



WILLMAR CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 2, 2025 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
 5. Proclamation:
 - A. Welcoming Week of 2025
6. Consent Items
 - Approve:
 - A. City Council Minutes of August 18, 2025
 - B. Planning Commission Minutes of August 6, 2025
 - C. Planning Commission Minutes of August 20, 2025_Draft
 - D. Willmar Municipal Utilities Commission Minutes of August 25, 2025
 - E. Accept MnDot Runway 13/31 Lighting System Replacement Grant
 - F. Consider accepting Southwest Initiative Foundation Grant
 - G. Glacial Ridge Curling Lawful Gambling Application
 - H. Accounts Payable Report, 8/13/25 - 8/26/25
 - Information:
7. Approve Consent Agenda Items
8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Public Hearing:
 - A. 2025 Assessment Objections Recommendation
 - B. Consideration of an Ordinance Amending Ordinance Number 1533
11. Regular Business
 - A. Receive the Mayor's Proposed Budget for 2026 and consider setting the Preliminary Property Tax Levy
 - B. Introduction of an Ordinance to Amend Ordinance No. 1531

- C. Home State Bank/Willmar Ten Investors Major Subdivision and Willmar Ten Addition Preliminary and Final Plat Review
- D. City of Willmar Zoning Ordinance Rewrite Request for Proposals
- E. Extend the Willmar Rail Park deadline for Construction
- F. Civic Center East Wall Repairs-Metal Siding and Doors
- G. Fire Station LED-lighted Outdoor Sign and Lettering
- H. Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Cloud Nine Farms LLC currently dba Hemponix Holdings LLC
- I. Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Mary Jane's Buds & Edibles, LLC

12. Announcements

13. Adjourn

PROCLAMATION

City of Willmar

Welcoming Week of 2025

WHEREAS: Our community's success depends on making sure that all residents feel welcome here. Today, new residents are a vital part of our community – bringing fresh perspectives and new ideas, starting businesses, and contributing to the vibrant diversity that we all value, and

WHEREAS: This week, we honor the spirit of unity that is bringing neighbors together across the City of Willmar. During Welcoming Week, I invite all residents of Willmar to join this movement of communities nationwide by renewing our commitment to our core American values and by taking action in the spirit of welcoming. By working together, we can achieve greater prosperity and make our community the kind of place where diverse people from around the world feel valued and want to put down roots, and

WHEREAS: Regardless of where we are born or what we look like, we are residents, united in our efforts to build a stronger community. By recognizing the contributions that we all make to create a vibrant culture and growing economy, we make our community more prosperous and more inclusive to all who call it home, and

WHEREAS: Let us come together to build communities where every resident has the opportunity to contribute at his or her best. Let us come together to create more prosperous communities and to reaffirm that Willmar still stands as a beacon of freedom and opportunity.

NOW, THEREFORE, I, Douglas Reese, the Mayor of Willmar, do hereby proclaim September 13th, 2025, Willmar Welcoming Week Day. I call upon the people of Minnesota to join to build stronger communities across Minnesota.

Dated this 2nd day of September, 2025

Douglas E. Reese, Mayor

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

August 18, 2025
6:30 PM

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

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Planning and Development Director Christopher Corbett, Human Resource Director Allisa Gambrel, Public Works Director Justin DeLeeuw, City Engineer Jared Voge, Director of Community Growth Pablo Obregon, City Clerk Vernae Larsen, and City Attorney David Assaf.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the **Agenda as Proposed**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of August 4, 2025
- B. Willmar Municipal Utilities Commission Minutes of August 11, 2025
- C. Willmar Police Civil Service Commission Minutes of July 25, 2025 (DRAFT)
- D. **Resolution No. 2025-090** Accept and Final Project No. 2301-A Gorton Ave Area Improvement Project
- E. Introduction of an Ordinance Amending Ordinance Number 1533 - Reschedule Public Hearing
- F. **Resolution No. 2025-091** Willmar Airport FAA Grant Agreement - Runway 13/31 Edge Lighting and Guidance Signs
- G. Knights of Columbus Lawful Gambling Application
- H. Accounts Payable Report, 7/31/25 -

8/13/25 Information:

- I. Monthly Building Report July 2025
- J. Finance Report through 7/31/2025
- K. WMU Financial Report June 2025
- L. Director Reports

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

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

Noes None

Public Hearing

A. 2025 Assessment Hearing

As required by Minn State §429.031 subd. 1(b), an assessment hearing was held for the 2025 Street and Other Improvements.

The Mayor opened the Public Hearing at 6:46 p.m. to discuss **Approving the Assessment Roll for the 2025 Improvement Projects**. City Engineer Jared Voge presented the assessment roll and provided pertinent information on the projects.

Tom Amberg – 909 SW 17th St., spoke regarding Parcel No. 95-833-1400. He asked that his assessed amount be reconsidered since he feels his property does not yield the same benefit as other properties on that street. His property is an empty lot and is not buildable due to excessive water run-off from adjacent properties.

Chris Van Heuveln – 220 20th St. SE, The Elks Lodge at Parcels 95-182-1990 and 95-182-1970. He is not speaking against the proposed assessment amount but rather is unhappy with how the construction crew uses their parking lot for movement of heavy equipment, thus destroying their parking lot.

Judy Tebben – Ridgewater College – spoke on behalf of the college. Parcels 95-909-0080, 95-909-0070, 95-909-0100, 95-909-0170. She asked for a reconsideration of their assessment total stating that budgets are much tighter now that they rely more heavily on tuition rather than state aid, making the assessment amount more difficult for them to pay.

Alba Caballero – 551 7th St. NW Parcel No. 95-540-0320 – With the help of Director of Community Growth Pablo Obregon as interpreter, they asked for their assessment to be reevaluated because it was too much for them to pay.

Jen Debaere – 1231 15th Ave NW Parcel No. 95-560-0100 – She stated that they believe that it's a lot of money to pay for road work and do not think the benefits equal the cost and asked that council reconsider their assessment amount.

Chad Oakleaf – 95-560-0170. He stated that the assessed amount is a lot of money and he had no say in it. He would like a reconsideration.

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

Abdifatah Ali – 511 7th St NW – Parcel No. 95-540-0390. He stated that he thinks the assessment amount is too much and does not think he can pay that much.

Renee Franklin-Ruff – 921 15th Ave NW – Parcel No. 95-560-0180. She stated that she is a retired individual that has a limited income and the assessment amount poses a financial burden to her.

Steve and Jodee Okins – 388 15th Ave NW – Parcel No. 95-910-0156. They would like to have their assessment amount reconsidered. They do not believe that their property was fairly calculated and believes the property would be a good site for future development. If developed, it would be accessed from a separate roadway other than from 15th Ave NW Street.

A motion was made by Council Member Nelsen to **continue the public hearing for the 13 properties that are being objected to**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

At 7:09 PM, Council Member Gilbertson motioned to **close the hearing for all remaining properties that did not submit objections**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

Council Member Shuldes made a motion to **Approving Resolution No. 2025-092 adopting the assessment roll subject to any modifications that may be made for any of the 13 properties that have objected**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

Regular Business

A. Set Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal

City Clerk Vernae Larsen requested that council set a Public Hearing for the Special

Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges. Council Member Nelsen moved to **Set Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges for October 6, 2025**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

B. Set Special Assessment Hearing for Unpaid Fire Alarm System Charges

City Clerk Vernae Larsen requested that council Set a Public Hearing for the Special Assessment Hearing for Unpaid Fire Alarm System Charges. Council Member Shuldes moved to **Set Special Assessment Hearing for Unpaid Fire Alarm System Charges for October 6, 2025**. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

C. Transfer City property to MNDot T.H. 40 Right of Way

City Administrator Leslie Valiant requested that the council approve the contribution of City land to the MN Department of Transportation for the use of right-of-way along Trunk Highway 40. A motion was made by Council Member Nelsen to **Adopt Resolution No. 2025-093 approving the Contribution of City Land to the MN Department of Transportation for the use of Right-of-Way along T.H. 40**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

D. Set Council Budget Work Session

City Administrator Leslie Valiant asked the council to set a work session for the week of August 25-29 to discuss the preliminary budget. Council Member Shuldes moved to **Schedule the Council Budget Work Session for Wednesday August 27, 2025 at 6:30 PM at the Fire Hall Training Room**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

Having no further business to discuss, Council Member Shuldes moved to **Adjourn** at 7:22 PM. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

MAYOR

Attest:

CITY CLERK

Resolution No. 2025-090

A RESOLUTION ACCEPTING PROJECT NO. 2301-A AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Shuldes

IMPROVEMENT: Project No. 2301-A: Gorton Ave NW Area Improvement

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	April 17, 2023
BEGIN WORK:	May 1, 2023
COMPLETE WORK:	August 6, 2025
APPROVE, ENGINEERING DEPT:	August 12, 2025

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

1. The said City of Willmar Project No. 2301-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$5,997,387.50
CHANGE ORDER NO. 1	+\$13,500.85
CHANGE ORDER NO. 2	-\$24,666.50
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$5,986,221.85
Less Previous Payments	\$5,831,408.55
FINAL PAYMENT DUE CONTRACTOR:	\$154,813.30

Dated this 18th day of August, 2025

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

RESOLUTION NO. 2025-091

**AUTHORIZATION ACCEPTING GRANT AGREEMENT
FOR AIRPORT IMPROVEMENT**

Motion By: Ask

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, approves Federal Aviation Administration Airport Improvement Grant for the following replacement of runway 13/31 edge lighting and guidance signs with LED versions up to obligation amount of \$742,710.

Dated this 18th day of August, 2025.

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-092

**A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2025 STREET AND OTHER IMPROVEMENTS
SUBJECT TO MODIFICATIONS MADE FOR ANY OBJECTIONS HEARD AT THE CONTINUED HEARING.**

Motion By: Shuldes Second By: Butterfield

WHEREAS, pursuant to notice duly given as required by law, the City Council has met regarding the proposed assessment for 2025 Street and Other Improvements, and has continued the public hearing only in order to consider and pass upon objections related to thirteen (13) parcels; and

WHEREAS, pursuant to notice duly given as required by law, the City Council has met regarding the proposed assessment for 2025 Street and Other Improvements and closed the public hearing as to all properties for which the City Council did not receive objections; and

WHEREAS, the City Council moved to adopt the assessment roll for the 2025 street and other improvements project, subject to modifications made, if any, for the thirteen (13) properties for which the City Council received objections; and

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

1. Such proposed assessment, the sum of \$2,490,328.10, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project

2501, except as may be modified for the following parcels, identified by their parcel identification numbers whose objects shall be heard at a continued public hearing:

95-833-1400;
95-904-0040;
95-904-0010;
95-909-0100;
95-909-0070;
95-909-0080;
95-909-0170;
95-540-0390;
95-560-0180;
95-910-0156;
95-540-0320;
95-560-0100;
95-560-0170.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of said installments to be payable with general taxes for the year 2025, collectible with such taxes during the year 2026.

B. To the first installment shall be added interest at the rate of 5.8126 percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2025, until December 31, 2026. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk, except that no interest shall be charged if the entire assessment is paid by October 31, 2025, and such property owner may at any time prior to November 15 of any year pay to the City Clerk the entire principal amount.

3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 18th day of August, 2025

/S/ Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen
CITY CLERK

**CITY OF WILLMAR, MINNESOTA
RESOLUTION NO. 2025-093**

**RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE LAND
TRANSFER TO MINNESOTA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Minnesota Department of Transportation (MnDOT) is undertaking a project to add turn lanes along Trunk Highway 40 in the City of Willmar to improve traffic flow, enhance safety, and support economic activity; and

WHEREAS, the Willmar City Council, on April 15, 2024, adopted Resolution No. 2024-055 approving Work Order No. 1 under the MnDOT Master Partnership Agreement to facilitate right-of-way acquisitions for the T.H. 40 turn lane improvement project; and

WHEREAS, MnDOT has identified the need to acquire approximately 0.47 acres of City-owned real property (the “Property”), identified as Parcel 95-917-5800, to complete the project; and

WHEREAS, MnDOT has requested the City transfer its interest in the Property to MnDOT without compensation; and

WHEREAS, the City of Willmar recognizes the public benefit of the planned improvements and supports MnDOT’s efforts to complete the project in a timely manner; and

WHEREAS, pursuant to Minn. Stat. § 471.64, the City may enter into a contract with MnDOT for the acquisition or disposition of real property without regard to applicable City Charter provisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the transfer of approximately 0.47 acres from parcel 95-917-5800 to the Minnesota Department of Transportation for right-of-way acquisition in connection with the T.H. 40 turn lane improvement project is hereby approved; and

BE IT FURTHER RESOLVED THAT the Mayor and City Administrator are authorized to execute a quitclaim deed and all other documents necessary to complete the transfer of said property to MnDOT.

Dated this 18th day of August, 2025.

/S/ Douglas E. Reese
MAYOR

/S/Vernae Larsen
Attest: CITY CLERK



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	6.B.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Planning Commission Minutes of August 6, 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 08-06-25 Minutes Planning Commission Meeting
2. PC PACKET 8-6-25
3. DRAFT RESIDENTIAL RENTAL ORDINANCE

**WILLMAR PLANNING COMMISSION
WEDNESDAY, AUGUST 6, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

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

Members Present: Gary Newberg; Christopher Buzzeo; Stacey Holwerda; and Yvon Fils-Aime.

Members Absent: Bob Poe.

Others Present: Christopher Frank (City Planner); Jennifer Kotila (WCT); Ashley Rodgers (applicant); and Cindy Rodgers (applicant).

1. Chair Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Planning Commission Minutes for July 2, 2025**: Commissioner Holwerda motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Fils-Aime, and approved unanimously.
 - 4.2. **Planning Commission Minutes for July 16, 2025**: Commissioner Newberg motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Holwerda, and approved unanimously.
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)

Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.

This was a continuation of the public hearing held on July 16, 2025, meeting. The public hearing was opened at 6:06 PM to allow anyone to speak about the conditional use permit. Nobody from the public appeared and the public hearing was closed at 6:07 PM.

After the public hearing was closed, action on the permit was requested. The new findings of fact form from the City Attorney was introduced to help the Planning Commission analyze conditional use permits. The seven questions on the form were reviewed, and it was noted that the proposed use is in harmony with the zoning ordinance and the city's comprehensive plan. The proposed use

will not negatively impact property values and will not destroy natural, scenic, or historic features. It was also found that the use would not impede development or improvements of surrounding properties and that adequate measures would be taken for ingress and egress to minimize traffic. It was also confirmed that the use would be compatible with the appearance and character of the neighborhood. No additional conditions were attached to the permit. The findings of fact were approved.

Commissioner Holwerda motioned to approve the conditional use permit, seconded by Commissioner Fils-Aime, and passed unanimously.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 RESIDENTIAL RENTAL ORDINANCE UPDATE:

A briefing was given on the new draft of the city's residential rental ordinance, renewing the current ordinance from the 1990's. Proposed changes to the ordinance include: (1) Adding regulations for short-term rentals like AIRBNB and VRBO, which are defined as rentals of 30 days or less; (2) Simplifying the current ordinance to make it more flexible and broader in scope; (3) Updating licensing fees, which have not been changed in some time; (4) Changing mandatory annual inspections to a complaint-based inspection system after initial inspection upon granting license. This would reduce the burden on both the city's rental inspector, landlords, and the tenants; (5) Tenants will be informed of their rights, how to file a complaint and obtain inspection, and get copies of rental licenses through their lease; (6) Adding a broader section for violations and enforcement, which would allow the city to suspend or revoke licenses and assess fines or fees for non-compliance; and (7) Keeping the requirement for a local designated person (emergency contact) for each rental unit, with the draft setting the radius at 60 miles.

7. DIRECTOR'S REPORT

8. MISCELLANEOUS

9. ADJOURN

Commissioner Holwerda moved to adjourn the meeting, seconded by Commissioner Fils-Aime, and passed unanimously. The meeting was adjourned at 6:39 PM.



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

**PLANNING COMMISSION MEETING
CITY HALL, CONFERENCE ROOM #1
AUGUST 6, 2025 @ 6:00PM**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Proposed Additions or Deletions to Agenda
4. Approve Minutes
 - 4.1. **Planning Commission Minutes for July 2, 2025;**
 - 4.2. **Planning Commission Minutes for July 16, 2025.**
5. General Public Testimony
6. Regular Business
 - 6.1. **Hearing and Action**
 - 6.1.1 **ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)**
Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.
 - 6.2. **Plats**

None.
 - 6.3. **Briefing**
 - 6.3.1 **UPDATED RESIDENTIAL RENTAL ORDINANCE**
7. Director's Report
8. Miscellaneous
9. Adjourn

How to provide public testimony

Members of the public have multiple ways to comment on Hearing and Action agenda items, besides attending the meeting, you can:

- Email **planning@willmarmn.gov**. Testimony will be accepted until the business day before the meeting at 12 p.m.
- Send a letter to **Attn: Planning Dept., 333 6th Street SW, Willmar, MN 56201**, Mailed testimony must be received by two business days before the meeting.

WILLMAR PLANNING COMMISSION
WEDNESDAY, JULY 2, 2025
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

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

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

Members Absent: None

Others Present: Christopher Frank (City Planner); Jennifer Kotila (WCT); Ashley Rodgers (applicant); Cindy Rodgers (public); Dave Solrud (public); Acacia Banken (public); Justin Banken (public); Steve Ahmann (public); Heidi Ahmann (public); Thomas Lovecraft (public); Richard Huston (public); and Karen Banken (public).

1. Chair Buzzeo called for order at 6:03PM.
2. Roll Call.
3. Additions/Deletions: Commissioner Buzzeo suggested moving the "General Public Testimony" (item 5) to the last item (item 8) prior to adjournment and enacting a three-minute limit on individual public testimonies. **Commissioner Poe motioned to approve the change, seconded by Commissioner Newberg, and passed unanimously.**
4. Minutes:
 - 4.1. Planning Commission Meeting Minutes for June 4, 2025: **Commissioner Newberg motioned to approve the minutes, seconded by Commissioner Holwerda, and passed unanimously.**

5. REGULAR BUSINESS

6.1 HEARING AND ACTION

None.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)

Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.

City Planner Chris Frank presented the request from Ms. Rogers to operate a dog grooming home

occupation at her residence. The business would serve approximately three to five dogs daily, or 15-25 dogs per week, Monday through Friday, 8:00 AM to 6:00 PM, with occasional weekends. Off-street parking would be available for drop-off/pickup of pets and there should only be minimal overlap with clients. Ms. Rogers confirmed she has 13 years of grooming experience and wishes to move her business from a salon to her home. A conditional use permit is required for any home occupation in a residential district (R2 zoning in this case). No action was taken at this meeting, as it was a briefing. A public hearing for this item is scheduled for July 16, 2025.

6. DIRECTOR'S REPORT

Planner Frank updated the commission that the Comprehensive Plan and the Safe Streets 4 All resolution were fully approved by the City Council on June 16th. Internal work has begun on updating the rental ordinance which will be coming to Planning Commission later in the year.

7. MISCELLANEOUS

Planner Frank provided an update on the city's project to correct historically inaccurate rights-of-way throughout the city. The city is contacting approximately 80 landowners to formalize easement agreements and replat certain areas. An open house for property owners is scheduled for July 17, 2025, at the Willmar Community Center from 5:30 PM to 7:00 PM.

8. GENERAL PUBLIC TESTIMONY:

Several members of the public living on or around 2nd St. SW behind the previously approved plan review from Marcus Construction upon the Legacy Commons lot appeared to express concerns regarding the development at Monongalia and Second Street Southwest. The plan review was approved at the May 21, 2025 Planning Commission meeting. Concerns raised by members of the public include: (1) that Second Street and Monongalia already have significant traffic issues, exacerbated by recent developments, the intersection is uncontrolled, and that new development would increase traffic issues; (2) frustration that residents were not notified of the plan review, arguing it affects the neighborhood's noise levels, trash, privacy, property values, and safety for children; (3) the capacity of the street to handle larger volume and loads of traffic that may utilize 2nd St as a result.

Planner Frank provided an update on new proposals from Marcus Construction resulting from the continued meeting with the Board of Zoning Appeals on Marcus's request for a variance. One proposal, if a variance is not obtained, would involve redesigning the area, losing parking spaces, and keeping the 2nd St. lane as an entrance or exit. The other proposal, requiring a variance, would wrap the pickup lane around to exit onto Monongalia, eliminating the 2nd St. curb cut entirely and greatly reducing traffic to 2nd St. Chair Buzzeo confirmed the May 21st meeting was a plan review request that was approved, and that building permits and a potential variance (handled by the Board of Zoning Appeals, not the Planning Commission) are still required. He noted that a four-way stop at

the intersection is being discussed to potentially reduce traffic concerns. Planner Frank clarified that plan reviews do not require public hearings under current ordinance, unlike variances.

Planner Frank confirmed that Marcus Construction would still be assessed for their portion of road maintenance and there was no tax incentive provided to Marcus or the owner for this project. Planner Frank reiterated that the property was rezoned to General Business in 2018 and the plan review was triggered only by the dedicated pickup lane, meaning a different business without said pickup lane would not require Planning Commission review. Members of the public also inquired about the process for changing the ordinance to ensure public notification in similar future cases. Planner Frank stated it would likely start with the planning and zoning department and that plans to address this scenario may be considered when changing the zoning ordinance in the future.

Further concerns were raised about stormwater retention, noting the current system occasionally floods and that Second Street needs to be redone and inadequate parking for customers and employees.

Planner Frank added that building permits are reviewed by the building official, engineer (for stormwater), and other departments to ensure compliance with codes and address concerns. He advised residents to stay in contact with him for updates, as building permit reviews are not publicly noticed.

Planner Frank reiterated that Marcus Construction's new plan, contingent on a future variance, includes a fence and trees along 2nd St. to block traffic lights and redirection of traffic onto Monongalia Ave, with no lane upon 2nd St.

9. **ADJOURN**

Commissioner Poe moved to adjourn the meeting, seconded by Commissioner Holwerda, and passed unanimously. The meeting was adjourned at 7:23PM.

WILLMAR PLANNING COMMISSION
WEDNESDAY, JULY 16, 2025
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

The Willmar Planning Commission met on Wednesday, July 16, 2025, at 6:00PM at City Hall.

Members Present: Gary Newberg; Christopher Buzzeo; and Yvon Fils-Aime.

Members Absent: Bob Poe; and Stacy Holwerda.

Others Present: Christopher Frank (City Planner); Ashley Rodgers (applicant); and Cindy Rodgers (public).

1. Chair Buzzeo called for order at 6:03PM.
2. Roll Call.
3. Additions/Deletions: Commissioner Newberg motioned to move the approval of the July 2, 2025 minutes until the following meeting, seconded by Commissioner Fils-Aime, and passed unanimously.
4. Minutes:
 - 4.1. None.
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.1 HEARING AND ACTION

6.1.1 ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)

Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.

Planner Frank updated the Planning Commission that mail service had been delayed on the project and that tonight's public hearing should be continued until the next meeting on August 6, 2025. Chair Buzzeo opened the public hearing at 6:03PM. Nobody appeared for the public hearing at this time. **Commissioner Fils-Aime motioned to continue the public hearing until the August 6, 2025 date, seconded by Commissioner Newberg, and passed unanimously.**

6.2 PLATS

None.

6.3 BRIEFINGS

None.

7. DIRECTOR'S REPORT

Planner Frank reminded the Planning Commission of the ROW adjustment open house occurring on July 17, 2025.

8. MISCELLANEOUS

9. ADJOURN

Commissioner Newberg moved to adjourn the meeting, seconded by Commissioner Fils-Aime, and passed unanimously. The meeting was adjourned at 6:09PM.



City of Willmar
333 6th Street SW Willmar, MN 56201

Zoning Administration

Plan NO.: **CUP-2025-0002**

Plan Type: **Conditional Use**

Work Classification: **Conditional Use**

Plan Status: **In Review**

Apply Date: **06/14/2025**

Expiration:

Location Address

1116 Becker Ave SE, Willmar, MN 56201

Parcel Number

95-500-0070

Contacts

Owner

Ashley Rodgers
1116 Becker Ave SE, Willmar, MN 56201
(320)979-1973

Owner

rodgersashley99@gmail.com

Applicant

Ashley Rodgers
1116 Becker Ave SE, Willmar, MN 56201
(320)979-1973

Applicant

rodgersashley99@gmail.com

Description: addition on to the back of my house for my personal business

Valuation: \$0.00

Total Sq Feet: 0.00

Fees	Amount
Conditional Use Permit Application	\$400.00
Total:	\$400.00

Payments	Amt Paid
Total Fees	\$400.00
Credit Card	\$400.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Notes and Conditions of Approval:

Note all comments on plans. Call for all required inspections, including final inspections, in the order listed on card.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES.

Construction must not begin prior to issuance of permit or approval of Building Official.

DO NOT EXCAVATE until you have contacted Gopher State One-Call for utility locates: 800-252-1166 or 811

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 1 YEAR, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Issued By: Christopher Frank

June 14, 2025

Date

Planning Commission Chairperson (as needed)

Date

ASHLEY RODGERS CONDITIONAL USE PERMIT APPLICATION
FOR HOME OCCUPATION

1. Full Description of activities

- a. Pre grooming consultation
 - i. Discuss the dogs, breed, temperament, health conditions, and grooming history with the owner.
 - ii. Assess the dog's coat condition, skin health, and any special grooming needs.
 - iii. Determine the grooming style based on breed standards or owner preferences.
- b. Bathing
 - i. Bathe dogs using breed appropriate shampoos and conditioners
 - ii. Ensure thorough rinsing to avoid skin irritation
 - iii. Use medicated or hypoallergenic products for dogs with skin issues
- c. Drying
 - i. Dry the dogs with high velocity dryer
- d. Haircut
 - i. Perform breed standard or owner requested cuts using clippers and scissors
- e. Nail Trimming & Filing
 - i. Clip the dogs nails carefully avoid hitting the quick
 - ii. File nails to smooth edges and prevent splintering
- f. Ear Cleaning
 - i. Pluck ear hair if necessary
 - ii. Clean using ear cleaner and cotton ball
- g. Anal Gland Expression
 - i. If needed
- h. Teeth brushing
 - i. Use dog specific toothbrushes and toothpaste to promote oral hygiene
- i. Post Grooming Activities
 - i. Final brush and inspection of dog
 - ii. Apply finishing touches bandanas or neckware
 - iii. Update grooming notes for future visits
 - iv. Notify owner their pet is finished 15 minutes prior to being done
 - v. When owner arrives to pick up collect payment, hand them their pet, and reschedule next appointment

Other Additional Activities:
Animal Handling and Safety
Customer Service
Equipment Maintenance
Clean salon
Record Keeping

2. Average Customers daily or weekly

Daily: 3-5 dogs/day

Weekly: 15-25 dogs/week

3. Hours of Operation

Monday thru Friday 8am-6pm with a Saturday here and there

4. Available Parking, including on -street or off street and estimate on how many vehicles would be present during work hours

The number of vehicles depends on how many dogs I groom per day. Typically 3-5 per day.

They are welcome to park in my driveway, and on the street in front of my house the max that a client would be parked there would be 15-20 minutes to pick up/drop off their dogs

5. Number of employees and if any come from outside the home

I don't have any employees except for myself!

6. Any additional impact on noise, traffic, etc. that may affect the surrounding residential neighborhood

Being that my residence is on Becker Ave and it is a busy street to begin with, I do not foresee it affecting the surrounding neighborhood negatively.

Findings of fact – For Conditional Use Permits (CUP) and Plan Reviews

This Commission finds that:

1. the Conditional Use Plan Review, with such conditions as the commission shall determine and attach conforms to the purpose and intent of this ordinance and is in conformity with the Comprehensive land use plan of the City.
2. That there was no factual demonstration of substantial appreciable negative impacts on values to properties in the neighborhood from the proposed Conditional Use Plan Review.
3. The conditional use plan review will not result in the destruction, loss, or damage, of the natural, scenic, or historic feature of major importance to the community.
4. That the conditional use plan review will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district as zoned.
5. That adequate utilities, access roads, storm water management, and other necessary facilities have been or are being provided.
6. Adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
7. The conditional use plan review will be designed, constructed, operated, and managed in a manner that is compatible appearance with the existing or intended character of the surrounding area or neighborhood.

***Findings of Fact Supporting / Denying an Application for a
Conditional Use Permit (CUP)***

Name of Applicant:

Address Where CUP is Requested:

Planning Commission Hearing Date:

City Council Hearing Date:

Description of CUP Request:

The basis for the Planning Commission's action of approving or denying the application is set forth in the following findings of fact. In making these findings, the Commission has considered and exercised a reasonable degree of discretion in determining the suitability of certain designated uses in relation to the general welfare, public health, and safety.

General Findings

(Questions 1 through 7 must be answered "Yes" for a CUP to be granted)

1. Is the requested CUP in harmony with the general purpose and intent of the Zoning Ordinance?

Yes ☐ No ☐

Why or Why Not? _____

2. Is the requested CUP consistent with the City's Comprehensive Plan?

Yes ☐ No ☐

Why or Why Not? _____

3. Is it true that there will not be a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed use?

Yes ☐ No ☐

Why or Why Not? _____

4. Is it true that the proposed use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community?

Yes ☐ No ☐

Why or Why Not? _____

5. Is it true that the proposed use will not impede the normal and orderly development and improvement of surrounding property for the uses permitted in the district as zoned?

Yes ☐ No ☐

Why or Why Not? _____

6. Will adequate measures be taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets?

Yes ☐ No ☐

Why or Why Not? _____

7. Will the proposed use be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood?

Yes ☐ No ☐

Why or Why Not? _____

Conditions

8. Are there additional reasonable conditions related to the ordinance standards, based upon factual evidence contained in the public record, which should be attached to the CUP to eliminate/address any potential impacts established? (Note time constraints or expiration dates are not permitted conditions under state law).

Yes ☐ No ☐

List conditions: _____

Facts supporting the answer to each question, above, are hereby certified to be the Findings of the City of Willmar Planning Commission.

APPROVED ☐ DENIED ☐ TABLED ☐

DATED: _____

List of supporting documents included as part of the record of proceedings:

1: _____
2: _____
3: _____

DRAFT ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA, ESTABLISHING A RENTAL HOUSING AND SHORT-TERM RENTAL LICENSING AND REGULATION PROGRAM, PROVIDING FOR MINIMUM STANDARDS, AND ENFORCEMENT

ARTICLE I. GENERAL PROVISIONS, DEFINITIONS, AND ADMINISTRATION

Section 1.1. Title. This Ordinance shall be known and may be cited as the "City of Willmar Rental Housing and Short-Term Rental Licensing Ordinance."

Section 1.2. Purpose. The purpose of this Ordinance is to:

- A. Protect the public health, safety, and welfare of residents and visitors within rental properties.
- B. Establish minimum standards for the habitability, safety, and maintenance of all rental dwelling units, including short-term rentals.
- C. Create a clear and efficient process for the licensing of rental dwelling units.
- D. Provide for an initial inspection of all rental units to ensure baseline compliance with adopted codes, and for subsequent complaint-based inspections.
- E. Enhance the stability and quality of residential neighborhoods by addressing nuisances and substandard conditions associated with rental properties.
- F. Ensure tenants are fully informed of their rights and responsibilities, and the mechanisms available to them for reporting concerns to the City.

Section 1.3. Definitions. For the purpose of this Ordinance, the following definitions shall apply:

- A. **City:** The City of Willmar, Minnesota.
- B. **Code Enforcement Officer:** Any person designated by the City to enforce the provisions of this Ordinance and applicable codes.
- C. **Lease:** Any written or oral agreement that establishes or modifies the terms, conditions, rules, or any other provisions concerning the use and occupancy of a rental dwelling unit.
- D. **Local Contact/Property Manager:** A person designated by the Owner who resides within sixty (60) miles of the City of Willmar and is available 24/7 to respond to

emergencies and address property issues. *(Similar to Marshall's 50-mile radius; Minneapolis uses 60 miles for some categories).*

E. **Nuisance:** Any condition or activity on a rental dwelling unit that unreasonably annoys, injures, or endangers the safety, health, comfort, or repose, of others, or in any way renders other persons insecure in life or the use of property, and as defined by applicable City ordinances or codes.

F. **Occupancy Limit:** The maximum number of individuals permitted to reside overnight in a rental unit as determined by the Minnesota State Building Code, Fire Code, and City zoning ordinances. For short-term rentals, this shall be explicitly stated on the license.

G. **Owner:** The legal owner(s) of record of the rental dwelling unit, or any person, agent, operator, or other entity having control of a rental dwelling unit.

H. **Rental Dwelling Unit:** Any building or portion thereof, including single-family homes, duplexes, multi-family dwellings, or individual rooms, rented or offered for rent for residential purposes, for any duration. **Exclusions:** This definition does not include state-licensed care facilities, hospitals, dormitories, hotels, or motels.

I. **Short-Term Rental (STR):** A rental dwelling unit or portion thereof rented or offered for rent for a period of less than thirty (30) consecutive days. This includes, but is not limited to, rentals advertised via online platforms such as Airbnb, VRBO, etc.
(Consistent with Willmar's existing lodging tax definition and Marshall's STR definition).

J. **Tenant:** Any person occupying a rental dwelling unit under a lease agreement with the Owner.

Section 1.4. Administration. The provisions of this Ordinance shall be administered and enforced by the Planning & Development Department, Building Inspections Division, or other designated department.

ARTICLE II. LICENSE REQUIREMENTS

Section 2.1. License Required.

A. No Owner shall rent or offer for rent any rental dwelling unit, including any short-term rental, without first obtaining and maintaining a valid annual Rental Housing License from the City.

B. A separate license is required for each rental dwelling unit. For multi-unit properties, a single license application may cover all units within that property, but individual unit information must be provided.

Section 2.2. License Application. Applications for a Rental Housing License shall be submitted annually through a process provided by the City and shall include, at a minimum, the following information:

- A. The name, address, phone number, and email address of the Owner(s) of record. If the Owner is a corporation or other entity, the name and contact information of the principal(s) of the entity.
- B. The address of the rental dwelling unit(s).
- C. The number and type of rental dwelling units on the property (e.g., single-family, duplex, multi-family, individual rooms).
- D. The name, address, phone number, and email address of the Local Contact/Property Manager, if different from the Owner, including a 24/7 emergency contact number.
- E. For Short-Term Rentals, a brief management plan outlining guest communication, cleaning protocols, and emergency procedures.
- F. Payment of the non-refundable license fee as established by the City Council.

Section 2.3. License Fees.

A. Annual license fees shall be set by resolution of the City Council and may vary based on the type of rental dwelling unit (e.g., single-family, multi-family) and whether it is a short-term rental.

*Fees shall be sufficient to cover the administrative costs of the licensing program and initial inspections. Willmar's current fees for its existing rental license should be increased to cover the STR component and initial inspection costs. Marshall's fee is \$100 for a two-year term, Worthington's is \$80/unit (6 units or less) or \$50/unit (7+ units) annually. *

B. A late fee of \$_____ shall be assessed for applications or renewals submitted after the established deadline.

C. Re-inspection fees may be assessed for additional inspections required due to uncorrected violations based on the following scale:

\$ _____

Section 2.4. License Term and Renewal.

- A. All Rental Housing Licenses shall be valid for one (1) year from the date of issuance and must be renewed annually.
- B. Licenses are transferable. Upon any change of ownership of a rental dwelling unit, the new owner must apply for a transfer of the license within thirty (30) days of the date of acquiring the rental dwelling unit.

Section 2.5. Posting of License Information.

- A. For all rental dwelling units, the Owner shall ensure that the current Rental Housing License number is conspicuously posted within each rental unit or in a common area accessible to all tenants.
- B. For Short-Term Rentals, the license number shall also be included in all online listings, advertisements, or marketing materials for the property. *(Similar to Minneapolis).*

ARTICLE III. STANDARDS AND INSPECTIONS

Section 3.1. Minimum Standards for Rental Dwelling Units. All rental dwelling units shall be maintained in compliance with the requirements of the Minnesota State Building Code, International Property Maintenance Code (IPMC), Minnesota State Fire Code, Minnesota Housing Codes, and all other applicable City ordinances. This includes, but is not limited to:

- A. **Structural Soundness:** Foundations, walls, roofs, and all structural elements must be sound and free from defects.
- B. **Weather Protection:** Buildings must be watertight and protected from the elements.
- C. **Sanitation:** Proper disposal of refuse, pest control, and general cleanliness.
- D. **Utilities:** Safe and operational heating, plumbing, and electrical systems.
- E. **Safety Equipment:**

1. Working smoke detectors in all sleeping rooms and on every level, including basements. *(Aligned with Willmar's current focus on smoke detectors and state law).*
2. Working carbon monoxide detectors within ten (10) feet of each sleeping room.
3. Clear and unobstructed means of egress from all sleeping rooms and levels. *(emphasizes egress windows?).*
4. Functional and safe doors and windows.

F. **Occupancy Limits:** Compliance with established occupancy limits.

Section 3.2. Initial Inspection.

- A. Upon initial application for a Rental Housing License, a City Code Enforcement Officer shall conduct an inspection of the rental dwelling unit(s) to ensure compliance with the minimum standards outlined in Section 3.1.
- B. The Owner or Local Contact/Property Manager must be present during the initial inspection.
- C. The City shall provide the Owner with a list of any violations found and a reasonable timeframe for correction. A re-inspection may be required to verify corrections.
- D. A license shall not be issued until all violations identified during the initial inspection are corrected and verified.

Section 3.3. Complaint-Based Inspections.

- A. The City shall primarily rely on complaint-based inspections for ongoing oversight of licensed rental dwelling units. *This mirrors Marshall's approach, reducing routine inspection burden on the City while ensuring responsiveness to actual issues. *
- B. Upon receipt of a complaint from a tenant, neighbor, or other concerned party alleging a violation of this Ordinance or other applicable codes at a licensed rental dwelling unit, the City shall investigate the complaint.
- C. Prior to initiating a complaint-based inspection, the City may encourage the complainant to first attempt to resolve the issue directly with the Owner or Local Contact/Property Manager, unless the complaint involves a life-safety hazard. * This aligns with Marshall's and Ramsey's policy of encouraging initial tenant-landlord communication. *

D. If the complaint persists or involves an immediate safety concern, a Code Enforcement Officer shall schedule and conduct an inspection, providing reasonable notice to the Owner and tenant as required by law.

E. The Owner or Local Contact/Property Manager shall cooperate with any complaint-based inspection.

F. If violations are found during a complaint-based inspection, the City shall issue a notice of violation and set a reasonable timeframe for correction. Re-inspections may be conducted to verify compliance.

Section 3.4. Short-Term Rental Specific Standards. In addition to the general standards, Short-Term Rentals shall adhere to the following:

A. **Occupancy Limits:** Maximum overnight occupancy shall be strictly enforced and clearly posted within the unit. The maximum shall not exceed two (2) persons per bedroom, plus two (2) additional persons per dwelling, or the maximum capacity of the septic system if applicable, whichever is less.

B. **Parking:** Off-street parking shall be provided as required by City zoning ordinances. Owners shall encourage guests to utilize designated parking areas to avoid neighborhood congestion.

C. **Noise:** Owners are responsible for ensuring guests comply with any City noise or nuisance ordinances *designated quiet hours (e.g., 10:00 PM to 7:00 AM)?*

D. **Emergency Contact Information:** The Local Contact/Property Manager's 24/7 emergency contact information shall be prominently displayed within the STR unit.

