total of \$11,132,914**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

B. Ordinance Amending Sanitary Sewer Rates 2025 through 2029

Mayor Reese opened the public hearing at 7:10 p.m. Public Works Director Justin DeLeeuw presented information from the rate study showing the need for a rate increase.

Joe Ridler, 1992 20th Ave. SW, asked what is due next year and the following year on the bonds. He asked how we were going to pay those bills.

Following public comment, Mayor Reese closed the hearing at 7:16 p.m. Council Member Shuldes moved to **Adopt Ordinance No. 1532 Amending Sanitary Sewer Rates 2025 through 2029**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Fagerlie moved to **Publish the Ordinance by Summary**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Regular Business:

A. JOTS Purchase Agreement Amendments

Planning and Development Director Christopher Corbett provided information regarding necessary amendments to the Jennie-O Turkey Store Purchase Agreement. Council Member Asmus moved to approve **Resolution No. 2024-159 approving the JOTS Purchase Agreement Amendments**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Asmus moved to **authorize the Mayor and City Administrator to sign a final version and proceed with scheduling a close date**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

B. Amendment to CURA purchase agreement

City Attorney Robert Scott presented information to the Council supporting the need to approve the amendment and assignment of the Cura commercial property purchase agreement. Council Member Ask moved to **Amendment to CURA purchase agreement**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

At 7:30 p.m., Council Member Nelsen moved to **Adjourn**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2024-154

A RESOLUTION AUTHORIZING THE PURSUIT OF TRANSPORTATION ALTERNATIVES GRANT PROGRAM FUNDING FOR THE LAKELAND DRIVE PATH PROJECT

Motion By: Ask

Seconded By: Shuldes

Whereas the Minnesota Department of Transportation' Transportation Alternatives Program (TAP) makes federal funding for non-motorized infrastructure available to applicants across Greater Minnesota;

Whereas in this funding cycle the MnDOT's Greater MN Area Transportation Partnerships

(ATPS) will award \$12.45 million in funding to selected projects in Greater Minnesota that will effectively expand multimodal transportation;

Whereas TAP funds are federal funds eligible for use on construction and design costs while the applicant will be responsible for providing a 20% local match;

Whereas existing bike and pedestrian infrastructure are fragmented, creating safety risk for users and discouraging alternative transportation modes;

Whereas Lakeland Drive has several barriers to accessibility identified in Willmar's 2020 ADA Transition Plan that will be addressed by the Lakeland Drive Path Project;

Whereas the Lakeland Drive Path Project will expand multimodal access to critical employment centers downtown and on the Minnwest Technology Campus;

Whereas the Lakeland Drive Path Project will expand multimodal access to Willmar Senior High School for students ineligible to receive bus service along Lakeland Drive;

Whereas the City of Willmar is a state-aid city that is prepared to execute the grant agreement and ensure the proposed project meets all project milestones and deadlines;

Now, Therefore Be It Resolved, the Willmar City Council hereby approves the City of Willmar's pursuit of TAP funds for the Lakeland Drive Path Project;

Therefore, Be It Further Resolved, the City of Willmar is committed to the development and construction of the proposed project in a timeframe that supports grant agreement requirements;

Therefore, Be It Further Resolved, that the City of Willmar is committed to operating and maintaining all facilities constructed with TAP funding for the useful life of the project and to not change the use of the right of way without approval by the FHWA.

Dated this 2nd day of December, 2024.

/S/ Douglas E. Reese
Doug Reese, Mayor

Attest:

/S/Vernae Larsen
Vernae Larsen, City Clerk

RESOLUTION NO. 2024-155

**A RESOLUTION AUTHORIZING THE PURSUIT OF ACTIVE TRANSPORTATION FUNDING FOR THE
LAKELAND DRIVE PATH PROJECT**

Motion By: Ask

Seconded By: Shuldes

Whereas the Greater Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve transportation options and reduce vehicle miles traveled;

Whereas the program was established by the Minnesota Legislature in 2018 and is defined in Minnesota Statute 174.38;

Whereas in this funding cycle the Minnesota Department of Transportation will award \$12.5 million in state funding to selected projects in Greater Minnesota that will effectively address safety concerns, equity, and engage the community in project development;

Whereas AT funds are eligible for use on construction costs while the applicant will be responsible for financing ineligible costs including project design and engineering costs;

Whereas existing bike and pedestrian infrastructure are fragmented, creating safety risk for users and discouraging alternative transportation modes;

Whereas Lakeland Drive has several barriers to accessibility identified in Willmar's 2020 ADA Transition Plan that will be addressed by the Lakeland Drive Path Project;

Whereas the Lakeland Drive Path Project will expand multimodal access to critical employment centers downtown and on the Minnwest Technology Campus;

Whereas the City of Willmar is a state-aid city that is prepared to execute the grant agreement and ensure the proposed project meets all project milestones and deadlines;

Now, Therefore Be It Resolved, the Willmar City Council hereby approves the City of Willmar's pursuit of AT funds for the Lakeland Drive Path Project;

Therefore, Be It Further Resolved, the City of Willmar is committed to the development and construction of the proposed project in a timeframe that supports grant agreement requirements;

Dated this 2nd day of December, 2024.

/S/ Douglas E. Reese
Doug Reese, Mayor

Attest:

/S/Vernae Larsen
Vernae Larsen, City Clerk

RESOLUTION NO. 2024-156

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

Motion By: Ask Second By: Shuldes

BE IT RESOLVED, by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the “reimbursement allocations” described in the Regulations, being generally written allocations that evidence the City’s use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 2nd day of December, 2024, by the Willmar City Council

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the “City”), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the “Regulations”), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the “Declaration”) for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the “Project”) and the costs thereof to be financed: 2025 Street Improvements Bond.

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the “Bonds”) to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$16,878,300.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: December 2, 2024

/S/Vernae Larsen
Vernae Larsen
City Clerk
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on December 2, 2024. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member Ask moved the adoption of the Resolution, which motion was seconded by Council Member Shuldes. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield

and the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 2nd day of December, 2024.

/S/Vernae Larsen
City Clerk
City of Willmar, Minnesota

RESOLUTION NO. 2024-157
ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2025, which has been submitted by the Mayor and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 22,069,282
Capital Improvements	14,191,046
Special Revenue/Internal	4,734,399
Debt Service	6,007,003
Enterprise (Wastewater)	<u>14,158,430</u>
Total 2025 Budget	\$ 61,160,160

Dated this 2nd day of December, 2024

/S/ Douglas E. Reese
Mayor

/S/Vernae Larsen

ATTEST: City Clerk

RESOLUTION NO. 2024-158

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2025, upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$ 9,410,932
Street Improvement Fund	\$ 1,134,982
City Hall Debt	<u>\$ 587,000</u>
Total	\$11,132,914

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2025 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 2nd day of December, 2024

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2024-159**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA REAPPROVING A COMMERCIAL PROPERTY PURCHASE AGREEMENT WITH
JENNIE-O TURKEY STORE, INC

WHEREAS, on April 1, 2024, the City Council of the City of Willmar held a duly noticed public hearing related to the sale of certain City owned property in the City's Industrial Park to Jennie-O Turkey Store Inc ("JOTS"), upon JOTS contacting the City about acquiring the property that directly abuts its other production facilities; and

WHEREAS, on April 1, 2024, the City Council of the City Willmar passed an Ordinance authorizing the sale of said property to JOTS, in addition to also passing a Resolution approving the Commercial Purchase Agreement for the transaction with JOTS; and

WHEREAS, after the City Council approvals were given, the City learned the intended use of the property by JOTS had changed, requiring certain necessary revisions to the previously approved Commercial Purchase Agreement; and

WHEREAS, the City and JOTS have negotiated substantial revisions to the Commercial Purchase Agreement, which include: the City maintaining a Right of First Refusal to reacquire the property from JOTS should they attempt to sell the property instead of a conditional option to repurchase the property if no development occurs as was previously agreed to, the removal of earnest money being paid for the transaction, ensuring a closing date occurs before the end of the year 2024, and the reservation of certain easements in favor of the City, among other changes; and

WHEREAS, the purchase price for the transaction and the actual property being sold has not changed since the public hearing on April 1, 2024; and

WHEREAS, due to both the scope of JOTS's intended use for the property changing, and due to the terms of the Purchase Agreement being substantially revised, City Council reapproval of the Purchase Agreement is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the Commercial Property Purchase Agreement, attached hereto as Exhibit A, is hereby approved, and the Mayor and City Administrator are authorized to sign a final version thereof that is in substantial conformity with the draft attached as Exhibit A.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota, that the Right of First Refusal agreement, which is an exhibit to the Commercial Property Agreement attached as Exhibit A, is hereby approved and the Mayor and City Administrator are authorized to sign a final version thereof that is in substantial conformity with the draft attached as Exhibit A.

Dated this 2nd day of December, 2024

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

**EXHIBIT A
Commercial Purchase Agreement**

WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – December 9, 2024

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular meeting scheduled Monday, December 9, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, Dave Baumgart, John Kennedy, Terrill Sieck, and Bruce DeBlieck. Absent were Commissioners Carol Laumer and Patricia Elizondo.

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

The meeting commenced with the recitation of the Pledge of Allegiance. Commission President Mueske announced that an additional item, the General Manager search process update, would be added to the presented agenda. Following review and discussion, Commissioner Kennedy offered a resolution to approve the consent agenda, including the additional agenda item. Commissioner Baumgart seconded.

RESOLUTION NO. 44

“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: November 25, 2024 MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241742 to No. 20241833 and associated wire transfers inclusive in the amount of \$192,003.33.

Dated this 9th day of December, 2024.

President

Attest:

Secretary

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

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

Staff Electrical Engineer Smith reviewed DGR Engineering's Task Order #13, which provides engineering services for replacing existing 230 kV and 69 kV transmission line structures. The scope of the proposed services includes design, bidding, and construction phases, with an all-inclusive fee of \$67,000. Smith noted the approved budget for the project is \$375,000, and estimated materials and equipment costs are \$262,000, bringing the total project cost to \$329,000 (well below budget). Following review and discussion, Commissioner DeBlieck offered a resolution to approve DGR Engineering's Task Order #13 as presented. Commissioner Sieck seconded.

RESOLUTION NO. 45

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that DGR Engineering of Rock Rapids, Iowa, is hereby authorized to provide professional engineering services for the 230 kV and 69 kV Transmission Structure Replacement Project for the total amount of \$67,000.00 .”

Dated this 9th day of December, 2024.

President

Attest:

Secretary

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

For information and review, IS Coordinator Sangren presented the Commission with the annual review of the Information Technology (IT) Department. The 2024 report included an update of current and completed projects, highlighting the following key areas:

a) Operations & Maintenance Projects

- i) Implemented Tyler Technologies new utility billing software:
 - (1) Converted scanned document data.
 - (2) Integrated with CRC (after hrs. call center).
 - (3) CRC created PCI-compliant process for credit card payments.
 - (4) Created process for data export to MDM system.
- ii) Migrated on-premise exchange server to Microsoft 365 Cloud.
- iii) Moved email archiving to the cloud.
- iv) Updated off-site backup equipment.
- v) Updated battery backup in server room.
- vi) Updated iPads for Staff and Commission.
- vii) Replaced desktops and laptops as needed.

b) Cybersecurity

- i) Penetration Testing:
 - (1) Performed by White Oak Security (now CyberAdvisors)
 - (2) External and internal testing were completed in July
 - (3) Retesting will be completed in December, with report to follow upon completion
- ii) Continued cybersecurity education for staff, including:
 - (1) KnowBe4 training sources.
 - (2) “Scam of the Week” articles.

The review highlighted the department’s focus on modernizing infrastructure, enhancing operational efficiency, and maintaining robust cybersecurity practices.

Interim General Manager Johnson informed the Commission that an annual business matter would be to establish regular Commission meeting times and site location for 2025. Following review, Commissioner Baumgart made a motion to set the 2025 Municipal Utilities Commission meeting schedule as presented, with meetings to be held on the second and fourth Mondays of each month (unless otherwise designated, see attached schedule) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Kennedy seconded the motion which carried by a vote of five ayes and zero nays.

Commissioner Mueske informed the Commission that the process continues to fill the General Manager position is ongoing. The WMU Negotiating Committee, consisting of Commissioners Elizondo, Laumer and DeBlieck, in collaboration with Liza Donabauer of David Drown & Associates, will be negotiating an agreement with Staff Electrical Engineer Smith for the position. Mueske also expressed the Commission's appreciation to Interim General Manager Johnson for her continued service and support throughout this process.

Interim General Manager Johnson presented the 2025 hourly rate schedule from Flaherty & Hood, P.A., to provide legal services for WMU. This was for information only.

Interim General Manager Johnson informed the Commission that future meetings of both the Labor and Planning Committees would be forthcoming. Tentative Labor Committee agenda items will include the new building land acquisition and the MUC Self-Survey. Tentative future Planning Committee agenda items will include the new building and new generation.

Upcoming events to note:

- MMUA Legislative Conference: Jan. 28-29, 2025 (St. Paul)
- APPA Legislative Rally: Feb. 24-26, 2025 (Washington, DC)

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Seck seconded the motion, which carried by a vote of five ayes and zero nays. The meeting was adjourned at 12:00 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary



**WILLMAR MUNICIPAL UTILITIES
2025 MUC MEETING SCHEDULE**

Regular meetings of the Municipal Utilities Commission for the year 2025 will be held on the second and fourth Mondays of the month at 11:45 a.m., in the Municipal Utilities Auditorium, 700 SW Litchfield Avenue, Willmar, Minnesota, according to the following schedule unless revised by order of the Municipal Utilities Commission.

January 13, 2025	July 14, 2025
January 27, 2025	July 28, 2025
February 10, 2025	August 11, 2025
February 24, 2025	August 25, 2025
March 10, 2025	September 8, 2025
March 24, 2025	September 22, 2025
April 14, 2025	October 13, 2025
April 28, 2025	October 27, 2025
May 12, 2025	November 10, 2025
May 27, 2025 *	November 24, 2025
June 9, 2025	December 8, 2025
June 23, 2025	December 22, 2025

*Denotes Tuesday

BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION

Commission President

**WILLMAR PLANNING COMMISSION
WEDNESDAY, DECEMBER 4, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, December 4, 2024, at 6:30pm at City Hall.

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

Members Absent: Steve Dresler; and Yvon Fils-Aime.

Others Present: Christopher Frank (City Planner); Holly Booth (Prairie Lakes Youth Programs); Andy Hill (Bolton-Menk).

1. Chairman Marchand called for order at 6:28PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Commissioner Poe motioned, seconded by Commissioner Newberg, to approve the November 6, 2024 meeting minutes. The motion passed unanimously.**
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.1 HEARING AND ACTION

None.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 CHRISTIANSON & ASSOC.: MAJOR SUBDIVISION

Location: East HWY 12, Adjacent to DQ; Parcel #: 95-913-0990; Ward 3.

Planner Frank provided an overview of the proposed subdivision, which involves splitting the Dairy Queen parcel. The subdivision will create three lots: one for Dairy Queen, one for a new Christianson & Associates building, and a third back lot. The project will include a parking lot with approximately

70 spaces, a retention pond on the southwest side, and an easement across the Best Western land for access to the back lot.

The project triggers a major subdivision review due to its adjacency to Highway 12, requiring MnDOT involvement. The ditch and wetland on the property will remain. The final plat is pending title commitments and review by MnDOT. A public hearing will be scheduled once the plat is finalized.

6.3.2 PRAIRIE LAKES YOUTH PROGRAMS: CONDITIONAL USE PERMIT

Location: 1005, 1013 LAKELAND DR. NE; Parcel #: 95-911-0600, 95-911-0605; Ward 1.

Holly Booth, Executive Director of Prairie Lakes Youth Programs, provided background on the organization and its need for a conditional use permit. Prairie Lakes Youth Programs provides residential services to youth in secure, non-secure, and group home settings. A fire at their Midwest campus facility displaced 16 youth, prompting the need for additional housing. Prairie Lakes Youth Programs plans to relocate some of the displaced youth to a third house on Lakeland Drive, which was originally used as a group home by Kandiyohi County.

The proposed use requires a conditional use permit and a planned unit development (PUD) to accommodate 12 residents. The PUD will allow for doubling the normal capacity of a licensed residential facility in the R2 zone. A public hearing on the conditional use permit and PUD is planned for the December 18th meeting.

7. DIRECTOR'S REPORT

Planner Frank updated the Commission that the last meeting of the year will be December 18th, which will be Chairman Marchand's last meeting. The first meeting of the new year will be January 15th, where reorganization of the board will need to occur.

8. MISCELLANEOUS

None.

9. ADJOURN

With no further business to discuss, **Commissioner Holwerda motioned to adjourn the meeting, seconded by Commissioner Buzzeo, and the meeting was adjourned at 7:04 PM.**

MINUTES
WILLMAR POLICE COMMISSION
Monday, November 4, 2024

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

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Lilbon Clark, and Secretary Kris Rosendahl. Interim Chief Mike Holme, Captain Mike Anderson, City Administrator Leslie Valiant, City Operations Director Kyle Box, and Administrative Assistant Lynn Shuldes were also present.

The meeting was called to order by President Schulstad at 9:00 a.m.

A motion was made by Commissioner Schulstad, seconded by Commissioner Clark to approve the October 29th minutes as submitted. **Motion carried.**

City Operations Director Box summarized the drafted minutes from Friday, November 1st when the Commission members spent time with staff reviewing the Requests For Proposals that were received from eight executive recruiting agencies for the hiring of Chief of Police. City staff discovered that this meeting was not correctly posted and did not meet the requirements of the Open Meeting Law. No actions from this meeting will be recorded. (see attached DRAFT minutes) After all discussion and questions were answered, the Commission stated they were ready for a vote. A motion was made by Commissioner Rosendahl, seconded by Commissioner Clark that if the city council approves to use an external executive recruiting agency, the Police Commission recommends the use of Baker-Tilly as the executive recruiting firm. **Motion carried.**

Having no further business, a motion was made by Commissioner Schulstad and seconded by Commissioner Clark to adjourn. The meeting was adjourned at 09:33 a.m.

by Lynn Shuldes

At 1:00 P.M. (11/1/2024), City staff discovered that the November 1, 2024, Police Commission meeting was not correctly posted and did not meet the requirements of the Open Meeting Law. No actions from this meeting will be recorded. The discussion from the November 1, 2024, Police Commission meeting will be reviewed in its entirety at its next meeting. This document will not be considered official minutes of the Police Commission.

Minutes

Police Commission

Friday, November 1, 2024

A meeting of the Willmar Police Civil Service Commission was held on Friday, November 1, 2024, at City Hall, 333 6th Street SW, Willmar, MN.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Lilbon Clark, and Secretary Kris Rosendahl. Mayor Doug Reese, City Administrator Leslie Valiant, Interim Police Chief Michael Holme, Police Captain Mike Anderson and City Operations Director Kyle Box were also present.

President Schulstad called the meeting to order at 10:30 a.m.

City Administrator Leslie Valiant introduced the agenda item and provided background information on the executive search process. Eight proposals were submitted to the City to be reviewed by the Police Commission. Of the eight proposals that were received, four were noted to be further evaluated for consideration.

The Commission reviewed four submissions in greater detail: Baker Tilly, GMP Consultants, Government Professional Solutions (GPS), and MGT.

After reviewing the proposals, the key factors were discussed and considered by the Police Commission.

- Internal vs. External Recruitment Process
 - President Schulstad and Secretary Rosendahl expressed that the recruitment search be conducted internally by city staff. City Administrator Valiant expressed that if the decision is made to conduct the recruitment process internally, the City would, to the best of its ability, create a similar recruitment process and experience. However, Administrator Valiant commented that the City's capacity and expertise would not necessarily match what is being offered by the executive search firms.
- Capacity of City Staff to conduct the recruitment process internally
 - The Police Commission understands that if the recruitment process is to be conducted internally, staff will be asked to prioritize the recruitment of the Police Chief. Additional time and resources will be necessary in order for an internal requirement process to be completed. Generally, the Police Commission did not see it practical or efficient for this process to be done internally at the same level of completeness and timeliness as an executive search firm

- Cost of hiring an external firm to assist the City
 - The Police Commission discussed the external and internal costs of the recruitment process. It is known that if the recruitment process is done internally, internal costs and time will be dedicated to the hiring process.
- Continued involvement of the Police Commission throughout the recruitment process
 - It was affirmed that the Police Commission will continue to be involved with the recruitment process of the Police Chief.

After all considerations and discussion, the Police Commission was comfortable working with an executive search firm to assist the City with recruiting a Police Chief.

Motion by Clark, Seconded by Schulstad, to recommend Baker Tilly as the executive search firm to be selected if approved by the City Council. All voted in favor.

At 12:22 P.M, Motion by Schulstad, seconded by Rosendahl to adjourn.



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Reappointments to Boards and Commissions		

RECOMMENDED ACTION:

Approve the re-appointments as presented to Willmar's various board and commissions.

OVERVIEW:

The following are recommended for reappointment to the following boards

Board/Commission	Name	Term	Term Expires
Airport Commission	Ryan Nelson	2nd term	12/31/2027
Airport Commission	Dan O'Meara	3rd term	12/31/2027
Human RightsCommssion	Heidi Jo Ahmann	2nd term	12/31/2027
Human Rights Commission	Peggy Karsten	2nd term	12/31/2027
Municipal Utilities Commission	Carol Laumer	2nd term	12/31/2027
Municipal Utilities Commission	Shawn Muske	4th term	12/31/2027
Police Commission	Earline Schulstad	4th term	12/31/2027
Planning Commission	Stacy Holwerda	2nd term	12/31/2027
Planning Commission	Steve Dresler	2nd term	12/31/2027
Parks and Recreation Board	Alan Setrum	2nd term	12/31/2027
Pioneerland Library Board	Willmar Patterson	2nd term	12/31/2027

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Justin DeLeeuw, Public Works Director
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	State of Minnesota Lease Amendment		

RECOMMENDED ACTION:

To approve Amendment No. 5 to lease No. PS0246 with the State of Minnesota Department of Public Safety, Driver and Vehicle Services for a motorcycle skills test course in the City right of way.

OVERVIEW:

The City first received a request in 2005 from the State of Minnesota to enter into a 5-year lease agreement allowing the Department of Public Safety to use an area of land on the north end of Transportation Drive for the testing of motorcycle license applicants. Since that time, the lease has been amended every 5 years (2010, 2015, and 2020) to allow for continued use of the right of way. Currently, the lease is scheduled to end on April 30, 2025. Amendment No. 5 would renew the lease for a period of 5 years, commencing May 1, 2025, through April 30, 2030.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

Deny the Amendment and let the lease expire.

ATTACHMENTS:

1. Lease No. PS0246 Amendment No. 5 - 2025-2030
2. RESOLUTION AUTHORIZING THE EXECUTION OF THE STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY LEASE AGREEMENT NO. PS0246 – AMENDMENT NO. 5.
3. Lease No. PS0246 Amendment No. 4 - 2020-2025
4. Aerial Map

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 5

Lease No. PS0246

THIS AMENDMENT, made by and between City of Willmar, 333 6th Street SW, Willmar, MN 56201, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0246.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0246, involving the lease of an area approximately 30' x 75' (2,250 usable square feet) of mutually agreed upon area of land on the north dead end of Transportation Drive in the county of Kandiyohi;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0246 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing May 1, 2025 and continuing through April 30, 2030 ("Renewal Term"), at the same terms, conditions and rental rate.
2. **RENT** The consideration for this Lease Agreement shall be the mutual benefits to both parties of this Lease Agreement.
3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: CITY OF WILLMAR

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER
Delegated To:

By _____

Title _____

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

By _____

Title _____

Date _____

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE STATE OF MINNESOTA DEPARTMENT OF
PUBLIC SAFETY LEASE AGREEMENT NO. PS0246 – AMENDMENT NO. 5.**

Motion By:_____

Second By:_____

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Lease Agreement No. PS0246,
“Agreement for Motorcycle Skill Test Course” on the north dead end of Transportation Drive in
Willmar, Minnesota is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement
and any amendments on behalf of the City of Willmar.

Dated this 16th day of December, 2024

Mayor

Attest:

City Clerk

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 4

Lease No. PS0246

THIS AMENDMENT, made by and between City of Willmar, 333 6th Street SW, Willmar, MN 56201, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0246.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0246, involving the lease of an area approximately 30' x 75' (2,2250 usable square feet) of mutually agreed upon area of land on the north dead end of Transportation Drive in the county of Kandiyohi

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0246 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing May 1, 2020 and continuing through April 30, 2025 ("Renewal Term"), at the same terms, conditions and rental rate.
2. **RENT**
 - 2.1 The consideration for this Lease Agreement shall be the mutual benefits to both parties of this Lease Agreement.
3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: CITY OF WILLMAR

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

By Brian Groment
Title City Administrator
Date March 16, 2020

By Mark E. [Signature]
Title Mayor
Date 3-27-20

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER
Delegated To:

By Theresa Waldrop
Title Lease Supervisor
Date 03-30-2020

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

By Rita Wurm
Title Deputy Director
Date 03/30/2020

RESOLUTION NO. 2020-047

A RESOLUTION AUTHORIZING THE EXECUTION OF THE STATE OF MINNESOTA DEPARTMENT OF
PUBLIC SAFETY LEASE AGREEMENT NO. PS0246 - AMENDMENT NO. 4.

