



WILLMAR CITY COUNCIL MEETING

TUESDAY, JANUARY 21, 2025 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of January 13, 2025
- B. Willmar Municipal Utilities Commission Minutes of January 13, 2025
- C. Civic Center Arena Special Events by On-Sale Liquor License Holder Permit- Spurs Corporation
- D. Accept and Final Project No. 2305 Trott Ave Regional Stormwater Pond
- E. Accounts Payable Report, 1/9/25 - 1/16/25

Information:

Finance Report

Director's Reports

Review Park Board Applications

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Project No. 2505-B Professional Services and Preliminary Budget
 - B. Advertisement for Bids: Project No. 2501-A 20th St SE Reconstruction
 - C. Advertisement for Bids: Project No. 2508 Seal Coating
 - D. City Council Work Session, Monday, February 10, 2025, at 6:30 PM
10. "Community Pride" Announcements
11. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS

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

January 13, 2025
6:30 PM

City Clerk Vernae Larsen, Chief Officer in charge of voting for the City of Willmar, welcomed all those in attendance. City Clerk Larsen then officiated the Swearing-in Ceremony of Council Members Justin Ask, Tom Butterfield, Steve Gardner and Tom Gilbertson and presented them with Certificates of Election.

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, Thomas Gilbertson, Stephen Gardner, Carl Shuldes, Thomas Butterfield, Vicki Davis, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Interim Police Chief Michael Holme, Finance Director Tom Odens, 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.

Mayor Reese called on Pastor Rod Rice to give the invocation.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda as presented. 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 Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson
Noes	None

Introduction to Jeron Smith, selected WMU General Manager

Mayor Reese called on newly selected Utilities General Manager Jaron Smith. Mr. Smith gave a brief introduction of himself. Council Member Shuldes moved to approve **Jeron Smith as the new WMU General Manager**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

The Mayor and Council considered a number of biennial organizational resolutions. The first item considered was the election of a Mayor Pro Tempore. Council Member Nelsen moved to appoint Council Member Ask. Council Member Fagerlie seconded the motion to adopt a **Resolution No. 2025-001 appointing Council Member Ask as Mayor Pro Tempore for the two years of 2025-2026**. The motion carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

The Mayor and Council considered options for parliamentary rules. **Resolution No. 2025-002 Adoption of Rules of Order** for the Willmar City Council and City Commissions, Boards, and Committees was introduced by Council Member Gilbertson. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

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

Resolution No. 2025-003 to Establish Council Meeting Dates and Times was introduced by Council Member Nelsen. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

City Administrator Valiant informed the Council as required by Minnesota Statute, it is necessary for the City to designate a legal newspaper for 2025-2026. Staff's recommendation is to approve the "West Central Tribune" as the legal newspaper for the next two years. Council Member Nelsen moved to adopt a resolution designating the "West Central Tribune" as the official newspaper for the City of Willmar. Council Member Ask seconded the motion. Council Member Butterfield moved to amend the motion to change the official paper to the Lakes Area Press.

City Attorney Scott informed the council that there are statutes that specify how a designated paper is chosen, making the West Central Tribune our only option. With no second to the motion to amend, the motion failed. A roll call vote was conducted on the original motion to approve **Resolution No. 2025-004 to Designate the Official Newspaper as the West Central Tribune**. The motion carried on a roll call vote of Ayes 8, Noes 0.

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

The Council discussed the 2025-2026 appointment of Council Members as liaisons to various boards and commissions. **Resolution No. 2025-005 for Council Committee Member/Liaison Assignments** was introduced by Council Member Ask. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

City Administrator Valiant informed the Council is required by statute to appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City, and she recommended City Clerk Vernae Larsen be appointed the Responsible Authority for the City of Willmar, for the two years of 2025-2026. **Resolution No. 2025-006 Adopting a Responsible Authority for the City of Willmar** was introduced by Council Member Shuldes. 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 Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson
Noes None

City Clerk Vernae Larsen reviewed the consent agenda.

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 No. 2025-007** Appointing Official Depositories
- H. **Resolution No. 2025-008** 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. **Resolution No. 2025-009** and **Resolution No. 2025-010** Accept and Final Seal Coat Project No. 2408

- K. **Resolution No. 2025-011** Civic Center & Robbins Island Security Cameras
- L. **Resolution No. 2025-012** 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

Council Member Ask moved to **Approve Consent Agenda Items**. 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 Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

Regular Business

A. Introduction of a Cannabis Regulation Ordinance

Operations Director Kyle Box introduced a Cannabis Regulation Ordinance and provided a detailed overview of the proposed Ordinance. He called for a public hearing to be set and requested to publish the Ordinance by Summary. Council Member Ask moved to **Set a Public Hearing for February 3, 2025 at 6:30 PM for the Cannabis Regulation Ordinance**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

Council Member Ask moved to **Approve the Publication of the Ordinance by Summary**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson

Noes None

B. Introduction of an Ordinance amending Willmar Zoning Ordinance No. 1060

Operations Director Kyle Box introduced an Ordinance amending Willmar Zoning Ordinance No. 1060 and provided a detailed overview of the proposed Ordinance. He called for a public hearing to be set and requested to publish the Ordinance by Summary. Council Member Fagerlie moved to **Set a Public Hearing for February 3, 2025 at 6:30 PM for the Ordinance Amending Zoning Ordinance No. 1060**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Fagerlie moved to **Approve the Publication of the Ordinance by Summary**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

C. Cooperative Agreement for Building Official Services

Planning and Development Director Christopher Corbett provided information and requested approval of a resolution to enter into a Cooperative Agreement with surrounding municipalities to provide Building Official Services. Council Member Ask moved to approve **Resolution No. 2025-013 approving a Cooperative Agreement for Building Official Services**. 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 Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson
Noes None

D. Resolution to Acknowledge Donations for the 4th Quarter of 2024

City Clerk Vernae Larsen read the 4th quarter donations and requested approval of a resolution approving and acknowledging the donations. Council Member Fagerlie moved to introduced **Resolution No. 2025-014 Acknowledging and Accepting the Donations for the 4th Quarter of 2024**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

At 7:19 p.m., Council Member Fagerlie moved to **Adjourn**. 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 Shuldes, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Gilbertson
Noes None

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2025-001

APPOINTING MAYOR PRO TEMPORE

Motion By: Nelsen

Second By: Fagerlie

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 Justin Ask 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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-002

ADOPTION OF RULES OF ORDER

Motion By: Gilbertson

Second By: Davis

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-003

ESTABLISH REGULAR CITY COUNCIL MEETING DATES

Motion By: Nelsen

Second By: Shuldes

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-004

DESIGNATE OFFICIAL NEWSPAPER

Motion By: Nelsen

Second By: Ask

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-005

COUNCIL BOARD/COMMISSION APPOINTMENTS

Motion By: Ask

Second By: Davis

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:

Mayor Reese
Davis
Ask

Human Rights Commission:

Davis
Ask

Fire Code Appeals Board:

Chair:
Vice Chair:

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:	<u>Ask</u>
<u>Park and Recreation Board:</u>	<u>Shuldes</u>
	<u>Gardner</u>
<u>Municipal Utilities Commission:</u>	<u>Gilbertson</u>
Alternate:	<u>Butterfield</u>
<u>Kandiyohi County HRA:</u>	<u>Nelsen</u>
Alternate:	<u>Davis</u>
<u>Rice Hospital Board:</u>	<u>Nelsen</u>
Alternate:	<u>Ask</u>
<u>Intergovernmental Planning & Communication Committee:</u>	
	<u>Mayor Reese</u>
	<u>Gardner</u>
	<u>City Administrator</u>
Alternate:	<u>Any Council Member</u>
<u>Main Street:</u>	<u></u>
Alternate:	<u></u>

Dated this 13th day of January, 2025

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-006

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR

Motion By: Shuldes Second By: Fagerlie

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-007

APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2025

Motion By: Ask

Second By: Fagerlie

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

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 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.
U.S. BanCorp United
Multi-Bank Securities
UBS

Bremer Wealth
Wells Fargo Advisors.
4-M

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

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

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

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

/S/ Douglas E. Reese

Douglas Reese, Mayor

ATTEST:

/S/Vernae Larsen

Vernae Larsen, City Clerk

RESOLUTION NO. 2025-008

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

Motion By: Ask

Second By: Fagerlie

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.

/S/ Douglas E. Reese
Douglas Reese, Mayor

ATTEST:

/S/Vernae Larsen
Vernae Larsen, City Clerk

Resolution No. 2025-009

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

Motion By: Ask Second By: Fagerlie

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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

Resolution No. 2025-010

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

Motion By: Ask Second By: Fagerlie

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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-011

**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: Ask Second By: Fagerlie

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-012

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: Ask

Second By: Fagerlie

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2025-013**

Motion By: Ask

Second By: Nelsen

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 13th day of January, 2025

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-014
ACKNOWLEDGEMENT OF DONATIONS

Motion By: Fagerlie

Second By: Butterfield

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.

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – January 13, 2025

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 13, 2025, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Bruce DeBlieck, Terrill Sieck, and Patricia Elizondo. Absent were Commissioners Dave Baumgart and Carol Laumer.

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

The meeting commenced with the recitation of the Pledge of Allegiance, followed by the election of MUC officers for 2025. It was announced that Commissioners Mueske and Laumer had been reappointed for three-year terms by Mayor Reese during the City Council Meeting on December 16th. 2024 Commission President Mueske next initiated the election process by asking for nominations to serve as officers for 2025. Commissioner DeBlieck nominated Commissioner Mueske to serve as President. Commissioner Kennedy seconded the motion, which passed unanimously with a vote of five ayes and zero nays.

Commission President Mueske then requested nominations for the position of Vice President. Commissioner DeBlieck nominated Commissioner Kennedy to serve as Vice President. Commissioner Sieck seconded the motion, which was also approved by a vote of five ayes and zero nays.

For the position of Secretary, Commissioner Sieck nominated Commissioner Baumgart to serve. Commissioner Elizondo seconded the motion, which passed with five ayes and zero nays.

Lastly, for the position of Treasurer, Commissioner DeBlieck nominated Commissioner Sieck to serve. Commissioner Kennedy seconded the motion, which was approved with five ayes and zero nays.

Due to the absence of Commission Secretary Baumgart, Commission President Mueske appointed Commissioner Elizondo to serve as Acting Secretary. Following the appointment, Mueske asked if any changes were requested to the agenda. There being none, a resolution to approve the Consent Agenda was in order. Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Sieck seconded.

RESOLUTION NO. 1

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

- ❖ Minutes from December 23, 2024, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20250001 to No. 20250113 and associated wire transfers inclusive in the amount of \$737,102.40.

Dated this 13th day of January 2025.

President

Attest:

Acting Secretary

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

The next order of business was to make annual appointments to the WMU Labor and Planning Committees. Following input by the Commission, President Mueske requested consideration by Commissioners Baumgart, Kennedy, and Elizondo to serve on the Planning Committee, and Commissioners Laumer, DeBlieck, and Sieck to serve on the Labor Committee. (Commissioner Mueske will serve as Interim for both committees as needed.) Following discussion, Commissioner Kennedy offered a motion to appoint Commissioners Baumgart, Kennedy, and Elizondo to serve on the 2025 WMU Planning Committee, and Commissioners Laumer, DeBlieck and Sieck to serve on the 2025 WMU Labor Committee. Commissioner DeBlieck seconded the motion which carried by a vote of five ayes and zero nays.

A tentative listing of proposed educational topics to be presented to the Commission throughout 2025 was reviewed. These informational updates are presented to assist in keeping the Commission well-informed of various topics/issues, projects, policies, and departmental developments throughout the year. Commission input is valued and welcomed to assist in determining topics of interest relevant in keeping the board abreast of the Utility and its operations. Following discussion, Commissioner DeBlieck offered a motion to approve the 2025 WMU Commission Listing of Anticipated Educational Subjects as presented. Commissioner Sieck seconded the motion which carried by a vote of five ayes and zero nays.

In conjunction with annual business matters. Finance & Office Services Supervisor Prekker requested the Commission to designate WMU's official depositories for 2025 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Kennedy offered a motion to approve US Bank, 4M Fund/PMA Financial Network, Heritage Bank, Bremer Wealth, DWS, RBC Wealth Management, and Sage Wealth Advisory as official depositories for the Willmar Municipal Utilities for 2025. Commissioner DeBlieck seconded the motion which carried by a vote of five ayes and zero nays.

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

As stated per League of Minnesota Cities, Minnesota State Statutes generally prohibit the acceptance of gifts by elected or appointed "local officials". As a means of disclosure for transparency, Interim General Manager Johnson provided the Commission with a listing of 2024 holiday gifts received throughout the Utility by business associates.

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.

Being her last meeting serving as the Interim General Manager/Director of Administration, Johnson addressed the Commission, expressing hope that her tenure overseeing the duties of the General Manager position had been acceptable. In response, Commission President Mueske conveyed the Commission's appreciation for the exceptional skill and competence she demonstrated in her interim role. He emphasized that her service was greatly valued and appreciated by both the Commission and Staff.