E. **Taxes:** Owners of Short-Term Rentals shall be responsible for the collection and remittance of all applicable state and local lodging and other applicable taxes to the City. *(Willmar has a lodging tax)*

ARTICLE IV. TENANT INFORMATION AND LEASE REQUIREMENTS

Section 4.1. Information to be Included in Lease. Every lease agreement for a rental dwelling unit within the City of Willmar shall explicitly contain the following information:

A. **Landlord-Tenant Rights and Responsibilities:**

1. A clear statement directing tenants to the most current version of the "Landlords and Tenants: Rights and Responsibilities" handbook published by the Minnesota Attorney General's Office. This statement shall include a web address where the handbook can be accessed (e.g., www.ag.state.mn.us/consumer/handbooks/lt/).
2. A statement that a physical copy of this handbook is available upon request from the Owner or the City of Willmar. *(Willmar currently references this handbook)*

B. City Rental Complaint Process:

1. A clear and concise explanation of how to make a rental complaint to the City of Willmar, including:
 - a. The primary City department or division responsible for rental complaints (Planning & Development Department).
 - b. A general phone number for complaints (e.g., City Hall main line or a specific Inspections line).
 - c. Information on how to access the City's online complaint form, if available, including a web address. *(Marshall provides QR codes)*
 - d. A statement encouraging tenants to first attempt to resolve maintenance issues directly with the Owner or Local Contact/Property Manager before contacting the City, unless it is an immediate health or safety hazard.

C. Copy of Rental License: A clear, legible copy of the current City of Willmar Rental Housing License for the specific rental dwelling unit or property. *(This ensures transparency and gives tenants immediate verification of the rental's compliance status).*

Section 4.2. Owner's Responsibility for Information. It shall be the responsibility of the Owner to ensure that all lease agreements for their rental dwelling units comply with the provisions of Section 4.1. Failure to include the required information in a lease shall be a violation of this Ordinance.

ARTICLE V. ENFORCEMENT AND PENALTIES

Section 5.1. Violations. It shall be a violation of this Ordinance for any Owner to:

- A. Rent or offer for rent a rental dwelling unit without a valid, current Rental Housing License.
- B. Fail to comply with the minimum standards for rental dwelling units set forth in this Ordinance or other applicable City codes.
- C. Fail to correct violations within the timeframes specified by the City.
- D. Fail to comply with any of the specific regulations for Short-Term Rentals.
- E. Fail to include the required tenant information and rental license copy in lease agreements.
- F. Provide false or misleading information on a license application or during an inspection.
- G. Fail to cooperate with City inspections.
- H. Allow repeated nuisance activities at the rental property.

Section 5.2. Enforcement Actions.

- A. **Notice of Violation:** Upon identification of a violation, the City shall issue a written notice of violation to the Owner, specifying the violation, the required corrective action, and a reasonable timeframe for compliance.
- B. **Administrative Fines:** Failure to correct a violation within the specified timeframe may result in the imposition of administrative fines, as established by resolution of the City Council. Each day a violation continues shall constitute a separate offense.
- C. **License Suspension:** The City may suspend a Rental Housing License for repeated or uncorrected violations, or for a pattern of nuisance activities.
- D. **License Revocation:** The City may revoke a Rental Housing License for severe or persistent violations, operation without a valid license, or fraudulent activity.
 - 1. Upon revocation, the Owner shall cease all rental operations at the property until a new license is obtained.
- E. **Abatement and Cost Recovery:** The City reserves the right to abate any public nuisance or code violation at a rental property and to assess the costs of such

abatement against the property owner as a special assessment, in addition to any fines.

F. **Legal Action:** The City may pursue any other legal remedies available under law or equity to enforce the provisions of this Ordinance.

Section 5.3. Appeals. Any Owner aggrieved by a decision of the Code Enforcement Officer regarding a violation, denial, suspension, or revocation of a license may appeal the decision to the City Council (or a body designated by the City Council) in accordance with procedures established by the City.

ARTICLE VI. SEVERABILITY AND EFFECTIVE DATE

Section 6.1. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 6.2. Effective Date. This Ordinance shall take effect upon its passage and publication as provided by law.



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	6.C.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Planning Commission Minutes of August 20, 2025_Draft		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 08-20-25 Minutes Planning Commission Meeting
2. 8-20-25 PC Packet (scanned)

**WILLMAR PLANNING COMMISSION
WEDNESDAY, AUGUST 20, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, August 20, 2025, at 6:00PM at City Hall.

Members Present: Gary Newberg; Christopher Buzzeo; Stacey Holwerda; and Yvon Fils-Aime.

Members Absent: Bob Poe.

Others Present: Christopher Corbett (Planning & Development Director); and Christopher Frank (City Planner).

1. Chair Buzzeo called for order at 6:01PM.
2. Roll Call.
3. Additions/Deletions: A motion was made to add a separate subdivision action as item 6.2.1 and the Willmar Ten Addition plat review as 6.2.2. The motion was made by Commissioner Holwerda and seconded by Commissioner Newberg, and approved unanimously.
4. Minutes:
 - 4.1. **Planning Commission Minutes for August 6, 2025**: Commissioner Holwerda motioned to approve the Minutes for August 6, 2025, seconded by Commissioner Fils-Aime, and approved unanimously.
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 RECOMMENDATION: RFP FOR UPDATE OF ZONING ORDINANCE

City staff provided a presentation on future implementation following the passing of the Comprehensive Plan, with specific attention paid to four upcoming projects: (1) the residential rental ordinance rewrite that this Commission has previously been briefed on, (2) rewrite of the City's zoning ordinance which includes a proposed RFP for consultant assistance, (3) discussion on a future overlay planned for downtown and gateways into the city, called the heart and horizons zone, and (4) an update for incoming SS4A projects that can be implemented in the short-term.

Regarding the zoning ordinance rewrite, the city plans to hire a consultant to assist with the rewrite because the zoning ordinance is a much larger undertaking than the current rewrite of the residential

rental ordinance. The current zoning code was adopted in 1994 and is designed for a different era of growth. It prioritizes low-density and single-use development and lacks flexibility for today's housing, business, and sustainability needs. The zoning code also limits housing types and density, discourages mixed-use and walkable neighborhoods, and increases costs and delays for developers. The proposed project is a six to nine-month project that would start in January 2026.

Following discussion on the proposed RFP for the consultant, a motion was made by Commissioner Newberg and seconded by Commissioner Fils-Aime to recommend the adoption of the RFP with minor edits to be handled by the planning department. The motion passed unanimously.

6.2 PLATS

6.2.1 MAJOR SUBDIVISION: HOME STATE BANK STORMWATER POND/WILLMAR TEN ADDITION

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

The commission discussed the subdivision of a property owned by Home State Bank. The property is being split to allow the bank to maintain control of the stormwater pond on the southern portion while selling the northern half of the property, which includes an existing building. The major subdivision findings of fact were reviewed and found to be true. **A motion to approve the subdivision and make an affirmative finding of fact was made by Commissioner Holwerda and seconded by Commissioner Newberg, and passed unanimously.**

6.2.2 PLAT REVIEW: WILLMAR TEN ADDITION PRELIMINARY & FINAL PLATS

The commission reviewed the preliminary and final plats for the Willmar Ten Addition. Engineering reviewed the plats and recommended approval contingent upon several changes.

A motion to approve the plat as long as the stipulations from the city engineer are followed was made by Commissioner Holwerda, seconded by Commissioner Newberg, and passed unanimously.

6.3 BRIEFINGS

None.

7. DIRECTOR'S REPORT

8. MISCELLANEOUS

9. ADJOURN

Commissioner Newberg moved to adjourn the meeting, seconded by Commissioner Holwerda, and passed unanimously. The meeting was adjourned at 7:04 PM.



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

**PLANNING COMMISSION MEETING
CITY HALL, CONFERENCE ROOM #1
AUGUST 20, 2025 @ 6:00PM**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Proposed Additions or Deletions to Agenda
4. Approve Minutes
 - 4.1. **Planning Commission Minutes for August 6, 2025;**
5. General Public Testimony
6. Regular Business
 - 6.1. **Hearing and/or Action**
 - 6.1.1 **RECOMMENDATION: RFP FOR UPDATE OF ZONING ORDINANCE**
 - 6.2. **Plats**
 - 6.2.1 **PLAT REVIEW: WILLMAR TEN ADDITION PRELIMINARY & FINAL PLATS**
 - 6.3. **Briefing**

None.
7. Director's Report
8. Miscellaneous
9. Adjourn

How to provide public testimony

Members of the public have multiple ways to comment on Hearing and Action agenda items, besides attending the meeting, you can:

- Email planning@willmarmn.gov. Testimony will be accepted until the business day before the meeting at 12 p.m.
- Send a letter to Attn: Planning Dept., 333 6th Street SW, Willmar, MN 56201, Mailed testimony must be received by two business days before the meeting.

**WILLMAR PLANNING COMMISSION
WEDNESDAY, AUGUST 6, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

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

Members Present: Gary Newberg; Christopher Buzzeo; Stacey Holwerda; and Yvon Fils-Aime.

Members Absent: Bob Poe.

Others Present: Christopher Frank (City Planner); Jennifer Kotila (WCT); Ashley Rodgers (applicant); and Cindy Rodgers (applicant).

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

2. Roll Call.

3. Additions/Deletions: None.

4. Minutes:

4.1. **Planning Commission Minutes for July 2, 2025**: Commissioner Holwerda motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Fils-Aime, and approved unanimously.

4.2. **Planning Commission Minutes for July 16, 2025**: Commissioner Newberg motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Holwerda, and approved unanimously.

5. General Public Testimony: None.

6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 **ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)**

Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.

This was a continuation of the public hearing held on July 16, 2025, meeting. The public hearing was opened at 6:06 PM to allow anyone to speak about the conditional use permit. Nobody from the public appeared and the public hearing was closed at 6:07 PM.

After the public hearing was closed, action on the permit was requested. The new findings of fact form from the City Attorney was introduced to help the Planning Commission analyze conditional use permits. The seven questions on the form were reviewed, and it was noted that the proposed use is in harmony with the zoning ordinance and the city's comprehensive plan. The proposed use

will not negatively impact property values and will not destroy natural, scenic, or historic features. It was also found that the use would not impede development or improvements of surrounding properties and that adequate measures would be taken for ingress and egress to minimize traffic. It was also confirmed that the use would be compatible with the appearance and character of the neighborhood. No additional conditions were attached to the permit. The findings of fact were approved.

Commissioner Holwerda motioned to approve the conditional use permit, seconded by Commissioner Fils-Aime, and passed unanimously.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 RESIDENTIAL RENTAL ORDINANCE UPDATE:

A briefing was given on the new draft of the city's residential rental ordinance, renewing the current ordinance from the 1990's. Proposed changes to the ordinance include: (1) Adding regulations for short-term rentals like AIRBNB and VRBO, which are defined as rentals of 30 days or less; (2) Simplifying the current ordinance to make it more flexible and broader in scope; (3) Updating licensing fees, which have not been changed in some time; (4) Changing mandatory annual inspections to a complaint-based inspection system after initial inspection upon granting license. This would reduce the burden on both the city's rental inspector, landlords, and the tenants; (5) Tenants will be informed of their rights, how to file a complaint and obtain inspection, and get copies of rental licenses through their lease; (6) Adding a broader section for violations and enforcement, which would allow the city to suspend or revoke licenses and assess fines or fees for non-compliance; and (7) Keeping the requirement for a local designated person (emergency contact) for each rental unit, with the draft setting the radius at 60 miles.

7. DIRECTOR'S REPORT

8. MISCELLANEOUS

9. ADJOURN

Commissioner Holwerda moved to adjourn the meeting, seconded by Commissioner Fils-Aime, and passed unanimously. The meeting was adjourned at 6:39 PM.

Preliminary Plat of:
WILLMAR TEN ADDITION
 Section 13, T119N-R35W



This drawing prepared by:

Bonnema Runke Stern Inc.

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Requested by: Willmar Ten Investors

Prepared on: 06-12-2025

Total Acres: 0.002 Acres



LEGEND

- Found Iron Monument from former survey
- Bonnama Runke Stern Inc. Placed Dependent Monument
- Our Iron Monument
- Cause Change - No Monument
- Sign
- ☆ Light Pole
- Decision Time
- Approximate Right of Way Line
- Chain Fence
- Survey Fence
- Adjacent Parcel Line
- Adjacent Parcel Line
- Easement Line

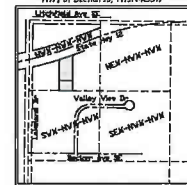
The Orientation of this bearing system is assumed. The east line of HOME TOWN ADDITION is assumed to bear N 0°47'30" E

Existing Description (Per Title Commitment No. 25-2230)

The East 125 feet of the West 408 feet lying southerly of the South line of Township Highway 12, in the NW1/4 of NW1/4 of NW1/4 of Section 13, Township 119N, Range 35E, Kandiyohi County, Minnesota (Parcel A)

Abstract Property

Vicinity Map - Not to Scale
 NW1/4 of Section 13, T119N-R35W



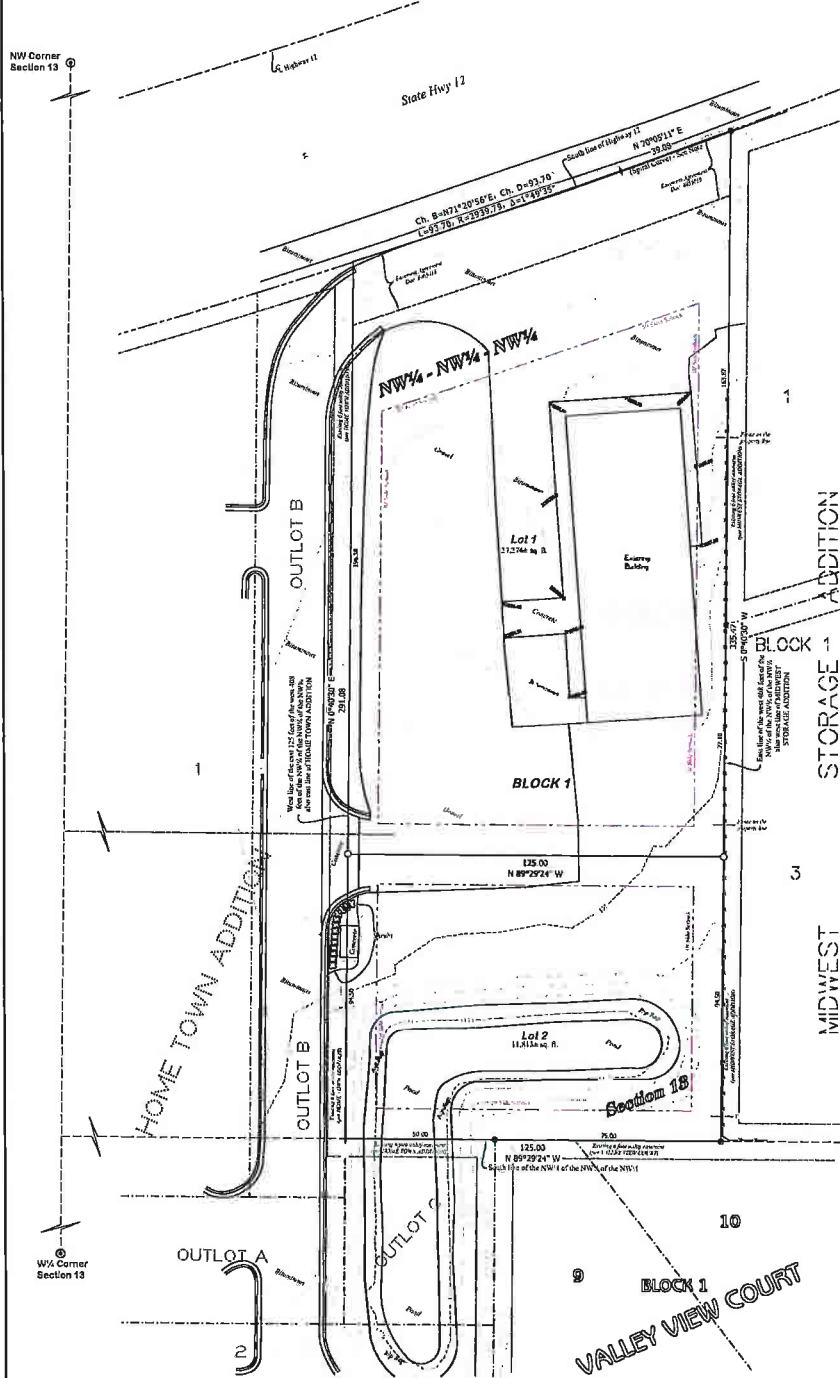
Elevation Datum

The Elevation Datum used for this survey is the North American Vertical Datum of 1988 (NAVD 88)

NAVD 88 Elevation of the Survey Point is 1129.16 feet (1129.16)

NW Corner
 Section 13

SW Corner
 Section 13



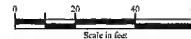
WILLMAR TEN ADDITION



This drawing prepared by:
Bonnema Runke Stern Inc.
Professional Land Surveyors

4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (202) 231-2844 Fax (202) 231-2827

Requested by: Willmar Ten Investors
Prepared on: 08-12-2025
Total Acres: 2.922 Acres

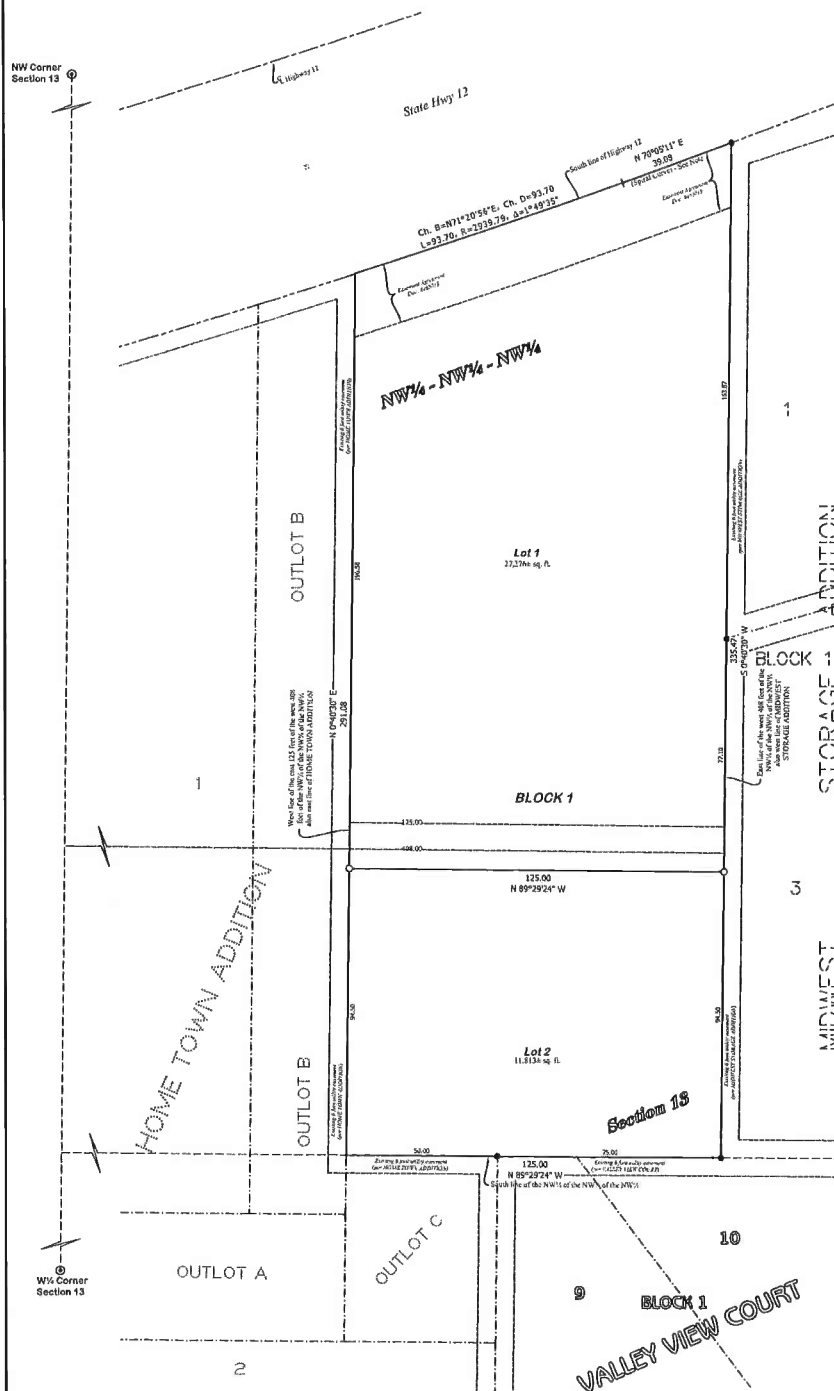


LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Second Iron Monument
- Cast Iron Monument
- ↑ Course Change - No Monument
- - - - - Adjacent Plat Line
- - - - - Easement Line

The Orientation of this bearing system is assumed. The east foot of HOME TOWN ADDITION is assumed to bear N 0° 40' 30" E

Survey Notes
The survey and distance shown in this third survey and distance of the parcel are shown with a higher priority boundary of the plat and property.



DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS, That Willmar Ten Investors, a general partnership, owner of the following described property:

The East 125 feet of the West 408 feet lying southerly of the South line of Trunk Highway 12, in the NW1/4 of NW1/4 of Section 13, Township 11S, Range 35, Kandiyohi County, Minnesota.

Have caused the same to be surveyed and plotted as WILLMAR TEN ADDITION and does hereby dedicate to the public for public use the drainage and utility easement as created by this plat.

In witness whereof said Willmar Ten Investors, a general partnership has caused these presents to be signed by its property partner this ____ day of ____, 20__.

Signed: Willmar Ten Investors, a general partnership

By:

XXXX

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____, 20__, by XXXXX, on behalf of the partnership.

Notary Signature _____

Notary Printed Name _____
Notary Public _____ County, Minnesota
My Commission Expires _____

LAND SURVEYOR

I, Leo A. Van Beck, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 550.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of ____, 2025.

Leo A. Van Beck, Licensed Land Surveyor
Minnesota License No. 62454

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____, 20__, by Leo A. Van Beck, Licensed Land Surveyor, Minnesota License No. 62454

Notary Signature _____
Notary Printed Name _____
Notary Public _____ County, Minnesota
My Commission Expires _____

Attorney

I hereby certify that proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ____ day of ____, 20__.

Attorney _____

City Planning Commission

Approved by the Planning Commission of the City of Willmar this ____ day of ____, 20__.

Signed by: _____

Its _____

Attest by: _____

Its _____

City Council

Approved by the City of Willmar, Minnesota this ____ day of ____, 20__.

Signed by: _____

Its _____

ATTEST: _____

Its _____

City Engineer

Approved by the City Engineer, City of Willmar this ____ day of ____, 20__.

Willmar City Engineer _____

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 550.01, Subd. 8, taxes payable in the year 20__ on the land hereinbefore described have been paid. As required by Minnesota Statutes, Section 272.12, there are no delinquent taxes and no transfer entered this ____ day of ____, 20__.

Kandiyohi County Auditor / Treasurer _____

County Recorder

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for Kandiyohi County, Minnesota on this ____ day of ____, 20__, at ____ o'clock ____ M., as Folio No. ____ and as Document No. ____.

Kandiyohi County Recorder _____



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 19, 2025

Christopher Frank, City Planner
City of Willmar
333 SW 6th Street
Willmar, MN 56201

Via e-mail: cfrank@willmarmn.gov

RE: Willmar Ten Addition
City of Willmar, Minnesota
Project No.: OW1.124785

Dear Christopher,

We have reviewed the preliminary and final plats for the Willmar Ten Addition which were sent via an email dated August 15, 2025. We have the following comments:

1. The plats shall include perimeter drainage and utility easements. Easement Agreement Doc. #465015 shall be submitted to the city for verification that a drainage and utility easement along TH 12 is not redundant.
2. An easement shall be platted over the existing pond on Lot 2.
3. Lot 2 will be landlocked. An easement shall be provided or alternate documentation submitted illustrating access rights to the lot.
4. The preliminary plat shall include certification by the land surveyor and the total property area.
5. The proposed plat fronts US Highway 12 and as a result, is likely classified as a Major Subdivision. The preliminary plat should include the detail outlined in the city code: "the location and size of existing paved streets, railroads, sewers, water mains, quarried gravel pits, culverts, or other underground facilities within the tract. Also, such data as grades, invert elevations and location of catch basins, manholes and hydrants".

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

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

Major Subdivision Findings of Fact

Subdivision Ordinance of the City of Willmar, 14-102

(e) Applicable Findings. In reviewing major or minor subdivision applications under this Ordinance, the Planning Commission and City Council shall consider all aspects of the proposed subdivision; particular attention shall be paid to the width and location of streets, sidewalks, suitable sanitary utilities, surface drainage, lot sizes and arrangements, as well as requirements such as parks and playgrounds, schools, recreation sites, and other public uses when applicable. All of the following findings shall be made prior to the approval of a subdivision:

- (1) All the applicable provisions of the Municipal Code and Ordinances are complied with, including, but not limited to, the Zoning and Stormwater Ordinances.
- (2) There is no factual demonstration of a substantial/appreciable negative impact to the present and potential surrounding land uses.
- (3) The area surrounding the subdivision can be planned and developed in coordination and compatibility with the proposed subdivision.
- (4) The subdivision is consistent with the City Comprehensive Plan.
- (5) The subdivision preserves and incorporates the site's important existing natural, scenic, and historical features to the greatest extent possible.
- (6) All land intended for building sites can be used safely without endangering the residents by peril from floods, erosion, continuously high water table, severe soil conditions, or other menace.
- (7) The subdivision can feasibly be served with public facilities, infrastructure, and services, and the developer will satisfy this Ordinance's requirements for the construction of such.



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – August 25, 2025

11:45 – WMU Auditorium

The Willmar Municipal Utilities Commission met in regular session on Monday, August 25, 2025, at 11:45 a.m. in the WMU Auditorium. Present were Commissioners Shawn Mueske, John Kennedy, Terrill Sieck, Dave Baumgart, Carol Laumer, and Bruce DeBlieck. Commissioner Patricia Elizondo was absent.

Staff present included General Manager Jeron Smith; Director of Administration Janell Johnson; Facilities and Maintenance Supervisor Kevin Marti; Finance and Office Services Supervisor Andrea Prekker; Information Systems Coordinator Mike Sangren; and Executive Secretary Abby Ahrendt.

Guests included City Administrator Leslie Valiant; City Operations Director Kyle Box; City Council Members Rick Fagerlie and Audrey Nelson; City Attorney Robert Scott, by teleconference; and Jennifer Kotila of the *West Central Tribune*.

President Mueske called the meeting to order, followed by the Pledge of Allegiance. With no changes to the agenda, he proceeded to the Consent Agenda and asked for questions or comments. Hearing none, Laumer moved to approve, and Sieck seconded.

RESOLUTION NO. 32

BE IT RESOLVED by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented, including:

- ❖ Minutes of the August 11, 2025, MUC Meeting.
- ❖ Bills represented by vouchers No. 20251171 through No. 20251318, including associated wire transfers, totaling \$2,856,144.08.

Dated this 25th day of August, 2025.

President

Attest:

Secretary

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

Facilities and Maintenance Supervisor Marti reported that Braun Intertec submitted a proposal to continue environmental investigation at the former WMU Power Plant site, following an MPCA letter dated May 15, 2025. The work will address potential exceedances and include an MPCA-approved work plan, borings, lab analysis, and submittal of results. Field work is scheduled for November at a cost of \$24,676. Braun has been the lead environmental firm throughout the decommissioning and related site work, and staff recommended approval. Baumgart moved to accept the proposal, and Sieck seconded.

RESOLUTION NO. 33

BE IT RESOLVED that the Willmar Municipal Utilities Commission approves the Braun Intertec proposal in the amount of \$24,676 to perform additional environmental investigation at the former Power Plant site as requested by the MPCA, and authorizes staff to proceed with the work.

Dated this 25th day of August, 2025.

President

Attest:

Secretary

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

Commission President Mueske opened the public hearing for Ordinance No. 1531, amending the 2026 electric rates to correct discrepancies in the Large Power and Industrial classifications. Hearing no public comments, Laumer moved to approve the amendment, and Baumgart seconded.

RESOLUTION NO. 34

BE IT RESOLVED that Ordinance No. 1531 be amended to correct the 2026 electric rates as follows: Large Power-Primary Demand Charge \$17.90/kW (Summer), Large Power-Primary Demand Charge \$15.45/kW (Non-Summer); Large Power-Secondary Demand Charge \$18.25/kW (Summer), Large Power-Secondary Demand Charge \$15.75/kW (Non-Summer); Industrial-Primary Demand Charge \$17.90/kW (Summer), Industrial-Primary Demand Charge \$15.45/kW (Non-Summer).

Dated this 25th day of August, 2025.

President

Attest:

Secretary

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

General Manager Smith noted the value of public utilities, highlighting over \$5 million in annual community benefits, RP3 Diamond reliability recognition, long-term financial planning, and shared local services. He added that WMU customers benefit from lower rates and shorter outage times compared to neighboring utilities.

After discussion, President Mueske suggested the formation of an ad hoc committee, named *Advantage of Municipal Power*. He requested three members. Laumer moved to form the committee, and Baumgart

seconded. The motion carried unanimously. Commissioners Baumgart, Kennedy, and DeBlieck volunteered to serve. The date and time of the first meeting will be determined.

The Commission, along with attending City staff and City Council members, including Councilmember Vicki Davis, participated in a facility tour led by Facilities Maintenance Supervisor Marti. Sites visited included:

- New Diesel Generation Project Site
- East Substation
- Northeast Water Treatment Plant
- Potential Building Site on Civic Center Drive
- 2nd Street SE Overhead to Underground Conversion Project
- 4th Street SW Watermain Project area
- Potential Building Site in the Industrial Park

Upcoming Events:

- ❖ Marshall Solar Plus Tour – September 11, 10:00 a.m. or 1:00 p.m.
- ❖ MRES Municipal Power Leadership Academy (Sioux Falls, SD) – September 17–18, 2025

President Mueske asked for any additional discussion. Hearing none, Baumgart moved to adjourn, and Sieck seconded. Motion carried unanimously. The meeting adjourned at 1:30 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	6.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Accept MnDot Runway 13/31 Lighting System Replacement Grant		

RECOMMENDED ACTION:

Approve MnDot Airport Runway 13/31 Lighting Replacement grant totaling \$10,741.39

OVERVIEW:

Council approved the Runway 13/31 Lighting System Replacement Project on June 16, 2025. The total project is \$1,211,456. The Federal funding is 95% of the total project with 2.5% funding from the Minnesota Department of Transportation. This is the first MNDot grant funding for the replacement of equipment for NAVAIDS, Beacon, and Windcone.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. MnDot Runway 13 31 Lighting Replacement Grant
2. AIG-AGRMT-BDH-A3401-76

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING TO EXECUTE MINNESOTA DEPARTMENT OF
TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING
LAND ACQUISITION.**

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 city staff be authorized to accept the Runway 13/31 Lighting Replacement, agreement #1060948 in the amount of \$10,741.39 and enter into a grant agreement and authorize the Mayor and City Administrator to execute the same.

Dated this 2nd day of September, 2025

MAYOR

Attest:

CITY CLERK

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and **the city of Willmar, 6600 MN-40, Willmar, MN 56201** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project (State Project #3401-76) ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd. 1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

AGREEMENT TERMS

1. **Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**
 - 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat. §16B.98](#), Subd. 5. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed, and Grantee has been notified by the State to begin the work.
 - 1.2 **Expiration Date.** This Agreement will expire on **December 31st, 2029**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
 - 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
 - 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
 - 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement.
2. **Grantee's Duties**
 - 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
 - 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
 - 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat. §16B.97](#), Subd. 4(a)(1).

- 2.4 Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 2.5 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.
- 2.6 Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.
- 3. Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
- 4. Cost Participation and Payment**
- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in Exhibit B.
- 4.1.1 Federal Funding.** The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the federal government. Federal funds for the Project will be received and disbursed by the State.
- 4.1.2 Requests for Additional Federal Reimbursement.** If Grantee intends to request additional federal reimbursement for Project costs, it must make all reasonable efforts to do so, and notify the State of the same, no later than thirty (30) days prior to the expiration of this Agreement. If federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the total state funds granted under this Agreement. Any further state match funding provided as part of this Agreement will be based on the State's current rate letter available at: <https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>.
- 4.2 Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.
- 4.3 Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$10,741.39**.
- 4.4 Payment**
- 4.4.1 Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website: <https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **Upon completion of the services.**
- 4.4.2 All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.
- 4.4.3 Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.
- 4.4.4 State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty

(30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.

4.4.5 Grantee Payment Requirements. Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.

4.4.6 Grant Monitoring Visit and Financial Reconciliation. If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures.

4.4.6.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.

5. Conditions of Payment. All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics, Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction. .

6. Authorized Representatives

6.1 The State's Authorized Representative is:

Jason Radde, Senior Engineer - Central, 395 JOHN IRELAND BOULEVARD, MS 410

ST. PAUL, MINNESOTA 55155-1800, 612-718-9158, jason.radde@state.mn.us, or their successor. The State's Authorized Representative, or their designee, is responsible for monitoring Grantee's performance and is authorized to accept the services provided under this Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Leslie Valiant, City Administrator, 333 6th Street SW, Willmar, MN 56201, 320-235-4913,

lvaliant@willmarmn.gov, or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the State.

7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

- 7.1 Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.2.1 FAA Letter Amendments.** Notwithstanding the foregoing, if the Federal Aviation Administration (“FAA”) issues a Letter Amendment for this Agreement that results in an increase in the federal share of grant funds indicated in clause 5.1 herein, MnDOT’s receipt of such Letter Amendment has the effect of automatically amending the total amount and respective shares granted under this Agreement without the requirement of a written amendment.
- 7.3 Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State’s right to subsequently enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5 Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6 Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.
- 8. Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts or omissions of others, or the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys’ fees), and expenses arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of, Grantee’s contractors, consultants, agents or other third parties under the direct control of Grantee.
- 9. State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.
- 10. Government Data Practices and Intellectual Property Rights**
- 10.1 Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee’s response to the request must comply with applicable law.
- 10.2 Intellectual Property Rights.**
- 10.2.1 Ownership.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. “Documents” are the

originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.

12.2 Endorsement. Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:
- 14.3.1 It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4 **Suspension.** The State may immediately suspend this Agreement in the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Work performed by Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
 - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
 - 17.3 A violation of this Section is a misdemeanor; and
 - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms

or conditions of this Agreement.

18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee, however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.
21. **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

MnDOT ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

By: _____
Date: _____
SWIFT Contract # _____

SWIFT Purchase Order # _____

**COMMISSIONER OF TRANSPORTATION
as delegated**

By: _____
Date: _____

GRANTEE

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____
Date: _____

EXHIBIT A



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

June 17, 2025

Mr. Jason Radde
Airport Development Engineer
MnDOT Office of Aeronautics
395 John Ireland Boulevard
St. Paul MN 55155

RE: Grant Application
Willmar Municipal Airport (BDH)
Runway 13/31 Edge Lighting Design, NAVAIDS, Beacon, & Windcone Replacement – **AIG Funded**

Dear Mr. Radde:

Please find enclosed the bid abstract, pre-construction photos, signed professional service agreements, FAA cost-price analysis, independent fee evaluations, FAA Form SF-424, FAA Forms 5100-100,129-135, and plans and specifications for the aforementioned project at the Willmar Municipal Airport in Willmar, Minnesota.

The aforementioned project involves replacement of the Edge Lights, Signs, PAPI's, REIL's, Beacon, and Windcone for Runway 13/31 with LED versions.

The following is a breakdown of costs associated with this grant request:

AIG - RWY 13/31 EDGE LIGHTS, SIGNS, NAVAIDS, BEACON, & WINDCONE				
PROFESSIONAL SERVICES	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
DESIGN ENGINEERING - BMI	\$165,000.00	\$156,750.00	\$4,125.00	\$4,125.00
CONSTRUCTION ENGINEERING - BMI	\$40,000.00	\$38,000.00	\$1,000.00	\$1,000.00
TOTAL ENGINEERING:	\$205,000.00	\$194,750.00	\$5,125.00	\$5,125.00
CONSTRUCTION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
SCH. 2: NAVAIDS, BEACON, WINDCONE - DESIGN ELECTRIC	\$224,655.47	\$213,422.70	\$5,616.39	\$5,616.39
TOTAL CONSTRUCTION:	\$224,655.47	\$213,422.70	\$5,616.39	\$5,616.39
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
TOTAL PROJECT:	\$429,655.47	\$408,172.70	\$10,741.39	\$10,741.39



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

The city of Willmar requests a **Federal AIG** grant agreement in the amount of **\$ 408,172.00** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at valiant@willmanmn.gov or 320-214-5160.

Sincerely,

Signed by:

Leslie M. Valiant

0736A12C09DF494
Leslie Valiant

City Administrator

cc: Mark Schrader, FAA
Lindsay Terry, FAA
Travis Haskell, MnDOT Aeronautics
Kyle Box, City of Willmar
Eric Rudningen, City of Willar
Silas Parmar, Bolton & Menk, Inc.

Enclosures:

- Bid Abstract
- Pre-Construction Photos
- Signed Professional Service Agreements
- FAA Cost-Price Analysis
- Independent Fee Evaluations
- FAA Form SF-424
- FAA Forms 5100-100, 129-135
- Plans and Specifications

EXHIBIT B

Airport: Willmar Municipal Airport - John L. Rice Field Airport Sponsor: CITY OF WILLMAR, MN Ident: BDH UEI: GGFURU67TTY4 State Project No.: MnDOT A3401-76 Federal Project No.: AIG 3-27-0115-019-2025 Agreement No.: 1060948 Project Description: <u>AIG - Runway 13-31 Lighting Systems Replacement</u> Date: <u>6/23/2025</u>									
Construction	Description	Total	Funding Rates			Federal	State	Local	
			Federal	State	Local				
	SCH. 2: NAVAIDS, BEACON, WINDCONE - DESIGN ELECTRIC	\$ 224,655.47	95%	2.5%	\$ 5,616.39	\$ 213,422.70	\$ 5,616.39	\$ 5,616.39	
	CONSTRUCTION SUBTOTAL	\$ 224,655.47				\$ 213,422.70	\$ 5,616.39	\$ 5,616.39	
Engineering	Description	Total	Funding Rates			Federal	State	Local	
			Federal	State	Local				
	DESIGN ENGINEERING - BMI	\$ 165,000.00	95%	2.5%	\$ 4,125.00	\$ 156,750.00	\$ 4,125.00	\$ 4,125.00	
	CONSTRUCTION ENGINEERING - BMI	\$ 40,000.00	95%	2.5%	\$ 1,000.00	\$ 38,000.00	\$ 1,000.00	\$ 1,000.00	
	ENGINEERING SUBTOTAL	\$ 205,000.00				\$ 194,750.00	\$ 5,125.00	\$ 5,125.00	
Administration	Description	Total	Funding Rates			Federal	State	Local	
			Federal	State	Local				
	ADMINISTRATION SUBTOTAL	\$ -				\$ -	\$ -	\$ -	
	Total (before adjustments)	\$ 429,655.47				\$ 408,172.70	\$ 10,741.39	\$ 10,741.39	
	Grant Amounts	\$ 429,655.47				\$ 408,172.00	\$ 10,741.39	\$ 10,742.08	
	Overall Share Percentages					95.00%	2.50%	2.50%	



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	6.F.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Pablo Obregon, Director of Community Growth
Item:	Consider accepting Southwest Initiative Foundation Grant		

RECOMMENDED ACTION:

Approve Resolution accepting \$18,000 from Southwest Initiative Foundation (SWIF).

OVERVIEW:

The Southwest Initiative Foundation is granting \$18,000 to the City of Willmar to support events that expand access, opportunity, and community connection. These funds will sustain the 2026 Welcoming Week Event, Martin Luther King Jr. Day Celebration, Healthy Earth Healthy Kids, International Heritage Festival, and Juneteenth. This is provided to the city because of the on-going work of Community Growth Director, Pablo Obregon,

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

1. Resolution - SW Initiative
2. SWIF 2026 Community Grant

RESOLUTION NO. ____

**RESOLUTION ACCEPTING SOUTHWEST INITIATIVE FOUNDATION
CELEBRATION OF COMMUNITY EVENTS**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to accept the Southwest Initiative Foundation Grant of \$18,000.00 supporting the 2026 community events that expand access, opportunity and community connection.