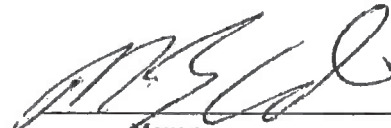
Motion By: Plowman

Second By: Asmus

IT IS RESOLVED by the City of Willmar as follows:

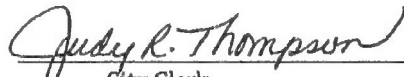
1. That the State of Minnesota Lease Agreement No. PS0246,
"Agreement for Motorcycle Skill Test Course" on the north dead end of Transportation Drive in
Willmar, Minnesota is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement
and any amendments on behalf of the City of Willmar.

Dated this 16th day of March, 2020



Mayor

Attest:



City Clerk





City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of Designating Polling Places for Elections 2025		

RECOMMENDED ACTION:

Adopt the Resolution Designating Polling Places for Elections in 2025

OVERVIEW:

In accordance with Minnesota Statutes 204B.16, Subdivision 1, which was changed in the 2017 legislative session, by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year unless a change is made.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Polls 2025 Elections

RESOLUTION NO.

RESOLUTION APPROVING DESIGNATING POLLING PLACES FOR ELECTIONS IN 2025

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2025 Elections:

FIRST WARD:	1 st Precinct	National Guard Armory 614 North Highway 71
	2 nd Precinct	Four Season Shelter, Robbins Island 945 Business Hwy 71 N
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Rock of Life, CRC 1708 Southwest 8th Street
	4 th Precinct	Mail Ballot
THIRD WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	Willmar Education and Arts Center 611 West 5th Street
FOURTH WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	First Covenant Church 801 Southwest Willmar Avenue

Dated this 16th day of December 2025.

Attest:

MAYOR

CITY CLERK



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Resolution adopting the 2025 Fee Schedule		

RECOMMENDED ACTION:

That the City Council Adopt the 2025 Fee Schedule

OVERVIEW:

The City of Willmar has an adopted fee schedule that lists fees for various licenses, permits, rental rates, labor, and equipment rates. Staff has reviewed and updated the 2025 Fee Schedule. Recommended amendments to the Fee Schedule are due to increased issuance costs, general maintenance, and new services.

The Council packet includes a relined and clean version of the 2025 Fee Schedule.

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

None Recommended

ATTACHMENTS:

1. 2025 Fee Schedule_REDLINE
2. 2025 Fee Schedule
3. Resolution 2025 Fee Schedule



2025 Fee Schedule
Adopted: 12/16/2024
Revised:

City Clerk

Charge/ Rate

Liquor License Investigation Fee:

Sole Proprietor	\$	125.00
Partnership	\$	150.00
Corporation	\$	300.00
Limited Liability Company	\$	150.00

Liquor Licenses:

On-Sale Intoxicating Liquor	\$	4,000.00	Annual
Off-Sale Intoxicating Liquor	\$	950.00	Annual
Club On-Sale Intoxicating Liquor	\$	300.00	Annual
On-Sale Wine	\$	200.00	Annual
On-Sale Sunday	\$	200.00	Annual
On-Sale 3.2% Intoxicating Liquor	\$	150.00	Annual
Temporary On-Sale Intoxicating Liquor	\$	100.00	Annual
On-Sale Taproom	\$	150.00	Annual
Off-Sale Taproom	\$	150.00	Annual
Off-Sale Brewpub	\$	150.00	Annual
City Park Special Event - Intoxicating Liquor	\$	100.00	Event
Civic Center Special Event - Intoxicating Liquor	\$	100.00	Event
Community Festival Event - Intoxicating Liquor	\$	100.00	Event

Miscellaneous:

Café - Restaurant, Bowling Alley, Taxi Cab	\$	50.00	Annual
Carnival, Circus, Exhibition	\$	30.00	Day
Cat & Dog	\$	3.00	Annual
	\$	7.50	Annual

Dance, Parade, Run/Walk/Special Event, Street Fair	\$	30.00	Event
Dumpster, Service Parking	\$	30.00	Month
Fireworks Indoor Display	\$	100.00	Event
Fireworks Outdoor Display	\$	100.00	Event
Fireworks Sales & Storage	\$	100.00	Event
Mobile Food Unit	\$	50.00	Event
	\$	150.00	Annual
Pawnbrokers	\$	150.00	Annual
Street Closure	\$	50.00	Event
Theatre	\$	300.00	Annual
Tetrahydrocannabinol (THC)	\$	2,000.00	Annual
Massage Therapy Business	\$	200.00	Annual
Massage Therapy Individual	\$	50.00	Annual
Cannabis Registration	\$		500.00 Annual
Cannabis Renewal Registration	\$		1,000.00 Annual

Cannabis Fees shall be charged in an amount not to exceed the above stated amounts or half the amount of the state license fee under M.S.A. 342.11, whichever is less.

Administrative Fees:

Chapter 9, Article I, Section 9-3			
Nuisance Abatement	\$	75.00	Event
Removal of Weed/ Grass Nuisance	\$	75.00	Event
Removal of Infected Trees	\$	75.00	Event
Payment for Current Services	\$	75.00	Event

Labor All Labor rates will be calculated at the employee's wage and benefit rates unless otherwise identified.

Public Works

Maintenance Trucks:			
1/2 -3/4 Ton Truck	\$	18.00	Hour
1 Ton Truck	\$	20.00	Hour
1 Ton Truck - Plow	\$	27.00	Hour

1 Ton Truck - Water tank	\$	27.00	Hour
3-5 Ton Tuck	\$	35.00	Hour
3-5 Ton Truck - Plow/ Sander	\$	41.00	Hour
3-5 Ton Truck - Plow/ Sander/ Wing	\$	55.00	Hour

Heavy Equipment:

2-3 CY Loaders	\$	82.00	Hour
Loader/Plow/Wing	\$	102.00	Hour
Loader/Snow Blower	\$	122.00	Hour
Motor Grader	\$	96.00	Hour
Motor Grader/ One-Way Plow	\$	102.00	Hour
Motor Grader/ One-Way Plow/ Wing	\$	115.00	Hour
40-50 HP Tractor	\$	25.00	Hour
40-50 HP Tractor/ Attachments	\$	40.00	Hour
MT Trackless/ Blower/ Mower	\$	61.00	Hour
90 HP Tractor/ 22' Flail Mower	\$	55.00	Hour
30-40 HP Unit Mower/ Blower/ Sweeper	\$	40.00	Hour
Skid-Loader	\$	40.00	Hour
Skid-Loader/ Attachments	\$	50.00	Hour
Snowplowing Sidewalks	\$	1.00	Linear Foot

Plus Labor and
Equipment

Specialty Equipment:

Air Conveyance Unit	\$	55.00	Hour
Elgin Sweeper (4 CY)	\$	70.00	Hour
Hydraulic Sewer Cleaner	\$	68.00	Hour
Paint Sprayer	\$	10.00	Hour
Paint Sprayer and 1 Ton Truck	\$	30.00	Hour
50' Bucket Truck	\$	70.00	Hour
30' Bucket Truck	\$	41.00	Hour
Brush Chipper	\$	29.00	Hour
Tamper	\$	9.00	Hour
Bituminous Distributor and Truck (Less Material)	\$	50.00	Hour
Bituminous Roller	\$	55.00	Hour

Grass and Leaf Pickup Broom	\$	29.00	Hour
Chain Saws	\$	10.00	Hour
Trailers	\$	12.00	Hour
Over Seeder	\$	29.00	Hour
Turf Pro	\$	29.00	Hour
Gator and sprayer	\$	27.00	Hour
Generator	\$	10.00	Hour
Trash Pumps	\$	10.00	Hour
Utility Vehicle with Crane Hoist	\$	42.00	Hour
Air Compressor	\$	42.00	Hour

Materials:

Winter Sand Mixed with Salt	\$	55.00	Cubic Yard
Gravel	\$	20.00	Ton
Bituminous Cold Mix	\$	105.00	Ton
Chalk Dust - 50lb.	\$	8.00	Bag
Diamond Dry - 50lb.	\$	13.00	Bag
Bituminous Repair (Including Labor and Equipment)	\$	55.00	Cubic Yard

Labor:

Regular	Contract Rate + 53%
Overtime	Contract Rate + 53%

Permits:

Excavation/ R.O.W	\$	125.00	R.O.W Crossing	
Deposit	\$	3,000.00	Site/Project	If project exceeds \$10,000
Bond	\$	25,000.00	Site/Project	If project exceeds \$10,000

Access Fees:

Industrial Park Storm Pond	\$	835.00	Acre
Radio Station Drive Lift Station	\$	595.00	Acre
Abbot Drive Lift Station	\$	895.00	Acre

Wastewater Treatment:

5,000 Gallon Tanker with Hydraulic Boom	\$	30.00	Hour
Portable Lab Sampler	\$	5.00	Hour

Airport:

Conference Room	\$	40.00	Event
	\$	-	Airport Related Events

Parks & Recreation

Ball Fields:			
Baseball/ Softball Fields	\$	50.00	Game
	\$	250.00	Day
Lights for Ball Fields	\$	25.00	Day
Baker Field	\$	300.00	Day
Orange Field	\$	250.00	Day
Picnic Area - Taunton Stadium	\$	75.00	Day

Shelters:

4-Season Shelter	\$	150.00	\$	155.00	Day
Rice & Guri Shelters	\$	130.00	\$	135.00	Day
Shelter 1 & Hilltop	\$	120.00	\$	125.00	Day
Open Shelter 2	\$	40.00	\$	45.00	Day
Damage Deposit	\$	100.00			

Equipment

Bleachers - 7 High	\$	100.00	Day	Plus Labor
Picnic Tables (12 Maximum)	\$	10.00	Table/ Day	
Barricades	\$	2.00	Day	
	\$	20.00		Minimum Charge for Hauling Barricades

Showmobile:

Willmar Events - Nonprofit	\$	215.00	Day	Plus Labor
Willmar Events	\$	500.00	Day	Plus Labor
Damage Deposit	\$	200.00		
Staff Expenses		\$80.00 - \$280.00		

Aquatic Center

Season Passes				
Individual	\$	90.00	Season	
Family of Two	\$	135.00	Season	
Family of Three	\$	145.00	Season	
Family of Four	\$	155.00	Season	
Family of Five	\$	165.00	Season	
Family of Six	\$	175.00	Season	
Additional Members	\$	15.00	Season	
Daily Admission	\$	3.00	\$ 4.00 Day	
Observers	\$	3.00	\$ 4.00 Day	
Group Admissions	\$	2.50	\$ 3.50 Day	
Discount Coupons:				
10 Coupons	\$	25.00	\$ 30.00	
20 Coupons	\$	40.00	\$ 45.00	
Pool Rental	\$	100.00		Plus Labor

City Auditorium

				Not to Exceed \$300 per day min two hours
Gym Rental	\$	100.00	Hour	
Staffing	\$	30.00	Hour	
Stage	\$	20.00	Hour	

Civic Center

Cardinal Arena Dry Floor	\$	600.00	Day	Plus services
Cardinal Arena Ice Rental	\$	160.00	Hour	
Blue Line Arena Dry Floor	\$	400.00	Day	Plus services

Blue Line Arena Ice Rental	\$	155.00	Hour	
Staffing	\$	40.00	Hour	
Community Center				
Burlington Northern Room	\$	125.00	Day	
Selvig Room	\$	125.00	Day	
Sunshine Room	\$	75.00	Day	
Reynolds Room			Day	
Staffing	\$	30.00	Hour	
Events and Recreation Center				
Meeting Room A	\$	25.00	Day	
Meeting Room B	\$	25.00	Day	
Meeting Room A/ B Combined	\$	40.00	Day	
Community Room	\$	60.00	Day	
				Not to exceed
				\$400 per day min
Dry Floor Space/ Gym	\$	100.00	Hour	2 hours
Staffing	\$	40.00	Hour	
				\$400 max/per
Turf Fields	\$	100.00	Hour	field
Damage Deposit - Turf Fields	\$	500.00	Per Event/ Per Field	
Fire Department				
				Each Additional
				Hour
First Line Pumper - 5251, 5257	\$	300.00	Hour	\$ 200.00
Tanker/ Pumper - 5276	\$	300.00	Hour	\$ 200.00
Ladder Trucks - 5298, 5299	\$	500.00	Hour	\$ 400.00
Grass Rig- 5285	\$	150.00	Hour	\$ 100.00
Support Vehicles - 5296, 5297,5294,5295,5293	\$	75.00	Hour	\$ 50.00
Trailer (HEAT & TRT)	\$	75.00	Hour	\$ 50.00
Fire Watch/ Standby	\$	25.00 \$	40.00 Hour	
Training Room Rental	\$	50.00	Hour	
Fire Alarm Monitoring Permit	\$	30.00	Three Years	

Fire Alarm Permit Monitoring Renewal	\$	30.00	Three Years	
Alarm Malfunction with out Fire Alarm Monitoring Permit	\$	500.00	Per Event	
Hazardous Materials Response	\$	250.00	Hour	After the first two hours
Bottling Filling Fees				
2216 PSI Air Tank	\$	5.00	Bottle	
3000 PSI Air Tank	\$	10.00	Bottle	
4500 PSI Air Tank	\$	15.00	Bottle	
5000 - 6000 PSI Air Tank	\$	25.00	Bottle	
Fire Reports	\$	0.25	Page	

Police Department

Off Duty Police Officers	\$	70.00	Hour	
Computer Forensic/ Video Redaction/ Specialized IT Services	\$	60.00	Hour	
Off Duty Community Services Officer	\$	30.00	Hour	

Planning and Development

Zoning

Development Escrow			Scope Dependent	
Plan Review Application	\$		150.00	
Zoning Verification Letter	\$		100.00	
Certificate of Survey	\$		50.00	
Conditional Use Permit + County Recorder Fee	\$	350.00	\$400.00	
Variance + County Recorder Fee	\$	350.00	\$400.00	
Appeal	\$	350.00	\$400.00	
Rezoning		\$400.00		
Vacation Petition		\$	500.00	
Text Amendment		\$400.00		

Subdivision/Platting	\$300.00 minimum	\$25 Per Lot
Minor Subdivision	\$200.00	
Consolidated Major Subdivision	\$ 350.00	\$400.00 Plus \$15.00 per lot
Major Subdivision	\$ 450.00	\$500.00 Plus \$20 per lot
Re-plats	\$325.00 minimum	\$25 Per lot
Sign Permits: (online application available)		
Sign/Special Sign	\$ 40.00	\$60.00 0-20 sq. ft.
	\$ 50.00	\$70.00 20-50 sq. ft.
	\$ 50.00	\$80.00 20-50 sq. ft.
	\$ 60.00	\$90.00 50-100 sq. ft.
	\$ 70.00	\$100.00 100 + sq. ft.
Temporary / Portable sign deposit (refunded after removal)	\$ 100.00	\$200.00
Building Inspection		

Building Permit Application

Building Permit Valuation

\$1.00 to \$500.00	\$21.00
\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additi-onal \$1,000.-00, or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each addit-ional \$1,000.00, or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each addit-ional \$1,000.00, or fraction thereof, to and including \$100,000

\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

Inspection and Fees:

Inspection outside of normal business hours	\$140.00	Hour*
Reinspection fees assess under provisions of Section 108.8	\$140.00	Hour*
Inspections for which no fee is specifically indicated	\$140.00	Hour*
Additional plan review required by changes, additions or revisions to plans	\$140.00	Hour*

	Based on Value per square ft	
Residential Building Permit	65% of building permit fee	40% of building permit fee
Residential Plan Review		
Residential Reroof	\$ 30.00	\$50.00 Permit
Residential Reside	\$ 50.00	\$100.00 Permit
Residential Building Removal (Demo)	\$ 75.00	\$ 100.00 Permit
Garage / Shed 200 sq. ft. +	\$ 30.00	\$ 50.00 Permit
Single Family Dwellings	\$ 75.00	\$ 100.00 Permit
Duplex		\$ 100.00 Permit
Mobile Homes	\$ 75.00	\$100.00 Permit

Mobile Home Move			\$80.00 includes moving 2 service lines	
Mobile Home Connection (Sewer & Water)			\$25.00 per line	Permit
Residential Mechanical Permits (New)		Based on Total valuation of project		
Residential Replacement Water Heater (Gas/Electric)	\$	26.00	\$50.00	Permit
Residential Replacement Furnace	\$	31.00	\$50.00	Permit
Residential Replacement Air Conditioner	\$	26.00	\$50.00	Permit
Residential Egress Window			Based on valuation	
Residential Foundation			Based on Valuation	
Residential Swimming Pool (5000 gallons or more and			\$	150.00 Permit
Residential Solar Panel			Based on valuation	
Residential Drainage			Based on valuation	
Residential Plumbing (Single Family Home including Duplex)			\$70 minimum & \$7	
Residential SAC & WAC			based on total	
Commercial Plan Review			65% of building permit fee	
Commercial/Industrial Building Removal (Includes Apartments)	\$		150.00	Permit
Commercial Mechanical Permits (New or Replacement)			1% of valuation of Mechanical System	
Commercial Plumbing			\$90 minimum & \$9	
Commercial Demo (any building)	\$		per fixture 150.00	Permit
Commercial Reroof			Based on Valuation fee schedule	
Commercial Reside			Based on Valuation fee schedule	

Commercial Fence

Based on Valuation
fee schedule



City Clerk	Charge/ Rate		
Liquor License Investigation Fee:			
Sole Proprietor	\$	125.00	
Partnership	\$	150.00	
Corporation	\$	300.00	
Limited Liability Company	\$	150.00	
Liquor Licenses:			
On-Sale Intoxicating Liquor	\$	4,000.00	Annual
Off-Sale Intoxicating Liquor	\$	950.00	Annual
Club On-Sale Intoxicating Liquor	\$	300.00	Annual
On-Sale Wine	\$	200.00	Annual
On-Sale Sunday	\$	200.00	Annual
On-Sale 3.2% Intoxicating Liquor	\$	150.00	Annual
Temporary On-Sale Intoxicating Liquor	\$	100.00	Annual
On-Sale Taproom	\$	150.00	Annual
Off-Sale Taproom	\$	150.00	Annual
Off-Sale Brewpub	\$	150.00	Annual
City Park Special Event - Intoxicating Liquor	\$	100.00	Event
Civic Center Special Event - Intoxicating Liquor	\$	100.00	Event
Community Festival Event - Intoxicating Liquor	\$	100.00	Event
Miscellaneous:			
Café - Restaurant, Bowling Alley, Taxi Cab	\$	50.00	Annual
Carnival, Circus, Exhibition	\$	30.00	Day
Cat & Dog	\$	3.00	Annual

Cannabis Fees shall be charged in an amount not to exceed the above stated amounts or half the amount of the state license fee under M.S.A. 342.11, whichever is less.

Chapter 9, Article I, Section 9-3

Labor	All Labor rates will be calculated at the employee's wage and benefit rates unless otherwise identified.
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Maintenance Trucks:

1/2 -3/4 Ton Truck	\$	18.00	Hour
1 Ton Truck	\$	20.00	Hour
1 Ton Truck - Plow	\$	27.00	Hour
1 Ton Truck - Water tank	\$	27.00	Hour
3-5 Ton Tuck	\$	35.00	Hour
3-5 Ton Truck - Plow/ Sander	\$	41.00	Hour
3-5 Ton Truck - Plow/ Sander/ Wing	\$	55.00	Hour

Heavy Equipment:

2-3 CY Loaders	\$	82.00	Hour
Loader/Plow/Wing	\$	102.00	Hour
Loader/Snow Blower	\$	122.00	Hour
Motor Grader	\$	96.00	Hour
Motor Grader/ One-Way Plow	\$	102.00	Hour
Motor Grader/ One-Way Plow/ Wing	\$	115.00	Hour
40-50 HP Tractor	\$	25.00	Hour
40-50 HP Tractor/ Attachments	\$	40.00	Hour
MT Trackless/ Blower/ Mower	\$	61.00	Hour
90 HP Tractor/ 22' Flail Mower	\$	55.00	Hour
30-40 HP Unit Mower/ Blower/ Sweeper	\$	40.00	Hour
Skid-Loader	\$	40.00	Hour
Skid-Loader/ Attachments	\$	50.00	Hour

Snowplowing Sidewalks	\$	1.00	Linear Foot	Plus Labor and Equipment
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Specialty Equipment:

Air Conveyance Unit	\$	55.00	Hour
Elgin Sweeper (4 CY)	\$	70.00	Hour
Hydraulic Sewer Cleaner	\$	68.00	Hour
Paint Sprayer	\$	10.00	Hour
Paint Sprayer and 1 Ton Truck	\$	30.00	Hour
50' Bucket Truck	\$	70.00	Hour
30' Bucket Truck	\$	41.00	Hour

Brush Chipper	\$	29.00	Hour
Tamper	\$	9.00	Hour
Bituminous Distributor and Truck (Less Material)	\$	50.00	Hour
Bituminous Roller	\$	55.00	Hour
Grass and Leaf Pickup Broom	\$	29.00	Hour
Chain Saws	\$	10.00	Hour
Trailers	\$	12.00	Hour
Over Seeder	\$	29.00	Hour
Turf Pro	\$	29.00	Hour
Gator and sprayer	\$	27.00	Hour
Generator	\$	10.00	Hour
Trash Pumps	\$	10.00	Hour
Utility Vehicle with Crane Hoist	\$	42.00	Hour
Air Compressor	\$	42.00	Hour

Materials:			
Winter Sand Mixed with Salt	\$	55.00	Cubic Yard
Gravel	\$	20.00	Ton
Bituminous Cold Mix	\$	105.00	Ton
Chalk Dust - 50lb.	\$	8.00	Bag
Diamond Dry - 50lb.	\$	13.00	Bag
Bituminous Repair (Including Labor and Equipment)	\$	55.00	Cubic Yard

Labor:			
Regular		Contract Rate + 53%	
Overtime		Contract Rate + 53%	

Permits:			
Excavation/ R.O.W	\$	125.00	R.O.W Crossing

Deposit	\$	3,000.00	Site/Project	If project exceeds \$10,000
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Bond	\$	25,000.00	Site/Project	If project exceeds \$10,000
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Access Fees:

Industrial Park Storm Pond	\$	835.00	Acre
Radio Station Drive Lift Station	\$	595.00	Acre
Abbot Drive Lift Station	\$	895.00	Acre

Wastewater Treatment:

5,000 Gallon Tanker with Hydraulic Boom	\$	30.00	Hour
Portable Lab Sampler	\$	5.00	Hour

Airport:

Conference Room	\$	40.00	Event
	\$	-	Airport Related Events

Parks & Recreation

Ball Fields:

Baseball/ Softball Fields	\$	50.00	Game
	\$	250.00	Day
Lights for Ball Fields	\$	25.00	Day
Baker Field	\$	300.00	Day
Orange Field	\$	250.00	Day
Picnic Area - Taunton Stadium	\$	75.00	Day

Shelters:

4-Season Shelter	\$	155.00	Day
Rice & Guri Shelters	\$	135.00	Day
Shelter 1 & Hilltop	\$	125.00	Day
Open Shelter 2	\$	45.00	Day
Damage Deposit	\$	100.00	

Equipment				
Bleachers - 7 High	\$	100.00	Day	Plus Labor
Picnic Tables (12 Maximum)	\$	10.00	Table/ Day	
Barricades	\$	2.00	Day	
	\$	20.00		Minimum Charge for Hauling Barricades
Showmobile:				
Willmar Events - Nonprofit	\$	215.00	Day	Plus Labor
Willmar Events	\$	500.00	Day	Plus Labor
Damage Deposit	\$	200.00		
Staff Expenses	\$80.00 - \$280.00			
Aquatic Center				
Season Passes				
Individual	\$	90.00	Season	
Family of Two	\$	135.00	Season	
Family of Three	\$	145.00	Season	
Family of Four	\$	155.00	Season	
Family of Five	\$	165.00	Season	
Family of Six	\$	175.00	Season	
Additional Members	\$	15.00	Season	
Daily Admission	\$	4.00	Day	
Observers	\$	4.00	Day	
Group Admissions	\$	3.50	Day	
Discount Coupons:				
10 Coupons	\$	30.00		
20 Coupons	\$	45.00		
Pool Rental	\$	100.00		Plus Labor
City Auditorium				

