



**WILLMAR CITY COUNCIL MEETING**

**MONDAY, MAY 5, 2025 @ 6:30 PM**

**BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING**

**2200 – 23rd STREET NE, WILLMAR MINNESOTA**

### **AGENDA**

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

#### **Approve:**

- A. City Council Minutes of April 21, 2025
- B. City Council CIP Tour Minutes of April 17, 2025
- C. Planning Commission Minutes of April 2, 2025
- D. Planning Commission Minutes of April 23, 2025 \_ DRAFT
- E. Willmar Municipal Utilities Draft Minutes April 28, 2025
- F. Christianson CPA's & Consultants: Preliminary & Final Plat
- G. Local Government Resolution, Business Development Infrastructure Application
- H. ATLAS of West Central MN Lawful Gambling Application

#### **Information:**

Accounts Payable Report, 4/17/25 - 4/30/25

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
  - I. Police Chief Selection
  - J. Project No. 2503-D Business Highway 71 Bid Award
  - K. Annual Stormwater Presentation
  - L. Introduction to Civic Access and 'My Willmar' App
  - M. Connect Willmar Initiative Update
  - N. Request for Work Session on Monday, May 12, 2025
10. Announcements

## 11. Adjourn

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

April 21, 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, 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, Director of Human Resources Alissa Gambrel, City Clerk Vernae Larsen, and City Attorney David Assaf.

There were no additions or deletions to the agenda.

Council Member Ask moved to **Approve the Agenda**. 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 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. **Resolution No. 2025-053** 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

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

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

Noes None

## Regular Business

### J. Fiber Network Phase I Project - Amendment # 1

Operations Director Kyle Box explained Amendment #1 and the need for correction within the 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. A motion was made by Council Member Shuldes to **Approve Resolution No. 2025-054 Approving Amendment #1 Surveying Services with Bolton and Menk for the Fiber Network Phase I Project**. 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 Davis, Council Member Butterfield, Council Member Shuldes

Noes Council Member Fagerlie

### K. Comprehensive Plan Joint Work Session

Planning and Development Director Christopher Corbett updated the Council regarding the upcoming Comprehensive Plan Joint Work Session location. He stated that the City Council and Planning Commission joint work session is scheduled for Thursday, May 1, 2025, 5:00 p.m. at the Willmar Community Center.

## Community Announcements

Pablo Obregon invited all to attend the International Heritage Festival on Friday, April 25 at 5:30 pm. Also, Healthy Earth Healthy Kids is on Saturday, April 26<sup>th</sup> at the Civic Center.

Monday April 28 is the Braver Angels Workshop

May 1 at 6 AM is the Mayor's Prayer Breakfast

At 6:42 PM, having no further business, Council Member Nelsen moved to **Adjourn** the meeting. 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

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

**RESOLUTION NO. 2025-053**

**A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS**

Motion By: Ask Second By: Shuldes

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 21<sup>st</sup> day of April, 2025.

/S/ Douglas E. Reese  
MAYOR

Attest:

/S/Vernae Larsen  
CITY CLERK

**RESOLUTION NO. 2025-054**

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

Motion By: Shuldes Second By: Butterfield

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 21<sup>st</sup> day of April, 2025

/S/ Douglas E. Reese  
MAYOR

Attest:

/S/Vernae Larsen  
CITY CLERK

**WILLMAR CITY COUNCIL PROCEEDINGS**

**Fire Hall**

515 2nd St SW, Willmar, MN 56201

April 17, 2025

10:00 AM

The work session of the Willmar City Council was called to order at 10:05 AM by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Tom Gilbertson, Steve Gardner, Vicki Davis, and Carl Shuldes. Excused: Rick Fagerlie, Tom Butterfield Present 7, Absent 2.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Finance Director Tom Odens, Interim Police Chief Michael Holme, Parks and Recreation Director Rob Baumgarn, Public Works Director Justin DeLeeuw, and Information Systems Coordinator Jonah Johnson.

**A. Capital Improvement Program Tour**

The purpose of this meeting was to tour the City properties as part of the Capital Improvement Program. The Council and staff boarded the bus outside the Fire Hall. The first stop on the tour was City Hall. The Council then drove past and reviewed Rice Park, Garfield Park and Miller Park. Additional stops on the tour included the Dorothy Olson Aquatic Center, Swanson Fields, the Airport, the Public Works Garage, and the Civic Center Rec Fields. Justin Ask left the meeting at 1:15 PM. The tour concluded with a tour of the Fire Hall.

Having toured all the scheduled properties, Council Member Gilbertson moved to **Adjourn** at 3:39 PM. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

Ayes Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Davis, Council Member Shuldes

Noes None

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MAYOR

Attest:

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CITY CLERK

**WILLMAR PLANNING COMMISSION  
WEDNESDAY, APRIL 2, 2025  
333 6<sup>TH</sup> STREET SW, CONFERENCE ROOM 1**

**MINUTES**

The Willmar Planning Commission met on Wednesday, April 2, 2025, at 6:00pm at City Hall.

**Members Present:** Steve Dresler; Gary Newberg; Bob Poe; Christopher Buzzeo; Stacy Holwerda; and Yvon Fils-Aime.

**Members Absent:** None.

**Others Present:** Christopher Corbett (Director of Planning & Development); Christopher Frank (City Planner); Patrick O'Rourke (Public); and Dion Warne (HSB)

1. Chairman Dresler called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
  - 4.1. Planner Frank informed Planning Commission that minutes from the previous meeting were near completed but still waiting final input from staff and will be available at the next meeting.
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

**6.1 HEARING AND ACTION**

**6.1.1 TEMPORARY SIGN PERMIT – CIVIC CENTER PROPERTY: WILLMARMANIA**

Location: Civic Center Dr.; Parcel #: 95-901-0200; Ward 1.

The Commission considered an application from Steve Peppin/Studio 38 for a temporary sign permit to be placed on Civic Center property for the WillmarMania wrestling event. Staff brought up the recurring nature of this annual event and that the Commissioners could consider a blanket approval for future WillmarMania events and the need for the permit fee.

**Commissioner Poe made a motion to approve the permit contingent on the payment of the sign permit and deposit fee as required by city ordinance, the motion was seconded by Commissioner Fils-Aime, and passed with five (5) ayes and one (1) nay.**

**6.2 PLATS**

None.

### 6.3 BRIEFINGS

#### 6.3.1 MAJOR SUBDIVISION: HOME STATE BANK STORMWATER POND

Location: 1630 HWY 12 E; Parcel #: 95-913-1028 & 95-367-0050; Ward 3.

The Commission received a briefing on a proposed major subdivision involving Home State Bank and Willmar Ten Investors. Dion Warne, from Home State Bank, was available to answer questions and explained the proposal, which involves splitting Parcel 95-913-1028 to separate the portion with the stormwater pond to retain ownership of the pond and allow future sale of the northern portion of the parcel.

The Commission discussed the process for the subdivision and potential issues, including access and functions of the stormwater pond. The public hearing for the major subdivision was scheduled for the next meeting.

### 7. DIRECTOR'S REPORT

None.

### 8. MISCELLANEOUS

The Commission discussed and agreed to move the next meeting to April 23rd to allow time for the public hearing notice for the Home State Bank subdivision.

**Commissioner Buzzeo made a motion to move the meeting to April 23rd, and Commissioner Fils-Aime seconded the motion. The motion passed unanimously.**

### 9. ADJOURN

**Commissioner Buzzeo moved to adjourn the meeting, seconded by Commissioner Holwerda, and passed unanimously. The meeting was adjourned at 6:23PM.**

**WILLMAR PLANNING COMMISSION  
WEDNESDAY, APRIL 23, 2025  
333 6<sup>TH</sup> STREET SW, CONFERENCE ROOM 1**

**MINUTES**

The Willmar Planning Commission met on Wednesday, April 23, 2025, at 6:00pm at City Hall.

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

**Members Absent:** Yvon Fils-Aime.

**Others Present:** Christopher Frank (City Planner); Dion Warne (HSB); Ken Behm (Public); and Sheila Bass (Public).

1. Chairman Dresler called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: **Commissioner Poe motioned to separate the two minutes included in 4.1 into separate sections of 4.1 and 4.2 respectively; seconded by Commissioner Buzzeo and passed unanimously.**
4. Minutes:
  - 4.1. Planning Commission Meeting Minutes for March 19, 2025: **Commissioner Buzzeo motioned to approve the minutes, seconded by Commissioner Holwerda, and passed unanimously.**
  - 4.2. Planning Commission Meeting Minutes for April 2, 2025: **Commissioner Poe motioned to approve the minutes, seconded by Commissioner Newberg, and passed unanimously.**
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

**6.1 HEARING AND ACTION**

**6.1.1 MAJOR SUBDIVISION: HOME STATE BANK STORMWATER POND**

Location: 1630 HWY 12 E; Parcel #: 95-913-1028 & 95-367-0050; Ward 3.

Planner Frank provided an overview of the project and provided an update that the plats had not been finalized and recommended proceeding with the scheduled public hearing, but tabling the action on the item until a future meeting following proper plat review. The public hearing was opened at 6:05PM, nobody from the public provided comment, and the public hearing was closed at 6:06PM.

**Commissioner Buzzeo made a motion to table the item until a future meeting after proper review of the plats can occur, the motion was seconded by Commissioner Holwerda, and passed unanimously.**

## **6.2 PLATS**

None.

## **6.3 BRIEFINGS**

None.

## **7. DIRECTOR'S REPORT**

Planner Frank informed the Commission of the joint work session for the draft comprehensive plan scheduled for May 1st at 5:00 PM at the Willmar Community Center. The comprehensive plan is scheduled for approval at the City Council meeting on June 16th, with a recommendation from the Planning Commission expected at a meeting before that date.

Planner Frank also informed the commission about the new computer system in the planning department called Civic Access, which allows residents to submit new permit applications; and a new community app named MyWillmar, which allows residents to submit complaints to the city.

## **8. MISCELLANEOUS**

## **9. ADJOURN**

**Commissioner Buzzeo moved to adjourn the meeting, seconded by Commissioner Newberg, and passed unanimously. The meeting was adjourned at 6:16PM.**

The Municipal Utilities Commission (MUC) held its regularly scheduled meeting on Monday, April 28, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present included Shawn Mueske, John Kennedy, Patricia Elizondo, Terrill Sieck, Carol Laumer, and Bruce DeBlieck. Commissioner Dave Baumgart was absent.

Also present were General Manager Jeron Smith, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, Energy/Safety Outreach Coordinator John Eggert, Executive Secretary Abby Ahrendt, City Attorney Robert Scott (via teleconference), and WC Tribune journalist Jennifer Kotila.

The meeting was called to order with the recitation of the Pledge of Allegiance. Commission President Mueske noted that Secretary Baumgart was absent and stated that an acting secretary would need to be appointed. Commissioner Siek volunteered to serve in that role for the duration of the meeting. President Mueske then asked if there were any additions or changes to the agenda as presented. General Manager Smith provided clarification on the highlighted line items in the bill payment list. Following review and discussion, President Mueske called for a resolution on the consent agenda. Commissioner Laumer made a motion to approve the consent agenda, which was seconded by Commissioner Kennedy.

**RESOLUTION NO. 15**

“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 April 14, 2025 MUC Meeting Minutes; and,
- ❖ Bills represented by vouchers No. 20250569 to No. 20250653 and associated wire transfers inclusive in the amount of \$1,361,111.90.”

Dated this 28<sup>th</sup> day of April 2025.

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President

Attest:

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Secretary

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

Finance & Office Services Supervisor Prekker informed the Commission of the need to determine liability limits for the League of Minnesota Cities Insurance Trust renewal. Staff recommended that Willmar Municipal Utilities (WMU) not waive the municipal tort liability limits established under Minnesota Statutes §466.04. Under the statute, an individual claimant is limited to recovering no more than \$500,000 per claim, with a total cap of \$1,500,000 for all claims arising from a single occurrence. If WMU were to waive these

limits and purchase excess liability coverage, a single claimant could recover up to the full amount of the coverage purchased. Following discussion, Commissioner Kennedy offered a resolution to retain the statutory liability limits, seconded by Commissioner Siek.

#### **RESOLUTION NO. 16**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04.”

Dated this 28<sup>th</sup> day of April 2025.

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President

Attest:

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Secretary

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

Energy/Safety Outreach Coordinator Eggert recognized the 2025 WMU scholarship recipients. After reviewing seven applications, three students were selected to receive scholarships: Morghan Lorensen, Even Wallestad, and Braeden Fagerli, all from Willmar High School. The Commission congratulated the recipients for their hard work. Scholarships will be officially awarded at the Willmar High School awards ceremony on May 21 2025.

Director of Administration Johnson provided a Customer Service update, highlighting key areas including metering, service orders, financial assistance, 2024 collections, and upcoming initiatives for 2025. She commended the Customer Service team for their efforts and noted that staff are preparing for future initiatives such as prepaid metering, time-of-use billing, and the 2027 rate study.

General Manager Smith presented DGR Engineering’s recommendation to award the contract for furnishing a 15 kV Outdoor Sheltered Aisle Switchgear for the Diesel Generation Project to Switchgear Power Systems, at a base bid of \$1,193,040.00, contingent upon successful negotiation of contract and payment terms.

#### **RESOLUTION NO. 17**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract for furnishing a 15 kV Outdoor Sheltered Aisle Switchgear for the Diesel Generation Project be awarded to Switchgear Power Systems in the amount of \$1,193,040.00, contingent upon the successful negotiation of contract and payment terms.”

Dated this 28<sup>th</sup> day of April 2025

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President

Attest:

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Secretary

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

Facilities and Maintenance Supervisor Marti provided an overview of the Facility Project, emphasizing the need for a new building due to ongoing issues with the existing facilities, including structural damage, water intrusion, mold, lack of fire protection, and non-compliance with accessibility standards. He reviewed the project history, noting that planning efforts began in 2010 and have included multiple facility tours and site evaluations. He also recapped several instances in which a joint facility was discussed with the City of Willmar staff and Council, highlighting each time it was determined that WMU and the City have different needs and should retain separate buildings. The goal remains to take a forward-thinking approach to meet WMU's long-term needs. WMU staff will continue to work collaboratively with City staff to secure a suitable site for the Utilities.

General Manager Smith congratulated the scholarship recipients for their hard work and dedication. He then directed a question to City Attorney Robert Scott regarding the applicability of open meeting laws to the City Council Liaison. Following discussion, it was determined that the City Council Liaison is not subject to interactive technology meeting requirements when participating remotely. Smith also reminded the Commission of the upcoming MRES Annual Meeting on May 7-8 in Sioux Falls, and the Marshall Solar Plus dedication ceremony scheduled for May 20, 2025, in Marshall, MN.

Upcoming events to note:

- ❖ MRES 60<sup>th</sup> Annual Meeting (Sioux Falls, SD) May 7-8, 2025
- ❖ MRES Solar Dedication (Marshall, MN) May 20, 2025 from 2-4 pm
- ❖ APPA National Conference (New Orleans, LA) June 6-11, 2025
- ❖ MMUA Summer Conference (Rochester, MN) August 18-20, 2025

There being no further business, Commissioner Kennedy 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 12:39 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Abby Ahrendt, Executive Secretary

ATTEST:

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Terrill Sieck, Acting Secretary



## City Council Action Request

|                              |                                                            |                                |                                                        |
|------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                                | <b>Agenda Item Number:</b>     | 5.F.                                                   |
| <b>Agenda Section:</b>       | Consent Items                                              | <b>Originating Department:</b> | Planning and Development                               |
| <b>Resolution:</b>           | No                                                         | <b>Prepared By:</b>            | Chris Frank, City Planner                              |
| <b>Ordinance:</b>            | No                                                         | <b>Presented By:</b>           | Christopher Corbett, Planning and Development Director |
| <b>Item:</b>                 | Christianson CPA's & Consultants: Preliminary & Final Plat |                                |                                                        |

### RECOMMENDED ACTION:

#### OVERVIEW:

This item is a major subdivision due to bordering Trunk Highway 12 East. The consolidated major subdivision, preliminary, and final plats were approved by the Planning Commission on March 19, 2025. A public hearing was conducted; no one appeared on behalf of the public. The subdivision does not have any apparent detrimental effect on the surrounding property owners or the public.

Christianson's acquired Lot 2 for the construction of their new building, and acquired Lot 3 to the southeast, which was combined with the southern portion of the Dairy Queen parcel (now Lot 1). Lot 3 is landlocked with no natural access to public roads. However, Christianson's have obtained an easement for ingress/egress over the Convention Center property and would also have potential access over their Lot 2. There exists a sizable drainage ditch running through Lots 2 and 3, which Christianson has expressed a desire to conserve and use for the aesthetic view of their building.

By City Charter, the City Council can request an additional public hearing be held for major subdivisions. Staff recommends approval by motion without an additional public hearing as there is minimal impact on surrounding landowners/public and this would have been a minor subdivision had the northern edge of these parcels not bordered HWY 12. The State of Minnesota was also given notice of the subdivision and plats and has not had any objections at this time, but has requested that site plans for the building be submitted for review in the future.

### BUDGETARY/FISCAL ISSUES:

### ALTERNATIVES TO CONSIDER:

**ATTACHMENTS:**

1. Christianson Addition Plat



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

March 11, 2025

Christopher Frank, City Planner  
City of Willmar  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Via e-mail: [cfrank@willmarmn.gov](mailto:cfrank@willmarmn.gov)

RE: Christianson & Addition Preliminary & Final Plat  
City of Willmar, Minnesota  
Project No.: OW1.124785

Dear Christopher,

We have reviewed the preliminary and final plats for the Christianson Addition which were sent via an email dated February 26, 2025. We have the following comments:

1. The applicant shall be responsible for obtaining access and work within the right-of-way permits from MnDOT.
2. Lot 3 Block 1 is not adjacent to public right-of-way and without an access easement or another provision for access, will not be accessible.
3. The existing service road easement per document number 566478, shall be privately held and maintained.
4. The applicant shall submit a site plan complete with all required documents and permits prior to a building permit being issued for the site.