Dated this 2nd day of September

MAYOR

Attest:

CITY CLERK

Southwest Initiative Foundation Grant Agreement

Grant Details

Grant #: GN-00138908

Grantee: City of Willmar

Amount: 18000.00

Title: 2026 Celebrating Together in Community

Purpose: to support Willmar's celebration of
community events

Grant Period: 09/01/2025 to 08/31/2026

Grant Terms

1. Use of Funds These grant funds may be used only for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). No portion of this grant is earmarked for use in carrying on propaganda or otherwise attempting to influence legislation. You may not use any portion of the funds to participate in any political campaign on behalf of or in opposition to any candidate for public office, to make grants to individuals on a non-objective basis, or for any other non-charitable purpose. You may not use the grant funds for purposes different from those set forth in the Grant Application and this Grant Agreement without first notifying and obtaining the consent of the Southwest Initiative Foundation (the "Foundation"). Expenses charged against this grant must be incurred during the approved grant period noted above.
2. Commitment to Nondiscrimination No person shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Foundation.
3. Acknowledgment of Grant Funds You will give public recognition to the Southwest Initiative Foundation's support in all advertising, publications and press releases concerning the grant project.

4. **Certification and Maintenance of Exempt Status** You certify that you are a public charity because you either (a) have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501(c)(3) of the Code, and not a private foundation within the meaning of Code Section 509(a); (b) are a state or any political subdivision thereof within the meaning of Code Section 170(c)(1); or (c) are a state college or university within the meaning of Code Section 511(a)(2)(B). You will immediately inform the Foundation of any change in or challenge to your status as a public charity.
5. **Payment of Grant Funds** You will receive electronic payment in the amount listed above. You will repay The Foundation any portion of the grant which is unused or not used for the charitable purposes required by this agreement.
6. **Records** You will maintain your books and records to show, and separately account for, the funds received under this grant, along with maintaining records of expenditures adequate to identify the purposes for which grant funds have been expended. You will permit the Foundation, at its request, to have complete access to the files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least six years after completion or termination of the project.
7. **Termination** This grant may be terminated at any time if you and the Foundation mutually agree on the termination in writing. Upon termination of this grant agreement, all unexpended funds shall be returned to the Foundation. In addition, in the event the Foundation determines that you have failed to comply with the terms of this agreement, upon written notice from the Foundation you will return all unexpended grant funds to the Foundation and the Foundation may terminate this agreement.

Notices and Communications

Notices and communications regarding the grant and this grant agreement shall be sent by U.S. mail or email to the parties at the following addresses:

If to the Foundation:

Southwest Initiative Foundation
15 3rd Ave NW
Hutchinson, MN 55350
Attention: Grants
Email: grants@swifoundation.org

If to the Grantee:

Grantee

City of Willmar

Street

PO Box 755

City

State

ZIP

Willmar

MN

56201-0755

Primary Contact

Leslie Valiant

Grantee Email

lvaliant@willmarmn.gov

Agreed to on behalf of Southwest Initiative
Foundation:

Nancy Fasching

Nancy Fasching

Vice President, Community Impact

08/25/2025

Approval Date



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	6.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:	Glacial Ridge Curling Lawful Gambling Application		

RECOMMENDED ACTION:

Approve West Central Ducks Unlimited Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Glacial Ridge Curling Lawful Gambling Application

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Glacial Ridge Curling

Previous Gambling Permit Number: X- 92195

Minnesota Tax ID Number, if any: 8977860

Federal Employer ID Number (FEIN), if any: 20-2429190

Mailing Address: PO Box 3046

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

Name of Chief Executive Officer (CEO): Scott Holwerda

CEO Daytime Phone: 320-979-0191 CEO Email: s.holwerda74@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Civic Center

Physical Address (do not use P.O. box): 2707 Arena Dr

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 12/29/2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Willmar

Signature of City Personnel: [Signature]

Title: City Clerk Date: 8/28/25

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 8-28-2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Scott Holwerda

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

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

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

An equal opportunity employer

Vendor Payment Listing

August 13, 2025 thru August 26, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103522	100 YARD CLUB	589	75344 \$	10,036.00	Youth Football Camps, 7 on & Tourney and MS 7and7
104198	AED Smart Monitoring	1437	75345 \$	600.00	annual maintenance of AED
103800	AFLAC	179266	75346 \$	775.43	Premiums withheld from employees in August
103557	AMAZON CAPITAL SERVICES	13QC-CG71-CFGJ	75347 \$	39.81	office supplies
103557	AMAZON CAPITAL SERVICES	14XX-VDPC-LC4Y	75347 \$	106.88	Bean Bag Board Decals / Bags
103557	AMAZON CAPITAL SERVICES	1XTH-1NW1-KLY4	75347 \$	44.09	HDMI cord
103557	AMAZON CAPITAL SERVICES	19YT-9KVC-PVMR	75347 \$	17.10	City Hall Coffee Filters
103557	AMAZON CAPITAL SERVICES	16GV-PWHV-P66N	75347 \$	46.12	City Hall Coffee
103557	AMAZON CAPITAL SERVICES	16FV-VWKQ-JN4F	75347 \$	15.68	Labels, buzzers
103557	AMAZON CAPITAL SERVICES	1MRN-CPKY-6G69	75347 \$	27.51	M. Holme TV mount
103557	AMAZON CAPITAL SERVICES	1K1N-RJNK-3M3F	75347 \$	23.98	crafting
103557	AMAZON CAPITAL SERVICES	1QCR-DLNJ-6LN4	75347 \$	94.99	Used HP E24 G4
103557	AMAZON CAPITAL SERVICES	1XJ4-TDTC-76MN	75347 \$	484.94	Youth Football Supplies
103557	AMAZON CAPITAL SERVICES	1NYT-QCRH-HXL4	75347 \$	97.99	M. Holme Google TV
103557	AMAZON CAPITAL SERVICES	1QH1-RXNW-YG6C	75347 \$	8.97	Whiteboard markers
103557	AMAZON CAPITAL SERVICES	1D47-9PRL-YLKP	75347 \$	50.36	Magnifying Rulers
100057	AMERICAN WELDING & GAS INC	0011030047	75348 \$	40.86	Cylinder rent
100057	AMERICAN WELDING & GAS INC	0011043084	75348 \$	36.19	Refill fire extinguisher
103610	AUSTIN INCORPORATED	48045	75349 \$	240.00	Septic Pumping
103610	AUSTIN INCORPORATED	48231	75349 \$	240.00	Septic Pumping
104299	BFirst Industrial	80022996-02	75350 \$	24.85	Bolts
104299	BFirst Industrial	80022996-01	75350 \$	61.29	Nuts and Bolts
104299	BFirst Industrial	80022998-01	75350 \$	134.78	Bolts
104299	BFirst Industrial	80022998-00	75350 \$	58.70	Nuts and Bolts
104299	BFirst Industrial	80022996-00	75350 \$	127.90	Nuts and Bolts
104299	BFirst Industrial	80022987-00	75350 \$	123.65	Nuts and Bolts
104299	BFirst Industrial	80022987-01	75350 \$	3.54	Metric bolts
104299	BFirst Industrial	80022540-00	75350 \$	14.00	Markers
102850	BME LAB AND SCIENCE	INV11767	75351 \$	1,596.00	Lab equipment calibration's
103733	BOX/KYLE	08252025-3	75352 \$	212.20	LMC Committee Reimbursements
103181	BULLET PROOF MECHANICAL SERV	12057	75353 \$	250.02	Plant circ. pump gasket
103647	CAPITAL ONE	080425	75354 \$	46.70	Water Bottles for Event, Coffee & Filters - office
103647	CAPITAL ONE	081525	75354 \$	14.38	Cookies for Explorers Academy Graduation
103390	CENTRACARE	1745008	75355 \$	60.00	Wellness Program June 2025 - Lunch and Learn
101259	CENTRAL COUNTIES COOPERATIVE	58154	75356 \$	403.28	Buccaneer
100154	CHAMBERLAIN OIL CO	518466-00	75357 \$	200.42	Oil, Floor Dry
100154	CHAMBERLAIN OIL CO	520642-00	75357 \$	132.69	antifreeze, carb spray
100156	CHAPPELL CENTRAL INC	SVC-125382	75358 \$	162.00	Service call- AC unit not cooling
100156	CHAPPELL CENTRAL INC	SVC-125331	75358 \$	1,161.76	Flush heat exchanger
100156	CHAPPELL CENTRAL INC	SVC-125364	75358 \$	1,466.78	service call for fan motors
100156	CHAPPELL CENTRAL INC	SVC-124588	75358 \$	162.00	AC Tune up
100156	CHAPPELL CENTRAL INC	SVC-125350	75358 \$	302.58	ac check
100736	CHARTER COMMUNICATIONS	175505001082125	75359 \$	80.42	Aug/Sep TV
103708	CITY LINE TOWING	25-08417	75360 \$	195.00	Tow for ICR 25008561
102984	CODE 4 SERVICES INC	10924	75361 \$	5,831.32	Cradlepoint renewals
104070	Column Software PBC	B15E1683-0097	75362 \$	74.64	Cannabis Ordinance Notice
103677	COORDINATED BUSINESS SYSTEMS	TNA124460	75363 \$	256.97	CVB - Managed IT
103260	CROW RIVER CONSTRUCTION LLC	13710	75364 \$	291.64	Concrete
100203	DESIGN ELECTRIC INC	23467-1	75365 \$	8,275.55	Loops Repaired At 1st and Willmar
104342	Diamond Edge Figure Skating Club	081325	75366 \$	500.00	CVB - Bike MS Luggage Volunteers
100212	DOOLEY'S PETROLEUM INC	752097	75367 \$	20,140.00	Unleaded and diesel fuel
104183	DSC Communications	2508066	75368 \$	1,237.00	Added radio to office
104183	DSC Communications	2508438	75368 \$	35.00	Modified codeplue & activated
100222	DUININCK INC	566135	75369 \$	2,482.65	Asphalt
100222	DUININCK INC	566215	75369 \$	1,100.00	Asphalt Tack
100222	DUININCK INC	Appl #13 2301-A	75369 \$	154,813.30	Project No. 2301-A Final Pay Application
100222	DUININCK INC	566521	75369 \$	1,308.15	Asphalt
100231	ED'S SERVICE CENTER & SALES	149389	75370 \$	195.00	Tow of Side by Side for City
101567	ETTERMAN ENTERPRISES	373709	75371 \$	85.70	Zip Ties
103002	FARM-RITE EQUIPMENT	P58147	75372 \$	993.44	Filters
103002	FARM-RITE EQUIPMENT	P58160	75372 \$	107.60	Harness

Vendor Payment Listing

August 13, 2025 thru August 26, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103002	FARM-RITE EQUIPMENT	P58241	75372 \$	479.98	Hyd Hose, Wiring Harness
103002	FARM-RITE EQUIPMENT	P58444	75372 \$	160.96	Coupler
100810	FERGUSON ENTERPRISES INC	1867469	75373 \$	52.45	6" sewer cap
100810	FERGUSON ENTERPRISES INC	1874138	75373 \$	217.97	Urinal and Plumbing Parts for Baker
100810	FERGUSON ENTERPRISES INC	1875102	75373 \$	63.83	Vacuum breaker pipe Baker Urinal
102973	FLEETPRIDE	128115624	75374 \$	599.04	filters
102973	FLEETPRIDE	128153581	75374 \$	62.97	Filters
102973	FLEETPRIDE	128161979	75374 \$	66.47	Filters
100288	GALLS LLC	030981003	75375 \$	110.85	(2) Tru-Spec womens pants. M. Peterson
100293	GENERAL MAILING SERVICES	74450	75376 \$	207.22	postage 08/04-08/08/2025
100293	GENERAL MAILING SERVICES	74529	75376 \$	36.47	General Mailing Services
100293	GENERAL MAILING SERVICES	74523	75376 \$	69.00	CVB - Cases Postage
102481	GIRARD'S BUSINESS MACHINES INC	2509CIT0295	75377 \$	624.00	Service Contract for Folder
102798	GIS MIDWEST	25-053-GIS	75378 \$	595.00	GIS Professional Services-Storm Sewer GIS
100321	HANSEN ADVERTISING SPECIALTIES	53112	75379 \$	587.10	Willmar Branded Lanyards
100321	HANSEN ADVERTISING SPECIALTIES	53113	75379 \$	475.43	Willmar Branded Pens
100324	HAUG IMPLEMENT CO - JOHN DEERE	529147	75380 \$	2.06	O-ring
102609	HAUG-KUBOTA LLC	27541	75381 \$	103.21	Filter/Strap
100325	HAWKINS INC	7164963	75382 \$	10,562.14	Ind. ferric
100325	HAWKINS INC	7176708	75382 \$	10,877.14	Ind. ferric
100333	HILLYARD\HUTCHINSON	605910655	75383 \$	1,828.98	Cleaning Supplies
103075	HORIZON COMMERCIAL POOL SUPPLY	INV114860	75384 \$	49.17	Test drops for DOAC
103366	IDEXX DISTRIBUTION INC	3182116321	75385 \$	1,862.62	Lab supplies
102486	IN CONTROL INC	S-INV02897	75386 \$	431.80	PLC batteries
103861	JOE RILEY CONSTRUCTION	G25090	75387 \$	7,232.35	Asphalt
103861	JOE RILEY CONSTRUCTION	G24179	75387 \$	1,729.12	Asphalt
104343	Johnathan Dokken	1115	75388 \$	525.00	CVB - Bike MS Entertainment
103404	JOHNSON CNTRL FIRE PROTECTION	24878173	75389 \$	1,380.00	Alarm monitoring
103772	JOHNSON/JONAH	082525	75390 \$	170.66	8-25-2025 mileage
100867	KANDI STEEL AND FAB	7603	75391 \$	9.73	Flat Aluminum
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/08-25	75392 \$	2,275.54	Kandi co-op electric august
101993	KIESLER POLICE SUPPLY INC	IN264472	75393 \$	749.99	Flashbang Qty 35
104350	Kutak Rock LLP	3608803	75394 \$	11,000.00	2025A General Obligation Improvement Bonds
100983	LEAGUE OF MN CITIES INS TRUST	40000823	75395 \$	438,384.00	2025 -2026 Annual Liability Insurance Premium
102380	LIVINGOOD/ROSS	12961	75396 \$	271.00	Meal Reimbursements
102162	LOCATORS & SUPPLIES INC	0322189-IN	75397 \$	252.80	Marking Paint
102162	LOCATORS & SUPPLIES INC	0322386-IN	75397 \$	847.84	Scoop Shovels
102162	LOCATORS & SUPPLIES INC	0322419-IN	75397 \$	92.02	Marking Stick W/ trigger
104351	Lori Jagodzinski	0013388	75398 \$	100.00	damage deposit refund
100424	M-R SIGN CO INC	228813	75399 \$	57.90	10hr Parking Sign
100427	MACQUEEN EQUIPMENT INC	P66877	75400 \$	2,958.50	Left Side Rear Broom Support Parts
100427	MACQUEEN EQUIPMENT INC	P66717	75400 \$	458.17	Rear Broom Support Parts
100427	MACQUEEN EQUIPMENT INC	P53608	75400 \$	1,816.35	(4) Helmets & (4) Hoods
100427	MACQUEEN EQUIPMENT INC	P53803	75400 \$	667.44	Thermal imaging camera repair
100449	MENARDS	93413	75401 \$	17.40	Drinking water
100449	MENARDS	98583	75401 \$	202.87	(4) Gallons of hydrant paint
100449	MENARDS	98311	75401 \$	81.37	Masks and Ear Protection
100449	MENARDS	94017	75401 \$	23.31	anchors
100449	MENARDS	93952	75401 \$	45.32	Concrete crack seal, backer rod
100449	MENARDS	93405	75401 \$	32.89	Plastic cutlery, bowls, plates
100449	MENARDS	93706	75401 \$	31.50	Washers
100449	MENARDS	95432	75401 \$	12.48	Tank lever, flapper
100449	MENARDS	94786	75401 \$	32.91	Adapter set, 24mm dr, 3/8 dr
100449	MENARDS	93731	75401 \$	20.92	Poly tube, valve, coupling
100449	MENARDS	93422	75401 \$	42.73	Brass tee, brass elbow, brass nipple, deburring to
100449	MENARDS	93310	75401 \$	53.97	Toilet repair kit
100449	MENARDS	98684	75401 \$	200.16	Concrete crack seal
100449	MENARDS	98835	75401 \$	14.35	curtain fixing
100449	MENARDS	98843	75401 \$	23.44	spray paint
100449	MENARDS	98834	75401 \$	59.91	Shop A/C Filters
100449	MENARDS	98624	75401 \$	58.52	Plumbing parts for Civic center concessions

Vendor Payment Listing

August 13, 2025 thru August 26, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100449	MENARDS	98838	75401 \$	22.24	Sampler tube
100449	MENARDS	98930	75401 \$	180.96	Concrete crack seal
100449	MENARDS	98977	75401 \$	21.93	General supplies
100449	MENARDS	99133	75401 \$	6.32	L brackets
100449	MENARDS	99029	75401 \$	38.54	Drainage Pipe and fittings
102201	MESERB	081825	75402 \$	175.00	MESERB registration
102201	MESERB	081925	75402 \$	7,261.00	MESERB membership
102699	MIKE'S SMALL ENGINE CENTER	34283	75403 \$	185.94	Chainsaw Chain
103729	MILLS PARTS CENTER	6473462	75404 \$	302.90	Shock absorber
103729	MILLS PARTS CENTER	6471938X1	75404 \$	1.51	Bolt w/ washer
103729	MILLS PARTS CENTER	6471938	75404 \$	0.48	Nut
103729	MILLS PARTS CENTER	6480770	75404 \$	58.34	Wiring Harness
101805	MINI BIFF LLC	14899	75405 \$	119.34	Mini Biff Rental Brush Site
101805	MINI BIFF LLC	15225	75405 \$	129.54	Mini Biff at southfield Park
101805	MINI BIFF LLC	15226	75405 \$	129.54	Mini Biff at Gesch park
101805	MINI BIFF LLC	15227	75405 \$	129.54	Mini Biff at Archery Park
101805	MINI BIFF LLC	15228	75405 \$	129.54	Mini Biff at Rau Park
101805	MINI BIFF LLC	15229	75405 \$	129.54	Mini Biff at Minnegasco Park
101805	MINI BIFF LLC	15230	75405 \$	129.54	Mini Biff Hilltop Park
101805	MINI BIFF LLC	15231	75405 \$	129.54	Mini Biff at wellin Park
100522	MN DEPT OF LABOR & INDUSTRY	08132025	75406 \$	871.31	July Surcharge Fee 2025
101320	MN TRANSPORTATION ALLIANCE/THE	P25-2045	75407 \$	728.00	Annual Membership Dues
100529	MOODY'S INVESTORS SERVICE	P0509905	75408 \$	14,500.00	Genral Obligation Improvement bonds 2025A
100873	MOTOR SPORTS OF WILLMAR	2508044	75409 \$	300.97	Ranger oil change kit
100371	Mrzena/Kevin	8741	75410 \$	240.00	#5257/171950 AC and Foam Systems repair
100371	Mrzena/Kevin	8742	75410 \$	1,500.00	Pump testing (5) trucks
100541	MUNICIPAL UTILITIES	STMT/07-2025	75411 \$	68,842.88	Municipal Utilities July 2025
100544	MVTL LABORATORIES INC	1319451	75412 \$	3,766.00	PFAS test
100544	MVTL LABORATORIES INC	1319926	75412 \$	470.75	PFAS test
100544	MVTL LABORATORIES INC	1320233	75412 \$	82.25	Lab test's
100544	MVTL LABORATORIES INC	1320388	75412 \$	314.25	Lab test's
101627	NCL OF WISCONSIN INC	524232	75413 \$	189.44	Lab supplies
102547	CARRANZA/NOE	267	75414 \$	150.00	Interpreting Services for WPD 25008516
103983	NORDIC	112096	75415 \$	145.25	Grass seed, EZ Mulch
103605	NORTH CENTRAL INTERNATIONAL	R201003184:01	75416 \$	281.97	Nelson's Invoice for check engine light
103605	NORTH CENTRAL INTERNATIONAL	X201146109:01	75416 \$	205.40	Crank Sensor
103605	NORTH CENTRAL INTERNATIONAL	X201146500:01	75416 \$	259.55	Fuel Filter Rebuild Kit
103605	NORTH CENTRAL INTERNATIONAL	X201146584:01	75416 \$	(246.92)	Return Filter Kit
103605	NORTH CENTRAL INTERNATIONAL	X201146545:01	75416 \$	249.60	Fuel Strainer kit
103605	NORTH CENTRAL INTERNATIONAL	X201146783:01	75416 \$	76.62	20LS Brake Chamber and Air Lines.
103605	NORTH CENTRAL INTERNATIONAL	X201146841:01	75416 \$	28.06	Brake Clevis Pin Kit
103605	NORTH CENTRAL INTERNATIONAL	X201146783:02	75416 \$	64.18	20LS Brake Chamber
103605	NORTH CENTRAL INTERNATIONAL	X201146729:01	75416 \$	56.87	Horn Assembly
100650	O'REILLY AUTOMOTIVE INC	1528-232614	75417 \$	22.26	Clearance Light
104354	OMG Midwest Inc	Appl #1	75418 \$	719,880.38	Project No. 2503-D Pay Application No. 1
101917	PARADISE POOLS & SPAS	8632	75419 \$	19.41	Test strips for DOAC
100604	PERKINS LUMBER CO INC	2507-291331	75420 \$	107.06	Concrete pads, Screws
100604	PERKINS LUMBER CO INC	2507-293086	75420 \$	122.33	Lumber for forming
100604	PERKINS LUMBER CO INC	2507-291179	75420 \$	65.94	Concrete pads for swing sets
100604	PERKINS LUMBER CO INC	2507-291197	75420 \$	111.35	Treated Lumber and screws
100604	PERKINS LUMBER CO INC	2508-295911	75420 \$	111.86	Construction adhesive
100608	PETERSON SHOE STORE	236329	75421 \$	152.96	M. Peterson work boots
100614	PIONEERLAND LIBRARY SYSTEM	08252025	75422 \$	118,254.50	3RD QTR Funding Request
104347	Mark Derethik	2346	75423 \$	7,993.21	Destination Playground Pickets
104355	Playground Plastics	2346	75424 \$	7,993.21	Destination Playground Pickets
100342	POWER PLAN OIB	P0121211	75425 \$	195.15	Pressure switch
100374	PREMIUM WATERS INC	330676411	75426 \$	40.99	water
101093	QUICK SIGNS	183463	75427 \$	665.00	Barcode key tags for memberships
100639	RAMBOW INC	667685	75428 \$	337.50	basketball champion t shirts
103867	RS AMERICAS INC	9021142589	75429 \$	1,413.04	PLC parts
101418	RUNNING'S SUPPLY INC	6472099	75430 \$	190.00	Muck Boots

Vendor Payment Listing

August 13, 2025 thru August 26, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101418	RUNNING'S SUPPLY INC	6412751	75430 \$	299.97	Safety chaps/ helmet, Winch for fishing pier
100683	SCOTT SWANSON'S EQUIPMENT CO	47791	75431 \$	475.00	Repair shop pressure washer
100683	SCOTT SWANSON'S EQUIPMENT CO	47776	75431 \$	161.00	Pressure washer gun, Nozzle
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/07-25	75432 \$	18,183.19	Diesel and Unleaded Fuel July 2025
100706	STACY'S NURSERY INC	25226	75433 \$	1,525.09	plants for trailhead
100706	STACY'S NURSERY INC	25163	75433 \$	459.98	2 Triumph elm trees
100188	STERLING WATER-MINNESOTA LLC	CD113280	75434 \$	19.45	Water softener rental
100188	STERLING WATER-MINNESOTA LLC	CD127967	75434 \$	80.00	water softener
100161	SYSCO WESTERN MINNESOTA	253979697	75435 \$	727.25	concessions
104349	TNC Industries, Inc.	35950	75436 \$	611.00	Exhaust system for 5251
102583	TORKELSON'S LOCK SERVICE	25-390	75437 \$	97.00	I.T. door rekeys
102674	TOWMASTER	90000509	75438 \$	380.83	Salt Sander Plate
101583	TREE-N-TURF SERVICES	150842	75439 \$	235.56	Early Summer Weed & Freeze
102695	UNITED ROTARY BRUSH CORP	C1330705	75440 \$	2,131.68	Main Brooms
103143	US BANK EQUIPMENT FINANCE	562682351	75441 \$	751.80	500-0664928-000/001
102968	UVEON TECHNOLOGIES LLC	25-0109	75442 \$	3,943.00	U.V. ballast's
103660	VALIANT/LESLIE	08252025-2	75443 \$	70.00	Tour the Ledge Reimbursement
100951	VIGIL/RUDY	08182025	75444 \$	338.86	MACTA Conference Reimbursements
100805	WEST CENTRAL SANITATION	13512003	75445 \$	356.05	Recycling
100805	WEST CENTRAL SANITATION	13505937	75445 \$	114.15	CVB - Bike MS Garbage/Recycle
100808	WEST CENTRAL TROPHIES	10316	75446 \$	35.00	Bench Plaque
102689	WILLMAR AUTO VALUE	22576913	75447 \$	149.99	Brake pads and rotors
102689	WILLMAR AUTO VALUE	22576724	75447 \$	149.99	Brake Pads and Rotors
102689	WILLMAR AUTO VALUE	22577240	75447 \$	376.68	Battery's
102689	WILLMAR AUTO VALUE	22577543	75447 \$	9.16	Shop supplies
102689	WILLMAR AUTO VALUE	22577539	75447 \$	72.23	Booster cables
102689	WILLMAR AUTO VALUE	22577384	75447 \$	259.98	Battery
102689	WILLMAR AUTO VALUE	22577797	75447 \$	15.50	Fuel Cap
102689	WILLMAR AUTO VALUE	22578276	75447 \$	76.36	Hyd Fittings
102689	WILLMAR AUTO VALUE	22578463	75447 \$	852.98	Hyd Hose, zip ties
102689	WILLMAR AUTO VALUE	22578597	75447 \$	12.99	Coolant Hose
102689	WILLMAR AUTO VALUE	22578794	75447 \$	20.98	Wiper Blades
102689	WILLMAR AUTO VALUE	22578668	75447 \$	47.99	Ignition Switch
102689	WILLMAR AUTO VALUE	22578965	75447 \$	299.98	Front and Rear Brakes
102689	WILLMAR AUTO VALUE	22578969	75447 \$	169.80	Fuel Pumps Filters
102689	WILLMAR AUTO VALUE	22579620	75447 \$	23.98	Bulb Terminal
102689	WILLMAR AUTO VALUE	22579645	75447 \$	(23.98)	Wiring harness
102689	WILLMAR AUTO VALUE	22579497	75447 \$	266.97	Battery's
102689	WILLMAR AUTO VALUE	22579773	75447 \$	499.06	Strut Assemblies
101721	WILLMAR HOCKEY ASSOCIATION	4205	75448 \$	150.00	Advertising
101983	WILLMAR TOWNSHIP	2025-1070	75449 \$	4,149.60	Chloride Treatment
Total				1,718,418.08	

Vendor Payment Listing

August 13, 2025 thru August 26, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/07-25	608 \$	1,756.19	Natural Gas-July 2025
103585	4M	35205-205	609 \$	2,500,000.00	4M Money Market 35205-205
100496	MN PUBLIC FACILITIES AUTHORITY	08202025	610 \$	6,365,495.44	Loan payment on PFA notes
100492	MN DEPT OF REVENUE	STMT/08-25	611 \$	5,832.31	Fuel & Sales tax/Fuel License Renewel
100467	CENTERPOINT ENERGY	STMT/07-2025	612 \$	4,671.49	Natural Gas July 2025
Total				8,877,755.43	



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	10.A.
Agenda Section:	Public Hearing:	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	2025 Continued Assessment Hearing & Objections Recommendation		

RECOMMENDED ACTION:

Adopt the resolution to deny the objections for each of the 13 parcels in the continued assessment hearing, and adopt the City Engineer's memorandum dated August 25, 2025, as the Council's findings on the objections, and confirm the total amount to be assessed in the final assessment roll of \$2,490,328.10.

OVERVIEW:

As required by Minnesota State Statute 429.031 subd. 1(b), an assessment hearing was held for the 2025 Street and Other Improvements at the August 18th Council Meeting for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties. The assessment hearing is continued to resolve the 13 objections, and for the designated property owners to address the Council if they so choose. The Council closed the public hearing with respect to the parcels from which no objections were received and adopted the assessment roll subject to the resolution of the 13 objections by Resolution No. 2025-092, adopted at the August 18th Council Meeting.

All objections from the hearing were reviewed by staff. The enclosed memo includes a recommendation for Council Action on the objections received.

BUDGETARY/FISCAL ISSUES:

Funding sources for the projects include assessments, bond proceeds, MUC, Wastewater, grants, and County funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- 2025 ASSESSMENT OBJECTIONS
2. Assessment Objection Recommendations Memorandum

RESOLUTION NO. ____

A RESOLUTION RESOLVING THE 2025 ASSESSMENT OBJECTIONS.

Motion By:_____ Second By:_____

WHEREAS, the Willmar City Council conducted a duly noticed public hearing regarding the proposed assessments for the 2025 Street and Other Improvements at its regular meeting on August 18, 2025;

WHEREAS, the Council received objections to the proposed assessments against the following thirteen (13) parcels of property included in the proposed assessment roll:

95-833-1400;
95-904-0040;
95-904-0010;
95-909-0100;
95-909-0070;
95-909-0080;
95-909-0170;
95-540-0390;
95-560-0180;
95-910-0156;
95-540-0320;
95-560-0100; and
95-560-0170;

WHEREAS, pursuant to Minnesota Statutes, Section 429.061, the Council continued the public hearing to September 2, 2025, to further consider the 13 above-referenced objections, closed the public hearing with respect to the parcels for which no objections were received, and adopted Resolution 2025-092 adopting the assessment roll subject to any modifications that may be made for any of the 13 properties for which objections were received.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, having further considered the objections to the proposed assessments on 13 parcels and addressed any questions it has to the City Engineer in the continued assessment hearing, hereby denies the objections for each of the 13 parcels, and adopts the City Engineer's memorandum dated August 25, 2025, as the Council's findings on the objections.

BE IT FURTHER RESOLVED that the City Council confirms the total amount of special assessments included in the final assessment roll adopted by Resolution 2025-092 of \$2,490,328.10.

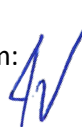
Dated this 2nd day of September, 2025

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM

Date: August 25, 2025
To: Honorable Mayor Reese
Members of the City Council
From:  Jared Voge, P.E.
City Engineer
Subject: Assessment Recommendations
2025 Improvement Projects
City of Willmar

Pursuant to Council direction at the Assessment Hearing for the 2025 Improvement Projects, the City Engineer, City Attorney, Public Works Staff, and Administrative Staff collaborated to review the comments and assessment objections raised by property owners. Staff recommendations associated with each objection are listed below:

Street Improvement Project (West)

1. Thomas & Valerie Amberg Roll #48 95-833-1400
 - a. Objection: Objecting to the assessment on the basis that he no longer believes the lot is buildable.
 - b. Recommendation: Staff have reviewed the property and confirmed the presence of a wetland; however, developable land remains outside the wetland area, and the property is considered buildable. The improvements are a benefit to the property, and the assessments have been calculated in accordance with the City's Assessment Policy. We recommend that the City assess the property as presented.

Mill & Overlay Improvement Project (County)

2. Abdifatah Ali Roll #9 95-540-0390 511 7th Street NW
 - a. Objection: Written objection submitted.
 - i. Objecting to the cost of the assessment.
 - ii. Claims the assessment will cause financial hardship.
 - b. Recommendation:
 - i. The improvements are a benefit to the property, and the assessments have been calculated in accordance with the City's Assessment Policy. We recommend that the City assess the property as presented.
 - ii. If the property owner qualifies for deferred assessments based on hardship, a deferred assessment can be granted per the City's Assessment Policy.

- Page 79 of 205

6. Brady & Jen Debaere Roll #56 95-560-0100 1231 15th Avenue NW
 - a. Objection: Objecting to the cost of the assessment.
 - b. Recommendation: The improvements are a benefit to the property and the assessments have been calculated in accordance with the City's Assessment Policy. We recommend that the City assess the property as presented.
7. Chad & Kristy Oakleaf Roll #63 95-560-0170 101 15th Avenue NW
 - a. Objection: Objecting to the cost of the assessment.
 - b. Recommendation: The improvements are a benefit to the property and the assessments have been calculated in accordance with the City's Assessment Policy. We recommend that the City assess the property as presented.
8. Renee Franklin-Ruff Roll #64 95-560-0180 921 15th Avenue NW
 - a. Objection: Written objection submitted.
 - i. Objecting to the cost of the assessment.
 - ii. Claims the assessment will cause financial hardship.
 - b. Recommendation:
 - i. The improvements are a benefit to the property and the assessments have been calculated in accordance with the City's Assessment Policy. We recommend that the City assess the property as presented.
 - ii. If the property owner qualifies for deferred assessments based on hardship, a deferred assessment can be granted per the City's Assessment Policy.

~~My~~ Name Abdifatah Ali 95-540-0390

~~used to live~~ Address 511 7th St NW Hillmar MN
56201

I see more with my name looks to me

much money Please I can't pay it all

for that more can you look again please

or can ~~city~~ city help me

I don't think I can pay that much -
money

Abdifatah Ali

612 456 2791

Renee Franklin-Ruff

921 15th Ave NW

Willmar, MN 56201

8/3/2025

Vernae Larsen, City Clerk

333 SW 6th Street

Willmar, MN 56201

Subject: Objection to Special Assessment for street improvements at above address.

Dear Vernae Larsen,

This letter objects to the special assessments for street improvements totaling 6775.00 levied against my property at 921 15th Ave NW, Willmar, MN 56201. I am a single, retired 68-year-old woman. This assessment presents a significant financial burden. A review of this assessment and consideration for relief are requested.

Consideration of the following are request:

- Financial burden: Paying this assessment in addition to other household expenses would cause significant financial strain.
- Disproportionate benefit: While improvements may have been necessary, the assessed amount seems excessive compared to the actual benefit the property will receive.

Minnesota Statutes 435.193 regarding hardship deferral for seniors, disabled or military personal is acknowledged. Consideration for these provisions is requested due to the circumstances.

An opportunity to explore options for a reduced assessment, a payment plan without interest, or a deferral would be appreciated.

Thank you for your time and consideration in this matter.

Renee Franklin-Ruff



rruffians4@charter.net

320-212-6580

Mayor Reese and Willmar City Councilmembers

Due to a family emergency my wife and I are not able to attend tonight's City Council Assessment hearing for the proposed assessments for parcel 95-910-0156. This property consist of parcel 95-910-0156 of 6.25 acres and parcel 33-003-0073 consisting of 7.31 acres for a total of 13.56 acres, and is located south and west of the Copperleaf Assisted Living Center at the corner of 15th Ave. and NW 1st street N .

This area is designated as Residential Reserve in the Cities Comprehensive plan and therefore is designated by the city for future residential development. Due to the size and configuration of the property, a subdivision would be the most sensible and cost efficient development. Similar to the subdivisions of College View, College Park Circle, Oslo Heights, Northwoods and Northwoods 2 on 15th Avenue to the west.

Similar to these subdivisions, there would be an entrance only off of 15th avenue into the subdivision and no direct street addresses. This is based on discussions with County Engineer Med Odens who mentioned, he would like to possibly like to put a

future Round-a-bout for the intersection of 15th Ave. NW (college road) and 1st N, and would make multiple entrances on 15th Ave. NW unsafe.

As these subdivisions have been determined not to have benefit due to no 15th Ave. NW street addresses, and are not being proposed to be assessed. I would ask that you and the City Council consider removing the proposed assessments of \$13,550 from parcel 95-910-0158 for the same non benefit, and allow future development of this parcel and parcel 33-003-0073 for single family housing, which is needed and the city has set as one of their top priorities.

Respectfully submitted Steve & Jodee Okins
8/18/2025



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	10.B.
Agenda Section:	Public Hearing:	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	Yes	Presented By:	Kyle Box, City Operations Director
Item:	Consideration of an Ordinance Amending Ordinance Number 1533		

RECOMMENDED ACTION:

1. Introduce the Ordinance and Call for a Public Hearing on August 4, 2025, at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:

On February 3, 2025, the City Council adopted Ordinance No. 1533 to regulate cannabis and hemp retail businesses in the City of Willmar. During the 2025 Legislative session, changes were made to the cannabis law. The ordinance amendment will conform to changes made in the 2025 legislative session. These changes are largely administrative in the registration and licensing process.

Previously, the law was written such that a city registration would occur after the issuance of the state-approved licenses or license pre-approval. The 2025 law change now requires cities to proceed with registration if an application has received valid preliminary license approval issued by the Office of Cannabis Management (OCM). Cities should no longer wait until a business has a full license issued by OCM, but should instead begin the registration process if an applicant has a valid preliminary license approval from the OCM.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Cannabis Registration Ordinance Amendment - REDLINE
2. Cannabis Registration Ordinance - CLEAN
3. Summary of Publication

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 8, LICENSES,
PERMITS AND BUSINESS REGULATIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 8-352. Chapter 8, Article IX, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-352. – Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The words, terms, and phrases contained in M.S.A. § 342.01 and the corresponding promulgated state rules shall have the same meanings in this article; said definitions, as the same may be amended from time to time, being hereby incorporated herein by reference. Unless otherwise noted in this article, the following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

* * * *

Preliminary License Approval. An OCM-issued preliminary license pre-
approval for a cannabis business license applicant~~for applicants~~ who
~~qualify~~qualifies under M.S.A. §§ 342.14 or 342.17, as evidenced by a document
or other written communication from the OCM to the applicant.

* * * *

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 8-373. Chapter 8, Article IX, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-373. – Application.

The city shall issue a retail registration to a ~~state-licensed~~ cannabis retail business that adheres to the requirements of M.S.A. 342.22, this article, the city zoning code, and the state fire code and building code, as applicable.

(a) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:

* * * *

(4) The address and parcel ID for the property from which the retail registration is sought and, if applying with only a preliminary license approval issued by OCM and not a full license, evidence of control of the property or premises for which the retail registration is sought;

* * * *

(6) Certification that the applicant has a valid license or preliminary license ~~pre~~approval issued by the OCM;

* * * *

(b) The applicant shall include with the form:

* * * *

(2) a copy of a valid state license or written notice of OCM preliminary license ~~pre~~approval; and

(3) A certificate of insurance evidencing a valid liability policy providing minimum coverage of \$1,000,000.00 combined single limit per occurrence, which certificate(s) must state that no cancellation of such policy may be effective except upon 30 days' written notice to the city. If an application is submitted with only a preliminary license approval issued by the OCM and not a full license, the city clerk may deem an application complete without such certificate of insurance, but the applicant shall be required to submit a copy of the required certificate of insurance prior to making any sales within the city.

* * * *

(e) If the city council approves a retail registration application submitted with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the applicant shall be required to submit a copy of a valid state license issued by the OCM to the city clerk and allow an inspection be conducted pursuant to section 8-374 of this article prior to making any sales within the city.

Section 3. AMENDMENT OF MUNICIPAL CODE SECTION 8-374. Chapter 8, Article IX, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-374. – Preliminary Inspection Prior To Retail Registration.

(a) Prior to issuance of a cannabis retail business registration to an applicant with a license from the OCM, the city shall conduct a preliminary inspection to ensure compliance with the requirements of this article and all city ordinances. If

the city council approves a retail registration application submitted by an applicant with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the city shall conduct a preliminary inspection to ensure compliance with the requirements of this article and all other applicable city ordinances after the applicant has submitted a copy of a valid state license to the city clerk pursuant to section 8-373(e). The applicant shall not make sales within the city prior to the completion of the preliminary inspection.

Section 4. AMENDMENT OF MUNICIPAL CODE SECTION 8-375. Chapter 8, Article IX, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 8-375. – Approval or Denial of Retail Registration.

