



WILLMAR CITY COUNCIL MEETING

MONDAY, JULY 7, 2025 @ 6:30 PM

Willmar Municipal Utilities

700 Litchfield Ave SW

Willmar, MN 56201

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 16, 2025
- B. Willmar Municipal Utilities Draft Minutes June 23, 2025
- C. Parks and Recreation Board March 19, 2025 Meeting Minutes
- D. Parks and Recreation Board May 21, 2025 Meeting Minutes
- E. Consideration of Sunday Liquor License
- F. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—
Intuition Brewing LLC
- G. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit –
Kandiyohi County Fair Association
- H. Greater Minnesota Parks and Trails Legacy Grant Application and Resolution, Phase 2
- I. Accept Final Pay Application for Willmar Municipal Airport Drintile Installation
- J. Accept and Final Project No. 2404-A Thompson Parking Lot & Ella Ave Path
- K. Accept and Final Project No. 2404-B 19th Ave Path Improvements
- L. Accounts Payable Report, 6/12/2025 - 7/2/2025

Information:

- M. Building Permit Report June 2025

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Call for 2025 Assessment Hearing
 - B. 2026 Feasibility Report Professional Services

- C. Approving the Building Restoration Corporation bid for Civic Center East wall repairs
- D. Change Order #1 for Outdoor Covered Ice Rink-upgraded footings
- E. Resolution to Acknowledge Donations for the Second Quarter of 2025

10. Announcements

11. Adjourn to Close Session

- A. Close session pursuant to MN Stat 13d.05, subd. 3(c)

12. Adjourn

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

June 16, 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, and Carl Shuldes. Excused: Tom Butterfield Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, City Engineer Jared Voge, Work Foreman Paul Tinklenberg, Environmental Specialist Sara Sietsema, Director of Community Growth Pablo Obregon, City Clerk Vernae Larsen, and City Attorney Robert Scott.

Mayor Reese addressed the city regarding recent heavy rains and subsequent flooding to homes and businesses.

Council Member Ask moved to add a Presentation from the Willmar Fests Royalty to the agenda right after the Open Forum. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Fagerlie moved to **Approve the Agenda as Amended**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

City Clerk Vernae Larsen reviewed the consent agenda.

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 Kandiyohi 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~~

Council Member Gilbertson pulled Line L. Director Reports from the Consent Agenda for additional discussion.

Council Member Ask moved to **Approve the Consent Agenda Items as Amended**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Noes None

L. Director Reports

Council Member Gilbertson asked Parks and Rec Director Baumgarn when the splash pad would be up and running once the water crisis is over. Director Baumgarn informed him that the controller went out and it would be about 3 weeks. Council member Gilbertson moved to approve the Director Reports. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Noes None

Presentation: Willmar Fests Chairperson Chris Radel addressed the council about upcoming Willmar Fests activities and the Willmar Fest Royalty spoke about their exciting year as ambassadors for the city.

PUBLIC HEARINGS

A. Ordinance Authorizing the Issuance of up to \$7,000,000 General Obligation Bonds, Series 2025A

Finance Director Tom Odens and Mikaela Hout from Baker Tilly presented the Ordinance and Resolution Authorizing the General Obligation Bonds, Series 2025A. Mayor Reese opened the Public Hearing at 6:57 PM. There being no one present to speak for or against the proposed Ordinance, Mayor Reese closed the Public Hearing at 6:57 PM.

Council Member Gilbertson moved to **Approve Ordinance #1536 Authorizing the Issuance of up to \$7,000,000 in General Obligation Bonds, Series 2025A**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Gilbertson moved to **Adopt Resolution No. 2025-064 providing for the competitive negotiated sale of up to \$7,000,000 in GO Improvement Bonds**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

B. 'WITH WILLMAR' Comprehensive Plan

Planning and Development Director Christopher Corbett presented 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. Mayor Reese opened the public hearing at 7:16 PM.

Jeanne Kling, 809 24th Street SE, spoke in favor of the plan, mentioning her enjoyable experiences as part of the focus group. She added that by soliciting and incorporating input from the community makes this a different and better plan than previous plans. She emphasized how neighborhoods played such an important role in the development of this plan.

City Clerk Vernae Larsen read letters on behalf of the following residents:

County Commissioner Steve Gardner wrote in support of the new Comprehensive Plan. He

wanted to stress to the council that affordable housing is critical to a healthy community and believes that there is a strong vision contained in the plan that supports this.

Dayling Munoz wrote stating that she was part of the focus group and spoke kindly of the city staff and the process that included community involvement. She encouraged the council to adopt the Comprehensive Plan as it addresses critical elements like land use, the environment, housing and public safety and provides a framework for the city's vision for the future.

Jonathan Marchand wrote encouraging the council to adopt the Comprehensive Plan speaking highly of the process used to develop the plan and the inclusion of feedback from our diverse community. He also asked that the council continue to keep affordable housing at the forefront of future growth and development.

Michelle Marotzke provided support for the Comprehensive Plan and pointed out how it is inclusive of all aspects of our community and its diverse needs. She stated that the Plan provides a strong foundation for continued progress and unity in our community.

Jennifer Lindquist strongly encouraged the council to provide continued support for the 'With Willmar Comprehensive Plan'. She stated that the Plan directly responds to the need for affordable housing, multimodal transportation, vibrant public spaces and opportunities for entrepreneurship, especially among underrepresented communities by offering clear actionable strategies.

The Mayor closed the public hearing at 7:30 PM. Council Member Shuldes moved to **Approve Resolution No. 2025-065 Adopting the 'WITH WILLMAR' Comprehensive Plan**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

REGULAR BUSINESS

A. **Resolution Adopting Vision Zero Transportation Safety Commitment on City Streets within the City of Willmar**

Planning and Development Director Christopher Corbett provided information regarding the Vision Zero Transportation Safety Commitment on City Streets within the City. Council Member Fagerlie made a motion to **Approve Resolution No. 2025-066 Adopting Vision Zero Transportation Safety Commitment on City Streets within the City of Willmar**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

B. Award Bids: Airport Runway 13/31 Lighting System Replacement

City Engineer Jared Voge provided information and called for the adoption of resolutions awarding Airport Runway 13/31 Lighting System Replacement to Design Electric, Inc. in the amount of \$840,877 and 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).

Council Member Fagerlie moved to **Approve Resolution No. 2025-067 Awarding Bid for 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)**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Noes None

A motion was made by Council Member Fagerlie to **Adopt Resolution No. 2025-068 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)**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Noes None

C. Resolution to Accept the Proposal from Bolton & Menk for Airport Runway 13/31

Airport Manager Eric Rudningen provided information about the professional services of Bolton & Menk for the Runway 13/31 Edge Lighting System Replacement project. Following discussion, a motion was made by Council Member Fagerlie to **Adopt Resolution No. 2025-0069 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)**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 4, Noes 3.

Ayes Council Member Nelsen, Council Member Fagerlie, Council Member Davis, Council Member Shuldes

Noes Council Member Ask, Council Member Gilbertson, Council Member Gardner

D. Accept SW MN Arts Council Grant

Director of Community Growth Pablo Obregon provided information regarding the

Southwest Minnesota Arts Council quick organizational grant of \$2,500. Council Member Ask moved to **Adopt Resolution 2025-070 to Accept SW MN Arts Council Grant of \$2,500**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

E. **Accept PFAS Source Identification & Reduction Grant**

Environmental Specialist Sara Sietsema provided information and asked the Council to adopt a resolution accepting the PFAS Source Identification and Reduction Grant from MPCA in the amount of \$95,200. Following discussion, Council Member Nelsen moved to **Adopt Resolution No. 2025-071 Accepting the PFAS Source Identification & Reduction Grant in the amount of \$95,200**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

F. **Accept Solid Waste/Wastewater Grant from MPCA for PFAS Treatment Planning & Design**

Environmental Specialist Sara Sietsema provided information regarding the Planning and Design for PFAS Treatment and Solid Waste/Wastewater Grant from MPCA in the amount of \$275,100. Council Member Ask motioned to **Approve Resolution No. 2025-072 Accepting the Solid Waste/Wastewater Grant from MPCA for PFAS Treatment Planning & Design in the amount of \$275,100**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

G. **Accept Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) from MPCA**

Environmental Specialist Sarah Sietsema provided information and called for the Council to adopt the resolution accepting the Sewer Overflow and Stormwater Reuse Grant (OSG) from MPCA in the amount of \$91,700. A motion was made by Council Member Fagerlie to **Adopt Resolution No. 2025-073 Accepting the Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) from MPCA in the amount of \$91,700**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

H. **Lakeland Drive Trail Active Transportation and Transportation Alternatives Grants**

City Engineer Jared Voge presented information regarding the Active Transportation and Transportation Alternatives grants that were awarded to the City for the Lakeland Drive Trail Improvements Project. State contracts will be received at a later date as the project develops.

CLOSED SESSION

A. **Closed Session pursuant to Minn Statute 13D.05 Subd. 3 (c)(3)**

A motion was made by Council Member Fagerlie to move into **Closed Session pursuant to Minn Statute 13D.05 Subd. 3 (c)(3) to discuss Parcel 95-921-5900**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

With no further business to discuss, at 8:56 PM, Council Member Fagerlie moved to **Adjourn**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

MAYOR

Attest:

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: Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Shuldes

and the following were absent: Council Member Butterfield

Council Member Gilbertson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2025-064 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 Council Member Gardner and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

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

and the following voted against the same:

NONE

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 16th day of June, 2025.

/S/Vernae Larsen
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

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

*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

RESOLUTION NO. 2025-065

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

/S/ Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

Vernae Larsen, City Clerk

RESOLUTION NO. 2025-066

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 Vision Zero safety-focused projects and strategies in a variety of ways and is committed to measuring the outcomes of Vision 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

/S/ Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

Vernae Larsen, City Clerk

RESOLUTION NO. 2025-068
AIRPORT RUNWAY 13/31 LIGHTING SYSTEM REPLACEMENT AS-BID BUDGET
TOTAL COST \$1,211,456

Motion By: Fagerlie

Second By: Gilbertson

Code

PERSONNEL SERVICES

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

RECEIVABLES

FAA 95%	\$1,150,883
State MN 2.5%	\$30,286
City 2.5%	\$30,286

TOTAL **\$1,211,456**

SUPPLIES

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

FINANCING

FAA 95%	\$1,150,883
State MN 2.5%	\$30,286
City 2.5%	\$30,286

TOTAL **\$1,211,456**

GRAND TOTAL **\$1,211,456**

Dated this 16th day of June, 2025

OTHER SERVICES

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$840,877
38 Cleaning & Waste Removal	
TOTAL	\$840,877

/S/ Douglas E. Reese
Mayor

Attest:

/S/ Vernae Larsen
City Clerk

OTHER CHARGES

46* Prof. Services	\$370,579
48 Admin OH (Transfer)	
TOTAL	\$370,579
GRAND TOTAL	\$1,211,456

RESOLUTION NO. 2025-069

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

Motion By: Fagerlie Second By: Shuldes

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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-070

**RESOLUTION ACCEPTING SOUTHWEST MINNESOTA ARTS COUNCIL
QUICK SUPPORT FOR ORGANIZATIONS GRANT**

Motion By: Ask Second By: Nelsen

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

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

Resolution No. 2025-071

AUTHORIZATION TO ACCEPT THE PFAS SOURCE IDENTIFICATION AND REDUCTION GRANT.

Motion By: Nelsen Second By: Fagerlie

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.

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

Resolution No. 2025-072

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

Motion By: Ask Second By: Nelsen

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.

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

Resolution No. 2025-073

AUTHORIZATION TO ACCEPT THE SEWER OVERFLOW AND STORMWATER REUSE GRANT.

Motion By: Fagerlie Second By: Gardner

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.

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

The Municipal Utilities Commission (MUC) convened its regularly scheduled meeting on Monday, June 23, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners in attendance were Shawn Mueske, John Kennedy, Patricia Elizondo, Terrill Sieck, Dave Baumgart, and Bruce DeBlieck. Commissioner Carol Laumer was absent.

Also present were General Manager Jeron Smith, Director of Administration Janell Johnson, Facilities and Maintenance Supervisor Kevin Marti, Information Systems Coordinator Mike Sangren, City Council Liaison Tom Gilbertson, Executive Secretary Abby Ahrendt, City Attorney Robert Scott (attending via teleconference), and *West Central Tribune* journalist Jennifer Kotila.

The meeting was called to order by Commission President Mueske, followed by recitation of the Pledge of Allegiance. President Mueske then inquired whether there were any changes or additions to the agenda as presented. General Manager Smith provided clarification regarding highlighted line items on the bill payment list. Following review and discussion, Commission President Mueske requested action on the consent agenda. Commissioner Baumgart made a motion to approve the consent agenda, which was seconded by Commissioner Sieck.

RESOLUTION NO. 21

“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 June 9, 2025, MUC Meeting;
- ❖ Meeting Minutes from June 16, 2025, Labor Committee Meeting; and
- ❖ Bills represented by vouchers No. 20250961 to No. 20251014, including associated wire transfers, totaling \$3,294,543.64.”

Dated this 23rd day of June 2025.

President

Attest:

Secretary

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

Labor Committee Chair DeBlieck provided remarks regarding General Manager Smith’s six-month

performance review. He noted that the Labor Committee utilized the General Manager Performance Evaluation Worksheet to conduct a thorough assessment, with ratings ranging from satisfactory to very good. Following this discussion and review, DeBlieck offered a motion to approve the six-month review as satisfactory or better and to authorize the corresponding salary adjustment outlined in the General Manager's employment agreement. Commissioner Sieck seconded the motion.

RESOLUTION NO. 22

"BE IT RESOLVED that the Willmar Municipal Utilities Commission approves General Manager Jeron Smith's six-month performance review as satisfactory or better and approves the corresponding salary adjustment in accordance with his employment agreement."

Dated this 23rd day of June 2025.

President

Attest:

Secretary

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

Commissioner DeBlieck provided a brief recap of his experience at the 2025 APPA National Conference. He noted that 8–10 sessions were offered each day, allowing attendees to select topics of interest. Among the sessions he attended were "Building Community Trust for Greater Impact" and "Adapting to the Surge of Data Centers and AI Load Growth." His key takeaway emphasized the importance of communicating WMU's role and value to the community in order to build trust and strengthen engagement.

Director of Administration Johnson provided a brief update on the Energy Acquisition Adjustment (EAA). She reported that, based on actual and projected data, WMU's energy costs remain below the \$71/MWh threshold and that no EAA is recommended at this time.

General Manager Smith reminded Commissioners that materials, including updates to the 2025 General Manager Goals, from the June 16th Labor Committee meeting, are available on their tablets. He then provided an overview of the NERC 2025 Summer Reliability Assessment, which highlights an elevated risk of energy shortfalls during extreme weather conditions, driven by increased demand, reduced dispatchable generation, and reliance on intermittent energy sources. In response to Commissioner questions, Smith discussed potential impacts if local utilities are called on to generate electricity and outlined MRES processes. He also stated that the MRES/MMMPA Board Meeting summary is available for anyone who wishes to review it. Additionally, Smith reiterated previous details on the proposed GRE 115 kV transmission line and noted that project maps and related materials are now available. He concluded by thanking Commissioners DeBlieck, Elizondo, and Baumgart for participating in the WMU booth at the Willmar Fest Block Party on Thursday evening. WMU was also represented in Saturday's parade with a bucket truck entry.

Upcoming Events:

- ❖ 50-Year Membership Milestone Recognition: June 30, 2:30–3:00 p.m., WMU
- ❖ MMUA Summer Conference (Rochester, MN): August 18–20, 2025
- ❖ MRES Municipal Power Leadership Academy (Sioux Falls, SD): September 17–18, 2025

President Mueske asked if there were any additional matters for discussion. Hearing none, Commissioner Baumgart moved to adjourn the meeting. The motion was seconded by Commissioner Kennedy and approved unanimously with a vote of six ayes and zero nays. The meeting adjourned at 12:23 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary

PARKS AND RECREATION BOARD
March 19, 2025, 1:30PM
Willmar Civic Center-Community Room

Members Present: Steve Tammen, Stephanie Carlson

Staff Present: Rob Baumgarn, Rachel Centellas, Curt Hein, Anita Nelson

Council Members Present: Steve Gardner

Steve called the meeting to order and took roll call. He asked for any additions or deletions to the agenda, there were none.

Steph made a motion to approve the February meeting minutes, Steve seconded. All were in favor. Motion to approve the February meeting minutes is approved.

There were no public comments.

Steve Gardner talked about the Flags of Honor addition. Phase 2 will be a monument; he gave a presentation and there was a discussion about the project.

Rob gave an update on the Capitol Improvement Plan. He has been working on the projects for the next 5 years and must submit them to the council for their approval. The only project getting funded this year is the east wall repair for the Civic Center. There was discussion about the projects for the next 5 years.

Rob talked about the Roosevelt and Garfield land. The schools will not be selling Roosevelt. There was discussion about both those land uses.

Rob brought up the master park plan and having board members at the spring show to get some community engagement and feedback on that.

Anita gave an update on what has been going on in youth programming.

There were no board announcements.

Stephanie made a motion to adjourn the meeting, Steve seconded. All were in favor. Meeting adjourned.

PARKS AND RECREATION BOARD
May 21, 2025, 1:30PM
Willmar Civic Center-Community Room

Members Present: Steve Tammen, Stephanie Carlson, Doug Doering, Jeff Newberg
Taylor Marcus, Alissa Norsten

Staff Present: Rob Baumgarn, Rachel Centellas, Curt Hein, Ryan Scheffler

Council Members Present: Steve Gardner, Carl Shuldes

No April meeting was conducted.

Jeff called the meeting to order and took roll call. He asked for any additions or deletions to the agenda, there were none.

Alissa made a motion to approve the March meeting minutes; Steve seconded. All were in favor. Motion to approve the March meeting minutes is approved.

There were no public comments.

Rob gave an update on current projects, The outdoor rink is starting to get ready for construction, moving materials on-site. This should be finished in late September or early October. The trailhead shelter and bathrooms have gotten their footings, and the bathroom will be installed May 29. The shelter will be here mid-June. The fishing piers at Robbins Island will be put in the end of July. There was discussion on these projects.

Rob discussed the Sperry pickleball courts and how there will now be signs posted of the rules and hopefully people will follow them. Discussion took place on the pickleball courts.

Rob discussed concerns at the turf fields, how groups are not cleaning up after themselves on the fields and our staff is having to spend hours cleaning it up. If the turf fields are being misused, they may have to be locked up again. Discussion took place on the turf field concerns.

Rob gave an update on the summer programming, most of the programs are located at the Civic Center which will help participants with Cardinal place being at the Civic Center as well. Discussion took place on the summer programs.

Rob talked about the Willmar youth softball and the difference between Velocity and the softball boosters banner contract. This may need to change in the future and there was discussion about the programs.

Ryan gave a coordinators report and talked about upcoming events at the Civic Center.

For a board announcement it was announced that the Public Works open house on Thursday from 3:30-5:30pm.

Steve made a motion to adjourn the meeting, Taylor seconded. All were in favor.
Meeting adjourned.



City Council Action Request

Council Meeting Date:	July 7, 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:	Consideration of Sunday Liquor License		

RECOMMENDED ACTION:

Approve the Sunday Liquor License on a Roll Call Vote

OVERVIEW:

The following establishment is requesting a Sunday Liquor License for the remainder of the 2025 fiscal year:

On June 30, 2025, Police Chief Michael Holme recommended application approval to Intuition Brewing's request to hold an On-Sale Sunday Liquor License located at 313 4th Street SW, Suite 1, under the name Intuition Brewing Inc. dba Intuition Brewing. This establishment is currently licensed as a Taproom On-Sale Liquor License holder with the option to hold a Sunday Liquor license for Sunday sales.

BUDGETARY/FISCAL ISSUES:

Prorated annual \$200.00 application fee

ALTERNATIVES TO CONSIDER:

Deny the application as requested.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Intuition Brewing LLC		

RECOMMENDED ACTION:

Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

OVERVIEW:

The Intuition Brewing LLC dba Intuition Brewing; has plans to sell alcohol during a Beer Garden & Street Dance Event on August 1, 2025. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

BUDGETARY/FISCAL ISSUES:

\$100 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during this event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit – Kandiyohi County Fair Association		

RECOMMENDED ACTION:

Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, Pending Police Department Approval, on a Roll Call Vote

OVERVIEW:

The Kandiyohi County Fair Association, a 501 (c) (3) nonprofit corporation organized under the laws of the State of Minnesota, has plans to sell alcohol during the Kandiyohi County Fair from August 6-9, 2025. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on their property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

BUDGETARY/FISCAL ISSUES:

\$100.00 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during the Kandiyohi County Fair

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Greater Minnesota Parks and Trails Legacy Grant Application and Resolution, Phase 2		

RECOMMENDED ACTION:

Approve supporting a grant funding application and resolution for submission to the Greater Minnesota Parks and Trails Legacy Grant Program to secure funding for Phase 2 construction of the Robbins Island Amphitheater.

OVERVIEW:

City staff, in partnership with the Willmar Rotary Club, Engan Associates, and Bolton & Menk, are actively preparing a grant application for the Greater Minnesota Parks and Trails Legacy Funding Program. This application will support Phase 2 of the Robbins Island Amphitheater project.

Phase 2 focuses on the exterior enclosure of the stage area, which will include restrooms, dressing rooms, storage, and space for mechanical and electrical equipment.

The City of Willmar has already secured \$1.3 million in grant funding to complete Phase 1 of the project.

Phase one includes:

- Installation of water and electrical service to the site
- Construction of concrete footings and slabs
- Building the elevated stage

Schematic design work for Phase 1 is currently in progress, with input from our design and engineering partners. Once finalized, the design will be presented to the City Council for review and approval. City staff are also collaborating with the Minnesota Department of Natural Resources (MN DNR) to finalize the necessary documentation for the project.

The goal is to bid out Phase 1 by late 2025 or early 2026, contingent upon final approvals.

To qualify for Legacy funding, the application must be submitted by a unit of city or county government. If awarded in late November, Phase 2 construction could begin in summer or fall 2026.

Grant Application Deadline: July 31, 2025

BUDGETARY/FISCAL ISSUES:

The Willmar Lakes Rotary and private donations will provide funding.

2025 Funding Phase One

City of Willmar	\$1,304,568
Willmar Lakes Rotary	\$250,000
Total	\$1,554,568

Estimated Total Project Cost: \$2,800,000

ALTERNATIVES TO CONSIDER:

Don't apply for the grant

ATTACHMENTS:

1. Resolution for Amphitheater
2. Resolution for Grant Application and Funding
3. Funding Application and Guidelines
4. Preliminary design of the ampitheater project.

RESOLUTION NO. _____

**ROBBINS ISLAND AMPHITHEATER LICENSE AND DONATION ACCEPTANCE
AGREEMENT**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to authorize submission of a grant funding application for the Greater Minnesota Parks and Trail Legacy Grant Program for the construction of the Robbins Island Amphitheater.

Dated this 7th day of July 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK

LOCAL GOVERNMENT RESOLUTION - LEGACY

Resolution approving a Greater Minnesota Legacy Grant application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Robbins Island Regional Park Amphitheater project.

WHEREAS, City of Willmar has the right and authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

WHEREAS, City of Willmar has a right and authority to act as Legal Sponsor for the State Grant Application (the "Application") and will work with the Minnesota Department of Natural Resources ("DNR"), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

THEREFORE, BE IT RESOLVED, That the Applicant certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

BE IT FURTHER RESOLVED, that the Applicant confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

BE IT FURTHER RESOLVED, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest, permanent or perpetual easement or minimum twenty (20) year lease over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

BE IT FURTHER UNDERSTOOD, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the Applicant.

IN WITNESS WHEREOF, the foregoing executed as of _____, 20 ____.

APPLICANT

City of Willmar, Leslie M. Valiant

By: _____
Print Name: _____

Its: Authorized Representative

2025 Funding Application Guidelines



Section I

Introduction

The following document outlines the Commission's funding goals/considerations, application requirements, criteria, and eligible expense lists. Only facilities designated as Regionally Significant by the Commission are eligible for funding. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Applicants are encouraged to contact the System Plan Coordinator at coordinator@gmrptcommission.org.

APPLICATION NOTES FOR 2025: Applicants should review this entire packet for changes, including:

- This application guide has been reorganized to cover all GMRPTC grant opportunities.
- Application schematic design standards have been clarified for project infrastructure and architectural layouts. See the Funding Application Portal Instructions for details.
- Project scoring for Criteria #7 has been increased to reflect the importance of the project being ready to proceed.
- The Project Contract Deliverables Note has been updated, including a new GMRPTC Grant Awardee Obligations requirement.
- Clarification of engineering cost calculations, the inclusion of powered and unpowered mobility devices and accessibility signage, extending trail easement requirements from 20 to 25 years, and clarification of in-kind expenses are included in the eligible and ineligible notes.

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Grant Opportunity Summaries

The Greater Minnesota Regional Parks and Trails Commission offers grant opportunities to further its goals under the Legacy Amendment. The following brief descriptions outline each grant opportunity. More complete descriptions and application guidance are provided in Section II. Only facilities designated as Regionally Significant by the GMRPTC with a current and qualified Master Plan as determined by the Commission are eligible for funding.

1. Legacy Development and Acquisition Grants

This is the primary, Legacy Amendment funded, grant opportunity administered by the GMRPTC. Examples include major infrastructure development for day use areas or buildings, trail construction or re-construction, land or easement acquisition, campgrounds, nature trails in parks, etc. There is a minimum grant request of \$25,000. Applications open at the beginning of April and close at the end of July. For 2025 (Fiscal Year 2027), the anticipated funding available equals approximately \$12,500,000. A match is not required but is encouraged.

2. Connect People and the Outdoors (CPO) Grants

This is another major funding category for Legacy Amendment grants through the GMRPTC. Examples include non-infrastructure projects such as new, innovative outdoor recreation programs, recreation equipment, or projects that improve access to underserved communities. There is a minimum grant request of \$25,000. Applications open at the beginning of April and close at the end of July, unless a special secondary application period is designated by the Commission. For 2025 (Fiscal Year 2027), the anticipated funding available is within the approximately \$12,500,000 available for Greater Minnesota Legacy. A match is not required but is encouraged.

3. Environmental/Archeological Grants

This grant category is earmarked for environmental/archeological review projects, prior to the application and funding for Legacy Development and Acquisition grants. Examples include EAW or Phase I EIS projects, archeological studies, or other work related to pre-project development (not including design work). Funding amounts will be determined by the Commission annually, typically \$100,000-250,000. The application deadline is a rolling basis; there is no set deadline for application. There is a minimum grant request of \$25,000. Grant awards have a cap of \$50,000, with a required minimum 20% local match.

4. Access and Inclusion Grants

This grant category is designed to improve accessibility and inclusivity for the widest ranges of users of all abilities and ages. Inclusion provides equal access to recreation opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or intellectual disabilities. A grant to improve access helps remove the physical barriers to gain access to a facility through universal access design and correcting barriers in existing buildings. Funding amounts will be determined by the Commission annually, typically \$100,000-250,000. The application deadline is a rolling basis; there is no set deadline for applications. There is a minimum grant request of \$25,000. Grant awards have a cap of \$100,000 with no required match, although a match is encouraged.

5. Emerging Opportunity Grants

From time to time, the Commission may have unutilized or unawarded funds leftover from other grant categories. In such cases, the Commission may announce a secondary Greater Minnesota Legacy grant application cycle, typically with near-immediate availability of funds. Funding application timelines, funding and award amounts, and project focus will be announced as a part of the opportunity.

Section II

Application Guidance

The following guidance articulates the goals for each Greater Minnesota Legacy grant program. Applicants should be sure to address each item in the program specific guidance in their online application. All eligible and ineligible items listed in Section V of this guidance apply to all grant categories, unless specifically excluded. Additional details for the applications, including mapping, design, implementation, and reporting requirements can be found in the Funding Application Portal Instructions or appropriate policy documents.

Legacy Development and Acquisition Grants

The following application guidance outlines the Commission's goals for funded facility projects. Applicants should address the following in their application.

