



WILLMAR CITY COUNCIL MEETING
MONDAY, JANUARY 13, 2025 @ 6:30 PM

Willmar Municipal Utilities
700 Litchfield Ave SW, Willmar, MN 56201

AGENDA

1. Certificate of Election to Office
2. Oath of Office
3. Call Meeting to Order
4. Roll Call
5. Pledge of Allegiance
6. Invocation: Pastor Rod Rice
7. Proposed Additions or Deletions to Agenda
8. Introduction Willmar Municipal Utilities General Manager
 - A. Introduction to Jeron Smith, selected WMU General Manager
9. Consideration of Council Reorganizational Resolutions
 - A. Resolution to Elect Mayor Pro Tempore
 - B. Resolution to Adopt Rules of Order
 - C. Resolution to Establish Council Meeting Dates and Times
 - D. Resolution to Designate the Official Newspaper
 - E. Resolution for Council Committee Member/Liaison Assignments
 - F. Resolution to Designate Responsible Authority – Data Practices
10. Consent Items
 - Approve:
 - A. City Council Minutes of December 16, 2024
 - B. Municipal Utilities Commission Meeting Minutes of December 23, 2024
 - C. Planning Commission Minutes of December 18, 2024
 - D. Planning Commission Minutes of January 8, 2025
 - E. Police Commission Meeting Minutes of December 4, 2024
 - F. Police Commission Meeting Minutes of December 18, 2024
 - G. Resolution Appointing Official Depositories
 - H. Resolution to Authorize Electronic Fund Transfers

- I. Memorandum of Agreement and Memorandum of Understanding between the City of Willmar and AFSCME Local No. 65 General Unit
- J. Accept and Final Seal Coat Project No. 2408
- K. Civic Center & Robbins Island Security Cameras
- L. Civic Center & Robbins Island Security Cameras Cabling & Installation
- M. Willmar Firefighters Association Lawful Gambling Application
- N. Accounts Payable Report, 12/12/24 - 1/8/25

Information:

- O. Monthly Building Permit Report for December 2024

- 11. Approve Consent Agenda Items
- 12. Items Removed from Consent Agenda
- 13. Open Forum (Individuals Limited to Three (3) Minutes)
- 14. Regular Business
 - A. Introduction of a Cannabis Regulation Ordinance
 - B. Introduction of an Ordinance amending Willmar Zoning Ordinance No. 1060
 - C. Cooperative Agreement for Building Official Services
 - D. Resolution to Acknowledge Donations for the 4th Quarter of 2024
- 15. "Community Pride" Announcements
- 16. Adjourn



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	8.A.
Agenda Section:	Introduction Willmar Municipal Utilities General Manager	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Introduction to Jeron Smith, selected WMU General Manager		

RECOMMENDED ACTION:

Motion to approve the Municipal Utilities Commission selection of Jeron Smith to the General Manager position,

OVERVIEW:

City Charter Article IV, Sec. 4.05, Sub. 2. Powers and duties does provide the Municipal Utilities Commission, subject to the over-riding power of the Council, full control of the operation, management and hiring of the General Manager. The General Manager is a director and subject to the approval of the City Council.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.A.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Elect Mayor Pro Tempore		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution appointing a Mayor Pro Tempore for the two years of 2025-2026.

OVERVIEW:

Section 3.09. - Mayor pro tempore.

At the biennial organization meeting of the council following a general election, the council shall elect one of its members as mayor pro tempore, who shall serve, as hereinafter provided, in the temporary absence or disability of the mayor, and upon the decease, resignation or removal from office of the mayor shall succeed to the office of mayor. In the absence or temporary disability of the mayor, the mayor pro tempore shall have and exercise all of the powers and duties of the mayor except the power to remove or suspend board and commission members appointed by the mayor and the mayor pro tempore shall not have the power of veto. A council member elected to the office of mayor pro tempore shall not thereby, even in the absence or temporary disability of the mayor, lose any of his/her powers as council member, and shall have the right to vote at all council meetings at which the mayor presides. Upon succession to the office of mayor, the position as council member shall thereby cease, and a vacancy thereof exist.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Elect Mayor Pro Tempore - Resolution

RESOLUTION NO. _____

APPOINTING MAYOR PRO TEMPORE

Motion By: _____

Second By: _____

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

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

That during the years 2025 and 2026, should the Mayor, the Honorable Douglas Reese, be absent or unable to act as such Mayor, that Council Member _____ is hereby appointed as Mayor Pro Tempore to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.B.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Adopt Rules of Order		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt The Standard Code of Parliamentary Procedure establishing parliamentary rules for the Willmar City Council and City Commissions, Boards, and Committees.

OVERVIEW:

Section 2.11. - Procedure. Subdivision 2. Rules and journal.

The council shall adopt, at the meeting prescribed in Subd. 1, an established set of parliamentary rules and shall provide for a journal of its proceedings, which journal shall be a public record. The rules adopted by the city council are applicable to all commissions, boards, and committees.

The Willmar City Council has historically operated under authorized parliamentary rules based on The Standard Code of Parliamentary Procedure by Alice Sturgis. Other authorized parliamentary rules that may be considered to operate under include Robert's Rules of Order, Mason's Manual, A Manual of Parliamentary Practice, or Minnesota Mayor's Association Rules of Order for City Councils.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Adopt Rules of Order - Resolution

RESOLUTION NO.

ADOPTION OF RULES OF ORDER

Motion By: _____

Second By:_____

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

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

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.C.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Establish Council Meeting Dates and Times		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution establishing the City Council meeting dates and time.

OVERVIEW:

Section 2.11. - Procedure. Subdivision 1. Meetings.

On the first Monday after the first Tuesday of each January immediately following a general election, the council shall meet for its biennial organizational meeting and the terms of council members whose terms expire shall terminate at the opening of such meeting. The council shall meet regularly at least twice in every month at such times and places as the council shall prescribe by resolution at such biennial organizational meeting. Special meetings may be held on the call of the mayor or of four or more members of the council, or by decision of the council made at a regular or special meeting, upon no less than 12 hours' notice to each member. All meetings shall be public.

The semi-monthly meetings of the City Council in the past have been held on the first and third Mondays of each month, with the exception of the first or third Monday, which is a legally recognized holiday. The Council meeting shall be rescheduled to Tuesday, and the regular place of said meetings shall be in the Board Room of the Health and Human Services Building, 2200 – 23rd Street NE, Willmar, Minnesota.

The Council biennially adopts the meeting schedule, and the time for adjournment of said Council meetings shall be no later than 11:00 p.m.

- An item of business under consideration at 11:00 p.m. may be disposed of.
- Business from the first meeting of the month will be carried over to the second meeting if necessary.

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

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Establish City Council Meeting Dates and Times - Resolution

RESOLUTION NO. _____

ESTABLISH REGULAR CITY COUNCIL MEETING DATES

Motion By: _____

Second By: _____

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

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

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action, will be adjourned to a special meeting.

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.D.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Designate the Official Newspaper		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution designating the “West Central Tribune” as the official newspaper for the City of Willmar.

OVERVIEW:

The City is required to designate a legal newspaper. In addition, Minn. Stat. § 331A.04, subd. 2 requires that when there are one or more qualified newspapers, “the known office of issue of which are located in the political subdivision, one of them shall be designated.” (Emphasis added.) Because the “West Central Tribune’s” office of issue is in the City of Willmar, the City must designate a newspaper located in the City as its legal newspaper.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Designate Official Newspaper - Resolution

RESOLUTION NO. _____

DESIGNATE OFFICIAL NEWSPAPER

Motion By: _____

Second By: _____

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

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.E.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution for Council Committee Member/Liaison Assignments		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution that assigns various Council Member/ Liaison appointments for the Boards and Commissions of the City.

OVERVIEW:

The Council biennially selects who acts as liaisons/members for various boards and commissions at the organizational meeting in January. Council members shall review and discuss the proposed committee/liaison draft and select the various individuals to fill each of these positions as indicated in the attached resolution.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Proposed Council Committee-Liaisons
2. Committee and Liaison Assignments - Resolution

COUNCIL APPOINTED BOARD/COMMISSION MEMBERS

(Appointees are full voting members)

EDC Joint Powers Board:

Mayor Reese

Davis

Ask

Human Rights Commission:

Davis

Ask

Fire Code Appeals Board:

Fagerlie

Butterfield

Mid-Minnesota Development Commission:

Shuldes

Vision 2040 Steering Committee:

Gilbertson

Central Community Transit Board

Fagerlie

Ask

Pioneerland Library System:

Shuldes

Willmar Cable Advisory Board:

Combine with Broadband Commission in

later 2025

Willmar Convention and Visitors Bureau:

Nelsen

COUNCIL LIAISON POSITIONS

(Appointees observe and report to city council but do not vote on board/commission)

Airport Commission:

Shuldes

Alternate:

Ask

Park and Recreation Board:

Shuldes

Gardner

Municipal Utilities Commission:

Gilbertson

Alternate:

Butterfield

Kandiyohi County HRA:

Nelsen

Alternate:

Davis

Rice Hospital Board:

Nelsen

Alternate:

Ask

Intergovernmental Planning & Communication Committee:

Mayor Reese

Gardner

City Administrator

RESOLUTION NO. _____

COUNCIL BOARD/COMMISSION APPOINTMENTS

Motion By: _____

Second By: _____

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2025 through 2026 Council appointments for members of the Council shall be provided in the list of appointments as follows:

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

- EDC Joint Powers Board: _____

- Human Rights Commission: _____

- Fire Code Appeals Board: Chair: _____
Vice Chair: _____
- Mid-Minnesota Development Commission: _____
- Vision 2040 Steering Committee: _____
- Central Community Transit Board _____

- Pioneerland Library System: _____
- Willmar Cable Advisory Board: _____

- Willmar Convention and Visitors Bureau: _____

COUNCIL LIAISON POSITIONS

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

- Airport Commission: _____
Alternate: _____
- Park and Recreation Board: _____

- Municipal Utilities Commission: _____
Alternate: _____
- Kandiyohi County HRA: _____
Alternate: _____
- Rice Hospital Board: _____
Alternate: _____

Intergovernmental Planning & Communication Committee:

Alternate:

Main Street:

Alternate:

Dated this 13th day of January, 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	9.F.
Agenda Section:	Consideration of Council Reorganizational Resolutions	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Designate Responsible Authority – Data Practices		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution appointing City Clerk, Vernae Larsen, the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City, for the two years of 2025-2026.

OVERVIEW:

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

The Responsible Authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the Responsible Authority to the public according to the provisions of sections [13.03](#) and [15.17](#).

Pursuant to M.S. 13.02 subd. 6 the responsible authority may assign one or more designees for each department to be in charge of individual files or systems containing government data and to receive and comply with requests for government data.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Designate Responsible Authority - Resolution

RESOLUTION NO. _____

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR

Motion By: _____

Second By: _____

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 16 (b) (2), defines that any political subdivision appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

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

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

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK

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

December 16, 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 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Interim Police Chief Michael Holme, Captain Michael Anderson, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, 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.

A motion was made by Council Member Ask to approve the agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

City Clerk Vernae Larsen reviewed the consent agenda.

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. **Resolution No. 2024-160** State of Minnesota Lease Amendment
- G. **Resolution No. 2024-161** Consideration of Designating Polling Places for Elections 2025
- ~~H. Resolution adopting the 2025 Fee Schedule~~
- ~~I. Approve Criminal Prosecution Services for 2025 – 2027~~
- J. **Resolution No. 2024-164** SafeAssure Consultants Safety Program Agreement
- K. Kandiyohi County Firefighter Honor Guard Lawful Gambling Application

- L. **Resolution No. 2024-165** Designating ARPA Funds to Kandiyohi County Housing and Redevelopment Authority Housing Trust Fund
- M. **Resolution No. 2024-166** 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

Council Member Nelsen requested that Consent Item H be pulled from the Consent Agenda.
 Council Member Fagerlie requested that Consent Item I be pulled from the Consent Agenda.

Council Member Ask moved to approve the remainder of the **Consent Agenda Items**. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

H. Resolution adopting the 2025 Fee Schedule

Council Member Nelsen asked for clarification regarding some of the details of the proposed fee schedule. Planning and Development Director Christopher Corbett explained that they were not new fees but rather current fees broken down for transparency. Council Member Nelson moved to approve **Resolution No. 2024-162 adopting the 2025 Fee Schedule**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

I. Approve Criminal Prosecution Services for 2025 – 2027

Council Member Fagerlie asked about other bids for the Prosecution Services. City Administrator Leslie Valiant explained that the other firm had a change in their firm and were no longer in a position to bid for the Criminal Prosecution Services. Council Member Fagerlie commented about the high cost of hiring an outside firm and posed that it may be more cost effective to hire an attorney for this service. Council Member Fagerlie moved to **Approve Resolution No. 2024-163 awarding Anderson Law Office the contract for criminal prosecution services 2025-2027**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Regular Business:

A. **Nordic Ski Club**

Forest Peterson with the Nordic Ski Club presented information on the recreational use of the DHS land in Willmar. The Club proposed that the land has great potential for continued and expanded recreational use and recommended that the City of Willmar should consider entering into a Joint Powers Agreement with and the State of MN. Council Members Butterfield and Shuldes would like city staff to investigate an agreement. Council Member Nelsen has concerns about legalities & liability of such an agreement.

B. **Receive Testimony for Liquor License Violation**

City Clerk Vernae Larsen offered background information regarding liquor compliance check violations. Council received testimony from first time violators Tapatio, LLC dba El Tapatio Mexican Restaurant, Two Knight LLC dba Giovanni's Pizza and Golden Palace Restaurant Inc. dba Golden Palace Restaurant for Liquor License Violations. They each reported their remedial plans so another violation does not happen.

C. **Approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.**

Parks and Rec Director Rob Baumgarn presented the final plans along with surfacing options for the pavilion and asked the council to adopt a resolution approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids. Council Member Butterfield moved to **Approve Resolution No. 2024-167 approving the final plans and specifications for the Outdoor Rink/Pavilion and authorize advertisement for bids.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

D. **Cannabis Ordinance Overview**

Operations Director Kyle Box provided an overview of the proposed ordinance that is currently being drafted. He expects the ordinance to be ready for council to review and call for the public hearing at the next council meeting.

E. **Sunday Liquor License Renewals for 2025**

City Clerk Vernae Larsen requested that the Council Approve the 2025 Sunday Liquor License Renewals presented, with the exception of Finstad-Week Post 1639, who decided not to renew their Sunday liquor license. Council Member Fagerlie made a motion to Approve the **Sunday Liquor License Renewals for 2025.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

F. Sale of THC Products 2025 License Renewals

City Clerk Vernae Larsen requested that Council Approve the Sale of THC Products 2025 License Renewals presented. Council Member Fagerlie made a motion to Approve the **Sale of THC Products 2025 License Renewals**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

G. Community Center Task Force Update

Mayor Reese reported that the Task Force meet recently and it was announced that, after reviewing their situation, the YMCA is not currently in a position to enter into a joint venture with the City of Willmar - Community Center and is withdrawing their support for a combined space. Council Members discussed the need to go back and re-evaluate what options could be viable.

Council Member Asmus moved to **Adjourn** at 8:10 p.m. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2024-160

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

Motion By: Ask

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 December, 2024

_____/S/ Douglas E. Reese_____
Mayor

Attest:

_____/S/Vernae Larsen_____
City Clerk

RESOLUTION NO. 2024-161

RESOLUTION APPROVING DESIGNATING POLLING PLACES FOR ELECTIONS IN 2025

Motion By: Ask Second By: Asmus

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:

/S/ Douglas E. Reese
MAYOR

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-162

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

Motion By: Nelsen Second By: Fagerlie

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.

/S/ Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-163

APPROVING AGREEMENT WITH ANDERSON LAW OFFICES, PLLC

Motion By: Fagerlie Second By: Nelsen

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

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-164

**AUTHORIZATION TO EXECUTE AGREEMENT WITH SAFEASSURE CONSULTANTS,
INC.**

Motion By: Ask

Second By: Asmus

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

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-165

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

Motion By: Ask

Second By: Asmus

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

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-166
RESOLUTION AUTHORIZING THE ALLOCATION OF
AMERICAN RESCUE ACT (ARPA) FUNDS.

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of 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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-167

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

Motion By: Butterfield Second By: Asmus

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

/S/ Douglas E. Reese
Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
Meeting Minutes – December 23, 2024
11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular meeting scheduled Monday, December 23, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, Dave Baumgart, John Kennedy, Carol Laumer, and Bruce DeBlieck. Absent were Commissioners Terrill Sieck 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, Water System Supervisor Alan Neer, 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 asked if any changes to the agenda were necessary. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 46

"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: December 9 , 2024 MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241834 to No. 20241927 and associated wire transfers inclusive in the amount of \$2,738,502.66.

Dated this 23rd day of December, 2024.

President

Attest:

Secretary

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

Following a lengthy search and deliberation process, Commission President Mueske announced that an employment contract had been successfully negotiated for the General Manager position with Jeron Smith, WMU's Staff Electrical Engineer. The agreement was finalized in collaboration with WMU's Negotiating Committee and David Drown Associates. The position had been vacant since the retirement of General Manager John Harren on September 20, 2024. During the interim, Director of Administration Janell Johnson served as Interim General Manager.

Pending Commission approval, the agreement will be forwarded to the City Council for final approval at their January 13, 2025, meeting. Upon approval, Smith will officially assume the General Manager role on January 20, 2025.

After review and discussion, Commissioner DeBlieck offered a resolution to approve the General Manager Employment Agreement with Jeron Smith as presented. Commissioner Kennedy seconded.

RESOLUTION NO. 47

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the General Manager Employment Agreement with Jeron Smith be approved in its entirety as presented, effective January 20, 2025, pending City Council approval."

Dated this 23rd day of December, 2024.

President

Attest:

Secretary

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

Staff Electrical Engineer Smith informed the Commission that the State of Minnesota has several reporting requirements for Distributed Generation. One such report requires WMU to report on energy generation, tariffs, and interconnection status for our customer-owned distributed generation facilities. This report must be filed with the WMU Commission by January 2, 2025. The purpose of the report is to ensure WMU has updated rates on file for customers who have distributed generation resources (rates are published on the WMU website). Smith provided additional data regarding the reporting requirements for the 2025 Electric Distributed Generation Reporting.

On November 18, 2024, Willmar Municipal Utilities (WMU) issued a Request for Proposals for a long-term maintenance and asset management service contract, including re-coating the Northeast (NE) Water Tower. The contract terms specify a minimum duration of 10 years, with an optional extension to 20 years. Two bids were received on December 13, 2024, for the project. Utility Service Group (USG) of Atlanta, Georgia, submitted the low qualifying bid for both the 10-year and 20-year contracts. USG currently manages the long-term maintenance and asset management programs for WMU's Willmar Avenue and Ridgewater College water towers.

WMU staff recommends awarding the 20-year NE Water Tower Asset Management and Maintenance Contract to USG. Following discussion, Commissioner Baumgart offered a resolution to award the 20-year contract to USG in the amount of \$1,484,170. Commissioner Kennedy seconded. WMU staff will collaborate with USG to finalize the contract details and will present the complete agreement to the Commission for signing.

RESOLUTION NO. 48

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 20-year Northeast Water Tower Asset Management and Maintenance Contract is hereby awarded to Utility Service Group (USG) of Atlanta, Georgia, in the amount of \$1,484,170.00."

Dated this 23rd day of December, 2024.

President

Attest:

Secretary

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

Interim General Manager Johnson presented to the Commission the 2025 WMU Schedule of Charges. The charges are annually updated to reflect adjustments in labor, equipment, and service fees, as needed. One new addition to the listing is the inclusion of a base charge of \$250 for pool filling (bulk water is additional).

Following review, Commissioner Baumgart offered a resolution to approve the 2025 WMU Schedule of Charges as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 49

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2025 WMU Schedule of Charges be approved in its entirety as presented.”

Dated this 23rd day of December, 2024.

President

Attest:

Secretary

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

As a member of Missouri River Energy Services (MRES), Willmar Municipal Utilities (WMU) receives a monthly update regarding the activities of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Board of Directors. The November 2024 update highlighted key topics discussed by the Boards and summarized the actions taken during their meetings.

Interim General Manager Johnson informed the Commission that meetings of the Labor and Planning Committees will be forthcoming. The tentative Labor Committee agenda will include discussions on the new building land acquisition and the MUC Self-Survey. Meanwhile, the Planning Committee will tentatively focus on the new building project and plans for new power generation initiatives.

On behalf of the Commission and staff, Commissioner Mueske expressed his appreciation to Councilor Michael O’Brien for his dedication and service to Willmar Municipal Utilities since 2021. His invaluable contributions as City Council Liaison have greatly fostered collaboration and progress on numerous initiatives. The Commission and staff extend their gratitude for his commitment and wish him continued success. Thank you for your service, Councilor O’Brien.

Upcoming events to note:

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

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Kennedy seconded the motion, which carried by a vote of five ayes and zero nays. The meeting was adjourned at 12:15 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary

**WILLMAR PLANNING COMMISSION
WEDNESDAY, DECEMBER 18, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, December 18, 2024, at 6:30pm at City Hall.

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

Members Absent: Stacy Holwerda; Steve Dresler; and Bob Poe.

Others Present: Christopher Corbett (Director of Planning & Development); and Christopher Frank (City Planner).

1. Chairman Marchand called for order at 6:32PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Commissioner Buzzeo motioned, seconded by Commissioner Newberg, to approve the December 4, 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 **DRAFT CANNABIS ORDINANCE**

Presented by: Director Christopher Corbett

Director Corbett briefed the commission on the draft cannabis ordinance. The state of Minnesota's Office of Cannabis Management provided guidelines and a template for the ordinance. The state mandates one permitted cannabis retailer per 12,500 residents which results in Willmar's population

requiring a minimum of two retailers. The maximum allowed for State-mandated buffers around schools, daycares, parks, and residential treatment facilities were adopted, specifically 1000-feet from schools and 500-feet from daycares, parks, and residential treatment facilities.

In regard to local zoning, retail cannabis will be permitted with conditional use permits in General Business 1, 2, and 3 districts, and the Central Business District. City staff are working on findings of fact for cannabis and conditional use permits. The ordinance will likely need to be revisited in the coming years as more guidance and experience become available.

7. **DIRECTOR'S REPORT**

None.

8. **MISCELLANEOUS**

Planner Frank discussed the first Planning Commission meeting for the new year 2025 is scheduled for Wednesday, January 8, 2025, at 6:00 PM. The meeting time is being changed from 6:30PM to 6:00PM to attempt to fit better with after-work schedules. Elections for Chair, Vice Chair, and Secretary will be held at the January 8th meeting.

9. **ADJOURN**

With no further business to discuss, **Commissioner Buzzeo motioned to adjourn the meeting, seconded by Commissioner Newberg, and the meeting was adjourned at 7:00 PM.**



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.D.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Chris Frank, City Planner
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Planning Commission Minutes of January 8, 2025		

RECOMMENDED ACTION:

Approval of Minutes from 01-08-25 Planning Commission Meeting Minutes as part of Consent Agenda

OVERVIEW:

The Planning Commission met on Wednesday, January 8, 2025 at 6:00PM. New officers were elected for the 2025, namely: Chairman Steve Dresler, Vice-Chairman Christopher Buzzeo, and Secretary Stacy Holwerda. Nick Fath, owner of property at 280 - 28th St SE presented a briefing on a conditional use request to convert a part of his building into 3 apartment units, a public hearing will occur at a future meeting.

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

1. 01-08-25 Minutes Planning Commission Meeting

**WILLMAR PLANNING COMMISSION
WEDNESDAY, JANUARY 8, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, January 8, 2025, at 6:00pm at City Hall.

Members Present: Steve Dresler; Gary Newberg; Stacy Holwerda; and Christopher Buzzeo.

Members Absent: Yvon Fils-Aime and Bob Poe.

Others Present: Christopher Corbett (Director of Planning & Development); Christopher Frank (City Planner); Nick Fath (CUP Application); and Jennifer Kotila (West Central Tribune).

