WILLMAR CITY COUNCIL MEETING

MONDAY, JUNE 16, 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 June 2, 2025
   B. Planning Commission Meeting Minutes of June 4, 2025_DRAFT
   C. Willmar Municipal Utilities Draft Minutes June 9, 2025
   D. Consideration of City Park Special Event by On-Sale Liquor License Holder Permit-Green Mill
   E. Civic Center Arena Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar
   F. Recommendation to the Kandiyhoi County Housing and Redevelopment Authority
   G. Appoint Willmar Housing and Redevelopment Board Members
   H. Accounts Payable Report, 5/29/2025 - 6/11/2025

   Information:

   I. Monthly Building Report- April/May 2025
   J. WMU Financial Report for April 2025
   K. Finance Report
   L. Director Reports
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:

   A. Ordinance Authorizing the Issuance of up to $7,000,000 General Obligation Bonds, Series 2025A
   B. 'WITH WILLMAR' Comprehensive Plan

10. Regular Business
    A. Resolution Adopting Vision Zero Transportation Safety Commitment on City Streets within the City of Willmar
    B. Award Bids: Airport Runway 13/31 Lighting System Replacement
    C. Resolution to Accept the Proposal from Bolton & Menk for Airport Runway 13/31
    D. Accept SW MN Arts Council Grant
    E. Accept PFAS Source Identification & Reduction Grant
    F. Accept Solid Waste/Wastewater Grant from MPCA for PFAS Treatment Planning & Design
    G. Accept Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) from MPCA
    H. Lakeland Drive Trail Active Transportation and Transportation Alternatives Grants
11. Announcements
12. Closed Session
    A. Closed Session pursuant to Minn Statute 13D.05 Subd. 3 (c)(3)
13. Adjourn

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

June 2, 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, 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, Human Resource Director Alissa Gambrel, Work Foreman Paul Tinklenberg, Environmental Specialist Sara Sietsema, City Clerk Vernae Larsen, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ask moved to **Approve the Proposed 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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

A. City Council Minutes of May 19, 2025
B. Planning Commission Meeting Minutes of May 21, 2025_DRAFT
C. Willmar Municipal Utilities Special Minutes May 19, 2025
D. Willmar Municipal Utilities Draft Minutes May 27, 2025
E. **Resolution No. 2025-062** Project No. 2501-A 20th St SE Improvements Change Order No. 1
F. Consideration of a Municipal Owned Property On-Sale Liquor License Holder Permit – Spurs Corporation
G. City Park Special Event by On-Sale Liquor License Holder Permit—Spurs Corporation
H. Accounts Payable Report, 5/15/2025 - 5/28/2025

Information:

I. WMU Financial Report for March 2025

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

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

Open Forum:

Andres Albertson, 1405 19th Ave SE, Apt 103, Willmar, spoke in support of the local pride events happening in our community this month and appreciates the support of the community.

Jake Hartgrove, 515 Lakeland Drive SE, Apt 107, Willmar, spoke in support of the local pride events happening in our community this month.

Sarah Moulton, 424 Litchfield Ave. Apt 1, Willmar, spoke in support of the local pride events happening in our community and gave details of those events.

Bruce Schoeman, St. Johns Lake, spoke in support and appreciation of the mayor and council.

Ellary Shipman, 1003 6th Street SW, Willmar, spoke about an event center she would like to open on Parcel 95-872-1050 in Willmar.

Regular Business:

A. **Project No. 2504-B Lakeland Dr Trail Funding**

City Engineer Jared Voge provided information regarding the funding for the Lakeland Drive Trail project and explained the need to complete the work before all the funding is available. A motion was made by Council Member Nelsen to **Adopt Resolution No. 2025-063 authorizing the City to temporarily finance the Transportation Alternatives Program grant award for Project No. 2504- B through the Community Investment Fund until 2028 when the grant monies are available to reimburse the Community Investment Fund.** Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

B. **Rules of Decorum**

City Attorney Robert Scott presented the proposed Rules of Decorum to the council. A motion was made by Council Member Shuldes to **Approve Rules of Decorum for the City of Willmar.** 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

Having no further business to discuss, Council Member Fagerlie moved to **Adjourn** at 7:09 PM. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

_____
MAYOR

Attest:

_____
CITY CLERK

Resolution No. 2025-062

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO 2501-A.

Motion By:___Ask_____ Second By:___Fagerlie_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2501-A between the City of Willmar and Kurilla Contracting by Change Order No. 1 in the increased amount of $5,650.

Dated this 2nd day of June, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

Resolution No. 2025-063

PRELIMINARY 2025 STREET IMPROVEMENTS BUDGET – SUPPLEMENTAL LANGUAGE
2504-B PATH IMPROVEMENT PROJECT

Motion By:_____Nelsen_____ Second By:___Gilbertson_____

WHEREAS, grant monies including approximately $204,380 from the Active Transportation (AT) Program for 2026 construction and approximately $895,620 from the Transportation Alternatives (TA) Program for 2028 construction has been awarded to the project,

WHEREAS, the construction is required to be completed during 2026 to receive the AT funds.

WHEREAS, the TA funding would not become available until 2028 and the City will temporarily finance the TA award amount through the Community Investment Fund. The City will reimburse the Community Investment Fund with the TA award amount when it becomes available in 2028.

NOW THEREFORE BE IT RESOLVED, the City will temporarily finance the TA award amount through the Community Investment Fund and the Community Investment Fund will be reimbursed with the TA funds when they are available in 2028.

Dated this 2nd day of June, 2025

/S/ Douglas E. Reese
_____
Mayor

Attest:
/S/Vernae Larsen
_____
City Clerk

WILLMAR PLANNING COMMISSION
WEDNESDAY, JUNE 4, 2025
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES DRAFT

The Willmar Planning Commission met on Wednesday, June 4, 2025, at 6:00PM at City Hall.

Members Present: Bob Poe; Christopher Buzzeo; Stacy Holwerda; and Yvon Fils-Aime.

Members Absent: Gary Newberg.

Others Present: Christopher Frank (City Planner); Jennifer Kotila (WCT); and Evan Pederson (WCT).

1. Chair Buzzeo called for order at 6:00PM.

2. Roll Call.

3. Additions/Deletions: None.

4. Minutes:

   4.1. Planning Commission Meeting Minutes for May 21, 2025: **Commissioner Poe motioned to approve the minutes, seconded by Commissioner Holwerda, and passed unanimously.**

5. General Public Testimony: None.

6. **REGULAR BUSINESS**

   6.1 HEARING AND ACTION

   6.1.1 **WITH WILLMAR COMPREHENSIVE PLAN**
   Public Hearing

The WITH WILLMAR Comprehensive Plan was presented for a public hearing. Planner Frank provided a review presentation by the planning staff, which included discussion with Commissioners on the following chapters:

- **Land Use and Development:**
  - **Major Differences in Future Land Use Plan:** New mixed-use areas, especially the Regional Commercial District south of Willmar Avenue along First Street and to the east. Vacant land now being zoned for potential use.
  - **Clarification on Zoning:** The future land use map guides future zoning ordinances and changes to the current zones. Proposed uses, like the mixed-use zone, do not yet exist but will be created when the zoning ordinance is updated.
  - **Urban Growth Boundary:** The urban growth boundary was included, with discussions on

future annexations, particularly towards the lakes in the north, the southwest side for development, and the industrial park.

- **Main Implementations:**
  - Updating the 1994 zoning code.
  - Process improvement through streamlining permitting and digitizing applications. A new online system has been in place for about three weeks.
  - Establishing overlay districts (e.g., Renaissance Zone, potential for Highway 12 area).
  - Growth management by applying urban growth boundary guidelines for development interest beyond city limits.
  - Prioritizing development within existing city limits before annexation, including properties.
  - Planning for financial implications of annexing new land to ensure necessary services without straining the budget.
  - Supportive infrastructure coordination with engineering to ensure development is adequately served by municipal facilities.
  - Mixed-use development by creating zoning and design standards that promote regional and neighborhood commercial and mixed-use development, aligning with the community vision.
  - Implementing a Downtown Willmar pilot program to evaluate strategies from previous downtown plans for investment, beautification, innovation, and traffic calming initiatives.
  - Assessing the impact of the BNSF Corridor on Willmar's downtown economy, multimodal transportation, and pedestrian experience, addressing concerns related to noise, lighting, and safety.

- **Arts and Culture:**
  - **Main Initiatives:**
    - Public art standards: establishing guidelines for public art and creative placemaking.
    - Wayfinding and Gateway signage: installing signage in highway entry corridors to direct people to trails, parks, and art installations.
    - Activating underutilized spaces for arts and culture activities.
    - Artists in residency program: enhancing public spaces, creating a sense of place and identity.
    - Streetscape design: developing and implementing streetscaping guidelines (e.g., benches, bump-outs, widening sidewalks, one-way streets).
    - City Art: developing an inventory and acquisition plan for publicly owned art assets.

- **Mobility:**
    - **Implementations:**
        - Safe Streets 4 All (SS4A) plan: Identifies problem areas in multimodal transportation and proposes improvements. A resolution will be put forth to City Council on June 16th, committing to a move toward zero deaths in the future.
        - Accessible facilities: Continuing to fill sidewalk gaps and ensuring pedestrian facilities and transit programs are accessible to those with disabilities.
        - Aligning transportation priorities and integrating strategies from the Bike, Pedestrian, and Trails plan and the Safety Action Plan (SS4A) into capital Improvements, corridor studies, and facility design.
        - Innovative design: Implementing traffic calming treatments and other solutions for multimodal safety.
        - Connected Community: Establishing and improving multimodal access within and between neighborhoods, over barriers, and between major destinations and recreation areas.
    - **Safe Streets 4 All Plan:**
        - **Priority List:** Rank of ten priority areas around town that are not necessarily ranked by the order of completion.
        - **Action Plan:** Includes short-term (pilot programs, grant applications for studies), midterm, and long-term actions (e.g., city-wide rail Quiet Zone study, city traffic calming toolbox, speed limit investigations).
        - **Equity Map:** Identifies underserved communities to target for future outreach.

- **Housing:**
    - **Main Implementations:**
        - Aging in place: Developing policies and programs to expand housing options for the aging population.
        - Diversify housing stock: Promoting increased housing types (styles, floor plans, price points).
        - Residential zoning: Expanding zoning to allow more housing types (factory-built homes, duplexes, townhomes).
        - Affordable housing: Establishing, financing, and implementing a community Land Trust or Land Bank to acquire and develop permanent affordable housing.
        - Rental housing program: Updating the 1990 ordinance to conform with modern industry standards and best practices of neighboring municipalities.
        - Housing maintenance: Leveraging programs and exploring local options for financial assistance for maintenance and rehabilitation.
        - Regional collaboration: Collaborating with Kandiyohi County and Regional Housing Partners to support and implement housing programs, and establishing a Regional Housing Committee.
        - Housing needs assessment: Completing an assessment to understand market

trends, demographic needs, and housing gaps. Our most recent housing study already seemed inaccurate, especially regarding rent prices, necessitating a new study soon.

- **Economic Opportunities:**
  - **Implementations:**
    - Small business support system: Creating and implementing tools and programs for existing and future small businesses.
    - Community partnerships: Continuing collaboration with the EDC to implement programs and policies for a thriving Willmar economy.
    - Supportive infrastructure: Expanding and improving utility services for businesses and workers, including broadband and wireless communication networks (e.g., Connect Willmar fiber optic cable). Residents can pre-order plans for Connect Willmar Phase 1 (everything between 19th Ave and Highway 12 from First Street to the industrial park).
    - Industrial parks: Promoting, developing, and investing in the Willmar Rail Park and Industrial Park, with Rail Park construction expected this year.
    - Workforce training: Developing technical workforce training and continuing education programs, and promoting Ridgewater College.

- **Natural Resources:**
  - **Implementations:**
    - Green infrastructure: Promoting nature-based strategies for stormwater management (e.g., stormwater retention areas, bioswales, rain gardens).
    - Urban forests: Supporting continued planting and maintenance of Boulevard trees and other forested areas.
    - Shoreline regulations: Monitoring DNR's model Shoreline ordinance changes and updating shoreline zoning to conform with state standards, as the current ordinance is from the 1990s.

- **Parks and Open Space:**
  - **Implementations:**
    - Parks and Recreation plan: Updating the master parks plan in the coming months.
    - Wayfinding and interpretive signage: Expanding signage for public water access, parks, and trails.
    - Park dedication: Reviewing requirements for public open space dedication and cash in lieu when new subdivisions are developed.
    - Public buildings: Continuing to update public facilities to comply with modern ADA standards and exploring new indoor amenities based on community priorities.
    - Funding: Pursuing state and federal grant funding for competitive Park and Trail projects.

- Regional coordination: Continuing to coordinate with Kandiyohi County and state agencies to advance regional parks and tourism opportunities.

Discussion on Implementation and Accountability: Commissioners discussed the practical implementation of the plan, questioning who would be responsible for execution. It was noted that different departments (Planning, EDC, Engineering, Public Works, Parks, Wastewater Treatment, Utilities) would be responsible for different sections. The comprehensive plan will guide the Planning Commission's review of new projects.

Suggestions were made for an audit structure (e.g., every three or six months) to review progress and ensure accountability. It was highlighted that each implementation item includes the complexity, timeline, and measures of success. The plan is seen as a guide rather than just a to-do list, with both tasks and goals.

Commissioners expressed a desire for briefings on new projects to include how they align with the comprehensive plan. It was suggested that each major section of the plan should have a responsible department identified.

Public Hearing: The public hearing was opened at 7:15 p.m. There were no members of the public present who wished to speak about the comprehensive plan. The public hearing was closed at 7:16 p.m.

Motion for Recommendation: Commissioner Holwerda motioned to recommend that the City Council adopt the comprehensive plan in its entirety, including but not limited to the new land use map, the Safe Streets 4 All plan, and the Bike, Pedestrian, and Trail plan. Commissioner Poe seconded the motion. The motion passed unanimously.

6.2 PLATS

None.

6.3 BRIEFINGS

None.

7. **DIRECTOR'S REPORT**

8. **MISCELLANEOUS**

Planner Frank provided an update on the Connect Willmar project. Letters were sent out to homeowners regarding old, historically misconfigured rights-of-way's located within in phase one of the fiber optic project. Examples included a church lot extending over 8th Street and an old factory building owning part of 8th Street. The city has maintained these areas for many decades, despite

the right-of-way being unclear. The city is reaching out to homeowners to formalize easement agreements for the right-of-way and utility easements, and to replat certain areas. An open house is planned for June 11th, 2025, located at the Willmar Community Center from 5:30PM-7:00PM, to allow property owners to learn more about the right-of-way formalization request and process.

9. **ADJOURN**

Commissioner Poe moved to adjourn the meeting, seconded by Commissioner Holwerda, and passed unanimously. The meeting was adjourned at 7:24PM.

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.C.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	Willmar Municipal Utilities Draft Minutes June 9, 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 6.9.25 MUC Meeting Minutes

WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – June 9, 2025
11:45 – WMU Auditorium

The Municipal Utilities Commission (MUC) convened its regularly scheduled meeting on Monday, June 9, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present were Shawn Mueske, John Kennedy, Patricia Elizondo, and Terrill Sieck. Commissioners Carol Laumer, Dave Baumgart, and Bruce DeBlieck were absent.

Also present: 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, City Council Liaison Tom Gilbertson, Executive Secretary Abby Ahrendt, City Attorney Robert Scott (via teleconference), and West Central Tribune journalist Jennifer Kotila.

The meeting was called to order by Commission President Mueske, and the Pledge of Allegiance was recited. President Mueske indicated that two commissioners were absent due to their attendance at the APPA National Conference in New Orleans. He then asked if there were any changes or additions to the presented agenda. General Manager Smith provided clarification regarding the highlighted line items on the bill payment list. Following review and discussion, President Mueske requested a resolution on the consent agenda. Commissioner Sieck made a motion to approve the consent agenda, which was seconded by Commissioner Kennedy.

RESOLUTION NO. 20

"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 May 27, 2025, MUC Meeting; and
- Bills represented by vouchers No. 20250833 to No. 20250960, including associated wire transfers, totaling $655,794.47."

Dated this 9th day of June 2025.

_____
President

Attest:

_____
Secretary

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

Finance & Office Services Supervisor Andrea Prekker presented the April 2025 Financial Reports, which featured a summary of the Investment Portfolio as of April 30, 2025. The report included an overview of operating revenues, expenses, retained earnings, and comparative data for both the Electric and Water Divisions.

General Manager Smith recapped the May 27 Governance Committee meeting, noting that Articles 9–12 of the bylaws were reviewed and Articles 1–8 were revisited. He will complete the revisions and distribute them to the committee for review. He provided a brief update on ongoing utility projects, noting steady progress across multiple areas. Smith went on to inform the Commission of Bremer Bank's merger with Old National Bank, clarifying that the only notable difference would be updated branding under the Old National Bank in place of Bremer Bank. He also noted that the APPA Benchmarking Survey was not completed this year due to staffing transitions. Finally, he reported that Great River Energy (GRE), in coordination with the cities of Litchfield and Hutchinson, is proposing a 70-mile, 115 kV transmission line connecting Willmar, Litchfield, Forest City, and Hutchinson. Open houses are scheduled for June 18 in Litchfield and June 19 in Hutchinson, respectively.

President Mueske asked if there were any other matters for discussion. City Council Liaison Tom Gilbertson inquired about updates on potential sites for land acquisition. General Manager Smith responded that there are sites under consideration, but they are currently awaiting further details to ensure the locations meet site criteria. Once that information is received, discussions will take place with City staff.

Upcoming Events:

- Labor Committee Meeting June 16, 2025
- Willmar Fest Block Party – June 19, 2025 4 p.m.
- MMUA Summer Conference (Rochester, MN) August 18-20, 2025
- MRES Municipal Power Leadership Academy (Sioux Falls, SD) September 17-18, 2025

There being no further business, Commissioner Kennedy moved to adjourn the meeting. Commissioner Sieck seconded the motion, and it was approved unanimously with a vote of four ayes and zero nays. The meeting adjourned at 12:02 p.m.

The meeting was reconvened at 12:04 p.m. by President Mueske to appoint an acting secretary in Commissioner Baumgart's absence. He nominated Commissioner Sieck to serve as acting secretary, and the motion was seconded by Commissioner Kennedy. With no further business, the meeting was adjourned by unanimous vote at 12:06 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

_____
Abby Ahrendt, Executive Secretary

ATTEST:

_____
Secretary

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.D.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Deborah Stulen, Administrative Assistant
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Consideration of City Park Special Event by On-Sale Liquor License Holder Permit-Green Mill		

RECOMMENDED ACTION:
Approve the City Park Special Event by an On-Sale Liquor License Holder Permit on a Roll Call Vote

OVERVIEW:
The Parks and Recreation Department has rented the Four Season Shelter to Relco LLC which will hold their employee appreciation event with plans to serve alcohol on July 18, 2025. A City Park Special Event by an On-Sale Liquor License Holder Permit is required to distribute or consume alcohol. Torgerson Properties, Inc. dba Green Mill-Willmar has applied for this permit with on-site employee listed as Jayson Christoffer.

BUDGETARY/FISCAL ISSUES:
$100 Permit Fee

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

ATTACHMENTS:
None

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.E.
Agenda Section:	Consent Items	**Originating Department:**	City Clerk
Resolution:	No	**Prepared By:**	Deborah Stulen, Administrative Assistant
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Civic Center Arena Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar		

RECOMMENDED ACTION:
Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit on a Roll Call Vote

OVERVIEW:
The Civic Center has rented space to the Bike MS: Ride Across Minnesota 2025 event, with plans to serve alcohol during this event on July 22 & 23, 2025. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds for this event. TPI Core, Inc. dba Green Mill Willmar has applied for this permit with an on-site employee listed as Trista Vogelpohl.

BUDGETARY/FISCAL ISSUES:
$100.00 Application Fee

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

ATTACHMENTS:
None

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.F.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Allie Paulsen, Administrative Assistant
Ordinance:	No	**Presented By:**	
Item:	Recommendation to the Kandiyhoi County Housing and Redevelopment Authority		

RECOMMENDED ACTION:
Mayor Reese recommends Karen Kraemer to be appointed by the Kandiyohi County Commissioners to serve on the Kandiyohi County Housing and Redevelopment Commission.

OVERVIEW:
Since the dissolution of the Willmar Housing and Redevelopment Authority (Willmar HRA) in 2014, the City Council has only served in an advisory role, recommending board members to the Kandiyohi County Housing and Redevelopment Authority. Ms. Kraemer's official appointment will be made by the Kandiyohi County Commissioners.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Application for Appointment - Kraemer

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park & Recreation Board (meets monthly)

_____ City/County Economic Development Operations Board (meets monthly)

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

_____ Willmar Convention and Visitors Bureau

✓ Kandiyohi Cty Housing & Redevelopment (Council recommended position to County)

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Karen Kraemer Date of Application: 6/12/2025

Address: 1300 7th St SW Phone No. 320 894 7684

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: Karen Kraemer 49@ gmail.com

What prompted you to make application for a citizen committee? I was asked.

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

I live in another part of town. Have concerns/interest in neighborhoods rehab of homes energy conservation preservation of original architecture

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

on back

We have always lived in older homes, in town
I like to maintain the integrity of the home and
the era it was built

List your educational background: BA in biology (University of MN Morris)
Master - Bemidji State

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

League of Women Voters, MN Science Teacher Assn.

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

Retired - Willmar Sr High - teacher

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.G.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Appoint Willmar Housing and Redevelopment Board Members		

RECOMMENDED ACTION:
Appoint the following Kandiyohi County Housing and Redevelopment Willmar residents to the Willmar Housing and Redevelopment Authority.
Doug Fenstra, Tony Freeburg, Mary Sawatzky, Shelley Gazy and newly recommended Karen Kraemer after County Commissioner appointment.

OVERVIEW:
The Willmar Housing and Redevelopment Authority (HRA) technically remains in existence due to outstanding loans. Once those loans are fully repaid, the Willmar HRA will be formally dissolved. In the meantime, the HRA Board is still required to oversee certain legal responsibilities. Kandiyohi County HRA Executive Director, Jill Bengtson, recommends that all Willmar residents serving on the County HRA Board also be appointed to the Willmar HRA Board, providing consistency between the two boards under her leadership.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. Request for WHRA Commissioners

KANDIYOHI COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

Health and Human Services Building
2200 23rd St.NE, Suite 2090, Willmar, MN 56201
Telephone: 320-235-8637 Fax: 320-2357831
EOE

MCLEOD COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

June 11, 2025

Leslie Valiant
City Administrator
City of Willmar
333 6th Street SW
Willmar, MN 56201

RE: Commissioner Appointments to the Willmar Housing and Redevelopment Authority

Leslie,

The Housing and Redevelopment Authority needs Commissioners to serve on the Willmar Housing and Redevelopment Authority. The Willmar Housing and Redevelopment Authority still technically exists as there are outstanding 0% forgivable loans in its name which we are waiting to expire. Once the loans expire, we can dissolve the entity. In the past, existing Willmar residents on the Kandiyohi County HRA Board have also served on the Willmar HRA Board. We have had some turnover on the Kandiyohi County HRA Board and we would now like the Willmar residents on the Kandiyohi County HRA Board appointed to the Willmar HRA Board. Current residents on the Kandiyohi County HRA Board are Doug Fenstra, Tony Freeburg, Mary Sawatzky and Shelley Gazy (pending appointment by the Kandiyohi County Board on 06/17/2025). Please accept this letter as our request to have these individuals appointed to the Willmar Housing and Redevelopment Authority to complete any outstanding business that might arise.

Sincerely,

Jill Bengtson
Executive Director

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.H.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 5/29/2025 - 6/11/2025		

RECOMMENDED ACTION:
Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:
Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. 05.29.25-06.11.25 Ck 74703-74839
2. EFT CK 595

Vendor Payment Listing

May 29, 2025 thru June 11, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103696	ACE ROLLOFFS & DISPOSAL	237/06-25	74703	52.70	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	238/06-25	74703	129.48	City Hall garbage service
103696	ACE ROLLOFFS & DISPOSAL	233/06-25	74703	49.68	trash
103696	ACE ROLLOFFS & DISPOSAL	239/06-25	74703	202.64	PW garbage service
103696	ACE ROLLOFFS & DISPOSAL	240/06-25	74703	24.35	Wastewater garbage service
103696	ACE ROLLOFFS & DISPOSAL	241/06-25	74703	209.71	Wastewater garbage service
103696	ACE ROLLOFFS & DISPOSAL	213/06-2025	74703	260.06	Section B Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	200/06-25	74703	846.00	Section A Parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	236/06-25	74703	356.64	Garbage
103696	ACE ROLLOFFS & DISPOSAL	235/06-25	74703	449.74	Garbage
103696	ACE ROLLOFFS & DISPOSAL	234/06-25	74703	477.66	Garbage Civic Center
103642	AFFORDABLE STUMP GRINDING LLC	060425	74704	2,460.00	Stump Grinding NW Side
103642	AFFORDABLE STUMP GRINDING LLC	060525	74704	600.00	Stump Grinding NE Side
100041	ALPHA VIDEO & AUDIO INC	33097	74705	7,988.04	(2) Cablecast live server
103557	AMAZON CAPITAL SERVICES	1JTD-T1DK-9XWT	74706	21.48	Office Supplies
103557	AMAZON CAPITAL SERVICES	1LKK-9MFY-1VLF	74706	33.99	Laptop bag for Chief Holme
103557	AMAZON CAPITAL SERVICES	1MTG-9WCM-NJTP	74706	401.94	Adult Softballs
103557	AMAZON CAPITAL SERVICES	1CHM-KTJ6-3YGP	74706	96.70	Office Supplies
103557	AMAZON CAPITAL SERVICES	1P9M-7QHC-4FR7	74706	15.99	9V Batteries for Detectives Unit
103557	AMAZON CAPITAL SERVICES	1VVN-YDL3-4JPH	74706	31.97	Parade float decorations
103557	AMAZON CAPITAL SERVICES	1DR1-N16J-6N46	74706	5.96	electrical outlet covers
103557	AMAZON CAPITAL SERVICES	1QQQ-VLYP-7M47	74706	41.00	Trash can rubber bands
103557	AMAZON CAPITAL SERVICES	1H3L-L19Q-46TT	74706	108.58	Field Prep Tools
103557	AMAZON CAPITAL SERVICES	1RXW-Q643-6TYQ	74706	284.32	Baby Changing Station for Baker
103557	AMAZON CAPITAL SERVICES	14KP-XTCN-GF3C	74706	5.89	Key Rings
103557	AMAZON CAPITAL SERVICES	1NV4-RFFG-JJ9W	74706	127.07	First Aid supplies for DOAC
103557	AMAZON CAPITAL SERVICES	1C69-4C4P-J3DK	74706	9.99	Batteries for Bike Share Bikes
103557	AMAZON CAPITAL SERVICES	1FNN-Y7JL-P1CD	74706	227.99	10x10 Canopy Tent for Events & Investigations
100057	AMERICAN WELDING & GAS INC	0010900871	74707	85.87	Welding gas
100057	AMERICAN WELDING & GAS INC	0010852898	74707	600.00	CERT Fire Extinguisher Training
100057	AMERICAN WELDING & GAS INC	0010877678	74707	70.47	Fire Extinguishers - Airport
100057	AMERICAN WELDING & GAS INC	0010877687	74707	143.21	6 Yr Maint. & Refill - Hangars
102954	ANDERSON LAW OFFICES	2720	74708	23,315.59	Professional Services - May 2025
103731	AQUATIC INFORMATICS INC.	113532	74709	3,336.30	WIM's support
103946	ARVIG	STMT/05-25	74710	3,850.00	Leased fiber - Jun
103008	ASPEN MILLS	355182	74711	285.82	Initial Uniform for CSO Lilly Beermann
103008	ASPEN MILLS	355183	74711	321.82	Initial Uniform for CSO Gabby Pederson
103008	ASPEN MILLS	355181	74711	278.68	Initial Uniform for CSO Gavin Norstedt
100075	AT&T MOBILITY	87296610156X06032025	74712	2,099.84	FirstNet Apr/May
103610	AUSTIN INCORPORATED	56671	74713	120.00	Septic Pumping - 1 Load
103610	AUSTIN INCORPORATED	60960	74713	240.00	Septic Pumping - 2 Loads
103610	AUSTIN INCORPORATED	56902	74713	120.00	Septic Pumping - 1 Load
100131	AVENU INSIGHTS & ANALYTICS	INVB-062863	74714	2,160.32	AS400 hosting - May
100096	BEACON ATHLETICS LLC	0614125-IN	74715	1,531.98	Softball Tarps
103377	BENSON LAUNDRY	420932	74716	94.61	Towel Service
103377	BENSON LAUNDRY	421579	74716	94.61	Towel Service
103377	BENSON LAUNDRY	422880	74716	74.56	Towel Service
104299	BFirst Industrial	80019833-00	74717	19.17	Bolts for Trailhead bathroom
104299	BFirst Industrial	80019774-00	74717	59.49	Hard hats
104299	BFirst Industrial	80020067-00	74717	14.97	Repair Supplies for DOAC
101010	BOLTON & MENK INC	0360544	74718	8,447.50	SS4A
101010	BOLTON & MENK INC	0362162	74718	12,591.00	Prof. Services 3-1 thru 3-28-25
101010	BOLTON & MENK INC	0363091	74718	487.50	SS4A
104021	Braakholter LLC	1553225	74719	817.03	Concession
104021	Braakholter LLC	1553425	74719	322.40	Concessions
104172	Brouwer Construction	Appl #2	74720	8,878.59	Airport Draintile Installation
103851	CENTRAL LAKES MENTAL HEALTH	060925	74721	2,100.00	Mental Health Services
100154	CHAMBERLAIN OIL CO	512219-00	74722	912.16	5w-20, brake clean
100736	CHARTER COMMUNICATIONS	224360801060125	74723	552.94	Jun Phone/Rice Park Internet
101708	CINTAS CORPORATION	5273370313	74724	111.70	First Aid Kits
103708	CITY LINE TOWING	25-07901	74725	195.00	Tow for ICR 25005978