Upon approval by the city council, the city clerk shall issue a retail registration to a cannabis retail business that has complied with section 8-374 and has passed the preliminary inspection ~~required under section 8-375~~, if such preliminary inspection can be completed prior to issuance pursuant to section 8-374. A state-licensed cannabis retail business registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this article. If the registration is denied, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal such denial to the city council. Notice shall also be provided to OCM by the city clerk in the same manner as provided in section 8-354(e).

Section 5. AMENDMENT OF MUNICIPAL CODE SECTION 8-376. Chapter 8, Article IX, of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

* * * *

Sec. 8-376. – Ineligibility and Basis for Denial.

The following shall be grounds for denying the issuance of retail registration or a renewal required under this article:

(a) *Grounds for denial.* Grounds for denying the issuance or renewal of a retail registration under this article include, but are not limited to, the following:

* * * *

(8) The applicant intends to operate the cannabis retail business in a different location than the property included on the application brought before the City Council.

(9) The applicant has otherwise failed a compliance check completed by the city.

Section 6. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 20__.

ATTEST:

Vernae Larsen, City Clerk

Doug Reese, Mayor

VOTE: ____ SHULDES ____ GILBERTSON ____ DAVIS ____ GARDNER
 ____ FAGERLIE ____ ASK ____ BUTTERFIELD ____ NELSEN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

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* * * *

Preliminary License Approval. An OCM-issued preliminary license approval for a cannabis business license applicant who qualifies under M.S.A. §§ 342.14 or 342.17, as evidenced by a document or other written communication from the OCM to the applicant.

* * * *

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* * * *

(4) The address and parcel ID for the property from which the retail registration is sought and, if applying with only a preliminary license approval issued

by OCM and not a full license, evidence of control of the property or premises for which the retail registration is sought;

* * * *

(6) Certification that the applicant has a valid license or preliminary license preapproval issued by the OCM;

* * * *

(b) The applicant shall include with the form:

* * * *

(2) a copy of a valid state license or written notice of OCM preliminary license preapproval; and

(3) A certificate of insurance evidencing a valid liability policy providing minimum coverage of \$1,000,000.00 combined single limit per occurrence, which certificate(s) must state that no cancellation of such policy may be effective except upon 30 days' written notice to the city. If an application is submitted with only a preliminary license approval issued by the OCM and not a full license, the city clerk may deem an application complete without such certificate of insurance, but the applicant shall be required to submit a copy of the required certificate of insurance prior to making any sales within the city.

* * * *

(e) If the city council approves a retail registration application submitted with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the applicant shall be required to submit a copy of a valid state license issued by the OCM to the city clerk and allow an inspection be conducted pursuant to section 8-374 of this article prior to making any sales within the city.

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ensure compliance with the requirements of this article and all other applicable city ordinances after the applicant has submitted a copy of a valid state license to the city clerk pursuant to section 8-373(e). The applicant shall not make sales within the city prior to the completion of the preliminary inspection.

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* * * *

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(a) *Grounds for denial.* Grounds for denying the issuance or renewal of a retail registration under this article include, but are not limited to, the following:

* * * *

(8) The applicant intends to operate the cannabis retail business in a different location than the property included on the application brought before the City Council.

(9) The applicant has otherwise failed a compliance check completed by the city.

Section 6. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 20__.

ATTEST:

Vernae Larsen, City Clerk

Doug Reese, Mayor

VOTE: ____ SHULDES ____ GILBERTSON ____ DAVIS ____ GARDNER
 ____ FAGERLIE ____ ASK ____ BUTTERFIELD ____ NELSEN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

**AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 8,
LICENSES, PERMITS AND BUSINESS REGULATIONS**

Summary: Ordinance No. ____ makes several amendments in Chapter 8, Article IX of the Willmar City Code; Licenses, Permits and Business, Regulations for Regulating Cannabis and Hemp retail Businesses in the City of Willmar to consistently include amendments made to Minn. Stat. § 342.

The complete text of Ordinance No. ____ may be obtained at no charge at City Hall (333 6th Street Southwest, Willmar, MN 56201), or from the City's website at www.willmarmn.gov.



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.A.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator, Kyle Box, City Operations Director, Tom Odens, Finance Director
Ordinance:	No	Presented By:	Tom Odens, Finance Director
Item:	Receive the Mayor's Proposed Budget for 2026 and consider setting the Preliminary Property Tax Levy		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to receive the Mayor's 2026 proposed budget and adopt a resolution to set the preliminary levy for property taxes payable 2026, and to set the Truth in Taxation hearing on December 1, 2025 on or after 6:30pm.

OVERVIEW:

Annually, the City is required to certify a preliminary property tax levy by September 30. Once the preliminary levy is certified, the City can only lower the levy, not increase it. The amount certified will be used by the County to notify property owners in all taxing jurisdictions what their proposed property taxes for the upcoming year will be. The City will be required to take final action at the Truth in Taxation hearing in December, adopting a final levy amount to be paid by taxable property within the corporate city limits.

The Willmar Charter provides that the Mayor submits a budget to the City Council for the ensuing fiscal year along with an accompanying message that explains the budget in fiscal terms, and work programs, outline financial policies, describe the important features of the budget, indicate any major changes from the current year, and summarize the City's debt position.

The current 2025 tax rate is 57.560. The projected tax rate would be estimated to be set at 61.195. This rate applied to Willmar's estimated tax capacity could generate approximately \$12,804,785. The proposed tax revenue would be allocated and fund the following:

1. General Fund Operating and Capital Improvements in the amount of \$10,871,389
2. Street Improvement Debt in the amount of \$1,305,646
3. City Hall future debt in the amount of \$627,750

Tax capacity is calculated by the County based on estimated property market value (based on sales) and classification, and new construction that occurred in the year 2024.

BUDGETARY/FISCAL ISSUES:

Review and set the preliminary levy for taxes payable 2026.

ALTERNATIVES TO CONSIDER:

1. Set the proposed levy at a higher amount.
2. Set the proposed levy at a lower amount.

ATTACHMENTS:

1. Preliminary Levy for 2026 Resolution
2. September 2, 2025 Council Slide Deck
3. General Fund Overview Revenue 8.21.25
4. General Fund Overview Expense 8.21.25
5. Mayor Proposed Budget
6. CIP Memo
7. 2026 Mayor Proposed Tax Rate

RESOLUTION NO. 2025-

A RESOLUTION SETTING THE PRELIMINARY LEVY FOR 2026.

Motion By:_____ Second By:_____

WHEREAS, that the Mayor of the City of Willmar submitted a preliminary levy request of \$12,804,785; and

BE IT RESOLVED, by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminarily levied for the current year collectable in 2025 upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$10,871,389
Street Improvements	\$1,305,646
City Hall Debt Service	\$627,750
Total Preliminary Levy	\$12,804,785

BE IT RESOLVED that there is sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2026 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2026 proposed budget on December 1, 2025 on or after 6:30pm.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 2nd day of September, 2025

Mayor

Attest:

City Clerk

WILLMAR

INC. 1901

MINNESOTA'S  **CROSSROADS**

MINNESOTA

Presented by: Tom Odens, Finance Director
Tuesday, September 2, 2025
City Council

OVERVIEW

Receive the Mayor's 2026 Budget

Set Preliminary Tax Levy for 2026



BUDGET CALENDAR

Council Adopts Budget Calendar
Capital Improvement Tour

Mar.-Apr.

Compile and refine 2026 budget
2026 Budget work session

July-Aug.

May-June

Council held a CIP work session
Departments began 2026 budget requests

BUDGET CALENDAR

Mayor's Proposed Budget

Certify Proposed Tax Levy to County by
September 30th

September

December 1st – Truth in Taxation Hearing

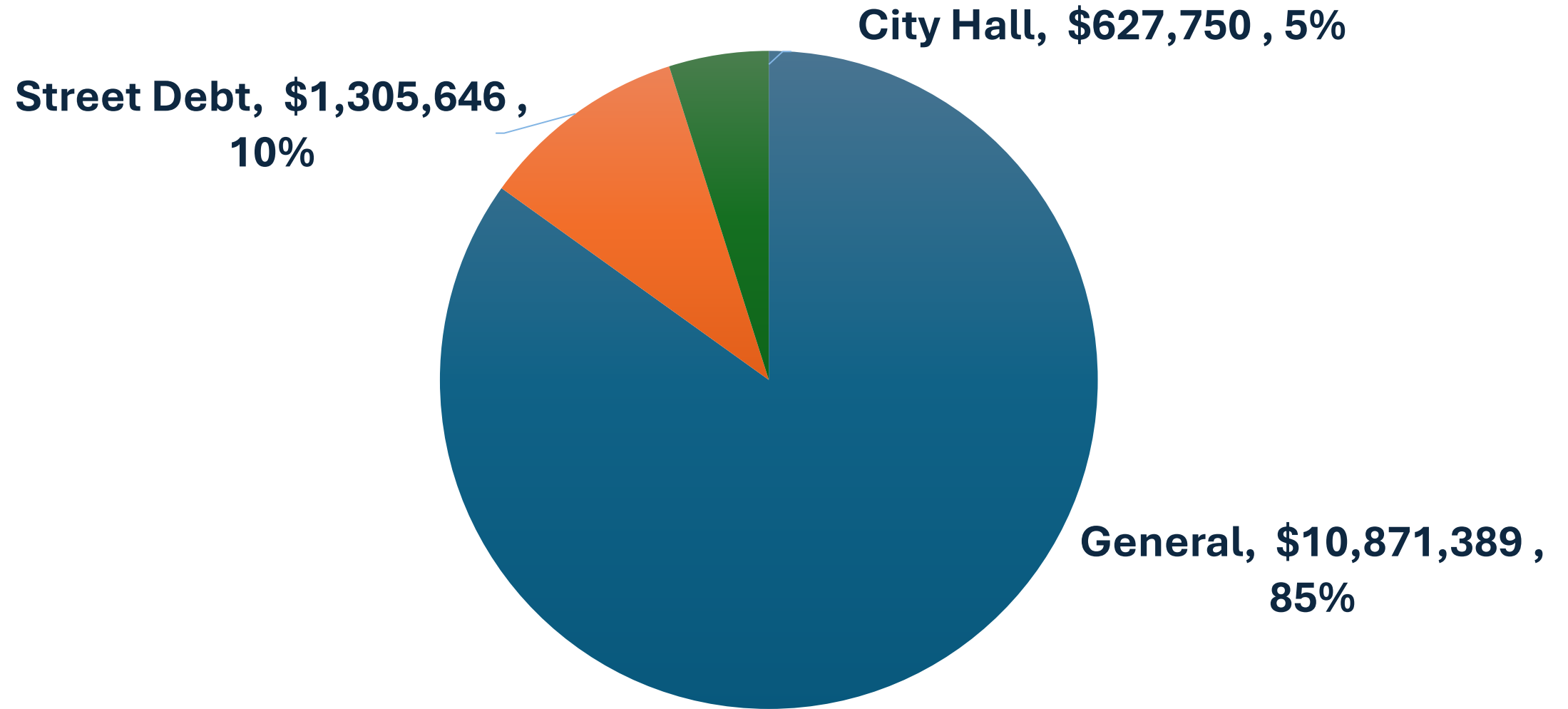
December 31st – Last Day to Certify Tax
Levy to County

December

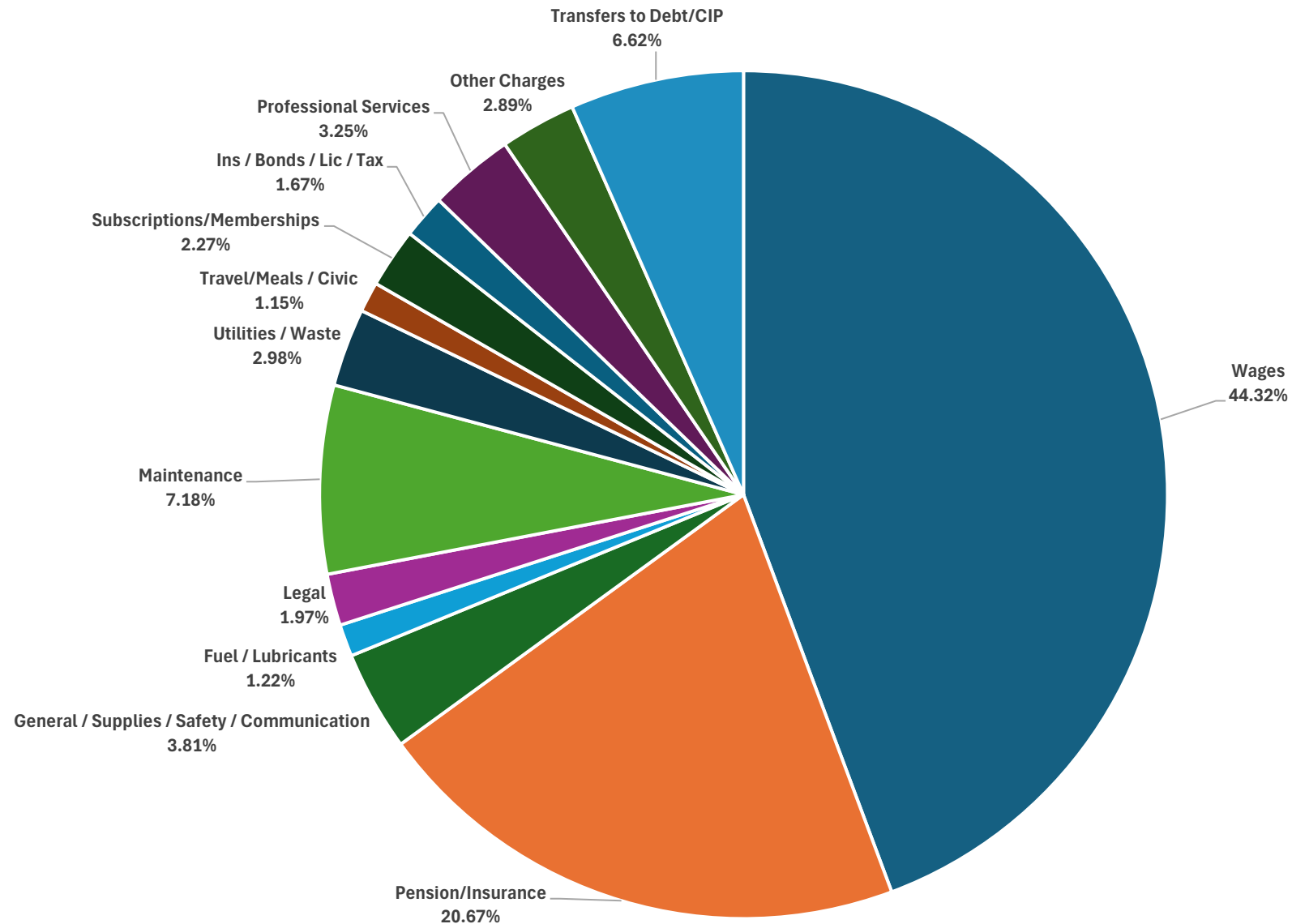
Oct.–Nov.

Council compiles Final Recommendations
Administration and departments refine
budgets

2026 TAX LEVY



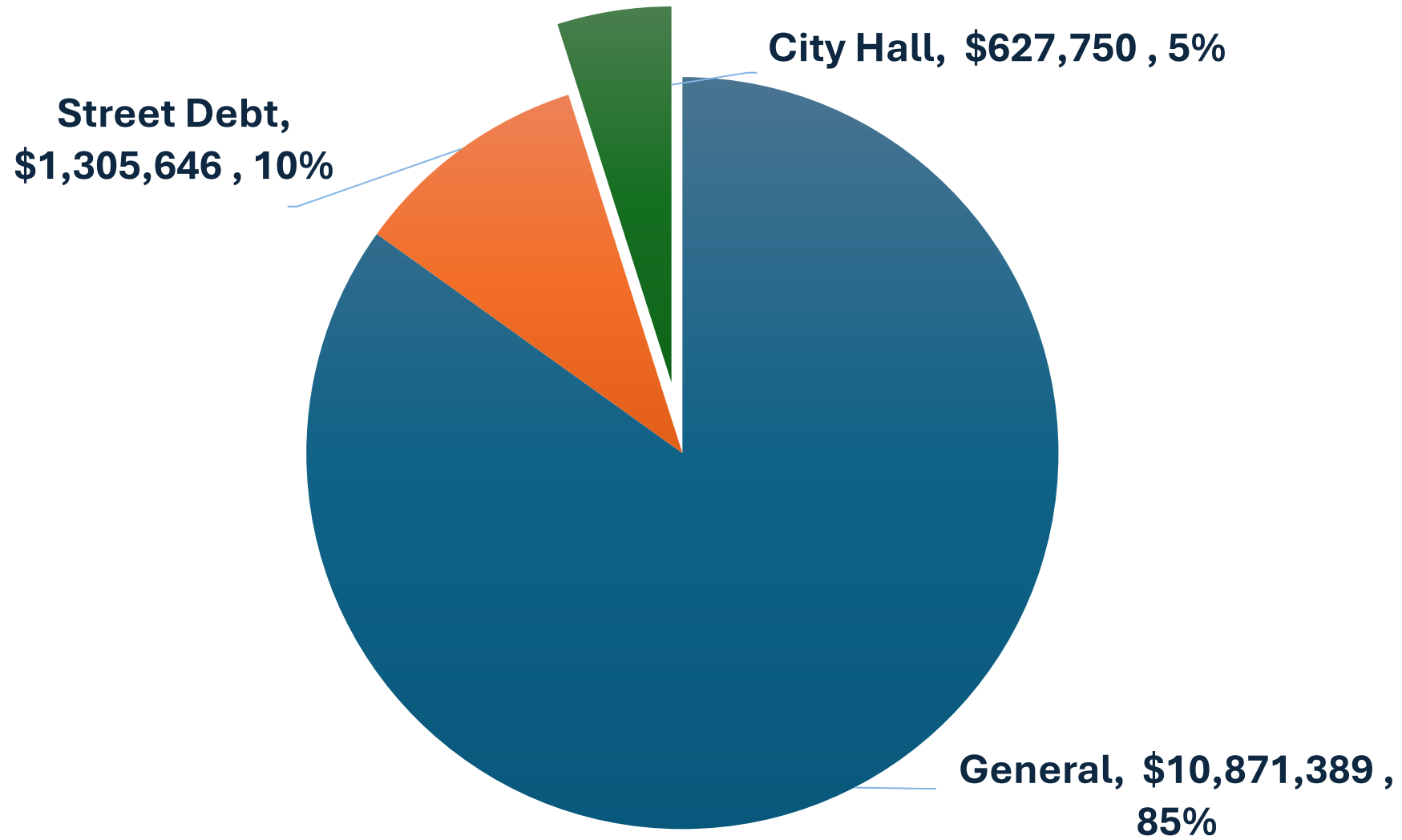
How Are General Fund Taxes Allocated?



How Are General Fund Taxes Allocated?

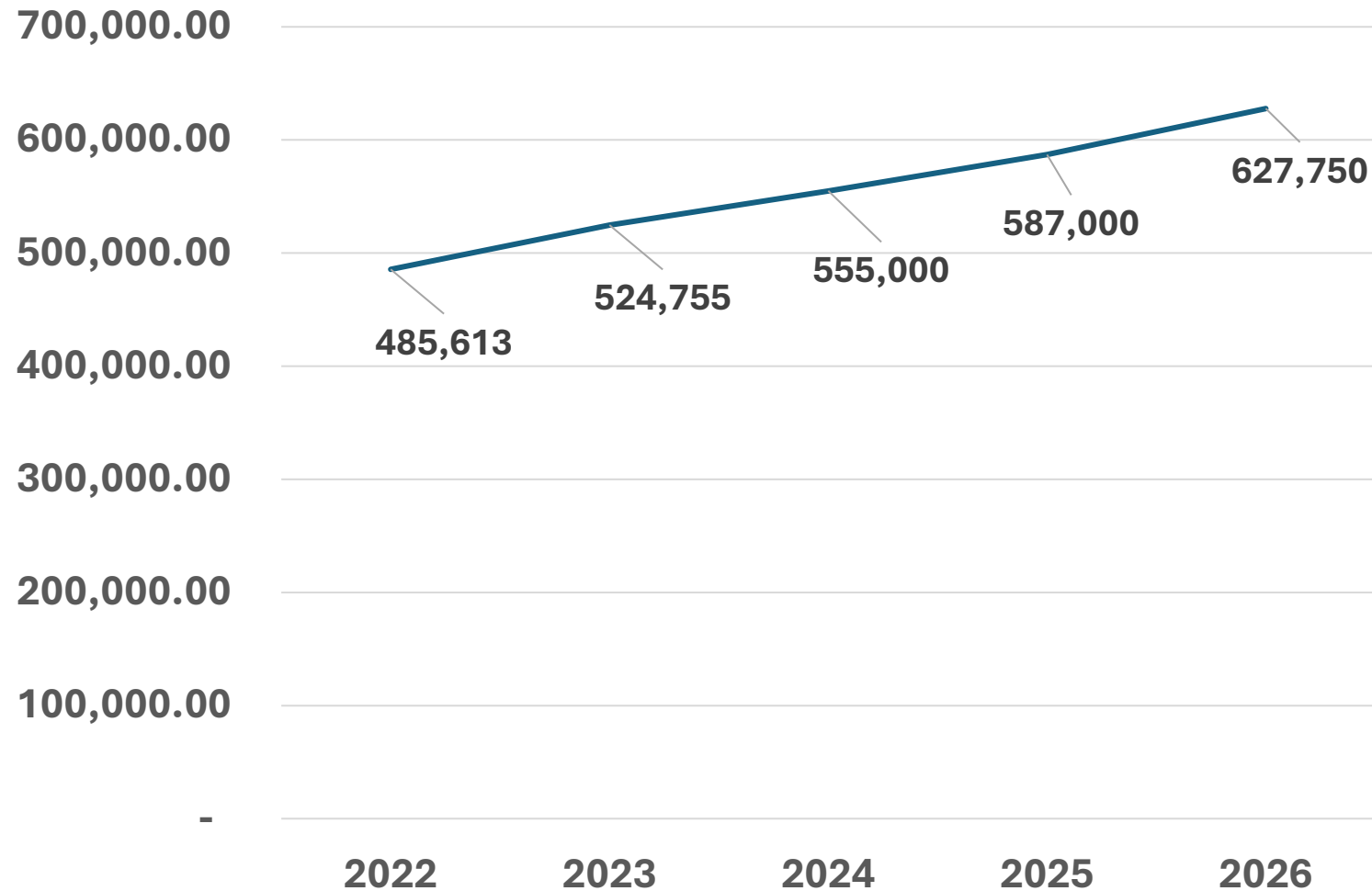


CITY HALL

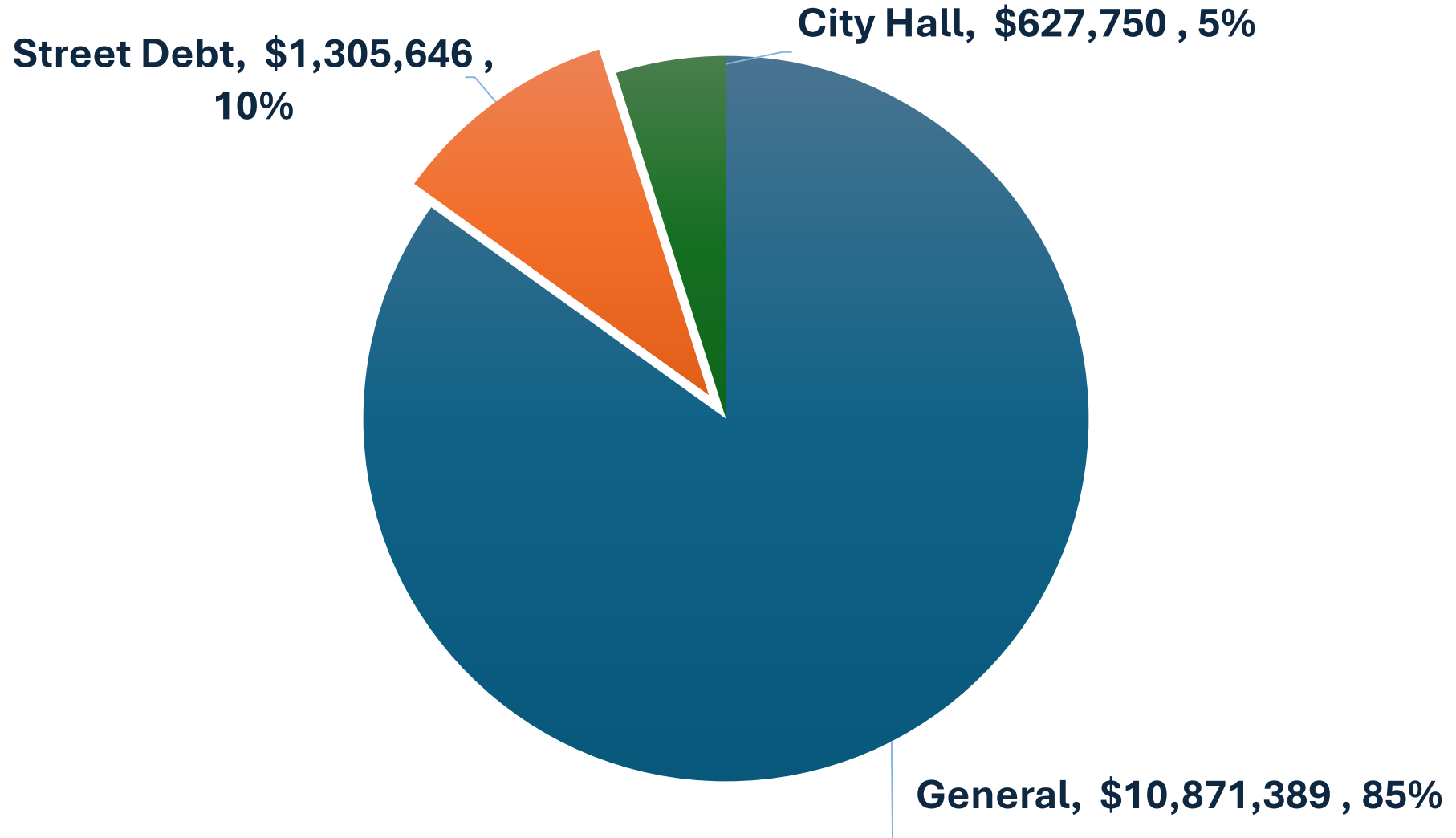


CITY HALL

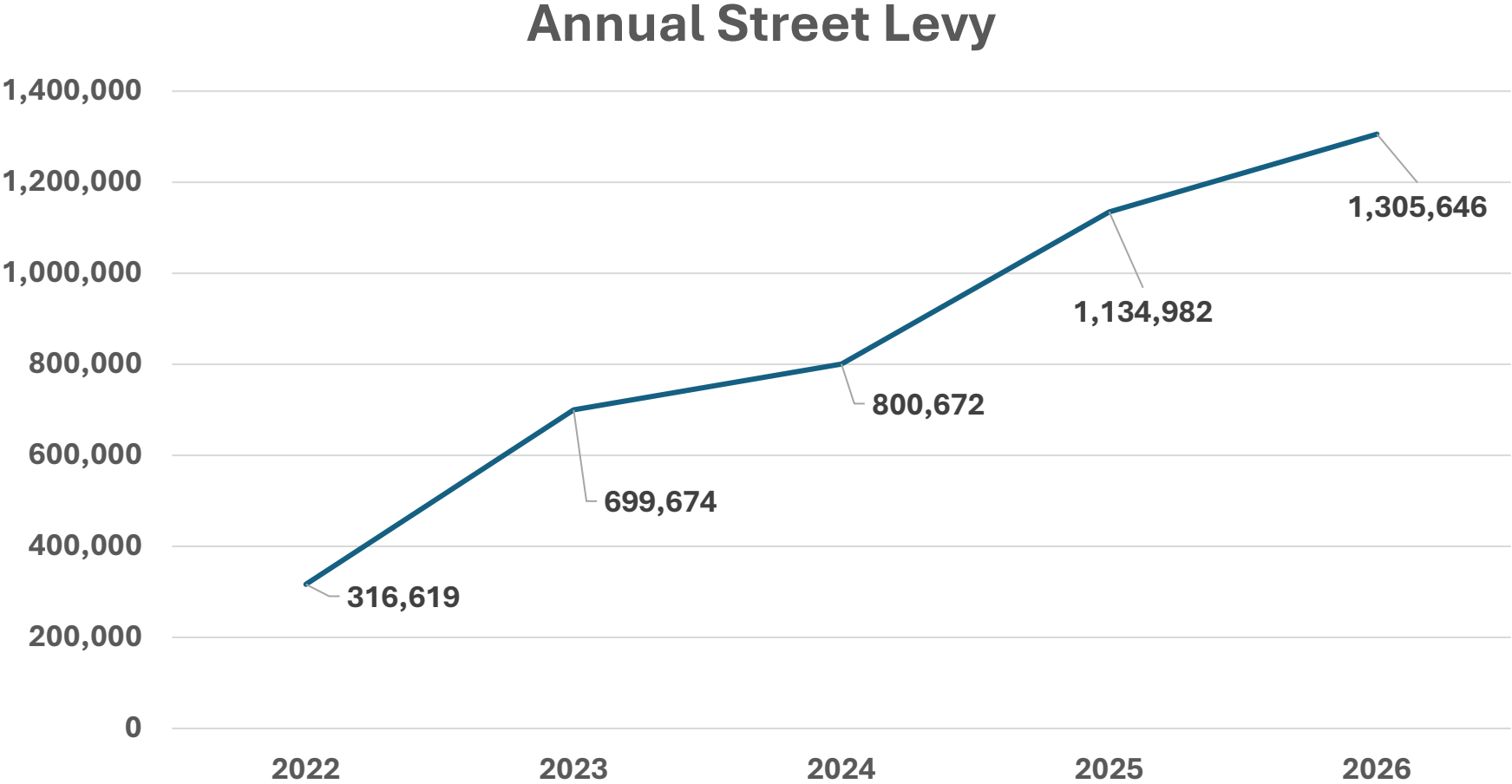
City Hall Levy 3% of the Tax Rate - Increases based off tax Capacity



DEBT – STREET IMPROVEMENTS



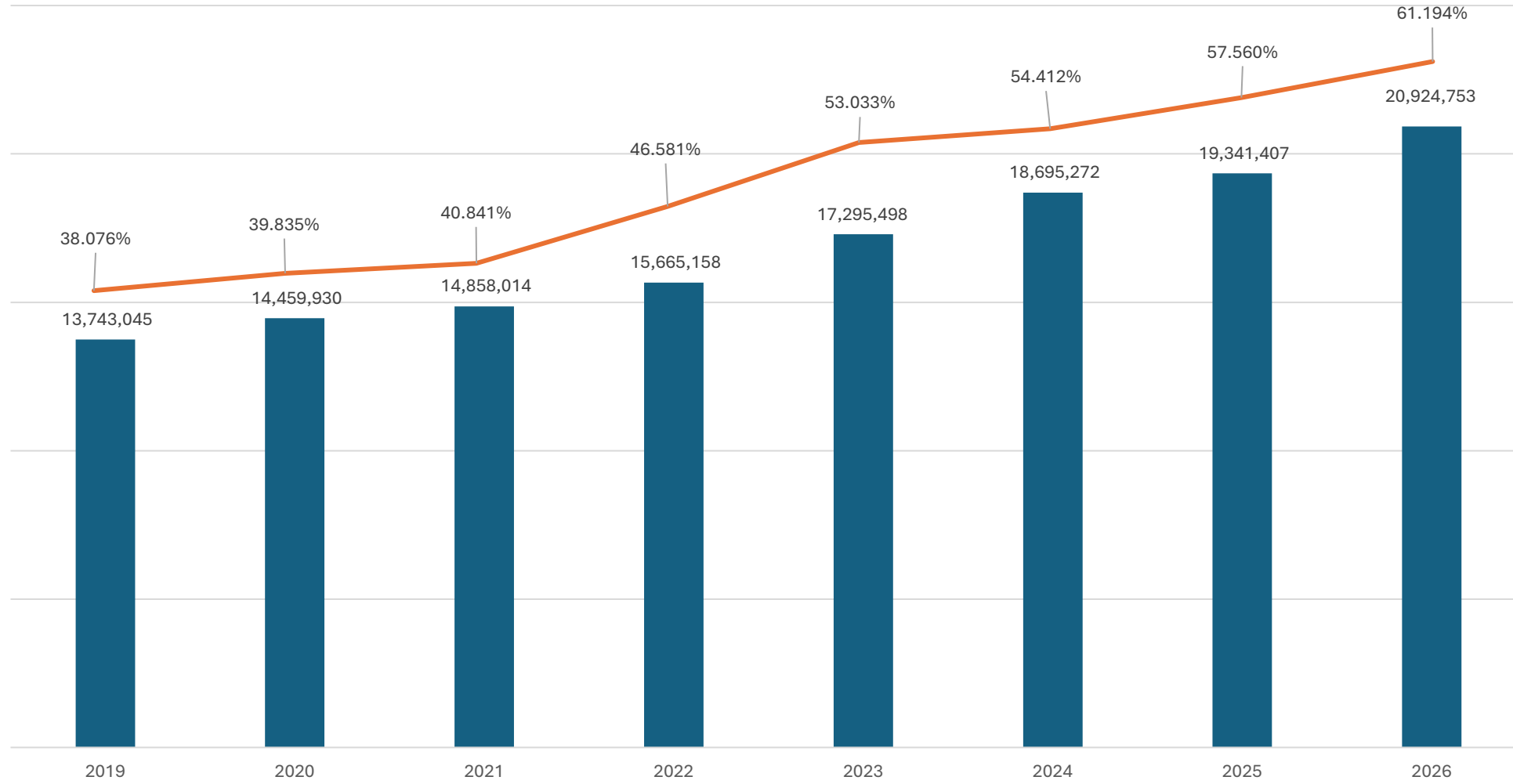
DEBT – STREET IMPROVEMENTS



DEBT – STREET IMPROVEMENTS

Debt Issue	2026 Levy
2022A	\$270,814
2023A	\$526,149
2024A	\$336,392
2025A	\$172,291
Total	\$1,305,646

Tax Capacity & Tax Rate Comparison



2026 PROPOSED BUDGET

Description	2026 Proposed Budget	2025 Actual Budget	Change
General Fund	\$10,871,389	\$9,410,932	\$1,460,457
Street Debt	\$1,305,646	\$1,134,982	\$170,664
City Hall Debt	\$627,750	\$587,000	\$40,750
Total	\$12,804,785	\$11,132,914	\$1,671,871
Description	2026 Proposed Tax Rate	2025 Actual Tax Rate	Change
General Fund	51.955%	48.657%	3.298%
Street Debt	6.240%	5.868%	0.372%
City Hall Debt	3.000%	3.035%	-0.035%
Total	61.195%	57.560%	3.635%

2026 RESIDENTIAL CITY TAX EXAMPLE

Residential	2025 Taxes Payable	2026 Taxes Payable (no change in value)	2026 Taxes Payable (7.3% Change in Value)
Taxable Value	\$193,500	\$193,500	\$207,626
Residential Homestead <\$500k	1.00%	1.00%	1.00%
Tax Capacity	1,935	1,935	2,076
Tax Capacity Rate	57.560%	61.195%	61.195%
City Taxes Owed*	\$1,114	\$1,184	\$1,271

\$193,500 is the median home value for taxes payable 2026 7.3% is the median change in home value

** Estimate, subject to change*



Presented by: Tom Odens, Finance Director
Tuesday, September 2, 2025
City Council

2026 PROPOSED GENERAL FUND REVENUE SUMMARY



Revenue Types	2025 Adopted Budget	2026 Requested Budget	Increase -Decrease	% Change
Taxes - General Government	\$10,360,932	\$11,826,389	\$1,465,457	14.14%
Licenses and Permits - General Government	\$507,500	\$415,000	-\$92,500	-18.23%
Intergovernmental Revenue - General Government	\$6,507,179	\$6,580,160	\$72,981	1.12%
Intergovernmental Revenue - Public Safety	\$466,000	\$465,000	-\$1,000	-0.21%
Intergovernmental Revenue - Public Works	\$4,279	\$4,279	\$0	0.00%
Charges for Services - General Government	\$21,500	\$26,600	\$5,100	23.72%
Charges for Services - Public Safety	\$193,000	\$210,000	\$17,000	8.81%
Charges for Services - Public Works	\$75,000	\$3,000	-\$72,000	-96.00%
Charges for Services - Culture and Recreation	\$668,000	\$723,500	\$55,500	8.31%
Fines and Forfeits - Public Safety	\$100,000	\$100,000	\$0	0.00%
Miscellaneous	\$325,000	\$110,000	-\$215,000	-66.15%
Other Finance Sources	\$2,876,308	\$2,896,308	\$20,000	0.70%
Total	\$22,104,698	\$23,360,236	\$1,255,538	5.68%

2026 PROPOSED GENERAL FUND EXPENSE DEPARTMENT SUMMARY



General Fund Department		2025 Adopted Budget	2026 Proposed Budget	Increase -Decrease	% Change
101801	City Administrator	\$780,505	\$790,449	\$9,944	1.27%
101802	Mayor & Council	\$414,150	\$399,100	-\$15,050	-3.63%
101803	City Hall Building	\$426,440	\$438,331	\$11,891	2.79%
101804	City Clerk	\$244,293	\$255,805	\$11,512	4.71%
101805	Elections	\$23,400	\$79,565	\$56,165	240.02%
101806	Finance	\$558,492	\$624,414	\$65,922	11.80%
101807	Planning & Development	\$1,044,184	\$1,075,714	\$31,530	3.02%
101808	Legal	\$0	\$0	\$0	0.00%
101809	Information Technology	\$971,158	\$957,593	-\$13,565	-1.40%
101810	Human Resources	\$239,369	\$220,553	-\$18,816	-7.86%
101811	Cultural Diversity	\$195,654	\$196,747	\$1,093	0.56%
101820	Police Department	\$7,003,653	\$7,265,797	\$262,144	3.74%
101821	Fire Department	\$1,297,884	\$1,329,481	\$31,597	2.43%
101830	Public Works	\$4,351,778	\$4,417,784	\$66,006	1.52%
101831	Engineering	\$404,000	\$403,000	-\$1,000	-0.25%
101832	Transit System	\$21,000	\$21,000	\$0	0.00%
101833	Storm Water	\$88,000	\$99,000	\$11,000	12.50%
101838	Airport	\$0	\$0	\$0	0.00%
101841	WRAC	\$149,980	\$157,837	\$7,857	5.24%
101842	Library	\$573,018	\$646,669	\$73,651	12.85%
101843	Auditorium	\$71,268	\$64,518	-\$6,750	-9.47%
101844	Parks & Rec	\$1,133,022	\$1,169,886	\$36,864	3.25%
101845	Civic Center	\$1,055,942	\$1,064,191	\$8,249	0.78%
101846	Event Center	\$10,000	\$0	-\$10,000	-100.00%
101847	Community Center	\$289,065	\$318,314	\$29,249	10.12%
101848	Aquatic Center	\$273,027	\$264,488	-\$8,539	-3.13%
	Capital Improvement Program	\$485,416	\$1,100,000	\$614,584	126.61%
Total		\$22,104,698	\$23,360,236	\$1,255,538	5.68%

2026 PROPOSED GENERAL FUND EXPENSE DEPARTMENT SUMMARY



Primary Functions	2025	2026	Increase	
	Adopted	Requested		
	Budget	Budget	-Decrease	% Change
Personnel	\$14,528,452	\$15,030,794	\$502,342	3.46%
Non-Personnel	\$6,638,231	\$6,782,014	\$143,783	2.17%
CIP	\$485,416	\$1,100,000	\$614,584	126.61%
Debt Service	\$452,599	\$447,428	-\$5,171	-1.14%
Total	\$22,104,698	\$23,360,236	\$1,255,538	5.68%