1. Planner Frank called for order at 6:01PM.
2. Roll Call.
3. Additions/Deletions: **A motion was made by Commissioner Holwerda, seconded by Commissioner Buzzeo, to add a conditional use permit (CUP) briefing to the agenda under Regular Business, Briefing (7.3.1). The motion passed unanimously.**
4. Minutes:
 - 4.1. **Commissioner Buzzeo motioned, seconded by Commissioner Newberg, to approve the December 18, 2024 meeting minutes. The motion passed unanimously.**
5. General Public Testimony: None.
6. **ELECTION OF OFFICERS FOR YEAR 2025**
 - 6.1 CHAIRMAN: Steve Dresler was nominated and elected Chairman for the upcoming year.
 - 6.2 VICE CHAIRMAN: Christopher Buzzeo was nominated and elected Vice Chairman.
 - 6.3 SECRETARY: Stacy Holwerda was nominated and elected Secretary.
7. **REGULAR BUSINESS**
 - 7.1 HEARING AND ACTION

None.
 - 7.2 PLATS

None.

7.3 BRIEFINGS

7.3.1 NICK FATH: CONDITIONAL USE PERMIT

Location: 280 – 28TH ST SE; Parcel #: 95-913-1132; Ward 3.

Planner Frank and Applicant Nick Fath presented a briefing on a request for a CUP to renovate a building at 280 28th Street SE. The property is located in a General Business 3 (GB3) district, which allows multi-family dwellings by conditional use permit. The applicant plans to renovate the western, unused portion of the interior of the building to create three apartment units, with potential plans to add detached garages in the future. City Staff will gather departmental reviews and comments before a future public hearing on the CUP.

8. DIRECTOR’S REPORT

Director Corbett updated the commission on meeting with the Kiwanis Club regarding the comprehensive plan on January 7th.

The Cannabis Ordinance, which was previously reviewed by the commission, will be presented at the City Council meeting on January 13th.

The city has been in discussion with other regional cities regarding Willmar providing regional building inspection services. An agreement to regionalize building services will be presented at the City Council meeting on January 13th.

Drafting of the Comprehensive plan continues, with a rough draft coming soon for public comment, along with the Safe Streets for All draft plan. City Staff plan to have a final draft out for public comments in late February and ratification by the City Council in early March.

9. MISCELLANEOUS

10. ADJOURN

With no further business to discuss, **Commissioner Holwerda motioned to adjourn the meeting, seconded by Commissioner Newberg, and the meeting was adjourned at 6:25 PM.**

MINUTES
WILLMAR POLICE COMMISSION
Wednesday, December 4, 2024

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, December 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, Human Resources Director LuAnn Sietsema, Flaherty Hood Associate Attorney Christopher Hoodecheck, and Administrative Assistant Lynn Shuldes were also present.

The meeting was called to order by President Schulstad at 10:11 a.m.

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

Mr. Hoodecheck presented documents for the Commission's review. An overview of Open Meeting Law, Minnesota Government Data Practices Act, and Official Records Act was presented and discussed. Captain Anderson clarified to the Commission that this would mean that if interviews are conducted with more than one Commission member, it would be deemed an Open Meeting. The recommendation would be to have one Commission member on the interview panel of applicants, when that time comes. Commissioner Rosendahl stated he is concerned about getting accurate information out to all of the Commissioners. Administrator Valiant stated that communication to the Commission will come through her, to avoid Open Meeting. Mr. Hoodecheck agreed that this is the best route to avoid any potential issues.

Next, presented to Commission for consideration, was a document outlining the hiring process guidelines for Chief of Police. Mr. Hoodecheck stated these guidelines were consistent with the Civil Service Statute (Minnesota Statutes Chapter 419), City Charter, City Code, and City Policy. There were 20 steps listed on this document. Commissioner Rosendahl requested clarification on the application registry and who would handle that. The recommendation was that Human Resources create and maintain this registry. A lengthy discussion of how applications will be presented to the Commission and how scoring would take place. The consensus was that once the application deadline has expired, the Commission members will set up a time to review applications, at City Hall, and conduct a blind scoring on them. They will need to do this individually to avoid Open Meeting. The scoring criteria will be established by Human Resources but can be moderated by Commission members. Some of the recommended scoring criteria could be education, years of experience and supervisory experience. The Commission unanimously agreed on the blind scoring process and stated that they would like any qualified internal candidate, who applies, to receive an interview, regardless of how they score in the blind scoring. Captain Anderson stated he contacted surrounding communities and inquired as to whether they do blind scoring on applicants and all of them stated they do not. Mr. Hoodecheck stated it is felt that a blind scoring creates a layer of protection for the city, but that it is not required. HR Director Sietsema stated this process also prevents bias. Captain

Anderson asked HR Director Sietsema if internal candidates will be subject to psychological testing, if selected to move on in the process. She stated that they will. Commissioner Rosendahl requested clarification on the certification of the three standing highest on the eligible register to City Council. Mr. Hoodecheck explained that the Commission will need to certify their top three candidates to Administrator Valiant. She will then take her selected applicant to City Council for permission to engage in hiring offer negotiations. Administrator Valiant stated she would present the Commission's top recommendation to City Council.

The projected timeline for the Police Chief search was presented and reviewed. The posting for this position will be added to the city website, shared internally, and likely posted on websites such as MN Chief's Association, POST, Sheriff's Association as well as LinkedIn. The applications will be received electronically. Once the closing date has expired, Commission members will blind score each application based on scoring criteria. The Commission will establish how many applicants they wish to interview. The Commission agreed, unanimously, to use the 2014 interview panel format which consisted of one Police Commissioner, Sheriff, Fire Chief, one City Council Member and the City Administrator. HR Director Sietsema stated she hopes to have the posting on the city website on Monday, December 9th. She would recommend a 30-day posting with a potential closing date of January 10th. From there, the scoring of applications could occur the week of January 13th with interviews potentially the week of January 27th. Administrator Valiant asked the Commission to send potential interview questions to them as soon as possible.

The city hired Baker Printing to create a brochure that will be used in conjunction with the application process. A review of this brochure did produce some inaccuracies in the data that was listed. Administration will work with Baker Printing to make these corrections.

Administration presented a survey that they created. It could potentially be sent out to all households in the city, listed on the city's website, or if the Commission feels it would not be beneficial to use, it could be abandoned. The survey defines and ranks the top ten attributes the public is looking for in a new Police Chief as well as questions the public would like the city to consider when interviewing candidates. After some discussion, the Commission voted unanimously to post the survey on the city's website for interested parties to print off, fill out, and mail in. The Commission felt it would be too costly to mail out to every household in the city.

A Police Commission meeting will be scheduled before the end of December to discuss the scoring criteria, interview panel, and interview questions to be used.

Miscellaneous

Captain Anderson presented the Commission with the background summary of a recent police officer applicant. He stated that upon review of the background, he did not see anything of concern that would cause hesitation. His recommendation would be for the Commission to extend a Conditional Offer of Employment to the applicant and set up the testing appointments associated with this offer. A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to move forward with a Conditional Offer of Employment. **Motion Carried.**

Captain Anderson updated the Commission on a recent application for employment that they received from a current CSO. This applicant will be graduating from Alex Tech in May 2025 with a possible POST test in June 2025. This application could be retained until closer to the applicant's graduation, if the Commission wanted. A motion was made by Commissioner Schulstad to hold off on any decision making regarding this applicant until closer to their graduation, seconded by Commissioner Clark. **Motion carried.**

Having no further business, a motion was made by Commissioner Rosendahl and seconded by Commissioner Schulstad to adjourn. The meeting was adjourned at 12:34 p.m.

by Lynn Shuldes

MINUTES
WILLMAR POLICE COMMISSION
Wednesday, December 18, 2024

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, December 18, 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, Human Resources Director LuAnn Sietsema, and Administrative Assistant Lynn Shuldes were also present.

The meeting was called to order by President Schulstad at 10:33 a.m.

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

Interim Police Chief Holme, Captain Anderson, and Administrative Assistant Shuldes were excused from the meeting during the discussion of the police commission hiring review process.

Staff described to the Police Commission an overview of the interview question process.

Member Rosendahl asked a clarifying question about the salary negotiation process. Administrator Valiant commented that salary negotiation would take place after an offer is made to a candidate.

Staff provided an overview of the scoring process. The posting for the Police Chief will close on Monday, January 6, 2025. After the closing, the Police Commission will receive the eligibility roster of applicants and score blind applications. Candidates will be selected from the eligibility roster for initial interviews.

Miscellaneous

Captain Anderson presented the Commission with an update on police officer candidate Rodriguez. He stated results from the psychological exam as well as the physical ability exam have come back and have been reviewed by himself and Interim Chief Holme. Captain Anderson asked the Commission if the results of the physical and lab work come back with no points of concern, would they want staff to request a formal job offer from the city. Commissioner Clark made the motion to allow Interim Chief Holme to request a formal job offer from Administrator Valiant, if the physical and lab work come back with successful results. Commissioner Rosendahl seconded the motion. **Motion carried.**

Having no further business, the meeting was adjourned at 11:18 a.m.

by Lynn Shuldes



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.G.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Resolution Appointing Official Depositories		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution appointing official depositories for City funds for 2025.

OVERVIEW:

State Statute 427 requires that the City designate general depositories for the City Monies; The following institutions are presently used and recommended to be designated as official depositories for the City of Willmar, Bremer Bank, N.A., Bremer Wealth, U.S. BanCorp United, Wells Fargo Advisors, Multi-Bank Securities, 4-M and UBS.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. RESOLUTION OF CITY OF WILLMAR DEPOSITORIES 2025

RESOLUTION NO.

APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2025

Motion By:_____ Second By:_____

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

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 2025 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2025.

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

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

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

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

Where upon the Resolution was declared duly passed and adopted this 13th day of January 2025

Douglas Reese, Mayor

ATTEST:

Vernae Larsen, City Clerk



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.H.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Resolution to Authorize Electronic Fund Transfers		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution authorizing electronic fund transfers in 2025.

OVERVIEW:

Resolution to authorize Electronic Fund Transfers per Minnesota Statute, Section 471.38 allowing the use of electronic funds for the following payments

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

And whereas, the statute requires the governing body to annually delegate the authority to make electronic funds transfers to designated officers. It is recommended that the City of Willmar delegate the authority to the City Finance Director.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION Electronic Funds AUTHORITY TO 2025

RESOLUTION NO.

**RESOLUTION GIVING THE CITY AUTHORITY TO
MAKE ELECTRONIC FUND TRANSFERS**

Motion By: _____ Second By: _____

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

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

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

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

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

Passed and adopted by the City Council on this 13th day of January 2025.

Douglas Reese, Mayor

ATTEST:

Vernae Larsen, City Clerk



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.I.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Memorandum of Agreement and Memorandum of Understanding between the City of Willmar and AFSCME Local No. 65 General Unit		

RECOMMENDED ACTION:

Motion by: _____ second by _____ to approve the Memorandum of Agreement with the American Federation of State, County, and Municipal Employees Local No. 65 entering into agreement with making certain amendments to the 2023-2025 Labor Agreement

Motion by: _____ second by _____ to approve the Memorandum of Understanding with the American Federation of State, County, and Municipal Employees Local No. 65 entering into understanding with the substantially modified 2025 base pay schedule and initial step placement.

OVERVIEW:

This MOU and MOA will place the AFSCME General union unit on the base pay scale approved by City Council, December, 2023.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. MOU-AFSCME 2025.01.13
2. MOA-AFSCME 2025.01.13

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the City of Willmar ("Employer") and American Federation of State, County and Municipal Employees Local No. 65 ("Union") (General Unit).

Recitals

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, the Employer and Union are parties to a Labor Understanding for January 1, 2023 through December 31, 2025 ("Labor Agreement");

WHEREAS, the Employer substantially modified its base pay schedule;

WHEREAS, Section 22.1 and Attachment A of the Labor Understanding were recently amended to include the substantially modified base pay schedule; and

WHEREAS, the parties desire to specify initial step placement in the 2024 Base Pay Schedules for longer-tenured employees as a result of the substantial base pay schedule modifications; and

Understanding

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, Employer and Union understand as follows:

Article 1. 2024 BPS Placement for 15-Year Employees

Bargaining Unit Employees who have 15 years of service or more with the Employer will be paid base pay, effective the date this MOU is effective, that is the base pay of the step in the pay grade for their job classification in the 2024 Base Pay Schedule (BPS) that is the greater of: (i) the step closest to, but not less than, their base pay as of the calendar day immediately preceding the effective date of this MOU; or (ii) step 9.

Article 2. Certain Employees' Wages

Effective from the effective date of this MOU through the date that the Labor Agreement is effective, the following Bargaining Unit Employees will be paid the base wage they are paid as of January 1, 2025 under the Labor Agreement before the Memorandum of Agreement amending the Labor Agreement was effective, while they remain continuously employed in the same job classification they were employed in as of the effective date of this MOU: David Hillenbrand and Jacen Zwagerman

Article 3. Entire Understanding

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 4. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Understanding is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

Article 5. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 6. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 7. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 8. Effective Date

This MOU is effective on the latest date affixed to the signatures on the next page.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

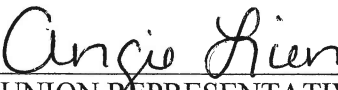
CITY OF WILLMAR


MAYOR

CITY ADMINISTRATOR

Date _____

AFSCME COUNCIL NO. 65
LOCAL 559, GENERAL UNIT


UNION REPRESENTATIVE


UNION STEWARD


UNION STEWARD

Date _____

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is made by and between the City of Willmar (“Employer”) and American Federation of State, County and Municipal Employees Local No. 65 (“Union”) (General Unit).

Recitals

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit (“Bargaining Unit Employees”);

WHEREAS, the Employer and Union are parties to a Labor Agreement for January 1, 2023 through December 31, 2025 (“Labor Agreement”);

WHEREAS, the Employer and Union desire to make certain amendments to the Labor Agreement; and

WHEREAS, Employer and Union desire to memorialize their agreement related to these items.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, Employer and Union agree as follows:

Article 1. Amendments to Labor Agreement

Section 1.1 2.1 of the Labor Agreement is hereby amended to read in its entirety as follows:

2.1 The employer recognizes the Union as the exclusive representative pursuant to the PERLA for the appropriate bargaining unit consisting of job classifications outlined in Attachment A whose employment exceeds the lesser of fourteen (14) hours per week or thirty-five (35%) percent of the normal work week and sixty-seven (67) work days per year.

Section 1.2 8.8 of the Labor Agreement is hereby amended to read in its entirety as follows:

8.8 Base Pay: The employee’s base rate of pay specified in employer’s base pay schedule.

Section 1.3 Article 11 of the Labor Agreement is hereby amended to read in its entirety as follows:

Article 11 An employee called in for work at a time other than his normal scheduled shift will be compensated for the minimum of two (2) hours pay at one and one-half (1 1/2) times the employee's base pay.

Section 1.4 17.3 of the Labor Agreement is hereby amended to read in its entirety as follows:

17.3 Employees who work on a paid holiday shall be paid one and one-half (1 1/2) times their base pay for all such hours worked and in addition shall have the option of receiving holiday pay or the next regular scheduled work day off in lieu of said holiday pay.

Section 1.5 19.3 of the Labor Agreement is hereby amended to read in its entirety as follows:

19.3 Employees receiving workers compensation benefits shall not be charged for any sick leave and absences resulting from work-related accidents until ninety (90) days have expired from the date of the initial claim. At that point, in the event an employee is claiming both workers compensation and base pay at the same time, the employee's base pay less workers compensation shall be charged against the employee's sick leave. Any employee injured on the job shall be requested to make a complete report to his/her supervisor immediately.

Section 1.6 22.1 of the Labor Agreement is hereby amended to read in its entirety as follows:

22.1 For calendar years 2024 and 2025, the job classifications covered by this Agreement and the minimum, maximum and intervening base pay applicable to each as established in employer's base pay schedule for the respective calendar year are set forth in "Attachment A" which is attached hereto and made a part of this Agreement. Compensation shall be paid on the basis of twenty-six (26) pay periods per year. Normally, newly hired employees shall be paid at the first step of the wage schedule and progress to the next step on their anniversary date of employment. However, new employees may be granted credit for applicable education, training and/or experience. Except in unusual circumstances, a newly hired employee's beginning rate of pay will not exceed the pay rate of any existing employee in the same job classification. Job classification list will be reviewed for completeness and accuracy as to positions added or deleted and reclassified since ratification of last Agreement.

Section 1.7 The pay grade and position portion of 22.2 of the Labor Agreement is hereby removed in its entirety and moved, as amended, to Attachment A.

Section 1.8 Attachment A of Labor Agreement is hereby amended to read in its entirety as follows:

2025

	Steps											
Grade	1	2	3	4	5	6	7	8	9	10	11	12
BC	\$22.68	\$23.36	\$24.06	\$24.79	\$25.53	\$26.30	\$27.08	\$27.83	\$28.52	\$29.24	\$29.97	\$30.57
CD	\$24.95	\$25.70	\$26.47	\$27.26	\$28.08	\$28.92	\$29.79	\$30.61	\$31.38	\$32.16	\$32.97	\$33.63
DE	\$27.45	\$28.27	\$29.12	\$29.99	\$30.89	\$31.82	\$32.77	\$33.67	\$34.52	\$35.38	\$36.26	\$36.99
EF	\$29.37	\$30.25	\$31.16	\$32.09	\$33.05	\$34.04	\$35.07	\$36.03	\$36.93	\$37.85	\$38.80	\$39.58
FG	\$31.42	\$32.37	\$33.34	\$34.34	\$35.37	\$36.43	\$37.52	\$38.55	\$39.52	\$40.50	\$41.52	\$42.35
GH	\$33.62	\$34.63	\$35.67	\$36.74	\$37.84	\$38.98	\$40.15	\$41.25	\$42.28	\$43.34	\$44.42	\$45.31

Employees will move to the next step on their anniversary date.

Job classifications are paid in the following pay grades:

Job Classification	Pay Grade
Accounting Clerk	CD
Administrative Assistant – Fire Department	CD
Administrative Assistant – Planning & Development	CD
Administrative Assistant – Public Works	CD
Administrative Assistant – Recreation	CD
Administrative Assistant - Receptionist	CD
Building Inspector	EF
Building Maintenance Technician	BC
Building Official	GH
Building-Equipment Maintenance Worker - FD	BC
Cable Coordinator	DE
Community Center Manager	EF
Environmental Specialist	FG
Information Systems Technician	EF
Main Street Coordinator	DE
Multimedia Technician	BC
Planner	FG
Recreation Coordinator	DE
Recreation Facilities Coordinator	DE

Job Classification	Pay Grade
Rental Housing Inspector	DE
Secretary – Police Department	CD
Wastewater Foreman	GH
Wastewater Lab Assistant Technician/Safety Coordinator	DE
Wastewater Lab Technician	FG
Wastewater Lift Station Mechanic	DE
Wastewater Maintenance Mechanic	DE
Wastewater Operator	CD

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 2. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Article 3. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 4. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 5. Voluntary Agreement of the Parties

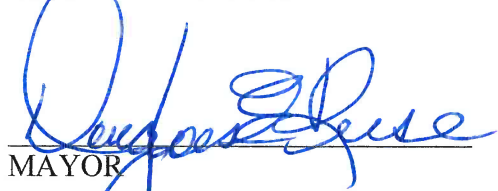
The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 6. Effective Date

This MOA is effective on the latest date affixed to the signatures below. Employees will be paid base pay as established in employer's base pay schedule, effective on the latest date affixed to the Memorandum of Understanding related to steps.

IN WITNESS WHEREOF, the parties hereto have executed this MOA on the latest date affixed to the signatures below.

CITY OF WILLMAR

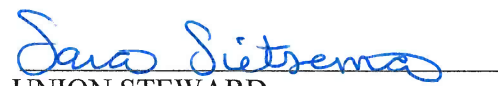

MAYOR

CITY ADMINISTRATOR

Date _____

**AFSCME COUNCIL NO. 65
LOCAL 559, GENERAL UNIT**


UNION REPRESENTATIVE


UNION STEWARD


UNION STEWARD

Date _____



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.J.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept and Final Seal Coat Project No. 2408		

RECOMMENDED ACTION:

Adopt the resolution approving Change Order No. 1 of Project No. 2408 in the amount of \$14,939.02.

Adopt the resolution accepting Project No. 2408 and authorizing final payment to Asphalt Surface Technologies Corporation a/k/a ASTECH Corp. in the amount of \$69,119.05.

OVERVIEW:

Project No. 2408, the 2024 seal coat project, was awarded to Asphalt Surface Technologies Corporation a/k/a ASTECH Corp. at the May 6th Council Meeting. The project included Lakeland Drive SE from Willmar Avenue to Civic Center Drive, the Willmar Municipal Airport driveway and parking lot, 20th Avenue SW from 22nd Street to 25th Street, and 25th Street SW from 20th Avenue to 21st Avenue.

Change Order No. 1 resulted from additional crack sealing required. The change order reconciles the final contract amount to the final construction quantities by an increase of \$14,939.02.

BUDGETARY/FISCAL ISSUES:

The final payment and change order are within the project budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Change Order No. 1 Project No. 2408
2. Resolution- Accept & Final Project No. 2408
3. Project No. 2408 Pay App 2 Final CO 1

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO 2408.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2408 between the City of Willmar and Asphalt Surface Technologies Corporation a/k/a ASTECH Corp. by Change Order No. 1 in the increased amount of \$14,939.02.

Dated this 13th day of January, 2025

Mayor

Attest:

City Clerk

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2408 AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2408: 2024 Seal Coating

CONTRACTOR:	Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.
DATE OF CONTRACT:	May 6, 2024
BEGIN WORK:	July 16, 2024
COMPLETE WORK:	December 5, 2024
APPROVE, ENGINEERING DEPT:	December 26, 2024

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

1. The said City of Willmar 2024 Seal Coating Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$285,880.57
CHANGE ORDER NO. 1	\$14,939.02
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$300,819.59
Less Previous Payments	\$231,700.54
FINAL PAYMENT DUE CONTRACTOR:	\$69,119.05

Dated this 13th day of January, 2025

Attest:

Mayor

City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

December 26, 2024

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

RE: 2024 Seal Coat Project
City of Willmar, Minnesota
City Project No.: 2408
BMI Project No.: OW1.132908

Dear Justin:

Please find enclosed the Final Payment Application No. 2 and Change Order 1 for the above-mentioned project. The pay application includes all work completed for the project. The change order is included to reconcile the final contract amount to the final constructed quantities. We have reviewed the final construction material for the project and recommend approval of the final pay estimate and change order. If you agree please sign and date three copies and return one with payment to Asphalt Surface Technologies Corp. a/k/a ASTECH Corp. and one to me for our files. There is a two-year warranty from the point of substantial completion for the improvements.

