WILLMAR CITY COUNCIL MEETING

MONDAY, APRIL 21, 2025 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

[INGORE_INDENT]

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 April 7, 2025
   B. Willmar Municipal Utilities Draft Minutes April 14, 2025
   C. Consideration of a Municipal Owned Property On-Sale Liquor License Holder Permit –Spurs Corporation
   D. Consideration of Sale of THC Product License- LeafLine Labs, LLC dba RISE Willmar
   E. Statutory Municipal Liability Coverage Limits - City Options
   F. Accounts Payable Report, 4/3/25 - 4/16/25

   Information:

   G. WMU Financial Report for February 2025
   H. Finance Report through 3/31/2025
   I. Director Reports
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business

   J. Fiber Network Phase I Project - Amendment # 1
   K. Comprehensive Plan Joint Work Session
10. "Community Pride" Announcements
11. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
Willmar Municipal Utilities
700 Litchfield Ave SW, Willmar, MN 56201

April 7, 2025
6:30 PM

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Tom Gilbertson, Steve Gardner, Rick Fagerlie, Vicki Davis, Tom Butterfield, and Carl Shuldes, Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Interim Police Chief Michael Holme, Police Captain Michael Anderson, 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.

Council Member Ask requested to have item 10B removed from the agenda.

Council Member Ask moved to **Approve the Agenda as Amended**. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

Consent Agenda

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

A. City Council Minutes of March 17, 2025
B. Joint City Council and Planning Commission Work Session Minutes March 24, 2025
C. Willmar Municipal Utilities Commission Retreat Minutes of March 21, 2025
D. Willmar Municipal Utilities Commission Minutes of March 24, 2025
~~E. Planning Commission Minutes of March 19, 2025~~
F. Willmar Police Commission Meeting Minutes of February 3, 2025
G. Willmar Police Commission Meeting Minutes of February 12, 2025
H. Willmar Police Commission Meeting Minutes of March 10, 2025

I. ~~Establishing 2025 Municipal State Aid Streets~~

J. **Resolution No. 2025-044** Local Government Resolution, Business Development Infrastructure Application

K. ~~Agricultural Land Lease Extension~~

L. Willmar Community Theatre Inc. Lawful Gambling Application

M. Accounts Payable Report, 3/13/25 -

4/2/25 Information:

Monthly Building Reports March 2025

New Appointments to Boards/Commissions

Council Member Nelsen pulled items 5E, 5I, and 5K for additional discussion.

Council Member Ask moved to **Approve the remaining Consent Agenda Items**. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

E. **Planning Commission Minutes of March 19, 2025**

Council Member Nelsen asked why they are allowing a subdivision that creates a landlocked parcel. Director Corbett stated that he would need a little time before he could provide an answer.

I . **Establishing 2025 Municipal State Aid Streets**

Council Member Nelsen stated that we have many municipal state streets in the city and asked if we can only do one street or could we do multiple. City Engineer Jared Voge stated that we are allowed to do more than one but said that we only have 1/4 mile available at this time. Council Member Nelsen moved to **Adopt Resolution No. 2025-043 Establishing 2025 Municipal State Aid Streets.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

K. **Agriculture Land Lease Extension**

Council Member Nelsen asked why the forms in the packet were blank and wondered if there was a proposal ready for approval. Director Box said the forms are examples but reference a current land agreement with a current contract. This request is to extend the contract an additional 9 years beyond the current contract with an increased rent price of $100/acre. The language of the contract will remain the same. Council Member Nelsen moved to **Adopt Resolution No. 2025-045 Agriculture Land Lease Extension**. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

E. **Planning Commission Minutes of March 19, 2025**

Director Corbett informed the Council that there are negotiations with the neighboring property owner to have an easement to access the holding pond and that negotiation process is taking place privately. The city is not involved in those negotiations. Council Member Nelsen moved to **Approve the Planning Commission Minutes of March 19, 2025**. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

Open Forum

Bruce DeBlieck, 622 19th Street SE, Willmar, spoke in support of the Municipal Utilities' proposals and the services that they have offered.

Public Hearing

A. **Gorton Avenue Right of Way Vacation**

Public Works Director Justin DeLeeuw provided information regarding the need for the Right of Way Vacation. Mayor Reese opened the public hearing at 6:44 PM. There being no one present to speak for or against the proposed ordinance, Mayor Reese closed the public hearing at 6:44 PM. A motion to **Adopt Resolution No. 2025-046 Gorton Avenue Right of Way Vacation** was introduced by Council Member Gilbertson. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Gilbertson moved to **Adopt Resolution No. 2025-047 Approving and Accepting the Gorton Avenue NW Easement Agreement.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

B. Fischer First Addition Zoning Map Amendment Proposed Ordinance and Replat

Planning and Development Director Christopher Corbett provided pertinent information Regarding the Request by Property Owner Ben Fischer to have parcel 95-630-0830 rezoned from R-2 to GB-3 to allow Fischer to operate the house as a triplex. Mayor Reese opened the Public Hearing at 6:47 PM.

Ben Fischer spoke to Council asking why this process is taking so long to get done.

There being no further comments from the public, Mayor Reese closed the Public Hearing at 6:50 PM. Council Member Butterfield moved to **Approve Ordinance No. 1535 Amending Municipal Ordinance No. 1060, The Willmar Zoning Ordinance; to rezone Parcel 95-630-0830 from Residential -2 (R-2) to General Business -3 (GB-3).** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

Council Member Shuldes moved to **Publish Ordinance No. 1535 by Summary.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

A motion was made by Council Member Gilbertson to **Approve the Fischer First Addition Preliminary and Final Plat.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

Regular Business

A. Willmar Municipal Utilities Commission Meeting Minutes of February 24, 2025

Operations Director Kyle Box presented 3 options to the council. (1)Adopt resolution approving the MUC minutes of February 24, 2025, (2)overrule the minutes or (3)do nothing which would have the same effect as approving. Utilities General Manager Jarron Smith summarized the memo in the packet. Council Member Ask moved to **Overrule the Willmar Municipal Utilities Commission Meeting Minutes of February 24, 2025.** Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

Following the vote, Council Member Nelsen suggested that it may be beneficial to call for a joint session between the Council and the Utilities Commission to meet with them and work together to find a suitable location. Mayor Reese stated that it may be more appropriate for staff from both entities to meet to work out needs and locations. City Administrator Leslie Valiant said there was a meeting last week where City staff offered to help WMU determine needs and locations that could work. Ask feels the council should meet with the commission. Gilbertson shares the same concern as the mayor. He applauded the commission for working hard to find a location.

~~B. **Police Chief Selection**~~

This item was removed from the agenda.

C. **Project No. 2503-C Technology Drive Improvements Bid Award**

City Engineer Jared Voge provided information for Project No. 2503-C Technology Drive Improvements and called for council to award the bid to Duininck, Inc. in the amount of $746,051. A motion was made by Council Member Fagerlie to **Approve Resolution No. 2025-049 awarding the bid to Duininck, Inc. in the Amount of $746,051.** Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Ask moved to **Adopt Resolution No. 2025-050 Approving the as-bid budget for Project No. 2503-C in the amount of $915,500.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

D. **Wastewater Treatment Facility Biosolids Tanker Purchase**

Public Works Director Justin DeLeeuw requested approval to purchase a 2025 Brenner double conical trailer with offload system from Courtland Waste Hauling Inc. A motion was made by Council Member Nelsen to **Adopt Resolution No. 2025-051 Approving the Purchase of a 2025 Brenner double conical trailer with offload system from Courtland Waste Hauling Inc. for $210,600.00.** 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes
Noes	None

E. **Resolution to Acknowledge Donations for the First Quarter of 2025**

City Clerk Vernae Larsen presented the Donations for the First Quarter of 2025. Council Member Gilbertson moved to approve **Resolution No. 2025-052 Acknowledging the Donations for the First Quarter of 2025**. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

Noes None

F. **City Council Work Session, Capital Improvement Program Tour, April 17, 2025**

City Administrator Leslie Valiant informed the Council that there is City tour scheduled for April 17 starting at 10 AM to see the City's Capitol Improvement needs. Lunch will be provided. Staff feels it would be beneficial for Council to see the needs of the CIP before entering CIP budget discussions.

G. **City Council Work Session, Wednesday, April 23, 2025 4 PM**

City Administrator Leslie Valiant would like to schedule another work session for April 23, 2025 at 4 PM to discuss the Comprehensive Plan. Requests were made by several Council Members to change the date and time. It was decided to schedule the work session for Thursday, May 1, 2025 at 5 PM at the Fire Station, providing it is available.

Having no further business, Council Member Shuldes moved to **Adjourn** at 7:25 p.m. 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 Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

Noes None

____

MAYOR

Attest:

____

CITY CLERK

Resolution No. 2025-043

A RESOLTUION ESTABLISHING MUNICIPAL STATE STREETS.

Motion By: Nelsen Second By: Fagerlie

WHEREAS, it appears to the City Council of the City of Willmar that the streets hereinafter described should be designated as a Municipal State Aid Street under the provisions of Minnesota Law, as follows:

NOW THEREFORE IT BE RESOLVED, BY THE City Council of the City of Willmar that the streets described as follows, to-wit:

6th Street SE from Willmar Avenue to Olena Avenue (0.25 miles) be, and hereby are established, located, and designated as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration, and that upon their approval of the designation of said streets or portions thereof, that same be constructed, improved, and maintained as a Municipal State Aid Streets of the City of Willmar, to be numbered and known as Municipal State Aid Streets.

Dated this 7th day of April, 2025.

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the City Council of said City on April 7, 2025.

/S/Vernae Larsen

City Clerk

(SEAL)

City of Willmar

RESOLUTION NO. 2025-044

LOCAL GOVERNMENT RESOLUTION
BUSINESS DEVELOPMENT INFRASTRUCTURE APPLICATION

Motion By: Ask Second By: Butterfield

BE IT RESOLVED that the City of Willmar act as the legal sponsor for project(s) contained in the Business Development Infrastructure Application to be submitted on or before April 21, 2025 and that Mayor and City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Willmar.

BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Willmar has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Willmar may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-BDPI source(s) of funds identified in the sources and uses outline in the application in the total amount of $1,871,942 are committed and adequate to fully fund the project identified in the application. -

BE IT FURTHER RESOLVED that the sources of the Applicant's matching funds shall be the Industrial Park fund which has adequate funding to cover the commitment.

BE IT FURTHER RESOLVED that per MN statute 116J.431 Subd 7, the City of Willmar understands the grant may be cancelled if the project identified in the Application is not proceeding within 18 months of the execution of a grant agreement, or if not complete after five years of any grant award.

BE IT FURTHER RESOLVED that the City of Willmar acknowledges that allowing an ineligible business to locate in the area directly served by the funded infrastructure may trigger a default of the grant and cause repayment by the City of Willmar.

The City of Willmar certifies that it will comply with all applicable laws, regulations, and rules of the Business Development Infrastructure Application.

NOW, THEREFORE BE IT RESOLVED that Mayor and City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Willmar City Council of the City of Wilmar on April 7, 2025.

SIGNED:	WITNESSED:
Douglas E. Reese	(Signature)
/S/Douglas E. Reese	/S/Vernae Larsen
Title and date	Title and date
Mayor April 7, 2025	City Clerk April 7, 2025

SIGNED:	WITNESSED:
Leslie M. Valiant	(Signature)
/S/Leslie Valiant	/S/Vernae Larsen
Title and date	Title and date
City Administrator April 7, 2025	City Clerk April 7, 2025

RESOLUTION NO. 2025-045

A RESOLUTION AUTHORIZING THE AMENDMENT TO THE AGRICULTURAL LAND LEASE AGREEMENT FOR ROW 3

Motion By: Nelsen Second By: Fagerlie

BE IT RESOLVED, by the City Council of the City of Willmar, that he amendment to ROW 3 Agricultural Land Lease Agreement for the period of January 1, 2027 to December 31, 2035 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to sign the extension with the lessee for the terms and considerations of the contract.