We would like to announce that Executive Secretary Mattheisen will be retiring on January 30th after 44+ years of dedicated service. We are excited to share that Abby Ahrendt has accepted the position and will begin performing the duties of Executive Secretary starting January 14th.

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 Sieck offered a motion to adjourn. Commissioner Elizondo seconded the motion, which carried by a vote of five ayes and zero nays. The meeting was adjourned at 12:05 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Patricia Elizondo, Acting Secretary



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.C.
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:	Civic Center Arena Special Events by On-Sale Liquor License Holder Permit- Spurs Corporation		

RECOMMENDED ACTION:

Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permits, Pending Police Department Approval, on a Roll Call Vote

OVERVIEW:

The Civic Center has rented space to the Glacial Ridge Curling Organization who will hold a 1-day “Battle of the Businesses” Curling event on February 1, 2025. Also, the 2-day Annual Curling Novice Bonspiel on March 7 and 8, 2025, with plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds for these events. The Spurs Corporation dba Spurs Grill & Bar has applied for these permits with the on-site employee listed as Willie Gonzalez.

BUDGETARY/FISCAL ISSUES:

\$100.00 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the Serving of Alcohol During These Events

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.D.
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 Project No. 2305 Trott Ave Regional Stormwater Pond		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2305 and authorize final payment to Swenson and Sons Construction, Inc. in the amount of \$10,337.17.

OVERVIEW:

Project No. 2305, the construction of the Trott Avenue Regional Stormwater Pond, was awarded to Swenson and Sons Construction, Inc. at the September 18th, 2023 Council Meeting. The project added water quality and flood control benefits in an area of the City that previously had none. Farm-Rite Equipment of Willmar built an addition on their property and the development plans included a stormwater pond in the southwest corner of the property. City staff and Bolton and Menk, Inc. coordinated with Farm-Rite and reached an agreement for a regional pond along the southern boundary of the property. This pond provides rate and flood control benefits within the watershed which was experiencing frequent flooding. Farm-Rite granted a permanent easement to the City for the project as their contribution.

Quantities have been reviewed, and staff recommends final payment be made.

BUDGETARY/FISCAL ISSUES:

Final payment is within the project budget and paid from Local Option Sales Tax funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- ACCEPT & FINAL PROJECT NO. 2305
2. Project No. 2305 Trott Avenue Regional Stormwater Pond Pay Application 4

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2305 AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2305: Trott Avenue Regional Stormwater Pond

CONTRACTOR:	Swenson and Sons Construction, Inc.
DATE OF CONTRACT:	September 18, 2023
BEGIN WORK:	October 15, 2023
COMPLETE WORK:	November 26, 2024
APPROVE, ENGINEERING DEPT:	January 9, 2025

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

1. The said City of Willmar Project No. 2305 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$173,791.00
CHANGE ORDER NO. 1	\$24,378.77
CHANGE ORDER NO. 2	-\$10,236.30
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$187,933.47
Less Previous Payments	\$177,596.30
FINAL PAYMENT DUE CONTRACTOR:	\$10,337.17

Dated this 21st day of January, 2025

Mayor

Attest:

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

January 9th, 2025

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

RE: Trott Avenue Regional Stormwater Pond
City of Willmar, Minnesota
City Project No.: 2305
BMI Project No.: OW1.131187

Dear Justin:

Please find enclosed the Final Payment Application No. 4 and Change Order for the above-mentioned project. The pay application includes all work completed through November 20, 2024. The change order is included to reconcile the final quantities of the project and consequently the final contract amount. We have reviewed the final construction material required to make final payment. Enclosed with this pay application is final contract closeout material including; Consent of Surety to Final Payment, lien wavers, and IC-134's for this project.

Upon receiving and reviewing all closeout documents, we recommend approving this final pay application #4 and change order #2 to closeout out the contract. A two-year warranty stands on the project from substantial completion. If you agree, please sign the attached pay application and change order, and return one with payment to Swenson & Sons Construction and one to me for our files.

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

Sincerely,

Bolton & Menk, Inc.

Principal Engineer

Enclosure

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2305
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.131187
Contractor:	Swenson and Sons Construction	Agency's Project No.:	
Project:	Trott Avenue Regional Stormwater Pond		
Contract:	Trott Avenue Regional Stormwater Pond		
Application No.:	4	Application Date:	11/20/2024
Application Period:	From 8/27/2024 to 11/15/2024		

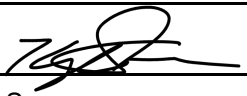
1. Original Contract Price	\$	173,791.00
2. Net change by Change Orders	\$	14,142.47
3. Current Contract Price (Line 1 + Line 2)	\$	187,933.47
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	187,933.47
5. Retainage		
a. X \$ 187,933.47 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)	\$	187,933.47
7. Less previous payments	\$	177,596.30
8. Amount due this application	\$	10,337.17
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

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

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

Contractor: Swenson and Sons Construction

Signature: 
Name: Kyle Swenson

Date: 11-26-24
Title: Vice President

Reco

Approved by Owner

By: 
Name: Joshua Halvorson
Title: Principle Engineer
Date: 11/20/2024

By: 
Name: Justin DeLeeuw
Title: Public Works Director
Date: 1/13/2025

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner:	City of Willmar
Engineer:	Bolton & Menk, Inc.
Contractor:	Swenson and Sons Construction
Project:	Trott Avenue Regional Stormwater Pond
Contract:	Trott Avenue Regional Stormwater Pond

Owner's Project No.:	2305
Engineer's Project No.:	OW1.131187
Agency's Project No.:	

Application No.: 4		Application Period: From 08/27/24 to 11/15/24				Application Date: 11/20/24						
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (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) (\$)			
Original Contract												
1	MOBILIZATION	1	LUMP SUM	\$ 8,500.00	\$ 8,500.00	1.00	8,500.00	1.00	\$ 8,500.00		\$ 8,500.00	100%
2	REMOVE OUTLET CONTROL STRUCTURE	1	EACH	\$ 500.00	\$ 500.00	1.00	500.00	1	\$ 500.00		\$ 500.00	100%
3	REMOVE SEWER PIPE (STORM)	35	LIN FT	\$ 15.00	\$ 525.00	30.00	450.00	30	\$ 450.00		\$ 450.00	86%
4	REMOVE AGGREGATE	32	SQ YD	\$ 5.00	\$ 160.00	32.00	160.00	32	\$ 160.00		\$ 160.00	100%
5	DEWATERING	1	LUMP SUM	\$ 3,500.00	\$ 3,500.00	1.00	3,500.00	1.0	\$ 3,500.00		\$ 3,500.00	100%
6	EXCAVATION - COMMON (P)	8,650	CU YD	\$ 11.60	\$ 100,340.00	7,782.00	90,271.20	7,782	\$ 90,271.20		\$ 90,271.20	90%
7	AGGREGATE SURFACING (CV) CLASS V	8	CU YD	\$ 35.00	\$ 280.00	8.00	280.00	8	\$ 280.00		\$ 280.00	100%
8	18" RC PIPE APRON W/ TRASH GUARD	1	EACH	\$ 2,605.00	\$ 2,605.00	1.00	2,605.00	1	\$ 2,605.00		\$ 2,605.00	100%
9	24" RC PIPE APRON W/ TRASH GUARD	3	EACH	\$ 2,762.00	\$ 8,286.00	3.00	8,286.00	3	\$ 8,286.00		\$ 8,286.00	100%
10	18" RC PIPE CULVERT, CL III, DES 3006	23	LIN FT	\$ 80.00	\$ 1,840.00	24.00	1,920.00	24	\$ 1,920.00		\$ 1,920.00	104%
11	24" RC PIPE CULVERT, CL III, DES 3006	82	LIN FT	\$ 105.00	\$ 8,610.00	79.00	8,295.00	79	\$ 8,295.00		\$ 8,295.00	96%
12	CONNECT INTO EXISTING STORM SEWER	2	EACH	\$ 1,000.00	\$ 2,000.00	2.00	2,000.00	2	\$ 2,000.00		\$ 2,000.00	100%
13	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	1	EACH	\$ 8,500.00	\$ 8,500.00	1.00	8,500.00	1	\$ 8,500.00		\$ 8,500.00	100%
14	RANDOM RIPRAP, CL III	70	CU YD	\$ 110.00	\$ 7,700.00	73.00	8,030.00	82	\$ 9,020.00		\$ 9,020.00	117%
15	GEOTEXTILE FILTER, TYPE 4	170	SQ YD	\$ 3.50	\$ 595.00	170.00	595.00	170	\$ 595.00		\$ 595.00	100%
16	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 2,000.00	\$ 2,000.00	1.00	2,000.00	1	\$ 2,000.00		\$ 2,000.00	100%
17	BIOROLL	410	LIN FT	\$ 5.00	\$ 2,050.00	521.00	2,605.00	521	\$ 2,605.00		\$ 2,605.00	127%
18	SILT FENCE	100	LIN FT	\$ 5.00	\$ 500.00	100.00	500.00	100	\$ 500.00		\$ 500.00	100%
19	COMMON TOPSOIL BORROW	36	CU YD	\$ 75.00	\$ 2,700.00	36.00	2,700.00	36	\$ 2,700.00		\$ 2,700.00	100%
20	TURF ESTABLISHMENT (SEED MIX 25-151)	1,550	SQ YD	\$ 1.00	\$ 1,550.00	1,550.00	1,550.00	1,550	\$ 1,550.00		\$ 1,550.00	100%
21	TURF ESTABLISHMENT (SEED MIX 33-261)	3,100	SQ YD	\$ 1.00	\$ 3,100.00	3,100.00	3,100.00	3,100	\$ 3,100.00		\$ 3,100.00	100%
22	ROLLED EROSION PREVENTION CATEGORY 20	4,650	SQ YD	\$ 1.00	\$ 4,650.00	4,650.00	4,650.00	4,650	\$ 4,650.00		\$ 4,650.00	100%
23	RAPID STABILIZATION METHOD 3	5,000	GAL	\$ 0.66	\$ 3,300.00	2,375.00	1,567.50	2,375	\$ 1,567.50		\$ 1,567.50	48%
Original Contract Totals					\$ 173,791.00		\$ 162,564.70		\$ 163,554.70	\$ -	\$ 163,554.70	94%
Change Orders												
CO-01-1	TEST HOLES FOR RUBBLE	1.00	LUMP SUM	\$ 1,425.00	\$ 1,425.00			1.00	\$ 1,425.00		\$ 1,425.00	100%
CO-01-2	OUTLET MODIFICATIONS	1.00	LUMP SUM	\$ 2,221.22	\$ 2,221.22			1.00	\$ 2,221.22		\$ 2,221.22	100%
CO-01-3	SERVICE ROAD MODIFICATIONS	1.00	LUMP SUM	\$ 1,652.55	\$ 1,652.55			1.00	\$ 1,652.55		\$ 1,652.55	100%
CO-01-4	EXCAVATION-RUBBLE	1,272	CY	\$ 15.00	\$ 19,080.00			1,272.00	\$ 19,080.00		\$ 19,080.00	100%
CO-2	FINAL QUANTITY RECONCILIATION	1	LUMP SUM	\$ (10,236.30)	\$ (10,236.30)				\$ -		\$ -	
Change Order Totals					\$ 14,142.47				\$ 24,378.77	\$ -	\$ 24,378.77	172%
Original Contract and Change Orders												
Project Totals					\$ 187,933.47				\$ 187,933.47	\$ -	\$ 187,933.47	100%

CHANGE ORDER FORM

NO.: 02

Owner: City of Willmar
Engineer: Bolton & Menk, Inc.
Contractor: Swenson and Sons Construction
Project: Trott Avenue Regional Stormwater Pond
Contract Name: Trott Avenue Regional Stormwater Pond
Date Issued: 11/15/2024

Owner's Project No.: 2305
Engineer's Project No.: OW1.131187
Contractor's Project No.:

Effective Date of Change Order: 11/20/2024

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

Description:

- This change order reconciles Final Contract Amount to Final Quantities. - \$10,236.30 Lump Sum

Attachments:

Revised sheet 11, Price Quote

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>173,791.00</u>	Original Contract Times: Substantial Completion: <u>12/15/2023</u> Ready for final payment: <u>06/01/2024</u>
Increase from previously approved Change Orders \$ <u>24,378.77</u>	Increase from previously approved Change Orders. Substantial Completion: <u>NA</u> Ready for final payment: <u>NA</u>
Contract Price prior to this Change Order: \$ <u>198,169.77</u>	Contract Times prior to this Change Order: Substantial Completion: <u>12/15/2023</u> Ready for final payment: <u>06/1/2024</u>
Decrease this Change Order: \$ <u>10,236.30</u>	Increase this Change Order: Substantial Completion: <u>152 days</u> Ready for final payment: <u>172 days</u>
Contract Price incorporating this Change Order: \$ <u>187,933.47</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>5/15/2024</u> Ready for final payment: <u>11/20/2024</u>

By:  _____
Title: Principal Engineer
Date: 11/20/2024

r (if required)