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103696	ACE ROLLOFFS & DISPOSAL	237/06-25	74703	52.70	Garbage service
102984	CODE 4 SERVICES INC	10742	74726	4,587.85	Squad 43 Equipment Install
102984	CODE 4 SERVICES INC	10395	74726	15,913.83	Squad 47 Initial Equipment
102984	CODE 4 SERVICES INC	10396	74726	15,913.83	Squad 48 Initial Equipment
102984	CODE 4 SERVICES INC	10398	74726	14,046.06	Squads 47 & 48 Body Camera, Squad Video LIc/Storag
102984	CODE 4 SERVICES INC	10770	74726	30.89	Switch Round Rocker Black Blue LED 3P On-Off
104070	Column Software PBC	B15E1683-0087	74727	58.89	Comp plan publication for Planning commission
104070	Column Software PBC	A85BD339-0009	74727	148.77	Ad for bids Project 2404-A
104070	Column Software PBC	B15E1683-0086	74727	124.12	Ordinances Notice
103516	COMMERCIAL RECREATION	0028306	74728	5,494.20	50% down Payment for Splash Pad Controller
100186	CROW CHEMICAL & LIGHTING	130151	74729	151.25	Hand soap, spilifer wipes, garbage bags
103833	CROW RIVER ATHLETICS	61	74730	965.00	18u, 10u League Fees
103260	CROW RIVER CONSTRUCTION LLC	12765	74731	502.64	Concrete
102899	D. ERVASTI SALES CO	17545	74732	1,448.00	Chalk and Mound Clay
100212	DOOLEY'S PETROLEUM INC	191820	74733	464.94	Plant gas
100212	DOOLEY'S PETROLEUM INC	723372	74733	20,319.00	Diesel and unleaded fuel
100862	DOUBLE J MASONRY INC	25031-1	74734	13,820.00	Concrete Pad for DNR Trailhead
100151	DUININCK CONCRETE	2505-694048	74735	71.12	Glue for Depth tiles at DOAC
103245	DUININCK CONCRETE CONST SUPPLY	2505-694155	74736	608.72	Rebar, rings, tube For DNR Trailhead Project
100222	DUININCK INC	564672	74737	1,237.50	Tack
103906	ELECTRICAL PRODUCTION SERVICES	23605	74738	917.01	REX button for WTP (Old) gate
102443	EXCEL OVERHEAD DOOR	44651	74739	112.00	garage door repair
103002	FARM-RITE EQUIPMENT	P57168	74740	49.10	Hyd. Coupler
100810	FERGUSON ENTERPRISES INC	1659752	74741	2,560.76	Supplies for filter repair at DOAC
100810	FERGUSON ENTERPRISES INC	1664936	74741	191.44	Parts for Pool filters at DOAC
100810	FERGUSON ENTERPRISES INC	CM193176	74741	(51.85)	Return for parts for filter repair at DOAC
103814	FILEONQ	13147	74742	7,500.00	One Year Subscription for Evidence System
103029	FIRE CATT LLC	16124	74743	4,666.20	Annual Hose Testing
100775	FIRST CHOICE FOOD & BEVERAGE	2107:036589	74744	2,571.92	Candy and Chips for DOAC concessions
101872	FIRST CLASS COLLISION & GLASS	4459	74745	1,235.34	Windshield Replacement
101449	FLAHERTY & HOOD P.A.	23245	74746	775.00	Labor & Employment Consultation Services-May 2025
101449	FLAHERTY & HOOD P.A.	23280	74746	3,761.65	General Municipal Matters - May 2025
102973	FLEETPRIDE	126368181	74747	14.26	Filter
101791	FP MAILING SOLUTIONS	RI106667108	74748	174.21	Postage Machine Rental
100288	GALLS LLC	031425052	74749	188.59	Class C Pants
100293	GENERAL MAILING SERVICES	73708	74750	204.52	05/19-05/23/2025
100293	GENERAL MAILING SERVICES	73752	74750	166.94	05/26-05/30/2025
100293	GENERAL MAILING SERVICES	73875	74750	23.34	Mailing Services for May
900261	GERADS/HEATHER	060925	74751	113.00	Meal reimbursement while at training
100786	GRAINGER INC	9509509718	74752	96.75	Ind. selector UPS
100786	GRAINGER INC	9519857883	74752	10.67	Safety kit supplies
100786	GRAINGER INC	9519857875	74752	63.90	Safety glasses
104196	Green Flush Restrooms	WM-04	74753	16,522.90	Restroom for the DNR Trailhead Project
100321	HANSEN ADVERTISING SPECIALTIES	52508	74754	564.89	Lanyards with Willmar Logo
100324	HAUG IMPLEMENT CO - JOHN DEERE	522766	74755	30.72	EL2 snap ring
100324	HAUG IMPLEMENT CO - JOHN DEERE	522906	74755	199.35	Welder carb kit
102609	HAUG-KUBOTA LLC	26927	74756	219.30	Heater Core
900111	HAWK CREEK ANIMAL SHLTR	56890	74757	12,008.50	Apr-Jun 2025 Boarding
100325	HAWKINS INC	7079648	74758	10,775.34	Muni ferric
100327	HAYNES WINDOW CLEANING SERVICE	37764	74759	100.00	March & May window cleaning
102036	HEGLUND CATERING	15970	74760	3,298.03	Daddy Daughter Food
100333	HILLYARD\HUTCHINSON	700656437	74761	83.00	Sweeper Machine
100333	HILLYARD\HUTCHINSON	700656436	74761	334.47	Squeegee Machine
100333	HILLYARD\HUTCHINSON	605838660	74761	1,204.57	Cleaning Supplies for DOAC
100333	HILLYARD\HUTCHINSON	700656438	74761	164.15	Cleaning Supplies
103760	HOMETOWN FIBER	5057	74762	17,867.50	Connect Willmar Initiative
103075	HORIZON COMMERCIAL POOL SUPPLY	INV102244	74763	1,133.75	Chemicals for DOAC
103075	HORIZON COMMERCIAL POOL SUPPLY	INV104691	74763	216.17	Pipe for filter repair at DOAC
102486	IN CONTROL INC	S-INV02690	74764	1,013.25	SCADA repair
103023	INNOVATIVE OFFICE SOLUTIONS	IN4845587	74765	2,034.80	Office Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	IN4853996	74765	138.43	Office Supplies

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104312	Innovative Systems	114640	74766	4,311.94	Curtain and Drape
103355	JOHANNECK WTR CONDITIONING INC	134869	74767	27.00	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	135054	74767	39.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	135355	74767	39.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	135592	74767	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3190	74767	1.00	Cooler rent
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-202	74767	2.00	Cooler rent
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-089	74767	46.00	Water cooler rental
103355	JOHANNECK WTR CONDITIONING INC	135886	74767	39.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	136291	74767	15.50	Softener Salt
100867	KANDI STEEL AND FAB	7398	74768	61.38	Steel
100376	KANDIYOHI CO AUDITOR	538501	74769	153.00	Tires
100376	KANDIYOHI CO AUDITOR	539722	74769	29.76	Old roofing material from salt shed
101133	KANDIYOHI CO FAIR ASSOCIATION	060925	74770	25,000.00	2025 Fairground improvements/Water quality improve
100382	KANDIYOHI CO RECORDER'S OFFICE	708098	74771	46.00	ELLS 7, 8 & 9 Easement M. Zavoral
104313	Kiana Molina	12038	74772	100.00	damage deposit refund
103138	KING'S ELECTRIC LLC	3241	74773	653.10	Retrofit 7 light fixtures
102122	KRISS PREMIUM PRODUCTS INC	195104	74774	539.00	Bromine Tablets
101646	LAKESIDE PRESS	12781	74775	690.00	#10 Reg Envelopes
101189	LEAGUE OF MN CITIES INS TRUST	40000465-25-06	74776	79,449.00	1st Installment - Work Comp Ins Premium 2025-26
103694	LETS	INV-002819	74777	695.00	Drone annual license
103624	LINK SUPPORT SERVICES LLC	2090	74778	6,802.40	Replaced UPS batteries for the admin bldg.
103624	LINK SUPPORT SERVICES LLC	2091	74778	1,150.00	Semi annual UPS PM.
103624	LINK SUPPORT SERVICES LLC	2092	74778	600.00	Flooded cell PM. on high voltage bldg.
102593	LOFFLER COMPANIES	5039903	74779	74.25	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	5045948	74779	764.43	CH Finance & PD Mailroom prints
103263	M.D. GRAPHICS	9058	74780	945.50	Squad 48 Reflective decals, door wraps, door edge
103263	M.D. GRAPHICS	9057	74780	945.50	Squad 47 reflective decals, door wraps and edge gd
100427	MACQUEEN EQUIPMENT INC	P49967	74781	122.80	(4) G1 Regulators
100427	MACQUEEN EQUIPMENT INC	P49877	74781	10.00	Replaced reg hose under warranty; shop repair
101838	MARCO TECHNOLOGIES LLC	556526960	74782	225.51	500-0623211-000
103784	MASCHINO/NOAH	060925	74783	113.00	Meal Reimbursement while at training
100446	MCMASTER-CARR SUPPLY CO	46556451	74784	116.35	Shop air regulator
100449	MENARDS	94409	74785	16.98	Vehicle cleaning supplies
100449	MENARDS	94577	74785	60.21	Maintenance parts for shelter
100449	MENARDS	93308	74785	42.81	Toilet repair parts
100449	MENARDS	94578	74785	6.99	screws
100449	MENARDS	95011	74785	86.86	Locks, lights
100449	MENARDS	95052	74785	118.48	Exterior door paint
100449	MENARDS	95059	74785	43.91	Shop supplies
100449	MENARDS	94965	74785	29.17	Honeywagon repair
100449	MENARDS	94977	74785	21.15	PVC Pipe for Filter repair at DOAC
100449	MENARDS	95394	74785	29.56	eye bolt, tape, sign bracket
100449	MENARDS	95315	74785	27.96	Drill bit
100449	MENARDS	95427	74785	19.94	Shop Supplies
100449	MENARDS	95060	74785	88.94	Shower repairs DOAC
103890	MHSRC/RANGE	337900-11914	74786	1,050.00	Training for Chief Holme & Sgt Lange
102699	MIKE'S SMALL ENGINE CENTER	33348	74787	77.96	Blades and Weed Trimming String
102699	MIKE'S SMALL ENGINE CENTER	33421	74787	14.97	Edger blades
102699	MIKE'S SMALL ENGINE CENTER	33247	74787	48.99	Carburetor
103729	MILLS PARTS CENTER	6428309	74788	150.85	EGR Valve and gaskets
103729	MILLS PARTS CENTER	6428311	74788	107.80	EGR Tube and gasket
103729	MILLS PARTS CENTER	6429760	74788	8.60	Dipstick
101805	MINI BIFF LLC	I2546	74789	119.34	Mini Biff Brush Site
101805	MINI BIFF LLC	I2525	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2526	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I3055	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I3056	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I3047	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2988	74789	722.16	Mini Biff

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103696	ACE ROLLOFFS & DISPOSAL	237/06-25	74703	52.70	Garbage service
101805	MINI BIFF LLC	I2935	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2931	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2936	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2933	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2934	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2929	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2930	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2932	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I2926	74789	129.54	Mini Biff
101805	MINI BIFF LLC	I3090	74789	129.54	Mini Biff
100499	MN ELEVATOR INC	1131393	74790	194.78	Elevator bi-monthly service
103756	MR. CLEAN WILLMAR CLEANING SER	STMT/05-25	74791	2,250.00	Shelter Cleaning
100541	MUNICIPAL UTILITIES	STMT/05-25	74792	40,419.33	Municipal Utilites - May 2025
100544	MVTL LABORATORIES INC	1307763	74793	58.25	Lab test
100544	MVTL LABORATORIES INC	1307293	74793	682.25	Lab test's
100544	MVTL LABORATORIES INC	1308483	74793	1,528.25	Lab test's
100544	MVTL LABORATORIES INC	1308566	74793	58.25	Lab test
103690	NEO ELECTRICAL SOLUTIONS	11383	74794	3,908.13	Annual MALSR & Replacement Lamps
103388	NISSEN SLABJACKING INC	521	74795	2,592.00	Sidewalk Repairs at Civic Center
900061	NLS FASTPITCH	6.11.25	74796	260.00	12u Tournament Fees
102547	CARRANZA/NOE	251	74797	150.00	Interpreting Services for ICR 25004625
102547	CARRANZA/NOE	222	74797	150.00	Interpreting services for ICR 24015200
102547	CARRANZA/NOE	252	74797	150.00	Interpreting Services for ICR 25004793
102547	CARRANZA/NOE	253	74797	150.00	Interpreting Services for Officer Gerads
102547	CARRANZA/NOE	255	74797	150.00	Interpreting Services for ICR 25005411
102547	CARRANZA/NOE	256	74797	150.00	Interpreting Services for ICR 25005561
103605	NORTH CENTRAL INTERNATIONAL	R201002347:01	74798	50.00	Flat tire repair #5257/171950
103680	NORTHLAND RECREATION LLC	3565	74799	20,000.00	Installation for DNR Trailhead Shelter
103680	NORTHLAND RECREATION LLC	3564	74799	41,975.00	Shelter for DNR Trailhead
100650	O'REILLY AUTOMOTIVE INC	1528-217726	74800	62.96	Trans Filter
100650	O'REILLY AUTOMOTIVE INC	1528-217000	74800	98.46	Spark Plugs, Coil Boots
100650	O'REILLY AUTOMOTIVE INC	1528-217263	74800	10.20	Dust cap
100650	O'REILLY AUTOMOTIVE INC	1528-217568	74800	14.36	Relay
102543	PAT'S GRAPHICS	15867	74801	60.00	Family restroom sign
100604	PERKINS LUMBER CO INC	2506-285756	74802	972.34	Peace Pole Program and Woodshop Supplies
100604	PERKINS LUMBER CO INC	2505-283007	74802	11.98	Sakrete mix
100604	PERKINS LUMBER CO INC	2505-282323	74802	11.98	Sakrete mix
100604	PERKINS LUMBER CO INC	2505-281708	74802	45.92	1x4x12, 1x4x8 treated wood
100604	PERKINS LUMBER CO INC	2505-284773	74802	7.79	Wood for DNR Trailhead -Restroom
100604	PERKINS LUMBER CO INC	2505-285169	74802	16.78	Rebar Wire - DNR Trailhead Project
100608	PETERSON SHOE STORE	235428	74803	222.48	Safety boots G. Klaassen
100608	PETERSON SHOE STORE	237065	74803	208.24	Safety boots N. VanHorne
100608	PETERSON SHOE STORE	237224	74803	195.49	Safety boots N. Schendel
100618	PLUMBING & HEATING OF WILLMAR	38533	74804	115.00	Roof drain repair (Town)
100374	PREMIUM WATERS INC	330662236	74805	10.99	water
100374	PREMIUM WATERS INC	330659121	74805	29.49	drinking water
100374	PREMIUM WATERS INC	330660919	74805	14.49	drinking water
100624	PRINT MASTERS	183214	74806	164.00	Willmar Connect Banner
101093	QUICK SIGNS	183161	74807	164.00	City logo banner
101093	QUICK SIGNS	183184	74807	380.00	Council member parade signs
102582	RAILROAD MANAGEMENT CO III LLC	528028	74808	417.05	Watermain crossing license fee Co Rd 5 NW
102582	RAILROAD MANAGEMENT CO III LLC	528027	74808	417.05	Watermain crossing license fee 33rd St NW
100639	RAMBOW INC	668967	74809	531.30	Coaching Shirts
100639	RAMBOW INC	668958	74809	1,990.00	Baseball Hats and Jerseys
100639	RAMBOW INC	668916	74809	607.05	Rec Staff Shirts
103062	ROSENBAUER MINNESOTA LLC	0000076121	74810	15,382.03	Repairs #5251 / 022446
101418	RUNNING'S SUPPLY INC	6419065	74811	11.38	Sprayer parts
101418	RUNNING'S SUPPLY INC	6413556	74811	4.79	Plumbing parts
101418	RUNNING'S SUPPLY INC	6413116	74811	47.56	Parts for pole removal in fishing pier
101418	RUNNING'S SUPPLY INC	6418133	74811	27.98	Sprayer parts

Vendor Payment Listing

May 29, 2025 thru June 11, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103696	ACE ROLLOFFS & DISPOSAL	237/06-25	74703	52.70	Garbage service
101418	RUNNING'S SUPPLY INC	6425644	74811	179.00	Grease Gun
101418	RUNNING'S SUPPLY INC	6425643	74811	28.57	Washdown Nozzles
101418	RUNNING'S SUPPLY INC	6434140	74811	279.98	Water Pumps
101418	RUNNING'S SUPPLY INC	6434147	74811	279.00	Cut off Tool
101418	RUNNING'S SUPPLY INC	6431780	74811	32.46	vehicle cleaning supplies
101418	RUNNING'S SUPPLY INC	6439971	74811	10.98	Garage door opener batteries
101418	RUNNING'S SUPPLY INC	6417565	74811	43.67	irrigation parts
101418	RUNNING'S SUPPLY INC	6439622	74811	185.99	Grease Gun/ Tube
101418	RUNNING'S SUPPLY INC	6417656	74811	99.96	Rake
101122	SCHAEFFER MFG CO	EC5930	74812	603.00	Grease
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/05-2025	74813	1,551.21	Equipment Repair Parts - May 2025
100690	SHERWIN WILLIAMS CO	4322-7	74814	40.88	paint
100690	SHERWIN WILLIAMS CO	4525-5	74814	155.88	stain
100690	SHERWIN WILLIAMS CO	9125-9	74814	123.30	Paint for Bridge
100690	SHERWIN WILLIAMS CO	9143-2	74814	120.40	Bollard paint
100690	SHERWIN WILLIAMS CO	7794-4	74814	96.54	Traffic paint supplies
103699	SILVA/AMBER	STMT/05-25	74815	1,032.97	Wellness Program May 2025
104292	Silver Star Communications	7445	74816	7,440.00	May 2025 ISP CHARGE
100706	STACY'S NURSERY INC	25000	74817	280.71	Flowers at Flags
100706	STACY'S NURSERY INC	24998	74817	585.00	Red mulch
104220	Steffl Drilling & Pump Inc	163883	74818	8,523.52	Steel Well/Pressure Tank Airport
100188	STERLING WATER-MINNESOTA LLC	315X04271606	74819	19.45	Water softener rental
102555	SUMMIT FIRE PROTECTION	3290089	74820	173.69	Quarterly fire monitoring
103637	SUNSET LAW ENFORCEMENT	0011850-IN	74821	1,200.62	Sniper Ammo
104311	Swenson Tiling LLC	052225	74822	5,025.00	Stormwater Ditch Cleaning
104315	The Tradesmen Construction, Inc.	Appl #1	74823	80,940.00	Willmar Outdoor Covered Rink
102583	TORKELSON'S LOCK SERVICE	25-251	74824	82.00	Keys for 4 Season
102949	TWIN CITY SEED COMPANY	201550	74825	282.50	Grass Seed
103795	TYLER TECHNOLOGIES, INC	045-519086	74826	3,859.84	Go Live training 4/21 & remote training 04/30
101286	UNCOMMON USA INC	1086651	74827	706.20	Flags
103853	VAN DYKEN/JACOB	060925	74828	113.00	Meal reimbursement while at training
103519	TARGET SOLUTIONS LEARNING LLC	INV117370	74829	3,900.82	Target Solutions yearly membership
104083	Vestis	2560379256	74830	68.63	Mechanics uniform rental
104083	Vestis	2560379259	74830	21.96	Maintenance man uniform
104083	Vestis	2530402806	74830	79.09	Mechanics uniform rental
104083	Vestis	2530403221	74830	14.06	Maintance man uniform
104083	Vestis	2530405265	74830	68.63	Mechanics uniform rental
104083	Vestis	2530405840	74830	14.06	Maintenance man uniform
104083	Vestis	2530407907	74830	79.09	Mechanics uniform rental
104083	Vestis	2530408262	74830	14.06	Maintance man uniform
104083	Vestis	MSP2-13811	74830	120.17	First Aid Supplies
100777	VIKING COCA-COLA BOTTLING CO	3618041	74831	786.25	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3639044	74831	198.75	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3641686	74831	3,461.00	Beverages for DOAC concessions
102868	WALT'S	050525	74832	70.15	Pump gas
102868	WALT'S	051525	74832	32.01	Pump gas
100803	WEST CENTRAL PRINTING	25225	74833	50.18	Business Cards for Chief and CSOs
100927	WEST CENTRAL ROOFING	18386	74834	491.58	ROOF REPAIR
104314	Wiese Usa Inc.	74006860	74835	155.00	Lift inspected
100813	WILLMAR BUS SERVICE	25-0071	74836	1,100.00	5/21 bus trip twins
100812	WILLMAR CHAMBER OF COMMERCE	58730	74837	250.00	Aggie Open - Box
100812	WILLMAR CHAMBER OF COMMERCE	57834/58162	74837	2,961.65	reissue check 73455 - credit card & 2024 expenses
103799	NCPERS GROUP LIFE INS.	841200062025	74838	96.00	Premiums W/H from employees in June
102554	NEUBAUER/SAMUEL	061125	74839	98.55	Settlement
			Total	**673,037.72**	

Vendor Payment Listing

May 29, 2025 thru June 11, 2025

VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/05-25	595	7,187.66	NATURAL GAS MAY 2025
			Total	**7,187.66**	

City of Willmar Monthly Permit Reports April/May 2025					
Permit Number	Address	Permit Type	Permit Work Class	Permit Issue Date	Permit Valuation
MECH-2025-0002	2020 Trott AVE SW	\ Commercial Mechanical	Mechanical	4/23/2025	$3,800.00
BLDR-2025-0002	409 Trott Ave	Residential	Re-Roof	4/23/2025	$10,000.00
BLDR-2025-0009	909 15th SW Ave	Residential	Residing	4/23/2025	$10,000.00
BLDR-2025-0006	408 Charlotte St	Residential	Re-Roof	4/24/2025	$5,000.00
RMECH-2025-0001	909 Meadow Ln SW	Residential Mechanical	Mechanical	4/24/2025	$14,709.00
BLDR-2025-0001	721 5th St SW	Residential	Re-Roof	4/24/2025	$6,500.00
BLDR-2025-0005	408 Charlotte St	Residential	Re-Roof	4/24/2025	$5,000.00
BLDR-2025-0004	1018 Litchfield Ave	Residential	Emergency Escape & Resc	4/25/2025	$1,000.00
BLDC-2025-0003	1550 Willmar Ave		Addition	4/25/2025	$100,000.00
BLDR-2025-0013	824 1st St	Willr Residential	Re-Roof	4/29/2025	$50,000.00
RMECH-2025-0003	803 13th St SW	Residential Mechanical	Mechanical	4/29/2025	$12,500.00
BLDR-2025-0014	711 17th St	Willı Residential	Addition	4/29/2025	$91,110.00
WI034644	706 28th Ave SW	Residential	Residing	5/2/2025	$3,500.00
WI034674	2500 Airport Dr SW	Commercial	Fire Alarm	5/5/2025	$10,300.00
BLDR-2025-0015	1217 28th St NW	Residential	Deck	5/2/2025	$6,000.00
BLDR-2025-0016	1400 Lakeland Dr NE	Residential	Foundation	5/5/2025	$6,000.00
BLDR-2025-0017	1400 Lakeland Dr NE	Residential	Foundation	5/5/2025	$6,000.00
BLDR-2025-0018	1400 Lakeland Dr NE	Residential	Foundation	5/5/2025	$6,000.00
BLDR-2025-0019	1400 Lakeland Dr NE	Residential	Foundation	5/5/2025	$6,000.00
BLDC-2025-0006	302 Olena Ave SE	Commercial	Re-Roof	5/6/2025	$43,956.48
BLDR-2025-0012	936 4th St SE	Residential	Deck	5/6/2025	$1,500.00
BLDR-2025-0010	1412 Fairacre Ln	Residential	Single Family Dwelling	5/6/2025	$801,766.00
RMECH-2025-0009	2104 6th Ave SE	Residential Mechanical	Mechanical	5/7/2025	$6,000.00
RMECH-2025-0002	1253 13th St SW	Residential Mechanical	Mechanical	5/7/2025	$5,325.00
BLDC-2025-0007	425 Litchfield Ave	Commercial	Alteration/Remodel	5/8/2025	$100,000.00
BLDC-2025-0004	4027 Abbott Dr	Commercial	Residing	5/9/2025	$8,000.00
MECH-2025-0003	411 Becker Ave SW	Commercial Mechanical	Mechanical	5/9/2025	$17,608.00
BLDR-2025-0025	638 Julii St SE	Residential	Basement	5/9/2025	$3,000.00
BLDR-2025-0011	115 Litchfield Ave	Residential	Alteration/Remodel	5/12/2025	$10,000.00
BLDC-2025-0008	1220 7th ST SE	Commercial	New	5/12/2025	$2,520,000.00

BLDR-2025-0024	723 3rd St SW	Residential	Re-Roof	5/14/2025	$15,000.00
BLDR-2025-0026	1024 15th St	Residential	Alteration/Remodel	5/14/2025	$20,000.00
BLDR-2025-0029	920 5th St SE	Residential	Alteration/Remodel	5/14/2025	$9,375.00
BLDR-2025-0021	727 11th St	Residential	Accessory Structure	5/15/2025	$40,185.00
RMECH-2025-0011	1009 16th St SW	Residential Mechanical	Mechanical	5/15/2025	$1,449.00
BLDR-2025-0031	1300 9th St SE	Residential	Residing	5/16/2025	$4,584.96
BLDC-2025-0001	2707 Arena Dr	Commercial	New	5/16/2025	$1,174,294.00
RMECH-2025-0010	1402 Becker Ave SW	Residential Mechanical	Mechanical	5/16/2025	$3,216.00
BLDC-2025-0009	6600 15th Ave SW	Commercial	New	5/16/2025	$1,612,575.00
RMECH-2025-0014	809 27th Ave SW	Residential Mechanical	Mechanical	5/20/2025	$5,728.00
FIRE-2025-0001	1605 1st St S	Fire Alarm	Fire Alarm	5/20/2025	$7,000.00
MECH-2025-0005	2505 1st St S	Commercial Mechanical	Mechanical	5/20/2025	$46,005.64
RMECH-2025-0018	2212 20th Ave SW	Residential Mechanical	Mechanical	5/20/2025	$11,000.00
RMECH-2025-0015	3321 Eagle Ridge Dr E	Residential Mechanical	Mechanical	5/20/2025	$5,802.00
BLDR-2025-0034	220 High Ave NE	Residential	Alteration/Remodel	5/20/2025	$164,000.00
RMECH-2025-0016	716 3rd St SE	Residential Mechanical	Mechanical	5/20/2025	$4,000.00
BLDR-2025-0032	1702 15th St SW	Residential	Re-Roof	5/21/2025	$20,000.00
BLDR-2025-0036	1409 13th Ave NE	Residential	Re-Roof	5/21/2025	$3,000.00
CPLUMB-2025-0001	6600 15th Ave SW	Commercial Plumbing	Plumbing	5/22/2025	$59,600.00
MECH-2025-0004	6600 15th Ave SW	Commercial Mechanical	Mechanical	5/22/2025	$94,800.00
RMECH-2025-0019	1600 6th St SW	Residential Mechanical	Mechanical	5/22/2025	$9,000.00
BLDC-2025-0002	1535 30th St	Commercial	Addition	5/27/2025	$14,387,770.00
BLDC-2025-0014	900 Willmar Ave SW	Commercial	Alteration/Remodel	5/28/2025	$40,000.00
BLDC-2025-0013	1411 1st St S	Commercial	Alteration/Remodel	5/28/2025	$39,976.25
BLDR-2025-0039	230 Anthony St SE	Residential	Residing	5/29/2025	$20,000.00
RMECH-2025-0021	909 11th Ave SE	Residential Mechanical	Mechanical	5/29/2025	$4,000.00
BLDR-2025-0037	1504 8th St SW	Residential	Residing	5/29/2025	$10,000.00
BLDR-2025-0041	1009 Olena Ave SE	Residential	Foundation	5/29/2025	$14,292.00
BLDR-2025-0047	1504 8th St SW	Residential	Re-Roof	5/29/2025	$6,750.00
BLDR-2025-0043	408 19th St NW	Residential	Re-Roof	5/29/2025	$6,500.00
BLDR-2025-0045	1515 9th St SW	Residential	Re-Roof	5/29/2025	$7,500.00
BLDR-2025-0046	115 Becker Ave SE	Residential	Alteration/Remodel	5/29/2025	$56,000.00
BLDR-2025-0042	716 Augusta Ave SE	Residential	Re-Roof	5/30/2025	$10,600.00