Dated this 7th day of April, 2025

/S/Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-046

A RESOLUTION VACATING A PORTION OF PUBLIC RIGHT-OF-WAY

Motion By: Gilbertson Second By: Ask

WHEREAS, the Willmar City Council ("Council") adopted Resolution No. 2025-025, dated February 18th, 2025, initiating and referring to the Willmar Planning Commission the vacation of a portion of the Gorton Avenue NW right-of-way situated in the City of Willmar, Kandiyohi County, Minnesota more particularly described therein, (the "proposed vacation"): and

WHEREAS, the Willmar Planning Commission considered the proposed vacation pursuant to Charter Section 9.01, subdivision 3, and adopted Resolution 2025-01, dated March 19th, 2025, recommending that the Council proceed with the proposed vacation; and

WHEREAS, a public hearing on the proposed vacations was ordered by Willmar City Council in its Resolution No. 2025-025, dated February 18th, 2025, and thereafter conducted by the Willmar City Council on April 7th, 2025, pursuant to Subdivision 6 of Section 9.01 of the Willmar City Charter; and

WHEREAS, mailed notice of the public hearing on the proposed vacation was sent to all record owners of real property located within 600 feet of the Property on March 12th, 2025, and notice of the public hearing on the proposed vacation was published in the City's official newspaper on March 8th, 2025, and again on March 15th, 2025, as evidenced by the Affidavit of Mailing and Publication attached hereto as Exhibit A, in satisfaction of the requirements of Subdivision 6 of Section 9.01 of the Willmar City Charter; and

WHEREAS, the City Council of Willmar finds that it is in the best interest of the City of Willmar to vacate a portion of the right-of-way, as described below and as depicted in the attached Exhibit B, subject to the terms and conditions of vacation set forth herein.

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

1. A portion of the Gorton Avenue NW right-of-way, as described below and as depicted in the attached Exhibit B, is hereby vacated, subject to the condition set forth in Paragraph 2 below:

   That part of GORTON AVENUE, as delineated and dedicated on HUMMEL'S ADDITION, according to the recorded plat thereof, Kandiyohi County, Minnesota, lying southerly and westerly of the following described line:

   Commencing at the northwest corner of the Northwest Quarter of Section 16, Township 119, Range 35, said Kandiyohi County, Minnesota; thence on an assumed bearing of South 88 degrees 51 minutes 27 seconds East, along the north line of said Northwest Quarter, a distance of 1593.58 feet; thence South 00 degrees 01 minutes 24 seconds West, a distance of 33.01 feet to a line 33.00 feet south of and parallel with said north line and the point of beginning of the line to be described; thence South 88 degrees 51 minutes 27 seconds East, along said parallel line, a distance of 206.95 feet; thence southeasterly a distance of 54.31 feet along a non-tangential curve concave to the southwest having a radius of 192.33 feet, a central angle of 16 degrees 10 minutes 45 seconds, and the chord of said curve is 54.13 feet in length and bears South 61 degrees 54 minutes 15 seconds East, to the south line of said GORTON AVENUE and said line there terminating

2. The vacation referenced in Paragraph 1 above be made subject to the following conditions:

   a. The execution of the Agreement to Clarify City Right of Way Lines by the City and property owner, in a form substantially similar to the attached; and

   b. the final approval and execution of an Easement Agreement, in a form substantially similar to the attached.

Dated this 7th day of April 2025.

__/S/Douglas E. Reese____________
MAYOR

Attest:

__/S/Vernae Larsen_______________
CITY CLERK

Resolution No. 2025-047

A RESOLUTION APPROVING AND ACCEPTING EASEMENT AGREEMENT

Motion By:_Gilbertson_____________ 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 Easement Agreement is hereby approved, and the Easement area is hereby accepted by the City, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof that is substantially consistent with the version appended to this resolution.

Dated this 7th day of April, 2025

/S/Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-048

A RESOLUTION OVERRULING
MUNICIPAL UTILITIES COMMISSION RESOLUTION NO. 9

Motion By: Ask Second By: Butterfield

WHEREAS, the Willmar City Charter, Section 4.05, Subdivision 5, allows the Willmar City Council to overrule any decision, motion, resolution, rule, regulation, or order of the Willmar Municipal Utilities Commission (Commission) at its next meeting following the City Clerk's receipt of the minutes of the Commission, but further provides that if the council desires to consider the matter further it may by resolution defer action on the matter for a period not to exceed 30 days or to the next scheduled city council meeting.

WHEREAS, the Commission acted and approved its Resolution No. 9, Real Property Purchase Agreement, at its February 24, 2025, meeting.

WHEREAS, the Willmar City Council adopted its Resolution No. 2025-028 on March 3, 2025, pursuant to which the City Council deferred council action on the matter of the Commission's Resolution No. 9, Real Property Purchase Agreement, approved on February 24, 2025, for a period of 30 days (or until the next council meeting after the expiration of such 30 days) in order to gather and review additional information concerning the real estate transaction that is the subject the purchase agreement approved by the Commission in its Resolution No. 9.

NOW THEREFORE BE IT RESOLVED, that the Willmar City Council, having reviewed additional information and further considered the real estate transaction that is the subject the purchase agreement approved by the Commission in its Resolution No. 9, hereby OVERRULES the Commission's approval of its Resolution No. 9, Real Property Purchase Agreement, at its February 24, 2025, meeting.

Dated this 7th day of April, 2025

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

Resolution No. 2025-049

A RESOLUTION AWARDING PROJECT NO. 2503-C TO DUININCK, INC. IN THE AMOUNT OF $746,051.

Motion By: Fagerlie Second By: Gardner

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 2503-C 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 $746,051.

Dated this 7th day of April, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-050
PROJECT NO. 2503-C AS-BID BUDGET
TOTAL COST $915,500
*Budget Amounts are Essential

Motion By: Ask Second By: Butterfield

Code			
PERSONNEL SERVICES		**RECEIVABLES**	
10* Salaries Reg. Employees		Assessments Prop Owners	$386,100
11* Overtime Reg. Employees		Community Investment/Levy	-$465,500
12* Salaries Temp. Employees		MSA	$994,900
13* Employer Pension Contr.		MUC	$0
14* Employer Ins. Contr.		WTP	$0
TOTAL	**$0.00**	LOST	$0
		TOTAL	**$915,500**
SUPPLIES			
20* Office Supplies		**FINANCING**	
21* Small Tools		GENERAL	-$79,400
22* Motor Fuels & Lubricants		LOST	$0
23* Postage		MSA	$994,900
24 Mtce. of Equipment		WTP	$0
25 Mtce. of Structures		MUC	$0
26 Mtce. of Other Improvements			
27 Subsistenance of Persons		**TOTAL**	**$915,500**
28 Cleaning & Waste Removal			

29* General Supplies	
TOTAL	**$0.00**

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	$746,100
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	$37,400
TOTAL	**$783,500**

OTHER CHARGES

46* Prof. Serv.	$132,000
49 Other Charges	$0
TOTAL	**$132,000**
GRAND TOTAL	**$915,500**

GRAND TOTAL **$915,500**

Dated this 7th day of April, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-051

A RESOLUTION APPROVING THE PURCHASE OF A 2025 BRENNER TRAILER IN THE AMOUNT OF $210,600.00.

Motion By: Nelsen Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2025 Brenner Trailer from Courtland Waste Handling Inc. is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of $210,600.00.

Dated this 7th day of April, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-052

ACKNOWLEDGEMENT OF DONATIONS

Motion By: Gilbertson 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 January 1, 2025, through March 31, 2025.

Amount	From	For/Purpose
$ 5,000.00	CommunityGiving	Willmar Community Growth Events
$ 2,500.00	CommunityGiving	Willmar Community Growth Events
$ 2,500.00	CommunityGiving	Willmar Community Growth Events
$ 5,000.00	Primewest Health	Willmar Community Growth Events
$ 500.00	Kandiyohi County Fair Association	Community Emergency Response Team
$ 1,200.00	Hormel (Jennie O)	Healthy Earth, Healthy Kids Event
$ 1,568.75	Willmar Fire Fighters Association	Fire Explorers
$ 250.00	Marcus Construction	Daddy Daughter Formal
$ 400.00	Walt's	Daddy Daughter Formal
$ 300.00	Dooley's Petroleum	Daddy Daughter Formal
$ 750.00	Teresa Holwerda Insurance Agency	Daddy Daughter Formal
$ 750.00	West Central Steel	Daddy Daughter Formal
$ 500.00	Willmar Area Arts Council	International Heritage Event
$ 608.00	Friends of Willmar Community Center	Willmar Community Center
$ 60.00	Friends of Willmar Community Center	Willmar Community Center
$ 2,500.00	Charter Communications	Willmar Community Center
$ 20.00	Sharyl Helgeson	Scholarships
$ 500.00	Coborn’s Inc	Scholarships
$ 747.04	Willmar Take Down Club	Youth Wrestling Singlets
$ 339.17	Daniel R Drevlow and Charles Schwab & Co Inc Cust.	Community Center Woodshop

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

Dated this 7th day of April 2025

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

WILLMAR MUNICIPAL UTILITES COMMISSION

Meeting Minutes – April 14, 2025
11:45 – WMU Auditorium

The Municipal Utilities Commission (MUC) held its regularly scheduled meeting on Monday, April 14, 2025, at 11:44 a.m. in the WMU Auditorium. Commissioners present included Shawn Mueske, John Kennedy, Dave Baumgart, Terrill Sieck, Carol Laumer, and Bruce DeBlieck. Commissioner Patricia Elizondo was absent.

Also present were Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, City Council Liaison Tom Gilbertson, Executive Secretary Abby Ahrendt, City Attorney Robert Scott (via teleconference), WC Tribune journalist Jennifer Kotila, Senior Accountant David Meyer Conway, Deuth & Schmiesing, PLLP, and CPA Justin McGraw of Conway, Deuth & Schmiesing, PLLP.

The meeting opened with recitation of the Pledge of Allegiance. Commission President Mueske asked if there were any changes or additions to the agenda as presented. General Manager Smith provided an explanation of the highlighted line items in the bill payment. Following review and discussion, Mueske called for a resolution on the consent agenda. Commissioner Baumgart moved to approve the consent agenda, with Commissioner Laumer seconding the motion.

RESOLUTION NO. 13

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

- Minutes from the March 21, 2025, MUC Commission Retreat
- Minutes from the March 24, 2025 MUC Meeting Minutes; and,
- Bills represented by vouchers No. 20250476 to No. 20250568 and associated wire transfers inclusive in the amount of $1,882,370.90.

Dated this 14th day of April 2025.

____
President

Attest:

____
Secretary

The foregoing resolution was adopted by a vote of 6 ayes and 0 nays.

At this time, Commission President Mueske introduced CPA Justin McGraw from the accounting firm of Conway, Deuth & Schmiesing, PLLP. McGraw presented a summary of the 2024 Financial Statements and Accountants' Report for Willmar Municipal Utilities. He informed the Commission that, following a thorough review of WMU's financial statements and reporting records, the utility was found to be in full compliance with applicable laws, regulations, contracts, and agreements. Mr. McGraw also expressed his appreciation to Finance & Office Services Supervisor Andrea Prekker and WMU staff for their sound accounting practices and strong leadership. Following discussion, Commissioner Kennedy moved to accept the 2024 Financial Statements and Accountants' Report as presented. Commissioner Baumgart seconded the motion, which carried unanimously (6–0).

Finance & Office Services Supervisor Andrea Prekker reviewed the February 2025 Financial Reports, along with a summary of the Investment Portfolio as of February 28, 2025. The report included operating revenues, expenses, retained earnings, and comparative data for both the Electric and Water Divisions.

