



WILLMAR CITY COUNCIL MEETING
MONDAY, SEPTEMBER 15, 2025 @ 6:30 PM
BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING
2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

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

Approve:

- A. City Council Minutes of September 2, 2025
- B. City Council Work Session Minutes August 27, 2025
- C. Willmar Municipal Utilities Commission Minutes of September 8, 2025
- D. Accept State of Minnesota Airport Maintenance and Operation Grant
- E. Accept MnDot Runway 13/31 Edge Lights & Signs Grant
- F. Consideration of Sale of THC Product License- SuperValu Inc. dba Cub Foods
- G. Diamond Edge Figure Skating Club Lawful Gambling Application
- H. Diamond Edge Figure Skating Club Lawful Gambling Application
- I. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit— Intuition Brewing LLC
- J. Accept and Final Project No. 2310-A - Eagle Lake Liftstations 7, 8 & 9 Improvements
- K. Accounts Payable Report, 8/27/25 - 9/9/25

Information:

- L. August Monthly Building Report 2025
 - M. Finance Report through 8/31/2025
 - N. WMU Financial Report July 2025
 - O. Director Reports
6. Approve Consent Agenda Items
 7. Items Removed from Consent Agenda
 8. Open Forum (Individuals Limited to Three (3) Minutes)
 9. Tabled

A. Willmar Municipal Utilities Commission Minutes of August 25, 2025

10. Regular Business

A. Accept the 2024 Audit

B. Willmar Municipal Utilities 2026 Budget Presentation

C. 2026 Preliminary Engineering Report

D. Public Works Roofing Project

E. Inflow and Infiltration Ordinance Overview

F. Joint WMU Commission/City Council Work Session Proposal

11. Announcements

12. Executive Session to Discuss Evaluation of Performance of Leslie Valiant pursuant to MN Stat. 13d.05. subd.3(a)

13. Adjourn



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	
Agenda Section:	Consent Items	Originating Department:	
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Approve:		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None

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

September 2, 2025
6:30 PM

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

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

Council Member Ask moved to approve an amended agenda to add recognition of Representative Dave Baker to the agenda before the Proclamation. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Mayor Reese recognized and thanked Representative Dave Baker for advocating for our community and applauded him for all the work he does to support our city and our community.

PROCLAMATION

A. **Welcoming Week of 2025** - Mayor Reese and Director of Community Growth Pablo Obregon both spoke and provided details about the 6th Annual Welcome Week event being held on September 13 in downtown Willmar.

CONSENT AGENDA

City Clerk Vernae Larsen reviewed the consent agenda.

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. **Resolution No. 2025-094** Accept MnDot Runway 13/31 Lighting System Replacement Grant
- F. **Resolution No. 2025-095** Consider accepting Southwest Initiative Foundation Grant
- G. Glacial Ridge Curling Lawful Gambling Application
- H. Accounts Payable Report, 8/13/25 - 8/26/25

Council Member Ask motioned to pull Item D. Willmar Municipal Utilities Commission Minutes of August 25, 2025 and **Approve the Remainder of the Consent Agenda Items**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

D. Willmar Municipal Utilities Commission Minutes of August 25, 2025

Council Member Ask moved to table Item D. Willmar Municipal Utilities Commission Minutes of August 25, 2025 for approval at another time. The minutes mention the creation of an ad-hoc committee and he would like more information on the purpose of that committee or an explanation of the scope of the committee before approving those minutes. 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

OPEN FORUM

Lee Haggenjos - 3153 8th St. NE - spoke in support of Welcome Week and applauds how it supports culture and diversity. He wants to be on record as an advocate for Welcome Week and appreciates how our community has created a welcoming space for diversity in general.

Naomi Flores - 1204 19th Ave - spoke in support of Welcome Week and how important it is for all members of our community.

PUBLIC HEARINGS

A. 2025 Continued Assessment Hearing & Objections Recommendation

The Mayor opened the Continued Public Hearing at 6:45 p.m. to discuss only the properties that were objected to on August 18, 2025 at the 2025 Assessment Roll for Improvement Projects

Public Hearing. City Engineer Jared Voge presented the recommendations for those property owners who had presented objections.