2026 PROPOSED BUDGET

GENERAL FUND			2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
710 TAXES									
10171010	4000	CRTXVAL	-6,408,541.43	-7,801,732.58	-8,694,026.88	-5,008,618.18	-9,410,932.00	-10,871,389.00	15.5%
10171010	4010	DELTAX	-76,961.00	-78,234.63	-144,838.62	-138,042.26	-100,000.00	-125,000.00	25.0%
10171010	4060	FRANCHISE	-230,740.69	-220,724.11	-208,418.33	-406,152.32	-850,000.00	-830,000.00	-2.4%
TOTAL TAXES			-6,716,243.12	-8,100,691.32	-9,047,283.83	-5,552,812.76	-10,360,932.00	-11,826,389.00	14.1%
720 LICENSES AND PERMITS									
10172010	4200	LICPERMITS	-19,873.33	-38,490.50	-28,787.50	-5,451.00	-20,000.00	-10,000.00	-50.0%
10172010	4210	PLANPERMIT	-440,612.74	-290,187.93	-6,671.00	-3,971.00	-7,500.00	-6,000.00	-20.0%
10172010	4220	ROWEXPERMI	-41,000.00	-11,650.00	-11,750.00	-10,625.00	-10,000.00	-10,000.00	.0%
10172010	4230	LIQPRMTS	-51,254.17	-54,220.84	-58,403.83	-55,212.50	-55,000.00	-55,000.00	.0%
10172010	4240	LIQVIOLATI	-1,000.00	.00	.00	.00	.00	.00	.0%
10172010	4260	BLDGPERMIT	-103,561.62	-132,213.81	-456,732.72	-249,230.51	-400,000.00	-300,000.00	-25.0%
10172010	4270	NONBUSPERM	-34,468.50	-8,895.50	-48,183.00	-15,320.00	-15,000.00	-34,000.00	126.7%
TOTAL LICENSES AND PERMITS			-691,770.36	-535,658.58	-610,528.05	-339,810.01	-507,500.00	-415,000.00	-18.2%
730 INTERGOVERNMENTAL REVENUE									
10173010	4300	LGA	-5,131,711.00	-5,255,956.00	-6,117,775.00	-3,065,089.50	-6,130,179.00	-6,150,160.00	.3%
10173010	4301	SWAHAID	.00	.00	.00	-21,501.50	.00	.00	.0%
10173010	4310	FEDGRANT	-14,001.65	-1,425.50	-2,981.81	-196,050.30	.00	.00	.0%
10173010	4320	STGRANT	-398,329.26	-406,464.37	-470,935.10	-435,863.00	-377,000.00	-430,000.00	14.1%
10173010	4340	CTYGRANT	-21,290.80	-28,280.57	-14,381.09	-2,533.65	.00	.00	.0%
10173010	4400	ADMINSEV	.00	.00	.00	-33,300.82	.00	.00	.0%
10173020	4310	FEDGRANT	.00	-489.51	-1,958.04	.00	.00	.00	.0%
10173020	4320	STGRANT	.00	-142,639.00	-73,558.89	-45,577.77	.00	-40,000.00	.0%
10173020	4330	POLICE DEP	-450,225.25	-327,590.14	-417,691.37	.00	-466,000.00	-425,000.00	-8.8%
10173020	4340	CTYGRANT	.00	.00	-1,904.19	.00	.00	.00	.0%
10173020	4360	SCHOOL LIA	-225,895.19	-116,336.03	.00	.00	.00	.00	.0%
10173030	4350	KANDICTYMN	-4,279.00	-4,279.00	-4,279.00	-2,139.50	-4,279.00	-4,279.00	.0%
TOTAL INTERGOVERNMENTAL REVEN			-6,245,732.15	-6,283,460.12	-7,105,464.49	-3,802,056.04	-6,977,458.00	-7,049,439.00	1.0%
740 CHARGES FOR SERVICES									
10174010	4400	ADMINSEV	-287.41	-575.84	-180.00	-1,063.38	.00	.00	.0%
10174010	4405	ELECTFILIN	-35.00	.00	-140.00	.00	.00	-100.00	.0%
10174010	4415	LANDRENT	-27,244.11	-36,680.55	-27,572.60	-37,267.74	-21,500.00	-25,000.00	16.3%
10174020	4200	LICPERMITS	-2,740.00	-1,620.00	-1,650.00	-1,620.00	.00	-1,500.00	.0%
10174020	4400	ADMINSEV	-901.16	-707.25	.00	.00	.00	.00	.0%
10174020	4410	FIRECONTR	-57,633.14	-59,088.19	-56,556.22	-78,983.55	-42,000.00	-100,000.00	138.1%
10174020	4415	LANDRENT	.00	.00	-100.00	.00	.00	.00	.0%
10174020	4440	FALARMS	-4,000.00	-1,000.00	-8,500.00	2,500.00	-1,000.00	.00	.0%
10174020	4445	PRESNLCHRG	-195,144.91	-179,442.99	-188,070.38	-100,518.88	-150,000.00	-110,000.00	-26.7%
10174020	4450	SALEMATRL	-3,182.05	-5.00	.00	.00	.00	.00	.0%
10174020	4460	EQUIPMENT	.00	-15,705.00	.00	.00	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
10174030 4420 NUISANCE	.00	-1,242.95	1,193.49	.00	.00	.00	.0%
10174030 4425 PW SERV	-6,044.64	-4,682.16	-1,459.97	1,271.32	.00	.00	.0%
10174030 4445 PRESNLCHRG	-370.24	-765.36	-1,102.42	275.77	.00	.00	.0%
10174030 4450 SALEMATRL	.00	-997.77	-1,131.69	162.00	.00	.00	.0%
10174030 4455 FUELOILSAL	-6,189.58	-5,285.74	-5,983.33	-2,962.78	-75,000.00	-3,000.00	-96.0%
10174030 4460 EQUIPMENT	-564.00	-695.30	-234.00	-194.00	.00	.00	.0%
10174050 4445 PRESNLCHRG	-375.00	.00	.00	.00	.00	.00	.0%
10174050 4465 ADMISSION	-72,646.42	-84,116.47	-52,881.65	-51,294.12	-75,000.00	-50,000.00	-33.3%
10174050 4470 FACLTYRENT	-345,446.20	-259,329.72	-403,713.64	-240,803.80	-315,000.00	-350,000.00	11.1%
10174050 4475 VENDING	-9,212.99	-8,991.65	-9,624.58	-4,079.72	-10,000.00	-10,000.00	.0%
10174050 4480 YTHPROGRAM	-106,656.50	-170,977.42	-154,710.78	-149,568.71	-115,000.00	-145,000.00	26.1%
10174050 4485 CONCESSION	-85,558.14	-95,181.00	-103,354.70	-67,226.16	-90,000.00	-95,000.00	5.6%
10174050 4490 ADV SALES	-8,002.00	-9,002.00	-8,931.00	-4,001.00	-8,000.00	-8,000.00	.0%
10174050 4495 NONTAXGDS	-2.00	-2.00	-1,307.60	-828.00	.00	-500.00	.0%
10174050 4500 ADULT PROG	-52,427.60	-70,425.24	-80,610.74	-49,964.23	-50,000.00	-65,000.00	30.0%
10174050 4800 COMMGRANTS	.00	-3,926.90	-500.00	-6,941.00	.00	.00	.0%
10174050 4840 CNTRI/DNTN	-661.41	-1,244.00	-17,891.66	-787.87	-5,000.00	.00	-100.0%
10174050 4870 MISC	.00	-1,439.33	-762.94	-407.60	.00	.00	.0%
10174080 4450 SALEMATRL	-73,747.53	-8,971.04	.00	.00	.00	.00	.0%
TOTAL CHARGES FOR SERVICES	-1,059,072.03	-1,022,100.87	-1,125,776.41	-794,303.45	-957,500.00	-963,100.00	.6%
750 FINES AND FORTFEITS							
10175010 4400 ADMINSEV	-2,084.06	-314.00	.00	.00	.00	.00	.0%
10175020 4700 FINESFORFE	-90,898.61	-98,536.21	-111,018.18	-60,496.99	-100,000.00	-100,000.00	.0%
TOTAL FINES AND FORTFEITS	-92,982.67	-98,850.21	-111,018.18	-60,496.99	-100,000.00	-100,000.00	.0%
760 SPECIAL ASSESSMENTS							
10176010 4100 URRSPASSMT	-3,845.48	-1,520.81	-2,051.53	-1,465.72	.00	.00	.0%
10176010 4110 DELSPASSMT	.00	-137.70	-129.37	-131.05	.00	.00	.0%
TOTAL SPECIAL ASSESSMENTS	-3,845.48	-1,658.51	-2,180.90	-1,596.77	.00	.00	.0%
770 MISCELLANEOUS							
10177010 4800 COMMGRANTS	-2,700.00	-1,100.00	.00	.00	.00	.00	.0%
10177020 4870 MISC	.00	.00	.00	-217.00	.00	.00	.0%
10177080 4450 SALEMATRL	.00	.00	-15,816.73	-5,677.00	.00	.00	.0%
10177080 4800 COMMGRANTS	.00	-133,957.33	-166,500.00	-189,000.00	-175,000.00	.00	.0%
10177080 4810 INTREV	-79,350.89	-140,563.50	-147,275.08	-57,825.16	-100,000.00	-100,000.00	.0%
10177080 4811 INTRSTINC	.00	.00	-219.00	.00	.00	.00	.0%
10177080 4820 INSPASS	-9,323.95	-53,396.82	-11,187.51	-6,100.01	-5,000.00	-10,000.00	100.0%
10177080 4830 SALE ASSET	-3,000.00	.00	.00	-1,003,595.63	.00	.00	.0%
10177080 4850 INSURREIMB	-78,246.08	-328,812.03	-638,237.60	-4,323.13	-25,000.00	.00	.0%
10177080 4860 REFND/REIM	-15,553.14	-47,708.71	-131,927.05	-5,718.04	-20,000.00	.00	.0%
10177080 4870 MISC	-24,241.94	-23,481.38	-20,409.06	-8,252.96	.00	.00	.0%
10177080 4880 MRKTVAL	-38,177.60	-197,761.10	-64,156.95	-26,916.63	.00	.00	.0%
10177080 4881 CAP GAINS	-21,439.39	.00	.00	.00	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
TOTAL MISCELLANEOUS		-272,032.99	-926,780.87	-1,195,728.98	-1,307,625.56	-325,000.00	-110,000.00	-66.2%
780 OTHER FINANCE SOURCES								
10178010	4990 TRANSIN	-2,999,796.04	-3,099,484.74	-3,167,118.85	-1,291,753.16	-2,876,308.00	-2,896,308.00	.7%
TOTAL OTHER FINANCE SOURCES		-2,999,796.04	-3,099,484.74	-3,167,118.85	-1,291,753.16	-2,876,308.00	-2,896,308.00	.7%
801 ADMINISTRATION								
101801	5000 SAL-REG EM	335,864.25	414,782.20	362,799.29	219,840.28	369,147.00	389,802.00	5.6%
101801	5010 OT-REG EMP	83.91	91.73	117.25	.00	250.00	250.00	.0%
101801	5030 EMPLR-PEN	43,190.55	61,468.37	53,230.01	32,596.72	61,320.00	60,637.00	-1.1%
101801	5040 EMPLR-INSU	107,269.20	78,525.10	63,622.80	31,851.01	69,638.00	56,105.00	-19.4%
101801	5060 RETIREDEMP	.00	4,287.76	-2.74	.00	.00	.00	.0%
101801	5070 INSPASS	73,406.94	51,643.61	59,137.36	24,597.34	55,000.00	40,000.00	-27.3%
101801	5075 INSPASS	54,720.85	.00	6,821.75	6,196.01	10,000.00	10,000.00	.0%
101801	5230 ADVERTISE	1,322.65	4,618.15	3,301.54	250.00	1,500.00	1,500.00	.0%
101801	5270 POSTAGE	80.66	142.47	139.40	284.55	150.00	.00	-100.0%
101801	5280 INSDRECT	82,575.53	42,744.51	75,996.05	924.80	9,100.00	100,000.00	998.9%
101801	5320 MTCEOTHIMP	.00	.00	14,059.00	.00	.00	.00	.0%
101801	5330 PRINTPUB	73.24	984.54	842.32	610.00	150.00	1,000.00	566.7%
101801	5340 CHRGCARD	18,458.62	19,503.74	22,057.67	17,719.31	20,000.00	25,000.00	25.0%
101801	5350 UTILITIES	.00	.00	.00	2,581.52	.00	.00	.0%
101801	5370 CONFTRVL	6,907.34	9,283.45	11,444.25	7,721.14	12,500.00	13,500.00	8.0%
101801	5380 ALSGENTRVL	1,744.38	3,114.36	1,288.83	896.98	1,500.00	2,000.00	33.3%
101801	5390 AWARDS	2,411.17	477.06	345.09	.00	250.00	55.00	-78.0%
101801	5400 SUBSCRIPT	125.00	16,517.54	3,688.62	2,306.91	5,000.00	5,500.00	10.0%
101801	5410 INSURANCES	58,130.23	67,482.50	45,259.28	883.00	70,000.00	50,000.00	-28.6%
101801	5450 LICTAXES	18,888.92	9,270.94	58.00	141.50	.00	100.00	.0%
101801	5460 PROFESSION	149,269.52	200,914.64	13,719.03	11,244.87	20,000.00	20,000.00	.0%
101801	5480 REFRIMBSTS	109,626.52	78,860.72	117,496.88	8,485.32	75,000.00	15,000.00	-80.0%
101801	5490 OTHER	226,499.14	246,752.86	106,917.03	-414.29	.00	.00	.0%
101801	5810 INTEREST	1,342.12	.00	.00	3,715.40	.00	.00	.0%
101801	5910 MRKTVALU	451,881.75	28,546.56	5,831.79	245.03	.00	.00	.0%
TOTAL ADMINISTRATION		1,743,872.49	1,340,012.81	968,170.50	372,677.40	780,505.00	790,449.00	1.3%
802 MAYOR AND COUNCIL								
101802	5020 TEMPEMP	72,350.04	119,805.04	119,405.04	69,305.67	120,000.00	120,000.00	.0%
101802	5030 EMPLR-PEN	5,892.77	9,931.35	9,738.69	5,996.24	9,800.00	10,000.00	2.0%
101802	5040 EMPLR-INSU	75.00	76.28	69.00	48.30	100.00	100.00	.0%
101802	5270 POSTAGE	115.45	39.06	259.17	37.22	250.00	.00	-100.0%
101802	5275 LEGAL	.00	.00	99,560.21	45,054.24	50,000.00	65,000.00	30.0%
101802	5330 PRINTPUB	4,736.38	2,156.19	12,101.75	8,275.34	17,000.00	17,000.00	.0%
101802	5370 CONFTRVL	7,302.01	13,105.50	5,449.38	6,759.83	10,000.00	10,000.00	.0%
101802	5380 ALSGENTRVL	1,222.17	1,157.83	422.76	2,150.42	1,500.00	1,000.00	-33.3%
101802	5400 SUBSCRIPT	67,998.65	67,454.13	69,544.60	74,896.66	70,000.00	80,000.00	14.3%
101802	5420 RENTS	761.80	.00	.00	.00	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND			2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101802	5460	PROFESSION	42,172.03	51,653.77	16,546.50	2,100.00	15,000.00	5,000.00	-66.7%
101802	5470	CIVICPROM	89,857.36	71,000.00	104,500.00	90,501.87	119,500.00	90,000.00	-24.7%
101802	5480	REFRIMBSTS	.00	168.25	.00	.00	.00	.00	.0%
101802	5490	OTHER	1,178.44	.00	1,384.67	891.86	1,000.00	1,000.00	.0%
TOTAL MAYOR AND COUNCIL			293,662.10	336,547.40	438,981.77	306,017.65	414,150.00	399,100.00	-3.6%
803 CITY HALL BUILDING									
101803	5000	SAL-REG EM	59,067.40	46,129.90	48,464.49	26,082.86	50,703.00	55,930.00	10.3%
101803	5010	OT-REG EMP	320.07	408.33	288.73	10.92	250.00	250.00	.0%
101803	5020	TEMPEMP	.00	2,784.88	.00	.00	.00	.00	.0%
101803	5030	EMPLR-PEN	8,986.76	7,205.15	7,279.69	3,895.34	8,459.00	8,736.00	3.3%
101803	5040	EMPLR-INSU	30,816.88	20,239.77	12,590.23	7,254.49	13,735.00	13,572.00	-1.2%
101803	5200	GENSUPP	10,026.13	6,193.99	5,438.69	2,556.59	9,000.00	7,000.00	-22.2%
101803	5210	OFFICE SUP	15,314.53	13,742.00	8,690.40	6,060.84	30,500.00	12,000.00	-60.7%
101803	5220	SMALL TOOL	375.83	1,725.35	585.68	1,915.81	1,500.00	2,000.00	33.3%
101803	5260	MTRFUEL	219.18	262.26	273.94	35.13	750.00	500.00	-33.3%
101803	5270	POSTAGE	905.00	1,052.81	900.00	645.00	1,000.00	5,000.00	400.0%
101803	5280	INSDCT	9,923.00	.00	-14,335.00	.00	.00	.00	.0%
101803	5290	COMM	.00	605.55	.00	.00	.00	.00	.0%
101803	5300	MAINT EQUIP	13,549.99	3,344.30	2,192.32	1,275.37	1,000.00	2,500.00	150.0%
101803	5310	MTCESCT	19,081.12	20,241.70	19,099.34	7,300.30	20,000.00	20,000.00	.0%
101803	5320	MAINTSTRUC	.00	173.25	74.25	.00	.00	.00	.0%
101803	5350	UTILITIES	34,267.39	39,814.80	35,083.51	21,657.21	40,000.00	40,000.00	.0%
101803	5360	WASTEREM	3,034.94	3,999.31	2,479.06	1,464.77	3,250.00	3,250.00	.0%
101803	5370	CONFTRVL	141.04	40.94	.00	.00	500.00	.00	-100.0%
101803	5380	ALSGENTRVL	303.02	97.98	102.50	.00	250.00	.00	-100.0%
101803	5400	SUBSCRIPT	2,135.01	226.58	419.51	323.89	300.00	350.00	16.7%
101803	5410	INSURANCES	.00	10,492.70	4,036.00	.00	10,500.00	5,500.00	-47.6%
101803	5420	RENTS	2,663.87	11,013.69	800.05	795.60	.00	1,000.00	.0%
101803	5450	LICTAXES	300.25	151.00	251.00	27,134.82	300.00	28,000.00	9233.3%
101803	5460	PROFESSION	5,161.43	62,537.35	50,319.66	26,740.75	35,000.00	35,000.00	.0%
101803	5490	OTHER	4,318.26	68.00	.00	447.96	.00	1,000.00	.0%
101803	5610	FURNEQUIP	.00	4,407.98	425.00	950.77	.00	1,000.00	.0%
101803	5980	TRSTO CIP	.00	1,889,600.00	350,000.00	485,416.00	485,416.00	1,100,000.00	126.6%
101803	5999	TRSDEBTSRV	.00	196,384.75	201,368.00	.00	199,443.00	195,743.00	-1.9%
TOTAL CITY HALL BUILDING			220,911.10	2,342,944.32	736,827.05	621,964.42	911,856.00	1,538,331.00	68.7%
804 CITY CLERK									
101804	5000	SAL-REG EM	125,961.96	168,944.94	125,170.53	84,947.23	138,683.00	148,203.00	6.9%
101804	5010	OT-REG EMP	7,786.36	6,783.71	3,405.49	1,405.70	8,000.00	5,000.00	-37.5%
101804	5020	TEMPEMP	15,081.00	8,744.00	9,357.80	6,581.75	10,000.00	10,000.00	.0%
101804	5030	EMPLR-PEN	21,406.33	24,729.57	17,600.80	13,532.04	27,315.00	26,689.00	-2.3%
101804	5040	EMPLR-INSU	50,353.49	50,021.45	41,653.95	34,280.01	54,520.00	59,913.00	9.9%
101804	5270	POSTAGE	1,287.91	1,135.42	1,136.29	1,092.03	1,750.00	.00	-100.0%
101804	5330	PRINTPUB	539.92	1,036.26	14,122.69	362.23	1,500.00	1,000.00	-33.3%
101804	5370	CONFTRVL	1,931.03	2,220.17	907.96	1,908.10	2,000.00	2,000.00	.0%
101804	5380	ALSGENTRVL	16.00	.00	915.89	455.84	250.00	500.00	100.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101804 5390	AWARDS	.00	204.94	253.50	.00	200.00	.00	.0%
101804 5400	SUBSCRIPT	72.50	1,210.00	1,085.00	2,079.83	75.00	2,500.00	3233.3%
101804 5490	OTHER	120.00	876.22	1,424.90	360.08	.00	.00	.0%
TOTAL CITY CLERK		224,556.50	265,906.68	217,034.80	147,004.84	244,293.00	255,805.00	4.7%
805 ELECTIONS								
101805 5000	SAL-REG EM	13,704.20	631.19	21,718.07	.00	.00	.00	.0%
101805 5010	OT-REG EMP	254.52	.00	90.87	.00	.00	.00	.0%
101805 5020	TEMPEMP	48,790.92	.00	89,441.00	.00	15,000.00	60,000.00	300.0%
101805 5030	EMPLR-PEN	2,064.45	92.16	3,692.28	.00	.00	4,590.00	.0%
101805 5040	EMPLR-INSU	5,439.05	562.22	8,964.85	119.24	.00	275.00	.0%
101805 5200	GENSUPP	2,027.30	.00	123.76	.00	.00	500.00	.0%
101805 5210	OFFICE SUP	270.30	.00	.00	.00	.00	.00	.0%
101805 5270	POSTAGE	529.58	13.20	1,340.41	.00	.00	1,000.00	.0%
101805 5300	MAINT EQUIP	14,110.96	5,045.00	9,745.00	5,045.00	7,000.00	12,000.00	71.4%
101805 5330	PRINTPUB	426.92	140.00	1,650.73	.00	150.00	700.00	366.7%
101805 5370	CONFTRVL	199.80	.00	9.38	.00	.00	.00	.0%
101805 5380	ALSGENTRVL	.00	.00	.00	.00	.00	250.00	.0%
101805 5420	RENTS	435.00	.00	345.00	.00	.00	250.00	.0%
101805 5460	PROFESSION	1,393.75	1,061.45	42.00	.00	1,250.00	.00	.0%
101805 5490	OTHER	.00	.00	242.78	.00	.00	.00	.0%
TOTAL ELECTIONS		89,646.75	7,545.22	137,406.13	5,164.24	23,400.00	79,565.00	240.0%
806 FINANCE								
101806 5000	SAL-REG EM	280,645.20	353,929.22	319,225.65	221,194.28	350,393.00	383,428.00	9.4%
101806 5010	OT-REG EMP	514.54	102.56	1,543.67	9.64	3,000.00	2,000.00	-33.3%
101806 5030	EMPLR-PEN	42,384.41	47,758.62	47,833.85	32,745.09	58,664.00	59,907.00	2.1%
101806 5040	EMPLR-INSU	102,329.25	83,865.28	83,559.36	58,790.61	93,015.00	102,579.00	10.3%
101806 5270	POSTAGE	3,125.03	3,358.56	3,043.49	2,294.09	3,000.00	.00	-100.0%
101806 5340	CHRG CARD	.00	1,708.21	.00	.00	.00	.00	.0%
101806 5370	CONFTRVL	.00	912.22	2,194.86	2,902.83	4,500.00	4,500.00	.0%
101806 5390	AWARDS	.00	254.99	.00	.00	.00	.00	.0%
101806 5400	SUBSCRIPT	2,633.17	242.95	836.67	495.00	920.00	27,000.00	2834.8%
101806 5460	PROFESSION	57,780.00	128,475.84	39,146.00	755.00	45,000.00	45,000.00	.0%
101806 5480	REFRIMBSTS	.00	6.50	15.66	.00	.00	.00	.0%
101806 5490	OTHER	.00	2,281.52	779.11	.00	.00	.00	.0%
TOTAL FINANCE		489,411.60	622,896.47	498,178.32	319,186.54	558,492.00	624,414.00	11.8%
807 PLANNING & DEVELOPMENT								
101807 5000	SAL-REG EM	433,036.52	480,027.35	535,209.69	318,763.74	573,809.00	599,472.00	4.5%
101807 5010	OT-REG EMP	4,333.56	1,831.20	1,208.52	1,311.34	6,000.00	2,000.00	-66.7%
101807 5020	TEMPEMP	5,340.00	2,899.59	.00	.00	15,000.00	15,000.00	.0%
101807 5030	EMPLR-PEN	64,630.34	69,011.48	79,927.18	47,128.84	99,111.00	96,134.00	-3.0%
101807 5040	EMPLR-INSU	130,235.57	133,871.38	134,285.57	71,339.60	143,614.00	157,558.00	9.7%
101807 5080	EMEEAPRARE	.00	.00	.00	212.49	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101807 5200 GENSUPP	.00	147.00	330.14	741.77	700.00	1,200.00	71.4%
101807 5220 SMALL TOOL	166.48	636.95	39.76	.00	500.00	.00	.0%
101807 5230 ADVERTISE	31,099.31	2,575.68	346.04	178.42	2,000.00	2,000.00	.0%
101807 5260 MTRFUEL	4,139.00	3,913.54	2,984.84	1,686.58	2,000.00	3,000.00	50.0%
101807 5270 POSTAGE	1,736.93	3,601.04	1,483.37	808.98	1,000.00	1,000.00	.0%
101807 5275 LEGAL	.00	.00	34,170.90	9,256.25	80,000.00	45,000.00	-43.8%
101807 5300 MAINT EQUIP	2,014.47	230.66	909.55	21.37	1,500.00	1,500.00	.0%
101807 5330 PRINTPUB	2,035.66	2,578.24	2,233.56	954.74	2,500.00	2,500.00	.0%
101807 5370 CONFTRVL	10,589.62	13,453.66	6,480.38	3,269.66	15,000.00	10,000.00	-33.3%
101807 5380 ALSGENTRVL	416.62	667.28	791.58	1,357.47	1,200.00	1,200.00	.0%
101807 5390 AWARDS	.00	.00	53.50	.00	250.00	.00	.0%
101807 5400 SUBSCRIPT	1,023.83	28,884.95	5,019.48	459.00	5,000.00	3,000.00	-40.0%
101807 5410 INSURANCES	8,975.00	9,973.00	10,534.00	.00	.00	.00	.0%
101807 5450 LICTAXES	22,687.89	1,889.67	.00	.00	.00	150.00	.0%
101807 5460 PROFESSION	5,523.49	25,691.61	248,570.66	91,442.73	95,000.00	95,000.00	.0%
101807 5480 REFRIMBSTS	.00	.00	887.54	308.33	.00	.00	.0%
101807 5490 OTHER	1,078.80	27,917.69	22,067.96	11,462.46	.00	15,000.00	.0%
101807 5500 SAFETY PRO	.00	95.36	186.99	.00	.00	.00	.0%
101807 5830 TAX ABATEM	.00	13,050.00	47,569.82	26,666.27	.00	25,000.00	.0%
101807 5990 TRSTOFNDS	111,500.00	32,500.00	32,500.00	.00	.00	.00	.0%
TOTAL PLANNING & DEVELOPMENT	840,563.09	855,447.33	1,167,791.03	587,370.04	1,044,184.00	1,075,714.00	3.0%
808 LEGAL							
101808 5460 PROFESSION	400,065.84	452,582.57	252,086.24	.00	.00	.00	.0%
101808 5490 OTHER	.00	6,647.50	.00	.00	.00	.00	.0%
TOTAL LEGAL	400,065.84	459,230.07	252,086.24	.00	.00	.00	.0%
809 INFORMATION TECH							
101809 5000 SAL-REG EM	187,224.55	212,370.55	225,901.01	144,920.72	234,841.00	248,404.00	5.8%
101809 5010 OT-REG EMP	158.52	525.89	393.37	291.98	2,000.00	1,000.00	-50.0%
101809 5030 EMPLR-PEN	28,010.40	31,975.34	33,424.51	21,327.89	39,440.00	38,843.00	-1.5%
101809 5040 EMPLR-INSU	49,907.50	62,177.05	62,287.05	41,365.86	65,677.00	72,041.00	9.7%
101809 5200 GENSUPP	2,124.82	2,697.58	1,000.00	5,000.00	5,000.00	500.00	-90.0%
101809 5220 SMALL TOOL	45,081.07	74,996.68	74,988.85	73,149.14	75,000.00	66,000.00	-12.0%
101809 5270 POSTAGE	3.75	209.23	108.02	57.74	100.00	100.00	.0%
101809 5290 COMM	89,455.80	82,467.75	130,600.18	84,888.32	136,000.00	134,500.00	-1.1%
101809 5300 MAINT EQUIP	31,370.68	38,832.78	23,073.99	15,029.61	15,000.00	9,000.00	-40.0%
101809 5310 MAINTSTRUC	2,718.22	6,244.33	8,005.96	8,285.30	16,000.00	42,500.00	165.6%
101809 5370 CONFTRVL	5,511.50	4,023.26	4,253.50	1,691.12	6,000.00	3,500.00	-41.7%
101809 5380 ALSGENTRVL	84.72	.00	.00	.00	.00	.00	.0%
101809 5390 AWARDS	154.51	.00	53.50	.00	.00	205.00	.0%
101809 5400 SUBSCRIPT	151,179.21	170,651.61	162,123.05	245,409.18	277,100.00	237,500.00	-14.3%
101809 5410 INSURANCES	868.00	1,012.00	6,627.00	.00	.00	.00	.0%
101809 5420 RENTS	.00	.00	10,566.75	11,681.68	18,000.00	23,000.00	27.8%
101809 5450 LICTAXES	56,849.19	44,705.43	68,122.91	71,338.89	76,000.00	78,000.00	2.6%
101809 5460 PROFESSION	-2,279.67	9,694.98	4,090.73	29,582.53	5,000.00	2,500.00	-50.0%
101809 5480 REFRIMBSTS	.00	13.01	.00	.00	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101809 5490	OTHER	2,643.64	2,678.86	267.42	759.68	.00	.00	.0%
TOTAL INFORMATION TECH		651,066.41	745,276.33	815,887.80	754,779.64	971,158.00	957,593.00	-1.4%
810 HUMAN RESOURCES								
101810 5000	SAL-REG EM	99,768.08	120,040.07	121,459.10	65,448.14	119,614.00	118,233.00	-1.2%
101810 5020	TEMPEMP	20,647.81	14,795.84	34,061.61	17,653.60	37,000.00	25,000.00	-32.4%
101810 5030	EMPLR-PEN	17,703.35	21,579.12	22,447.93	11,222.89	24,858.00	22,167.00	-10.8%
101810 5040	EMPLR-INSU	12,717.76	12,369.97	24,549.30	15,014.56	27,747.00	30,503.00	9.9%
101810 5210	OFFICE SUP	64.70	819.51	.00	136.00	.00	150.00	.0%
101810 5270	POSTAGE	40.98	39.58	141.91	114.77	150.00	.00	-100.0%
101810 5300	MAINT EQUIP	2,686.25	.00	.00	.00	.00	.00	.0%
101810 5330	PRINT PUB	9.41	.00	.00	35.44	.00	.00	.0%
101810 5370	CONFTRVL	20.00	1,621.00	1,065.05	405.00	2,500.00	2,500.00	.0%
101810 5380	ALSGENTRVL	112.07	100.45	128.64	488.15	1,000.00	1,000.00	.0%
101810 5390	AWARDS	1,069.08	.00	.00	.00	.00	.00	.0%
101810 5400	SUBSCRIPT	11,562.03	429.07	175.00	225.00	500.00	500.00	.0%
101810 5460	PROFESSION	19,172.68	11,030.68	11,677.80	8,039.74	25,000.00	20,000.00	-20.0%
101810 5480	REFRIMBSTS	.00	6.51	.00	.00	.00	.00	.0%
101810 5490	OTHER	94.00	.00	.00	225.00	1,000.00	500.00	-50.0%
TOTAL HUMAN RESOURCES		185,668.20	182,831.80	215,706.34	119,008.29	239,369.00	220,553.00	-7.9%
811 CULTURAL DIVERSITY								
101811 5000	SAL-REG EM	.00	.00	127,812.64	78,405.92	126,922.00	132,004.00	4.0%
101811 5030	EMPLR-PEN	.00	.00	19,078.73	11,652.66	21,069.00	20,520.00	-2.6%
101811 5040	EMPLR-INSU	.00	.00	27,097.29	17,495.09	27,663.00	30,523.00	10.3%
101811 5200	GENSUPP	.00	.00	957.92	10,646.59	1,000.00	.00	.0%
101811 5370	CONFTRVL	.00	1,100.51	1,386.68	1,320.63	3,000.00	1,500.00	-50.0%
101811 5380	ALSGENTRVL	.00	.00	.00	1,600.00	1,000.00	1,000.00	.0%
101811 5390	AWARDS	.00	.00	.00	250.00	.00	.00	.0%
101811 5400	SUBSCRIPT	.00	.00	.00	1,200.00	5,000.00	1,200.00	-76.0%
101811 5460	PROFESSION	.00	2,756.04	1,000.00	500.00	.00	5,000.00	.0%
101811 5470	CIVIC PROM	.00	.00	.00	.00	10,000.00	5,000.00	-50.0%
101811 5480	REFRIMBSTS	.00	.00	250.00	.00	.00	.00	.0%
TOTAL CULTURAL DIVERSITY		.00	3,856.55	177,583.26	123,070.89	195,654.00	196,747.00	.6%
820 POLICE DEPARTMENT								
101820 5000	SAL-REG EM	3,107,390.79	3,364,182.65	3,456,094.11	2,030,517.40	3,639,912.00	3,747,186.00	2.9%
101820 5010	OT-REG EMP	230,382.85	194,559.53	225,205.13	110,649.09	222,000.00	228,600.00	3.0%
101820 5020	TEMPEMP	124,880.42	37,181.87	160,461.07	65,213.75	139,000.00	115,000.00	-17.3%
101820 5030	EMPLR-PEN	621,972.09	636,780.30	664,163.55	403,448.22	763,636.00	788,747.00	3.3%
101820 5040	EMPLR-INSU	1,181,430.07	1,074,380.92	1,084,001.01	698,950.72	1,246,205.00	1,302,792.00	4.5%
101820 5200	GENSUPP	30,582.56	30,458.56	70,716.79	16,736.46	24,000.00	24,000.00	.0%
101820 5210	OFFICE SUP	5,039.70	3,221.34	1,590.85	571.34	5,000.00	4,000.00	-20.0%
101820 5220	SMALL TOOL	48,866.59	89,671.19	53,850.66	26,740.28	61,000.00	51,000.00	-16.4%
101820 5230	ADVERTISE	1,110.00	2,375.88	675.00	445.51	1,000.00	1,000.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101820 5260	MTRFUEL	105,699.46	89,872.33	80,410.31	46,540.53	95,000.00	95,000.00	.0%
101820 5270	POSTAGE	2,236.41	1,475.29	2,921.60	607.03	2,200.00	2,000.00	-9.1%
101820 5275	LEGAL	.00	217.00	20,676.12	151,110.39	250,000.00	350,000.00	40.0%
101820 5290	COMM	489.70	621.16	632.35	109.09	5,000.00	5,000.00	.0%
101820 5300	MAINTEQUIP	45,136.47	57,925.01	104,362.23	33,578.11	50,000.00	50,000.00	.0%
101820 5310	MAINTSTRUC	294,687.79	163,383.95	.00	236,708.31	171,200.00	170,000.00	-.7%
101820 5320	MAINTOTHIM	.00	.00	11,975.04	.00	.00	.00	.0%
101820 5330	PRINTPUB	.00	.00	320.00	1,497.00	1,000.00	1,000.00	.0%
101820 5360	WASTEREM	362.10	280.00	786.00	51.45	4,500.00	2,500.00	-44.4%
101820 5370	CONFTRVL	52,127.27	52,867.97	30,025.22	24,611.72	42,000.00	42,000.00	.0%
101820 5380	ALSGENTRVL	22,531.92	23,534.43	9,385.70	3,779.39	28,000.00	15,000.00	-46.4%
101820 5390	AWARDS	361.95	5,538.73	2,145.50	.00	3,000.00	472.00	-84.3%
101820 5400	SUBSCRIPT	22,791.72	51,810.03	69,280.96	78,418.96	40,000.00	70,000.00	75.0%
101820 5410	INSURANCES	72,086.00	88,862.00	137,630.00	.00	90,000.00	90,000.00	.0%
101820 5420	RENTS	6,536.38	18,737.94	164,804.75	.00	7,000.00	.00	-100.0%
101820 5450	LICTAXES	10,391.16	6,464.72	9,259.76	921.94	12,000.00	7,500.00	-37.5%
101820 5460	PROFESSION	35,008.95	26,253.89	46,166.81	50,147.18	38,000.00	40,000.00	5.3%
101820 5480	REFRIMBSTS	.00	125,333.81	1,913.09	888.82	.00	.00	.0%
101820 5490	OTHER	207,197.00	52,327.70	50,940.21	39,530.50	53,000.00	53,000.00	.0%
101820 5500	SAFETY PRO	.00	7,438.89	31,996.82	9,904.95	10,000.00	10,000.00	.0%
101820 5620	MACHINEAUT	.00	2,426.94	.00	.00	.00	.00	.0%
TOTAL POLICE DEPARTMENT		6,229,299.35	6,208,184.03	6,492,390.64	4,031,678.14	7,003,653.00	7,265,797.00	3.7%
821	FIRE DEPARTMENT							
101821 5000	SAL-REG EM	297,430.28	315,965.58	339,266.88	218,321.24	357,269.00	378,271.00	5.9%
101821 5010	OT-REG EMP	9.89	1,214.29	372.54	547.10	1,000.00	1,000.00	.0%
101821 5020	TEMPEMP	180,981.87	254,508.40	260,678.36	140,806.50	265,000.00	278,250.00	5.0%
101821 5030	EMPLR-PEN	52,515.94	56,240.72	59,994.17	36,154.23	65,638.00	69,281.00	5.6%
101821 5040	EMPLR-INSU	293,820.01	302,883.77	157,368.91	100,156.58	163,463.00	162,700.00	-.5%
101821 5080	EMEEAPRARE	.00	634.21	30,306.52	7,507.60	40,000.00	37,000.00	-7.5%
101821 5200	GENSUPP	4,507.99	3,886.89	6,619.36	4,229.82	7,000.00	7,000.00	.0%
101821 5210	OFFICE SUP	728.60	1,496.44	723.37	542.00	750.00	750.00	.0%
101821 5220	SMALL TOOL	22,383.29	19,709.39	16,504.98	20,060.04	28,000.00	28,000.00	.0%
101821 5230	ADVERTISE	.00	.00	.00	.00	500.00	.00	-100.0%
101821 5260	MTRFUEL	15,134.18	11,278.76	8,345.69	4,709.91	12,000.00	10,000.00	-16.7%
101821 5270	POSTAGE	241.05	133.20	167.45	231.84	250.00	400.00	60.0%
101821 5290	COMM	230.50	535.14	508.60	.00	800.00	.00	-100.0%
101821 5300	MAINTEQUIP	23,132.76	9,897.68	18,667.79	28,148.33	23,000.00	27,500.00	19.6%
101821 5310	MAINTSTRUC	12,802.40	8,315.88	18,900.13	12,468.04	27,000.00	27,000.00	.0%
101821 5320	MAINTOTHIM	.00	1,098.78	286.00	657.45	1,550.00	1,500.00	-3.2%
101821 5330	PRINTPUB	95.10	154.20	139.00	.00	400.00	.00	-100.0%
101821 5350	UTILITIES	17,479.07	17,774.10	15,376.87	10,527.01	21,000.00	21,000.00	.0%
101821 5360	WASTEREM	687.73	532.28	805.00	421.60	1,500.00	1,000.00	-33.3%
101821 5370	CONFTRVL	22,508.59	41,285.50	28,569.43	17,623.78	40,000.00	37,500.00	-6.3%
101821 5380	ALSGENTRVL	28,374.81	30,293.99	659.73	142.83	1,000.00	500.00	-50.0%
101821 5390	AWARDS	761.29	865.63	521.00	701.16	2,500.00	2,000.00	-20.0%
101821 5400	SUBSCRIPT	5,198.64	4,796.23	4,513.74	2,629.49	7,500.00	6,000.00	-20.0%
101821 5410	INSURANCES	5,922.00	6,444.00	6,880.17	1,618.83	7,500.00	8,000.00	6.7%
101821 5420	RENTS	1,975.76	730.29	687.02	490.25	750.00	800.00	6.7%