We recommend approval of the preliminary and final plats contingent on the above-mentioned comments as well as comments received from City staff, Planning Commission, and the City Council.

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

Sincerely,

**Bolton & Menk, Inc.**

**Jared Voge, P.E.**  
City Engineer

# PRELIMINARY PLAT OF: CHRISTIANSON ADDITION

## LEGAL DESCRIPTION

His Land Company, LLC

That part of the NE 1/4 of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northwest corner of said Section 13; thence on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 1326.28 feet to the point of beginning of the land to be described; thence continuing on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 166.34 feet; thence on a bearing of S 00°31'30" W, a distance of 654.70 feet; thence on a bearing of N 89°28'30" W, a distance of 166.34 feet; thence on a bearing of N 00°31'30" E, a distance of 654.70 feet to the point of beginning.

AND

That part of the NE 1/4 of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northwest corner of said Section 13; thence on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 1492.62 feet to the point of beginning of the land to be described; thence on a bearing of S 00°31'30" W, a distance of 1492.62 feet; thence on a bearing of S 89°28'30" E, a distance of 50.00 feet to the southerly extension of the west line of the recorded plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of N 00°31'30" E, along the west line of said BECKEL ADDITION and its southerly and northerly extensions, a distance of 654.70 feet to the north line of Section 13; thence on a bearing of N 89°28'30" W, along the north line of said Section 13, a distance of 50.00 feet to the point of beginning.

AND

Christianson & Associates Properties II, LLC

That part of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northeast corner of the NW 1/4 of said Section 13; thence on a geodetic bearing of North 89 degrees 28 minutes 30 seconds West, along the north line of the NW 1/4 of said Section 13, a distance of 1,107.00 feet to the northwest corner of the record plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder, which is also the point of beginning of the land to be described; thence on a bearing of South 00 degrees 31 minutes 30 seconds West, along the west line of said record plat entitled BECKEL ADDITION; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the south line of said record plat entitled BECKEL ADDITION, a distance of 150.00 feet to the southeast corner of said record plat entitled BECKEL ADDITION; thence on a bearing of South 00 degrees 31 minutes 30 seconds West, a distance of 537.84 feet; thence on a bearing of North 74 degrees 40 minutes 19 seconds West, a distance of 379.63 feet; thence on a bearing of North 26 degrees 56 minutes 06 seconds West, a distance of 202.13 feet; thence on a bearing of North 89 degrees 30 minutes 08 seconds West, a distance of 239.94 feet to the west line of the E 1/2 of the E 1/2 of the NW 1/4 of the NW 1/4 of said Section 13; thence on a bearing of North 00 degrees 31 minutes 30 seconds East, along the north line of said Section 13, a distance of 549.01 feet to the point of beginning; EXCEPTING THEREFROM that part of the NE 1/4 of the NW 1/4 of Section 13, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows: Commencing at the northwest corner of said Section 13; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 1326.28 feet to the point of beginning of the land to be described; thence continuing on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 166.34 feet; thence on a bearing of South 00 degrees 31 minutes 30 seconds West a distance of 654.70 feet; thence on a bearing of North 89 degrees 28 minutes 30 seconds West a distance of 166.34 feet; thence on a bearing of North 00 degrees 31 minutes 30 seconds East a distance of 654.70 feet to the point of beginning.

LESS & EXCEPT

That part of the Northeast Quarter of the Northwest Quarter of Section 13, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows: Commencing at the northwest corner of said Section 13; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 1492.62 feet to the point of beginning of the land to be described; thence on a bearing of South 00 degrees 31 minutes 30 seconds West a distance of 654.70 feet; thence on a bearing of South 89 degrees 28 minutes 30 seconds East a distance of 50.00 feet to the southerly extension of the west line of the recorded plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of North 00 degrees 31 minutes 30 seconds East, along the west line of said BECKEL ADDITION and its southerly and northerly extensions, a distance of 654.70 feet to the north line of said Section 13; thence on a bearing of North 89 degrees 26 minutes 30 seconds West, along the north line of said Section 13, a distance of 50.00 feet to the point of beginning.

## OWNERS

Christianson & Associates Properties II, LLC  
302 5th Street Southwest  
Willmar, MN 56201

And

His Land Company, LLC  
11999 62nd St NW  
Spicer, MN 56288

## SURVEYOR

Bolton and Menk, Inc.  
2040 Highway 12 East  
Willmar, MN 56201

## LEGEND

- 1/2" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 57632
- FOUND REROB BONNEMA SURVEYS, UNLESS OTHERWISE NOTED

- ADJACENT
- PROPOSED EASEMENT LINE
- BUILDING SETBACK
- RIGHT OF WAY
- PROPOSED RIGHT OF WAY
- PROPOSED PLAT BOUNDARY LINE
- EXISTING EASEMENT LINE
- CENTERLINE
- FIBER UNDERGROUND
- GAS UNDERGROUND
- ELECTRIC UNDERGROUND
- STORM SEWER
- WATER SYSTEM
- WATER SERVICE
- SANITARY SEWER
- EDGE OF BUSHES
- EDGE OF TREES
- INTERMEDIATE CONTOUR
- INDEX CONTOUR
- FENCE
- CURB & GUTTER
- BITUMINOUS EDGE
- CONCRETE EDGE
- GRAVEL EDGE
- PAVER EDGE
- LANDSCAPING EDGE
- MISCELLANEOUS EDGE
- WATERS EDGE
- BUILDING EDGE
- ACCESS CONTROL
- TREE-DECIDUOUS
- TREE-CONIFEROUS
- LIGHT POLE
- VALVE
- BENCH MARK
- CATCH BASIN
- CATCH BASIN
- OVERFLOW CONTROL STRUCTURE
- TILE INLET
- MANHOLE-SANITARY SEWER
- MANHOLE-STORM SEWER
- MANHOLE-COMMUNICATION
- MANHOLE-UTILITY
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- SIGN TRAFFIC
- POLE-UTILITY
- ORDER MICROPHONE
- SIGN NON TRAFFIC
- UTILITY MARKER-GAS
- FLARED END / APRON
- FIRE HYDRANT
- IRRIGATION VALVE BOX
- VALVE POST INDICATOR

## LOT AREAS:

TOTAL AREA: ±12.14 acres  
LOT 1, BLOCK 1: ±1.85 acres  
LOT 2, BLOCK 1: ±4.95 acres  
LOT 3, BLOCK 1: ±4.16 acres  
US HIGHWAY 12: ±1.18 acres

## ZONING:

Current zoning classification for subject property is GB-3 - General Business 3

## REQUIREMENTS/SETBACKS:

Minimum Lot Size- 25,000 Square Feet  
Lot Width- 100 feet

Minimum Distance Requirements:

Front Yard Setback- 25 feet from public right-of-way,  
50 feet if along state or federal highways

Rear Yard Setback- 10 feet

Side Yard Setback- 10 feet from interior lot line,  
25 from street right-of-way, 50 feet if along state or federal highways

## SURVEYORS NOTES

- For the purpose of this plat the north line of the Northwest Quarter is assumed to bear North 89 degrees 28 minutes 30 seconds West.
- The field survey was completed on November 8th, 2024.
- Distances are in feet.
- Contours are at 2 foot intervals

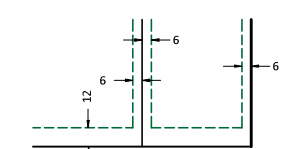
## SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

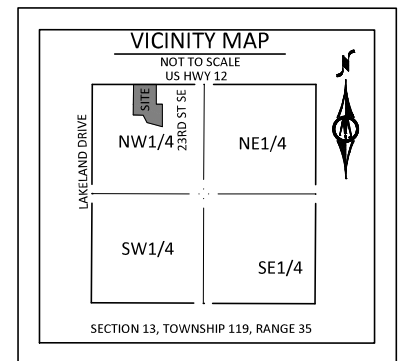
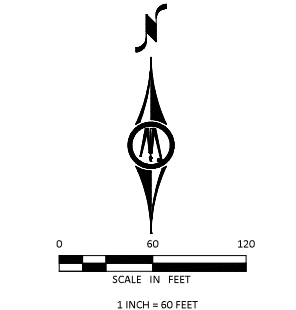
Andrew Hill  
License Number 57632

02/24/2025  
Date

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 12 FEET IN WIDTH AND ADJOINING PUBLIC WAYS, UNLESS OTHERWISE INDICATED.

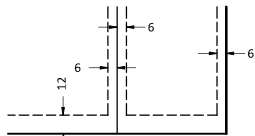


This Plat Prepared By:

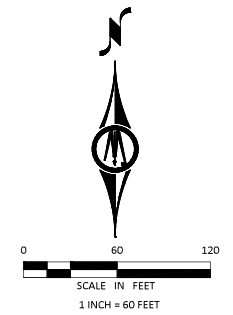


# CHRISTIANSON ADDITION

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:



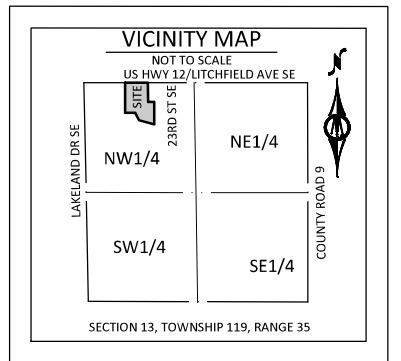
BEING 10 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND REAR LOT LINES AND BEING 12 FEET IN WIDTH AND ADJOINING PUBLIC WAYS, UNLESS OTHERWISE INDICATED.



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF SECTION 13 WHICH IS ASSUMED TO BEAR NORTH 89 DEGREES 28 MINUTES 30 SECONDS WEST.

## LEGEND

- 1/2" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 57652
- FOUND MONUMENT
- ACCESS RESTRICTION LINE



This Plat Prepared By:  
**BOLTON & MENK**  
2040 Highway 12 East  
Willmar, MN 56201  
(320)-231-3956

CHRISTIANSON ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That His Land Company, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Kandiyohi, State of Minnesota:

That part of the NE 1/4 of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northwest corner of said Section 13; thence on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 1326.28 feet to the point of beginning of the land to be described; thence continuing on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 166.34 feet; thence on a bearing of S 00°31'30" W, a distance of 654.70 feet; thence on a bearing of N 89°28'30" W, a distance of 166.34 feet; thence on a bearing of N 00°31'30" E, a distance of 654.70 feet to the point of beginning.

AND

That part of the NE 1/4 of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northwest corner of said Section 13; thence on a bearing of S 89°28'30" E, along the north line of said Section 13, a distance of 1492.62 feet to the point of beginning of the land to be described; thence on a bearing of S 00°31'30" W, a distance of 654.70 feet; thence on a bearing of S 89°28'30" E, a distance of 50.00 feet to the southerly extension of the west line of the recorded plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of N 00°31'30" E, along the west line of said BECKEL ADDITION and its southerly and northerly extensions, a distance of 654.70 feet to the north line of Section 13; thence on a bearing of N 89°28'30" W, along the north line of said Section 13, a distance of 50.00 feet to the point of beginning.

and that Christianson & Associates Properties II, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Kandiyohi, State of Minnesota:

That part of the NW 1/4 of Section 13, Township 119N, Range 35W of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

Commencing at the northeast corner of the NW 1/4 of said Section 13; thence on a geodetic bearing of North 89 degrees 28 minutes 30 seconds West, along the north line of the NW 1/4 of said Section 13, a distance of 1,107.00 feet to the northwest corner of the record plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder, which is also the point of beginning of the land to be described; thence on a bearing of South 00 degrees 31 minutes 30 seconds West, along the west line of said record plat entitled BECKEL ADDITION, a distance of 462.16 feet to the southwest corner of said record plat entitled BECKEL ADDITION; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the south line of said record plat entitled BECKEL ADDITION, a distance of 150.00 feet to the southeast corner of said record plat entitled BECKEL ADDITION; thence on a bearing of South 00 degrees 31 minutes 30 seconds West, a distance of 537.84 feet; thence on a bearing of North 74 degrees 40 minutes 19 seconds West, a distance of 379.63 feet; thence on a bearing of North 26 degrees 56 minutes 06 seconds West, a distance of 202.13 feet; thence on a bearing of North 89 degrees 30 minutes 08 seconds West, a distance of 239.94 feet to the west line of the E 1/2 of the E 1/2 of the NW 1/4 of said Section 13; thence on a bearing of North 00 degrees 37 minutes 00 seconds East, along the west line of the E 1/2 of the E 1/2 of the NW 1/4 of said Section 13, a distance of 723.77 feet to the north line of the NW 1/4 of said Section 13; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of the NW 1/4 of said Section 13, a distance of 549.01 feet to the point of beginning; EXCEPTING THEREFROM that part of the NE 1/4 of the NW 1/4 of Section 13, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows: Commencing at the northwest corner of said Section 13; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 1326.28 feet to the point of beginning of the land to be described; thence continuing on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 166.34 feet; thence on a bearing of South 00 degrees 31 minutes 30 seconds West a distance of 654.70 feet; thence on a bearing of North 00 degrees 31 minutes 30 seconds East a distance of 654.70 feet to the point of beginning.

LESS & EXCEPT

That part of the Northeast Quarter of the Northwest Quarter of Section 13, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

Commencing at the northwest corner of said Section 13; thence on a bearing of South 89 degrees 28 minutes 30 seconds East, along the north line of said Section 13, a distance of 1492.62 feet to the point of beginning of the land to be described; thence on a bearing of South 00 degrees 31 minutes 30 seconds West a distance of 654.70 feet; thence on a bearing of South 89 degrees 28 minutes 30 seconds East a distance of 50.00 feet to the southerly extension of the west line of the recorded plat entitled BECKEL ADDITION, on file in the office of the Kandiyohi County Recorder; thence on a bearing of North 00 degrees 31 minutes 30 seconds East, along the west line of said BECKEL ADDITION and it's southerly and northerly extensions, a distance of 654.70 feet to the north line of said Section 13; thence on a bearing of North 89 degrees 26 minutes 30 seconds West, along the north line of said Section 13, a distance of 50.00 feet to the point of beginning.

has caused the same to be surveyed and platted as CHRISTIANSON ADDITION and does hereby dedicate to the public for public use the public ways and drainage and utility easements as created by this plat.

In witness whereof, said His Land Company, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

His Land Company, LLC, a Minnesota limited liability company

\_\_\_\_\_  
Dan Geotzman, CEO

State of Minnesota

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by Dan Geotzman, CEO of His Land Company, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
(Notary Signature) Notary Public \_\_\_\_\_ County, Minnesota

\_\_\_\_\_  
(Notary Printed Name) My Commission Expires \_\_\_\_\_

In witness whereof, said Christianson & Associates Properties II, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Christianson & Associates Properties II, a Minnesota limited liability company

\_\_\_\_\_  
Bradley Pederson, CFO  
State of Minnesota

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by Bradley Pederson, CFO of Christianson & Associates Properties II, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
(Notary Signature) Notary Public \_\_\_\_\_ County, Minnesota

\_\_\_\_\_  
(Notary Printed Name) My Commission Expires \_\_\_\_\_

Surveyor's Certification

I, Andrew Hill, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Andrew Hill, Licensed Land Surveyor  
Minnesota License No. 57632

State of Minnesota

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, 202\_\_, by Andrew Hill, Licensed Land Surveyor, Minnesota License No. 57632.

\_\_\_\_\_  
(Notary Signature) Notary Public \_\_\_\_\_ County, Minnesota

\_\_\_\_\_  
(Notary Printed Name) My commission expires \_\_\_\_\_

City Planning Commission

Approved by the Planning Commission of the City of Willmar this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Signed: \_\_\_\_\_ Attest: \_\_\_\_\_  
Chairman Secretary

City Council

Approved by the City of Willmar this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Signed: \_\_\_\_\_ Attest: \_\_\_\_\_  
Mayor City Clerk

City Engineer

Approved by the City Engineer, City of Willmar this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Signed: \_\_\_\_\_  
City Engineer

Attorney

I, \_\_\_\_\_, Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated hereon represent all ownership interest in the land encompassed by this plat.

\_\_\_\_\_  
Attorney

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Kandiyohi County Auditor/Treasurer

County Recorder

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Kandiyohi County, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ M. as

Folder No. \_\_\_\_\_, and as Document No. \_\_\_\_\_.

Kandiyohi County Recorder



This Plat Prepared By:

**BOLTON & MENK**

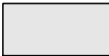
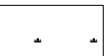
2040 Highway 12 East  
Willmar, MN 56201  
(320)-231-3956



### GENERAL NOTES FOR LAYOUT

1. ALL DIMENSIONS TO CURBS AND CURB/GUTTER ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED. BACK OF CURB IS TYPICALLY 8-INCHES BEHIND THE FACE OF CURB.
2. SEE DETAIL 1/C8.1 - 2/C8.1 FOR HANDICAP PARKING AND SIGN DETAILS. SHOP DRAWINGS SHALL BE SUBMITTED TO AND APPROVED BY ENGINEER FOR ALL "CUSTOM" SIGNS PRIOR TO THEIR INSTALLATION.
3. ALL SIDEWALK SHALL HAVE A MAXIMUM 2% CROSS SLOPE.
4. ALL SIDEWALK OR ROADWAY REMOVED DUE TO CONSTRUCTION SHALL BE REPLACED ACCORDING TO ITS ORIGINAL SECTION.
5. ALL DISTURBED AREAS THAT ARE NOT PLANNED TO BE PAVED OR OTHERWISE VEGETATED OR SURFACED SHALL BE TOP-DRESSED WITH A MINIMUM OF 6" TOPSOIL AND SEEDED WITH A MNDOT 25-131 LAWN GRASS MIX, OR AS DIRECTED BY THE GOLF COURSE TURF SPECIALIST, FERTILIZER (MNDOT SPEC. 3881, TYPE 1) SHALL BE SPREAD AT A RATE OF 20 LBS / 1000 SF.