Gym Rental	\$	100.00	Hour	Not to Exceed \$300 per day min two hours
Staffing	\$	30.00	Hour	
Stage	\$	20.00	Hour	
Civic Center				
Cardinal Arena Dry Floor	\$	600.00	Day	Plus services
Cardinal Arena Ice Rental	\$	160.00	Hour	
Blue Line Arena Dry Floor	\$	400.00	Day	Plus services
Blue Line Arena Ice Rental	\$	155.00	Hour	
Staffing	\$	40.00	Hour	
Community Center				
Burlington Northern Room	\$	125.00	Day	
Selvig Room	\$	125.00	Day	
Sunshine Room	\$	75.00	Day	
Reynolds Room			Day	
Staffing	\$	30.00	Hour	
Events and Recreation Center				
Meeting Room A	\$	25.00	Day	
Meeting Room B	\$	25.00	Day	
Meeting Room A/ B Combined	\$	40.00	Day	
Community Room	\$	60.00	Day	
Dry Floor Space/ Gym	\$	100.00	Hour	Not to exceed \$400 per day min 2 hours
Staffing	\$	40.00	Hour	
Turf Fields	\$	100.00	Hour	\$400 max/per field
Damage Deposit - Turf Fields	\$	500.00	Per Event/ Per Field	
Fire Department				

				Each Additional Hour
First Line Pumper - 5251, 5257	\$	300.00	Hour	\$ 200.00
Tanker/ Pumper - 5276	\$	300.00	Hour	\$ 200.00
Ladder Trucks - 5298, 5299	\$	500.00	Hour	\$ 400.00
Grass Rig- 5285	\$	150.00	Hour	\$ 100.00
Support Vehicles - 5296, 5297,5294,5295,5293	\$	75.00	Hour	\$ 50.00
Trailer (HEAT & TRT)	\$	75.00	Hour	\$ 50.00
Fire Watch/ Standby	\$	40.00	Hour	
Training Room Rental	\$	50.00	Hour	
Fire Alarm Monitoring Permit	\$	30.00	Three Years	
Fire Alarm Permit Monitoring Renewal	\$	30.00	Three Years	
Alarm Malfunction with out Fire Alarm Monitoring Permit	\$	500.00	Per Event	
Hazardous Materials Response	\$	250.00	Hour	After the first two hours
Bottling Filling Fees				
2216 PSI Air Tank	\$	5.00	Bottle	
3000 PSI Air Tank	\$	10.00	Bottle	
4500 PSI Air Tank	\$	15.00	Bottle	
5000 - 6000 PSI Air Tank	\$	25.00	Bottle	
Fire Reports	\$	0.25	Page	

Police Department

Off Duty Police Officers	\$	70.00	Hour
Computer Forensic/ Video Redaction/ Specialized IT Services	\$	60.00	Hour
Off Duty Community Services Officer	\$	30.00	Hour

Planning and Development

Zoning		
Development Escrow	<i>Scope Dependent</i>	
Plan Review Application	\$	150.00
Zoning Verification Letter	\$	100.00
Certificate of Survey	\$	50.00
Conditional Use Permit + County Recorder Fee	\$	400.00
Variance + County Recorder Fee	\$	400.00
Appeal	\$	400.00
Rezoning	\$	400.00
Vacation Petition	\$	500.00
Text Amendment	\$	400.00
Subdivision/Platting	\$300.00 minimum	\$25 Per Lot
Minor Subdivision	\$	200.00
Consolidated Major Subdivision	\$	400.00 Plus \$15.00 per lot
Major Subdivision	\$	500.00 Plus \$20 per lot
Re-plats	\$325.00 minimum	\$25 Per lot
Sign Permits: (online application available)		
Sign/Special Sign	\$	60.00 0-20 sq. ft.
	\$	70.00 20-50 sq. ft.
	\$	80.00 20-50 sq. ft.
	\$	90.00 50-100 sq. ft.
	\$	100.00 100 + sq. ft.
Temporary / Portable sign deposit (refunded after removal)	\$	200.00
Building Inspection		

Building Permit Application

Building Permit Valuation

\$1.00 to \$500.00	\$	21.00
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\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

Inspection and Fees:

Inspection outside of normal business hours	\$	140.00	Hour*
Reinspection fees assess under provisions of Section 108.8	\$	140.00	Hour*
Inspections for which no fee is specifically indicated	\$	140.00	Hour*
Additional plan review required by changes, additions or revisions to plans	\$	140.00	Hour*
Residential Building Permit	Based on Value per square ft		
Residential Plan Review	40% of building permit fee		

Residential Reroof	\$	50.00	Permit
Residential Reside	\$	100.00	Permit
Residential Building Removal (Demo)	\$	100.00	Permit
Garage / Shed 200 sq. ft. +	\$	50.00	Permit
Single Family Dwellings	\$	100.00	Permit
Duplex	\$	100.00	Permit
Mobile Homes	\$	100.00	Permit
Mobile Home Move	\$80.00 includes moving 2 service lines		
Mobile Home Connection (Sewer & Water)	\$25.00 per line		Permit
	Based on Total valuation of project		
Residential Mechanical Permits (New)			
Residential Replacement Water Heater (Gas/Electric)	\$	50.00	Permit
Residential Replacement Furnace	\$	50.00	Permit
Residential Replacement Air Conditioner	\$	50.00	Permit
Residential Egress Window	Based on valuation		
Residential Foundation	Based on Valuation		
Residential Swimming Pool (5000 gallons or more and inground)	\$	150.00	Permit
Residential Solar Panel	Based on valuation		
Residential Drainage	Based on valuation		
Residential Plumbing (Single Family Home including Duplex)	\$70 minimum & \$7 per		
Residential SAC & WAC	based on total drainage fixture		
Commercial Plan Review	65% of building permit fee		
Commercial/Industrial Building Removal (Includes Apartments)	\$	150.00	Permit
	1% of valuation of Mechanical System		
Commercial Mechanical Permits (New or Replacement)	\$90 minimum & \$9 per		
Commercial Plumbing	fixture		
Commercial Demo (any building)	\$	150.00	Permit

Commercial Reroof	Based on Valuation fee schedule
Commercial Reside	Based on Valuation fee schedule
Commercial Fence	Based on Valuation fee schedule

RESOLUTION NO.

**ESTABLISHES FEES FOR SERVICES, PERMITS, LICENSES,
AND RATES FOR CITY EQUIPMENT**

Motion By: _____ Second By: _____

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, permits, licenses, and rates for city equipment.

NOW THEREFORE, BE IT RESOLVED, that the listed fees are duly adopted for the year 2025, and the same hereby ordered kept on file in the office of the City Clerk.

Passed and adopted by the City Council on this 16th day of December 2024.

MAYOR

ATTEST:

CITY CLERK



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Mike Holme
Item:	Approve Criminal Prosecution Services for 2025 - 2027		

RECOMMENDED ACTION:

Approve Anderson Law Office contract for criminal prosecution services 2025-2027.

OVERVIEW:

On November 18, 2024, Council approved the release of a request for proposals for criminal prosecution services because staff had received inquiries from local law firms regarding the contract. Staff released the RFP with a closing date of December 6, 2024.

The staff received one submission from Anderson Law Offices; Anderson Law Office has served the city over the past 12 years. During the past three-year contract, Anderson Law Office made 4,232 court appearances, with an average hearing of fifteen minutes; that is nearly 265 hours of courtroom time alone. Assuming each court appearance requires an additional half an hour of prep time (researching relevant legal issues, consulting with victims, preparing witnesses for contested hearings, drafting legal memoranda, negotiating plea agreements with defense counsel or pro se defendants), that is conservatively another 2,116 hours invested in these court appearances.

Additionally, attorneys spend time reviewing case files from law enforcement; making charging decisions; drafting complaints; reviewing 48-hour-hold forms; fielding questions from law enforcement; court staff; attending meetings; continuing education classes etc. Anderson Law Office attorneys are also accessible to law enforcement 24 hours a day, 365 days a year. At the very least, one attorney must be available every weekend to review 48-hour hold forms so that certain defendants can be lawfully held in custody following their arrest until they can be seen by the judge. Additionally, should situations arise in which law enforcement needs legal advice, an attorney needs to be available to field these questions or any other emergency need that may arise regardless of the time of day or night.

Anderson Law Office also provides assistance with nuisance abatement (i.e. clean up of exterior storage violations) and enforcement of pet/animal control ordinances.

Anderson Law Office originally proposed a \$5,000 monthly increase for 2025; for a total of \$25,000/month, a

\$2,000 monthly increase for 2026 for a total of \$27,000/month, and \$2,000 a month increase for 2027 for a total of \$29,000/month. After the RFP submittal, Anderson Law Office's proposal is \$22,500/month for 2025, \$25,000/month for 2026 and \$27,500/month for 2027.

BUDGETARY/FISCAL ISSUES:

Fund 101820 Legal annual cost for

2025 \$270,000

2026 \$300,000

2026 \$330,000

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution_Anderson Law Prosecution Services
2. Anderson Law Office 2025 - 2027 Contract

RESOLUTION NO. _____

APPROVING AGREEMENT WITH ANDERSON LAW OFFICES, PLLC

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve an agreement with Anderson Law Offices, PLLC to provide prosecution legal services for 2025 - 2027 and authorize the Mayor and City Administrator to sign on behalf of the City.

Dated this 16th day of December 2024

MAYOR

Attest:

CITY CLERK

CONTRACT FOR CITY PROSECUTOR LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and ANDERSON LAW OFFICES, PLLC (hereinafter "FIRM").

W I T N E S S E T H

WHEREAS, CITY and FIRM have a for the FIRM to provide prosecution legal services and civil enforcement of CITY's local ordinances; and

WHEREAS, the above-noted contract and addendum between CITY and FIRM will expire on December 31, 2024; and

WHEREAS, CITY has an ongoing need for the professional criminal prosecution legal services and civil enforcement of CITY's local ordinances with the particular training, ability, knowledge and experience possessed by FIRM; and

WHEREAS, CITY has determined that FIRM remains qualified and capable of performing criminal prosecution legal services and civil enforcement of CITY's local ordinances.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **CITY PROSECUTOR APPOINTMENT:** CITY appoints FIRM as City Criminal Prosecutor with Thomas M. Anderson acting as lead criminal prosecution legal counsel for CITY. Thomas M. Anderson, and his designees, as the designated and appointed City Criminal Prosecutor, will perform, supervise and be responsible to CITY for the criminal prosecution legal services and civil enforcement of CITY's local ordinances provided to CITY by FIRM.
2. **AUTHORIZED CITY CONTACT PERSONS:** The City Administrator and the Chief of Police or his/her designated representative shall be the primary contact person between CITY and FIRM.
3. **COUNCIL, STAFF AND OTHER MEETINGS:** The City Criminal Prosecutor or his designated representative shall attend certain City Council, staff or other meetings at the request of CITY.
4. **COMMUNICATION:** FIRM and CITY will establish a regular communication process between the Criminal Prosecutor and the City Administrator/Chief of Police in order to communicate issues and discuss resolution of such issues.

5. LEGAL SERVICES TO BE PROVIDED: FIRM will provide criminal prosecution legal services to CITY including, but not limited to prosecution of all ordinance violations, petty misdemeanors, misdemeanors and gross misdemeanors, which by law are the responsibility of the City of prosecute. FIRM shall also represent CITY in all forfeiture proceedings arising out of criminal cases that FIRM is prosecuting for CITY. FIRM shall also represent CITY in all appeals to the Minnesota Court of Appeals and Minnesota Supreme Court arising out of cases prosecuted by FIRM. FIRM shall provide criminal legal consultation to the Willmar Police Department as requested, including training sessions. Consultation to the Willmar Police Department shall be available 24/7. FIRM shall be responsible for providing, at FIRM's expense, competent criminal legal counsel to provide all of the above services to CITY when Thomas M. Anderson or his designees are out of town or otherwise unavailable, or when FIRM has a conflict of interest.

In addition to all prosecutorial services outlined above, FIRM will provide limited civil legal services to CITY to the extent necessary to administratively or civilly enforce local ordinances including, but not limited to the enforcement of zoning violations at the request of the CITY's Administrator or Mayor.

6. COMPENSATION, BILLING AND PAYMENT PROCEDURES:

- 6.1. Rates. The following shall be the applicable fee to be billed by FIRM and paid by CITY for criminal prosecution legal services:

For the period January 1, 2025 through December 31, 2025	\$22,500.00/mo.
For the period January 1, 2026 through December 31, 2026	\$25,000.00/mo.
For the period January 1, 2027 through December 31, 2027	\$27,500.00/mo.

The hourly rate for FIRM in performing civil or administrative work on behalf of CITY is \$150.00 per hour.

- 6.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for the following expenses FIRM incurs in performing criminal prosecution legal services and civil enforcement of CITY's local ordinances pursuant to the following schedule:

Mileage.....	Applicable I.R.S. rate
Photocopies.....	11 cents per page
Fax.....	15 cents per page
Westlaw/Lexis.....	Actual cost
Court fees.....	Actual cost
Subpoena fees.....	Actual cost
Postage.....	Actual cost
Long distance.....	Actual cost

Criminal Law Handbook.....	Actual cost/one per calendar year
Criminal Justice Seminar.....	Actual cost/one per calendar year
Interpreters.....	Actual cost
Software and other expenses incurred by FIRM to enable FIRM to eCharge complaints which software and services CITY shall have the right to provide through its own IT Department.....	Actual cost
Witness/Expert Witness Fees.....	Actual cost
Other expenses incurred after receiving approval of CITY.....	Actual cost

It is estimated that the total annual amount of reimbursement for these expenses shall not exceed \$10,000.

6.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing the reimbursable expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.

6.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Thomas M. Anderson at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest.

6.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged.

7. TERM AND TERMINATION: This Agreement shall commence January 1, 2022, or later as directed by CITY and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY at any time or by FIRM upon ninety (90) days written notice, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the parties may at their option mutually evaluate the usage of criminal prosecution legal services and civil enforcement of CITY's local ordinances during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

8. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:
- 8.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th Street, P.O. Box 755, Willmar, MN 56201.
- 8.2. Notice to FIRM shall be delivered to Thomas M. Anderson, Anderson Law Offices, PLLC, 1001 South First Street, Suite C, P.O. Box 1123, Willmar, MN 56201.
9. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.
10. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.
11. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, Subd. 5, FIRM agrees that CITY, the State Auditor or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.
12. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of

this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000.00 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

13. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest. FIRM agrees not to provide criminal defense services to any person or entity whose case is venued in Kandiyohi County.
14. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.
15. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.
16. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.
17. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.
18. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
19. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.
20. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
21. CITY APPROVAL: The City Council has approved FIRM's retainer to provide legal services for CITY during the term of this Agreement. The signing of this Agreement

will be ministerial and the FIRM is authorized to commence performing services on January 1, 2025, or as sooner directed by CITY.

22. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest and except when Thomas M. Anderson is out of town or otherwise unavailable to provide criminal prosecution legal services, the rights and obligations created by this Agreement may not be assigned by either party.

23. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

ANDERSON LAW OFFICES

By: _____
Doug Reese, Its Mayor

By: _____
Thomas M. Anderson

By: _____
Leslie Valiant,
Its City Administrator

Date: _____

Date: _____



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	SafeAssure Consultants Safety Program Agreement		

RECOMMENDED ACTION:

Approve the 2025 Safety Program agreement with SafeAssure Consultants.

OVERVIEW:

The SafeAssure contract provides safety training for all City employees, assistance in remaining compliant with OSHA laws, building inspections and a point-of-contact for any related issues or questions the City may have throughout the year. SafeAssure is a local company and has provided the City of Willmar safety training for over 10 years.

BUDGETARY/FISCAL ISSUES:

\$9,491.38

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. SafeAssure Resolution
2. 2025 Agreement Renewal
3. 2025 SafeAssure Annual Invoice

RESOLUTION NO. _____

AUTHORIZATION TO EXECUTE AGREEMENT WITH SAFEASSURE CONSULTANTS, INC.

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into an agreement between the City of Willmar and. SafeAssure Consultants, Inc. to provide professional consulting services for safety training and OSHA compliance in the amount of \$9,491.38.

Dated this 16th day of December 2024

MAYOR

Attest:

CITY CLERK

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to The City of Willmar are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the workplace..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees' employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Willmar to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Willmar are for the sole and express use by The City of Willmar and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Willmar.

All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Willmar should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Willmar

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDSonline Database

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Powered Industrial Trucks/Forklifts

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Ergonomics

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

General Safety Requirements

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day January 2025, between The City of Willmar, Willmar, Minnesota, herein referred to as The City of Willmar and SafeAssure Consultants, Inc. 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Willmar (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Willmar will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Willmar, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Willmar, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Willmar, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Willmar, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Willmar.

ANNUAL SERVICE AGREEMENT	\$9,491.38
MSDS ON-LINE SERVICES	Included
TOTAL	\$9,491.38

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Willmar

X _____
The City of Willmar

X  **120424**
SafeAssure Consultants, Inc.

INVOICE

SAFEASSURE CONSULTANTS
7505 93rd Ave NE
Spicer, MN 56288

melanie@safeassure.com
+1 (320) 231-3803
www.safeassure.com



Bill to
Willmar
City of Willmar
City Administrator
PO Box 755
Willmar, MN 56201

Ship to
Willmar
City of Willmar
City Administrator
PO Box 755
Willmar, MN 56201

Invoice details
Invoice no.: 3693
Terms: Due By Dec. 31st
Invoice date: 12/05/2024
Due date: 12/31/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Consulting_	Safety Training	1	\$9,491.38	\$9,491.38

Total \$9,491.38

Note to customer
We appreciate your business!



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.K.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Kandiyohi County Firefighter Honor Guard Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Kandiyohi County Firefighter Honor Guard Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Kandiyohi County Firefighter Honor Guard Application

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Kandiyohi County Firefighter Honor Guard

Previous Gambling Permit Number: X- _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 99-1445613

Mailing Address: 515 2nd St SW

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

Name of Chief Executive Officer (CEO): Corey Thorson

CEO Daytime Phone: 320-894-1463 CEO Email: corey@alexairapparatus.com

(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 Fire Station

Physical Address (do not use P.O. box): 515 2nd St SW

Check one:

☐ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 3rd 2025

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

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

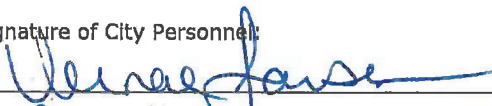
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ 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: 

Title: City Clerk Date: 12/2/24

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ 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.)

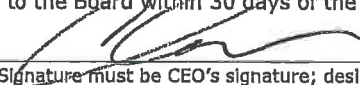
Print Township Name: _____

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:  Date: 12-2-24
(Signature must be CEO's signature; designee may not sign)

Print Name: Corey Thorson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Resolution Designating ARPA Funds to Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund		

RECOMMENDED ACTION:

To approve the Resolution Designating \$150,000 of ARPA Funds to the Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund to be used within the City of Willmar

OVERVIEW:

The City Council has provided direction through a work session and a regular council meeting, which covered the 2025 budget and an overview of the American Rescue Plan Act (ARPA) Fund, to designate \$150,000 of the City of Willmar ARPA funds to the Kandiyohi County Housing and Redevelopment Authority (HRA) Housing Trust Fund to be used within the City of Willmar

BUDGETARY/FISCAL ISSUES:

Fund 219: \$150,000

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution_ARPA_HRA

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE ALLOCATION OF
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar that the Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund be awarded \$150,000.

BE IT FURTHER RESOLVED THAT the City Council of the City of Willmar authorize the use of American Rescue Plan Act (ARPA) funds to be provided to the Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund.

BE IT FURTHER RESOLVED THAT the funds provided to the Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund are for the exclusive use of identified projects within the City of Willmar.

Dated this 16th day of December 2024

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.M.
Agenda Section:	Consent Items	Originating Department:	Police Department
Resolution:	Yes	Prepared By:	Lynn Shuldes, Administrative Assistant
Ordinance:	No	Presented By:	Michael Holme, Interim Police Chief
Item:	Police Department Squad Car Purchase Order		

RECOMMENDED ACTION:

Approve \$87,000 from ARPA and \$33,000 from the 2025 CIP for the purchase of two squad cars for the Willmar Police Department.

OVERVIEW:

The City has allocated \$87,000 out of the American Rescue Plan Act (ARPA) funds for vehicle replacement for the Willmar Police Department. The City has also approved \$33,000 from the Capital Improvement Plan (CIP) for squad cars and equipment in 2025. Atwater Ford is a local company that can acquire squad cars at the state bid pricing and they have assured us that from time of order they are two to four months out for time of delivery. Once vehicles are delivered, outfitting will take approximately two months.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 202412101723
2. RESOLUTION NO

RESOLUTION NO.

RESOLUTION AUTHORIZING THE ALLOCATION OF
AMERICAN RESCUE ACT (ARPA) FUNDS.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2025 Ford Explorer Interceptor Police Package squad car in the amount of \$45,840; 2025 Ford Explorer Interceptor Police Package squad car in the amount of \$45,840. City Council also authorizes the \$28,320 for applicable tax, licenses, MN State Transit Tax and upfitting vehicles. Be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Atwater Ford, Atwater, MN for a total amount of \$91,680.

Dated this 16th day of December, 2024

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.N.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 11/27/24 - 12/11/24		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

Reduction of Departmental Budgets by amounts approved.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Vendor Payment History 11.27.24 - 12.11.24
2. EFT CK 564-565

Vendor Payment Listing

November 27, 2024 thru December 11, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103760	HOMETOWN FIBER	4817	73176	10,420.00	CONNECT WILLMAR MARKETING
103760	HOMETOWN FIBER	4828	73176	5,682.50	CONNECT WILLMAR MARKETING
100541	MUNICIPAL UTILITIES	STMT/11-24	73177	65,102.40	Municipal Utilities-November 2024
100789	WAL-MART COMMUNITY	120524	73178	2,375.00	2024 Shop With A Cop
103696	ACE ROLLOFFS & DISPOSAL	237/12-24	73179	52.70	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	233/12-24	73179	49.68	TRASH
103696	ACE ROLLOFFS & DISPOSAL	239/12-24	73179	202.64	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	241/12-24	73179	209.71	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	240/12-24	73179	24.35	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	231/12-24	73179	46.15	Garbage service Section D Parks
103696	ACE ROLLOFFS & DISPOSAL	238/12-24	73179	129.48	Garbage service
104219	Adriana Cabrera	0012406	73180	100.00	shelter damage deposit refund
103136	ALPHA TRAINING & TACTICS LLC	2024-0389	73181	24.56	CSO name tage
103557	AMAZON CAPITAL SERVICES	1XPG-Q33G-6CV7	73182	71.10	Label maker tape/raceway/cables
103557	AMAZON CAPITAL SERVICES	1D7C-77YT-GV9W	73182	11.99	office supplies-labels
103557	AMAZON CAPITAL SERVICES	1TFR-PYPY-GPJT	73182	22.78	Fiber jumper & keyboard
103557	AMAZON CAPITAL SERVICES	1LQW-DM3F-1XHT	73182	160.00	Tomahawk Live Trap Extending Animal Pole
103557	AMAZON CAPITAL SERVICES	1NDF-XN16-NQ1V	73182	119.00	Floor Scubber
103557	AMAZON CAPITAL SERVICES	1K1L-R63Y-WJGC	73182	9.98	USB to mSATA adapter
900148	AMERICAN DATABANK LLC	2411256	73183	80.82	background for new officer hire
100057	AMERICAN WELDING & GAS INC	0010485222	73184	40.52	Tank rental
102954	ANDERSON LAW OFFICES	2611	73185	20,692.47	Professional Services - November 2024
103845	ANDERSON/CALLA-SJEA	120424	73186	2,516.00	October Volleyball Camp
104224	Arrive Ministries	1	73187	400.00	Welcome Week Food Vendor
103946	ARVIG	STMT/11-24	73188	3,909.75	Leased Fiber - December
103008	ASPEN MILLS	343826	73189	893.46	Uniform for CSO Rosa Rodriguez
100075	AT&T MOBILITY	287296610156X1203202	73190	2,115.52	FirstNet Oct/Nov
102793	AUTO TECH ALIGNMENTS & MORE	27834	73191	100.00	Alignment
100131	AVENU INSIGHTS & ANALYTICS	INVB-058710	73192	2,160.32	AS400 hosting - Nov
102266	AXON ENTERPRISE INC	INUS303011	73193	1,828.38	Software for Video Player and Editing Software
104080	B&F Fastener Supply	80011472-00	73194	355.79	Treaded Rod for dugouts
104080	B&F Fastener Supply	80011684-00	73194	357.30	First Aid Kits
104080	B&F Fastener Supply	80005724-01	73194	1.78	Screws
104080	B&F Fastener Supply	80008494-00	73194	42.90	PPE
104080	B&F Fastener Supply	80009939-00	73194	28.00	Snap link
104080	B&F Fastener Supply	80011542-00	73194	56.30	Multi-tool blades
104080	B&F Fastener Supply	80011470-00	73194	213.25	nuts and bolts for dugout
104080	B&F Fastener Supply	80011785-00	73194	319.99	Hammer Drill
102534	BAKER PRINTING INK	1124/136	73195	320.00	Chief Brochure Creation
102534	BAKER PRINTING INK	1124/138	73195	139.00	FR Reports
103838	BAKER/DEREK	112624	73196	264.04	Class D WW class
102860	BATTERY WHOLESALE INC	250922WIL	73197	10.65	Battery Disposal
100097	BECKER ARENA PRODUCTS INC	614665	73198	496.31	Pads for back of Goals
103377	BENSON LAUNDRY	413897	73199	28.59	Towel Service Rec Center
103377	BENSON LAUNDRY	414539	73199	28.59	Towel service Rec Center
100103	BERNICK'S PEPSI-COLA CO	I65083	73200	62.40	Water Filter Replacement
100103	BERNICK'S PEPSI-COLA CO	I55948	73200	56.70	Coffee
101010	BOLTON & MENK INC	0343939	73201	10,621.00	WILLMAR/FIBER NETWORK
101010	BOLTON & MENK INC	0343937	73201	26,620.17	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0341623	73201	8,681.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0334271	73201	14,035.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0332813	73201	30,509.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0346450	73201	15,780.50	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0331142	73201	18,585.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0332819	73201	28,739.25	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0334277	73201	34,181.75	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0336341	73201	23,488.50	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0331143	73201	26,400.00	willmar/st improve prj - west
101010	BOLTON & MENK INC	0332820	73201	45,247.00	willmar/st improve prj - west
101010	BOLTON & MENK INC	0334278	73201	27,174.50	willmar/st improve prj - west