1. Requests are evaluated based on their ability to provide a high-quality experience, serve a regional population or visitor destination, enhance connectivity, fill a critical gap in a recreational opportunity and complete a regionally substantial component of the Master Plan. Requests are further evaluated based on the applicant's response to the funding application requirements.
2. Takes advantage of one-time opportunities to expand or enhance an existing park or trail, or opportunities for a critical rehabilitation of an existing facility.
3. The [25-Year Parks and Trails Legacy Plan](#) (Legacy Plan) four strategic directions (Pillars) are given high consideration: Connect People and the Outdoors; Acquire Land, Create Opportunities; Take Care of What We Have; and Coordinate Among Partners, i.e. funding matches, cooperative projects. Applications must align and clearly articulate their tie to one or more Pillars.
4. Funding is further evaluated with regard to: Completeness and viability of preliminary design, implementation plan, budget, and sustainability plan. Inclusivity is a mandatory component of all Legacy funded projects and project areas, or explained if an exception exists.
5. Project components that are ineligible costs will not be considered as a part of the funding request or local match.
6. At the Commission's discretion, projects may be approved for grant funding that do not fit within current grant guidelines; innovation and exploring the potential to expand outdoor recreational user groups will be considered.

Connect People and the Outdoors Grants

*Connect People and the Outdoors (CPO) funding is available to cities, counties, and tribal governments for **regionally designated** parks and trails. Funds may be used for agencies or contracts to deliver programming and/or improved accessibility to outdoor recreation based out of the regional park or trail. Applicants should address the following items in their CPO application:*

1. Has clearly defined, attainable goals and objectives and geographic scope similar to the level of planning detail required for a park or trail project, accompanied by a well-developed outreach and marketing plan.
2. Is deliberate and intentional in inviting, welcoming, and engaging diverse populations, and has a well-developed plan to do so.

3. Utilizes existing program models with a proven record of effectiveness and best practices, or melds successful models into new, innovative, or unique approaches with reasoned justification. Provides for tracking of quantitative and qualitative user data during events or programs for sharing with the Commission.
4. Enlists partners among community groups and recreation industry sectors for mutual benefit, to advance delivery strategies, and to maximize return on public investments.
5. Scale and magnitude is sufficient to affect a significant number of active and potential program participants, park visitors and/or trail users; identifies projected number of active and potential program participants.
6. Identifies all barriers to access, such as cultural, auditory, sight, mobility, and language, and has specific strategies to address the ones viable to this project.
7. Able to provide trained and effective leadership with the proven ability to deliver high-quality outdoor recreation experiences.
8. Demonstrates an enduring impact through short-term, intensive interventions, or has a sustainability plan for ongoing implementation of events or programs (at least 5 years) or maintenance of recreation equipment (at least the first life cycle, typically 10 years) outside of Legacy funding.
9. Does not supplant existing local funding for existing programming.

Refer to the [GMRPTC Funded Non-Infrastructure Management Policy](#) for additional guidance.

Programming-based CPO projects will require a final design/work plan to be submitted upon contract execution and are subject to the ongoing management/reporting, data collection and project reviews as defined in policy.

Environmental/Archeological Grants

This grant category is earmarked for environmental/archeological review projects, prior to application and funding for Legacy Development grants. Development projects already funded by Greater Minnesota Legacy are not eligible for this grant. Applicants should address the following in their Environmental/Archeological application:

1. The proposed review work has clearly defined goals for the review project, including scope of survey or field work, specific regulatory documentation, and other requirements of DNR and SHPO pre-contract deliverables.
2. Is tied to a project that completes a regionally substantial component of the Master Plan.
3. Includes appropriate scoping developed with the assistance of state-approved archeologists, environmental consultants and/or SHPO.
4. Considers alternative development project sites or designs, should the preliminary proposed site or design encounter unanticipated restrictions or impacts. Site maps should meet application standards and include archeological and architectural data from the SHPO system.

Review the [GMRPTC Policy for Environmental/Archeological Review Funding](#) in the application toolbox for more information.

Accessibility Grants

This grant category is earmarked for accessibility improvement projects that meet or exceed the minimum requirements in the 2010 ADA Standard for Accessible Design and are outside the scope of traditional Legacy Development projects. Projects that solve immediate barriers to access are the intended scope of this category. Applicants should address the following in their Accessibility application:

1. The proposed work meets, and ideally exceeds, the minimum accessibility requirements in the 2010 ADA Standards for Accessible Design.
2. Is tied to a feature or group of features that completes a regionally substantial component of the Master Plan.
3. Priority consideration will be given for projects that are tied to a professional accessibility audit.
4. Are designed with input from local individuals or groups including persons with and without disabilities and persons of all ages. Projects should, where appropriate, include signage and other information about the improvements designed to meet the needs of users of all abilities.

Emerging Opportunity Grants

From time to time, the Commission may have unutilized or unawarded funds leftover from other grant categories. In such cases, the Commission may announce a secondary Greater Minnesota Legacy grant application cycle, typically with nearly immediate availability of funds. Emerging Opportunity grants typically have a stated focus or objective designed to further Legacy in Greater Minnesota. Applicants should address the following, as well as any additional published guidance, in their Emerging Opportunity application.

1. The proposed project meets the stated purpose of the grant opportunity published by the GMRPTC.
2. The project is tied to a specific regionally significant component or outcome of the Master Plan.
3. The application meets all guidelines and components for the relevant associated grant category, i.e. it meets all of the CPO or Legacy Development and Acquisition grant application guidelines and requirements, if required.
4. Typically, Emerging Opportunity grants are made available to take advantage of special opportunities, address specific challenges or encourage unique prototype projects outside the normal scope of projects. If that is the case, the applicant should be very clear as to the purpose and expected outcomes of the project.

Section III

How to Apply

All GMRPTC applications must be completed and submitted using the Data Management System (DMS) online application portal. Select the grant program that best fits your project needs, then complete the application requirements using the guidance for your chosen program in the online

portal. A printable version of the application contents, video tutorials, and other relevant information is available in the online application toolbox, <https://www.gmrptcommission.org/application-toolbox.html>. Applicants are strongly encouraged to contact Commission staff for guidance early in the application process. All submitted applications will require a visit by Commission staff, either in-person for Development projects or virtual for CPO or Environmental projects.

Application Requirements

Applicants must address the following general requirements in their online funding application, as fully detailed in the [GMRPTC Funding Application Portal Instructions](https://www.gmrptcommission.org/application-toolbox.html).

<https://www.gmrptcommission.org/application-toolbox.html>

- I. Describe how the project completes a regionally substantial or impactful component of the Master Plan, including addressing each of the appropriate scoring criteria for the project classification. The project description must include pictures of the proposed project site along with descriptions of what is going to change in those pictures, supported by the required site designs.
- II. Explain how the project fulfills any relevant Pillars from the Legacy Plan. See application Instructions for further definition.
 - a. Connect People and the Outdoors
 - b. Acquire Land, Create Opportunities
 - c. Take Care of What We Have
 - d. Coordinate Among Partners
- III. The project budget and implementation must detail:
 - a. The full cost of the project and budget line items
 - b. Grant request funds
 - c. Grant match funds and sources
 - d. Non-eligible project expenses
 - e. Feasibility of timeline, scope, cost, etc.
 - f. Design and accessibility that meets or exceeds all standards
 - g. Availability for public use
 - h. Sustainability
 - i. Project Lead
- IV. Applicants must evaluate the outcomes of the project. What are the specific deliverables? How will the project be evaluated compared to the deliverables, i.e. the number of users who will benefit from this project, the quality of the facility, the impact of the repair or rehabilitation.

Required Attachments

- ✓ All funding applications must include an officially adopted resolution that meets Commission qualifications by their governing body. A [qualified resolution template](#) that must be followed is provided in the application toolbox.

- ✓ For acquisitions, appraisals are required and must be performed by a qualified licensed appraiser and meet the Uniform Standards of Professional Appraisal Practice (USPAP) and the DNR Supplemental Appraisal and Appraisal Review Guidelines located at https://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html
- ✓ A completed [budget spreadsheet](#), using the template provided in the online application.
- ✓ A site design for the project must be completed and submitted with the application, per directions included under “Map Requirements” and “Site Plan Requirements” in the online application. This includes playgrounds.

Minimum Accessibility Requirements

Grantees must comply with the Americans with Disability Act (ADA) and the standards and guidelines listed below. The Commission encourages applicants to exceed the minimum ADA standards in design and intent. In addition, all supporting elements and spaces must be made accessible if newly constructed or altered even if they are not part of this proposal. Supporting elements and spaces can include accessible car and van parking, accessible toilet and bathing facilities, drinking fountains and at least one accessible route connecting all elements, spaces and facilities. This program requires all exterior site accessible routes to be a minimum of 5 feet wide.

- Minimum design requirements and technical assistance available through the provided links.
- 2010 ADA Standards for Accessible Design, 2010 (For local and state government facilities covered by Title II including recreation facilities such as playgrounds, recreational boating facilities, fishing piers and platforms).
- ADA technical guides on the minimum requirements.
- The Architectural Barriers Act Accessibility Standards (ABAAS) for Outdoor Developed Areas, 2015, (re minimum requirements for federal sites and serve as a best practice for state and local government facilities such as campgrounds, picnic areas, pedestrian trails, beach access routes, and viewing areas).
- ABA technical assistance guide for outdoor developed areas.
- ADA and ABA Accessibility Guidelines for the Public Right of Way address the minimum requirements for shared use paths. Those routes are intended for bicycles and pedestrians.
- Technical assistance is available from the U.S. Access Board at 202-272-0800 or ta@access-board.gov.
- Technical assistance is available from the Department of Justice at 800-514-0301 or www.ada.gov.

****Project Contract Deliverables Note****

Depending on the project, the following may be required for parks and trails development projects. Find more information on each item in the Grants Management section of the Application Toolbox, document [DNR Pre-Contract Checklist](#).

If funded, the grant contract will be executed by the Department of Natural Resources (DNR) on behalf of the Commission. Therefore, all DNR contract requirements must be fulfilled and include (but not limited to) the following:

- ✓ Pre-review of the project from the Minnesota State Historical Preservation Office (SHPO).
- ✓ Completion of an Environmental Assessment Statement (EAS). Review of the project by the DNR's Natural Heritage Information System Review.
- ✓ Compliance with water and wetlands regulations (per DNR grant guidelines).
- ✓ Compliance with Minnesota Environmental Quality Board (EQB) Environmental Review rules for trail projects.
- ✓ Consultation with relevant Tribal Historic Preservation Offices (THPO) to assess cultural resources on site is highly recommended.

The above items should be initiated upon notification of award, prior to the execution of the grant contract in order to allow for long review times. Check with your DNR contract manager for additional guidance.

- ✓ For trail projects, a Land Approval Certification Form signed by all administrators of public land crossed or utilized by the trail project AND a completed long term or permanent lease/easement on land not owned by applicant. Campground Plan approval through Minnesota Department of Health (MDH).
- ✓ Applicant has confirmed acceptance of the [GMRPTC Grant Awardee Obligations](#).
- ✓ Provide twice per year project status and final project reports (with photos) to the GMRPTC.
- ✓ NO funds nor match may be expended until there is a fully executed contract. Work on the pre-contract items must be completed prior to contract execution per DNR requirements.

More information on post-award requirements can be found at https://www.dnr.state.mn.us/grants/recreation/pt_legacy.html

Section IV

Scoring Criteria

Each application will be evaluated and scored based on the following criteria. Parks, Trails and Connect People and the Outdoors (CPO) Programming applications will be evaluated based on their respective criteria and guidance. Other grant categories will be scored based on the most appropriate criteria in the chart. For projects that contain components of more than one category, the most relevant category will be selected for evaluation of specific project components.

1. (Parks and Trails): Completes a regionally substantial component of the applicants Master Plan. (CPO) Supports the programming and marketing components in the applicant's Master Plan.		
Parks: 10 points	Trails: 10 points	CPO: 10 points
2. (Parks and CPO) Fills a gap and provides an outdoor recreation benefit of regional significance. (Trails) Fills a gap and provides connectivity to users. Could also provide connectivity to a larger trail system or provides an outdoor recreation benefit of regional significance.		
Parks: 10 points	Trails: 10 points	CPO: 10 points
3. (Parks) Provides access to quality natural and cultural resources within the District. (Trails add'l) Examples are scenic views, wildlife viewing areas, viewshed and natural areas. Take into consideration the differences between districts, i.e. prairie views, tree/woodland views, lakes and streams. What is the expected ridership? (CPO) Provides significant and locally sustainable recruitment, retention or reactivation of outdoor recreation participation.		
Parks: 10 points	Trails: 15 points	CPO: 25 points
4. Is a critical acquisition or critical rehabilitation and repair of a park facility or feature, trail, trailhead facility or trail feature. (CPO) Provides access for underserved populations to quality natural and cultural resources within the district.		
Parks: 15 points	Trails: 10 points	CPO: 10 points
5. Is significantly linked to one or more of the four Pillars in the Legacy Plan. (CPO) Is significantly linked to the Connecting People to the Outdoors Pillar objectives as well as additional Pillars in the Legacy Plan.		
Parks: 20 points	Trails: 20 points	CPO: 15 points
6. Has a financial match. A higher match will receive greater point awards.		
0 – 4% match = 0 points 5 – 9% match = 3 points 10 – 14% match = 6 points 15 – 19% match = 9 points 20 – 24% match = 12 points 25% and up match = 15 points		
Maximum of 15 points		
7. Includes a fully detailed and reasonable budget, scope, implementation timeline, design, and sustainability plan.		
Parks: 20 points	Trails: 20 points	CPO: 15 points
Each item is a maximum of points and may be less depending upon the quality of the application. Top score is 100 points		

Section V

Project Eligibility Guidelines

The following list of eligible and ineligible project components should guide all project requests. Only eligible components can apply for funding or be included as a match for the project budget. List is subject to change at any time. Contact staff if clarification on any component is needed.

Special Eligibility Notes

- All infrastructure or physical development projects must have a minimum \$25,000 grant request. CPO or Environmental Review projects may be less.
- Accessibility improvement projects are now available as a stand-alone grant application. See Funding Application Guidelines or contact Commission staff for details on all Commission grant programs.
- Contingency funds are now allowable in project budgets up to 10% of development costs. The contingency must be included in the local match and will not be funded by Legacy. If the proposed project does not use the contingency, the funds must still be spent under the grant contract as mutually agreed to by the applicant and GMRPTC.

Eligible Items

Eligible Park Funding Projects

Including, but not limited to:

- Acquisition of land for future development of recreation facilities, protection/preservation of high value land for public use, critical park inholding
- Rehabilitation and redevelopment of existing facilities
- Development of outdoor recreation facilities – except those noted below as ineligible
- Accessibility enhancement
- Connect People to the Outdoors programming, accessibility upgrades, signage and equipment

Eligible Recreation Facilities

Including, but not limited to:

- Water access sites
- Campgrounds and sewer to campsites within park boundaries
- Fishing piers and shore fishing areas
- Nature study, visitor center and observations areas
- Picnic shelters
- Nature scape and/or traditional playgrounds
- Swimming beaches, natural surfaced swimming ponds and splash parks with a regional setting
- Trails within park boundaries
- Shooting ranges

Eligible Recreation Support Facilities

These facilities are eligible for funding as a part of a grant application that includes at least one facility from the above list. Including, but not limited to:

- Changing rooms, restrooms, shower buildings and warming houses

- Fencing, lighting, interpretive signage both cultural and natural, and directional signage, not including off-site directional signs on roadways
- Landscaping within project construction zones
- Park roads and parking areas, but this may not exceed 40% of the total project cost
- Permanent benches, seats, drinking fountains, grills and picnic tables
- Trash receptacles and fire pits
- Walkways

Eligible Trail Funding Projects

Including, but not limited to:

- Land acquisition *refer to acquisition requirements
- Trail development and connections
- Trailhead improvements
- Accessibility enhancement
- Motorized trail development
- Construction of trails on public or private lands where a minimum of a 20-year easement must be obtained
- Restoration of existing trail facilities; resurfacing and trail repair or trailhead restoration
- Construction or restoration of trail bridges
- Landscaping within trail construction zones

Eligible Park and Trail Reimbursement Expenses

Including, but not limited to:

- Construction expenses; the agency Highway or Engineering Department may invoice for these costs for services provided
- Design, engineering and construction management costs, provided they do not exceed 20% of the construction cost of the trail project or 10% of the construction cost of the park project; the agency Highway or Engineering Department may invoice for these costs for services provided.
- Equipment costs related to rental, not purchase of equipment for construction
- Land acquisition, including permanent easements and long-term lease agreements

Eligible Connecting People to the Outdoors Programming and Accessibility Expenses

Including, but not limited to:

- Program instructors and contractors
- Equipment rentals
- Equipment for programming use
- Program materials and supplies
- Advertising and promotion
- User transportation to and from recreation facilities
- Track wheelchairs and other powered or unpowered mobility devices
- Secure storage for programming and accessibility equipment
- Permanent accessibility information signage and devices

Ineligible Items

Ineligible Park and Trail Projects and Reimbursement Expenses

*Ineligible park facilities, amenities and costs are items that may not be funded by a GMRPTC grant **or included** as part of a local match. Including, but not limited to:*

- ❖ Construction of any facility on land not owned. Construction of a trail not having a minimum 25-year lease agreement
- ❖ Construction of ballfields, rinks, swimming pools, courts or soccer fields
- ❖ Construction projects within state parks, state recreation areas and state trails
- ❖ Administration expenses – examples include:
 - Appraisals
 - Closing Costs
 - Boundary Surveys
 - Wetland surveys and wetland credits
- ❖ Design and engineering expense in excess of 10% for park projects and 20% for trail projects
- ❖ Rental facilities (including campsites, camper cabins, boat slips/moorings, etc.) may be no more than 20% seasonal rental. If the facility exceeds 20% overall, no new Legacy-funded amenities of that type may be seasonal.
- ❖ Concession only buildings
- ❖ Facilities not available for public use
- ❖ Dredging, water impoundments and dams
- ❖ Golf courses
- ❖ Indoor recreational facilities
- ❖ Acquisition of land already in public ownership
- ❖ Legal fees
- ❖ Non-permanent skate park ramps and equipment
- ❖ Press boxes
- ❖ Memberships
- ❖ Overhead
- ❖ Insurance
- ❖ Fund raising
- ❖ Volunteer or donated labor
- ❖ Bad debt or interest
- ❖ Lobbyists or political contributions
- ❖ Condemnation costs
- ❖ Wages and expenses of grant recipient's employees
- ❖ Entertainment or gifts
- ❖ Advertising expenses for bids and project management
- ❖ Office rental costs and overhead
- ❖ Any expenditure that occurs outside the dates of the grant contract
- ❖ Maintenance equipment
- ❖ Non-permanent infrastructure (i.e. portable snow guns)
- ❖ Improvements to non-park highways or roadways, including but not limited to lighting, striping on street/road routing and shoulder work
- ❖ Invasive species removal, woodland management, or prairie restoration unless incidental to another project component

ROBBIN'S ISLAND BAND SHELL (845.01)



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.
311 4th Street SW | PO Box 956 | Willmar, MN 56201

DESIGN CRITERIA:

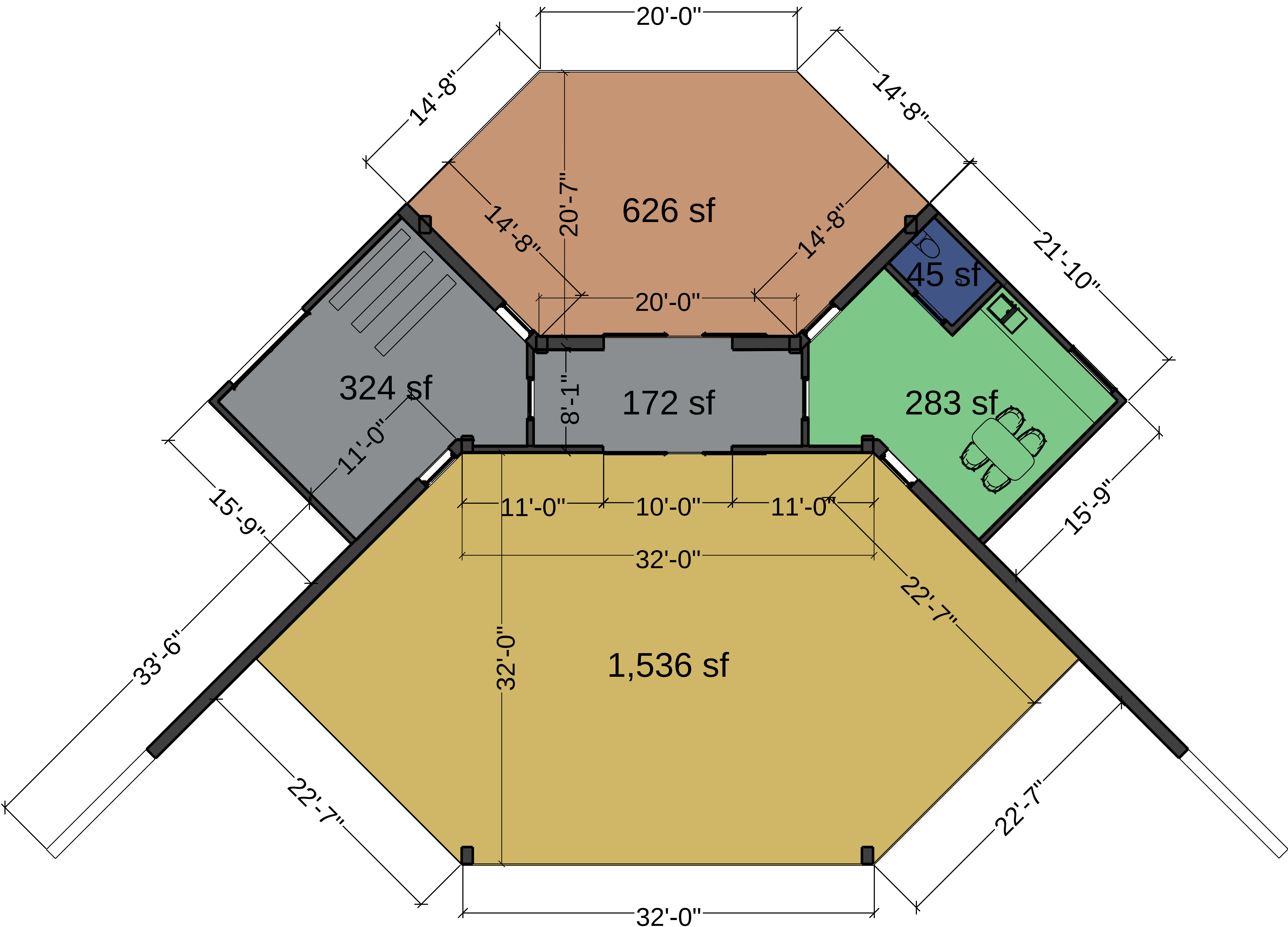
- MAIN STAGE:** Elevated performance stage for up to 10,000 people seated in the open athletic field.
- AMPHITHEATER/SMALL STAGE:** More intimate performance venue for 500 people or less.
- FLEXIBILITY:** The goal is to have a structure that can be used frequently by the community as a whole.
- LIGHTING:** Stage lighting to provide flexibility for a wide range of events. Lighting can also accentuate the structure and help create a beacon on Robbin’s Island.
- RIGGING FOR SOUND/LIGHT:** Provide truss structure for sound and lighting that allows for maximum flexibility and easy connection to the appropriate power source. Ideally it can be unmounted and stored if necessary.
- SECURITY:** Provide electrical mounting and raceways for security cameras & lighting.
- DONOR WALL:** Prominent location to display names of donors/partners.
- MATERIALS:** The materials of the band shell structure should fit into the natural landscape and utilize similar materials to the other buildings on Robbin’s Island & the Willmar park system. Also, the materials utilized in the band shell shall be low maintenance & high durability.
- STORAGE:** Provide storage for performance related equipment (sound, lighting, risers, music stands and other stage components for Rockin Robbins and other events).
- GREEN ROOM:** Provide space for performers and support staff to prepare for shows including sinks, mirrors, counters, lighting.
- RESTROOM:** For performers/staff only or is the general population included?
- STORM SHELTER:** Storage, restroom, & green room could be built to also function as a storm shelter.
- ACCESSIBILITY:** Compliant measurements for accessibility to be included in both the amphitheater and site design to accommodate for performers and spectators.

SITE CONTEXT:



SITE 1 SECTION

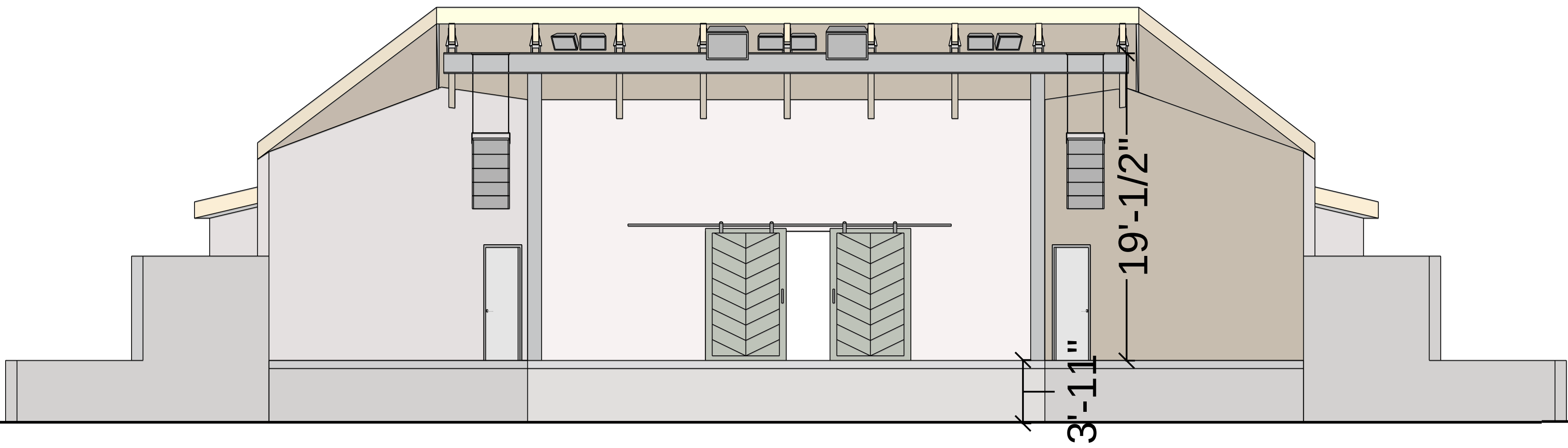
CONCEPT FLOOR PLAN & ELEVATIONS



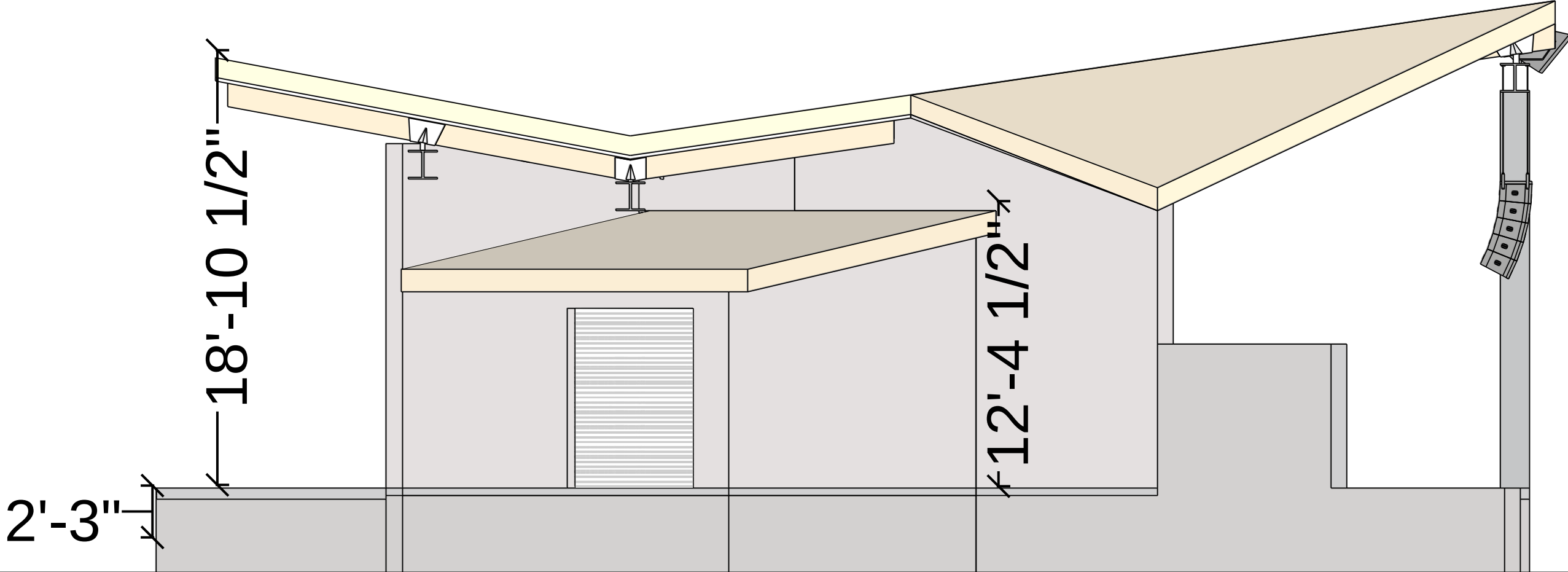
LEGEND

- MAIN STAGE
- AMPHITHEATER
- STORAGE
- GREEN ROOM
- RESTROOM

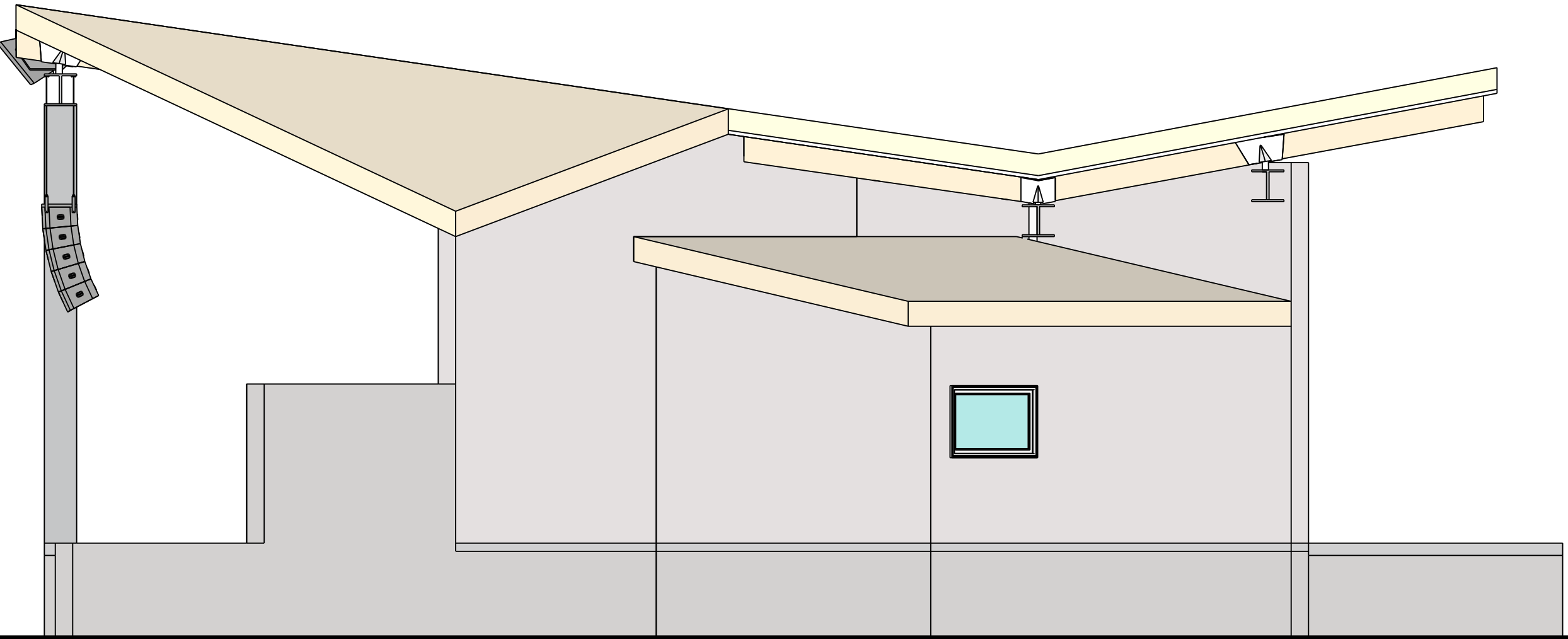
CONCEPTUAL FLOOR PLAN (1/4"=1'-0")