### SURFACING TABLE

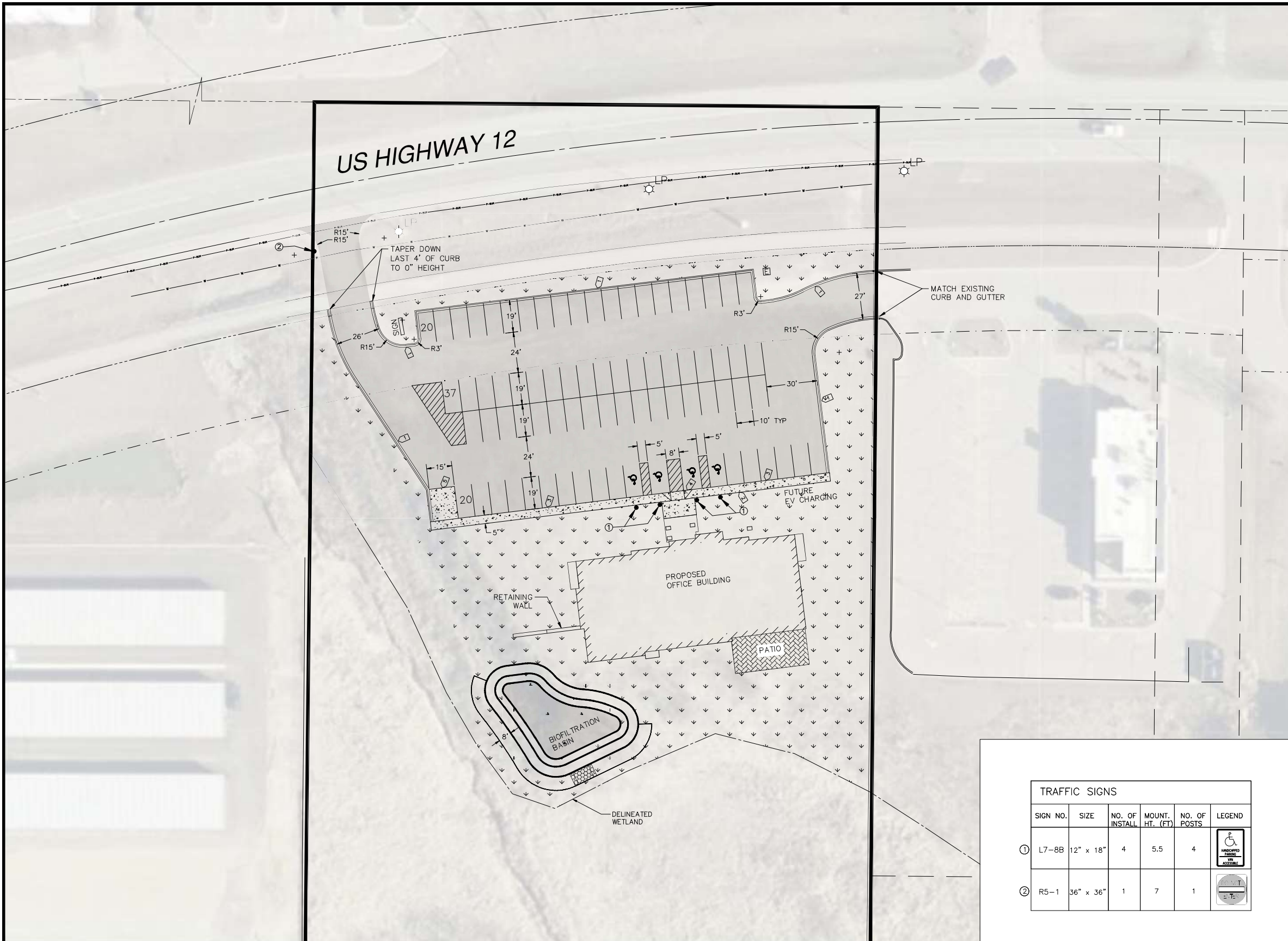
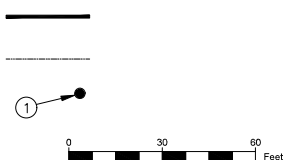
|                                                                                                                                                                                                                                  |                                                  |                                                                                                                            |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|                                                                                                                                               | STANDARD BITUMINOUS PAVEMENT (SEE DETAIL 5/C8.1) |                                         | CONCRETE WALK WAY (SEE DETAIL 6/C8.1) |
| 2.0" BITUMINOUS WEAR COURSE (MNDOT 2360) TACK COAT<br>2.0" BITUMINOUS NONWEAR COURSE (MNDOT 2360)<br>7.0" AGGREGATE BASE - CLASS 5 (MNDOT 2211)<br>12.0" SAND SUBBASE (MNDOT SELECT GRANULAR BORROW) SUITABLE COMPACTED SUBGRADE |                                                  | 4" CONCRETE PAVEMENT, U.N.O. REINFORCING - NONE<br>6" AGGREGATE BASE - CLASS 5 (MNDOT 2211)<br>SUITABLE COMPACTED SUBGRADE |                                       |
|                                                                                                                                             | PERMANENT VEGETATION                             |                                       | STORMWATER BASIN VEGETATION           |
| MN/DOT 270 LAWN GRASS MIX, U.N.O. STRAW MULCH (DISK ANCHORED) EROSION CONTROL BLANKET IN AREAS STEEPER THAN 3:1 SLOPE.                                                                                                           |                                                  | MN/DOT 33-261 WET SEED MIX, U.N.O. SEE BASIN DETAIL 1/C8.4                                                                 |                                       |

### KEY NOTES

- 1 B612 CURB AND GUTTER - SEE DETAIL 4/C8.1
- 2 4" CONCRETE SIDEWALK - SEE DETAIL 6/C8.1
- 3 THICKENED EDGE SIDEWALK - SEE DETAIL 7/C8.1
- 4 5' PEDESTRIAN CURB RAMP - SEE DETAIL 2/C8.3
- 5 6" REINFORCED CONCRETE #4 BARS 12" O.C. BOTH WAYS

### LEGEND

EXISTING PROPERTY LINE  
RIGHT-OF-WAY LINE  
SIGNAGE



| TRAFFIC SIGNS |       |                   |                    |                 |        |                                                                                       |
|---------------|-------|-------------------|--------------------|-----------------|--------|---------------------------------------------------------------------------------------|
| SIGN NO.      | SIZE  | NO. OF<br>INSTALL | MOUNT.<br>HT. (FT) | NO. OF<br>POSTS | LEGEND |                                                                                       |
| ①             | L7-8B | 12" x 18"         | 4                  | 5.5             | 4      |  |
| ②             | R5-1  | 36" x 36"         | 1                  | 7               | 1      |  |

© DUININCK INC. 2025. ANY USE OR REUSE OF THIS PLAN/DRAWING AND THE CORRESPONDING COMPUTER AIDED DESIGN/DRAFTING FILES WITHOUT THE EXPRESS WRITTEN CONSENT OF DUININCK INC. IS PROHIBITED. DUININCK INC. SHALL NOT BE RESPONSIBLE FOR ANY UNAUTHORIZED USE OR REUSE OF THESE MATERIAL, OR DAMAGES RESULTING THEREFROM.

**DUININCK**  
PHONE: (320)978-6011 FAX: (320)978-4978  
P.O. BOX 208 408 SIXTH STREET  
PRINSBURG, MN 56281

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
SIGNATURE:  DATE: 04/09/25  
NAME: JASON VERSTEEG LIC. NO. 26505

|                 |                         |  |       |
|-----------------|-------------------------|--|-------|
| SCALE GRAPHIC   | CHRISTIANSON CPA OFFICE |  |       |
| DRAWN BY: JVS   | CIVIL SUBMITTAL PLANS   |  |       |
| CHECKED BY: JVS | SITE PLAN               |  |       |
| SURVEYED BY: JB | WILLMAR, MN             |  |       |
|                 | DATE                    |  | SHEET |
|                 | APRIL 9, 2025           |  | C3.1  |



### City Council Action Request

|                              |                                                                              |                                |                                    |
|------------------------------|------------------------------------------------------------------------------|--------------------------------|------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                                                  | <b>Agenda Item Number:</b>     | 5.G.                               |
| <b>Agenda Section:</b>       | Consent Items                                                                | <b>Originating Department:</b> | Administration                     |
| <b>Resolution:</b>           | No                                                                           | <b>Prepared By:</b>            | Leslie Valiant, City Administrator |
| <b>Ordinance:</b>            | No                                                                           | <b>Presented By:</b>           | Leslie Valiant, City Administrator |
| <b>Item:</b>                 | Local Government Resolution, Business Development Infrastructure Application |                                |                                    |

**RECOMMENDED ACTION:**

Adopt the Resolution approving the amended resolution 2025-044 Business Development Infrastructure application.

**OVERVIEW:**

Council approved the original Business Development Infrastructure resolution 2025-044 on April 7th, 2025. After review by the State Department of Economic Employment Development, the total identified sources committed by the City needed to change from \$1,871,942 to \$2,492,660. The maximum matching funds available from the Business Development Infrastructure Application is \$2 million dollars.

**BUDGETARY/FISCAL ISSUES:**

NA

**ALTERNATIVES TO CONSIDER:**

NA

**ATTACHMENTS:**

1. BDPI App\_Resolution 2025.05.05

**RESOLUTION NO.**

**LOCAL GOVERNMENT RESOLUTION  
BUSINESS DEVELOPMENT INFRASTRUCTURE APPLICATION**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

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 August 1, 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 \$2,492,660 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 May 5, 2025.

|                  |                |
|------------------|----------------|
| SIGNED:          | WITNESSED:     |
| <hr/>            | <hr/>          |
| Doulgas E. Reese | (signature)    |
| <hr/>            | <hr/>          |
| Mayor,           |                |
| Title and date   | Title and date |

|                     |                |
|---------------------|----------------|
| SIGNED:             | WITNESSED:     |
| <hr/>               | <hr/>          |
| Lesle M. Valiant    | (Signature)    |
| <hr/>               | <hr/>          |
| City Administrator, |                |
| Title and date      | Title and date |



### City Council Action Request

|                              |                                                      |                                |                                             |
|------------------------------|------------------------------------------------------|--------------------------------|---------------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                          | <b>Agenda Item Number:</b>     | 5.H.                                        |
| <b>Agenda Section:</b>       | Consent Items                                        | <b>Originating Department:</b> | City Clerk                                  |
| <b>Resolution:</b>           | No                                                   | <b>Prepared By:</b>            | Deborah Stulen,<br>Administrative Assistant |
| <b>Ordinance:</b>            | No                                                   | <b>Presented By:</b>           | Vernae Larsen, City Clerk                   |
| <b>Item:</b>                 | ATLAS of West Central MN Lawful Gambling Application |                                |                                             |

**RECOMMENDED ACTION:**

Approve ATLAS of West Central MN Lawful Gambling Application

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. ATLAS of West Central MN Application

**LG240B Application to Conduct Excluded Bingo****No Fee**5/24  
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: ATLAS of West Central MN Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: 4890061 Federal Employer ID Number (FEIN), if any: 47-4193711

Mailing Address: 1210 Lakeland Dr SE Suite 4

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

Name of Chief Executive Officer (CEO): Corie Haverly

CEO Daytime Phone: 320-441-2250 CEO Email: corie@atlaswcmn.org  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): juanita@atlaswcmn.org

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

**Attach a copy of at least one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☒ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**EXCLUDED BINGO ACTIVITY**Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: \_\_\_\_\_

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: May 16<sup>th</sup> 2025**-OR-**☐ conducted on, up to 12 consecutive days in connection with a:☐ county fair Dates: \_\_\_\_\_☐ civic celebration Dates: \_\_\_\_\_☐ Minnesota State Fair Dates: \_\_\_\_\_Person in charge of bingo event: Juanita Zieske Daytime Phone: 320-894-0001Name of premises where bingo will be conducted: Willmar Conference CenterPremises street address: 240 23<sup>rd</sup> St SECity: Willmar If township, township name: \_\_\_\_\_ County: Kandiyohi

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: City of WillmarSignature of City Personnel: [Signature]Title: City ClerkDate: 4/21/25

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

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: [Signature]

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

Date: 4/21/25Print Name: Corie Haverly**MAIL OR FAX APPLICATION & ATTACHMENTS**

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at [www.mn.gov/gcb](http://www.mn.gov/gcb).

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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



### City Council Action Request

|                              |                                            |                                |                             |
|------------------------------|--------------------------------------------|--------------------------------|-----------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                | <b>Agenda Item Number:</b>     | 5.                          |
| <b>Agenda Section:</b>       | Consent Items                              | <b>Originating Department:</b> | Finance                     |
| <b>Resolution:</b>           | No                                         | <b>Prepared By:</b>            | Tom Odens, Finance Director |
| <b>Ordinance:</b>            | No                                         | <b>Presented By:</b>           | Vernae Larsen, City Clerk   |
| <b>Item:</b>                 | Accounts Payable Report, 4/17/25 - 4/30/25 |                                |                             |

**RECOMMENDED ACTION:**

Review and Approve Accounts Payable Listing

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

Reduction of Departmental Budgets by amounts approved.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Vendor Payment History 4.17.25 - 4.30.25
2. EFT 586.589