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

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Manager

Enclosure

Contractor's Application for Payment

Owner: <u>City of Willmar</u> Engineer: <u>Bolton & Menk, Inc.</u> <u>Asphalt Surface Technologies Corp. a/k/a</u> Contractor: <u>ASTECH Corp.</u> Project: <u>2024 Seal Coat Project</u> Contract: <u>2024 Seal Coat Project</u>	Owner's Project No.: _____ Engineer's Project No.: <u>OW1.132908</u> Agency's Project No.: _____																																				
Application No.: <u>2 - FINAL</u> Application Date: <u>11/21/2024</u>																																					
Application Period: <u>From</u> <u>8/26/2024</u> <u>to</u> <u>11/21/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 30%; text-align: right;">285,880.57</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">14,939.02</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">300,819.59</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$</td><td style="text-align: right;">300,819.59</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td> a. _____ X \$ 300,819.59 Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> b. _____ X \$ - Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">300,819.59</td></tr><tr><td>7. Less previous payments</td><td style="text-align: right;">\$</td><td style="text-align: right;">231,700.54</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$</td><td style="text-align: right;">69,119.05</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr></table>		1. Original Contract Price	\$	285,880.57	2. Net change by Change Orders	\$	14,939.02	3. Current Contract Price (Line 1 + Line 2)	\$	300,819.59	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	300,819.59	5. Retainage			a. _____ X \$ 300,819.59 Work Completed	\$	-	b. _____ X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$	300,819.59	7. Less previous payments	\$	231,700.54	8. Amount due this application	\$	69,119.05	9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	-
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: <u>Asphalt Surface Technologies Corp. a/k/a ASTECH Corp.</u>																																					
Signature: <u></u>	Date: <u>12/05/2024</u>																																				
Name: <u>Dale R Strandberg</u>	Title: <u>Vice-President</u>																																				
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Recommended by Engineer By: <u></u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Principal in Charge</u> Date: <u>12/26/2024</u></td><td style="width: 50%; vertical-align: top;">Approved by Owner By: <u></u> Name: <u>Justin DeLeeuw</u> Title: <u>Public Works Director</u> Date: <u>12/30/2024</u></td></tr></table>		Recommended by Engineer By: <u></u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Principal in Charge</u> Date: <u>12/26/2024</u>	Approved by Owner By: <u></u> Name: <u>Justin DeLeeuw</u> Title: <u>Public Works Director</u> Date: <u>12/30/2024</u>																																		
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Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner: City of Willmar
Engineer: Bolton & Menk, Inc.
Contractor: Asphalt Surface Technologies Corp. a/k/a ASTECH Corp.
Project: 2024 Seal Coat Project
Contract: 2024 Seal Coat Project

Owner's Project No.:
Engineer's Project No.: 0W1.132908
Agency's Project No.:

Application No.:		2 - FINAL		Application Period:		From		08/26/24		to		11/21/24		Application Date:		11/21/24									
A	B			C		D		E		F		F1		F2		G		H		I		J		K	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)											
										Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)														
Original Contract																									
A.1	BITUMINOUS MATERIAL FOR FOG SEAL (CSS-1h)		6,541.00	GAL	3.20	20,931.20		5,696.00		18,227.20			18,227.20		87%										
A.2	BITUMINOUS MATERIAL FOR SEALCOAT (CRS-2P)		18,533.00	GAL	0.25	4,633.25		18,469.00		4,617.25			4,617.25		100%										
A.3	BITUMINOUS SEALCOAT		51,911.00	SQ YD	1.95	101,226.45		51,911.00		101,226.45			101,226.45		100%										
A.4	CRACK ROUTE & SEAL		16,837.00	LIN FT	1.34	22,561.58		21,494.00		28,801.96			28,801.96		128%										
A.5	CRACK GAP MASTIC REPAIR		9,450.00	LIN FT	1.97	18,616.50		9,172.00		18,068.84			18,068.84		97%										
A.6	4-INCH STRIPE (DOUBLE YELLOW)		6,250.00	LIN FT	1.26	7,875.00		-		-			2,226.42		28%										
A.7	4-INCH STRIPE (BROKEN YELLOW)		2,180.00	LIN FT	0.63	1,373.40		-		-			1,631.70		119%										
A.8	4-INCH STRIPE (WHITE)		20,900.00	LIN FT	0.63	13,167.00		-		-			23,597.91		179%										
A.9	24-INCH STOP BAR		90.00	LIN FT	9.45	850.50		-		-			1,143.45		134%										
A.10	PAVEMENT MESSAGE - RAILROAD CROSSING		2.00	EACH	1,050.00	2,100.00		-		-			2,100.00		100%										
A.11	PAVEMENT MESSAGE - ARROW		1,055.00	SQ FT	10.50	11,077.50		-		-			9,520.35		86%										
A.12	PAVEMENT MARKING - CROSS WALK		1,188.00	SQ FT	10.50	12,474.00		-		-			10,773.00		86%										
B.1	BITUMINOUS MATERIAL FOR FOG SEAL (CSS-1h)		1,411.00	GAL	3.20	4,515.20		1,299.00		4,156.80			4,156.80		92%										
B.2	BITUMINOUS MATERIAL FOR SEALCOAT (CRS-2P)		3,996.00	GAL	0.25	999.00		3,687.00		921.75			921.75		92%										
B.3	BITUMINOUS SEALCOAT		11,193.00	SQ YD	2.00	22,386.00		11,193.00		22,386.00			22,386.00		100%										
B.4	CRACK ROUTE & SEAL		8,940.00	LIN FT	1.34	11,979.60		15,175.00		20,334.50			20,334.50		170%										
B.5	CRACK GAP MASTIC REPAIR		2,470.00	LIN FT	1.97	4,865.90		3,159.00		6,223.23			6,223.23		128%										
B.6	4-INCH STRIPE (WHITE) (PARKING STALLS)		1,982.00	LIN FT	3.15	6,243.30		-		-			5,931.45		95%										
C.1	BITUMINOUS MATERIAL FOR FOG SEAL (CSS-1h)		747.00	GAL	3.20	2,390.40		681.00		2,179.20			2,179.20		91%										
C.2	BITUMINOUS MATERIAL FOR SEALCOAT (CRS-2P)		2,116.00	GAL	0.25	529.00		1,300.00		325.00			325.00		61%										
C.3	BITUMINOUS SEALCOAT		5,927.00	SQ YD	2.25	13,335.75		5,927.00		13,335.75			13,335.75		100%										
C.4	CRACK ROUTE & SEAL		1,306.00	LIN FT	1.34	1,750.04		2,307.00		3,091.38			3,091.38		177%										
Original Contract Totals						\$	285,880.57		\$	243,895.31		\$	300,819.59	\$	-	\$	300,819.59		105%						

Contractor's Application for Payment

Owner's Project No.: _____
 Engineer's Project No.: **0W1.132908**
 Agency's Project No.: _____

A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			

[illegible]

CHANGE ORDER FORM**NO.: 1**

Owner: City of Willmar
Engineer: Bolton & Menk, Inc.
Contractor: Asphalt Surface Technologies Corp.
a/k/a ASTECH Corp.
Project: 2024 Seal Coat Project
Contract Name: 2024 Seal Coat Project
Date Issued: 11/21/2024
Owner's Project No.:
Engineer's Project No.: 0W1.132908
Contractor's Project No.:
Effective Date of Change Order: 11/21/2024

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

This change order increases the contract price due to additional crack sealing required than anticipated. The change order reconciles the final contract amount to the final constructed quantities by a Lump Sum increase of \$14,939.02.

Attachments:

None

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 285,880.57		Substantial Completion:	08/30/2024
		Ready for final payment:	10/11/2024
Increase from previously approved Change Orders No. 0:		Increase from previously approved Change Orders No.0:	
\$ 0.00		Substantial Completion:	0 Days
		Ready for final payment:	0 Days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 285,880.57		Substantial Completion:	08/30/2024
		Ready for final payment:	10/11/2024
Increase this Change Order:		Increase this Change Order:	
\$ 14,939.02		Substantial Completion:	08/30/2024
		Ready for final payment:	11/21/2024
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 300,819.59		Substantial Completion:	08/30/2024
		Ready for final payment:	11/21/2024

Recommended by Engineer
By: 
Title: Principal in Charge
Date: 12/26/2024

Accepted by Contractor
 Dale R Strandberg
Vice-President
12/05/2024

Authorized by Owner
By: 
Title: Public Works Director
Date: 12/30/2024

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City of Willmar – 0W1.132908

CHANGE ORDER FORM

March 2024

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City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.K.
Agenda Section:	Consent Items	Originating Department:	Information Technology
Resolution:	Yes	Prepared By:	Jonah Johnson, Information Systems Coordinator
Ordinance:	No	Presented By:	Jonah Johnson, Information Systems Coordinator
Item:	Civic Center & Robbins Island Security Cameras		

RECOMMENDED ACTION:

To approve the quote from Tech Check for the amount of \$26,232.78 to purchase security cameras and associated hardware for the Civic Center and Robbins Island.

OVERVIEW:

Additional security cameras for the Civic Center and Robbins Island are necessary and were included in the 2025 Capital Improvement Plan. Ordering equipment now allows the security cameras to be installed as soon as possible.

BUDGETARY/FISCAL ISSUES:

\$50,000.00 was appropriated in this fiscal year's Capital Improvement Plan for security cameras. Funding for the equipment will be coming out of this appropriation.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. 20250113TechCheckRes
2. Tech_Check.017162.v1.30

RESOLUTION NO. ____

**RESOLUTION APPROVING THE QUOTE FROM TECH CHECK FOR THE
AMOUNT OF \$26,232.78 TO PURCHASE SECURITY CAMERAS AND
ASSOCIATED HARDWARE FOR THE CIVIC CENTER AND ROBBINS ISLAND.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar that the quote from Tech Check for security cameras in the amount of \$26,232.78 is accepted.

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

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK

Cameras and Mounting Hardware

City of Willmar

333 6th Street SW | Willmar, MN 56201

Marc Mrozek | ERATE SPIN #143024168 | January 2, 2025

2385 Troop Drive #204 | Sartell, Minnesota 56377 | 320-230-2020 |

TRUSTED IT SOLUTIONS AND SUPPORT

Hardware

Description	Price	Qty	Ext. Price
WINIC 8MP DOME NETWORK CAMERA WITH FIXED 2.8mm LENS	\$258.00	32	\$8,256.00
Winic Junction Box for Dome Camera	\$28.75	31	\$891.25
WINIC 8MP 2.8-12MM BULLET CAMERA	\$429.17	2	\$858.34
Oncam C-12 Indoor Camera - 12MP 180/360, HDR, D/N, POE	\$960.00	2	\$1,920.00
Oncam C-08 Indoor Camera - 8MP 180/360, HDR, D/N, POE	\$624.00	8	\$4,992.00
Oncam C-12 Outdoor Plus Camera - 12MP 180/360, HDR, D/N, Alarm I/O, Audio input, POE, IP69K, IK10	\$690.00	1	\$690.00
Oncam C-08 Outdoor Plus Camera - 8MP 180/360, HDR, D/N, Alarm I/O, Audio input, POE, IP69K, IK10	\$736.00	8	\$5,888.00
Oncam C-Series Accessory, Outdoor Pendant Kit	\$131.43	8	\$1,051.44
Oncam C-Series Accessory, Outdoor Pendant Kit	\$0.00	1	\$0.00
Oncam C-Series Accessory, Heater Module	\$62.86	8	\$502.88
Oncam C-Series Accessory, Heater Module	\$0.00	1	\$0.00
Oncam EVO-05 and C-Series 1.5-Inch NPT Outdoor Corner Mount - White	\$131.43	9	\$1,182.87

Subtotal: **\$26,232.78**

Terms and Conditions

By signing this proposal, you are requesting Tech Check, LLC to order the product and services stated in the proposal.

Additionally:

- Any onboarding fees will be invoiced NET 30 upon signature.
- For monthly service agreements, the Monthly Service Fee will be invoiced NET 30 at the beginning of each service month. Any endpoint quantity increases will be reflected in the monthly invoices.
- For annual prepaid service agreements, the Annual Prepaid Service Fee will be invoiced NET30 upon signature.
- A 3% transaction fee will be applied to all credit card orders and payments
- Stated Service Fees do not include any applicable taxes, tariffs, and/or duties, which will be billed additionally, if applicable.
- Travel and Expenses for any required on-site visits, if applicable, will be charged additionally unless specifically defined.
- A 25% restocking fee will be applied to any returned product
- Payment is due within 30 days of invoicing.

For a full listing of the Terms and Conditions, please go to <https://techcheckusa.com/terms>

<https://techcheckusa.com/terms>

Cameras and Mounting Hardware



Prepared by:
TC-Pinecone
Marc Mrozek
320-230-2020
marcm@techcheckusa.com

Prepared for:
City of Willmar
333 6th Street SWWillmar, MN 56201
Jonah Johnson
(320) 214-5182
Jonahjohnson@willmarmn.gov

Quote Information:
Quote #: 017162
Version: 1
Delivery Date: 01/02/2025
Expiration Date: 01/14/2025

Quote Summary

Description	Amount
Hardware	\$26,232.78
Total: \$26,232.78	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

TC-Pinecone

Signature: _____
Name: Marc Mrozek
Title: Physical Security Director
Date: 01/02/2025

City of Willmar

Signature: _____
Name: Jonah Johnson
Date: _____



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.L.
Agenda Section:	Consent Items	Originating Department:	Information Technology
Resolution:	Yes	Prepared By:	Jonah Johnson, Information Systems Coordinator
Ordinance:	No	Presented By:	Jonah Johnson, Information Systems Coordinator
Item:	Civic Center & Robbins Island Security Cameras Cabling & Installation		

RECOMMENDED ACTION:

To approve the quote from Electrical Production Services for the amount of \$31,952.87 to cable and install security cameras at the Civic Center and Robbins Island.

OVERVIEW:

The security cameras being purchased for the Civic Center and Robbins Island need to connect to the city's network. This quotation includes the cabling needed to connect the security cameras to the network, and the installation and aiming of them.

BUDGETARY/FISCAL ISSUES:

\$50,000.00 was appropriated in this fiscal year's Capital Improvement Plan for security cameras. \$23,767.22 remains of the appropriation after purchasing the security cameras. This remaining balance will be used to fund the cabling and installation, along with \$8,185.65 out of the Information Technology operating budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 20250113EPSRes
2. City of Willmar CCTV

RESOLUTION NO. ____

**RESOLUTION APPROVING THE QUOTE FROM ELECTRICAL PRODUCTION SERVICES
FOR THE AMOUNT OF \$31,952.87 TO CABLE AND INSTALL SECURITY CAMERAS
FOR THE CIVIC CENTER AND ROBBINS ISLAND.**

Motion By:_____

Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar that the quote from Electrical Production Services for cabling and installing security cameras in the amount of \$31,952.87 is accepted.

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

Dated this 13th day of January 2025

MAYOR

Attest:

CITY CLERK

Technology Systems Proposal

City of Willmar

Jan. 3rd, 2025



Electrical Production Services

Scope of Work

EPS will provide and install the following for the video surveillance system:

➤ Installation of CAT6 UTP cable to camera location	48
➤ Installation of dome camera, customer provided	32
➤ Installation of bullet camera, customer provided	2
➤ Installation of 360(8mp) camera, customer provided	17
➤ Installation of 360(12mp) camera, customer provided	2
➤ Installation of 360 bracket	9
➤ Installation of 360 back box	1
➤ Test/certify CAT6 terminations	96
➤ CAT6 cable runs to route back to nearest MDF/IDF and terminate on existing patch panels. EPS to provide new patch panels as needed.	
➤ All CAT6 cable to be terminated according to the security camera spec sheet drop type.	
➤ EPS to assist with camera aiming and alignment for each camera location.	
➤ All camera and cable locations to be installed according to the security camera spec sheet location and camera type.	

Documentation provided by EPS.

- Category 6 cable test results.
- As-Built drawings.

Exclusions

Unless specifically identified in the scope of work, pricing does not include the following:

- Network switches, routers, UPS', Power over Ethernet devices, and administration.
- Camera system hardware, devices, and programming.

Cost Summary

EPS will provide all labor and materials required to complete the project as described in this Scope of Work.

Base bid: \$31,952.87

Proposal Acceptance

The signature below authorizes EPS to provide all labor and materials required to complete the project as described in this Proposal. Any labor and materials required or requested to complete items in addition to this scope of work will be a change request and result in additional costs above and beyond the price of this proposal.



Dylan Brown, RCDD
Technology Systems Division Manager
612-366-5670
Dylan.brown@electricalproduction.com

Terms & Conditions

- 1. Payment. The making of final payment shall constitute a waiver of all claims by Customer known as of the date such payment is made, except for those claims specifically preserved in writing as surviving the final payment. CUSTOMERS' DAMAGES IN ANY CLAIM, ACTION OR SUIT AGAINST EPS SHALL NOT EXCEED THE CONTRACT SUM, AND IN NO EVENT SHALL EPS BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RELATING TO THIS AGREEMENT OR THE PERFORMANCE OF THE WORK.
- 2. Changes in the Work. Customer may, without invalidating this Agreement, request changes in the Work within the general scope of the contemplated project consisting of additions, deletions, or other revisions to the Work. Such changes in the Work shall be accomplished by a written Change Order. The Contract Sum and the Plans and Specifications may be adjusted only by a written Change Order, and once signed by EPS and Customer constitutes a binding modification to this Agreement. Unless otherwise agreed by the parties, any increase in the Contract Sum associated with a Change Order shall be payable upon execution of the Change Order. Each change to the Plans and Specifications, or Contract Sum shall be deemed a separate Change Order.
- 3. Concealed Conditions. Should unknown or concealed conditions differ materially from those understood to exist, ordinarily encountered, or generally recognized as inherent in the Work contemplated by EPS, then the Contract Sum shall be equitably adjusted by Change Order upon request by either party made in writing within thirty days after the first observance of the condition. If additional work is required to correct the concealed condition, the Customer shall pay the additional costs involved.
- 4. Indemnification. Customer shall indemnify and hold EPS harmless from and against claims, damages, losses, and expenses arising out of or resulting from performance of the Work to the extent that such claims, damage, loss, or expenses are caused by the negligence or willful misconduct of Customer, or anyone directly or indirectly employed by Customer or anyone for whose acts Customer may be liable.
- 5. Miscellaneous Terms. Neither party shall assign its rights and obligations hereunder without the other's prior written consent, except that EPS may subcontract all or a portion of the Work without Customer's consent. The Agreement between the parties is intended to be interpreted and construed under and in accordance with the laws of the State of Minnesota. The bid and these Terms and Conditions express all agreements between the parties concerning the subject matter hereof and supersede all previous understandings relating hereto whether oral or written. EPS does not agree to any modification of these terms unless such modification is agreed to, in writing, by EPS's President or CEO. Whenever possible, each provision of these Terms and Conditions shall be interpreted to be effective and valid under applicable law, but, if any provision of these Terms and Conditions shall be held to be prohibited or invalid under such applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of these Terms and Conditions. The parties hereto consent to the exclusive jurisdiction and venue of any such court and waive any argument that venue in such forums is not convenient. EPS shall be entitled to its attorneys' fees in any action required to enforce or interpret these Terms and Conditions including but not limited to actions resulting from the Customer's nonpayment. Customer hereby acknowledges receipt of all written notices required under Minn. Stat. 514.011, including the following notice:
 - (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
 - (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.
- Bid Acceptance: The information contained in this bid and the attached documentation is binding upon acceptance of the bid. Acceptance of the bid may occur through signing below and returning this page to EPS, Inc., or emailing EPS, Inc. that you accept the bid. When accepting a bid, you agree to be bound by EPS, Inc.'s Terms and Conditions. If you accept the bid on behalf of a third-party/company you work for, you also represent and warrant you have authority to contractually bind the third-party/company. Any changes to an accepted bid will be charged as an extra. Bid and performance bonds are not included in this proposal unless explicitly noted.

Warranty

- EPS shall provide a 1-year warranty from the date of substantial completion against defects in workmanship for the work performed under this Scope of Work.
- Any repairs or replacements of a defective component under the terms and conditions of the manufacturers' warranty would not include the cost of labor required to repair or replace the defective component.
- The warranties provided in this Agreement do not cover damage, defects, malfunctions, or failure caused by the customer or by third parties, or by other events outside EPS' reasonable control such as power failure or surges, lightning, fire, flood, acts of God, etc.

Schedule

- EPS is responsible for determining daily and weekly labor requirements to complete the Scope of Work.
- All pricing is based upon a standard work week of Monday through Friday, 7:00 AM to 3:30 PM.
- Unless agreed upon by EPS, any changes to the project schedule require advanced written notice.
- EPS is not responsible for changes in project schedule due to reasons beyond its control, including, but not limited to, the performance of other trades or the inability to obtain access to work areas. Should any schedule changes result in delays, cost increases, etc. EPS will not be responsible for said financial adjustments.
- All scheduling arrangements and scheduling changes are subject to available EPS personnel.



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	10.M.
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:	Willmar Firefighters Association Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Willmar Firefighters Association Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Willmar Firefighters Association Lawful Gambling Application

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Willmar Firefighters Association

Previous Gambling Permit Number: X- 92418-15-008

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 20-0428826

Mailing Address: 515 2nd St SW

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

Name of Chief Executive Officer (CEO): Chad Robertson

CEO Daytime Phone: 320-444-4071 CEO Email: crobertson@willmarmn.gov

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

Email permit to (if other than the CEO): fhanson@willmarmn.gov

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): 10-07-2025

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.

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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: City of Willmar

Signature of City Personnel:



Title: City Clerk Date: 12/18/24

**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: 12-18-2024

(Signature must be CEO's signature; designee may not sign)

Print Name: Chad Robertson

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)).

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.

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.