Accepted by Contractor
 _____
Vice President
11-26-24

Authorized by Owner
By:  _____
Title: Public Works Director
Date: 1/13/2025

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

«OWNER» – OW1.131187«BMINUM»
August 2023

CHANGE ORDER FORM
PAGE 00 63 63-1



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.E.
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, 1/9/25 - 1/16/25		

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 1.9.25 - 1.16.25

Vendor Payment Listing

January 9, 2025 thru January 16, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103482	BAKER TILLY MUNICIPAL ADVISORS	BTMA30303	73553	15,127.00	2024 Wastewater Rate Study
102860	BATTERY WHOLESALE INC	254050WIL	73554	13.06	Cable/Clamp Assy IStart Li-ION
101980	BSE	929345451	73555	126.45	Lights
101980	BSE	929436876	73555	279.60	LED Lights
103390	CENTRACARE	RMH518	73556	65.00	Blood Draws for ICR 24015997 & 24016261
102984	CODE 4 SERVICES INC	10239	73557	14,685.00	5 Stalker Radars for Squads
100203	DESIGN ELECTRIC INC	25020	73558	1,357.00	work on flock camera
104228	Elizabeth Anderson	12312024	73559	600.00	welcome week sound system
103429	EMBLEM AUTHORITY/THE	47377	73560	964.00	Explorer Patches
102484	FISCHER/BETH	12312024	73561	767.15	2024 Mileage
101449	FLAHERTY & HOOD P.A.	22443	73562	6,123.02	labor and employment professional services- Dec 24
101449	FLAHERTY & HOOD P.A.	22407	73562	14,215.25	Gen Municipal, Litigation, & Real Estate Mat Dec24
100293	GENERAL MAILING SERVICES	72164	73563	71.20	postage 12/23-12/27/24
100293	GENERAL MAILING SERVICES	72238	73563	105.39	postage 12/30-12/31/2024
100786	GRAINGER INC	9353977268	73564	89.71	First aid kit supplies
100321	HANSEN ADVERTISING SPECIALTIES	51773	73565	643.46	Promotional Items -Sports Events
100321	HANSEN ADVERTISING SPECIALTIES	51761	73565	270.06	Tent Canopy with new logo
100321	HANSEN ADVERTISING SPECIALTIES	51768	73565	397.39	Sport Show Newsletter Drawing Items
100321	HANSEN ADVERTISING SPECIALTIES	51775	73565	664.21	Sport Show Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51767	73565	1,003.18	Sport Show Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51763	73565	620.83	Sport Show Table Cover with new logo
100321	HANSEN ADVERTISING SPECIALTIES	51762	73565	1,813.33	Sport Show Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51776	73565	989.81	Sport Show Booth - New Logo
100321	HANSEN ADVERTISING SPECIALTIES	51774	73565	1,175.01	Promotional Items for Welcome Bags
100321	HANSEN ADVERTISING SPECIALTIES	51772	73565	466.34	Meeting Planner - Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51771	73565	1,275.85	Meeting Planner - Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51770	73565	760.65	Promotional Items for Welcome Bags
100321	HANSEN ADVERTISING SPECIALTIES	51766	73565	918.58	Meeting Planner - Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	51765	73565	183.24	Promotional Items for welcome bags
100321	HANSEN ADVERTISING SPECIALTIES	51764	73565	670.93	Promotional Items for Welcome Bags
100325	HAWKINS INC	6949734	73566	12,190.24	Ind. ferric
102486	IN CONTROL INC	S-INV02208	73567	6,353.66	Automation & Cybersecurity serv. plan
103910	INTERSTATE BEARING SYSTEMS INC	2768612 RI	73568	370.36	V belts
102520	KENNEDY & GRAVEN, CHARTERED	WL300-00046	73569	113.75	Fiber Broadband Project Legal Services
100449	MENARDS	84345	73570	13.90	Shop Supplies
100449	MENARDS	85280	73570	59.82	J Hooks
100449	MENARDS	86902	73570	33.95	Vehicle Cleaning Supplies
100449	MENARDS	86155	73570	644.79	Supplies to move Sound system
100449	MENARDS	85868	73570	21.28	Lock Box Cover Rec Box Garage
101805	MINI BIFF LLC	I850	73571	122.40	Mini Biff
100541	MUNICIPAL UTILITIES	STMT/12-24	73572	37,935.72	Municipal Utilities - Dec 2024
100541	MUNICIPAL UTILITIES	STMT/12-2024	73572	64,278.74	Municipal Utilities - Dec 2024
900178	NOVACARE REHABILITATION	848304255	73573	150.00	Pre-Employment Physical Rodriguez, E
104048	Safelite Fulfillment, Inc.	121224	73574	640.73	Windsheid for 220867
103049	SRF CONSULTING GROUP INC	17632.00-6	73575	3,375.00	comp plan professional services
100161	SYSCO WESTERN MINNESOTA	253793654	73576	855.55	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3545419	73577	1,186.35	Concessions
100812	WILLMAR CHAMBER OF COMMERCE	12312024	73578	10,942.83	December Monthly Bill
103696	ACE ROLLOFFS & DISPOSAL	236/01-25	73579	184.92	Garbage
103136	ALPHA TRAINING & TACTICS LLC	2024-0411	73580	993.22	Body Armor for New Officer Rodriguez
103557	AMAZON CAPITAL SERVICES	1TQR-YYCM-CW3L	73581	951.80	Hard drives & iPad cases
103557	AMAZON CAPITAL SERVICES	1FYV-9RCV-RT7Q	73581	254.97	Keyboards/iPhone cases & adapters
103557	AMAZON CAPITAL SERVICES	1R4J-QFGR-VMDJ	73581	160.10	Daddy Daughter Formal
103557	AMAZON CAPITAL SERVICES	143Q-Q3V1-GDLR	73581	257.63	Blueprint clamps, grinder eye shields
103557	AMAZON CAPITAL SERVICES	1PCL-F6J4-MHX1	73581	779.00	FY25 Amazon Prime renewal
103557	AMAZON CAPITAL SERVICES	1VL4-43C1-FCVN	73581	59.00	PUZZLES
103557	AMAZON CAPITAL SERVICES	191C-1XD3-LQ17	73581	144.95	DADDY DAUGHTER MARACAS
103557	AMAZON CAPITAL SERVICES	14NH-46PL-G94W	73581	130.39	Fire extinguisher & eyewash station signs
103557	AMAZON CAPITAL SERVICES	14VY-XD1L-Q6RH	73581	36.90	Wired headset for A. Wilson
103557	AMAZON CAPITAL SERVICES	14QH-XJJ7-V6V4	73581	127.99	Blueprint storage rack

Vendor Payment Listing

January 9, 2025 thru January 16, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100057	AMERICAN WELDING & GAS INC	0010574911	73582	40.52	Cylinder rent
103852	APPLE, INC.	MB47939017	73583	2,245.00	FY2025 iPad replacements
103008	ASPEN MILLS	346176	73584	260.82	(5) polo shirts
103008	ASPEN MILLS	346224	73584	39.41	Leather name tags for Scheffler / Thorson
100863	ASTECH CORPORATION	Appl #2	73585	69,119.05	Project No. 2408 Final Pay Application
103610	AUSTIN INCORPORATED	57979	73586	120.00	Pumped 1 load
104080	B&F Fastener Supply	80012923-00	73587	92.70	Drill bits, Tape measure
104080	B&F Fastener Supply	80012841-00	73587	143.32	Bench grinder wheel
104080	B&F Fastener Supply	80013037-00	73587	9.38	GBT repair
102336	CANON FINANCIAL SERVICES INC	37554992	73588	127.77	291358-2
102336	CANON FINANCIAL SERVICES INC	37556532	73588	134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	37557843	73588	140.23	291358-1
104086	Christopher Corbett	01142025	73589	154.00	mileage reimbursement
102984	CODE 4 SERVICES INC	10288	73590	15,137.52	Getac Cloud Yearly Renewal/Subscription
104070	Column Software PBC	B15E1683-0066	73591	53.93	Pet License Notice #3
103116	COMPASS MINERALS AMERICA	1424626	73592	2,834.11	Road salt
103116	COMPASS MINERALS AMERICA	1428468	73592	8,164.92	salt
100186	CROW CHEMICAL & LIGHTING	129048	73593	186.15	All purpose cleaner, germicidal cleaner, kleenex
100212	DOOLEY'S PETROLEUM INC	662012	73594	20,492.52	Diesel and Unleaded Fuel
104183	DSC Communications	2500555	73595	45.30	Knob Minitor VI Channel
100222	DUININCK INC	Appl #8 PRJ NO 2401B	73596	165,216.44	Project No. 2401-B Pay Application No. 8
104239	Edward Rodriguez	011325	73597	760.27	2025 payroll (Jan 2 - Jan 4)
101567	ETTERMAN ENTERPRISES	364712	73598	65.66	Extractor
102973	FLEETPRIDE	122532433	73599	232.12	Filters
102973	FLEETPRIDE	122455296	73599	220.71	Filters
102973	FLEETPRIDE	122465394	73599	37.58	Filters
100293	GENERAL MAILING SERVICES	72287	73600	68.28	postage 01/06-01/10/2025
100786	GRAINGER INC	9365435594	73601	860.58	HVAC compressor motor
103765	HARRY'S FROZEN FOOD	80924	73602	661.50	Concessions
100324	HAUG IMPLEMENT CO - JOHN DEERE	510473	73603	125.30	Hyd. Hose
100325	HAWKINS INC	6951183	73604	14,864.00	Polymer
100325	HAWKINS INC	6953554	73604	12,200.34	Ind ferric
100333	HILLYARD\HUTCHINSON	605705056	73605	323.47	Air fresheners
100333	HILLYARD\HUTCHINSON	605704983	73605	2,620.37	Cleaning Supplies
100333	HILLYARD\HUTCHINSON	605705001	73605	624.86	CLEANING SUPPLIES
104235	IdentiSys Inc.	699375	73606	775.16	Badge printing gear
104235	IdentiSys Inc.	699625	73606	5,147.02	Badge printing gear
101298	LAKE REGION FIRE FIGHTERS ASSN	1394	73607	40.00	2025 Membership Dues
103376	LLOYD SECURITY INC	190812	73608	257.88	FY25/FY26 security alarm monitoring
102593	LOFFLER COMPANIES	4915493	73609	370.32	Standalone printer prints
104202	Lunar Media, LLC	1501	73610	250.00	Photography coverage for MLK event 1/20/25
103997	Marcus/Jeremy	011525	73611	42.11	Reimbursement for salt
100449	MENARDS	88670	73612	11.82	General supplies
100449	MENARDS	88528	73612	26.51	General supplies
100449	MENARDS	89007	73612	44.41	GBT repair
100449	MENARDS	88952	73612	117.20	Ice Melt
100449	MENARDS	88960	73612	35.97	PVC Pipe and Cond Clamp
102699	MIKE'S SMALL ENGINE CENTER	31950	73613	335.88	Chain saw chain
100445	MN CITY\COUNTY MGMT ASSN	01142025	73614	214.31	Membership renewal
100490	MN DEPT OF PUBLIC SAFETY	M-142228	73615	25.00	Haz. Mat. Inventory fee
103293	MN LAW ENF EXPLORER ASSN	5710	73616	150.00	2025 Association Dues
100544	MVTL LABORATORIES INC	1288220	73617	57.00	Lab test
103799	NCPERS GROUP LIFE INS.	841200012025	73618	96.00	January employee premiums
102547	CARRANZA/NOE	229	73619	150.00	Interpreting services for Officer Haycraft
102543	PAT'S GRAPHICS	15451	73620	72.00	Sign for fuel kiosk
103693	PAXXO USA INC	F25-007	73621	579.20	Screen bags
100624	PRINT MASTERS	182750	73622	30.00	Banner for Badge Pinning Officer Caron
103109	RDO EQUIPMENT CO	P9747611	73623	267.31	Hydraulic hose
103109	RDO EQUIPMENT CO	P9772211	73623	(158.54)	Return Hyd line
103109	RDO EQUIPMENT CO	P9770311	73623	804.98	Hyd hose