Steve Okins – 388 15th Ave NW – spoke regarding parcel 95-910-0156 and expressed that this parcel should be exempt from the special assessment because it is unimproved and not platted. He stated that they do not see the benefit to the parcel.

Chris Van Heuveln – 220 20th St. SE, The Elks Lodge at Parcels 95-182-1990 and 95-182-1970 asked again for an update regarding the road project taking place adjacent to the Elks Lodge and would like information about when the project will be done and when the contractor plans to fix the damage caused to the Elks property. City Engineer Jared Voge stated that he would contact the Elks as soon as possible to discuss the situation.

City Attorney David Assaf then advised that each objection should be voted on by separate motion. City Clerk Vernae Larsen read each parcel one at a time for consideration.

Council Member Gardner moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-833-1400. 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

Council Member Gardner moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-904-0040. 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

Council Member Gilbertson moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-904-0010. 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

Council Member Gardner moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-909-0100. 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

Council Member Shuldes moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-909-0170. 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

Council Member Gilbertson moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-909-0070. 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

Council Member Gilbertson moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-909-0080. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Ask moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-540-0320. 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

Council Member Gilbertson moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-540-0390. 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

Council Member Ask made a motion to defer assessment on parcel No. 95-910-0156 until the property is platted. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 5, Noes 3.

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

Council Member Ask moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-560-0100. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Fagerlie moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-560-0170. 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

Council Member Fagerlie moved to approve the recommendation of the City Engineer to make no changes regarding the special assessment for Parcel No. 95-560-0180. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

A motion was made by Council Member Fagerlie to **Amend the resolution to defer property 95-910-0156**. 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 Nelsen moved to **approve Amended Resolution No. 2025-096 Adopting the City Engineer's memorandum dated August 25, 2025 and confirming the total amount of the 2025 Special Assessment Roll as previously adopted by Resolution No. 2025-092 in the amount of \$2,490,328.10.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Mayor Reese closed the public hearing at 7:23 PM.

B. Consideration of an Ordinance Amending Ordinance Number 1533

Operations Director Kyle Box presented the Ordinance Amending Ordinance Number 1533. The Amended Ordinance reflects the 2025 law changes now requiring cities to proceed with registration once an applicant has received valid preliminary license approval issued by the Office of Cannabis Management (OCM). He also asked to have the Ordinance Published by Summary. Mayor Reese opened the Public Hearing at 7:23 PM. With no one to speak for or against, the mayor closed the Public Hearing at 7:25 PM. A motion was made by Council Member Ask to approve **Ordinance No. 1537, an Ordinance Amending Ordinance Number 1533.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

A motion was made by Council Member Butterfield to **Publish Ordinance No. 1537 by Summary.** 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

REGULAR BUSINESS

A. Receive the Mayor's Proposed Budget for 2026 and consider setting the Preliminary Property Tax Levy

Mayor Reese introduced his proposed 2026 budget and Finance Director Tom Odens presented the details. Council Member Gilbertson moved to **Adopt Resolution No. 2025-096 setting the Preliminary Levy for property taxes payable in 2026.** 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 Davis moved to **Set the Truth in Taxation Hearing for December 1, 2025 on or after 6:30 PM**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

B. Introduction of an Ordinance to Amend Ordinance No. 1531

Operations Director Kyle Box Introduce the Ordinance Amending Ordinance No. 1531 and Called for a Public Hearing for October 6, 2025, at 6:30 PM. He also requested to Publish the Ordinance by Summary. Council Member Ask moved to set the Public Hearing for an **Ordinance to Amend Ordinance No. 1531 correcting Electrical Rates Charged for Large Power and Industrial Service**. 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

A motion was made by Council Member Ask to **Publish the Ordinance by Summary**. 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

C. Home State Bank/Willmar Ten Investors Major Subdivision and Willmar Ten Addition Preliminary and Final Plat Review

Planning and Development Director Christopher Corbett provided information regarding the Home State Bank and Willmar Ten Investors request to subdivide parcel 95-913-1028 located on Highway 12 East and requested that the Council approve the Preliminary and Final Plats, subject to any modifications required by the City Engineer. A motion was made by Council Member Fagerlie to **Approve the subdivision of Parcel No. 95-913-1028**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Butterfield, Council Member Shuldes
Noes None