2026 PROPOSED BUDGET

GENERAL FUND	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101821 5450 LICTAXES	354.75	221.00	291.00	553.00	400.00	400.00	.0%
101821 5460 PROFESSION	19,039.63	28,186.49	28,477.32	26,167.80	33,500.00	35,000.00	4.5%
101821 5490 OTHER	.00	.00	100.00	.00	500.00	.00	.0%
101821 5500 SAFETYPROG	8,666.30	10,604.49	9,802.77	10,994.76	11,000.00	12,000.00	9.1%
101821 5520 CIVELDEF	5,894.00	6,504.89	3,653.57	200.00	7,500.00	8,000.00	6.7%
101821 5990 TRSTOFNDS	.00	14,881.17	.00	.00	.00	.00	.0%
101821 5999 TRSDEBTSRV	.00	.00	.00	.00	169,614.00	168,629.00	-.6%
TOTAL FIRE DEPARTMENT	1,020,876.43	1,151,073.39	1,019,187.37	646,611.19	1,297,884.00	1,329,481.00	2.4%
830 PUBLIC WORKS							
101830 5000 SAL-REG EM	1,426,178.89	1,638,956.12	1,768,955.65	1,202,810.88	1,799,021.00	1,869,458.00	3.9%
101830 5010 OT-REG EMP	43,310.79	12,227.71	8,766.97	13,343.83	65,000.00	45,000.00	-30.8%
101830 5020 TEMPEMP	68,152.88	55,895.75	69,517.83	33,420.76	68,250.00	68,250.00	.0%
101830 5030 EMPLR-PEN	224,685.27	240,940.51	268,582.49	169,879.22	319,668.00	305,389.00	-4.5%
101830 5040 EMPLR-INSU	668,090.89	615,025.50	657,504.47	408,316.68	684,047.00	721,316.00	5.4%
101830 5080 EMEEAPRARE	.00	.00	.00	2,285.80	.00	11,000.00	.0%
101830 5200 GENSUPP	148,113.57	173,083.88	170,840.93	95,574.42	130,000.00	133,250.00	2.5%
101830 5210 OFFICE SUP	-1.26	276.88	809.59	370.67	.00	.00	.0%
101830 5220 SMALL TOOL	26,610.11	16,834.41	14,767.33	23,120.52	25,000.00	25,000.00	.0%
101830 5230 ADVERTISE	1,029.82	6,238.41	1,090.54	306.17	2,000.00	2,000.00	.0%
101830 5260 MTRFUEL	180,662.99	152,559.59	101,659.62	58,060.92	180,000.00	170,000.00	-5.6%
101830 5270 POSTAGE	951.40	532.67	603.99	951.11	1,000.00	1,000.00	.0%
101830 5290 COMM	.00	1,100.00	.00	.00	.00	.00	.0%
101830 5300 MAINT EQUIP	121,946.70	149,271.21	107,810.28	80,366.60	154,350.00	154,350.00	.0%
101830 5310 MAINTSTRUC	23,060.27	33,193.28	33,170.20	36,304.46	37,750.00	37,668.00	2.5%
101830 5320 MAINTOTHIM	192,149.61	568,551.27	573,418.96	275,127.52	548,625.00	550,000.00	.3%
101830 5330 PRINTPUB	.00	.00	2,409.64	.00	.00	.00	.0%
101830 5350 UTILITIES	110,759.69	136,471.22	114,647.26	69,279.66	126,000.00	129,150.00	2.5%
101830 5360 WASTEREM	44,671.67	24,872.73	15,924.15	15,660.06	38,850.00	30,850.00	-20.6%
101830 5370 CONFTRVL	5,280.56	10,880.92	7,142.00	1,643.93	10,000.00	10,000.00	.0%
101830 5380 ALSGENTRVL	7,483.11	8,596.62	12,515.85	11,973.34	14,175.00	500.00	-96.5%
101830 5390 AWARDS	.00	111.90	617.50	515.90	500.00	109.00	-78.2%
101830 5400 SUBSCRIPT	3,290.87	3,895.48	4,478.90	2,583.92	5,000.00	5,000.00	.0%
101830 5410 INSURANCES	28,836.67	33,517.00	35,264.00	.00	37,500.00	38,438.00	2.5%
101830 5420 RENTS	14,948.81	17,129.08	21,868.49	2,753.42	4,000.00	5,000.00	25.0%
101830 5450 LICTAXES	7,510.92	6,948.48	6,920.87	6,104.87	11,500.00	9,000.00	-21.7%
101830 5460 PROFESSION	.00	2,886.01	6,363.50	4,888.00	2,000.00	5,000.00	150.0%
101830 5480 REFRIMBSTS	.00	300.00	1,134.50	.00	.00	.00	.0%
101830 5490 OTHER	6,801.86	4,940.75	4,231.41	1,875.67	5,000.00	5,000.00	.0%
101830 5500 SAFETYPROG	.00	1,321.67	510.24	1,105.83	.00	3,000.00	.0%
101830 5610 FURNEQUIP	.00	624.99	.00	.00	.00	.00	.0%
101830 5980 TRSTO CIP	.00	479,395.00	.00	.00	.00	.00	.0%
101830 5999 TRSDEBTSRV	.00	.00	.00	.00	83,542.00	83,056.00	-.6%
TOTAL PUBLIC WORKS	3,354,526.09	4,396,579.04	4,011,527.16	2,518,624.16	4,351,778.00	4,417,784.00	1.5%
831 ENGINEERING							
101831 5000 SAL-REG EM	82,628.48	60,695.65	-3,675.00	.00	.00	.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101831 5010	OT-REG EMP	665.33	48.58	.00	.00	.00	.00	.0%
101831 5030	EMPLR-PEN	9,425.53	8,842.81	-392.62	.00	.00	.00	.0%
101831 5040	EMPLR-INSU	28,650.43	20,799.22	-3,265.45	.00	.00	.00	.0%
101831 5200	GENSUPP	540.34	.00	.00	.00	.00	.00	.0%
101831 5210	OFFICE SUP	27.44	.00	.00	.00	.00	.00	.0%
101831 5230	ADVERTISE	.00	592.32	420.80	262.80	.00	.00	.0%
101831 5270	POSTAGE	112.44	.78	227.04	.00	.00	.00	.0%
101831 5300	MAINT EQUIP	1,383.01	826.00	64.60	.00	.00	.00	.0%
101831 5320	MAINTOTHIM	4,867.46	59,622.35	19,745.77	32,611.04	50,000.00	50,000.00	.0%
101831 5370	CONFTRVL	694.32	600.00	.00	.00	3,000.00	.00	.0%
101831 5380	ALSGENTRVL	15.00	.00	.00	.00	.00	.00	.0%
101831 5400	SUBSCRIPT	7,020.00	.00	.00	.00	.00	3,000.00	.0%
101831 5450	LICTAXES	88.38	2,084.00	.00	.00	.00	.00	.0%
101831 5460	PROFESSION	256,213.11	311,271.21	708,760.47	133,782.72	350,000.00	350,000.00	.0%
101831 5490	OTHER	.00	90,621.71	.00	.00	1,000.00	.00	.0%
TOTAL ENGINEERING		392,331.27	556,004.63	721,885.61	166,656.56	404,000.00	403,000.00	- .2%
832	TRANSIT							
101832 5490	OTHER	17,500.00	20,000.00	20,500.00	20,500.00	21,000.00	21,000.00	.0%
TOTAL TRANSIT		17,500.00	20,000.00	20,500.00	20,500.00	21,000.00	21,000.00	.0%
833	STORM WATER							
101833 5200	GENSUPP	7,371.10	5,449.07	82.24	.00	.00	.00	.0%
101833 5230	ADVERTISE	306.40	36.62	.00	.00	.00	.00	.0%
101833 5310	MAINTSTRUC	.00	1,026.04	395.30	.00	.00	.00	.0%
101833 5320	MAINTOTHIM	54,140.77	84,684.80	53,659.70	30,230.83	75,000.00	85,000.00	13.3%
101833 5370	CONFTRVL	120.00	279.67	849.54	189.00	2,000.00	1,000.00	-50.0%
101833 5400	SUBSCRIPT	5,053.20	4,985.85	6,524.01	7,563.99	7,000.00	8,000.00	14.3%
101833 5460	PROFESSION	.00	1,372.00	51,461.50	11,034.50	4,000.00	5,000.00	25.0%
101833 5490	OTHER	.00	482.97	21,166.76	.00	.00	.00	.0%
TOTAL STORM WATER		66,991.47	98,317.02	134,139.05	49,018.32	88,000.00	99,000.00	12.5%
841	WRAC							
101841 5000	SAL-REG EM	65,852.07	68,460.14	71,048.96	45,316.87	75,596.00	78,624.00	4.0%
101841 5010	OT-REG EMP	4,541.43	794.47	1,692.90	1,074.70	.00	1,000.00	.0%
101841 5020	TEMPER	3,640.00	3,373.00	3,911.60	2,143.00	4,200.00	4,200.00	.0%
101841 5030	EMPLR-PEN	10,858.88	10,569.01	10,975.46	6,947.96	13,247.00	13,148.00	- .7%
101841 5040	EMPLR-INSU	27,592.38	25,595.23	25,119.68	16,965.81	26,837.00	29,840.00	11.2%
101841 5200	GENSUPP	463.43	79.99	334.71	138.41	500.00	500.00	.0%
101841 5210	OFFICE SUP	.00	.00	.00	.00	200.00	200.00	.0%
101841 5220	SMALL TOOL	.00	3,496.98	44.08	8,043.62	4,000.00	4,000.00	.0%
101841 5230	ADVERTISE	.00	.00	415.00	.00	500.00	.00	.0%
101841 5270	POSTAGE	5.51	.00	.00	80.00	.00	.00	.0%
101841 5290	COMM	.00	.00	.00	.00	.00	1,750.00	.0%
101841 5300	MAINT EQUIP	1,880.00	4,373.11	2,514.81	896.45	5,000.00	4,000.00	-20.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101841 5310	MAINTSTRUC	93.51	333.20	230.45	751.53	3,000.00	3,000.00	.0%
101841 5350	UTILITIES	5,822.53	5,989.06	5,573.12	4,825.73	6,000.00	6,000.00	.0%
101841 5360	WASTEREM	377.07	240.00	.00	.00	.00	.00	.0%
101841 5370	CONFTRVL	2,021.24	763.46	2,312.72	1,630.46	3,000.00	2,500.00	-16.7%
101841 5380	ALSGENTRVL	61.00	.00	378.81	.00	500.00	500.00	.0%
101841 5390	AWARDS	.00	.00	.00	.00	300.00	.00	-100.0%
101841 5400	SUBSCRIPT	2,810.32	5,043.52	3,134.52	2,487.84	6,000.00	7,025.00	17.1%
101841 5410	INSURANCES	.00	.00	1,063.00	.00	.00	.00	.0%
101841 5420	RENTS	120.00	10.00	.00	.00	.00	.00	.0%
101841 5450	LICTAXES	610.00	50.00	50.00	50.00	100.00	50.00	-50.0%
101841 5460	PROFESSION	465.00	1,065.00	875.00	2,475.00	1,000.00	1,500.00	50.0%
101841 5490	OTHER	179.00	.00	125.00	210.00	.00	.00	.0%
TOTAL WRAC		127,393.37	130,236.17	129,799.82	94,037.38	149,980.00	157,837.00	5.2%
842 LIBRARY								
101842 5310	MAINTSTRUC	114,170.90	48,380.46	80,693.53	94,073.12	100,000.00	150,000.00	50.0%
101842 5490	OTHER	437,332.00	454,825.00	473,018.00	236,509.00	473,018.00	496,669.00	5.0%
TOTAL LIBRARY		551,502.90	503,205.46	553,711.53	330,582.12	573,018.00	646,669.00	12.9%
843 AUDITORIUM								
101843 5020	TEMPEMP	429.25	.00	.00	.00	.00	.00	.0%
101843 5030	EMPLR-PEN	32.84	.00	.00	.00	.00	.00	.0%
101843 5040	EMPLR-INSU	31.00	-34.00	.00	.00	.00	.00	.0%
101843 5200	GENSUPP	2,461.76	1,681.81	2,497.31	895.03	2,000.00	2,000.00	.0%
101843 5220	SMALL TOOL	1,248.94	.00	421.91	1,135.19	1,000.00	1,000.00	.0%
101843 5300	MAINT EQUIP	1,413.06	4,100.91	2,261.08	272.00	10,000.00	6,000.00	-40.0%
101843 5310	MAINTSTRUC	9,475.56	816.00	1,418.56	99.00	12,000.00	12,000.00	.0%
101843 5350	UTILITIES	20,880.51	33,313.71	26,938.01	22,206.94	40,000.00	37,500.00	-6.3%
101843 5360	WASTEREM	665.64	158.27	.00	35.00	1,000.00	500.00	-50.0%
101843 5380	MEALS	.00	40.94	102.50	.00	.00	.00	.0%
101843 5410	INSURANCES	4,038.00	4,723.00	4,949.00	.00	5,000.00	5,250.00	5.0%
101843 5450	LICTAXES	268.00	268.00	268.00	268.00	268.00	268.00	.0%
101843 5460	PROFESSION	11,486.44	12,831.20	.00	.00	.00	.00	.0%
TOTAL AUDITORIUM		52,431.00	57,899.84	38,856.37	24,911.16	71,268.00	64,518.00	-9.5%
844 PARKS AND RECREATION								
101844 5000	SAL-REG EM	257,065.95	368,618.35	358,052.53	241,865.66	375,172.00	399,193.00	6.4%
101844 5010	OT-REG EMP	1,767.35	5,701.57	8,264.02	6,155.34	10,000.00	10,000.00	.0%
101844 5020	TEMPEMP	121,150.52	174,109.10	182,028.91	141,981.18	190,000.00	190,000.00	.0%
101844 5030	EMPLR-PEN	49,464.40	70,519.94	71,499.67	49,480.17	87,849.00	84,725.00	-3.6%
101844 5040	EMPLR-INSU	86,148.45	141,448.67	90,384.95	67,127.05	100,001.00	120,968.00	21.0%
101844 5080	EMEEAPRARE	181.55	1,553.26	1,537.93	1,236.80	2,500.00	2,000.00	-20.0%
101844 5200	GENSUPP	40,168.05	60,370.08	40,200.02	38,869.52	60,000.00	40,000.00	-33.3%
101844 5210	OFFICE SUP	1,482.07	5,204.95	2,888.55	1,000.82	5,000.00	3,000.00	-40.0%
101844 5220	SMALL TOOL	24,350.36	33,510.06	46,798.86	35,941.19	40,000.00	40,000.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101844 5230 ADVERTISE	2,686.12	3,471.45	5,374.12	5,096.98	5,000.00	5,000.00	.0%
101844 5260 MTRFUEL	.00	273.97	61.61	.00	3,000.00	.00	.0%
101844 5270 POSTAGE	40.61	34.17	9.25	105.22	1,000.00	500.00	-50.0%
101844 5290 COMM	1,349.27	335.47	.00	.00	2,000.00	500.00	-75.0%
101844 5300 MAINT EQUIP	9,276.27	9,194.28	11,303.26	18,263.14	15,000.00	15,000.00	.0%
101844 5310 MAINT STRUC	33,848.58	17,612.09	13,602.75	10,543.52	15,000.00	15,000.00	.0%
101844 5320 MAINTOTHIM	319.30	43,541.70	73,872.02	70,320.49	75,000.00	80,000.00	6.7%
101844 5330 PRINTPUB	1,837.88	.00	.00	.00	5,000.00	1,000.00	-80.0%
101844 5340 CHRG CARD	9,226.94	15,698.15	20,567.00	16,489.93	15,000.00	25,000.00	66.7%
101844 5350 UTILITIES	2,933.57	7,712.67	6,467.46	5,115.35	10,000.00	10,000.00	.0%
101844 5360 WASTEREM	4,186.01	1,649.07	2,291.51	1,808.12	1,000.00	3,000.00	200.0%
101844 5370 CONFTRVL	.00	.00	1,130.00	1,200.00	1,500.00	1,500.00	.0%
101844 5380 ALSGENTRVL	38.61	79.50	68.55	186.00	1,000.00	500.00	-50.0%
101844 5390 AWARDS	6,561.75	85.00	1,913.19	2,970.46	3,000.00	2,000.00	-33.3%
101844 5400 SUBSCRIPT	11,249.14	13,539.67	14,040.50	15,024.80	17,000.00	17,000.00	.0%
101844 5410 INSURANCES	196.00	208.00	222.00	.00	500.00	1,500.00	200.0%
101844 5420 RENTS	5,998.97	5,376.86	5,196.11	12,616.15	15,000.00	15,000.00	.0%
101844 5450 LICTAXES	1,262.17	6,259.26	-355.00	.00	1,500.00	1,500.00	.0%
101844 5460 PROFESSION	71,343.86	107,001.58	82,883.58	63,936.48	70,000.00	83,000.00	18.6%
101844 5480 REFRIMBSTS	100.00	88.81	675.00	170.00	1,000.00	500.00	-50.0%
101844 5490 OTHER	1,925.00	1,708.39	4,541.56	1,283.61	5,000.00	2,500.00	-50.0%
101844 5600 BUILDINGS	.00	.00	.00	54.99	.00	.00	.0%
101844 5610 FURNEQUIP	.00	.00	349.23	.00	.00	.00	.0%
101844 5810 INTEREST	622.13	724.75	.00	.00	.00	.00	.0%
TOTAL PARKS AND RECREATION	746,780.88	1,095,630.82	1,045,869.14	808,842.97	1,133,022.00	1,169,886.00	3.3%
845 CIVIC CENTER							
101845 5000 SAL-REG EM	126,775.17	137,452.88	205,616.20	121,518.89	210,170.00	204,916.00	-2.5%
101845 5010 OT-REG EMP	6,085.89	5,181.48	4,119.76	4,092.23	11,000.00	8,000.00	-27.3%
101845 5020 TEMPEMP	111,218.15	130,819.83	142,100.60	102,031.92	120,000.00	135,000.00	12.5%
101845 5030 EMPLR-PEN	32,069.97	34,067.18	45,819.88	29,387.99	50,817.00	46,390.00	-8.7%
101845 5040 EMPLR-INSU	61,723.45	52,356.62	91,791.50	37,193.12	93,255.00	101,180.00	8.5%
101845 5200 GENSUPP	79,867.77	82,010.38	73,845.87	42,432.29	65,000.00	74,000.00	13.8%
101845 5210 OFFICE SUP	88.84	701.79	1,058.57	443.28	.00	.00	.0%
101845 5220 SMALL TOOL	7,484.08	22,118.58	20,325.53	13,123.21	27,000.00	20,000.00	-25.9%
101845 5260 MTRFUEL	5,568.34	4,932.74	4,413.86	4,670.65	4,000.00	7,000.00	75.0%
101845 5270 POSTAGE	32.53	.00	.00	.00	.00	.00	.0%
101845 5290 COMM	1,279.02	897.06	.00	.00	1,500.00	.00	.0%
101845 5300 MAINT EQUIP	28,101.27	39,721.09	32,138.95	14,523.16	15,000.00	15,000.00	.0%
101845 5310 MAINT STRUC	11,338.65	22,725.77	12,294.82	5,187.03	15,000.00	15,000.00	.0%
101845 5320 MAINTOTHIM	3,943.93	549.02	28,818.93	23,829.45	35,000.00	45,000.00	28.6%
101845 5330 PRINTPUB	.00	172.95	395.75	.00	.00	.00	.0%
101845 5350 UTILITIES	230,540.49	340,419.17	298,415.69	194,042.72	350,000.00	330,000.00	-5.7%
101845 5360 WASTEREM	13,960.16	18,066.59	18,345.55	12,002.92	15,000.00	20,000.00	33.3%
101845 5370 CONFTRVL	.00	.00	.00	.00	1,000.00	500.00	-50.0%
101845 5380 ALSGENTRVL	505.17	1,046.95	.00	.00	1,200.00	500.00	-58.3%
101845 5390 AWARDS	.00	.00	53.50	.00	.00	205.00	.0%
101845 5400 SUBSCRIPT	2,708.48	3,638.74	3,875.76	3,591.13	5,000.00	4,000.00	-20.0%
101845 5410 INSURANCES	14,473.00	23,237.00	24,312.00	.00	25,000.00	25,000.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND	2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101845 5420 RENTS	213.30	1,252.62	3,388.91	49.08	2,000.00	1,500.00	-25.0%
101845 5450 LICTAXES	3,846.24	4,024.81	4,535.65	5,152.75	3,000.00	5,500.00	83.3%
101845 5460 PROFESSION	8,221.66	10,761.30	4,620.33	872.04	5,000.00	5,000.00	.0%
101845 5490 OTHER	212.50	242.42	75.95	42.11	1,000.00	500.00	-50.0%
101845 5610 FURNEQUIP	.00	.00	950.63	276.98	.00	.00	.0%
TOTAL CIVIC CENTER	750,258.06	936,396.97	1,021,314.19	614,462.95	1,055,942.00	1,064,191.00	.8%
846 EVENT CENTER							
101846 5200 GENSUPP	1,647.47	345.39	.00	.00	.00	.00	.0%
101846 5220 SMALL TOOL	26,432.19	15,376.75	.00	.00	.00	.00	.0%
101846 5230 ADVERTISE	.00	.00	714.08	.00	.00	.00	.0%
101846 5300 MAINT EQUIP	220.00	3,376.32	588.75	.00	.00	.00	.0%
101846 5310 MAINTSTRUC	.00	2,320.00	259.56	.00	.00	.00	.0%
101846 5320 CEOTHRIMPV	.00	487.50	7,543.84	5,534.31	10,000.00	.00	-100.0%
101846 5360 WASTEREM	.00	481.67	.00	.00	.00	.00	.0%
101846 5400 SUBSCRIPT	1,168.00	250.00	950.00	.00	.00	.00	.0%
101846 5450 LICTAXES	.00	425.00	.00	.00	.00	.00	.0%
TOTAL EVENT CENTER	29,467.66	23,062.63	10,056.23	5,534.31	10,000.00	.00	-100.0%
847 COMMUNITY CENTER							
101847 5000 SAL-REG EM	94,993.96	121,569.65	114,313.01	73,892.87	116,723.00	121,384.00	4.0%
101847 5010 OT-REG EMP	9,630.22	10,589.33	9,471.15	2,139.96	3,000.00	3,000.00	.0%
101847 5020 TEMPEMP	45,195.83	24,254.73	54,572.99	20,683.77	30,000.00	30,000.00	.0%
101847 5030 EMPLR-PEN	20,964.71	22,508.65	26,206.05	14,087.52	26,479.00	22,399.00	-15.4%
101847 5040 EMPLR-INSU	23,888.43	24,785.80	21,438.82	13,777.79	22,813.00	21,731.00	-4.7%
101847 5080 EMEEAPRARE	190.97	184.25	.00	.00	500.00	500.00	.0%
101847 5200 GENSUPP	7,409.12	20,004.74	27,184.23	14,938.12	20,000.00	20,000.00	.0%
101847 5210 OFFICE SUP	554.84	837.58	962.04	63.00	1,000.00	1,000.00	.0%
101847 5220 SMALL TOOL	3,940.32	593.45	1,621.86	239.97	3,000.00	3,000.00	.0%
101847 5230 ADVERTISE	522.14	1,069.34	696.66	109.71	800.00	1,000.00	25.0%
101847 5260 MTRFUEL	.00	79.78	278.47	.00	200.00	200.00	.0%
101847 5270 POSTAGE	13.36	-4.01	83.06	19.36	100.00	100.00	.0%
101847 5300 MAINT EQUIP	5,134.73	4,777.52	12,599.53	2,708.99	6,000.00	6,000.00	.0%
101847 5310 MAINTSTRUC	8,234.39	4,097.05	9,962.90	6,784.39	6,000.00	20,000.00	233.3%
101847 5320 CEOTHRIMPV	207.09	191.86	252.10	870.80	10,000.00	10,000.00	.0%
101847 5330 PRINTPUB	.00	119.40	.00	.00	500.00	500.00	.0%
101847 5350 UTILITIES	20,443.17	21,902.10	21,393.78	16,359.63	25,000.00	25,000.00	.0%
101847 5360 WASTEREM	3,381.45	3,737.50	5,271.55	5,060.04	7,000.00	7,000.00	.0%
101847 5370 CONFTRVL	4.68	.00	3,100.00	1,100.00	500.00	500.00	.0%
101847 5380 ALSGENTRVL	.00	.00	1,200.00	.00	250.00	500.00	100.0%
101847 5390 AWARDS	.00	.00	157.00	.00	200.00	.00	-100.0%
101847 5400 SUBSCRIPT	2,555.38	2,100.01	2,146.80	1,932.25	2,000.00	2,300.00	15.0%
101847 5410 INSURANCES	2,095.00	2,442.00	2,565.00	100.00	3,000.00	3,000.00	.0%
101847 5420 RENTS	19.45	.00	.00	350.00	.00	500.00	.0%
101847 5450 LICTAXES	713.32	100.00	100.00	130.00	500.00	500.00	.0%
101847 5460 PROFESSION	1,797.00	2,799.43	2,199.00	2,409.10	3,000.00	5,000.00	66.7%
101847 5480 REFRIMBSTS	.00	.00	262.50	1,155.00	.00	1,200.00	.0%

2026 PROPOSED BUDGET

GENERAL FUND		2022 ACTUALS	2023 ACTUALS	2024 ACTUALS	CURRENT YEAR ACTUALS	2025 BUDGET	MAYOR PROPOSED	PCT CHANGE
101847 5490	OTHER	100.00	.00	2,920.40	9,620.00	500.00	12,000.00	2300.0%
101847 5610	FURNEQUIP	.00	.00	1,349.99	.00	.00	.00	.0%
TOTAL COMMUNITY CENTER		251,989.56	268,740.16	322,308.89	188,532.27	289,065.00	318,314.00	10.1%
848	AQUATIC CENTER							
101848 5000	SAL-REG EM	31,157.83	1,932.95	-1,422.50	.00	.00	.00	.0%
101848 5010	OT-REG EMP	3,476.91	6,130.30	1,671.77	4,759.90	5,000.00	5,000.00	.0%
101848 5020	TEMPEMP	103,432.20	101,988.89	109,020.25	76,031.78	110,000.00	115,000.00	4.5%
101848 5030	EMPLR-PEN	12,958.28	8,533.23	8,423.97	6,196.31	11,650.00	10,365.00	-11.0%
101848 5040	EMPLR-INSU	12,359.61	10,047.09	18,397.14	4,846.57	9,177.00	6,123.00	-33.3%
101848 5200	GENSUPP	35,720.23	38,348.78	34,888.00	42,534.59	40,000.00	40,000.00	.0%
101848 5210	OFFICE SUP	347.58	61.15	.00	.00	500.00	.00	-100.0%
101848 5220	SMALL TOOL	5,902.12	5,243.00	3,282.26	3,766.79	10,000.00	5,000.00	-50.0%
101848 5230	ADVERTISE	199.99	.00	.00	.00	500.00	.00	-100.0%
101848 5270	POSTAGE	4.08	.00	.00	.00	.00	.00	.0%
101848 5300	MAINT EQUIP	27,767.42	5,075.06	1,789.01	4,509.30	11,000.00	10,000.00	-9.1%
101848 5310	MAINTSTRUC	15,525.59	3,219.69	9,233.66	4,397.43	11,000.00	10,000.00	-9.1%
101848 5320	MAINTOTHIM	445.00	133.00	17,400.00	.00	20,000.00	20,000.00	.0%
101848 5350	UTILITIES	12,604.32	25,138.29	19,588.60	12,157.81	25,000.00	27,000.00	8.0%
101848 5360	WASTEREM	3,668.19	1,130.45	1,327.52	835.73	3,500.00	2,000.00	-42.9%
101848 5370	CONFTRVL	141.04	.00	.00	.00	1,000.00	500.00	-50.0%
101848 5380	ALSGENTRVL	627.31	140.00	59.43	.00	1,000.00	500.00	-50.0%
101848 5400	SUBSCRIPT	1,700.02	2,100.00	1,737.50	1,859.37	2,500.00	2,500.00	.0%
101848 5410	INSURANCES	2,865.00	3,316.00	3,467.00	.00	5,000.00	5,000.00	.0%
101848 5420	RENTS	.00	48.97	.00	.00	500.00	500.00	.0%
101848 5450	LICTAXES	1,889.32	1,850.00	971.00	201.00	1,200.00	1,500.00	25.0%
101848 5460	PROFESSION	2,485.61	.00	322.00	.00	3,500.00	2,500.00	-28.6%
101848 5490	OTHER	300.00	.00	.00	6.99	1,000.00	1,000.00	.0%
101848 5610	FURNEQUIP	.00	.00	302.40	.00	.00	.00	.0%
TOTAL AQUATIC CENTER		275,577.65	214,436.85	230,459.01	162,103.57	273,027.00	264,488.00	-3.1%
TOTAL GENERAL FUND		924,874.93	2,753,576.77	-987,441.44	-132,115.69	.00	.00	.0%
TOTAL REVENUE		-18,081,474.84	-20,068,685.22	-22,365,099.69	-13,150,454.74	-22,104,698.00	-23,360,236.00	.0%
TOTAL EXPENSE		19,006,349.77	22,822,261.99	21,377,658.25	13,018,339.05	22,104,698.00	23,360,236.00	.0%
GRAND TOTAL		924,874.93	2,753,576.77	-987,441.44	-132,115.69	.00	.00	.0%

** END OF REPORT - Generated by Tom Odens **



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

To: Mayor and Council Members

From: Leslie Valiant, City Administrator

Date: August 22, 2025

Re: Capital Improvement Plan (CIP)

Background

A Capital Improvement Program (CIP) is a strategic tool designed to guide the development, maintenance, and enhancement of our city's physical assets. As we continue to develop and enhance our city's infrastructure and public services, it is crucial to adopt a systematic approach to planning and funding.

What is a Capital Improvement Program (CIP)

A Capital Improvement Program is a multi-year framework that outlines and schedules major capital projects and investments. These projects typically involve substantial expenditures for new infrastructure or major renovations to existing facilities and equipment. Examples include:

- Construction and Maintenance of new roads, bridges, and public buildings
- Major upgrades to parks and recreational facilities
- Significant improvements to water and wastewater systems
- Specialized Equipment

The CIP serves as a roadmap for allocating resources and managing large-scale projects effectively over time. Currently, the City has a five-year CIP plan, but larger investments of over a million dollars should be allocated over a longer period of time.

Capital Improvement Program (CIP)

The City Council conducted a CIP Tour (Work Session) on April 12, 2025, and received 2026 - 2030 Capital Requests. On May 12, 2025, the City Council reviewed the results of the CIP Tour and discussed in greater detail the 2026 CIP goals. The direction from the City Council during that Work Session was to budget \$1,100,000 towards CIP in 2026. As a result, staff recommend the following projects and equipment to be included in the 2026 CIP.

Reference 2026 Budget Binder for complete CIP Detail

Pg. #	Item #	CIP Projects	Budget	Cash
2	1	Airfield Drainage Improvements	Airport	\$ 12,500
31	4	Civic Center Roof - Blue Line Arena	Civic Center	\$ 124,000
83	20	Traffic Signal Replacement	Public Works	\$ 110,000
21	9	Wildland Firefighting Gear	Fire	\$ 40,000
125	29	Spartan Chassis (Multi-Year Plan)	Fire	\$ 163,500
141	32	Squad #10	Police	\$ 63,000
145	33	Squad #18	Police	\$ 63,000
125	34	Squad #20	Police	\$ 63,000
143	35	Squad #28	Police	\$ 63,000
135	40	International Plow Truck	Public Works	\$ 153,000
129	42	SNO- GO	Public Works	\$ 245,000
		Total		\$ 1,100,000

Capital Improvement Program Fund (450):

The Capital Improvement Fund 450 was established to track encumbered fund allocations and expenses. Currently, the balance of Fund 450 contains all funding for allocated CIP projects (2022 – 2024). As defined in Charter Sec. 5.08, “An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if no disbursement or encumbrance of the appropriation is completed by the close of the third fiscal year following the fiscal year in which the funds were appropriated.”

At the beginning of 2025, CIP allocations have been transferred to reflect department CIP balances. This provides a transparent review of expenses by department and provides any unspent funding to remain with the department as projects are completed.

Fund 450 - Beginning Balance			\$1,136,974		
Department	Project	Year	Allocation	Spent	Balance
Civic Center	Blue Line Insulation	2022	\$156,000		
Auditorium	Electrical	2023	\$40,000		
Auditorium	Roof-Gutter-Facia	2023	\$400,000		
Auditorium	Tuck Pointing/Windows	2023	\$200,000		
Engineering	6 th St Ped Bridge\Rail Cor	2024	\$200,000		
Fire	Outside Lighting	2024	\$10,000		
Public Works	Door Replacements	2024	\$50,000	\$2,150	
Main Street	Large Christmas Decs	2024	\$45,000	\$7,645	
Main Street	Equipment for Decs	2024	\$19,250		
Fund 450 – Ending Balance after allocations spent			\$16,724		

The following recommendations are being presented to the City Council for consideration.

1. Reallocate/ Recertify the Civic Center Roof - Blue Line Arena (2022) project fund balance of \$156,000 to 2026. This will supplement and complete the funding request for this identified project.
2. Reallocate the Auditorium (2023) project fund balance of \$600,000 to complete the Library Roof Project (2026). This will complete the City's portion of the County's Library's Roof project.

Reallocating and recertifying these projects enable the City to accomplish two major roofing projects while continuing to build on the overall CIP funding program.

Balance of department CIP Funds:

Fund – Department	2025 Allocation	Spent	Balance of Fund
430 – Airport Development	\$105,400		\$105,400
451 – Police Department	\$120,000	\$123,507	(\$3,508)
454 – Park & Rec Department	\$160,000	\$57,279	\$102,721
459 – Information Systems	\$50,000	\$26,233	\$23,767

City Hall CIP

Beginning in 2022, the City Council began levying 3% of the tax rate to use towards a new city hall building project. By the end of 2025, this fund will have collected \$2,250,000. In the 2026 CIP, two projects are identified for City Hall.

The following recommendations are being presented to the City Council.

1. Use City Hall Fund to fund the replacement of an elevator.
2. Use City Hall Fund to fund the replacement of the Fire Alarm Panel System.

Reference 2026 Budget Binder for CIP Detail

Pg. #	Item #	CIP Projects	Budget	Cash
11	2	Elevator	City Hall	\$160,000
12	3	Fire Alarm Panel System	City Hall	\$ 25,000

By using the City Hall Fund balance, we will accomplish and complete two significant projects on the 2026 CIP while also lessening the need to increase the 2026 tax levy.

Annual CIP Funding Allocations Needs

Each department was tasked with preparing a list of assets scheduled for replacement over time. This list includes equipment, vehicles, and building maintenance needs (such as roofs, siding, windows, HVAC systems, etc.)

The cost of each asset was allocated over its useful life to determine an annual replacement amount.

The table represents the annual funding needed to build reserves for future equipment, vehicle, and building maintenance replacements. The 2025 budget allocated \$485,416 to support some replacement needs.

Department	Amount
County Shared Buildings	\$34,218.40
City Hall/ Auditorium	\$43,200.00
Public Works	\$960,433.33
Police	\$256,615.48
Fire	\$478,021.43
Planning & Development	\$18,000.00
Parks & Rec	\$645,196.20
Community Center	\$12,416.67
DOAC	\$36,366.67
Civic Center	\$486,090.00
Events Rec Center	\$26,133.33
Total	\$2,970,558.18

Council's input is crucial to ensure the CIP is practical and financially sustainable. By working together to refine the plan and explore cost-saving opportunities, we can achieve a balanced approach that addresses our city's needs while maintaining fiscal responsibility.

2026 Mayor Proposed Levy



	2026 Proposed	Tax Capacity/Rate	2025 Adopted	Tax Capacity/Rate	2024 Adopted	Tax Capacity/Rate
Tax Capacity Estimates		20,924,753		19,341,407		18,695,272
General Fund Revenues	12,488,847.00		12,693,766.00		12,589,711.00	
General Fund Expenses	(22,260,236.00)		(21,619,282.00)		(21,069,347.00)	
CIP Transfer	(1,100,000.00)		(485,416.00)		(350,000.00)	
Tax Levy	10,871,389.00		9,410,932.00		8,829,636.00	
Operating Levy*	9,771,389.00	46.698%	8,925,516.00	46.147%	8,479,636.00	45.357%
CIP Levy*	1,100,000.00	5.257%	485,416.00	2.510%	350,000.00	1.872%
City Hall Levy	627,750.00	3.000%	587,000.00	3.035%	555,000.00	2.969%
Street Levy	1,305,646.00	6.240%	1,134,982.00	5.868%	800,672.00	4.283%
Total Levy	12,804,785.00	61.195%	11,132,914.00	57.560%	10,185,308.00	54.481%

Levy Increase 1,671,871.00 15.02%

* Operating & CIP Levy = Tax Levy



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	Yes	Presented By:	Jeron Smith, General Manager
Item:	Introduction of an Ordinance to Amend Ordinance No. 1531		

RECOMMENDED ACTION:

1. Introduce the Ordinance and Call for a Public Hearing for October 6, 2025, at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:

Willmar Municipal Utilities (WMU) is requesting an amendment to Ordinance No. 1531. Upon internal review, discrepancies were identified in the ordinance. A transposition occurred between the summer and non-summer demand charges associated with the Large Power classification. Also, the Industrial Primary Rate was set at the same level as the Secondary Rate, whereas it should be 2% lower, as outlined in the approved rate study. These corrections are necessary to ensure the ordinance accurately reflects the recommended rate structure and intent for 2026. The corrected charges are as follows:

- Large Power – Primary Service (Demand Charge):
 - Summer: \$17.90/kW
 - Non-Summer: \$15.45/kW
- Large Power – Secondary Service (Demand Charge):
 - Summer: \$18.25/kW
 - Non-Summer: \$15.75/kW
- Industrial Rate – Primary Service (Demand Charge):
 - Summer: \$17.90/kW
 - Non-Summer: \$15.45/kW

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

NA

ATTACHMENTS:

1. Amendment to Ordinance No. 1531 Narrative
2. RESOLUTION NO. 34 - Amendment to Ordinance NO. 1531
3. REDLINE - 2026 Electric Rate Adjustment Ordinance
4. CLEAN - 2026 Electric Rate Adjustment Ordinance
5. SUMMARY ORDINANCE NO 1531

Narrative: Amendment to Ordinance No. 1531 – Correction to 2026 Electric Rates

From: Jeron Smith, General Manager

To: Willmar Municipal Utilities Commission

Date: Monday, August 25, 2025

Willmar Municipal Utilities (WMU) staff are requesting Commission approval to amend Ordinance No. 1531 to correct the published Electrical Rates for 2026 and refer to the City Council for introduction and public hearing in accordance with the proposed timeline:

- August 11, 2025 – WMU introduction of the ordinance and call for public hearing
- August 25, 2025 – WMU public hearing and approval of the ordinance
- September 2, 2025 – City Council introduction of the ordinance and call for public hearing
- September 15, 2025 – City Council public hearing and adoption of the ordinance

Upon internal review, discrepancies were identified in the ordinance. A transposition occurred between the summer and non-summer demand charges associated with the Large Power classification. Also, the Industrial Primary Rate was set at the same level as the Secondary Rate, whereas it should be 2% lower, as outlined in the approved rate study. These corrections are necessary to ensure the ordinance accurately reflects the recommended rate structure and intent for 2026.