Vendor Payment Listing

January 9, 2025 thru January 16, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103076	S.W. VAC	110824	73624	667.50	Vac JOTS 2
100275	SHI CORP	B19229105	73625	7,043.33	Redundant firewall
100275	SHI CORP	B19241164	73625	9,007.60	FY25 Cylance renewal
100161	SYSCO WESTERN MINNESOTA	253812802	73626	1,070.63	Concessions
100161	SYSCO WESTERN MINNESOTA	253814656	73626	778.79	Concessions
103801	TECH CHECK,LLC	7018C	73627	5,157.00	FY2025 Workstation replacements
103801	TECH CHECK,LLC	7019C	73627	11,552.00	FY2025 Workstation replacements
103801	TECH CHECK,LLC	7020C	73627	7,641.00	FY2025 Workstation replacements
103757	TOM'S BACKHOE SERVICE, INC.	Appl #7	73628	105,478.50	ELLS 7, 8 & 9 Pay Application No. 7
103660	VALIANT/LESLIE	01092025	73629	180.76	Brackett's crossing conference mileage and meal
102915	VERIZON WIRELESS	6103146400	73630	2,392.01	Verizon Jan/Feb
100777	VIKING COCA-COLA BOTTLING CO	3550017	73631	2,391.20	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3551108	73631	1,029.00	Concessions
100798	WEST CENTRAL ELECTRIC SUPPLY	1295014-0001-01	73632	10.50	PLC fuses
100803	WEST CENTRAL PRINTING	24934	73633	23.08	Business Cards for Officer Rodriguez 3211
100927	WEST CENTRAL ROOFING	18124	73634	1,352.65	COMM. CENTERLEAK
100805	WEST CENTRAL SANITATION	13325626	73635	69.49	Feb recycling service
100805	WEST CENTRAL SANITATION	13326765	73635	28.93	Recycling
100805	WEST CENTRAL SANITATION	13327349	73635	248.12	Recycling
101983	WILLMAR TOWNSHIP	2025-1056	73636	8,368.65	2025 Select Genetics
103291	WITMER PUBLIC SAFETY GROUP INC	INV607335	73637	154.47	(2) 8lb leatherhead sledge
104240	Iowa League of Cities	104308	73638	150.00	Advertising - Police Chief
100381	KANDIYOHI CO PUBLIC WORKS DEPT	2403-A Pay Request	73639	195,591.40	2403-A Willmar Ave Final Pay Request
100524	MN UC FUND	12312024	73640	292.33	4th qtr 2024 unemployment benefits paid
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/12-24	73641	1,882.27	Equipment Repair - Parts
Total				900,536.67	



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Finance Report		

RECOMMENDED ACTION:

OVERVIEW:

For information only: YTD Budget update through 12/31/2024 and Investment update through 12/31/2024

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 12.31.24 General
2. 12.31.24 WWTP
3. Activity through 12-31-24
4. Investment Portfolio through 12-31-24
5. Historical Interest per quarter through 12-31-24
6. Interest Breakdown by Institution through 12-31-24



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

	<u>2023 Actual</u>	<u>2024 Annual Budget</u>	<u>2024 Year-To-Date</u>	<u>% of 2024 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 8,100,691.32	\$ 9,159,636.00	\$ 8,996,852.94	98.22%
Licenses and Permits	535,354.08	505,000.00	610,247.16	120.84%
Intergovernmental	6,239,698.62	7,100,275.00	7,142,743.51	100.60%
Service Charges	976,952.15	891,628.00	1,154,191.85	129.45%
Fines and Forfeits	98,850.21	75,000.00	109,617.73	146.16%
Special Assessments	1,658.51	-	2,180.90	
Miscellaneous Revenue	1,381,204.35	386,000.00	652,602.89	169.07%
Other Financing Sources	2,565,274.24	3,301,808.00	3,671,478.04	111.20%
Total Revenues	\$ 19,899,683.48	* \$ 21,419,347.00	\$ 22,339,915.02	104.30%
<u>Expenditures</u>				
City Administrator	\$ 1,772,868.77	\$ 1,110,951.00	\$ 926,394.28	83.39%
Mayor and Council	336,547.40	378,150.00	440,431.77	* 116.47%
City Hall	2,342,944.32	810,217.00	745,192.21	91.97%
City Clerk	265,906.68	231,930.00	211,040.35	90.99%
Elections	7,545.22	125,859.00	137,406.13	* 109.17%
Finance Department	622,896.47	527,067.00	484,268.97	91.88%
Planning/Development Services	855,447.33	938,524.00	1,145,902.93	* 122.10%
Legal	459,230.07	350,000.00	252,086.24	72.02%
Information Technology	745,276.33	803,378.00	783,639.43	97.54%
Human Resources	182,831.80	215,206.00	203,816.61	94.71%
Cultural Diversity	3,856.55	173,578.00	172,741.99	99.52%
Sub-Total General Gov't.	7,595,350.94	5,664,860.00	5,502,920.91	97.14%
Police Department	6,203,045.29	6,481,869.00	6,337,115.10	97.77%
Fire Protection	1,008,434.39	1,192,512.00	985,012.67	82.60%
Sub-Total Public Safety	7,211,479.68	7,674,381.00	7,322,127.77	95.41%
Public Works	4,396,579.04	4,096,722.00	3,865,952.26	94.37%
Engineering	452,309.63	297,500.00	557,559.11	* 187.41%
Transit System	20,000.00	20,500.00	20,500.00	100.00%
Storm Water	98,317.02	83,500.00	134,139.05	* 160.65%
Sub-Total Streets/Highways	4,967,205.69	4,498,222.00	4,578,150.42	101.78%
WRAC	130,236.17	142,470.00	126,627.52	88.88%
Library	557,205.46	589,018.00	473,018.00	80.31%
Auditorium	57,899.84	111,768.00	38,856.37	34.77%
Parks & Recreation	1,095,630.82	1,093,248.00	1,028,918.59	94.12%
Civic Center	936,396.97	1,041,360.00	1,008,326.39	96.83%
Recreation/Event Center	23,062.63	10,000.00	10,056.23	* 100.56%
Community Center	268,740.16	292,433.00	316,431.81	* 108.21%
Aquatic Center	214,436.85	301,587.00	230,459.01	76.42%
Sub-Total Culture/Recreation	3,283,608.90	3,581,884.00	3,232,693.92	90.25%
Total Expenditures	\$ 23,057,645.21	\$ 21,419,347.00	\$ 20,635,893.02	96.34%

* Indicates Over Budget



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

	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Annual Budget</u>	<u>2024 Actual</u> <u>Year-To-Date</u>	<u>% of 2024</u> <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 84,652.16	\$ 75,000.00	\$ 35,982.44	47.98%
Service Charges	9,804,384.56	10,075,000.00	8,646,217.29	85.82%
Miscellaneous Revenue	915,250.94	150,000.00	941,295.34	627.53%
Total Revenues	\$ 10,804,287.66	\$ 10,300,000.00	\$ 9,623,495.07	93.43%
<u>Expenditures</u>				
Waste Treatment - Treatment	7,938,213.41	12,887,325.00	5,206,725.13	40.40%
Waste Treatment - Collections	3,397,959.60	1,872,777.00	284,145.54	15.17%
Waste Treatment - Biosolids	232,144.70	296,900.00	314,129.83	* 105.80%
Waste Treatment - Eagle Lake	57,625.55	30,650.00	24,580.43	80.20%
Total Expenditures	\$ 11,625,943.26	\$ 15,087,652.00	\$ 5,829,580.93	38.64%

* Indicates Over Budget



INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED DECEMBER 31, 2024

BALANCE AT PRIOR QUARTER END SEPTEMBER 30, 2024 \$ 52,234,923.23

SUMMARY OF OCTOBER THROUGH DECEMBER, 2024, TRANSACTIONS:

(10/31/24) October Interest Earned: Bremer Bank Money Market 437680198	144.15
(10/31/24) October Interest Earned: 4M	6.21
(10/31/24) October Interest Earned: 4MP	2,253.00
(10/31/24) October Interest Earned: 4M-203	2,165.64
(10/31/24) October Interest Earned: 4MP-203	8,624.21
(10/31/24) October Interest Earned: 4M-204	16,813.43
(10/31/24) October Interest Earned: UBS Money Market	48,963.26
(11/05/24) Transfer from 4M 35205-204 to General Checking	(3,000,000.00)
(11/25/24) MATURED: Wells Fargo Advisors, CD-05600XBJ8, 11/25/24, 0.300-0.600%	(245,000.00)
(11/25/24) Market Value Adjustment: Wells Fargo Advisors, CD-05600XBJ8	1,560.65
(11/29/24) CALLED: Multi-Bank Securities, FHLB-3130AQYM9, 1.250-5.000%	(2,000,000.00)
(11/29/24) Market Value Adjustment: Multi-Bank Securities, FHLB-3130AQYM9	1,780.00
(11/30/24) November Interest Earned: Bremer Bank Money Market 437680198	139.61
(11/30/24) November Interest Earned: 4M, Money Market-35205-101	5.95
(11/30/24) November Interest Earned: 4M, Money Market-35205-101-P	2,116.11
(11/30/24) November Interest Earned: 4M, Money Market-35205-203	2,033.38
(11/30/24) November Interest Earned: 4M, Money Market-35205-203-P	8,100.06
(11/30/24) November Interest Earned: 4M, Money Market-35205-203-P	5,861.03
(11/30/24) November Interest Earned: UBS, Money Market	45,775.50
(12/05/24) PURCHASED: UBS, Money Market	5,000,000.00
(12/11/24) SOLD: UBS, Money Market	(490,645.75)
(12/11/24) PURCHASED: UBS, USTN-912797NM5, 05/22/2025, 4.296%	490,645.75
(12/13/24) SOLD: UBS, Money Market	(496,950.00)
(12/13/24) PURCHASED: UBS, FHLMC-3132XFUA4, 10/01/2029, 4.400%	496,950.00
(12/26/24) PURCHASED: UBS, Money Market	2,000,000.00
(12/31/24) Bremer Bank Interest Accrued to Money Market-437680198	144.39
(12/31/24) 4M 35205-101 Interest Accrued to Account	5.90
(12/31/24) 4MP 35205-101 Interest Accrued to Account	2,116.19
(12/31/24) 4M 35205-203 Interest Accrued to Account	2,034.34
(12/31/24) 4MP 35205-203 Interest Accrued to Account	8,100.36
(12/31/24) 4M 35205-204 Interest Accrued to Account	4,284.60
(12/31/24) UBS, Money Market, Interest Accrued to Account	61,141.29
(12/31/24) Quarter-End Market Value Adjustment	(66,395.55)

DECEMBER 31, 2024 BALANCE

54,147,696.94



CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2024

	BANK	SECURITY TYPE	ACQUIRED DATE	MATURITY DATE	INTEREST RATE	PAR VALUE	MARKET VALUE
Investments:							
1	Bremer Bank	MM 437680198	09/28/2018	N/A	1.000%	\$ 170,149.90	\$ 170,149.90
2	4M	MM 35205-101	01/31/2020	N/A	4.461%	\$ 1,558.73	\$ 1,558.73
3	4M	MM 35205-101-P	01/31/2020	N/A	4.474%	\$ 553,968.02	\$ 553,968.02
4	4M	MM 35205-203	10/08/2021	N/A	4.461%	\$ 534,050.19	\$ 534,050.19
5	4M	MM 35205-203-P	09/14/2023	N/A	4.474%	\$ 2,120,482.66	\$ 2,120,482.66
6	4M	MM 35205-204	06/27/2024	N/A	4.461%	\$ 1,124,792.18	\$ 1,124,792.18
7	UBS	MM 12/06/2023	12/06/2023	N/A	4.420%	18,260,153.81	\$ 18,260,153.81
8	Multi-Bank Sec	FHLB 3130AQJM6	01/28/2022	01/28/2025	1.250%	1,000,000.00	\$ 997,720.00
9	Multi-Bank Sec	FHLB 3130ARGD7	04/14/2022	04/14/2025	2.000-4.000%	1,000,000.00	\$ 998,880.00
10	UBS	USTN 912797NM5	12/11/2024	05/22/2025	4.296%	500,000.00	\$ 491,960.00
11	Multi-Bank Sec	FHLMC 3134GXE34	07/25/2022	07/25/2025	4.050%	1,500,000.00	\$ 1,497,855.00
12	Bremer Wealth	FHLMC 3134GWND4	03/02/2021	08/12/2025	0.600%	250,000.00	\$ 244,355.00
13	Wells Fargo Adv	FHLB 3130AKLN4	01/14/2021	10/14/2025	0.200-3.500%	1,000,000.00	\$ 982,430.00
14	Wells Fargo Adv	CD 48128UQY8	11/13/2020	11/13/2025	0.400-1.000%	245,000.00	\$ 238,078.75
15	Wells Fargo Adv	FHLB 3130AKTT3	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	\$ 1,929,300.00
16	Wells Fargo Adv	FHLB 3130AKWD4	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	\$ 1,923,920.00
17	Wells Fargo Adv	FHLB 3130ALGY4	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	\$ 725,773.95
18	Wells Fargo Adv	FHLB 3130ALYA6	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	\$ 969,960.00
19	Wells Fargo Adv	FHLB 3130ALX66	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	\$ 976,900.00
20	Wells Fargo Adv	FHLB 3130ALZ80	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	\$ 976,900.00
21	Wells Fargo Adv	CD 856285VS7	05/19/2021	05/19/2026	1.000%	245,000.00	\$ 234,925.60
22	Wells Fargo Adv	FHLB 3130AMKN1	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	\$ 489,112.70
23	Wells Fargo Adv	FHLB 3130AMLA8	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	\$ 1,811,640.00
24	Wells Fargo Adv	FHLB 3130AMZD7	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	\$ 1,934,480.00
25	Wells Fargo Adv	FHLB 3130AMW57	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	\$ 720,067.50
26	Bremer Wealth	TB 837445AL9	02/09/2021	07/01/2026	3.250%	450,000.00	\$ 442,800.00
27	Wells Fargo Adv	CD 795451AF0	07/28/2021	07/28/2026	1.000%	245,000.00	\$ 233,632.00
28	Bremer Wealth	FHLB 3130AMQA5	04/22/2021	07/29/2026	1.000%	150,000.00	\$ 142,431.00
29	Wells Fargo Adv	FHLB 3130ANBG4	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	\$ 968,290.00
30	Wells Fargo Adv	FHLB 3130ANE22	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	\$ 239,625.00
31	Wells Fargo Adv	FHLB 3130APHT5	10/26/2021	10/26/2026	1.200%	1,000,000.00	\$ 945,770.00
32	Wells Fargo Adv	FHLB 3130APJC0	10/28/2021	10/28/2026	0.600-0.400%	1,000,000.00	\$ 962,880.00
33	Wells Fargo Adv	FHLB 3130APMS1	10/28/2021	10/28/2026	0.750-4.000%	1,000,000.00	\$ 969,470.00
34	Multi-Bank Sec	CD 61765Q6M6	11/19/2021	11/19/2026	1.000-1.500%	245,000.00	\$ 233,333.10
35	Wells Fargo Adv	FHLB 3130APPP4	11/23/2021	11/23/2026	0.750-5.000%	935,000.00	\$ 908,361.85
36	Wells Fargo Adv	FHLB 3130APV51	11/24/2021	11/24/2026	1.000-4.000%	1,500,000.00	\$ 1,460,625.00
37	Wells Fargo Adv	FHLB 3130AQ2W2	12/15/2021	12/15/2026	1.000-3.000%	1,000,000.00	\$ 969,680.00
38	Wells Fargo Adv	FHLB 3134GXWP5	06/23/2022	06/23/2027	3.000-5.250%	1,000,000.00	\$ 998,640.00
39	Wells Fargo Adv	FHLB 3130AN4J6	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	\$ 1,890,500.00
40	Multi-Bank Sec	FHLB 3130ANX47	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	\$ 460,950.00
41	Wells Fargo Adv	FHLB 3130ANPP9	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	\$ 926,850.00
42	UBS	FHLMC 3132XFUA4	12/13/2024	10/01/2029	4.400%	500,000.00	\$ 484,445.00
TOTAL INVESTMENT						\$ 55,150,155.49	\$ 54,147,696.94
43	Heritage Bank	Jumbo Deposit Account		None	0.040%	596,165.11	596,165.11
44	Heritage Bank	Commercial Ckg		None	0.140%	\$ 5,447,442.78	\$ 5,447,442.78
45	Heritage Bank	Employee FSA Ckg		None	0.000%	\$ 10,984.92	\$ 10,984.92
46	Heritage Bank	Police Forfeiture Ckg		None	0.0004	\$ 19,531.79	\$ 19,531.79
47	Heritage Bank	Police Explorer Ckg		None	0	\$ 12,405.52	\$ 12,405.52
48	Heritage Bank	Fire Dpt Explorer Ckg		None	0	\$ 7,667.43	\$ 7,667.43
49	Heritage Bank	Payroll Ckg		None	0	\$ 3,245.89	\$ 3,245.89
50	Bremer Wealth	Money Market		None	0.0003	\$ 720,860.32	\$ 720,860.32
TOTAL PORTFOLIO FOR DECEMBER 31, 2024						\$ 61,968,459.25	\$ 60,966,000.70