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:	January 13, 2025	Agenda Item Number:	10.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, 12/12/24 - 1/8/25		

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 12.12.24 - 1.8.25
2. EFT CK 566-570

Vendor Payment Listing

December 12, 2024 thru January 8, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103675	15TH STREET FLATS	12302024	73332	17,535.38	TIF payment
103800	AFLAC	553848	73333	748.13	Deductions withheld from employees 12/26
104233	AHS Rescue	33411	73334	420.06	TRT rope sets
104229	Airport Foundation MSp	Brochure25 - 32	73335	1,500.00	Guide Distribution - MSP Airport (2025 Expense)
102061	ALEX AIR APPARATUS 2 LLC	INV-51386	73336	4,021.00	Fire Hose
102061	ALEX AIR APPARATUS 2 LLC	INV-51368	73336	1,514.00	Liter Stretcher
102061	ALEX AIR APPARATUS 2 LLC	INV-51233	73336	324.00	Gloves
103557	AMAZON CAPITAL SERVICES	1VJC-7L63-G7LT	73337	1,086.87	Rec Supplies
103557	AMAZON CAPITAL SERVICES	1LWW-WG6W-JHVJ	73337	55.98	48-port unloaded patch panel for CvC B.L.
103557	AMAZON CAPITAL SERVICES	1FJJ-FJHK-RQC4	73337	5.47	Straps for squad repair
103557	AMAZON CAPITAL SERVICES	1NMW-TJLY-RRT9	73337	21.60	Calendars for 2025
103557	AMAZON CAPITAL SERVICES	1VTC-3R1C-RXLN	73337	160.47	RAK Pro Tools Pliers Multitool Qty 4 for CERT
103557	AMAZON CAPITAL SERVICES	11XY-DPHG-31VX	73337	65.98	Score Boards for Youth Wrestling
103557	AMAZON CAPITAL SERVICES	1V4Q-HKKK-179V	73337	23.57	CRAFT WIRE
103557	AMAZON CAPITAL SERVICES	1GLJ-PMCF-3H1R	73337	902.32	Tree Lights for Selvig & Salt Brine System Parts
103557	AMAZON CAPITAL SERVICES	1P3Q-KFYC-L7D4	73337	96.06	Volleyball Cart
103557	AMAZON CAPITAL SERVICES	1LN7-M117-4FFJ	73337	25.91	Keyboard Case for Ipad
103557	AMAZON CAPITAL SERVICES	1MP4-3RWW-V3HW	73337	27.50	Sign holders
100057	AMERICAN WELDING & GAS INC	0010340120	73338	96.00	Service fire extinguishers
100057	AMERICAN WELDING & GAS INC	0010416354	73338	82.70	Welding gas
100057	AMERICAN WELDING & GAS INC	0010532600	73338	82.70	Welding gas
100057	AMERICAN WELDING & GAS INC	0010313268	73338	89.18	Fire extinguisher maintenance
100057	AMERICAN WELDING & GAS INC	0010512886	73338	181.20	Fire extinguisher for EL 7
103008	ASPEN MILLS	345072	73339	2,096.10	Polo Embroidery
100075	AT&T MOBILITY	538951	73340	45.00	ICR# 24013897
100075	AT&T MOBILITY	539480	73340	95.00	Search Warrant for ICR 24013897
100075	AT&T MOBILITY	87296610156X01032025	73340	2,400.52	FirstNet Nov/Dec
103610	AUSTIN INCORPORATED	57593	73341	120.00	Pumped 1 Load
103610	AUSTIN INCORPORATED	57159	73341	120.00	Pumped 1 load
103610	AUSTIN INCORPORATED	57326	73341	120.00	Pumped 1 load
102793	AUTO TECH ALIGNMENTS & MORE	27882	73342	100.00	Alignment
102793	AUTO TECH ALIGNMENTS & MORE	27898	73342	100.00	Alignment
100131	AVENU INSIGHTS & ANALYTICS	INVB-059158	73343	2,160.32	AS400 hosting - Dec
104080	B&F Fastener Supply	80012283-00	73344	27.62	Nuts and bolts
100917	BAKER GRAPHICS INC	25388	73345	25.00	(50) Property of WFD decals
900259	BAUMGARN/GRETCHEN	120724	73346	209.95	Reimbursement For Workboots-Drew Baumgarn
100097	BECKER ARENA PRODUCTS INC	614282	73347	126.03	Water Bottle Holders for Nets
100103	BERNICK'S PEPSI-COLA CO	165759	73348	170.10	Coffee
100900	BEST WESTERN PLUS	12172024	73349	129.97	CVB Board Lunch 12172024
100900	BEST WESTERN PLUS	10072024	73349	141.64	CVB Leisure Committee Lunch 100724
101010	BOLTON & MENK INC	0351417	73350	14,000.00	RUNWAY LIGHTING SYSTEM
101010	BOLTON & MENK INC	0336342	73350	15,631.00	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	0338588	73350	6,299.00	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	0351961	73350	19,729.50	2025-26 Feasibility Report
101010	BOLTON & MENK INC	0352042	73350	9,928.50	Stormwater Reuse Grant Prof. Services
101010	BOLTON & MENK INC	0351960	73350	19,791.50	Prof. Services 10-26 thru 11-22
101010	BOLTON & MENK INC	0352036	73350	6,296.00	Project No. 2301-A Prof. Services
101010	BOLTON & MENK INC	0351955	73350	57,302.50	Project No. 2401-B Prof. Services
101010	BOLTON & MENK INC	0352032	73350	11,153.99	ELLS 7, 8 & 9 Prof. Services
101010	BOLTON & MENK INC	0351958	73350	6,724.00	Project No. 2404-B Prof. Services
101010	BOLTON & MENK INC	0352050	73350	11,911.52	TH 40 Turn Lanes Prof. Services
101010	BOLTON & MENK INC	0352034	73350	8,278.00	Fiber Network Prof. Services
101010	BOLTON & MENK INC	0352041	73350	11,082.00	Outdoor Covered Rink
101010	BOLTON & MENK INC	0351963	73350	11,588.00	Bike and Ped Master Plan
101010	BOLTON & MENK INC	0351857	73350	20,840.00	SS4A Invoice #7
101010	BOLTON & MENK INC	0347886	73351	5,945.50	BNSF TH 40 Tile Repair Professional Services
101010	BOLTON & MENK INC	0349997	73351	2,639.00	Willmar/BNSF TH 40 Tile Repair
101010	BOLTON & MENK INC	0341631	73351	1,372.00	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	0347897	73351	1,956.00	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	0350009	73351	1,303.00	Project No. 2503-B Prof. Services

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	0352011	73351	5,985.00	Prof. Services 10-26 thru 11-22 City Engineering
101010	BOLTON & MENK INC	0352044	73351	845.00	Project No. 2503-A Prof. Services
101010	BOLTON & MENK INC	0352012	73351	1,231.00	Project No. 2504-A Prof. Services
101010	BOLTON & MENK INC	0352038	73351	392.00	TH 12 LS Prof. Services
101010	BOLTON & MENK INC	0351962	73351	1,690.50	Project No. 2301-C Prof. Services
101010	BOLTON & MENK INC	0351959	73351	2,074.00	Trott Regional Stormwater Pond Prof. Services
101010	BOLTON & MENK INC	0352046	73351	4,425.00	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	0351954	73351	1,062.50	Project No. 2401-A Prof. Services
101010	BOLTON & MENK INC	0352043	73351	432.00	Project No. 2403-A Prof. Services
101010	BOLTON & MENK INC	0352048	73351	2,270.00	Project No. 2503-C Prof. Services
101980	BSE	929551669	73352	23.43	Twister WireConn
101980	BSE	929590829	73352	50.30	Lights
101980	BSE	929575421	73352	(112.68)	Return Lights
101980	BSE	929620610	73352	50.30	Lith Field Set
103181	BULLET PROOF MECHANICAL SERV	11186	73353	887.14	Pipe insulation
102336	CANON FINANCIAL SERVICES INC	36872476	73354	134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	36872781	73354	140.23	291358-1
102336	CANON FINANCIAL SERVICES INC	36873291	73354	127.77	291358-2
103647	CAPITAL ONE	120224	73355	71.66	Breakroom supplies
103647	CAPITAL ONE	112624	73355	37.37	Binders for Det Hanneman
103647	CAPITAL ONE	120324	73355	26.12	Christmas garland and lights for tree
103647	CAPITAL ONE	120324-2	73355	5.22	string of mini lights for tree
103390	CENTRACARE	726738066	73356	35.00	Alcohol testing for K. Nelson
103390	CENTRACARE	726737910	73356	35.00	Alcohol testing for K. Radunz
103390	CENTRACARE	726740550	73356	35.00	Alcohol testing for J. Wog
103390	CENTRACARE	726360132	73356	268.17	J Klavetter employee physical
103390	CENTRACARE	726326196	73356	268.17	V. Zamora Employee Physical
101259	CENTRAL COUNTIES COOPERATIVE	47998	73357	7,775.18	Diesel fuel
101259	CENTRAL COUNTIES COOPERATIVE	47997	73357	11,861.86	Unleaded fuel
100156	CHAPPELL CENTRAL INC	SVC-120718	73358	123.75	Headworks HVAC service
100156	CHAPPELL CENTRAL INC	00021135	73358	496.12	(8) air filters
100156	CHAPPELL CENTRAL INC	SVC-121010	73358	198.00	Auditorium heating repair
100156	CHAPPELL CENTRAL INC	00021134	73358	959.22	Air handling unit filters
100736	CHARTER COMMUNICATIONS	175505001122124	73359	142.24	Dec-Jan TV
101708	CINTAS CORPORATION	5244415803	73360	138.89	Medical Supplies
100935	CITY OF WILLMAR	123024	73361	30.00	2025 DOAC Cafe License
104070	Column Software PBC	B15E1683-0064	73362	80.46	Pet License Notice 1
104070	Column Software PBC	B15E1683-0065	73362	78.92	Pet License notice 2
103116	COMPASS MINERALS AMERICA	1418051	73363	2,426.53	salt
103677	COORDINATED BUSINESS SYSTEMS	INV427881	73364	1,125.00	Migrate Server to Sharepoint (2024 Expense)
103677	COORDINATED BUSINESS SYSTEMS	INV428750	73364	128.41	Managed Print Services
102130	CORE & MAIN LP	W182315	73365	291.02	EL #8 service valve
100186	CROW CHEMICAL & LIGHTING	128839	73366	49.50	Cleaning supplies
100186	CROW CHEMICAL & LIGHTING	128861	73366	211.00	Shop supplies
100186	CROW CHEMICAL & LIGHTING	128813	73366	48.50	Truck wash
100186	CROW CHEMICAL & LIGHTING	128896	73366	63.30	Spilifer wipes
100186	CROW CHEMICAL & LIGHTING	128923	73366	329.30	Toilet paper, garbage bags, gloves, paper towels
100193	DAKTRONICS INC	7122861	73367	5,533.00	BLA Second Scoreboard
100203	DESIGN ELECTRIC INC	24730	73368	9,774.00	Traffic Signal Loop Repairs Project 2404-B
104231	Disrupter Media Consultants, Inc	1021	73369	4,000.00	Social Media Warriors - Professional Services
103979	DONAHOE/THOMAS	120924	73370	140.00	Volleyball Official
100212	DOOLEY'S PETROLEUM INC	26223	73371	524.77	Plant gas
104183	DSC Communications	2250358	73372	2,095.00	Radio programing
104183	DSC Communications	2250838	73372	332.00	(2) batteries
103288	ELECTRIC MOTOR COMPANY	SAL-WLM-9634	73373	43.71	400V Capacitor
103906	ELECTRICAL PRODUCTION SERVICES	9924	73374	1,096.55	Data Cabinet
103906	ELECTRICAL PRODUCTION SERVICES	23002	73374	1,008.00	Door access project progress billing
104064	Eric's Aviation Services, Inc	1019	73375	103.00	Door Repair
104064	Eric's Aviation Services, Inc	1018	73375	102.65	Toilet Paper and Paper Towels
103002	FARM-RITE EQUIPMENT	P54561	73376	47.74	Angle Broom Bristles

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103002	FARM-RITE EQUIPMENT	R14447	73376	252.00	Bobcat rental to install flow meter
103938	FAUL PSYCHOLOGICAL	2248	73377	665.00	Pre-Employment Evaluation E. Rodriguez
102973	FLEETPRIDE	121953375	73378	82.52	Filters
102973	FLEETPRIDE	122003588	73378	167.71	Filters
102973	FLEETPRIDE	122053755	73378	15.50	Filters
102973	FLEETPRIDE	122204928	73378	9.53	Filter
100288	GALLS LLC	029700239	73379	101.11	(2) Mens tru-spec pant
100288	GALLS LLC	029839815	73379	174.09	Badge
100288	GALLS LLC	029880975	73379	181.64	Clothing for Explorers
100293	GENERAL MAILING SERVICES	72058	73380	94.16	Postage - Guides
100293	GENERAL MAILING SERVICES	72056	73380	34.88	Postage
100293	GENERAL MAILING SERVICES	72063	73380	79.94	Postage 12/16-12/20/2024
100293	GENERAL MAILING SERVICES	72119	73380	220.08	Postage 12/16-12/20/2024
103726	GM DEVELOPMENT LLC	12302024	73381	7,633.98	TIF Payment
100786	GRAINGER INC	9296448062	73382	331.32	Air Filters
100786	GRAINGER INC	9344699831	73382	23.43	ladder labels
100786	GRAINGER INC	9339649361	73382	11.51	Rivet Nut
100321	HANSEN ADVERTISING SPECIALTIES	51552	73383	826.41	Campfire Mug
100321	HANSEN ADVERTISING SPECIALTIES	51551	73383	1,080.00	T-Shirts
103765	HARRY'S FROZEN FOOD	79257	73384	182.00	Concessions
100324	HAUG IMPLEMENT CO - JOHN DEERE	508858	73385	32.55	Washer fluid fitting
100325	HAWKINS INC	6934802	73386	1,417.38	Defoamer/bleach
100325	HAWKINS INC	6940034	73386	12,053.89	Ind. ferric
103650	HIGHLAND PRODUCTS GROUP LLC	310039389	73387	3,571.46	Ball Field Benches
103650	HIGHLAND PRODUCTS GROUP LLC	310039390	73387	3,571.46	Benches for Green Field
103650	HIGHLAND PRODUCTS GROUP LLC	310039391	73387	3,571.46	Benches for Yellow Field
100058	HOME DEPOT CREDIT SERVICES	7521910	73388	241.25	Cleaning Supplies for Sgt Oakleaf
100058	HOME DEPOT CREDIT SERVICES	6611219	73388	3.21	CSOs needed 6' Foam Wall
103023	INNOVATIVE OFFICE SOLUTIONS	IN4722497	73389	149.68	Office Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	IN4719827	73389	153.76	Office Supplies
103789	JH, LLC	12302024	73390	144,090.56	TIF Payment
103355	JOHANNECK WTR CONDITIONING INC	129161	73391	67.90	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	129323	73391	14.65	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	129228	73391	18.00	Water
103355	JOHANNECK WTR CONDITIONING INC	129226	73391	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	129440	73391	39.00	Water
103355	JOHANNECK WTR CONDITIONING INC	129763	73391	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	129765	73391	11.00	Water
103355	JOHANNECK WTR CONDITIONING INC	130050	73391	46.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-084	73391	46.00	Water cooler rental
103404	JOHNSON CNTRLS FIRE PROTECTION	52261480-2	73392	2,678.21	Sprinkler Repairs
100376	KANDIYOHI CO AUDITOR	122624-2	73393	8,363.75	Election Equipment maintenance & GE ballots
100376	KANDIYOHI CO AUDITOR	122624	73393	1,135.00	Poll Pad Maintenance Fee & Data Activation
103423	KWIK TRIP INC	STMT/11-24	73394	1,028.58	UNLEADED FUEL FOR POLICE DEPT VEHICLES
100983	LEAGUE OF MN CITIES INS TRUST	9380	73395	75,996.05	Claim #000000297078 D. GILBERT
103723	LEGACY GROUP DEVELOPMENT, LLC	12302024	73396	3,133.02	TIF payment
103376	LLOYD SECURITY INC	189237	73397	318.00	2025 Fire Monitoring
102593	LOFFLER COMPANIES	4886923	73398	664.43	Standalone printer prints
100424	M-R SIGN CO INC	226668	73399	256.45	signs
100427	MACQUEEN EQUIPMENT INC	P41128	73400	1,358.55	Helmets and hoods
101218	MACVB	1277	73401	600.00	2025 MACVB Membership
101121	MAGNUSON SHEET METAL INC	149020	73402	1,177.20	Furnace Repair
101121	MAGNUSON SHEET METAL INC	149018	73402	110.00	Service heater in warming house
100446	MCMMASTER-CARR SUPPLY CO	35828354	73403	125.98	Headworks switch
100446	MCMMASTER-CARR SUPPLY CO	38155381	73403	232.08	HVAC filter and valve
100449	MENARDS	87933	73404	8.00	General supplies
100449	MENARDS	87810	73404	45.93	Push pins and cork tiles
100449	MENARDS	87946	73404	48.91	General supplies
100449	MENARDS	87982	73404	51.91	Office Coffee and Key Rings
100449	MENARDS	87664	73404	46.71	Fuel Stabilizer, Mouse traps

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100449	MENARDS	87939	73404	107.76	Spray paint, small brushes shop supplies
100449	MENARDS	87705	73404	16.08	Duplex Covers
100449	MENARDS	88025	73404	31.96	Batteries
100449	MENARDS	87711	73404	21.94	pliers, Hex key set
100449	MENARDS	87791	73404	21.55	Cleaner/ CLR
100449	MENARDS	87403	73404	249.98	Christmas decor for lobby
100449	MENARDS	88407	73404	46.63	WOODSHOP ITEMS
102114	METRO CHIEF FIRE OFFICERS ASSN	12242024	73405	100.00	F. Hanson 2025 Dues
102699	MIKE'S SMALL ENGINE CENTER	31926	73406	699.99	Back Pack Blower
102699	MIKE'S SMALL ENGINE CENTER	31980	73406	298.74	chainsaw parts
102699	MIKE'S SMALL ENGINE CENTER	32002	73406	119.99	chaps
103790	MILES PARTNERSHIP,LLLP	107801	73407	2,550.00	MN Travel Guide Advertising (2024 Expense)
103790	MILES PARTNERSHIP,LLLP	107846	73407	400.00	Enewsletter Advertising
103729	MILLS PARTS CENTER	6303408	73408	318.87	Window Regulator parts
103729	MILLS PARTS CENTER	6307749	73408	727.56	Front Axle Parts
103729	MILLS PARTS CENTER	6305396	73408	66.18	Hose Coolant
103729	MILLS PARTS CENTER	6304140	73408	60.55	Hose Coolant
103729	MILLS PARTS CENTER	6303398	73408	173.72	Water Pump
103729	MILLS PARTS CENTER	6311331	73408	78.55	Bumper Parts
103729	MILLS PARTS CENTER	CM6303408	73408	(101.99)	Parts return
101805	MINI BIFF LLC	1676	73409	207.06	Mini Biff
100371	Mrzena/Kevin	8598	73410	2,944.00	Repair to deck gun #991481
100539	MTI DISTRIBUTING CO	1457759-00	73411	885.36	Tires
100197	MUNICIPAL EMERGENCY SERVICES	IN2167597	73412	3,680.11	Coat and Pant
100544	MVTL LABORATORIES INC	1286746	73413	80.00	Lab test
100544	MVTL LABORATORIES INC	1286937	73413	303.00	Lab test
100544	MVTL LABORATORIES INC	1286998	73413	57.00	Lab test
101794	NELSON/CHAD	123124	73414	1,401.73	Reimbursement for Expenses to the FBI Academy
103827	NEOLOGY, INC.	INV-NeoUK-1000697	73415	1,570.00	PAGIS support renewal for FY24/FY25
102547	CARRANZA/NOE	224	73416	150.00	Interpreting Services for ICR 24015596
102547	CARRANZA/NOE	225	73416	75.00	Interpreting Services for ICR 24015573
103605	NORTH CENTRAL INTERNATIONAL	X201137211:01	73417	102.42	Cab Level Valve
100650	O'REILLY AUTOMOTIVE INC	1528-499105	73418	46.80	Tool box shocks
100650	O'REILLY AUTOMOTIVE INC	1528-488239	73418	131.88	(12) floor dry
100650	O'REILLY AUTOMOTIVE INC	1528-171023	73418	71.94	(6) floor dry
104207	Office Of MNIT Services	DV24110443	73419	257.72	LOGIS Internet transport Nov
100943	OKINS/STEVEN B	Nov COBRA OverPymt	73420	47.66	Nov COBRA Overpayment-Dental & Life
100943	OKINS/STEVEN B	Dec COBRA OverPymt	73420	47.66	Dec COBRA Overpayment-Dental & Life
100608	PETERSON SHOE STORE	232920	73421	159.99	Cabrera - boots
100608	PETERSON SHOE STORE	232999	73421	159.99	Fuentes - boots
100608	PETERSON SHOE STORE	233411	73421	195.49	Safety Boots - D Niemeyer
100608	PETERSON SHOE STORE	233326	73421	242.24	Jeremy Marcus Work Boots
100374	PREMIUM WATERS INC	330636498	73422	49.49	WATER
100624	PRINT MASTERS	93496	73423	1,120.00	2024
103529	PRO WATER SOLUTIONS	9262	73424	465.50	Solar Salt
103529	PRO WATER SOLUTIONS	9544	73424	76.00	Solar Salt for Robbins Island
101093	QUICK SIGNS	182685	73425	64.00	League Champions Sign for Rec Center
101093	QUICK SIGNS	182680	73425	59.50	embroider on jackets
100636	R & R SPECIALTIES INC	0084163-IN	73426	944.75	Ice Shaving Blade
103663	REACH MEDIA NETWORK	102536	73427	1,325.00	Civic Center FY24/FY25 digital signage
103475	ROSEN/CHRIS	121724	73428	95.14	Mileage reimbursement
103947	RUDIS	INV0481127	73429	1,494.08	Youth Wrestling Singlets
100665	RULE TIRE SHOP	1-74071	73430	2,100.00	Tires
100665	RULE TIRE SHOP	1-73987	73430	1,108.00	Tires
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/11-24	73431	12,997.86	UNLEADED AND DIESEL FUEL
101285	SESAC	476879	73432	610.00	Music License 2025
103699	SILVA/AMBER	STMT/12-24	73433	1,295.51	Wellness Program Dec 2024
103049	SRF CONSULTING GROUP INC	17632.00-5	73434	2,850.48	Comp Plan Update
100706	STACY'S NURSERY INC	24343	73435	750.00	Trees
103471	STULEN/DEBORAH	123124	73436	77.05	July-Dec 2024 mileage USPS

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104230	Super City Dots, LLC	1241212479	73437	2,019.00	Concessions
100161	SYSCO WESTERN MINNESOTA	253798804	73438	711.53	Concessions
104040	T-Mobile USA, Inc	9588828058	73439	50.00	Search Warrant for ICR 24013897
104040	T-Mobile USA, Inc	9588828059	73439	100.00	Search Warrant for ICR# 24013897
104040	T-Mobile USA, Inc	9587443536	73439	50.00	Search Warrant for ICR 24013897
103801	TECH CHECK,LLC	61700	73440	500.95	Replacement AUD cameras
102583	TORKELSON'S LOCK SERVICE	24-0674	73441	66.00	Keys made
102674	TOWMASTER	474251	73442	152,039.00	Dump Truck Snow Removal Equipment
101471	TRAFFIC CONTROL CORPORATION	155624	73443	210.00	Traffic light back plate
100165	ULTIMATE SAFETY CONCEPTS INC	214861	73444	1,139.09	Rae Qrae 3 gas monitor
103143	US BANK EQUIPMENT FINANCE	545156440	73445	751.80	500-0664928-000/001
102915	VERIZON WIRELESS	6100702153	73446	2,348.71	Verizon Nov/Dec
104083	Vestis	MSP2-13033	73447	135.40	First Aid inspection and refill
100777	VIKING COCA-COLA BOTTLING CO	3526650	73448	2,700.85	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3540366	73448	1,514.85	Concessions
104234	WC Screenprint	1467	73449	395.75	Screen Print for Staff Jackets
100798	WEST CENTRAL ELECTRIC SUPPLY	1294437-0001-01	73450	19.95	Toggle Switch
100808	WEST CENTRAL TROPHIES	9787	73451	40.50	Name Plates
101640	WESTMOR INDUSTRIES LLC	2103181 RI	73452	859.29	Supplies & Labor
102689	WILLMAR AUTO VALUE	22548235	73453	73.58	Hyd Fitting
102689	WILLMAR AUTO VALUE	22548448	73453	158.39	Thermostat Housing
102689	WILLMAR AUTO VALUE	22548806	73453	663.60	Batteries Inventory
102689	WILLMAR AUTO VALUE	22549654	73453	166.09	Battery
102689	WILLMAR AUTO VALUE	22550493	73453	136.55	Battery for #066413
102689	WILLMAR AUTO VALUE	22548953	73453	158.39	Thermostat Housing
102689	WILLMAR AUTO VALUE	22549516	73453	78.95	Gear Oil
102689	WILLMAR AUTO VALUE	22550096	73453	140.93	Spray Paint
102689	WILLMAR AUTO VALUE	22550426	73453	181.44	12G Spool Wire
102689	WILLMAR AUTO VALUE	22550376	73453	149.99	Brakes
102689	WILLMAR AUTO VALUE	22550996	73453	148.22	Shop Supplies, Wiper Blades
102689	WILLMAR AUTO VALUE	22550837	73453	166.09	Battery
102689	WILLMAR AUTO VALUE	22550999	73453	131.46	Wheel weights
102689	WILLMAR AUTO VALUE	22550044	73453	86.83	Lacquer Thinner
102689	WILLMAR AUTO VALUE	STMT/12-24	73453	228.05	Amount Carried Over from STMT
102689	WILLMAR AUTO VALUE	22548236	73454	44.98	Drive Belts
102689	WILLMAR AUTO VALUE	22548689	73454	50.97	Floor dry
102689	WILLMAR AUTO VALUE	22548413	73454	11.98	Welder service
102689	WILLMAR AUTO VALUE	22549382	73454	35.99	Filter
102689	WILLMAR AUTO VALUE	22548954	73454	44.98	Drive Belts
102689	WILLMAR AUTO VALUE	22549185	73454	48.99	Belt Tensioner
102689	WILLMAR AUTO VALUE	22550001	73454	68.09	Cabin Filter
102689	WILLMAR AUTO VALUE	22550255	73454	17.28	Wiper Blades
102689	WILLMAR AUTO VALUE	22550203	73454	8.81	Oil Filter
102689	WILLMAR AUTO VALUE	22550838	73454	21.38	Light Bulbs, shop Battery's
100812	WILLMAR CHAMBER OF COMMERCE	58162	73455	613.40	2024 Expense
100812	WILLMAR CHAMBER OF COMMERCE	57834	73455	2,348.25	Credit Card
102061	ALEX AIR APPARATUS 2 LLC	9062	73456	152.40	Annual compressor air quality test
103557	AMAZON CAPITAL SERVICES	1K4G-Q6WH-LX33	73457	95.43	Patch panel & chargers
103557	AMAZON CAPITAL SERVICES	1HGC-V1G9-1D7D	73457	31.99	Fire Extinguisher Signs
103557	AMAZON CAPITAL SERVICES	1THK-9FN1-1MQT	73457	31.99	Fire Extinguisher Signs
103557	AMAZON CAPITAL SERVICES	1WJW-YGRN-1VKY	73457	17.64	EMS Stickers
103557	AMAZON CAPITAL SERVICES	16GJ-CJRL-9DG7	73457	12.74	USB CHARGER
100057	AMERICAN WELDING & GAS INC	0010532472	73458	39.80	Cylinder rent
100057	AMERICAN WELDING & GAS INC	0010575042	73458	84.85	Welding gas
102954	ANDERSON LAW OFFICES	2641	73459	20,702.94	Professional Services - December 2024
103845	ANDERSON/CALLA-SJEA	123124	73460	2,146.00	November/December Volleyball Camp
100073	ATWATER FORD INC	106826	73461	203.78	Repairs to Squad 11
100073	ATWATER FORD INC	106244	73461	1,058.83	Squad 2 Repairs
104080	B&F Fastener Supply	80012608-00	73462	63.94	Safety coat
102860	BATTERY WHOLESALE INC	252532WIL	73463	164.59	Battery Tender 2000 AMP, 12V Lithium Jump Starter