Council Member Fagerlie moved to approve the **Willmar Ten Addition Preliminary and Final Plats, subject to any modifications required by the City Engineer**. 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

D. City of Willmar Zoning Ordinance Rewrite Request for Proposals

Planning and Development Director Christopher Corbett provided information and requested that staff be permitted to release a City of Willmar Zoning Ordinance Rewrite Request for Proposals. The purpose of the re-write of the Ordinance is so that it aligns with the city's future land use map that is part of the Comprehensive Plan. Funding for the project was discussed. A motion was made by Council Member Nelsen to **Authorize City Staff to Release a City of Willmar Zoning Ordinance Rewrite Request for Proposals**. 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

E. Extend the Willmar Rail Park deadline for Construction

Planning and Development Director Christopher Corbett provided an update to the Willmar Rail Park Project and requested approval to extend the deadline for the construction project. Council Member Shuldes made the motion and Council Member Butterfield seconded to **Adopt Resolution No. 2025-098 extending the Willmar Rail Park construction deadline until September 6, 2026**. The motion carried on a roll call vote of Ayes 8, Noes 0.

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

F. Civic Center East Wall Repairs-Metal Siding and Doors

Public Works Director Justin DeLeeuw requested authorization to proceed with the repairs to the east exterior wall of the Civic Center and provided details of the work and costs involved. Council Member Fagerlie moved to **Adopt Resolution No. 2025-099 accepting 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**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

A motion was made by Council Member Fagerlie to **Adopt Resolution No. 2025-100 accepting 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.** 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

G. Fire Station LED-lighted Outdoor Sign and Lettering

Fire Chief Frank Hanson presented plans for new signage that would replace the current fire station signage with a new LED-lighted logo sign and lettering on the West side of the building and also replace the two sign panels on the community sign on First Street. Several council members expressed that they would like to see the lettering and design be consistent with the City's new logo and theme adopted in 2024. A motion was made by Council Member Ask to **Approve the new Fire Station LED-lighted Outdoor Sign and Lettering.** Council Member Shuldes seconded the motion, which failed on a roll call vote of Ayes 3, Noes 5.

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

H. Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Cloud Nine Farms LLC currently dba Hemponix Holdings LLC

City Clerk Vernae Larsen presented for approval, a Retail Registration Application for a Cannabis Microbusiness for Cloud Nine Farms, LLC currently DBA Hemponix Holdings, LLC. A motion was made by Council Member Davis to **Approve the Retail Registration Application for a Cannabis Microbusiness - Cloud Nine Farms LLC currently dba Hemponix Holdings LLC.** 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

I. Consideration Approval of Retail Registration Application for a Cannabis Microbusiness - Mary Jane's Buds & Edibles, LLC

City Clerk Vernae Larsen presented for approval, a Retail Registration Application for a Cannabis Microbusiness for Mary Jane's Buds & Edibles, LLC. A motion was made by Council

Member Fagerlie to **Approve of Retail Registration Application for a Cannabis Microbusiness - Mary Jane's Buds & Edibles, LLC.** Council Member Davis 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 Council Member Gilbertson

With no further business to discuss, Council Member Fagerlie moved to **Adjourn at 8:18 PM.** 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

Mayor

Attest:

City Clerk

RESOLUTION NO. 2025-094

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

Motion By: Ask Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the 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

_____/S/ Douglas E. Reese

MAYOR

Attest:

_____/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-095

RESOLUTION ACCEPTING SOUTHWEST INITIATIVE FOUNDATION

CELEBRATION OF COMMUNITY EVENTS

Motion By: _____ Ask _____

Second By: _____ Fagerlie _____

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

_____/S/ Douglas E. Reese

MAYOR

Attest:

_____/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-096

A RESOLUTION RESOLVING THE 2025 ASSESSMENT OBJECTIONS.

Motion By: _____ Nelsen _____ Second By: _____ Fagerlie _____

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; and

WHEREAS, pursuant to Minnesota Statutes, Section 429.061, subd. 2, the Council considered and approved a request for the deferment of the assessment for parcel ID 95-910-0156 as it is unimproved and unplatted; and

WHEREAS, the Council shall, by resolution, set the terms for the deferral for Parcel ID 95-910-0156.