Facilities & Maintenance Supervisor Marti reported that, during routine maintenance at the North Pump Station, water damage was discovered on the building's south wall. Inspections by WMU staff and Carlson Construction identified the source as a failed roof membrane. Carlson Construction provided an estimate outlining several repair options. Following discussion, staff recommended proceeding with a plan to open the south wall to fully assess the extent of the damage before completing the necessary repairs. If repair costs exceed $25,000, the 2025 Well 16 building project may be deferred until 2026.

RESOLUTION NO. 14

Authorization for Carlson Construction to complete repairs to the North Pump Station up to $56,484, due to water damage caused by a failed roof membrane. Repairs shall proceed based on the submitted estimate, with funding to come from either the 2025 Well 16 Capital Project budget or the Operations & Maintenance (O&M) budget if the total cost remains under $25,000. If necessary, the Well 16 building replacement may be deferred to 2026.

Dated this 14th day of April 2025.

____
President

Attest:

____
Secretary

The foregoing resolution was adopted by a vote of 6 ayes and 0 nays.

General Manager Smith informed the Commission that Willmar Municipal Utilities was recently recognized by the American Public Power Association (APPA) for exceptional electric reliability in 2024. This national honor places WMU in the top 25% of public power utilities, based on outage and restoration performance tracked by APPA. The association commended WMU for its consistent dedication to reliable service, noting that its performance exceeded the national average for public power customers.

Smith provided an update on the land acquisition, stating that on Monday, April 7th, the City Council overturned the Utilities Commission's approval to move forward with the approved purchase agreement. He noted that the next step is to work collaboratively with City staff to identify a suitable location and continue progressing with the project.

Upcoming events to note:

- ❖ Labor Committee Meeting April 28, 2025 at 1:00 pm
- ❖ MRES 60th Annual Meeting (Sioux Falls, SD) May 7-8, 2025
- ❖ APPA National Conference (New Orleans, LA): June 6-11

- ❖ MMUA Summer Conference (Fargo, ND) August 19-21, 2025

There being no further business, Commissioner Baumgart moved to adjourn the meeting. Commissioner Laumer seconded the motion, which carried unanimously with a vote of 6 ayes and 0 nays. The meeting was adjourned at 12:45 p.m.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

____
Abby Ahrendt, Executive Secretary

ATTEST:

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Dave Baumgart, Secretary

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WILLMAR
MINNESOTA

City Council Action Request

Council Meeting Date:	April 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:	Consideration of a Municipal Owned Property On-Sale Liquor License Holder Permit –Spurs Corporation		

RECOMMENDED ACTION:
Approve the Municipal Owned Property by On-Sale Liquor License Holder on a Roll Call Vote

OVERVIEW:
The Spurs Corporation dba Spurs Grill and Bar has plans to sell alcohol during the Cinco de Mayo Celebration on May 17, 2025. This event will be held on 4th Street SW. A Municipal Owned Property by an On-Sale Liquor License Holder permit is required to distribute or consume alcohol on municipal property. Willie Gonzalez is listed as the on-site employee.

BUDGETARY/FISCAL ISSUES:
$100 Application Fee

ALTERNATIVES TO CONSIDER:
Deny the serving of alcohol during this event

ATTACHMENTS:
None

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MINNESOTA

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	5.D.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Deborah Stulen, Administrative Assistant
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Consideration of Sale of THC Product License- LeafLine Labs, LLC dba RISE Willmar		

RECOMMENDED ACTION:
Approve the Sale of THC Product License on a Roll Call Vote

OVERVIEW:
On September 19, 2022, the City Council Adopted Ordinance No. 1487 regulating the sale of tetrahydrocannabinol products in the City of Willmar. Below is an establishment that has submitted a license application for approval.

LeafLine Labs, LLC dba RISE Willmar, located at 1413 South 1st Street, has submitted a Sale of THC Products License application with plans to sell THC products.

BUDGETARY/FISCAL ISSUES:
$2,000.00 Annual License Fee

ALTERNATIVES TO CONSIDER:
Deny the approval of the requested license application.

ATTACHMENTS:
None

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City Council Action Request

Council Meeting Date:	April 21, 2025	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Statutory Municipal Liability Coverage Limits - City Options		

RECOMMENDED ACTION:
Approve the Resolution Adopting the Municipal Tort Limits Set at $500,000 Per Claimant, $1,500,000 Per Occurrence.

OVERVIEW:
In the past, the Council has chosen Option 1- “does not waive” the statutory tort limits.

The statutory municipal tort liability limits for 2025 are set at $500,000 per claimant, $1,500,000 per occurrence.

The city will have $1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant’s recovery to no more than $500,000.

The statutory liability limit only comes into play if somebody has been injured by the city’s negligence, and has proved to the court that his/her actual injuries exceed $500,000. The statutory liability limit means, very literally, that the city and LMCIT won’t fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than $500,000 available to compensate a citizen who has been injured by the city’s negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

**If the city does not waive the statutory tort limits,* an individual claimant would be able to recover no more than $500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.

**If the city waives the statutory tort limits and does not purchase excess liability coverage,* a single claimant could recover up to $2,000,000 for a single occurrence(under the waive option, the tort cap liability limits are only waived to the extent of the city’s liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

**If the city waives the statutory tort limits and purchases excess liability coverage,* a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

BUDGETARY/FISCAL ISSUES:
No Financial impact unless a new option is selected.

ALTERNATIVES TO CONSIDER:
N/A
ATTACHMENTS:
1. Resolution APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS 2025

RESOLUTION NO.

A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS

Motion By: ___________________ Second By: _________________________

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 21st day of April, 2025.

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MAYOR

Attest:

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CITY CLERK

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MINNESOTA

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	5.F.
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, 4/3/25 - 4/16/25		

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 4.3.25 - 4.16.25
2. EFT 584.585

Vendor Payment Listing

April 3, 2025 thru April 16, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104269	Betsy Shadowick	03312025	74235	35.99	Mid-Minnesota Toast Decorations
103998	Foxhole Brewhouse Inc.	03172025	74236	300.00	Mid-Minnesota Toast Brewery Stipend
900179	GOAT RIDGE BREWING COMPA	03172025	74237	300.00	Mid-Minnesota Toast Event - Brewery Stipend
104268	Intuition Brewing	03312025	74238	400.00	Mid-Minnesota Toast
104276	Winters Recreation	4007359	74239	4,995.00	Golf Cart
103696	ACE ROLLOFFS & DISPOSAL	231/04-25	74240	47.30	Section D Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	213/04-25	74240	325.08	Section B Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	200/04-25	74240	1,057.50	Section A Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	238/04-25	74240	129.48	City Hall garbage service
103696	ACE ROLLOFFS & DISPOSAL	239/04-25	74240	202.64	Public Works garbage service
103696	ACE ROLLOFFS & DISPOSAL	240/04-25	74240	24.35	Wastewater Plant garbage service
103696	ACE ROLLOFFS & DISPOSAL	241/04-25	74240	209.71	WWTF garbage service
103696	ACE ROLLOFFS & DISPOSAL	233/04-25	74240	49.68	Garbage
103696	ACE ROLLOFFS & DISPOSAL	236/04-25	74240	180.52	Garbage Rec Fields
102061	ALEX AIR APPARATUS 2 LLC	9465	74241	162.40	Annual compressor air quality test
103132	ALTEC INDUSTRIES INC	12929609	74242	1,026.71	Torsion bar
103557	AMAZON CAPITAL SERVICES	1R3F-R9TH-7CKH	74243	59.80	replacement keys for gate
103557	AMAZON CAPITAL SERVICES	1WX4-QNRM-97TR	74243	92.08	Daddy Daughter Dance Supplies
103557	AMAZON CAPITAL SERVICES	17W1-6NFF-NFC3	74243	36.58	Bluetooth mouse for J. Johnson
103557	AMAZON CAPITAL SERVICES	1GJ6-TKPN-4RVV	74243	60.95	Daddy Daughter Dance Supplies
103557	AMAZON CAPITAL SERVICES	1G1W-P4PQ-6NKD	74243	55.23	Webcam/tripod for badge printing
103557	AMAZON CAPITAL SERVICES	1RVM-C3CD-NQ4J	74243	47.47	Office Supplies
103557	AMAZON CAPITAL SERVICES	1VYD-JGDN-7HKN	74243	338.00	Baseballs
103557	AMAZON CAPITAL SERVICES	1XJ4-LHQF-NCQR	74243	247.35	Baseball/Softball Scorebooks
103557	AMAZON CAPITAL SERVICES	1LF6-YNXV-1YYJ	74243	43.84	iPhone cases
103557	AMAZON CAPITAL SERVICES	1XML-F9HP-376J	74243	142.45	Webcams
103557	AMAZON CAPITAL SERVICES	1D6Q-4RJX-PDHK	74243	117.41	Coffee, cups, plates, filters, first aid supplies
103557	AMAZON CAPITAL SERVICES	13C9-GRPF-Y6Y1	74243	26.97	Locks for Ball Field Score Panels
103557	AMAZON CAPITAL SERVICES	1NPX-FP6F-7J1G	74243	439.93	Youth Rec Supplies
103557	AMAZON CAPITAL SERVICES	1V9J-9CXQ-4CGW	74243	69.99	Lab poster frames
103557	AMAZON CAPITAL SERVICES	1L7F-VWGP-NK3X	74243	255.78	Pitcher plates
103557	AMAZON CAPITAL SERVICES	1RNY-T4HH-3W14	74244	8.98	spray valve repair kit
103557	AMAZON CAPITAL SERVICES	1YPT-KN6C-76HH	74244	8.48	mouse for computer
103557	AMAZON CAPITAL SERVICES	1VDD-TGN9-11CD	74244	19.99	Office supplies
900148	AMERICAN DATABANK LLC	2503253	74245	139.82	Background Inv for PD applicant
100057	AMERICAN WELDING & GAS INC	0010773849	74246	97.76	Fire Extinguisher Refills for Squad 29
100057	AMERICAN WELDING & GAS INC	0010768137	74246	40.52	Cylinder rent
102954	ANDERSON LAW OFFICES	2699	74247	24,073.09	Professional Services - March 2025
103845	ANDERSON/CALLA-SJEA	040425	74248	740.00	March Volleyball Camp
104285	Anthony and Mary LaPatka	LaPatka Easement	74249	5,750.00	LaPatka Easement
103946	ARVIG	STMT/03-25	74250	3,850.00	Leased fiber - April
103610	AUSTIN INCORPORATED	58697	74251	360.00	Septic Pumping - 3 Loads
103610	AUSTIN INCORPORATED	56608	74251	360.00	Septic Pumping - 3 Loads
100131	AVENU INSIGHTS & ANALYTICS	INVB-061321	74252	2,160.32	AS400 hosting - Mar
104080	B&F Fastener Supply	80017671-00	74253	159.70	Sawzall blades
104080	B&F Fastener Supply	80017407-00	74253	38.60	Drill bits
104080	B&F Fastener Supply	80017375-00	74253	7.82	Nuts and Bolts
100096	BEACON ATHLETICS LLC	0609057-IN	74254	1,147.00	L Screen Nets and Hose Replacement
103377	BENSON LAUNDRY	419659	74255	88.24	Towel Service
103377	BENSON LAUNDRY	420301	74255	88.24	Towel Service
101010	BOLTON & MENK INC	0358902	74256	7,417.56	Safe Streets for all
101010	BOLTON & MENK INC	0358916	74256	2,664.00	Civic Center Trailhead Concrete Prof. Services
101980	BSE	930167243	74257	69.33	Plugs and outlets
103181	BULLET PROOF MECHANICAL SERV	11595	74258	13,863.87	Replace CO2 monitoring system main shop
101998	CALVIN/MARVIN B	03312025	74259	22.00	Northwest Sport Show - Parking
102336	CANON FINANCIAL SERVICES INC	39815170	74260	127.77	291358-2
102336	CANON FINANCIAL SERVICES INC	39815474	74260	134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	39816034	74260	140.23	291358-1
104186	Carl Holm	020525	74261	100.00	Welcome Week Band-WACF Grant
102542	CARRANZA/NORMA I	244	74262	150.00	Interpretive Services for ICR 25002919