USTN: US Treasury Note

TB: Taxable Bond

Par Value is not equal to Purchase Amount

Total Net Market Value D \$ (63,054.90)
Total Capital Gain During 0



Historical Interest/Dividends Received Per Quarter 2014 through 12/31/2024

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2024	\$ 405,535.00	\$ 285,378.28	\$ 552,283.12	\$ 406,179.63	\$ 1,649,376.03
2023	\$ 208,735.23	\$ 184,247.62	\$ 262,034.89	\$ 272,701.63	\$ 927,719.37
2022	\$ 51,425.47	\$ 92,025.80	\$ 115,301.08	\$ 158,956.69	\$ 417,709.04
2021	\$ 45,770.36	\$ 70,546.38	\$ 44,546.22	\$ 69,630.17	\$ 230,493.13
2020	\$ 251,403.43	\$ 211,548.65	\$ 101,244.27	\$ 63,649.97	\$ 627,846.32
2019	\$ 169,343.56	\$ 253,437.22	\$ 281,584.07	\$ 296,234.54	\$ 1,000,599.39
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40



2024 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2024 Year-To-Date</u>	<u>2023 Year-To-Date</u>
4M	\$ 29,862.49	\$ 18,116.53	\$ 16,541.39	\$ 361,392.55	\$ 248,550.15
Bremer Bank	\$ 144.15	\$ 139.61	\$ 144.39	\$ 1,696.93	\$ 1,675.44
Bremer Wealth Management	\$ 3,073.23	\$ 2,916.06	\$ 2,721.55	\$ 47,454.17	\$ 44,663.93
Heritage Bank	\$ 1,645.68	\$ 1,531.97	\$ 1,745.76	\$ 23,130.33	\$ 36,113.46
Multi-Bank Securities	\$ 23,127.74	\$ 26,235.07	\$ -	\$ 373,578.07	\$ 317,159.92
UBS	\$ 48,963.26	\$ 45,775.50	\$ 61,141.29	\$ 486,080.59	\$ 26,870.33
Wells Fargo Advisors	\$ 40,500.00	\$ 19,153.96	\$ 62,700.00	\$ 356,043.39	\$ 252,686.14
Totals	\$ 147,316.55	\$ 113,868.70	\$ 144,994.38	\$ 1,649,376.03	\$ 927,719.37



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Director's Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Public Works Director Report - January 2025
2. PD Monthly stats for 12-24 compared to 12-23
3. Planning and Development Director Report



Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Testing a more cost-effective refrigeration option for sampling.
- Chappell Central was on site to install a backup HVAC failure alarm.
- Industrial oxidation ditch back in service for the cold months.
- MPCA onsite plant inspection.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Installed new Muni RWW 16" flowmeter.
- Sara reissued special discharge permits for 4 septic maintainers.
- Attended Rural Sustainable Development Partnership meeting.
- Public education posts on WW and SW topics.
- Completed 2025 public education social media plan.
- Issued a special discharge permit for Nobles County Landfill
- Attended the Midwest Biosolids Association meeting.
- End-of-year organization, scanning, etc.



Public Works Updates from Superintendent Kyle Radunz

Streets

- Plowed and treated roads for 4 separate snowfalls
- Hauled snow from central business district (12/21/24)
- Sign work- repair signs as needed

Parks

- Tree trimming- around bench areas and throughout all parks
- Outdoor rinks- flood outdoor rinks at Garfield and Hilltop, maintain ice surface and hockey nets

Sewers

- Stormwater – Clear leaves and debris
- Sanitary – Flush only as needed
- MS4 inspections- We continue to locate and document the condition of our stormwater outfalls

Boulevards

- Tree removal- 31 trees removed
- Remove tree branches that have fallen from boulevard trees
- Remove broken branches, aka “hangers,” when located
- Tree trimming- Began tree trimming for the winter months as the weather permits

Events

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

Miscellaneous

- Monthly Inspections – fire extinguishers, harnesses, ladders, eyewash stations, hoists, cranes, AEDs, underground storage tanks, etc.
- Brush site- Maintain compost and tree/brush pile. Burn tree/brush pile as needed
- Public Works Mechanics- Continue to repair and maintain equipment/vehicles for: Public Works, Police, Fire, Wastewater, Planning and Development, Parks and Rec, and Civic Center
- Barricades- repair and build new barricades
- Thin ice signs- paint and repair thin ice signs, installed signs on Willmar Lake and Foot Lake
- Aerators- turn aerator systems on, inspect weekly
- Equipment- Clean and inspect street sweepers, lawn mowers, mosquito sprayers, Sandpros, and golf cart for winter storage



Street Projects

Plan designs for the 2025 street improvement projects are nearing completion. Early in the year, these plans for the identified projects will come before the council for final approval and bid authorization. Projects slated for 2025 include the reconstruction of 20th St SE, along with numerous mill and overlay projects throughout the city. Overlay areas include Eagles Landing, Fairway Drive, 7th Ave NW, the Ortenblad Area, and North Business 71 to name a few. There is also a proposed pedestrian and bike path to be added on Lakeland Drive between Hwy 12 and Civic Center Drive. The city is applying for 2 separate grants to help fund and complete this project.

Along with the new 2025 construction, finishing work on the 2024 projects will be completed later this year. This work includes 10th St NW and the 13th St, Grace Ave, and Rice Ave project areas.

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

City Hall/Auditorium

General maintenance and cleaning duties are being performed daily. Carpet cleaning and HVAC work have recently been completed as well.

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

Respectfully

A handwritten signature in black ink, reading 'Justin DeLeeuw'. The signature is written in a cursive, flowing style.

Justin DeLeeuw – Public Works Director

Willmar Police Department

Monthly Calls for Service Statistics

Title	December 2023	December 2024
911 Hang Up	15	11
Abandoned Vehicles	64	99
Agency Assist	12	38
Alarm	38	33
Alcohol Offense	7	2
Admin Incident	12	26
Ambulance	13	13
Animal	35	33
Assault	5	11
Burglary	3	4
Child Custody Dispute	8	15
Civil	11	7
Crash	59	76
Criminal Damage To Property	13	14
Disorderly	30	9
Domestic	39	35
Drugs	2	3
Family Service	85	72
Fire	3	0
Fight	6	4
Fraud	10	12
Gun Permits	25	15
Harassment	20	28
Information	9	11
Lost And Found	27	27
Mental Issues	61	31
Missing Person	15	15
Motorists Assist	8	16
Neighborhood Disturbance	16	14
Public Assist	144	149
School Related Incidents	25	7
Sex Crimes	4	5
Sudden Death/Bodies Found	6	3
Suicidal Person	8	3
Suspicious	48	42
Theft	44	42
Traffic Complaint	38	32
Traffic Stop	338	232
Trespass	22	7
Warrant Service	16	12

Current Month CFS:

1223

YTD Calls for Service:

16,528

2023 Month CFS

1419

(Some minimal CFS
categories not shown)



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

December 2024 – Year End Director’s Report

Year-End Permitting Report

YEAR	PERMITS	VALUATION	FEE
2024	731	\$71,053,780	\$670,413.29
2023	1,241	\$60,361,676.00	\$625,686.59
2022	1,292	\$89,764,029	\$662,738.02

Planning Commission

The Planning Commission will resume at 6 PM on Wednesday, January 8, 2025, at City Hall. As a public meeting, there are multiple ways for members of the public to comment on Hearing and Action agenda items, in addition to attending the meeting:

- Email: Send your testimony to planning@willmarmn.gov. Testimony will be accepted one business day before the meeting.
- Mail: Send a letter to the City of Willmar Planning Dept., 333 6th Street SW, Willmar, MN 56201. Mailed testimony must be received two business days before the meeting.

Staff Recognition

The Department is pleased to announce that City Planner Chris Frank was appointed to the Central Community Transit Joint Operations Board in late 2024. Planner Frank is currently managing the completion of the *Safe Streets for All* plan and will take the lead on transportation planning within the department.

WITH WILLMAR, Comprehensive Plan

The Department of Planning and Development will soon release a draft document of the WITH WILLMAR, Comprehensive Plan. This draft will be available for public comment before it is finalized and presented to Commissioners and Councilmembers for adoption. For more information or to sign up for updates, please email: planning@willmarmn.gov.

Boards + Commission

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

- Board of Zoning Appeals (BZA) (6 vacancies)
- Planning Commission (3 vacancies)

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



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	5.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	
Item:	Review Park Board Applications		

RECOMMENDED ACTION:

OVERVIEW:

Mayor has approved forwarding Park Board applicants Stephanie Carlson and Taylor Marcus. Approval to the Park Board will be completed at the February 3rd Council meeting.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Carlson Stephanie Park Rec Application
2. Marcus, Taylor Park Rec Application

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

[Print](#)


APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date	* First Name	* Last Name
01/13/2025	Stephanie	Carlson

Format: MM/DD/YYYY

*** Address**

618 12th street SW

*** City**

WILLMAR

*** Phone**

3208942797

Phone

*** Email**

slcarlson227@gmail.com

Email

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

Rob Baumgarn reached out to me, Julie Asmus also encouraged me to consider it.

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

Having been born and raised in Willmar, I value the opportunity to serve my community. As a mother of elementary school aged children, I feel I would bring a valuable perspective to the Parks & Rec Board.

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

* I currently serve my church congregation as the Children & Family Ministry Director, where I facilitate meetings, collaborate with other staff & lay leaders, & lead/train teams of volunteers. * I was a participant in the 2021-22 Leadership 2040 Cohort.

*** List your educational background**

*2004 Willmar High School graduate *2004-2006 pursued studies in Elementary Education at College of St. Benedict *2007-2010 pursued studies in Special Education at SCSU

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

*WIN (formerly BPW), member and mentor *Youth for Christ, Parent Life mentor

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

Children & Family Ministry Director at First Covenant Church 801 Willmar Ave SW, Willmar

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

[Print](#)


APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

APPLICANT INFORMATION

Date	* First Name	* Last Name
12/11/2024	Taylor	Marcus

Format: MM/DD/YYYY

*** Address**

2501 Country Club Drive NE

*** City**

Willmar

*** Phone**

3208947172

Phone

*** Email**

taylor@marcusconstruction.com

Email

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

Rob Baumgarn had shared the opening on the park and recreation board and recommended I consider serving on the board. I've also known other park and rec board members that have enjoyed serving and recommended that I consider involvement also.