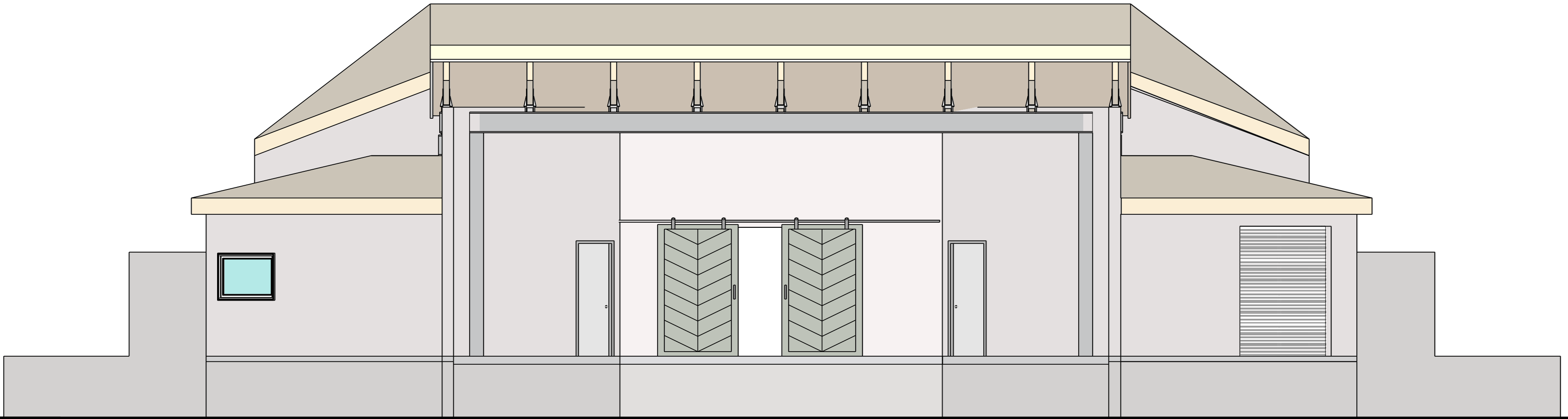
MAIN STAGE ELEVATION (NTS)



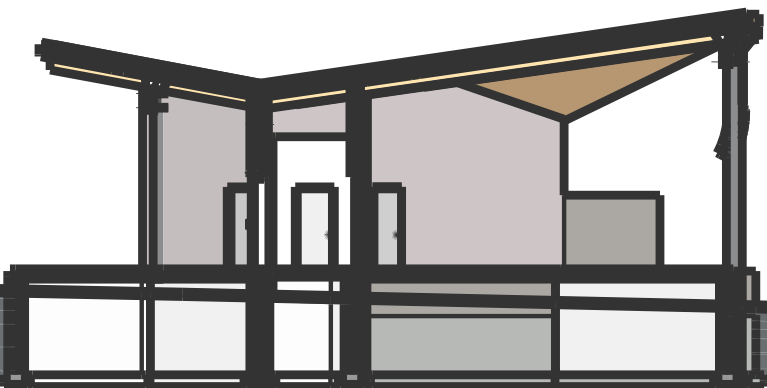
STORAGE ROOM ELEVATION (NTS)



GREEN ROOM ELEVATION (NTS)



SMALL STAGE ELEVATION (NTS)



CONCEPT RENDERINGS



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.
311 4th Street SW | PO Box 956 | Willmar, MN 56201

MAIN STAGE



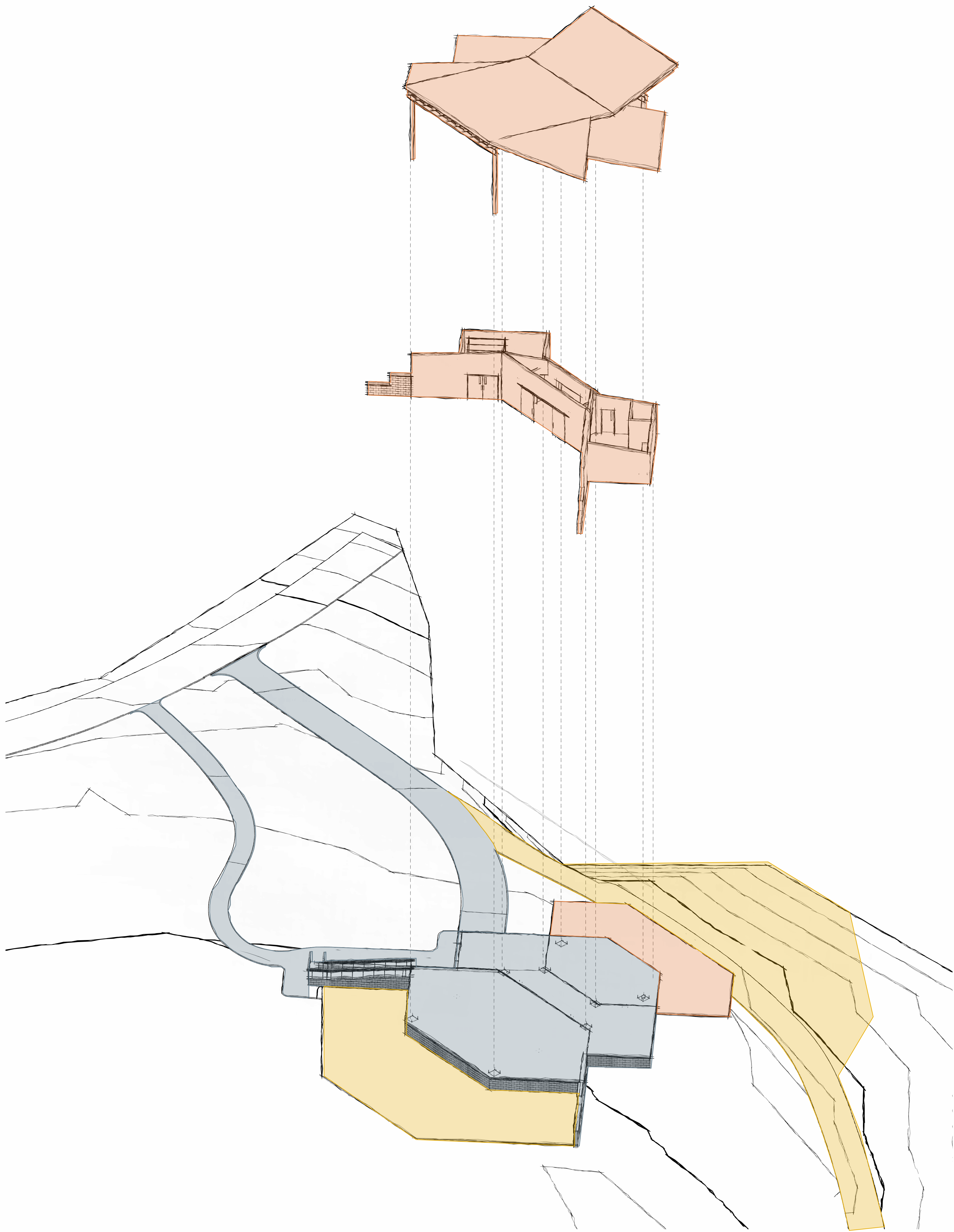
SMALL STAGE



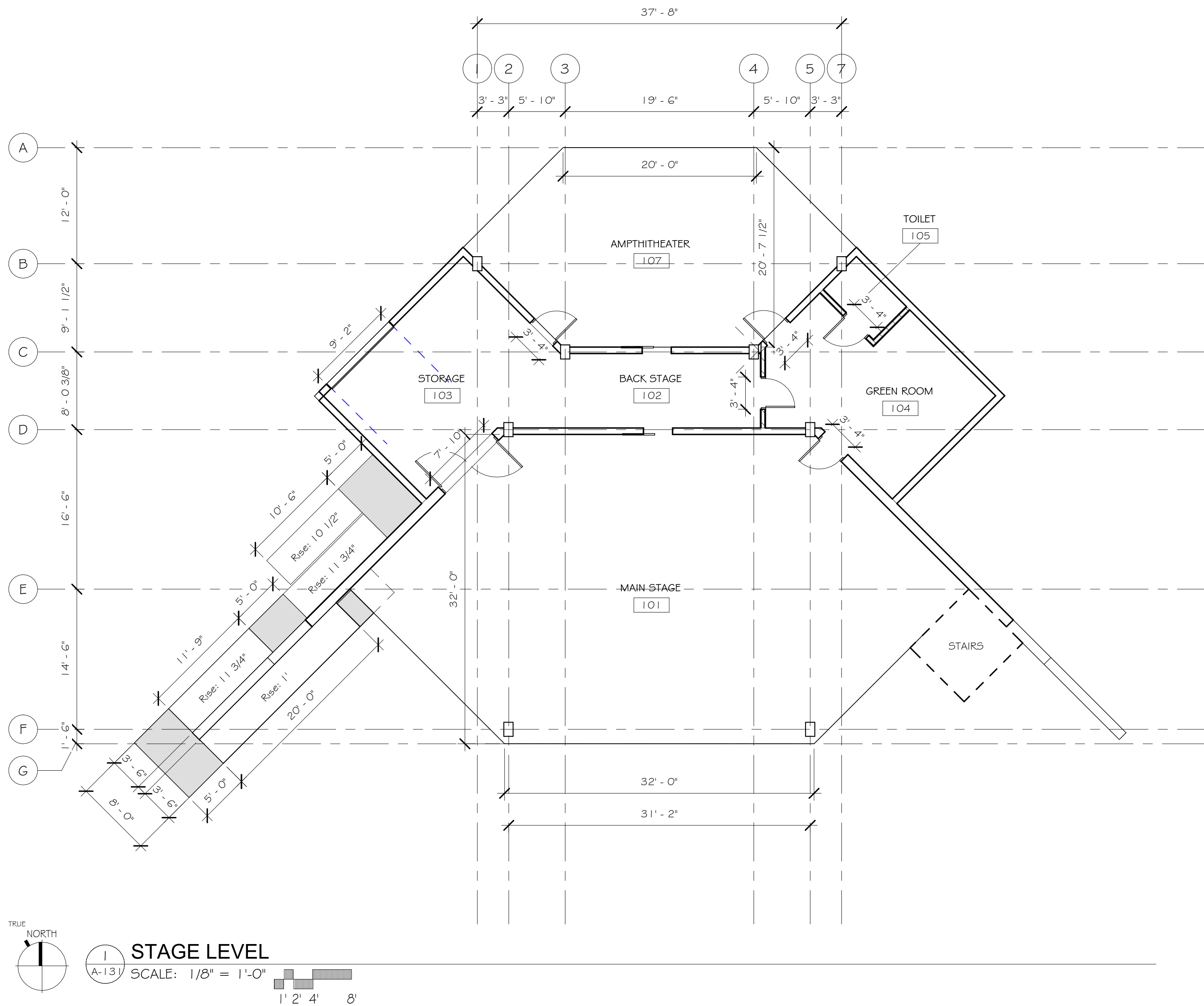


LEGEND

- PHASE 1
- PHASE 2
- PHASE 3



- PHASE 1:** The first phase of the bandshell project will include the concrete foundations, foundation walls, Concrete Masonry Units above grade, all elevated floor slabs, post piers & foundations, anchor bolt locations, water service, electrical service, sanitary service and the ADA trail connections to the bandshell base
- PHASE 2:** The second phase of the bandshell will consist of the exterior enclosure above the building platform. Columns and beams will be set to support the roof canopy and walls will be framed in to create the interior spaces and form the stage backdrops. Furniture, equipment, electrical, and mechanical systems will be part of this phase
- PHASE 3:** The third phase of the bandshell includes additional paving and to the north and south of the stage. Additionally, seating will be incorporated into the hill to the north of the building and trails that connect to the existing trails on the east.



1. RAMPS FROM THE GROUND LEVEL TO THE STAGE LEVEL ARE ADA COMPLIANT.
2. STAGE LEVEL RESTROOM, LOCATED IN THE GREEN ROOM, IS TO BE ADA ACCESSIBLE, WITH ACCESSIBLE DOORS AND CORRIDORS BETWEEN THE RAMPS AND THE BATHROOM.
3. RAMPS ARE TO BE 42" WIDE TO PROVIDE ROOM FOR BOTH RAILINGS AS WELL AS THE REQUIRED 36" WIDTH FOR IT TO BE ACCESSIBLE.
4. ALL GREYED OUT AREAS ALONG THE ADA ACCESIBLE PATH ARE THE LANDINGS BETWEEN THE RAMPS.

Certification & Seal:
PRELIMINARY
NOT FOR CONSTRUCTION

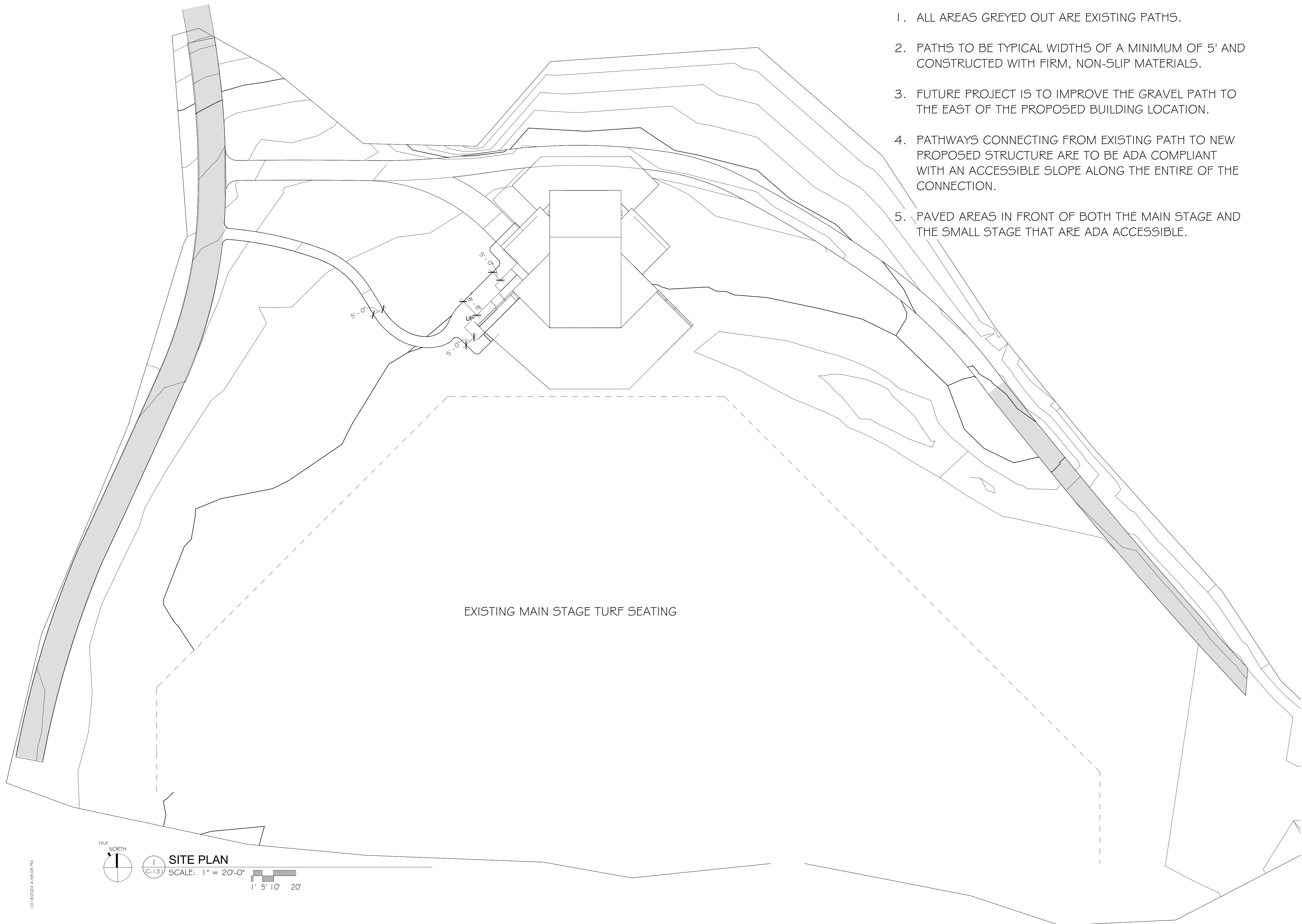
PROJECT # 845.02 DATE: --
DRAWN BY: ??? CHECKED BY: ???
OWNER: CLIENT NAME

ROBBINS ISLAND
BANDSHELL

TOWN, STATE

STAGE LEVEL

A-131



1. ALL AREAS GREYED OUT ARE EXISTING PATHS.
2. PATHS TO BE TYPICAL WIDTHS OF A MINIMUM OF 5' AND CONSTRUCTED WITH FIRM, NON-SLIP MATERIALS.
3. FUTURE PROJECT IS TO IMPROVE THE GRAVEL PATH TO THE EAST OF THE PROPOSED BUILDING LOCATION.
4. PATHWAYS CONNECTING FROM EXISTING PATH TO NEW PROPOSED STRUCTURE ARE TO BE ADA COMPLIANT WITH AN ACCESSIBLE SLOPE ALONG THE ENTIRE OF THE CONNECTION.
5. PAVED AREAS IN FRONT OF BOTH THE MAIN STAGE AND THE SMALL STAGE THAT ARE ADA ACCESSIBLE.



Certification & Seal:

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT #	845.02	DATE:	—
DRAWN BY:	???	CHECKED BY:	???
OWNER: CLIENT NAME			

Revision		Date
----------	--	------

ROBBINS ISLAND BANDSHELL

TOWN, STATE

SITE PLAN

C-131

Robbins Island Amphitheater					App # 16-014D		
City of Willmar, Parks & Recreation Department							
Reference	Eligible Item Details	Quantity	Unit	Unit Cost/Item	Total Cost	GMRPTC	Local Match
B	Amphitheater/Bandshell (Phase 1: Concrete Stage)	1	LS	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	
C	Water Service	1	LS	\$96,000.00	\$96,000.00	\$96,000.00	
D	Electrical Service	1	LS	\$75,600.00	\$75,600.00	\$75,600.00	
E	Sanitary Service	1	LS	\$96,000.00	\$96,000.00	\$96,000.00	
F	Site Path	1100	SF	\$17.60	\$19,360.00	\$19,360.00	
Construction Total					\$1,286,960.00	\$1,286,960.00	\$0.00
	Architectural /Engineering/Const. Admin.	10%		\$1,286,960.00	\$128,696.00	\$17,608.00	\$146,304.00
	Contingency	10%		\$1,286,960.00	\$128,696.00	\$0.00	\$128,696.00
Soft Cost Total					\$257,392.00	\$17,608.00	\$275,000.00
Total Project					\$1,544,352.00	\$1,304,568.00	\$275,000.00
Total Percentage						84.47%	17.81%
Non Eligible Expenses Item Details							
	Special Testing/Survey/SHIPO			\$25,000.00			\$25,000.00
Non-Eligible Total							\$25,000.00
Grand Total	(FOR 2025 CONSTRUCTION)						\$1,569,352.00



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Accept Final Pay Application for Willmar Municipal Airport Drantile Installation		

RECOMMENDED ACTION:

Adopt the resolution accepting the Willmar Municipal Airport Drantile Installation Project and authorizing final payment to Brouwer Construction in the amount of \$8,878.59.

OVERVIEW:

The Willmar Municipal Drantile Installation Project was awarded to Brouwer Construction in the amount of \$85,647.81 at the November 6, 2023 Council Meeting. Final quantities have been reconciled and staff recommends authorization of final payment in the amount of \$8,878.59.

BUDGETARY/FISCAL ISSUES:

The final payment is within the project budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - Accept Pay App for Drantile Installation Project
2. Drantile Installation Final Pay App

Resolution No.

**A RESOLUTION ACCEPTING WILLMAR MUNICIPAL DRAINTILE INSTALLATION PROJECT AND
AUTHORIZING FINAL PAYMENT.**

Motion By:_____ Second By:_____

IMPROVEMENT: Willmar Municipal Draintile Installation Project

CONTRACTOR:	Brouwer Construction
DATE OF CONTRACT:	November 6, 2023
BEGIN WORK:	November 30, 2023
COMPLETE WORK:	May 23, 2025
APPROVE, ENGINEERING DEPT:	May 28, 2025

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

1. The said City of Willmar Municipal Airport Draintile Installation Project be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$85,647.81
NET CHANGE BY CHANGE ORDERS	\$0
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$85,647.81
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$85,647.81
Less Previous Payments	\$76,769.22
FINAL PAYMENT DUE CONTRACTOR:	\$8,878.59

Dated this 7th day of July, 2025

Mayor

Attest:

City Clerk



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 2, 2025

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

RE: Willmar Municipal Airport (BDH)
Draintile Installation

Dear Ms. Valiant:

Enclosed is Pay Application No. 2 for the above referenced project in the amount of \$ 8,878.59. This Pay Application completes payment for all project items and releases project retainage.

I recommend the Pay Application be approved as shown. If you agree, please sign and return one copy with payment to the Contractor and one copy to me for my records.

If you have any questions or need additional information, please contact me at 612-987-0138 or silas.parmar@bolton-menk.com.

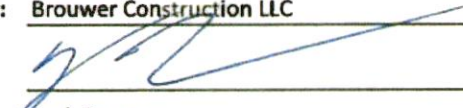
Sincerely,
Bolton & Menk, Inc.

Silas Parmar, P.E.
Project Manager

Enclosures

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

Contractor's Application for Payment

Owner: <u>City of Willmar</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Brouwer Construction</u> Project: <u>Willmar Municipal Airport Drainage Installation</u>	Owner's Project No.: _____ Engineer's Project No.: <u>0T7.131644</u> Agency's Project No.: _____																																				
Application No.: <u>1</u> Application Date: <u>5/27/2025</u>																																					
Application Period: <u>From</u> <u>8/20/2024</u> <u>to</u> <u>5/23/2025</u>																																					
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 30%; text-align: right;">85,647.81</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">85,647.81</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$</td><td style="text-align: right;">85,647.81</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td> a. _____ X \$ 85,647.81 Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> b. _____ X \$ - Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">85,647.81</td></tr><tr><td>7. Less previous payments</td><td style="text-align: right;">\$</td><td style="text-align: right;">76,769.22</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$</td><td style="text-align: right;">8,878.59</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4)</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr></table>		1. Original Contract Price	\$	85,647.81	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	85,647.81	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	85,647.81	5. Retainage			a. _____ X \$ 85,647.81 Work Completed	\$	-	b. _____ X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$	85,647.81	7. Less previous payments	\$	76,769.22	8. Amount due this application	\$	8,878.59	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-
1. Original Contract Price	\$	85,647.81																																			
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8. Amount due this application	\$	8,878.59																																			
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-																																			
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: <u>Brouwer Construction LLC</u>																																					
Signature: 	Date: <u>5/28/25</u>																																				
Name: <u>Zach Brouwer</u>	Title: <u>President</u>																																				
Address: <u>15095 40th St SE</u> <u>Raymond, MN 56282</u>																																					
Recommended by Engineer By:  Name: <u>Silas Parmar, PE</u> Title: <u>Principal Aviation Engineer</u> Date: <u>5/27/2025</u>	Approved by Owner By:  Name: <u>Leslie Valiant</u> Title: <u>City Administrator</u> Date: <u>6/2/2025</u>																																				

Progress Estimate - Unit Price Work

Owner:	City of Willmar	Contractor's Application for Payment
Engineer:	Bolton & Menk, Inc.	Owner's Project No.:
Contractor:	Brouwer Construction	Engineer's Project No.:
Project:	Willmar Municipal Airport Draintile Installation	Agency's Project No.:

Application No.:			2		Application Period:			From		08/20/24		to		05/23/25		Application Date:			05/27/25	
Bid Item No.	Description	Item Quantity	Units	Contract Information		F	Previous Estimate		G	H		I	J	K	L					
				C	D		E	F1		F2	Estimated Quantity Incorporated in the Work					Value of Work Completed (E X G)				
																	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	
Original Contract																				
1	COMMON EXCAVATION (P)	5,248.00	CY			2.00		5,248.00	10,496.00	5,248.00			10,496.00	100%	-					
2	STRIP, SALVAGE & RESPEARD EXISTING TOPSOIL (P)	1,890.00	CY			3.00		1,890.00	5,670.00	1,890.00			5,670.00	100%	-					
3	6" HDPE DR11 (DIRECTIONAL DRILLED)	100.00	LF			86.25		148.00	12,765.00	148.00			12,765.00	148%	(4,140.00)					
4	6" HDPE SINGLE WALL PERFORATED DRAINTILE	1,251.00	LF			11.70		1,506.00	17,620.20	1,506.00			17,620.20	120%	(2,983.50)					
5	6" HDPE SINGLE WALL (NON PERFORATED)	1,072.00	LF			11.70		1,624.00	19,000.80	1,624.00			19,000.80	151%	(6,458.40)					
6	12" C.S DRAIN TILE OUTLET PIPE [WITH ANIMAL GUARD	38.25	LF			38.25		20.00	765.00	20.00			765.00	100%	-					
7	6" PVC CLEANOUT	10.00	EA			320.00		12.00	3,840.00	12.00			3,840.00	120%	(640.00)					
8	HYDROMULCH, APPLIED AT 3500 LB PER ACRE	2.34	AC			6,037.50		1.07	6,460.13	1.07			6,460.13	46%	7,667.62					
9	SEEDING 25-131 @ (220 LB PER ACRE)	514.80	LB			7.50		236.00	1,770.00	236.00			1,770.00	46%	2,091.00					
10	SEED 25-131	2.34	AC			1,694.00		1.07	1,812.58	1.07			1,812.58	46%	2,151.38					
11	6" PVC CONNECTION TO EXISTING PIPE OUTLET	2.00	EA			305.00		2.00	610.00	2.00			610.00	100%	-					
12	CONSTRUCTION ENTRANCE	1.00	LS			4,000.00		-	-	1.00			4,000.00	100%	-					
13	SEDIMENT CONTROL LOGS	700.00	LF			4.50		-	-	186.24			838.10	27%	2,311.90					
Original Contract Totals							\$	\$ 85,647.81	\$ 80,809.71	\$	\$ 85,647.81	\$	\$ 85,647.81	100%	\$					



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept and Final Project No. 2404-A Thompson Parking Lot & Ella Ave Path		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2404-A and authorizing final payment to Joe Riley Construction, Inc. in the amount of \$10,256.84.