BLDR-2025-0048	638 Julii St SE	Residential	Residing	5/30/2025	$4,000.00
64 total Permits				Total Valuation:	$21,788,577.33

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.J.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	
Ordinance:	No	**Presented By:**	
Item:	WMU Financial Report for April 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. WMU 4.30.25

Willmar Municipal Utilities

Income Statement
Group Summary
For Fiscal: 2025 Period Ending: 04/30/2025

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	2,876,673.64	2,876,673.64	582,358.21	2,786,677.82	89,995.82
402 - Commercial/Industrial	6,247,763.29	6,247,763.29	1,521,369.40	6,149,614.07	98,149.22
404 - City Franchise Fee	921,319.18	921,319.18	182,679.87	790,134.76	131,184.42
405 - Transmission	803,173.87	803,173.87	152,149.82	716,021.67	87,152.20
419 - Interest	199,920.00	199,920.00	111,829.85	440,883.50	-240,963.50
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	104,357.08	398,786.87	-398,786.87
498 - MRES Capacity Revenue	235,905.60	235,905.60	59,052.00	236,208.00	-302.40
499 - Miscellaneous Revenues	101,554.28	101,554.28	57,273.92	395,399.11	-293,844.83
Revenue Total:	**11,386,309.86**	**11,386,309.86**	**2,771,070.15**	**11,913,725.80**	**-527,415.94**
Expense					
500 - Production	103,425.28	103,425.28	2,029.23	42,281.36	61,143.92
555 - Purchased Power	4,999,351.78	4,999,351.78	1,161,771.73	5,163,597.72	-164,245.94
560 - Transmission	1,307,301.39	1,307,301.39	313,926.66	1,220,532.93	86,768.46
580 - Distribution	674,831.88	674,831.88	126,190.45	689,976.61	-15,144.73
900 - Customer Service	72,654.24	72,654.24	27,807.73	105,735.16	-33,080.92
906 - Energy Services/Marketing	53,645.16	53,645.16	3,935.29	21,969.57	31,675.59
920 - General & Administrative	909,424.88	909,424.88	200,636.76	946,067.12	-36,642.24
997 - Cash Payment to City	711,995.72	711,995.72	179,383.33	717,533.32	-5,537.60
998 - Depreciation	692,558.80	692,558.80	194,934.45	779,410.03	-86,851.23
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	**9,525,189.13**	**9,525,189.13**	**2,210,615.63**	**9,687,103.82**	**-161,914.69**
Fund: 100 - Electric Surplus (Deficit):	**1,861,120.73**	**1,861,120.73**	**560,454.52**	**2,226,621.98**	**-365,501.25**
Fund: 200 - Water					
Revenue					
401 - Residential	825,934.93	825,934.93	214,820.24	847,048.17	-21,113.24
402 - Commercial/Industrial	935,659.25	935,659.25	237,498.69	922,035.56	13,623.69
419 - Interest	16,660.00	16,660.00	11,954.16	40,002.40	-23,342.40
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	11,595.23	44,309.65	-44,309.65
449 - Fines & Forfeits	0.00	0.00	14,274.10	14,274.10	-14,274.10
499 - Miscellaneous Revenues	35,652.40	35,652.40	2,941.94	23,971.64	11,680.76
Revenue Total:	**1,813,906.58**	**1,813,906.58**	**493,084.36**	**1,891,641.52**	**-77,734.94**
Expense					
500 - Production	121,776.24	121,776.24	11,221.58	101,109.82	20,666.42
580 - Distribution	408,764.40	408,764.40	86,207.10	363,133.75	45,630.65
900 - Customer Service	43,732.48	43,732.48	14,662.56	54,280.07	-10,547.59
920 - General & Administrative	319,482.96	319,482.96	68,504.66	301,411.64	18,071.32
928 - Facilities & Maintenance	0.00	0.00	183.38	270.83	-270.83
998 - Depreciation	371,042.16	371,042.16	31,775.68	128,215.35	242,826.81
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	**1,264,798.24**	**1,264,798.24**	**212,554.96**	**948,421.46**	**316,376.78**
Fund: 200 - Water Surplus (Deficit):	**549,108.34**	**549,108.34**	**280,529.40**	**943,220.06**	**-394,111.72**
Total Surplus (Deficit):	**2,410,229.07**	**2,410,229.07**	**840,983.92**	**3,169,842.04**	

Fund Summary

Fund	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Electric	1,861,120.73	1,861,120.73	560,454.52	2,226,621.98	-365,501.25
200 - Water	549,108.34	549,108.34	280,529.40	943,220.06	-394,111.72
Total Surplus (Deficit):	**2,410,229.07**	**2,410,229.07**	**840,983.92**	**3,169,842.04**	

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.K.
Agenda Section:	Consent Items	**Originating Department:**	Finance
Resolution:	No	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	No	**Presented By:**	Vernae Larsen, City Clerk
Item:	Finance Report		

RECOMMENDED ACTION:

OVERVIEW:
For information only: YTD Budget update through 5/31/2025.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. General 5.31.25
2. WWTP 5.31.25

City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended May 31, 2025

	2024 Actual		2025 Annual Budget	2025 Year-To-Date	% of 2025 Budget
Revenues					
General Property Taxes	$ 9,047,283.83		$ 10,360,932.00	$ 273,141.42	2.64%
Licenses and Permits	610,528.05		507,500.00	278,493.43	54.88%
Intergovernmental	7,105,464.49		6,977,458.00	789,104.48	11.31%
Service Charges	1,125,776.41		957,500.00	509,742.33	53.24%
Fines and Forfeits	111,018.18		100,000.00	42,352.36	42.35%
Special Assessments	2,180.90		-	131.05	
Miscellaneous Revenue	1,195,728.98		325,000.00	1,239,891.94	381.51%
Other Financing Sources	3,167,118.85		2,876,308.00	694,648.96	24.15%
Total Revenues	**$ 22,365,099.69**	*	**$ 22,104,698.00**	**$ 3,827,505.97**	**17.32%**
Expenditures					
City Administrator	$ 968,170.50		$ 780,505.00	$ 250,325.27	32.07%
Mayor and Council	438,981.77		414,150.00	236,773.03	57.17%
City Hall	736,827.05		911,856.00	93,106.17	10.21%
City Clerk	217,034.80		244,293.00	99,623.04	40.78%
Elections	137,406.13		23,400.00	3,545.00	15.15%
Finance Department	498,178.32		558,492.00	215,083.31	38.51%
Planning/Development Services	1,167,791.03		1,044,184.00	387,214.44	37.08%
Legal	252,086.24		-		
Information Technology	815,887.80		971,158.00	535,401.60	55.13%
Human Resources	215,706.34		239,369.00	81,996.70	34.26%
Cultural Diversity	177,583.26		195,654.00	80,106.22	40.94%
Sub-Total General Gov't.	5,625,653.24		5,383,061.00	1,983,174.78	**36.84%**
Police Department	6,492,390.64		7,003,653.00	2,764,261.54	39.47%
Fire Protection	1,019,187.37		1,297,884.00	400,763.50	30.88%
Sub-Total Public Safety	7,511,578.01		8,301,537.00	3,165,025.04	**38.13%**
Public Works	4,011,527.16		4,351,778.00	1,566,672.29	36.00%
Engineering	721,885.61		404,000.00	113,745.59	28.15%
Transit System	20,500.00		21,000.00	20,500.00	97.62%
Storm Water	134,139.05		88,000.00	27,946.53	31.76%
Sub-Total Streets/Highways	4,888,051.82		4,864,778.00	1,728,864.41	**35.54%**
WRAC	129,799.82		149,980.00	56,697.36	37.80%
Library	553,711.53		573,018.00	212,327.62	37.05%
Auditorium	38,856.37		71,268.00	19,395.34	27.21%
Parks & Recreation	1,045,869.14		1,133,022.00	447,017.12	39.45%
Civic Center	1,021,314.19		1,055,942.00	404,574.02	38.31%
Recreation/Event Center	10,056.23		10,000.00	4,476.99	44.77%
Community Center	322,308.89		289,065.00	123,878.59	42.85%
Aquatic Center	230,459.01		273,027.00	8,621.81	3.16%
Sub-Total Culture/Recreation	3,352,375.18		3,555,322.00	1,276,988.85	**35.92%**
Total Expenditures	**$ 21,377,658.25**		**$ 22,104,698.00**	**$ 8,154,053.08**	**36.89%**

* Indicates Over Budget

City of Willmar

Waste Treatment Plant
Budgetary Comparison Report
For the Period Ended May 31, 2025

	2024 Actual	2025 Annual Budget	2025 Actual Year-To-Date	% of 2025 Budget
Revenues				
Intergovernmental	$ 89,518.02	$ 30,000.00	$ 6,820.94	22.74%
Service Charges	9,599,947.09	10,919,850.00	2,327,818.11	21.32%
Miscellaneous Revenue	941,295.34	470,000.00	169,638.81	36.09%
Total Revenues	**$ 10,630,760.45**	**$ 11,419,850.00**	**$ 2,504,277.86**	**21.93%**
Expenditures				
Waste Treatment - Treatment	5,482,770.76	13,061,131.00	3,265,692.51	25.00%
Waste Treatment - Collections	287,939.22	704,849.00	86,873.19	12.33%
Waste Treatment - Biosolids	314,129.83	361,800.00	67,687.84	18.71%
Waste Treatment - Eagle Lake	24,580.43	30,650.00	10,077.29	32.88%
Total Expenditures	**$ 6,109,420.24**	**$ 14,158,430.00**	**$ 3,430,330.83**	**24.23%**

* Indicates Over Budget

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	5.L.
Agenda Section:	Consent Items	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Allie Paulsen, Administrative Assistant
Ordinance:	No	**Presented By:**	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth June 2025 Report
2. Fire Department Report 05- May
3. HR Report 6-16-25
4. Parks and Rec Directors Report May 2025 Final C
5. PD Copy of Monthly Council Stat Sheet May 2025
6. Public Works Director Report - June 2025

June Pablo's Report:

Willmar Community Growth Partners,

Here are some awareness and heritage events in June 2025. These observances provide valuable opportunities to raise awareness, advocate for change, and celebrate the rich human tapestries that make up our great community of Willmar. Let's all take time to educate, inspire, and foster a deeper understanding of the world around us.

First a special invitation:

PARADE OF FLAGS-WE ARE WILLMAR:
You are invited to help us in our parade of flags at the **Willmar Fest Parade** on Saturday, June 21st. The parade begins at 10:30 AM but we need to be in our parade line-up position by 9:30 AM. We will be done no later than 1 PM (or sooner depending on the order where we are placed.) We have 50 flags of countries of Willmar residents that at one point WE called those countries home. This is a great opportunity to show the different colors and fabrics Willmar is formed by! Join us!
For more information and if this is something you want to be part of, please fill out this form: **PARADE OF FLAGS WE ARE WILLMAR**
PLEASE NOTE: This is a first-come, first-serve basis. You may not get the flag that you selected, but you will be randomly assigned a new one to carry.

++++++++++++

National Immigrant Heritage Month:
June is a time to reflect on the strength and resilience of millions of immigrants and their families who have contributed to creating our diverse society. Celebrate our unique differences by recognizing the cultural richness that immigrants bring to our communities and appreciating their invaluable contributions every month. One of Willmar assets it's the immigrant members of our community! Whether you or your relatives arrived over a hundred years ago or you arrived in the last 40 years we celebrate you! Your immigration story makes our community a great place to live, work and play.

PRIDE Month:
This LGBTQ+ month-long celebration is a time to reflect on the significant impact that the community has on society, promoting acceptance, equality, and love. It honors the Stonewall Riots, which marked the beginning of the fight for gay rights and celebrates the progress made while recognizing the ongoing struggle for full equality and inclusion. Willmar Pride is an organization in Willmar that works to create safe, supportive spaces for LGBTQ+ folks and all members of our community through advocacy, education, and fun! Willmar Pride is hosting a handful of events this month, please visit their Facebook page for a list of their events: Willmar Pride

Juneteenth Celebration:
On this day in 1865, enslaves African American were told that they had been set free. Major General Gordon Granger announced the freedom of enslaved people in Galveston, Texas, over two years after the Emancipation Proclamation. First celebrated in Texas in 1866, it included community gatherings and readings of the proclamation. The observance spread nationwide, evolving to feature parades, music, and educational events. Texas made it a state holiday in 1980, and it became a federal holiday in 2021. Juneteenth honors African American freedom and culture, highlighting the ongoing pursuit of equality and justice.
Here in Willmar, we are celebrating Juneteenth at the Willmar Fest Block Party on June 19th 5:00 PM. Stop by our table for free swag and fun giveaways. Also enjoy great live Ragge music from the band **DRED I DREAD**

Somali Independence Day:
Our Willmar neighbors from Somalia celebrate Somalia Independence Day every year on July 1 to commemorate its liberation from colonial rule. The significance of this day is that the northern and southern regions of Somalia, which achieved independence from colonial rule, united and officially declared the establishment of the Republic of Somalia on July 1, 1960.
This year here in Willmar there will be a special celebration on Saturday, June 28, more information to come. Your participation would mean a lot to our Somali neighbors and will add to the joyous atmosphere of the celebration. This is a perfect opportunity for us to show our appreciation for your support and to celebrate the rich heritage and vibrant spirit of the Somali community together.

As always if you have any questions or concern please do not hesitate to reach out!

Happy June everyone!

Sincerely,

Pablo

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

MAY 2025

Type of Call	May 2025	May 2024
Building Fires	3	0
Alarm Activations	13	10
Assist Police	2	0
Sprinkler Activations	1	5
Cooking Fires	2	6
Car Fires	2	0
Electrical Fires	2	1
Carbon Monoxide Incidents	1	1
Natural Gas Leak	1	0
Car Crashes	9	5
Smoke Scares	2	4
Haz Mat Call	1	1
Elevator Rescues	2	0
Grass Fires	1	2
Water leak	1	0

Current Month CFS: 43 First Responder Calls: 11

2025 Fire Calls for Service to date: 155

2025 First Responder Calls to date: 73

2024 Fire Calls for Service –May: 36

2024 Calls for Service to date: 141

Training:

May 1 -- Business Meeting & Officers Meeting

May 8 – Firefighter Rescue and Roof Ventilation

May 15 – No training

May 22 – Hazardous Materials training

May 29 – No Training

May Response Time: 6:42

YTD Response Time: 6:23

WILLMAR
HUMAN RESOURCES

HR Report

May and early June saw us onboard 40+ new summer employees in the Parks & Rec, Public Works, and Fire Departments, as well as 3 new Community Service Officers in the Police Department. We also had many summer employees returning from last year. These energetic staff are vital to our summer community programming and city maintenance, and we're excited to have them join the team!

June and July will bring some changes to our employee benefits administration and the rollout of some new resources. Effective June 15, we've begun working with a new insurance broker and are accepting quotes for a variety of insurance policies ahead of our fall open enrollment period. We are aiming to bring more of our benefits offerings under one simplified and cost-effective umbrella to better serve our City employees. We will also be evaluating options for the new state-mandated Paid Family Medical Leave benefit that goes into effect on Jan 1, 2026.

Our new insurance broker also offers us the opportunity to provide two new resources for City employees. Later this summer we will launch an HR Connection website that will host a variety of policies, information, and forms in an accessible format. City employees will be able to access the site from any device, including from their home or personal devices, and will find information about such topics as insurance plans, PERA and retirement planning, and training resources. They will also be able to quickly find and download forms through the platform for personal events such as a new address or change to payroll deductions, or work-related items such as reporting a work injury or requesting a leave of absence.

Paired with this HR Connection resource will be a new Benefits Enrollment Portal. Through a link on the HR Connection platform, employees will be able to launch the enrollment portal to review all of the available insurance options provided to them, and to enroll in the plans that best meet their needs. This resource will provide employees with the time and information necessary to thoroughly review their options and make enrollment decisions in partnership with other family members if they choose. The Benefits Enrollment Portal will launch ahead of our fall open enrollment period.

I'm looking forward to providing new solutions to meet our employees' needs in an evolving world!

Sincerely,

Alissa Gambrel

Alissa Gambrel – HR Director

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

WILLMAR
PARKS & RECREATION

June 2025

Youth and Adult Programming

Youth Programs:

- Summer Rec Programs started on Monday, June 9th
- Softball- 51 registrations
- Basketball Fundamentals- 57 registrations
- Cardinal Athletes- 57 registrations
- Little Hitters baseball- 96 registrations
- PreK and Tiny Tykes gymnastics- 106 registrations
- Beginner- competitive team gymnastics 278 registrations
- Soccer on the turf- 66 registrations
- T-ball- 70 registrations
- Youth Tennis- 54 registrations

DOAC:

- Opening Day will be Wednesday, June 11th

Bikes:

- We have 21 bikes out in the community available for rental.
- There have been 43 rentals this season so far

Youth Baseball/Softball

- Rec Softball games started this week.
    - 10u Softball: 36 participants (2 rec teams + Tournament team)
    - 12u Softball: 24 participants (1 rec team + Tournament team)
    - High School: 1 team
- Rec Baseball games started last week.
    - 3rd/4th Grade: 26 participants (2 teams)
    - 5th/6th Grade: 26 participants (2 teams)
    - 7th/8th Grade: 24 participants (2 teams)
- I am coordinating with Benson to hold end-of-year tournaments for rec baseball leagues and will work with NLS to discuss end-of-season tournaments for softball.

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

WILLMAR
PARKS & RECREATION

- Coordinating coaches/umpires/volunteers for the summer.
- Friday, June 13th, Youth Baseball/Softball night will be at the Willmar Stingers game.

Adult Softball

- All three divisions have started. The weather has been a concern this spring.

  - Men's Division: 13 teams (11 last year)
  - Coed Division: Delayed until after Memorial Day (3 teams currently/4 last year)
  - Church League: 6 teams (7 last year)

Community Center

- Private *craft* and *cooking* classes for two local companies this month went well.
- The Community Center was awarded as an Honorary Dream Team Member from Dream Academy.
- *The Twins game* trip went well, and we got to watch some extra innings!
- Completed two craft programs this month, including our first series of making a *Peace Pole* (for gardens) out of a deck post, and *a firecracker PVC* pipe program. Adaptive Crafts completed making their butterflies from dying coffee filters.
- *Kids in the Kitchen: Travel the World:* So far, our program has had the kids visit Japan, Mexico, and China! We currently have about 15 kids attending.
- *Summer Science Camp:* We have completed 1 week of camp with 30 kids signed up.

Facilities & Events

Upcoming Events:

- *Carden Circus June 14th*
- Cardinal Place June-August
- Football Showcase June 27th & 28th
- MS Bike Ride July 22nd-24

Ongoing Work:

- Concession supplies & deposits
- Scheduling high school hockey games
- Scheduling Warhawk games
- Scheduling Ice for the upcoming season

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

WILLMAR
PARKS & RECREATION

- Concession Stand Flooring Project
- Invoicing for ice rentals and dry floor event
- Working on MS Bike Ride
- Field maintenance
- Staff scheduling
- Disc golf course and tournament

Other Projects & Updates

- Outdoor Rink Project: will start June 16th.
- DNR Trailhead Project: Restroom and concrete are in place; shelter will go up next week.
- Meet with the curling club about their plans and how they relate to the Civic Center
- Cardinal Place has started at the Civic Center- a lot of activity is going on.
- Gathering quotes for Civic Center East wall and door replacement – MN Restoration came out and is giving us a quote. I'm more optimistic about the repair now.
- Gathering quotes for the pool filter replacement project
- Continuing collaboration with Willmar Rotary on the Amphitheater project and reapplying for the Legacy Grant
- Applying for the Bike Friendly Community designation
- In development: 2025 budget planning
- DNR Fishing Platform Permit is in, and the project will be done this summer
- The control for the features at the splash pad went out. The part is on order, and it is 3-4 weeks before it arrives.

Willmar Police Department

Monthly Calls for Service Statistics

Title	May 2024	May 2025
911 Hang Up	17	8
Abandoned Vehicles	68	30
Agency Assist	50	57
Alarm	23	36
Alcohol Offense	3	8
Animal	62	56
Assault	8	12
Burglary	0	1
Child Custody Dispute	6	6
Crash	72	52
Criminal Damage To Property	12	14
Disorderly	19	30
Domestic	37	45
Drugs	9	9
Family Service	90	75
Fight	3	7
Fraud	11	10
Gun Permits	29	16
Harassment	22	31
Information	10	11
Weapons complaint	7	8
Lost And Found	46	36
Mental Issues	70	34
Missing Person	26	23
Motorists Assist	4	11
Neighborhood Disturbance	27	23
Public Assist	144	187
School Related Incidents	14	11
Sex Crimes	9	4
Sudden Death/Bodies Found	3	1
Suicidal Person	6	4
Suspicious	78	68
Theft	40	39
Traffic Complaint	48	53
Traffic Stop	360	167
Trespass	9	15
Warrant Service	27	22

Current Month CFS:

1292

YTD Calls for Service:

5,803

2024 Month CFS:

1534

(Some minimal CFS categories not shown)

June 2025

Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- WET (whole effluent toxicity) testing and delivery this week.
- Started sampling for fecal coliform at Robbins Island.
- Took down AST 3 for preventative maintenance.
- Submitted the monthly electronic discharge monitoring report to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Sara attended the Water Leadership Institute in Arlington, Virginia.
- Public Works open house.
- Mailed grass clippings educational reminder to 17 area lawn care companies.
- Attended MPCA PFAS Strategy Implementation webinar
- Shared educational social media messages on wastewater and stormwater.
- Continue to sell rain barrels.
- Reviewed quarterly monitoring reports from special discharge permittees.

Public Works Updates from Superintendent Kyle Radunz

Streets

- **Sign Work**: Repaired signs as needed
- **Traffic Signals**: Repaired wiring issues at 19th Ave and 15th St.
- **Street Sweeping**: 5 days of sweeping, 2 sweepers are used when staffing allows
- **Cold Mix**: Cold mix asphalt was used to fill potholes at various locations
- **Painting**: Began painting crosswalks, stop bars, and arrows
- **Alleys**: Graded all alleys and gravel roads within city limits

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Parks

- **Inspections**: Continued inspecting all parks
- **Repairs**: Rice - cleaned concrete, sealed block walls, removed hardwater deposits. DOAC- Installed new control valves on the filters
- **Baseball**: Multiple baseball fields are maintained to a high standard for practices and games
- **Spring Startup**: Prep work continued for reopening bathrooms and shelters, operators went through all parks and removed litter, opened Splash Pad
- **Mowing**: Began mowing park areas and trimmed weeds
- **Shade Structures**: Installed canopies at Destination Playground
- **Broad Leaf Control**: Applied where needed

Sewers

- **Stormwater**: Removed debris from various catch basins with the vac truck and jetted the lines as needed, repaired storm line at 2100 block of 8th St. SW
- **Sanitary**: Sewers are jetted this time of year on an as-needed basis
- **MS4 Inspections**: Began repairs at outfalls

Boulevards

- **Branch Removal**: Removed fallen and broken branches
- **Stumps:** Removed stump grindings, added dirt, and seeded areas where trees were removed

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Miscellaneous

- **Monthly Inspections**: Fire extinguishers, harnesses, ladders, eyewash stations, hoists, cranes, AEDs, etc.
- **Brush Site**: Maintained compost/brush piles, burned as needed
- **Mechanic Work**: Continued maintenance on vehicles/equipment across departments
- **Training**: Staff attended Safe Assure training for information on confined space, LOTO procedure, and hazardous energies
- **Events**: Setup barricades, cones, and bandshell for Latino Cultural Festival event, hosted Public Works Open House
- **Trailhead**: Operators poured footings for the shelter, prepped dirt work and assisted with the placement and installation of the Green flush toilet
- **Mowing**: Addressed mowing complaints, mowed at the airport
- **Larvicide**: Applied appropriate larvicide to various low areas and ponds
- **RV Dump Site**: Operators replaced hydrant and repaired leaks
- **Graffiti Removal**: South Park, Miller Park, Rice Park, Lincoln Park, and concrete under the 1st St. bridge

WILLMAR
ENGINEERING

Street Projects

Concrete repair, turf work, final asphalt paving, and other punch list items are taking place on the 2024 projects. These project areas include 10th St NW and the 13th St/Grace Ave/Rice Ave areas. We are thankful to residents for their continued patience as these projects wrap up. Property owners are highly encouraged to water freshly planted grass to aid in healthy turf establishment.

Reconstruction work on 20th St SE is currently underway. This work will include removal of old and new installation of the following: curb, gutter, driveway aprons, water main, sanitary sewer main, stormwater improvements, hydrants, and service laterals. Temporary access roads have been built to surrounding properties. Please use caution when traveling on these roads.

Other improvements will begin soon as well. Those improvements will include Business Highway 71, Technology Drive, the West Street Improvement Projects, and Hwy 40 drain tile repairs. Kandiyohi County will also be overlaying 7th St NW and 15th Ave NW/County Rd 24.

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

Justin's Notes

General maintenance and cleaning duties are being performed daily at City Hall and the Auditorium. Carpet cleaning and light fixture repair work has also taken place recently. Summer part time staff has also begun their seasonal work. Having extra people available in the summer months helps us to keep the departments functioning in a timely manner.

Unfortunately, the controller at the splash pad has short circuited. A replacement controller has been ordered. We are hoping for fast shipment and short down time. Thanks to the public for their patience.

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

Respectfully

Justin DeLeeuw – Public Works Director

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	9.A.
Agenda Section:	Public Hearing:	**Originating Department:**	Finance
Resolution:	Yes	**Prepared By:**	Tom Odens, Finance Director
Ordinance:	Yes	**Presented By:**	Tom Odens, Finance Director, Mikaela Huot, Baker Tilly
Item:	Ordinance Authorizing the Issuance of up to $7,000,000 General Obligation Bonds, Series 2025A		

RECOMMENDED ACTION:
Motion By:_____ Second By:_____ , to approve the Ordinance as presented, assign a number and publish.

Motion By:_____ Second By:_____ , to adopt a resolution providing for the competitive negotiated sale of up to $7,000,000 GO Improvement Bonds.

OVERVIEW:
The City Council reviewed and approved a Bond Authorizing Resolution on May 19, 2025. The City is planning to issue $4,175,000 General Obligation Improvement Bonds, Series 2025A, to finance improvement projects for the City. (The Ordinance amount of $7 million is a not-to-exceed amount and included for administrative flexibility.) The Series 2025A Bonds align with the available statutory authority to issue bonds.

The Resolution authorizes Baker Tilly to take bids on behalf of the City at 10:30 a.m. on July 21, 2025 and authorizes staff to work with Baker Tilly to develop an official statement.The bids will be presented to the City Council for its consideration at the regular City Council meeting that evening.

BUDGETARY/FISCAL ISSUES:
Local tax levy and assessments will be used to pay debt service on the bonds. The first principal and interest payment are scheduled for February 1, 2027 and the final payment will be made on February 1, 2041. The average annual debt service payment is estimated to be approximately $180,000.

ALTERNATIVES TO CONSIDER:
If market conditions change between now and the sale date, the City has the option to postpone the bond sale or reject the bids if they are unfavorable.
ATTACHMENTS:

1. Series 2025 A Bond Ordinance
2. Resolution Providing for the Sale of Bonds
3. Pre-Issue Report Willmar 2025A

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO $7,000,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2025A AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapters 429 and 475, the City of Willmar has heretofore determined to construct and finance various public improvement projects in the City, including without limitation street project 2025 Street and Other Improvements (the "Project").

2. In order to finance said Project it is necessary to issue General Obligation Improvement Bonds of the City in the amount of up to $7,000,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember_____
This Ordinance introduced on May 19, 2025
Hearing notice published on June 7, 2025
This Ordinance given a hearing on June 16, 2025
This Ordinance adopted on June 16, 2025
This Ordinance published on June 28, 2025

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: June 16, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Kandiyohi County Health and Human Services Building Board Room in said City on the 16th day of June, 2025, at 6:30 o'clock P.M.