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

My commitment to Willmar runs deep, as I was raised here, returned to a family business located in Willmar, and I desire to see our community flourish. Growing up here, I benefited immensely from the Parks and Recreation programs, which instilled in me a strong sense of community involvement. Now, as a parent of three young children, including one with physical disabilities, I have a unique perspective on the importance of the programming offered but the need for it to be inclusive as well. My professional background in construction, coupled with my leadership experience, equips me with valuable skills to contribute to the Park and Recreation Board. I can offer insights on facility development, program promotion, and team management. My ability to lead teams and communicate effectively will be assets in board discussions and community outreach. I'm passionate about giving back to Willmar. By serving on the Park and Recreation Board, I aim to ensure that current and future generations have access to enriching programs and facilities that cater to all abilities and interests. My goal is to help Willmar grow and thrive, making it an even better place for families like mine and for all residents.

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

- VP of Operations and Owner at Marcus Construction - Elder at The Open Door Christian Church - Philanthropy Board Member at Gillette Children's - Co-lead at The Twin Cities Walk to End Hydrocephalus

*** List your educational background**

B.A. from Bethel University (Major in Communications and Minor in Business)

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

Rotary Club of Willmar

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

Marcus Construction 2580 Highway 12 East Willmar MN 56201 Position: VP of Operations and Owner



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	Project No. 2505-B Professional Services and Preliminary Budget		

RECOMMENDED ACTION:

Adopt the resolution awarding Project No. 2505-B TH 40 Drain Pipe Repair professional services to Bolton and Menk, Inc. in the amount of \$89,920.

Adopt the resolution approving the preliminary budget for Project No. 2505-B TH 40 Drain Pipe Repair in the amount of \$539,510.

OVERVIEW:

The City holds responsibility for executing a drain pipe permit with BNSF as outlined in the Settlement Agreement executed on June 28, 2023. This permit will allow the City to install and maintain a drain tile crossing within the designated City Drain Pipe Premises located on BNSF's right-of-way. The permit will also include the reconstruction and restoration of the existing City Drain Pipe. The City of Willmar agrees to ensure that the design and construction of the City Drain Pipe will comply with BNSF's Utility Accommodation Policy. The permitting, design, and construction process must be completed by June 1, 2025.

Bolton & Menk, Inc. submitted a proposal for the professional services of the project. The proposal includes preparing and submitting all applicable permits, design, bidding, construction services, project close-out, and project management.

BUDGETARY/FISCAL ISSUES:

The City will utilize Industrial Park funds for the project.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION ACCEPT SVCS BOLTON AND MENK DRAIN PIPE REPAIR
2. RESOLUTION- PRELIMINARY BUDGET - BNSF TH 40 Drain Pipe
3. Bolton & Menk TH 40 Drain Pipe Agreement Proposal
4. Signed Settlement

5. Settlement Map
6. 2023-125 Approve Settlement Agreement - BNSF Wye

Resolution No._____

**A RESOLUTION AWARDING THE TH 40 DRAIN PIPE REPAIR PROJECT DESIGN & CONSTRUCTION
PROFESSIONAL SERVICES TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$89,920.**

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 bid of Bolton and Menk, Inc. of Willmar, MN for the TH 40 Drain Pipe Repair Project Design and Construction professional services is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$89,920.

Dated this 21st day of January, 2025

Mayor

Attest:

City Clerk

RESOLUTION NO. _____
PRELIMINARY INDUSTRIAL PARK BUDGET
2505-B: BNSF TH 40 DRAIN PIPE PROJECT
ESTIMATED TOTAL COST \$539,510

*Budget Amounts are Essential

Dated:

13-Jan-25

Code

PERSONNEL SERVICES

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
TOTAL	\$0.00

RECEIVABLES

Assessments Prop Owners	
Community Investment /Levy	
MSA	
MUC	
WTP	
LOST	
TOTAL	\$0

FINANCING

General	\$0
MSA	
MUC	
WTP	
LOST	
INDUSTRIAL PARK	\$539,510
TOTAL	\$539,510

GRAND TOTAL **\$539,510**

Dated: _____

SUPPLIES

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
TOTAL	\$0.00

OTHER SERVICES

30 Communications	
31* Printing & Publishing	
32 Utilities	
33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$428,180
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$21,410
TOTAL	\$449,590

Mayor

Attest:

City Clerk

OTHER CHARGES

40 Rents	
41* Insurance & Bonds	
42 Awards & Indemnities	
43 Subscription/Memberships	
44 Interest	
45 Licenses & Taxes	
46* Prof. Serv.	\$89,920
47* Advertising	
48* Adm. OH (Transfer)	
49 Other Charges	
TOTAL	\$89,920

GRAND TOTAL **\$539,510**



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

January 13, 2025

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

RE: 2505-B: Willmar/BNSF TH 40 Drain Pipe Agreement
Design & Construction Engineering Proposal

Dear Justin,

Bolton & Menk, Inc., understands and is positioned to provide the scope of service needs for the City drain pipe project with Burlington Northern Sante Fe (BNSF). Thank you for this opportunity to submit the Design and Construction Engineering Services proposal for completing the Settlement Agreement of BNSF and the City of Willmar. We look forward to continuing to serve the City of Willmar.

PROJECT UNDERSTANDING

It is our understanding that the City of Willmar shall execute a drain pipe permit with BNSF for the benefit of the City under the Settlement Agreement executed June 28, 2023. The City Drain Pipe Permit shall allow the City to install and maintain a drain tile crossing within the City Drain Pipe Premises on BNSF's right-of-way. Such permit would include the reconstruction and restoration of the existing City Drain Pipe. The City of Willmar agrees that the City Drain Pipe will be designed and constructed according to BNSF Utility Accommodation Policy. Bolton & Menk will complete the design and construction oversight to meet BNSF permitted provisions. The permitting, design, and construction of the City Drain Pipe Permit must be completed by June 1, 2025. The work is exhibited in the **attached Figure 1**.

SCOPE OF SERVICES

The tasks associated with the Design and Construction Services for the improvements are as follows:

1. Preliminary Design

A Bolton & Menk survey crew will obtain topographical data based on NAD 83 horizontal and NAVD 88 vertical datums along the project areas not previously included in the Improvement PER and Preliminary Survey Professional Services Agreement. A Gopher State One Call ticket will be generated for the project. Bolton & Menk will work with City and private utilities to verify utilities are accounted for.

Bolton & Menk will prepare 30% plans and a cost estimate for the improvements and review them with City staff.

2. Permits

Bolton & Menk will prepare and submit on behalf of the City a permit application to BNSF's permitting agent including the engineering plans for the City Drain Tile Crossing using BNSF's permitting website: <https://bnsf.railpermitting.com>. Per Permit, Bolton & Menk will coordinate with BNSF on all aspects of the installation of the City Drain Pipe Crossing on the City Drain Pipe Premises. All costs associated with the City Drain Pipe Crossing will be at the City's sole expense, including flagging and inspection costs incurred by BNSF, except that BNSF agrees to waive its normal application processing. The City Drain Pipe Permit must be fully executed prior to any work taking place on BNSF property.

MNDOT, Kandiyohi County, MNDNR, and Hawk Creek permitting requirements will be reviewed during project design. Bolton & Menk will coordinate and complete permit applications with anticipating a work within road right of way permit for the State and County will be needed. In addition, the outlet to Hawk Creek will need a permit from MNDNR or the Hawk Creek Watershed claiming jurisdiction will be completed by Bolton & Menk. All permit fees will be the responsibility of the City of Willmar. As part of the permitting process, Bolton & Menk will verify and document regulations associated with the improvements.

3. Design

The City Drain Pipe will be designed and constructed according to the edition of the publicly available BNSF Utility Accommodation Policy that is current at the time of the permit application.

Bolton & Menk will provide 90% design plans and a project manual including technical specifications with BMP requirements for the review of the City. A utility meeting will be held to verify the location of all existing utilities and identify any conflicts. Following review of the 90% plans, final plans and specifications incorporating comments received will be prepared for the projects. In addition, a construction cost estimate will be provided.

4. Bidding

Bolton & Menk will prepare the project advertisement for bids while working closely with City staff to ensure the bid opening date fits with Council meeting schedules. The projects will be advertised for a minimum of 21 days in the West Central Tribune, QuestCDN, and our website. Advertisement costs will be the responsibility of the City of Willmar.

Bolton & Menk will distribute bidding documents, prepare any required addenda, conduct the projects bid openings, and prepare contract documents.

5. Construction Services

Bolton & Menk will administer the construction contract, ensuring compliance with the contract & permitting documents on behalf of the City while communicating regularly with City staff. We will also provide construction staking and construction observation for the improvements. The Resident Project Representative will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the contract documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents.

In addition, the RPR will review and approve shop drawings, and samples as well as log and track all submittals. Substitutes proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. The RPR will document the contractor's progress and prepare and process payment applications based on the work completed. Upon completion of the projects, Bolton & Menk will prepare record drawings of the project.

6. Project Close-Out

Prior to recommending approval of the final project payment applications, Bolton & Menk will verify all information required by the contract documents is accounted for and a copy of the information exists in the hard copy and electronic project files. We will conduct a final review of the projects with City staff for the purpose of preparing final project punch lists prior to final project payment being issued to the contractor. After all project punch lists items have been completed and all paperwork required by the contract has been received from the contractor, Bolton & Menk will prepare a letter of acceptance recommending final payment be made to close the contract.

7. Project Management

Bolton & Menk staff will meet with concerned citizens to discuss the projects and address questions and concerns in a timely manner. We also understand the importance of good communication with all City staff and will provide the information required from the projects to maintain the City's record system. Bolton & Menk will keep the City Council and staff informed on the status of the projects and attend meetings when the projects are on the agenda to present information regarding the project and respond to questions. Bolton & Menk will provide necessary meeting material. Upon completion of the projects, we will also provide the City with electronic copies of the entire project file.

This proposal does not include any services related to geotechnical investigations or construction materials testing.

PRELIMINARY SCHEDULE

Bolton & Menk will immediately initiate providing the scope of services following execution of this proposal. We understand that the settlement agreement was intended to be completed by September 30, 2024. An extension for June 1, 2025 was filed and accepted by BNSF. Bolton & Menk will expediently and diligently complete our scope of services to help the City of Willmar meet this completion date. We understand that the schedule of the project will be driven and adjusted by permitting authority and BNSF provisions related to the project.

COMPENSATION

We propose to complete the services identified in the above Scope of Services above for an HOURLY NOT TO EXCEED fee of **\$89,920**. We will submit invoices for payment monthly based on the time spent completing the scope of services identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope

initiated by the Owner may require an additional fee. In addition, Bolton & Menk is also willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

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

Sincerely,

Bolton & Menk, Inc.

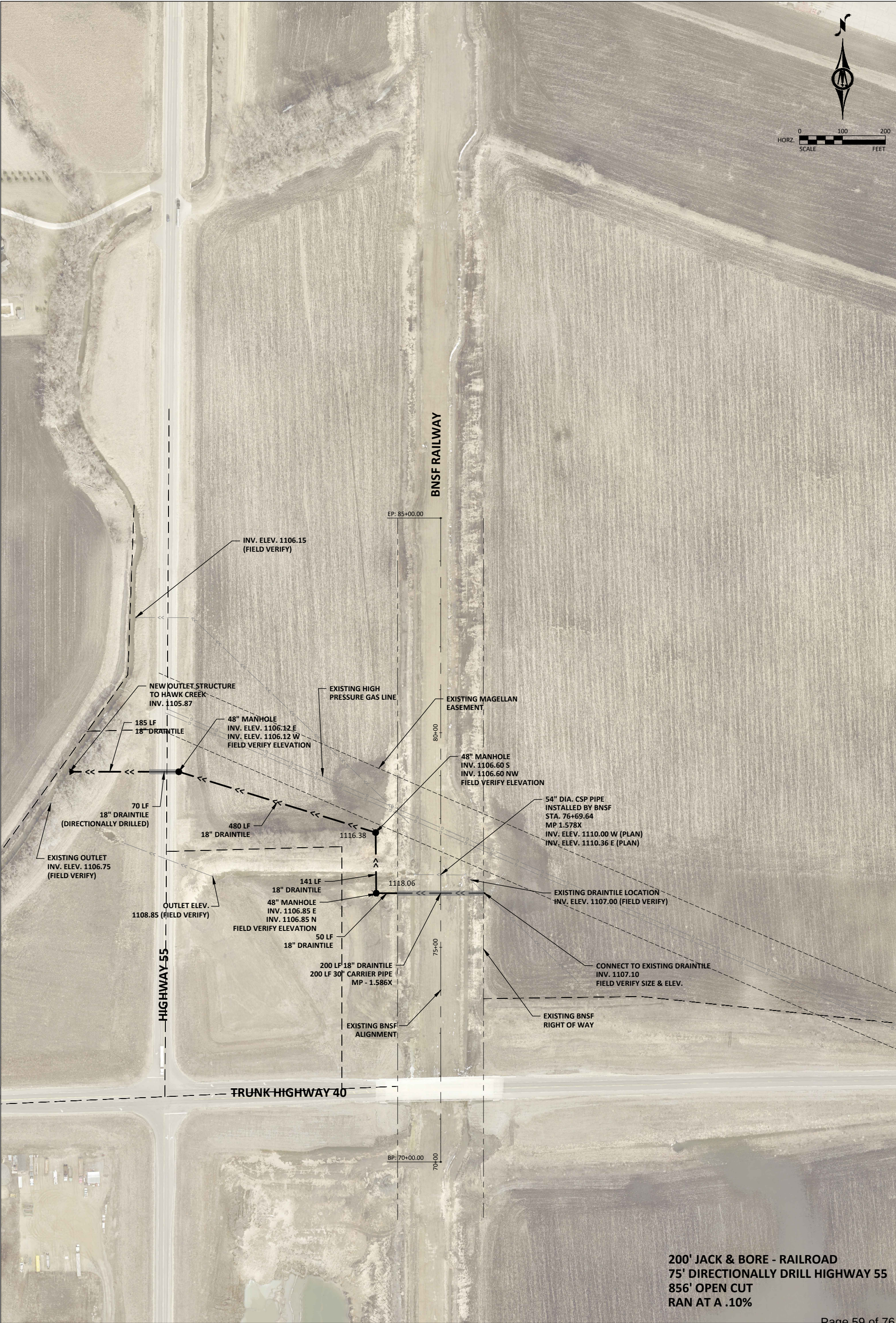


Joshua J. Halvorson

Principal Engineer

Attachment

Cc: Jared Voge, City Engineer
Spencer Johnson, Project Manager



H:\WILL\0W\1133230\CAD\C3D\NTY 40 DRAINTILE REPAIR\133230 Figures.dwg 10/21/2024 12:59:34 PM