OVERVIEW:

Project No. 2404-A, the Thompson Parking Lot and Ella Avenue Path improvements, was awarded to Joe Riley Construction, Inc. at the March 18th, 2024 Council Meeting. Quantities have been reviewed by staff with the recommendation final payment be made.

BUDGETARY/FISCAL ISSUES:

The final payment is within the project budget.

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Resolution- Accept & Final Project No. 2404-A
2. Project No. 2404-A Thompson Parking Lot Ella Avenue Final Pay Application

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2404-A AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2404-A: Thomspen Parking Lot & Ella Avenue Path

CONTRACTOR:	Joe Riley Construction, Inc.
DATE OF CONTRACT:	March 18, 2024
BEGIN WORK:	June 2, 2024
COMPLETE WORK:	October 4, 2024
APPROVE, ENGINEERING DEPT:	June 25, 2025

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

1. The said City of Willmar Project No. 2404-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$138,036.10
CHANGE ORDER NO. 1	-\$3,170.84
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$134,865.26
Less Previous Payments	\$124,608.42
FINAL PAYMENT DUE CONTRACTOR:	\$10,256.84

Dated this 7th day of July, 2025

Attest:

Mayor

City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 25, 2025

Justin Deleeuw
Public Works Director
City of Willmar
801 Industrial Drive SW
Willmar, MN 56201

RE: Thompson Parking Lot & Ella Avenue Path Improvement Project
City of Willmar, Minnesota
City Project No.: 2404-A
BMI Project No.: OW1.132907

Dear Justin:

Please find enclosed Final Payment Estimate and Change Order No. 1 for the above referenced project. The estimate includes all work completed through October 18, 2024. We have reviewed the estimate and change order and recommend approval. If you agree, please sign and date three copies of each and return one copy of each with payment to Joe Riley Construction, Inc. and one to me for our files. Also enclosed are IC-134s, consent of surety, and lien releases.

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

Sincerely,

Bolton & Menk, Inc.

Mitchell Lease, P.E.
Project Manager

Enclosure

Contractor's Application for Payment

Owner:	<u>City of Willmar</u>	Owner's Project No.:	<u>2404-A</u>
Engineer:	<u>Bolton & Menk, Inc.</u>	Engineer's Project No.:	<u>OW1.132907</u>
Contractor:	<u>Joe Riley Construction, Inc.</u>	Agency's Project No.:	<u></u>
Project:	<u>Thompson Parking Lot & Ella Avenue Improvement Project</u>		
Contract:	<u>Thompson Parking Lot & Ella Avenue Improvement Project</u>		

Application No.:	<u>FINAL</u>	Application Date:	<u>10/18/2024</u>
Application Period:	<u>From</u>	<u>9/21/2024</u>	<u>to</u> <u>10/18/2024</u>

1. Original Contract Price	\$	138,036.10
2. Net change by Change Orders	\$	(3,170.84)
3. Current Contract Price (Line 1 + Line 2)	\$	134,865.26
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	134,865.26
5. Retainage		
a. <u> </u> X \$ <u>134,865.26</u> Work Completed	\$	-
b. <u> </u> X \$ <u>-</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	134,865.26
7. Less previous payments	\$	124,608.42
8. Amount due this application	\$	10,256.84
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

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

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

Contractor: Joe Riley Construction, Inc.

Signature:

Date:

6/19/2025

Name:

GREG PASET

Title:

CEO/COO

Recommended by Engineer

Approved by Owner

By:

By:

Name: Josh Halvorson, P.E.

Name: Justin DeLeeuw

Title: Principal In Charge

Title: Public Works Director

Date: 6/25/2025

Date: 6-25-2025

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Willmar
 Engineer: Bolton & Menk, Inc.
 Contractor: Joe Riley Construction, Inc.
 Project: Thompson Parking Lot & Ella Avenue Improvement Project
 Contract: Thompson Parking Lot & Ella Avenue Improvement Project

Owner's Project No.: 2404-A
 Engineer's Project No.: 0W1.132907
 Agency's Project No.:

Application No.:		FINAL		Application Period:		From		09/21/24		to		10/18/24		Application Date:			10/18/24	
A	B			C	D	E	F		F1	F2		G	H		I		J	K
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)						
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)									
Original Contract																		
1	MOBILIZATION	1.00	LUMP SUM	15,200.00	15,200.00	0.95	14,440.00	1.00	15,200.00		15,200.00	100%						
2	CLEARING	3.00	EACH	900.00	2,700.00	9.00	8,100.00	9.00	8,100.00		8,100.00	300%						
3	GRUBBING	3.00	EACH	210.00	630.00	9.00	1,890.00	9.00	1,890.00		1,890.00	300%						
4	REMOVE CURB AND GUTTER	91.00	LIN FT	4.20	382.20	91.00	382.20	91.00	382.20		382.20	100%						
5	REMOVE BITUMINOUS PAVEMENT	1,297.00	SQ YD	2.80	3,631.60	1,297.00	3,631.60	1,297.00	3,631.60		3,631.60	100%						
6	SALVAGE & REINSTALL PAVERS	17.00	SQ FT	20.00	340.00	17.00	340.00	17.00	340.00		340.00	100%						
7	RESTORE EXISTING CULVERT PIPE, FES, & DITCH GRADING	2.00	EACH	300.00	600.00	2.00	600.00	2.00	600.00		600.00	100%						
8	COMMON EXCAVATION (P)	660.00	CU YD	14.30	9,438.00	660.00	9,438.00	660.00	9,438.00		9,438.00	100%						
9	SUBGRADE EXCAVATION (EV)	101.00	CU YD	14.30	1,444.30	-	-	-	-		-							
10	GEOTEXTILE FABRIC TYPE V	1,506.00	SQ YD	2.00	3,012.00	1,506.00	3,012.00	1,506.00	3,012.00		3,012.00	100%						
11	AGGREGATE BASE (CV) CLASS 5	614.00	CU YD	21.25	13,047.50	623.50	13,249.38	623.50	13,249.38		13,249.38	102%						
12	TYPE SP 9.5 WEARING COURSE MIX (2,B) (PATH)	109.00	TON	152.50	16,622.50	119.71	18,255.78	119.71	18,255.78		18,255.78	110%						
13	TYPE SP 9.5 WEARING COURSE MIX (2,B)	77.00	TON	149.50	11,511.50	82.00	12,259.00	82.00	12,259.00		12,259.00	106%						
14	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	128.00	TON	149.50	19,136.00	106.00	15,847.00	106.00	15,847.00		15,847.00	83%						
15	6" CONCRETE WALK	681.00	SQ FT	12.00	8,172.00	649.40	7,792.80	649.40	7,792.80		7,792.80	95%						
16	CONCRETE CURB & GUTTER DESIGN B618	90.00	LIN FT	45.00	4,050.00	88.70	3,991.50	88.70	3,991.50		3,991.50	99%						
17	TRUNCATED DOMES	24.00	SQ FT	85.00	2,040.00	23.00	1,955.00	23.00	1,955.00		1,955.00	96%						
18	SIGN PANEL TYPE C	3.63	SQ FT	300.00	1,089.00	2.63	787.50	3.63	1,087.50		1,087.50	100%						
19	4" SOLID LINE MULTI-COMP WHITE	517.00	LIN FT	4.00	2,068.00	471.00	1,884.00	471.00	1,884.00		1,884.00	91%						
20	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)	1.00	EACH	175.00	175.00	1.00	175.00	1.00	175.00		175.00	100%						
21	TRAFFIC CONTROL	1.00	LUMP SUM	1,000.00	1,000.00	0.95	950.00	1.00	1,000.00		1,000.00	100%						
22	SCREENED COMMON TOPSOIL BORROW (LV)	400.00	CU YD	41.50	16,600.00	141.00	5,851.50	160.00	6,640.00		6,640.00	40%						
23	SEDIMENT CONTROL LOG TYPE STRAW	900.00	LIN FT	3.00	2,700.00	957.00	2,871.00	957.00	2,871.00		2,871.00	106%						
24	TURF ESTABLISHMENT (HYDROMULCH)	1,555.00	SQ YD	1.50	2,332.50	2,309.00	3,463.50	2,309.00	3,463.50		3,463.50	148%						
25	TURF ESTABLISHMENT (BLANKET)	38.00	SQ YD	3.00	114.00	-	-	-	-		-							
Original Contract Totals					\$ 138,036.10		\$ 131,166.75		\$ 133,065.26	\$ -	\$ 133,065.26	96%						
Change Orders																		
CO-1.1	Additional Grading and Drainage Work	1.00		6,800.00	6,800.00			1.00	6,800.00		6,800.00	100%						
CO-1.2	Pavement Workmanship Deduction	1.00		(5,000.00)	(5,000.00)			1.00	(5,000.00)		(5,000.00)	100%						
CO-1.3	Reconciliation of Final Contract Amount	1.00		(4,970.84)	(4,970.84)				-		-							
Change Order Totals					\$ (3,170.84)				\$ 1,800.00	\$ -	\$ 1,800.00	-57%						
Original Contract and Change Orders																		
Project Totals					\$ 134,865.26				\$ 134,865.26	\$ -	\$ 134,865.26	100%						

CHANGE ORDER FORM

NO.: 1

Owner: City of Willmar Owner's Project No.: 2404-A
 Engineer: Bolton & Menk, Inc. Engineer's Project No.: OW1.132907
 Contractor: Joe Riley Construction, Inc. Contractor's Project No.:
 Project: Thompson Parking Lot & Ella Avenue Improvement Project
 Contract Name: Thompson Parking Lot & Ella Avenue Improvement Project
 Date Issued: 12/18/2024 Effective Date of Change Order: 12/18/2024

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

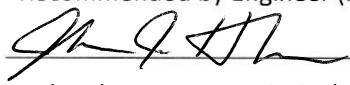
Description:

- 1.1 Additional Grading and Drainage Work (*Payment for additional work completed*)
 - o Lump Sum (+6,800.00)
- 1.2 Pavement Workmanship Deduction (*Cost reduction from work previously completed*)
 - o Lump Sum (-5,000.00)
- 1.3 Reconciliation of Final Contract Amount (*Contract Price Reduction*)
 - o Lump Sum (-4,970.84)

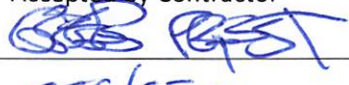
Attachments: **None**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 138,036.10	Original Contract Times: Substantial Completion: 8/16/2024 Ready for final payment: 10/4/2024
Increase from previously approved Change Orders No. 0: \$ 0	Increase from previously approved Change Orders No.0 : Substantial Completion: 0 Days Ready for final payment: 0 Days
Contract Price prior to this Change Order: \$ 138,036.10	Contract Times prior to this Change Order: Substantial Completion: 8/16/2024 Ready for final payment: 10/4/2024
Decrease this Change Order: \$ 3,170.84	Increase this Change Order: Substantial Completion: 0 Days Ready for final payment: 0 Days
Contract Price incorporating this Change Order: \$ 134,865.26	Contract Times with all approved Change Orders: Substantial Completion: 8/16/2024 Ready for final payment: 10/4/2024

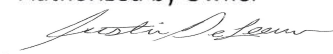
Recommended by Engineer (if required)

By: 
 Title: Josh Halvorson, P.E., Principal In Charge
 Date: 6/25/2025

Accepted by Contractor


CEO/CEO
6/19/2025

Authorized by Owner

By: 
 Title: Public Works Director
 Date: 6-25-2025



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.K.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept and Final Project No. 2404-B 19th Ave Path Improvements		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2404-B and authorizing final payment to Joe Riley Construction, Inc. in the amount of \$43,871.86.

OVERVIEW:

Project No. 2404-B, the 19th Avenue Path Improvements, was awarded to Joe Riley Construction, Inc. at the April 15, 2024 Council Meeting. Quantities have been reviewed by staff with the recommendation final payment be made.

BUDGETARY/FISCAL ISSUES:

The final payment is within the project budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Accept & Final Project No. 2404-B
2. Project No. 2404-B Final Pay App

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2404-B AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2404-B: 19th Avenue Path

CONTRACTOR:	Joe Riley Construction, Inc.
DATE OF CONTRACT:	April 15, 2024
BEGIN WORK:	June 2, 2024
COMPLETE WORK:	December 4, 2024
APPROVE, ENGINEERING DEPT:	November 27, 2024

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

1. The said City of Willmar Project No. 2404-B be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$868,380.24
CHANGE ORDER NO. 1	-\$64,634.51
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$803,745.73
Less Previous Payments	\$759,873.87
FINAL PAYMENT DUE CONTRACTOR:	\$43,871.86

Dated this 7th day of July, 2025

Attest:

Mayor

City Clerk



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 30, 2025

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

RE: 19th Ave Path Improvement Project
City of Willmar, Minnesota
S.A.P. 175-950-001
BMI Project No.: OW1.130584
City Project No.: 2404-B

Dear Justin:

Please find enclosed the Final Pay Estimate and Change Order for the above-mentioned project. This payment is the release of the remaining 5% retainage due on the contract and the change order is included to reconcile the final contract amount. We have reviewed the final construction closeout material including Warranty Bond, Consent of Surety, IC-134's, and lien waivers for the final pay estimate and change order and recommend approval. Upon execution, please sign and date three copies and return one signed electronic copy to me for our files and one copy with payment to Joe Riley Construction, Inc.

If you have any questions about the project or payment as I recommend, please call me at 320-231-3956 or email me at dylan.idso@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.

Dylan Idso, P.E.
Municipal Project Manager

Enclosures

Contractor's Application for Payment, Progress Estimate – Unit Price Work, Change Order No. 01,
Warranty Bond, Consent of Surety, IC-134's, Lien Waivers

JDB

24232P
24232P**Contractor's Application for Payment**

Owner:	City of Willmar	Owner's Project No.:	2404-B
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.130584
Contractor:	Joe Riley Construction	Agency's Project No.:	S.A.P. 175-590-001
Project:	19th Avenue Path Improvement Project		
Contract:	19th Avenue Path Improvement Project		
Application No.:	5 (FINAL)	Application Date:	11/27/2024
Application Period:	From 9/21/2024	to	11/27/2024

1. Original Contract Price	\$	868,380.24
2. Net change by Change Orders	\$	(64,634.51)
3. Current Contract Price (Line 1 + Line 2)	\$	803,745.73
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	803,745.73
5. Retainage		
a. _____ X \$ 803,745.73 Work Completed	\$	-
b. _____ X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	803,745.73
7. Less previous payments	\$	759,873.87
8. Amount due this application	\$	43,871.86
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

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

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

Contractor: Joe Riley Construction

Signature:  **Date:** 12/4/24

Name: JUSTIN DELEEUW **Title:** CEO/CEO

Recommended by Engineer

By: 
Name: Joshua, J. Halvorson, P.E.
Title: Principal Engineer
Date: 11/27/2024

Approved by Owner

By: 
Name: Justin DeLeeuw
Title: Public Works Director
Date: 6-30-2025

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:City of Willmar

Engineer:Bolton & Menk, Inc.

Contractor:Joe Riley Construction

Project:19th Avenue Path Improvement Project

Contract:19th Avenue Path Improvement Project

Owner's Project No.:2404-B

Engineer's Project No.:0W1.130584

Contractor's Project No.:

Agency's Project No.:S.A.P. 175-590-001

Application No.:5 (FINAL)		Application Period:		From	09/21/24	to	11/27/24	Application Date:11/27/24									
A	B	C	D	E	F	F1	F2	G1	G2	H1	H2	I1	I2	J	K	L	
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Total		Total		SAP 175-590-001		City of Willmar					
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract																	
1	MOBILIZATION	1.00	LUMP SUM	77,365.00	77,365.00	1.00	77,365.00	1.00	77,365.00	0.98	75,817.70	0.02	1,547.30		77,365.00	100%	
2	CLEARING	7.00	EACH	465.00	3,255.00	7.00	3,255.00	7.00	3,255.00	7.00	3,255.00	-	-		3,255.00	100%	
3	GRUBBING	7.00	EACH	150.00	1,050.00	7.00	1,050.00	7.00	1,050.00	7.00	1,050.00	-	-		1,050.00	100%	
4	SALVAGE HYDRANT	1.00	EACH	450.00	450.00	1.00	450.00	1.00	450.00	-	-	1.00	450.00		450.00	100%	
5	SALVAGE SIGN	11.00	EACH	30.00	330.00	11.00	330.00	11.00	330.00	11.00	330.00	-	-		330.00	100%	
6	REMOVE SIGN	5.00	EACH	30.00	150.00	5.00	150.00	5.00	150.00	5.00	150.00	-	-		150.00	100%	
7	REMOVE CURB AND GUTTER	991.00	LIN FT	7.00	6,937.00	1,090.00	7,630.00	1,090.00	7,630.00	1,090.00	7,630.00	-	-		7,630.00	110%	
8	REMOVE CONCRETE PAVEMENT	3,836.00	SQ YD	9.50	36,442.00	3,734.00	35,473.00	3,734.00	35,473.00	3,734.00	35,473.00	-	-		35,473.00	97%	
9	REMOVE BITUMINOUS PAVEMENT	1,606.00	SQ YD	6.50	10,439.00	1,603.00	10,419.50	1,603.00	10,419.50	1,603.00	10,419.50	-	-		10,419.50	100%	
10	EXCAVATION - COMMON	4,874.00	CU YD	16.00	77,984.00	4,350.00	69,600.00	4,874.00	77,984.00	4,874.00	77,984.00	-	-		77,984.00	100%	
11	EXCAVATION - SUBGRADE	490.00	CU YD	16.00	7,840.00	-	-	-	-	-	-	-	-		-		
12	GEOTEXTILE FABRIC TYPE 5	8,312.00	SQ YD	2.25	18,702.00	7,696.00	17,316.00	7,696.00	17,316.00	7,696.00	17,316.00	-	-		17,316.00	93%	
13	AGGREGATE BASE (CV) CLASS 5	2,956.00	CU YD	33.10	97,843.60	2,703.00	89,469.30	2,703.00	89,469.30	2,703.00	89,469.30	-	-		89,469.30	91%	
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	1,396.00	TON	123.35	172,196.60	1,381.25	170,377.19	1,381.25	170,377.19	1,381.25	170,377.19	-	-		170,377.19	99%	
15	TYPE 9.5 BITUMINOUS MIXTURE FOR PATCHING	204.00	SQ YD	72.35	14,759.40	125.00	9,043.75	125.00	9,043.75	125.00	9,043.75	-	-		9,043.75	61%	
16	INSTALL HYDRANT	1.00	EACH	1,850.00	1,850.00	1.00	1,850.00	1.00	1,850.00	-	-	1.00	1,850.00		1,850.00	100%	
17	6" GATE VALVE & BOX	1.00	EACH	3,700.00	3,700.00	1.00	3,700.00	1.00	3,700.00	-	-	1.00	3,700.00		3,700.00	100%	
18	ADJUST GATE VALVE AND BOX	6.00	EACH	400.00	2,400.00	6.00	2,400.00	6.00	2,400.00	-	-	6.00	2,400.00		2,400.00	100%	
19	6" PVC WATERMAIN	10.00	LIN FT	75.00	750.00	18.00	1,350.00	18.00	1,350.00	-	-	18.00	1,350.00		1,350.00	180%	
20	CASTING ASSEMBLY	8.00	EACH	655.00	5,240.00	8.00	5,240.00	8.00	5,240.00	3.00	1,965.00	5.00	3,275.00		5,240.00	100%	
21	ADJUST FRAME AND RING CASTING	8.00	EACH	650.00	5,200.00	8.00	5,200.00	8.00	5,200.00	3.00	1,950.00	5.00	3,250.00		5,200.00	100%	
22	6" CONCRETE WALK	446.00	SQ FT	10.05	4,482.30	517.00	5,195.85	517.00	5,195.85	517.00	5,195.85	-	-		5,195.85	116%	
23	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	502.00	EACH	17.22	8,644.44	475.00	8,179.50	475.00	8,179.50	475.00	8,179.50	-	-		8,179.50	95%	
24	CONCRETE CURB RAMP WALK	3,980.00	SQ FT	16.30	64,874.00	3,915.00	63,814.50	3,915.00	63,814.50	3,915.00	63,814.50	-	-		63,814.50	98%	
25	CONCRETE CURB AND GUTTER DESIGN B612	347.00	LIN FT	43.00	14,921.00	409.00	17,587.00	409.00	17,587.00	409.00	17,587.00	-	-		17,587.00	118%	
26	CONCRETE CURB AND GUTTER DESIGN B624	674.00	LIN FT	47.00	31,678.00	681.00	32,007.00	681.00	32,007.00	681.00	32,007.00	-	-		32,007.00	101%	
27	6" CONCRETE DRIVEWAY PAVEMENT	134.00	SQ YD	90.00	12,690.00	141.00	12,690.00	141.00	12,690.00	141.00	12,690.00	-	-		12,690.00	105%	
28	8" CONCRETE DRIVEWAY PAVEMENT	307.00	SQ YD	92.00	28,244.00	301.00	27,692.00	301.00	27,692.00	301.00	27,692.00	-	-		27,692.00	98%	
29	8" CONCRETE VALLEY GUTTER	35.00	SQ YD	93.00	3,255.00	31.00	2,883.00	31.00	2,883.00	31.00	2,883.00	-	-		2,883.00	89%	
30	TRUNCATED DOMES	501.00	SQ FT	65.00	32,565.00	479.00	31,135.00	479.00	31,135.00	479.00	31,135.00	-	-		31,135.00	96%	
31	TRAFFIC CONTROL	1.00	LUMP SUM	3,900.00	3,900.00	1.00	3,900.00	1.00	3,900.00	0.98	3,822.00	0.02	78.00		3,900.00	100%	
32	ALTERNATE PEDESTRIAN ROUTE	1.00	LUMP SUM	2,900.00	2,900.00	1.00	2,900.00	1.00	2,900.00	1.00	2,900.00	-	-		2,900.00	100%	
33	INSTALL SIGN	11.00	EACH	150.00	1,650.00	-	-	11.00	1,650.00	11.00	1,650.00	-	-		1,650.00	100%	
34	SIGN TYPE SPECIAL (STREET NAME)	5.00	EACH	700.00	3,500.00	-	-	5.00	3,500.00	-	-	5.00	3,500.00		3,500.00	100%	
35	APS RELOCATE PUSH BUTTON	1.00	EACH	1,083.00	1,083.00	-	-	1.00	1,083.00	1.00	1,083.00	-	-		1,083.00	100%	
36	STORM DRAIN INLET PROTECTION	42.00	EACH	110.00	4,620.00	42.00	4,620.00	42.00	4,620.00	42.00	4,620.00	-	-		4,620.00	100%	
37	SEDIMENT CONTROL LOG TYPE STRAW	3,280.00	LIN FT	2.98	9,774.40	3,348.00	9,977.04	3,348.00	9,977.04	3,348.00	9,977.04	-	-		9,977.04	102%	
38	COMMON TOPSOIL BORROW	2,150.00	CU YD	18.10	38,915.00	1,096.00	19,837.60	1,096.00	19,837.60	1,096.00	19,837.60	-	-		19,837.60	51%	
39	RAPID STABILIZATION METHOD 2	6,500.00	SQ YD	0.40	2,600.00	-	-	-	-	-	-	-	-		-		
40	TURF ESTABLISHMENT (HYDROMULCH)	13,310.00	SQ YD	1.55	20,630.50	9,150.00	14,182.50	9,150.00	14,182.50	9,150.00	14,182.50	-	-		14,182.50	69%	
41	TURF ESTABLISHMENT (BLANKET)	260.00	SQ YD	2.00	520.00	135.00	270.00	135.00	270.00	135.00	270.00	-	-		270.00	52%	
42	4" SOLID LINE PAINT	60.00	LIN FT	7.00	420.00	65.00	455.00	65.00	455.00	65.00	455.00	-	-		455.00	108%	
43	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	50.00	LIN FT	20.00	1,000.00	50.00	1,000.00	50.00	1,000.00	50.00	1,000.00	-	-		1,000.00	100%	
44	PAVEMENT MESSAGE PAINT	92.00	SQ FT	11.25	1,035.00	92.00	1,035.00	92.00	1,035.00	92.00	1,035.00	-	-		1,035.00	100%	
45	CROSSWALK MULTI-COMPONENT	1,380.00	SQ FT	11.25	15,525.00	1,350.00	15,187.50	1,350.00	15,187.50	1,350.00	15,187.50	-	-		15,187.50	98%	
46	CROSSWALK MULTI-COMPONENT GROUND IN (WR)	840.00	SQ FT	17.50	14,700.00	780.00	13,650.00	780.00	13,650.00	780.00	13,650.00	-	-		13,650.00	93%	
Original Contract Totals					\$ 868,380.24		\$ 799,867.23		\$ 814,484.23		\$ 793,083.93		\$ 21,400.30	\$ -	\$ 814,484.23	94%	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Willmar														Owner's Project No.: 2404-B		
Engineer:	Bolton & Menk, Inc.														Engineer's Project No.: 0W1.130584		
Contractor:	Joe Riley Construction														Contractor's Project No.:		
Project:	19th Avenue Path Improvement Project														Agency's Project No.: S.A.P. 175-590-001		
Contract:	19th Avenue Path Improvement Project																

Application No.:		5 (FINAL)		Application Period:		From		09/21/24		to		11/27/24		Application Date:		11/27/24	
A	B	C	D	E	F	F1	F2	G1	G2	H1	H2	I1	I2	J	K	L	
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Total		Total		SAP 175-590-001		City of Willmar					
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders																	
CO-1.1	FAILING CLASS 5 AGGREGATE GRADATIONS DEDUCTION		CU YD	(0.50)	-			2,027.00	(1,013.50)	2,027.00	(1,013.50)		-		(1,013.50)		
CO-1.2	BITUMINOUS PAVEMENT PATCH THICKNESS CHANGE		SQ YD	(25.80)	-			125.00	(3,225.00)	125.00	(3,225.00)		-		(3,225.00)		
CO-1.3	PAVEMENT QUALITY DEDUCTION		LUMP SUM	(6,500.00)	-			1.00	(6,500.00)	1.00	(6,500.00)		-		(6,500.00)		
CO-1.4	FINAL QUANTITY RECONCILIATION	1.00	LUMP SUM	(64,634.51)	(64,634.51)				-		-		-		-		
					-				-		-		-		-		
Change Order Totals					\$ (64,634.51)		\$ -		\$ (10,738.50)		\$ (10,738.50)		\$ -	\$ -	\$ (10,738.50)	17%	
					Less 0% Retainage						\$ -		\$ -		\$ -		
					Amount Eligible To Date:						\$ 782,345.43		\$ 21,400.30		\$ 803,745.73		
					Less Previous Payments:						\$ 742,868.58		\$ 17,005.29		\$ 759,873.87		
					Pay App #5 (FINAL) Totals						\$ 39,476.85		\$ 4,395.01		\$ 43,871.86		
Original Contract and Change Orders																	
Project Totals					\$ 803,745.73		\$ 799,867.23		\$ 803,745.73		\$ 782,345.43		\$ 21,400.30	\$ -	\$ 803,745.73	100%	