The corrected charges are as follows:

Large Power – Primary Service (Demand Charge):

- Summer: \$17.90/kW
- Non-Summer: \$15.45/kW

Large Power – Secondary Service (Demand Charge):

- Summer: \$18.25/kW
- Non-Summer: \$15.75/kW

Industrial Rate – Primary Service (Demand Charge):

- Summer: \$17.90/kW
- Non-Summer: \$15.45/kW

The amended ordinance language will be updated to reflect the current membership of the City Council.

Note on Publication:

In accordance with Section 2.12, Subd. 2(B) of the Willmar City Charter, the City Council may choose to publish the ordinance by summary if the full text is deemed too lengthy or costly to publish. This requires a supermajority vote (at least six Councilmembers) and must include a statement that the full ordinance is available from the City Clerk's Office at no cost. WMU supports this option due to the estimated cost of full publication and the public availability of the ordinance text.

Respectfully Submitted,

Jeron Smith
General Manager
Willmar Municipal Utilities

RESOLUTION NO. 34
RECOMMENDING AMENDMENT TO ORDINANCE NO. 1531
(Correction to 2026 Electric Rates)

WHEREAS, Ordinance No. 1531 established Electric Rates for 2025, 2026 and 2027, including demand charges for Large Power and Industrial Power – Primary and Secondary Service classifications; and

WHEREAS, Willmar Municipal Utilities has identified three (3) discrepancies between the published 2026 electric rates in Ordinance No. 1531 and the Commission-approved rate study; and

WHEREAS, the corrected Electric Rate charges are as follows:

Large Power – Primary Service (Demand Charge):

- Summer: \$17.90/kW
- Non-Summer: \$15.45/kW

Large Power – Secondary Service (Demand Charge):

- Summer: \$18.25/kW
- Non-Summer: \$15.75/kW

Industrial Rate – Primary Service (Demand Charge):

- Summer: \$17.90/kW
- Non-Summer: \$15.45/kW

NOW, THEREFORE, BE IT RESOLVED by the Willmar Municipal Utilities Commission that the Commission recommends the City Council amend Ordinance No. 1531 to reflect the corrected Electric Rates for 2026.

Dated on this 25th Day of August, 2025.

Shawn Mueske
Shawn Mueske (Aug 27, 2025 15:52:00 CDT)

President

Attest:

Dave Baumgart
Dave Baumgart (Aug 28, 2025 07:59:22 CDT)

Secretary

ORDINANCE NO. _____

AN ORDINANCE AMENDING ELECTRIC RATES CHARGED BY THE MUNICIPAL UTILITIES COMMISSION OF THE CITY OF WILLMAR, A PUBLIC UTILITY, TO BE EFFECTIVE FOR BILLINGS SENT ON AND AFTER JANUARY 1, 2025.

BE IT ORDAINED, by the City Council of the City of Willmar as follows:

Section 1. ELECTRIC RATES

The rates for electric service provided by the Municipal Utilities Commission shall continue as follows:

YEAR: 2025

Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follow:

	Summer	Non-Summer
Energy Charge all kWh	.119	.102
Fixed Cost Fee	\$12.75/mo.	\$12.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.119	.083
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows: service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$18.50/mo.	\$18.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$34.25/mo.	\$34.25/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.00/kW	\$14.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.067	.060
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.065	.058
Demand Charge	\$16.00/kW	\$14.00/kW
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Secondary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$13.40/mo.

YEAR: 2026

Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.123	.104
Fixed Cost Fee	\$14.75/mo.	\$14.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.123	.084
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows: service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$20.50/mo.	\$20.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$36.50/mo.	\$36.50/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$17.90/kW \$15.45/kW	\$15.45/kW \$17.90/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.064	.057
Demand Charge	\$18.25/kW	\$15.75/kW
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Fixed Cost Fee	\$45.00/mo.	\$45.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$17.90 18.25/kW	\$15.45 15.75/kW
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Secondary Service

Energy Charge all kWh	.064	.057
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The rate for security lighting service shall be as follows:

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100 Watt LED	\$14.00/mo.

YEAR: 2027

Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.127	.106
Fixed Cost Fee	\$17.00/mo.	\$17.00/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.127	.085
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Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$23.00/mo.	\$23.00/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$39.00/mo.	\$39.00/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.061	.054
Demand Charge	\$19.60/kW	\$16.65/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

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Energy Charge all kWh	.062	.055
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Section 2. SUMMER RATE DEFINITION

Summer and non-heating season rates are defined as consumption months May through September, billing months of June through October.

Section 3. ELECTRIC ENERGY ACQUISITION ADJUSTMENT

There shall be added to all electrical energy billed an Energy Acquisition Adjustment. The Energy Acquisition Adjustment shall be calculated pursuant to the following formula:

The overall average cost of wholesale power and net transmission costs (transmission costs less transmission revenue) incurred above the weighted average cost established at the time of the current rate schedule.

Section 4. CITY FRANCHISE FEE

There shall be added to all utility bills a "City Franchise Fee" to be calculated by applying a rate to be determined by dividing the total kilowatt hours (kWhs) sold by WMU annually by the total Intergovernmental Transfer and street lighting cost incurred by WMU for the preceding calendar year to each customer kWh billed monthly for the next 12-month period.

Section 5. REPEALER

The Municipal Utilities Commission recommends that the City Council repeal Sections #1, #5, and #6 of Ordinance #1518 (adopted November 6, 2024) to the extent that it is inconsistent herewith.

Section 6. EFFECTIVE DATES

The Municipal Utilities Commission recommends that the amendment in rates be effective for billings sent on and after January 1, 2025, January 1, 2026, and January 1, 2027.

ATTEST:

Verna Larson, City Clerk

Doug Reese, Mayor

VOTE: ____ GILBERTSON O'BRIEN ____ SHULDES ____ -GARDNER ASMUS ____

FAGERLIE

____ ASK ____ NELSEN ____ BUTTERFIELD ____ DAVIS

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

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YEAR: 2026

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ATTEST:

Verna Larson, City Clerk

Doug Reese, Mayor

VOTE: ___ GILBERTSON ___ SHULDES ___ GARDNER ___ FAGERLIE
 ___ ASK ___ NELSEN ___ BUTTERFIELD ___ DAVIS

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY OF ORDINANCE NO. 1531

**CITY OF WILLMAR
KANDIYOHI COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING ELECTRIC RATES AS RECOMMENDED BY THE WILLMAR
MUNICIPAL UTILITIES COMMISSION**

NOTICE IS HEREBY GIVEN that on _____, Ordinance No. 1531 was adopted by the City Council of the City of Willmar, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy and detailed nature of Ordinance No. 1531, the following summary has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance amends previously adopted electric demand charges for 2026 to correct rates in the Large Power and Industrial Power service categories.

A printed copy of the full ordinance is available for inspection during regular business hours at the City Clerk's Office or upon request.

APPROVED FOR PUBLICATION by the City Council of the City of Willmar, Minnesota, this ____ day of _____, 2025.

CITY OF WILLMAR

By: _____
Doug Reese, Mayor

ATTEST:

By: _____
Vernae Larson, City Clerk



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.C.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Chris Frank, City Planner
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Home State Bank/Willmar Ten Investors Major Subdivision and Willmar Ten Addition Preliminary and Final Plat Review		

RECOMMENDED ACTION:

Motion to "approve the subdivision with an affirmative finding of fact and determination that a public hearing is not required for this subdivision; and to approve the Willmar Ten Addition Preliminary and Final Plats, subject to any modifications required by the City Engineer."

OVERVIEW:

Home State Bank and Willmar Ten Investors desire to subdivide the subject property to allow Lot 1 to be sold to a third-party, but allow Lot 2, which contains the stormwater pond that serves Home State Bank and other surrounding properties, to be retained by Home State Bank/Willmar Ten.

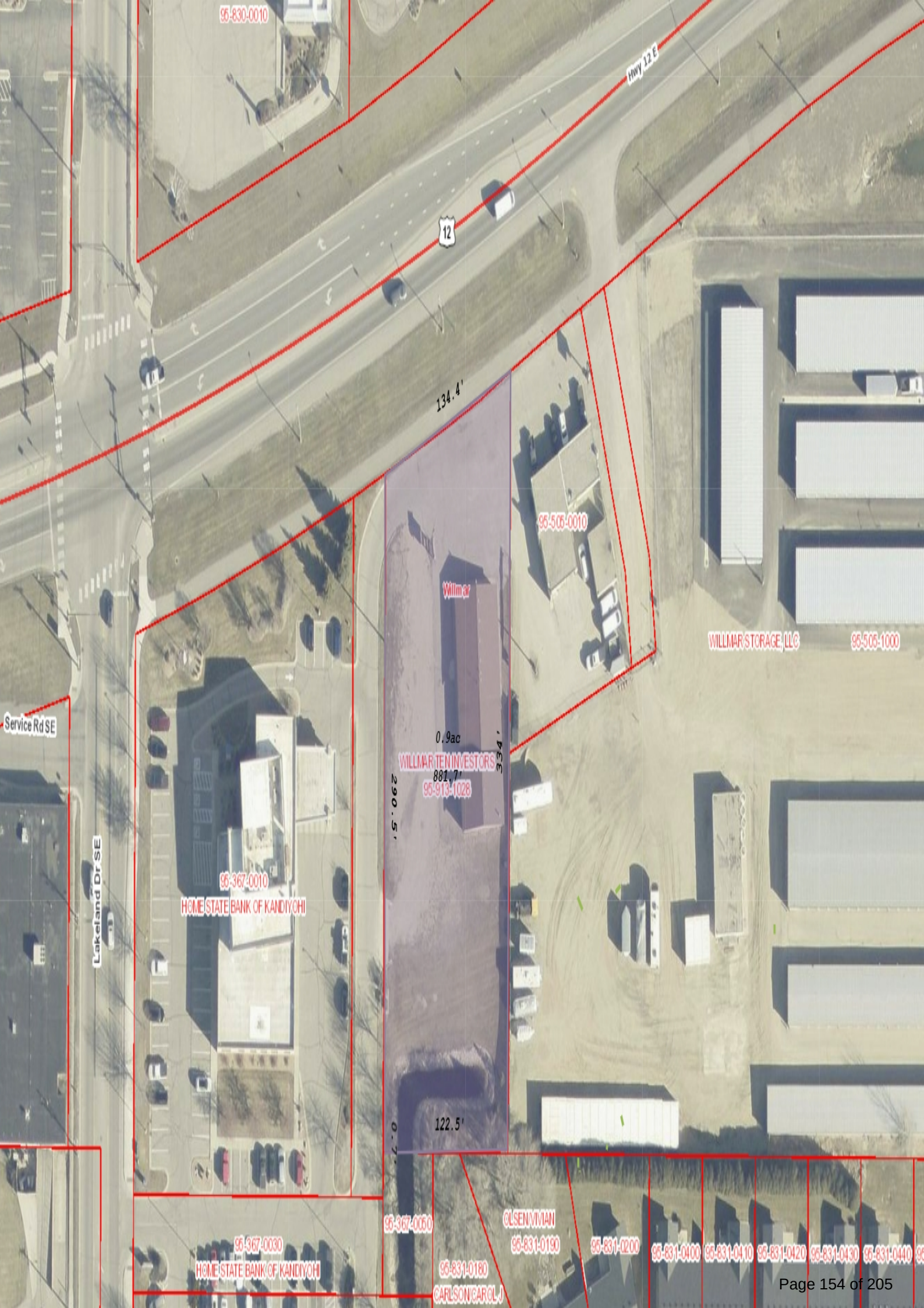
This action went before the Planning Commission for briefing on April 2, 2025 and for public hearing on April 23, 2025. Nobody from the public appeared at the public hearing and no objections or questions were otherwise submitted from the public. The final decision was delayed until the August 20, 2025 Planning Commission meeting due to the applicant finalizing the preliminary and final plats. The major subdivision and plats, subject to compliance with any corrections requested by the City engineer, were all approved by Planning Commission at the August 20, 2025 meeting.

This is a simpler subdivision that only escalated to a "Major Subdivision" due to it bordering US HWY 12 on the northern edge of Lot 1, even though it will have no effect on said US HWY 12. Regarding Major Subdivisions, the City Council has discretion on whether to order a public hearing or not. Given the simple and unintrusive nature of this subdivision, City Council would have the ability to not require a public hearing and approve the subdivision and plats at this meeting by motion.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Screenshot 2025-08-29 102355
2. Willmar Ten Platting - Final 8-26-2025 for packet
3. Willmar Ten Platting - Prelim 8-26-2025 for packet
4. 8-20-25 PC Packet, old plats removed



95-830-0010

HWY 12 E

12

134.4'

95-506-0010

WILLMAR STORAGE, LLC

95-506-1000

Service Rd SE

Lakeland Dr SE

95-367-0010

HOME STATE BANK OF KANDIYOH

0.9ac

WILLMAR TEN INVESTORS
881.7'
95-913-1028

290.5'

334'

122.5'

0.7'

95-367-0050

OLSEN VIVIAN
95-831-0190

95-831-0200

95-831-0400

95-831-0410

95-831-0420

95-831-0430

95-831-0440

95-367-0030

HOME STATE BANK OF KANDIYOH

95-831-0180

CARLSON CAROL J

WILLMAR TEN ADDITION



This drawing prepared by:

Bonnema Runke Stern Inc.

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Requested by: Willmar Ten Investors

Prepared on: 08-12-2025

Total Acres: 0.902 Acres

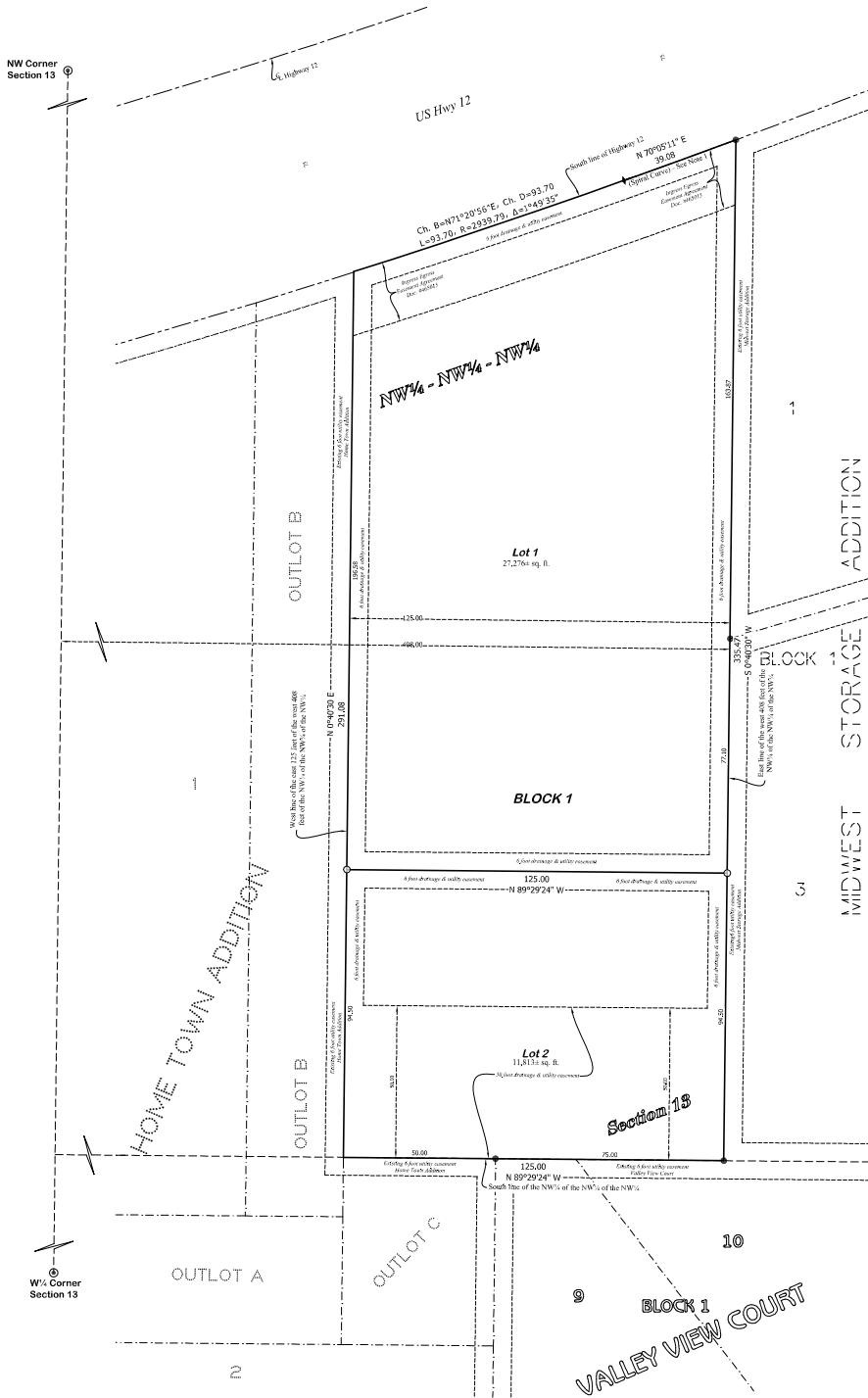


LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Capped Iron Monument
- ⊙ Cast Iron Monument
- ↑ Course Change - No Monument
- - - - - Adjacent Plat Line
- - - - - Easement Line

Survey Notes:

1) The bearing and distance shown is the chord bearing and distance of the partial spiral curve which defines the westerly boundary of the platted property.



DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Willmar Ten Investors, a general partnership, owner of the following described property:

The East 125 feet of the West 408 feet lying southerly of the South line of Trunk Highway 12, in the NW1/4 of NW1/4 of Section 13, Township 11S, Range 35S, Kandiyohi County, Minnesota.

Has caused the same to be surveyed and platted as WILLMAR TEN ADDITION and does hereby dedicate to the public for public use the drainage and utility easement as created by this plat.

In witness whereof said Willmar Ten Investors, a general partnership has caused these presents to be signed by its property partner this ____ day of ____ 20__.

Signed: Willmar Ten Investors, a general partnership

By: _____

XXXX

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____ 20__ by XXXXX, on behalf of the partnership.

Notary Signature

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires, _____

LAND SURVEYOR

I, Leo A. Van Beck, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 50C.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of ____ 2025.

Leo A. Van Beck, License Land Surveyor

Minnesota License No. 62454

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____ 20__ by Leo A. Van Beck, Licensed Land Surveyor, Minnesota License No. 62454

Notary Signature

Notary Signature

Notary Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires, _____

ATTORNEY

I hereby certify that proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument, Dated this ____ day of ____ 20__.

Attorney

CITY PLANNING COMMISSION

Approved by the Planning Commission of the City of Willmar this ____ day of ____ 20__.

Signed by: _____

By: _____

Attest by: _____

By: _____

CITY COUNCIL

Approved by the City of Willmar, Minnesota this ____ day of ____ 20__.

Signed by: _____

By: _____

Attest: _____

By: _____

CITY ENGINEER

Approved by the City Engineer, City of Willmar this ____ day of ____ 20__.

Willmar City Engineer

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 6, taxes payable in the year 20__ on the land hereinafter described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of ____ 20__.

Kandiyohi County Auditor / Treasurer

Kandiyohi County Auditor

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Kandiyohi County Recorder

Preliminary Plat of: WILLMAR TEN ADDITION Section 13, T119N-R35W



This drawing prepared by:

Bonnema Runke Stern Inc.

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

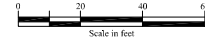
Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Reviewed by: Willmar Ten Investors

Prepared on: 06-12-2025

Total Acres: 0.902 Acres (80,882 sq ft)



LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Capless Iron Monument
- ⊙ Cast Iron Monument
- ⬇ Course Change - No Monument
- ☆ Sign
- ⊙ Light Pole
- ⊙ Deciduous Tree
- Approximate Right of Way Line
- Chain Fence
- Sanitary Sewer
- Water Line
- Adjacent Parcel Line
- Adjacent Plat Line
- Easement Line
- ⊙ Sanitary Manhole

Survey Notes:

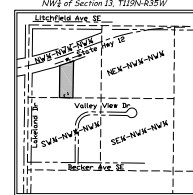
- 1) The bearing and distance shown to the chord bearing and distance of the partial spiral curve which defines the northerly boundary of the platted property.
- 2) The sanitary sewer data is shown per the City of Willmar GIS website.
- 3) The watermain data is shown per information from the City of Willmar Municipal Offices.

Existing Description (Per Title Commitment No. 25,2236)

The East 125 feet of the West 408 feet lying southerly of the South line of Trunk Highway 12, in the NW¼ of NW¼ of Section 13, Township 119, Range 35, Kandiyohi County, Minnesota (Parcel A).

Abstract Property

Vicinity Map - Not to Scale



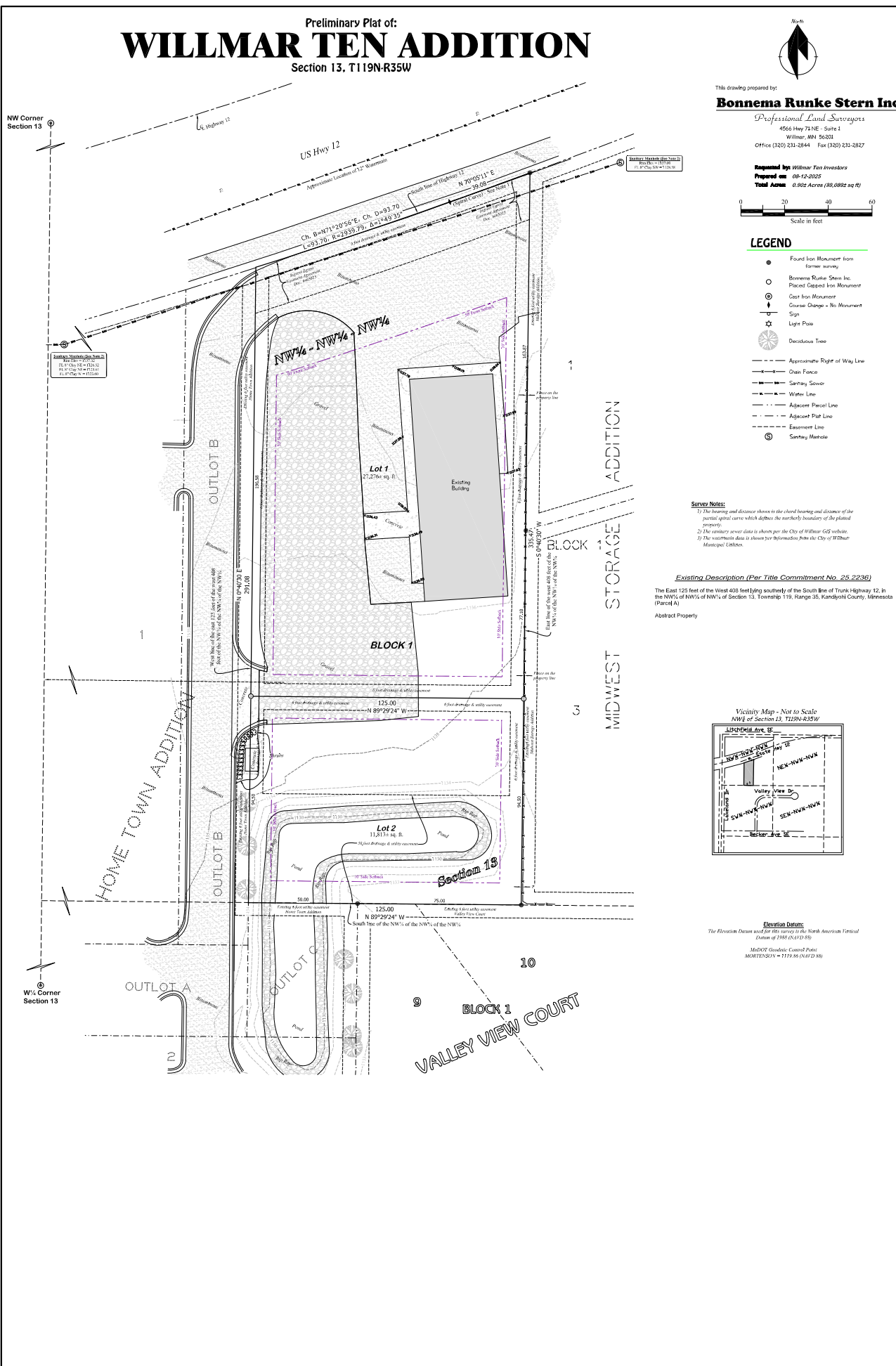
Elevation Details:

The Elevation shown is for the survey in the North American Vertical Datum of 1985 (NAVD83).

McDOT Geographic Control Point
MORTENSEN = 1119.56 (NAVD83)

NW Corner
Section 13

W¼ Corner
Section 13





333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

**PLANNING COMMISSION MEETING
CITY HALL, CONFERENCE ROOM #1
AUGUST 20, 2025 @ 6:00PM**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Proposed Additions or Deletions to Agenda
4. Approve Minutes
 - 4.1. **Planning Commission Minutes for August 6, 2025;**
5. General Public Testimony
6. Regular Business
 - 6.1. **Hearing and/or Action**
 - 6.1.1 **RECOMMENDATION: RFP FOR UPDATE OF ZONING ORDINANCE**
 - 6.2. **Plats**
 - 6.2.1 **PLAT REVIEW: WILLMAR TEN ADDITION PRELIMINARY & FINAL PLATS**
 - 6.3. **Briefing**

None.
7. Director's Report
8. Miscellaneous
9. Adjourn

How to provide public testimony

Members of the public have multiple ways to comment on Hearing and Action agenda items, besides attending the meeting, you can:

- Email planning@willmarmn.gov. Testimony will be accepted until the business day before the meeting at 12 p.m.
- Send a letter to Attn: Planning Dept., 333 6th Street SW, Willmar, MN 56201, Mailed testimony must be received by two business days before the meeting.

**WILLMAR PLANNING COMMISSION
WEDNESDAY, AUGUST 6, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

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

Members Present: Gary Newberg; Christopher Buzzeo; Stacey Holwerda; and Yvon Fils-Aime.

Members Absent: Bob Poe.

Others Present: Christopher Frank (City Planner); Jennifer Kotila (WCT); Ashley Rodgers (applicant); and Cindy Rodgers (applicant).

1. Chair Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Planning Commission Minutes for July 2, 2025**: Commissioner Holwerda motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Fils-Aime, and approved unanimously.
 - 4.2. **Planning Commission Minutes for July 16, 2025**: Commissioner Newberg motioned to approve the Minutes for July 2, 2025, seconded by Commissioner Holwerda, and approved unanimously.
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 ASHLEY RODGERS: CONDITIONAL USE PERMIT (HOME OCCUPATION)

Location: 1116 Becker Ave SE; Parcel: 95-500-0070; Ward 3.

This was a continuation of the public hearing held on July 16, 2025, meeting. The public hearing was opened at 6:06 PM to allow anyone to speak about the conditional use permit. Nobody from the public appeared and the public hearing was closed at 6:07 PM.

After the public hearing was closed, action on the permit was requested. The new findings of fact form from the City Attorney was introduced to help the Planning Commission analyze conditional use permits. The seven questions on the form were reviewed, and it was noted that the proposed use is in harmony with the zoning ordinance and the city's comprehensive plan. The proposed use

will not negatively impact property values and will not destroy natural, scenic, or historic features. It was also found that the use would not impede development or improvements of surrounding properties and that adequate measures would be taken for ingress and egress to minimize traffic. It was also confirmed that the use would be compatible with the appearance and character of the neighborhood. No additional conditions were attached to the permit. The findings of fact were approved.

Commissioner Holwerda motioned to approve the conditional use permit, seconded by Commissioner Fils-Aime, and passed unanimously.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 RESIDENTIAL RENTAL ORDINANCE UPDATE:

A briefing was given on the new draft of the city's residential rental ordinance, renewing the current ordinance from the 1990's. Proposed changes to the ordinance include: (1) Adding regulations for short-term rentals like AIRBNB and VRBO, which are defined as rentals of 30 days or less; (2) Simplifying the current ordinance to make it more flexible and broader in scope; (3) Updating licensing fees, which have not been changed in some time; (4) Changing mandatory annual inspections to a complaint-based inspection system after initial inspection upon granting license. This would reduce the burden on both the city's rental inspector, landlords, and the tenants; (5) Tenants will be informed of their rights, how to file a complaint and obtain inspection, and get copies of rental licenses through their lease; (6) Adding a broader section for violations and enforcement, which would allow the city to suspend or revoke licenses and assess fines or fees for non-compliance; and (7) Keeping the requirement for a local designated person (emergency contact) for each rental unit, with the draft setting the radius at 60 miles.

7. DIRECTOR'S REPORT

8. MISCELLANEOUS

9. ADJOURN

Commissioner Holwerda moved to adjourn the meeting, seconded by Commissioner Fils-Aime, and passed unanimously. The meeting was adjourned at 6:39 PM.



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 19, 2025

Christopher Frank, City Planner
City of Willmar
333 SW 6th Street
Willmar, MN 56201

Via e-mail: cfrank@willmarmn.gov

RE: Willmar Ten Addition
City of Willmar, Minnesota
Project No.: OW1.124785

Dear Christopher,

We have reviewed the preliminary and final plats for the Willmar Ten Addition which were sent via an email dated August 15, 2025. We have the following comments:

1. The plats shall include perimeter drainage and utility easements. Easement Agreement Doc. #465015 shall be submitted to the city for verification that a drainage and utility easement along TH 12 is not redundant.
2. An easement shall be platted over the existing pond on Lot 2.
3. Lot 2 will be landlocked. An easement shall be provided or alternate documentation submitted illustrating access rights to the lot.
4. The preliminary plat shall include certification by the land surveyor and the total property area.
5. The proposed plat fronts US Highway 12 and as a result, is likely classified as a Major Subdivision. The preliminary plat should include the detail outlined in the city code: "the location and size of existing paved streets, railroads, sewers, water mains, quarried gravel pits, culverts, or other underground facilities within the tract. Also, such data as grades, invert elevations and location of catch basins, manholes and hydrants".

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

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

Major Subdivision Findings of Fact

Subdivision Ordinance of the City of Willmar, 14-102

(e) Applicable Findings. In reviewing major or minor subdivision applications under this Ordinance, the Planning Commission and City Council shall consider all aspects of the proposed subdivision; particular attention shall be paid to the width and location of streets, sidewalks, suitable sanitary utilities, surface drainage, lot sizes and arrangements, as well as requirements such as parks and playgrounds, schools, recreation sites, and other public uses when applicable. All of the following findings shall be made prior to the approval of a subdivision:

- (1) All the applicable provisions of the Municipal Code and Ordinances are complied with, including, but not limited to, the Zoning and Stormwater Ordinances.
- (2) There is no factual demonstration of a substantial/appreciable negative impact to the present and potential surrounding land uses.
- (3) The area surrounding the subdivision can be planned and developed in coordination and compatibility with the proposed subdivision.
- (4) The subdivision is consistent with the City Comprehensive Plan.
- (5) The subdivision preserves and incorporates the site's important existing natural, scenic, and historical features to the greatest extent possible.
- (6) All land intended for building sites can be used safely without endangering the residents by peril from floods, erosion, continuously high water table, severe soil conditions, or other menace.
- (7) The subdivision can feasibly be served with public facilities, infrastructure, and services, and the developer will satisfy this Ordinance's requirements for the construction of such.



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.D.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	City of Willmar Zoning Ordinance Rewrite Request for Proposals		

RECOMMENDED ACTION:

Motion by: _____ Second by: _____ allowing staff to release a City of Willmar Zoning Ordinance Rewrite Request for Proposals

OVERVIEW:

City staff are requesting permission to release a Request for Proposal (RFP) to initiate a comprehensive rewrite of Willmar's zoning code ordinance. This effort is a critical step toward aligning the City's land use regulations with the goals and priorities outlined in the 2025 Comprehensive Plan, *WITH Willmar*, ensuring that Willmar remains responsive to evolving community needs, economic development opportunities, and modern planning practices.

The current 1994 zoning code has served the City for many years, but has become increasingly outdated, fragmented, and difficult to navigate. It no longer reflects the realities of current development trends, community expectations, or the strategic vision for growth and revitalization.

Background

- Willmar's Zoning Code – Adopted in 1994
- Designed for a different era of growth
- Prioritized low-density, single-use development
- Lacks flexibility for today's housing, business, and sustainability needs

Barriers to Choice + Stifling Business Growth

- No support for housing typologies
- Overly strict lot sizes and setbacks
- Limited options for starter homes, seniors, and workforce housing
- Outdated use tables restricts modern business models
- Inconsistent standards across commercial zones
- Inhibits redevelopment and adaptive reuse

Releasing an RFP will allow the City to engage qualified planning consultants with expertise in zoning reform, community engagement, and implementation strategies. The selected firm will work closely with staff, elected officials, and the public to develop a zoning ordinance that reflects Willmar’s values and future aspirations.

Free Platforms to Post Minnesota Government RFPs

- City of Willmar Website
- League of MN Cities Marketplace
- American Planning Association
- FindRFP Minnesota
- GovernmentContracts.us
- GovDelivery / CivicPlus
- Minnesota SWIFT Supplier Portal
- LinkedIn
- Coalition of Greater Minnesota Cities (CGMC)
- Greater Minnesota Partnership (GMNP)

Proposed Timeline

- Final RFP Posted and Available for Viewing September 3, 2025
- Questions Due September 19, 2025
- Proposals Due October 10, 2025
- Interview Selection Notice October 17, 2025
- Interviews October 27-29, 2025
- City Council for Approval November 3, 2025
- Award Notice November 4, 2025
- Project Kick-Off January 2026
- Anticipated Project Completion June 2026

City	Project Scope	Estimated Cost	Notes
Becker, MN Pop. 5,187	Full zoning and subdivision code rewrite	\$60,000–\$80,000	Included public engagement, design guidelines, and unified development code
St. Louis Park Pop. 49,477	Zoning modernization to support mixed-use and TOD	\$100,000+ (multi-phase)	Focused on transit-oriented development and sustainability goals
Northfield, MN Pop. 21,177	Land development code overhaul	\$75,000–\$100,000	Integrated form-based code principles and historic preservation

Rochester, MN Pop. 122,413	Unified Development Code (UDC) rewrite	\$250,000+	Large-scale effort tied to Destination Medical Center initiative
Duluth, MN Pop. 88,318	Zoning code update for resiliency and equity	\$150,000– \$200,000	Included climate adaptation and affordable housing strategies

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

Request additional information

ATTACHMENTS:

1. City of Willmar_RFP Zoning Code_8.25.25



Request for Proposals

City of Willmar

Zoning Ordinance Rewrite

City of Willmar
333 6th Street SW
Willmar, MN 56201

Issued: September 3, 2025
Submittal Date: October 10, 2025

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Section 1: General Information

The City of Willmar, Minnesota invites proposals from qualified planning firms or consultant teams to undertake a full rewrite of its zoning ordinance. Partnering closely with city staff, the selected consultant will lead a comprehensive public-engagement process to craft integrated land use, development, subdivision, and zoning regulations.

This project will replace the existing 1994 code with a modern ordinance that:

- Aligns seamlessly with the City's 2025 Land Use Map
- Merges land use, zoning, development, and subdivision provisions into a single, cohesive document
- Reflects community priorities gathered through workshops, surveys, and stakeholder interviews

The final deliverable should be:

- Innovative and illustrative, with clear graphics and examples
- Adaptable to future policy changes and growth scenarios
- Development-friendly, reducing ambiguity and streamlining review
- User-friendly, accessible to professional staff, property owners, businesses, developers, and contractors

Firms should demonstrate expertise in zoning reform, public outreach, and producing graphic-rich code documents. Proposals must describe team structure, relevant experience, approach to public involvement, schedule, and fee.

Please direct all correspondence related to this RFP to:

Christopher Corbett Planning and Development Director
City of Willmar, 333 6th Street SW Willmar, MN 56201
planning@willmarmn.gov

Proposal Submittal (Digital- Only):

Christopher Corbett Planning and Development Director
City of Willmar, 333 6th Street SW Willmar, MN 56201
planning@willmarmn.gov

All submittals will be accepted until 4:30 pm on Friday, October 3, 2025. Submittals after this time will not be considered.

Acceptance of Proposal Contents

The contents of the RFP will be included as part of the contractual obligations if a contract ensues. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 - Minnesota Government Data Practices Act



Section 2: Preliminary Timeline, Goals, Scope of Services

Preliminary Project Schedule

The City reserves the right to modify the timeline if necessary.

Final RFP Posted and Available for Viewing	September 3, 2025
Questions Due	September 19, 2025
Proposals Due	October 10, 2025
Interview Selection Notice	October 17, 2025
Interviews	October 27-29, 2025
City Council for Approval	November 3, 2025
Award Notice	November 4, 2025
Project Kick-Off	January 2026
Anticipated Project Completion	June 2026

Scope of Services

Scope of Services Under the direction of City staff and with guidance from the Planning Commission and City Council, the selected consultant will lead a comprehensive, six-month rewrite of Willmar's zoning code. The product will be a single Unified Development Ordinance (UDO) that merges land use, zoning, subdivision, and development regulations into one modern code to replace the existing 1994 ordinance.

This framework is intended to guide responses; proposers should build on it with a detailed, efficient work plan that meets the project objectives. The final Scope of Services will be refined in collaboration with the selected consultant and City staff before contract execution.

Key Tasks (to be expanded upon in your proposal):

- a. Project Initiation (Weeks 1-2)
 1. Kickoff meeting with City staff, Planning Commission, and City Council
 2. Confirm timeline, milestones, and communication protocols
- b. Existing Conditions & Policy Review (Weeks 3-6)
 1. Audit current zoning code and related ordinances
 2. Incorporate recent plans and studies (e.g., 2025 Future Land Use Map, housing analyses)
- c. Public Engagement & Stakeholder Outreach (Weeks 7-12)
 1. Deploy a targeted outreach strategy: workshops, online



- surveys, stakeholder interviews
- 2. Synthesize community feedback into clear priorities
- d. Drafting the UDO (Weeks 13–18)
 - 1. Develop annotated outline and graphic-rich draft code sections
 - 2. Align with Minnesota State statutes, city goals, and best practices
- e. Review, Revision & Adoption Support (Weeks 19–24)
 - 1. Facilitate joint work sessions and public hearings with Planning Commission and City Council
 - 2. Integrate feedback and finalize ordinance text
 - 3. Deliver training materials and implementation guidance for City staff

Proposals must demonstrate a clear, phased approach, six-month schedule, and methods for iterative collaboration. All deliverables should reflect Willmar’s existing planning documents and regional policy frameworks.

Project Management

- A. Consultant leads all project management activities, including scheduling, staffing, budgeting, and resource allocation.
- B. City staff support tasks such as data gathering, analysis, and drafting to ensure accuracy and timeliness.
- C. Consultant and City staff jointly develop procedures for sharing project updates, soliciting public feedback, and coordinating with Planning Commission and City Council members.

Public Outreach

- A. Consultant designs and implements a comprehensive outreach strategy that engages staff, elected officials, business leaders, residents, and other stakeholders.
- B. Outreach methods may include workshops, surveys, stakeholder interviews, and online engagement tools.
- C. Detailed outreach plan must be submitted as part of the proposal.

Current Code Diagnosis

- A. Consultants and City staff collaborate to audit the existing zoning ordinance, identifying inconsistencies, gaps, and opportunities for improvement.

Comprehensive Plan & Document Review

- A. Consultant reviews the WITH Willmar Comprehensive Plan and other pertinent studies or policies.



- B. Key goals, recommendations, and implementation strategies related to land use are extracted to guide code development.

Zoning District Evaluation

- A. Consultants and City staff identify unique or context-sensitive areas, particularly in industrial zones, that may require tailored regulations.

Draft Ordinance & Presentations

- A. The consultant prepares draft code sections, complete with illustrative graphics for presentation purposes.
- B. Drafts are reviewed by City staff, then presented to the Planning Commission, City Council, and any other relevant committees.
- C. Intermediate deliverables and updates are communicated to all stakeholders throughout the process.

Code Integration & Accessibility

- A. Consultant works with City staff to finalize an interactive, user-friendly Unified Development Ordinance.
- B. The new code should be easily navigable by professional staff, developers, property owners, and the public.