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

/S/ Douglas E. Reese

MAYOR

ATTEST:

/S/ Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-097

A RESOLUTION SETTING THE PRELIMINARY LEVY FOR 2026.

Motion By: Gilbertson

Second By: Davis

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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

CITY OF WILLMAR RESOLUTION NO. 2025-098

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 years after the Closing Date, after which the City would have until three years after the Closing Date to exercise its option; 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

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

EXHIBIT A

Legal Description of Property

Lot 1, Block 1, Willmar Rail Park Addition

All in Kandiyohi County, Minnesota

RESOLUTION NO. 2025-099

**RESOLUTION ACCEPTING BID FROM HEARTLAND CONSTRUCTION OF NEW LONDON FOR EAST WALL
REPAIRS ON CIVIC CENTER**

Motion By: Fagerlie

Second By: Butterfield

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

/S/ Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

CITY CLERK

RESOLUTION NO. 2025-100

RESOLUTION ACCEPTING BID FROM MID CENTRAL DOORS FOR EAST WALL REPAIRS ON CIVIC CENTER

Motion By: Fagerlie

Second By: Nelsen

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

/S/ Douglas E. Reese

Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen

CITY CLERK

WILLMAR CITY COUNCIL
PROCEEDINGS FIRE HALL
515 2nd St SW - WILLMAR, MN 56201

August 27, 2025
6:30 PM

The work session of the Willmar City Council was called to order by Mayor Douglas Reese. City Council Members present on roll call were Mayor Douglas Reese, Council Members Audrey Nelsen, Tom Gilbertson, Steve Gardner, Rick Fagerlie, Vicki Davis, Tom Butterfield and Carl Shuldes. Excused: Justin Ask. Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Finance Director Tom Odens, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, Parks and Rec Director Rob Baumarn, Director of Community Growth Pablo Obregon, Human Resource Director Alissa Gambrel, Police Chief Michael Holme, Fire Chief Frank Hanson and Information Systems Coordinator Jonah Johnson.

A. Review 2026 General Fund and Tax Levy

Mayor Reese called on City Administrator Leslie Valiant to introduce the work session agenda item. City Administrator Valiant provided an overview of the work session packet. Finance Director Tom Odens, City Operations Director Kyle Box, and City Administrator Leslie Valiant discussed the proposed Mayor's Budget for 2026.

Mayor Reese requested that the Council review the material presented and provide questions, comments, and feedback to staff before the introduction of the preliminary budget on Tuesday, September 2.

With nothing further to discuss, Council Member Shuldes motioned to **Adjourn** at 7:37 PM. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	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



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – September 8, 2025

11:45 a.m. – WMU Auditorium

The Willmar Municipal Utilities Commission met in regular session on Monday, September 8, 2025, at 11:45 a.m. in the WMU Auditorium. Present were Commissioners Shawn Mueske (President), John Kennedy, Terrill Sieck, Dave Baumgart, Carol Laumer, Bruce DeBlieck, and Patricia Elizondo.

Staff present included Jeron Smith, General Manager; Janell Johnson, Director of Administration; Kevin Marti, Facilities & Maintenance Supervisor; Andrea Prekker, Finance & Office Services Supervisor; Mike Sangren, Information Systems Coordinator; Abby Ahrendt, Executive Secretary; and Tom Gilbertson, City Council Liaison. Robert Scott, City Attorney, attended via teleconference. Jennifer Kotila of the West Central Tribune was also present.

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. General Manager Smith highlighted items within the payment of bills. Following review and discussion, Commissioner Laumer moved to approve the Consent Agenda, seconded by Commissioner Baumgart.

RESOLUTION NO. 36

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

- ❖ Bills represented by vouchers No. 20251321 through No. 20251415, including associated wire transfers, totaling \$1,373,386.43.

Dated this 8th day of September, 2025.

President

Attest:

Secretary

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

Finance & Office Services Supervisor Prekker presented the July 2025 Financial Reports, which included a summary of the Income Statement covering revenues and expenses, retained earnings, and comparative data for both the Electric and Water Divisions, along with the Investment Portfolio and Cost of Power Report as of July 31, 2025.

Finance & Office Services Supervisor Prekker presented the proposed 2026 WMU Budget. The total budget is \$36,857,615, with Purchased Power remaining the largest expense at \$17,674,818. The Capital Budget totals \$19,083,154,. A Ten-Year Capital Improvement Plan Statement of Cash Flows for both the Electric and Water Divisions was also reviewed.