Vendor Payment Listing

November 27, 2024 thru December 11, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	0332821	73201	12,768.25	willmar/st improve tech dr
101010	BOLTON & MENK INC	0334279	73201	13,166.25	willmar/st improve tech dr
101010	BOLTON & MENK INC	0350003	73202	6,030.00	WILLMAR/FIBER NETWORK
101010	BOLTON & MENK INC	0336334	73202	2,552.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0338590	73202	6,363.50	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0341630	73202	1,684.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0343945	73202	8,609.50	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0346448	73202	7,693.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0350008	73202	3,298.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0329005	73202	2,959.50	Willmar/20th Street SE PRJ
101010	BOLTON & MENK INC	0331128	73202	7,310.00	Willmar/20th Street SE PRJ
101010	BOLTON & MENK INC	0332810	73202	1,877.75	Willmar/20th Street SE PRJ
101010	BOLTON & MENK INC	0334268	73202	6,999.25	Willmar/20th Street SE PRJ
101010	BOLTON & MENK INC	0338605	73202	3,604.00	Willmar/20th Street SE PRJ
101010	BOLTON & MENK INC	0331144	73202	3,744.50	willmar/st improve tech dr
101010	BOLTON & MENK INC	0336343	73202	3,324.50	willmar/st improve tech dr
101010	BOLTON & MENK INC	0350010	73202	3,746.00	willmar/st improve tech dr
101010	BOLTON & MENK INC	0338599	73203	1,176.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0329012	73203	1,379.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0329013	73203	867.00	Willmar/St improve prj - west
101010	BOLTON & MENK INC	0338587	73203	864.00	willmar/st improve tech dr
101010	BOLTON & MENK INC	0341632	73203	324.00	willmar/st improve tech dr
101010	BOLTON & MENK INC	0343946	73203	540.00	willmar/st improve tech dr
101010	BOLTON & MENK INC	0347898	73203	648.00	willmar/st improve tech dr
104102	Bonnema Runke Stern Inc.	24-862	73204	5,485.70	Prep of Prelim and Final plat for Rice Legacy
101980	BSE	929514032	73205	56.29	(12) pairs of safety lens'
101980	BSE	929543281	73205	87.30	Lighting Supplies
103181	BULLET PROOF MECHANICAL SERV	11110	73206	264.71	Replace leaking tee at garage
103181	BULLET PROOF MECHANICAL SERV	11181	73206	463.14	Additional aux contacts for MAU
103181	BULLET PROOF MECHANICAL SERV	11180	73206	6,260.80	Replace AC unit & Evaporator Coil- main offices
103181	BULLET PROOF MECHANICAL SERV	11177	73206	10,642.00	Replace HVAC for main office
103181	BULLET PROOF MECHANICAL SERV	11176	73206	5,918.15	Replace AC unit & evaporator for parts room/office
103181	BULLET PROOF MECHANICAL SERV	11175	73206	24,011.26	Makeup unit repairs, replace 5 motor starter conta
103181	BULLET PROOF MECHANICAL SERV	11141	73206	588.75	Repair of Fridge in Rec Center Concession
103993	Calibrations and Controls, Inc.	42656	73207	765.00	Troubleshoot Ind. DO meter
103647	CAPITAL ONE	102824	73208	43.77	Breakroom supplies
103647	CAPITAL ONE	10282024	73208	38.79	Batteries for detective
103647	CAPITAL ONE	102524	73208	92.39	Candy for Community Center Event-3105
103647	CAPITAL ONE	111824	73208	95.16	Coffee and Icing for Gingerbread House
100146	CEE VI TASK FORCE	121124	73209	195.00	Tow Fee collected in error - ICR 24015233
100467	CENTERPOINT ENERGY	STMT/11-2024	73210	479.78	NATURAL GAS-NOV ACCOUNT 6048932-5
103390	CENTRACARE	RMH499	73211	32.50	lab draw for case file
103851	CENTRAL LAKES MENTAL HEALTH	STMT/11-24	73212	280.00	2 hours of professional mental health services
100150	CENTRAL TIRE AND AUTO INC	101520	73213	2,563.93	diagnose low power
100154	CHAMBERLAIN OIL CO	493604-00	73214	744.91	Oil
100736	CHARTER COMMUNICATIONS	224360801120124	73215	552.92	December Phone/Rice Park Internet
103808	CHARTER COMMUNICATIONS	24-294924	73216	50.00	ICR# 24009684
101708	CINTAS CORPORATION	5240480010	73217	94.70	Medical Supplies
103708	CITY LINE TOWING	24-06737	73218	195.00	Impound for ICR 24015605
102984	CODE 4 SERVICES INC	10140	73219	389.94	Squad 11 computer base, vehicle mount vit
102984	CODE 4 SERVICES INC	10212	73219	14,768.45	Squad 46 Equipment
104070	Column Software PBC	B15E1683-0063	73220	48.11	Ordinance amending sewer rates
104090	Cortez Arredondo	121124	73221	245.17	Meals and Gas Reimbursement
104205	Courtland Waste Handling Inc	01-39493	73222	18,600.00	Tanker rental
100186	CROW CHEMICAL & LIGHTING	128606	73223	251.33	Toilet paper, garbage bags, toilet brushes
104221	Dave Ficker	0012376	73224	125.00	Refund of rental of the WCC
100222	DUININCK INC	563369	73225	77.00	Gravel for Softball Complex
100222	DUININCK INC	563493	73225	447.36	Class 5, Class 2
100222	DUININCK INC	563232	73225	329.56	asphalt
100222	DUININCK INC	563238	73225	591.36	1/2" asphalt

Vendor Payment Listing

November 27, 2024 thru December 11, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100222	DUININCK INC	Pay App. No. 7	73225	719,722.95	Project No. 2401-B Pay Application No. 7
100788	ELECTRIC PUMP INC	028122	73226	454.40	L.S. pump sleeves
103906	ELECTRICAL PRODUCTION SERVICES	240503-5	73227	3,000.00	Ethrnt cblng for lght shw ctrl pnl/DOAC data move
103906	ELECTRICAL PRODUCTION SERVICES	240503-6	73227	1,107.60	Ethernet cabling for light show control panel
103305	EPG MEDIA LLC	17764	73228	525.00	Snow Goer Magazine Advertising
103002	FARM-RITE EQUIPMENT	P54390	73229	1,123.40	angle broom bristles/ hyd oil
103002	FARM-RITE EQUIPMENT	P54384	73229	126.03	Filters and oil
103002	FARM-RITE EQUIPMENT	P54370	73229	26.20	Toolcat service
103002	FARM-RITE EQUIPMENT	P54349	73229	48.55	Toolcat service
103002	FARM-RITE EQUIPMENT	P54428	73229	517.00	Toolcat service
103617	FARMER DAVE LLC	110324	73230	2,794.53	Hauling biosolids
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036002	73231	972.60	Concessions
102484	FISCHER/BETH	12092024	73232	250.00	Fischer Cell Phone August thru December
101449	FLAHERTY & HOOD P.A.	22193	73233	16,933.59	GEN MUNICIPAL/LIGIGATION/REAL ESTATE/ZONE - NOV 24
102973	FLEETPRIDE	121714256	73234	507.20	Filter
102973	FLEETPRIDE	121924460	73234	128.95	Filters
102973	FLEETPRIDE	121900083	73234	5.36	Filter
100273	FLEXIBLE PIPE TOOL CO	30809	73235	286.55	Washdown Nozzle
101791	FP MAILING SOLUTIONS	RI106461701	73236	174.21	Postage Machine Rental
104218	Gene Schneider	0008846	73237	100.00	shelter damage deposit refund
100293	GENERAL MAILING SERVICES	71928	73238	93.38	postage
100293	GENERAL MAILING SERVICES	71591	73238	114.30	October Postage
100293	GENERAL MAILING SERVICES	71588	73238	13.62	Postage
100293	GENERAL MAILING SERVICES	71919	73238	54.35	Mailing Services
100293	GENERAL MAILING SERVICES	72014	73238	166.94	postage 12/02-12/06/2024
100293	GENERAL MAILING SERVICES	71946	73238	148.10	postage 11/25-11/29/2024
100293	GENERAL MAILING SERVICES	71818	73238	189.17	postage 11/18-11/22/2024
102798	GIS MIDWEST	24-086-GIS	73239	765.00	GIS integration with Tyler Software
102835	GOODIN COMPANY	1379268-00	73240	514.50	Shop circ. pump
100786	GRAINGER INC	9317436617	73241	53.42	Safety sign's
100786	GRAINGER INC	9324316919	73241	54.06	Label tape
100786	GRAINGER INC	9322287013	73241	88.43	Ear plugs
100786	GRAINGER INC	9318676526	73241	32.00	Label roll
100786	GRAINGER INC	9328283636	73241	193.48	Fire ext. bracket
100786	GRAINGER INC	9328283644	73241	47.32	Safety signs
100786	GRAINGER INC	9324946434	73241	95.35	Tag paper
104074	Grandview Buildings	20586	73242	1,000.00	Roll Up Door
100316	HACH COMPANY	14242816	73243	322.05	Lab supplies
103765	HARRY'S FROZEN FOOD	80502	73244	479.50	Concessions
103765	HARRY'S FROZEN FOOD	80548	73244	364.00	Pizza Concessions
100325	HAWKINS INC	6925818	73245	12,230.00	Ind. ferric
102036	HEGLUND CATERING	15967	73246	426.11	angel food Senior Day
102036	HEGLUND CATERING	16198	73246	230.85	CVB Board Lunch
102036	HEGLUND CATERING	16223	73246	142.19	boutique food
100333	HILLYARD\HUTCHINSON	605672027	73247	938.55	Batteries for floor scrubber
100333	HILLYARD\HUTCHINSON	605635849	73247	686.56	Floor sealant
100333	HILLYARD\HUTCHINSON	800711482	73247	(7.07)	Credit Slip
100335	HOFFMAN FILTER SERVICE	94673	73248	65.00	Used Oil Filter Disposal
104216	HOLME *PRETTY CASH/MICHAEL	121124	73249	226.66	Petty Cash Reimbursement
102707	IDSS GLOBAL LLC	527760	73250	1,800.00	iDSS Professional Services - 2025 Expense
102486	IN CONTROL INC	S-INV02136	73251	200.55	Radar setup
103023	INNOVATIVE OFFICE SOLUTIONS	CIN125934	73252	677.00	Office Chair
103355	JOHANNECK WTR CONDITIONING INC	128011	73253	14.65	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	128197	73253	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	128492	73253	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	128772	73253	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-083	73253	46.00	Water cooler rental
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-172	73253	1.00	Rent
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-184	73253	2.00	Rent
103355	JOHANNECK WTR CONDITIONING INC	129063	73253	32.00	Lab water

Vendor Payment Listing

November 27, 2024 thru December 11, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104226	Juan Villagran	1	73254	225.00	MEXICAN TAMALES FOR GROWING WITH GRATITUDE
100376	KANDIYOHI CO AUDITOR	529039	73255	44.80	Disposal of pallets
100376	KANDIYOHI CO AUDITOR	530313	73255	43.38	Garbage
100376	KANDIYOHI CO AUDITOR	530327	73255	252.00	Tire disposal
100376	KANDIYOHI CO AUDITOR	530425	73255	70.56	Garbage
100341	KANDIYOHI CO H.R.A.	2024ARPA	73256	150,000.00	Housing Trust ARPA Allocation
101507	KANDIYOHI CO SHERIFF'S DEPT	2024-90	73257	120.00	Meal Reimbursement for SWAT training
100385	KANDIYOHI CO TREASURER	121124	73258	16,105.06	Title Transfers for 2 trucks
103619	KANDIYOHI CO TREASURER	121124	73259	36.15	Maintenance for OVERTIME City of Willmar meeting
900210	KANDIYOHI-RENVILLE	120224	73260	700.00	DOAC License Renewal
103138	KING'S ELECTRIC LLC	3161	73261	1,501.22	Repair Timer for lights at Garfield
103138	KING'S ELECTRIC LLC	3203	73261	679.36	Retrofit 7 light fixtures
102187	LAKELAND MEDIA	IN-124115442	73262	1,700.00	Ten17 Media Advertising
102432	LAKES AREA REVIEW	12092024	73263	42.00	Lakes Area Subscription 12/21/24-12/20/25
104055	Larsen *Petty Cash/Vernae	121024	73264	247.57	Replenish petty cash
104101	Levanen Underground LLC	Appl #7	73265	2,877.55	Project No. 2401-A Pay Application No. 7
103624	LINK SUPPORT SERVICES LLC	2052	73266	1,150.00	UPS pm.
103624	LINK SUPPORT SERVICES LLC	2051	73266	600.00	High voltage ups pm.
102593	LOFFLER COMPANIES	4877438	73267	397.99	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	4878330	73267	34.45	Telephone Charges
102593	LOFFLER COMPANIES	4883570	73267	342.21	CH Finance & PD Mailroom prints
100424	M-R SIGN CO INC	226570	73268	136.85	signs
100427	MACQUEEN EQUIPMENT INC	P39671	73269	711.79	TIC Charger #171950
100427	MACQUEEN EQUIPMENT INC	P61353	73269	172.78	Wiper Blades
100437	MARCO TECHNOLOGIES LLC	INV13239757	73270	52.50	Shredding Service on 11/4/24
100437	MARCO TECHNOLOGIES LLC	INV13261285	73270	52.50	Shredding Service for December
101838	MARCO TECHNOLOGIES LLC	543418826	73271	162.28	500-0611665-000
101838	MARCO TECHNOLOGIES LLC	543419071	73271	216.51	500-0623211-000
100446	MCMaster-CARR SUPPLY CO	37353484	73272	175.55	Hex socket set
100449	MENARDS	87127	73273	39.63	pine-sol, spray paint, hooks, light bulbs
100449	MENARDS	87169	73273	48.25	office supplies- hooks
100449	MENARDS	86098	73273	196.52	Hand rail, Brackets, Batteries
100449	MENARDS	87098	73273	35.67	Straps, key rings, padlock, screw
100449	MENARDS	87380	73273	41.97	Gloves, hose with nozzle
100449	MENARDS	87052	73273	64.86	meal supplies
100449	MENARDS	87378	73273	21.94	Extension cord, cord adapters
100449	MENARDS	87435	73273	174.56	Building materials, Backroom shelves
100449	MENARDS	87448	73273	37.99	Shop supplies
100449	MENARDS	87545	73273	84.98	Truck hitch
100449	MENARDS	87485	73273	14.90	General supplies
100449	MENARDS	87526	73273	55.95	tie downs and hardware
102699	MIKE'S SMALL ENGINE CENTER	31938	73274	172.54	Bar oil, 2-cycle oil
102699	MIKE'S SMALL ENGINE CENTER	31953	73274	119.92	PPE
103729	MILLS PARTS CENTER	6289884	73275	147.66	Deflector
103729	MILLS PARTS CENTER	6297781	73275	154.00	Water Pump
103729	MILLS PARTS CENTER	6282599	73275	39.43	Washer Hose
101805	MINI BIFF LLC	A-154080	73276	191.76	Mini Biff Robbins Island
101805	MINI BIFF LLC	1470	73276	122.40	Mini Biff
100487	MN DEPT OF AGRICULTURE	20217404	73277	15.00	Pesticide License Renewal J Kingman
100487	MN DEPT OF AGRICULTURE	20156461	73277	15.00	Pesticide license renewal P Tinklenberg
100487	MN DEPT OF AGRICULTURE	20184477	73277	15.00	Pesticide license renewal T Larson
100487	MN DEPT OF AGRICULTURE	20184475	73277	15.00	Pesticide license renewal D Niemeyer
100487	MN DEPT OF AGRICULTURE	20217402	73277	15.00	Pesticide license renewal M Lungstrom
100487	MN DEPT OF AGRICULTURE	20217401	73277	15.00	Pesticide license renewal S Carlson
100487	MN DEPT OF AGRICULTURE	20079179	73277	15.00	Pesticide license renewal M Van Den Einde
100522	MN DEPT OF LABOR & INDUSTRY	12042024	73278	2,275.15	November 2024 State Surcharge
100499	MN ELEVATOR INC	1104001	73279	194.78	Elevator service Dec-Jan
100499	MN ELEVATOR INC	1095078	73279	185.50	Elevator service Oct-Nov
101797	MOTOROLA SOLUTIONS INC	8282028943	73280	232,508.32	Portable Radios - extreme
100541	MUNICIPAL UTILITIES	12052024	73281	2,108.77	11/15/24 Utility Assessments Collected - Current

Vendor Payment Listing

November 27, 2024 thru December 11, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103715	MUSE/AMAL	120524	73282	70.00	Interpreting Services for ICR 24011275
103715	MUSE/AMAL	121124	73282	70.00	Interpreting Services for ICR 24006876
103715	MUSE/AMAL	121024	73282	70.00	Interpreting Services for ICR 24008249
103715	MUSE/AMAL	12112024	73282	70.00	Interpreting Services for ICR 24007660
103715	MUSE/AMAL	120924	73282	70.00	Interpreting Services for ICR 24005650
103715	MUSE/AMAL	120824	73282	70.00	Interpreting Services for ICR 24011903
103715	MUSE/AMAL	1207824	73282	70.00	Interpreting Services for ICR 24007153
103715	MUSE/AMAL	120724	73282	70.00	Interpreting Services for ICR 24011642
100544	MVTL LABORATORIES INC	1282599	73283	303.00	Lab test's
100544	MVTL LABORATORIES INC	1282833	73283	80.00	Lab test
100544	MVTL LABORATORIES INC	1284253	73283	57.00	Lab test
100544	MVTL LABORATORIES INC	1284218	73283	57.00	Lab test
101627	NCL OF WISCONSIN INC	512349	73284	881.50	Lab supplies
103799	NCPERS GROUP LIFE INS.	841200122024	73285	96.00	December payroll deductions
102547	CARRANZA/NOE	221	73286	225.00	Interpreting Services for ICR 24015039
103605	NORTH CENTRAL INTERNATIONAL	X201136849:01	73287	314.28	Battery Cover
104222	Northern Air Corporation	40002873	73288	5,182.00	HVAC, Compressor Software Updated
102223	OXYGEN SERVICE COMPANY	0008783445	73289	25.64	Welding Supplies
100614	PIONEERLAND LIBRARY SYSTEM	121024	73290	236,509.00	2024 3rd & 4th QTR Funding Request
100374	PREMIUM WATERS INC	330631749	73291	79.43	water
100374	PREMIUM WATERS INC	330632587	73291	10.99	water
100374	PREMIUM WATERS INC	330609210	73291	43.49	Water for DOAC
100374	PREMIUM WATERS INC	330631917	73291	33.99	Drinking water
100624	PRINT MASTERS	93385	73292	133.00	Thank-You Cards
100624	PRINT MASTERS	93380	73292	179.00	Business Cards - Kyle Box & Vernae Larsen
100624	PRINT MASTERS	93440	73292	224.00	MLK POSTERS & POST CARDS
101093	QUICK SIGNS	182256	73293	200.00	Replacement of sign on Tennis and Pickleball nets
101093	QUICK SIGNS	180991	73293	73.00	Replacement of Splash Pad Lettering
102582	RAILROAD MANAGEMENT CO III LLC	515939	73294	417.05	License fee- sanitary 3,100' SW of 17th & Monongal
100639	RAMBOW INC	664526	73295	655.00	Safety Jackets for staff
103867	RS AMERICAS INC	9020113571	73296	277.00	Float switch
103867	RS AMERICAS INC	9020177843	73296	1,429.71	PLC I/O board
100665	RULE TIRE SHOP	1-73754	73297	418.00	Tires
101418	RUNNING'S SUPPLY INC	6295276	73298	249.94	Hammer drill/saw combo
101418	RUNNING'S SUPPLY INC	6300323	73298	25.48	Fittings
101418	RUNNING'S SUPPLY INC	6304264	73298	3.49	Threaded Rod
101418	RUNNING'S SUPPLY INC	6308970	73298	16.99	ice melt
101418	RUNNING'S SUPPLY INC	6294583	73298	8.94	Small Tools
101418	RUNNING'S SUPPLY INC	6305883	73298	22.68	Hose Fitting
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/05-2024	73299	2,293.32	Equipment Repair Parts - May 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/06-24	73299	5,389.47	Equipment Repair Parts - June 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/07-2024-1	73299	13,435.21	Equipment Repair Parts - July 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/08-2024	73299	9,678.56	Equipment Repair Parts - Aug 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/09-2024	73299	6,491.79	Equipment Repair parts - Sept 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/10-2024	73299	2,391.24	Equipment Repair parts - Oct 2024
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/11-2024	73299	783.64	Equipment Repair parts - Nov 2024
104225	Sherron Thein	121124	73300	1,500.00	Reimbursement for tree roots in sewer service line
100275	SHI CORP	B19110150	73301	1,280.00	Office 365 FY24/FY25 renewal
100275	SHI CORP	B19109258	73301	24,104.00	Office 365 FY24/FY25 renewal
100275	SHI CORP	B19108087	73301	2,415.75	Office 365 FY24/FY25 renewal
103218	SIETSEMA/SARA	120924	73302	611.07	MESERB conf.
103218	SIETSEMA/SARA	120324	73302	84.66	PFAS workshop
103699	SILVA/AMBER	STMT/11-24	73303	571.20	Wellness Program November 2024
100706	STACY'S NURSERY INC	24396	73304	552.00	4 bags of grass seed
104220	Steffl Drilling & Pump Inc	163493	73305	209.00	GBT W3 filter
100188	STERLING WATER-MINNESOTA LLC	291874	73306	68.65	SALT
100188	STERLING WATER-MINNESOTA LLC	315X04064605	73306	19.45	Water softener rental
100188	STERLING WATER-MINNESOTA LLC	315-01465137-8	73306	(38.60)	Credit
100728	SURPLUS WAREHOUSE INC	5425	73307	12.99	Light
100161	SYSCO WESTERN MINNESOTA	253777601	73308	507.20	Concessions

Vendor Payment Listing



November 27, 2024 thru December 11, 2024

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100161	SYSCO WESTERN MINNESOTA	253783192	73308	835.48	Concessions
104040	T-Mobile USA, Inc	9586820625	73309	50.00	ICR# 24013897
103781	TEAMVIEWER GMBH	R03480697	73310	3,225.00	TeamViewer FY24/FY25 renewal
104223	Ten Oaks Design Studio LLC	12493	73311	490.00	Visual Branding Package
104228	Todd & Libbie Anderson	082524	73312	600.00	Welcoming week: sound system
103586	TRITECH SOFTWARE SYSTEMS	426069	73313	299.71	Software Maintenance for 2025
101286	UNCOMMON USA INC	1303483-IN	73314	99.20	Minnesota State Flag
103143	US BANK EQUIPMENT FINANCE	542992433	73315	751.80	500-0664928-000/001
100759	US POST OFFICE	121024	73316	364.00	2025 PO Box 755 Annual Pymt
104083	Vestis	2560316746	73317	65.98	Mechanics uniform rental
104083	Vestis	2560316755	73317	21.45	Maintenance man uniform
104083	Vestis	2560319046	73317	76.02	Mechanic uniform rental
104083	Vestis	2560319050	73317	13.56	Maintenance man uniform
104083	Vestis	2560321453	73317	65.98	Mechanics uniform rental
104083	Vestis	2560321455	73317	13.56	Maintenance man uniform
104083	Vestis	2560323577	73317	76.02	Mechanics uniform rental
104083	Vestis	2560323581	73317	13.56	Maintenance unifrom
100951	VIGIL/RUDY	112624	73318	334.75	ACM - SPNN Seminar/Tour reimbursement
100777	VIKING COCA-COLA BOTTLING CO	3517373	73319	2,498.10	Concessions
102868	WALT'S	111324	73320	86.04	Gas for JL in Planning Dept
102868	WALT'S	11132024	73320	30.88	Gas for JZ in Planning Dept
102868	WALT'S	111224	73320	62.84	Fuel Unit No. 207110
102868	WALT'S	111424	73320	36.88	Pump gas
100798	WEST CENTRAL ELECTRIC SUPPLY	1293391-01	73321	669.00	Portable generator plug-in
100927	WEST CENTRAL ROOFING	18077	73322	1,070.99	Roof Repairs on North Entrance of Civic Center
100805	WEST CENTRAL SANITATION	13301697	73323	82.70	Recycling
100805	WEST CENTRAL SANITATION	13302285	73323	241.23	recycling
100805	WEST CENTRAL SANITATION	13300553	73323	69.78	Recycling service
100808	WEST CENTRAL TROPHIES	9772	73324	37.00	Locker plates & accountability tags for rookies
103440	WILLMAR BASKETBALL BOOSTER ASN	121124	73325	2,523.00	Fall basketball camp registrations
100812	WILLMAR CHAMBER OF COMMERCE	12092024	73326	13,215.33	Chamber Monthly Bill
100812	WILLMAR CHAMBER OF COMMERCE	57960	73326	30.00	12/06 Public Policy Lunch
103442	WILLMAR GYMNASTICS BOOSTERS	234	73327	7,391.87	June 24- November 24 Gymnastics Registrations
101721	WILLMAR HOCKEY ASSOCIATION	4169	73328	1,762.78	Fall warmup coaches- Youth Hockey
Total				2,177,542.09	