Vendor Payment Listing

April 3, 2025 thru April 16, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/03-2025	74263	927.90	natural gas-march 6048932-5
103390	CENTRACARE	CCHFIN6248	74264	3,600.00	Medical Director
104248	Century Fence Company	258138802	74265	7,783.00	Fencing Repairs for Dugouts for Yellow Field
104248	Century Fence Company	2581388011	74265	7,783.00	Dugout Fencing Repairs on Green Field
104248	Century Fence Company	258138801	74265	7,783.00	Dugout Fencing
100736	CHARTER COMMUNICATIONS	224360801040125	74266	552.94	Mar Phone/Rice Park Internet
104086	Christopher Corbett	04072025	74267	246.84	Mleage to/from airport, lyft rides
101708	CINTAS CORPORATION	5249125811	74268	84.54	Medical Supplies
101708	CINTAS CORPORATION	5263814605	74268	92.39	Medical Supplies
103708	CITY LINE TOWING	25-7532	74269	195.00	Tow for ICR 25003397
103708	CITY LINE TOWING	25-07593	74269	195.00	Tow for ICR 25003767
104070	Column Software PBC	B15E1683-0074	74270	137.64	Board of Equalization Publication 3/29/25 & 4/5/25
104070	Column Software PBC	A85BD339-0023	74270	320.82	Ad for Bids Project No. 2503-D
103116	COMPASS MINERALS AMERICA	1487243	74271	5,529.02	Road Salt
104282	Copaneco Restaurant	0022	74272	800.00	National Heritage Festival Food
104090	Cortez Arredondo	041625	74273	38.00	Reimbursement for Meals while at Trng
104090	Cortez Arredondo	10321	74273	443.22	Reimburse for Gas & Meals for Training
100186	CROW CHEMICAL & LIGHTING	129745	74274	125.00	Hand cleaner
100186	CROW CHEMICAL & LIGHTING	129205	74274	130.40	Toilet Paper
102284	DELEEUW/JUSTIN	040725	74275	91.10	LMC Workshop Parking & Mileage Reimbursement
104183	DSC Communications	2503888	74276	48.00	(2) Antenna 7/800Mhz 1/4 Wave Stubby
104183	DSC Communications	2503996	74276	166.00	Battery 3100Mah UL Rated
104183	DSC Communications	2500560	74276	110.00	Mic Holders
104281	Faafan Restaurant	1	74277	400.00	International Heritage Food Samples
104278	Fabiola Alarcon	0014050	74278	100.00	shelter damage deposit refund
103002	FARM-RITE EQUIPMENT	P56149	74279	189.45	Hyd. Fitting, line. and Oil
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036325	74280	1,012.64	Concessions
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036427	74280	1,084.18	Concessions
102484	FISCHER/BETH	04132025	74281	200.00	Cell Phone - Jan, Feb, Mar, Apr
101449	FLAHERTY & HOOD P.A.	22841	74282	11,131.96	General Municipal & Real Estate - March 2025
101449	FLAHERTY & HOOD P.A.	22917	74282	1,377.50	Labor & Employment Consultation Services-March 25
102973	FLEETPRIDE	124644463	74283	80.48	Filters
102973	FLEETPRIDE	124599970	74283	673.87	Fitlers
102973	FLEETPRIDE	124767240	74283	43.88	Filters
102973	FLEETPRIDE	124820468	74283	158.96	Filters
102973	FLEETPRIDE	124820469	74283	134.82	Filters
103459	FRAMEWORK INC	003891	74284	99.00	Website Updates
100293	GENERAL MAILING SERVICES	73273	74285	11.67	Mailing Service
100293	GENERAL MAILING SERVICES	73198	74285	273.48	Postage - Guides
100293	GENERAL MAILING SERVICES	73275	74285	274.19	Postage - Cases
100293	GENERAL MAILING SERVICES	73293	74285	90.99	03/31-04/04/2025
100293	GENERAL MAILING SERVICES	73342	74285	212.74	04/07-04/11/2025
100786	GRAINGER INC	9395182935	74286	570.06	Boiler repair
103716	GREAT PLAINS STRUCTURES	21963	74287	4,000.00	Anode rods
104196	Green Flush Restrooms	WM-03	74288	115,660.30	DNR Trailhead Restroom
104273	Handi-hut	0026797-IN	74289	2,345.00	Bike Fix It Station- Trailhead Project
103765	HARRY'S FROZEN FOOD	75912	74290	364.00	Concessions
100325	HAWKINS INC	7027509	74291	749.50	Defoamer
100325	HAWKINS INC	7033669	74291	11,983.19	Ind. ferric
100325	HAWKINS INC	7034662	74291	12,225.59	Muni ferric
103650	HIGHLAND PRODUCTS GROUP LLC	310040744	74292	4,534.74	Picnic Tables
100333	HILLYARD\HUTCHINSON	700640926	74293	114.50	cleaning
100058	HOME DEPOT CREDIT SERVICES	7012468	74294	214.86	Supplies to build shelves for new trailer
104235	IdentiSys Inc.	712397	74295	129.99	Laminate for ID badges
102486	IN CONTROL INC	S-INV02495	74296	1,123.85	Repair to RWW 5 PID and SCADA
103023	INNOVATIVE OFFICE SOLUTIONS	IN4791055	74297	39.26	Deposit Stamp
103023	INNOVATIVE OFFICE SOLUTIONS	IN4788477	74297	30.00	Office Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	IN4816350	74297	70.44	Office Supplies
103725	INSPECTRON INC	1481	74298	7,663.83	Permit WI033901 75% fee for permit and plan review
104215	Jamie Groen	2	74299	400.00	International Heritage Food Samples

Vendor Payment Listing

April 3, 2025 thru April 16, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103537	JONES/JOHN	27876	74300	193.42	Safety glasses reimbursement
100867	KANDI STEEL AND FAB	7286	74301	201.60	Shop supplies
100867	KANDI STEEL AND FAB	7259	74301	71.28	Steel
100376	KANDIYOHI CO AUDITOR	534257	74302	42.01	Garbage
100376	KANDIYOHI CO AUDITOR	534529	74302	484.14	FOG pad garbage
102296	KANDIYOHI CO RECYCLING AND	987	74303	35.00	Fluorescent bulb disposal
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/04-25	74304	1,448.31	KANDIYOHI CO-OP ELECTRIC
102520	KENNEDY & GRAVEN, CHARTERED	186173	74305	2,161.75	Fiber Broadband Project
103436	KOLONI LLC	1609	74306	7,200.00	2025 Bike program subscription
104279	Kriha Electric, LLC	5008	74307	2,514.89	EL 9 pole light
102187	LAKELAND MEDIA	IN-125025619	74308	1,655.00	Advertising
102187	LAKELAND MEDIA	IN-125035671	74308	1,745.00	Advertising
101400	LINDAHL/JASON	041625	74309	85.50	Wastewater Class Reimbursement
102593	LOFFLER COMPANIES	4986620	74310	55.57	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	4993469	74310	321.26	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	4994578	74310	229.97	Standalone printer prints
102593	LOFFLER COMPANIES	4987277	74310	34.45	Telephone Charges
103788	LUEDERS/ZACH	041625	74311	348.00	Meal Reimbursement while at Trng
101838	MARCO TECHNOLOGIES LLC	552204398	74312	216.51	500-0623211-000
101838	MARCO TECHNOLOGIES LLC	552204109	74312	162.28	500-0611665-000
104284	Mark Muldrow	12757	74313	225.00	rental cancelation
100446	MCMASTER-CARR SUPPLY CO	14165539	74314	136.99	Battery charger
100449	MENARDS	92706	74315	15.50	Toilet bowl cleaner, JB Weld
100449	MENARDS	92499	74315	200.12	Pine-sol, Paint, paint brushes, tape, cordreel
100449	MENARDS	92766	74315	114.33	Water, Zep hand cleaner, (4) couplings, hacksaw
100449	MENARDS	92725	74315	172.72	Wheels for UV holders
100449	MENARDS	91875	74315	19.96	Energizer 3V Lith Batteries
100449	MENARDS	93039	74315	36.21	Outlet plate, gloves, bathroom cleaner
100449	MENARDS	92601	74315	4.16	Rubbing Alcohol
100449	MENARDS	92600	74315	40.42	magnet, Brass cap, Brass nipple, string
104236	Michelle Fernholz	9067817	74316	30.00	Patches sewn on for Explorers
101805	MINI BIFF LLC	I1868	74317	231.72	Mini Biff
101805	MINI BIFF LLC	I1825	74317	129.54	Mini Biff
100522	MN DEPT OF LABOR & INDUSTRY	04092025	74318	175.24	March 2025 state surcharge
101064	MN POLLUTION CONTROL AGENCY	10000199727	74319	345.00	WW permit fee
101462	MN TRAILS	12079	74320	2,565.95	MN Trails Advertising
100524	MN UC FUND	18006881	74321	281.32	1st qtr 2025 unemployment benefits paid
100873	MOTOR SPORTS OF WILLMAR	2502899	74322	505.88	Repair parts for Orange Ranger
100873	MOTOR SPORTS OF WILLMAR	925000545	74322	987.45	Repaired oil leak on newest Ranger
103756	MR. CLEAN WILLMAR CLEANING SER	STMT/03-25	74323	870.00	Shelter Cleaning
100371	Mrzena/Kevin	8657	74324	405.52	Parts Invoice (2) whelen lights, used stobe light
100541	MUNICIPAL UTILITIES	STMT/03-25	74325	33,767.34	MUNICIPAL UTILITIES
100544	MVTL LABORATORIES INC	1299620	74326	58.25	Lab test
100249	NAPA CENTRAL MN	937813	74327	19.81	Mirror Repair Kit for Squad 20
103502	NELSON SANITATION & RENTAL INC	INV/2025/3553	74328	1,932.76	Televise Iverson Park basin
102547	CARRANZA/NOE	242	74329	150.00	Interpreting Services for ICR 25002919
103605	NORTH CENTRAL INTERNATIONAL	R201001816:01	74330	1,432.76	DOT/Service semi
103605	NORTH CENTRAL INTERNATIONAL	R201001816:02	74330	63.67	Tire repair
103605	NORTH CENTRAL INTERNATIONAL	X201141100:01	74330	41.41	Air fittings
103605	NORTH CENTRAL INTERNATIONAL	X201141117:01	74330	184.95	Valve Solenoid
102223	OXYGEN SERVICE COMPANY	0008825287	74331	56.55	Welding blanket
104277	Pen House Boba	1	74332	500.00	International Heritage Food Samples
100604	PERKINS LUMBER CO INC	2503-275779	74333	66.61	Screws
100604	PERKINS LUMBER CO INC	2503-277290	74333	627.01	Treated Lumber for Swansson Field
100604	PERKINS LUMBER CO INC	2503-277426	74333	61.28	Saw blades
100604	PERKINS LUMBER CO INC	2503-275776	74333	(39.48)	Screws
100604	PERKINS LUMBER CO INC	2503-277799	74333	(27.13)	Screws
100608	PETERSON SHOE STORE	235051	74334	195.49	Safety boots- Scott C.
100608	PETERSON SHOE STORE	235168	74334	195.49	Safety boots- John J.
100608	PETERSON SHOE STORE	234770	74334	195.49	Safety boots- Mike V.