RESOLUTION NO. 37

BE IT RESOLVED by the Willmar Municipal Utilities Commission that the proposed 2026 Willmar Municipal Utilities Operating Budget in the amount of \$36,857,615, and Capital Budget of \$19,083,154, is hereby approved and adopted as presented.

Dated this 8th day of September, 2025.

President

Attest:

Secretary

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

General Manager Smith presented the proposal from Braun Intertec for implementation of the MPCA-approved Response Action Plan/Construction Contingency Plan (RAP/CCP) related to the diesel generating plant addition. The scope includes on-site environmental oversight, soil sampling and testing, documentation, and final reporting to ensure compliance with MPCA requirements. The estimated cost of services is \$85,225. Motion by DeBlieck, seconded by Baumgart, to approve the proposal.

RESOLUTION NO. 38

BE IT RESOLVED by the Willmar Municipal Utilities Commission that the Commission approves the proposal from Braun Intertec in the amount of \$85,225 to implement the MPCA-approved Response Action Plan/Construction Contingency Plan (RAP/CCP) for the diesel generating plant addition.

Dated this 8th day of September, 2025.

President

Attest:

Secretary

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

Commissioners Laumer and DeBlieck, along with General Manager Smith, attended the MMUA Summer Conference and shared key takeaways from the sessions they participated in. Commissioner Laumer noted discussions around performance measurement, the role of artificial intelligence in utilities, and the importance of staying proactive with tariffs and communications. Commissioner DeBlieck highlighted insights from facility tours in Rochester, including geothermal heating applications, system dispatch practices, and sessions on rate studies and renewable integration. General Manager Smith reported on legislative and regulatory updates, tariff impacts, leadership training, and trends in both electric and water

rate planning. Overall, the conference provided valuable information and learning opportunities for all three attendees.

General Manager Smith noted that the MRES Toronto News Release announced plans for a new 145-megawatt natural gas facility in Toronto, South Dakota, designed to provide reliable and affordable energy for member communities. He also shared that the MRES July Board Summary is available for review. Smith reported action at the September 2 City Council meeting which tabled the Willmar Municipal Utilities Commission's August 25 minutes pending clarification on the Advantages of Public Power committee's scope of work or job description.

Following the General Manager's report, Commissioner Laumer requested that City Council Liaison Gilbertson provide periodic updates on City Council work sessions. Liaison Gilbertson confirmed he would relay this information to the Commission as appropriate.

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
- ❖ Employee Recognition Luncheon – October 8 at 12:00 p.m.

President Mueske asked for any additional discussion. Hearing none, Laumer moved to adjourn, and Baumgart seconded. Motion carried unanimously. The meeting adjourned at 12:35 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Accept State of Minnesota Airport Maintenance and Operation Grant		

RECOMMENDED ACTION:

Motion to adopt a resolution accepting Airport Maintenance and Operation Grant (MnDOT Agreement No. 1060388) and authorizing the Mayor and City Administrator to execute the agreement and any amendments on behalf of the City of Willmar.

OVERVIEW:

State Project Numbers A3401-MO26 and A3401-MO27 (MnDOT Agreement No. 1060388) is an annual financial assistance grant from the state for airport maintenance and operations activities. Each fiscal year, the City will receive \$56,717.12, totaling \$113,434.24 for the two-year grant. The City receives up to 75% of eligible costs incurred during the time of the agreement.

BUDGETARY/FISCAL ISSUES:

The total obligation of the State for all compensation and reimbursements to the recipient under this agreement will not exceed \$113,434.24 (State fiscal years 2026 and 2027).

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - Execute State Airport Maintenance and Operations Grant 2026-2027
2. Willmar MO26-27 State Grant Agreement

RESOLUTION NO.

**A RESOLUTION AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

Motion By: _____ Second By: _____

BE IT RESOLVED by the **City of Willmar** as follows:

1. That the state of Minnesota Contract Number **1060388**,
"Airport Maintenance and Operation Grant Contract," at the **Willmar Municipal Airport**
is accepted.
2. That the Mayor and the City Administrator are authorized to execute this Contract and
any amendments on behalf of the **City of Willmar**.