The following members were present:

and the following were absent:

The meeting was held pursuant to a resolution adopted May 19, 2025 calling a public hearing on the proposed ordinance entitled "Ordinance No. _____ AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO $7,000,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2025A AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR," a copy of which is attached hereto. The City Clerk presented affidavits showing the due publication of the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the Ordinance, and no objections were presented, except as follows:

Name of Objector	**Property**	**Objection**

Member _____ moved that Ordinance No. ____ be adopted.

The motion for the adoption of said Ordinance No. ____ was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon, there being at least five affirmative votes in favor of said motion, said ordinance was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of the City Council of the City of Willmar held on the date therein indicated, with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a hearing on and the adoption of an Ordinance Authorizing the Issuance of up to $7,000,000 General Obligation Improvement Bonds, Series 2025A and the Levying of Taxes to Secure Payment Therefor.

WITNESS my hand as such Clerk this ____ day of _____, 2025.

_____
City Clerk

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: June 16, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Kandiyohi County, Minnesota, was held in said City on the 16th day of June, 2025, at 6:30 o'clock P.M. for the purpose in part of authorizing the competitive negotiated sale of the $4,175,000 General Obligation Improvement Bonds, Series 2025A of said City.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF $4,175,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2025A

A. WHEREAS, the City Council of the City of Willmar, Minnesota, has heretofore determined that it is necessary and expedient to issue its $4,175,000 General Obligation Improvement Bonds, Series 2025A (the "Bonds") to finance (i) various street improvement projects, and (ii) costs of issuing the Bonds; and

B. WHEREAS, the City has retained Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), as its independent municipal advisor and is therefore authorized to sell these obligations by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Authorization; Findings. The City Council hereby authorizes Baker Tilly MA to solicit bids for the competitive negotiated sale of the Bonds.

2. Meeting; Bid Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as **Exhibit A** for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The Clerk, or designee, shall open bids at the time and place specified in such Terms of Proposal.

3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as **Exhibit A** and hereby approved and made a part hereof.

4. Authority of Bond Counsel. The law firm of Kutak Rock, LLP, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

5. Official Statement. In connection with said competitive negotiated sale, the Clerk and other officers or employees of the City are hereby authorized to cooperate with Baker Tilly MA and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

Section 6. Declaration of Official Intent to Reimburse Expenditures.

6.01 The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain expenditures with respect to the Projects that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax exempt bonds.

6.02 The City has determined to make a declaration of official intent (the "Declaration") to reimburse certain costs with respect to the Projects from proceeds of the Bonds in accordance with the Reimbursement Regulations.

6.03 All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

6.04 This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5% of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

6.05 This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described herein are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures.

6.06 This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's $4,175,000 General Obligation Improvement Bonds, Series 2025A.

WITNESS my hand this_____day of _____, 2025.

_____
Clerk

EXHIBIT A

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

$4,175,000*

CITY OF WILLMAR, MINNESOTA

GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2025A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Willmar, Minnesota (the "City") on Monday, July 21, 2025 (the "Sale Date") until 10:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 6:30 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) ***Sealed Bidding.*** Completed, signed proposals may be submitted to Baker Tilly MA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) ***Electronic Bidding.*** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal*. Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2025 Baker Tilly Municipal Advisors, LLC

DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2026. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2027	$115,000	2030	$230,000	2033	$270,000	2036	$310,000	2039	$345,000
2028	$210,000	2031	$245,000	2034	$285,000	2037	$325,000	2040	$365,000
2029	$220,000	2032	$250,000	2035	$290,000	2038	$330,000	2041	$385,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of $5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per $1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of $5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

U.S. Bank Trust Company, National Association, Saint Paul, Minnesota will serve as Registrar/Paying Agent (the "Registrar") for the Bonds, and shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The Bonds will not be subject to optional redemption in advance of their respective stated maturity dates.
The City may elect on February 1, 2035, and on any day thereafter, to redeem Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge special assessments against benefited properties for repayment of a portion of the Bonds. The proceeds of the Bonds will be used to fund (i) various street improvement projects within the City and (ii) pay costs of issuance on the Bonds.

NOT BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will not designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than $4,175,000 (Par) plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

(i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
(ii) all bidders shall have an equal opportunity to submit a bid;
(iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
(iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice of award of the sale of the Bonds, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Bonds (and, if

different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of $41,750 (the "Deposit") no later than 1:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about August 14, 2025, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kutak Rock LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the District will undertake to provide annual reports and notices of certain events. A description of this undertaking, including the financial/operating information to be provided and the events to be noticed, is set forth in the form of Continuing Disclosure Certificate attached as an appendix to the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated June 16, 2025

BY ORDER OF THE CITY COUNCIL

/s/ Vernae Larsen
City Clerk

June 10, 2025

Pre-issuance report for

City of Willmar, Minnesota

$4,175,000 General Obligation Improvement Bonds, Series 2025A (the "Bonds")

PREPARED BY
Baker Tilly Municipal Advisors, LLC
30 East 7th Street, Suite 3025
Saint Paul, Minnesota 55101

ADVISOR
Mikaela Huot | Director
651-223-3036
Mikaela.huot@bakertilly.com

Issue summary

PROPOSED ISSUE

The Council has under consideration the issuance of the Bonds to finance (i) various street improvement projects within the City and (ii) pay costs of issuance associated with the Bonds.

PURPOSE(S) OF ISSUE

Proceeds of the Bonds will be used to finance various street improvement projects within the City including:

- 2501-A - 20th Street Southeast
- 2503-B - Mill/Overlay West
- 2503-C – Minn West
- 2503-D - Business 71
- 2503-E - Mill/Overlay (County)

AUTHORITY

Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes, Chapter 429 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 429, at least 20% of the City's share of the project cost must be paid from special assessments. The projects being financed from proceeds of the Bonds meet this requirement.

SECURITY/SOURCE OF PAYMENT

The Bonds will be paid with a combination of special assessments and general ad valorem taxes.

Special assessments in the principal amount of $2,555,133.10 are expected to be filed in the fall of 2025 for first collection in 2026. Assessments are amortized over fifteen (15) years with equal, annual payments of principal and interest. Interest on the unpaid balance will be charged at a rate of 2% over the true interest cost (TIC) of the Bonds, which is estimated to be 6.322%.

The City will be assessing a portion of its own properties. As a result, the assessments have been split out between City Assessments and Non-City Assessments in the debt schedules below. The City Assessments of $331,975 will be added to the total levy of the City. The Non-City Assessments of $2,223,158.10 will be paid by the properties.

The City will make its first levy in 2025 for collection in 2026. Each year's collection of taxes and assessments will be used to make the interest payment due on August 1 of the collection year and the February 1 principal and interest payment due in the following year.

FINANCING STRUCTURE

In consultation with City staff, principal repayment for the Bonds is structured around the projected assessment income to result in an approximately level annual tax levy over a term of fifteen (15) years.

Issue terms

BANK QUALIFICATION

The City expects to issue more than $10 million in tax-exempt obligations in 2025; therefore, the Bonds are not designated as bank qualified.

PREMIUM

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

Estimated interest rates applied in the structuring of the Bonds are based on current market conditions and assume a reoffering premium. The underwriter will take their compensation from the reoffering premium and any remaining premium can be used to downsize the issue, applied to additional project needs or deposited to the debt service fund. Our preliminary bond structure has applied the estimated premium to financing project needs thereby reducing the principal amount of the Bonds. Determination of the use of premium, if received, will be made by the City prior to or on the day of sale.

OPTIONAL REDEMPTION

Bonds maturing on or after February 1, 2036 may be prepaid at a price of par plus accrued interest on or after February 1, 2035.

Rating

An application will be made to Moody's Investors Service (Moody's) for a rating on the Bonds. The City's general obligation debt is currently rated "Aa3" by Moody's.

Issuance timeline

City Council sets Sale Date and Term	June 16, 2025
Rating Conference conducted	June 24, 2025
Competitive bids are received	July 21, 2025 @ 10 am
Council considers award of the Bonds	July 21, 2025 @ 6:30 pm
Receipt of proceeds and settlement of the Bonds	August 14, 2025

Other considerations

Anticipated levy projections for the Bonds are based on estimated assessment income. If assessment collections differ than current projections, the resulting levy could be significantly different than our estimates shown herein.

Post issuance

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements

ARBITRAGE/REBATE

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The City expects to meet the 18-month spending exception.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

CONTINUING DISCLOSURE

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors (Baker Tilly MA) currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly MA will work with City staff to include the Bonds under the existing Agreement for Municipal Advisor Services.

Finance team

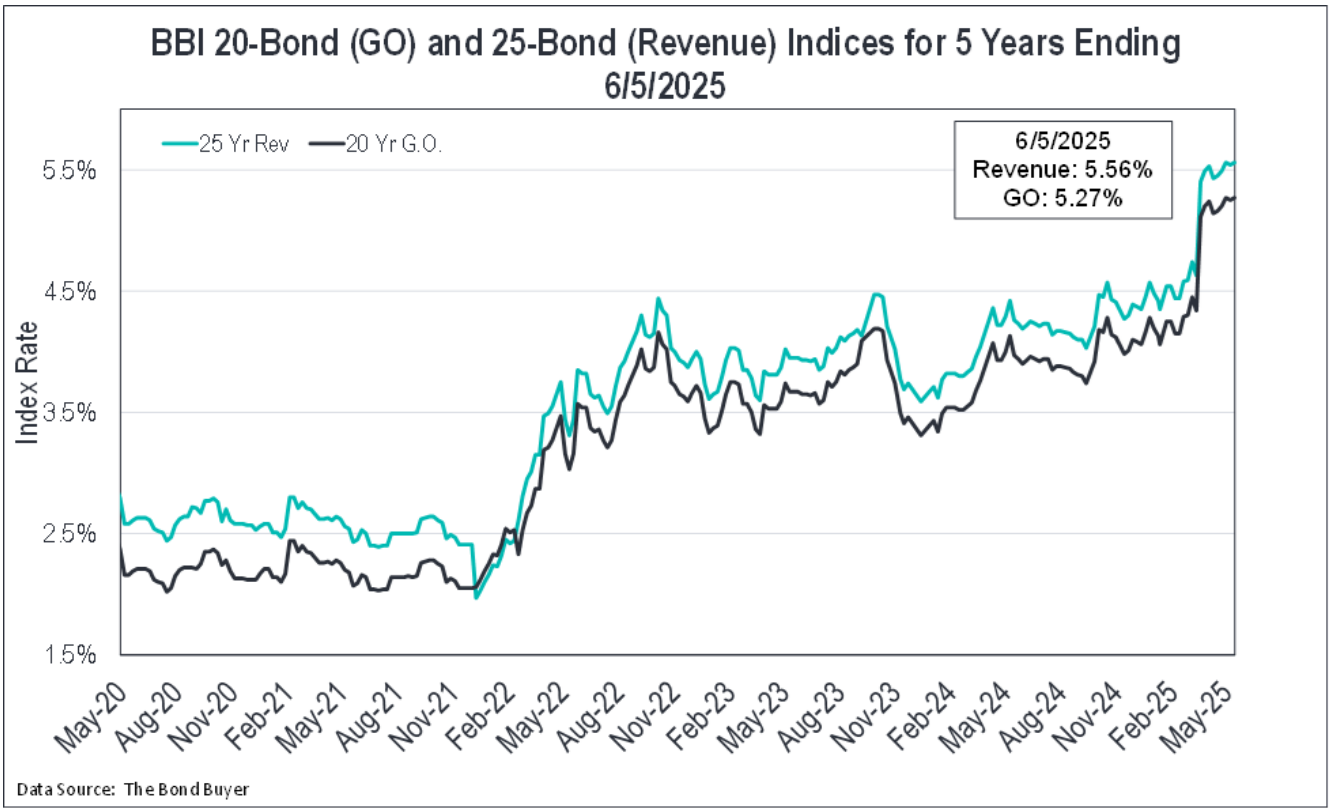
The issuance of the Bond will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the City. The following professionals and their role have been identified below:

Bond Counsel: Kutak Rock LLP
Municipal Advisor: Baker Tilly Municipal Advisors, LLC
Registrar & Paying Agent: US Bank

Attachments

Attachments for the Bonds include (i) Bond Buyer Index, (ii) sources and uses of funds, (iii) pricing summary, (iv) estimated net debt service as a whole and by purpose, given the current interest rate environment; and (v) estimated assessment collections.

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



$4,175,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

Issue Summary

Total Issue Sources And Uses

Dated 08/14/2025 | Delivered 08/14/2025

	2501-A 20th St SE	2503-B M&O West	2503-C Minn West	2503-D Bus. 71	2503-E M&O County	Issue Summary
Sources Of Funds						
Par Amount of Bonds	$440,000.00	$2,570,000.00	-	$1,085,000.00	$80,000.00	$4,175,000.00
Grant	-	-	-	1,500,000.00	-	1,500,000.00
County Funding	-	-	-	-	1,281,771.12	1,281,771.12
MSA Funds	-	-	915,500.00	-	-	915,500.00
Reoffering Premium	13,194.90	77,386.10	-	32,750.65	2,507.30	125,838.95
MUC Funds	66,434.00	-	-	-	-	66,434.00
WWTP Funds	53,500.00	-	-	-	-	53,500.00
Total Sources	**$573,128.90**	**$2,647,386.10**	**$915,500.00**	**$2,617,750.65**	**$1,364,278.42**	**$8,118,044.07**
Uses Of Funds						
Deposit to Project Construction Fund	545,600.00	2,510,100.00	915,500.00	2,558,800.00	1,356,771.12	7,886,771.12
Costs of Issuance	17,847.67	104,246.58	-	44,010.72	3,245.03	169,350.00
Total Underwriter's Discount (1.400%)	6,160.00	35,980.00	-	15,190.00	1,120.00	58,450.00
Rounding Amount	3,521.23	(2,940.48)	-	(250.07)	3,142.27	3,472.95
Total Uses	**$573,128.90**	**$2,647,386.10**	**$915,500.00**	**$2,617,750.65**	**$1,364,278.42**	**$8,118,044.07**

$4,175,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

Issue Summary

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
02/01/2027	Serial Coupon	5.000%	3.590%	115,000.00	101.991%	117,289.65
02/01/2028	Serial Coupon	5.000%	3.610%	210,000.00	103.247%	216,818.70
02/01/2029	Serial Coupon	5.000%	3.660%	220,000.00	104.320%	229,504.00
02/01/2030	Serial Coupon	5.000%	3.710%	230,000.00	105.260%	242,098.00
02/01/2031	Serial Coupon	5.000%	3.750%	245,000.00	106.122%	259,998.90
02/01/2032	Serial Coupon	5.000%	3.800%	250,000.00	106.818%	267,045.00
02/01/2033	Serial Coupon	5.000%	3.860%	270,000.00	107.330%	289,791.00
02/01/2034	Serial Coupon	5.000%	3.950%	285,000.00	107.490%	306,346.50
02/01/2035	Serial Coupon	5.000%	4.030%	290,000.00	107.568%	311,947.20
02/01/2036	Serial Coupon	4.135%	4.135%	310,000.00	100.000%	310,000.00
02/01/2037	Serial Coupon	4.208%	4.208%	325,000.00	100.000%	325,000.00
02/01/2038	Serial Coupon	4.269%	4.269%	330,000.00	100.000%	330,000.00
02/01/2039	Serial Coupon	4.323%	4.323%	345,000.00	100.000%	345,000.00
02/01/2040	Serial Coupon	4.371%	4.371%	365,000.00	100.000%	365,000.00
02/01/2041	Serial Coupon	4.414%	4.414%	385,000.00	100.000%	385,000.00
Total	**-**	**-**	**-**	**$4,175,000.00**	**-**	**$4,300,838.95**

Bid Information

Par Amount of Bonds	$4,175,000.00
Reoffering Premium or (Discount)	125,838.95
Gross Production	$4,300,838.95
Total Underwriter's Discount (1.400%)	$(58,450.00)
Bid (101.614%)	4,242,388.95
Total Purchase Price	$4,242,388.95
Bond Year Dollars	$39,561.74
Average Life	9.476 Years
Average Coupon	4.5268606%
Net Interest Cost (NIC)	4.3565219%
True Interest Cost (TIC)	4.3221933%

$4,175,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

Issue Summary

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	City Assessment	Non City Assessment	Statutory Levy	City Assessment	City Levy
02/01/2026	-	-	-	-	-	-	-	-	-	-
02/01/2027	115,000.00	5.000%	284,279.30	399,279.30	419,243.27	35,595.63	238,375.56	145,272.08	35,595.63	180,867.71
02/01/2028	210,000.00	5.000%	188,444.60	398,444.60	418,366.83	35,595.65	238,375.54	144,395.64	35,595.65	179,991.29
02/01/2029	220,000.00	5.000%	177,944.60	397,944.60	417,841.83	35,595.63	238,375.60	143,870.60	35,595.63	179,466.23
02/01/2030	230,000.00	5.000%	166,944.60	396,944.60	416,791.83	35,595.61	238,375.57	142,820.65	35,595.61	178,416.26
02/01/2031	245,000.00	5.000%	155,444.60	400,444.60	420,466.83	35,595.65	238,375.59	146,495.59	35,595.65	182,091.24
02/01/2032	250,000.00	5.000%	143,194.60	393,194.60	412,854.33	35,595.65	238,375.55	138,883.13	35,595.65	174,478.78
02/01/2033	270,000.00	5.000%	130,694.60	400,694.60	420,729.33	35,595.63	238,375.54	146,758.16	35,595.63	182,353.79
02/01/2034	285,000.00	5.000%	117,194.60	402,194.60	422,304.33	35,595.65	238,375.55	148,333.13	35,595.65	183,928.78
02/01/2035	290,000.00	5.000%	102,944.60	392,944.60	412,591.83	35,595.63	238,375.57	138,620.63	35,595.63	174,216.26
02/01/2036	310,000.00	4.135%	88,444.60	398,444.60	418,366.83	35,595.64	238,375.57	144,395.62	35,595.64	179,991.26
02/01/2037	325,000.00	4.208%	75,624.58	400,624.58	420,655.81	35,595.67	238,375.55	146,684.59	35,595.67	182,280.26
02/01/2038	330,000.00	4.269%	61,950.00	391,950.00	411,547.50	35,595.64	238,375.57	137,576.29	35,595.64	173,171.93
02/01/2039	345,000.00	4.323%	47,861.22	392,861.22	412,504.28	35,595.65	238,375.57	138,533.06	35,595.65	174,128.71
02/01/2040	365,000.00	4.371%	32,945.94	397,945.94	417,843.24	35,595.63	238,375.57	143,872.04	35,595.63	179,467.67
02/01/2041	385,000.00	4.414%	16,992.22	401,992.22	422,091.83	35,595.64	238,375.54	148,120.65	35,595.64	183,716.29
Total	**$4,175,000.00**	**-**	**$1,790,904.66**	**$5,965,904.66**	**$6,264,199.89**	**$533,934.60**	**$3,575,633.44**	**$2,154,631.85**	**$533,934.60**	**$2,688,566.45**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	$39,561.74
Average Life	9.476 Years
Average Coupon	4.5268606%
Net Interest Cost (NIC)	4.3565219%
True Interest Cost (TIC)	4.3221933%
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	4.8765854%

IRS Form 8038

Net Interest Cost	4.1217517%
Weighted Average Maturity	9.393 Years

$440,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A
2501-A 20th St SE

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Non City Assessment	Statutory Levy
02/01/2026	-	-	-	-	-	-	-
02/01/2027	10,000.00	5.000%	29,923.73	39,923.73	41,919.92	5,729.30	36,190.62
02/01/2028	20,000.00	5.000%	19,941.26	39,941.26	41,938.32	5,729.30	36,209.02
02/01/2029	25,000.00	5.000%	18,941.26	43,941.26	46,138.32	5,729.31	40,409.01
02/01/2030	25,000.00	5.000%	17,691.26	42,691.26	44,825.82	5,729.30	39,096.52
02/01/2031	25,000.00	5.000%	16,441.26	41,441.26	43,513.32	5,729.31	37,784.01
02/01/2032	25,000.00	5.000%	15,191.26	40,191.26	42,200.82	5,729.29	36,471.53
02/01/2033	30,000.00	5.000%	13,941.26	43,941.26	46,138.32	5,729.30	40,409.02
02/01/2034	30,000.00	5.000%	12,441.26	42,441.26	44,563.32	5,729.30	38,834.02
02/01/2035	30,000.00	5.000%	10,941.26	40,941.26	42,988.32	5,729.31	37,259.01
02/01/2036	35,000.00	4.135%	9,441.26	44,441.26	46,663.32	5,729.29	40,934.03
02/01/2037	35,000.00	4.208%	7,993.84	42,993.84	45,143.53	5,729.31	39,414.22
02/01/2038	35,000.00	4.269%	6,521.18	41,521.18	43,597.24	5,729.30	37,867.94
02/01/2039	35,000.00	4.323%	5,026.92	40,026.92	42,028.27	5,729.30	36,298.97
02/01/2040	40,000.00	4.371%	3,513.78	43,513.78	45,689.47	5,729.30	39,960.17
02/01/2041	40,000.00	4.414%	1,765.42	41,765.42	43,853.69	5,729.29	38,124.40
Total	**$440,000.00**	**-**	**$189,716.21**	**$629,716.21**	**$661,202.02**	**$85,939.51**	**$575,262.51**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	$4,194.11
Average Life	9.532 Years
Average Coupon	4.5233949%
Net Interest Cost (NIC)	4.3556621%
True Interest Cost (TIC)	4.3218280%
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	4.8730009%

IRS Form 8038

Net Interest Cost	4.1224880%
Weighted Average Maturity	9.448 Years

$53,433

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2501-A Assessments - Non City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	1,225.25	6.322%	4,504.05	5,729.30
12/31/2027	2,428.72	6.322%	3,300.58	5,729.30
12/31/2028	2,582.27	6.322%	3,147.04	5,729.31
12/31/2029	2,745.52	6.322%	2,983.78	5,729.30
12/31/2030	2,919.09	6.322%	2,810.22	5,729.31
12/31/2031	3,103.63	6.322%	2,625.66	5,729.29
12/31/2032	3,299.84	6.322%	2,429.46	5,729.30
12/31/2033	3,508.46	6.322%	2,220.84	5,729.30
12/31/2034	3,730.27	6.322%	1,999.04	5,729.31
12/31/2035	3,966.09	6.322%	1,763.20	5,729.29
12/31/2036	4,216.83	6.322%	1,512.48	5,729.31
12/31/2037	4,483.42	6.322%	1,245.88	5,729.30
12/31/2038	4,766.86	6.322%	962.44	5,729.30
12/31/2039	5,068.22	6.322%	661.08	5,729.30
12/31/2040	5,388.63	6.322%	340.66	5,729.29
Total	**$53,433.10**	**-**	**$32,506.41**	**$85,939.51**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$2,570,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-B M&O West

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	City Assessment	Non City Assessment	Statutory Levy	City Assessment	City Levy
02/01/2026	-	-	-	-	-	-	-	-	-	-
02/01/2027	70,000.00	5.000%	174,972.87	244,972.87	257,221.51	2,905.77	97,021.49	157,294.25	2,905.77	160,200.02
02/01/2028	130,000.00	5.000%	116,026.06	246,026.06	258,327.36	2,905.77	97,021.49	158,400.10	2,905.77	161,305.87
02/01/2029	135,000.00	5.000%	109,526.06	244,526.06	256,752.36	2,905.76	97,021.50	156,825.10	2,905.76	159,730.86
02/01/2030	140,000.00	5.000%	102,776.06	242,776.06	254,914.86	2,905.76	97,021.50	154,987.60	2,905.76	157,893.36
02/01/2031	150,000.00	5.000%	95,776.06	245,776.06	258,064.86	2,905.77	97,021.50	158,137.59	2,905.77	161,043.36
02/01/2032	155,000.00	5.000%	88,276.06	243,276.06	255,439.86	2,905.77	97,021.49	155,512.60	2,905.77	158,418.37
02/01/2033	165,000.00	5.000%	80,526.06	245,526.06	257,802.36	2,905.76	97,021.49	157,875.11	2,905.76	160,780.87
02/01/2034	175,000.00	5.000%	72,276.06	247,276.06	259,639.86	2,905.77	97,021.49	159,712.60	2,905.77	162,618.37
02/01/2035	180,000.00	5.000%	63,526.06	243,526.06	255,702.36	2,905.76	97,021.49	155,775.11	2,905.76	158,680.87
02/01/2036	190,000.00	4.135%	54,526.06	244,526.06	256,752.36	2,905.77	97,021.50	156,825.09	2,905.77	159,730.86
02/01/2037	200,000.00	4.208%	46,668.64	246,668.64	259,002.07	2,905.78	97,021.49	159,074.80	2,905.78	161,980.58
02/01/2038	205,000.00	4.269%	38,253.50	243,253.50	255,416.18	2,905.76	97,021.50	155,488.92	2,905.76	158,394.68
02/01/2039	215,000.00	4.323%	29,501.40	244,501.40	256,726.47	2,905.76	97,021.50	156,799.21	2,905.76	159,704.97
02/01/2040	225,000.00	4.371%	20,206.36	245,206.36	257,466.68	2,905.76	97,021.50	157,539.42	2,905.76	160,445.18
02/01/2041	235,000.00	4.414%	10,371.88	245,371.88	257,640.47	2,905.77	97,021.49	157,713.21	2,905.77	160,618.98
Total	**$2,570,000.00**	**-**	**$1,103,209.19**	**$3,673,209.19**	**$3,856,869.65**	**$43,586.49**	**$1,455,322.42**	**$2,357,960.74**	**$43,586.49**	**$2,401,547.23**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	$24,372.19
Average Life	9.483 Years
Average Coupon	4.5265074%
Net Interest Cost (NIC)	4.3566167%
True Interest Cost (TIC)	4.3223704%
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	4.8763696%

IRS Form 8038

Net Interest Cost	4.1220350%
Weighted Average Maturity	9.400 Years

$27,100

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-B Assessments - City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	621.42	6.322%	2,284.35	2,905.77
12/31/2027	1,231.79	6.322%	1,673.98	2,905.77
12/31/2028	1,309.66	6.322%	1,596.10	2,905.76
12/31/2029	1,392.46	6.322%	1,513.30	2,905.76
12/31/2030	1,480.49	6.322%	1,425.28	2,905.77
12/31/2031	1,574.09	6.322%	1,331.68	2,905.77
12/31/2032	1,673.60	6.322%	1,232.16	2,905.76
12/31/2033	1,779.41	6.322%	1,126.36	2,905.77
12/31/2034	1,891.90	6.322%	1,013.86	2,905.76
12/31/2035	2,011.51	6.322%	894.26	2,905.77
12/31/2036	2,138.68	6.322%	767.10	2,905.78
12/31/2037	2,273.88	6.322%	631.88	2,905.76
12/31/2038	2,417.64	6.322%	488.12	2,905.76
12/31/2039	2,570.48	6.322%	335.28	2,905.76
12/31/2040	2,732.99	6.322%	172.78	2,905.77
Total	**$27,100.00**	**-**	**$16,486.49**	**$43,586.49**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$904,850

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-B Assessments - Non City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	20,748.67	6.322%	76,272.82	97,021.49
12/31/2027	41,128.61	6.322%	55,892.88	97,021.49
12/31/2028	43,728.76	6.322%	53,292.74	97,021.50
12/31/2029	46,493.30	6.322%	50,528.20	97,021.50
12/31/2030	49,432.60	6.322%	47,588.90	97,021.50
12/31/2031	52,557.73	6.322%	44,463.76	97,021.49
12/31/2032	55,880.43	6.322%	41,141.06	97,021.49
12/31/2033	59,413.19	6.322%	37,608.30	97,021.49
12/31/2034	63,169.29	6.322%	33,852.20	97,021.49
12/31/2035	67,162.86	6.322%	29,858.64	97,021.50
12/31/2036	71,408.89	6.322%	25,612.60	97,021.49
12/31/2037	75,923.36	6.322%	21,098.14	97,021.50
12/31/2038	80,723.24	6.322%	16,298.26	97,021.50
12/31/2039	85,826.56	6.322%	11,194.94	97,021.50
12/31/2040	91,252.51	6.322%	5,768.98	97,021.49
Total	**$904,850.00**	**-**	**$550,472.42**	**$1,455,322.42**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-C Minn West