# Vendor Payment Listing

## April 17, 2025 thru April 30, 2025



| VENDOR | NAME                           | INVOICE              | CHECK NO | INVOICE NET | INVOICE DESCRIPTION                         |
|--------|--------------------------------|----------------------|----------|-------------|---------------------------------------------|
| 103642 | AFFORDABLE STUMP GRINDING LLC  | 4-11-2025            | 74365    | 1,980.00    | stump grinding                              |
| 103642 | AFFORDABLE STUMP GRINDING LLC  | 4-13-2025            | 74365    | 1,680.00    | stump grinding                              |
| 103800 | AFLAC                          | 904815               | 74366    | 775.43      | Premiums withheld from employees April      |
| 103132 | ALTEC INDUSTRIES INC           | 51643438             | 74367    | 1,653.36    | Bucket truck inspection                     |
| 103132 | ALTEC INDUSTRIES INC           | 51645319             | 74367    | 1,214.93    | Bucket Truck Inspection                     |
| 103132 | ALTEC INDUSTRIES INC           | 51641949             | 74367    | 773.59      | Bucket Truck Inspection                     |
| 103557 | AMAZON CAPITAL SERVICES        | 1TG3-6G4Q-RNJV       | 74368    | 60.50       | City Hall Coffee                            |
| 103557 | AMAZON CAPITAL SERVICES        | 13LP-JKMW-6RYQ       | 74368    | 34.95       | Air conditioner remote                      |
| 103557 | AMAZON CAPITAL SERVICES        | 14N7-QQVY-67VK       | 74368    | 1,018.94    | Summer youth rec equipment and supplies     |
| 103557 | AMAZON CAPITAL SERVICES        | 11QQ-XTWD-X4XC       | 74368    | 1,039.92    | Portable pickleball nets                    |
| 103557 | AMAZON CAPITAL SERVICES        | 14RX-DNVY-3RG1       | 74368    | 15.05       | Clipboard with storage compartment          |
| 103557 | AMAZON CAPITAL SERVICES        | 1XVC-9TFF-KDND       | 74368    | 288.03      | SUMMER ITEMS                                |
| 103557 | AMAZON CAPITAL SERVICES        | 1RPY-6KCV-3LXF       | 74368    | 11.24       | Leadership Book                             |
| 103557 | AMAZON CAPITAL SERVICES        | 1LYF-KGFY-7GP3       | 74368    | 35.94       | Phone Case                                  |
| 103557 | AMAZON CAPITAL SERVICES        | 1MXF-CNKD-C6VH       | 74368    | 77.66       | Office Supplies                             |
| 103557 | AMAZON CAPITAL SERVICES        | 1LD1-3WYJ-Y1TX       | 74368    | 39.99       | Backdrop for ID badge photos                |
| 103557 | AMAZON CAPITAL SERVICES        | 1DCF-VYPG-47FJ       | 74368    | 494.55      | Supplies for CERT                           |
| 103557 | AMAZON CAPITAL SERVICES        | 1I97-K9TM-DKKG       | 74368    | 24.97       | Temporary tattoos for kids community events |
| 103557 | AMAZON CAPITAL SERVICES        | 1LYM-Q7XW-W14M       | 74368    | 112.05      | Umpire Duffel Bags                          |
| 103557 | AMAZON CAPITAL SERVICES        | 1Y96-F6K7-4CQN       | 74368    | 421.91      | Umpire Gear                                 |
| 103557 | AMAZON CAPITAL SERVICES        | 1646-T17C-664V       | 74368    | 152.15      | SUMMER PROGRAMS                             |
| 103557 | AMAZON CAPITAL SERVICES        | 1V96-Y1CR-RJDV       | 74369    | 6.99        | Magnetic door holders                       |
| 100057 | AMERICAN WELDING & GAS INC     | 0010808843           | 74370    | 341.38      | Welding gas                                 |
| 100057 | AMERICAN WELDING & GAS INC     | 0010799852           | 74370    | 152.18      | Wirefeed wire                               |
| 103499 | ARROW LIFT                     | P-SI64632            | 74371    | 711.00      | Contract Renewal                            |
| 100075 | AT&T MOBILITY                  | 87296610156X05032025 | 74372    | 1,769.27    | FirstNet Mar/Apr                            |
| 100073 | ATWATER FORD INC               | 042925               | 74373    | 45,840.00   | Purchase of new squad #47                   |
| 100073 | ATWATER FORD INC               | 04292025             | 74373    | 45,840.00   | Purchase new squad (#48)                    |
| 103610 | AUSTIN INCORPORATED            | 60234                | 74374    | 120.00      | Septic Pumping                              |
| 103610 | AUSTIN INCORPORATED            | 60351                | 74374    | 120.00      | Septic Pumping - 1 Load                     |
| 102793 | AUTO TECH ALIGNMENTS & MORE    | 28243                | 74375    | 115.00      | Alignment                                   |
| 100131 | AVENU INSIGHTS & ANALYTICS     | INVB-061975          | 74376    | 2,160.32    | AS400 hosting - Apr                         |
| 104080 | B&F Fastener Supply            | 80018025-00          | 74377    | 35.79       | Shop supplies                               |
| 104080 | B&F Fastener Supply            | 80018016-00          | 74377    | 1.14        | Shop supplies                               |
| 103482 | BAKER TILLY MUNICIPAL ADVISORS | BTMA30175            | 74378    | 8,101.34    | Annual TIF Reporting and Cash Flow Analysis |
| 104274 | Belnick Holdco LLC             | Inv-18428191         | 74379    | 5,580.42    | Training room Tables and Chairs             |
| 101010 | BOLTON & MENK INC              | 0360564              | 74380    | 6,585.99    | Willmar Outdoor Covered Rink                |
| 101010 | BOLTON & MENK INC              | 0360556              | 74380    | 10,654.00   | Project No. 2601-A Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360554              | 74380    | 15,209.50   | Project No. 2503-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360559              | 74380    | 6,507.50    | City Engineer Prof. Services 3-1 to 3-28-25 |
| 101010 | BOLTON & MENK INC              | 0360568              | 74380    | 9,047.20    | TH 40 Turn Lanes Prof. Services             |
| 101010 | BOLTON & MENK INC              | 0360567              | 74380    | 4,137.00    | Project No. 2503-C Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360566              | 74380    | 4,980.00    | Project No. 2503-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360560              | 74380    | 6,746.50    | ELLS 7, 8 & 9 Prof. Services                |
| 101010 | BOLTON & MENK INC              | 0360561              | 74380    | 15,352.00   | Fiber Network Prof. Services                |
| 101010 | BOLTON & MENK INC              | 0360557              | 74380    | 9,508.50    | Project No. 2601-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360558              | 74380    | 5,863.00    | TH 40 Drain Tile Repair Prof. Services      |
| 101010 | BOLTON & MENK INC              | 0360552              | 74380    | 4,339.50    | Project No. 2501-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360547              | 74380    | 75,942.80   | Project No. 2503-D Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360546              | 74380    | 4,265.15    | Project No. 2404-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360545              | 74380    | 39,613.00   | Project No. 2401-B Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360550              | 74381    | 3,699.00    | 2025-26 Feasibility Report & Survey         |
| 101010 | BOLTON & MENK INC              | 0360562              | 74381    | 2,487.00    | Project No. 2301-A Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360563              | 74381    | 1,192.50    | LifeLink III Willmar Hangar Prof. Services  |
| 101010 | BOLTON & MENK INC              | 0360553              | 74381    | 2,124.50    | Project No. 2503-E Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360555              | 74381    | 900.00      | Project No. 2508 Prof. Services             |
| 101010 | BOLTON & MENK INC              | 0360551              | 74381    | 969.00      | Project No. 2501-A Prof. Services           |
| 101010 | BOLTON & MENK INC              | 0360548              | 74381    | 2,154.00    | Trott Ave Stormwater Pond Prof. Services    |
| 103733 | BOX/KYLE                       | 04242024             | 74382    | 845.36      | Reimbursement of Personal Expenditures      |
| 103647 | CAPITAL ONE                    | 041825               | 74383    | 26.00       | White Board and Markers                     |

# Vendor Payment Listing

## April 17, 2025 thru April 30, 2025



| VENDOR | NAME                           | INVOICE         | CHECK NO | INVOICE NET | INVOICE DESCRIPTION                                |
|--------|--------------------------------|-----------------|----------|-------------|----------------------------------------------------|
| 103329 | CELLEBRITE INC                 | INVUS284097     | 74384    | 9,385.89    | Subscription 1 year                                |
| 100467 | CENTERPOINT ENERGY             | STMT/04-2025-3  | 74385    | 852.27      | NATURAL GAS APRIL 2025 - ACCT # 6048932-5          |
| 100154 | CHAMBERLAIN OIL CO             | 507671-00       | 74386    | 142.10      | Brake clean/ floor dry                             |
| 100156 | CHAPPELL CENTRAL INC           | SVC-123095      | 74387    | 148.50      | HVAC service                                       |
| 100156 | CHAPPELL CENTRAL INC           | SVC-123098      | 74387    | 148.50      | Service HVAC JOTS                                  |
| 100156 | CHAPPELL CENTRAL INC           | SVC-123099      | 74387    | 148.50      | Service HVAC WWCT                                  |
| 100156 | CHAPPELL CENTRAL INC           | SVC-123096      | 74387    | 148.50      | HVAC P.M. Minwest LS                               |
| 100156 | CHAPPELL CENTRAL INC           | SVC-123097      | 74387    | 148.50      | HVAC P.M. CC LS.                                   |
| 100736 | CHARTER COMMUNICATIONS         | 175505001042125 | 74388    | 174.78      | Apr/May TV                                         |
| 104070 | Column Software PBC            | B15E1683-0082   | 74389    | 57.52       | Ordinance Notice #1535 R2 to GB-3                  |
| 103677 | COORDINATED BUSINESS SYSTEMS   | INV455092       | 74390    | 65.13       | Managed Print Services                             |
| 102130 | CORE & MAIN LP                 | W730922         | 74391    | 1,361.34    | W3 check valve repair                              |
| 100186 | CROW CHEMICAL & LIGHTING       | 129756          | 74392    | 126.60      | Spilifer wipes                                     |
| 100186 | CROW CHEMICAL & LIGHTING       | 129795          | 74392    | 311.50      | Paper towels, urinal screens, hand soap, spray bot |
| 100186 | CROW CHEMICAL & LIGHTING       | 129847          | 74392    | 271.86      | Toilet paper, paper towels, hand soap              |
| 100186 | CROW CHEMICAL & LIGHTING       | 129852          | 74392    | 47.00       | Paper plates, forks                                |
| 103858 | CUSTOMIZED FIRE RESCUE         | 3015            | 74393    | 600.00      | HazMat Ops Classroom                               |
| 103673 | DIAMOND DOCTOR INC             | 042125          | 74394    | 3,315.00    | Civic Center Softball Field Repairs                |
| 100212 | DOOLEY'S PETROLEUM INC         | 150841          | 74395    | 510.41      | Plant gas                                          |
| 100212 | DOOLEY'S PETROLEUM INC         | 159021          | 74395    | 658.60      | Plant fuel                                         |
| 900004 | ED M. FELD EQUIP CO INC        | INV5262         | 74396    | 2,006.37    | Coverall's                                         |
| 104108 | Emergency Solutions MN LLC     | 1082            | 74397    | 954.00      | EMS Refresher                                      |
| 104108 | Emergency Solutions MN LLC     | 1083            | 74397    | 1,200.00    | City CPR and First Aid                             |
| 104082 | Eric Grieger                   | 4563            | 74398    | 150.00      | Daddy Daughter Dance DJ                            |
| 102443 | EXCEL OVERHEAD DOOR            | 44454           | 74399    | 326.40      | Garage door repair town plant                      |
| 103002 | FARM-RITE EQUIPMENT            | P56346          | 74400    | 656.20      | Filters/ Bushings                                  |
| 100810 | FERGUSON ENTERPRISES INC       | 1549102         | 74401    | 81.35       | Plumbing parts                                     |
| 102973 | FLEETPRIDE                     | 124992094       | 74402    | 28.42       | filter                                             |
| 102973 | FLEETPRIDE                     | 124992095       | 74402    | 134.82      | filters                                            |
| 102973 | FLEETPRIDE                     | 125161927       | 74402    | 206.60      | Filters                                            |
| 102973 | FLEETPRIDE                     | 125161925       | 74402    | 7.35        | filter                                             |
| 102973 | FLEETPRIDE                     | 125225580       | 74402    | 7.35        | Filter                                             |
| 102973 | FLEETPRIDE                     | 125225578       | 74402    | 7.70        | Filter                                             |
| 100293 | GENERAL MAILING SERVICES       | 73389           | 74403    | 82.44       | 04/14-04/18/25                                     |
| 101393 | GILBERTSON/JEFFREY             | 042930          | 74404    | 462.00      | FDIC reimbursement                                 |
| 104286 | Glacial Ridge Curling          | 5               | 74405    | 607.81      | Curling Brooms heads                               |
| 100786 | GRAINGER INC                   | 817557200       | 74406    | 156.84      | Safety supplies                                    |
| 100786 | GRAINGER INC                   | 9475399011      | 74406    | 138.12      | HVAC filters                                       |
| 100786 | GRAINGER INC                   | 6475228996      | 74406    | 368.35      | HVAC filters                                       |
| 101504 | GREENSPRING MEDIA GROUP        | 2025-254796     | 74407    | 1,400.00    | MN Meetings & Events Ad                            |
| 103665 | GULBRANSON/COREY               | 042930          | 74408    | 357.00      | FDIC Reimbursement                                 |
| 103184 | HANSON *PETTY CASH/FRANK       | 04152025        | 74409    | 90.00       | Meeting Meals                                      |
| 102608 | HARTLAND OFFICIALS ASSOCIATION | 042725          | 74410    | 470.00      | Spring Volleyball Officials                        |
| 100324 | HAUG IMPLEMENT CO - JOHN DEERE | 516516          | 74411    | 123.78      | Hydraulic hose                                     |
| 102609 | HAUG-KUBOTA LLC                | 26476           | 74412    | 705.49      | Set of Brushes                                     |
| 102609 | HAUG-KUBOTA LLC                | 26515           | 74412    | 417.46      | Tires Assembly                                     |
| 102609 | HAUG-KUBOTA LLC                | 26511           | 74412    | 403.99      | Service parts                                      |
| 102609 | HAUG-KUBOTA LLC                | 26512           | 74412    | 706.32      | 25x10.00R12                                        |
| 103003 | HAVE FUN BIKING                | 4131            | 74413    | 2,880.00    | Have Fun Biking Ad                                 |
| 100325 | HAWKINS INC                    | 7045067         | 74414    | 14,744.78   | Polymer                                            |
| 100325 | HAWKINS INC                    | 7046998         | 74414    | 12,185.19   | Ind. ferric                                        |
| 103874 | HENRY SCHEIN, INC              | 39687224        | 74415    | 73.39       | FR Supplies                                        |
| 102979 | HOLTER/CRAIG                   | 042930          | 74416    | 357.00      | FDIC Reimbursement                                 |
| 103760 | HOMETOWN FIBER                 | 5033            | 74417    | 16,840.00   | Connect Willmar Initiative                         |
| 100348 | INDEPENDENT SCHOOL DIST #347   | 04112025        | 74418    | 250.00      | Contribution to the Willmar FFA Chapter            |
| 103023 | INNOVATIVE OFFICE SOLUTIONS    | IN4817453       | 74419    | 74.67       | Office Supplies                                    |
| 103023 | INNOVATIVE OFFICE SOLUTIONS    | IN4818467       | 74419    | 41.92       | Office Supplies                                    |
| 104089 | Janelle Hansen                 | 10445           | 74420    | 5.18        | Mileage for Court Testimony                        |
| 103772 | JOHNSON/JONAH                  | 043025          | 74421    | 52.64       | 4-30-2025 mileage                                  |
| 103537 | JONES/JOHN                     | 042825          | 74422    | 150.00      | Plumbing Continuing Ed class                       |

# Vendor Payment Listing

## April 17, 2025 thru April 30, 2025



| VENDOR | NAME                           | INVOICE      | CHECK NO | INVOICE NET | INVOICE DESCRIPTION                            |
|--------|--------------------------------|--------------|----------|-------------|------------------------------------------------|
| 100867 | KANDI STEEL AND FAB            | 7293         | 74423    | 272.00      | Propane cage                                   |
| 100867 | KANDI STEEL AND FAB            | 7296         | 74423    | 204.80      | Shop supplies                                  |
| 100376 | KANDIYOHI CO AUDITOR           | 129          | 74424    | 64,904.04   | Real Estate Tax - Payable                      |
| 103138 | KING'S ELECTRIC LLC            | 3310         | 74425    | 138.70      | Ballast replacement                            |
| 103399 | KVEENE/CHRIS                   | 04182025     | 74426    | 762.58      | C. Kveene KB4 conference expenses              |
| 103376 | LLOYD SECURITY INC             | 193476       | 74427    | 137.97      | Fire monitoring PW                             |
| 103226 | LOCAL GOV'T INFORMATION SYS.   | 137016       | 74428    | 16,142.50   | LOGIS Internet/ESA/PIMS/SIEM quarter 2         |
| 100424 | M-R SIGN CO INC                | 227375       | 74429    | 274.63      | street name signs                              |
| 100424 | M-R SIGN CO INC                | 227458       | 74429    | 66.85       | street name sign                               |
| 100424 | M-R SIGN CO INC                | 227418       | 74429    | 1,110.93    | signs                                          |
| 100424 | M-R SIGN CO INC                | 227514       | 74429    | 200.70      | Foot Lake Sign                                 |
| 100446 | MCMMASTER-CARR SUPPLY CO       | 44666306     | 74430    | 115.11      | Shop supplies                                  |
| 100449 | MENARDS                        | 93045        | 74431    | 127.37      | Target Stands                                  |
| 100449 | MENARDS                        | 93088        | 74431    | 37.95       | General supplies                               |
| 100449 | MENARDS                        | 93316        | 74431    | 59.96       | cement base                                    |
| 100449 | MENARDS                        | 93254        | 74431    | 74.30       | reel, broom, wheel                             |
| 100449 | MENARDS                        | 92755        | 74431    | 83.13       | window shade for break room                    |
| 100449 | MENARDS                        | 92827        | 74431    | 43.95       | Drywall supplies for city hall improvement     |
| 100449 | MENARDS                        | 93061        | 74431    | 19.33       | Water, Cleaning spray, Insect spray            |
| 100449 | MENARDS                        | 93151        | 74431    | 38.17       | mailbox post mount                             |
| 100449 | MENARDS                        | 93148        | 74431    | 394.97      | Tarp, Cart, Cabinet                            |
| 100449 | MENARDS                        | 93373        | 74431    | 37.88       | General supplies                               |
| 100449 | MENARDS                        | 93410        | 74431    | 55.90       | Crabgrass, carpet cleaner, premix fuel         |
| 100449 | MENARDS                        | 93407        | 74431    | 50.47       | Batteries for hoist controllers                |
| 100449 | MENARDS                        | 93466        | 74431    | 29.72       | Batteries                                      |
| 100449 | MENARDS                        | 93579        | 74431    | 193.03      | Load out sump pump                             |
| 100449 | MENARDS                        | 93604        | 74431    | 91.11       | General supplies                               |
| 100449 | MENARDS                        | 93104        | 74432    | 3.99        | ANT BAITS                                      |
| 100449 | MENARDS                        | 93085        | 74432    | 14.47       | American flag, grommets                        |
| 103890 | MHSRC/RANGE                    | 337900-11725 | 74433    | 1,575.00    | EVOC Training for three officers               |
| 102699 | MIKE'S SMALL ENGINE CENTER     | 32482        | 74434    | 137.97      | grinding wheels                                |
| 101805 | MINI BIFF LLC                  | I2048        | 74435    | 119.34      | Mini Biff Brush Site                           |
| 101805 | MINI BIFF LLC                  | I2024        | 74435    | 129.54      | Mini Biff Swanson                              |
| 101805 | MINI BIFF LLC                  | I2023        | 74435    | 129.54      | Mini Biff Baker Field                          |
| 103857 | MOTION PICTURE LICENSING CORP  | 504456862    | 74436    | 1,742.20    | movies in the parks licensing                  |
| 100541 | MUNICIPAL UTILITIES            | STMT/03-2025 | 74437    | 53,977.89   | MUNICIPAL UTILITES MARCH 2025                  |
| 100544 | MVTL LABORATORIES INC          | 1301839      | 74438    | 360.00      | Lab test's                                     |
| 100544 | MVTL LABORATORIES INC          | 1301860      | 74438    | 82.25       | Lab test's                                     |
| 100544 | MVTL LABORATORIES INC          | 1301863      | 74438    | 1,021.75    | Biosolids test's                               |
| 100544 | MVTL LABORATORIES INC          | 1302585      | 74438    | 58.25       | Lab test                                       |
| 100544 | MVTL LABORATORIES INC          | 1303016      | 74438    | 1,021.75    | Biosolids test                                 |
| 103799 | NCPERS GROUP LIFE INS.         | 841200052025 | 74439    | 96.00       | Premiums withheld from employees May           |
| 102547 | CARRANZA/NOE                   | 243          | 74440    | 150.00      | Interpreting Services for ICR 25002919         |
| 102547 | CARRANZA/NOE                   | 245          | 74440    | 150.00      | Interpreting services for ICR 25003841         |
| 100650 | O'REILLY AUTOMOTIVE INC        | 1528-207626  | 74441    | 71.36       | Truck filters                                  |
| 100650 | O'REILLY AUTOMOTIVE INC        | 1528-206700  | 74441    | 158.00      | cv-shaft                                       |
| 100650 | O'REILLY AUTOMOTIVE INC        | 1528-207209  | 74441    | 5.17        | Gasket                                         |
| 100650 | O'REILLY AUTOMOTIVE INC        | 1528-197781  | 74441    | 357.07      | Hub Rotor                                      |
| 104207 | Office Of MNIT Services        | DV25020447   | 74442    | 257.72      | LOGIS Internet transport Feb                   |
| 104207 | Office Of MNIT Services        | DV25030450   | 74442    | 257.72      | LOGIS Internet transport Mar                   |
| 104112 | Pace Analytical Services, LLC  | 25100483508  | 74443    | 481.00      | Biosolids test's                               |
| 104288 | PlayPower LT Farmington, Inc   | 1400293590   | 74444    | 1,783.00    | Playground equipment                           |
| 100374 | PREMIUM WATERS INC             | 330649869    | 74445    | 132.87      | water                                          |
| 100374 | PREMIUM WATERS INC             | 330651532    | 74445    | 14.49       | water                                          |
| 100374 | PREMIUM WATERS INC             | 330656127    | 74445    | 65.94       | water                                          |
| 100624 | PRINT MASTERS                  | 93850        | 74446    | 136.00      | Business Cards - Alissa Gambrel                |
| 103529 | PRO WATER SOLUTIONS            | 10544        | 74447    | 130.00      | Solar Salt                                     |
| 102582 | RAILROAD MANAGEMENT CO III LLC | 524574       | 74448    | 1,698.97    | Storm pipe license fee                         |
| 103242 | REVIZE LLC                     | 20509        | 74449    | 9,200.00    | FY25/FY26 website hosting & maintenance        |
| 104227 | Rise Vision                    | 132227       | 74450    | 103.41      | Rise Vision digital signage additional license |