CHANGE ORDER FORM

NO.: 01

Owner:	City of Willmar	Owner's Project No.:	2404-B
Engineer:	Bolton and Menk, Inc.	Engineer's Project No.:	OW1.130584 SAP 175-590-001
Contractor:	Joe Riley Construction	Contractor's Project No.:	
Project:	19 th Ave Path Improvement Project		
Contract Name:	19 th Ave Path Improvement Project		
Date Issued:	11/27/2024	Effective Date of Field Order:	11/27/2024

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

Description:

1. Failing Class 5 gradations price deduction. *(Cost reduction from work previously completed):*
 - o 2,027 CU YD @ -\$0.50/CU YD = (-\$1,013.50)
2. Bituminous patch thickness changed to match existing pavement thickness. *(Cost reduction from work previously completed):*
 - o 125 SQ YD @ -\$25.80/SQ YD = (-\$3,225.00)
3. Bituminous pavement quality deduction. *(Cost reduction from work previously completed):*
 - o Lump Sum (-\$6,500.00)
4. Reconcile final completed quantities to the final Contract Price. *(Contract Price Reduction):*
 - o Lump Sum (-\$64,634.51)

Attachments:

None

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City of Willmar – OW1.130584

February 2024

CHANGE ORDER FORM

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Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 868,380.24	Original Contract Times: Substantial Completion: October 1, 2024 Ready for final payment: December 15, 2024
Increase from previously approved Change Orders: \$ 0.00	Increase from previously approved Change Orders: Substantial Completion: 0 Days Ready for final payment: 0 Days
Contract Price prior to this Change Order: \$ 868,380.24	Contract Times prior to this Change Order: Substantial Completion: October 1, 2024 Ready for final payment: December 15, 2024
Decrease this Change Order: \$ 64,634.51	Increase this Change Order: Substantial Completion: 0 Days Ready for final payment: 0 Days
Contract Price incorporating this Change Order: \$ 803,745.73	Contract Times with all approved Change Orders: Substantial Completion: October 1, 2024 Ready for final payment: December 15, 2024

Recommended by Engineer
By: [Signature]
Title: Principal Engineer
Date: 11-27-2024

Accepted by Contractor
[Signature] GRACE PEST
CEO/CEO
2/14/25

Authorized by Owner
By: [Signature]
Title: Public Works Director
Date: 6-30-2025



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	5.L.
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, 6/12/2025 - 7/2/2025		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 06.12.25-07.02.25 CK 74840-75002
2. EFT CK 596-599

Vendor Payment Listing

June 12, 2025 thru July 2, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
900085	BRIDGE TOWER OPCO LLC	744993770	74841 \$	89.80	Project No. 2101-A Ad for Bids
900085	BRIDGE TOWER OPCO LLC	744993771	74841 \$	86.50	Project No. 2101-B Ad for Bids
900085	BRIDGE TOWER OPCO LLC	745016452	74841 \$	86.50	Project No. 2013-A Ad for Bids
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/06-25	74842 \$	1,614.28	KANDI CO-OP ELECTRIC
103522	100 YARD CLUB	569	74843 \$	9,858.00	2025 Cardinal Football Team Camp
103675	15TH STREET FLATS	06-20-25 Tax Sttlmt	74844 \$	5,678.83	1st Half 2025 Tax Sttlmt-TIF
104318	Abner Sales	321236	74845 \$	311.55	Sprayer pump
102061	ALEX AIR APPARATUS 2 LLC	INV-52455	74846 \$	396.73	Black diamond boots B. Giles
100041	ALPHA VIDEO & AUDIO INC	33496	74847 \$	1,500.00	Annual support for Cablecast servers
103132	ALTEC INDUSTRIES INC	51697278	74848 \$	556.94	Bucket Truck Inspection
103557	AMAZON CAPITAL SERVICES	1NVL-TRJM-FYD3	74849 \$	79.11	Blind for D. Hillenbrand office
103557	AMAZON CAPITAL SERVICES	1KFJ-TMKY-XPPC	74849 \$	151.98	Wagons for youth rec
103557	AMAZON CAPITAL SERVICES	1VQR-LDHV-KYTC	74849 \$	140.50	Lifeguard Whistles
103557	AMAZON CAPITAL SERVICES	16V3-6GHG-RKVL	74849 \$	27.21	USB-A to USB-C cables & Phone tripod mount
103557	AMAZON CAPITAL SERVICES	1WK4-J31C-4HPV	74849 \$	30.25	fall crafts
103557	AMAZON CAPITAL SERVICES	1FVY-JHP4-4DPG	74849 \$	14.99	Magnetic sheet & super glue
103557	AMAZON CAPITAL SERVICES	1WK4-J31C-73M9	74849 \$	277.00	Supplies for Park it and wagons
103557	AMAZON CAPITAL SERVICES	19D7-NFY6-R16L	74849 \$	58.41	Office Supplies
103557	AMAZON CAPITAL SERVICES	161L-H7GK-PF9Y	74849 \$	13.37	Badge Pinning Supplies
103557	AMAZON CAPITAL SERVICES	137W-3KT4-J3HP	74849 \$	59.96	Dugout Bat Racks
103557	AMAZON CAPITAL SERVICES	1FNH-YVJX-CQPR	74849 \$	146.75	Office supplies
103557	AMAZON CAPITAL SERVICES	1Y73-QTYW-YKWF	74849 \$	17.95	Manager Name tags for DOAC
103557	AMAZON CAPITAL SERVICES	1RLQ-HWYV-HDRC	74849 \$	11.90	beading tools
103557	AMAZON CAPITAL SERVICES	1RXW-LMX4-VPYK	74849 \$	69.99	Batting Net For Softball
100057	AMERICAN WELDING & GAS INC	0010900745	74850 \$	40.86	Cylinder rent
100057	AMERICAN WELDING & GAS INC	116012	74850 \$	26.25	Fire 5 ABC
102954	ANDERSON LAW OFFICES	2737	74851 \$	23,344.04	City Prosecution Services
103008	ASPEN MILLS	356082	74852 \$	583.15	(6) job shirts w/ 6 patches for stock
100075	AT&T MOBILITY	87296610156X07032025	74853 \$	2,423.09	FirstNet May/Jun
103610	AUSTIN INCORPORATED	57061	74854 \$	480.00	Septic Pumping - 4 Loads
103610	AUSTIN INCORPORATED	57253	74854 \$	120.00	Septic Pumping - 1 Load
103610	AUSTIN INCORPORATED	57412	74854 \$	480.00	Septic Pumping - 4 Loads
102793	AUTO TECH ALIGNMENTS & MORE	28437	74855 \$	115.00	Alignment
102793	AUTO TECH ALIGNMENTS & MORE	28480	74855 \$	115.00	Alignment
100131	AVENU INSIGHTS & ANALYTICS	INVB-063282	74856 \$	2,160.32	AS400 hosting - Jun
103525	BANKS/ERIC	001	74857 \$	475.00	Parade Candy
100096	BEACON ATHLETICS LLC	0615249-IN	74858 \$	211.22	Sprinkler head
100103	BERNICK'S PEPSI-COLA CO	173527	74859 \$	210.99	Coffee
104299	BFirst Industrial	80019899-00	74860 \$	55.28	Parts for pool filter repair
104299	BFirst Industrial	80020834-00	74860 \$	81.20	Anchor Bolts
104299	BFirst Industrial	80020645-00	74860 \$	10.99	Zipties
104299	BFirst Industrial	80021057-00	74860 \$	16.71	Washers and Screws
104299	BFirst Industrial	80020115-00	74860 \$	75.47	RAIN SUIT BIBS
101010	BOLTON & MENK INC	0360565	74861 \$	1,215.00	Overflow & Stormwater Grant
101010	BOLTON & MENK INC	0361084	74861 \$	618.00	Overflow & Stormwater Reuse Grant
101010	BOLTON & MENK INC	0354696	74861 \$	36,042.50	2601-B 16th St SW Prof Serv
101010	BOLTON & MENK INC	0360490	74861 \$	886.00	Iverson Park LS Prof Serv
101010	BOLTON & MENK INC	0365311	74861 \$	550.00	Iverson Park LS Prof Serv
101010	BOLTON & MENK INC	0365432	74861 \$	741.00	LifeLink III Willmar Hangar Prof. Services
101010	BOLTON & MENK INC	0365431	74861 \$	61,034.00	Willmar Fiber Network Prof Services
101010	BOLTON & MENK INC	0365436	74861 \$	1,447.50	DNR Trailhead
101010	BOLTON & MENK INC	0365433	74861 \$	4,335.00	Willmar outdoor covered rink
101010	BOLTON & MENK INC	0365429	74861 \$	6,032.50	City Engineer svcs 4-26 thru 5-23-25
101010	BOLTON & MENK INC	0365421	74861 \$	13,080.25	Engineering Prof. svcs 4-26 thru 5-23-25
101010	BOLTON & MENK INC	0365423	74861 \$	6,143.50	Project No. 2501-B professional svcs
101010	BOLTON & MENK INC	0365428	74861 \$	2,824.00	BNSF TH 40 Tile Repair prof. svcs
101010	BOLTON & MENK INC	0365411	74861 \$	671.00	Project No. 2401-A prof. svcs
101010	BOLTON & MENK INC	0365430	74861 \$	5,895.50	ELLS 7, 8 & 9 Prof. Svcs
101010	BOLTON & MENK INC	0365422	74861 \$	8,137.00	Project No. 2501-A Prof. Svcs
101010	BOLTON & MENK INC	0365424	74861 \$	3,599.50	Project No. 2503-E Prof. Svcs

Vendor Payment Listing

June 12, 2025 thru July 2, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840	\$ 775.43	Premiums WH from employees june
101010	BOLTON & MENK INC	0365425	74861	\$ 11,336.50	Project No. 2503-B Prof. Svcs
101010	BOLTON & MENK INC	0365426	74861	\$ 3,148.00	Project No. 2508 Prof. Svcs
101010	BOLTON & MENK INC	0365435	74861	\$ 3,107.00	Project No. 2503-C Prof. Svcs
101010	BOLTON & MENK INC	0365434	74861	\$ 5,305.50	Project No. 2503-B Prof. Svcs
101010	BOLTON & MENK INC	0365420	74861	\$ 6,833.50	Project No. 2503-D Prof. Svcs
101010	BOLTON & MENK INC	0365418	74861	\$ 29,882.00	Project No. 2401-B Prof. Svcs
101010	BOLTON & MENK INC	0365419	74861	\$ 2,918.50	Project No. 2404-B Prof. Svcs
101010	BOLTON & MENK INC	0365427	74861	\$ 11,552.00	Project No. 2601-B Prof. Svcs
103733	BOX/KYLE	07012025	74862	\$ 386.20	Reimbursement of Personal Expenditures
101896	BRAD'S PLUMBING	6662	74863	\$ 706.88	sewer problem
100263	BREMER BANK	2019A Bond 08-01-25	74864	\$ 17,503.00	08/01/25 Bond Pymt - 2019A Bond
100263	BREMER BANK	2020A Bond 08-01-25	74864	\$ 5,337.50	08/01/25 Bond Pymt - 2020A Bond
101980	BSE	930616242	74865	\$ 208.24	Light bulbs- Baker Field
101980	BSE	930616232	74865	\$ 264.52	Light bulbs - Flags of Honor
103181	BULLET PROOF MECHANICAL SERV	11806	74866	\$ 259.91	Boiler repair
103181	BULLET PROOF MECHANICAL SERV	11772	74866	\$ 370.00	Maintenance of pool heater
103181	BULLET PROOF MECHANICAL SERV	11821	74866	\$ 1,220.52	Boiler repair
103181	BULLET PROOF MECHANICAL SERV	11813	74866	\$ 148.00	Fixed the Boiler at DOAC
104322	Caleb Ditmarson	062525	74867	\$ 1,972.00	Advanced Pitching Clinic registrations
103993	Calibrations and Controls, Inc.	INV-21644	74868	\$ 811.62	Gas meter connection
102336	CANON FINANCIAL SERVICES INC	41206843	74869	\$ 134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	41206842	74869	\$ 127.77	291358-2
102336	CANON FINANCIAL SERVICES INC	41206841	74869	\$ 140.23	291358-1
103647	CAPITAL ONE	060525	74870	\$ 99.96	Coffee
103647	CAPITAL ONE	061825	74870	\$ 9.84	Watter bottle for Willmar Fest & events
103390	CENTRACARE	506727029	74871	\$ 184.00	Pre-Employment Lab Work for Officer
103390	CENTRACARE	506727030	74871	\$ 90.00	Radiologic Exam for Pre-Employment Physical
103390	CENTRACARE	729219928	74871	\$ 343.50	Pre-Employment Physical for Officer
103390	CENTRACARE	728649413	74871	\$ 158.00	Annual physical Anderson
103390	CENTRACARE	728653245	74871	\$ 158.00	Annual physical Breczinski
103390	CENTRACARE	728649618	74871	\$ 158.00	Annual physical Cabrera
103390	CENTRACARE	728651383	74871	\$ 158.00	Annual physical Deleeuw
103390	CENTRACARE	728653615	74871	\$ 158.00	Annual physical Fuentes
103390	CENTRACARE	728653197	74871	\$ 76.00	Annual physical Gilbertson
103390	CENTRACARE	729155470	74871	\$ 268.17	Pre-Employment physical Giles
103390	CENTRACARE	728649571	74871	\$ 158.00	Annual physical Glesne
103390	CENTRACARE	728648526	74871	\$ 158.00	Annual physical grave
103390	CENTRACARE	728654541	74871	\$ 158.00	Annual physical Vazquez
103390	CENTRACARE	728771772	74871	\$ 158.00	Annual physical Wasik
103390	CENTRACARE	728649257	74871	\$ 158.00	Annual physical Larson
103390	CENTRACARE	728654338	74871	\$ 76.00	Annual physical Linde
103390	CENTRACARE	728475202	74871	\$ 158.00	Annual physical Mcgillivray
103390	CENTRACARE	728650639	74871	\$ 76.00	Annual physical Peterson
103390	CENTRACARE	728649325	74871	\$ 76.00	Annual physical Resendez
103390	CENTRACARE	728652707	74871	\$ 158.00	Annual physical J.Resendez
103390	CENTRACARE	728771646	74871	\$ 158.00	Annual physical Hanson
103390	CENTRACARE	728654360	74871	\$ 158.00	Annual physical Holmquist
103390	CENTRACARE	728653140	74871	\$ 158.00	Annual physical Holter
103390	CENTRACARE	728649379	74871	\$ 158.00	Annual physical Rivera
103390	CENTRACARE	728651468	74871	\$ 158.00	Annual physical Scheffler
103390	CENTRACARE	728650600	74871	\$ 158.00	Annual physical Stark
103390	CENTRACARE	728654141	74871	\$ 158.00	Annual physical Taylor
103390	CENTRACARE	728651405	74871	\$ 158.00	Annual physical Thompson
103390	CENTRACARE	728649294	74871	\$ 158.00	Annual physical Thorson
103390	CENTRACARE	506677821	74871	\$ 90.00	Job placement assessment J. H.
103390	CENTRACARE	RMH625	74872	\$ 32.50	Blood Draw for ICR 25004610
103390	CENTRACARE	728654251	74872	\$ 76.00	Annual Physical Akerson
103390	CENTRACARE	728651447	74872	\$ 76.00	Annual physical Zamora
103390	CENTRACARE	728653654	74872	\$ 76.00	Annual physical Ziemer
103390	CENTRACARE	728654510	74872	\$ 76.00	Annual physical Gulbranson

Vendor Payment Listing

June 12, 2025 thru July 2, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
103390	CENTRACARE	728649720	74872 \$	76.00	Annual physical Klavetter
103390	CENTRACARE	728649678	74872 \$	76.00	Annual physical Jordan Klavetter
103390	CENTRACARE	728649482	74872 \$	76.00	Annual physical Krohn
103390	CENTRACARE	728654584	74872 \$	76.00	Annual physical Robertson
103390	CENTRACARE	506672511	74872 \$	60.00	Job placement assessment drug screen
103390	CENTRACARE	728947736	74872 \$	25.00	Drug test P. H.
103390	CENTRACARE	728975874	74872 \$	25.00	Drug test J. H.
103851	CENTRAL LAKES MENTAL HEALTH	063025	74873 \$	750.00	Mental Health Services
104248	Century Fence Company	259802401	74874 \$	1,268.00	Gate Hinges for softball field
100156	CHAPPELL CENTRAL INC	SVC-124207	74875 \$	230.03	Town plant AC repair
100156	CHAPPELL CENTRAL INC	SVC-124381	74875 \$	672.35	Replaced burnt out pump
100156	CHAPPELL CENTRAL INC	SVC-124408	74875 \$	6,103.63	Admin AC repair
100736	CHARTER COMMUNICATIONS	175505001062125	74876 \$	58.48	Jun/July TV
104086	Christopher Corbett	052125	74877 \$	43.74	Plants for DTW planters
104320	Cities Digital Inc	64062	74878 \$	7,765.80	Laserfiche FY25/FY26 renewal
103708	CITY LINE TOWING	25-08017	74879 \$	160.00	Tow from Parade Route to WEAC
103708	CITY LINE TOWING	25-08018	74879 \$	160.00	Tow from parade route to WEAC
102984	CODE 4 SERVICES INC	10809	74880 \$	21.37	GPS Antenna for Squad 41
104070	Column Software PBC	B15E1683-0088	74881 \$	57.18	Comp Plan meeting notice 06/16/2025
104070	Column Software PBC	B15E1683-0091	74881 \$	60.43	VAR-2025-0001 Marcus legacy commons
104070	Column Software PBC	B15E1683-0090	74881 \$	62.15	PDS_VAR-25-02 Hegreberg
102887	CONCORDE BANK	2016A Bond 08-01-25	74882 \$	275.00	08/01/25 Bond Pymt - 2016A Bond
102887	CONCORDE BANK	2017A Bond 08-01-25	74882 \$	1,365.00	08/01/25 Bond Pymt - 2017A Bond
102887	CONCORDE BANK	2019A Bond 08-01-25	74882 \$	552.00	08/01/25 Bond Pymt - 2019A Bond
104205	Courtland Waste Handling Inc	01-41376	74883 \$	9,300.00	Tanker rental
100186	CROW CHEMICAL & LIGHTING	130164	74884 \$	442.52	Vinyl cleaner, Scale Away, scour pads, urinal scre
100186	CROW CHEMICAL & LIGHTING	130265	74884 \$	316.71	Toilet paper, spillifer wipes, paper towels, gloves
100186	CROW CHEMICAL & LIGHTING	130205	74884 \$	180.35	Toilet paper, garbage bags, glass cleaner
103821	CUSTOM TRUCK ONE SOURCE	2025002318205	74885 \$	5,501.31	New Basket and shrouds
103858	CUSTOMIZED FIRE RESCUE	3149	74886 \$	800.00	HazMat Drill 5/22/2025
102899	D. ERVASTI SALES CO	17603	74887 \$	920.00	Sure Dry
100212	DOOLEY'S PETROLEUM INC	731018	74888 \$	20,170.08	Diesel & unleaded fuel
104183	DSC Communications	2506573	74889 \$	225.00	Speaker issues w/pager, factory repair
104183	DSC Communications	2506577	74889 \$	200.00	Boot up issues w/pager; factory repair
100151	DUININCK CONCRETE	2506-694700	74890 \$	16.15	Grout
100151	DUININCK CONCRETE	132765	74890 \$	182.00	Concrete-13th ST catwalk
103245	DUININCK CONCRETE CONST SUPPLY	2506-694964	74891 \$	570.45	Degreaser, Hard hats
100222	DUININCK INC	564961	74892 \$	289.31	Gravel
100222	DUININCK INC	565086	74892 \$	475.00	Asphalt
100222	DUININCK INC	564902	74892 \$	1,267.35	Asphalt
100222	DUININCK INC	565202	74892 \$	1,528.55	Asphalt
100222	DUININCK INC	565066	74892 \$	1,929.50	Asphalt
103909	EAGLE CREEK GOLF CLUB	3276	74893 \$	2,825.00	Youth golf registrations and Tshirts
104115	Environmental Consulting & Testing	8312	74894 \$	1,350.00	Lab WET test
104064	Eric's Aviation Services, Inc	1026	74895 \$	107.52	Paper Towels / TP for Terminal
104064	Eric's Aviation Services, Inc	1028	74895 \$	519.49	Nozzle Overhaul Kit & Installation
104064	Eric's Aviation Services, Inc	1027	74895 \$	133.44	Batteries for Smoke/Fire Alarms
101567	ETTERMAN ENTERPRISES	371857	74896 \$	90.13	SS bolts and washers
103002	FARM-RITE EQUIPMENT	P57383	74897 \$	29.00	Toolcat aircleaner
103002	FARM-RITE EQUIPMENT	P57477	74897 \$	61.40	Hyd. Oil
103002	FARM-RITE EQUIPMENT	P57463	74897 \$	58.02	Parts for Tool Kat
103938	FAUL PSYCHOLOGICAL	2443	74898 \$	665.00	Pre-Employment Evaluation
100810	FERGUSON ENTERPRISES INC	1650389	74899 \$	66.78	Supplies for pool filter repair
100810	FERGUSON ENTERPRISES INC	1637170	74899 \$	167.45	Replacement parts for Pool filters
100810	FERGUSON ENTERPRISES INC	1674582	74899 \$	389.57	Wall valve
100810	FERGUSON ENTERPRISES INC	1743742	74899 \$	6.55	1 1/2" plug
100810	FERGUSON ENTERPRISES INC	1748588	74899 \$	59.66	Plumbing for fourseasons
100775	FIRST CHOICE FOOD & BEVERAGE	2107-036609	74900 \$	260.04	Concessions
102973	FLEETPRIDE	126402672	74901 \$	336.37	Filters
102973	FLEETPRIDE	126540748	74901 \$	51.88	filter

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
102973	FLEETPRIDE	126467957	74901 \$	3.64	filter
102973	FLEETPRIDE	126467958	74901 \$	16.79	filter
102973	FLEETPRIDE	126402740	74901 \$	25.93	Filter
100288	GALLS LLC	031496755	74902 \$	63.94	Tru-Spec pants for V. Zamora
103835	GEHRKING/JOHN	062425	74903 \$	400.00	Eye Glass Reimbursement
100293	GENERAL MAILING SERVICES	73872	74904 \$	27.48	Shipping 5/21/25
100293	GENERAL MAILING SERVICES	73894	74904 \$	398.09	postage 06/02-06/06/2025
100293	GENERAL MAILING SERVICES	73936	74904 \$	117.83	postage 06/09-06/13/2025
100293	GENERAL MAILING SERVICES	73877	74904 \$	106.34	CVB - Postage Cases
100293	GENERAL MAILING SERVICES	73813	74904 \$	151.44	CVB - Postage Guides
102798	GIS MIDWEST	25-044-GIS	74905 \$	340.00	Tyler software issues & adding zoning layer
103726	GM DEVELOPMENT LLC	06-20-25 Tax Sttlmt	74906 \$	10,821.41	1st Half 2025 Tax Sttlmt-TIF
100786	GRAINGER INC	9521018045	74907 \$	33.82	Vacuum pump can
100786	GRAINGER INC	9524618569	74907 \$	88.92	HVAC filters
100786	GRAINGER INC	9524618577	74907 \$	215.93	Plant supplies
100786	GRAINGER INC	9528862502	74907 \$	54.00	HVAC filters
100786	GRAINGER INC	9550391578	74907 \$	1,057.32	Air Filters
101887	GRAND RENTAL STATION	765809	74908 \$	214.00	Work Boots Liam
101504	GREENSPRING MEDIA GROUP	2025ci-7141	74909 \$	1,000.00	CVB - Advertising
100321	HANSEN ADVERTISING SPECIALTIES	52706	74910 \$	810.00	Branded Tent Kit
100321	HANSEN ADVERTISING SPECIALTIES	52720	74910 \$	771.10	Willmar Brand Folders
100321	HANSEN ADVERTISING SPECIALTIES	52692	74910 \$	45.00	PW shirts
100321	HANSEN ADVERTISING SPECIALTIES	52732	74910 \$	565.45	Willmar Connect Divot Tool
900170	HARP/GREGORY	06092025	74911 \$	200.00	CVB - Photographer
103765	HARRY'S FROZEN FOOD	71553	74912 \$	182.00	Concessions
102609	HAUG-KUBOTA LLC	27113	74913 \$	83.29	Lawn mower parts
100325	HAWKINS INC	7093654	74914 \$	11,389.22	Ind. ferric
100325	HAWKINS INC	7108536	74914 \$	11,042.62	Ind. ferric
100325	HAWKINS INC	7113443	74914 \$	575.35	Bleach
100325	HAWKINS INC	7112843	74914 \$	11,070.22	Muni ferric
100333	HILLYARD\HUTCHINSON	605853394	74915 \$	597.85	Mirror Frame
100333	HILLYARD\HUTCHINSON	605857419	74915 \$	332.72	Paper towels & cleaners
100333	HILLYARD\HUTCHINSON	605864569	74915 \$	2,425.39	cleaning
100333	HILLYARD\HUTCHINSON	605864576	74915 \$	520.78	cleaning toiletries
103936	HOFFMAN CONSTRUCTION CO. LLC	INV422	74916 \$	24,099.00	JOTS 2 valve replacement
103936	HOFFMAN CONSTRUCTION CO. LLC	INV408	74916 \$	5,875.00	Storm pipe repair- Westwood CT
103067	HOME STATE BANK	2016A Bond 08-01-25	74917 \$	1,387.50	08/01/25 Bond Pymt - 2016A Bond
103067	HOME STATE BANK	2019A Bond 08-01-25	74917 \$	2,415.00	08/01/25 Bond Pymt - 2019A Bond
103067	HOME STATE BANK	2020A Bond 08-01-25	74917 \$	1,776.25	08/01/25 Bond Pymt - 2020A Bond
103075	HORIZON COMMERCIAL POOL SUPPLY	INV106112	74918 \$	179.49	Depth Markers for DOAC
103075	HORIZON COMMERCIAL POOL SUPPLY	INV106207	74918 \$	765.79	Chemicals for DOAC
103075	HORIZON COMMERCIAL POOL SUPPLY	INV106381	74918 \$	9,103.20	Chemicals for DOAC
102697	HOUR MEDIA	5-25-AAA1021	74919 \$	518.00	CVB - Advertising
102486	IN CONTROL INC	S-INV02753	74920 \$	2,117.89	Automation & Cybersecurity serv. plan
103725	INSPECTRON INC	1536	74921 \$	25,844.80	Permits for Middle School
103789	JH, LLC	06-20-25 Tax Sttlmt	74922 \$	196,574.16	1st Half 2025 Tax Sttlmt-TIF
103355	JOHANNECK WTR CONDITIONING INC	136157	74923 \$	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	136155	74923 \$	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	136436	74923 \$	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	136728	74923 \$	11.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	136726	74923 \$	53.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	137012	74923 \$	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-090	74923 \$	46.00	Water cooler rental
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-191	74923 \$	1.00	Cooler rent
103355	JOHANNECK WTR CONDITIONING INC	cCR1711-3-203	74923 \$	2.00	Cooler rent
103355	JOHANNECK WTR CONDITIONING INC	136734	74923 \$	107.50	Softener salt
103404	JOHNSON CNTRLS FIRE PROTECTION	24752374	74924 \$	5,613.72	Annual fire alarm contract
104323	Keith Edward Hiller	20250506	74925 \$	4,500.60	Professional and Confidential Services
103068	KENSINGTON BANK	2016A Bond 08-01-25	74926 \$	1,387.50	08/01/25 Bond Pymt - 2016A Bond
103068	KENSINGTON BANK	2017A Bond 08-01-25	74926 \$	1,982.50	08/01/25 Bond Pymt - 2017A Bond