NET DEBT SERVICE SCHEDULE

Date	City Assessments	Non City Assessments	Statutory Levy	City Assessments	City Levy
02/01/2027	726.44	40,680.73	(41,407.17)	726.44	(40,680.73)
02/01/2028	726.45	40,680.72	(41,407.17)	726.45	(40,680.72)
02/01/2029	726.44	40,680.74	(41,407.18)	726.44	(40,680.74)
02/01/2030	726.43	40,680.73	(41,407.16)	726.43	(40,680.73)
02/01/2031	726.44	40,680.73	(41,407.17)	726.44	(40,680.73)
02/01/2032	726.44	40,680.73	(41,407.17)	726.44	(40,680.73)
02/01/2033	726.44	40,680.72	(41,407.16)	726.44	(40,680.72)
02/01/2034	726.45	40,680.73	(41,407.18)	726.45	(40,680.73)
02/01/2035	726.44	40,680.73	(41,407.17)	726.44	(40,680.73)
02/01/2036	726.44	40,680.74	(41,407.18)	726.44	(40,680.74)
02/01/2037	726.45	40,680.72	(41,407.17)	726.45	(40,680.72)
02/01/2038	726.45	40,680.72	(41,407.17)	726.45	(40,680.72)
02/01/2039	726.45	40,680.73	(41,407.18)	726.45	(40,680.73)
02/01/2040	726.44	40,680.74	(41,407.18)	726.44	(40,680.74)
02/01/2041	726.45	40,680.74	(41,407.19)	726.45	(40,680.74)
Total	**$10,896.65**	**$610,210.95**	**(621,107.60)**	**$10,896.65**	**(610,210.95)**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	-
Average Life	-
Average Coupon	-
Net Interest Cost (NIC)	-
True Interest Cost (TIC)	-
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	-

IRS Form 8038

Net Interest Cost	-
Weighted Average Maturity	-

$6,775

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-C Assessments - City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	155.35	6.322%	571.09	726.44
12/31/2027	307.95	6.322%	418.50	726.45
12/31/2028	327.42	6.322%	399.02	726.44
12/31/2029	348.11	6.322%	378.32	726.43
12/31/2030	370.12	6.322%	356.32	726.44
12/31/2031	393.52	6.322%	332.92	726.44
12/31/2032	418.40	6.322%	308.04	726.44
12/31/2033	444.85	6.322%	281.60	726.45
12/31/2034	472.98	6.322%	253.46	726.44
12/31/2035	502.88	6.322%	223.56	726.44
12/31/2036	534.67	6.322%	191.78	726.45
12/31/2037	568.47	6.322%	157.98	726.45
12/31/2038	604.41	6.322%	122.04	726.45
12/31/2039	642.62	6.322%	83.82	726.44
12/31/2040	683.25	6.322%	43.20	726.45
Total	**$6,775.00**	**-**	**$4,121.65**	**$10,896.65**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$379,400

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-C Assessments - Non City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	8,699.84	6.322%	31,980.89	40,680.73
12/31/2027	17,245.06	6.322%	23,435.66	40,680.72
12/31/2028	18,335.30	6.322%	22,345.44	40,680.74
12/31/2029	19,494.45	6.322%	21,186.28	40,680.73
12/31/2030	20,726.89	6.322%	19,953.84	40,680.73
12/31/2031	22,037.25	6.322%	18,643.48	40,680.73
12/31/2032	23,430.44	6.322%	17,250.28	40,680.72
12/31/2033	24,911.71	6.322%	15,769.02	40,680.73
12/31/2034	26,486.63	6.322%	14,194.10	40,680.73
12/31/2035	28,161.12	6.322%	12,519.62	40,680.74
12/31/2036	29,941.46	6.322%	10,739.26	40,680.72
12/31/2037	31,834.36	6.322%	8,846.36	40,680.72
12/31/2038	33,846.93	6.322%	6,833.80	40,680.73
12/31/2039	35,986.74	6.322%	4,694.00	40,680.74
12/31/2040	38,261.82	6.322%	2,418.92	40,680.74
Total	**$379,400.00**	**-**	**$230,810.95**	**$610,210.95**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$1,085,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-D Bus. 71

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	City Assessment	Non City Assessment	Statutory Levy	City Assessment	City Levy
02/01/2026	-	-	-	-	-	-	-	-	-	-
02/01/2027	30,000.00	5.000%	73,883.34	103,883.34	109,077.51	29,784.10	4,358.65	74,934.76	29,784.10	104,718.86
02/01/2028	55,000.00	5.000%	48,970.60	103,970.60	109,169.13	29,784.11	4,358.65	75,026.37	29,784.11	104,810.48
02/01/2029	55,000.00	5.000%	46,220.60	101,220.60	106,281.63	29,784.10	4,358.66	72,138.87	29,784.10	101,922.97
02/01/2030	60,000.00	5.000%	43,470.60	103,470.60	108,644.13	29,784.10	4,358.65	74,501.38	29,784.10	104,285.48
02/01/2031	65,000.00	5.000%	40,470.60	105,470.60	110,744.13	29,784.11	4,358.66	76,601.36	29,784.11	106,385.47
02/01/2032	65,000.00	5.000%	37,220.60	102,220.60	107,331.63	29,784.11	4,358.65	73,188.87	29,784.11	102,972.98
02/01/2033	70,000.00	5.000%	33,970.60	103,970.60	109,169.13	29,784.11	4,358.64	75,026.38	29,784.11	104,810.49
02/01/2034	75,000.00	5.000%	30,470.60	105,470.60	110,744.13	29,784.11	4,358.65	76,601.37	29,784.11	106,385.48
02/01/2035	75,000.00	5.000%	26,720.60	101,720.60	106,806.63	29,784.10	4,358.65	72,663.88	29,784.10	102,447.98
02/01/2036	80,000.00	4.135%	22,970.60	102,970.60	108,119.13	29,784.10	4,358.64	73,976.39	29,784.10	103,760.49
02/01/2037	85,000.00	4.208%	19,662.20	104,662.20	109,895.31	29,784.11	4,358.65	75,752.55	29,784.11	105,536.66
02/01/2038	85,000.00	4.269%	16,085.78	101,085.78	106,140.07	29,784.10	4,358.65	71,997.32	29,784.10	101,781.42
02/01/2039	90,000.00	4.323%	12,456.84	102,456.84	107,579.68	29,784.11	4,358.66	73,436.91	29,784.11	103,221.02
02/01/2040	95,000.00	4.371%	8,565.90	103,565.90	108,744.20	29,784.11	4,358.64	74,601.45	29,784.11	104,385.56
02/01/2041	100,000.00	4.414%	4,413.56	104,413.56	109,634.24	29,784.10	4,358.64	75,491.50	29,784.10	105,275.60
Total	**$1,085,000.00**	**-**	**$465,553.02**	**$1,550,553.02**	**$1,628,080.67**	**$446,761.58**	**$65,379.74**	**$1,115,939.35**	**$446,761.58**	**$1,562,700.93**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	$10,283.32
Average Life	9.478 Years
Average Coupon	4.5272640%
Net Interest Cost (NIC)	4.3564957%
True Interest Cost (TIC)	4.3220655%
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	4.8763223%

IRS Form 8038

Net Interest Cost	4.1215894%
Weighted Average Maturity	9.395 Years

$277,775

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-D Assessments - City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	6,369.52	6.322%	23,414.58	29,784.10
12/31/2027	12,625.85	6.322%	17,158.26	29,784.11
12/31/2028	13,424.06	6.322%	16,360.04	29,784.10
12/31/2029	14,272.72	6.322%	15,511.38	29,784.10
12/31/2030	15,175.05	6.322%	14,609.06	29,784.11
12/31/2031	16,134.41	6.322%	13,649.70	29,784.11
12/31/2032	17,154.43	6.322%	12,629.68	29,784.11
12/31/2033	18,238.93	6.322%	11,545.18	29,784.11
12/31/2034	19,392.00	6.322%	10,392.10	29,784.10
12/31/2035	20,617.96	6.322%	9,166.14	29,784.10
12/31/2036	21,921.43	6.322%	7,862.68	29,784.11
12/31/2037	23,307.30	6.322%	6,476.80	29,784.10
12/31/2038	24,780.79	6.322%	5,003.32	29,784.11
12/31/2039	26,347.43	6.322%	3,436.68	29,784.11
12/31/2040	28,013.12	6.322%	1,770.98	29,784.10
Total	**$277,775.00**	**-**	**$168,986.58**	**$446,761.58**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$40,650

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-D Assessments - Non City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	932.13	6.322%	3,426.52	4,358.65
12/31/2027	1,847.69	6.322%	2,510.96	4,358.65
12/31/2028	1,964.50	6.322%	2,394.16	4,358.66
12/31/2029	2,088.69	6.322%	2,269.96	4,358.65
12/31/2030	2,220.74	6.322%	2,137.92	4,358.66
12/31/2031	2,361.13	6.322%	1,997.52	4,358.65
12/31/2032	2,510.40	6.322%	1,848.24	4,358.64
12/31/2033	2,669.11	6.322%	1,689.54	4,358.65
12/31/2034	2,837.85	6.322%	1,520.80	4,358.65
12/31/2035	3,017.26	6.322%	1,341.38	4,358.64
12/31/2036	3,208.01	6.322%	1,150.64	4,358.65
12/31/2037	3,410.83	6.322%	947.82	4,358.65
12/31/2038	3,626.46	6.322%	732.20	4,358.66
12/31/2039	3,855.72	6.322%	502.92	4,358.64
12/31/2040	4,099.48	6.322%	259.16	4,358.64
Total	**$40,650.00**	**-**	**$24,729.74**	**$65,379.74**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$80,000

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-E M&O County

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	City Assessment	Non City Assessment	Statutory Levy	City Assessment	City Levy
02/01/2026	-	-	-	-	-	-	-	-	-	-
02/01/2027	5,000.00	5.000%	5,499.36	10,499.36	11,024.33	2,179.32	90,585.39	(81,740.38)	2,179.32	(79,561.06)
02/01/2028	5,000.00	5.000%	3,506.68	8,506.68	8,932.01	2,179.32	90,585.38	(83,832.69)	2,179.32	(81,653.37)
02/01/2029	5,000.00	5.000%	3,256.68	8,256.68	8,669.51	2,179.33	90,585.39	(84,095.21)	2,179.33	(81,915.88)
02/01/2030	5,000.00	5.000%	3,006.68	8,006.68	8,407.01	2,179.32	90,585.39	(84,357.70)	2,179.32	(82,178.38)
02/01/2031	5,000.00	5.000%	2,756.68	7,756.68	8,144.51	2,179.33	90,585.39	(84,620.21)	2,179.33	(82,440.88)
02/01/2032	5,000.00	5.000%	2,506.68	7,506.68	7,882.01	2,179.33	90,585.39	(84,882.71)	2,179.33	(82,703.38)
02/01/2033	5,000.00	5.000%	2,256.68	7,256.68	7,619.51	2,179.32	90,585.39	(85,145.20)	2,179.32	(82,965.88)
02/01/2034	5,000.00	5.000%	2,006.68	7,006.68	7,357.01	2,179.32	90,585.38	(85,407.69)	2,179.32	(83,228.37)
02/01/2035	5,000.00	5.000%	1,756.68	6,756.68	7,094.51	2,179.33	90,585.39	(85,670.21)	2,179.33	(83,490.88)
02/01/2036	5,000.00	4.135%	1,506.68	6,506.68	6,832.01	2,179.33	90,585.40	(85,932.72)	2,179.33	(83,753.39)
02/01/2037	5,000.00	4.208%	1,299.90	6,299.90	6,614.90	2,179.33	90,585.38	(86,149.82)	2,179.33	(83,970.49)
02/01/2038	5,000.00	4.269%	1,089.54	6,089.54	6,394.02	2,179.33	90,585.40	(86,370.71)	2,179.33	(84,191.38)
02/01/2039	5,000.00	4.323%	876.06	5,876.06	6,169.86	2,179.33	90,585.38	(86,594.85)	2,179.33	(84,415.52)
02/01/2040	5,000.00	4.371%	659.90	5,659.90	5,942.90	2,179.32	90,585.39	(86,821.82)	2,179.32	(84,642.50)
02/01/2041	10,000.00	4.414%	441.36	10,441.36	10,963.43	2,179.32	90,585.38	(81,801.27)	2,179.32	(79,621.95)
Total	**$80,000.00**	**-**	**$32,426.24**	**$112,426.24**	**$118,047.55**	**$32,689.88**	**$1,358,780.82**	**(1,273,423.15)**	**$32,689.88**	**(1,240,733.27)**

Dated	8/14/2025
Delivery Date	8/14/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	$712.11
Average Life	8.901 Years
Average Coupon	4.5535366%
Net Interest Cost (NIC)	4.3587215%
True Interest Cost (TIC)	4.3201377%
Bond Yield for Arbitrage Purposes	4.1379682%
All Inclusive Cost (AIC)	4.9087879%

IRS Form 8038

Net Interest Cost	4.1100750%
Weighted Average Maturity	8.823 Years

$20,325

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-E Assessments - City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	466.06	6.322%	1,713.26	2,179.32
12/31/2027	923.84	6.322%	1,255.48	2,179.32
12/31/2028	982.25	6.322%	1,197.08	2,179.33
12/31/2029	1,044.34	6.322%	1,134.98	2,179.32
12/31/2030	1,110.37	6.322%	1,068.96	2,179.33
12/31/2031	1,180.57	6.322%	998.76	2,179.33
12/31/2032	1,255.20	6.322%	924.12	2,179.32
12/31/2033	1,334.56	6.322%	844.76	2,179.32
12/31/2034	1,418.93	6.322%	760.40	2,179.33
12/31/2035	1,508.63	6.322%	670.70	2,179.33
12/31/2036	1,604.01	6.322%	575.32	2,179.33
12/31/2037	1,705.41	6.322%	473.92	2,179.33
12/31/2038	1,813.23	6.322%	366.10	2,179.33
12/31/2039	1,927.86	6.322%	251.46	2,179.32
12/31/2040	2,049.74	6.322%	129.58	2,179.32
Total	**$20,325.00**	**-**	**$12,364.88**	**$32,689.88**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

$844,825

City of Willmar, Minnesota

General Obligation Improvement Bonds, Series 2025A

2503-E Assessments - Non City

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	19,372.27	6.322%	71,213.12	90,585.39
12/31/2027	38,400.26	6.322%	52,185.12	90,585.38
12/31/2028	40,827.93	6.322%	49,757.46	90,585.39
12/31/2029	43,409.07	6.322%	47,176.32	90,585.39
12/31/2030	46,153.39	6.322%	44,432.00	90,585.39
12/31/2031	49,071.21	6.322%	41,514.18	90,585.39
12/31/2032	52,173.49	6.322%	38,411.90	90,585.39
12/31/2033	55,471.90	6.322%	35,113.48	90,585.38
12/31/2034	58,978.83	6.322%	31,606.56	90,585.39
12/31/2035	62,707.48	6.322%	27,877.92	90,585.40
12/31/2036	66,671.84	6.322%	23,913.54	90,585.38
12/31/2037	70,886.84	6.322%	19,698.56	90,585.40
12/31/2038	75,368.30	6.322%	15,217.08	90,585.38
12/31/2039	80,133.09	6.322%	10,452.30	90,585.39
12/31/2040	85,199.10	6.322%	5,386.28	90,585.38
Total	**$844,825.00**	**-**	**$513,955.82**	**$1,358,780.82**

SIGNIFICANT DATES

Filing Date	8/31/2025
First Payment Date	12/31/2026

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	9.B.
Agenda Section:	Public Hearing:	**Originating Department:**	Planning and Development
Resolution:	Yes	**Prepared By:**	Christopher Corbett, Planning and Development Director
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	'WITH WILLMAR' Comprehensive Plan		

RECOMMENDED ACTION:
Motion by: _____ Second by: _____ to adopt, by resolution, the 'WITH WILLMAR' Comprehensive Plan. A compilation of policy statements, goals, standards, and maps designed to guide the overall development and redevelopment of the City of Willmar.

OVERVIEW:
The City Council of Willmar adopted revisions to the Comprehensive Land Use Plan in 1989 and 2009 and initiated a review and update in 2024 to ensure alignment with growth trends, development patterns, and planning statutes. The WITH Willmar Comprehensive Plan serves as a framework for future development and redevelopment, incorporating policy statements, goals, standards, and maps to support sustainable growth.

For the past year, the planning process involved elected officials, city staff, community organizations, residents, developers, and key stakeholders, ensuring broad public engagement and input both in-person and digitally. Given the city's continued geographic and population growth, modernized policies are essential to reflect current and future development needs.

The City Charter (Section 4.02, Sub. 3) mandates periodic review and updates to the Comprehensive Plan, ensuring its relevance. After extensive outreach, research, and public review, the Willmar Planning Commission recommended adopting the revised plan and summary maps. Public meetings, joint work sessions, and a Public Hearing at the Planning Commission was held on June 4, 2025, allowing further community feedback before City Council consideration.

BUDGETARY/FISCAL ISSUES:

0.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. WW Comprehensive Plan Resolution (v2-clean) 061625
2. Slides for WW Comprehensive Plan Public Hearing
3. Letters of Support for Comp Plan

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE "WITH WILLMAR" COMPREHENSIVE PLAN UPDATE, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE CITY OF WILLMAR

WHEREAS, Minnesota Statutes, Sections 462.351-462.365 (the "Act"), establishes the policy and procedure under which the City may create and adopt a comprehensive plan and amendments thereto; and

WHEREAS, pursuant to Minnesota Statutes, Sections 462.353, the City may carry on comprehensive municipal planning activities for guiding the future development and improvement of the City and may prepare, adopt and amend a comprehensive municipal plan and implement such plan by ordinance and other official actions in accordance with the provisions of the Act; and

WHEREAS, the City Council of Willmar previously adopted revisions to the Willmar Comprehensive Land Use Plan in 1989 and 2009; and

WHEREAS, the 2009 Comprehensive Plan, given the passage of time, requires a full update and replacement; and

WHEREAS, in 2024, the City of Willmar authorized a review and update of the Comprehensive Plan to ensure alignment with current growth trends, development patterns, and planning statutes; and

WHEREAS, the "WITH Willmar" Comprehensive Plan serves as a guiding framework for the City's future development and redevelopment, incorporating policy statements, goals, standards, and maps to support sustainable growth; and

WHEREAS, the planning process from 2024 to 2025 involved elected and appointed officials, city staff, community organizations, residents, developers, and other key stakeholders, fostering broad public engagement and input; and

WHEREAS, the City of Willmar continues to experience geographic and population growth, necessitating modernized policies and goals that reflect current and future development needs; and

WHEREAS, the City Charter, Section 4.02. Sub. 3, mandates periodic review and updates to the Comprehensive Land Use Plan to ensure its relevance and effectiveness; and

WHEREAS, on June 4, 2025, the Willmar Planning Commission, following extensive outreach, research, public review, and staff consultations, and following a duly noticed public hearing, recommended adoption of the revised "WITH Willmar" Comprehensive Plan, including summary Plan maps; and

WHEREAS, the City Council conducted an additional public hearing on the "WITH

Willmar" Comprehensive Plan on June 16, 2025, to gather final public comments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the WITH Willmar Comprehensive Plan, dated June 2025, together with its summary Plan maps, as recommended by the Planning Commission, is hereby adopted effective as of the date of this resolution.

BE IT FURTHER RESOLVED that the Comprehensive Land Use Plan adopted in 2009 is repealed in its entirety.

Adopted on this 16th day of June 2025

Attest:

Vernae Larsen, City Clerk

Douglas E. Reese, Mayor

WITH WILLMAR COMPREHENSIVE PLAN

Presented to: City Council
Monday, June 16, 2025
6:30 PM

MAYOR + CITY COUNCILMEMBERS

PLANNING COMMISSIONERS

FOCUS GROUP MEMBERS

CITY OF WILLMAR STAFF MEMBERS

Special Thanks to: Residents, Visitors, Business Owners, and Organizations!

COMPREHENSIVE PLANS

- A Comprehensive Plan is the guiding document for a community's growth for the next twenty years.
- The Plan explores existing needs to establish long-range goals that will inform decision-making for years to come.
- The planning process utilizes public input and analysis of existing conditions to understand the current opportunities for the city.
- At its core, the Comprehensive Plan shall address policies and recommendations on land use within the community

STATE STATUTE §462.351

- Comprehensive Plans are required by Minnesota State Law (Minnesota Statute §462.351), for any community wishing to adopt and implement official controls (e.g., zoning regulations, land-use, planning processes).
- According to State Statutes, the plan should include a combination of policy statements, goals, standards, and maps for guiding the physical, social and economic development of the community.

WITH WILLMAR COMPREHENSIVE PLAN

Who?	Example of Interest Area
Residents	What is the planned use for the vacant lot next to my new home?
Business Owners	What economic development tools and resources are available to expand my business?
Government Partners	What is the city's approach to managing natural resources?
City Staff	What are the actions we need to take to achieve the community's goals and what are the priorities?
City Council	What is the long-term policy guidance and how does it inform my decision making?

WITH WILLMAR COMPREHENSIVE PLAN

CHAPTER THREE:
LAND-USE + DEVELOPMENT

CHAPTER FOUR:
ARTS + CULTURE

CHAPTER FIVE:
MOBILITY

CHAPTER SIX:
HOUSING

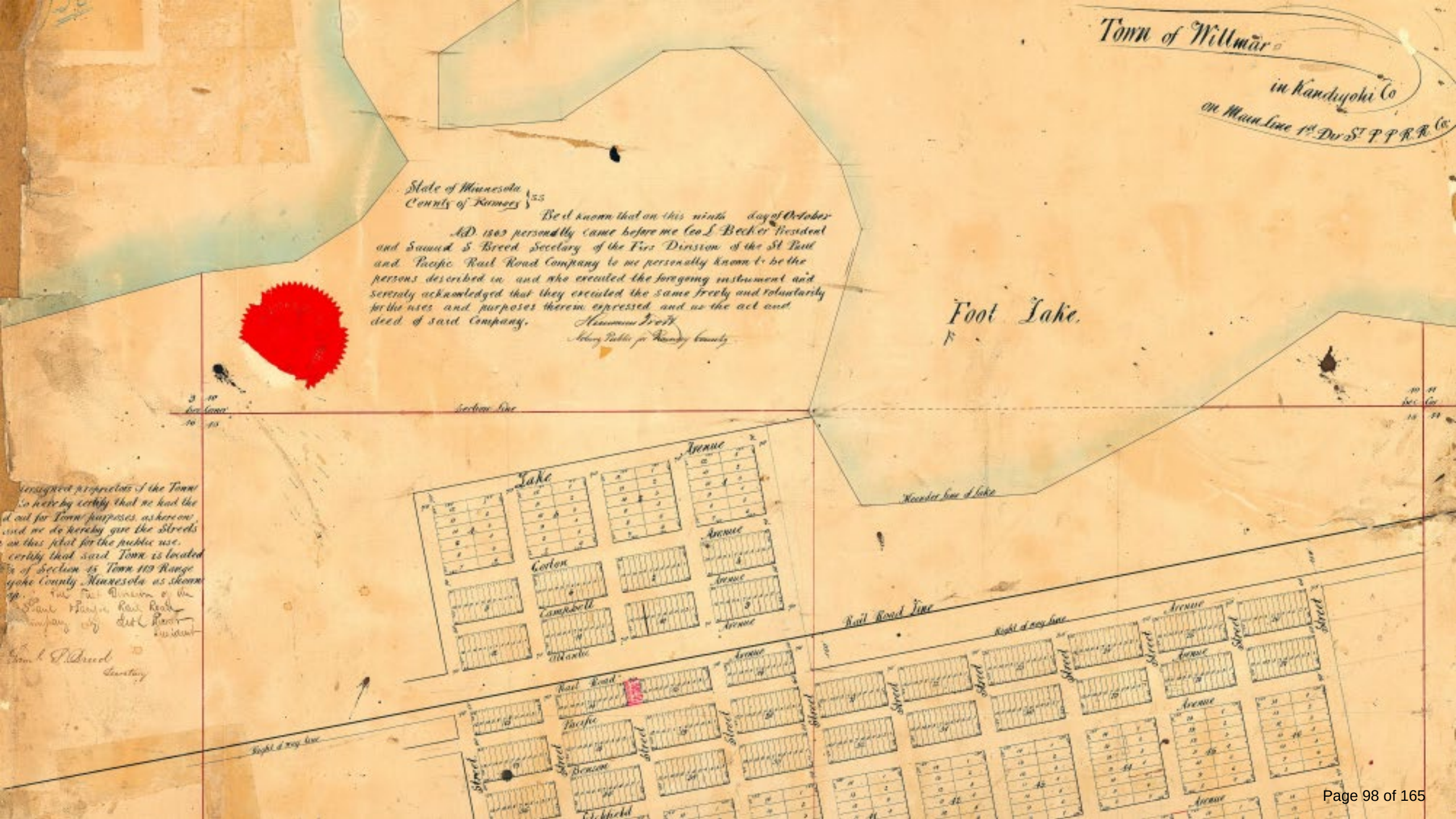
CHAPTER SEVEN:
ECONOMIC OPPORTUNITIES

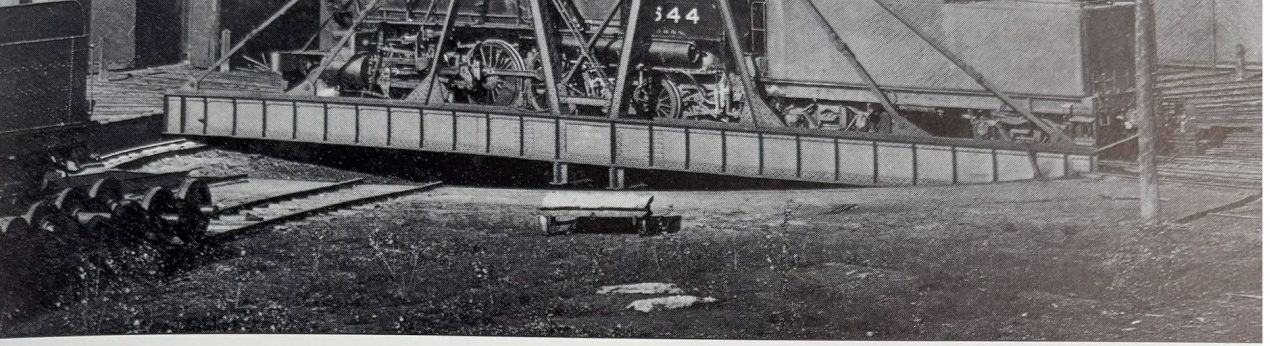
CHAPTER EIGHT:
NATURAL RESOURCES + RESILIENCY

CHAPTER NINE:
PARKS + OPEN SPACE

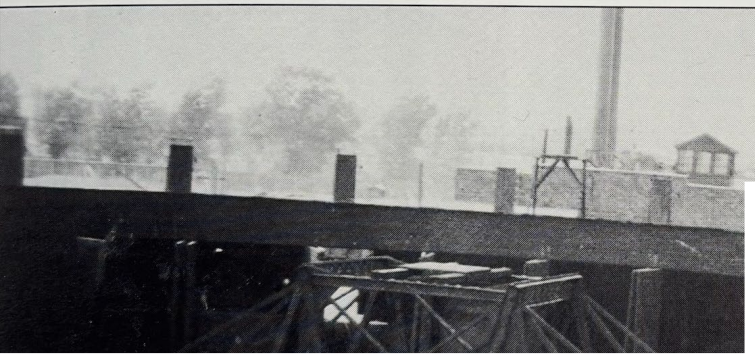
CHAPTER ELEVEN:
IMPLEMENTATION

WILLMAR


Town of Willmar
in Kandiyohi Co
on Main Line 1st Div St P P R R Co
State of Minnesota
County of Ramsey
Be it known that on this ninth day of October
A.D. 1869 personally came before me Geo L Becker President
and Samuel S Breed Secretary of the Pac Division of the St Paul
and Pacific Rail Road Company to me personally known to be the
persons described in and who executed the foregoing instrument and
severally acknowledged that they executed the same freely and voluntarily
for the uses and purposes therein expressed and as the act and
deed of said Company.
Notary Public for Ramsey County
Foot Lake
Section Line
Lake
Avenue
Corton
Campbell
Atlantic
Rail Road
Pacific
Division
Clubfield
Rail Road Line
Right of way Line
Street
Founder Line of Lake



Early photographs of Willmar's roundhouse, circa 1907, show the roundhouse and the second turntable, 80 feet in length. In 1907 twenty stalls were lengthened on the original building, with a new power house also added. Top photo from Joe Martinson, bottom from Richard Foster



7,000 tons system wide, a result of the increased use of mechanical power

An Ordinance Regulating Head Lights on Automobiles, Motor cycles and Other Motor Vehicles

Be it ordained by the City of Willmar as follows

Section 1. It shall be unlawful for any person operating any automobile, motorcycle or other motor vehicle, while operating the same upon the public streets and highways within the corporate limits of the City of Willmar, to use acetylene, electric or other bright head lights, or any head light, the rays of which shall be intensified by any parabolic or condensing reflector, unless such head light or head lights shall be properly shaded or dimmed so as not to blind, dazzle or confuse other users of the highway, or make it difficult or unsafe for them to ride, drive or walk thereon.