Vendor Payment Listing

December 12, 2024 thru January 8, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102860	BATTERY WHOLESALE INC	252989WIL	73463	89.70	Batteries for electric gun sites
104176	Blue Line Custom Gifts	290	73464	150.00	Laser Engraved CERT Slate Coasters
103647	CAPITAL ONE	122024	73465	17.57	Swat Bus Supplies
100154	CHAMBERLAIN OIL CO	496175-00	73466	350.00	Nitrile gloves
100156	CHAPPELL CENTRAL INC	SVC-120992	73467	1,464.85	HVAC service
100156	CHAPPELL CENTRAL INC	SVC-121008	73467	305.27	JOTS 1 HVAC service
104070	Column Software PBC	A85BD339-0016	73468	380.74	AD FOR BID FOR OUTDOOR RINK
100203	DESIGN ELECTRIC INC	24875	73469	1,636.10	Traffic light repair
102443	EXCEL OVERHEAD DOOR	43954	73470	50.55	Garage door repair
102443	EXCEL OVERHEAD DOOR	43992	73470	314.30	GARAGE DOOR SEALS
103002	FARM-RITE EQUIPMENT	P54862	73471	2,373.89	Filters and Wheel Bearings
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036037	73472	845.88	Concessions
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036117	73472	1,342.50	Concessions
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036002-2	73472	972.60	Concession Supplies
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036068	73472	(1,112.76)	product returned
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036176	73472	(1,629.84)	double payments on inv's/product return
103459	FRAMEWORK INC	003761	73473	337.50	Website Updates
100288	GALLS LLC	029935321	73474	115.90	UNIFORM PANTS
100288	GALLS LLC	029935322	73474	175.84	UNIFORM PANTS
100786	GRAINGER INC	9347257652	73475	321.47	Gate
100316	HACH COMPANY	14260040	73476	3,268.10	Lab probe
103765	HARRY'S FROZEN FOOD	79382	73477	388.50	Concessions
102608	HARTLAND OFFICIALS ASSOCIATION	26-0806188	73478	2,060.00	Volleyball Officials
100324	HAUG IMPLEMENT CO - JOHN DEERE	509073	73479	1,714.74	Tractor service
100327	HAYNES WINDOW CLEANING SERVICE	37469	73480	100.00	WINDOW CLEANING
100333	HILLYARD\HUTCHINSON	605699013	73481	1,847.61	Toilet paper, kleenex, urinal screens, mop heads
100058	HOME DEPOT CREDIT SERVICES	433184	73482	759.00	Sampler fridge
100058	HOME DEPOT CREDIT SERVICES	9930871	73482	161.80	Power cord EL 4 container
103760	HOMETOWN FIBER	4835	73483	15,727.74	Connect Willmar
102486	IN CONTROL INC	S-INV02189	73484	364.00	RAS pump issue
103023	INNOVATIVE OFFICE SOLUTIONS	IN4727531	73485	32.75	DESK CALENDARS
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-173	73486	1.00	rent
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-185	73486	2.00	Rent
100376	KANDIYOHI CO AUDITOR	526025	73487	91.00	Tires to landfill
100376	KANDIYOHI CO AUDITOR	530961	73487	98.00	Tires
103579	KLAVETTER/JORDAN	057221	73488	205.00	Reimbursement for safety boots
103423	KWIK TRIP INC	4841762	73489	41.09	Fuel for Squad 14
102187	LAKELAND MEDIA	IN-124125507	73490	1,700.00	Ten17 Media
102593	LOFFLER COMPANIES	4904439	73491	207.86	Cv Office & PD Sergeants prints
102593	LOFFLER COMPANIES	4908452	73491	517.07	CH Finance & PD Mailroom prints
100424	M-R SIGN CO INC	226781	73492	301.75	Thin Ice Signs
101838	MARCO TECHNOLOGIES LLC	545609299	73493	29.34	500-0611665-000 late fee/overage
101838	MARCO TECHNOLOGIES LLC	545609620	73493	9.77	500-0623211-000 late fee
100449	MENARDS	88195	73494	197.91	Cleaning supplies
100449	MENARDS	88303	73494	62.96	New Score Board for BL
100449	MENARDS	88289	73494	13.99	General supplies
104236	Michelle Fernholz	9067796	73495	415.00	Explorer Patches
103349	MID STATES AUDIO INC	33867	73496	125.00	QSYS IP address changes
100522	MN DEPT OF LABOR & INDUSTRY	12312024	73497	1,346.79	December 2024 Surcharge payment
100564	NATIONWIDE GLASS OF WILLMAR	4961	73498	325.00	Automatic Door Repair
102547	CARRANZA/NOE	227	73499	150.00	Interpreting Services for ICR 24016426
102547	CARRANZA/NOE	226	73499	150.00	Interpreting Services for ICR 24016279
100604	PERKINS LUMBER CO INC	2412-268318	73500	610.70	concrete adhesive
100604	PERKINS LUMBER CO INC	2412-268442	73500	103.31	screws
100604	PERKINS LUMBER CO INC	2412-269184	73500	1,246.81	door for baker shed
100604	PERKINS LUMBER CO INC	2412-269183	73500	551.88	plywood for barricades
100604	PERKINS LUMBER CO INC	2412-270179	73500	74.98	Door Handle, Dead bolt
100604	PERKINS LUMBER CO INC	2412-270223	73500	329.94	Plywood for Indoor Playground wall repair
100604	PERKINS LUMBER CO INC	2412-269960	73500	71.88	J BEAMS FOR PICTURE FRAMES
100604	PERKINS LUMBER CO INC	2412-268708	73500	47.88	lumber

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100604	PERKINS LUMBER CO INC	2412-269073	73500	473.40	Lumber
101418	RUNNING'S SUPPLY INC	6328963	73501	104.97	Shop Air Supplies
101418	RUNNING'S SUPPLY INC	6328605	73501	44.97	Air Regulator
101418	RUNNING'S SUPPLY INC	6323460	73501	152.94	Rakes
101418	RUNNING'S SUPPLY INC	6328105	73501	43.96	ice treads
101418	RUNNING'S SUPPLY INC	6338484	73501	2.07	Screws
101418	RUNNING'S SUPPLY INC	6341409	73501	31.47	Hose Fittings
101418	RUNNING'S SUPPLY INC	6341331	73501	31.48	Broom and Brush Scrub
104048	Safelite Fulfillment, Inc.	03816-21010	73502	93.00	Windshield crack repair Squad 44
104048	Safelite Fulfillment, Inc.	03816-021003	73502	984.08	Squad 28 Repair
100690	SHERWIN WILLIAMS CO	2057-1	73503	133.51	Paint, Brushes, Paint
100690	SHERWIN WILLIAMS CO	2427-6	73503	279.24	Paint
100690	SHERWIN WILLIAMS CO	2273-4	73503	298.59	Paint
100188	STERLING WATER-MINNESOTA LLC	315x04108600	73504	60.75	softener salt
100188	STERLING WATER-MINNESOTA LLC	315X04108501	73504	80.00	Softener salt
100964	STOP STICK LTD	0036365-IN	73505	2,086.00	Four Stop Stick Kit w/Tray - Red
103816	TAATJES FINANCIAL GROUP	154	73506	4,003.00	Pickleball Tourney
103040	TACTICAL SOLUTIONS	10328	73507	831.00	Certification of Radar Units Qty 20, Laser Unit
102583	TORKELSON'S LOCK SERVICE	24-0684	73508	82.00	CCDR LS lock repair
102674	TOWMASTER	474299	73509	152,039.00	Dump Truck Snow Removal Equipment
101286	UNCOMMON USA INC	1308092-IN	73510	71.20	Flag
102915	VERIZON WIRELESS	9022379570	73511	100.00	Search Warrant for ICR 23013897
104083	Vestis	2560325839	73512	65.98	Mechanics uniform rental
104083	Vestis	2560325841	73512	13.56	Maintenance unifrom
104083	Vestis	2560328368	73512	15.63	Maintenance unifrom
104083	Vestis	2560328364	73512	77.36	Mechanics uniform rental
104083	Vestis	2560330756	73512	65.98	Mechanics uniform rental
104083	Vestis	2560330758	73512	13.56	Maintenance unifrom
104083	Vestis	2560332998	73512	13.56	Maintenance man uniform
104083	Vestis	2560332994	73512	76.02	Mechanic uniform rental
104083	Vestis	2560335167	73512	65.98	Mechanics uniform rental
104083	Vestis	2560335169	73512	13.56	Maintenance man uniform
101640	WESTMOR INDUSTRIES LLC	2079190	73513	28,000.00	Progress Billing - August
100812	WILLMAR CHAMBER OF COMMERCE	58163-1	73514	1,710.50	Credit Card
100812	WILLMAR CHAMBER OF COMMERCE	58163-2	73514	2,312.20	Credit Card
100812	WILLMAR CHAMBER OF COMMERCE	58163-3	73514	1,556.87	Credit Card
103696	ACE ROLLOFFS & DISPOSAL	237/01-25	73515	52.70	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	233/01-25	73515	49.68	GARBAGE
103696	ACE ROLLOFFS & DISPOSAL	241/01-25	73515	209.71	Wastewater garbage service
103696	ACE ROLLOFFS & DISPOSAL	240/01-25	73515	24.35	Wastewater garbage service
103696	ACE ROLLOFFS & DISPOSAL	239/01-25	73515	202.64	PW garbage service
103696	ACE ROLLOFFS & DISPOSAL	238/01-25	73515	129.48	City Hall garbage service
103696	ACE ROLLOFFS & DISPOSAL	231/01-25	73515	46.15	Section D Parks garbage service
103472	ALLDATA	2025-100708469	73516	1,500.00	Alldata repair subscription 2-5-25 thru 2-5-26
103946	ARVIG	STMT/12-24	73517	3,850.00	Leased fiber - Jan
102418	B & H	230568265	73518	359.34	Quote #1115778352 - Ntwrk Swtchs for cmrs
100263	BREMER BANK	2019ABondPymt2/1/25	73519	304,769.00	2019A Bond Pymt due 2/1/25
100263	BREMER BANK	2020ABondPymt2/1/25	73519	102,177.50	2020A Bond Pymt due 2/1/25
104237	SM4 Mid-Winter Convention	010725	73520	100.00	Lions Convention Ad- Willmar Lakes Area CVB
103647	CAPITAL ONE	010625	73521	85.68	Coffee
100736	CHARTER COMMUNICATIONS	224360801010125	73522	552.92	Jan Phone/Rice Park Internet
100168	COALITION OF GREATER MN CITIES	10464	73523	48,095.00	2025 Coalition of Greater MN Cities Dues
102887	CONCORDE BANK	2016ABondPymt2/1/25	73524	11,412.50	2016A Bond Pymt due 2/1/25
102887	CONCORDE BANK	2017ABondPymt2/1/25	73524	27,787.50	2017A Bond Pymt due 2/1/25
102887	CONCORDE BANK	2019ABondPymt2/1/25	73524	8,644.00	2019A Bond Pymt due 2/1/25
103467	CROWDRIFT INC	INV11495	73525	6,824.99	CrowdRiff Platform 01/01/25-12/31/25
104238	Debra Leigh	1	73526	2,500.00	MLK Speaker
103906	ELECTRICAL PRODUCTION SERVICES	10011	73527	72.00	AIR_Terminal PDK node subscription
103995	Flock Group Inc	INV-55111	73528	10,250.00	Subscription for 2025
100293	GENERAL MAILING SERVICES	72238-2	73529	26.42	01/02-01/03/2025

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102863	GREATER MN PARKS & TRAILS	8517	73530	530.00	Greater MN Parks and Trail Membership Dues
101504	GREENSPRING MEDIA GROUP	2025ci-6863	73531	1,550.00	MN Monthly Advertising
103067	HOME STATE BANK	2016ABondPymt2/1/25	73532	56,062.50	2016A Bond Pymt due 2/1/25
103067	HOME STATE BANK	2019ABondPymt2/1/25	73532	41,863.50	2019A Bond Pymt due 2/1/25
103067	HOME STATE BANK	2020ABondPymt2/1/25	73532	34,056.25	2020A Bond Pymt due 2/1/25
103023	INNOVATIVE OFFICE SOLUTIONS	IN4734293	73533	46.95	Desk Trays
103355	JOHANNECK WTR CONDITIONING INC	130378	73534	15.50	Softener salt
103068	KENSINGTON BANK	2016ABondPymt2/1/25	73535	56,062.50	2016A Bond Pymt Due 2/1/25
103068	KENSINGTON BANK	2017ABondPymt2/1/25	73535	40,600.00	2017A Bond Pymt Due 2/1/25
103068	KENSINGTON BANK	2019ABndPymt2/1/25	73535	53,622.50	2019A Bond Pymt Due 2/1/25
103068	KENSINGTON BANK	2020ABndPymt2/1/25	73535	34,056.25	2020A Bond Pymt Due 2/1/25
102886	LAKE REGION BANK	2016ABondPymt2/1/25	73536	54,037.50	2016A Bond Pymt Due 2/1/25
102886	LAKE REGION BANK	2017ABondPymt2/1/25	73536	54,461.25	2017A Bond Pymt due 2/1/25
102886	LAKE REGION BANK	2019ABondPymt2/1/25	73536	53,622.50	2019A Bond Pymt deu 2/1/25
102886	LAKE REGION BANK	2020ABondPymt2/1/25	73536	34,056.25	2020A Bond Pymt due 2/1/25
101646	LAKESIDE PRESS	12578	73537	610.00	#10 Regular Envelopes
103694	LETS	INV-002552	73538	4,124.00	Subscription for 2025
101838	MARCO TECHNOLOGIES LLC	545609299-2	73539	162.28	500-0611665-000
101838	MARCO TECHNOLOGIES LLC	545609620-2	73539	216.51	500-0623211-000
100449	MENARDS	88666	73540	44.70	Hand sanitizer, hand soap, batteries, kleenex
100449	MENARDS	88688	73540	61.00	(24) cases of drinking water
101878	MID-MINNESOTA DEVELOPMENT COMM	01082025	73541	3,000.00	2025 Advocate Membership in the Highway 23 Coaliti
102699	MIKE'S SMALL ENGINE CENTER	32108	73542	119.95	Chaps
100094	MN DEPT OF LABOR & INDUSTRY	ALR0171014X	73543	100.00	2025 Elevator License
102223	OXYGEN SERVICE COMPANY	0008796401	73544	184.20	Welding curtain
101968	PEST PRO II	20719	73545	40.00	pest
100374	PREMIUM WATERS INC	330637304	73546	10.99	water
104227	Rise Vision	127657	73547	600.00	FY2025 Rise Vision digital signage
100188	STERLING WATER-MINNESOTA LLC	315x04098900	73548	19.45	Water softener rental
103801	TECH CHECK,LLC	7012C	73549	759.00	FortiClient VPN/ZTNA subscription
103324	UNITED PRAIRIE BANK	2019ABondPymt2/1/25	73550	41,863.50	2019A Bond Pymt Due 2/1/25
100808	WEST CENTRAL TROPHIES	9811	73551	300.00	2 plaques, Asmus & OBrien
103859	ZARTICO, INC	0001429	73552	12,500.00	Zartico Destination Operating System
Total				2,225,359.00	

Vendor Payment Listing

December 12, 2024 thru January 8, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100492	MN DEPT OF REVENUE	STMT/11-24	566	4,250.03	FUEL & SALES TAX
100467	CENTERPOINT ENERGY	STMT/11-2024-1	567	5,738.23	NATURAL GAS - NOV 2024
103996	UBS Financial Services, INC	122626	568	2,000,000.00	UBS MONEY MARKET INVESTMENT 12/26/24
102365	CARDMEMBER SERVICE	STMT/11-24	569	8,093.36	BREMER BANK CREDIT CARD STATEMENT - NOV 2024
100467	CENTERPOINT ENERGY	STMT/12-24	570	17,192.40	NATURAL GAS - DECEMBER 2024
			Total	2,009,988.26	

Issued Dates: 12/1/2024 to 12/31/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033938	12/1/2024	404 24th St SE	95-668-0800 Lot 10, Block 4 Pheasant Run	Storage Shed Residential Add/Alter	Move in dakota shed, 240 sq ft	\$7,250.00	\$140.88
WI034338	12/1/2024	721 5th St SE	95-250-0290 Lot 9, Block 2 Glarum's Addition To Willmar	Alteration Residential Add/Alter	Interior Remodel	\$20,000.00	\$483.96
WI034406	12/1/2024	720 Litchfield Ave SE	95-220-0340 Block 3 Ferring's Addition	Reroofing Commercial Add/Alter	Commercial Reroof	\$12,603.00	\$206.05
WI034422	12/1/2024	408 Becker Ave SE	95-740-0230 Block 2 Spicer's Addition	Single Family Replace	Gas Furnace Replacement	\$4,797.00	\$1.00
WI034423	12/1/2024	904 Olena Ave SE	95-665-0420 Lot 2, Block 3 Perkins 5th Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$21,452.00	\$56.00
WI034424	12/1/2024	1204 16th St SW	95-860-0220 Lot 2, Block 2 West Park 1st Addition	Single Family Replace	Gas Furnace Replacement	\$5,208.00	\$31.00
WI034430	12/1/2024	401 30th St NW	95-908-0041	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00	\$35.00
WI034431	12/1/2024	3821 Abbott Dr SE	95-714-0270 Lot 7, Block 2 South Industrial Park	Reroofing Churches/Schools	Commercial Reroof	\$61,555.00	\$680.53
WI034433	12/1/2024	209 Willmar Ave SE	95-914-1600	Fire Suppression System Churches/Schools	Middle School Gym Addition	\$49,748.00	\$743.31
WI034436	12/1/2024	1601 Hwy 12 E	95-914-1650	Garage Commercial New	Accessory structure, garage	\$25,020.00	\$604.45
WI034446	12/1/2024	724 6th St SW	95-006-3500 Block 81 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	Replace rotten post under house	\$2,738.00	\$1.37
WI034449	12/1/2024	1604 8th St SW	95-664-0260 Lot 6, Block 2 Perkins 4th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00	\$37.50

Issued Dates: 12/1/2024 to 12/31/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034451	12/2/2024	401 30th St NW # E-2	95-908-0041	Single Family Replace	Gas Furnace Replacement	\$3,500.00	\$31.00
WI034452	12/2/2024	808 Augusta Ave SE	95-660-0230 Lot 3, Block 2 Perkins 1st Addition	Single Family Replace	Gas Furnace Replacement	\$6,000.00	\$31.00
WI034453	12/2/2024	605 Julii St SE	95-222-1520 Lot 2, Block 8 Ferrings 2nd Addition	Single Family Replace	Gas Furnace Replacement	\$5,024.00	\$31.00
WI034454	12/2/2024	304 28th St SE	95-882-0400 Lot 24, Block 3 Woodberry Addition	Single Family Replace	Gas Furnace Replacement	\$4,757.00	\$31.00
WI034455	12/2/2024	120 30th St NW	95-503-0020 Lot 2, Block 1 Mckenzie Estates	Siding Residential Add/Alter	Residential Reside	\$20,000.00	\$60.00
WI034456	12/3/2024	1300 19th Ave SW	95-922-7580	Alteration Churches/Schools	Convert Storage Space into STEM Lab	\$290,000.00	\$2,441.56
WI034457	12/4/2024	1404 Willmar Ave SW	95-080-0010 Lot 1, Block 1 Bon-Van Acres	Single Family Replace	Gas Furnace Replacement	\$4,343.00	\$31.00
WI034458	12/4/2024	2611 9th St SW	95-686-0220 Lot 4, Block 1 Prairie View Estates	Alteration Residential Add/Alter	Adding a window	\$2,500.00	\$76.00
WI034459	12/6/2024	1217 7th St SE	95-923-8205	New Commercial New	New 8 plex, Modular	\$155,636.00	\$14,061.88
WI034461	12/6/2024	2007 Prairie Lane SW	95-697-0150 Lot 5, Block 2 Richland Estates	Townhouse Units Replace	Furnace and AC replacement	\$10,000.00	\$56.00
WI034462	12/6/2024	2423 6th St SW	95-683-0510 Block 5 Portland Acres 3rd Addition	Single Family Replace	Gas Furnace Replacement	\$4,950.00	\$31.00
WI034464	12/6/2024	125 Litchfield Ave SE	95-630-0470 Lot 7, Block 3 Paulson & Sunde's Subd Of Lot D Eastern Ad	Single Family Replace	Gas Furnace Replacement and water heater	\$9,795.00	\$1.00

Issued Dates: 12/1/2024 to 12/31/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034465	12/9/2024	1001 13th St SW	95-570-0430 Block 3 Nursery Addition	Single Family Alt/Remodel	Adding a basement bathroom group	\$0.00	\$71.00
WI034466	12/9/2024	1001 13th St SW	95-570-0430 Block 3 Nursery Addition	Alteration Residential Add/Alter	Interior Remodel	\$8,500.00	\$154.00
WI034467	12/9/2024	109 31st St NW	95-835-0320 Block 2 Vos Park	Single Family Replace	Gas Furnace Replacement	\$4,958.00	\$31.00
WI034468	12/9/2024	1413 1st St S	95-923-8615	Commercial/Ind Alt/Remodel	Interior remodel	\$20,000.00	\$210.00
WI034470	12/10/2024	411 Becker Ave SW	95-003-6110 Block 50 Willmar, Town Of (Original)	Commercial/Ind Alt/Remodel	Interior remodel	\$0.00	\$1.00
WI034472	12/11/2024	1209 7th St SE	95-923-8320	New Commercial New	New 4 plex	\$155,636.00	\$7,936.88
WI034473	12/11/2024	1209 7th St SE	95-923-8320	Commercial/Ind New	Plumbing for 4 plex	\$0.00	\$91.00
WI034474	12/11/2024	1217 7th St SE	95-923-8205	Commercial/Ind New	PLumbing for modular 8 plex	\$0.00	\$91.00
WI034476	12/16/2024	416 Hillcrest Drive SW	95-922-7900	Single Family Replace	Gas Furnace Replacement	\$5,100.00	\$31.00
WI034477	12/16/2024	3320 1st St S		Fire Sprinkler/Fire Alarm Commercial New	Les Schwab Tire	\$9,500.00	\$272.46
WI034478	12/18/2024	1024 15th St SW	95-042-0310 Block 1 Barnstad's Second Addition	Drainage system Residential Add/Alter	Interior drain tile	\$9,000.00	\$154.25
WI034479	12/18/2024	308 Willmar Ave SW	95-280-1640 Block 9 Hanson's Addition To Willmar	Single Family Replace	Water Heater Replacement	\$8,000.00	\$31.00
WI034480	12/18/2024	411 4th St SE	95-740-0210 Block 2 Spicer's Addition	Alteration Residential Add/Alter	Foundation wall anchors	\$9,005.00	\$166.75