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
103068	KENSINGTON BANK	2019A Bond 08-01-25	74926 \$	3,047.50	08/01/25 Bond Pymt - 2019A Bond
103068	KENSINGTON BANK	2020A Bond 08-01-25	74926 \$	1,776.25	08/01/25 Bond Pymt - 2020A Bond
103138	KING'S ELECTRIC LLC	3369	74927 \$	375.00	Town generator checks
103138	KING'S ELECTRIC LLC	3376	74927 \$	353.75	Replace light ballast
104321	Kurilla Contracting Company	Appl #1	74928 \$	74,980.65	Project No. 2501-A Pay App No. 1
102886	LAKE REGION BANK	2016A Bond 08-01-25	74929 \$	1,387.50	08/01/25 Bond Pymt - 2016A Bond
102886	LAKE REGION BANK	2017A Bond 08-01-25	74929 \$	2,632.50	08/01/25 Bond Pymt - 2017A Bond
102886	LAKE REGION BANK	2019A Bond 08-01-25	74929 \$	3,047.50	08/01/25 Bond Pymt - 2019A Bond
102886	LAKE REGION BANK	2020A Bond 08-01-25	74929 \$	1,776.25	08/01/25 Bond Pymt - 2020A Bond
102187	LAKELAND MEDIA	IN-125055824	74930 \$	1,700.00	CVB - Advertising
104055	Larsen *Petty Cash/Vernae	070125	74931 \$	218.25	Replenish Petty Cash - vehicle tabs
103723	LEGACY GROUP DEVELOPMENT, LLC	06-20-25 Tax Sttlmt	74932 \$	15,517.21	1st Half 2025 Tax Sttlmt-TIF
103723	LEGACY GROUP DEVELOPMENT, LLC	01-28-21 Tax Sttlmt	74932 \$	137.24	Dec 2020 Tax Sttlmt-TIF
101400	LINDAHL/JASON	062625	74933 \$	200.00	Safety boots reimbursement JL.
102593	LOFFLER COMPANIES	5020044	74934 \$	291.60	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	5040487	74934 \$	34.45	CVB - Telephone Charges
102593	LOFFLER COMPANIES	5050930	74934 \$	558.69	Standalone printer prints
102593	LOFFLER COMPANIES	5064337	74934 \$	71.77	CvC Office & PD Sergeants prints
104202	Lunar Media, LLC	1530	74935 \$	200.00	Juneteenth Photography
104202	Lunar Media, LLC	1529	74935 \$	200.00	Juneteenth Photography
100424	M-R SIGN CO INC	228003	74936 \$	137.99	Street Signs
100437	MARCO TECHNOLOGIES LLC	INV13999273	74937 \$	60.48	FD_Office overages
101838	MARCO TECHNOLOGIES LLC	558773628	74938 \$	267.71	500-0623211-000
100449	MENARDS	95542	74939 \$	161.10	Plant supplies
100449	MENARDS	95799	74939 \$	6.35	TRIM AND STICK
100449	MENARDS	95752	74939 \$	34.24	Silicon, cable ties
100449	MENARDS	95722	74939 \$	32.89	General supplies
100449	MENARDS	95759	74939 \$	92.35	Paint and supplies for pool shed
100449	MENARDS	95869	74939 \$	168.89	Parts for shower repair at DOAC
100449	MENARDS	95867	74939 \$	158.32	Hydrant painting supplies
100449	MENARDS	96186	74939 \$	10.98	anchors
100449	MENARDS	96287	74939 \$	26.44	PVC, 1 1/2" coupling, primer
100449	MENARDS	95972	74939 \$	239.40	General supplies clarifier railing
100449	MENARDS	96323	74939 \$	33.14	GBT repair
100449	MENARDS	96489	74939 \$	5.98	wheels
100449	MENARDS	96371	74939 \$	60.96	General supplies
100449	MENARDS	92653	74939 \$	168.93	Shovel and Hose
100449	MENARDS	92775	74939 \$	199.21	Ratchet, toolbox, socket, wrench- Sign Work
100449	MENARDS	95527	74939 \$	24.90	Conduit
100449	MENARDS	95591	74939 \$	12.44	Spray paint
100449	MENARDS	95585	74939 \$	24.99	Faucet Lock
100449	MENARDS	96181	74939 \$	33.98	Plumbing tools/fittings
100449	MENARDS	95976	74939 \$	61.97	Batteries, Flags
100449	MENARDS	96496	74939 \$	6.50	Bottled water
100449	MENARDS	96370	74939 \$	30.49	Conduit for wastewater key fob project
100449	MENARDS	93959	74939 \$	92.67	Knife blades, Contruction adhesive
100449	MENARDS	96268	74939 \$	9.96	Plates
100449	MENARDS	95962	74939 \$	5.09	Machine Screws
104131	Michael Wright	063025	74940 \$	150.00	Script Review, Announcer and Tear Down
103729	MILLS PARTS CENTER	6433999	74941 \$	93.92	Seals
103729	MILLS PARTS CENTER	6434911	74941 \$	13.53	Seal
103729	MILLS PARTS CENTER	CM6429762	74941 \$	(464.35)	Module Return
103729	MILLS PARTS CENTER	6442459	74941 \$	588.02	Rear Diff. Asy.
103729	MILLS PARTS CENTER	6441536	74941 \$	15.56	Circlip
103729	MILLS PARTS CENTER	6443948	74941 \$	7.58	Seal
103729	MILLS PARTS CENTER	6429762	74941 \$	464.35	module
101805	MINI BIFF LLC	I3273	74942 \$	119.34	Mini Biff
101805	MINI BIFF LLC	I3235	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3236	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3685	74942 \$	129.54	Northside Park

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
101805	MINI BIFF LLC	I3694	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3683	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3681	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3686	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3682	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3684	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3680	74942 \$	129.54	Mini Biff
101805	MINI BIFF LLC	I3679	74942 \$	129.54	Mini Biff
100488	MN DEPT OF HEALTH	1104856	74943 \$	40.00	Hospitality Fee
100522	MN DEPT OF LABOR & INDUSTRY	061325	74944 \$	4,966.07	State Surcharge fee May 2025
101655	MOSS & BARNETT	825393	74945 \$	455.00	Prof Services - WRAC 8
100873	MOTOR SPORTS OF WILLMAR	2506092	74946 \$	111.98	Ranger oil change kit
100541	MUNICIPAL UTILITIES	STMT/05-2025	74947 \$	72,672.67	MUNICIPAL UTILITIES MAY 2025
100541	MUNICIPAL UTILITIES	06-20-25 Tax Sttlmt	74947 \$	18,572.32	1st Half 2025 Tax Sttlmt-Util Assess
100544	MVTL LABORATORIES INC	1311154	74948 \$	82.25	Lab test's
100544	MVTL LABORATORIES INC	1311129	74948 \$	314.25	Lab test's
100544	MVTL LABORATORIES INC	1311772	74948 \$	58.25	Lab test
101627	NCL OF WISCONSIN INC	521593	74949 \$	530.25	Lab supplies
103878	NELSON/TROY	060325	74950 \$	150.00	Setup, Camera Operator and Tear Down
102547	CARRANZA/NOE	257	74951 \$	150.00	Interpretive Services for ICR 25005634
102547	CARRANZA/NOE	259	74951 \$	150.00	Interpreting Services for ICR# 25006352
102547	CARRANZA/NOE	260	74951 \$	150.00	Interpreting Services for ICR 25006642
103605	NORTH CENTRAL INTERNATIONAL	R201002577:01	74952 \$	507.60	Checked AC system 5257/171950
103605	NORTH CENTRAL INTERNATIONAL	X201144518:01	74952 \$	23.90	Diessel Exhaust Fluid #5257/171950
103605	NORTH CENTRAL INTERNATIONAL	X201144535:01	74952 \$	405.00	Starter Motor
100650	O'REILLY AUTOMOTIVE INC	1528-206729	74953 \$	47.54	Automotive Cleaning Products
103286	OASIS AERO INC	6620	74954 \$	4,415.04	FBO Contract for May
103945	ODENS/THOMAS	063025	74955 \$	372.20	2025 LMC Annual Conference Reimb
104207	Office Of MNIT Services	DV25050453	74956 \$	257.72	LOGIS Internet transport May
103622	ORANGE 142 LLC	Inv-O-4849	74957 \$	5,000.00	CVB - Advertising
103667	OVERHEAD HOIST & CRANE SPEC.	4045	74958 \$	1,498.72	RWW transmitter and receiver
100614	PIONEERLAND LIBRARY SYSTEM	061225	74959 \$	118,254.50	2nd QTR Request
100374	PREMIUM WATERS INC	330664322	74960 \$	73.75	Water for DOAC
100374	PREMIUM WATERS INC	330664698	74960 \$	24.49	Water for DOAC
100374	PREMIUM WATERS INC	330665519	74960 \$	40.99	water
100374	PREMIUM WATERS INC	330665875	74960 \$	111.99	Water for DOAC
100374	PREMIUM WATERS INC	330666812	74960 \$	10.99	water
102719	PRO COLOR GRAPHICS	8229	74961 \$	1,415.00	International Heritage Festival - Poster/Decals
103529	PRO WATER SOLUTIONS	11139	74962 \$	490.00	Solar Salt
101093	QUICK SIGNS	183247	74963 \$	400.00	Sperry Pickleball signs and Park it signs
100639	RAMBOW INC	664643	74964 \$	2,000.00	Juneteenth Clothing
100639	RAMBOW INC	668915	74964 \$	567.55	DOAC Staff shirts
103911	REPLACE INC	4342	74965 \$	100.00	Design Work - Willmar Connect
101418	RUNNING'S SUPPLY INC	6445979	74966 \$	65.98	Shovel
101418	RUNNING'S SUPPLY INC	6446584	74966 \$	167.74	Tape Measure, Hearing protection
101418	RUNNING'S SUPPLY INC	6447408	74966 \$	14.33	Bolts
101418	RUNNING'S SUPPLY INC	6447475	74966 \$	22.99	rubber boots
101418	RUNNING'S SUPPLY INC	6450505	74966 \$	175.48	Transfer Pump
101418	RUNNING'S SUPPLY INC	6451657	74966 \$	148.94	(2) work jeans, (1) steel toe boot. Summer Help
101418	RUNNING'S SUPPLY INC	6451575	74966 \$	557.00	weed whip, leaf blower, and extra battery
101418	RUNNING'S SUPPLY INC	6462400	74966 \$	107.98	Weed sprayer
101418	RUNNING'S SUPPLY INC	6451576	74966 \$	54.99	Glyphosate
101418	RUNNING'S SUPPLY INC	6456138	74966 \$	45.98	pump sprayer
101418	RUNNING'S SUPPLY INC	6453134	74966 \$	190.00	Muck Boot
101418	RUNNING'S SUPPLY INC	6451678	74966 \$	21.99	Wire
101418	RUNNING'S SUPPLY INC	6457654	74966 \$	45.98	sprayer
101418	RUNNING'S SUPPLY INC	6457008	74966 \$	89.90	parade candy
102288	RUTER/DOUGLAS H	6462404	74967 \$	200.00	Safety boot reimbursement (Doug Ruter)
103441	SCHAEFBAUER/JOSEPH	062425	74968 \$	113.00	Meal Reimbursements for Officer
101122	SCHAEFFER MFG CO	EC5930-INV1	74969 \$	603.00	Grease

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840	\$ 775.43	Premiums WH from employees june
100683	SCOTT SWANSON'S EQUIPMENT CO	47681	74970	\$ 150.20	Pressure washer parts
103879	SELCHOW/LARRY	063025	74971	\$ 175.00	Fri & Sat Setup, Audio, and Tear Down
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/05-2025-FUEL	74972	\$ 13,445.76	UNLEADED AND DIESEL FUEL MAY 2025
100275	SHI CORP	B19928096	74973	\$ 2,224.00	Office 2024 ProPlus
900094	ST LOUIS MRO INC	65526	74974	\$ 60.00	Drug screen collections
100706	STACY'S NURSERY INC	24748	74975	\$ 960.00	Sprinkler Head for Civic Center Softball Complex
104317	Station Automation Inc	8173	74976	\$ 1,598.00	2025 Annual License Fee
103256	STEINBEISSER AUTO REPAIR LLC	21269	74977	\$ 104.13	Propane
100188	STERLING WATER-MINNESOTA LLC	315X04304308	74978	\$ 19.45	Water softener rental
100728	SURPLUS WAREHOUSE INC	01943	74979	\$ 64.99	Break away switch, 7 pin Connetor
104316	Lorrie Swanson	0013441	74980	\$ 100.00	damage deposit refund
100161	SYSCO WESTERN MINNESOTA	253931470	74981	\$ 3,128.89	Concessions food for DOAC
100161	SYSCO WESTERN MINNESOTA	253932791	74981	\$ 150.48	Food for concessions at DOAC
100161	SYSCO WESTERN MINNESOTA	15326388P	74981	\$ (989.50)	Return of incorrect nacho cheese
100161	SYSCO WESTERN MINNESOTA	253940124	74981	\$ 1,607.15	Concessions food
100161	SYSCO WESTERN MINNESOTA	253944323	74981	\$ 459.38	Concessions items for DOAC
103801	TECH CHECK,LLC	8322C	74982	\$ 661.00	Access point for AIR FBO shop
102583	TORKELSON'S LOCK SERVICE	25-295	74983	\$ 150.00	Keys
103795	TYLER TECHNOLOGIES, INC	130-157094	74984	\$ 750.00	Enforcement Mobile SSO set up
103795	TYLER TECHNOLOGIES, INC	130-157036	74984	\$ 500.00	Enforcement Mobile SSO project management
103795	TYLER TECHNOLOGIES, INC	045-522933	74984	\$ 700.00	May 22, 2025 Remote training for Tyler
101286	UNCOMMON USA INC	1325025-IN	74985	\$ 706.20	Flags
101286	UNCOMMON USA INC	1326137-IN	74985	\$ 134.40	Flags
101286	UNCOMMON USA INC	1326318-IN	74985	\$ 30.00	MN Flag
103324	UNITED PRAIRIE BANK	2019A Bond 08-01-25	74986	\$ 2,415.00	08/01/25 Bond Pymt - 2019A Bond
100264	US BANK	7792332	74987	\$ 750.00	2018B Paying Agent Fees
100264	US BANK	7792330	74987	\$ 750.00	2018A Paying Agent Fees
100264	US BANK	7798704	74987	\$ 500.00	2024A Paying Agent/ Trsfr Agnt
103143	US BANK EQUIPMENT FINANCE	558362281	74988	\$ 751.80	500-0664928-000/001
103783	UTILITY LOGIC	15575	74989	\$ 86.60	Gas monitor repair
103660	VALIANT/LESLIE	07022025	74990	\$ 252.20	Reimbursement of Personal Expenditures
102915	VERIZON WIRELESS	6115565457	74991	\$ 2,335.14	Verizon Jun/Jul
104038	Vernae Larsen	070125	74992	\$ 405.72	Mileage for bank and conferences
103880	VIGIL/KATIE	063025	74993	\$ 150.00	Setup, Camera Operator and Tear Down
104169	W.L. Hall Co Interior Service	16104	74994	\$ 2,430.00	Wall Divider
100803	WEST CENTRAL PRINTING	25265	74995	\$ 1,042.14	Connect Willmar Yard Signs
100805	WEST CENTRAL SANITATION	13458709	74996	\$ 66.19	Recycling
100805	WEST CENTRAL SANITATION	13457587	74996	\$ 69.49	City Hall recycling service
100805	WEST CENTRAL SANITATION	13459284	74996	\$ 351.60	Recycling
100808	WEST CENTRAL TROPHIES	10171	74997	\$ 25.00	Locker Tag
102689	WILLMAR AUTO VALUE	22569210	74998	\$ 161.88	Battery #5293/213808
102689	WILLMAR AUTO VALUE	22569386	74998	\$ 109.96	Seals, Shocks
102689	WILLMAR AUTO VALUE	22569219	74998	\$ 519.98	Front hubs/rotors
102689	WILLMAR AUTO VALUE	22569220	74998	\$ 49.99	brake pads
102689	WILLMAR AUTO VALUE	22570094	74998	\$ 138.00	Battery, core return, trans fluid.
102689	WILLMAR AUTO VALUE	22569968	74998	\$ 413.76	Alternator, Belt
102689	WILLMAR AUTO VALUE	22569707	74998	\$ 123.98	Rear brake rotor
102689	WILLMAR AUTO VALUE	22569708	74998	\$ 24.99	Brake Pads
102689	WILLMAR AUTO VALUE	22570846	74998	\$ 91.98	Belt, Tensioner
102689	WILLMAR AUTO VALUE	22571996	74998	\$ 13.99	7 Pin Connector
102689	WILLMAR AUTO VALUE	22571213	74998	\$ 231.43	Battery
102689	WILLMAR AUTO VALUE	22571568	74998	\$ 100.00	Battery
102689	WILLMAR AUTO VALUE	22571750	74998	\$ 21.99	Black touch up paint
102689	WILLMAR AUTO VALUE	22571995	74998	\$ 14.99	Thread sealant
102689	WILLMAR AUTO VALUE	22571129	74998	\$ 149.07	CV-Axle
102689	WILLMAR AUTO VALUE	22572526	74998	\$ 834.00	Hydraulic hose
102689	WILLMAR AUTO VALUE	22572531	74998	\$ 12.99	Spray Paint
102689	WILLMAR AUTO VALUE	22572525	74998	\$ 140.67	Hyd Fittings
103805	WILLMAR BLOCK 25 LOFTS,LLC	06-20-25 Tax Sttlmt	74999	\$ 40,302.76	1st Half 2025 Tax Sttlmt-TIF
100812	WILLMAR CHAMBER OF COMMERCE	58735	75000	\$ 314.62	CVB Monthly Bills May

Vendor Payment Listing

June 12, 2025 thru July 2, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103800	AFLAC	531302	74840 \$	775.43	Premiums WH from employees june
100812	WILLMAR CHAMBER OF COMMERCE	06012025	75000 \$	14,062.97	CVB - Monthly
100817	WILLMAR FESTS	415	75001 \$	1,500.00	Juneteenth Block Party
100841	ZIEGLER INCORPORATED	SI000662105	75002 \$	4,065.81	Town generator repair
TOTAL				1,179,577.64	

Vendor Payment Listing

May 29, 2025 thru July 02, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100492	MN DEPT OF REVENUE	STMT/06-25	596 \$	4,561.64	SALES AND FUEL TAX
100467	CENTERPOINT ENERGY	STMT/05-2025	597 \$	4,118.61	NATURAL GAS MAY 2025
103585	4M	4M 35205-101-P	598 \$	5,000,000.00	4M Money Markey 35205-101-P

City of Willmar Monthly Permit Reports June 2025

Permit Number	Address	Permit Type	Permit Work Class	Permit Issue Date	Permit Valuation
BLDC-2025-0005	605 23rd St SW	Commercial	Alteration/Remodel	6/2/2025	\$15,000.00
CPLUMB-2025-0002	2500 Airport Dr SW	Commercial Plumbing	Plumbing	6/2/2025	\$11,995.00
RMECH-2025-0026	905 13th Ave SW	Residential Mechanical	Mechanical	6/2/2025	\$4,000.00
RMECH-2025-0025	2934 9th Ave SE	Residential Mechanical	Mechanical	6/2/2025	\$4,000.00
RMECH-2025-0023	501 17th Ave SW	Residential Mechanical	Mechanical	6/2/2025	\$4,000.00
RMECH-2025-0024	1720 Pleasant View Cir SE	Residential Mechanical	Mechanical	6/2/2025	\$4,000.00
RPLUMB-2025-0002	1809 7.5 St SW	Residential Plumbing	Plumbing	6/2/2025	\$4,000.00
BLDR-2025-0050	1106 3rd St SW	Residential	Re-Roof	6/3/2025	\$13,615.88
BLDC-2025-0016	505 28th Ave SW	Commercial	Re-Roof	6/3/2025	\$149,000.00
RMECH-2025-0022	925 5th St SE	Residential Mechanical	Mechanical	6/3/2025	\$9,000.00
RPLUMB-2025-0003	715 Park Ave NW	Residential Plumbing	Plumbing	6/3/2025	\$1,800.00
BLDC-2025-0012	208 Lakeland Dr SE	Commercial	Residing	6/3/2025	\$18,000.00
BLDR-2025-0049	1108 17th St SW	Residential	Alteration/Remodel	6/3/2025	\$2,835.00
BLDC-2025-0011	2500 Airport Dr SW	Commercial	Alteration/Remodel	6/4/2025	\$55,000.00
RMECH-2025-0027	912 14th Ave SW	Residential Mechanical	Mechanical	6/5/2025	\$14,351.00
RMECH-2025-0020	411 4th St SE	Residential Mechanical	Mechanical	6/5/2025	\$5,781.00
RMECH-2025-0028	3100 Eagle Ridge Dr E	Residential Mechanical	Mechanical	6/5/2025	\$7,000.00
BLDR-2025-0053	809 23rd St SE	Residential	Re-Roof	6/5/2025	\$16,000.00
BLDR-2025-0051	1108 2nd St SE	Residential	Re-Roof	6/5/2025	\$20,000.00
BLDR-2025-0059	824 4th St	Residential	Re-Roof	6/6/2025	\$12,800.00
BLDR-2025-0057	1242 13th St SW	Residential	Alteration/Remodel	6/6/2025	\$12,500.00
RMECH-2025-0030	215 Valley View Dr SE	Residential Mechanical	Mechanical	6/6/2025	\$5,443.00
RMECH-2025-0032	240 Valley View Dr SE	Residential Mechanical	Mechanical	6/6/2025	\$5,332.00
BLDR-2025-0030	400 26th St SE	Residential	Addition	6/6/2025	\$35,644.00
RMECH-2025-0031	727 9th St SW	Residential Mechanical	Mechanical	6/6/2025	\$5,900.00
RMECH-2025-0029	1301 Willmar Ave SW	Residential Mechanical	Mechanical	6/6/2025	\$5,197.00
BLDR-2025-0056	2414 Kenwood Dr SW	Residential	Alteration/Remodel	6/6/2025	\$15,500.00
BLDR-2025-0061	2310 6th St NE	Residential	Re-Roof	6/6/2025	\$12,000.00
BLDR-2025-0054	1010 Hill Rd SW	Residential	Re-Roof	6/6/2025	\$5,000.00
RMECH-2025-0033	3315 4th Ave NW	Residential Mechanical	Mechanical	6/9/2025	\$4,000.00

RMECH-2025-0034	1417 16th St SW	Residential Mechanical	Mechanical	6/9/2025	\$10,695.00
RPLUMB-2025-0004	2008 11th St SW	Residential Plumbing	Plumbing	6/9/2025	\$3,900.00
BLDR-2025-0064	327 Litchfield Ave	Residential	Re-Roof	6/9/2025	\$6,000.00
BLDR-2025-0063	1105 14th Ave SE	Residential	Residing	6/9/2025	\$1.00
BLDR-2025-0066	2120 4th Ave SW	Residential	Residing	6/10/2025	\$17,573.76
RMECH-2025-0004	920 5th St SW	Residential Mechanical	Mechanical	6/10/2025	\$1,647.00
RMECH-2025-0005	1319 Kandiyohi Ave SW	Residential Mechanical	Mechanical	6/10/2025	\$2,194.00
CPLUMB-2025-0003	1535 30th St SW	Commercial Plumbing	Plumbing	6/10/2025	\$1.00
BLDR-2025-0062	932 Olaf Ave NW	Residential	Alteration/Remodel	6/10/2025	\$7,352.00
BLDR-2025-0058	2301 19th Ave SW	Residential	Accessory Structure	6/10/2025	\$8,400.00
BLDR-2025-0065	405 21st St SE	Residential	Residing	6/10/2025	\$10,000.00
FIRE-2025-0003	2100 Hwy 12 E	Fire Alarm	Fire Alarm	6/10/2025	\$5,920.00
BLDR-2025-0060	3509 Eagle Ridge Dr E	Residential	Deck	6/11/2025	\$5,100.00
RMECH-2025-0035	710 6th St SW	Residential Mechanical	Mechanical	6/11/2025	\$4,000.00
BLDR-2025-0038	1213 Elizabeth Ave SE	Residential	Re-Roof	6/11/2025	\$13,000.00
BLDR-2025-0055	1704 Richland Ave SW	Residential	Re-Roof	6/11/2025	\$5,250.00
BLDR-2025-0008	2313 20th AVE Ave	Residential	Deck	6/11/2025	\$9,800.00
FIRE-2025-0007	301 Becker Ave	Fire Alarm	Fire Alarm	6/12/2025	\$5,000.00
RMECH-2025-0037	1428 Vista Ln SW	Residential Mechanical	Mechanical	6/12/2025	\$13,300.00
BLDR-2025-0067	1001 13th St SW	Residential	Re-Roof	6/12/2025	\$7,500.00
RMECH-2025-0012	1400 Hansen Dr SW	Residential Mechanical	Mechanical	6/16/2025	\$12,000.00
BLDR-2025-0069	809 7th St SW	Residential	Re-Roof	6/17/2025	\$5,000.00
BLDR-2025-0003	1300 19th AVE SE	Residential	Re-Roof	6/17/2025	\$10,000.00
RMECH-2025-0039	2213 20th Ave SW	Residential Mechanical	Mechanical	6/17/2025	\$3,000.00
BLDR-2025-0023	1318 Ella Ave	Residential	Accessory Structure	6/17/2025	\$37,094.00
BLDR-2025-0070	1608 7.5 St SW	Residential	Re-Roof	6/17/2025	\$3,750.00
BLDR-2025-0072	144 High Ave NE	Residential	Re-Roof	6/17/2025	\$11,000.00
BLDR-2025-0027	1400 10th St SW	Residential	Deck	6/18/2025	\$12,000.00
BLDR-2025-0082	709 10th St SW	Residential	Basement	6/23/2025	\$10,625.00
SOLAR-2025-0001	1800 19th Ave SW	Solar Panel	Solar	6/24/2025	\$183,320.00
SOLAR-2025-0002	1001 Lakeland Dr SE	Solar Panel	Solar	6/24/2025	\$183,320.00
SOLAR-2025-0004	2701 30th St NE	Solar Panel	Solar	6/24/2025	\$183,320.00
SOLAR-2025-0003	209 Willmar Ave SE	Solar Panel	Solar	6/24/2025	\$183,320.00

BLDR-2025-0083	1220 16th St SW	Residential	Re-Roof	6/24/2025	\$13,000.00
BLDR-2025-0085	3301 Eagle Ridge Dr E	Residential	Re-Roof	6/24/2025	\$29,000.00
BLDR-2025-0044	1308 11th St SE	Residential	Accessory Structure	6/24/2025	\$48,686.40
BLDR-2025-0033	537 9th St NW	Residential	Addition	6/24/2025	\$7,728.00
BLDR-2025-0086	1400 18th St SW	Residential	Alteration/Remodel	6/26/2025	\$9,600.00
RPLUMB-2025-0006	2026 5th St SW	Residential Plumbing	Plumbing	6/26/2025	\$1,300.00
BLDR-2025-0068	1007 15th St SW	Residential	Residing	6/30/2025	\$2,500.00
BLDR-2025-0091	812 10th St SW	Residential	Alteration/Remodel	6/30/2025	\$6,000.00
BLDR-2025-0075	1128 4th St SW	Residential	Alteration/Remodel	6/30/2025	\$6,200.00
BLDR-2025-0084	400 25th Ave SW	Residential	Deck	6/30/2025	\$2,200.00
BLDR-2025-0081	400 25th Ave SW	Residential	Re-Roof	6/30/2025	\$6,800.00
75 total Permits				Total Valuation:	\$1,571,091.04



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Call for 2025 Assessment Hearing		

RECOMMENDED ACTION:

Adopt the resolution declaring costs to be assessed, ordering preparation of the assessment roll and calling for the hearing on assessments August 18, 2025 at 6:30 p.m. for Project Nos. 2501-A, 2503-B, 2503-C, 2503-D, and 2503-E for the 2025 Street and Other Improvements.

OVERVIEW:

The City Council ordered the 2025 Street Improvement projects at the Improvement Hearing held on November 4, 2024. Bids were opened for reconstruction, overlay and path projects. The amount needed to perform the necessary improvements is known. Staff are preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. Affected property owners must be notified of their assessment amount and the August 18, 2025 date of the hearing.

The projects include:

Project No. 2501-A Reconstruction

20th Street SE

Project No. 2503-B Reclaim and Overlay

Eagle Ridge Drive W

32nd Avenue NE

34th Avenue NE

Fairway Drive NE

29th Street NW

7th Avenue NW

8th Avenue NW

22nd Street SW

24th Street SW

20th Avenue SW

21st Avenue SW

Project No. 2503-C Overlay
Technology Drive NE

Project No. 2503-D Overlay
Business Highway 71

Project No. 2503-E County Overlay
15th Avenue NW
7th Street NW

BUDGETARY/FISCAL ISSUES:

Funding sources for the projects include assessments, bond proceeds, MUC, Wastewater, Local Option Sales Tax, grant and County funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION - CALL FOR ASSMT HRG 2025 PROJECTS

RESOLUTION NO. _____

**DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF THE ASSESSMENT ROLL AND CALLING
HEARING ON ASSESSMENTS FOR THE 2025 STREET AND OTHER IMPROVEMENTS.**

Motion By:_____ Second By:_____

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2025 in the City,
to-wit: City Project Nos. 2501-A, 2503-B, 2503-C, 2503-D, 2503-E, and;

WHEREAS, the total cost of said Street and Other Improvements of 2025 is \$6,517,714.06.