Vendor Payment Listing



November 27, 2024 thru December 11, 2024

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/11-24	564	5,452.04	NATURAL GAS - NOVEMBER 2024
103996	UBS Financial Services, INC	120524	565	5,000,000.00	UBS MONEY MARKEY INVESTMENT
			Total	5,005,452.04	



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	WMU Staff
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	WMU Financial Report for October 2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 10.31.24 MUC

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	7,111,765.00	7,111,765.00	561,724.40	7,011,856.85	99,908.15
402 - Commercial/Industrial	16,762,026.50	16,762,026.50	1,577,303.00	16,925,975.32	-163,948.82
404 - City Franchise Fee	2,465,238.50	2,465,238.50	224,390.19	2,361,865.36	103,373.14
405 - Transmission	2,402,476.60	2,402,476.60	197,898.29	1,912,550.45	489,926.15
419 - Interest	375,000.00	375,000.00	111,122.72	1,083,254.17	-708,254.17
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-200,293.52	530,977.40	-530,977.40
499 - Miscellaneous Revenues	816,658.40	816,658.40	254,971.22	1,684,151.64	-867,493.24
Revenue Total:	29,933,165.00	29,933,165.00	2,727,116.30	31,510,631.19	-1,577,466.19
Expense					
500 - Production	236,655.30	236,655.30	2,365.72	185,426.50	51,228.80
555 - Purchased Power	14,660,912.40	14,660,912.40	1,110,293.92	13,984,689.53	676,222.87
560 - Transmission	3,664,592.60	3,664,592.60	289,785.58	3,416,367.53	248,225.07
580 - Distribution	1,789,805.10	1,789,805.10	228,402.59	1,681,631.27	108,173.83
900 - Customer Service	161,945.90	166,112.60	27,783.67	246,535.18	-80,422.58
906 - Energy Services/Marketing	133,000.80	133,000.80	6,646.25	51,047.87	81,952.93
920 - General & Administrative	2,274,157.60	2,274,157.60	336,834.64	2,145,026.98	129,130.62
997 - Cash Payment to City	1,779,989.30	1,779,989.30	179,383.33	1,793,833.30	-13,844.00
998 - Depreciation	1,763,386.70	1,763,386.70	173,914.18	1,734,999.06	28,387.64
999 - Miscellaneous	4,165.00	0.00	0.00	203,452.51	-203,452.51
Expense Total:	26,468,610.70	26,468,612.40	2,355,409.88	25,443,009.73	1,025,602.67
Fund: 100 - Electric Surplus (Deficit):	3,464,554.30	3,464,552.60	371,706.42	6,067,621.46	-2,603,068.86
Fund: 200 - Water					
Revenue					
401 - Residential	2,264,863.60	2,264,863.60	225,889.80	2,310,089.42	-45,225.82
402 - Commercial/Industrial	2,423,830.00	2,423,830.00	242,768.67	2,639,348.93	-215,518.93
419 - Interest	41,650.00	41,650.00	10,234.56	108,274.64	-66,624.64
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-22,254.84	40,995.94	-40,995.94
499 - Miscellaneous Revenues	64,640.80	64,640.80	59,412.87	98,329.66	-33,688.86
Revenue Total:	4,794,984.40	4,794,984.40	516,051.06	5,197,038.59	-402,054.19
Expense					
500 - Production	317,102.10	317,102.10	66,375.39	238,717.13	78,384.97
580 - Distribution	1,037,192.40	1,037,192.40	47,871.19	881,527.85	155,664.55
900 - Customer Service	95,944.00	95,944.00	15,280.19	128,631.73	-32,687.73
906 - Energy Services/Marketing	0.00	0.00	2,019.32	2,154.88	-2,154.88
920 - General & Administrative	753,450.30	753,450.30	106,169.73	742,995.72	10,454.58
998 - Depreciation	1,340,010.40	1,340,010.40	33,259.92	333,574.52	1,006,435.88
Expense Total:	3,543,699.20	3,543,699.20	270,975.74	2,327,601.83	1,216,097.37
Fund: 200 - Water Surplus (Deficit):	1,251,285.20	1,251,285.20	245,075.32	2,869,436.76	-1,618,151.56
Total Surplus (Deficit):	4,715,839.50	4,715,837.80	616,781.74	8,937,058.22	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	3,464,554.30	3,464,552.60	371,706.42	6,067,621.46	-2,603,068.86
200 - Water	1,251,285.20	1,251,285.20	245,075.32	2,869,436.76	-1,618,151.56
Total Surplus (Deficit):	4,715,839.50	4,715,837.80	616,781.74	8,937,058.22	



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Finance Report through 11/30/2024		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 11.30.24 General
2. 11.30.24 WTP



**City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended November 30, 2024**

	<u>2023 Actual</u>	<u>2024 Annual Budget</u>	<u>2024 Year-To-Date</u>	<u>% of 2024 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 8,100,691.32	\$ 9,159,636.00	\$ 5,035,674.38	54.98%
Licenses and Permits	535,354.08	505,000.00	565,476.05	111.98%
Intergovernmental	6,239,698.62	7,100,275.00	4,081,716.51	57.49%
Service Charges	976,952.15	891,628.00	1,043,344.08	117.02%
Fines and Forfeits	98,850.21	75,000.00	101,399.73	135.20%
Special Assessments	1,658.51	-	1,220.66	
Miscellaneous Revenue	1,381,204.35	386,000.00	409,507.86	106.09%
Other Financing Sources	2,565,274.24	3,301,808.00	2,516,866.23	76.23%
Total Revenues	\$ 19,899,683.48	* \$ 21,419,347.00	\$ 13,755,205.50	64.22%
<u>Expenditures</u>				
City Administrator	\$ 1,772,868.77	\$ 1,110,951.00	\$ 811,864.01	73.08%
Mayor and Council	336,547.40	378,150.00	409,193.64	* 108.21%
City Hall	2,342,944.32	810,217.00	731,384.17	90.27%
City Clerk	265,906.68	231,930.00	222,791.84	96.06%
Elections	7,545.22	125,859.00	126,723.96	* 100.69%
Finance Department	622,896.47	527,067.00	456,605.38	86.63%
Planning/Development Services	855,447.33	938,524.00	1,050,998.56	* 111.98%
Legal	459,230.07	350,000.00	231,383.30	66.11%
Information Technology	745,276.33	803,378.00	754,876.86	93.96%
Human Resources	182,831.80	215,206.00	192,039.98	89.24%
Cultural Diversity	3,856.55	173,578.00	159,570.20	91.93%
Sub-Total General Gov't.	7,595,350.94	5,664,860.00	5,147,431.90	90.87%
Police Department	6,203,045.29	6,481,869.00	6,037,964.75	93.15%
Fire Protection	1,008,434.39	1,192,512.00	918,663.54	77.04%
Sub-Total Public Safety	7,211,479.68	7,674,381.00	6,956,628.29	90.65%
Public Works	4,396,579.04	4,096,722.00	3,636,163.38	88.76%
Engineering	452,309.63	297,500.00	498,986.97	* 167.73%
Transit System	20,000.00	20,500.00	20,500.00	100.00%
Storm Water	98,317.02	83,500.00	124,210.55	* 148.76%
Sub-Total Streets/Highways	4,967,205.69	4,498,222.00	4,279,860.90	95.15%
WRAC	130,236.17	142,470.00	119,065.04	83.57%
Library	557,205.46	589,018.00	473,018.00	80.31%
Auditorium	57,899.84	111,768.00	31,368.40	28.07%
Parks & Recreation	1,095,630.82	1,093,248.00	957,811.95	87.61%
Civic Center	936,396.97	1,041,360.00	898,100.32	86.24%
Recreation/Event Center	23,062.63	10,000.00	9,467.48	94.67%
Community Center	268,740.16	292,433.00	299,325.34	* 102.36%
Aquatic Center	214,436.85	301,587.00	229,064.55	75.95%
Sub-Total Culture/Recreation	3,283,608.90	3,581,884.00	3,017,221.08	84.24%
Total Expenditures	\$ 23,057,645.21	\$ 21,419,347.00	\$ 19,401,142.17	90.58%

* Indicates Over Budget



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

	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Annual Budget</u>	<u>2024 Actual</u> <u>Year-To-Date</u>	<u>% of 2024</u> <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 84,652.16	\$ 75,000.00	\$ 27,121.58	36.16%
Service Charges	9,804,384.56	10,075,000.00	7,118,970.01	70.66%
Miscellaneous Revenue	915,250.94	150,000.00	628,255.58	418.84%
Total Revenues	\$ 10,804,287.66	\$ 10,300,000.00	\$ 7,774,347.17	75.48%
<u>Expenditures</u>				
Waste Treatment - Treatment	7,938,213.41	12,887,325.00	7,508,429.82	58.26%
Waste Treatment - Collections	3,397,959.60	1,872,777.00	265,173.25	14.16%
Waste Treatment - Biosolids	232,144.70	296,900.00	310,797.91	* 104.68%
Waste Treatment - Eagle Lake	57,625.55	30,650.00	22,985.13	74.99%
Total Expenditures	\$ 11,625,943.26	\$ 15,087,652.00	\$ 8,107,386.11	53.74%

* Indicates Over Budget



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Directors Report		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth Directors Report
2. Fire Department Monthly Calls
3. Fire Department Graph
4. Parks & Recreation Directors Report
5. Police Department Service Statistics
6. Public Works Directors Report



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

Pablo's Report

December is a month of many holidays and celebrations, both religious and secular. Bright twinkly lights, cozy meals with family and friends, and gift exchanges often bring hope and joy to many this time of year. Whatever the reason for the celebration, it's important to keep in mind that not everyone observes the same holidays. Here is a list of important celebrations happening this month:

- December 1 World AIDS Day
- December 2 International Day for the Abolition of Slavery
- December 3 International Day of Persons with Disabilities
- December 10 International Human Rights Day
- December 25 Christmas
- December 25 to January 2 Hanukkah
- December 26 to January 1 Kwanzaa
- December 31 New Year's Eve

While December can be a month of fun and festivities, it is important that everyone in our community feels included. For some, religious or cultural holidays can be an important part of their faith and values. Spread awareness about different December holidays and special days by acknowledging what your neighbors are observing. Learning about each other's beliefs and getting to know one another is beneficial for all and improves engagement, collaboration, and belonging in Willmar.

Growing with Gratitude Lunch

I am grateful for those who were able to join us at the **Growing with Gratitude Lunch** last Friday, December 6th. It was inspiring to hear stories of impact from community leaders and partners and to celebrate the positive changes we've achieved together. The room buzzed with engaging conversations, and the sense of community spirit was heartwarming. It was good to see us breaking bread together, the meaningful connections you made, and the opportunity to express your gratitude for our collaborative efforts.

2025 Willmar Martin Luther King Jr. Day Dinner

We are thrilled to invite you to the 2025 Willmar Martin Luther King Jr. Event on Monday, January 20th, 2025, at 5:30 PM, held in the Ridgewater College Cafeteria. The event will feature a presentation by Dr. Debra Leigh, a free meal, and inspirational conversations. Please register by Friday, January 10th, 2025. You can secure your spot by following this link: [Willmar 2025 Martin Luther King Jr. Event](#)

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

Sincerely,

Pablo

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

November 2024

Type of Call	November 2023	November 2024
Alarm Activations	9	4
Building Fires	1	1
Car Fires	1	1
Cooking Fires	2	6
Gasoline Spill	1	0
Unauthorized burning	0	1
Carbon Monoxide Incidents	5	3
Natural Gas Leak	6	1
Car Crashes	8	6
Smoke Scares	2	1
Mutual Aid	1	0
Stuck Child	1	0
Elevator Rescues	1	0

Current Month CFS: 24 First Responder Calls: 21

2024 YTD Fire Calls for Service: 345

2024 YTD First Responder Calls: 141

2023 Calls for Service through November: 331

Training:

November 7 -- Business Meeting

November 14 – Auto stabilization and Extrication with new rescue struts

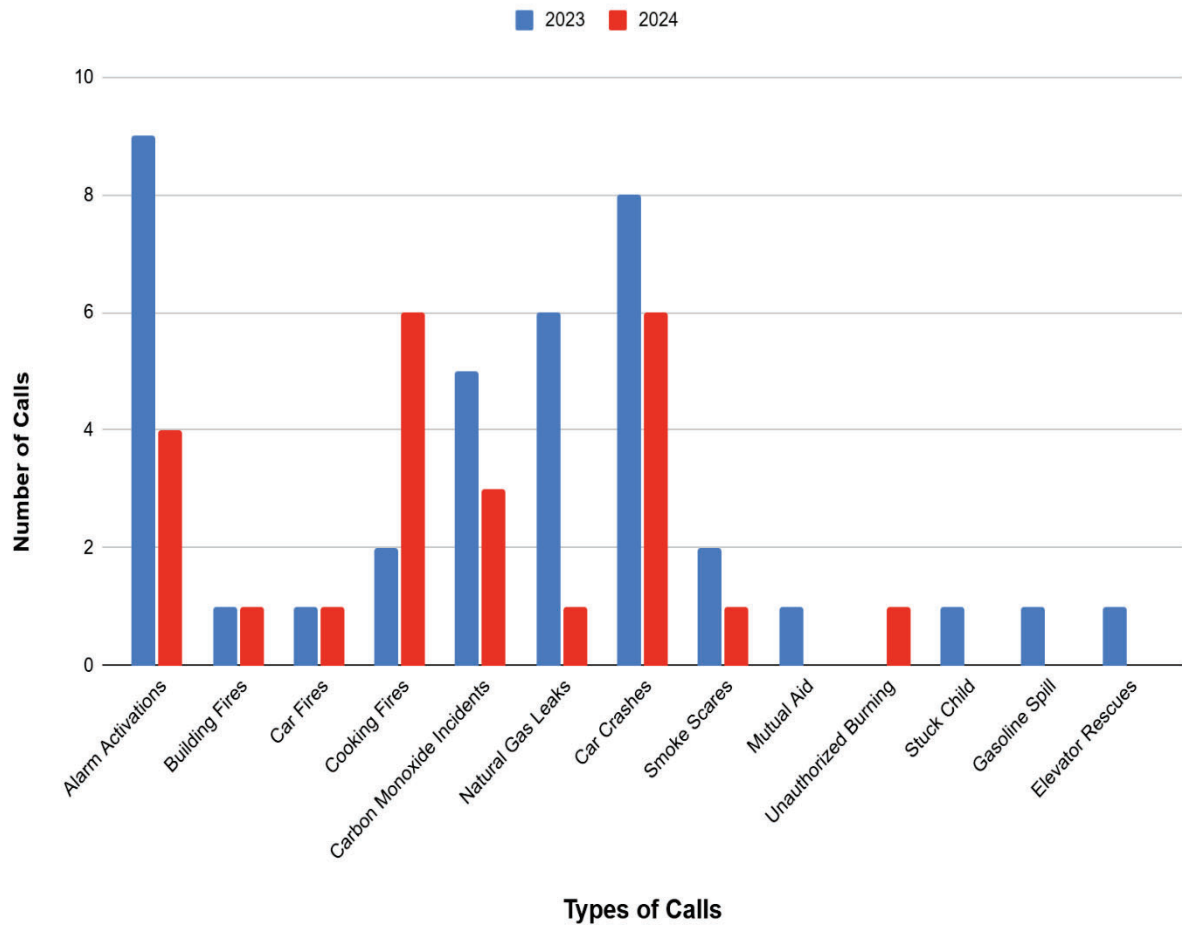
November 21 – Emergency Medical Responder refresher – Mass Causality Triage

November 28 – Off Thanksgiving

November Response Time: 6:42

YTD Response Time: 6:28

November: Calls for Service 2023 & 2024



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



December 2024

Youth and Adult Programming:

Adult Hockey

- We are 7 weeks into the season. It has gone well, and there have been no disciplinary issues. We have several new officials this year.
- 112 Participants

Adult Basketball

- The Adult Basketball League will start on January 8th. We had nine teams last season.
- 4 Registrations so far. (Anticipating 10-12)

Pickleball

- The 3rd Annual Lakes Area Paddle Battle will be this weekend.
- 60 teams are registered, but that number will likely be a little higher before this weekend. (60 last year)

Adult Volleyball

- All our volleyball divisions are running smoothly. We will be taking a 2-week break over Christmas Break.
- 16 Coed Teams
- 9 Women's Teams

Youth Recreation

- Volleyball Camp- 29 participants.
- Session one of youth rec hockey will wrap up on December 21st.
 - Session 2 will begin January 7th- 37 have signed up as of now, but expecting more to sign up.
- Session one of Learn to Skate will wrap up on December 14th.
 - Session 2 starts on January 11th- 10 signed up as of now.
- The youth wrestling home tournament is on Saturday, December 14th.
- Sports samplers, open gyms, and open skates are scheduled throughout the holiday break.
- The warm house at Garfield will be staffed starting Dec 16th.

Community Center:

- The Holiday Boutique event went great!
- KMS Jazz band performance.
- Holiday Craft Kits have begun to be distributed for the season, and about 40 kits have been distributed so far.
- Celebrated Thanksgiving with the partnered event with Glen Oaks Pie Social.
- Vets Coffee hosted their annual holiday pie event.
- We have Santa coming to town to visit the community center on 12/15.
- Community Cookbooks had about 265 books pre-ordered, and orders are still taking shape. We are done printing for the year!

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



Facilities:

- **Past Events this month**
- Wedding Expo Nov 23rd- Events/Rec Center.
- Sunrise Events Craft Show Dec 6th- Events/Rec Center.
- Willmar Hockey Association Bantam Tournament Nov 22-24.
- **Upcoming Events**
- Marcus Construction all staff meeting Dec 13th Events/Rec Center.
- Lakes Area Pickleball Battle Dec 14th- Events/Rec Center.
- 10U/12U Hockey Tournament- Dec 13th-15th.
- City of Willmar Directors Meal- Dec 19th- Events/Rec Center.
- Multiple baby showers, birthday parties, and meetings are scheduled in the Events/Rec Center meeting rooms.
- Open skate averages 180 skaters every Sunday night.
- Concessions- ordering supplies and daily deposits.
- PT staff scheduling.
- Invoicing for ice rentals and dry floor events.
- Scheduling programs for Winter/Spring and Summer.
- Booking new events for Events/Rec Center.
- AWF Pro Wrestling Event Jan 25th- Events/Rec Center.
- Gun Show- Feb 7-9th- Events/Rec Center.

Other items:

- Continue to have meetings about the Master Bike, Pedestrian, and Trail plans.
- Conducted meetings for the Outdoor Covered Ice Rink. The project will be introduced to the council on December 16th.
- Continue to work with the Baseball Association on the dugout project and a new baseball field concept. Many of the dugout frames are up.
- Review the agreement with the DNR for ADA fishing platforms for Robbins Island and get quotes for the project.
- Meeting with the Rotary Club regarding the amphitheater grant project.
- Reviewing plans and specs on the trailhead project.
- Working on the 2025 CIP project for the Civic Center door and wall repairs.

Willmar Police Department

Monthly Calls for Service Statistics

Title	November 2023	November 2024
911 Hang Up	14	7
Abandoned Vehicles	40	56
Agency Assist	48	35
Alarm	32	27
Alcohol Offense	7	7
Admin Incident	10	10
Ambulance	16	25
Animal	44	36
Assault	11	9
Burglary	2	5
Child Custody Dispute	5	5
Civil	7	8
Crash	54	62
Criminal Damage To Property	11	8
Disorderly	19	25
Domestic	22	45
Drugs	5	9
Family Service	77	76
Fire	3	5
Fight	4	2
Fraud	10	10
Gun Permits	17	15
Harassment	22	22
Information	7	8
Lost And Found	34	35
Mental Issues	57	47
Missing Person	27	32
Motorists Assist	11	14
Neighborhood Disturbance	18	15
Public Assist	131	173
School Related Incidents	33	7
Sex Crimes	7	7
Sudden Death/Bodies Found	0	1
Suicidal Person	5	7
Suspicious	67	54
Theft	57	32
Traffic Complaint	34	37
Traffic Stop	315	179
Trespass	16	13
Warrant Service	15	19

Current Month CFS:

1210

YTD Calls for Service:

15,307

2023 Month CFS

1342

(Some minimal CFS
categories not shown)



Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Cleaned and inspected AST #4.
- Plant piping and W3 hydrants drained for the winter months.
- Industrial oxidation ditch is back in service for the cold months.
- Eagle Lake Lift Stations 7,8 and 9 are all online and in service.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Sara submitted the Salty Discharge Reduction Plan final progress report.
- Attended Rural Sustainable Development Partnership board meeting.
- Amended and reissued four Special Discharge Permits for landfill leachate disposal.
- Submitted Comprehensive Watershed Management Plan final progress report.
- Attended MN Rural Water PFAS workshop.
- Attended MN Environmental Science and Economic Review Board (MESERB) annual conference.



Public Works Updates from Superintendent Kyle Radunz

Streets

- Sweeping leaves – two sweepers are used this time of year along with two trucks hauling for each sweeper when we have enough personnel.
- Haul additional piles from the shop to various locations “asphalt, concrete, miscellaneous debris”
- Plowed and treated roads as needed
- All personnel reviewed their current plow routes- this helps identify any changes and make operators aware of any potential hazards

- Traffic Lights- multiple traffic light issues have been identified/fixed. We have additional traffic light issues that are being worked on, some in-house and some are being outsourced
- Sign work- repaired signs as needed

Parks

- Valley Side Park- finished wood chips, prepped dirt work, planted grass seed
- Robbins Island/Rau Park- removed fishing piers/docks
- Selvig- trimmed trees, installed lights, trimmed ornamental grasses and bushes
- Leaves- mulched and removed leaves from various parks, removed leaves from tennis and pickle ball court areas
- Picnic Tables- all picnic tables are removed in the fall time and brought back to the shop to be repaired and painted for the next year

Sewers

- Stormwater - Street sweeping to prevent catch basins from becoming plugged, located and flushed plugged storm lines as needed
- Sanitary – finished flushing sanitary sewers as routine maintenance for the year

Boulevards

- Tree removal is performed on an as-needed basis this time of year. This includes trees damaged from storms, dead trees, and trees causing roadway or pedestrian concerns.
- Removed tree branches that have fallen from boulevard trees
- Removed broken branches, aka “hangers,” when located

Events

- Ag Church Wild Game Feed- provided barricades and cones
- Holiday event- decorated a plow truck, placed barricades and cones at various locations

Miscellaneous

- Monthly Inspections – fire extinguishers, harnesses, ladders, eyewash stations, hoists, cranes, AEDs, underground storage tanks, etc.
- Brush site- Maintain compost and tree/brush pile. Burn tree/brush pile as needed
- Public Works Mechanics- Continue to repair and maintain equipment/vehicles for: Public Works, Police, Fire, Wastewater, Planning and Development, Parks and Rec, and Civic Center
- Voting booths- delivered and set up all voting equipment and removed the equipment after the elections
- Hockey boards- installed two sets of hockey boards at Garfield

- Celebrate the light of the world- assisted with the installation of the shooting star at Robbins Island
- Fuel Cloud- installed mounts and conduit for IT to connect internet to our new fuel distribution equipment, installed new extreme weather box and iPad as well
- Airport- installed mounts and conduit for IT to connect internet to the new fuel kiosks
- Outdoor Rinks- began flooding rinks and skating areas at Garfield and Hilltop



Street Projects

On the 13th St/Grace Ave/Rice Ave project, work has been substantially completed for the season. Signage has been installed and turf work has been completed for the season. The seed will remain dormant over the winter with any additional work to be done next spring.

The work on 10th St NW has also been substantially completed for the season. Punch list items are ongoing and work will be completed in 2025.

The 19th Ave path construction has been completed. Any necessary or additional work will take place in 2025.

Construction for the Thompson Park Parking Lot and Path Improvement Project is complete for the 2024 construction season. Any additional work will be completed in the spring.

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

City Hall/Auditorium

General maintenance and cleaning duties are being performed daily. New banners have been hung in the front entry of City Hall. Electrical and HVAC work has recently been completed as well.