# Vendor Payment Listing

## April 17, 2025 thru April 30, 2025



| VENDOR | NAME                           | INVOICE      | CHECK NO | INVOICE NET | INVOICE DESCRIPTION                            |
|--------|--------------------------------|--------------|----------|-------------|------------------------------------------------|
| 103867 | RS AMERICAS INC                | 9020699859   | 74451    | 1,000.85    | Step screen module                             |
| 100665 | RULE TIRE SHOP                 | 1-75761      | 74452    | 808.00      | 245/70R17                                      |
| 103076 | S.W. VAC                       | 00065        | 74453    | 79.99       | Pipe wrench                                    |
| 103640 | SAFETY FIRST PLAYGROUND MTCE   | 9744         | 74454    | 3,395.70    | Wood chips for Playground                      |
| 100685 | SERVICE CENTER/CITY OF WILLMAR | STMT/03-2025 | 74455    | 13,125.65   | Diesel and Unleaded Fuel                       |
| 103218 | SIETSEMA/SARA                  | 042825       | 74456    | 25.89       | Office supplies                                |
| 103801 | TECH CHECK,LLC                 | 7980C        | 74457    | 388.00      | Extreme switches support                       |
| 103375 | TITAN MACHINERY                | PS0763730-1  | 74458    | 68.63       | Spring                                         |
| 103375 | TITAN MACHINERY                | PS0682997-1  | 74458    | 72.00       | spring                                         |
| 102674 | TOWMASTER                      | 476800       | 74459    | 497.58      | Wing Clevis                                    |
| 102949 | TWIN CITY SEED COMPANY         | 200967       | 74460    | 1,490.00    | Fertilizer                                     |
| 104253 | Twins Ballpark LLC             | 42226891     | 74461    | 1,860.00    | July 10 Twins Game tickets                     |
| 103795 | TYLER TECHNOLOGIES, INC        | 045-515631   | 74462    | 11,849.25   | Koa Hills - Historical Archive Database Module |
| 103143 | US BANK EQUIPMENT FINANCE      | 553867326    | 74463    | 751.80      | 500-0664928-000/001                            |
| 104148 | WBA - Tournament Account       | 2510         | 74464    | 300.00      | Baseballs                                      |
| 102689 | WILLMAR AUTO VALUE             | 22561592     | 74465    | 63.96       | Wheel Seals                                    |
| 102689 | WILLMAR AUTO VALUE             | 22561638     | 74465    | 35.99       | Urethane                                       |
| 102689 | WILLMAR AUTO VALUE             | 22562655     | 74465    | 43.52       | Brake line parts                               |
| 102689 | WILLMAR AUTO VALUE             | 22563585     | 74465    | 136.55      | battery                                        |
| 102689 | WILLMAR AUTO VALUE             | 22563074     | 74465    | 394.92      | Semi batteries                                 |
| 102689 | WILLMAR AUTO VALUE             | 22564064     | 74465    | 100.00      | Brake Rotors                                   |
| 102689 | WILLMAR AUTO VALUE             | 22564063     | 74465    | 49.99       | Brake pads                                     |
| 102689 | WILLMAR AUTO VALUE             | 22564093     | 74465    | 42.48       | Hyd hose                                       |
| 102689 | WILLMAR AUTO VALUE             | 22563916     | 74465    | 62.98       | adhesive cleaner/ penetrating oil              |
| 102689 | WILLMAR AUTO VALUE             | 22563798     | 74465    | 138.99      | Lower control arm                              |
| 102689 | WILLMAR AUTO VALUE             | 22563915     | 74465    | (138.99)    | Warranty return control arm                    |
| 102689 | WILLMAR AUTO VALUE             | 22563929     | 74465    | 100.00      | brake rotors                                   |
| 102689 | WILLMAR AUTO VALUE             | 22563928     | 74465    | 49.99       | Brake pads                                     |
| 102689 | WILLMAR AUTO VALUE             | 22564358     | 74465    | 20.99       | Gasket                                         |
| 102689 | WILLMAR AUTO VALUE             | 22564789     | 74465    | 20.99       | Windshield Repair Kit                          |
| 102689 | WILLMAR AUTO VALUE             | 22561488     | 74466    | 8.98        | Brass Tire Valve                               |
| 102689 | WILLMAR AUTO VALUE             | 22561541     | 74466    | 9.62        | Air Fitting                                    |
| 102689 | WILLMAR AUTO VALUE             | 22562908     | 74466    | 11.29       | Brake Line                                     |
| 102689 | WILLMAR AUTO VALUE             | 22563910     | 74466    | 9.99        | Shop supplies                                  |
| 102689 | WILLMAR AUTO VALUE             | 22563909     | 74466    | 9.99        | Shop supplies                                  |
| 100812 | WILLMAR CHAMBER OF COMMERCE    | 58558        | 74467    | 944.90      | Chamber monthly bills - January 2025           |
| 100812 | WILLMAR CHAMBER OF COMMERCE    | 58559        | 74467    | 314.62      | Chamber Monthly Bills - February 2025          |
| 100812 | WILLMAR CHAMBER OF COMMERCE    | 58560        | 74467    | 314.62      | Chamber Monthly Bills - March 2025             |
| 100812 | WILLMAR CHAMBER OF COMMERCE    | 58561        | 74467    | 314.62      | Chamber Monthly Bills - April 2025             |
| 100812 | WILLMAR CHAMBER OF COMMERCE    | 04222025     | 74467    | 13,922.77   | Chamber Monthly bills Feb-April                |
| 100393 | WILLMAR NOON KIWANIS           | 04182025     | 74468    | 106.50      | JAN, FEB, MAR QTR INV.                         |
| 103454 | WILLMAR ROTARY CLUB            | 04242025     | 74469    | 2,000.00    | CVB - Rockin Robbin Sponsorship                |
| 900046 | WILLMAR SOFTBALL ASSOC.        | 2025-1       | 74470    | 2,725.15    | 10u/12u Tournament Fees                        |
| Total  |                                |              |          | 653,301.88  |                                                |

# Vendor Payment Listing

## April 17, 2025 thru April 30, 2025



| VENDOR | NAME                  | INVOICE        | CHECK NO | INVOICE NET | INVOICE DESCRIPTION                |
|--------|-----------------------|----------------|----------|-------------|------------------------------------|
| 100492 | MN DEPT OF REVENUE    | STMT/04-25     | 586      | 5,802.16    | FUEL AND SALES TAX                 |
| 100467 | CENTERPOINT ENERGY    | STMT/03-2025-3 | 587      | 9,676.66    | NATURAL GAS MARCH 2025             |
| 102365 | CARDMEMBER SERVICE    | STMT/03-25     | 588      | 16,527.81   | BREMER CREDIT CARD STMT MARCH 2025 |
| 103319 | MULTI-BANK SECURITIES | CD-02589AHES   | 589      | 244,000.00  | MULTI BANK SEC CD-02589AHES        |
| Total  |                       |                |          | 276,006.63  |                                    |



### City Council Action Request

|                              |                        |                                |                                    |
|------------------------------|------------------------|--------------------------------|------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025            | <b>Agenda Item Number:</b>     | 9.I.                               |
| <b>Agenda Section:</b>       | Regular Business       | <b>Originating Department:</b> | Administration                     |
| <b>Resolution:</b>           | No                     | <b>Prepared By:</b>            | Kyle Box, City Operations Director |
| <b>Ordinance:</b>            | No                     | <b>Presented By:</b>           | Leslie Valiant, City Administrator |
| <b>Item:</b>                 | Police Chief Selection |                                |                                    |

**RECOMMENDED ACTION:**

The City Administrator will bring a recommendation of a candidate from the established eligibility roster.

**OVERVIEW:**

The overview is provided as an attachment

**BUDGETARY/FISCAL ISSUES:**

2025 Salary Range

\$114,483.20 - \$154,211.20

**ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

1. PD Chief Selection Memo



333 6<sup>th</sup> Street Southwest | Willmar MN 56201 | 320.235.4913

## **City of Willmar – Police Chief Selection Process**

**May 1, 2025**

---

### **Overview**

In December 2024, the City of Willmar initiated the recruitment process for the position of Police Chief. This marked the beginning of a thorough, multi-phase selection process designed to ensure transparency, fairness, and the identification of a highly qualified individual to lead the Willmar Police Department.

### **Timeline and Process Summary**

- **December 2024**

The Police Chief position was officially posted by the City of Willmar, opening the application process to both internal and external candidates.

- **January 2025**

The application period closed. Members of the Police Civil Service Commission reviewed and scored all submitted applications. Based on the scoring results, the Commission established a cut-off score to determine which applicants would proceed to the next phase. All internal applicants were also invited to participate in the interview process, regardless of score.

- **Interview Panel Composition**

The Police Civil Service Commission appointed a diverse and experienced Interview Panel, consisting of:

- A Police Civil Service Commission Member
- A City Council Member
- The City Administrator
- The Willmar Fire Chief
- The Kandiyohi County Sheriff

Additionally, an alternate Police Civil Service Commission member and the City Operations Director were assigned to assist in the interview process as needed.

- **February 2025**

Interviews were conducted by the Interview Panel with all internal applicants as well as external candidates who met or exceeded the established cut-off score.

- **February – March 2025**

The Police Civil Service Commission met to analyze interview results and scoring (by candidate number only to maintain objectivity). From this process, a list of three finalists was certified under law and rule. These finalists were then subject to additional assessments, including:

- Leadership Evaluation
- Psychological Evaluation

Both assessments were conducted by a third-party provider to ensure independent, expert review.

- **April 3, 2025**

A public meet-and-greet event was held, providing an opportunity for community members to interact with the finalists.

### **Next Steps**

- The City Administrator will make a formal recommendation for the hiring of a candidate to the City Council at the May 5, 2025, regular City Council meeting from the certified finalist list.
- The City Council will review the recommendation and determine whether to approve the recommendation of the next Police Chief.
- Upon selection, the City Council will authorize the City Administrator to enter into contract negotiations and extend a formal hiring offer to the selected candidate that will be subject to final approval by the City Council.

### **Conclusion**

This extensive and structured selection process reflects the City of Willmar's commitment to identifying a strong, community-oriented leader for the Police Department. Through collaborative review, rigorous evaluation, and public engagement, the City is confident in its ability to appoint a Police Chief who embodies the values and vision of the Willmar community.



## City Council Action Request

|                              |                                                  |                                |                                              |
|------------------------------|--------------------------------------------------|--------------------------------|----------------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                      | <b>Agenda Item Number:</b>     | 9.J.                                         |
| <b>Agenda Section:</b>       | Regular Business                                 | <b>Originating Department:</b> | Public Works                                 |
| <b>Resolution:</b>           | Yes                                              | <b>Prepared By:</b>            | Kelsi Delbosque,<br>Administrative Assistant |
| <b>Ordinance:</b>            | No                                               | <b>Presented By:</b>           | Jared Voge, City Engineer                    |
| <b>Item:</b>                 | Project No. 2503-D Business Highway 71 Bid Award |                                |                                              |

### RECOMMENDED ACTION:

Adopt the resolution awarding the base bid and alternate A of Project No. 2503-D Business Highway 71 Mill and Overlay to OMG Midwest Inc. dba Minnesota Paving & Materials of Rogers, Minnesota in the amount of \$2,000,180.35 contingent upon an executed Local Road Improvement Program funding agreement.

Adopt the resolution approving the as-bid budget of Project No. 2503-D in the amount of \$2,558,800.

### OVERVIEW:

Project No. 2503-D includes the mill and overlay and ADA improvements of Business Highway 71 from 10th Street NE to 23rd Street NE. Bids were opened on April 23rd with three received. Alternate A includes the construction of bituminous path to connect a gap in the trail system near a daycare. The low bid, including and Alternate A, was from OMG Midwest Inc. in the amount of \$2,000,180.35. The Engineer's estimate for the project is \$2,330,328.35.

### BUDGETARY/FISCAL ISSUES:

Funding sources for the project include assessments, Local Road Improvement Program grant, and City funds.

### ALTERNATIVES TO CONSIDER:

### ATTACHMENTS:

1. Resolution- Accept Bid 2503-D
2. Resolution Project No. 2503-D Business 71 As-Bid Budget
3. Project No. 2503-D Council Bid Recommendation
4. Project No. 2503-D Bidtab Results
5. Project No. 2503-D Bid Plans

**Resolution No.\_\_\_\_\_**

**A RESOLUTION AWARDING PROJECT NO. 2503-D TO OMG MIDWEST INC. IN THE AMOUNT OF \$2,000,180.35.**

Motion By:\_\_\_\_\_ Second By:\_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of OMG Midwest Inc. dba Minnesota Paving & Materials of Rogers, MN for Project No. 2503-D 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 \$2,000,180.35, contingent upon an executed Local Road Improvement Program funding agreement.

Dated this 5<sup>th</sup> day of May, 2025

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_**  
**PROJECT NO. 2503-D AS-BID BUDGET**  
**BUSINESS HIGHWAY 71 IMPROVEMENT PROJECT**  
**TOTAL COST \$2,558,800**

\*Budget Amounts are Essential

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

Code

**PERSONNEL SERVICES**

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

**TOTAL \$0.00**

**RECEIVABLES**

Assessments Prop Owners \$318,400  
Levy \$740,400  
GRANT \$1,500,000  
MUC \$0  
WTP \$0  
LOST \$0

**TOTAL \$2,558,800**

**SUPPLIES**

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

**TOTAL \$0.00**

**FINANCING**

GENERAL \$1,058,800  
GRANT \$1,500,000  
MSA \$0  
WTP \$0  
MUC \$0

**TOTAL \$2,558,800**

**GRAND TOTAL \$2,558,800**

Dated this 5<sup>th</sup> day of May, 2025

**OTHER SERVICES**

33\* Travel-Conf.-Schools  
34 Mtce. of Equipment  
35 Mtce. of Structures  
36\* Mtce. of Other Impr. \$2,000,200  
37 Subsistence of Persons  
38 Cleaning & Waste Removal

39\* Other Services \$100,100  
**TOTAL \$2,100,300**

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk

**OTHER CHARGES**

46\* Prof. Serv. \$458,500  
49 Other Charges \$0

**TOTAL \$458,500**  
**GRAND TOTAL \$2,558,800**



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

## MEMORANDUM

Date: April 25, 2025  
To: Justin Deleeuw, Public Works Director  
City of Willmar, Minnesota  
From: Joshua Halvorson, P.E.  
Principal Engineer  
Subject: Business Highway 71 Improvement Project  
City of Willmar, Minnesota  
BMI Project No.: OW1.126075  
City Project No.: 2503-D  
S.A.P. 175-153-024

On April 23, 2025, we received three (3) bids for the Business Highway 71 Improvement Project. The base bids ranged from \$1,925,654.35 to \$2,182,474.33. The bid totals, including the base bid and alternate A, ranged from \$2,000,180.35 to \$2,302,698.08. The Engineer's estimate for the project was \$2,330,328.35. The low bidder for the project is OMG Midwest Inc. dba Minnesota Paving & Materials of Rogers, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid, completed responsible contractor forms, and an effective bid bond.

My recommendation is the City Council award the project for the Business Highway 71 Improvement Project for base bid and alternate A to OMG Midwest Inc. dba Minnesota Paving & Materials of Rogers, Minnesota in the amount of \$2,000,180.35 based on all items relating to the submitted bid are conforming to the bid requirements.

Please feel free to contact me if you have any questions.