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (hereinafter “*Agreement*”) is entered into on this 28th day of June, 2023 (the “*Effective Date*”), by and between **BNSF Railway Company**, a Delaware corporation (“*BNSF*”); **Kandiyohi County**, a political subdivision of the State of Minnesota (the “*County*”); the **City of Willmar**, a political subdivision of the State of Minnesota (the “*City*”); and the **State of Minnesota, through its Department of Transportation (“MnDOT”)** (the County, the City and MnDOT, collectively, “*Public Partners*” and the Public Partners and BNSF, each a “*Party*” and collectively, the “*Parties*”).

RECITALS:

A. The Parties entered into a public-private partnership to acquire, by purchase or eminent domain, multiple parcels of real property all located in Kandiyohi County, Minnesota, replat the same, and transfer, between the Parties, multiple parcels of such property for the purpose of (i) diverting rail traffic out of the city center of the City of Willmar and creating future rail access to a future industrial park presently owned by the City of Willmar, by constructing a direct rail connection between two existing BNSF tracks outside the city center in Willmar; and (ii) to further improve, relocate and reconstruct certain county and state roads located in the identified area west of the city center of Willmar. The project is known as the Willmar Rail Connector and Industrial Park Access Project (the “*Project*”);

B. The Parties entered into a series of agreements for the Project including the Master Cooperation Agreement, the Transfer Agreement between MnDOT, the County, and BNSF, the Transfer Agreement between the County and BNSF, and the Purchase and Sale Agreement between the City and BNSF, all of which have been and/or will be amended from time to time;

C. Pursuant to the Transfer Agreements, the Public Partners acquired and conveyed certain real property to BNSF as part of the Project, which included, without limitation, real property which is the subject of this Agreement: (i) the real property as shown and designated on **Exhibit A** attached hereto and incorporated herein by reference as the “*County Drain Pipe Crossing Premises*,” (ii) the real property shown and designated on **Exhibit A** as the “*County Field Tile Premises*,” which has, following conveyance of the County Drain Tile Premises and construction by BNSF of its portion of the Project, experienced flooding that originates from the adjacent County-owned property as a result of drain tile severing and (iii) the real property as shown and designated on **Exhibit A** as the “*City Drain Pipe Premises*,” which has, following conveyance of the City Drain Pipe Premises and construction by BNSF of its portion of the Project, experienced bottom up erosion that originates from drainage tile owned by the City that was bulk headed during the Project (the County Drain Pipe Crossing Premises, the County Field Tile Premises, and the City Drain Pipe Premises are collectively referred to herein as the “*Premises*”);

D. The Public Partners were not aware of the drain tile existence, drain tile issues and/or did not reserve rights over the Premises that would require BNSF to maintain the drain tile that existed within the Premises prior to conveyance of the Premises to BNSF, and, in the spirit of the Public-Private partnership, the Parties desire and intend to resolve these issues through this Agreement; and

E. During construction of the Project, BNSF’s contractor relocated soil (the “*Displaced Soil*”) onto the County’s adjacent real property in the area designated on **Exhibit A** as the “*Soil Pile*”) with the County’s knowledge, but BNSF’s contractor included construction material and/or demolition debris in the Displaced Soil without the County’s consent. The County intends to use the Displaced Soil for a future County construction project, and the Parties have yet to enter into an agreement on the terms of the use of the Displaced Soil, and, in the spirit of the Public-Private partnership, the Parties desire and intend to resolve this issue through this Agreement.

AGREEMENT

NOW, THEREFORE, for mutual valuable consideration, the sufficiency of which has been agreed to by the Parties, the Parties agree as follows:

1. **County Drain Pipe Permit.** The County shall apply for, and BNSF and the County shall execute a Permit for the benefit of the County, substantially in the form attached hereto as **Exhibit B** (the “***County Drain Pipe Crossing Permit***”). The County Drain Pipe Crossing Permit shall permit the County to maintain the drain tile crossing on BNSF’s right-of-way as permitted therein (the “***County Drain Pipe Crossing***”) subject to certain terms and conditions. The County shall submit a permit application for the County Drain Pipe Crossing to BNSF’s permitting agent using BNSF’s permitting website: <https://bnsf.railpermitting.com>. The County agrees that any improvements to the County Drain Pipe Crossing will be designed and constructed according to the edition of the publicly available *BNSF Utility Accommodation Policy* that is current at the time a permit application is submitted, unless granted a written variance by BNSF. The County will coordinate with BNSF on all aspects of improvements and repairs to the County Drain Pipe Crossing on the County Drain Pipe Crossing Premises. All costs associated with the County Drain Pipe Crossing will be at the County’s sole expense, including flagging and inspection costs incurred by BNSF, except that BNSF agrees to waive its normal application processing costs and license fees for the County Drain Pipe Crossing Permit. The County agrees that improvements or repairs to the County Drain Pipe Crossing sought in the County Drain Pipe Crossing Permit (if any) shall be completed on the County Drain Pipe Premises no later than August 1, 2023, unless the County and BNSF agree in writing to a later date. The County Drain Pipe Permit must be fully executed prior to any work taking place on BNSF property. BNSF represents that it typically takes up to thirty (30) days from the time an application is submitted on its website until a permit is available for the County to sign; furthermore, once the County has signed and provided proof of the required insurance, it typically takes approximately ten (10) days for BNSF to execute and return the completed permit.

2. **County Drain Tile Reconfiguration.** The County shall reconfigure the County’s drain tile within the County Field Tile Premises to prevent the severed tile system from draining into BNSF’s property (the “***County Field Tile Reconfiguration***”). The County agrees to coordinate with BNSF on all aspects of the County Field Tile Reconfiguration to the extent the County will be required to use and enter BNSF’s property. Upon completion by the County of the County Field Tile Reconfiguration, BNSF agrees to pay to the County one-third (1/3) of the costs of the County Field Tile Reconfiguration, but in no event shall BNSF be obligated to pay more than \$50,000. The County shall be responsible for the remaining costs. The County and other Public Partners may make other agreements amongst themselves for the allocation of the remaining costs. The County agrees that the County Field Tile Reconfiguration shall be completed on the County Field Tile Premises no later than August 1, 2023, unless the County and BNSF agree in writing to a later date.

3. **City Drain Pipe Permit.** The City shall apply for, and BNSF and the City shall execute a Permit for the benefit of the City, substantially in the form attached hereto as **Exhibit C** (the “***City Drain Pipe Permit***”). The City Drain Pipe Permit shall permit the City to install a drain tile crossing within the City Drain Pipe Premises on BNSF’s right-of-way (the “***City Drain Pipe Crossing***”), subject to certain terms and conditions. The City shall submit a permit application including the engineering plans for the City Drain Tile Crossing to BNSF’s permitting agent using BNSF’s permitting website: <https://bnsf.railpermitting.com>. The City agrees that the City Drain Pipe will be designed and constructed according to the edition of the publicly available *BNSF Utility Accommodation Policy* that is current at the time the permit application is submitted, unless granted a written variance by BNSF, and will coordinate with BNSF on all aspects of the installation of the City Drain Pipe Crossing on the City Drain Pipe Premises. All costs associated with the City Drain Pipe Crossing will be at the City’s sole expense, including flagging and inspection costs incurred by BNSF, except that BNSF agrees to waive its normal application processing

costs and license fees for the initial installation of the City Drain Pipe Crossing. The City agrees that the City Drain Pipe Crossing shall be completed on the City Drain Pipe Premises no later than September 30, 2024, unless the City and BNSF agree in writing to a later date. The City Drain Pipe Permit must be fully executed prior to any work taking place on BNSF property. BNSF represents that it typically takes up to thirty (30) days from the time an application is submitted on its website until a permit is available for the City to sign; furthermore, once the City has signed and provided proof of the required insurance, it typically takes approximately ten (10) days for BNSF to execute and return the completed permit.

4. **Soil Placement Agreement.** Contemporaneously with the signing of this Agreement, BNSF and the County shall sign a Soil Placement Agreement in the form attached hereto as **Exhibit D** and incorporated herein by reference (the “**Soil Placement Agreement**”). BNSF will remove construction material and/or demolition debris and any other non-soil material from the Displaced Soil in the Soil Pile. The County will handle and use the soil or materials located in the Soil Pile at its expense and in compliance with the Soil Placement Agreement.

5. **Release.** Other than its obligations in this Agreement and its Exhibits, the Parties, on behalf of itself, insurers, directors, officers, employees, shareholders, successors, assigns, subsidiaries, divisions, consultants, subconsultants, and agents, hereby forever fully releases and discharges the other Parties to this Agreement and their insurers, directors, officers, employees, shareholders, successors, assigns, subsidiaries, divisions, consultants, subconsultants, and agents from any and all claims, actions, or demands of any kind arising out of or relating in any way to the drainage issues on the Premises or the Displaced Soil, including without limitation, claims for trespass, nuisance, contribution, or breach of contract, that existed up through the Effective Date of this Agreement.

6. **Non-Admission.** This Agreement does not constitute an admission by any Party to this Agreement. The Parties have entered into this Agreement for the purposes of resolving the aforementioned claims to avoid the burden, expense, and delay of litigation. This Agreement constitutes a compromise of claims.

7. **Attorney’s Fees, Costs, Disbursements, and Expenses.** The Parties acknowledge that they are responsible for their own attorney’s fees, costs, disbursements, and expenses incurred in connection with this matter. However, should any Party fail to perform under this Agreement, any Party seeking to enforce this Agreement shall be entitled to all costs and attorney’s fees incurred in enforcing this Agreement, if so ordered by a court, upon prevailing in an action to enforce the Agreement.

8. **Representations.** The Parties represent and certify that they are voluntarily entering into this Agreement, that none of the Parties nor their agents, representatives or attorneys made any representations concerning the terms or effects of the Agreement other than those contained herein.

9. **Entire Agreement and Effective Date.** The terms of this Agreement and its Exhibits herein, supersede and terminate all prior oral and written agreements and communications between the Parties related to the drain tile issues and soil matters referenced herein or in the exhibits hereto. This Agreement contains all of the agreements between the Parties as to such subject matters contained herein, and they have no other written or oral agreements. This Agreement shall not be effective until the Parties have signed the Agreement.

10. **Execution.** This Agreement may be executed in counterparts, each of which will be deemed an original and shall be deemed executed upon the signing of the counterparts by the Parties.

IN WITNESS WHEREOF, the Parties state that each has read this Agreement and understand its meaning and intent, that each party has had adequate time and opportunity to consult with legal counsel prior to executing this Agreement, and that each party knowingly and willingly intends to be legally bound by this Agreement.