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

Respectfully

Justin DeLeeuw – Public Works Director



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Nordic Ski Club
Item:	Nordic Ski Club		

RECOMMENDED ACTION:

Information Only

OVERVIEW:

The Nordic Ski Club will present information to the City Council on the use of land for recreational activity

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

NA

ATTACHMENTS:

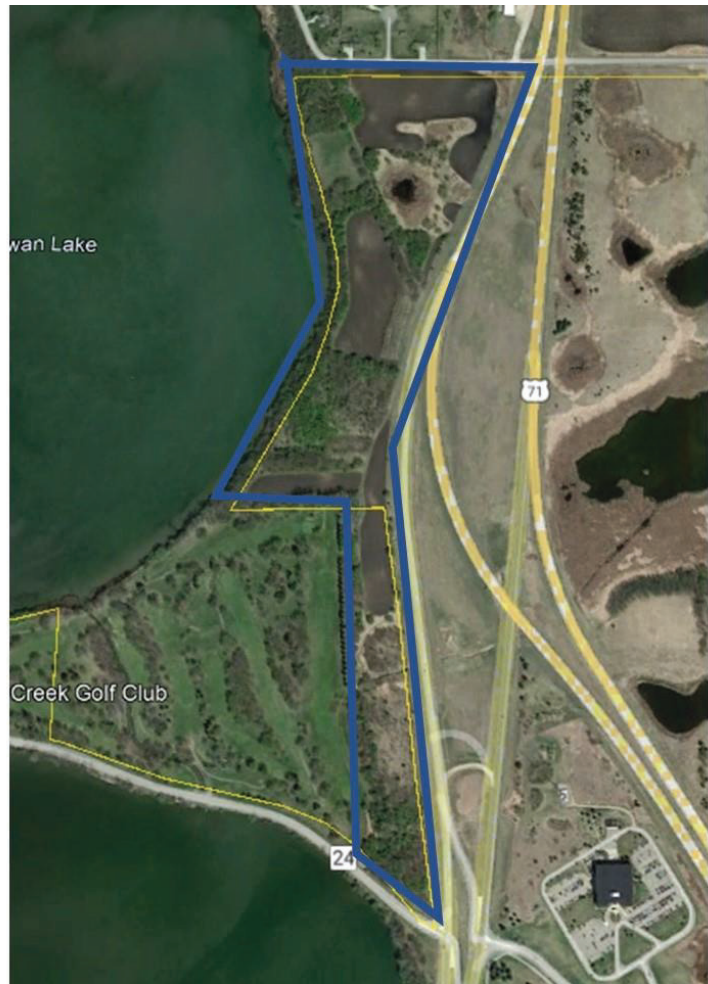
1. DHS land in Willmar recreational use
2. Trails-state land-CC Dec 16 - 2024

Recreational use of Minnesota Dept. of Human Services property in Willmar

For the past 20+ years approximately 60 acres of land, formerly part of the Willmar Regional Treatment Center property, have been used by the public for hiking and cross-country ski trails. In 2001 several local cross country ski enthusiasts were registered as volunteers at the former WRTC, which authorized access to the land for ski trail development.

Today a partnership including the Willmar Nordic Ski Club, Willmar Public Schools, Willmar Golf Club, and city of Willmar supports a trail used by the public, high school ski team practice, and intersarsity meets. With funding from memberships and donations the Ski Club provides groomed cross-country ski trails.

The property is located between U.S. Hwy 71 and Swan Lake north of the Willmar golf course. In 2001 MN Pollution Control Agency closed landfill program staff scouted the area for evidence of past waste disposal. The MNDNR assisted with grading a segment of the trail. In 2007 the Ski Club received a grant from Willmar Municipal Utilities to employ the Kandiyohi County Soil and Water Conservation District to plant a windbreak along an open area adjacent to Hwy. 71. This required review and authorization by the MN Dept. of Transportation.



The area has great potential for continued and expanded recreational use. It would complement improvements planned for the cemetery associated with the former WRTC. Ideas for further recreational development include: Bike and hiking trails (cross-country skiing and snowshoeing in winter), picnic area, and trail center building. Interpretive signage could inform the public about the cemetery and history of the area. Kandiyohi County is working on recreational trail improvements and has expressed strong interest in a trail corridor through the area on the east side. The Ski Club envisions a structure on the north end to house ski trail grooming equipment and serve as a trail center. Overall, the area is ideally suited for public recreation while leaving undisturbed areas that harbor solid waste and concrete from past disposal. (See timeline on back).

Forrest Peterson
Willmar Nordic Ski Club
320-441-9772
forrestwpeterson@gmail.com

Feb. 20, 2023

Timeline:

2000 – Willmar School Board approves a varsity cross-country ski team for boys and girls, middle school-senior high.

2001 – Willmar hosts first high school meet at Robbins Island. The city of Willmar owned and operated ski trail grooming equipment.

2001 – Several ski team parents registered as Willmar State Hospital volunteers, allowing them to develop cross-country ski trails on the 60 acres of state land north of the golf course.

2001 – In spring a landfill specialist from the Minnesota Pollution Control Agency viewed the area for evidence of waste disposal. Although there was no in-depth study, it appeared that non-toxic solid waste including concrete had been dumped over the banks along Swan Lake.

2002 – Willmar Nordic Ski Club incorporated as a not-for-profit organization, with the legal assistance of Attorney David Moody. Began to develop and groom cross-country ski trails. Mission statement: To promote and develop Nordic (cross-country) skiing in the greater Willmar area. In addition to state land, allowed to groom trails on the Willmar golf course. Purchased a used groomer from the Mora Vasaloppet. Replaced that with a 1998 Yamaha VK540 and a Tidd-Tech grooming tool from a seller in Canada. Cost: About \$3,900 with funds from donations, memberships, and fund-raisers.

2004 – Received a \$750 grant from the American Birkebeiner Foundation to help pay for equipment.

2005 – The MNDNR used heavy equipment to help level several berms impeding the trail.

2005 – Ski Club intervened when the Willmar School Board planned to eliminate the varsity ski team due to budget concerns. The school board agreed to continue the team when ski club agreed to contribute \$1,000 toward continuing the team with reduced costs.

2006 – At the request of the ski club, the city of Willmar agreed to provide a \$1,000 grant from the Municipal Utilities to pay for a windbreak along Hwy. 71, installed. Permit granted by MnDOT.

2007 – Windbreak installed by the Kandiyohi County SWCD. The crop acreage was being rented by a farmer. The Willmar Nordic Ski Club paid the farmer for his rental cost of the windbreak area.

???? – Contributed \$1,000 to the school to purchase for \$5,000 the city's trail grooming equipment.

A photograph of two people cross-country skiing on a snowy trail. The person in the foreground is wearing a red and black jacket and black pants, while the person further ahead is wearing a grey and orange jacket and black pants. They are both using ski poles and are on a wide, snow-covered path. The background features a line of bare trees and some evergreens under a grey, overcast sky.

Public Recreational Activity on State Land in Northeast Willmar



State land
Approx. 60 acres

© 2016 Google

Google earth

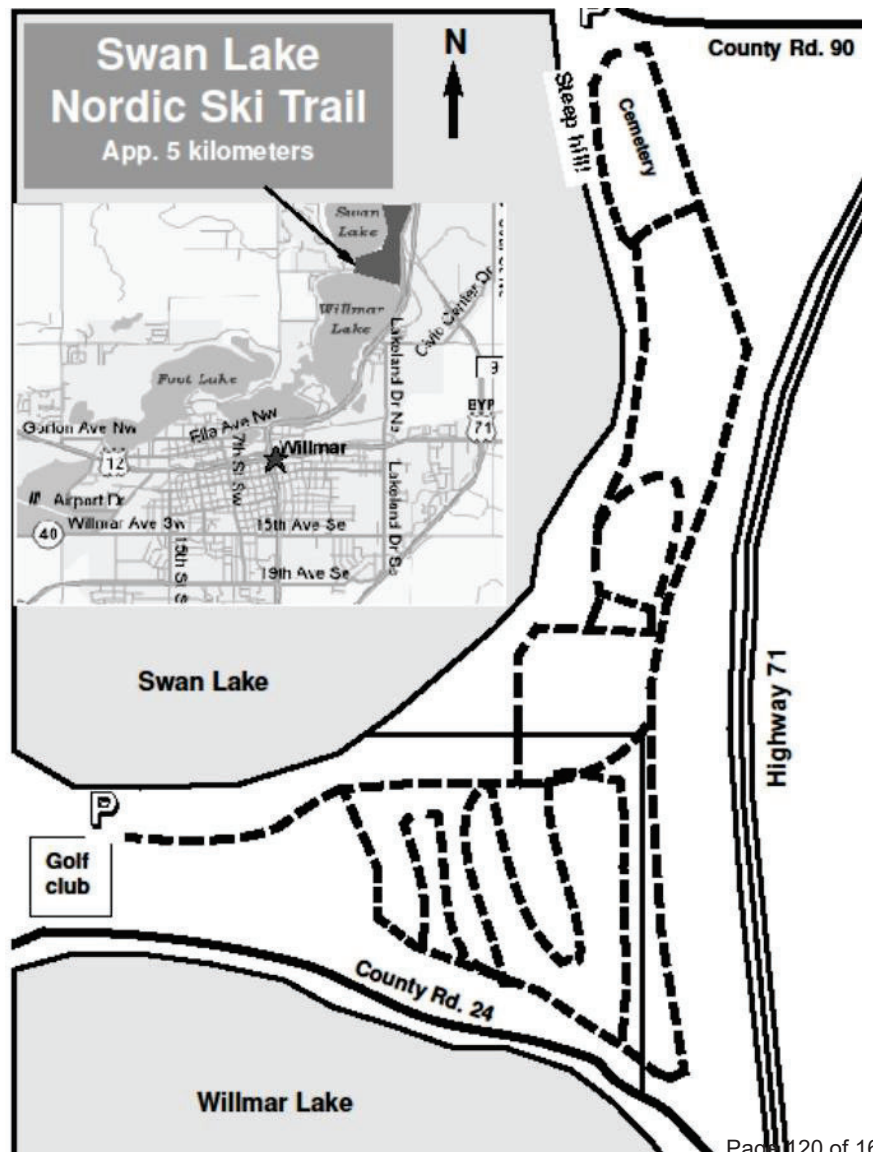
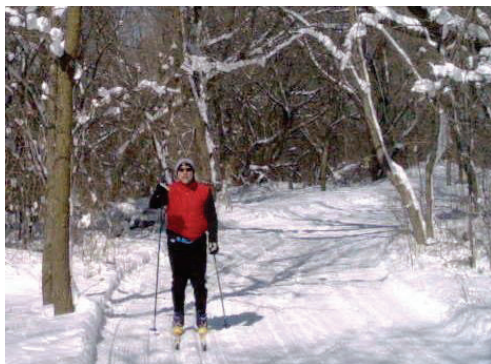
Imagery Date: 4/28/2015 45°09'13.10" N 95°01'19.06" W elev 1159 ft eye alt 8052 ft

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Nordic ski trail



A background image showing a snowy forest scene with several people skiing. The image is faded and serves as a backdrop for the text.

Background-recreational use

- ❖ Decades of public use for skiing and hiking
- ❖ Ski trail development by WRTC volunteers
- ❖ 2001-surface survey by MPCA
- ❖ 2002-Willmar Nordic Ski Club founded
- ❖ 2005-DNR graded trail improvements
- ❖ 2007-With grant from MUC, city of Willmar employed SWCD to plant windbreak; required review/approval my MnDOT

Potential development, public benefit

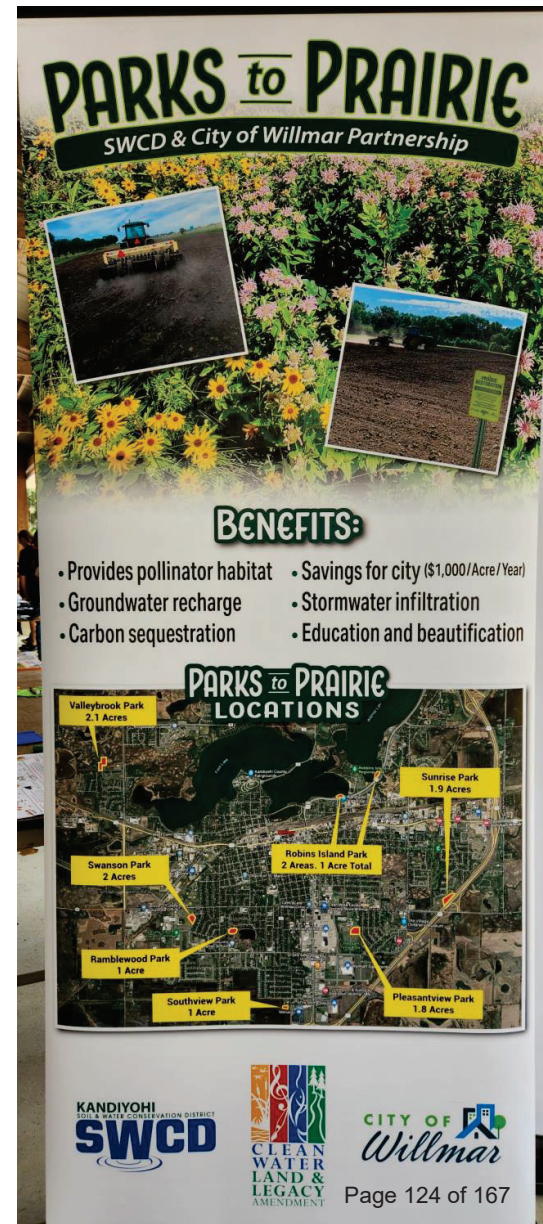
- ❖ JPA with city and state
- ❖ Bike trail, trail center, picnic area
- ❖ Social and economic value of open space





Prairie Restoration Funding

- Enhance oak groves, restore prairie
- CPL Grant Program
- DNR manages matching grants up to \$500,000
- Examples in Dakota County
 - Hastings Pollinator Habitat Restoration, 13-acre prairie restoration, \$56,090
 - Rosemount Preserve, Forest Restoration-Enhancement, 25 acres, \$60,359
- Retired attorney David Moody agrees to prepare application to begin restoration project



PARKS to PRAIRIE
SWCD & City of Willmar Partnership

BENEFITS:

- Provides pollinator habitat
- Groundwater recharge
- Carbon sequestration
- Savings for city (\$1,000/Acre/Year)
- Stormwater infiltration
- Education and beautification

PARKS to PRAIRIE LOCATIONS

Valleybrook Park 2.1 Acres
Swanson Park 2 Acres
Ramblewood Park 1 Acre
Southview Park 1 Acre
Robins Island Park 2 Areas: 1 Acre Total
Sunrise Park 1.9 Acres
Pleasantview Park 1.8 Acres

KANDIYOHI SWCD
CLEAN WATER LAND & LEGACY AMENDMENT
CITY OF Willmar

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Willmar Nordic Ski Club board members

Forrest Peterson, president

Phil Hoffer, vice president

David Moody, secretary

Amy Haugen, treasurer

Fred Hund, board member

Taylee Dahl, board member

Margie Rock, board member

Brad Haugen, board member

Kevin Halvorson, board member

Marquis Christenson, board member

**Thank
You!**



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Receive Testimony for Liquor License Violation		

RECOMMENDED ACTION:

Receive Testimony for Liquor License Violation

OVERVIEW:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages, the last alcohol compliance check resulted in three (3) violations of an On-Sale Liquor License establishments.

1. A first violation for On-Sale Liquor License holder **Tapatio, LLC dba El Tapatio Mexican Restaurant** and as such an appearance at a City Council Meeting is required to explain measures being taken to eliminate future violations.
2. A first violation for On-Sale Wine & Intoxicating 3.2% Malt Liquor License holder **Two Knight LLC dba Giovanni's Pizza** and as such an appearance at a City Council Meeting is required to explain measures being taken to eliminate future violations.
3. A first violation for On-Sale Wine & Intoxicating 3.2% Malt Liquor License holder **Golden Palace Restaurant Inc. dba Golden Palace Restaurant** and as such an appearance at a City Council Meeting is required to explain measures being taken to eliminate future violations.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.		

RECOMMENDED ACTION:

To adopt a resolution approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.

OVERVIEW:

On April 15th, the city council introduced an ordinance to reallocate leftover contingency funds from the local option sale tax projects for an outdoor rink/pavilion. \$284,803.87 from the Athletic Field Project, \$292,839.03 from the Robbins Island Project, and \$34,428.60 from the Swansson Fields Project for a total of \$612,071.50 would be reallocated to the Events/Recreation Center project, which had \$978,708.54 remaining in the budget. The ordinance passed on May 6th, giving the Events/Recreation a new budget of \$1,590,780.04

On June 3rd, the city council passed a resolution for Bolton and Menk to develop the plans and specifications for the outdoor rink/pavilion for \$164,493, for a new budget of \$1,426,287.04.

City Staff, Bolton, and Menk developed plans for the outdoor covered rink/pavilion with a base bid of concrete rink ribbon, gravel rink surface, and gravel outer perimeter, fabric roof system on steel framing, lighting, electrical, grass restoration, and stormwater management. Listed below are alternatives to consider. The dasher boards, glass, and installation would be purchased through that state cooperative purchasing agreement.

1. Alternate #1A: concrete inside the rink perimeter with a gravel base outside the rink perimeter.
2. Alternate #1A and #1B concrete inside the rink perimeter with concrete outside the rink perimeter.
3. Alternate# 2A: Asphalt rink and gravel outer perimeter
4. Alternate# 2A and 2B, asphalt rink with an asphalt outer perimeter.

Construction bids for the project are scheduled to be opened at Willmar Civic Center on Jan 23rd at 2:00 pm.

BUDGETARY/FISCAL ISSUES:

1. **Base Bid**, including removals, earthwork, concrete rink ribbon, gravel rink surface and gravel outer perimeter, fabric roof system on steel framing, lighting, electrical, grass restoration, and stormwater management.

Base Bid Sub-total: \$1,268,000.

Dasher Boards: \$159,000.

Total Base Bid: \$1,427,000.

2. **Base Bid + Alternate #1A**, including work above but with a concrete rink instead of gravel, with gravel on the outer perimeter.

Base Bid Sub-total: \$1,268,000.

Dasher Boards: \$159,000.

Alternate #1A: \$153,000.

Total Base + Alt 1A: \$1,580,000.

3. **Base Bid + Alternates #1A and #1B**, including work above but with a concrete rink with a concrete outer perimeter.

Base Bid Sub-total: \$1,268,000.

Dasher Boards: \$159,000.

Alternate #1A: \$153,000.

Alternate #1B: \$123,000.

Total Base Bid + Alts 1A + 1B: \$1,703,000.

4. **Base Bid + Alternate #2A**, including work above but with an asphalt rink instead of gravel, with gravel on the outer perimeter.

Base Bid Sub-total: \$1,268,000.

Dasher Boards: \$159,000.

Alternate #2A: \$60,000.

Total Base + Alt 2A: \$1,487,000.

5. **Base Bid + Alternate #2A and #2B**, including work above but with an asphalt rink with an asphalt outer perimeter.

Base Bid Sub-total: \$1,268,000.

Dasher Boards: \$159,000.

Alternate #1B: \$60,000.

Alternate #2B: \$49,000.

Total Base Bid + Alts 2A + 2B: \$1,536,000

Other City Cost:

Geotechnical Services (Soil Borings): \$0.00

5% Construction Contingency: \$63,400

Survey Services: \$6,000.00

Construction Testing: \$12,000

Total City Cost: \$81,400

ALTERNATIVES TO CONSIDER:

Reject the plans and specifications as presented

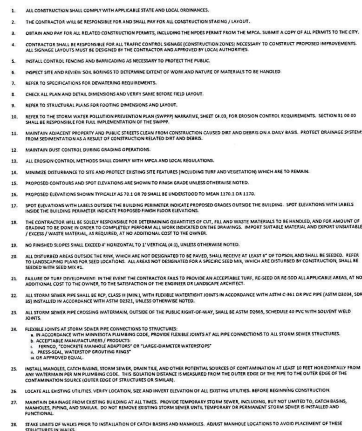
Offer suggestions to change the plans and specifications

ATTACHMENTS:

1. Outdoor Rink Pavilion Plans
2. Outdoor Rink- Cost Estimate Summary-rev
3. Photo of Legacy Outdoor Rink A
4. Photo of Legacy Outdoor Rink B
5. Resolution for Outdoor Rink /Pavilion Plans/Specifications /Advertise for bids

2707 Arena Drive, Willmar, MN 56201

DRAWING INDEX



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PRELIMINARY
CITY SUBMITTAL
12/23/2024

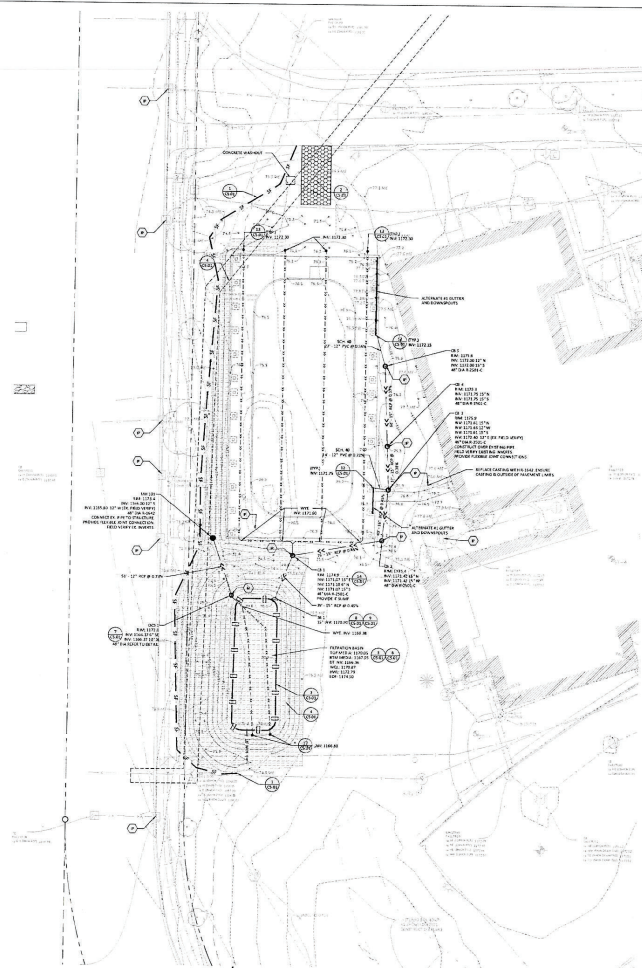


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[illegible]

CITY OF WILLMAR, MINNESOTA
OUTDOOR COVERED RINK
TITLE SHEET

C0.01



- [illegible]

REFERENCE SET TO SEE DETAILS
 DETAIL NO. NUMBER TOP
 DETAIL NAME NUMBER BOTTOM

EXISTING CONTROL

PROPOSED SPOT ELEVATION

PROPOSED CONTROL

PROPOSED SPOT ELEVATION
 ME = MATCH EXISTING
 EP = EMERGENCY OVERFLOW

PROPOSED GRADING LIMITS

PROPOSED STREET SIGNS

PROPOSED MEDIAN BARRIER

PROPOSED SIDE BARRIER

PROPOSED SAFETY FENCE

PROPOSED SHOULDER CONTROL

PROPOSED ROCK CONSTRUCTION ENHANCE

PROPOSED DESIGN CONTROL BARRIER

PRELIMINARY
CITY SUBMITTAL



CO-NAME	AGE	WEIGHT	DATE
DGE			
STATUS			
DGE			
PREVIOUS TREATMENT			
DGE			
COMMENTS: NO NAUSEA/EMESIS			

CITY OF WILLMAR, MINNESOTA
OUTDOOR COVERED RINK
UTILITY AND EROSION CONTROL PLAN

SHEET
C4.01

STORMWATER
POLLUTION PREVENTION
PLAN (SWPPP)

Willmar Covered Ice Rink
CITY OF WILLMAR
KANDIYOHI COUNTY, MINNESOTA



PROJECT AREAS
Total Project Size (disturbed area) = 1.8 ACRES
Existing area of impervious surface = 0.0 ACRES
Post construction area of impervious surface = 0.0 ACRES
Total new impervious surface area created = 0.0 ACRES

Planned Construction Start Date: 06/01/2025
Estimated Construction Completion Date: 09/15/2025

PERMANENT STORMWATER MANAGEMENT SYSTEM
Type of storm water management used (there must be a size of new impervious surface is created):

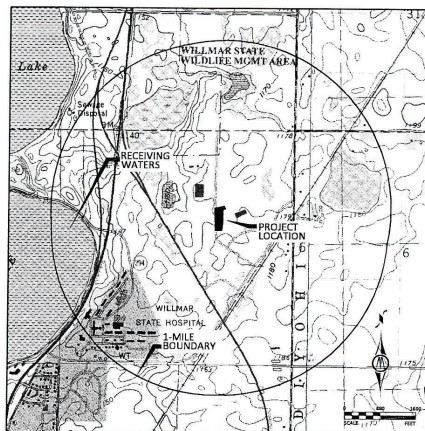
X Wet Sedimentation Basin
X Stormwater Detention Pond
Regional Pond
Permanent Stormwater Management Not Required

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
Kandiyohi	Willmar	R50W	1	45.14733	-95.00734

BMP SUMMARY	QUANTITY	UNIT
Rock Construction Entrance	1	Each
Silt Fence	600	LF
Erosion Control Blanket	15	Each
Erosion Control Blanket	2,300	SY
Seed & Fertilizer	1,140	AC

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Site grading, stormwater, stormwater management, temporary erosion and sediment control, and permanent stabilization.