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

1. The City Council hereby determines that the City shall pay \$3,962,580.96 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$2,555,133.10 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.
2. The Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and she shall file a copy of such assessment in her office for public inspection.
3. The Clerk shall, upon the completion of such assessment, notify the City Council thereof.
4. The Clerk shall publish notice that this City Council will meet to consider the proposed assessments on August 18, 2025, at 6:30 p.m. in the Chambers of the Board Room, Kandiyohi County Health & Human Services Building, 2200 23rd Street NE, Willmar, Minnesota.
5. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.
6. Such notice shall be in substantially the following form:
(on file in Engineer's office)
7. Said notice shall be published by the City Clerk in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk to the owners of each parcel described in the assessment roll.

Dated this 7th day of July, 2025

MAYOR

ATTEST:

CITY CLERK



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	2026 Feasibility Report Professional Services		

RECOMMENDED ACTION:

Adopt the resolution approving the professional services contract with Bolton and Menk, Inc. for the 2026 Feasibility Report in the amount of \$21,100.

OVERVIEW:

Bolton and Menk submitted a proposal for the 2026 Feasibility Report professional services. This proposal follows City policy and the Minnesota State Statute 429 process for special assessments. These projects include:

2026 Construction Projects

- Project No. 2501-B Street & Utility Reconstruction
 - 4th Street SW
- Project No. 2504-B Path Improvements (Grant)
 - Lakeland Drive Path
- Project No. 2601-B Street & Utility Reconstruction
 - 16th Street SW
- Project No. 2603-A Mill & Overlay (State Aid)
 - Industrial Drive SW
 - Trott Avenue SE
- Project No. 2608 Crack Seal/Sealcoat Improvements
 - Streets identified on figure

BUDGETARY/FISCAL ISSUES:

The professional services will be paid from 2026 bond proceeds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Accept SVCS Bolton And Menk 2026 PER
2. 2025-06-30 2026 Projects PER Proposal - To City

Resolution No._____

**A RESOLUTION AWARDING 2026 FEASIBILITY REPORT PROFESSIONAL SERVICES TO BOLTON AND MENK, INC.
IN THE AMOUNT OF \$21,100.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar. A Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the 2026 Feasibility Report professional services is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$21,100.

Dated this 7th day of July, 2025

Mayor

Attest:

City Clerk



June 30, 2025

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

RE: Feasibility Report
2026 Construction Projects
City of Willmar, Minnesota

Dear Mr. DeLeeuw,

Bolton & Menk, Inc., is pleased to submit this proposal for the 2026 Improvement Projects Feasibility Report. This proposal has been requested in order to follow City policy and the Minnesota State Statute 429 process for special assessments. The preparation of the special assessment roll would include approximately 195 properties for the 2026 construction projects. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

PROJECT UNDERSTANDING

It is our understanding that City of Willmar plans to make improvements by reconstructing streets and utilities, mill and overlay, path improvements, and sealcoat improvements. The project areas were reviewed with City and WMU Staff as identified on the enclosed **2026 Figures** from the Capital Improvement Plan. Our understanding for the scope of these improvements are as follows:

2026 Construction Projects

- Street & Utility Reconstruction
 - 4th Street SW
- Street & Utility Reconstruction
 - 16th Street SW
- Mill & Overlay (State Aid)
 - Industrial Drive SW
 - Trott Avenue SE
- Path Improvement (Grant)
 - Lakeland Drive Path Improvement
- Crack Seal/Sealcoat Improvement Project
 - Streets shown on enclosed 2026 Crack Seal/Seal Coat figure.

SCOPE OF SERVICES

The tasks associated with the Feasibility Report are as follows:

1. Feasibility Report

Bolton & Menk will prepare a feasibility report, a cost estimate, and preliminary assessment costs for the improvements and review them with City and WMU Staff. All available record drawing information will be requested.

Bolton & Menk staff understand the importance of good communication. We will keep the City Council and Staff informed of the project status while attending meetings when the project is on the agenda to present information regarding the project and respond to questions. We will conduct the necessary Improvement Hearing, as required by Minnesota Statutes and City of Willmar policy to assess benefiting property owners on the City projects. An Open House will be held prior to the Improvement Hearing to help benefiting property owners gain a better understanding of the improvements and special assessments. We will provide the necessary meeting materials; including reports, resolutions, presentations, and the requirements for special assessments. Upon completion of the feasibility report, we will also provide the City with electronic copies of the project documents.

Following the completion of the feasibility report, a separate proposal will be provided for design and construction engineering services.

PRELIMINARY SCHEDULE

Bolton & Menk will initiate the Scope of Services immediately following the execution of this proposal. Our proposed schedule for completing the major tasks outlined within this proposal includes estimated dates for completion and will be adjusted as the project progresses:

1. Feasibility Report	November 2025
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COMPENSATION

We propose to complete services identified in the above Scope of Services at an HOURLY NOT TO EXCEED fee of \$21,100. The breakdown of those costs are as follows:

	1. Feasibility Report	Total
4th Street SW Improvement Project*	\$7,900	\$21,100
16th Street SW Improvement Project*	\$5,400	
Industrial Drive SW /Trott Avenue SE Mill & Overlay*	\$3,200	
Lakeland Drive Path Improvement*	\$2,600	
2026 Crack Seal/Seal Coat Improvement Project*	\$2,000	

*Work previously completed for project will be utilized.

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the Owner may require an additional fee. In addition, Bolton & Menk is willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

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

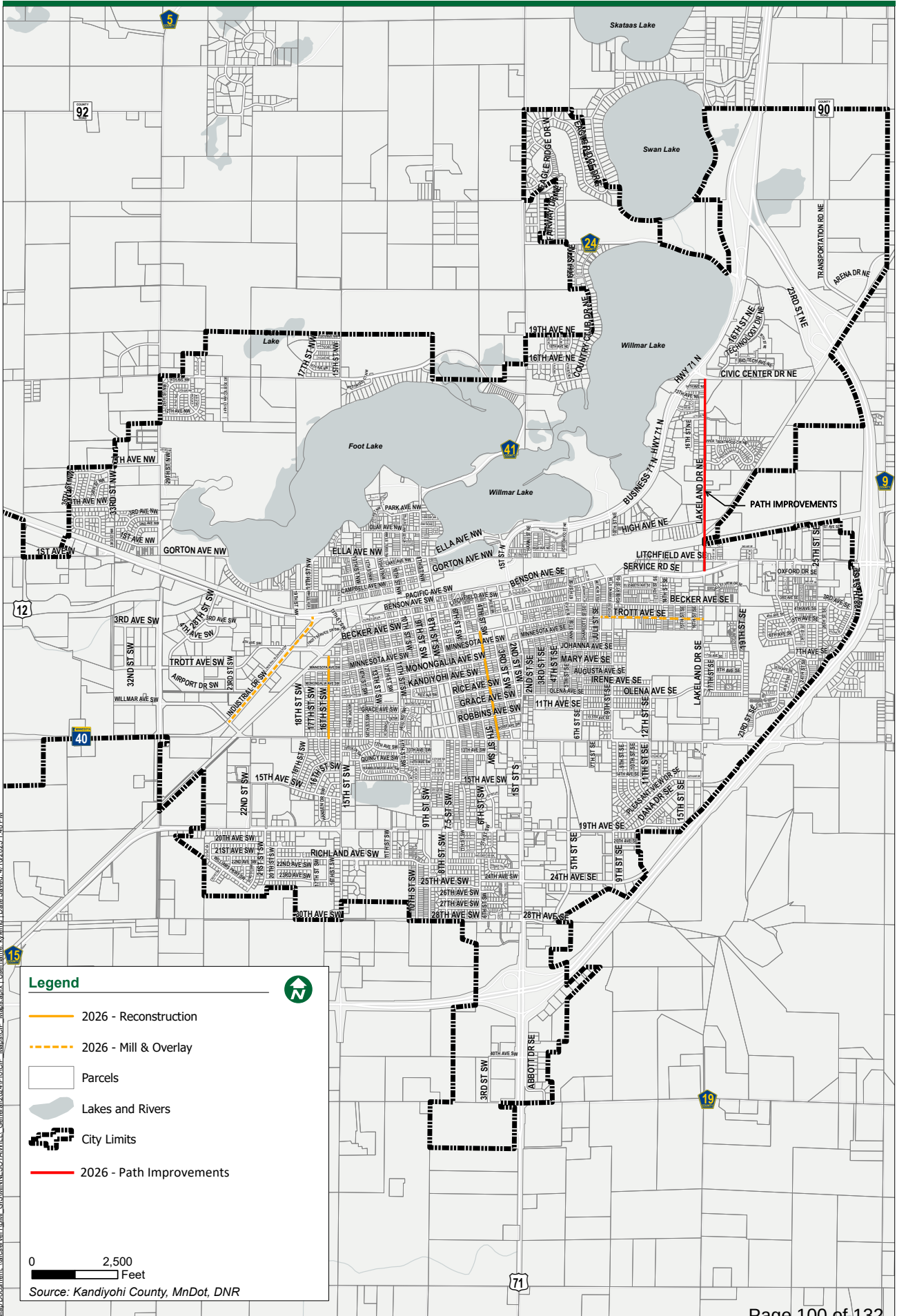
Sincerely,

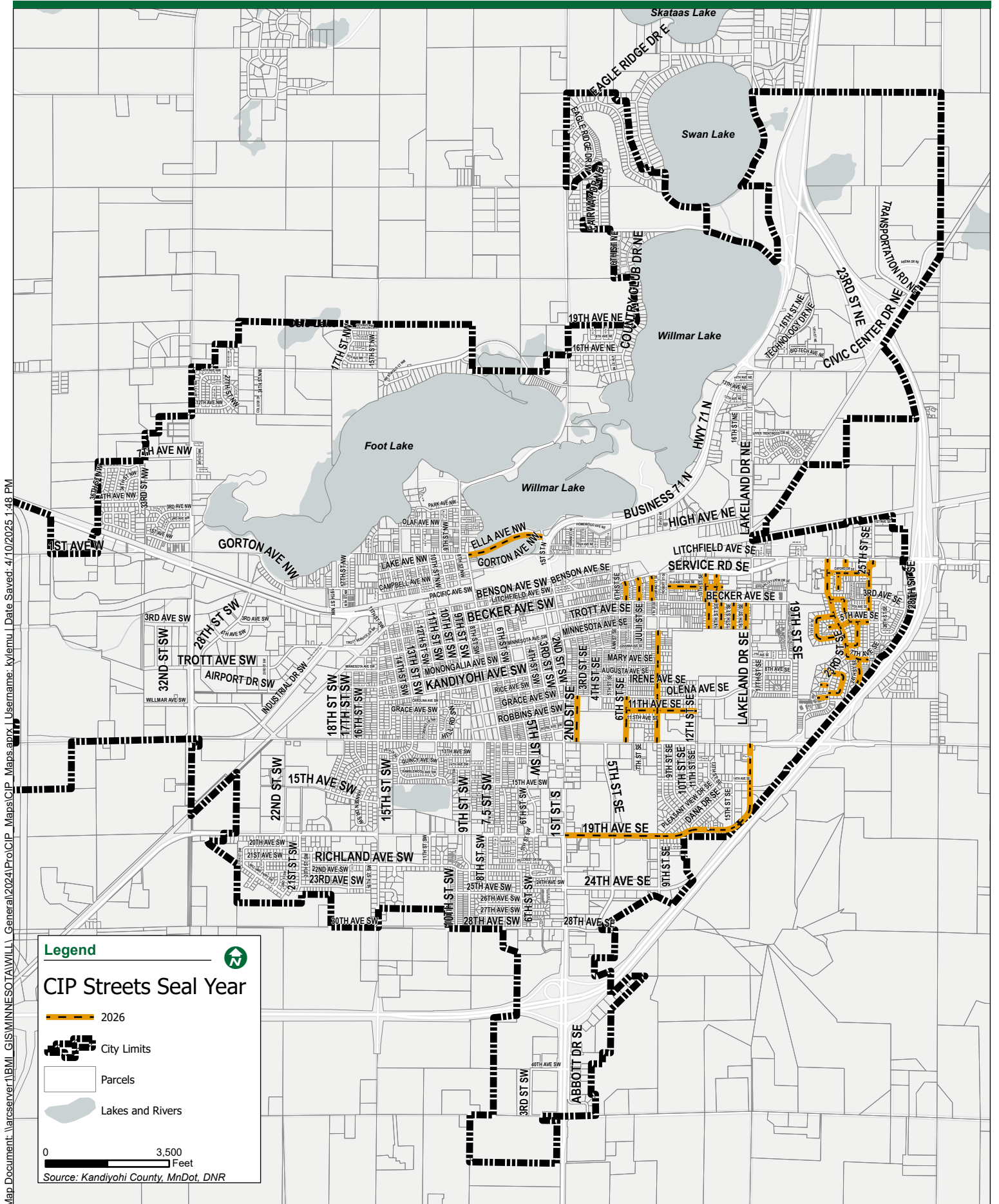
Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read 'Joshua J. Halvorson', written over a horizontal line.

Joshua J. Halvorson
Principal Engineer

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







City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Approving the Building Restoration Corporation bid for Civic Center East wall repairs		

RECOMMENDED ACTION:

To adopt a resolution by the City Council of the City of Willmar to accept the bid from Building Restoration Corporation for \$51,514 and authorize the execution of all necessary documents to proceed with the east wall repair project at the Civic Center.

OVERVIEW:

The east wall of the Willmar Civic Center has experienced significant deterioration over the years, including damage to the block, rusting of steel headers, and degradation around the doors. In response, staff contacted multiple vendors to evaluate the issue and recommend appropriate repair solutions.

The proposed scope of work includes repairing rusted structural beams, tuckpointing key areas to restore masonry integrity, and installing flashing and weep holes to improve drainage and prevent future moisture damage.

Two vendors submitted bids for the project. After reviewing the proposals, staff recommends awarding the project to Building Restoration Corporation, which submitted a responsible bid in the amount of \$51,514.

BUDGETARY/FISCAL ISSUES:

2025 East Wall Repairs Budget

\$80,000 – 2025 Capital Improvement Plan

(\$51,514) – Building Restoration Corporation (recommended bid)

\$28,486 – Remaining funds (potentially for installation of metal siding on the wall)

If the bid is approved, staff will evaluate whether to use the remaining balance to install metal siding, which would further protect the repaired wall and enhance the facility's exterior durability and appearance.

ALTERNATIVES TO CONSIDER:

Don't approve the bid.

ATTACHMENTS:

1. Resolution for East Wall Repairs
2. Building Restoration Corporation - Willmar Civic Center Bid
3. TNT Tuckpointing and Building LLC-Willmar Civic Center- Bid
4. TNT Tucking Pointing and Building LLC-Willmar Civic Center Photos

RESOLUTION NO. ____

**RESOLUTION APPROVING THE BUILDING RESTORATION CORPORATION BID FOR THE CIVIC CENTER
EAST WALL REPAIRS**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution by the City Council of the City of Willmar to accept the bid from Building Restoration Corporation for \$51,514 and authorize the execution of all necessary documents to proceed with the east wall repair project at the Civic Center.

Dated this 7th day of July 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK



Willmar Civic Center Exterior renovation

PROJECT ADDRESS HERE

PREPARED FOR:

City of Willmar

Attn: Rob Baumgarn

Parks & Recreation Director

33 6th St SW

Willmar MN 56201

PHONE: 320-235-1454

EMAIL: rbaumgarn@willmarmn.gov

SUBMITTED BY:

Building Restoration Corporation

1920 Oakcrest Ave, Suite 1

Roseville, MN 55113

Jeremy Green

Project Manager

612-638-1831

jeremy.green@buildingrestoration.com



PROJECT PROPOSAL

Submission Date June 11, 2025



PROJECT APPROACH & WORK SCOPE

CLIENT TESTIMONIAL

"Thank you for your commitment to quality and flexibility throughout the project. Your foreman was a pleasure to work with. He was very communicative and worked around our buildings activities as needed. **I appreciate the way you do business**, you get what you pay for is the expression that comes to mind."

- Mr. Mike Kolstad, St. James the Greater, Eau Claire, WI

PROJECT APPROACH & WORK SCOPE

PROJECT NARRATIVE

The masonry surrounding door and window openings shows widespread deterioration, primarily caused by water infiltration and structural stress. Key issues include rusted lintels, cracked CMU, failing sealant joints, and missing or inadequate flashing.

1. Rusted Lintels

Steel lintels above openings are heavily corroded. Rust-jacking has lifted the masonry above, displacing mortar joints and cracking nearby block. These conditions compromise structural support and water control at the head joints.

Remedy:

All rusted lintels will be removed and replaced. Masonry above the openings will be carefully dismantled, the corroded lintels removed, and new galvanized or epoxy-primed steel lintels installed. The wall will be rebuilt using new or salvaged CMU units and tool-finished mortar joints.

2. Cracked CMU

Multiple locations show cracked and displaced CMU, especially near lintel ends and corners. Some units are spalled or fractured due to movement or steel expansion.

Remedy:

Cracked or deteriorated CMU will be removed and replaced. Failed mortar joints will be ground out and tuckpointed. All materials will match the existing wall in dimension, color, and texture.

3. Failed Caulking

Caulk joints around doors, windows, and between dissimilar materials are cracked, missing, or poorly bonded. These open joints allow water infiltration and contribute to interior moisture issues.

Remedy:

All failed sealant will be removed. Joint faces will be cleaned, and new backer rod and high-performance sealant (polyurethane or silicone) installed and tooled to a weather-tight finish.

4. Flashing Deficiencies

Lack of effective flashing above lintels has allowed water to accumulate behind the wall, worsening corrosion and freeze-thaw damage.

Remedy:

New through-wall flashing with end dams and drip edges will be installed above replaced lintels. Weeps will be added to ensure drainage. Wall sections will be rebuilt with proper moisture control detailing.

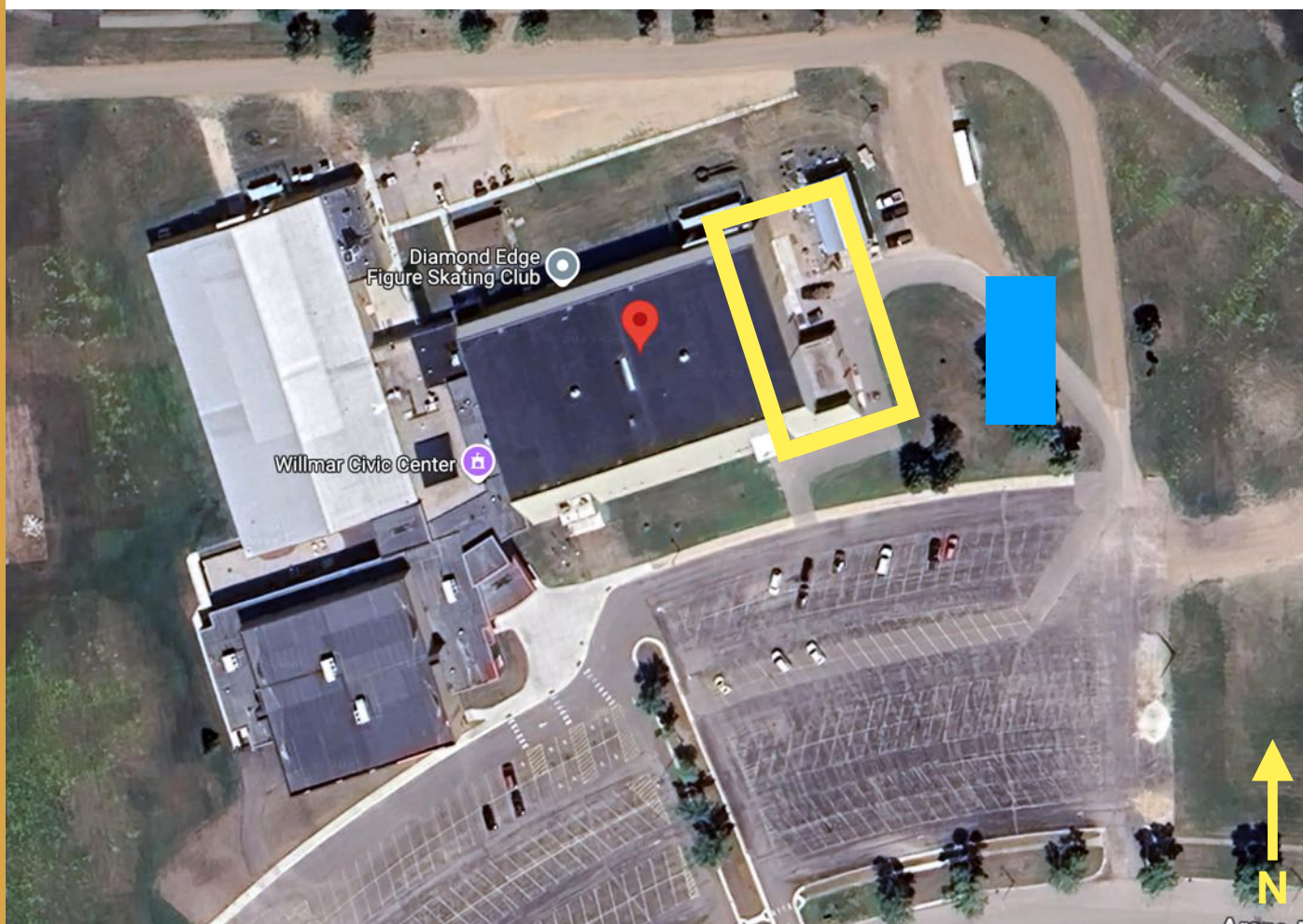
SAFETY

BRC cares about the project team and their safety. It's not only about the trade workers on-site, but also an obligation to the community, our clients, and our employees to maintain a safe workplace. **At the end of the day, we all deserve to go home to the people we love.** We have a proven safety program that gets thoroughly implemented on every project and we strive for consistent improvement through regular consultations with our in-house safety director.

SITE LOGISTICS

PRELIMINARY MOBILIZATION PLAN & STAGING LOCATION

SITE IMAGE



SITE PLAN KEY & NOTATIONS



Indicates work area



Indicates staging area



CMU wall above the overhead door exhibits cracked mortar joints, spalled block faces, and vertical cracking along the jamb. Rebuild cracked CMU, tuckpoint failed joints, clean lintel, and seal all wall penetrations to prevent water intrusion.



Vertical step cracking, joint separation, and severe rust staining at the steel lintel indicate structural movement and water infiltration.



Multiple CMU blocks are fractured with vertical and diagonal cracking, and the steel jamb is heavily rusted, causing displacement. Remove and replace cracked CMU, clean and treat the steel, reinstall sealant, and tuckpoint surrounding joints.

The CMU wall shows widespread cracking, spalled block, open mortar joints, and rust-jacked steel lintels, allowing water in. Remove and replace cracked units, tuckpoint failed joints, clean/prime steel, install.



Advanced rust jacking has expanded the lintel, lifting CMU and splitting mortar joints. The adjacent block is cracked and spalled with exposed aggregate. We will need to look if the rusted lintel needs to be replaced, or epoxy painted, and install new flashing.



Severe rust jacking has lifted the CMU above the door, displacing mortar joints and causing water staining. Remove and replace the steel lintel, rebuild compromised masonry, install new weeps and flashing, and repoint surrounding joints.



Item #	Willmar Civic Center Attachment A - Price Page Date:6-12-25				
General Conditions:		QTY	Unit	Unit Price	Total
General Conditions	Mobilization, job set-up & insurance expense	1		\$ 4,865	\$ 4,865
	Building permits to be charged at actual City cost, allowance only	1		1,000	1,000
	Project management and administration expenses	1		565	565
	Safety, QA/QC controls	1		495	495
	Superintendent	1		965	965
	Dumpsters or hauling of debris	1		600	600
	Final cleanup and demobilization	1		2,014	2,014
Work Access & Equipment:		QTY	Unit	Unit Price	Total
Work Access	Job trailer, saws, compressors, generators and misc. equipment costs	2	Weeks	1,145	2,290
	Scaffold rental expense	2	Weeks	465	930
	Scaffold labor	1	Lump Sum	436	436
	Aerial lift rental expense	1	Lump Sum	1,800	1,800
Base Bid Work Scope:		QTY	Unit	Unit Price	Total
1	Remove block above doors and garage lintels	54	LF	95	5,130
2	Grind and paint top side and bottom lintels with rust inhibiting epoxy paint	98	LF	79	7,742
3	Install sheet metal drip edge	54	LF	55	2,970
4	Install self adhered butyl rubber membrane	54	LF	48	2,592
5	Install termination bar with mastic sealant along top edge and at fasteners	54	LF	59	3,186
6	Install end dams at the ends of all lintels	6	Each	62	372
7	Remove and replaced deteriorated block with block shell	65	Each	106	6,890
8	Caulk vertical joint where metal garage door frame that is touching CMU block	24	LF	28	672
Work Scope Subtotal:					\$29,554
General Conditions Subtotal:					\$10,504
Work Access & Equipment Subtotal:					\$5,456
Per Diem:					\$6,000
BASE BID TOTAL:					\$51,514
ATTACHMENT A - PRICE PAGE CONTINUED:					
Unit Pricing:		QTY	Unit	Unit Price	
1	Additional CMU shell replacement over the 44 block	1	Each	\$ 106	
2	Spot tuckpointing	1	LF	14	
Notes:					
1	Estimated project duration from date of mobilization: 2 to 3 Weeks				
2	Assumes access to Owner supplied power and water sources for use during the work.				
3	Assumes adequate staging area for a 53 foot job trailer, equipment staging, material storage and crew parking in close proximity to the work.				
Exclusions:					
Roofing work, window and door replacement or repair, interior work including cleanup and wall repair, hazardous materials testing/abatement, special order or custom materials, work around energized electrical wires, cold weather work, winter conditions, heat and cover expenses, overtime and weekend hours, below grade work unless specified, liquidated damages, work behind attached mechanical/electrical/structural components, landscape repair, concrete work or sidewalk repair, or any work not specifically listed above. Assumes access to Owner supplied power, water and adequate staging area.					
BUILDING RESTORATION CORPORATION					

Building Restoration Corporation offers the above listed restoration services as they relate to the enclosed drawings and specifications for your consideration. All work is to be performed in a substantial workmanlike manner. All tools, equipment and procedures shall follow the generally accepted restoration guidelines. All restoration work is to be performed by professional experienced tradesmen.

Building Restoration Corporation carries worker's compensation, automotive and public liability insurance in the amount of one million dollars. Building Restoration Corporation also carries a commercial umbrella policy in the amount of nine million dollars. We will gladly supply you with a certificate of said insurance naming you or your project as a certificate holder upon request.

This proposal is for work performed on the exterior facades only and does not include any work inside the building or below exterior grade. Prices include only those work items described and unless specifically listed, prices do not include any carpentry, window repair or replacement, concrete or asphalt repairs, painting, laboratory analysis of existing mortar, investigative work, landscaping, roofing repairs or any other work that is not individually listed on the repair costs price page.

The Building Owner is to provide their water, electricity, free and unobstructed access to building elevations, and an area to park our job site trailer and operate cement mixer. Building Owner/Buyer is to indemnify, defend and hold harmless Building Restoration Corporation against any loss or claim by the building tenants that the construction operations or scaffolding generated noise or dust which interferes with their business operations, or reduces their visibility, sales, profits, sleep or other claims.

We reserve the right to withdraw this proposal if it is not accepted within thirty days. Our payment terms are net 30 days on all monthly progress invoices if the length of the job exceeds one month. Full payment of all balances will be due upon your receipt of our final completion invoice. Interest in the amount of 1 % per month will be due and payable on all past due balance amounts.

The Scope of Work shall be solely restricted to the work described above and in the agreement between the parties, no evaluation or determination regarding the need for repair or structural integrity has been made by Building Restoration Corporation, nor has it provided engineering services. The Scope of Work and evaluation is restricted to the description above.

CONSTRUCTION AGREEMENT

SUBMITTED TO BUYER:

City of Willmar
Attn: Rob Baumgarn
Parks & Recreation Director
33 6th St SW

SUBMITTED BY:

BUILDING RESTORATION CORPORATION

1920 OAKCREST AVE, SUITE 1
ROSEVILLE, MN 55113
PHONE: 612-789-2800
FAX: 612-789-2875



WORK SITE LOCATION:

Willmar Civic Center

2707 Arena Dr
Willmar MN, 56201

Please see **Attachment A - Price Page** dated (June 12, 2025) for a list of proposed work scope items and the associated costs for each line item.

Attachment A - Price Page shall be part of this agreement.

Thank you for this opportunity. We look forward to working with you to preserve and maintain your building.