Section 2. Any person violating any provision of the ordinance, shall, upon conviction thereof before the Municipal Court of said City or before any Court having jurisdiction, be punished by a fine of not less than $5.00 Five Dollars nor more than Fifty ($50.00) Dollars, or by imprisonment for not less than five days nor more than sixty days.

Section 3. This ordinance shall take effect and be in force from and after its publication.

Approved May 23 1916

miles per hour, and whoever on any of the public streets within the village of Willmar drives or rides or causes to be driven or ridden any horse or horses in a reckless or careless manner, so as to endanger the safety of others shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined in a sum not exceeding fifty dollars, and shall pay the costs of prosecution, and may be ordered to stand committed until such fine and costs are paid not exceeding thirty days.

BE IT ORDAINED BY THE CITY OF WILLMAR AS FOLLOWS:

Section 1. That Section 16 of Ordinance No. 166 entitled, "An Ordinance regulating the use of all vehicles in or upon the streets, avenues and public places in the City of Willmar and Providing a punishment for the violation thereof," is hereby amended so as to read as follows:

Section 16. When an automobile, motor truck or motor vehicle is to be left standing at the curb, it shall be left standing within one (1) foot thereof and parallel to the right hand curb, but not nearer than five (5) feet to any other vehicle; provided, however, that upon Third, Fourth, Fifth and Sixth Streets West between Pacific Avenue and Becker Avenue, upon the south side of Pacific Avenue, between Second Street West and Seventh Street, West, and upon the north side of Litchfield Avenue between First Street and Tenth Street West, and upon the south side of Litchfield Avenue between Third Street West and Fifth Street West, the same shall be left near the right hand curb line, only at an angle of approximately forty-five (45) degrees to said curb line with the right side of the machine nearest the curb ~~line~~ and with the left side of the machine and the tail light towards the street; provided further that no vehicle of any kind shall be left standing at any time within twenty-five (25) feet of any fire hydrant or any sprinkling hydrant, or in front of the entrance to or exit from any theater building, moving picture building or show house of any kind, churches, public or private hospitals, schools or colleges or hotels which have twenty-five (25) or more rooms, for the full width of the entrance to such buildings, during the hours that the building is in use for the public, nor in front of any driveway entrance, nor in front of any alley entrance; nor on either side of Fifth Street West for a distance of seventy-five (75) feet south from the intersection of said Fifth Street West and the south line of Litchfield Avenue, nor on the south side of Litchfield Avenue for a distance of seventy-five (75) feet west from the intersection of said Litchfield Avenue and the West line of Fifth Street, West, nor on the south line of Litchfield Avenue for a distance of seventy-five (75) feet east from the intersection of said Litchfield Avenue and the east line of Fifth Street West; nor shall any such vehicle be left standing between the hours of five o'clock in the morning and seven o'clock in the evening of any day, in any one place on any one street, avenue, or public square of said City, which has heretofore been paved out to the curb line to the full width thereof, for a longer period of time than five (5) hours.

Section 2. Ordinance No. 198 is hereby repealed.

The Steamboat Whistle Sounded——

Lars Halvorson Built His Shrine

A steamboat on Foot Lake—imagine that! Complete with the whistle—those were happy days when men, women and children were ferried about—when the band would play at picnics on the island and the steamboat made its way about Foot and Willmar lakes. But that was many, many years ago in the pioneer days of Willmar. And Lars Halvorson will be remembered for that steamboat.

* * *

Imagine people coming for miles to see with awe and wonder that one electric light in this territory located in front of Lars Halvorson's jewelry store. He will be remembered for making the first electric generator in this part of the country, and which is now on display in the historical building at the fairgrounds.

Then the gasoline engine—he built the first one in this section, and added an invention of his own, the carburetor for his gasoline engine, for which he secured a patent.

Then wonders of wonders — he built the first automobile which operated with a gasoline engine in this section of the country. The steam automobile had been in existence, but here was something new and different and better. He started it in 1901, completing it several months later—the first motor was not satisfactory; a second was made and so on until the finished product was proudly driven about.

* * *

It does not stop there—the activities of this Willmar inventor—his inventive and mechanic mind was in constant activity. Many older

(Please turn to page 16)

WILLMAR

FUTURE PLANNING PRIORITIES

Land Use & Zoning Updates

- Revise zoning code to align with the new future land use m
- Streamline development review processes for efficiency
- Encourage mixed-use developments in key growth areas

Infrastructure & Transportation Enhancements

- Expand multimodal transportation options (bike lanes, pedestrian-friendly streets)
- Improve road conditions and address traffic flow concerns
- Enhance connectivity between neighborhoods and commercial areas

FUTURE PLANNING PRIORITIES

Housing & Community Development

- Support diverse housing options for affordability and accessibility
- Promote infill development and reuse of underutilized properties
- Strengthen neighborhood engagement programs

Economic Growth & Business Support

- Attract new businesses and industries aligned with local needs
- Support small business development with incentives and resources
- Revitalize commercial corridors and downtown spaces

WILLMAR ALF, LLC
95-841-2000
95-841-0170
WAL-MART STORES, INC
95-841-1000
DUININCK DEVELOPMENT INC
95-841-0520
95-841-0180
9th St SE
DUININCK DEVELOPMENT INC
95-841-0530
DUININCK DEVELOPMENT INC 95-841-2010
DUININCK DEVELOPMENT INC
95-841-0540
95-841-0190
DUININCK DEVELOPMENT INC
95-841-0550
Willmar
95-692-0010
THE PRESERVE ON 24TH OF
95-692-0020
THE PRESERVE ON 24TH OF
95-841-0820
95-841-0620
24th Ave SE
DUININCK DEVELOPMENT INC
95-841-0400
DUININCK DEVELOPMENT INC
95-841-0740
DUININCK DEVELOPMENT INC
95-841-0760
DUININCK DEVELOPMENT INC
95-841-0780
DUININCK DEVELOPMENT INC
95-841-0600
DUININCK DEVELOPMENT INC
95-841-0610

95-672-0470
95-672-0310
95-672-0570
95-382-0010
INDEPENDENCE PLACE COOPERA-
TERWISSCHA REVOC TRUSTS/J & S
95-382-0020
95-923-0010
TERWISSCHA REVOC TRUSTS/J & S
13th St SE
95-672-0580
95-672-0590
LEE/MICHAEL Y & NOELLE E
95-672-0330
95-672-0340
95-672-0600
CITY OF WILLMAR
95-672-1070
95-672-1000
95-672-1010
95-672-1020
95-672-0610
95-672-0620
95-672-0350
95-672-0430
95-672-0360
95-672-0365
95-672-0420
95-672-0370
95-672-0410
95-672-0380
FISCHER/SARA
95-672-0400
95-672-0390
LAR/HSA/KEE
95-672-0140
Pleasant View Dr SE
95-672-1040
95-672-1050
95-672-1060
95-672-1030
95-232-0120
95-142-0180
DANA HEIGHTS APTS LTD PNTSHP
15th St SE
95-481-0010
RAVIN PROPERTIES LLC
Lakeland Dr SE
14th Ave SE
95-481-0110
DAKONE LLC
B & B PROPERTIES OF MN
95-481-0120
15TH STREET FLATS, LLC
B & B PROPERTIES OF MN
Hwy 71 / 23

WITH WILLMAR COMPREHENSIVE PLAN

City Council Public Hearing
Monday, June 16, 2025

Vernae Larsen

From: Jennifer Lindquist <jenlindquist1129@gmail.com>
Sent: Wednesday, June 11, 2025 11:36 AM
To: Vernae Larsen
Cc: Christopher Corbett
Subject: Letter of support for With Willmar plan

* I am unable to be in attendance at the meeting on Monday night but you have my permission to share my thoughts and support for the *With Willmar* plan to the city council.*

Hello,

My name is Jennifer Lindquist. I am a resident of the City of Willmar. My husband and I have raised three children in this community. I am writing to express my full support for the *With Willmar* Comprehensive Plan. As a coordinator of several leadership programs within our community, I have had the privilege of working closely with a diverse range of emerging leaders, stakeholders, and residents who are deeply invested in Willmar's future. These experiences have reaffirmed the importance of having a comprehensive, inclusive, and forward-thinking plan to guide our growth.

Willmar is a uniquely diverse city. Our community reflects a rich blend of cultural backgrounds, professional skills, and lived experiences that make us stronger and more resilient. The *With Willmar* plan acknowledges this strength and centers our diversity as a key asset in building a sustainable future. From inclusive land-use strategies to accessible housing and innovative economic development, this plan is not just a roadmap — it is a shared commitment to equity, opportunity, and growth.

The leadership programs I coordinate—designed to cultivate civic engagement, professional development, and cross-cultural collaboration—have highlighted the need for intentional planning that aligns with the aspirations of our residents. Many participants in these programs have voiced the importance of affordable housing, multimodal transportation, vibrant public spaces, and opportunities for entrepreneurship, especially among underrepresented communities. The *With Willmar* plan directly responds to these priorities with clear, actionable strategies.

A thriving future for Willmar requires us to be bold, strategic, and united. This comprehensive plan is a vital step toward that future. It reflects the voices of our community, builds on our strengths, and sets a vision for a city where everyone can work, innovate, thrive, and call home.

I strongly encourage continued support and engagement with the *With Willmar* Comprehensive Plan. Together, we can ensure that our city not only grows, but grows in a way that is inclusive, intentional, and inspiring for all.

Sincerely,

Jennifer Lindquist

Vernae Larsen

From: Christopher Corbett
Sent: Monday, June 9, 2025 12:03 PM
To: Vernae Larsen
Subject: Fw: LOS for Comp Plan

Below is a Letter of Support for the Comprehensive Plan

Christopher Corbett
Director
O: (320) 214-5184 | M: (320) 979-9242
333 6th St SW, Willmar, MN 56201

We Are LIVE! Apply and pay for over 50 permit types, including: All Commercial and Residential building related permits, Planning and Land Use, as well as Rental Licenses. City of Willmar Civic Access: This new system makes it easier than ever to stay connected and informed. Create your profile today and experience the benefits of Civic Access!

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From: Steve Gardner <steve.gardner@kcmn.us>
Sent: Monday, June 9, 2025 12:00 PM
To: Christopher Corbett <ccorbett@willmarmn.gov>
Subject: LOS for Comp Plan

Dear Director Corbett,

I write in support of approval by the Council for the new Comprehensive Land Use Plan. When I served on the City Planning Commission, it became clear to me that the tools laid out in the current Plan were outdated and not nimble enough to meet the needs of our community today, particularly in entry-level affordable housing.

Decades ago, our cities grew organically. There were small houses being built with options for future additions as families grew. Neighborhood stores with living quarters attached or on a second story were common. Neighborhoods were truly walkable. And there were even options for multi-generational living.

Many of these options were outlawed by the advent of modern zoning practices. Oversized lots and parking restrictions, along with new neighborhoods that didn't allow for retail or other business development, contributed to the sprawl that many cities find themselves unable to financially support.

Many cities cannot afford the infrastructure they already have, and developers cannot or will not make investments in infrastructure by themselves. That leaves little opportunity for homeowners and small scale developers to utilize their properties and their talents to make even incremental progress in addressing our affordable housing crisis.

Fortunately, there is a strong vision contained within the new Plan that I can support. I appreciate the work of staff and all the volunteers who put their time and talents into the development of a document that will be the basis for future progress in making Willmar a more economically sound and vital community with housing for all stages of life, and that enhances home ownership opportunities across the board.

Thanks for your time and kind consideration.

Best,

Steve Gardner
2709 6th St SW
Willmar

320-212-1312

Kandiyohi County
Where The Lakes Begin

Steven Gardner
County Commissioner District #2

Kandiyohi County Health & Human Services Building
2200 23rd Street NE, Suite 2020
Willmar, Minnesota 56201-9423
(320) 231-6215 • Cell (320) 979-4267
e-mail: steve.gardner@kcmn.us

Vernae Larsen

From: Michelle Marotzke <mmarotzke@yahoo.com>
Sent: Monday, June 9, 2025 9:55 AM
To: Vernae Larsen
Subject: Comp Plan testimonial

Thanks!

From parks and playgrounds to smokestacks and railroads, the With Willmar Comprehensive Plan was designed with visitors, residents, and businesses in mind. The planning team was collaborative, inclusive and focused on creating a vision that reflects the diverse needs of the community.

What stood out to me most was the genuine passion of Willmar's leaders to make the plan a vibrant, forward-thinking document that incorporates strategies that make it a great place to live, work and play for future generations.

I am proud to have been a part of this meaningful work, and I believe the plan will serve as a strong foundation for continued progress and unity in our community.

Michelle Marotzke

Vernae Larsen

From: Jonathan Marchand <marchand72biz@gmail.com>
Sent: Sunday, June 8, 2025 11:05 AM
To: Vernae Larsen
Subject: Comp Plan

Dear Mayor and Council Members:

The document before you for consideration for adoption, being the city Comprehensive Plan, represents a considerable effort of cooperative work between Willmar City Staff and the members of the community, from the earliest stages of planning to public listening sessions designed to stimulate community engagement, all the way through to the finishing touches and completion of the plan for final adoption. In my time as a citizen of this Community, I can scarcely recall a similar effort that has yielded such a forward thinking result, and a true endeavor to include and engage as much of the population as possible. Every effort was made to include feedback and opinion from members of our diverse community, and especially to those whose voices may have been excluded or overlooked in the past. This plan takes a broad look at Willmar today, and incorporates many social and economic determinants within a future context to guide land use for future growth and development. As you consider this plan, please keep affordable housing in the forefront of your minds, and take note of the housing plan implementation grid beginning on page 162. Thank you for all you do for your ward constituents and for the city as a whole.

Respectfully submitted,
~Jonathan M. Marchand

Vernae Larsen

From: Dayling Munoz <dayling80@hotmail.com>
Sent: Thursday, June 5, 2025 4:30 PM
To: Vernae Larsen
Cc: Douglas E. Reese; Christopher Corbett
Subject: Comprehensive Plan - Remarks - June 16

Hello everyone!

My name is Dayling Muñoz and I was part of the focus group that contributed with feedbacks and comments regarding the comprehensive plan for the City of Willmar. I am unable to attend the meeting in person, but I would like these remarks to be part of the record.

I would like to say the city is lucky to have wonderful staff within the planning and development department, they were really helpful explaining and guiding the process for us to participate as part of the community.

This comprehensive plan articulates a vision of the city that actually considered what people think about their neighborhoods and what members of the community would like to see implemented, this was achieved with the surveys and all the data collected from that.

I encourage the city of Willmar to adopt this plan, because it addresses critical elements like land use, the environment, housing and public safety.

The comprehensive plan will provide a great framework for achieving the city's vision and it is a great way to guide future decisions within city government. I think this is a key factor, we all know how difficult it is to make decisions (particularly the city council members) that could affect the whole community. Well...this plan in my opinion..will help with that!

Thank you for reading this and for everyone's commitment to our city.

Dayling Muñoz

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.A.
Agenda Section:	Regular Business	**Originating Department:**	Planning and Development
Resolution:	Yes	**Prepared By:**	Chris Frank, City Planner
Ordinance:	No	**Presented By:**	Christopher Corbett, Planning and Development Director
Item:	Resolution Adopting Vision Zero Transportation Safety Commitment on City Streets within the City of Willmar		

RECOMMENDED ACTION:
Motion by: _____ Second by: _____ to adopt by resolution the Vision Zero Transportation Safety Commitment, which commits the City of Willmar to creating a safe, connected transportation system that is economically and environmentally sustainable for all modes of transportation.

OVERVIEW:
Recap: Willmar was awarded a grant from the Federal Highway Administration (FHWA) in February 2023 to implement a Safe Streets for All (SS4A) study and safety action plan to prevent death and serious injury on roads and streets. The purpose of the safety action plan is to identify high crash locations, to engage with the community to receive their input and direction, and recommend intersections and roadway segments that could be modified in accordance with the Vision Zero Program. Vision Zero is a traffic safety approach focused on eliminating traffic deaths and serious injuries, while improving access to safe, sustainable, and equitable mobility for everyone. This SS4A safety action plan was also conducted contemporaneously with our comprehensive plan update and was used to inform the mobility chapter of the comprehensive plan.
Requested Action: As required by the FHWA under the SS4A Safety Action Plan, our City Council must pass a resolution providing a commitment to moving the city toward zero transportation deaths.

BUDGETARY/FISCAL ISSUES:
0.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. SS4A Resolution

RESOLUTION NO. 2025-_____

A RESOLUTION ADOPTING THE VISION ZERO TRANSPORTATION SAFETY COMMITMENT FOR THE CITY OF WILLMAR

WHEREAS, The City of Willmar has committed to creating a safe, connected transportation system that is economically and environmentally sustainable for all modes of transportation; and

WHEREAS, Proven measures exist to reduce the number of crashes on our streets with a data-backed mix of transportation engineering, enforcement, and education; and

WHEREAS, Even one death on the streets of Willmar is one too many; and People who live work, visit, and play in Willmar deserve to be able to go about the city without fear of death or serious injury in their travels; and

WHEREAS, From 2013 through 2022 there were 3,682 recorded crashes on surface streets in Willmar, including 48 fatalities and 795 injury crashes; and Vulnerable road users – pedestrians in particular – are at a higher risk of injury or death while using the city's transportation system; and

WHEREAS, Implementing a commitment to and eventually eliminating traffic fatalities and serious injuries will require significant participation from and coordination with partner agencies and across city departments; and

WHEREAS, The City of Willmar is poised to implement Vison Zero safety-focused projects and strategies in a variety of ways and is committed to measuring the outcomes of Vison Zero on an annual basis.

WHEREAS, By making this commitment the City of Willmar is joining a nationwide and international group of forward-thinking cities that are also making a commitment to eliminate traffic deaths and serious injuries on their streets.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows: That the Willmar City Council hereby commits to a goal of zero traffic deaths and serious injuries on all surface streets in Willmar by 2045, with an interim goal of 50 percent reduction in fatal and serious injury crashes by 2035.

Dated this 16th day of June, 2025

Attest:

_____
Douglas E. Reese, Mayor

_____
Vernae Larsen, City Clerk

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.B.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Allie Paulsen, Administrative Assistant
Ordinance:	No	**Presented By:**	Jared Voge, City Engineer
Item:	Award Bids: Airport Runway 13/31 Lighting System Replacement		

RECOMMENDED ACTION:
1. Adopt the resolution awarding Airport Runway 13/31 Lighting System Replacement to Design Electric, Inc. in the amount of $840,877 contingent upon final project approval from the Federal Aviation Administration (FAA).
2. Adopt the resolution approving the as-bid budget for the Airport Runway 13/31 Lighting System Replacement in the amount of $1,211,456 contingent upon final project approval from the Federal Aviation Administration (FAA).

OVERVIEW:
The Airport Runway 13/31 Lighting System Replacement project is to replace the existing airfield lighting system with a new LED system. The existing system was originally installed in 2005 and has reached the end of its useful life. As a result, plans have been initiated to accept bids for this project.
On June 11, 2025, bids were received and opened for the Airport Runway 13/31 Lighting System Replacement project. Two bids were received; PEC Solutions in the amount of $1,400,325 and Design Electric, Inc. in the amount of $840,877. The engineer's estimate on the project was $831,394.02.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION - Approve Bid for Airport Runway
2. BDH_Rwy1331_Lighting_Repl_Bid_Recommendation
3. RESOLUTION - Airport Runway As-Bid Budget

RESOLUTION NO._____

A RESOLUTION AWARDING AIRPORT RUNWAY 13/31 LIGHTING SYSTEM LIGHTING REPLACEMENT TO DESIGN ELECTRIC, INC. IN THE AMOUNT OF $840,877

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 Design Electric, Inc. of St. Cloud, MN for the Airport Runway 13/31 Lighting System Lighting Replacement 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 $840,877.

Dated this 16th day of June, 2025

_____
Mayor

Attest:

_____
City Clerk

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 11, 2025

Ms. Leslie Valiant
City Administrator
City of Willmar
333 Southwest 6th Street
Willmar, MN 56201

RE: Willmar Municipal Airport (BDH)
2025 Airport Runway 13/31 Lighting System Replacement Project
Bid Results & Award Recommendation

Dear Ms. Valiant,

On June 11, 2025, two (2) bids were received for the 2025 Airport Runway 13/31 Lighting System Replacement project. The following is a summary of the bids received:

Bidders	**Total Bid**
Design Electric, Inc.	$840,877.00
PEC Solutions	$1,400,325.00
Engineer's Estimate	*$831,394.02*

The total amount of the low bid is 1.01% above the engineer's estimate. In further review of the low bid, all necessary documentation was included to consider the bid as responsive. In addition, Design Electric, Inc. is qualified to complete the construction for this project.

Based on the above information, I would recommend awarding the contract to Design Electric, Inc. for the 2025 Airport Runway 13/31 Lighting System project in the amount of $840,877.00, contingent upon the availability of Federal funds. The funding participation rates for the project are 95% FAA, 2.5% State, and 2.5% Local.

The total project cost estimate is $1,211,456.00 including construction, engineering, and administration. The project is being funded primarily with FAA federal entitlement funds. The breakdown of funding is as follows:

- Federal (95%) = $ 1,150,883.00
- State (2.5%) = $ 30,286.60
- City (2.5%) = $ 30,286.40

Bolton & Menk is an equal opportunity employer.

Please contact me at silas.parmar@bolton-menk.com or (612) 987-0138 with any questions or comments.

Sincerely,
Bolton & Menk, Inc.

Silas Parmar, P.E.
Project Manager

Cc: Kyle Box, City of Willmar
Eric Rudningen, City of Willmar
Jared Voge, Bolton & Menk, Inc.

Enclosures (1)

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ABSTRACT

Runway 13/31 Lighting System Replacement
City of Willmar, MN
BMI Project No. 24X135915
Bid: 06/11/2025 10:00 AM CDT

						Engineer Estimate		Design Electric. Inc.		PEC Solutions of the Dakotas dba Parsons Electric	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE 1: RUNWAY 13/31 EDGE LIGHTING & SIGN REPLACEMENT											
	1	GP 50-07	CONTRACTOR STAKING	LUMP SUM	1	$9,995.00	$9,995.00	$11,021.00	$11,021.00	$17,500.00	$17,500.00
	2	GP 70-08	LOW PROFILE BARRICADES	EACH	18	$200.00	$3,600.00	$274.50	$4,941.00	$250.00	$4,500.00
	3	GP 70-08	LIGHTED RUNWAY CLOSURE CROSSES	SET	1	$15,000.00	$15,000.00	$28,131.36	$28,131.36	$20,000.00	$20,000.00
	4	GP 70-08	RUNWAY CLOSURE CROSSES	SET	1	$2,000.00	$2,000.00	$2,204.20	$2,204.20	$7,500.00	$7,500.00
	5	C-105	MOBILIZATION	LUMP SUM	1	$40,400.00	$40,400.00	$22,413.86	$22,413.86	$94,890.00	$94,890.00
	6	P-101-5.1	REMOVE EDGE LIGHT	EACH	70	$125.00	$8,750.00	$471.17	$32,981.90	$750.00	$52,500.00
	7	P-101-5.2	REMOVE GUIDANCE SIGN	EACH	12	$500.00	$6,000.00	$975.41	$11,704.92	$2,000.00	$24,000.00
	8	P-101-5.3	REMOVE ELECTRICAL VAULT EQUIPMENT	LUMP SUM	1	$20,000.00	$20,000.00	$2,816.02	$2,816.02	$2,500.00	$2,500.00
	9	L-108-5.1	NO. 8 AWG, 5kV CABLE, INSTALLED IN DUCT BANK OR CONDUIT	LF	16500	$1.40	$23,100.00	$1.83	$30,195.00	$6.00	$99,000.00
	10	L-108-5.2	NO. 6 AWG, 600V CABLE, INSTALLED IN DUCT BANK OR CONDUIT	LF	15000	$2.20	$33,000.00	$1.95	$29,250.00	$4.50	$67,500.00
	11	L-108-5.3	NO . 6 AWG, BARE COUNTERPOISE W/ GROUND RODS	LF	11000	$2.00	$22,000.00	$2.61	$28,710.00	$6.00	$66,000.00
	12	L-108-5.4	50-PAIR COMMUNICATION CABLE	LF	500	$4.50	$2,250.00	$4.72	$2,360.00	$15.00	$7,500.00
	13	L-110-5.1	2-INCH SCHEDULE 40 PVC OR PE DUCT, INCLUDING TRENCH	LF	13500	$6.50	$87,750.00	$4.07	$54,945.00	$9.50	$128,250.00
	14	L-125-5.1	L-862(L) HIGH INTENSITY RUNWAY LIGHT	EA	55	$1,500.00	$82,500.00	$2,583.88	$142,113.40	$2,250.00	$123,750.00
	15	L-125-5.2	L-862E(L) HIGH INTENSITY RUNWAY THRESHOLD LIGHT	EA	16	$1,400.00	$22,400.00	$1,877.92	$30,046.72	$2,350.00	$37,600.00
	16	L-125-5.3	L-867 HANDHOLE	EA	8	$1,100.00	$8,800.00	$1,434.25	$11,474.00	$1,900.00	$15,200.00
	17	L-125-5.4	L-867(L) AIRFIELD GUIDANCE SIGN	EA	12	$5,500.00	$66,000.00	$5,294.26	$63,531.12	$12,000.00	$144,000.00
	18	L-125-5.5	L-828 CONSTANT CURRENT REGULATOR, 10KW	EA	1	$20,000.00	$20,000.00	$16,359.44	$16,359.44	$25,000.00	$25,000.00
	19	L-125-5.6	FIELD LIGHTNING ARRESTOR	EA	6	$1,200.00	$7,200.00	$546.93	$3,281.58	$2,500.00	$15,000.00
	20	L-125-5.7	SPARE PARTS	LUMP SUM	1	$15,000.00	$15,000.00	$10,917.40	$10,917.40	$2,000.00	$2,000.00
	21	L-125-5.8	VAULT ELECTRICAL SYSTEMS & TESTING	LUMP SUM	1	$75,000.00	$75,000.00	$72,023.81	$72,023.81	$75,000.00	$75,000.00
	22	L-125-5.12	CONNECT EXISTING PAPIS, REILS, WINDCONE, BEACON	LUMP SUM	1	$5,000.00	$5,000.00	$4,799.80	$4,799.80	$2,000.00	$2,000.00
SCHEDULE 2: RUNWAY 13/31 NAVAIDS, BEACON, & WINDCONE REPLACEMENT											
	23	GP 50-07	CONTRACTOR STAKING	LUMP SUM	1	$4,648.02	$4,648.02	$5,510.50	$5,510.50	$11,000.00	$11,000.00
	24	C-105	MOBILIZATION	LUMP SUM	1	$18,600.00	$18,600.00	$15,074.00	$15,074.00	$32,335.00	$32,335.00
	25	P-101-5.4	REMOVE WINDCONE	EACH	1	$1,000.00	$1,000.00	$2,171.24	$2,171.24	$2,500.00	$2,500.00
	26	P-101-5.5	REMOVE BEACON	EACH	1	$1,001.00	$1,001.00	$3,479.48	$3,479.48	$3,500.00	$3,500.00
	27	P-101-5.6	REMOVE PAPIS	SET	2	$2,500.00	$5,000.00	$2,820.43	$5,640.86	$5,000.00	$10,000.00
	28	P-101-5.7	REMOVE REILS	SET	1	$1,000.00	$1,000.00	$3,081.91	$3,081.91	$3,500.00	$3,500.00
	29	L-101-5.1	L-802A(L), CLASS 2 AIRPORT ROTATING BEACON ONLY	EA	1	$20,000.00	$20,000.00	$30,300.74	$30,300.74	$35,000.00	$35,000.00
	30	L-107-5.1	L-807(L), STYLE I-B, SIZE 2 PRIMARY WIND CONE AND FOUNDATION	EA	1	$12,000.00	$12,000.00	$11,532.87	$11,532.87	$19,000.00	$19,000.00
	31	L-108-5.1	NO. 8 AWG, 5kV CABLE, INSTALLED IN DUCT BANK OR CONDUIT	LF	11000	$2.00	$22,000.00	$1.83	$20,130.00	$6.00	$66,000.00
	32	L-108-5.2	NO. 6 AWG, 600V CABLE, INSTALLED IN DUCT BANK OR CONDUIT	LF	6500	$2.50	$16,250.00	$1.95	$12,675.00	$4.50	$29,250.00
	33	L-108-5.3	NO. 10 AWG, 600V CABLE, INSTALLED IN DUCT BANK OR CONDUIT	LF	400	$2.00	$800.00	$1.27	$508.00	$6.00	$2,400.00
	34	L-110-5.1	2-INCH SCHEDULE 40 PVC OR PE DUCT, INCLUDING TRENCH	LF	2700	$6.50	$17,550.00	$4.07	$10,989.00	$9.50	$25,650.00
	35	L-125-5.6	FIELD LIGHTNING ARRESTOR	EA	4	$1,200.00	$4,800.00	$546.93	$2,187.72	$2,500.00	$10,000.00
	36	L-125-5.9	L-828 CONSTANT CURRENT REGULATOR, 4KW	EA	1	$16,000.00	$16,000.00	$11,614.16	$11,614.16	$20,000.00	$20,000.00
	37	L-125-5.10	L-881(L) STYLE B, CLASS II, PRECISION APPROACH PATH INDICATOR	SET	2	$45,000.00	$90,000.00	$38,277.21	$76,554.42	$39,500.00	$79,000.00
	38	L-125-5.11	L-849(L), STYLE A, RUNWAY END IDENTIFIER LIGHTS	SET	1	$25,000.00	$25,000.00	$13,205.57	$13,205.57	$20,000.00	$20,000.00
BASE BID TOTAL (SCHEDULE 1 + SCHEDULE 2)							**$831,394.02**		**$840,877.00**		**$1,400,325.00**

RESOLUTION NO. ___

AIRPORT RUNWAY 13/31 LIGHTING SYSTEM REPLACEMENT AS-BID BUDGET

TOTAL COST $1,211,456

Motion By:_____ Second By:_____

Code				
PERSONNEL SERVICES			**RECEIVABLES**	
10* Salaries Reg. Employees			FAA 95%	$1,150,883
11* Overtime Reg. Employees			State MN 2.5%	$30,286
12* Salaries Temp. Employees			City 2.5%	$30,286
13* Employer Pension Contr.				
14* Employer Ins. Contr.				
TOTAL		**$0.00**		
			TOTAL	**$1,211,456**
SUPPLIES				
20* Office Supplies			**FINANCING**	
21* Small Tools			FAA 95%	$1,150,883
22* Motor Fuels & Lubricants			State MN 2.5%	$30,286
23* Postage			City 2.5%	$30,286
24 Mtce. of Equipment				
25 Mtce. of Structures				
26 Mtce. of Other Improvements				
27 Subsistenance of Persons			**TOTAL**	**$1,211,456**
28 Cleaning & Waste Removal				
29* General Supplies			**GRAND TOTAL**	**$1,211,456**
TOTAL		**$0.00**		
			Dated this 16th day of June, 2025	
OTHER SERVICES				
33* Travel-Conf.-Schools			_____	
34 Mtce. of Equipment			Mayor	
35 Mtce. of Structures				
36* Mtce. of Other Impr.	$840,877		**Attest:**	
38 Cleaning & Waste Removal				
TOTAL		**$840,877**	_____	
			City Clerk	
OTHER CHARGES				
46* Prof. Services	$370,579			
48 Admin OH (Transfer)				
TOTAL		**$370,579**		
GRAND TOTAL		**$1,211,456**		

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.C.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Allie Paulsen, Administrative Assistant
Ordinance:	No	**Presented By:**	Eric Rudningen, Airport Manager
Item:	Resolution to Accept the Proposal from Bolton & Menk for Airport Runway 13/31		

RECOMMENDED ACTION:
1. Adopt the resolution to accept the Proposal for Professional Services with Bolton & Menk for Runway 13/31 Edge Lighting System Replacement in the amount of $175,000 contingent upon final project approval from the Federal Aviation Administration (FAA).