Stormwater currently runs off into an existing filtration basin or onto an adjacent City street. After construction is complete stormwater will enter a newly constructed filtration basin or onto the adjacent City street. This project will not change the original drainage patterns.



Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1 mile of the project boundary are identified on the USGS 7.5-minute topographic map. Receiving waters that are identified, the requirements, and status are listed as follows. All specific BMPs related to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction-related water body impairments have also been incorporated.

NAME OF WATER BODY	TYPE (Impaired, wetland, lake, etc.)	Special, Prohibited, Restricted Water?	Flow to Impaired Water Within 1 Mile?	USFPA Approved Construction Related TMDL?
Willmar Lake (main bay)	Lake	No	Yes	Yes

¹ Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MN100001).

² Identified as impaired under section 303 (b) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic life.

³ Construction Related TMDLs include those related to phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic life.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 171.7 of the Minnesota Standard Specifications for Construction.

- 1) Submit SWPPP updates to the Engineer. Submittal shall include any proposed changes to the SWPPP, including but not limited to: Trained Personnel, Location for Stockpiles, Concrete Washout, Sedimentation Facilities, Types and Locations of Erosion & Sediment Control, Failure to comply notices that be considered acceptance of the SWPPP as designed with no changes.
- 2) Install perimeter sediment control, silt fence, and construction exit.
- 3) Conduct stormwater monitoring.
- 4) Grade site to subgrade elevations.
- 5) Construct stormwater basin and install storm sewer.
- 6) Complete rapid stabilization.
- 7) Complete seeded/grassed construction.
- 8) Complete turf restoration.
- 9) Add additional temporary BMPs as necessary during construction based on inspection reports.
- 10) Ensure final stabilization measures are complete.
- 11) Provide digital copy of all final SWPPP documentation including Inspection Reports and SWPPP Revisions to the Owner.
- 12) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

PRELIMINARY
CITY SUBMITTAL

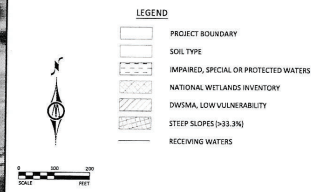
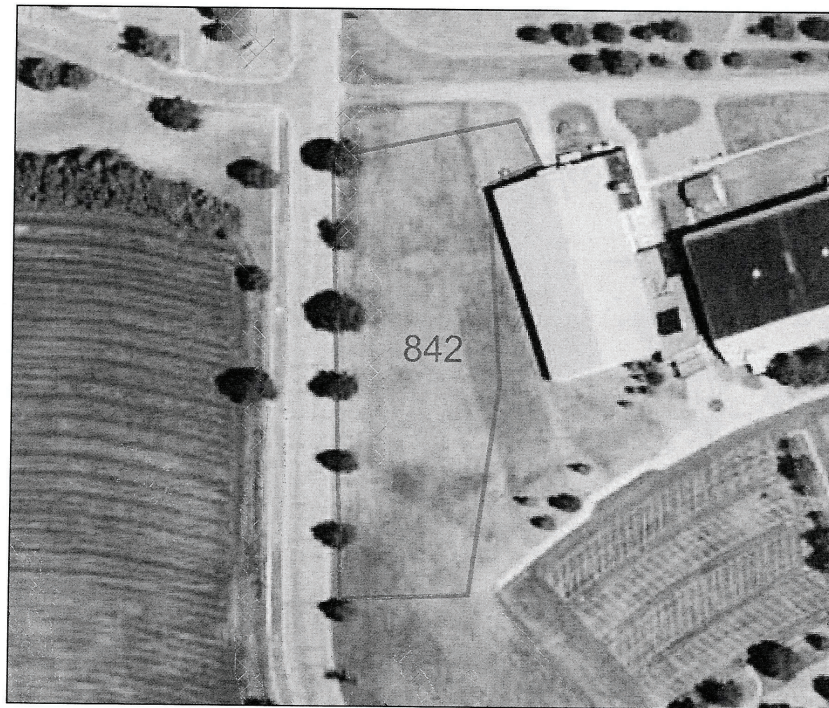


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DATE	BY	REVISION	NOTES
06/01/2025	JB	1	Initial Design

CITY OF WILLMAR, MINNESOTA
OUTDOOR COVERED RINK
SWPPP PLAN

WHT
C4.02



SOIL TYPE SUMMARY				
Map Unit Symbol	Soil Name	Hyd. Soil Group	Permeability	
MUSYM	MUSKUMBEI	HYDROF	MUSKUMBEI	
842	Urban land Urban/Therapio complex	---	---	

NHSL - Not Highly Erodible Land
PHSL - Potentially Highly Erodible Land
HEL - Highly Erodible Land

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN	
DESCRIPTION	SHEET NO.
SITE MAP	C2.01
DIRECTION OF FLOW	C3.01
FINAL STABILIZATION	C3.01
SOILS	C4.04
EROSION & SEDIMENT CONTROL DETAILS	C5.01
TURF ESTABLISHMENT TABULATION	C4.03
NARRATIVE & NOTES	C4.02 - C4.03

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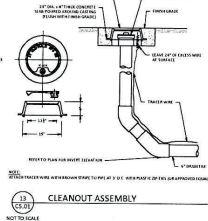
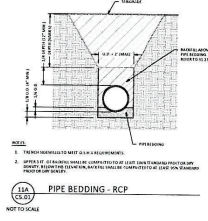
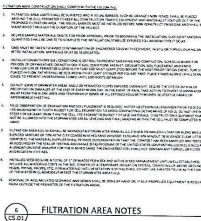
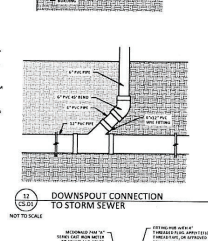
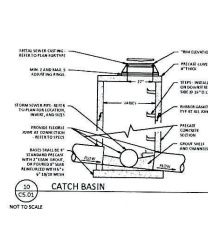
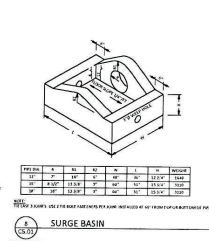
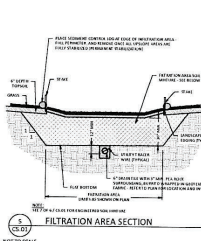
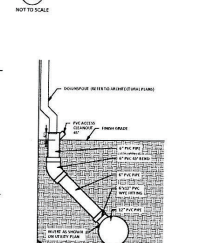
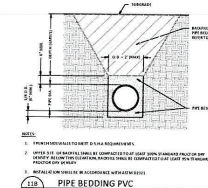
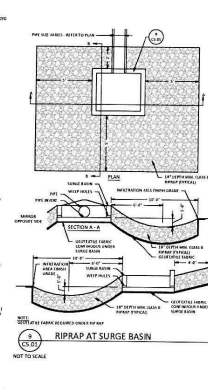
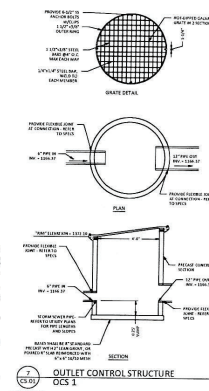
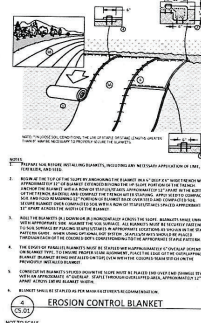
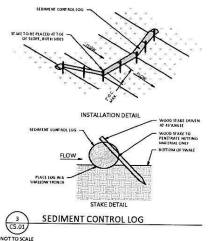
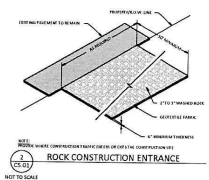
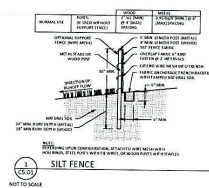
PRELIMINARY
CITY SUBMITTAL
2014.07.08

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PROJECT NO.	2014.07.08
DATE	2014.07.08
BY	
CHECKED BY	
APPROVED BY	

CITY OF WILLMAR, MINNESOTA
OUTDOOR COVERED RINK
SWPPP SOILS

SHEET
C4.04

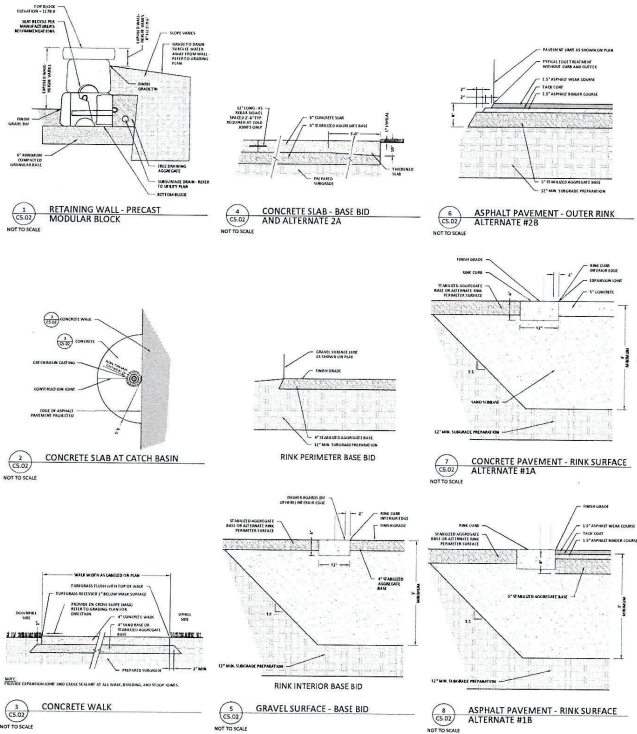


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DATE	DATE	DATE	CITY OF WILLMAR, MINNESOTA	SHEET
DATE	DATE	DATE	OUTDOOR COVERED WALK	C5.01
DATE	DATE	DATE	CIVIL DETAILS	
DATE	DATE	DATE		



PRELIMINARY
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www.boltonmenk.com

DATE	BY	REVISION	NO.	DATE	BY	REVISION	NO.

CITY OF WILLMAR, MINNESOTA
OUTDOOR COVERED RINK
CIVIL DETAILS

WEEK: C5.02

1. PARTICULAR STRUCTURAL DETAILS AND NOTES SHALL APPLY UNLESS NOTED OTHERWISE ON THE DRAWINGS.
2. EXAMINE SITE AND DRAWINGS TO DETERMINE LOCATIONS AND DIMENSIONS OF UTILITIES, AND SITE
3. IMPROVEMENTS.
4. BEFORE CONSTRUCTION FABRICATION AND ERECTION OF ANY MATERIALS, CONTRACTOR SHALL FIELD
5. ALL EXISTING ELEVATIONS, DIMENSIONS AND CONDITIONS AS SHOWN ON THE DRAWINGS AND REPORT
6. DISCREPANCIES TO THE ENGINEER AT ONCE FOR RESOLUTION.
7. ALL DIMENSIONS, LOCATIONS AND ELEVATIONS OF ALL EXISTING STRUCTURES SHOWN ON THE
8. CONTRACT DRAWINGS SHALL BE FIELD VERIFIED BY THE CONTRACTOR.
9. THE STRUCTURAL DESIGN IS BASED ONLY ON THE STRUCTURE IN ITS COMPLETED STATE. CONTRACTORS
10. AND SUBCONTRACTORS SHALL BE RESPONSIBLE FOR IDENTIFYING AND PROVIDING NECESSARY TO WITHSTAND ALL
11. HORIZONTAL AND VERTICAL LOADING THAT MAY BE ENCOUNTERED DURING THE CONSTRUCTION PROCESS
12. UP TO THE COMPLETION OF THE STRUCTURE.
13. STRUCTURAL DIMENSIONS & ELEVATIONS SHALL BE BASED ON SCALED STATIONS & ELEVATIONS.
14. ELEVATIONS ARE BASED ON THE BENCH MARKS NOTED ON THE DRAWINGS.

1. CODE: 2018 INTERNATIONAL BUILDING CODE (IBC), AS AMENDED BY THE 2020 MINNESOTA
STATE BUILDING CODE (MSBC).
2. DESIGN LOADS PROVIDED BY BUILDING MANUFACTURER AS COLUMN REACTIONS, SEE "MBS
Drawing - Willmar Rink - 117 by 232 roof only 12' interior clear (ID 65400)(002).pdf"

BASED ON THE FOLLOWING PARAMETERS:	
WIDTH	117 FT
LENGTH	232 FT
EAVE HEIGHT	14.8 FT
ROOF SLOPE	6:12
WALL DEAD LOAD	
LEFT ENDWALL	2 PSF
RIGHT ENDWALL	2 PSF
FRONT SIDEWALL	2 PSF
BACK SIDEWALL	2 PSF
ROOF LIVE LOAD	20 PSF
FRAME LIVE LOAD	12 PSF
COLLATERAL LOAD	1 PSF
SNOW LOAD	3.52 PSF
WIND SPEED	100 MPH
WIND CODE	MBRBC 20 (IBC 2018)
EXPOSURE CATEGORY	C
CLOSURE	OPEN
RISK CATEGORY	II - NORMAL
IMPORTANCE - WIND	1.00
IMPORTANCE - SEISMIC	1.00
SEISMIC DESIGN CATEGORY	A
SEISMIC COEFF. (MS)	0.00

1. LAP SPLICES AND 90 DEGREE END HOOKS SHALL BE AS SHOWN BELOW UNLESS NOTED. WHEN BARS OF TWO DIFFERENT SIZES ARE SPLICED, THE LONGER LAP LENGTH SHALL APPLY.

F'c=4,000 PSI		SLAB, WALL, COLUMN		BEAM		90 DEGREE HOOK
BAR SIZE	BAR LAP	TOP BAR	BAR LAP	TOP BAR		
#4	25 IN.	32 IN.	37 IN.	48 IN.		8 IN.
#5	31 IN.	40 IN.	46 IN.	60 IN.		10 IN.
#6	37 IN.	48 IN.	56 IN.	72 IN.		12 IN.

* TOP BAR LAP SPICES ARE HORIZONTAL REINFORCEMENT PLACED SUCH THAT MORE THAN 12 IN. OF CONCRETE IS CAST IN THE MEMBER BELOW THE SPICE. REINFORCING BARS SHALL HAVE THE FOLLOWING COVER. COVER UNLESS NOTED OTHERWISE.

FOOTINGS AND OTHER UNFORMED SURFACES

3"
CONCRETE EXPOSED TO EARTH, WEATHER OR FLUIDS

#6 BARS OR LARGER
2"
#5 BARS OR SMALLER

1-1/2"

3. CONCRETE SHALL BE PLACED WITHOUT CONSTRUCTION JOINTS EXCEPT WHERE SPECIFICALLY SHOWN ON THE DRAWINGS OR AS APPROVED BY THE ENGINEER. CAST-IN-PLACE CONCRETE SHALL NOT BE PLACED IN STANDING WATER, ON FROZEN SOIL OR ON FRESHEN CONCRETE.

REVEL ALL EXPOSED CORNERS OF CONCRETE 3/4" x 3/4".

1. TEMPORARY GROUND CONTROL IS BY CONTRACTOR DESIGN.
2. CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL TEMPORARY SHEETING AND BRACING NECESSARY TO PROTECT PERSONNEL AND ADJACENT PROPERTY FROM INJURY OR DAMAGE DURING CONSTRUCTION OPERATION.
3. EXCAVATIONS OR TRENCHING WITHIN CLOSE PROXIMITY TO UNDERGROUND STRUCTURES, UTILITIES, OR UTILITY POLES WILL REQUIRE PROTECTION AND SUPPORT TO PREVENT DAMAGE OR INTERRUPTION TO SERVICE. THE COST TO PROVIDE THIS PROTECTION SHALL BE INCLUDED IN THE CONTRACTOR'S TOTAL BASE BID PRICE.

REINFORCED CONCRETE:	
CONCRETE:	4000 PSI @ 28 DAYS AIR CONTENT: 6.5% ± 1.5% W/C+P: 0.42
REINFORCEMENT BARS:	
DEFORMED BARS	ASTM A615, GRADE 60

1. THE GEOTECHNICAL ENGINEER SHALL REVIEW AND APPROVE FOUNDATION BEARING SIZES PRIOR TO THE PLACEMENT OF FOOTINGS OR FOUNDATION.

2. PROVIDE A MINIMUM OF 3'-0" OF SOIL COVER AT ALL HEATED STRUCTURE EXTERIOR WALL FOOTINGS. PROVIDE A MINIMUM OF 1'-0" OF SOIL COVER AT ALL UNHEATED STRUCTURE FOOTINGS.

3. PROTECT FOUNDATION FROM FREEZING DURING CONSTRUCTION.

4. PLACE FILL AND BACKFILL TO FOLLOWING MAXIMUM STANDARD PROCTOR DENSITIES UNLESS NOTED OTHERWISE IN THE SPECIFICATIONS.

LOCATION	DENSITY
FILL BELOW FOOTINGS	95%
FILL BELOW SLABS ON GRADE	98%

5. FOUNDATION DESIGN IS BASED ON REQUIREMENTS OF GEOTECHNICAL EVALUATION REPORT NO. GR-05887

DATED: 02/21/2021

PREPARED BY: AMERICAN CONSULTING SERVICES, INC.

SOIL BEARING PRESSURES:

ALLOWABLE SOIL BEARING PRESSURE: 3,000 PSF

BEARING CAPACITY FAILURE FACTOR OF SAFETY: 3.0

SEE GEOTECHNICAL REPORT FOR RECOMMENDED EXCAVATION DEPTHS

THE CONTRACTOR SHALL VERIFY, BY FIELD VERIFYING, ALL SIZES, DIMENSIONS, ELEVATIONS, LOCATIONS, ETC. OF ELEMENTS OF THE EXISTING CONSTRUCTION WHICH ARE RELATIVE TO THE NEW CONSTRUCTION PROJECT TO BE CONSTRUCTED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS INVOLVING NEW WORKING INTO OR GOVERNED BY EXISTING CONSTRUCTION SHALL BE VERIFIED BY THE CONTRACTOR AND FURNISHED TO THE SUBCONTRACTOR PRIOR TO FABRICATION OF THE VERIFIED DIMENSIONS SHALL APPEAR AND BE NOTED AS SUCH ON THE FIRST SHOP DRAWING SUBMITTED.

THE ENGINEER HAS MADE ASSUMPTIONS CONCERNING THE SOUNDNESS OF THE EXISTING BUILDING AND THE EXISTING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE SOUNDNESS OF THE EXISTING BUILDING AND THE EXISTING CONSTRUCTION. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT GOOD DESIGN AND CONSTRUCTION PRACTICES. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT THE PRESERVATION OF THE BUILDING DURING DEMOLITION AND NEW CONSTRUCTION WORK. FURTHER, THE CONTRACTOR SHALL BE RESPONSIBLE TO ACHIEVE ALL REQUIREMENTS OF THE PROJECT.

THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES BETWEEN THE CONSTRUCTION DOCUMENTS AND ACTUAL FIELD CONDITIONS.

ALL WORK THROUGH EXISTING CONSTRUCTION SHALL BE COVERED DURING CONSTRUCTION.

NEW OPENINGS MUST BE MADE WITH ENGINEER'S APPROVAL.

CUTTING OF EXISTING STRUCTURAL STEEL IS PROHIBITED WITHOUT APPROVAL FROM THE ENGINEER OF

THESEY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JASON C. GRAHAM
51637 11/20/2024

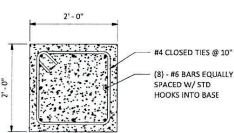
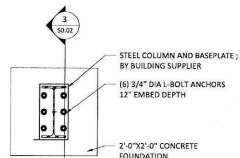
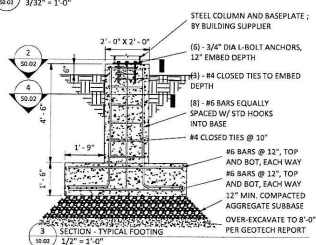
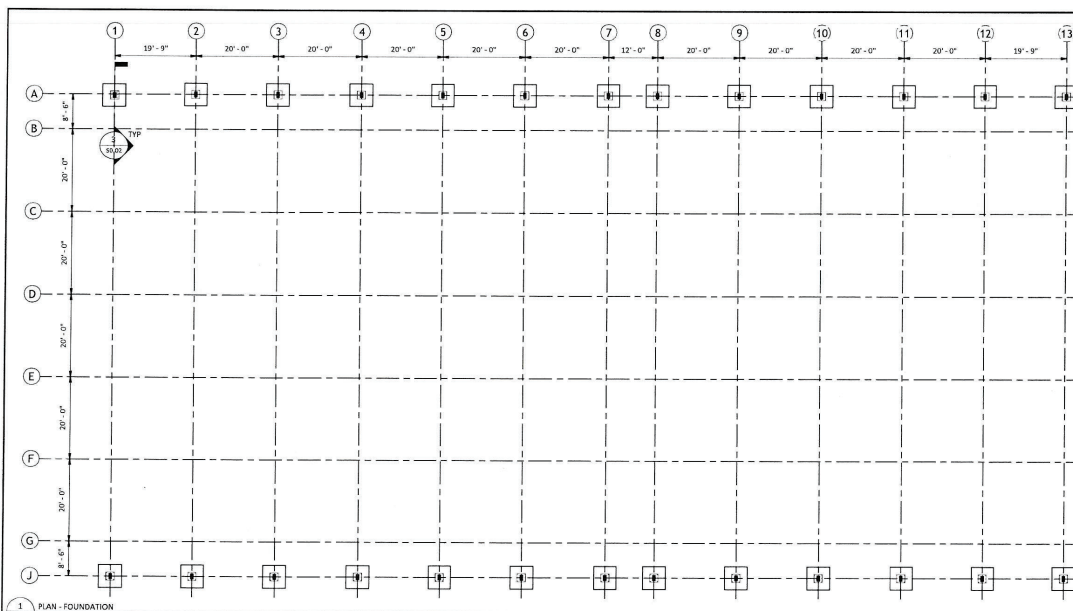


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Email: Burnsville@boiton-menk.com
www.boiton-menk.com

DESCRIPTION	NO.	ANALYST	DATE
PAVE			
PAVE			
PAVE			
JCG			
CLASSIFIED BY			

CITY OF WILLMAR, MINNESOTA
Willmar, MN - Outdoor Covered Rink
GENERAL (DESIGN CRITERIA & LOADING

0.01



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED

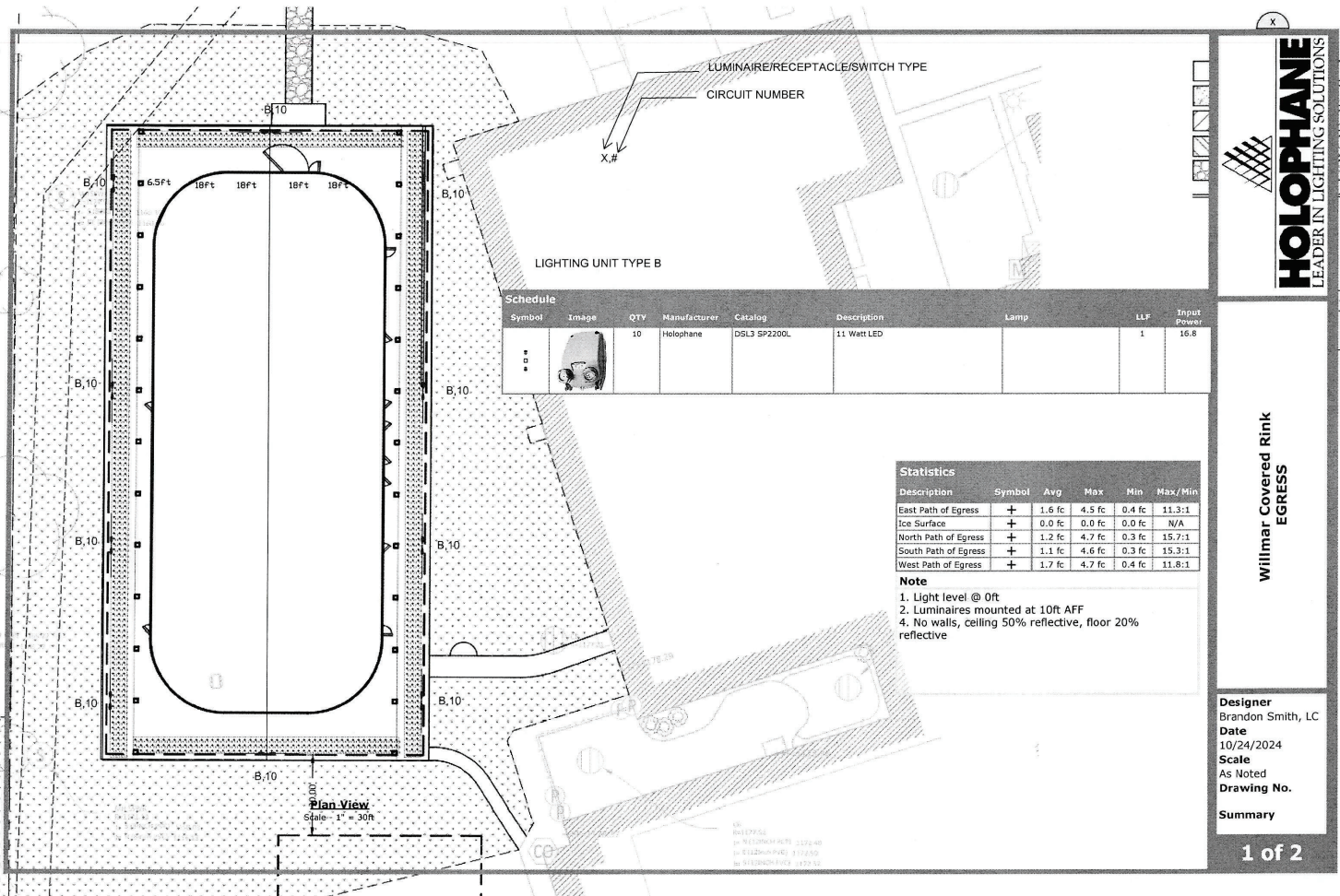


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Phone: (952) 890-0509
mail: Burnsville@bolton-menk.com
www.bolton-menk.com