JJH/kp

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

Attachments: Bid Tab

## BID TABULATION

**PROJECT:** BUSINESS HIGHWAY 71 IMPROVEMENT PROJECT  
CITY OF WILLMAR, MINNESOTA

**DATE:** APRIL 23, 2025

**TIME:** 1:30 P.M.

**PROJECT NO.** OW1.126075 / 2503-D / S.A.P. 175-153-024

**QUEST PROJECT NO.** 9614395

| BIDDERS                                                               | BASE BID       | ALTERNATE A  | BASE BID +<br>ALTERNATE A |
|-----------------------------------------------------------------------|----------------|--------------|---------------------------|
| 1. OMG Midwest Inc.<br>dba Minnesota Paving & Materials<br>Rogers, MN | \$1,925,654.35 | \$74,526.00  | \$2,000,180.35            |
| 2. Duininck, Inc.<br>Prinsburg, MN                                    | \$2,005,478.21 | \$71,551.30  | \$2,077,029.51            |
| 3. Central Specialties Incorporated<br>Alexandria, MN                 | \$2,182,474.33 | \$120,223.75 | \$2,302,698.08            |

MINNESOTA DEPARTMENT OF TRANSPORTATION  
CITY OF WILLMAR  
KANDIYOHI COUNTY, MINNESOTA  
BUSINESS HIGHWAY 71

CONSTRUCTION PLAN FOR: BITUMINOUS MILL AND OVERLAY, CONCRETE SPOT REPAIRS, CASTING ADJUSTMENTS, ADA IMPROVEMENTS

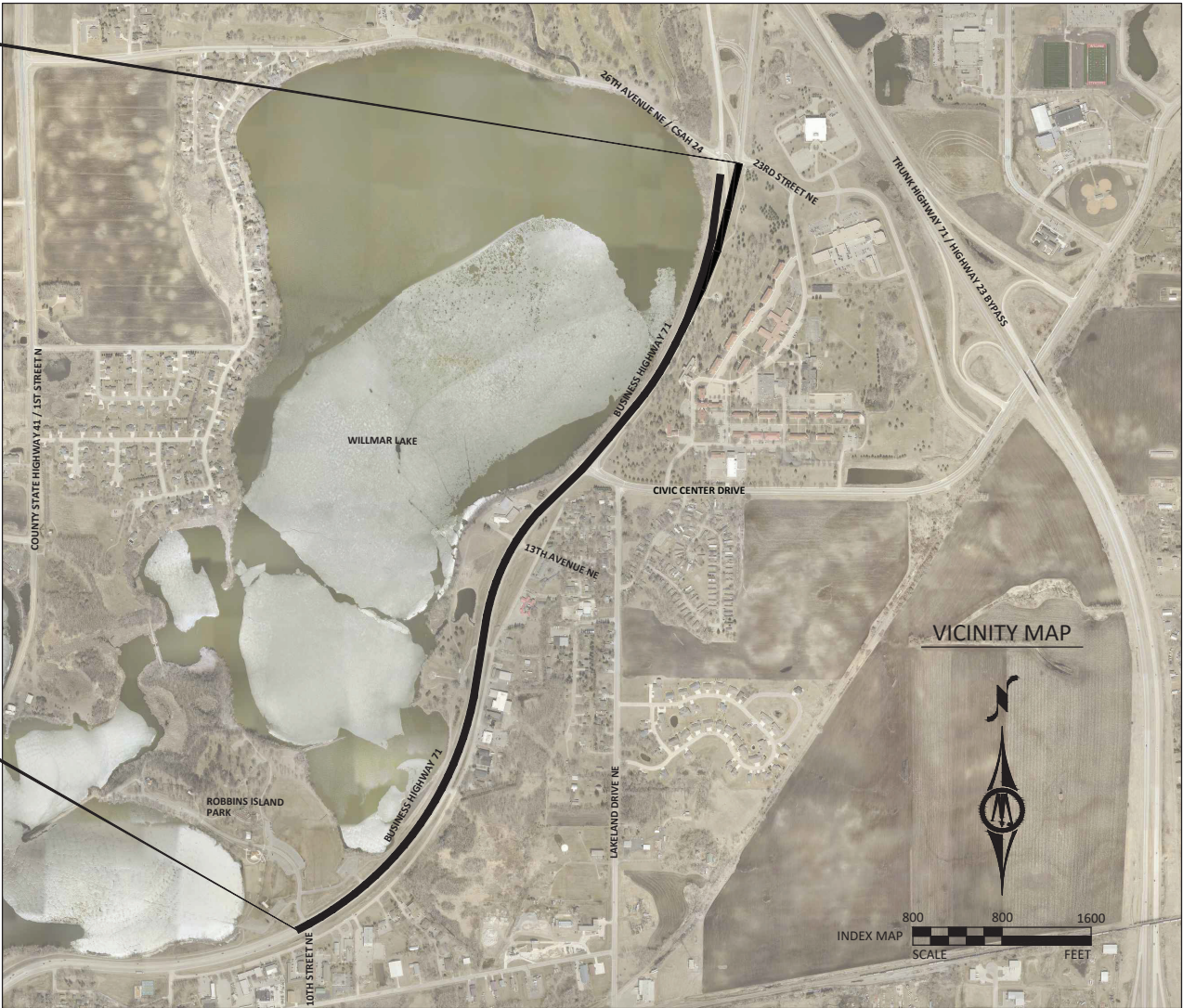
S.A.P. 175-153-024 LOCATED ON BUSINESS HIGHWAY 71 FROM 10TH STREET NE TO 23RD STREET NE (GEOGRAPHICAL DESCRIPTION)

FROM THE SOUTHERN CENTER OF SECTION 11, T119N, R35W TO THE WESTERN CENTER OF SECTION 1, T119N, R35W (LEGAL DESCRIPTION)

|                                                                  |      |      |       |       |  |
|------------------------------------------------------------------|------|------|-------|-------|--|
| BUSINESS HIGHWAY 71 (S.A.P. 175-153-024)                         |      |      |       |       |  |
| GROSS LENGTH                                                     | 8182 | FEET | 1.550 | MILES |  |
| BRIDGE LENGTH                                                    | N/A  | FEET | N/A   | MILES |  |
| EXCEPTION LENGTH                                                 | N/A  | FEET | N/A   | MILES |  |
| NET LENGTH                                                       | 8182 | FEET | 1.550 | MILES |  |
| LENGTH AND DESCRIPTION BASED UPON BUSINESS HIGHWAY 71 CENTERLINE |      |      |       |       |  |

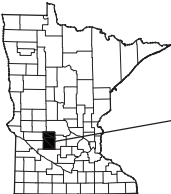
END PROJECT: S.A.P. 175-153-024  
(BUSINESS HIGHWAY 71)  
STA 84+23.00

BEGIN PROJECT: S.A.P. 175-153-024  
(BUSINESS HIGHWAY 71)  
STA 2+41.00



VICINITY MAP

PROJECT LOCATION



CITY: WILLMAR  
COUNTY: KANDIYOHI  
DISTRICT: #8

TYPICAL PLAN SCALE  
UNLESS OTHERWISE NOTED:

HORIZONTAL SCALE 0 25 50  
SCALE FEET

MINN. PROJ. NO. S.A.P. 175-153-024

--- GOVERNING SPECIFICATIONS ---  
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
"STANDARD SPECIFICATION FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE  
WITH THE LATEST "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD)  
THE LATEST "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.

| SHEET NUMBER | SHEET TITLE                       |
|--------------|-----------------------------------|
| GENERAL      |                                   |
| 1            | TITLE SHEET                       |
| 2            | LEGEND                            |
| 3            | CONSTRUCTION NOTES                |
| 4            | STATEMENT OF ESTIMATED QUANTITIES |
| CIVIL        |                                   |
| 5            | TABULATIONS                       |
| 6 - 7        | TYPICAL SECTIONS & DETAILS        |
| 8 - 17       | STANDARD PLANS                    |
| 18 - 25      | EROSION CONTROL PLAN              |
| 26 - 31      | STREET PLAN                       |
| 32           | BITUMINOUS WALK PLAN & PROFILE    |
| 33 - 35      | PEDESTRIAN RAMP DETAILS           |

|                 |                            |
|-----------------|----------------------------|
| TRAFFIC CONTROL |                            |
| TC.01 - TC.29   | SIGNING AND STRIPING PLANS |
| TC.30 - TC.51   | TRAFFIC CONTROL PLANS      |
| TC.52 - TC.54   | SIGNAL PLANS               |

THIS PLAN SET CONTAINS 89 SHEETS.

|                            |                     |
|----------------------------|---------------------|
| ROADWAY NAME:              | BUSINESS HIGHWAY 71 |
| PRESENT ADT (2025):        | 12497               |
| PROJECTED ADT (2045):      | 11794               |
| FUNCTIONAL CLASSIFICATION: | PRINCIPAL ARTERIAL  |
| NO. OF TRAFFIC LANES:      | 4                   |
| NO. OF PARKING LANES:      | 0                   |
| SHOULDER WIDTH (FEET):     | 10                  |

Joshua J. Halvorson, P.E.

Design Engineer: I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date 03/07/2025 License Number 46291

Approved: City of Willmar Engineer Date 03/07/2025

**Todd Broadwell** Digitally signed by Todd Broadwell  
Date: 2025.03.31 13:30:07 -05'00'

District State Aid Engineer:  
Reviewed for compliance with State Aid Rules/Policy  
**Todd Broadwell** Digitally signed by Todd Broadwell  
Date: 2025.03.31 13:32:22 -05'00'

Approved for State Aid Funding: State Aid Engineer



2040 HIGHWAY 12 EAST  
WILLMAR, MINNESOTA 56201  
Phone: (320) 231-3956  
Email: Willmar@bolton-menk.com  
www.bolton-menk.com



|                  |                     |     |            |      |
|------------------|---------------------|-----|------------|------|
| DESIGNED         | SJJ                 | NO. | ISSUED FOR | DATE |
| DRAWN            | DML, KMD, DE        | BID | 03/07/2025 |      |
| CHECKED          | JJH                 |     |            |      |
| CLIENT PROJ. NO. | OW1.126075 / 2503-D |     |            |      |

CITY OF WILLMAR, MINNESOTA

BUSINESS HIGHWAY 71 IMPROVEMENT PROJECT S.A.P. 175-153-024

TITLE SHEET

SHEET  
1  
OF  
91



### City Council Action Request

|                              |                                |                                |                                              |
|------------------------------|--------------------------------|--------------------------------|----------------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                    | <b>Agenda Item Number:</b>     | 9.K.                                         |
| <b>Agenda Section:</b>       | Regular Business               | <b>Originating Department:</b> | Public Works                                 |
| <b>Resolution:</b>           | No                             | <b>Prepared By:</b>            | Kelsi Delbosque,<br>Administrative Assistant |
| <b>Ordinance:</b>            | No                             | <b>Presented By:</b>           | Sara Sietsema                                |
| <b>Item:</b>                 | Annual Stormwater Presentation |                                |                                              |

**RECOMMENDED ACTION:**

Receive for information the 2025 Annual Stormwater Presentation.

**OVERVIEW:**

Sara Sietsema, Environmental Specialist, will share with the City Council the Annual Stormwater Presentation for 2025.

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

1. Annual Stormwater Presentation 2025

# WILLMAR MINNESOTA

## Annual Stormwater Presentation

May 5, 2025



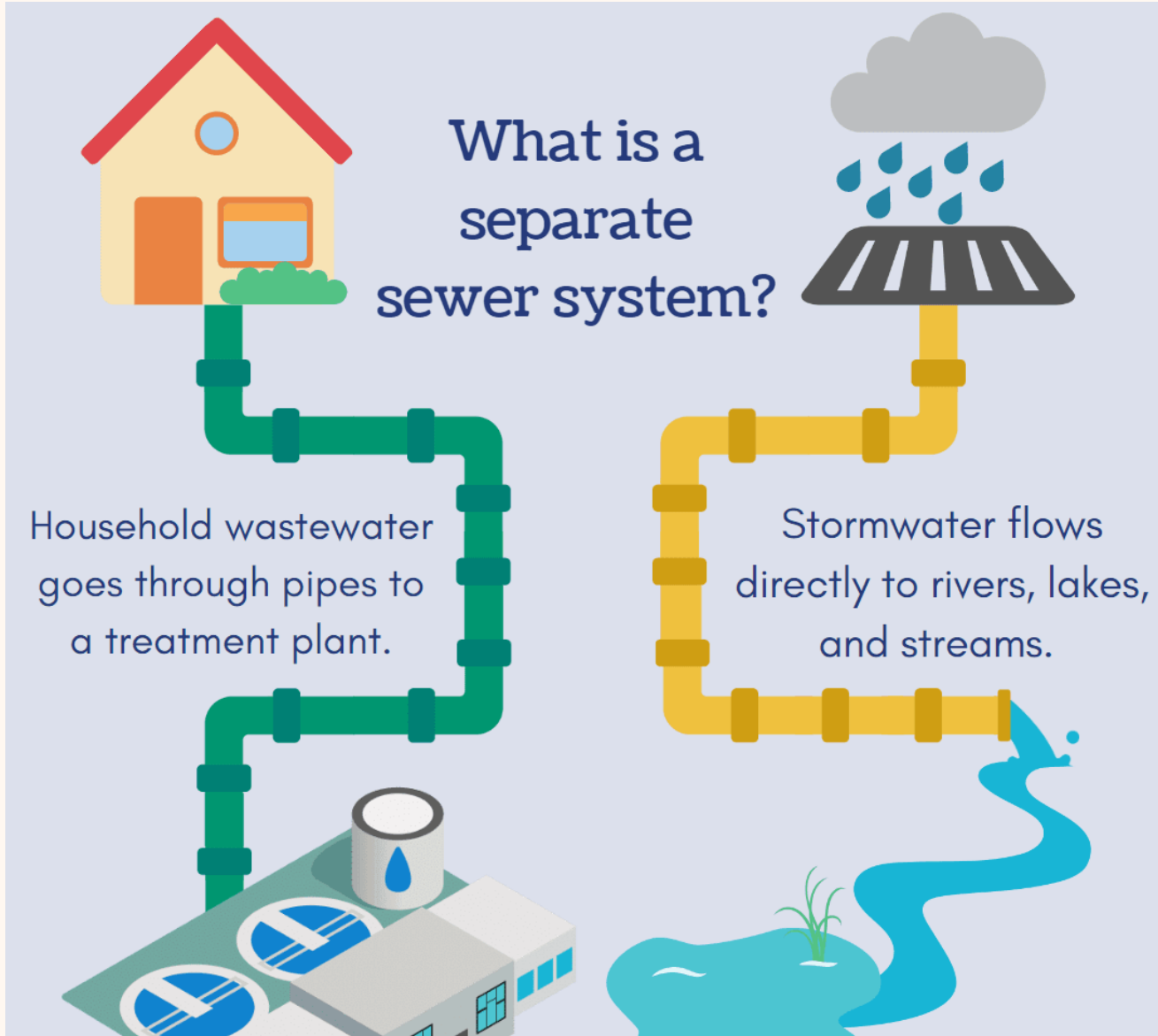
### IONAL PARK

t park. At 55 acres in size, this recreational area is surrounded by Willmar Lake oak trees and trails that wind through the park. Robbins Island is a spacious desti-d shelters available for rent.



# Stormwater 101

Stormwater is water from rain and snow melt that can **pick up pollutants as it flows** over surfaces such as roads, sidewalks, buildings, and landscapes.



# What is an MS4?

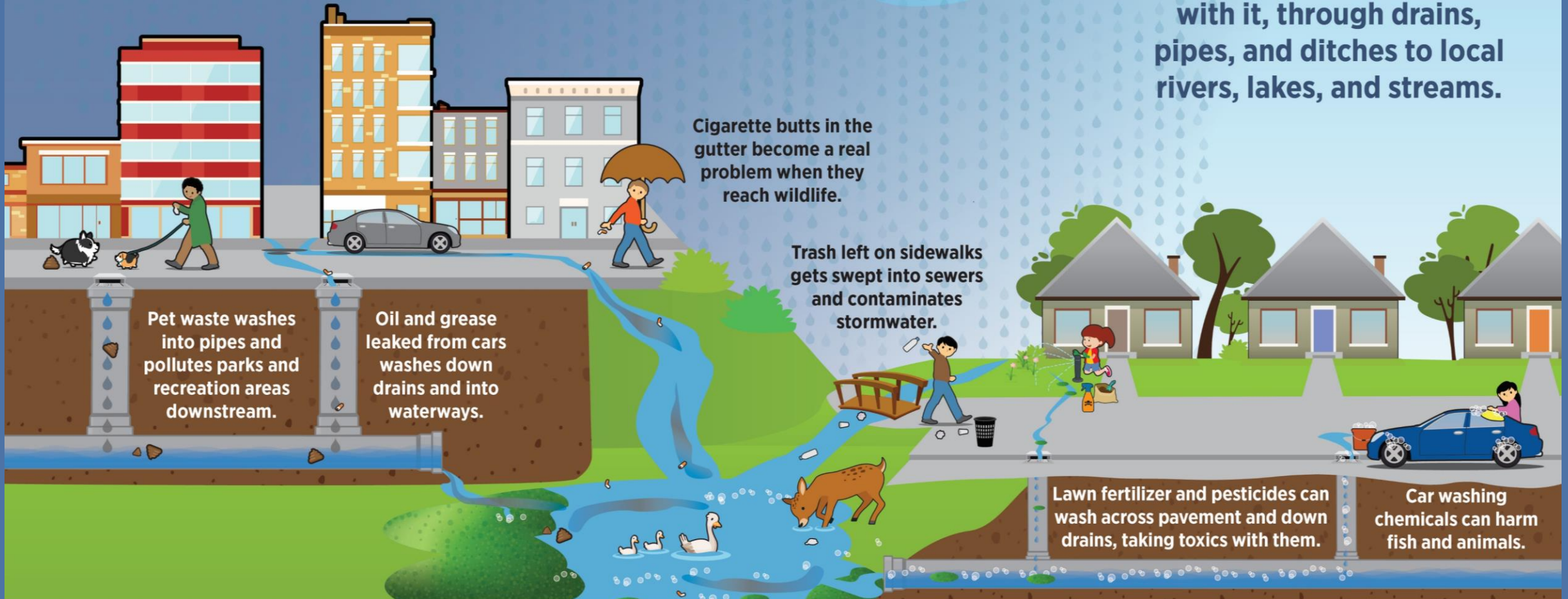
MS4: Municipal Separate Storm Sewer System

A publicly-owned system that collects and transports stormwater via pipes and channels.