Vendor Payment Listing

April 3, 2025 thru April 16, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100608	PETERSON SHOE STORE	234767	74334	195.49	Safety boots- Jason W.
100608	PETERSON SHOE STORE	234788	74334	186.99	Safety boots- Jeff J.
100618	PLUMBING & HEATING OF WILLMAR	38316	74335	2,149.09	RPZ checks and repairs
104249	QT Petroleum on Demand LLC	1860-SP2024	74336	1,135.25	BASE NETWORK ACCESS AND SUPPORT AGRMNT
101136	RIDGEWATER COLLEGE	CI0000008465	74337	81.00	Wellness Program Chair Massages
103867	RS AMERICAS INC	9020664793	74338	1,195.20	Plant UPS
100665	RULE TIRE SHOP	1-75484	74339	380.00	Parts for Tool Kat
100682	SCHWEGMAN'S CLEANERS	715088	74340	7.23	Dry Cleaning of Uniform
100682	SCHWEGMAN'S CLEANERS	715321	74340	26.36	Dry Cleaning of Uniform
100682	SCHWEGMAN'S CLEANERS	715221	74340	17.86	Dry Cleaning of Uniform
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/03-25	74341	3,333.26	EQUIPMENT REPAIR PARTS-MARCH 2025
100275	SHI CORP	B19625449	74342	5,028.92	FY25/FY26 Adobe renewal
103730	SIGN SOLUTIONS USA	416622	74343	939.40	Sign, u-channel
103699	SILVA/AMBER	STMT/03-25	74344	884.88	Wellness Program March 2025
102570	SMEBY/ROSS	041625	74345	38.00	Meal Reimbursement for Trng
102555	SUMMIT FIRE PROTECTION	3151693	74346	368.00	Annual Sprinkler Inspection
100728	SURPLUS WAREHOUSE INC	99166	74347	11.86	Break away Switch
104275	Tentaciones LLC	1	74348	400.00	Community Growth Events
101471	TRAFFIC CONTROL CORPORATION	157605	74349	409.50	Moab push button
104165	Trojan Technologies	200/50001961	74350	489.75	UV cleaner
103795	TYLER TECHNOLOGIES, INC	045-510014	74351	700.00	ELP Remote training 3/7/25
103795	TYLER TECHNOLOGIES, INC	045-512057	74351	1,400.00	EPL remote training for 3/10/25 & 3/13/25
103795	TYLER TECHNOLOGIES, INC	045-514268	74351	700.00	remote training EPL training 3/28/25
103795	TYLER TECHNOLOGIES, INC	130-155378	74351	1,366.00	Annual SaaS Fees
100165	ULTIMATE SAFETY CONCEPTS INC	216222	74352	300.00	Air Monitor Training
102915	VERIZON WIRELESS	6110556511	74353	2,463.40	Verizon Apr/May
104083	Vestis	MSP2-13545	74354	182.78	First Aid Kit refill/ inspection
100951	VIGIL/RUDY	04142025	74355	1,291.60	National Assoc of Broadcasters Conv Reimb.
100777	VIKING COCA-COLA BOTTLING CO	3603393	74356	1,349.45	Concessions
104169	W.L. Hall Co Interior Service	16385	74357	2,062.50	Divider Wall Repair
102868	WALT'S	032825	74358	160.93	Pump gas
102868	WALT'S	031125	74358	41.70	Fuel
104283	Welcoming America	WA 5236	74359	1,000.00	2025 Network Membership
100798	WEST CENTRAL ELECTRIC SUPPLY	1295279-01	74360	627.97	Headworks switches
100805	WEST CENTRAL SANITATION	13404366	74361	69.78	City Hall recycling service
100805	WEST CENTRAL SANITATION	13406070	74361	249.15	Recyling
104032	Willmar Area League of Women Voters	041425	74362	500.00	Healthy Earth, Healthy Kids, Bike Project
100812	WILLMAR CHAMBER OF COMMERCE	58476	74363	100.00	Student Job Fair table
103291	WITMER PUBLIC SAFETY GROUP INC	INV659052	74364	175.34	(2) Streamlight Megastream USB
			Total	**390,459.26**	

Vendor Payment Listing

April 3, 2025 thru April 16, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103319	MULTI-BANK SECURITIES	041125	584	245,217.48	MULTI BANK INVESTMNT PURCHAED
100467	CENTERPOINT ENERGY	STMT/03-25	585	24,198.28	NATURAL GAS MARCH 2025
			Total	**269,415.76**	

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	5.G.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	WMU Financial Report for February 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. WMU 2.28.25

Willmar Municipal Utilities

Willmar Municipal Utilities

Income Statement

Group Summary

For Fiscal: 2025 Period Ending: 02/28/2025

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	1,531,115.22	1,531,115.22	750,647.04	1,568,206.97	-37,091.75
402 - Commercial/Industrial	3,119,189.14	3,119,189.14	1,498,360.90	3,130,118.70	-10,929.56
404 - City Franchise Fee	466,494.43	466,494.43	200,510.84	420,822.95	45,671.48
405 - Transmission	434,905.97	434,905.97	197,034.85	394,577.36	40,328.61
419 - Interest	99,960.00	99,960.00	102,093.16	213,713.79	-113,753.79
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	170,860.91	247,930.52	-247,930.52
498 - MRES Capacity Revenue	117,952.80	117,952.80	59,052.00	118,104.00	-151.20
499 - Miscellaneous Revenues	52,377.14	52,377.14	37,631.45	243,730.91	-191,353.77
Revenue Total:	**5,821,994.70**	**5,821,994.70**	**3,016,191.15**	**6,337,205.20**	**-515,210.50**
Expense					
500 - Production	51,712.64	51,712.64	-1,169.56	-104.65	51,817.29
555 - Purchased Power	2,701,689.40	2,701,689.40	1,336,818.11	2,831,526.08	-129,836.68
560 - Transmission	664,126.68	664,126.68	312,241.53	641,443.73	22,682.95
580 - Distribution	337,415.94	337,415.94	160,877.56	368,658.71	-31,242.77
900 - Customer Service	36,327.12	36,327.12	32,917.33	50,917.88	-14,590.76
906 - Energy Services/Marketing	26,822.58	26,822.58	5,958.26	10,223.47	16,599.11
920 - General & Administrative	454,712.44	454,712.44	297,721.33	555,977.23	-101,264.79
997 - Cash Payment to City	355,997.86	355,997.86	179,383.33	358,766.66	-2,768.80
998 - Depreciation	346,279.40	346,279.40	195,294.91	390,332.85	-44,053.45
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	**4,975,084.06**	**4,975,084.06**	**2,520,042.80**	**5,207,741.96**	**-232,657.90**
Fund: 100 - Electric Surplus (Deficit):	**846,910.64**	**846,910.64**	**496,148.35**	**1,129,463.24**	**-282,552.60**
Fund: 200 - Water					
Revenue					
401 - Residential	409,515.91	409,515.91	207,367.30	421,758.92	-12,243.01
402 - Commercial/Industrial	457,445.90	457,445.90	215,955.55	455,990.04	1,455.86
419 - Interest	8,330.00	8,330.00	9,542.70	17,207.27	-8,877.27
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	18,984.54	27,547.83	-27,547.83
499 - Miscellaneous Revenues	17,826.20	17,826.20	6,713.40	15,831.30	1,994.90
Revenue Total:	**893,118.01**	**893,118.01**	**458,563.49**	**938,335.36**	**-45,217.35**
Expense					
500 - Production	60,888.12	60,888.12	24,688.35	65,888.89	-5,000.77
580 - Distribution	204,382.20	204,382.20	92,774.03	183,993.03	20,389.17
900 - Customer Service	21,866.24	21,866.24	14,936.71	25,380.38	-3,514.14
920 - General & Administrative	159,741.48	159,741.48	83,358.65	167,090.94	-7,349.46
928 - Facilities & Maintenance	0.00	0.00	27.73	57.59	-57.59
998 - Depreciation	185,521.08	185,521.08	32,146.53	64,293.10	121,227.98
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	**632,399.12**	**632,399.12**	**247,932.00**	**506,703.93**	**125,695.19**
Fund: 200 - Water Surplus (Deficit):	**260,718.89**	**260,718.89**	**210,631.49**	**431,631.43**	**-170,912.54**
Total Surplus (Deficit):	**1,107,629.53**	**1,107,629.53**	**706,779.84**	**1,561,094.67**	

Fund Summary

Fund	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Electric	846,910.64	846,910.64	496,148.35	1,129,463.24	-282,552.60
200 - Water	260,718.89	260,718.89	210,631.49	431,631.43	-170,912.54
Total Surplus (Deficit):	**1,107,629.53**	**1,107,629.53**	**706,779.84**	**1,561,094.67**	

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	5.H.
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 through 3/31/2025		

RECOMMENDED ACTION:

OVERVIEW:
For information only: YTD Budget update and investments through 3/31/2025.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. General 3.31.25
2. WWTP 3.31.25
3. Activity through 3-31-25
4. Investment Portfolio through 3-31-25
5. Historical Interest per quarter through 3-31-25
6. Interest Breakdown by Institution through 3-31-25

City of Willmar

General Fund
Budgetary Comparison Report
For the Period Ended March 31, 2025

	2024 Actual		2025 Annual Budget	2025 Year-To-Date		% of 2025 Budget
Revenues						
General Property Taxes	$ 9,047,283.83		$ 10,360,932.00	$ 74,497.74		0.72%
Licenses and Permits	610,528.05		507,500.00	133,661.52		26.34%
Intergovernmental	7,105,464.49		6,977,458.00	780,184.95		11.18%
Service Charges	1,125,776.41		957,500.00	339,717.67		35.48%
Fines and Forfeits	111,018.18		100,000.00	21,842.09		21.84%
Special Assessments	2,180.90		-	131.05		
Miscellaneous Revenue	1,197,785.86		325,000.00	1,201,250.68		369.62%
Other Financing Sources	3,167,118.85		2,876,308.00	601,512.87		20.91%
Total Revenues	**$ 22,367,156.57**	*	**$ 22,104,698.00**	**$ 3,152,798.57**		**14.26%**
Expenditures						
City Administrator	$ 976,861.50		$ 780,505.00	$ 181,291.28		23.23%
Mayor and Council	438,981.77		414,150.00	199,344.38		48.13%
City Hall	747,932.05		911,856.00	43,206.13		4.74%
City Clerk	217,034.80		244,293.00	53,271.90		21.81%
Elections	137,406.13		23,400.00	3,545.00		15.15%
Finance Department	498,178.32		558,492.00	119,539.42		21.40%
Planning/Development Services	1,167,791.03		1,044,184.00	243,715.21		23.34%
Legal	252,086.24		-	-		
Information Technology	815,887.80		971,158.00	395,910.40		40.77%
Human Resources	215,706.34		239,369.00	42,073.58		17.58%
Cultural Diversity	177,583.26		195,654.00	41,325.08		21.12%
Sub-Total General Gov't.	5,645,449.24		5,383,061.00	1,323,222.38		**24.58%**
Police Department	6,493,557.36		7,003,653.00	1,597,159.69		22.80%
Fire Protection	1,019,187.37		1,297,884.00	231,388.84		17.83%
Sub-Total Public Safety	7,512,744.73		8,301,537.00	1,828,548.53		**22.03%**
Public Works	4,011,527.16		4,351,778.00	909,456.87		20.90%
Engineering	728,677.11		404,000.00	544,581.43	*	134.80%
Transit System	20,500.00		21,000.00	20,500.00		97.62%
Storm Water	134,139.05		88,000.00	24,546.53		27.89%
Sub-Total Streets/Highways	4,894,843.32		4,864,778.00	1,499,084.83		**30.82%**
WRAC	129,799.82		149,980.00	32,493.13		21.66%
Library	603,013.53		573,018.00	248,250.03		43.32%
Auditorium	38,856.37		71,268.00	11,322.77		15.89%
Parks & Recreation	1,045,869.14		1,133,022.00	200,712.57		17.71%
Civic Center	1,021,314.19		1,055,942.00	269,452.16		25.52%
Recreation/Event Center	10,056.23		10,000.00	2,414.49		24.14%
Community Center	322,308.89		289,065.00	75,904.84		26.26%
Aquatic Center	230,459.01		273,027.00	4,369.98		1.60%
Sub-Total Culture/Recreation	3,401,677.18		3,555,322.00	844,919.97		**23.76%**
Total Expenditures	**$ 21,454,714.47**		**$ 22,104,698.00**	**$ 5,495,775.71**		**24.86%**