DESIGNED	DATE	10/10/2014	10/10
Designer			
DRAWN			
Author			
CHECKED			
Checker			
Client Name: W3			
24X135104.000			

CITY OF WILLMAR, MINNESOTA
Willmar, MN - Outdoor Covered Rink
FOUNDATION PLAN

\$0.02



Schedule								
Symbol	Image	QTY	Manufacturer	Catalog	Description	Lamp	LLF	Input Power
		10	Holophane	DGL3 SP220L	11 Watt LED		1	10.8

Statistics					
Description	Symbol	Avg	Max	Min	Max/Min
East Path of Egress	+	1.6 fc	4.5 fc	0.4 fc	11.3:1
Ice Surface	+	0.0 fc	0.0 fc	0.0 fc	N/A
North Path of Egress	+	1.2 fc	4.7 fc	0.3 fc	15.7:1
South Path of Egress	+	1.1 fc	4.6 fc	0.3 fc	15.3:1
West Path of Egress	+	1.7 fc	4.7 fc	0.4 fc	11.8:1

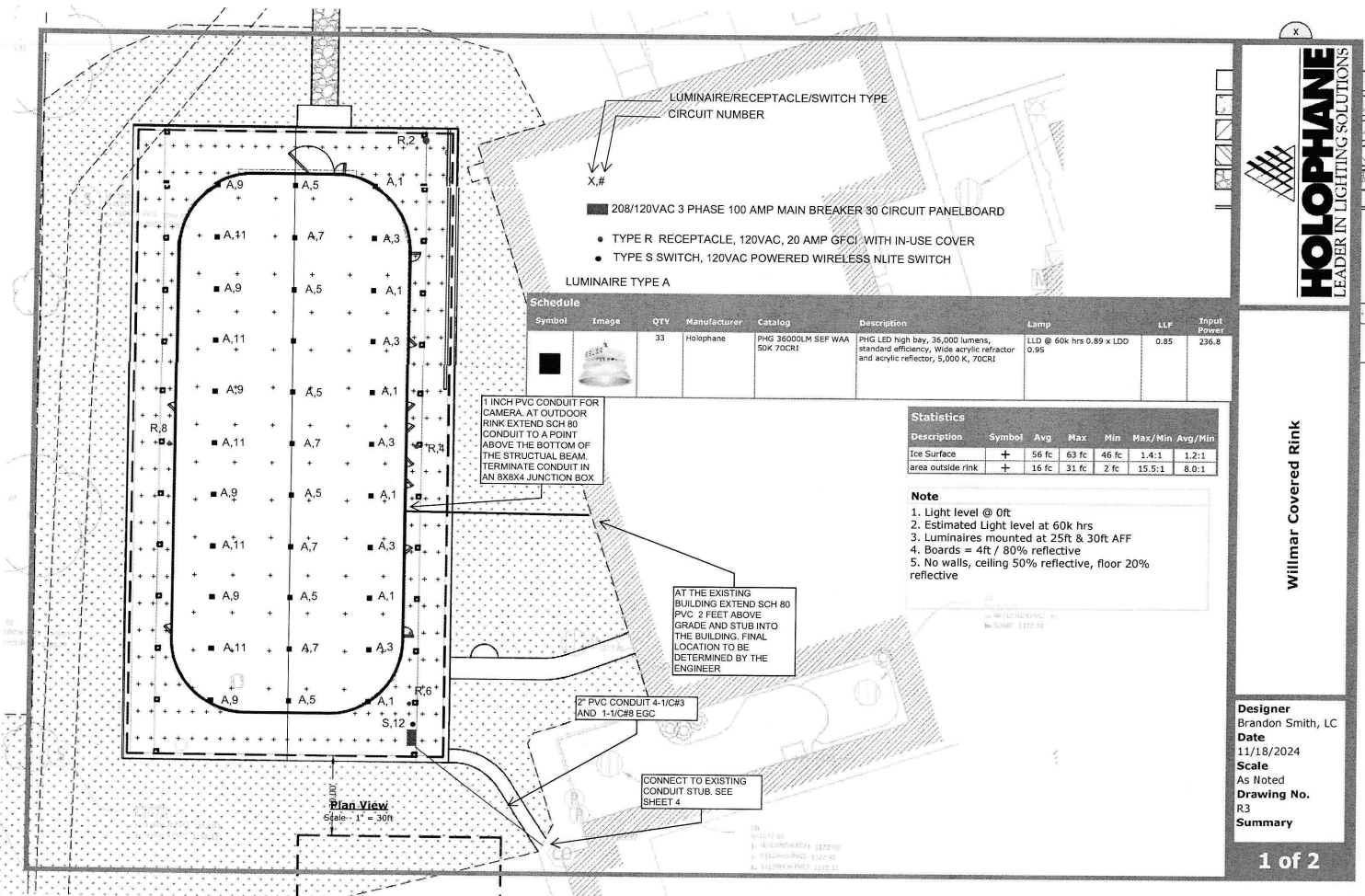
Note
1. Light level @ 0ft
2. Luminaires mounted at 10ft AFF
4. No walls, ceiling 50% reflective, floor 20% reflective

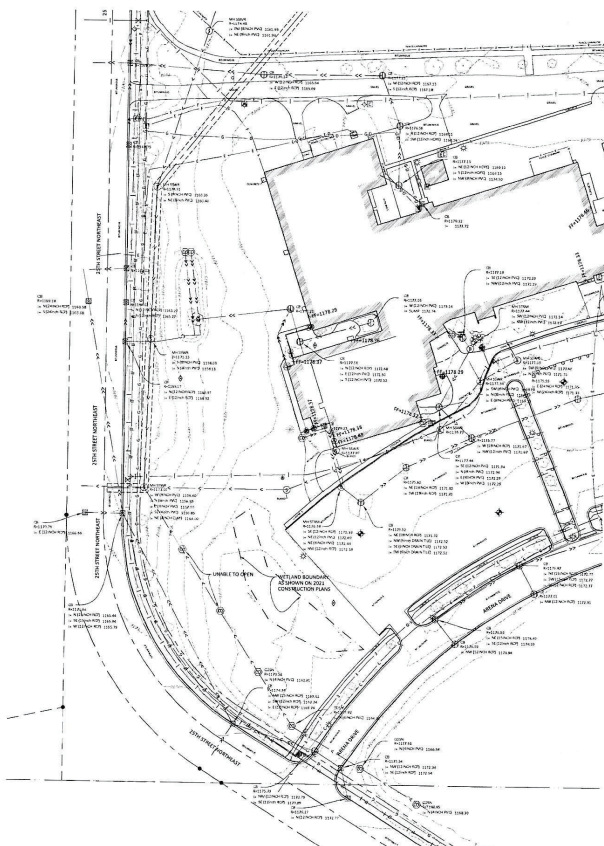
HOLOPHANE
LEADER IN LIGHTING SOLUTIONS

Willmar Covered Rink
EGRESS

Designer
Brandon Smith, LC
Date
10/24/2024
Scale
As Noted
Drawing No.
Summary

1 of 2





LEGEND	
	MONUMENT FOUND
	CONTROL POINT
	BENCH MARK
	ROAD
	RIGHT OF WAY
	CATCH BASIN
	CATCHMENT
	CLEAN OUT
	FLAG POLE
	HANDICAP ACCESS
	LIGHT POLE
	COMMUNICATION UNDERGROUND
	ELECTRIC UNDERGROUND
	FIRE UNDERGROUND
	GAS UNDERGROUND
	SANITARY SEWER
	T-1 LINE
	T-2 LINE
	STORM SEWER
	WATER SYSTEM
	FENCE
	CURB & GUTTER
	FOREST COMMUNICATION
	POST
	SIGN NON TRAFFIC
	SIGN TRAFFIC
	TRANSFORMER ELECTRIC
	TREE DECIDUOUS
	TREE EVERGREEN
	VALVE
	MANHOLE SANITARY SEWER
	MANHOLE STORM SEWER
	METER
	LIGHT GROUND
	ADJACENT
	EASEMENT
	CENTERLINE
	RIGHT OF WAY
	SECTION LINE
	QUARTER LINE
	INTERMEDIATE CONTROL
	HOLE CONTROL

EXH 1

TOPOGRAPHIC SURVEY
2707 ARBINA DRIVE NORTHEAST, WILMAR, MINNESOTA 56201



BOLTON & MENK

3000 HENRIEVILLE RD EAST
WILMAR, MN 56201-0001
(507) 280-0000

SOUTH HALF OF THE SOUTHWEST QUARTER AND THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 13S, RANGE 33E, KANABETH COUNTY, MINNESOTA
FOR: CITY OF WILMAR

DRAWN BY: JED

DATE: 12/10/2013 14:43:42

Memorandum

Date: December 11, 2024
Client: City of Willmar
Project: Outdoor Covered Rink
Project No: 24X135104
Subject: Opinion of Probable Construction and Project Costs (Rev1)
Memo To: Rob Baumgarn- City of Willmar

Memo By: Jay Pomeroy, BMI

Based on the current defined scope of work, including Base Bid and Alternates, and as shown on the 95% set of Plans and Specifications, we offer the following summary of the “*Opinion of Probable Construction and Project Costs*”, attached hereto.

1. **Base Bid**, including removals, earthwork, concrete rink ribbon, gravel rink surface and gravel outer perimeter, fabric roof system on steel framing, lighting, electrical, grass restoration and stormwater management.

Base Bid Sub-total: \$1,268,000.
Dasher Boards: \$159,000.
Total Base Bid: \$1,427,000.

2. **Base Bid + Alternate #1A**, including work above but with concrete rink in lieu of gravel, with gravel outer perimeter.

Base Bid Sub-total: \$1,268,000.
Dasher Boards: \$159,000.
Alternate #1A: \$153,000.
Total Base + Alt 1A: \$1,580,000.

3. **Base Bid + Alternates #1A and #1B**, including work above but with concrete rink with concrete outer perimeter.

Base Bid Sub-total: \$1,268,000.
Dasher Boards: \$159,000.
Alternate #1A: \$153,000.
Alternate #1B: \$123,000.
Total Base Bid + Alts 1A + 1B: \$1,703,000.

4. **Base Bid + Alternate #2A**, including work above but with asphalt rink in lieu of gravel, with gravel outer perimeter.

Base Bid Sub-total: \$1,268,000.
Dasher Boards: \$159,000.
Alternate #2A: \$60,000.
Total Base + Alt 2A: \$1,487,000.

5. **Base Bid + Alternate #2A and #2B**, including work above but with asphalt rink with asphalt outer perimeter.

Base Bid Sub-total: \$1,268,000.
Dasher Boards: \$159,000.
Alternate #1B: \$60,000.
Alternate #2B: \$49,000.
Total Base Bid + Alts 2A + 2B: \$1,536,000.

We trust the above is clear and understandable. If you have any questions, please do not hesitate to contact me.

attachment: Opinion of Probable Construction and Project Costs, dated 12/11/2024.

OUTDOOR COVERED RINK CITY OF WILLMAR

OPINION OF PROBABLE CONSTRUCTION AND PROJECT COSTS

ITEM	Description	Total Cost	Comments
A	GENERAL		
1	Mobilization/G.C.	\$ 84,000	7% of Construction Cost
2	Overhead & Profit (GC/ Subs)	\$ 36,000	3% of Construction Cost
			\$120,000.00

ITEM	Description	Total Cost	Comments
B	SITE REMOVALS		
1	Pavement, Curb	\$ 2,000	Pavement, curb removals, sawcutting
2	Utilities	\$ 3,000	Removal, protection
3	General Removals	\$ 4,000	Misc, tree prot.
			\$9,000.00

ITEM	Description	Total Cost	Comments
C	EARTHWORK		
1	Silt Fence	\$ 3,000	
2	Rock Construction Entrance	\$ 8,000	
3	Excavation	\$ 54,000	24" depth rink, basin, misc subcut, export
4	Strip, Stockpile, Replace Topsoil	\$ 15,000	Strip, replace 6" topsoil around rink
5	Sand Subbase (32" depth)	\$ 63,000	32" depth non-frost susceptible
6	Retaining Wall	\$ 12,000	Big Block (2' high x 80' long)
7	Finish Grading	\$ 12,000	Tolerance topsoil, sand subbase
			\$167,000.00

ITEM	Description	Total Cost	Comments
D	SITE DRAINAGE		
1	Catch Basins, Manholes	\$ 36,000	48" structures
2	Pipe	\$ 17,000	PVC Pipe, tie into existing system
3	Filtration Media	\$ 28,000	2.5' depth sand w/ compost, re-use partial
4	Drain Tile	\$ 19,000	6" PVC A-2000
5	Storm Outlet Structure	\$ 9,000	Overflow structure at discharge
			\$109,000.00

ITEM	Description	Total Cost	Comments
E	PAVING		
1	Rink Pavement - 4" Gravel	\$ 10,000	4" depth rink area (16,240 sf)
2	Rink Ribbon (for dasher boards)	\$ 19,000	12" wide x 6" deep
3	Rink Perimeter- 4" Gravel	\$ 8,000	4" depth outside rink area (13,240 sf)
4	Gravel Drive	\$ 2,000	6" base agg. North drive
5	Concrete Walks & North Slab	\$ 10,000	Concrete walks & north slab
			\$49,000.00

ITEM	Description	Total Cost	Comments
F	BUILDINGS/ STRUCTURES		
1	Footings/ Foundations	\$ 172,000	26 reinforced piers on slabs
2	Roof System	\$ 495,000	117'x232' Legacy Building (Fabric)
3	Electrical- Lights (Holograph)	\$ 120,000	Light (suspended under roof)
4	Misc	\$ 15,000	Allowance
			\$802,000.00

ITEM	Description	Total Cost	Comments
G	LANDSCAPING		
1	Seed	\$ 7,000	
2	Trees, Landscaping	\$ -	Misc trees, landscaping
3	Erosion Blanket	\$ 5,000	LD fabric at erodible areas
			\$12,000.00

Total BASE BID (Estimated) Construction Cost: **\$1,268,000.00**

Add Dasher Boards- Becker Arena \$ 159,000 **\$159,000.00**

Total (Estimated) Construction Cost: **\$1,427,000.00**

BID ALTERNATES

1A	Rink Concrete - 4" Depth Reinf	\$ 153,000	\$153,000.00
1B	Outer Concrete - 4" Depth	\$ 123,000	\$123,000.00
2A	Rink Asphalt - 3" Depth	\$ 60,000	\$60,000.00
2B	Outer Asphalt - 3" Depth	\$ 49,000	\$49,000.00

RELATED "PROJECT" COSTS

Geotechnical Services (Soil Borings):	\$0.00
5% Construction Contingency:	\$63,400.00
Survey Services:	\$6,000.00
Design Services:	\$103,100.00
Construction Testing:	\$12,000.00
Construction Engineering & Administration:	\$61,400.00

Total Estimated Project Cost (Excluding Alternates): **\$1,672,900.00**





RESOLUTION NO. ____

RESOLUTION APPROVING TO ADOPT A RESOLUTION APPROVING THE FINAL PLANS AND SPECIFICATIONS FOR THE OUTDOOR RINK/PAVILLION AND AUTHORIZE ADVERTISEMENT FOR BIDS

Motion By:_____

Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.

Dated this 16th of December 2024

Douglas E. Reese, Mayor

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Cannabis Ordinance Overview		

RECOMMENDED ACTION:

Information Only

OVERVIEW:

The proposed Cannabis Registration Ordinance is in response to recent legislative changes under the State of Minnesota's cannabis legalization framework. As Minnesota moves forward with the legalization of adult-use cannabis, municipalities are empowered to establish local regulations to ensure the safe, regulated distribution and use of cannabis products within their communities.

This ordinance will set forth guidelines for cannabis businesses operating within the city, including requirements for registration and operational standards. It ensures compliance with state law while addressing local concerns regarding zoning, public health, safety, and the welfare of our residents. The City of Willmar is committed to creating a responsible regulatory framework that fosters economic opportunity while mitigating potential risks associated with cannabis-related businesses.

The ordinance will outline the procedures for cannabis business registration. It will also establish provisions for compliance with state cannabis regulations, including the Office of Cannabis Management rules, while allowing the City to effectively manage the local cannabis market. This will ensure a balanced approach that supports the responsible growth of the cannabis industry, respects the concerns of residents, and promotes community well-being.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Cannabis Registration and Zoning Ordinance Overview



Cannabis Registration and Zoning Ordinance Overview

Monday December 16, 2024

License Types



- Microbusiness
- Mezzobusiness
- Cultivator
- Manufacturer
- Retailer
- Wholesaler
- Transporter
- Testing Facility
- Event Organizer
- Delivery Service
- Medical Cannabis Combination Business
- Lower-Potency Hemp Edible Manufacturer
- Lower-Potency Hemp Edible Retailer

License Types (cont.)



- Cannabis retailers
- Microbusinesses
- Mezzobusinesses
- Medical cannabis combination businesses
- Lower-potency hemp edible retailers

Local Approval Process



- Local Certification of Zoning Compliance (342.13; 342.14)
- Local Retail Registration Process (342.22)

Local Approval Process (cont.)



- **Sec. 8-372. – Limitation of Registrations.**
- Under M.S.A. § 342.13(h), the city may limit the number of active cannabis retail business registrations if the city has one active cannabis retail business registration for every 12,500 residents. Pursuant to this authority, the city shall limit the number of cannabis retail businesses to 2, excluding any potential municipal cannabis retail business.

Zoning and Land Use

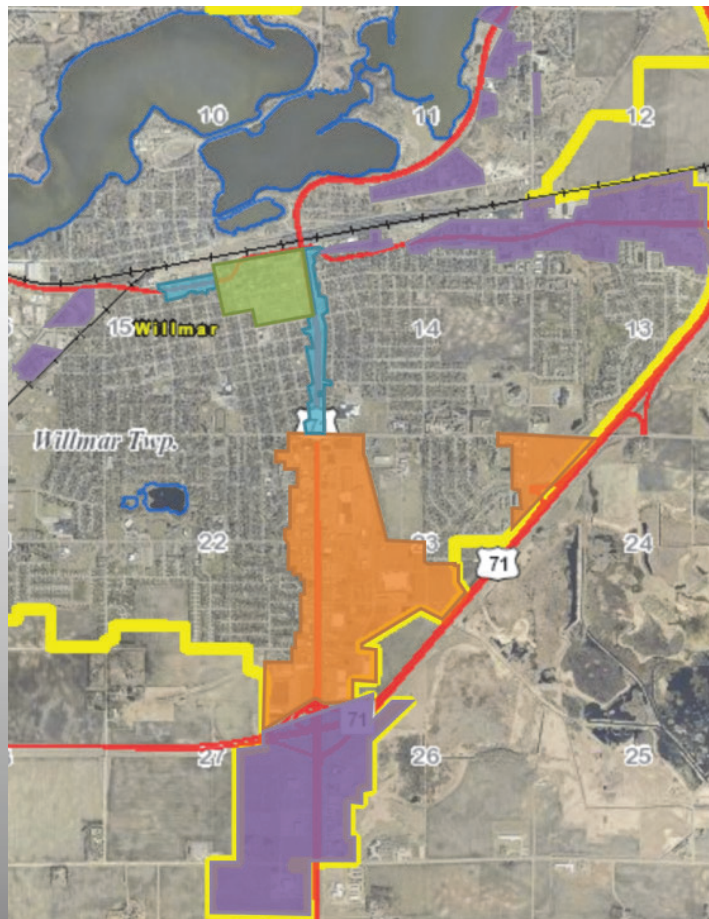


- **Sec. 8-388. – Minimum Buffer Requirements.**
 - The city shall prohibit the operation of a cannabis retail business within 1,000 feet of a school.
 - The city shall prohibit the operation of a cannabis retail business within 500 feet of a day care.
 - The city shall prohibit the operation of a cannabis retail business within 500 feet of a residential treatment facility.
 - The city shall prohibit the operation of a cannabis retail business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Zoning and Land Use (cont.)



- **Sec. 8-389. – Zoning Districts**
 - *Retail.* Cannabis businesses licensed or endorsed for cannabis retail are permitted as a conditional use in the following zoning districts:
 - General Business District
 - (GB 1, GB 2, GB 3)
 - Central Business District



Proposed Timelines



2025

Upcoming Licensing Cycle



mn MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Proposed Timelines (cont.)



- December 2024
 - Finalize Local Registration and Zoning Ordinances
- January 13, 2025
 - Introduction of Cannabis Regulation and Zoning Ordinance and set two public hearings
- February 3, 2025
 - Public Hearings to be held for Cannabis Regulation and Zoning Ordinances
 - Adoption of Cannabis Regulation and Zoning Ordinances



Questions?



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.E.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Sunday Liquor License Renewals for 2025		

RECOMMENDED ACTION:

Approve the 2025 Sunday Liquor License Renewals, Pending Police Department Approval, on a Roll Call Vote

OVERVIEW:

The following establishments are requesting renewal of their current Sunday Liquor Licenses for 2025:

Sunday Uquor Ucense

American Legion Post 167
Applebee's Neighborhood Grill & Bar
Eagle Creek Golf Club
El Tapatio Mexican Restaurant
Finstad-Week Post 1639
Foxhole Brewhouse Inc.
Green Mill Willmar
Grizzly's Grill N' Saloon
Ruff's Wings & Sports Bar
Spurs Grill and Bar
Willmar Elks Lodge
Willmar Frat. Order of Eagles

BGDYETAR/FLISCAUISSGES:

\$200.00 application fee per establishment for a total of \$2,600.00 submitted to the City of Willmar.

AUTERNATIVES TO CONSIDER:

Deny the renewal applications as requested.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.F.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Sale of THC Products 2025 License Renewals		

RECOMMENDED ACTION:

Approve the Sale of THC Products License Renewals, Pending the Police Department Approval, on a Roll Call Vote

OVERVIEW:

The following establishments are requesting renewal of their current Sale of THC Products Licenses for 2025

RT Stores LLC dba Westside Market & Liquor, located at 3001 1st Avenue NW

D & D Smoke, located at 1605 1st Street South, Ste FS3

Lamar Inc. dba Sally Tobacco, located at 1415 1st Street S, Suite 1A

Lamar Inc. dba Sally Tobacco, located at 800 19th Avenue SE. Suite 103

Hemponix Holdings LLC, located at 1425 1st Street S

Supervalu Inc. dba Cub Foods #1607, located at 2201 1st Street S

Coborn's Incorporated dba Cash Wise Liquor #7032, located at 1300 SE 5th Street

Everest Liquors LLC dba Westside Liquor, located at 1600 Hwy 12 E

BUDGETARY/FISCAL ISSUES:

\$2,000.00 application fee per establishment for a total of \$16,000.00 submitted to the City of Willmar.

ALTERNATIVES TO CONSIDER:

Deny the renewal applications as requested.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	December 16, 2024	Agenda Item Number:	9.G.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Doug Reese, Mayor
Item:	Community Center Task Force Update		

RECOMMENDED ACTION:

OVERVIEW:

The YMCA Board held a meeting with the Community Center Task Force on Wednesday, December 11, 2024, at the YMCA. Over the past few months, the Y Board has thoroughly reviewed the proposal to enter a joint venture aimed at expanding the YMCA and incorporating the Community Center into the existing facility. While the Y Board appreciates the Task Force for presenting this opportunity, it has concluded that, at this time, the YMCA is unable to commit the necessary time and resources needed to launch the capital campaign needed to fund such a large-scale project.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None