- MS4s do not send stormwater runoff to a treatment plant.
- MS4 communities are required to implement a program that continually improves stormwater management.

# Stormwater: Where It Flows, Everything Goes

When it rains, snows, or sleet, water hits hard surfaces and takes anything on that surface with it, through drains, pipes, and ditches to local rivers, lakes, and streams.



## Where Stormwater Flows, Everything Goes



#### RD REGIONAL PARK

Willmar's largest park. At 55 acres in size, this recreational area is surrounded by Willmar Lake. The park is forested by oak trees and trails that wind through the park. Robbins Island is a spacious destination with a sandy beach, and shelters available for rent.



# Willmar's Stormwater Pollution Prevention Plan

Public Education and Outreach

Public Participation/ Involvement

Illicit Discharge Detection and  
Elimination

Construction Site Stormwater  
Runoff Control

Post-Construction Stormwater  
Management

Pollution Prevention/Good  
Housekeeping

# Public Education & Outreach



Pet waste



Salt use



Yard waste



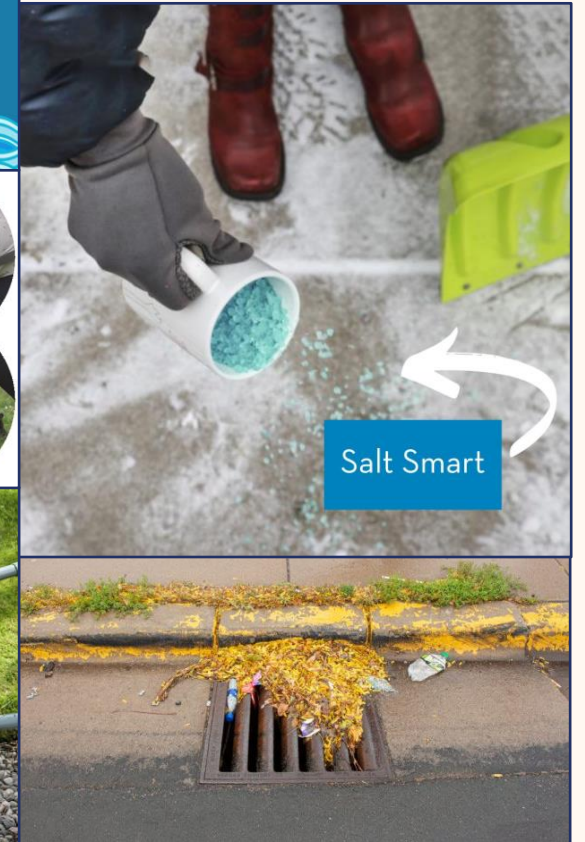
Household & Lawn chemicals



Illicit discharges



Adopt-a-Drain





# Public Participation & Involvement

Healthy Earth Healthy Kids event (April)

Public Works Open House (May)

Welcoming Week event (September)

Rain barrel sale annually

Presentation available online and City's SWPPP is available on request



**STORMWATER  
LAKES & RIVERS  
DRINKING WATER**

It's All Connected.

H<sub>2</sub>OYOU

Keeping grass  
clippings off  
the street  
protects our  
fresh water.



# Illicit Discharge Detection and Elimination

An illicit discharge is a flow to the storm sewer system or natural water body in dry weather that contains pollutants and/or pathogens.





# Illicit Discharge Detection & Elimination



Ordinance prohibiting non-stormwater discharges into MS4



Ordinance requiring proper disposal of pet waste



Ordinance regulating proper salt storage



Procedures for investigating illicit discharges and responding to spills



Train all field staff annually



Utilize informational handouts to educate and encourage compliance



# Construction Site Stormwater Runoff Control



## Commercial, industrial, and linear construction projects

- Stormwater pollution prevention plans are reviewed
  - Must address erosion, sediment, and waste controls during construction activity
- Inspections are conducted at least every week



## Residential construction projects

- Erosion and sediment controls required during construction activity



Bioretention areas  
reduce **pollution.**

**Where Stormwater Flows, Everything Goes**

## Post-Construction Stormwater Management

Permanent, post-construction stormwater management BMPs

- Required for projects with one acre or more of new or reconstructed impervious surface
- Stormwater maintenance agreements required
- City maintains mapped inventory

# Pollution Prevention & Good Housekeeping

## Sediment and Nutrient Reduction

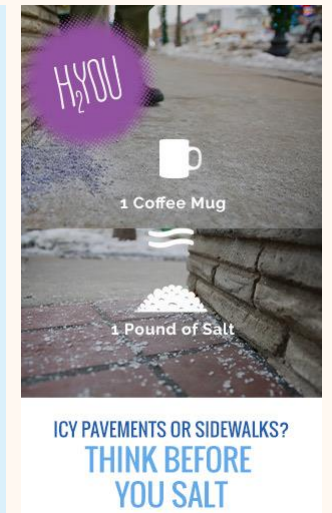
- Two street sweepers run daily during non-snow seasons
  - Collect 4,000-5,000 cu yds annually
- Street sweeping is a cost-effective BMP for reducing phosphorus
- Protects water quality and collection system



# Pollution Prevention & Good Housekeeping

## Chloride Reduction

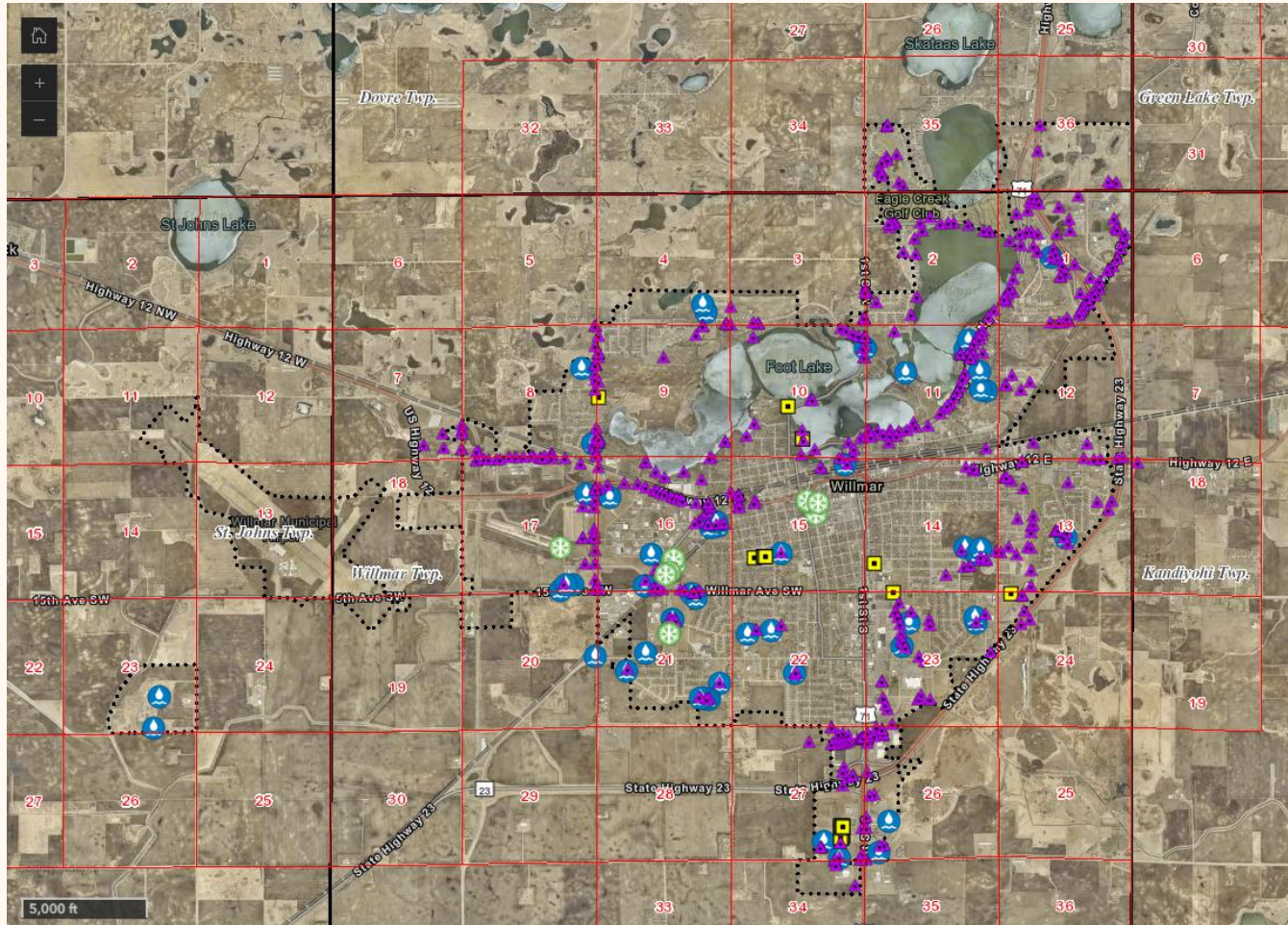
- All Public Works operators are Smart Salt certified
- Apply brine solution with 7 plow trucks
- Prioritize mechanical removal of snow on sidewalks, building entrances over chemical deicers
- Lowering salt use protects water quality and infrastructure



# Pollution Prevention & Good Housekeeping

Maintain mapped inventory:

- All storm sewer pipes 12 inches or greater in diameter
- City-owned stormwater ponds, structural BMPs, outfalls
- Structural stormwater BMPs not owned or operated by permittee
- City-owned facilities that contribute pollutants to stormwater discharges
- Snow storage locations
- Receiving waters





# Pollution Prevention & Good Housekeeping

- ✓ Inspect structural stormwater BMPs annually
- ✓ Inspect all outfalls once during the 5-year permit cycle
- ✓ Inspect all City-owned stormwater ponds once during the 5-year permit cycle
- ✓ Inspect stockpiles on City property quarterly

# Rain Barrel Cost-Share Program

- \$68 each
- Available to residents in Willmar
- Limit 4 per household
- Call: 320-235-4760 ext 7425
- Email: [ssietsema@willmarmn.gov](mailto:ssietsema@willmarmn.gov)
- Dimensions: 32" H x 24" W
- Capacity: 54 gallons
- Weight: 18 lbs when empty





## City Council Action Request

|                              |                                                   |                                |                                                           |
|------------------------------|---------------------------------------------------|--------------------------------|-----------------------------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                       | <b>Agenda Item Number:</b>     | 9.L.                                                      |
| <b>Agenda Section:</b>       | Regular Business                                  | <b>Originating Department:</b> | Planning and Development                                  |
| <b>Resolution:</b>           | No                                                | <b>Prepared By:</b>            | Christopher Corbett,<br>Planning and Development Director |
| <b>Ordinance:</b>            | No                                                | <b>Presented By:</b>           | Christopher Corbett,<br>Planning and Development Director |
| <b>Item:</b>                 | Introduction to Civic Access and 'My Willmar' App |                                |                                                           |

### RECOMMENDED ACTION:

No action required

### OVERVIEW:

The City of Willmar has launched 'Civic Access,' an online portal where residents can fill out a variety of forms and applications for our Planning & Development. Users must create an account online to fill out forms and applications.

Highlights of the [Civic Access](#) portal:

- Apply for, pay, and issue select permit application types, including:

- ✓ Commercial - Demolition
- ✓ Conditional Use
- ✓ Zoning Appeals
- ✓ Property Owner Waiver Application
- ✓ Deck
- ✓ Land Use
- ✓ Residential - Addition
- ✓ Over 50 Permits available online!

Apply for all the remaining permits that require a plan review

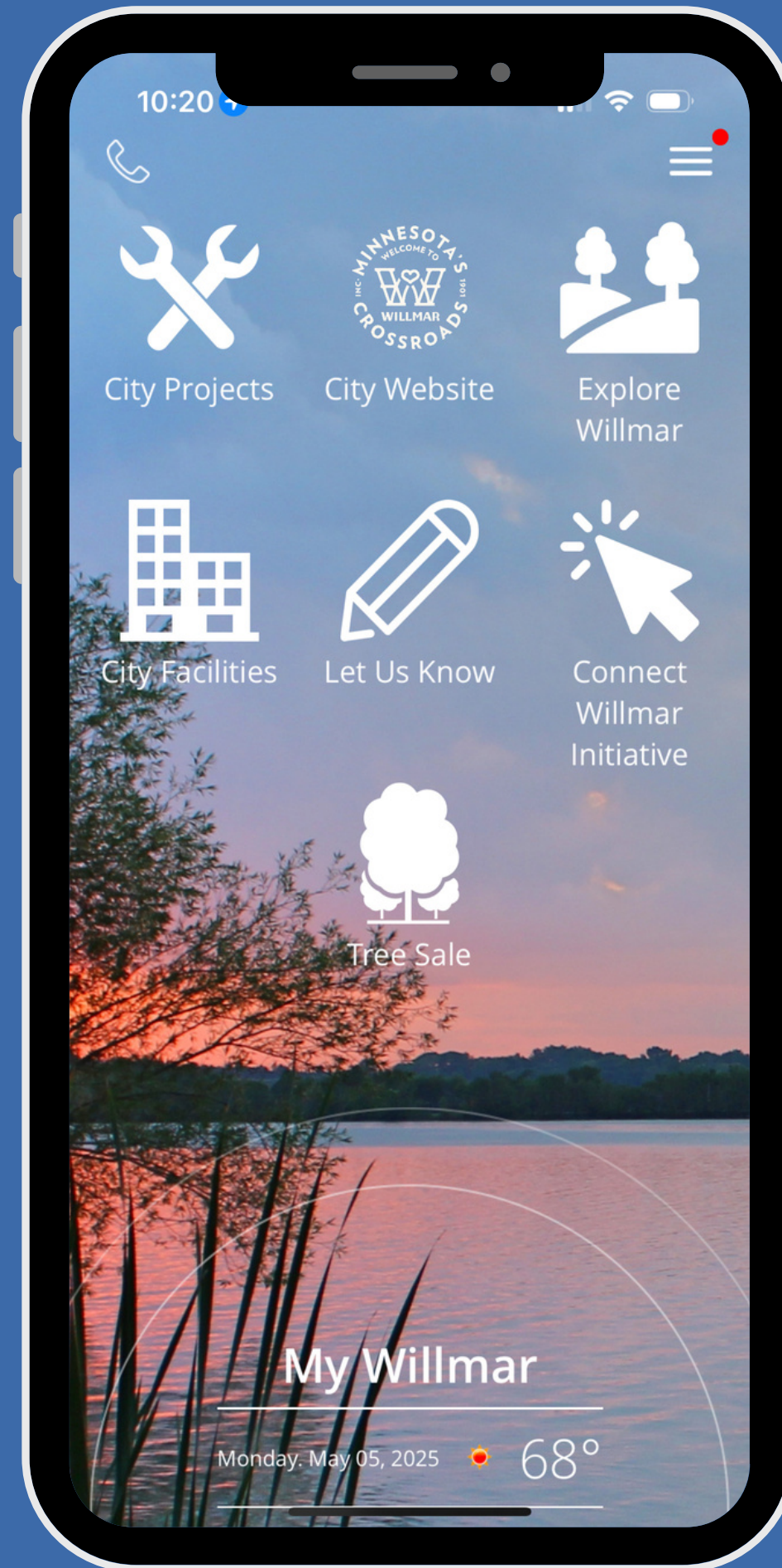
- View your past and current permits
- Request inspections and view results
- Pay for invoiced fees and view paid invoices
- Access the City GIS system and view parcel and permit information
- Estimate permit fees
- Create templates for common permits and save drafts
- Search public records
- Print permit, job card, and invoices
- Access links to documents and the City Website

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Civic Access and My WILLMAR app
2. My Willmar Brochure
3. CivicAccessBrochure