* Indicates Over Budget

City of Willmar
Waste Treatment Plant
Budgetary Comparison Report
For the Period Ended March 31, 2025

	2024 Actual	2025 Annual Budget	2025 Actual Year-To-Date	% of 2025 Budget
Revenues				
Intergovernmental	$ 89,518.02	$ 30,000.00	$ 970.94	3.24%
Service Charges	9,538,998.13	10,919,850.00	1,498,470.09	13.72%
Miscellaneous Revenue	941,295.34	470,000.00	54,128.41	11.52%
Total Revenues	**$ 10,569,811.49**	**$ 11,419,850.00**	**$ 1,553,569.44**	**13.60%**
Expenditures				
Waste Treatment - Treatment	5,482,770.76	13,061,131.00	1,275,529.29	9.77%
Waste Treatment - Collections	287,939.22	704,849.00	48,770.17	6.92%
Waste Treatment - Biosolids	314,129.83	361,800.00	16,742.18	4.63%
Waste Treatment - Eagle Lake	24,580.43	30,650.00	4,799.24	15.66%
Total Expenditures	**$ 6,109,420.24**	**$ 14,158,430.00**	**$ 1,345,840.88**	**9.51%**

* Indicates Over Budget

WILLMAR
FINANCE DEPARTMENT

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED MARCH 31, 2025

BALANCE AT PRIOR MONTH END DECEMBER 31, 2024	**$ 54,147,696.94**
SUMMARY OF JANUARY THROUGH MARCH, 2025, TRANSACTIONS:	
01/23/25 Transfer from: UBS, Money Market	(3,000,000.00)
01/28/25 Matured: Multi-Bank Securities, FHLB-3130AQJM6, 01/28/25, 1.250%	(1,000,000.00)
01/28/25 Market Value Adjustment: Multi-Bank Securities, FHLB-3130AQJM6	2,280.00
01/29/25 Transfer from: UBS, Money Market	(2,800,000.00)
01/31/25 Accrued Interest: Bremer Bank, Money Market	144.51
01/31/25 Accrued Interest: 4M, Money Market-35205-101	5.89
01/31/25 Accrued Interest: 4MP, Money Market-35205-101-P	2,061.11
01/31/25 Accrued Interest: 4M, Money Market-35205-203	1,981.81
01/31/25 Accrued Interest: 4MP, Money Market-35205-203	7,889.59
01/31/25 Accrued Interest: 4M, Money Market-35205-204	4,174.01
01/31/25 Accrued Interest: UBS, Money Market	63,757.64
02/28/25 Accrued Interest: Bremer Bank, Money Market	130.64
02/28/25 Accrued Interest: 4M, Money Market-35205-101	5.12
02/28/25 Accrued Interest: 4MP, Money Market-35205-101-P	1,843.72
02/28/25 Accrued Interest: 4M, Money Market-35205-203	1,770.19
02/28/25 Accrued Interest: 4MP, Money Market-35205-203	7,057.44
02/28/25 Accrued Interest: 4M, Money Market-35205-204	3,728.29
02/28/25 Accrued Interest: UBS, Money Market	40,562.50
03/31/25 Transfer to UBS Money Market	1,000,000.00
03/31/25 Bremer Bank Interest Accrued to Money Market	144.75
03/31/25 4M Interest Accrued to Money Market 35205-101	5.69
03/31/25 4MP Interest Accrued to Money Market 35205-101	2,045.47
03/31/25 4M Interest Accrued to Money Market 35205-203	1,959.19
03/31/25 4MP Interest Accrued to Money Market 35205-203	7,829.63
03/31/35 4M Interest Accured to Money Market 35205-204	4,126.42
03/31/25 UBS Interest Accrued to Money Market	48,265.75
03/31/25 Quarter-End Market Value Adjustment	277,661.55
MARCH 31, 2025 BALANCE	**48,827,127.85**

WILLMAR
FINANCE DEPARTMENT

CASH/INVESTMENT PORTFOLIO AS OF MARCH 31, 2025

	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%	$ 170,569.80	$ 170,569.80
2	4M	MM	35205-101	01/31/2020	N/A	4.296%	$ 1,575.43	$ 1,575.43
3	4M	MM	35205-101-P	01/31/2020	N/A	4.319%	$ 559,918.32	$ 559,918.32
4	4M	MM	35205-203	10/08/2021	N/A	4.296%	$ 539,761.38	$ 539,761.38
5	4M	MM	35205-203-P	09/14/2023	N/A	4.319%	$ 2,143,259.32	$ 2,143,259.32
6	4M	MM	35205-204	06/27/2024	N/A	4.296%	$ 1,136,820.90	$ 1,136,820.90
7	UBS	MM		12/06/2023	N/A	4.190%	13,612,739.70	$ 13,612,739.70
8	Multi-Bank Sec	FHLB	3130ARGD7	04/14/2022	04/14/2025	2.000-4.000%	1,000,000.00	$ 999,850.00
9	UBS	USTN	912797NM5	12/11/2024	05/22/2025	4.296%	500,000.00	$ 497,010.00
10	Multi-Bank Sec	FHLMC	3134GXE34	07/25/2022	07/25/2025	4.050%	1,500,000.00	$ 1,497,765.00
11	Bremer Wealth	FHLMC	3134GWND4	03/02/2021	08/12/2025	0.600%	250,000.00	$ 246,595.00
12	Wells Fargo Adv	FHLB	3130AKLN4	01/14/2021	10/14/2025	0.200-3.500%	1,000,000.00	$ 989,940.00
13	Wells Fargo Adv	CD	48128UQY8	11/13/2020	11/13/2025	0.400-1.000%	245,000.00	$ 240,119.60
14	Wells Fargo Adv	FHLB	3130AKTT3	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	$ 1,947,100.00
15	Wells Fargo Adv	FHLB	3130AKWD4	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	$ 1,942,560.00
16	Wells Fargo Adv	FHLB	3130ALGY4	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	$ 733,089.90
17	Wells Fargo Adv	FHLB	3130ALYA6	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	$ 977,920.00
18	Wells Fargo Adv	FHLB	3130ALX66	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	$ 984,760.00
19	Wells Fargo Adv	FHLB	3130ALZ80	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	$ 984,760.00
20	Wells Fargo Adv	CD	856285VS7	05/19/2021	05/19/2026	1.000%	245,000.00	$ 236,694.50
21	Wells Fargo Adv	FHLB	3130AMKN1	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	$ 493,930.40
22	Wells Fargo Adv	FHLB	3130AMLA8	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	$ 1,827,115.20
23	Wells Fargo Adv	FHLB	3130AMZD7	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	$ 1,953,060.00
24	Wells Fargo Adv	FHLB	3130AMW57	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	$ 727,935.00
25	Bremer Wealth	TB	837445AL9	02/09/2021	07/01/2026	3.250%	450,000.00	$ 444,883.50
26	Wells Fargo Adv	CD	795451AF0	07/28/2021	07/28/2026	1.000%	245,000.00	$ 235,312.70
27	Bremer Wealth	FHLB	3130AMAQ5	04/22/2021	07/29/2026	1.000%	150,000.00	$ 144,063.00
28	Wells Fargo Adv	FHLB	3130ANBG4	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	$ 977,460.00
29	Wells Fargo Adv	FHLB	3130ANE22	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	$ 242,317.50
30	Wells Fargo Adv	FHLB	3130APHT5	10/26/2021	10/26/2026	1.200%	1,000,000.00	$ 957,210.00
31	Wells Fargo Adv	FHLB	3130APJC0	10/28/2021	10/28/2026	0.600-0.400%	1,000,000.00	$ 973,640.00
32	Wells Fargo Adv	FHLB	3130APMS1	10/28/2021	10/28/2026	0.750-4.000%	1,000,000.00	$ 980,100.00
33	Multi-Bank Sec	CD	61765Q6M6	11/19/2021	11/19/2026	1.000-1.500%	245,000.00	$ 234,700.20
34	Wells Fargo Adv	FHLB	3130APPP4	11/23/2021	11/23/2026	0.750-5.000%	935,000.00	$ 918,076.50
35	Wells Fargo Adv	FHLB	3130APV51	11/24/2021	11/24/2026	1.000-4.000%	1,500,000.00	$ 1,474,095.00
36	Wells Fargo Adv	FHLB	3130AQ2W2	12/15/2021	12/15/2026	1.000-3.000%	1,000,000.00	$ 980,260.00
37	Wells Fargo Adv	FHLB	3134GXWP5	06/23/2022	06/23/2027	3.000-5.250%	1,000,000.00	$ 999,280.00
38	Wells Fargo Adv	FHLB	3130AN4J6	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	$ 1,916,340.00
39	Multi-Bank Sec	FHLB	3130ANX47	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	$ 468,410.00
40	Wells Fargo Adv	FHLB	3130ANPP9	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	$ 945,990.00
41	UBS	FHLMC	3132XFUA4	12/13/2024	10/01/2029	4.400%	500,000.00	$ 490,140.00
	TOTAL INVESTMENT						49,549,644.85	48,827,127.85
42	Heritage Bank	Jumbo Deposit Account			None	0.040%	600,556.43	600,556.43
43	Heritage Bank	Commercial Ckg			None	0.140%	$ 5,340,904.20	$ 5,340,904.20
44	Heritage Bank	Payroll Ckg			None	0.000%	$ 9,801.92	$ 9,801.92
45	Heritage Bank	Employee FSA Ckg			None	0	$ 6,806.80	$ 6,806.80
46	Heritage Bank	Police Forfeiture Ckg			None	0.0004	$ 19,533.71	$ 19,533.71
47	Heritage Bank	Police Explorer Ckg			None	0	$ 6,228.54	$ 6,228.54
48	Heritage Bank	Fire Dpt Explorer Ckg			None	0	$ 8,380.59	$ 8,380.59
49	Bremer Wealth	Money Market			None	0.0003	$ 734,223.31	$ 734,223.31
	TOTAL PORTFOLIO FOR MARCH 31, 2025						$ 56,276,080.35	$ 55,553,563.35

USTN: US Treasury Note
TB: Taxable Bond
Par Value is not equal to Purchase Amount

WILLMAR
FINANCE DEPARTMENT

Historical Interest/Dividends Received Per Quarter
2015 through 3/31/2025

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual Totals
2025	$ 326,613.34				$ 326,613.34
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

WILLMAR FINANCE DEPARTMENT

2025 Interest/Dividends Received By Institution

Institution	January	February	March	2025 Year-To-Date	2024 Year-To-Date
4M	$ 16,112.41	$ 14,404.76	$ 15,966.40	$ 46,483.57	$ 92,390.60
Bremer Bank	$ 144.51	$ 130.64	$ 144.75	$ 419.90	$ 420.33
Bremer Wealth Management	$ 10,047.71	$ 3,416.58	$ 2,398.69	$ 15,862.98	$ 12,208.24
Heritage Bank	$ 1,672.92	$ 1,510.52	$ 1,662.20	$ 4,845.64	$ 6,240.75
Multi-Bank Securities	$ 36,625.00	$ -	$ 3,125.00	$ 39,750.00	$ 141,781.42
UBS	$ 63,757.64	$ 40,562.50	$ 48,265.75	$ 152,585.89	$ 87,448.57
Wells Fargo Advisors	$ 42,237.23	$ 20,653.13	$ 3,775.00	$ 66,665.36	$ 65,045.09
Totals	**$ 170,597.42**	**$ 80,678.13**	**$ 75,337.79**	**$ 326,613.34**	**$ 405,535.00**

INC· 1901
WILLMAR
MINNESOTA

City Council Action Request

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

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Community Growth Directors Report April 2025
2. Parks and Rec Directors Report April 2025
3. PD Monthly Council Stat Sheet March 2025
4. Public Works Director Report - April 2025

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

Pablo’s Report
I am thrilled to invite you to three exciting events that you won't want to miss! Each event offers a unique experience, so take a look and join us for the ones that spark your interest.