OVERVIEW:
Bolton & Menk has submitted a proposal for Professional Services for this project. This includes construction services for the replacement of Runway 13/31 Lighting System. This project is expected to begin in April of 2026 and end in August of 2026 with a project closeout being in December 2026.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. RESOLUTION - Approve BMI Prof Services
2. BDH_Rwy_Lighting_CA_Proposal

RESOLUTION NO._____

A RESOLUTION ACCEPTING THE PROFESSIONAL SERVICES PROPOSAL FROM BOLTON & MENK FOR RUNWAY 13/31 LIGHTING SYSTEM REPLACEMENT

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 proposal for professional services with Bolton & Menk of Willmar, MN for Runway 13/31 Lighting System Replacement 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 Bolton & Menk for the terms and consideration of the contract in the amount of $175,000.

Dated this 16th day of June, 2025

_____
Mayor

Attest:

_____
City Clerk

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 11, 2025

Ms. Leslie Valiant
City Administrator
City of Willmar
333 Southwest 6th Street
Willmar, MN 56201

RE: Willmar Municipal Airport (BDH)
Runway 13/31 Edge Lighting System Replacement – AIP Funded
Runway 13/31 NAVAIDS, Beacon, and Windcone Replacement – AIG Funded
BMI Work Order No.2
Proposal for Professional Services

Dear Ms. Valiant,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 13/31 Edge Lighting and NAVAIDS Replacement construction administration project at the Willmar Municipal Airport.

At the October 7, 2024 City Council meeting, Council authorized Bolton & Menk Task Order No.1 to complete design and bid administration services for the replacement of the existing airfield lighting system for Runway 13/31. Bids for the project were opened on June 11, 2025.

Funding for this project shall be a combination of FAA Airport Improvement Program (AIP) and Airport Infrastructure Grant (AIG) funds. Components of the new lighting system will include the following:

- Runway Edge Lights – AIP Funded
- Guidance Signs – AIP Funded
- Rotating Beacon – AIG Funded
- Windcone – AIG Funded
- Precision Approach Path Indicators – AIG Funded
- Runway End Identifier Lights – AIG Funded
- Electrical Vault Equipment – AIP/AIG Funded

This proposal will include construction administration services.

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SCOPE OF SERVICES:

TASK 3: AIP - RUNWAY 13/13 EDGE LIGHTING CONSTRUCTION ADMINISTRATION:

3.1 Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

3.2 Initial Construction Layout

The Consultant shall layout all proposed pavement repair for the Contractor. This shall require one trip to the Airport by the licensed surveyor.

3.3 Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Sponsor, Contractor and applicable Agencies have been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Consultant will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

3.4 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

3.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed in 40 working days. This will involve four (4) trips by the Project Manager, forty (40) trips by the RPR, ten (10) by the assistant RPR, and four (4) trips

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by the electrical engineer.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor if the Contractor elects to continue the use of questioned equipment and methods.

- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.

- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.

- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).

- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.

- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.

- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).

- Attend and participate in construction progress meetings.

- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

3.6 Final Inspection and Documentation

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, MnDOT and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

The Consultant will prepare a punch list correspondence including the deficient items and will

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forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

Consultant shall schedule FAA Flight Inspection for new Runway 12/30 edge lights, PAPI's, and REIL's. Contractor shall coordinate with the Contactor to be on-site during the inspection to make any adjustments required.

3.7 As-Built Plans

The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Sponsor with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

3.8 Airport Layout Plan Update

Consultant shall update the approved Airport Layout Plan (ALP) to depict as-built conditions and submit to FAA for review and approval.

3.9 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

TASK 4: AIG - RUNWAY 13/13 NAVAIDS, BEACON, WINDCONE CONSTRUCTION ADMINISTRATION:

4.1 Initial Construction Layout

The Consultant shall layout all proposed pavement repair for the Contractor. This shall require one trip to the Airport by the licensed surveyor.

4.2 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

4.3 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the

Bolton & Menk is an equal opportunity employer.

Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed in 10 working days. This will involve one (1) trip by the Project Manager, ten (10) trips by the RPR, two (2) trips by the assistant RPR, and two (2) trips by the electrical engineer.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor if the Contractor elects to continue the use of questioned equipment and methods.

- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.

- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.

- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).

- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.

- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.

- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).

- Attend and participate in construction progress meetings.

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- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

4.4 Final Inspection and Documentation

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, MnDOT and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

4.5 FAA AGIS Safety-Critical Project

Table 4.1.3 Safety Critical Data of FAA Advisory Circular 150/5300-18B, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS, identifies safety critical data which is required to be submitted to the FAA. Navaids and Visual Aids are included in the table. For this project, safety critical data for the PAPIs, REILs, and Beacon will be uploaded onto the FAA Airport Data and Information (ADIP) portal. An ESRI shape file will be provided for each Navaid and Visual Aid and uploaded onto the ADIP portal. This task shall include two (2) site visits by a licensed surveyor to collect as-built data for all safety critical data.

4.6 As-Built Plans

The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Sponsor with two (2) sets of reproducible “Record Drawings” in both digital and hardcopy format.

4.7 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

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CONSIDERATION:

The services described above in this proposal shall be completed on a LUMP SUM basis as follows:

- Task 3 AIP Funded Runway 13/31 Edge Lighting System $ 135,000.00
- Task 4 AIG Funded Runway 13/31 NAVAID System $ 40,000.00
- **TOTAL** **$ 175,000.00**

The anticipated funding participation is as follows:

- Federal (95%): $ 166,250.00
- State (2.5%): $ 4,375.00
- Local (2.5%): $ 4,375.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Construction: April – August 2026
- Project Closeout: December 2026

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.

Silas Parmar, P.E.
Aviation Project Manager

****

Authorization and acceptance of this letter proposal.

City of Willmar, Minnesota

_____ _____

Mr. Doug Reese Date
Mayor

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PROJECT FEE ESTIMATE

CLIENT:	City of Willmar, MN	**DATE:**	6/11/2025
PROJECT:	Willmar Municipal Airport (BDH) - Rwy 13/31 Edge Lighting & NAVAIDS Repl. Cnst. Admin. Project	**PREPARED BY:**	SP

Task	Task Description	Estimated Person Hours Required							
		Senior Eng.	Project Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Elec. Eng. - BARR	Admin.	Totals
3	**AIP: Rwy Edge Lighting Construction Administration**								
3.1	Pre-Construction Meeting	8	8	8	0	0	8	4	36
3.2	Initial Construction Layout	0	0	8	0	8	0	0	16
3.3	Prepare Contract Manuals	0	0	0	0	0	0	8	8
3.4	Construction Management Services	30	80	40	20	0	40	40	250
3.5	Resident Project Representative Services								0
	Number of Days	0	4	40	10	0	4	0	
	Hours Per Day	10	10	10	10	10	10	10	
	Total Hours	0	40	400	100	0	40	0	580
3.6	Final Inspection and Documentation	0	8	8	0	0	8	0	24
3.7	As-Built Plans	0	4	16	8	0	4	0	32
3.8	Airport Layout Plan Update	0	4	40	20	0	0	4	68
3.9	Project Closeout	1	4	8	0	0	0	11	24
	Total Person Hours	**39**	**148**	**528**	**148**	**8**	**100**	**67**	**1038**
	Direct Labor Rate	$62.00	$40.00	$32.00	$28.00	$45.00	$45.00	$27.00	
	Total Direct Labor Cost	$2,418.00	$5,920.00	$16,896.00	$4,144.00	$360.00	$4,500.00	$1,804.68	$36,042.68
	Overhead Rate 2.257	$5,457.43	$13,361.44	$38,134.27	$9,353.01	$812.52	$10,156.50	$4,073.16	$81,348.33
	Subtotal Labor Cost								**$117,391.01**
	Direct Expenses								
	Total Expenses								**$0.00**
	Fixed Fee 15% x Subtotal Labor Cost								$17,608.65
	Total Task 1								**$135,000.00**

Task	Task Description	Estimated Person Hours Required							
		Senior Eng.	Project Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Elec. Eng. - BARR	Admin.	Totals
4	**AIG: NAVAIDS, Windcone, Beacon Construction Admin.**								
4.1	Initial Construction Layout	0	0	8	0	8	0	0	16
4.2	Construction Management Services	8	16	8	4	0	8	4	48
4.3	Resident Project Representative Services								0
	Number of Days	0	1	10	2	0	2	0	
	Hours Per Day	10	10	10	10	10	10	10	
	Total Hours	0	10	100	20	0	20	0	150
4.4	Final Inspection and Documentation	0	4	4	0	0	4	0	12
4.5	FAA AGIS Safety-Critical Project	0	4	16	0	16	0	4	40
4.6	As-Built Plans	0	1	8	0	0	4	4	17
4.7	Project Closeout	0	2	8	0	0	0	5	15
	Total Person Hours	**8**	**37**	**152**	**24**	**24**	**36**	**17**	**298**
	Direct Labor Rate	$62.00	$40.00	$32.00	$28.00	$45.00	$45.00	$27.00	
	Total Direct Labor Cost	$496.00	$1,480.00	$4,864.00	$672.00	$1,080.00	$1,620.00	$467.10	$10,679.10
	Overhead Rate 2.257	$1,119.47	$3,340.36	$10,978.05	$1,516.70	$2,437.56	$3,656.34	$1,054.24	$24,102.73
	Subtotal Labor Cost								**$34,781.83**
	Direct Expenses								
	Total Expenses								**$0.00**
	Fixed Fee 15% x Subtotal Labor Cost								$5,217.27
	Total Task 4								**$40,000.00**
	Total Project Fee								**$175,000.00**

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.D.
Agenda Section:	Regular Business	**Originating Department:**	Administration
Resolution:	Yes	**Prepared By:**	Leslie Valiant, City Administrator
Ordinance:	No	**Presented By:**	Pablo Obregon, Director of Community Growth
Item:	Accept SW MN Arts Council Grant		

RECOMMENDED ACTION:
Motion to approve accepting the Southwest Minnesota Arts Council quick organizational grant of $2,500.

OVERVIEW:
We are receiving a grant of $2,500 from SMAC (Southwest Minnesota Arts Council) to help with expenses for the Willmar Welcoming Week event. Community Growth Director, Pablo Obregon is leading a group of local community leaders in organizing and hosting Willmar's 6th annual Welcoming Week event on September 13th. The commitment of many area businesses, organizations, and individuals makes it possible for the event to continue. Our event is family-friendly with children's activities, educational and artisan booths, food vendors and an afternoon full of entertainment. The City of Willmar has made a commitment to grow in the areas of equity and inclusion. This includes securing opportunities and removing barriers that enable all our residents, regardless of background or demographics, to have a healthy and high quality of life. Last year's event drew close to 1,000 people to the event with 40 resource partners who participated in the event.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. SW MN Arts Council Grant

RESOLUTION NO. ____

RESOLUTION ACCEPTING SOUTHWEST MINNESOTA ARTS COUNCIL QUICK SUPPORT FOR ORGANIZATIONS GRANT

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to accept the Southwest Minnesota Arts Council Arts quick support for organizations grant for the amount of $2,500.00 supporting the 2025 Willmar Welcoming Week activities.

Dated this 16th day of June

_____
MAYOR

Attest:

_____
CITY CLERK

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.E.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Sara Sietsema, Environmental Specialist
Item:	Accept PFAS Source Identification & Reduction Grant		

RECOMMENDED ACTION:
Adopt the resolution accepting the PFAS Source Identification and Reduction Grant from MPCA in the amount of $95,200.

OVERVIEW:
PFAS are a group of more than 5,000 human-made chemicals that do not break down over time. Their extreme resistance to degradation in the environment and resistance to destruction in wastewater treatment plants, landfills, and incinerators has led to the nickname “forever chemicals.” Many PFAS are known to be health hazards to humans. Several specific PFAS have been linked to increased risks for cancer, liver disease, immune system disfunction, and other negative health impacts. PFAS can also negatively impact aquatic life and wildlife. The Legislature has put aside $4,000,000 for private and public entities to identify sources of PFAS entering municipal wastewater treatment and/or waste management facilities and to develop and implement pollution prevention and reduction initiatives to reduce PFAS entering facilities, prevent releases, and monitor the effectiveness of these projects.

The City will continue PFAS source identification work within the community. This project will incorporate development of a GIS map to determine the best locations to sample in addition to tracking PFAS results. This mapping tool will allow ongoing tracking of results tied to location in order to optimize the source reduction strategy. The mapping will begin by adding each of the potential PFAS sources to the GIS map. As sampling begins and results are received, the map will be updated with results, and the source identification work can move upstream of the sampling location until the final source is discovered. Samples will be analyzed by an outside lab certified in PFAS analysis. The project must be completed by December 18, 2026 to be eligible for reimbursement.

BUDGETARY/FISCAL ISSUES:
A match of 10% of the grant amount is required. The match can be in-kind services (i.e. staff time) or cash. The total project budget is $104,720, which includes $95,200 of grant funds and $9,520 of in-kind match.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- PFAS Source Identification & Reduction Grant Award
2. PFAS Source Identification & Reduction Grant RFP Award 04092025
3. 2025-03-04 133230 PFAS Source Identification Grant Application_REV

Resolution No._____

AUTHORIZATION TO ACCEPT THE PFAS SOURCE IDENTIFICATION AND REDUCTION GRANT.

Motion By:_____ Second By:_____

BE IT RESOLVED, by the City Council of the City of Willmar to support and accept the grant award of $95,200 on behalf of the City, from the MPCA for PFAS Source Identification and Reduction.

Dated this 16th day of June, 2025.

_____

Mayor

Attest:

_____

City Clerk

From:	Christensen, Katie (MPCA)
To:	Leslie Valiant
Cc:	Dehn, Austin (He/Him/His) (MPCA)
Subject:	PFAS Source Identification and Reduction Grant RFP - City of Willmar
Date:	Wednesday, April 9, 2025 1:00:42 PM
Attachments:	EXHIBIT C Capacity Responses.docx EXHIBIT D Certification.docx

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Congratulations, I am pleased to inform you that the City of Willmar has been selected for a PFAS Source Identification and Reduction grant award in the amount of $95,200. ***However, due to RFP and statutory requirements, the MPCA will require review of the below and attached documentation before fully awarding your project. Please forward the completed/required documents to the MPCA by Wednesday, April 23.***

- **Capacity Responses: Exhibit C**
- **Certification: No current principals have been convicted of a felony financial crime in the last ten years: Exhibit D**

We will draft and route your agreement for signature. I believe your Statewide Integrated Financial Tools (SWIFT) Vendor ID number is 197727. Please let me know if that is not correct. Also, please provide contact information (email) for the person who will be responsible for signing your agreement on behalf of your entity. All agreements are routed through Docusign and reviewed/approved electronically.

Please remember any costs incurred prior to the MPCA's execution of your Grant Agreement will be ineligible as project grant costs.

Austin Dehn has been assigned as your MPCA Project Manager. If you have questions or concerns, please contact him at austin.dehn@state.mn.us or 218-302-6683.

Thank you for your participation in our PFAS Source Identification and Reduction Grant Program.

Best,
Katie

Katie Christensen | Lead Contract Specialist
Minnesota Pollution Control Agency (MPCA)
Operations Division
520 Lafayette Road | St. Paul, MN | 55155
Phone (651) 757-2751 | Fax (651) 297-1456
katie.christensen@state.mn.us | www.pca.state.mn.us

MINNESOTA POLLUTION CONTROL AGENCY

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MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

PFAS Source Identification and Reduction Grant Program

Grant Application

Doc Type: Grant Application

Instructions: Please read the complete *Request for Proposal (RFP)* and other associated documents before submitting this application. Any expenses incurred before the contract is fully executed are ineligible. The award maximum is per applicant/organization.

Email application to: grants.pca@state.mn.us with the subject line, "PFAS Source Identification and Reduction Application." Applications will be accepted until all dedicated funds have been dispersed or 4:00 p.m. Central Time on Wednesday, April 2, 2025, whichever occurs first.

1. Project information

Organization name: City of Willmar

Organization address: 333 6th Street SW

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

Contact name: Leslie Valiant Title: City Administrator

Phone: 320-235-4913 Email address: lvaliant@willmarmn.gov

Project address, if different from above: 3000 75th St SW

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

Grant requested*: $ 95,200 + Matching funds: $ 9,520 = Total project cost: $ 104,720

*See Revision 1 in Request for proposals - Addendum 3 (p-f2-60g-fy24)

Is the applicant also applying for Small Business Loan funding for this project? ☐ Yes ☒ No

Note: Use of Small Business Loan funding does not increase or decrease the likelihood of receiving a grant and applicants will not be evaluated on their use of these funds.

2. Project details

Project title: Source Identification Through Waste Stream Sampling and GIS Mapping

Provide a detailed description of the project. Describe the identified need for this project and severity of the problem. Include project goal(s), timeline(s), and final deliverable(s). Add additional pages, as needed.

The City of Willmar is seeking funding to continue source identification work within the community. The city receives wastewater from one large industry, the residents and businesses in the community, and multiple waste haulers which include landfills and septic haulers. Previous sampling has indicated low PFAS concentrations in the industrial waste stream. However, sampling during the MOU indicated the presence of PFAS in the wastewater influent.

There are multiple potential sources of PFAS, and additional sampling would help identify the likely source. Sampling information from the landfills indicates the presence of PFAS in the leachate in significant concentrations. The project will incorporate development of a GIS map to determine the best locations to sample in addition to tracking PFAS results. This mapping tool will allow ongoing tracking of results tied to location in order to optimize the source reduction strategy. The mapping would begin by adding each of the potential PFAS sources to the GIS map. As sampling begins and results are received, the map will be updated with results, and the source identification work can move upstream of the sampling location until the final source is discovered.

Sampling would begin in the spring of 2025, but the GIS map development could begin in early 2025 ahead of the planned sampling. Sampling would begin with approximately 25 initial samples followed by 25 additional samples that will be used to find the final sources of PFAS.

The GIS mapping, initial sampling work, and final sample events would be completed in 2025.

Budget

Provide a detailed, itemized budget that includes reasonable and cost-effective expenses. Add additional pages, as needed.

See attached budget.

Eligibility Questions	Yes	No
Are you one of the following?		
• Municipality	☒	☐
• Private and public solid waste management facilities	☐	☒
• Industrial facilities contributing PFAS to a municipal wastewater treatment system or the environment	☐	☒
• Industrial Stormwater facility contributing PFAS to a municipal wastewater treatment system or the environment	☐	☒
Does your project meet one of the following?		
Preparation and execution of PFAS Pollutant Management Plans.	☐	☒
Source identification work, including waste stream sampling, to identify sources of PFAS entering wastewater treatment systems or solids waste management facilities.	☒	☐
Identification of PFAS containing products and the implementation/use of products which are PFAS-free.	☐	☒
Identification of process equipment that may need to be replaced in the future due to historic PFAS use and/or PFAS contamination.	☐	☒
Industrial Stormwater related projects that include source identification and reduction of PFAS at auto shredders, metal finishers and/or airports.	☐	☒

Maximum Funding Level Questions	Yes	No
Is the project located in or will it benefit an area that has been identified as a location of environmental justice concern*?	☒	☐
*Using the MPCA's criteria and interactive mapping tool (recently updated on the MPCA website), identify if the proposed project, or the direct benefit from the project, is located in one or more of MPCA's identified environmental justice (EJ) areas of concern. Submit a map and/or description. Use additional sheets if necessary.	The project will benefit the City of Willmar, which is located in two of MPCA's identified EJ areas of concern: 1) Over 40% people of color; 2) 35% of people under 200% poverty income.	
Have you voluntarily participated in or were you sampled by an MPCA contractor as part of the MPCA PFAS Monitoring Plan**?	☒	☐
If yes, which of the following do you meet?		
○ Municipal Wastewater PFAS Monitoring MOU participants or an industrial facility that discharges PFAS containing wastewater to one of the qualified municipal wastewater PFAS monitoring MOU participants	☒	☐
○ Industrial facilities that participated in or were sampled as part of an MPCA PFAS Monitoring Plan	☐	☒
○ Solid waste management facilities that submitted a Sampling and Analysis Plan or signed an MOU with the MPCA for the PFAS Monitoring Plan by April 1, 2023.	☐	☒
** Reference the list of Facilities included in the PFAS monitoring plan.		

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.F.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Sara Sietsema, Environmental Specialist
Item:	Accept Solid Waste/Wastewater Grant from MPCA for PFAS Treatment Planning & Design		

RECOMMENDED ACTION:
Adopt the resolution accepting the Planning and Design for PFAS Treatment - Solid Waste/Wastewater Grant from MPCA in the amount of $275,100.

OVERVIEW:
PFAS are a group of more than 5,000 human-made chemicals that do not break down over time. Their extreme resistance to degradation in the environment and resistance to destruction in wastewater treatment plants, landfills, and incinerators has led to the nickname “forever chemicals.” Many PFAS are known to be health hazards to humans. Several specific PFAS have been linked to increased risks for cancer, liver disease, immune system disfunction, and other negative health impacts. PFAS can also negatively impact aquatic life and wildlife. The Legislature has put aside $4,000,000 for private and public entities to identify sources of PFAS entering municipal wastewater treatment and/or waste management facilities and to develop and implement pollution prevention and reduction initiatives to reduce PFAS entering facilities, prevent releases, and monitor the effectiveness of these projects.

The City’s WWTF receives leachate from approximately 7 landfills. Landfill leachate is a known source of PFAS contamination. Since the leachate is untreated and trucked to the WWFT for treatment and disposal, the opportunity to positively affect a large region and multiple landfills could be significant. The goal of this pilot project is to remove or reduce PFAS prior to entering the WWTF, provide a proactive treatment location for multiple landfills, and ultimately prove that this is a viable technology for western MN landfill leachate haulers. The pilot system being considered is a foam fractionation system designed for leachate treatment. The goal of the pilot system is to determine the effectiveness and viability of a full-scale system to treat landfill leachate in Willmar and to remove PFAS from the environment. The project must be completed by December 18, 2026 to be eligible for reimbursement.

BUDGETARY/FISCAL ISSUES:
A match of 10% of the grant amount is required. The match can be in-kind services (i.e. staff time) or cash. The

total project budget is $302,940.00, which includes $275,100.00 of grant funds and $27,840.00 of in-kind match.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- PFAS Treatment Planning & Design Grant Award
2. 2025-02-07 133230 PFAS_Reduction_Planning_Grant_Application
3. PFAS Planning & Design Treatment – Award 05222025

Resolution No._____

AUTHORIZATION TO ACCEPT THE PFAS TREATMENT PLANNING AND DESIGN – SOLID WASTE/WASTEWATER GRANT.

Motion By:_____ Second By:_____

BE IT RESOLVED, by the City Council of the City of Willmar to support the award on behalf of the City for, and the acceptance of, a grant from the MPCA for PFAS Treatment Planning & Design – Solid Waste/Wastewater.

Dated this 16th day of June, 2025.

_____

Mayor

Attest:

_____

City Clerk

MINNESOTA POLLUTION CONTROL AGENCY

520 Lafayette Road North
St. Paul, MN 55155-4194

PFAS Reduction Grant Program – Planning and Design for PFAS Treatment – Solid Waste/Wastewater

Grant Application

Doc Type: Grant Application

Instructions: Read the complete *Request for Proposal (RFP)* and other associated documents before submitting this application. Check the SWIFT Supplier Portal for the most recent updates.

Submit application (as Microsoft Word documents) **via** the SWIFT Supplier Portal no later than **4:00 pm Central Time** on **Friday, February 14, 2025.**

1. Project information

Organization name: City of Willmar

Organization address: 333 6th Street SW

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

Contact name: Leslie Valiant Title: City Administrator

Phone: 320-235-4913 Email address: lvaliant@willmarmn.gov

Project address, if different from above: 1400 7th St. SE

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

Grant requested: $ 275,100 + Matching funds: $ 27,840 = Total project cost: $ 302,940

Is the applicant also applying for Small Business Loan funding for this project? ☐ Yes ☒ No

2. Project details

Project Title: Foam Fractionation of Landfill Leachate

Provide a detailed description of the project. Describe the identified need for this project and severity of the problem. Define the following;

- Project goal(s) and the expected results;
- Project planning, staffing, operations and financing;
- Projected timeline(s), and final deliverable(s);
- Any expected challenges and strategies to address them;
- Environmental outcomes expected by the project.

The City of Willmar Wastewater Treatment Facility can receive leachate from approximately 7 landfills. As a regional facility committed to environmental protection, the city recognized the positive impact they can have on helping reduce PFAS from this source. Since the leachate is untreated and trucked to the WWTP for treatment and disposal, the opportunity to positively affect a large region and multiple landfills could be significant. Leachate has proven to be a source of PFAS, and the Willmar WWTP is not designed to remove these PFAS contaminants. Ultimately, the PFAS are staying in the biosolids which are land applied or leaving in the effluent which is discharged into Hawk Creek. The goal of the project is to remove or reduce PFAS prior to entering the WWTP where it is known they cannot be destroyed, provide a proactive treatment location for multiple landfills, and ultimately prove that this is a viable technology for western MN landfill leachate haulers. The City of Willmar participated in the MPCA Memorandum of Understanding (MOU) and recognized the risks associated with PFAS in wastewater but also the importance of reducing, separating, and destroying PFAS they receive through their collection system and via the leachate at the WWTP and making a difference for generations to come for enjoying the beautiful landscape in Minnesota.

The city is proactive in protecting the environment in both the domestic waste and the leachate. The City of Willmar is concurrently working on a Source Identification Plan and planning a pilot system to remove the PFAS in the leachate. The pilot system being considered is a foam fractionation system designed for leachate treatment. The pilot includes a temporary equalization tank where the landfills can discharge samples of their leachate prior to foam fractionation. The foam fractionation process pulls leachate from the tank into a lead and lag system, a foam concentration system, and a foam destruction system. It is important to destroy the PFAS and not just concentrate them for storage back into the landfill where they can potentially leach out again and contaminate groundwater. Two foam fractionation pilot proposals were received from ECT2 and StreamGo. Both have experience in foam fractionation of leachate, but ECT2 includes the PFAS destruction process, so ECT2 is the recommended pilot system to consider at the Willmar WWTP.