[The remainder of this page is intentionally left blank, signature pages to follow]

Dated: 8/4/2023

BNSF RAILWAY COMPANY,
a Delaware corporation

By: Constance Hester
Its Associate General Counsel

Dated: July 19, 2023

**KANDIYOHI COUNTY,
a political subdivision of the State of
Minnesota**

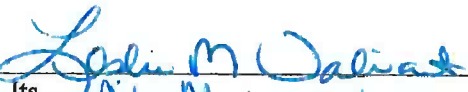
By: Randy Melieko
Its Chair

By: Kelsey Baker
Its Administrator

Dated: July 17, 2023

THE CITY OF WILLMAR,
a political subdivision of the State of Minnesota

By: 
Its Mayor

By: 
Its City Administrator

Dated: June 30, 2023

**STATE OF MINNESOTA, THROUGH ITS
DEPARTMENT OF TRANSPORTATION**

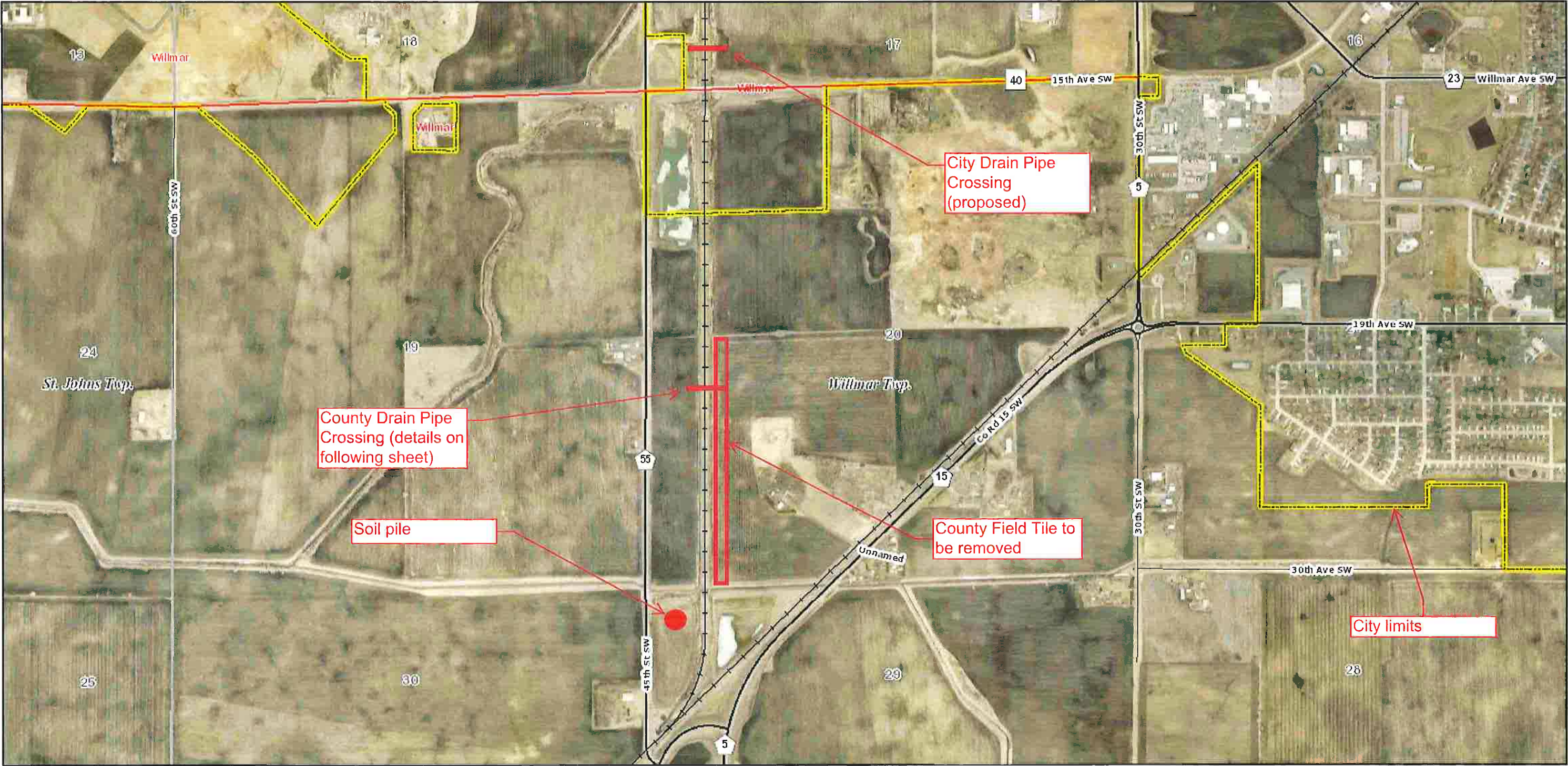
By: Jean Wallace Digitally signed by Jean Wallace
Date: 2023.06.30 13:36:40 -05'00'
Its Deputy Commissioner & Chief Engineer

By: _____
Its _____

EXHIBITS:

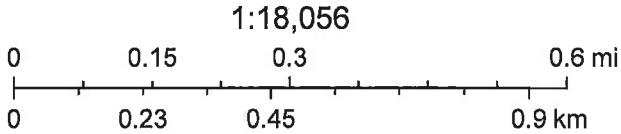
Exhibit A: Map of County Drain Tile Premises, City Drain Tile Premises and Soil Storage Area
Exhibit B: County Drain Tile Permit
Exhibit C: City Drain Tile Permit
Exhibit D: Soil Placement Agreement

Kandiyohi County GIS



1/20/2023, 4:27:41 PM

- | | | | | |
|----------------|---------------|---------------------|---------|--------------|
| → Railroad | — Township | — County Gravel | — State | Labels |
| Township Roads | County Gravel | — County | — Lines | City Limits |
| US | County | US & State Highways | Labels | Waters-Lakes |
| State | | US | | |



RESOLUTION NO. 2023-125

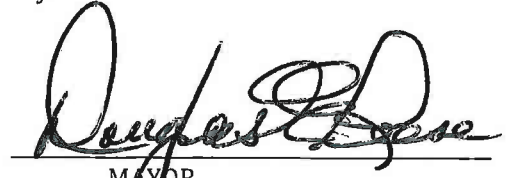
RESOLUTION ENTERING INTO SETTLEMENT AGREEMENT BETWEEN CITY OF WILLMAR,
BNSF RAILWAY, AND KANDIYOHI COUNTY

Motion By: Fagerlie

Second By: Butterfield

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 enter into the Settlement Agreement between the City of Willmar, BNSF Railway Company, Kandiyohi County, Kandiyohi County.

Dated this 17th day of July, 2023.


MAYOR

Attest:


CITY CLERK



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Advertisement for Bids: Project No. 2501-A 20th St SE Reconstruction		

RECOMMENDED ACTION:

Adopt the resolution approving plans and specifications and authorize advertisement for bids on Project No. 2501-A.

OVERVIEW:

Project No. 2501-A, the reconstruction of 20th Street SE, has been designed and is ready for bidding. Council action is required for the approval of plans and specifications and to authorize advertisement for bids. Bids are scheduled to be opened on February 19th at 1:30 p.m.

BUDGETARY/FISCAL ISSUES:

Funding sources for the project include assessments, Willmar Municipal Utilities, Wastewater, and City funds.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. RESOLUTION- APPROVE SPECS & ADV. FOR BIDS PROJECT NO 2501-A
2. Project No. 2501-A Title Sheet

RESOLUTION NO. _____

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO 2501-A.**

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2501-A for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of January, 2025

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Advertisement for Bids: Project No. 2508 Seal Coating		

RECOMMENDED ACTION:

Adopt the resolution approving plans and specifications and authorize advertisement for bids on Project No. 2508.

OVERVIEW:

Project No. 2508, the 2025 seal coat improvements, has been designed and is ready for bidding. Council action is required for the approval of plans and specifications and to authorize advertisement for bids. Bids are scheduled to be opened on February 19th beginning at 1:45 p.m.

BUDGETARY/FISCAL ISSUES:

The funding source for the project is Public Works operating budget.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. RESOLUTION- APPROVE SPECS & ADV. FOR BIDS PROJECT NO 2508
2. Project No. 2508 2025 Seal Coat Map

RESOLUTION NO. _____

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR PROJECT NO 2508.**

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 2508 for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of January, 2025

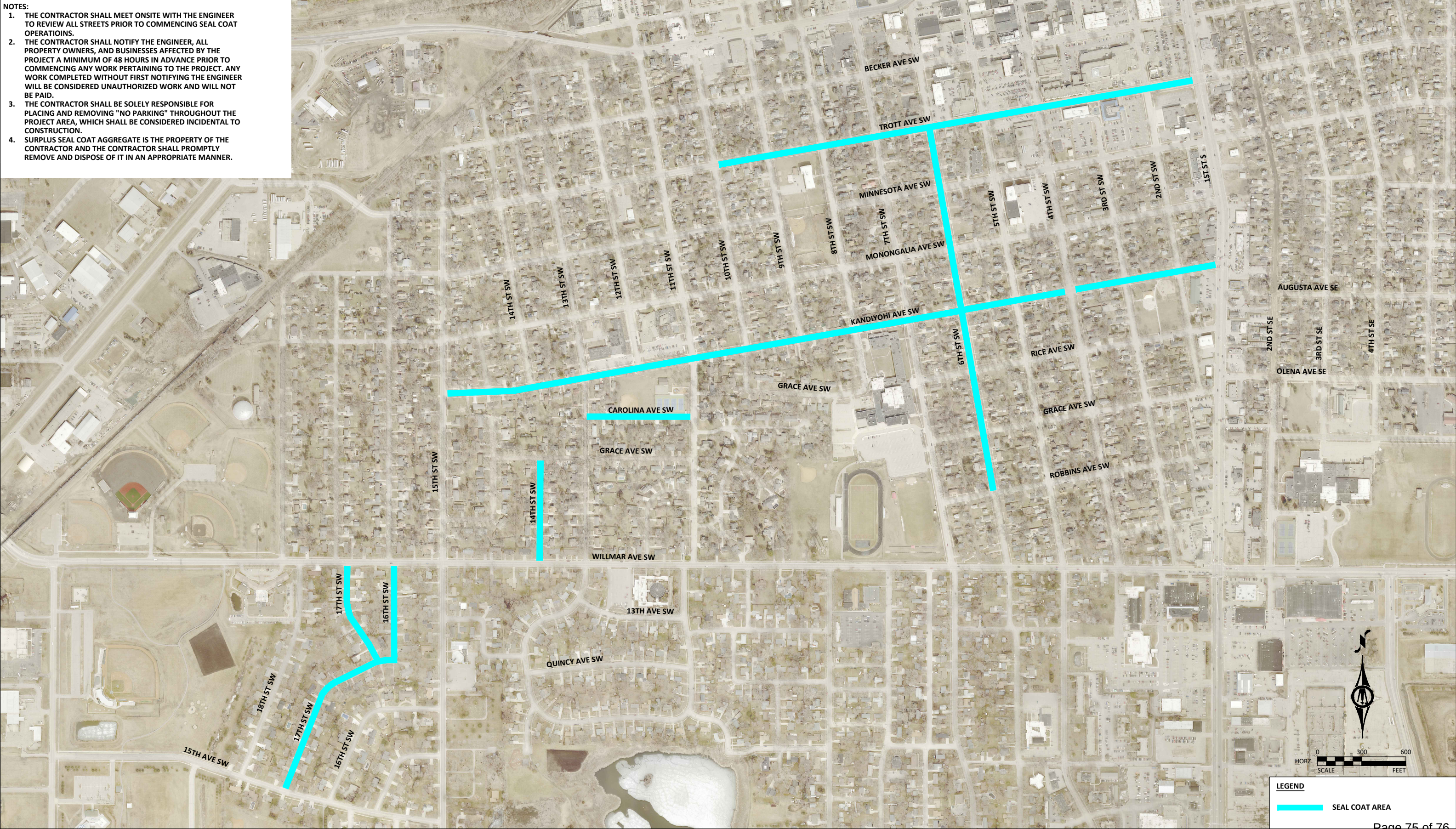
Mayor

Attest:

City Clerk

NOTES:

1. THE CONTRACTOR SHALL MEET ONSITE WITH THE ENGINEER TO REVIEW ALL STREETS PRIOR TO COMMENCING SEAL COAT OPERATIONS.
2. THE CONTRACTOR SHALL NOTIFY THE ENGINEER, ALL PROPERTY OWNERS, AND BUSINESSES AFFECTED BY THE PROJECT A MINIMUM OF 48 HOURS IN ADVANCE PRIOR TO COMMENCING ANY WORK PERTAINING TO THE PROJECT. ANY WORK COMPLETED WITHOUT FIRST NOTIFYING THE ENGINEER WILL BE CONSIDERED UNAUTHORIZED WORK AND WILL NOT BE PAID.
3. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR PLACING AND REMOVING "NO PARKING" THROUGHOUT THE PROJECT AREA, WHICH SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
4. SURPLUS SEAL COAT AGGREGATE IS THE PROPERTY OF THE CONTRACTOR AND THE CONTRACTOR SHALL PROMPTLY REMOVE AND DISPOSE OF IT IN AN APPROPRIATE MANNER.





City Council Action Request

Council Meeting Date:	January 21, 2025	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	City Council Work Session, Monday, February 10, 2025, at 6:30 PM		

RECOMMENDED ACTION:

Call for a City Council Work Session on Monday, February 10, at 6:30 PM

OVERVIEW:

City staff would like to update the City Council during a work session on the Connect Willmar Initiative and the Federal EDA Grant Industrial Park Project. This meeting will be held at the Fire Hall Training Room.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

Alternative Dates and Times

ATTACHMENTS:

None