Issued Dates: 12/1/2024 to 12/31/2024
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 12/31/2024
 Page: 4

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034481	12/18/2024	500 32nd St SW	95-872-2410 Lot 2, Block 5 Willmar Industrial Park	New Commercial New	Goat Processing Plant	\$1,696,068.00	\$25,011.28
WI034482	12/18/2024	500 32nd St SW	95-872-2420 Lot 3, Block 5 Willmar Industrial Park	Commercial/Ind New	Happy Halal Processing Plant	\$0.00	\$442.00
WI034483	12/18/2024	500 32nd St SW	95-872-2420 Lot 3, Block 5 Willmar Industrial Park	Commercial/Ind New	Happy Halal Processing Plant	\$250,000.00	\$2,625.00
WI034484	12/19/2024	405 Kandiyohi Ave SW	95-280-0010 Block 1 Hanson's Addition To Willmar	Single Family Replace	Boiler replacement	\$4,925.00	\$31.00
WI034485	12/19/2024	901 15th Ave NW	95-560-0200 Block 1 Northwood Estates	Single Family Replace	Gas Furnace Replacement	\$5,573.00	\$31.00
WI034486	12/19/2024	1220 Willmar Ave SW	95-570-0500 Block 3 Nursery Addition	Single Family Replace	Gas Furnace Replacement	\$5,248.00	\$31.00
WI034487	12/27/2024	728 17th St SW	95-760-0050 Lot 5 Summit Addition	Single Family Replace	Gas Furnace Replacement	\$4,558.00	\$31.00
WI034488	12/27/2024	1321 16th St SW	95-863-0340 Lot 4, Block 2 West Park 4th Addition	Single Family Replace	Gas Furnace Replacement	\$5,000.00	\$31.00
WI034489	12/27/2024	1813 22nd Ave SW	95-885-1100 Lot 5, Block 2 Yorktown Estates	Single Family Replace	Gas Furnace Replacement	\$4,850.00	\$31.00
WI034491	12/31/2024	2200 23rd St SW	95-715-0750 Lot 5, Block 1 Southgate Addition	Siding Residential Add/Alter	Residential Reside	\$6,000.00	\$53.00
WI034492	12/31/2024	608 4th St SE	95-740-1830 Lot 3, Block 12 Spicer's Addition	Single Family Replace	Gas Furnace Replacement	\$4,475.00	\$31.00

Issued Dates: 12/1/2024 to 12/31/2024
Report Name: Monthly External Permits Report
Permit Type(s): Building, Mechanical, Plumbing

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
Count: 48				Totals:	\$2,968,272.00	\$57,493.11
Year-to-Date Summary (1/1/2024 through 12/31/2024)						
Count: 731				YTD Totals:	\$71,053,780.00	\$670,413.29



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	14.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	Yes	Presented By:	Kyle Box, City Operations Director
Item:	Introduction of a Cannabis Regulation Ordinance		

RECOMMENDED ACTION:

1. Introduce a Cannabis Regulation Ordinance and Call for a Public Hearing on Monday, February 3, 2025 at 6:30 PM
2. Publish the Ordinance by Summary

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 outlines the procedures for cannabis business registration. It also establishes 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 ensures 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:

None Recommended

ATTACHMENTS:

1. Cannabis Registration Ordinance
2. Summary Publication of Cannabis Retail Registration Ordinance

ORDINANCE NO. _____

AN ORDINANCE REGULATING CANNABIS AND HEMP RETAIL BUSINESSES IN THE
CITY OF WILLMAR

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

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 8, LICENSES, PERMITS
AND BUSINESS REGULATIONS. Chapter 8 of the Willmar Municipal Code is hereby
amended by adding a new Article XI, Cannabis and Hemp Retail Businesses and Temporary
Cannabis Events, regulating the sale of cannabis and hemp products in the City of Willmar, as
follows:

**ARTICLE XI. – CANNABIS AND HEMP RETAIL BUSINESSES AND
TEMPORARY CANNABIS EVENTS**

DIVISION 1. – GENERALLY

- Sec. 8-351. – State Law Adopted.**
- Sec. 8-352. – Definitions.**
- Sec. 8-353. – Conditions.**
- Sec. 8-354. – Violations.**
- Sec. 8-355. – Penalties and Suspension.**
- Sec. 8-356. – Exceptions and Defenses.**
- Sec. 8-357. – Enforcement.**
- Sec. 8-358. – Minimum Employee Age.**
- Sec. 8-359. – Use in Public Places.**
- Sec. 8-360. – Pre-License Application Response Required.**
- Sec. 8-361. – Severability.**

DIVISION 2. – CANNABIS RETAIL BUSINESS REGISTRATION

- Sec. 8-371. – Registration Required.**
- Sec. 8-372. – Limitation of Registrations.**
- Sec. 8-373. – Application.**
- Sec. 8-374. – Preliminary Inspection Prior To Retail Registration.**
- Sec. 8-375. – Approval or Denial of Retail Registration.**
- Sec. 8-376. – Ineligibility and Basis for Denial.**
- Sec. 8-377. – Fees.**
- Sec. 8-378. – Prohibited Acts.**
- Sec. 8-379. – Annual Compliance Checks.**
- Sec. 8-380. – Term.**
- Sec. 8-381. – Renewal.**
- Sec. 8-382. – Renewal Application.**
- Sec. 8-383. – Location Change and Transferability.**
- Sec. 8-384. – Responsibility of Registered Cannabis Retail Business.**
- Sec. 8-385. – Display of Registration.**
- Sec. 8-386. – Penalties and Suspension.**
- Sec. 8-387. – Registration Conditions.**

- Sec. 8-388. – Minimum Buffer Requirements.**
- Sec. 8-389. – Zoning Districts.**
- Sec. 8-390. – Hours of Operation.**
- Sec. 8-391. – Smoking in Cannabis Businesses Prohibited.**
- Sec. 8-392. – On-Site Consumption within Cannabis Microbusinesses.**
- Sec. 8-393. – Advertising.**
- Sec. 8-394. – Other Conditions for Registered Cannabis Retail Businesses.**
- Sec. 8-395. – City as Cannabis Retailer.**

DIVISION 3. – LOWER-POTENCY HEMP EDIBLE RETAILER REGISTRATION

- Sec. 8-411. – Lower-Potency Hemp Edibles Sales Permitted With Valid Registration.**
- Sec. 8-412. – Registration, Fees, And Renewal.**
- Sec. 8-413. – Term.**
- Sec. 8-414. – Ineligibility and basis for denial.**
- Sec. 8-415. – Responsibility of Lower-Potency Hemp Edible Retailers.**
- Sec. 8-416. – Zoning Districts.**
- Sec. 8-417. – Prohibited Acts.**
- Sec. 8-418. – Other Conditions for Registered Lower-Potency Hemp Edible Retailers.**
- Sec. 8-419. – On-Site Consumption.**
- Sec. 8-420. – Penalties and Suspension.**
- Sec. 8-421. – Compliance Checks.**
- Sec. 8-422. – Display of Registration.**
- Sec. 8-423. – Advertising.**
- Sec. 8-424. – Storage of Product.**

DIVISION 4. – TEMPORARY CANNABIS EVENTS.

- Sec. 8-431. – Permit Required.**
- Sec. 8-432. – Event Registration and Application Fee.**
- Sec. 8-433. – Application.**
- Sec. 8-434. – Locations Permitted.**
- Sec. 8-435. – Operating Hours of Events.**
- Sec. 8-436. – On-Site Consumption.**
- Sec. 8-437. – Basis for Denial.**

DIVISION 1. – GENERALLY

Sec. 8-351. – State Law Adopted.

Except as further restricted or regulated by this article, the provisions of M.S.A. ch. 342, relating to cannabis and hemp regulation and the corresponding state rules with respect to the same are hereby adopted and made a part of this article as if set out herein in full. In accordance with M.S.A. §§ 342.13 and 342.22, the city may impose further restrictions and regulations within city limits. Whenever there is an inconsistency between the provisions of M.S.A. ch. 342, as

amended, and the provisions of this article, the more restrictive provision shall govern unless preempted by state law.

Sec. 8-352. – Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The words, terms, and phrases contained in M.S.A. § 342.01 and the corresponding promulgated state rules shall have the same meanings in this article; said definitions, as the same may be amended from time to time, being hereby incorporated herein by reference. Unless otherwise noted in this article, the following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cannabis Retail Businesses. A cannabis retailer location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, and medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis Retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Daycare. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Lower-potency Hemp Edible. A hemp product as defined under M.S.A. § 342.01, subd. 50.

Lower-potency Hemp Edible Retailer. A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products pursuant to M.S.A. ch. 342.

Office of Cannabis Management. The Minnesota Office of Cannabis Management, referred to as "OCM" in this article.

Preliminary License Approval. OCM pre-approval for a cannabis business license for applicants who qualify under M.S.A. § 342.17.

Residential Treatment Facility. A facility as defined under M.S.A. § 245.462 subd. 23.

Retail Registration. An approved registration issued by the city to a state-licensed cannabis retail business or lower-potency hemp edible retailer.

Registered Retail Business. A cannabis retail business or lower-potency hemp edible retailer with a valid retail registration issued by the city.

School. A public school as defined under M.S.A. § 120A.05 or a nonpublic school that must meet the reporting requirements under M.S.A. § 120A.24.

State License. An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Temporary Cannabis Event. A cannabis event lasting no more than four days, organized by a holder of a cannabis event organizer license pursuant to M.S.A. § 342.39 and subject to the requirements of M.S.A. § 342.40.

Sale. Any transfer of goods for money, trade, barter, or other consideration.

Vending Machine. Any mechanical, electric, or electronic, or other type of device that dispenses licensed products upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the licensed product.

Sec. 8-353. – Conditions.

(a) All retail registrations issued under this article shall be issued subject to the conditions set forth in this chapter and subject to all city ordinances and sections of this Code applicable thereto and the laws of the state. All other regulations contained in state law and city code, including, but not limited to, this chapter as applicable to a respective otherwise registered retail business enterprise regarding operational requirements and restrictions and prohibited acts and sales, shall not be limited by virtue of issuance of a registration under this article and shall be complied with as applicable to the otherwise registered business enterprise selling or operating as a registered cannabis or hemp retail business to the same extent as if such business enterprise were not a registered cannabis or hemp retail business.

(b) All such regulations applicable to an otherwise registered retail business shall remain applicable to the operations of the retail business registered under this article during the term of a registration issued under this article.

Sec. 8-354. – Violations.

(a) *Revocation and Suspension.* Any retail registration issued under this article may be revoked or suspended as provided for other licensed businesses in this chapter.

(e) *OCM notification of suspension.* Following the issuance of a notice of suspension of the registration of a registered retail business by the city clerk pursuant to this article, the city clerk shall immediately notify the OCM and

provide the OCM a copy of the notice of suspension issued to the registered retail business containing a description of the grounds for such suspension. The city may hold a hearing pursuant to this chapter if timely requested by the alleged violator or stay such hearing pending a response from OCM. If a hearing is timely requested and held and a suspension is imposed, the city clerk shall additionally immediately notify the OCM and provide the OCM a copy of the city council's order of suspension issued to the registered retail business. A suspension shall not be imposed and served until notice to OCM and any determination by OCM. The OCM may order reinstatement of the retail registration or take other action authorized by law, up to and including revocation of the state license for the cannabis retail business or lower-potency hemp edible retailer. Failure by OCM to respond or to timely respond following notice from the city clerk to OCM as provided herein shall not prohibit or limit the city's enforcement action or subsequent enforcement actions.

(f) *Timing of suspension.* A suspension imposed following notice to OCM and a determination by OCM shall be served by the registered retail business on such date(s) as determined by the city clerk in consultation with the city administrator and chief of police, and included in a subsequent written notice from the city clerk to the registered retail business. The noticed and ordered date(s) of suspension shall be consecutive days and shall be served by the registered retail business within 60 days following the final determination of suspension by OCM or as otherwise provided herein if OCM fails to respond following notice.

(g) *Reinstatement.* The city may reinstate a retail registration if it determines that the violation(s) has been resolved. The city shall reinstate a registration if the OCM determines that the violation(s) has been resolved. The city may wait for a determination from the OCM with regard to the violation(s) before reinstating a registration issued by the city.

(h) *Complaint to OCM.* In addition to providing notification to the OCM of any suspension of the registration of a registered retail business as set forth above, the City shall submit to the OCM notification of any violation(s) through the complaint process as set forth in M.S.A. § 342.13(g) and corresponding state rules.

(i) *Misdemeanor prosecution.* In addition to the process contained in this section for registration violations, violations of this article or failure to comply with any of its requirements herein shall constitute a criminal misdemeanor offense and may be prosecuted accordingly.

(j) *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute separate offenses.

(1) *Timely payment.* In the event that any imposed penalty or hearing costs and expenses are not timely paid in accordance with the notice of violation/citation or the city council's decision, as applicable, such failure shall serve as grounds for additional enforcement actions, up to and including but not limited to immediate retail registration suspension as provided in this article.

Sec. 8-355. – Penalties and Suspension.

(a) *Administrative civil penalties.* In addition to any other penalties that may be imposed under this article, any registered retail business with a retail registration from the city found to have violated this article, or whose employee shall have violated this article, shall be subject to administrative penalties and/or suspension in accordance with the following schedule:

(1) *First violation.* The council shall impose a civil fine of \$500 and suspend the license for not less than three days.

(2) *Second violation within 36 months.* The council shall impose a civil fine of \$1,000.00 and suspend the license for not less than ten consecutive days.

(3) *Third violation within 36 months.* The council shall impose a civil fine of \$2,000.00 and suspend the license for not less than 30 consecutive days.

For the purposes of this section, "within a 24-month period" means a period, two years in duration, which begins to toll on the date of the occurrence of the first violation, and ends two years from the date of the first violation.

Notwithstanding the foregoing and the penalties contained in the city clerk's notice of violation/citation, the city council, following notice and a hearing as provided in this chapter, may deviate from the administrative penalties provided above herein, by increasing or decreasing such imposed penalties subject to statutory limits, based upon the city council's findings following consideration of the facts, circumstances, history, and evidence presented and such other factors and evidence as the city council deems relevant. A history of repeated violations extending beyond the time periods stated herein may be considered by the city council to impose a longer suspension period or revocation or non-renewal of a registration as provided in this article, subject to OCM approval of such revocation or corresponding enforcement actions by the OCM.

(b) *Civil penalty for registration violations.* Subject to M.S.A. § 342.22, subd. 5(e), the city may impose a civil penalty, as specified in the city's Fee Schedule, not to exceed \$2,000, on any cannabis retail business or lower-potency hemp edible retailer, which makes any sale to a customer or patient without a valid retail registration pursuant to this article or for any other registration violation.

(c) *Criminal penalty.* Any violation of the provisions of this article or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this article. Prosecution may precede, run consecutively with, or follow any administrative civil enforcement action. Violations of this article can occur regardless of whether or not a permit is required for a regulated activity listed in this article.

Sec. 8-356. – Exceptions and Defenses.

Nothing in this article shall prevent the providing of sales by a registered cannabis retail business or lower-potency hemp edible retailer to a person under the age of 21 as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this article for a person to have reasonably relied on proof of age as described by state law in M.S.A. § 342.27, subd. 4.

Sec. 8-357. – Enforcement.

Pursuant to M.S.A. § 342.22, subd. 5, if the city determines that a registered retail business is not operating in compliance with the requirements of this article, including but not limited to sections 8-379, 8-416, and/or the governing state statutes and rules, or that the operation of the business poses an immediate threat to the health or safety of the public, the city may impose penalties and/or suspend the retail registration of the cannabis retail business pursuant to sections 8-354 and 8-355 of this article.

Sec. 8-358. – Minimum Employee Age.

Pursuant to M.S.A. § 342.24, subd. 1(a), cannabis businesses may not employ an individual under 21 years of age and may not contract with an individual under 21 years of age if the individual's scope of work involves the handling of cannabis plants, cannabis flower, artificially derived cannabinoids, or cannabinoid products.

Sec. 8-359. – Use in Public Places.

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place prohibited under section 10-3.

Sec. 8-360. – Pre-License Application Response Required.

Pursuant to M.S.A. § 342.13, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether any proposed cannabis business as defined under M.S.A. § 342.01,

including any cannabis retail business and lower-potency hemp edible retailer required to register with the city, complies with the city zoning code, the fire code, the building code, and the provisions of this article, if applicable to the state license application.

Sec. 8-361. – Severability.

If any part, term, or provision of this article or the application thereof to any person or circumstances is held by a court of competent jurisdiction to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such portion shall be deemed severable and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this article, which remaining portions shall continue in full force and effect.

Secs. 8-362 – 8-370. – Reserved.

DIVISION 2. – CANNABIS RETAIL BUSINESS REGISTRATION

Sec. 8-371. – Registration Required.

No person or entity may operate a state-licensed cannabis retail business within the corporate limits of the city without first registering with the city. Any operation of a state-licensed cannabis business within the corporate limits of the city without valid retail registration shall be a violation of this article, and the business shall be subject to the penalty set forth in sections 8-354 and 8-355.

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 business registrations to two (2), excluding any potential municipal cannabis retail business. The City reserves the right to amend this ordinance to increase the number of cannabis retail business registrations issued by the city.

Sec. 8-373. – Application.

The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of M.S.A. 342.22, this article, the city zoning code, and the state fire code and building code, as applicable.

(a) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:

- (1) Full name of the property owner and applicant;

(2) Address, email address, and telephone number of the applicant;

(3) If the applicant is a corporation or any other type of business organization, the application shall also contain the names, addresses and respective percentage ownership interest of all of the owners of the corporation or business organization, provided however that if the number of owners exceeds ten persons only the ten owners having the largest percentage of ownership shall be listed;

(4) The address and parcel ID for the property from which the retail registration is sought;

(5) Certification that the applicant complies with the requirements of this article, the city zoning code, and with the state fire code and building code;

(6) Certification that the applicant has a valid license or license preapproval issued by the OCM;

(7) Any other information the city deems necessary.

(b) The applicant shall include with the form:

(1) the application fee as required in section 8-377;

(2) a copy of a valid state license or written notice of OCM license preapproval; and

(3) A certificate of insurance evidencing a valid liability policy providing minimum coverage of \$1,000,000.00 combined single limit per occurrence, which certificate(s) must state that no cancellation of such policy may be effective except upon 30 days' written notice to the city.

(c) Once an application is considered complete by the city clerk, the city clerk or their designee shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.

(d) The application fee shall be non-refundable once processed.

Sec. 8-374. – Preliminary Inspection Prior To Retail Registration.

Prior to issuance of a cannabis retail business registration, the city shall conduct a preliminary inspection to ensure compliance with the requirements of this article and all city ordinances.

Sec. 8-375. – Approval or Denial of Retail Registration.

Upon approval by the city council, the city clerk shall issue a retail registration to a cannabis retail business that has complied with section 8-374 and has passed the preliminary inspection required under section 8-375. A state-licensed cannabis retail business registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this article. If the registration is denied, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal such denial to the city council. Notice shall also be provided to OCM by the city clerk in the same manner as provided in section 8-354(e).

Sec. 8-376. – Ineligibility and Basis for Denial.

The following shall be grounds for denying the issuance of retail registration or a renewal required under this article:

(a) *Grounds for denial.* Grounds for denying the issuance or renewal of a retail registration under this article include, but are not limited to, the following:

- (1) The cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 8-373. The city shall process cannabis retail registration applications in the order in which the applications are received until the maximum number of registered cannabis retail businesses has been met.
- (2) The applicant does not have a valid license or license preapproval issued by the OCM.
- (3) The applicant fails to provide any information required on the application or provides inaccurate, false or misleading information.
- (4) The fee for the registration or registration renewal has not been paid.
- (5) The applicant's cannabis retail business does not comply with the requirements of this article, the city zoning code, and with the state fire code and building code.
- (6) The applicant's cannabis retail business operates in violation of any section of M.S.A. ch. 342.
- (7) The applicant's cannabis retail business made any sales with the city prior to issuance of a valid retail registration by the city pursuant to this article.

(8) The applicant has otherwise failed a compliance check completed by the city.

(b) *Moveable place of business.* No retail registration shall be issued to a moveable place of business. Only fixed location cannabis businesses shall be eligible to be registered under this article.

(c) *Delinquent obligations to city or state.* No registration shall be granted or renewed for operation on any premises on which real estate taxes, assessments, or other financial claims of the city or of the state are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of M.S.A. ch. 278, questioning the amount or validity of taxes, the council may, on application by the applicant, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one year after becoming due unless such one-year period is extended through no fault of the applicant.

Sec. 8-377. – Fees.

(a) *Registration fee.* A registration fee shall be charged to applicants depending on the type of retail business state license applied for by the applicant. The initial retail registration fee shall be established by the city council and adopted by resolution in the city fee schedule in an amount not to exceed \$500 or half the amount of an initial state license fee under M.S.A. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. The registration fees in this section shall not be prorated for registrations issued for less than a full year.

(b) *Renewal registration fee.* Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall be established by the city council and adopted by resolution in the city fee schedule in an amount not to exceed \$1,000 or half the amount of a renewal state license fee under M.S.A. 342.11, whichever is less.

(c) *Medical cannabis combination business.* A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

Sec. 8-378. – Prohibited Acts.

It shall be a violation of this article for any person or cannabis retail business regulated under this article to violate any provisions of M.S.A. ch. 342 applicable to cannabis retail businesses, including, but not limited to the following:

- (a) To operate a state-licensed cannabis retail business within the corporate limits of the city or make any sale to a customer or patient without validly registering with the city.
- (b) To sell cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to a person who is visibly intoxicated.
- (c) To knowingly sell more cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products than a customer is legally permitted to possess.
- (d) To give away immature cannabis plants or seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.
- (e) To operate a drive-through window.
- (f) To allow for the dispensing of cannabis plants, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in vending machines.
- (g) To sell cannabis plants, cannabis flower, or cannabis products if the cannabis retailer knows that any required security or statewide monitoring systems are not operational.
- (h) To permit an individual under 21 years of age to enter the business premises other than entry by a person enrolled in the registry program as defined by M.S.A. § 342.01, subd. 59.
- (i) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is a person enrolled in the registry program as defined by M.S.A. § 342.01, subd. 59 and the cannabis business holds a medical cannabis retail endorsement.

(1) *Age verification.* Registered cannabis retail businesses must verify by means proof of age as described by state law in M.S.A. § 342.24, subd. 4 that the purchaser is at least 21 years of age.

(2) A registered retailer may seize a form of identification listed under paragraph (1) if the registered retailer has reasonable grounds to believe that the form of identification has been altered or falsified or is being used to violate any law. A registered retailer that seizes a form of identification as authorized under this paragraph must deliver it to a law enforcement agency within 24 hours of seizing it.

(j) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products by any other means, to any other person, or in any other manner or form prohibited by federal, state, or other local law, ordinance, or other regulation.

Sec. 8-379. – Annual Compliance Checks.

- (a) *Annual compliance checks.* The city shall complete at minimum one compliance check per calendar year of every cannabis retail business with a valid retail registration to assess the business's compliance with age verification requirements in applicable law as well as compliance with this article, the city zoning code, the state fire code and building code, and all other applicable city ordinances.
- (b) *Unannounced age verification compliance checks.* Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the city.
- (c) *Compliance check failures.* Any failures under this section shall be reported to the Office of Cannabis Management and constitute a violation of section 8-379 of this code.
- (d) *Other compliance checks.* Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes or required for the enforcement of a particular state or federal law.

Sec. 8-380. – Term.

All registrations issued under this article must be renewed annually at the same time OCM renews the cannabis retail business's state license. In the event that OCM does not renew the license for any cannabis retail business subject to this article, the retail registration for that cannabis retail business shall terminate automatically without further action from the city.

Sec. 8-381. – Renewal.