AGREEMENT DATE: June 12, 2025

Building Restoration Corporation ("BRC") proposes to furnish and install the itemized restoration services described above, or in BRC's proposal in whole or in part, if mutually agreeable. Contact us immediately if you prefer to delete any individual work items contained in our proposal. The work scope described above is to be performed for the contract price of:

Fifty One Thousand Five Hundred Fourteen

\$ 51,514

Respectfully submitted, Building Restoration Corporation

BUYER'S AGREEMENT

The above work scope, costs and unit prices, contract Terms and Conditions contained herein and on the second page of this agreement, are hereby accepted. BRC is hereby authorized to perform the work as proposed. Payments will be made promptly.

Company

Authorized Signature

Accepted by BRC

Date

Title

Date

TERMS & CONDITIONS

1. **ACCEPTANCE** – This agreement is subject to acceptance by the Buyer within 30 days from Construction Agreement Date printed on the face of this agreement and is void thereafter at the sole option of BRC. Buyer is to sign this agreement and deliver it to BRC. A fully signed agreement will be returned to the Buyer. Any modifications to this agreement must be initialed and dated by both parties to be binding. Electronic or email confirmation of agreements must include both pages 1 & 2 of this agreement.
2. **INSURANCE** – BRC carries insurance in the following amounts:
 - a. Workers Compensation Statutory Coverage 100/500/100K
 - b. Comprehensive General Liability & Broad form Coverage:

(1) Bodily Injury	\$1,000,000	Each Occurrence
	\$2,000,000	Aggregate
(2) Property Damage	\$1,000,000	Each Occurrence
	\$2,000,000	Aggregate
 - c. Comprehensive Automobile Liability:
Combined Single Limit \$1,000,000/Aggregate \$2,000,000
 - d. Commercial Umbrella Liability
Total Aggregate Limit \$9,000,000
3. **WARRANTY** – BRC warrants its completed work only in accordance with BRC's separate Guarantee Certificate.
4. **MATERIALS FURNISHED BY THE BUYER** – BRC shall not be responsible for ordering, unloading, storage or guarantee of the durability of any materials that are owned, purchased or furnished by the Buyer. Buyer understands that BRC is not responsible to guarantee performance of any existing building materials owned by Buyer and not replaced with new.
5. **BUYER'S RESPONSIBILITIES** – It will be the responsibility of the Buyer to clear out or remove all vehicles, stored materials, etc., to permit BRC complete and free access for its equipment, aerial lifts, scaffolding and swing stages to access the building surfaces so that all of the project area upon which BRC is to perform its work is to be ready and available. This may include permission and access from neighboring properties for their rooftops which Buyer warrants shall be provided. Buyer shall furnish at its expense such legal descriptions or survey services, if necessary, to obtain required government approvals and permits as needed for the project. The Buyer shall designate a person who shall be fully acquainted with the scope of the work, has authority to render decisions promptly, and furnish information expeditiously and approve changes in the scope of the work, etc.
6. **SCHEDULE** – The Buyer and BRC shall develop a schedule and the Buyer shall be responsible for making prompt selections and decisions to maintain the approved schedule. Once approved by BRC, the schedule shall not be shortened without BRC's consent. If project is behind schedule due to Buyer's or Architect's action or inaction, or due to Buyer's failure to make timely payments under this agreement, or due to governmental agency having delayed approval of permits, material samples, color schedules or shop drawings, or due to strikes, lockouts, acts of God, said lost time shall be added to BRC's scheduled date of completion without penalty. Buyer shall be liable for all costs incurred by BRC as a result of such delays and shall promptly reimburse BRC for all costs incurred including incidental and consequential damages. Time extensions shall also be granted by Buyer for the performance of extra or Change Order work as requested by BRC.
7. **PAYMENT TERMS** – BRC shall provide Buyer with monthly progress invoices. Buyer shall deliver to BRC's office by the 15th of the following month net cash payment for 100% of the invoiced amount without retainage. Any balances due that remain unpaid shall accrue interest at the rate of 1% per month, which shall be promptly paid by Buyer to BRC's office. BRC shall not be required to pick up checks from Buyer. These payment terms may be modified by supplemental terms if they are printed on page 1 of this agreement. BRC shall have the right, but not the obligation, to stop work or keep the worksite idle in the event payment is not made to BRC as required.
8. **FINAL PAYMENT** shall be delivered to BRC's office within 15 days of the date of BRC's final invoice. Final payment by Buyer waives all of Buyer's claims against BRC except warranty claims.
9. **ATTORNEY'S FEES AND VENUE** – In the event of default of this agreement, Buyer agrees to pay all costs and expenses of collection and enforcement of the terms of this agreement incurred by BRC, including court costs and all reasonable attorney's fees. Any disputes between the parties shall be venued exclusively in the State or federal courts of Minnesota.
10. **OVERTIME** – The contract price (Page 1 or the itemized costs) were determined on the basis of crews working at straight time during a normal 40 hour work week. No forced overtime will be worked unless BRC is ordered to do so by the Buyer in writing which shall also provide for the payment by Buyer of the additional costs for workers overtime premium pay, plus applicable insurance, payroll taxes, reasonable overhead and profit.

11. **CHANGE ORDERS** – If BRC is required to alter or add to the scope of work herein described, BRC shall receive sufficient notice to establish and execute in writing an agreed upon price prior to proceeding with such extra work. BRC shall not be obligated to perform extra work without a signed change order. BRC shall be provided a copy of all modifications that impact BRC's work. For delays in the work that are not caused by BRC there shall be an equitable adjustment in the contract price to allow for BRC's increased costs. If changes in the work are required to comply with local, state or federal laws, rules or regulations, the contract price shall be adjusted to allow for BRC's increased cost of providing such changes. Such changes shall include, by way of illustration and not limitation, compliance with EPA or MPCA regulations, city building inspection requirements or other governmental agencies having jurisdiction over the work, or temporary safety movement of high power lines.

12. **QUANTITY OF WORK ADJUSTMENTS** – Where this agreement specifies an estimated quantity of specific work items, the contract price shall be equitably adjusted by BRC up or down for deviations from the estimated quantity. In the event that additional work is needed beyond the quantity estimated by BRC's proposal, it shall generally be the Buyer's decision as to whether or not to proceed with additional quantity of work due to the additional costs involved. Where BRC has provided a unit price and an estimated quantity, the listed unit prices shall govern the calculation of the increased cost of the additional work. In the event that a lesser quantity of work is performed, BRC shall calculate the credit issued to Buyer in its sole discretion which may be at less than unit prices shown due to: unreturnable materials, restocking fees, rescheduling costs, and other related expenses.

13. **CONFIDENTIAL INFORMATION** – BRC's proposal and Construction Agreement contain confidential information which cannot be disclosed to BRC's competitors. BRC shall retain all ownership and proprietary rights in its proposals and the information contained therein. Without the prior written consent of BRC, the Buyer shall not use BRC's proposal for any purpose other than performance of this work by BRC and shall not reproduce or disclose any information pertaining to BRC or BRC's affairs such as but not limited to its unit prices, bid pricing details, technical, specification or proprietary information, to any person outside of its employ or at any public gathering. In the event of Buyer's non-acceptance of BRC's proposal or termination of this agreement, Buyer shall return to BRC, upon BRC's request, all BRC information including its proposals.

14. **ASSIGNMENT AND SUCCESSORS** – This agreement shall not be assignable by Buyer to others without BRC's specific written consent. All rights and obligations of Buyer, under this agreement, shall inure to the benefit of, and be binding upon, Buyer and Buyer's representatives, heirs, successors, and administrators.

15. **SUBCONTRACTING** – BRC reserves the right to assign or subcontract any part of this agreement.

16. **INDEMNITY** – Buyer shall indemnify, defend and hold harmless BRC, and its subcontractors against any loss or claim by the building tenants or occupants that the work being performed hereunder, the scaffolding and/or equipment, generate noise, dust or fumes, which interfere with their business operations or reduces their visibility, sales, profits, sleep or otherwise has adverse effects on them.

17. **MISCELLANEOUS** – BRC may have made oral statements or shown photographs with comments about the building or recommended work in BRC's proposal. Such statements do not constitute warranties, shall not be relied on by the Buyer, and are not part of this agreement. The entire agreement is embodied in this writing, which constitutes the final expression of the parties' intent, and it is a complete and exclusive statement of the terms thereof. This agreement supersedes and nullifies all prior oral and written representations. This agreement may be modified only by subsequent writing signed by both parties. Waiver by BRC of any provision hereof shall not constitute a waiver of other provisions, related or unrelated or waiver of Buyer's future compliance of such provision therewith and such provision shall remain in full force and effect.

18. **PRE-LIEN NOTICE** "(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice."

MEMBERSHIPS & ASSOCIATIONS

BUILDING RESTORATION CORPORATION IS A PROUD MEMBER OF:



Associated Builders & Contractors, Inc.
10193 Crosstown Circle
Eden Prairie, MN 55344
952-941-8693
www.abc.org



Minnesota Builders Exchange
1123 Glenwood Avenue
Minneapolis, MN 55404
612-377-9600
www.mbex.org



Institute of Real Estate Management
4248 Park Glen Rd.
Minneapolis, MN 55416
952-928-4664
www.irem.org



National Trust for Historic Preservation
2600 Virginia Avenue NW Ste. 1100
Washington, DC 20037
202-588-6000
www.savingplaces.org



Hennepin History Museum
2303 Third Avenue South
Minneapolis, MN 55404
612-870-1329
www.hennepinhistory.org



Ramsey County Historical Society
323 Landmark Center
St. Paul, MN 55102
651-222-0701
www.rchs.com



Greater St. Paul BOMA
332 Minnesota Street,
Ste. W2950
St. Paul, MN 55101
651-291-8888
www.bomasaintpaul.org



Greater Minneapolis BOMA
50 South Sixth Street, Ste. 1301
Minneapolis, MN 55402
612-340-9744
www.bomampls.org



MCMCA - Minnesota Concrete & Masonry Contractors
1711 West County Road B
Suite 207 South
Roseville, MN 55113
www.mcmca.com



National Federation of Independent Business
380 Jackson Street #780
St. Paul, MN 55101
800-634-2669
www.nfib.com



International Concrete Repair Institute
1000 Westgate Drive, Ste. 252
St. Paul, MN 55114
651-366-6095
www.icri.org



Minnesota Historical Society
345 Kellogg Boulevard West
Saint Paul, MN 55102
651-296-6126
www.mnhs.org

Customer

TNT Tuckpointing & Building Restoration, LLC
202 Iowa St.
Stockton, IA
52769, US
(563) 785-0120

Prepared By:
Jason Burg
(763) 439-3160
jason@tnttuckpointing.com

City of Willmar
2707 Arena Drive
Willmar, MN
56201, US

Rob Baumgarn
rbaumgarn@willmarmn.gov

Project: **Willmar Civic Center**

Scope of Work

The scope of work for the project is laid out below. Please also refer to the attached PDF with the Photos from the project site that is meant to supplement this bid proposal.

Base bid: Masonry Restoration & I Beam Repairs-\$ 76,819.00

- **Tuckpointing-** We will remove and replace the deteriorated mortar joints within the identified area of the east elevation. We have included 100% tuckpointing (2,500 SqFt.). Existing mortar will be removed to a minimum depth of 1/2", rinsed, then we will install new mortar to sound material for future anchoring of new sheet metal facade.
- **Concrete patching-** During our inspection, we discovered that the exterior faces of the block have spalling but, are still sound behind the area of deterioration. We will demo the block back to sound material, then install new concrete repair mortar at the areas of spalled block. This repair will provide sound material for future anchoring of new sheet metal facade.
 - We have included approximately 75 SqFt. of patching
- **Block replacement-** We will remove the block at the 2 locations with 5 service doors and 1 overhead door location to provide access to the steel I Beam support. We will identify steel in need of replacement once it is completely exposed but, for bidding purposes we are including clean, prime, and epoxy coating of the support steel above the 3 openings. (we anticipate 1 I Beam to be replaced at the north service door bay).
 - We have included approximately 100 individual block replacements.

We will replace the cracked block within the jambs at each opening. New block will be core filled and reinforced to provide sufficient bearing support.

- **I Beam Repair-** We will remove rust from the support steel, then apply a epoxy coating to all exposed steel. Once the epoxy coating is cured, we will install new block to match the original profile. This repair will help prevent future rust pack on the steel support.

Alternate 1- I Beam replacement: \$ 23,352.00

Steel I Beam replacement- We will remove and replace the existing Steel I Beam support above the opening. Temporary shoring for masonry above will be installed during the replacement process. We will install new

support beams which will be fabricated to match original dimensions.

Please see inclusions and exclusions below as they are integral to the pricing and understanding of our scope.

Base Bid: Masonry restoration & I beam repair

	Total Cost
	\$76,818.61

Alternate 1- I Beam replacement

	Total Cost
	\$23,352.40

Included (+)

1. Temporary power for our equipment supplied by TNT
2. Temporary restroom facilities supplied by TNT
3. Labor, materials and equipment to complete the work supplied by TNT
4. Cleanup of debris. Any grass repair needed will include filling in of ruts or depressions with topsoil and reseeding by TNT or its subcontractors.
5. Includes TNT's standard insurance coverage.

Excluded (-)

1. Water to be provided by the Owner.
2. No bid bond, or performance and payment bond is included in this project. If one is required contact us for a price.
3. Excludes all temporary heating and heat/dust enclosures. This includes all winter conditions.
4. Excludes all down-time and/or lost time caused by General Contractor, Owner, and/or a third party. If down time or lost time is incurred, we are to be reimbursed for idle labor, lost material, and idle equipment.
5. Sufficient lay down area next to the work area is to be provided by Others (Owner or GC) including parking for trailers and trucks.
6. All work must be available to be completed in one mobilization unless separately stated in this proposal. Any additional mobilizations or phasing will be invoiced separately. Mobilization is to be paid in full, the pay application following our arrival to site.
7. Permits, right-of-access, easements, surveys, testing etc. (if required) to be obtained and paid for by Others.
8. Temporary 120v power to be provided by Others
9. Excludes any Shoring Needed - Unless Separately Stated

Notes

- 50% of the bid price is due prior to beginning work and 50% is due upon completion of the work, payable within 15 days.
- The penalty on past due payments is 1.5% per month (18% annually)
- In the event of non-payment we reserve the right to place a mechanic's lien on the property
- In the event that a lawsuit or other debt collection costs are incurred to collect payment on this contract, the purchaser or any subsequent heirs or assignors promise to pay reasonable collection costs including attorney's fees.
- Acceptance - by signing the quote, you are accepting the above prices, specifications and conditions as satisfactory and agreed upon. By signing the quote, you are authorizing us to complete the work as specified.
- Alternate Acceptance - Issuance of a purchase order also constitutes acceptance of the mentioned terms and conditions.
- At our discretion or your request, depending on contract size and complexity, we may want to go further and draft a standard Consensus Docs 205 - Owner and Constructor Agreement (Short Form Lump Sum) contract, with a few minor modifications.

Summary

Subtotal	\$100,171.00
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\$100,171

Accepted By

Date

.....

.....

Unclassified

Description

Taken Date
06/20/2025 at 09:54 am

Upload Date
06/23/2025 at 06:37 pm

Uploaded By
Jason Burg

File Name
[20250620_095400.jpg](#)



Reference photos
showing dimension of
flat plate of I Beam
support

Unclassified

Description

Taken Date
06/20/2025 at 09:53 am

Upload Date
06/23/2025 at 06:37 pm

Uploaded By
Jason Burg

File Name
[20250620_095349.jpg](#)



Unclassified

Description

Taken Date
06/20/2025 at 09:28 am

Upload Date
06/23/2025 at 06:38 pm

Uploaded By
Jason Burg

File Name
[20250620_092857.jpg](#)



Reference photo to
show length of I Beam

Unclassified

Description

Taken Date
06/20/2025 at 09:27 am

Upload Date
06/23/2025 at 06:38 pm

Uploaded By
Jason Burg

File Name
[20250620_092741.jpg](#)



This photo
shows the north
service door bay.
This steel I
Beam appears to
have major rust
pack and plate
separation
(sagging). We
will remove the
block to expose
the beam to
determine
repairs/
replacement.

Unclassified

Description

Taken Date
06/20/2025 at 09:27 am

Upload Date
06/23/2025 at 06:38 pm

Uploaded By
Jason Burg

File Name
[20250620_092707.jpg](#)



We will perform
100%
tuckpointing of
the mortar
joints, prepare &
patch spalled
block within the
partial east
elevation of the
building as we
discussed

Unclassified

Description

Taken Date
06/20/2025 at 09:26 am

Upload Date
06/23/2025 at 06:38 pm

Uploaded By
Jason Burg

File Name
[20250620_092654.jpg](#)



Unclassified

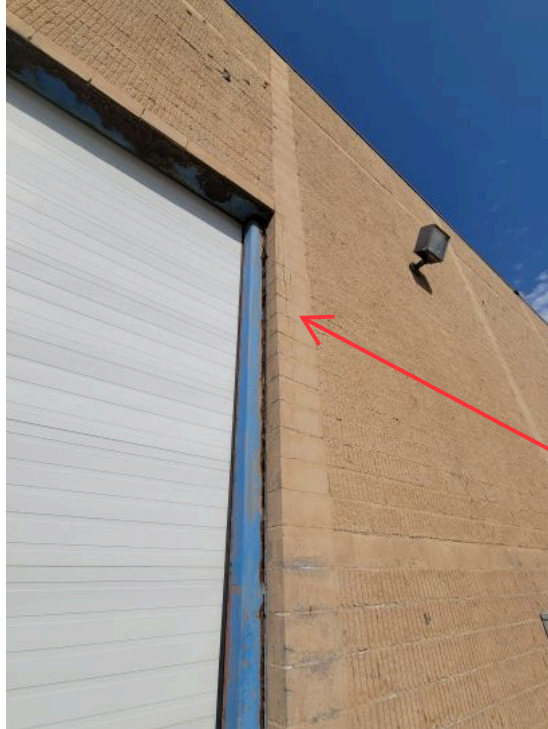
Description

Taken Date
06/20/2025 at 09:26 am

Upload Date
06/23/2025 at 06:39 pm

Uploaded By
Jason Burg

File Name
[20250620_092650.jpg](#)



This photo shows spalled and cracked block. We will repair the block with structural concrete repair mortar (VOH).

The cracked block at the door jambs will be repaired/replaced in conjunction with I Beam repairs/replacement.

Unclassified

Description

Taken Date
06/20/2025 at 09:26 am

Upload Date
06/23/2025 at 06:39 pm

Uploaded By
Jason Burg

File Name
[20250620_092612.jpg](#)



This photo shows the area of work. We will perform 100% tuckpointing, block repair, I Beam repair or as stated in Alternate 1- I Beam replacement at the 3 door locations



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Change Order #1 for Outdoor Covered Ice Rink-upgraded footings		

RECOMMENDED ACTION:

To adopt a resolution approving change order #1 for the amount of \$35,918 from Trademens Construction for upgraded footings for the outdoor covered rink project.

OVERVIEW:

Tradesmen Construction Inc. / Bolton & Menk – Change Order Request Explanation

The proposed change pertains to the foundation design for the outdoor covered rink structure. This revision became necessary during the shop drawing review phase, a standard part of the pre-engineered building and fabric structure process.

To ensure a consistent and competitive bidding process, Bolton & Menk initially developed detailed specifications for all vendors to follow—rather than allowing bidders to submit proprietary designs. After the project was awarded, the selected structure manufacturer produced detailed design drawings based on those specifications, in accordance with typical pre-engineered building procedures.

During this phase, the manufacturer conducted in-depth structural and wind load analyses, providing a more refined understanding of the long-term demands the structure will encounter.

As a result of these calculations, it was recommended that the foundation footing sizes be increased to better support anticipated loads and ensure the structure's long-term performance and safety. While the original design met baseline code requirements, the updated configuration offers improved durability and structural integrity. The rebar layout was also revised to enhance reinforcement in line with these updates.

These modifications are being made to ensure the structure meets the engineering standards and remains safe and stable throughout its lifespan.

BUDGETARY/FISCAL ISSUES:**Outdoor Covered Rink Contingency Breakdown:**

City Cost (5% Contingency, Surveying, Special Inspections)	\$81,400
Change Order #1	<u>(\$35,918)</u>
Remaining Contingency	\$45,482

Total Costs:

The Tradesmen Construction, Inc.	\$1,100,593
Bolton and Menk	\$164,493
Becker Arena Products- (Boards, Glass, Installation	\$169,912
City Cost (5% Contingency, Surveying, Special Inspections)	\$81,400
Total Expenses	\$1,516,398

The overall budget for the project is \$1,590,780.04

ALTERNATIVES TO CONSIDER:

Reject the change order

ATTACHMENTS:

1. Resolution for Change Order #1 Outdoor Covered Rink
2. Willmar Outdoor Rink Struct REV 1 Revised 2 6-30-25

RESOLUTION NO. ____

RESOLUTION ACCEPTING CHANGE ORDER #1 FOR THE OUTDOOR COVERED ICE RINK

Motion By:_____

Second By:_____

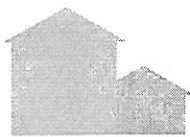
BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution by the City Council of the City of Willmar to approve change order #1 for the amount of \$35,918 from Trademens Construction for upgraded footings for the outdoor covered rink project.

Dated this 7th day of July 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK



The Tradesmen Construction, Inc.

4015 Minnesota Street
Alexandria MN 56308
320-762-1143

License: 20223958

Change Order

Order#: Structural Revision

Order Date: 06/26/2025

To: City of Willmar
2707 Arena Drive
Willmar MN 56201

Project: 3147
Willmar Outdoor Covered Rink
2707 Arena Drive
Willmar MN 56201

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached ☐

Ordered By:

Customer Order:

Specifications Attached ☐

Description of Work	Amount
Structural Revision To Foundation	35,918.00

Notes

Structural Revision To Upsize Foundation
Added Excavation & Concrete/Rebar From Structural Rev #1 and
Anchor Bolt Size Increase
* Reflects Rebar Reduction Per Jason Graham Email 6.24.25
\$35,918

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

35,918.00

The original Contract Sum was	1,174,294.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	1,174,294.00
The Contract Sum will be changed by this Change Order	35,918.00
The new Contract Sum including this Change Order will be	1,210,212.00
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____

Contractor: _____ Date: _____



4015 Minnesota Street
 Alexandria, MN 56308
 Phone: 320-762-1217
 Fax: 320-762-1217

Willmar Outdoor Rink Foundation Upsize						Date:	6/30/2025	
						Prepared by:	JJ	
<u>Description</u>	<u>QTY</u>	<u>Type</u>	<u>Unit Price</u>	<u>Materials</u>	<u>Labor</u>	<u>Sub Contract</u>	<u>Total</u>	<u>Notes</u>
Foundation upsize								
Earthwork						\$6,479.00	\$6,479	Added excavation and soil corrections due to increased pad size. Added 112.5 yds of added correction/disposal + trucking & 146.25 ton of class 5 + trucking
Concrete/Rebar						\$24,271.83	\$24,272	Added 59 yards of concrete (Footings 54 yds/Piers 5 yds), Added 3565 lbs of rebar &, Added 130 hrs rebar labor
Anchor bolts				\$1,504.00			\$1,504	Bolt type and size change, went from 3/4 to 7/8, from L hook to all thread with nut
						Labor/Equipment Total	\$32,255	
						Bid Bond	\$398	
						OH & P	\$3,265	10%
						Grand Total:	\$35,918	



Shop Address: 1401 40th St N Fargo, ND 58102



Shop Address: 1898 24th St SW Le Mars, IA 51031

Monday, June 30, 2025

Project: Outdoor Covered Rink, Willmar, MN

Rebar Quotation

<u>Description</u>	<u>Weight</u>	<u>Price</u>
Pier/Pad/Grade Beam Rebar-Base Bid	14,545 lbs	\$10,620.00
Pier/Pad Rebar-Design Changes	3,565 lbs	\$5,045.00

****Due to an uncertain and volatile steel market, rebar mills won't hold pricing for more then the 7 days stated on our quote. Awarding of this project in a timely manner could result in a better chance of minimal price increases. Please let us know as soon as possible so that we can lock in pricing for you. ****

Price Includes:

1. Price is for non-domestic or domestic rebar conforming to ASTM C 615, Grade 60 unless specified otherwise
2. Request for any material certifications/letters must be requested at time of order.
3. Contractor is responsible for additional trucking cost dues to any load restrictions.
4. Price does not include sales tax

1401 40th St. N.

Fargo ND 58102

Jason Buttke (701)306-5965 jasonb@structuralfab.com

Evan Bueligen (612) 300-5036 EvanB@360-llc.com

Jesse Pabody jesse@360-llc.com

Grant Nelson GrantN@structuralfab.com

5. Sale is subject to the approval of our Credit Department. Terms of payment are net cash thirty (30) days from date of invoice with no provisions for pay requests or retention of funds. Buyer's obligation for payment is not contingent upon receipt of payment from Buyer customer, from an owner or any other source. RSS/SF LLC does not relinquish any right to file a lien or bond claim if payment is not made in full and in accordance with quoted terms. Neither party shall have the right to set-off against the other party for any reason.

6. **Quote is good for 7 days.** Quote includes all straight and fabricated rebar specified below to do the project:

- All horizontal footing/wall rebar is provided in 20' lengths unless specifically requested to be cut by contractor.
- All slab rebar is provided in 20' lengths only.
- It does not include diamond or smooth dowels, anchor bolts, form deck, and rebar accessories (Chairs, Bolsters, rebar ties, etc.)
- For double mats of rebar, Real Steel/Structural Fab will provide any rebar standee/chair that requires bigger than a 6" separation. 5' lengths of slab bolster may be purchased for an additional charge for 6" or less separation of rebar mats.

7. Buyer is responsible to provide RSS/SF LLC with current contract documents. RSS/SF LLC shall be given a reasonable time in which to commence and complete its work. Fabrication and delivery shall be scheduled only after verbal or written release by Buyer. The return of approved shop drawings does not constitute a release for fabrication. RSS/SF LLC will provide work in accordance with contract documents provided by the Buyer, consistent with industry standards.

- Full size placement drawings provided upon request.
- Once shop drawings are approved, any modification, changes or additions by the owner/contractor will incur an additional cost @ \$100.00/Hr
- Elevation View drawings are **NOT** included and will be charged at additional cost.

8. Unless stated otherwise this proposal is F.O.B. trucks at the place of destination.

9. No work will be performed on behalf of RSS/SF LLC and no back charges therefore will be made, unless Buyer has first given RSS/SF LLC reasonable written notice outlining the proposed work, materials and/or back charge and the reasons why they are necessary and has given RSS/SF LLC a reasonable amount of time to remedy the event. No remedy will be made by others prior to written approval by an authorized representative of RSS/SF LLC. Approved back charges must be invoiced to RSS/SF LLC no later than thirty (30) days after the work is performed.

10. Call/Email for Lead Times on Material Procurement, Shop Drawings, and Fabrication of Materials.

Thanks for the Opportunity

Jason Buttke

1401 40th St. N.

Fargo ND 58102

Jason Buttke (701)306-5965 jasonb@structuralfab.com

Evan Bueligen (612) 300-5036 EvanB@360-llc.com

Jesse Pabody jesse@360-llc.com

Grant Nelson GrantN@structuralfab.com



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	9.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Resolution to Acknowledge Donations for the Second Quarter of 2025		

RECOMMENDED ACTION:

OVERVIEW:

The City regularly receives donations and, pursuant to formerly adopted Council action, allows staff to promptly send a thank-you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the second quarter donations for 2025.

BUDGETARY/FISCAL ISSUES:

Q2 donations total: \$11,250.00

ALTERNATIVES TO CONSIDER:

None to consider.

ATTACHMENTS:

1. Resolution for Q2 2025

RESOLUTION NO.
ACKNOWLEDGEMENT OF
DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of April 1, 2025, through June 30, 2025.

Amount	From	For/Purpose
\$500.00	Home State Bank	2025 Welcoming Week
\$250.00	PACT for Families Collaborative	2025 Welcoming Week
\$10,000.00	CHS Community Giving Team	Fire Department for the Safety Excellence Award
\$100.00	Paul Magnuson	Willmar Police Explorers
\$200.00	Dooley's Petroleum	General Programming at the Community Center
\$200.00	Mick Quinn Insurance	General Programming at the Community Center

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accepts the donations as listed.

Dated this 7th day of July, 2025

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	July 7, 2025	Agenda Item Number:	11.A.
Agenda Section:	Adjourn to Close Session	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Close session pursuant to MN Stat 13d.05, subd. 3(c)		

RECOMMENDED ACTION:

Close session pursuant to MN Stat 13d.05, subd. 3(c) to discuss possible land sale parcel 95-921-5900

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

None