International Heritage Festival
Date: Friday, April 25, 2025, at 5:30 PM
Location: Willmar Senior High School
Get ready to groove with us at our live music night, featuring performances of cultures from around the world. Enjoy an evening of great displays, delicious food (while food last), and fantastic company.

Healthy Hearth Healthy Kids
Date: Saturday, April 26, 2025, from 10:00 AM to 2:00 PM.
Location: Willmar Civic Center
This free event welcomes all, young and old, to learn how to make healthy choices for themselves and their Earth. A variety of exhibitors related to eco-friendly living and youth resources will be set up throughout the day. Youth can participate in the YMCA Kids Passport activity to receive stamps from exhibitors they visit and become eligible to win prizes.
The YMCA will be hosting a free Kids Color Fun Run beginning at 11:00 A.M. T-shirts will be given to the first 200 youth in attendance. Other youth activities will be available throughout the day.
KESA Award, the award aims to honor groups of individuals who have shown exemplary efforts towards sustainability in the county. The KESA award is sponsored by KCED.

Community Conversation Facilitated by Braver Angels-Reducing polarization and finding common ground.
Date: Monday, April 28, from 7-8:30 pm
Location: Willmar Senior High School
Join us for **A Community Conversation:** "Hopes and Concerns for the New Administration," on Monday, April 28, from 7-8:30 pm at the Willmar Senior High School. The goal is to promote civil dialogue and understanding. The topic of the conversation is "Hopes and Concerns for the new Administration". All viewpoints are welcome. This is a non-partisan event co-hosted by Vision 2040, Willmar Public Schools, City of Willmar, University of Minnesota Extension Services, Willmar Area Community Foundation, and the League of Women Voters.
Registration is requested, but walk-ins are welcome.
RSVP: REGISTER HERE

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

Sincerely,

Pablo

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

April 2025

Youth and Adult Programming

Youth Programs:

- *Carlson Wrestling Camp of Champs* began on April 3rd – 60 kids signed up
- *April Gymnastics* began on April 1st – 72 signed up with 59 on waitlists
- *Soccer Skills and Drills* began on March 29th – 43 signed up
- *Youth Volleyball Camp* begins April 15th – 35 signed up
- *Youth Fishing Clinic* scheduled for Saturday, April 26th

DOAC:

- Piping repairs are underway in preparation for summer
- Staff hiring and training schedule in progress
- Targeting June 12th for Opening Day

Pickleball:

- Two DUPR rating sessions (3.0–4.0 and 4.0+), drawing 16–32 players per session
- The Pickleball league begins in June on Tuesday nights
- Nets are up at Sperry, and activity has picked up on lovely spring days

Bikes:

- All bikes have been tuned up and are ready for summer
- Anticipated start for rentals: May

Adult Volleyball:

- Spring season is mid-way through; both leagues are wrapping up at the month's end

Basketball:

- The Adult Basketball League concluded this past month
    - *Champions:* Rambow
- Intramural Basketball also wrapped up
    - *Champions:* Bikini Bottom
    - *Special thanks:* Culver's donated prizes for the kids

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

WILLMAR
PARKS & RECREATION

Youth Baseball/Softball:

- 6th-grade softball starts this week
- Evaluations complete: 3 teams for 10U, 2 teams for 12U
  - Travel teams: Crow River League
  - Rec teams: Local league with neighboring communities
- *Awarded the Twins Equipment Grant* – will receive five full sets of equipment

Youth Football:

- Met with Coach Konold to finalize Summer and Fall Football Program dates

Miscellaneous Highlights

- Building content for Coaches Corner page: testimonials, practice plans, and more
- Participated in the VFW Meat Raffle with Cardinal Pride
- Gear orders and summer staffing are underway

Community Center

- Monthly *Community Coffee* and *Vets Coffee* were well-received
- Successful *Puzzle Contest* with six teams participating
- *Kids in the Kitchen* created Dr. Seuss-themed dishes – 15 kids attended
- *Daddy Daughter Formal* is officially sold out for the 3rd straight year
- Nearly 200 kids (ages 0–12) pre-registered for the upcoming *Egg Hunt*
- Summer planning nearly complete – includes three bus trips and two new kids programs

Facilities & Events

Upcoming Events:

- *Life Connections* – April 25th
- *Healthy Kids Day* – April 26th
- *AWF Wrestling* – May 3rd
- *Ridgewater Graduation* – May 16th

Ongoing Work:

- Concession supplies & deposits
- New flooring installation in the Concession Area
- High School Baseball/Softball scheduling
- Ridgewater Baseball game scheduling

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

- Staff scheduling
- Invoicing for ice rentals & dry floor events
- Summer program scheduling
- Event and Rec Center booking
- Mini Biff orders
- Field maintenance

Other Projects & Updates

- *Outdoor Rink Project* preconstruction meeting held on March 27th; construction starts this spring
- *DNR Trailhead Project* begins the week of May 12th – restroom arrives May 15th
- *Swansson Field Dugouts* project complete – great collaboration with Willmar Baseball Boosters
- Met with Cardinal Place and Rec staff to review summer Civic Center plans
- Gathering quotes for Civic Center East wall and door replacement – currently challenging
- Continuing collaboration with Willmar Rotary on the Amphitheater project and reapplying for the Legacy Grant
- Applying for *Bike Friendly Community* designation
- Working with the Radio Control Club on a potential new track near the Archery Park
- In development: *2025 CIP Plan* and budget planning

Willmar Police Department
Monthly Calls for Service Statistics

Title	March 2024	March 2025
911 Hang Up	12	8
Abandoned Vehicles	152	18
Agency Assist	32	47
Alarm	30	25
Alcohol Offense	5	3
Animal	36	48
Assault	13	8
Burglary	5	2
Child Custody Dispute	6	7
Crash	46	52
Criminal Damage To Property	15	21
Disorderly	17	21
Domestic	34	26
Drugs	9	10
Family Service	67	58
Fight	6	5
Fraud	16	14
Gun Permits	16	24
Harassment	25	25
Information	10	12
Weapons complaint	4	10
Lost And Found	37	38
Mental Issues	80	22
Missing Person	31	14
Motorists Assist	12	20
Neighborhood Disturbance	13	15
Public Assist	169	151
School Related Incidents	20	6
Sex Crimes	4	0
Sudden Death/Bodies Found	0	2
Suicidal Person	8	8
Suspicious	68	73
Theft	38	46
Traffic Complaint	40	56
Traffic Stop	171	225
Trespass	10	8
Warrant Service	22	13

Current Month CFS:

1252

YTD Calls for Service:

3,356

2024 Month CFS:

1361

(Some minimal CFS categories not shown)

April 2025

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.
- Lab passed the WP-360 study with 100% on all tests we run.
- Matt completed his DOC for Phosphorus, Ammonia, PH.
- Yearly Lab Ethics Training.
- Calibrations done on all the flowmeters, PM on municipal fine screens, posted sump pump reminders.
- New onsite generator start – up @ Eagle Lake #7.
- Nelson Sanitation televised the Iverson basin.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Sara attended EPA webinar: Method 1633 – A new standard for PFAS measurement.
- Completed annual internal review of MS4 program.
- Hauled waste billing requests.
- Completed review/edits for Natural Resources chapter of the comp plan.
- Submitted annual progress report for Chloride Management Plan.
- Submitted annual progress report for Comprehensive Watershed Management Plan.
- Attended MN Biosolids Association webinar: Response to EPA Risk Assessment of PFAS in Biosolids.
- Attended the Central MN Water Education Alliance meeting.
- Shared public education messages for wastewater and stormwater.

Public Works Updates from Superintendent Kyle Radunz

Streets

- **Sign Work:** Installed road restriction signs at various locations; repaired signs as needed.
- **Snow Removal:** Plowed snow on March 4; responded to freezing rain on March 29.
- **Traffic Signals:** Consulted with TCC regarding traffic signal concerns—repairs completed. Continued work on known signal issues.
- **Street Sweeping:** Swept streets for 18 days. Two sweepers were used when staffing allowed. Approx. 950yrds of debris removed

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Parks

- **Tree Trimming:** Performed trimming in all parks to support tree health and mowing efforts.
- **Inspections:** Park inspections began.
- **Repairs:** Ordered parts for repairs at Destination Park and Bria's Park.
- **Baseball Facilities:**
    - Completed dugout construction at North Swansson Park.
    - Installed batting cage nets.
    - Continued construction of the Plyo wall at North Swansson.
    - Installed backstop pads.
    - Repaired mound and batter's box areas.
    - Batter's eyes installed.
    - Repaired equipment.
- **Courts:**
    - Washed tennis courts at Miller and Hilltop Parks, and pickleball courts at Sperry Park.
    - Installed nets at all court locations.

Sewers

- **Stormwater:** Cleared ice, leaves, and debris as needed.
- **Sanitary:** Began annual sewer jetting maintenance.
- **MS4 Inspections:** Continued outfall inspections; held planning meetings for upcoming repairs.

Boulevards

- **Tree Removal:** Removed 27 trees.
- **Branch Removal:** Cleared fallen and broken branches.
- **Tree Trimming:** Continued winter trimming. Areas trimmed in March included 7th and 8th Streets between Willmar Avenue and Hwy 12.

Miscellaneous

- **Monthly Safety Inspections:** Checked fire extinguishers, harnesses, ladders, eyewash stations, hoists, cranes, AEDs, etc.
- **Brush Site:** Maintained compost and brush piles; burned material as needed.
- **Mechanic Work:** Ongoing maintenance of vehicles and equipment across all departments.
- **Picnic Tables:** Placed tables at multiple parks and public locations.
- **Thin Ice Signs:** Removed signs from Willmar and Foot Lakes.
- **Aerators:** Turned off and prepped aerators for the summer.
- **Training:**
    - Attended bridge maintenance webinar through Bridge Preservation Partnerships.
    - Participated in bridge maintenance overview with Bolton & Menk.
- **Buoys:** Installed buoys in Willmar and Foot Lakes for swimming and hazard marking.
- **Litter Cleanup:** Picked up litter at all parks and in high-priority ditch areas.

WILLMAR ENGINEERING

Street Projects

All scheduled improvement projects in 2025 have been awarded apart from the Business 71 overlay. Look for this final project to be brought in front of the council in early May. As the weather begins to cooperate, the contractors will be eager to begin work on these projects. Preliminary survey work for the proposed 2026 projects has begun as well. This will include reconstruction work on 4th St SW and on 16th St SW.

Depending on grant timing, the proposed Lakeland Drive Trail project will either take place in 2026 or 2028. The City has been awarded the Transportation Alternatives grant (2028 funding timeline) and we await word from the Active Transportation grant (2026 timeline). I will keep the council and administration notified of any changes.

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. Water pump replacement and floor scrubbing have recently been completed as well. Our building maintenance technician, Jordan, has taken on a new role with the city and we will be looking to hire his replacement towards the end of April.