A state-licensed cannabis retail business shall apply annually to renew registration on a form established by the city pursuant to section 8-834. The applicant shall provide notice to the City Clerk of its intent to renew its state license and retail registration at least 30 days prior to submitting an application

for a license renewal to the OCM and shall timely submit a renewal application to the city clerk when the OCM renews the cannabis retail business's state license. A cannabis retail registration issued under this article shall not be transferred.

Sec. 8-382. – Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- (a) Items required under section 8-374 of this article.

The renewal application shall not be deemed complete until the city has received the renewal fee required under section 8-377.

Sec. 8-383. Location Change and Transferability.

Every retail registration issued under this article shall be valid only on the premises for which the registration was issued and only for the person to whom the registration was issued. No transfer of any registration to another location or person shall be valid. A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 8-374 if it seeks to move to a new location still within the legal boundaries of the city. Retail registration fees shall not be prorated.

Sec. 8-384. Responsibility of Registered Cannabis Retail Business.

Every person issued a retail registration under this article shall be responsible for the actions of the registrant's employees in regard to the operation of the state-licensed cannabis retail business, and the sale of such items by an employee shall be considered a sale by the retail registration holder. Nothing in this section shall be construed as prohibiting the city from also subjecting the registered cannabis retail business's employee(s) to whatever penalties are appropriate under this article, state or federal law, or other applicable law or regulation for violations thereof.

Sec. 8-385. – Display of Registration.

Each retail registration issued under this article shall be posted/displayed in a conspicuous place in plain view of the general public on the premises of the cannabis retail business for which it is issued.

Sec. 8-386. – Penalties and Suspension.

Every cannabis retail business registered pursuant to this article will be subject to suspension or revocation of their registration, or any other penalty as set forth in

this article, or not renewed by the city council according to the procedures as provided in sections 8-354 and 8-355, for any of the following reasons:

- (a) Violation of any provision of this article.
- (b) One or more of the bases for denial of a retail registration under section 8-377 existing at the time the registration application was made or at any time before the registration was completed.
- (c) Other good cause related to violation of applicable ordinances, law and/or rules by the business in selling or furnishing products regulated under M.S.A. ch. 342.

Revocation of a retail registration shall be subject to OCM approval or corresponding enforcement actions by the OCM.

Sec. 8-387. – Registration Conditions.

Each retail registration issued under this article is subject to all of the following conditions:

- (a) The cannabis retail business must fully light the interior of the retail establishment during business hours.
- (b) The cannabis retail business must fully cooperate with representatives from the city when present at the retail establishment for city business purposes.
- (c) The cannabis retail business must maintain clean and clear front and rear entrances of the retail establishment.
- (d) The cannabis retail business must utilize security cameras in good working order pursuant to M.S.A. § 342.27, subds. 9 and 10.
- (e) The cannabis retail business must promptly remove any graffiti on the exterior of the retail establishment.
- (f) Individuals employed by a registered cannabis retail business must be at least 21 years of age.

Sec. 8-388. – Minimum Buffer Requirements.

- (1) The city shall prohibit the operation of a cannabis retail business within 1,000 feet of a school.
- (2) The city shall prohibit the operation of a cannabis retail business within 500 feet of a day care.

- (3) The city shall prohibit the operation of a cannabis retail business within 500 feet of a residential treatment facility.
- (4) 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.
- (5) Pursuant to M.S.A. 462.357 subd. 1e, nothing in this section shall prohibit an active cannabis retail business or a cannabis retail business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

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 pursuant to the City of Willmar Zoning Ordinance:

- (a) General Business District.
- (b) Central Business District.
- (c) General Business District 2.
- (d) General Business District 3.

Sec. 8-390. – Hours of Operation.

Cannabis retail businesses may not sell cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 p.m. and 8:00 a.m. Monday through Saturday. Cannabis retail businesses may not sell cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products before 10:00 a.m. or after 10:00 p.m. on Sundays.

Sec. 8-391. – Smoking in Cannabis Businesses Prohibited.

Pursuant to M.S.A. § 144.417 and M.S.A. § 342.28, subd. 10, a cannabis retail business with an on-site consumption endorsement may not permit adult-use cannabis flower, adult-use cannabis products, hemp-derived consumer products, or tobacco to be consumed through smoking or a vaporized delivery method on the premises.

Sec. 8-392. – On-Site Consumption within Cannabis Microbusinesses.

(a) *Conditions.* A cannabis microbusiness with an on-site consumption endorsement may permit on-site consumption of edible cannabis products and lower-potency hemp edibles if:

(1) *Premises.* The portion of the premises in which on-site consumption is permitted must be definite and distinct from all other areas of the microbusiness and must be accessed through a distinct entrance.

(2) *Products.* The edible cannabis products and lower-potency hemp edibles sold for on-site consumption comply with M.S.A. ch. 342 and rules adopted pursuant to that chapter regarding the testing, packaging, and labeling of cannabinoid products.

(3) *Packaging.* The edible cannabinoid products and lower-potency hemp edibles sold for on-site consumption are served in the required packaging but may be removed from the products' packaging by customers for consumption on site.

(4) *Food and drink.* Food and beverages may be prepared and sold on site provided that the cannabis microbusiness complies with all relevant state and local laws, the Code, licensing requirements, and zoning requirements.

(5) *Display.* The display and consumption of any edible cannabis product or lower-potency hemp edible is not visible from outside of the licensed premises of the business.

(6) *Entertainment.* The cannabis microbusiness may offer recorded or live entertainment, provided that the cannabis microbusiness complies with all relevant state and local laws, ordinances, licensing requirements, and zoning requirements.

(b) *Prohibited acts for on-site consumption.* A cannabis microbusiness with an on-site consumption endorsement may not:

(1) Sell an edible cannabis product or a lower-potency hemp edible to an individual who is under 21 years of age.

(2) Permit an individual who is under 21 years of age to enter the premises.

(3) Sell an edible cannabis product or a lower-potency hemp edible to a person who is visibly intoxicated.

(4) Sell or allow the sale or consumption of alcohol or tobacco on the premises.

(5) Sell products that are intended to be eaten or consumed as a drink, other than packaged and labeled edible cannabis products and lower-potency hemp edibles, that contain cannabis flower or hemp plant parts or are infused with cannabis concentrate, hemp concentrate, or artificially derived cannabinoids.

(6) Permit edible cannabis products or lower-potency hemp edibles sold in the portion of the area designated for on-site consumption to be removed from that area.

(7) Permit adult-use cannabis flower, adult-use cannabis products, hemp-derived consumer products, or tobacco to be consumed through smoking or a vaporized delivery method on the premises.

(8) Distribute or allow free samples of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

Sec. 8-393. – Advertising.

Cannabis retail businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business subject to compliance and any other limits in the city code including the city’s sign ordinance.

Sec. 8-394. – Other Conditions for Registered Cannabis Retail Businesses.

In addition to the registration conditions required in section 8-389, each retail registration issued under this article for a cannabis retail business is subject to all of the following conditions:

(a) The registered cannabis retail business must post signs in visible locations that prohibit loitering inside or near the front entrance of the retail establishment.

(b) The sales counter, store entrance, and interior of the retail establishment shall be visually recorded with a videotape or similar device at a quality level that allows the visual identification of patrons and employees. The recordings shall be maintained and made available to the police for 15 days before being reused, erased or otherwise deleted.

(c) The registered cannabis retail business must have the following notices posted:

(1) a sign at the front entrance of the retail establishment that prohibits persons under the age of 21 from entering the retail establishment;

(2) a statement that operating a motor vehicle under the influence of intoxicating cannabinoids is illegal;

(3) a statement that cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products are only intended for consumption by individuals who are at least 21 years of age; and

(4) information about any product recall.

(d) Each day of business, the cannabis retail business must inspect the parking lot and entrances of the retail establishment for litter and properly dispose of such litter.

Sec. 8-395. – City as Cannabis Retailer.

(a) The city may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this article.

(b) The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under section 8-373.

(c) The city shall be subject to all of the same retail registration requirements and procedures applicable to all other applicants.

Secs. 8-396 —8-410. Reserved.

DIVISION 3. – LOWER-POTENCY HEMP EDIBLE RETAILER REGISTRATION

Sec. 8-411. – Lower-Potency Hemp Edibles Sales Permitted With Valid Registration.

The sale of lower-potency hemp edibles is permitted by lower-potency hemp edible retailers, subject to compliance with the retail registration requirements in this article and the specific terms of sections 8-411 through 8-423 for a retail registration for a lower-potency hemp edible retailer.

Sec. 8-412. – Registration, Fees, And Renewal.

(a) *Initial Application.* The procedures for and content of an application for a retail registration for a lower-potency hemp edible retailer under this article shall be as provided in section 8-374 of this code.

(b) *Fees.*

(1) Registration fees for a retail registration for a lower-potency hemp edible retailer shall be as provided in section 8-377 of this code.

(2) The city shall waive the initial registration fee only for retail businesses which have received from the city a license for the year 2025 to sell tetrahydrocannabinol products pursuant to M.S.A. § 151.72 and article IX of this Code, and which then seek retail registration as a lower-potency hemp edible retailer following licensure by the OCM in the year 2025. The city shall not waive the initial registration fee for any other lower-potency hemp edible retailer in the year 2025 which is not already licensed by the city in the year 2025 pursuant to M.S.A. § 151.72 and article IX of this Code.

(c) *Renewal Application.* The procedures for and content of a renewal application for a retail registration for a lower-potency hemp edible retailer under this article shall be as provided in section 8-834 of this code.

Sec. 8-413. – Term.

All registrations issued under this article must be renewed annually at the same time OCM renews the lower-potency hemp edible retailer license. In the event that OCM does not renew the license for any lower-potency hemp edible retailer subject to this article, the retail registration for that the lower-potency hemp edible retailer shall terminate automatically without further action from the city.

Sec. 8-414. – Ineligibility and basis for denial.

(a) *Grounds for denial.* Grounds for denying the issuance or renewal of a retail registration under this article include, but are not limited to, the following:

- (1) The applicant does not have a valid license issued by the OCM.
- (2) The applicant fails to provide any information required on the application or provides inaccurate, false or misleading information.
- (3) The fee for the registration or registration renewal has not been paid.
- (4) The applicant's lower-potency hemp edible retail business does not comply with the requirements of this article, the city zoning code, and with the state fire code and building code.
- (5) The applicant's lower-potency hemp edible retail business operates in violation of any section of M.S.A. ch. 342.

(6) The applicant has otherwise failed the compliance check completed by the city.

(b) *Delinquent obligations to the city or state.* No registration shall be granted or renewed for operation on any premises on which real estate taxes, assessments, or other financial claims of the city or of the state are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of M.S.A. ch. 278, questioning the amount or validity of taxes, the council may, on application by the applicant, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one year after becoming due unless such one-year period is extended through no fault of the applicant.

Sec. 8-415. – Responsibility of Lower-Potency Hemp Edible Retailers.

Every person issued a lower-potency hemp edible retail registration under this article shall be responsible for the actions of the registrant’s employees in regard to the sale of lower-potency hemp edibles, and the sale of such an item by an employee shall be considered a sale by the registration holder. Nothing in this section shall be construed as prohibiting the city from also subjecting the registered retail business's employee(s) to whatever penalties are appropriate under this article, state or federal law, or other applicable law or regulation for violation thereof.

Sec. 8-416. – Zoning Districts.

Lower-potency hemp edibles retailers are permitted as the following types of uses in the following zoning districts pursuant to the City of Willmar Zoning Ordinance:

(a) Fully Permitted.

- (1) General Business District.
- (2) Central Business District.
- (3) General Business District 2.
- (4) General Business District 3.

(a) Subject to Plan Review.

- (1) Limited Industry.
- (2) General Industry.

Sec. 8-417. – Prohibited Acts.

It shall be a violation of this article for any person or lower-potency hemp edible retailer regulated under this article to violate any provisions of M.S.A. ch. 342 applicable to hemp businesses, including, but not limited to the following:

- (a) To operate a state-licensed lower-potency hemp edible retail business within the corporate limits of the city or make any sale to a customer or patient without validly registering with the city.
- (b) To knowingly sell more lower-potency hemp edibles or hemp-derived consumer products than a customer is legally permitted to possess.
- (c) To sell lower-potency hemp edibles to individuals who are under 21 years of age.
- (d) Age verification. Lower-potency hemp edible retailers must verify by means proof of age as described by state law in M.S.A. § 342.24, subd. 4 that the purchaser is at least 21 years of age.
- (e) To sell lower-potency hemp edibles to a person who is visibly intoxicated.
- (f) To sell cannabis flower, cannabis products, or hemp-derived consumer products.
- (g) To allow for the dispensing of lower-potency hemp edibles in vending machines.
- (h) To distribute or allow free samples of lower-potency hemp edibles, except when the business is licensed by the OCM to permit on-site consumption and samples are consumed within its licensed premises.
- (i) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products by any other means, to any other person, or in any other manner or form prohibited by federal, state, or other local law, ordinance, or other regulation.

Sec. 8-418. Other Conditions for Registered Lower-Potency Hemp Edible Retailers.

(a) Notices. Lower-potency hemp edible retailers must have the following notices posted:

- (1) A statement that operating a motor vehicle under the influence of intoxicating cannabinoids is illegal;

(2) A statement that cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products are only intended for consumption by individuals who are at least 21 years of age; and

(3) Information about any product recall.

Sec. 8-419. – On-Site Consumption.

(a) Conditions. A lower-potency hemp edible retailer may permit on-site consumption of lower-potency hemp edibles if:

(1) The lower-potency hemp edible retailer has an on-site consumption endorsement issued by the OCM.

(2) The lower-potency hemp edible retailer holds an on-sale license issued under M.S.A. ch. 340A.

(3) Lower-potency hemp edibles that are intended to be consumed as a beverage are either served in their required packaging or outside of their packaging if the information that is required to be contained on the label of a lower-potency hemp edible is posted or otherwise displayed by the lower-potency hemp edible retailer.

(4) Lower-potency hemp edibles sold for on-site consumption, other than lower-potency hemp edibles that are intended to be consumed as a beverage, are served in the required packaging. The lower-potency hemp edible products may be removed from their packaging by customers and consumed on site.

(b) Prohibited acts for on-site consumption. A lower-potency hemp edible retailer with an on-site consumption endorsement may not:

(1) Sell, give, furnish, or in any way procure for another lower-potency hemp edibles for the use of an obviously intoxicated person.

(2) Sell lower-potency hemp edibles that are designed or reasonably expected to be mixed with an alcoholic beverage.

(3) Permit lower-potency hemp edibles that have been removed from the products' packaging to be removed from the premises of the lower-potency hemp edible retailer.

Sec. 8-420. – Penalties and Suspension.

The procedures for violations of this article by lower-potency hemp edible retailers and penalties shall be as provided in sections 8-354 and 8-355 of this code.

Sec. 8-421. – Compliance Checks.

(a) Preliminary inspection. The procedure for state licensing and preliminary inspection shall be as provided in section 8-375.

(b) Annual compliance checks. The procedure for each annual compliance check shall be as provided in section 8-381.

Sec. 8-422. – Display of Registration.

Each retail registration issued to a lower-potency hemp edible retailer under this article shall be posted/displayed in a conspicuous place in plain view of the general public on the premises of the lower-potency hemp edible retailer for which it is issued.

Sec. 8-423. – Advertising.

Lower-potency hemp edible retailers are permitted to erect up to two fixed signs on the exterior of the building or property subject to compliance and any other limits in the city code including the city's sign ordinance.

Sec. 8-424. – Storage of Product.

Lower-potency hemp edibles, other than lower-potency hemp edibles that are intended to be consumed as a beverage, must be displayed behind a checkout counter where the public is not permitted or in a locked case. All lower-potency hemp edibles that are not displayed must be stored in a secure area.

Secs. 8-425 – 8-430. Reserved.

DIVISION 4. – TEMPORARY CANNABIS EVENTS.

Sec. 8-431. – Permit Required.

A temporary cannabis event permit is required to be issued and approved by the city prior to holding a temporary cannabis event.

Sec. 8-432. – Event Registration and Application Fee.

An event registration permit fee shall be charged to applicants for temporary cannabis events. Subject to applicable law, fees for temporary cannabis events under this

article shall be in the amount(s) duly established by ordinance of the city council from time to time.

Sec. 8-433. – Application.

The city shall require an application for temporary cannabis event permits. The application shall be submitted to the city clerk. If the city clerk or the city clerk's designee determines that a submitted application is incomplete, the city clerk shall return the application to the applicant with a notice of deficiencies.

(a) An applicant for a temporary cannabis event permit shall fill out an application form, as provided by the city. This form shall include, but is not limited to the following contents:

- (1) Full name of the property owner and applicant;
- (2) Address, email address, and telephone number of the applicant;
- (3) If the applicant is a corporation or any other type of business organization, the application shall also contain the names, addresses and respective percentage ownership interest of all of the owners of the corporation or business organization, provided however that if the number of owners exceeds ten persons only the ten owners having the largest percentage of ownership shall be listed;
- (4) Any other information reasonably necessary to make a determination as to whether a permit should be issued; and

(b) The applicant shall include with the form:

- (1) The application fee as required in section 8-432;
- (2) A copy of the OCM cannabis event license application, submitted pursuant to M.S.A. § 342.39, subd. 2.
- (3) A depiction of any premises for which the applicant seeks approval from the city to designate as an area for on-site consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination thereof. The city reserves the right to deny any application for on-site consumption at a temporary cannabis event with or without denial of the application for the temporary cannabis event in its entirety.
- (4) A certificate of insurance evidencing a valid liability policy providing minimum coverage of \$1,000,000.00 combined single limit per occurrence, which certificate(s) must state that no cancellation of such policy may be effective except upon 30 days' written notice to the city..

(c) Once an application is considered complete, the city clerk shall inform the applicant as such, process the application fees, and forward the application to city council for approval or denial.

(d) The application fee shall be non-refundable once processed.

Sec. 8-434. – Locations Prohibited.

Temporary cannabis events shall not be held:

(a) On any property located within a residential district.

(b) On public property.

Sec. 8-435. – Operating Hours of Events.

Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 10:00 p.m. If a temporary cannabis event is held indoors, the event, if approved by the city, may be permitted to operate until 12:00 a.m., provided the cannabis event organizer complies with the city's noise regulations.

Sec. 8-436. – On-Site Consumption.

On-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items shall not be permitted at temporary cannabis events.

Sec. 8-437. – Basis for Denial.

A request for a temporary cannabis event permit that does not meet the requirements of this article shall be denied. The city shall notify the applicant of the standards not met and basis for denial.

Secs. 8-438 —8-450. Reserved.

Section 2. RENUMBERING OF EXISTING MUNICIPAL CODE, CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE XI, SUSPENSION OR REVOCATION OF PERMIT OR LICENSES. Chapter 8 of the Willmar Municipal Code is hereby amended by renumbering existing Article XI, Suspension or Revocation of Permit or License, as Article XII. Sections 8-351 and 8-352 under existing Article XI, renumbered as Article II pursuant to this Ordinance shall be renumbered to Sections 8-451 and 8-452, respectively, and all internal references shall be amended accordingly.

Section 3. AMENDMENT OF MUNICIPAL CODE SECTION 8-334. Chapter 8, Article X, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-334. – Immediate suspension of license.

Notwithstanding anything to the contrary in this chapter, the issuing authority or his or her designee may immediately suspend a license, if the licensee, or any person working on behalf of the licensee, is determined to be conducting business in an unlawful manner, any manner that constitutes a substantial hazard to the health, safety or general welfare of the public, or after repeated complaints received regarding unlawful conduct of the business practices or method of solicitation. The licensee will be given notice of the immediate suspension on site. The suspension will take place immediately. The licensee may request a hearing before the city council to review such suspension pursuant to section 8-~~34~~52.

Section 4. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 20__.

ATTEST:

Verna Larsen, City Clerk

Doug Reese, Mayor

VOTE: ____ SHULDES ____ GILBERTSON ____ DAVIS ____ GARDNER
 ____ FAGERLIE ____ ASK ____ BUTTERFIELD ____ NELSEN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS TO REGULATE CANNABIS AND HEMP RETAIL BUSINESSES IN THE CITY OF WILLMAR

Summary: Ordinance No. ____ as adopted by the Willmar City Council on _____, 2025, amends the City's Licenses, Permits and Business Regulations Provisions under Chapter 8 to: (1) adopt the state law related to cannabis and hemp businesses and products; (2) establish definitions, regulations, and standards applicable to the cannabis and hemp retail businesses; (3) establish procedures for the registration of cannabis and hemp retail business; (4) establish limitations on cannabis retail business registrations; (5) establish violations, penalties, and enforcement; and (6) establishes temporary cannabis event permits and standards.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	14.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	Yes	Presented By:	Kyle Box, City Operations Director, Christopher Corbett, Planning and Development Director
Item:	Introduction of an Ordinance amending Willmar Zoning Ordinance No. 1060		

RECOMMENDED ACTION:

1. Introduce the Ordinance Amending Ordinance No. 1060 and Call for a Public Hearing on Monday, February 3 2025, at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:

The Willmar Zoning Ordinance exists within Ordinance No. 1060. These specific amendments will amend Ordinance No. 1060, Section 2 Rules and Definitions, Section 3 General Provisions, and Section 6, Zoning Districts and District Regulations. These amendments are in direct response to any future Adult-Use Cannabis zoning related activities, including but not limited to Cannabis microbusinesses, Cannabis mezzo businesses, Cannabis cultivators, Cannabis manufacturers, Cannabis retailers, Cannabis wholesalers, Cannabis transporters, Cannabis testing facilities, cannabis delivery, and Tetrahydrocannabinol (THC).

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Cannabis Ordinance Amending the Zoning Code Summary Publication

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060 KNOWN AS THE WILLMAR ZONING ORDINANCE BY AMENDING SECTION 2: RULES AND DEFINITIONS; SECTION 3: GENERAL PROVISIONS; SECTION 6. ZONING DISTRICTS AND DISTRICT REGULATIONS BY ADDING CANNABIS AND HEMP BUSINESS REGULATIONS

The City Council of City of Willmar does ordain as follows:

Section 1. AMENDMENT OF ORDINANCE 1060, SECTION 2. Ordinance 1060, Section 2 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

SECTION 2: RULES AND DEFINITIONS

* * * *

- B. DEFINITIONS. The following is a list of commonly used terms in this Ordinance and their definitions. Definitions pertaining to signs are found in Section 5 of this Ordinance.

* * * *

127. Cannabis business. Any one of the following businesses licensed by the Minnesota Office of Cannabis Management and defined under Minnesota Statutes, Chapter 342, as the same may be amended from time to time: cannabis mezzobusiness, cannabis microbusiness, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service, and medical cannabis combination businesses. This definition shall not include hemp businesses.
128. Cannabis retail business. A business licensed by the Minnesota Office of Cannabis Management to sell cannabis product to consumers. This shall include cannabis retailers and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, and medical combination businesses operating a retail location. This shall not include lower-potency hemp edible retailers.
129. Non-retail cannabis business. A business licensed by the Minnesota Office of Cannabis Management that does not sell cannabis products direct to consumers. This shall include the non-retail locations of both cannabis microbusinesses and cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers,

cannabis wholesalers, cannabis transporters, cannabis testing facilities, and cannabis delivery businesses. Lower-potency hemp edible manufacturers shall be considered non-retail cannabis businesses for the purposes of this Ordinance.

129. *Hemp businesses.* Any one of the following businesses licensed by the Minnesota Office of Cannabis Management and defined under Minnesota Statutes, Chapter 342, as the same may be amended from time to time: lower-potency hemp edible manufacturer and lower-potency hemp edible retailer.

130. *Lower-potency hemp edible retailer.* A business licensed by the Minnesota Office of Cannabis Management to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products.