Samples would be collected daily throughout the pilot treatment process to determine the effectiveness of foam fractionation. The treated leachate would be discharged to the head of the WWTP. Foam fractionation has shown great potential in the ability to remove the PFAS from leachate due to the polarized nature of the PFAS particle and this pilot will be a forward-thinking way to confirm this and help the City of Willmar ultimately make a difference in the environment.

The goal of the pilot system is to determine the effectiveness and viability of a full-scale system to treat the landfill leachate in Willmar and to remove the PFAS from the environment. The pilot system will assist in successful implementation of the full-scale system. Leachate can contain short chain PFAS which are more challenging and difficult to capture. The pilot can address which chemicals can be added to the foam fractionation to achieve the best capture PFAS including the short chains. Maximizing the PFAS capture is an important goal of the pilot test. The success of this pilot will provide immediate environmental benefits and could impact the region, the state and beyond in how to regionally treat leachate effectively.

The pilot system will be staffed full time by personnel from the system vendor who are trained in operating the foam fractionation system as well as in the protocol for proper sampling techniques for PFAS. Staff from the Willmar WWTP will also be available for questions and assistance, if necessary. The City of Willmar WWTP personnel will provide time to assist in setting up the pilot, will job-shadow the pilot system operators to learn how to operate the unit, and will assist in coordinating and collecting the leachate for the pilot system. This WWTP staff time will be the City of Willmar's contribution to the grant project.

The pilot project will begin in the spring of 2025 with planning and initial sample testing. Due to the weather conditions in Minnesota, it is prudent to wait until late spring to early summer for delivery of the pilot unit. Approximately 2 months following the conclusion of the pilot, a final report providing the data and PFAS testing results will be completed. This report will outline the parameters and effectiveness of the pilot as well as layout a potential vision of regionally treating PFAS from 7 landfills and ultimately destroying the forever chemicals that are so prevalent.

Using the MPCA's interactive mapping tool, the City of Willmar is located in an Environmental Justice area as defined by MPCA. See attached map.

	Yes	No

1.	Will this project incorporate planning and design which considers human health and the environment by planning to reduce PFAS compounds released from waste management and/or wastewater treatment facilities?	☒	☐
2.	Will this project incorporate planning and design of PFAS treatment or separation technologies?	☒	☐
3.	Will this project incorporate planning and design of PFAS destruction technologies?	☒	☐
4.	Will this project incorporate planning and design for the replacement of equipment contaminated with PFAS, thus reducing PFAS discharges to the environment or to a wastewater treatment facility?	☐	☒
5.	Will this project incorporate planning and design for the replacement of collection system components contaminated with by historic PFAS use, thus reducing PFAS discharges to the environment or to a wastewater treatment facility?	☐	☒
6.	Is the project located in or will it benefit an area that has been identified as an Environmental Justice Area*?	☒	☐
	*Using the MPCA's criteria and interactive mapping tool, identify if the proposed project, or the direct benefit from the project, is located in one or more of MPCA's identified Environmental Justice (EJ) Areas. Submit a map and/or description to demonstrate the benefit. Use additional sheets if necessary.		
7.	Are you one of the following in Minnesota:		
	Municipality	☒	☐
	Private and public solid waste management facilities.	☐	☒
	Industrial facilities contributing PFAS to a municipal wastewater treatment system or the environment.	☐	☒
	Industrial Stormwater facility contributing PFAS to a municipal wastewater treatment system or the environment.	☐	☒
8.	Have you voluntarily participated in or were you sampled by an MPCA contractor as part of the MPCA PFAS Monitoring Plan**?	☒	☐
	If yes, which of the following do you meet?		
	Municipal Wastewater PFAS Monitoring MOU participants or an industrial facility that discharges PFAS containing wastewater to one of the qualified municipal wastewater PFAS monitoring MOU participants	☒	☐
	Industrial facilities that participated in or were sampled as part of an MPCA PFAS Monitoring Plan	☐	☒
	Solid waste management facilities that submitted a Sampling and Analysis Plan or signed an MOU with MPCA for the PFAS Monitoring Plan by April 1, 2023; or the MPCA Investigation of Per- and Polyfluoroalkyl Substances at Select Source Separated Organic Material and Yard Waste Sites (2019)	☐	☒
	** Reference this list of Facilities included in the PFAS monitoring plan.		
9.	Is the project proposing a regionalized approach to PFAS management or does it benefit more than one permitted facility?	☒	☐
	If yes, please describe the regionalized approach: Facility receives leachate from permitted landfills in surrounding area.		
10.	Does the project planning and design consider human health and the environment by planning to reduce PFAS compounds released from waste management and/or wastewater treatment facilities to any of the following?		
	Discharges directly to Class 1 waters, which are classified as drinking waters	☐	☒
	Discharges or releases to the land or to ground water	☒	☐
	Discharges to a surface water that is designated as impaired for PFAS	☐	☒

11.	Will the project provide results on technologies that can be ready for full-scale implementation at a specific facility and/or pursuit of further funding at that facility?	☒	☐
	Describe any pilot testing that may need to be completed prior to full-scale implementation and any further funding needs:		

3. Budget

Provide a detailed, itemized budget that includes reasonable and cost-effective expenses. Additional sheets may be included if necessary.

See attached Budget document.

From:	Christensen, Katie (MPCA)
To:	Leslie Valiant
Cc:	Dehn, Austin (He/Him/His) (MPCA)
Subject:	City of Willmar - Planning and Design for PFAS Treatment – Solid Waste/Wastewater
Date:	Thursday, May 22, 2025 11:49:27 AM
Attachments:	EXHIBIT C Capacity Responses.docx EXHIBIT D Certification.docx

Congratulations, I am pleased to inform you that the City of Willmar has been selected for a Planning and Design for PFAS Treatment – Solid Waste/Wastewater grant award in the amount of $275,100. ***However, due to RFP and statutory requirements, the MPCA will require review of the below and attached documentation before fully awarding your project. Please forward the completed/required documents to the MPCA by Friday, June 6.***

- **Capacity Responses: Exhibit C**
- **Certification: No current principals have been convicted of a felony financial crime in the last ten years: Exhibit D**

We will draft and route your agreement for signature. I believe your Statewide Integrated Financial Tools (SWIFT) Vendor ID number is 197727. Please let me know if that is not correct. Also, please provide contact information (email) for the person who will be responsible for signing your agreement on behalf of your entity. All agreements are routed through Docusign and reviewed/approved electronically.

Please remember any costs incurred prior to the MPCA's execution of your Grant Agreement will be ineligible as project grant costs.

Austin Dehn has been assigned as your MPCA Project Manager. If you have questions or concerns, please contact him at austin.dehn@state.mn.us or 218-302-6683.

Thank you for your participation in our PFAS Source Identification and Reduction Grant Program.

Best,
Katie

Katie Christensen | Lead Contract Specialist
Minnesota Pollution Control Agency (MPCA)
Operations Division
520 Lafayette Road | St. Paul, MN | 55155
Phone (651) 757-2751 | Fax (651) 297-1456
katie.christensen@state.mn.us | www.pca.state.mn.us

MINNESOTA POLLUTION CONTROL AGENCY

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City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.G.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	Yes	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Sara Sietsema
Item:	Accept Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) from MPCA		

RECOMMENDED ACTION:
Adopt the resolution accepting the Sewer Overflow and Stormwater Reuse Grant (OSG) from MPCA in the amount of $91,700.

OVERVIEW:

This funding provides an opportunity to assess vulnerabilities and plan for the effects of Minnesota's inadequate and aged infrastructure to reduce clean water intrusion of wastewater systems. The City completed a Comprehensive Sanitary Collection System assessment in 2006, which identified Inflow and Infiltration as a primary area of concern within the city. A review of city wastewater pumping records has identified that primary contributors to I& I in the sanitary system are: the age of the system and the large areas of the city that are still served by clay pipe and brick manholes. In addition, surface flooding contributes to inflows from stormwater flows overtaxing the sanitary system and risking contamination of surface waters. The downtown area is one of the oldest infrastructure areas remaining in the city, originally platted in 1869. Frequent repairs and excessive maintenance needs are common in this portion of the sanitary sewer system. This project will investigate the conditions of the existing system using detailed televising and smoke testing to document pipe condition, locate illicit or cross connections, and identify the areas with the most significant contributions to Inflow and Infiltration into the sanitary system. The findings of the field assessment will be used to develop recommendations and cost estimates and incorporate them into a Capital Improvement Plan for the study area and future implementation. The project must be completed by June 1, 2027 to be eligible for reimbursement.

BUDGETARY/FISCAL ISSUES:
There is no local match required. The total project budget is $95,135, which includes $91,700 of grant funds and $3,434 of other funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Sewer Overflow & Stormwater Reuse Grant Award
2. 2025-05-20 133230_Willmar_OSG_Workplan and Budget
3. Award Emails

Resolution No._____

AUTHORIZATION TO ACCEPT THE SEWER OVERFLOW AND STORMWATER REUSE GRANT.

Motion By:_____ Second By:_____

BE IT RESOLVED, by the City Council of the City of Willmar to support the award on behalf of the City for, and the acceptance of, a grant from the MPCA for the Sewer Overflow and Stormwater Reuse (OSG).

Dated this 16th day of June, 2025.

_____

Mayor

Attest:

_____

City Clerk

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

Project Workplan

Doc Type: Contract

SWIFT Contract number: 0000197727
Agency Interest ID:
Activity ID:

Project title: Downtown I&I Sourcing Study

1. Project summary:

Organization:	City of Willmar
Contractor contact name:	Justin DeLeeuw
Title:	Public Works Director
Address:	333 6th Street SW Willmar, MN 56201
Phone:	320-214-5171
Email:	jdeleeuw@willmarmn.gov

MPCA contact(s):

MPCA project manager:	
Title:	
Address:	
Phone:	
Email:	

Project information

Start date: 07/15/2025 **End date:** 09/15/2026

Total cost: $ 91,700.00

Brief project summary:

The City of Willmar completed a Comprehensive Sanitary Collection System assessment in 2006, which identified Inflow and Infiltration as a primary area of concern within the city. A review of city wastewater pumping records has identified that primary contributors to I& I in the sanitary system are: the age of the system and the large areas of the city that are still served by clay pipe and brick manholes. In addition, surface flooding contributes to inflows from stormwater flows overtaxing the sanitary system and risking contamination of surface waters.

The downtown area of Willmar shown on the attached project area map is one of the oldest infrastructure areas remaining in the city, originally platted in 1869. Frequent repairs and excessive maintenance needs are common in this portion of the sanitary sewer system. When residents and business have called about back-ups,maintenance staff have discovered cross-connections and collapsed pipes. While multiple calls have been received, two have been documented within the last two calendar years. I&I calculations included in the application do not exceed the threshold of 275 gal/cap/day system-wide. This can be attributed to sanitary sewer system improvements completed in areas outside of the study area. The study area is not accurately accounted for in the system-wide calculation and is without a doubt a major contributor to I&1 based on manholes and pipes being more than 150 years old. In addition, previous calls from property owners regarding overflows have resulted in the discovery of cross-connections and building roof drains constructed in the same trench as sanitary sewer services. The failed roof drains then drain into the sanitary sewer services which is evidenced by the soil and debris found by Public Works staff during jetting operations within the study area. I&I values double from 106 gal/cap/day to 212 gal/cap/day during wetter months as indicated in the table within the supporting documentation.

This project proposes to investigate the conditions of the existing system using detailed televising and smoke testing to document pipe condition, locate illicit or cross connections, and identify the areas with the most significant contributions to Inflow and Infiltration into the sanitary system. The findings of the field assessment will be used to develop recommendations and cost estimates and incorporate them into a Capital Improvement Plan for the study area and future implementation.

2. Planning and design area of focus:

(check all that apply):

☐ Stormwater
☒ Wastewater

3. Workplan detail (include final deliverables):

Objective 1: I & I Field Assessments

Task A: Sanitary Sewer Televising

The City of Willmar will contract with a Sanitary Sewer Televising contractor to perform video inspection of up to12,618 feet of aging sanitary sewer and 190 sewer laterals throughout the downtown study area. Deliverables will include detailed video footage and documentation of locations of illicit connections, poor condition, cracks or separated joints, and observed sources of I&I within the system.

Task B: Sanitary Sewer Smoke Testing

The City of Willmar will contract with a Sanitary Sewer Smoke Testing contractor to perform up to 30 hours of smoke testing of the aging sanitary sewer and sewer laterals throughout the downtown area of Willmar. Deliverables will include a map noting locations of unknown connections to surface locations, buildings, or stormwater systems as well as other unknown connections or observed sources of inflow into the sanitary system.

Objective 1 Timeline: August 2025 – February 2026

Objective 2: I&I Assessment Study

Task A: Assessment Summary

Engineering (Bolton & Menk, Inc.) and Public Works staff will provide guidance and planning coordination prior to the televising and smoke testing efforts (Task 1) to ensure testing adequately covers the desired area and is staged to minimize disruption to the community. Upon completion of the field assessments, engineering staff will develop an overall assessment map that documents the locations of observed deterioration, connections, and I&I potential sources. This exhibit along with preliminary findings and recommendations will be summarized in a memo to city administration.

Task B: Capital Improvement Planning

Bolton & Menk will review the overall assessment map and compare with other City of Willmar planned Capital projects to identify and prioritize recommended project limits to reduce I&I within the sanitary system. Recommendations may be grouped by considerations including condition priority, correlation with other planned city improvements, location, and type of recommended improvement. Preliminary project exhibits and corresponding construction cost estimates will be developed for each of the identified projects and incorporated into a Sanitary Sewer Capital Improvement Plan Report within the study area. Deliverables will include a PDF of the final CIP Report with corresponding project exhibits and cost estimates.

Objective 2 Timeline: January 2026 – September 2026

Objective 3: Meetings & Coordination

Task A: Team Meetings

The project team will include a kickoff meeting with City staff and selected consultants prior to initiation of the field assessments. 1 additional project team meeting will occur during the duration of the project to review the results and obtain feedback from City staff. Deliverables will consist of meeting minutes.

Task B: Presentation to City Council

Following completion of the CIP report, the findings and recommendations will be presented to the City Council.

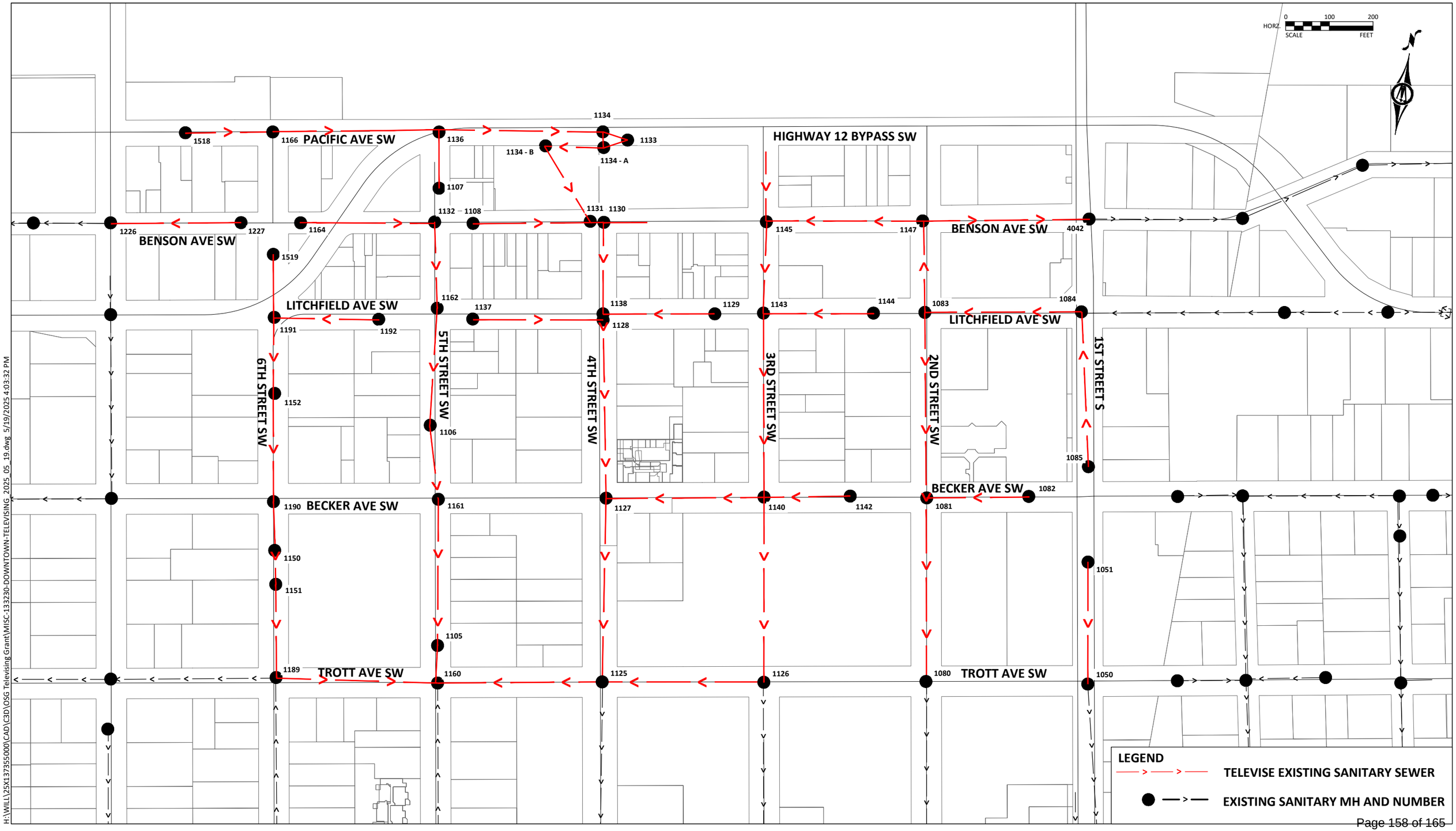
Objective 3 Timeline: July 2025 – September 2026

4. Project budget:

	OSG Grant	Other funds	Totals
Project Budget			
1. I&I Field Assessments	$82,725	$0	$82,725
2. I&I Assessment Study	$8,975	$1,974	$10,949
3. Meetings & Coordination	$0	$1,460	$1,460
Total Grant	**$91,700**	**$3,434**	**$95,135**

Attachments:

1. Application Scoring Worksheet
2. Project Area Map
3. US Census Data
4. Scoring Worksheet Documentation
5. Plans, plats documenting age of the system – 6 Support Files



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Justin DeLeeuw

From: Mueller-LaClair, Julianne (MPCA) <Julianne.Mueller-LaClair@state.mn.us>
Sent: Thursday, February 6, 2025 2:44 PM
To: Justin DeLeeuw
Cc: Foster, Pamela (MPCA)
Subject: OSG Grant Application - City of Willmar
Attachments: EXHIBIT C Capacity Responses.docx; EXHIBIT D Certification _tcm36-596952.docx

Follow Up Flag: Follow up
Flag Status: Completed

Congratulations! I am pleased to inform you that the City of Willmar has been selected for a FY25 Planning and Design Grants, Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) of $45,406.00. Please note this is a partial award based on the availability of funding. Can you please let the MPCA know by Friday, February 14th if the City is able to move forward with this partial award?

If you do proceed with your project, due to RFP and statutory requirements, the MPCA will require review of the below and attached documentation before fully awarding your project. Please forward the completed/required documents to the MPCA by Friday, February 21st.

- **Capacity Responses: Exhibit C**
- **Certification: No current principals have been convicted of a felony financial crime in the last ten years: Exhibit D**

Please provide contact information (email) for the person who will be responsible for signing your agreement on behalf of your entity. All agreements are routed through Docusign and reviewed/approved electronically.

Remember any costs incurred prior to the MPCA's execution of your Grant Agreement will be ineligible as both project grant costs and as your matching funds. ***Do not start work on your project until you have been notified that you may begin.***

Pam Foster will serve as your MPCA Project Manager and will be in contact regarding next steps.

Thank you.

Julianne Mueller-LaClair, JD | Lead Contract Specialist
Operations Division
520 Lafayette Rd. N. | St. Paul, MN | 55155
651-757-2135
julianne.laclair@state.mn.us | www.pca.state.mn.us

***Please note my new email address: julianne.mueller-laclair@state.mn.us**

MINNESOTA POLLUTION CONTROL AGENCY

Our mission is to protect and improve the environment and human health.

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. This email may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you.

Justin DeLeeuw

From: Foster, Pamela (MPCA) <pamela.foster@state.mn.us>
Sent: Thursday, May 15, 2025 2:53 PM
To: Jared.Voge; Justin DeLeeuw
Cc: Mueller-LaClair, Julianne (MPCA)
Subject: RE: OSG Grant Application - City of Willmar

Hi Jared and Justin,

I have good news! Additional money has become available increasing your grant amount to $91,700. You will need to submit (another) updated workplan but we should be able to process quickly and get the money out to you as soon as possible. Please let me know that this change is acceptable, and we will look forward to your updated workplan.

Let me know if you have any questions.

Pam

From: Jared Voge <Jared.Voge@bolton-menk.com>
Sent: Monday, March 24, 2025 5:19 PM
To: Foster, Pamela (MPCA) <pamela.foster@state.mn.us>; Justin DeLeeuw <jdeleeuw@willmarmn.gov>
Cc: Mueller-LaClair, Julianne (MPCA) <Julianne.Mueller-LaClair@state.mn.us>
Subject: RE: OSG Grant Application - City of Willmar

Hi Pam,
Please find attached the updated work plan and revised area map reflecting the revised scope. Please let me know if you would also like the other attachments that were submitted with the original application.
Thank you,
Jared

Jared Voge, PE (MN)
Municipal Group Leader | Principal
Bolton & Menk, Inc.

(612) 756-0326

From: Foster, Pamela (MPCA) <pamela.foster@state.mn.us>
Sent: Thursday, March 6, 2025 10:20 AM
To: Justin DeLeeuw <jdeleeuw@willmarmn.gov>
Cc: Jared Voge <Jared.Voge@bolton-menk.com>; Mueller-LaClair, Julianne (MPCA) <Julianne.Mueller-LaClair@state.mn.us>
Subject: RE: OSG Grant Application - City of Willmar

Hello Justin,

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	10.H.
Agenda Section:	Regular Business	**Originating Department:**	Public Works
Resolution:	No	**Prepared By:**	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	**Presented By:**	Jared Voge, City Engineer
Item:	Lakeland Drive Trail Active Transportation and Transportation Alternatives Grants		

RECOMMENDED ACTION:
Receive the Active Transportation and Transportation Alternatives grant information for the Lakeland Drive Trail Improvements Project. State contracts will be received at a later date as the project develops.

OVERVIEW:
The Lakeland Drive Trail Improvement Project No. 2504-B was awarded two grants totaling $1,100,000: approximately $204,380 from the Active Transportation (AT) Program and approximately $895,620 from the Transportation Alternatives (TA) Program. The City was one of 25 projects selected from a pool of 48 applications for the AT Infrastructure Program. The City was selected for the TA grant, with the project meeting the requirements of serving a transportation purpose.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
1. MnDOT Grant Letter
2. 2024 AT Selected_State Aid Entity_D8_City of Willmar

DEPARTMENT OF TRANSPORTATION

State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155
Phone: 651-366-3800

Justin,

I am happy to inform you that the TA subcommittee is recommending the City of Willmar-Lakeland Drive Path Improvement Project for full funding to ATP 8. We've applied the inflation factor (1.1) to inflate your request to 2028 dollars per current guidance (assuming that is the year you want this project programmed in the STIP) and we've come up with the following:

- 2025 total project cost: $979,900
- 2028 total project cost (inflated and rounded to nearest 10,000): $1,100,000
- **Local match (2028 dollars): $204,380**
- **TA award (2028 dollars): $895,620**

If you choose to build in 2028, an advance construction agreement would be required. Please let us know and we will work with you to get it programmed earlier.

Next steps include presenting the recommended projects to the ATP on March 7*th*. The ATP votes on the projects for inclusion in the STIP at the April meeting (April 11*th*). The final STIP is approved by FHWA in the fall which is when you will get your official award letter.

Please work with Todd Broadwell and District 8 State Aid staff on the project development process, including plan reviews. You may contact Todd at (320) 214-6425 if you have any questions.

MnDOT is aware you also submitted this project for Active Transportation Program funding, as the award timelines are not aligned, please notify us as soon as possible if you do receive AT funding as that will affect other proposed projects and ATP-8's STIP.

Please let me or any of the subcommittee members know if you have any questions. Thank you for submitting your project to the TA program and congratulations on being recommended for funding!

Thanks,

Tracy Schnell
Principal Planner | District 8 Willmar
Minnesota Department of Transportation
2505 Transportation Road
Willmar, MN 56201
(320) 583-6032

State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155
Phone: 651-366-3800

April 30, 2025

Justin DeLeeuw
City of Willmar
333 Southwest 6th St
Willmar, MN 56201

Re: 2024 Active Transportation (AT) Infrastructure Program Project Selection

Dear Justin DeLeeuw,

Thank you for your application submittal under the 2024 Active Transportation (AT) Infrastructure Program. The Lakelane Drive multi-use trail from TH 12 to Civic Center Drive NE project in the City of Willmar was selected for AT Program funds appropriated by the legislature in 2023. We have identified up to $204,380.00 in AT Infrastructure funds for this project.

Enclosed is a State Fund Grantee User Guide that provides a summary of the process for developing and delivering a state grant bond or general funded project. Your first step will be to request a State Aid Project (SAP) number for this project if you don't already have one (or SP number if you also have federal funding). Please work with your District State Aid Engineer (DSAE) on next steps and throughout the project development process. Please email the SAP/SP number to me immediately after it is issued and include it and the program (AT) on all project correspondence.

Following are a few other important notes:

- Items that are eligible for AT Infrastructure funds include reasonable elements associated with crossing improvements, off-street facilities, on-street facilities, permanent traffic control devices (not mobile), and in-kind replacements, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is not eligible.
- Your entity will be required to execute an AT Infrastructure grant agreement prior to construction, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any costs in excess of the grant amount before the grant can be authorized for reimbursement.
- The plan and engineer's estimate need to be developed with a separate column that identifies AT Infrastructure participating items only. If more than one agency will ultimately own bond or general funded improvements, there will need to be separate AT Infrastructure participating columns on the Engineer's Estimate for each agency. Additionally, if this is the case, separate AT Infrastructure grant agreements will be required with each agency that will ultimately own bond or general funded improvements.
- Design standards:
    - Work on State Aid routes are subject to State Aid standards
    - Work on non-state aid routes will need to adhere to design standards as identified in MnDOT State Aid Rules, the American Association of State Highway and Transportation Official (AASHTO) A Policy on Geometric Design of Highways and Streets, or other design standards as

identified by the DSAE. Please consult with your DSAE to determine the appropriate design standards for your project.

- The DSAE will need to review, approve, and sign plans prior to advertising the construction contract.
- After DSAE plan approval, you will need a funding letter from the State Aid Programs office before advertising the construction contract. The AT Infrastructure amount in the funding letter will be based on a review of eligible items in the engineer's estimate.
- The State Aid Programs office will provide additional instructions for assembling and executing the AT Infrastructure grant agreement as part of the delivery of the funding letter.
- The final AT Infrastructure amount as included in one or more AT Infrastructure grant agreements will be based on the low bid documents. The AT Infrastructure grant amount is typically capped.
- The AT Infrastructure grant agreement should be fully executed before construction begins.

If you have questions, please contact Steven Prusak at steven.prusak@state.mn.us. I will be your main point of contact for this AT Infrastructure grant selection.

Sincerely,

Steven B. Prusak
Active Transportation Engineer
Digitally signed by Steven Prusak
Date: 2025.04.29 15:50:20 -05'00'

Steven Prusak, P.E.
State Aid Active Transportation Engineer

copy: Todd Broadwell, District 8 State Aid Engineer
enclosure: State Fund Grantee User Guide

City Council Action Request

Council Meeting Date:	June 16, 2025	**Agenda Item Number:**	12.A.
Agenda Section:	Closed Session	**Originating Department:**	Administration
Resolution:	No	**Prepared By:**	Kyle Box, City Operations Director
Ordinance:	No	**Presented By:**	Leslie Valiant, City Administrator
Item:	Closed Session pursuant to Minn Statute 13D.05 Subd. 3 (c)(3)		

RECOMMENDED ACTION:
To move into closed session pursuant to Minnesota Statute 13D.05 Subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

OVERVIEW:
The City Council will develop or consider offers or counteroffers for the purchase or sale of real or personal property located within Parcel ID 95-921-5900

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:
None