1

Explore Parks and Trails

2

Attend City Sponsored Events

3

Participate in Programs

4

Report an Issue

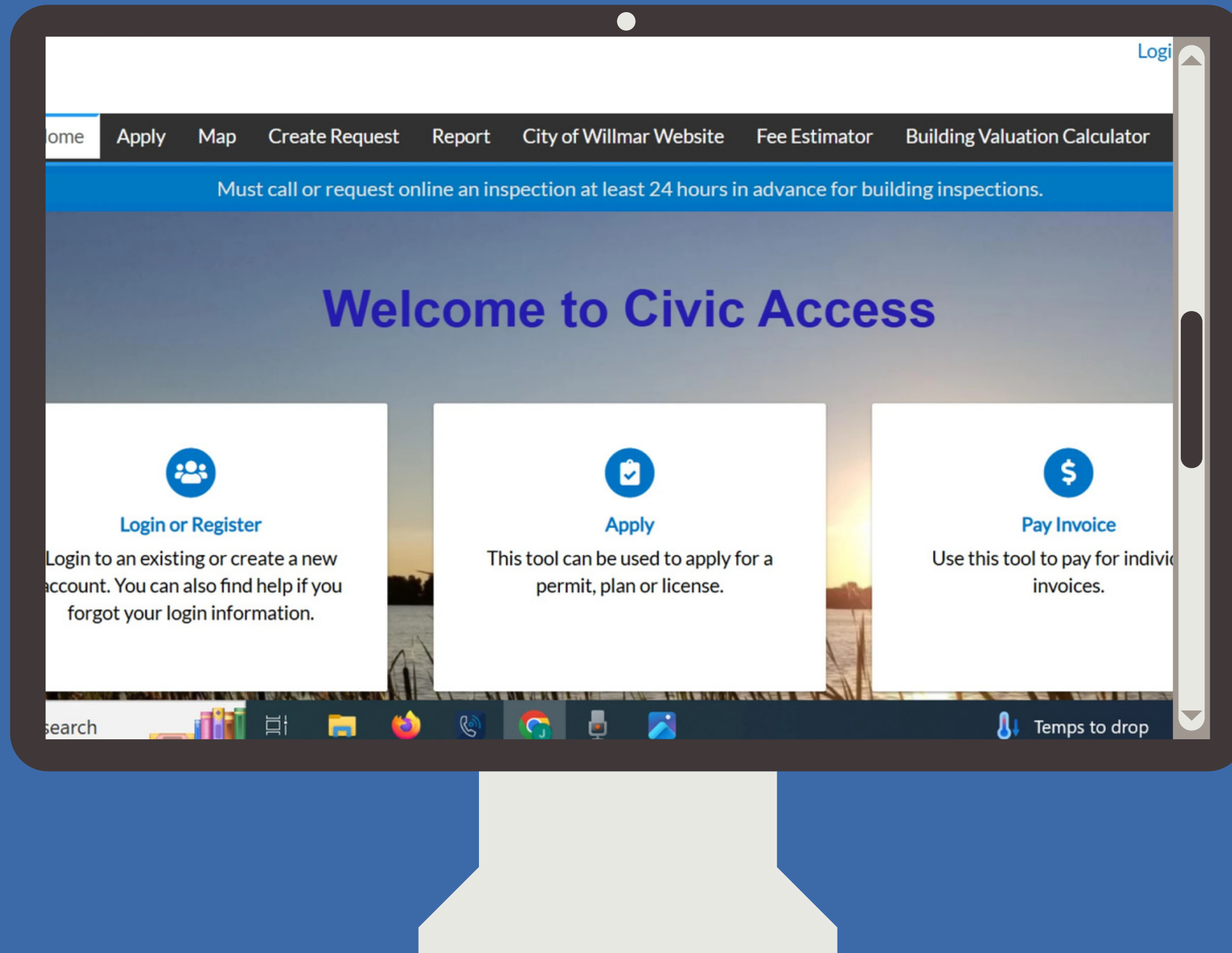
5

Visit the City of Willmar Website

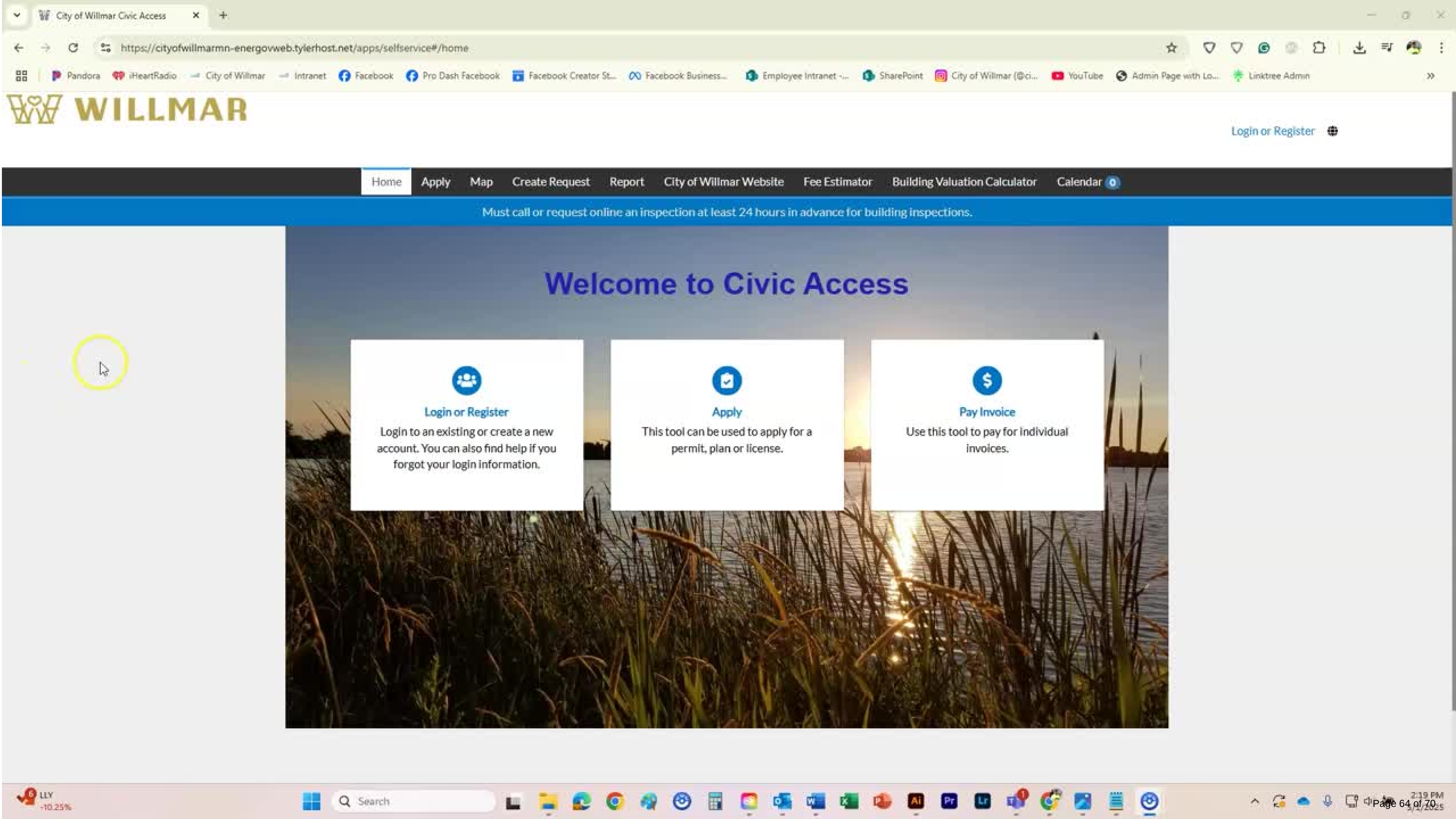
6

Stay up to date!





- 1 Create an Account
- 2 Apply for over 50 Permits
- 3 Estimate Fees
- 4 Request an Inspection
- 5 Track Progress
- 6 Receive Real-time Updates



# Our Contact

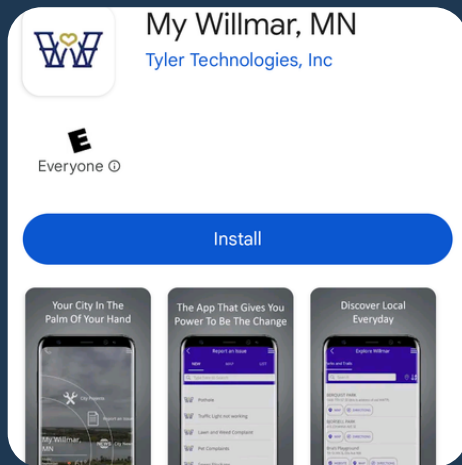
Download MY WILLMAR  
app today!

iPhone

Android



## My Willmar



320-235-4913



[www.willmarmn.gov](http://www.willmarmn.gov)



333 6<sup>th</sup> St SW, Willmar MN

# MY WILLMAR

Download and  
Explore

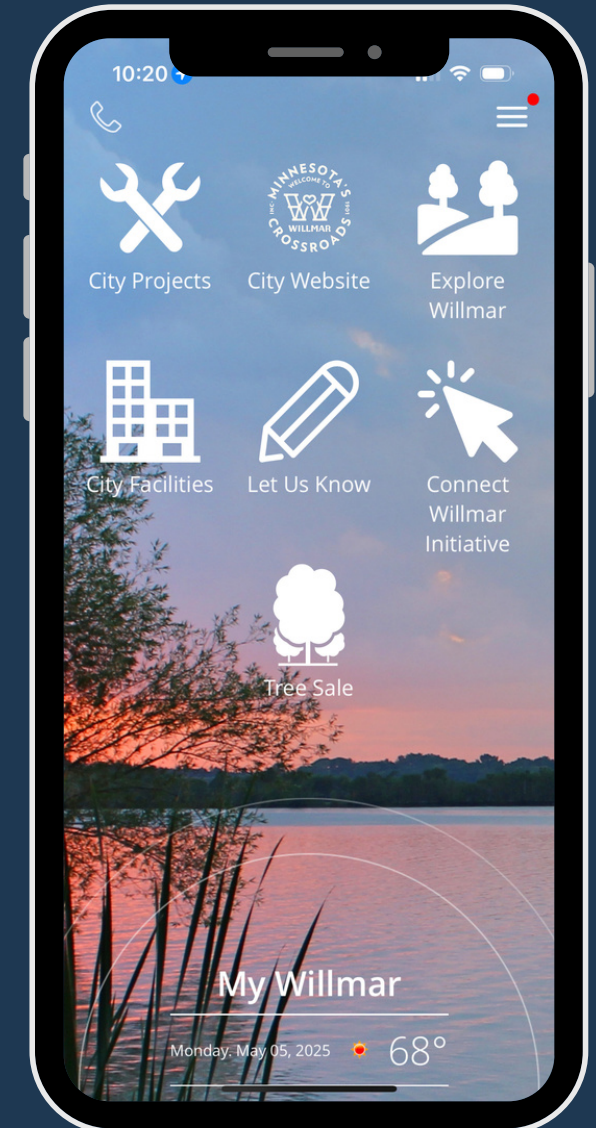
Say hello to a  
new way to engage!



## Stay up to date!

- Explore City Parks and Trails
- Attend an Event
- Participate in programs
- Communicate with City Staff

**...and a whole lot  
more!**





# City Facilities

Access city building addresses, directions, phone numbers and websites all in one place!



# Explore Willmar

Find information and directions to all of Willmar's Parks and Trails!



# City Projects

## City of Willmar Construction Updates

Stay updated on all City of Willmar Construction Improvement Projects

### 2025 Construction



# Let Us Know

Report an issue and stay updated on the status of your report in the My Willmar App.

Fall Tree or Branch

Lawn and Weed

Shoreline Alteration

Traffic Light Outage

Street Sign

Playground Equipment

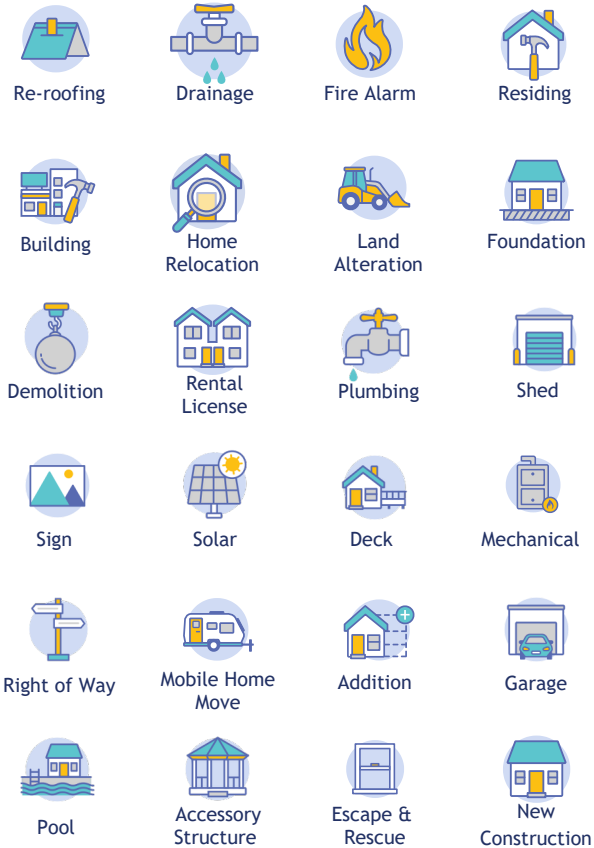
Public Restroom

Trash and Garbage

Pothole

Other

## Permits



Welcome to  
Civic Access



If you have any questions or require further assistance, call us at (320) 235-8311

333 6<sup>th</sup> ST SW  
Willmar, MN 56201

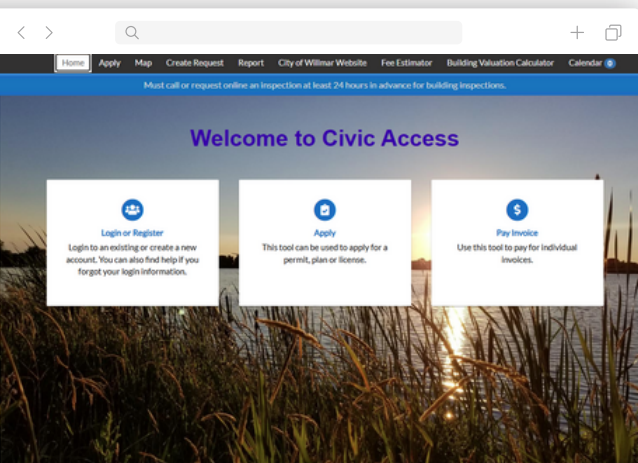
Phone: (320) 235-8311  
[planning@willmarmn.gov](mailto:planning@willmarmn.gov)

## Land Use Applications



**Willmarmn.gov**

Say hello to an  
easy-to-use website



Apply for

- Permits
- Land Use Applications
- Rental Licenses

As well as pay invoices, see progress,  
approvals, and explore business  
activities in your neighborhood.

No more

- ✗ Long wait times!
- ✗ Exhausting paperwork!

With just a few clicks

- ✓ Submit your application
- ✓ Track its progress
- ✓ Receive real-time updates

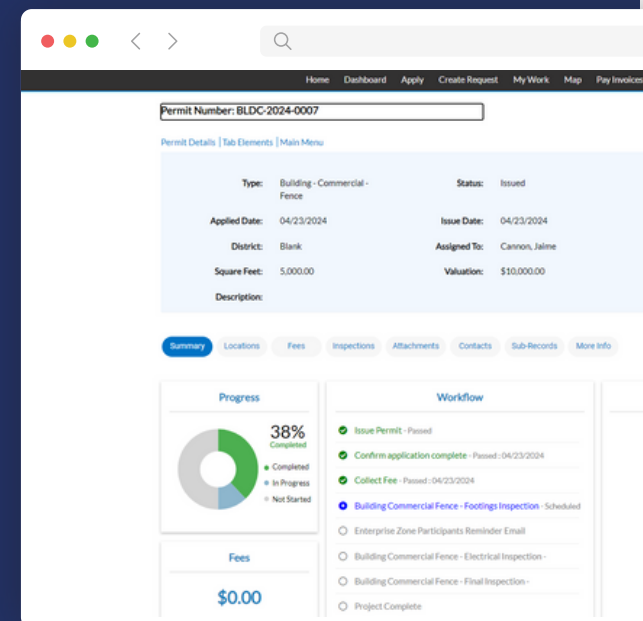
We are committed to enhancing  
customer service and improving  
access to city services - and our  
new web portal is the latest  
example of our ongoing efforts to  
make city government more  
efficient and responsive to the  
needs of our community.



**VISIT NOW**  
Willmarmn.gov

# Stay on track with our intuitive dashboard

With our easy-to-use dashboard, you can  
easily monitor the progress of applications,  
approvals, and renewals, ensuring that your  
requests stay on track.





### City Council Action Request

|                              |                                   |                                |                                    |
|------------------------------|-----------------------------------|--------------------------------|------------------------------------|
| <b>Council Meeting Date:</b> | May 5, 2025                       | <b>Agenda Item Number:</b>     | 9.M.                               |
| <b>Agenda Section:</b>       | Regular Business                  | <b>Originating Department:</b> | Administration                     |
| <b>Resolution:</b>           | No                                | <b>Prepared By:</b>            | Kyle Box, City Operations Director |
| <b>Ordinance:</b>            | No                                | <b>Presented By:</b>           | Kyle Box, City Operations Director |
| <b>Item:</b>                 | Connect Willmar Initiative Update |                                |                                    |

**RECOMMENDED ACTION:**

Information Only

**OVERVIEW:**

City Staff will provide a brief update on the Connect Willmar Initiative, including:

- Connect Willmar Initiative Marketplace
- Overall Project Status

**BUDGETARY/FISCAL ISSUES:**

Information Only

**ALTERNATIVES TO CONSIDER:**

Information Only

**ATTACHMENTS:**

None



### City Council Action Request

|                              |                                                  |                                |                |
|------------------------------|--------------------------------------------------|--------------------------------|----------------|
| <b>Council Meeting Date:</b> | May 5, 2025                                      | <b>Agenda Item Number:</b>     | 9.N.           |
| <b>Agenda Section:</b>       | Regular Business                                 | <b>Originating Department:</b> | Administration |
| <b>Resolution:</b>           | No                                               | <b>Prepared By:</b>            |                |
| <b>Ordinance:</b>            | No                                               | <b>Presented By:</b>           |                |
| <b>Item:</b>                 | Request for Work Session on Monday, May 12, 2025 |                                |                |

#### RECOMMENDED ACTION:

#### OVERVIEW:

Request for a Work Session on Monday, May 12, 2025  
Topic: Capital Improvement Program (CIP)  
Location: Fire Hall Training Room  
Time: 5:30 PM

#### BUDGETARY/FISCAL ISSUES:

#### ALTERNATIVES TO CONSIDER:

#### ATTACHMENTS:

None