Section 2. AMENDMENT OF ORDINANCE 1060, SECTION 3. Ordinance 1060, Section 3 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

SECTION 3: GENERAL PROVISIONS

V. CANNABIS AND HEMP

1. Buffer Requirements. The City of Willmar shall prohibit the operation of a cannabis business within:
 - (a) 1,000 feet of a school.
 - (b) 500 feet of a day care.
 - (c) 500 feet of a residential treatment facility.
 - (d) 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
2. Pursuant to Minnesota Statutes, Section 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, attraction within a public park that is regularly used by minors moves within the minimum buffer zone established in this Section.
3. Minnesota Office of Cannabis Management will license the follow types of cannabis and hemp businesses:

- (a) *Cannabis microbusinesses.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can grow, make, sell, and buy cannabis (including plants and seedlings) and lower-potency hemp products. They can also have on-site lounges where customers can use cannabis.
- (b) *Cannabis mezzobusinesses.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can grow, make, sell, and buy cannabis (including plants and seedlings) and lower-potency hemp products. This license type is initially available in limited quantities, and licensees will be selected through a vetted lottery.
- (c) *Cannabis cultivators.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can grow cannabis plants from seed to maturity. Cultivators are allowed to harvest, package, label, and transport fully grown cannabis plants to manufacturers. They can also package, label, and transport seedlings. This license type is initially available in limited quantities, and licensees will be selected through a vetted lottery.
- (d) *Cannabis manufacturers.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can process raw cannabis plants into various products, such as edibles, concentrates, wax, oils, and tinctures. Manufacturers can buy cannabis flowers, cannabis products, and lower-potency hemp products from other cannabis businesses. They turn these materials into cannabis products, then package and sell them to other cannabis businesses. This license type is available in limited quantities, and licensees will be selected through a vetted lottery.
- (e) *Cannabis retailers.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can sell packaged cannabis products to the public and medical patients. They can buy cannabis (including plants and seedlings) and lower-potency hemp products from other cannabis businesses and sell them to customers. This license type is available in limited quantities, and licensees will be selected through a vetted lottery. A cannabis retailer may operate up to five retail locations; however, no person, cooperative, or business may hold a license to own or operate more than one cannabis retail business in one city and three retail businesses in one county.
- (f) *Cannabis wholesalers.* A cannabis business licensed by the Minnesota Office of Cannabis Management that can buy cannabis, cannabis products, and lower-potency hemp products from

cannabis businesses and then sell them to other cannabis business.

- (g) Cannabis transporters. A cannabis business licensed by the Minnesota Office of Cannabis Management are businesses that move cannabis, cannabis products, and lower-potency hemp products between businesses.
- (h) Cannabis testing facilities. A cannabis business licensed by the Minnesota Office of Cannabis Management that can receive cannabis, cannabis products, and lower-potency hemp products from manufacturers and cultivators to test. They ensure these products meet safety standards.
- (i) Cannabis delivery businesses. A cannabis business licensed by the Minnesota Office of Cannabis Management to provide for the purchase of cannabis and lower-potency hemp products from specific cannabis businesses to sell and deliver those products directly to consumers.
- (j) Lower-potency hemp edible manufacturer. A hemp business licensed by the Minnesota Office of Cannabis Management that can purchase hemp plant parts, hemp concentrate, and artificially derived cannabinoids, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture lower-potency hemp edibles for public consumption, package and label lower-potency hemp edibles for sale to customers, and sell these items to cannabis and hemp businesses.
- (k) Lower-potency hemp edible retailer. A hemp business licensed by the Minnesota Office of Cannabis Management that can sell lower-potency hemp edibles to the public.

Section 3. AMENDMENT OF ORDINANCE 1060, SECTION 6. Ordinance 1060, Section 6 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

SECTION 6. ZONING DISTRICTS AND DISTRICT REGULATIONS

* * * *

I. GB. GENERAL BUSINESS DISTRICT.

- 1. Permitted Uses. Only the following uses shall be permitted outright:

* * * *

jj. Lower-potency hemp edible retailers.

* * * *

3. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

g. Cannabis retail businesses.

h. Non-retail cannabis and hemp businesses.

* * * *

J. CB. CENTRAL BUSINESS DISTRICT.

1. Permitted Uses. Only the following uses shall be permitted outright:

* * * *

jj. Lower-potency hemp edible retailers.

* * * *

3. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

f. Cannabis retail businesses.

g. Non-retail cannabis and hemp businesses.

* * * *

L. I-1. LIMITED INDUSTRY DISTRICT.

1. Permitted Uses. The following uses shall be permitted provided plans are submitted to and approved by the Zoning Administrator and the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

u. Lower-potency hemp edible retailers.

2. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

g. Non-retail cannabis and hemp businesses.

* * * *

M. I-2. GENERAL INDUSTRY DISTRICT.

1. Permitted Uses. The following uses shall be permitted provided plans are submitted to and approved by the Zoning Administrator and the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

z. Lower-potency hemp edible retailers.

2. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

k. Non-retail cannabis and hemp businesses.

R. I-2. GB-2. GENERAL BUSINESS DISTRICT-2.

1. Permitted Uses. Only the following uses shall be permitted outright:

* * * *

gggg) Lower-potency hemp edible retailers.

* * * *

3. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

e. Cannabis retail businesses.

f. Non-retail cannabis and hemp businesses.

* * * *

T. GB-3. GENERAL BUSINESS DISTRICT-3.

* * * *

4. Permitted Uses. Only the following uses shall be permitted outright:

* * * *

pp. Lower-potency hemp edible retailers.

* * * *

6. Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attach thereto:

* * * *

n. Cannabis retail businesses.

o. Non-retail cannabis and hemp businesses.

np. Uses not listed on Section 6.T.1, 2 or 3 may be permitted according to Zoning Department approval and granting of a conditional use permit by the Planning Commission.

Section 4. EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 20__.

ATTEST:

Vernae Larsen, City Clerk

Doug Reese, Mayor

VOTE: ____ SHULDES ____ GILBERTSON ____ DAVIS ____ GARDNER
 ____ FAGERLIE ____ ASK ____ BUTTERFIELD ____ NELSEN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

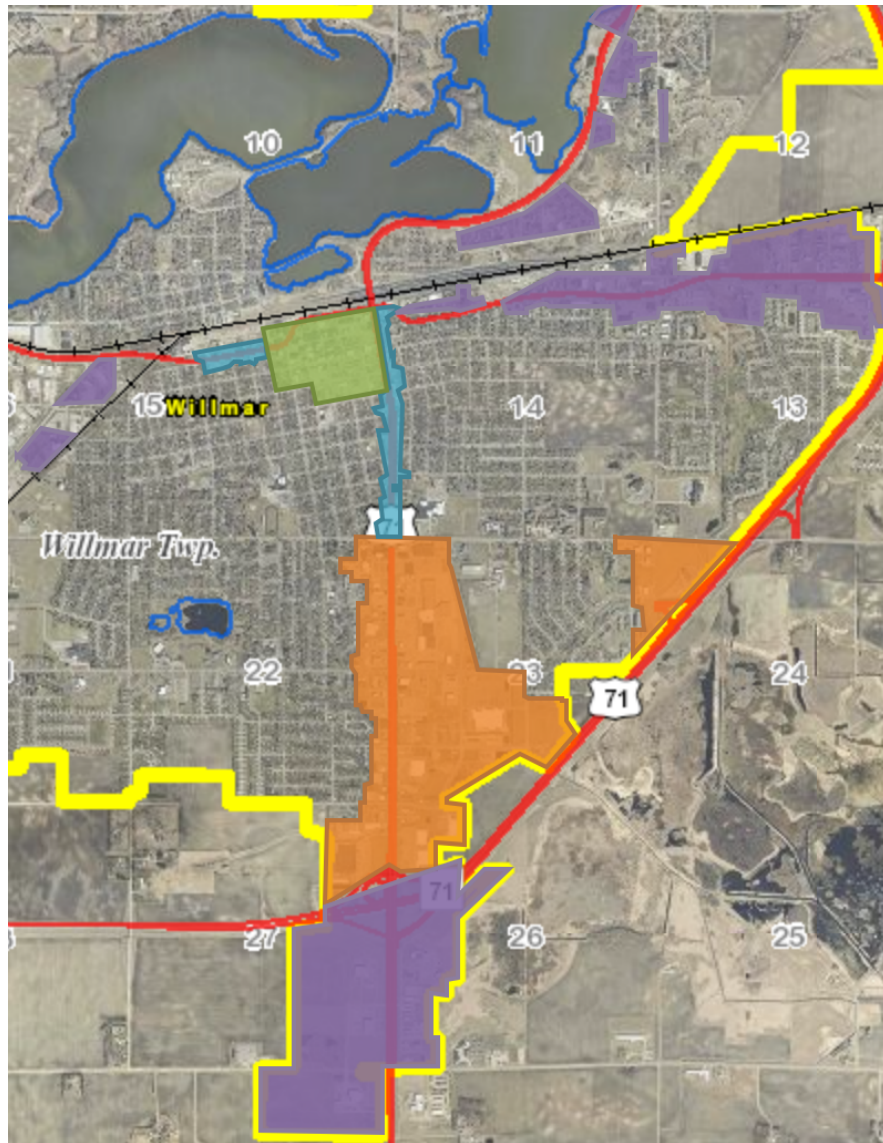
**AN ORDINANCE AMENDING NO. 1060 KNOWN AS THE WILLMAR ZONING
ORDINANCE BY AMENDING SECTION 2: RULES AND DEFINITIONS; SECTION 3:
GENERAL PROVISIONS; SECTION 6. ZONING DISTRICTS AND DISTRICT
REGULATIONS**

Summary: Ordinance No. ____ amends the City's Zoning Ordinance by amending Section 2: Rules and Definitions; Section 3: General Provisions; Section 6. Zoning Districts and District Regulations by adding cannabis businesses and hemp businesses to the list of uses in certain districts that require a conditional use permit, that are permitted with plan review, or that are permitted.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.

Cannabis Zoning Map

Green – Central **Blue** – GB1 **Orange** – GB2 **Purple** – GB3





City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	14.C.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	Yes	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Cooperative Agreement for Building Official Services		

RECOMMENDED ACTION:

Motion by: _____ Second by: _____ approve by resolution to enter into a Cooperative Agreement with surrounding municipalities to provide Building Official Services

OVERVIEW:

This agenda item details a cooperative agreement between the City of Willmar and surrounding municipalities for shared building permitting and inspection services. Willmar will provide these services in exchange for 75% of permit fees, mileage reimbursement, and an hourly fee for attending municipal meetings. The agreement outlines the scope of services for each municipality, including specifics on rental inspections and permit processes. Historical permit data for each municipality is included to inform projected workload and revenue. Finally, a workflow for permit and rental inspection processes is described, clarifying the responsibilities of each party.

Scope of Service:

- **Atwater:** Residential and commercial permitting and inspections.
- **Kandiyohi:** Residential and commercial permitting and inspections, including rental inspections every three years.
- **New London:** Residential and commercial permitting and inspections, including rental inspections focused on safety features.
- **Pennock:** Residential and commercial permitting and inspections.

BUDGETARY/FISCAL ISSUES:

Each municipality will pay Willmar 75% of all collected permit fees (excluding state surcharge). Mileage reimbursement and an hourly rate of \$75 for staff attendance at public meetings will also apply. Payment shall be made by the City upon receipt of such billing to the City of Willmar within thirty (30) days.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Resolution Cooperative Agreement for Building Official Services
2. Willmar - Agreement for Building Official Services
3. Regional Building Services Workflow

CITY OF WILLMAR

RESOLUTION NO. _____

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA APPROVING TO ENTER COOPERATIVE AGREEMENT WITH
SURROUNDING MUNICIPALITIES TO PROVIDE BUILDING PERMITTING AND
INSPECTION SERVICES**

WHEREAS, officials from surrounding municipalities expressed the need to receive building permitting and inspection services from the City of Willmar. The City of Willmar is authorized to enter into a cooperative agreement with surrounding municipalities to provide building permitting and inspection services as described in the agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the city council of the city of Willmar, Minnesota, that the cooperative agreement for building official services, is hereby approved and the mayor and city administrator are authorized to sign a final version.

Dated this ____ day of _____, 2025

MAYOR

Attest:

CITY CLERK

EXHIBIT A
COOPERATIVE AGREEMENT FOR BUILDING OFFICIAL SERVICES

COOPERATIVE AGREEMENT FOR BUILDING OFFICIAL SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____ 2025, by and between the City of _____, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "_____", and the City of Willmar, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Willmar".

RECITALS

WHEREAS, The City of _____ is interested in contracting with the City of Willmar for the performance of building permitting and inspection services within the city limits of the City of _____; and

WHEREAS, Willmar has a certified Building Official (the "Building Official") and qualified inspectors on staff, who are responsible for the enforcement of the Minnesota State Building Code within the City of Willmar; and

WHEREAS, Willmar has appropriate staffing levels and is agreeable to providing building inspection and permitting services to _____ under the terms and conditions of this Agreement; and

WHEREAS, Willmar and _____ are authorized under Minnesota Statutes Section 471.59 to enter into agreements to jointly or cooperatively exercise common powers.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City of _____ and the City of Willmar agree as follows:

1. SCOPE OF SERVICES. The Building Official or representative shall provide the following services to the City of _____:

- a. Building permitting, building inspection, building plan and site plan reviews, and support for all building projects within the corporate limits of the City of _____.
- b. All inspections shall be done to ensure compliance with all applicable local, state, and federal statutes, rules, regulations, or ordinances, as well as the Minnesota State Building Code.
- c. Provide rental inspections according to the rental inspection checklist provided by said city.
- d. As necessary, designated City of Willmar staff will attend public meetings of the City of _____, such as Planning Commission, City Council, Zoning, etc., for expert testimony and presentations.

2. SERVICES PROVIDED UPON REQUEST

- a. Parties understand and agree that all services rendered under this Agreement shall be provided upon direct request only. The City of _____ shall contact the Building Official to request such services, including inspections and public meetings, and should do so reasonably far in advance to allow for proper scheduling, travel, and availability.

3. COOPERATION AND EQUIPMENT

- a. To facilitate performance of said functions, the City of _____ and the Building Official assigned under this Agreement shall have full cooperation and assistance from all officers,

agents, and employees of the City _____, including access to all city owned property and buildings and reasonable use of the City facilities and equipment as is reasonably necessary to provide the services required under this Agreement.

- b. City of _____ will grant access to all permitting files, both physical and digital copies, including but not limited to: archived plans, permits, permit applications, reports, zoning regulations, and zoning/territory maps, as necessary to fulfill the obligations of this Agreement.
- c. Willmar shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the appropriate level of service to be rendered hereunder.

4. EMPLOYEE STATUS

- a. Willmar shall assume all responsibility for the payment of salaries, wages, workers' compensation, or any other insurance relating to the operation of the assigned Building Official under this Agreement.
- b. At all times and for all purposes hereunder, the Building Official shall remain a City of Willmar employee and shall not be an employee of the City of _____ for any purpose. No statement contained in this Agreement shall be construed so as to find the Building Official to be an employee of the City of _____.
- c. Willmar shall immediately notify the City of _____ in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed upon services.
- d. The City of _____ is barred from entering into a contract for employment with individuals who are presently employed by Willmar's Planning and Development Department, or separated from employment during the time this Agreement is in effect. The City of _____ cannot approach an individual qualifying above as a prospective hire for at least two years after the most recent contract has expired.

5. TERM AND RENEWAL

- a. Unless sooner terminated as provided herein, this Agreement shall be effective February 1, 2025, and shall run until January 31, 2026 (the "Expiration Date").
- b. Renewal of this Agreement shall occur only upon the mutual consent of both the City of _____ and Willmar. Such consent and agreement on the renewal shall be made in writing and approved by the appropriate authority of each governing body. If renewal is exercised and agreed to, the period of renewal shall be for successive periods of two years.
- c. In the event the City of _____ desires to renew this Agreement for any succeeding period, they shall, no later than sixty (60) days prior to the the Expiration Date, notify Willmar of such desire in writing, which shall thereafter have thirty (30) days upon receipt of notice to either accept or reject such renewal for an additional two-year period on the same terms or such other terms as it deems advisable if mutually agreed to under this Agreement.

6. TERMINATION

- a. Either Party shall have the right to unilaterally terminate this Agreement at their own discretion upon providing 90 days written notice to the other party.

7. COMPENSATION AND PAYMENT FOR SERVICES

- a. As compensation for the services provided, the City of _____ agrees to pay Willmar using a percentage of the collected permit fees from the projects the services are provided on. The City of _____ shall pay Willmar 75% of the total permit fees collected, excluding the State Surcharge Fee(if applicable), in addition to mileage reimbursement, and hourly fees for public meetings.
- b. City of _____ shall reimbursement all mileage accrued while traveling to provide services under this Agreement. The amount of the reimbursement shall be based on the annual standard rate set by the IRS for mileage reimbursements. All mileage shall be calculated using Willmar City Offices as the starting location, located at 333 6th Street SW Willmar, MN 56201.
- c. The City of _____ shall pay an hourly rate of \$75.00, for a minimum of two hours, when designated City of Willmar staff attend any City of _____ public meetings including but not limited to, the Planning Commission, City Council, Zoning, etc.
- d. Willmar shall submit to the City a monthly building report detailing the services provided, including permits, plans, and inspection reports. Willmar shall also submit monthly mileage reimbursement requests for eligible mileage.
- e. Payment shall be made by the City upon receipt of such billing to the City of Willmar within thirty (30) days.

8. DATA REQUESTS

- a. Parties agree and understand that requests for public data submitted under the Minnesota Data Practices Act shall be the sole responsibility of the individual City receiving the request. Requests involving building permitting and inspection records, or any data connected to the services provided under this Agreement, shall remain the responsibility of the individual City receiving the request. Willmar does not assume any responsibility in responding to such requests, but will cooperate as necessary.

9. MUTUAL INDEMNIFICATION

- a. Each party shall be liable for its own acts and the acts of its employee's to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement. This includes any actions which arise because of each City's inspections performed under this Agreement.

10. MODIFICATIONS

- a. Upon notice given by either party, negotiations will be undertaken for the purpose of revising, adding to or striking any of its provisions which appear to be unworkable or insufficient as set forth herein, and that such changes, if any, when agreed to, may be executed via formal contract amendment, which shall have the same effect as though they were originally a provision of this original Agreement.

IN WITNESS WHEREOF, the City of Willmar and the City of _____, by resolution, duly adopted, have caused this Agreement to be signed by their respective parties to be effective on the date written herein.

CITY OF WILLMAR

By: _____
Douglas E. Reese, Mayor

By: _____
Leslie Valiant, City Administrator

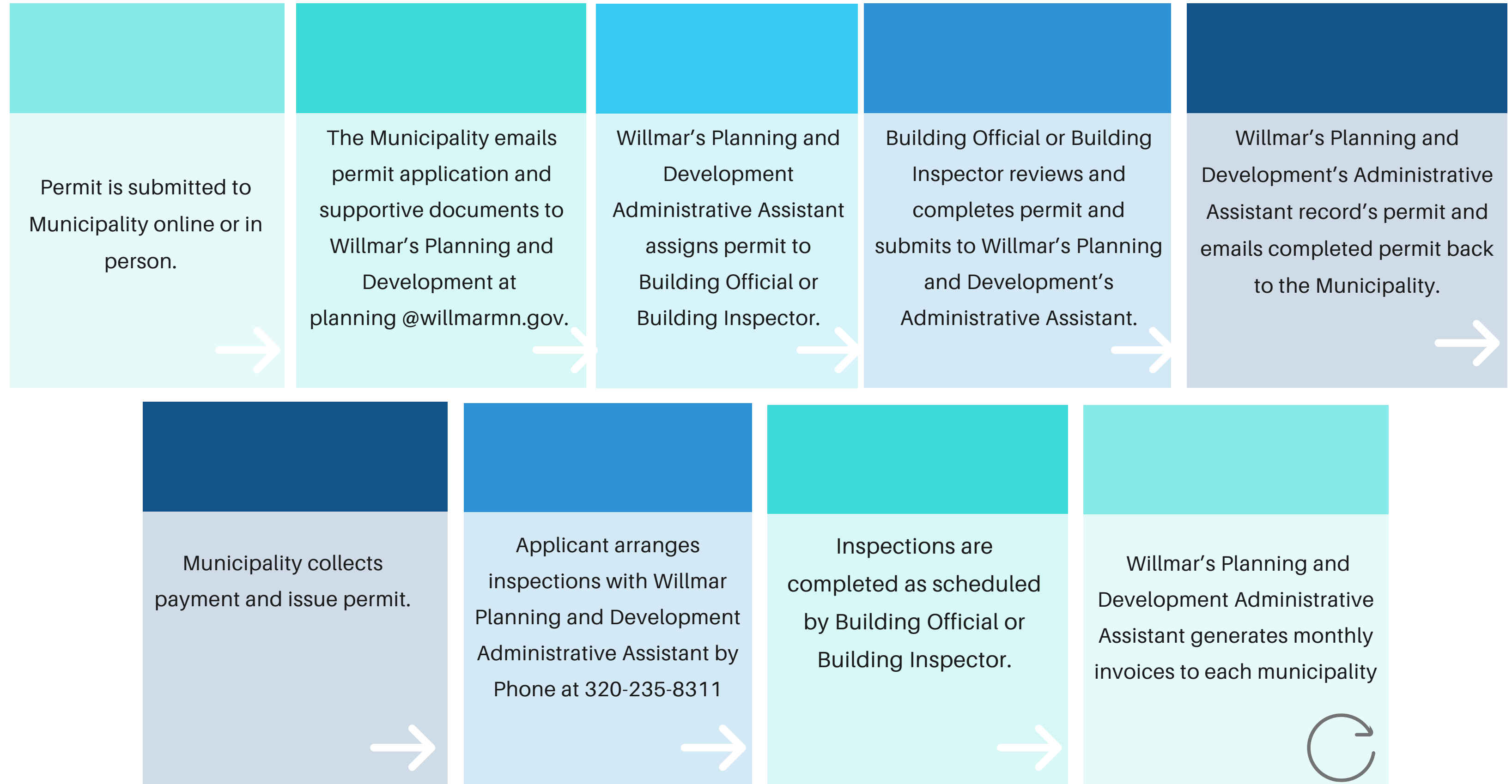
CITY OF _____

By: _____
_____, Mayor

By: _____
_____, City Clerk



REGIONAL BUILDING SERVICES WORKFLOW





City Council Action Request

Council Meeting Date:	January 13, 2025	Agenda Item Number:	14.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Resolution to Acknowledge Donations for the 4th Quarter of 2024		

RECOMMENDED ACTION:

Council motion to adopt a resolution approving and acknowledging donations for the fourth quarter of 2024.

OVERVIEW:

The City regularly receives donations, and pursuant to former adopted Council action, allows staff to promptly send a Thank-you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the fourth quarter donations for 2024.

BUDGETARY/FISCAL ISSUES:

Donation Total - \$11,776.32

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2024 4rd Quarter Donations Resolution

RESOLUTION NO.
ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of October 1, 2024 through December 31, 2024.

Amount	From	For/Purpose
\$100.00	Steven & Emilie Poss	Willmar Police Explorers
\$100.00	Darlene E Bratberg	Willmar Police Explorers
\$146.00	Fundraiser	Fire Explorers
\$150.00	Campaign Fund of Josiah Ampian	Willmar Firefighters
\$200.00	Dooley's Petroleum	Willmar Community Center
\$250.00	Iron Warriors MC	Willmar Police Explorers
\$250.00	Iron Warriors Motorcycle Club	Willmar Police Explorers
\$250.00	Iron Warriors Motorcycle Club	Willmar Police Explorers
\$300.00	New London American Legion	Willmar Police Explorers
\$300.00	Mick Quinn Insurance Agency, Inc	Willmar Community Center
\$300.00	Hormel Financial Services Corp	Willmar Community Center
\$500.00	Edward Jons	Willmar Fire Department
\$500.00	Kandiyohi Power Charitable Trust	Willmar Community Center
\$1,777.66	Willmar Hockey Association	Blue Line Scoreboard
\$1,777.66	Willmar Hockey Boosters	Blue Line Scoreboard
\$2,375.00	Walmart	Police Department – Shop with A Cop
\$2,500.00	Hormel Financial Services	Community Growth Events

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

Dated this 13th day of January, 2025.

MAYOR

Attest:

CITY CLERK