Primary Deliverables

The project is expected to yield the following core deliverables. During final scope negotiations, the City and consultant may agree on additional interim deliverables. Consultants are also encouraged to offer any other output that leverages their professional expertise.

- a. A unified, innovative, and illustrative Unified Development Ordinance (UDO) that merges land use, zoning, subdivision, and development regulations into a single, user-friendly code. This UDO should streamline reviews and applications for City staff, property owners, businesses, developers, and contractors, and comply with all applicable Minnesota rules and statutes.
- b. Formal presentations of draft and final deliverables to City staff, the Planning Commission, the City Council, and other designated committees.
- c. Any supplemental or interim deliverables are identified during the detailed scope-of-work development process.



Section 3: Proposal Submittal

Please submit your complete proposal in digital format only; hard-copy submissions will not be accepted.

Your digital submittal should include:

- A single PDF file containing only the information requested in this RFP (unless you believe additional material is directly pertinent).
- All pages numbered, formatted for 8.5" × 11" (with larger sheets permitted for charts, exhibits, or diagrams).
- A minimum 10 pt. type size for narrative text (smaller type may be used for captions and footnotes if still legible).

Email your PDF proposal to planning@willmarmn.gov by the stated deadline. Late or hard-copy proposals will be disqualified.

Proposal Requirements and Format

The submittal shall follow the Table of contents listed below:

1. Cover Letter

Include your firm's understanding of the work to be performed within the terms and conditions set forth in this RFP. In addition, state why your firm believes it to be the best qualified to perform the services requested, including features, skills or services that distinguish your firm. Include similar information for sub-consultants, if any, for the proposed project.

2. Table of Contents

Include a clear table of contents that provides ease of navigation through proposal including sections and page numbers.

3. Project Understanding

Include a summary of your understanding of this project.

4. Proposed Approach/Work Program

Provide a conceptual work program and specific approaches, methods and assumptions for the project that you believe is appropriate based on your understanding of the City's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project and public outreach schedule is required as part of the conceptual work program.

5. References

List all the projects your firm has worked on, at a similar capacity, for the last two (2) years. List names of organizations along with appropriate and



applicable contact information (i.e., name, email, phone numbers, etc.) for each reference list that can be contacted regarding the services you have provided them.

6. Project Team Experience & Qualifications

Provide one-page resumes of team members that will be involved in facilitating the project. Include relevant information for each such as educational background, professional experience, certifications, and recent similar projects worked on and the role in said projects. Include key team members from sub-consultant firms, if any.

7. Experience / Work Samples

Provide 3-5 project examples including descriptions, visuals and deliverables, that highlight and showcase previous work that is similar or related in nature to what this RFP is asking. Provided project examples must be provided in full, in digital (e.g., flash drive, website address, or FTP online file share) format. Additionally, please include key contacts, including name and phone numbers, for the client of each project.

8. Schedule

Provide a proposed project schedule from initiation to project completion including a detailed schedule of public outreach meetings. The entire process involving the consultant is expected to take about (6) months to be completed

Additional Project Information

Include any other additional information that is pertinent but is not specifically requested anywhere else in this RFP.

9. Total Consultant Cost

List the complete cost for the proposal. Proposals that exceed the allocated budget amount will not be considered. The breakdown of the costs shall be as follows:

- Proposed costs for each scope of work as listed in Section 2
- Hourly rates for all consultant employees who are expected to work on this project. The rates shall be the agreed upon costs for any additional services requested by the City of Willmar, above and beyond what is detailed in the RFP.
- Reimbursable costs include details of services or items and applicable charge per unit.

It is the responsibility of the proposed firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost.



Section 4: Consultant Selection

Proposals will first be reviewed by City staff for completeness. City staff will then evaluate, and rank all completed, submitted proposals. Only proposals that have been properly completed and meet the minimum content requirements will be considered in the evaluation and ranking process. At the conclusion of the review, evaluation and ranking process City staff will recommend the most qualified consultant to the Planning Commission. The final decision will be based on including but not limited to the review and selection criteria mentioned below. The Planning Commission will review the recommendations made by staff and invite the top candidates to conduct a presentation to the same commission. Presentations are expected to occur between October 20 and October 24th of 2025. Notification of the selected consultant finalists will be made as soon as possible, but the consultant's team should be prepared to convene in Willmar for these interviews. The City Council will approve the final contract with the selected consultant. The City Council reserves the right to reject all proposals.

Review and Selection Criteria

Proposals will be evaluated based on the following review and selection criteria.

Project Work Approach, Deliverables, and Organization (30pts)

- Firm grasp of the project scope and objectives
- Quality and organization of response to proposed work program and proposed deliverables
- Quality of creative approach to the deliverables and public outreach
- Completeness of proposed deliverables

Communications (25pts)

- Organization and completeness of the response
- Writing skills, as shown through the submission and any other submitted work examples

Related Experience, References, and Work Examples (20pts)

- Confirmation that consultant has performed similar work in the recent past and quality and applicability of submitted work examples
- Description and demonstrated ability (proven track record), of the firm as a whole and individual team members, in successfully completing similar projects, and producing quality deliverables, on time and within a budget
- Experience and demonstrated ability of consultant in the community /



public planning process and in preparing municipal codes that regulate development and redevelopment in other communities

- Ability of the consultant to conduct productive meetings and demonstrated experience in doing so
- Ability of the consultant to work with staff, stakeholders, and elected officials and demonstrated direct experience in doing so and in synthesizing and incorporating comments.
- Direct and demonstrated experience of consultant assigned to the project in working with the public and in building community consensus to support innovative regulator structures
- Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character
- Demonstrated quality of strong graphic skills
- Quality of submitted work examples
- Past performance of consultant on similar projects
- Current workload and availability of consultant team members

Schedule (10pts)

- Proposed consultant project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner
- Number of visits / meetings planned

Cost (15pts)

- Demonstration of successful budget performance and previous experience in meeting project budgets
- Description of the approach to budgeting
- Presentation of the consultant best offer; “not to exceed” cost

Section 5: Contract Terms and Conditions

Contract Award

Upon the conclusions of the presentations and selection of the final consultant, the City will negotiate a contract and enter into an agreement with the consultant. The selection of the proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations prior to approval by the City Council before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated at a reasonable time the City, in its sole discretion, may terminate negotiations with the highest ranked consultant and begin contract negotiations with the next highest ranked consultant. It is expected that the contract will provide compensation for actual work completed on a not to exceed basis with



the following conditions.

- If, for any reason, the Consultant cannot commence the services in their Proposal within 45 days of the award, the City reserves the right to contract with another qualified firm.
- If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City reserves the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the Planning and Development Director.
- The Consultant shall not assign or transfer any interest in the contract without prior written consent from the City.
- The Consultant contract shall be governed by the laws of the State of Minnesota
- Project summaries shall be submitted with each invoice during the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion of the project. Invoices submitted to the City shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.
- The City shall not be liable for any expenses incurred by the consultant prior to the signing of a contract including, but not limited to, preparation of materials, attendance at interviews, or final contract negotiations.
- The proposal must be signed in ink by an official from the consultant organization or team, that is authorized to bind the consultant to its provisions. These provisions will be included as part of the eventual contract. The proposal must include a statement as to the period during which the Proposal remains valid. This period must be at least 90 days from the date of the submittal.
- The City reserves the right to reject all proposals or accept what is, in its judgement, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any



technical defects or irregularities in any / all proposals submitted.

- The City reserves the right to request any additional information from the consultant to assure full understanding of, and responsiveness to, the requirements of this RFP.
- Deletion of specific components of the plan, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project plus necessary subcontractor work (as applicable) and out-of-pocket expenses. Billing more than 'not to exceed' amount will not be compensated unless a contract extension has been approved in advance by the City Council.
- The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided with digital documents throughout the project, the consultant shall supply the City of Willmar with a full, accurate and complete digital file (pdf and InDesign/Illustrator) upon project completion along with several hard copies of the plan.

Section 6: Background

The City of Willmar, located in Kandiyohi County, serves as a regional hub in West Central Minnesota. With a population of over 21,000, Willmar plays a central role in providing essential services, commerce, and cultural experiences to surrounding rural communities. Its strategic location at the crossroads of U.S. Highways 12 and 71 makes it easily accessible, while its strong infrastructure supports healthcare, education, and retail. Willmar is home to CentraCare Health Care and Ridgewater College, both of which contribute to the city's reputation as a center for wellness and workforce development. A key asset in Willmar's economic landscape is its certified shovel-ready Industrial Park, which offers developable lots.

The Industrial Park supports a mix of manufacturing, agribusiness, and logistics companies, and continues to be a driver of regional job growth and innovation. Willmar also boasts a lively calendar of annual events and tournaments that draw visitors from across the region. These include Willmar Fests, a summer celebration filled with parades and live music; the Kandiyohi County Fair, showcasing agriculture and entertainment; and youth sports tournaments in hockey and baseball hosted at local facilities. Other popular events include Celebrate Art! Celebrate Coffee! A fall festival honoring local creativity and Willmar's coffee heritage, and Winterfest, which brings seasonal joy through ice skating, light displays, and family-friendly activities.



REQUEST FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:30 P.M. (CST) ON OCTOBER 10, 2025. LATE SUBMITTALS WILL NOT BE CONSIDERED.

References:

City of Willmar Zoning Ordinance, 1994

Edited City of Willmar Zoning Ordinance Chapter XX

City of Willmar Comprehensive Plan, *WITH Willmar*, 2025

https://cms5.revize.com/revize/cityofwillmar/June%2012%202025%20Willmar_Complan_06_11_25_WithAppendices.pdf





City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Extend the Willmar Rail Park deadline for Construction		

RECOMMENDED ACTION:

Motion by _____ and second by _____ to approve extending the Willmar Rail Park construction deadline until September 6, 2026.

OVERVIEW:

On July 3, 2023, the City entered into a purchase agreement with Willmar Rail Park, LLC for the sale of 144 City-owned real property. Under the terms of the agreement, the Buyer accepted title to the Property subject to various interests, restrictions and covenants retained by the City, including a conditional repurchase option that would be triggered only if the Buyer failed to commence construction of a transload facility primarily intended for agricultural products.

Although the Buyer has made consistent efforts to advance the project, progress has been hindered by required review and approvals from BSNF Railway, along with rising costs related to site preparation costs. As a result, the Buyer has requested a one-year extension to allow additional time to explore viable solutions. City staff supports granting the extension. MB Rail has secured approval for the rail design and is actively working to engage a contractor for the site development..

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

Return the purchase price to the Buyer \$1,160,000.

ATTACHMENTS:

1. Resolution extending deadline to commence project construction - Willmar Rail Park - (v1) 090225

**CITY OF WILLMAR
RESOLUTION NO. _____**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA EXTENDING DEADLINE FOR CONSTRUCTION ON REAL PROPERTY
CONVEYED TO WILLMAR RAIL PARK, LLC**

WHEREAS, the City of Willmar as Seller (the “City”) entered into a purchase agreement dated July 3, 2023 (the “Purchase Agreement”), with Willmar Rail Park, LLC (“Buyer”) for the sale of City-owned real property legally described on Exhibit A hereto (the “Property”); and

WHEREAS, the Buyer agreed in the Purchase Agreement to take title to the Property subject to certain interests, restrictions and covenants reserved by the City, including a conditional option to repurchase the Property that would only vest upon Buyer’s failure to commence construction of a transload facility for primarily agricultural products as contemplated by Buyer on the Property (the “Project”) within two (2) years after the Closing Date; and

WHEREAS, the parties closed on the City’s sale of the Property to Buyer on September 6, 2023; and

WHEREAS, despite Buyer’s diligent work in furtherance of the Project, the Project has encountered delays due to, among other things, delays in receiving necessary project approvals from BNSF Railway and increasing construction and site preparation costs; and

WHEREAS, Buyer has requested a one-year extension of the deadline to commence construction of the Project on the Property; and

WHEREAS, the City Council continues to support the Project on the Property and finds the Buyer’s request for an extension of the deadline to commence construction of the Project on the Property to be reasonable under the circumstances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the deadline for Buyer to commence construction of the Project on the Property is hereby extended for a period of one year to September 6, 2026, on the condition that the deadline for the City to exercise such option also be extended by a period of one year to September 6, 2027.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota, that the City Attorney is authorized and directed to prepare a corrective deed and/or other documentation as appropriate and necessary to memorialize the interests, restrictions and covenants reserved by the City in the Purchase Agreement as modified by the extension granted herein and the Mayor and City Administrator are authorized and directed to execute the same on behalf of the City.

[Signature page to follow]

Dated this 2nd day of September, 2025

MAYOR

Attest:

CITY CLERK

EXHIBIT A

Legal Description of Property

Lot 1, Block 1, Willmar Rail Park Addition

All in Kandiyohi County, Minnesota



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.F.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	Civic Center East Wall Repairs-Metal Siding and Doors		

RECOMMENDED ACTION:

To adopt a resolution to accept the bid from Mid Central Doors for the amount of \$43,385.18 to replace and install the east exterior doors at the Civic Center.

To adopt a resolution to accept the bid from Heartland Construction of New London for \$41,956 and to accept the alternate to provide rigid foam insulation for \$7,122 for a total of \$49,078 to install insulation and metal siding on the Civic Center east wall.

OVERVIEW:

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

- **Structural Repairs:**

Building Restoration Corporation completed repairs to the steel beam, performed tuck pointing and core filling at a cost of **\$57,279**

- **Metal Siding & Insulation:**

Two bids were received for the installation of new metal siding. **Heartland Construction** submitted the lowest bid of \$41,956. Staff recommends approval of the alternate option to include rigid foam insulation on the wall, which will both improve insulation value and provide a sturdy backing for the siding, costing \$7,122. Total project cost is **\$49,078**

- **Door Replacement:**

Two quotes were received to replace the two banks of doors. **Mid Central Doors** submitted the lowest bid at **\$43,385.18**. The Civic Center has previously worked with Mid Central Doors for the replacement and servicing of numerous doors at the facility.

BUDGETARY/FISCAL ISSUES:

The 2025 CIP budget includes **\$160,000** for east wall repairs and door replacement at the Willmar Civic Center.

Budget Breakdown

- **Building Restoration Corporation (structural repairs)** – \$57,279
- **Heartland Construction (siding & rigid foam insulation)** – \$49,078
- **Mid-Central Doors (two banks of doors)** – \$43,385.18

Total Project Cost: \$149,742.18

Remaining Budget: \$10,257.82

ALTERNATIVES TO CONSIDER:

Don't approve the bids from Heartland Construction and Mid Central Doors

ATTACHMENTS:

1. Resolution for East Wall Heartland Construction
2. Heartland Construction Bid
3. Heritage Exteriors Quote
4. Resolution for East Wall Mid Central Doors
5. Mid Central Door Bid
6. South Bank Door Repairs
7. Nationwide Quote
8. Overhead Door Repairs
9. North Bank Door Repairs

RESOLUTION NO. ____

**RESOLUTION ACCEPTING BID FROM HEARTLAND CONSTRUCTION OF NEW LONDON FOR EAST WALL
REPAIRS ON CIVIC CENTER**

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 Heartland Construction of New London for \$41,956 and to accept the alternate to provide rigid foam insulation for \$7,122 for a total of \$49,078 to install insulation and metal siding on the Civic Center east wall.

Dated this 2nd day of September 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK



Office: (320) 354-4327 | Fax: (320) 354-0052
16601 Highway 71 NE | New London, MN 56273
Email: jesse@heartlandmn.com

Proposal

Proposal Submitted to: Willmar Civic Center
Date: 8/25/2025
Address: 2707 Arena Dr.
Willmar, MN 56201

Fax: Phone:(320)235-1454

Job Name: Wall rehab
Job Location: Willmar, MN

We hereby submit specifications and price for the following:Price to strip with horizontal supports, install PBR vertical exposed fastener walls panels, and all necessary trims on East wall of existing building.

Add \$7122 for rigid insulation

Material Included

Waste removal Included

Prices are for material, equipment, and labor to safely perform the above work mentioned; items not mentioned above are not included in the proposal, no material or waste removal figured. Prevailing wages not included.

This proposal is respectfully submitted by **Heartland Construction** to **Willmar Civic Center**

We propose hereby to furnish labor complete in accordance with the above specifications for the sum of: **Forty-One Thousand Nine Hundred Fifty-Six Dollars (\$41,956)** Payment to be made as follows:

Monthly progress payments based on % of work completed. Payment will be made in full within 30 days after completion. A 2% interest rate will be charged for late payments over 30 days monthly. This proposal must be signed and dated by your company representative and returned to Heartland Construction before we can begin. Any work not listed above could result in extra cost to the owner.

All labor is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurances. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal – The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Authorized by Heartland

Signature _____

Note: If this proposal is not received within 10 days we may withdraw this proposal without notice at any time.

Customer Signature _____

Print Name_____

Title_____

Date_____



Heritage Exteriors
3867 Hwy 12 E
Willmar, MN 56201
Phone: (320) 796-5001

08/13/2025

HERITAGE EXTERIORS

Company Representative
Ben Nelson
Phone: (320) 295-3395
ben@heritage-
exteriors.com

Does not include building permit, which may be required. Does not include electrician. Facility can provide an electrician for any necessary disconnection/reconnection or replacement of electrical services, or Heritage can hire one and services will be billed as time and material.

Willmar Civic Center

333 6th Street Southwest
Willmar, MN 56201
(320) 491-1024 Ext. Rob Baumgarten

Commercial steel siding section

	Qty	Unit	Price
Midwest Metals - 26 GA Commercial panel	29	SQ	\$7,975.00
Midwest Metals commerical steel J trim	40	EA	\$800.00
3/8" x 3" Tapcon concrete Fasteners (100 count)	16	BX	\$6,400.00
2x4x16' Treated Lumber	150	EA	\$4,500.00
Housewrap - Tyvek Commercialwrap 10' x 125'	3	RL	\$2,600.00
Tyvek Housewrap Tape - 3"x165'	2	RL	\$70.00
Install 2x4 and Tyvek substrate to attach siding	80	HR	\$8,000.00
Install steel siding	320	HR	\$32,000.00
Scissor lift rental (per week)	3	EA	\$1,800.00
Materials delivery charge	1	EA	\$250.00
Dumpster & Disposal	1	EA	\$600.00
			\$64,995.00

TOTAL

\$64,995.00

RESOLUTION NO. ____

RESOLUTION ACCEPTING BID FROM MID CENTRAL DOORS FOR EAST WALL REPAIRS ON CIVIC CENTER

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 Mid Central Doors for the amount of \$43,385.18 to replace and install the east exterior doors at the Civic Center.

Dated this 2nd day of September 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK

SALES QUOTE



Page: 1
Sales Quote Number: SQ011909
Sales Quote Date: 8/6/2025
Quote Valid Till: 9/5/2025

Job Name: Without 6" x 6" Support Beam

Sell
To: Willmar Civic Center
Alli or Carol
2707 Arena Dr
Willmar, MN 56201-9427

Ship
To: Willmar Civic Center
Rob 491-1024
2707 Arena Dr
Willmar, MN 56201-9427

Ship Via	Install	SalesPerson	JUSTIN PHILLIPS
Terms	NET 30	Phone #	320-257-7998
Customer ID	WIL170	Email	JustinP@midcentraldoor.com

Item No.	Description	Prod. Group	Unit	Quantity
NSHMF3S	Without 6" x 6" Support Beam F16 A-60 4 534 3070 RH RPD Bank of 5	HMF-3 SIDED FRAME	EACH	1
MCHMD80575	L18 A-60 4 3070 F LHR 86ED POLY CR STC (Exit Only)	HM DOOR	EACH	5
HHHAG03900	BB1191 4-1/2" x 4-1/2" x NRP x US26D	HINGES	EACH	15
HCLCN02200	4040XP x EDA x TBWMS x AL	CLOSERS	EACH	5
HOVON01100	22EO x 299 x 3-0 x SP28	EXIT DEVICES	EACH	5
HWREE08200	S426A x 36"w x A	THRESHOLDS	EACH	5
HWREE09200	815A x #6 Tek x 36" x 84" x A	WEATHER STRIPPING	EACH	5
HWREE03100	DB469C x 36"w x C	SWEEPS	EACH	5
HPXXX01000	K1050 x 4BE x 10" x 34" x US32D	KICK PLATES	EACH	5
FIELD INSTALL	Field Tech Install/Service	INSTALLATION -FIELD	EACH	1

NOTE(S)
OFD: 200" x 86"
All Galvannealed HMF's Painted Gray
All Galvannealed HMD's Painted Saftey Red
Lead-Time Roughly 10-12 Weeks

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 21,692.59

Subtotal:	21,692.59
Total Sales Tax:	0.00
Total:	21,692.59

Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.



NATIONWIDE GLASS OF WILLMAR, INC.

2705 South First Street - Willmar, MN 56201
Phone: 320-235-2612 - FAX: 320-235-5709

FACSIMILE TRANSMISSION SHEET

TO: RBAUMGARN@WILLMAR.MN.GOV
COMPANY: CITY OF WILLMAR
CUSTOMER FAX NUMBER: CIVIC CTR
JOB NAME: H.M. DOORS / FRAMES / HDWR
DATE SENT: 7/17/25 FROM: RON
COMMENTS: QUOTE - REMOVE AND REPLACE
2 - BANKS H.M. DOORS / FRAMES / HDWR
PAINTING INCLUDED
10 - FLUSH DOORS / FRAMES
HINGES, PANIC BARS, PULLS
2 KEYED CYL
REUSE ELEC STRIKE
WEATHER STRIP, SWEEP, THRESH
TRIM PIECES AT PERIMETER
TAX EXEMPT.
MAT / LABOR \$ 43,697⁰⁰
RON







City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.G.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	Yes	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Fire Station LED-lighted Outdoor Sign and Lettering		

RECOMMENDED ACTION:

To replace the current fire station signage with a new LED-lighted logo sign and lettering on the West side of the building. Also to replace the two sign panels on the community sign on First Street.

OVERVIEW:

The current signage is basic letters that do not light up. The letters were installed when the fire station was built in 1970. They have been painted many times over the years but are now at the point of needing replacement. These letters are located next to the main door of the fire station (West side of the building). The two panels on the community sign are panels that were reused from the original sign installed about 2002. These panels have become yellow and in need of replacing.

BUDGETARY/FISCAL ISSUES:

A quote was received from Quick Signs of Willmar for \$6,314.00, an additional amount of \$1,500 is required for electrical work performed by King's Electric. The total cost of the project would not be more than \$7,8314. The 2024 CIP has \$10,000 designated for this project.

ALTERNATIVES TO CONSIDER:

To leave the current lettering as is.

ATTACHMENTS:

1. Resolution
2. Quote 08-27-25
3. Picture 1
4. Current lettering

RESOLUTION NO. _____

AUTHORIZATION TO PURCHASE AN OUTDOOR LED-LIGHTED LOGO SIGN AND LETTERING

Motion By: _____

Second By: _____

BE IT RESOLVED, by the City council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of an outdoor LED-lighted logo sign and lettering from Quick Signs of Willmar for the amount of \$6,314.00 and electrical work performed by King's Electric in the amount of \$1,500.00. The total project cost would not be more than \$7,814.00 including required electrical work.

Dated this 2nd day of September 2025

MAYOR

ATTEST:

CITY CLERK

NAME / ADDRESS

Willmar Fire Department
515 2nd St. SW
Willmar, MN 56201

DATE

ESTIMATE NO.

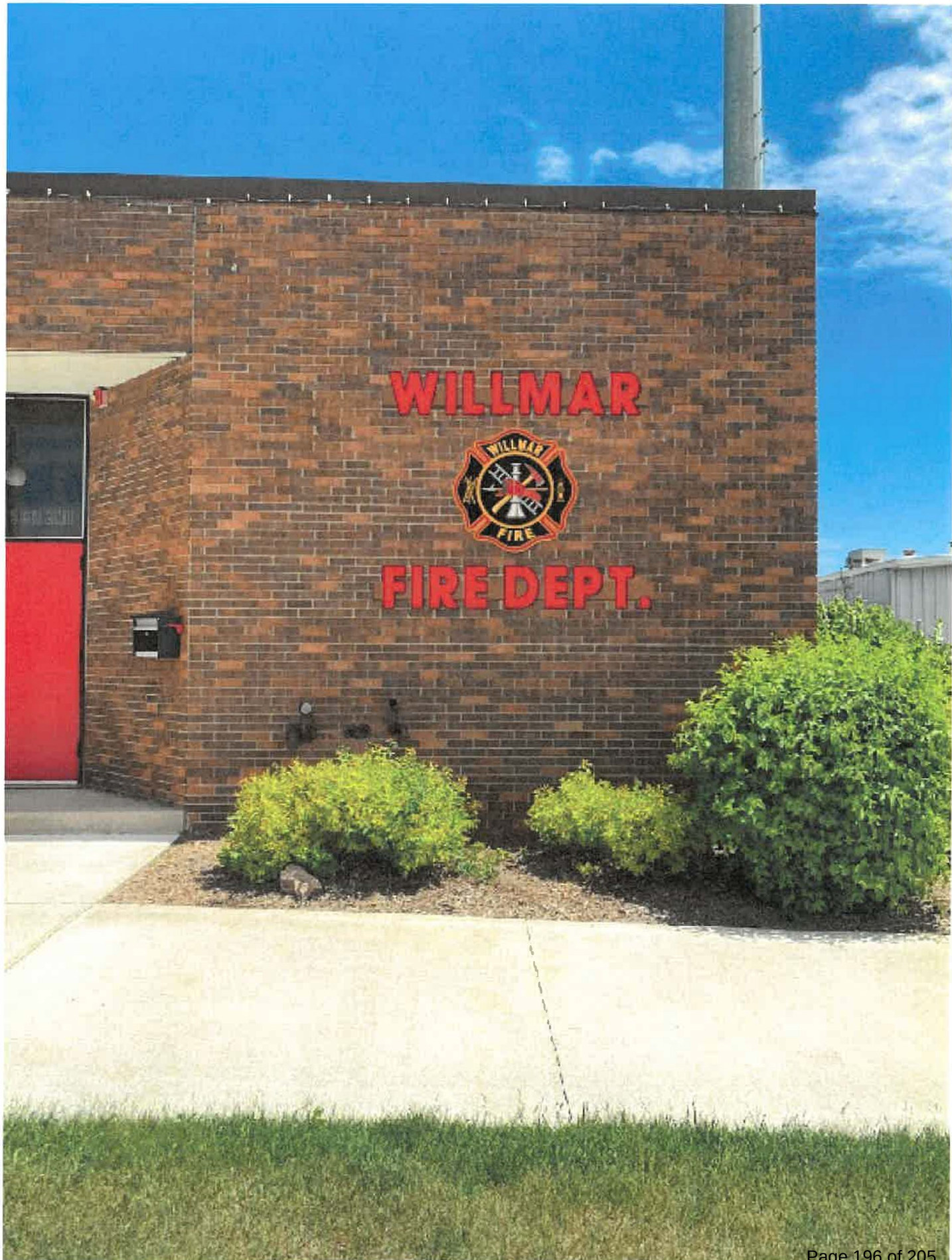
8/27/2025

1605

DESCRIPTION	QTY	TOTAL
11.5"H "WILLMAR FIRE DEPT." LED Channel Letters with Raceway & 39"x39" LED Logo	1	5,250.00
36"x97" Polycarbonate Panel with Graphics	2	1,064.00
Pricing includes removal of existing sign panels, adding new panels, new lighted lettering and installation. Does not include electrical or sign permit if applicable.		
SALES TAX (7.875%)		\$0.00
TOTAL		\$6,314.00

Phone #	Fax #	E-mail	Web Site
3202358055	320-235-7149	ryan@quicksignsofwillmar.com	QuickSignsofWillmar.com

PICTURE #1



A photograph of a brick wall with the text 'FIRE STATION' and 'CITY OF WILLMAR' overlaid. The wall is made of dark red and brown bricks. At the top, there is a string of small, colorful lights. On the left, there is a black mailbox. Below the text, there are three small, dark, rectangular objects mounted on the wall. In the foreground, there are three small green bushes in a bed of grey gravel, with a concrete sidewalk in front of them.

FIRE STATION

CITY OF WILLMAR



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.H.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Cloud Nine Farms LLC currently dba Hemponix Holdings LLC		

RECOMMENDED ACTION:

Approve the Retail Registration Application for a Cannabis Microbusiness for Cloud Nine Farms, LLC currently DBA Hemponix Holdings, LLC

OVERVIEW:

On February 3, 2025, the City Council adopted Ordinance No. 1533 to regulate cannabis and hemp retail businesses in the City of Willmar. Below is an establishment that has submitted a cannabis retail registration application and is requesting registration approval.

Cloud Nine LLC, currently dba Hemponix Holdings, LLC, located at 1425 South 1st Street, has submitted a Cannabis Municipal Retail Registration Application with plans to obtain a Cannabis Microbusiness license with the State. They plan to process, package, conduct retail sales, and distribute cannabis and cannabis-derived products in accordance with Minnesota's Office of Cannabis Management regulations, and all applicable local, state, and federal laws.

The applicant's location complies with local zoning ordinances and has passed a preliminary site inspection conducted by the Willmar Fire Department. Staff recommend approval of the registration to remain in compliance with Minnesota law.

Minn. Statute 342.13 Local Control

(f) Within 30 days of receiving a copy of an application from the office, a local unit of government shall certify on a form provided by the office whether a proposed cannabis business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. The office may not issue a license if the local unit of government informs the office that the cannabis business does not meet local zoning and land use laws. If the local unit of government does not provide the certification to the office within 30 days of receiving a copy of an application from the office, the office may issue a license.

BUDGETARY/FISCAL ISSUES:

Initial Registration and First Annual Renewal \$0, Second Annual Renewal and Beyond \$1,000 annual fee

ALTERNATIVES TO CONSIDER:

None recommended. The applicant has completed the local requirements described in Willmar ordinance and Minnesota Statute 342, regarding the local process.

ATTACHMENTS:

1. 20250828131607787



Cannabis Municipal Retail Registration Application

Chapter 8, Article XI

Initial Registration and First Annual Renewal

- ☒ Cannabis Microbusiness - \$0.00
☐ Cannabis Mezzobusiness - \$500
☐ Cannabis Retailer - \$500
☐ Medical Cannabis - \$500
☐ Low-potency Hemp Edible Retailer - \$125
☐ Other - \$ _____

Second Annual Renewal and Beyond

- ☐ Cannabis Microbusiness - \$1,000
☐ Cannabis Mezzobusiness - \$1,000
☐ Cannabis Retailer - \$1,000
☐ Medical Cannabis - \$1,000
☐ Low-potency Hemp Edible Retailer - \$125
☐ Other - \$ _____

BUSINESS INFORMATION

(All information requested is required.)

Name of Business: Cloud Nine Farms LLC

Currently doing business as:

~~DBA Name (if different):~~ Hemponix Holdings LLC

Business Address: Cloud Nine Farms registered address: 2009 Country Club Drive NE, Willmar MN 56201
Hemponix Holdings LLC retail store address: 1425 1st Street S, Willmar MN 56201

Federal ID #: [REDACTED]

MN Tax ID#: [REDACTED]

Business Owner(s) Name: Jason Hamstad Kevin Ortenblad

Address: 2009 Country Club Drive NE 3825 County Rd 40 NE

City/State/Zip: Willmar, MN 56201 New London, MN 56273

Phone Number: Jason Hamstad: 320.444.0311 Cell Number: Kevin Ortenblad: 612.819.3501

Fax Number: N/A Email Address: accounting@hemponix.com

See attached Ordinance for information related to the sale of Cannabis products in the City of Willmar.

MN CANNABIS LICENSE INFORMATION

Minnesota Cannabis Business License Number: Please attach a copy. # [REDACTED]

☒ Or - copy of written Office of Cannabis Management (OCM) preliminary license approval letter.

☒ I have submitted a Preliminary Training and Educational Plan for Employees as required by OCM. ☐ Not Applicable

ADDITIONAL REQUIRED INFORMATION

☒ Names and addresses of all persons having an interest of five (5%) percent or more in business and percentage of ownership (Section 8-373(3)) Jason Hamstad - 2009 Country Club Willmar MN 56201 - 65% Ownership
Kevin Ortenblad - 3825 County Rd 40 NE New London MN 56273 - 35% Ownership

☐ Current year taxes paid in full for retail location YES ☐ NO ☐ TENANT ONLY ☒ Parcel No. 95-923-8500

Please attach documentation establishing interest in the premises described above (lease, purchase agreement, contract for deed, etc.). **Any application submitted without such documentation will be considered incomplete.**

☒ A Certificate of Liability Insurance (see specific requirements in attached Ordinance)

Registration approval is dependent on meeting local zoning compliance and passing a Fire Safety Inspection.

Any cannabis or hemp retail business which receives an initial registration based on a preliminary license approval may be subject to (re)inspection for compliance with applicable Minnesota State Building and Fire Code provisions before the registered business may begin making sales to consumers in the City of Willmar.

NOTICES AND AUTHORIZATIONS:

Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

Registration must be completed annually. Registration is valid for one year from state license approval.

Any retail registration issued to an applicant who provides only a preliminary license approval at the time of application submittal does not permit retail sales to commence in the City of Willmar until that applicant has a license issued by the OCM and has provided a copy or proof of the license to the City of Willmar.

I hereby submit this application for the sale of Cannabis products in accordance with the provisions stated in the ordinances of the City of Willmar. I certify that all statements made by me in this document are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any falsification of answers to the preceding questions will result in denial of the application, now and in the future.

Jason Hamstad
Signature of Applicant

Jason Hamstad
Name (printed)

07.20.2025
Date

--- Office Only ---

FEE PAID	REGISTRATION APPROVAL	Initials	Date
AMOUNT DATE	CITY CLERK		
RECEIPT NO.	CITY Council		
	Zoning Verification		
	Fire Safety Inspection		



City Council Action Request

Council Meeting Date:	September 2, 2025	Agenda Item Number:	11.I.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Mary Jane's Buds & Edibles, LLC		

RECOMMENDED ACTION:

Approve the Retail Registration Application for a Cannabis Microbusiness for Mary Jane's Buds & Edibles, LLC

OVERVIEW:

On February 3, 2025, the City Council adopted Ordinance No. 1533 to regulate cannabis and hemp retail businesses in the City of Willmar. Below is an establishment that has submitted a cannabis retail registration application and is requesting registration approval.

Mary Jane's Buds & Edibles, LLC, located at 1305 South 1st Street, has submitted a Cannabis Municipal Retail Registration Application with plans to obtain a Cannabis Microbusiness license with the State. They plan to conduct retail sales of cannabis and cannabis-derived products in accordance with Minnesota's Office of Cannabis Management regulations, and all applicable local, state, and federal laws.

The applicant's location complies with local zoning ordinances. Staff recommend approval of the registration to remain in compliance with Minnesota law.

Minn. Statute 342.22 Retailers; Local Registration and Enforcement

Subd. 3. **Issuance of registration.** (a) A local unit of government shall issue a retail registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, medical cannabis combination business operating a retail location, or lower-potency hemp edible retailer that:

- (1) has a valid license or license preapproval issued by the office;
- (2) has paid the registration fee or renewal fee pursuant to subdivision 2;
- (3) is found to be in compliance with the requirements of this chapter at any preliminary compliance check that the local unit of government performs; and
- (4) if applicable, is current on all property taxes and assessments at the location where the retail establishment is located.

(b) Before issuing a retail registration, the local unit of government may conduct a preliminary compliance check to ensure that the cannabis business or hemp business is in compliance with any applicable local ordinance established pursuant to section [342.13](#).

(c) A local unit of government shall renew the retail registration of a cannabis business or hemp business when the office renews the license of the cannabis business or hemp business.

(d) A retail registration issued under this section may not be transferred.

BUDGETARY/FISCAL ISSUES:

Initial Registration and First Annual Renewal \$0, Second Annual Renewal and Beyond \$1,000 annual fee

ALTERNATIVES TO CONSIDER:

None recommended. The applicant has completed the local requirements described in Willmar ordinance and Minnesota Statute 342, regarding the local process.

ATTACHMENTS:

1. 20250828142029083

WILLMAR
INC. 1901
MINNESOTA'S CROSSROADS
MINNESOTA

Cannabis Municipal Retail Registration Application

Chapter 8, Article XI

Initial Registration and First Annual Renewal

- ☒ Cannabis Microbusiness - \$0.00
☐ Cannabis Mezzobusiness - \$500
☐ Cannabis Retailer - \$500
☐ Medical Cannabis - \$500
☐ Low-potency Hemp Edible Retailer - \$125
☐ Other - \$ _____

Second Annual Renewal and Beyond

- ☐ Cannabis Microbusiness - \$1,000
☐ Cannabis Mezzobusiness - \$1,000
☐ Cannabis Retailer - \$1,000
☐ Medical Cannabis - \$1,000
☐ Low-potency Hemp Edible Retailer - \$125
☐ Other - \$ _____

BUSINESS INFORMATION

(All information requested is required.)

Name of Business: Patrick Kevin O'Rourke & Mary Jane's Buds & Edibles LLC

DBA Name (if different): Mary Jane's Buds & Edibles

Business Address: 1305 1st St. S. #110 Willmar, MN 56201

Sole Proprietorship [Redacted]

Federal ID #: [Redacted]

MN Tax ID #: [Redacted]

(Sole Proprietorship)

Business Owner(s) Name: Mary Jane's Buds & Edibles LLC Patrick Kevin O'Rourke
100% Owner / Manager

Address: 733 11th Street NW

City/State/Zip: Willmar, MN 56201

Phone Number: 707-726-6700

Cell Number: 707-726-6700

Fax Number: N/A

Email Address: PKOROURKE@GMAIL.COM

See attached Ordinance for information related to the sale of Cannabis products in the City of Willmar.

MN CANNABIS LICENSE INFORMATION

Minnesota Cannabis Business License Number: Please attach a copy. # [Redacted]

☒ Or - copy of written Office of Cannabis Management (OCM) preliminary license approval letter.

☐ I have submitted a Preliminary Training and Educational Plan for Employees as required by OCM. ☒ Not Applicable

ADDITIONAL REQUIRED INFORMATION

☒ Names and addresses of all persons having an interest of five (5%) percent or more in business and percentage of ownership (Section 8-373(3)) PATRICK KEVIN O'ROURKE (100% Owner, Sole Proprietorship)
& Sole Member / Manager / 100% Owner: MARY JANE'S BUDS & EDIBLES LLC

☒ Current year taxes paid in full for retail location YES ☐ NO ☐ TENANT ONLY ☒ Parcel No. 95-923-8620

Please attach documentation establishing interest in the premises described above (lease, purchase agreement, contract for deed, etc.). Any application submitted without such documentation will be considered incomplete.

☒ A Certificate of Liability Insurance (see specific requirements in attached Ordinance)

Registration approval is dependent on meeting local zoning compliance and passing a Fire Safety Inspection.

Any cannabis or hemp retail business which receives an initial registration based on a preliminary license approval may be subject to (re)inspection for compliance with applicable Minnesota State Building and Fire Code provisions before the registered business may begin making sales to consumers in the City of Willmar.

NOTICES AND AUTHORIZATIONS:

Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

Registration must be completed annually. Registration is valid for one year from state license approval.

Any retail registration issued to an applicant who provides only a preliminary license approval at the time of application submittal does not permit retail sales to commence in the City of Willmar until that applicant has a license issued by the OCM and has provided a copy or proof of the license to the City of Willmar.

I hereby submit this application for the sale of Cannabis products in accordance with the provisions stated in the ordinances of the City of Willmar. I certify that all statements made by me in this document are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any falsification of answers to the preceding questions will result in denial of the application, now and in the future.

[Signature]
Signature of Applicant

DBA/Mary Jane's Buds & Edibles
+ Mary Jane's Buds & Edibles, LLC
Name (printed)

08/21/2025
Date

--- Office Only ---

FEE PAID		REGISTRATION APPROVAL	Initials	Date
AMOUNT	DATE	CITY CLERK		
RECEIPT NO.		CITY Council		
		Zoning Verification		
		Fire Safety Inspection		