I would also like to take this opportunity to recognize and thank 2 long-time Public Works employees who are retiring in April. Steve Kotzenmacher, 43 years of service, and Todd Larson, who has 41 years of service. I appreciate their dedication to the city and wish them nothing but the best in their retirement years.

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

Respectfully

Justin DeLeeuw

Justin DeLeeuw – Public Works Director

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	9.J.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Kyle Box, City Operations Director
Item:	Fiber Network Phase I Project - Amendment # 1		

RECOMMENDED ACTION:
To adopt the resolution approving amendment #1 Surveying Services with Bolton and Menk

OVERVIEW:
The City of Willmar will be completing installation of phase 1 of the fiber network within existing City right of way and permanent utility easements to provide broadband services to current residential and business properties in this area. Project design services have discovered areas within the phase 1 project that the City doesn't contain documented right of way or easements as exhibited in Figure 1 (attached). Survey services are needed to establish and record these project needs.

BUDGETARY/FISCAL ISSUES:

City of Willmar Fiber Network - Phase 1	**Amendment # 1**	
	FEE BREAKDOWN ESTIMATED COST	
Task 1-4	Existing Contract	$403,000
Task 5:	SURVEY SERVICES	
Task 5.1	Right-of-Way Plats	$61,500
Task 5.2	Easements Exhibits	$38,500
Task 5	Subtotal	$100,000
	REVISED CONTRACT TOTAL COSTS	$503,000

ALTERNATIVES TO CONSIDER:
Not approve amendment 1

ATTACHMENTS:
1. Resolution B&M Phase 1 - Amendment 1
2. Willmar Fiber Network Phase 1 - Amendment 1 letter
3. Amendment 1 - Willmar Fiber Project

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO A CONSULTANT SERVICES CONTRACT WITH BOLTON & MENK – AMENDMENT NO. 1

Motion By: ____________________ Second By:____________________

Whereas, the City Council of the City of Willmar, Minnesota, entered into a professional services contract with Bolton and Menk, Inc., on October 7, 2024, for the City of Willmar Proposed Phase 1 Fiber Infrastructure Project in the amount not to exceed $403,000.

Whereas, during project design, it was determined that the City of Willmar does not have documented right-of-way or easements in specific areas within the project area.

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into an Amended Consultant Services Contract with Bolton & Menk for the City of Willmar Proposed Phase 1 Fiber Infrastructure Project in the amount not to exceed $100,000.

Dated this 21st day of April, 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

April 17, 2025

Kyle Box
City Operations Director
City of Willmar
333 Southwest 6th Street
Willmar, Minnesota 56201

RE: City of Willmar Fiber Network – Phase 1
Amendment #1 – Survey Services

Dear Kyle:

Bolton & Menk, Inc. is submitting this amendment to complete professional service needs in continuation of the Fiber project for bidding and construction. Our current agreement will be revised to include the scope of work as detailed in this letter below. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar on this project.

PROJECT UNDERSTANDING

The City of Willmar will be completing installation of phase 1 of the fiber network within existing City right of way and permanent utility easements to provide broadband services to current residential and business properties in this area. Project design services have discovered areas within the phase 1 project that the City doesn't contain documented right of way or easements as exhibited in **Figure 1** (attached). Survey services are needed to establish and record these project needs.

Bolton & Menk's scope of services is dependent upon and relies on the cooperative effort of Hometown Fiber and the City of Willmar.

SCOPE OF SERVICES

The following tasks associated with this amendment will be added to the professional services contract as follows:

Task 5: Survey Services

Develop 5 right of way plats and 7 easement exhibits

1. Undertake research of property documents including the review and layout of said property documents. Address any contradictions between said documents.
2. Field verification of existing survey monuments and field location of existing roadways in determination of existing property lines for establishment of proposed right of way and easement lines.
3. Drafting parcel sketches for each parcel affected depicting proposed right of way or easements in relation to the rest of the parcel for review with residents and businesses.
4. Drafting right of way plats and easements and legal descriptions. Submitting to and communicating with County Recorder and County Surveyor to obtain approval of plats and easements. Coordinate with City staff and City attorney regarding legal descriptions, plat legalities, and obtaining signatures from landowners.
5. Setting monuments delineating newly established right of way.

SCHEDULE

The following schedule to complete the scope of services on the project are as follows:

Amendment #1: Willmar Fiber Network - Phase 1	
Task	**Finish**
5. Survey Services	June 2025

This schedule will be adjusted based on progression of task deliverables or decisions by the City that may impact the schedule.

FEES

We propose to complete the services identified in the above Scope of Work per our existing agreement for an HOURLY NOT TO EXCEED fee of $100,000.00. Our existing agreement for engineering services through bidding was $403,000.00. The revised contract total including Amendment #1 is $503,000.00. The table below is the breakdown costs of the contract including amended additional services:

FEE BREAKDOWN	ESTIMATED COST
Task 1-4 (Existing Contract)	**$403,000**
TASK 5: SURVEY SERVICES	
Task 5.1 – Right-of-Way Plats	$61,500
Task 5.2 – Easements Exhibits	$38,500
Task 5 Subtotal	**$100,000**
REVISED CONTRACT TOTAL COSTS	**$503,000**

If you have any questions regarding this amendment, please contact me at your convenience at 320-905-3520 or Joshua.Halvorson@bolton-menk.com. We look forward to getting this project to construction 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

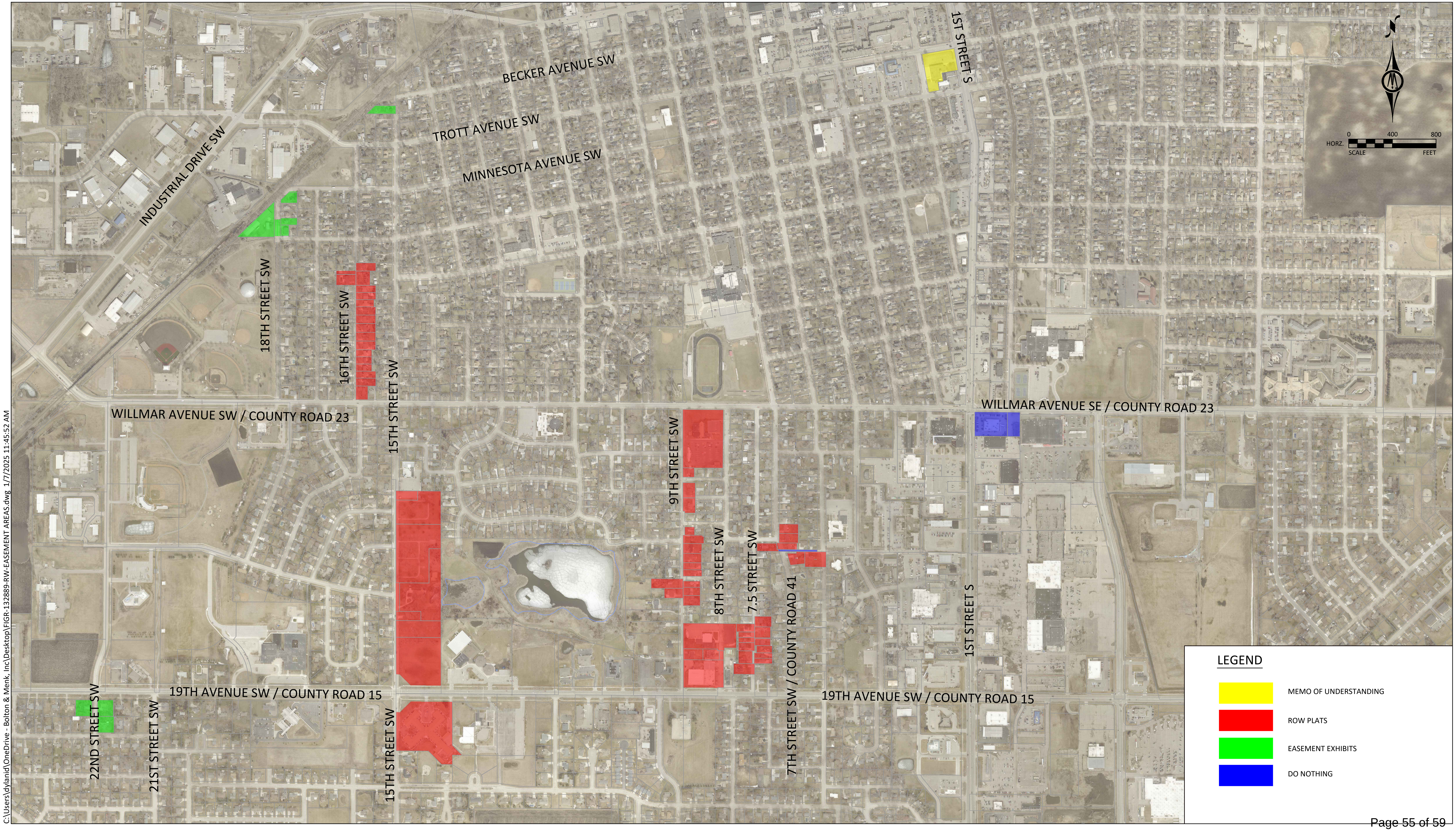
cc: Justin DeLeeuw, Public Works Director
Jared Voge, City Engineer

Attachments:
Figure 1: Right-Of-Way/Easement Needs

Figure 1: Right-Of-Way/Easement Needs

December 2024

BOLTON & MENK



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AMENDMENT NO. 1
CONSULTANT SERVICES CONTRACT
CITY OF WILLMAR FIBER NETWORK – PHASE 1
EXECUTED JULY 15TH, 2024

This Contract amendment is made this 21st day of April, 2025, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

A. **Scope of Services.** CONSULTANT agrees to perform the additional professional services described within the letter dated April 17, 2025.

SECTION III – CONSIDERATION

A. **Fees.** CITY will compensate CONSULTANT $100,000.00 for the services set forth in this amendment resulting in a total amended contract amount of $503,000.00.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

CONSULTANT

By: ____ Date: ____________________________

(Signature)

Title: Principal Engineer

Print Name: Joshua Halvorson

CITY

By: ______________________________ Date: ______________________
(Signature)
Title: City Administrator
Print Name: Leslie Valiant

By: ______________________________ Date: ______________________
(Signature)
Title: Mayor
Print Name: Douglas Reese

City Council Action Request

Council Meeting Date:	April 21, 2025	**Agenda Item Number:**	9.K.
Agenda Section:	Regular Business	**Originating Department:**	Planning and Development
Resolution:	No	**Prepared By:**	Christopher Corbett, Planning and Development Director
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	Comprehensive Plan Joint Work Session		

RECOMMENDED ACTION:
Set the City Council and Planning Commission joint work session for Thursday, May 1, 2025, 5:00 p.m. site to be determined.
During this joint work session, no action is required from City Council members or Planning Commissioners.

OVERVIEW:
This forward-thinking plan serves as a 20-year roadmap for the city's growth, addressing current needs while outlining strategies to achieve long-term goals that will shape future decision-making. The draft plan is the culmination of extensive public engagement, including over 20 community events, open houses, online surveys, and workshops. Its vision statement reads:

"Willmar is a city of possibility and opportunity — diverse, thriving, and resilient — a desired place to Work, Innovate, Thrive, and call Home."

The plan focuses on key goals such as Safety, Economy, Infrastructure, Community, Housing, Recreation, and Engagement, all guided by the principles of Sustainability, Inclusivity, Innovation, and Resilience. It identifies over 40 actionable strategies, with emphasis on critical areas including Land Use, Arts and Culture, Mobility, Housing, Economic Opportunities, Parks and Open Spaces, and, above all, Implementation.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

Please review the Comprehensive Plan document on the City of Willmar's website www.willmarmn.gov, and share your feedback by emailing planning@willmarmn.gov.

ATTACHMENTS:
None