Dated this 15th day of September, 2025

Mayor

Attest:

City Clerk

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF KANDIYOHI

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

City of Willmar

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

**STATE OF MINNESOTA
STATE AIRPORTS FUND
AIRPORT MAINTENANCE AND OPERATIONS GRANT AGREEMENT**

State Project Number (S.P.): A3401-MO26

State Project Number (S.P.): A3401-MO27

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and City of Willmar, City Office Building, 333 - Sixth Street Southwest, Post Office Box 755, Willmar, MN 56201 acting through its City Council (“Grantee”) (“Agreement”).

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize the State to provide financial assistance to airports for maintenance and operations activities.
2. Grantee owns, operates, or controls an airport (“Airport”) in the state system, and desires financial assistance from the State for maintenance and operations activities for State Fiscal Year 2026 and State Fiscal Year 2027.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the State.

AGREEMENT TERMS

1. Term of Agreement and Survival of Terms

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully executed.
- 1.2. **Expiration Date.** This Agreement will expire on June 30, 2027.
- 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, but not limited to, the following clauses: Indemnification; State Audits; Government Data Practices; Governing Law, Jurisdiction and Venue; and Data Disclosure.

2. Grantee’s Duties

- 2.1. **Airport Use.** In accordance with Minnesota Statutes §360.305, subd. 4, Grantee must operate and maintain the Airport, for the use and benefit of the public, in a safe, serviceable manner for aeronautical purposes only for a period of one (1) year from the date Grantee receives final reimbursement under this Agreement.
- 2.2. **Grounds Maintenance.** Grantee will keep the runway and the area around the lights at the Airport mowed and plowed. The grass must be mowed at least seven (7) feet beyond the lights and must not exceed six (6) inches in height on the landing area. The areas around any navigational aids must be sufficiently mowed and plowed to keep the area clear for vehicle access. If the Airport remains operational during the winter months, Grantee will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snowbanks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.3. **Periodic Paint Striping.** If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Agreement, Grantee will cooperate with the marking operation. Grantee must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.4. **Inspections.** Grantee will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.5. **Third-Party Contracting.** Grantee will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Agreement.

3. Grantee's Assurances

- 3.1. Grantee represents and warrants that Grantee has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§360.061 to 360.074.
- 3.2. Grantee will comply with all required grants management policies and procedures set forth in Minnesota Statutes §16B.97 subd. 4(a)(1).

4. Consideration and Payment

- 4.1. **Consideration.** State will pay for all eligible maintenance and operations costs incurred by Grantee under this Agreement as follows:
 - 4.1.1. **Basis.** Grantee will be reimbursed for 75% of all eligible maintenance and operations costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative or their designee according to the State's Funding Eligibility Guidance, which is available at:
<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>
 - 4.1.2. **Fiscal Year Obligations.** State has currently obligated \$56,717.12 in each state fiscal year to reimburse 75% of eligible costs incurred by Grantee during each fiscal year and will be capped at this amount for each fiscal year. Any funding granted but not requested for reimbursement within the first fiscal year will not roll over into the second fiscal year.
 - 4.1.3. **Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed \$113,434.24 (reflecting state fiscal years 2026 and 2027 combined obligations).
- 4.2. **Payment.**

- 4.2.1. **Invoices.** Grantee must submit detailed reimbursement requests for its eligible costs to the State's Authorized Representative on a quarterly basis or as otherwise directed by State's Authorized Representative. Invoices for expenses incurred after grant funds were encumbered by the State, but before the Effective Date of this Agreement, may not be submitted for reimbursement until after the Effective Date of this Agreement. The State's Office of Aeronautics will supply the reimbursement request forms that Grantee must submit. Reimbursement requests must be submitted according to the following schedule:

- Quarter 1 (Jul. 1st – Sept. 30th): **On or after October 1, and no later than November 15;**
- Quarter 2 (Oct. 1st – Dec. 31st): **On or after January 1, and no later than February 15;**
- Quarter 3 (Jan. 1st – Mar. 31st): **On or after April 1, and no later than May 15;** and
- Quarter 4 (Apr. 1st – Jun. 30th): **On or after July 1, and no later than August 15.**

The State may reject any costs submitted for reimbursement that the State determines, in its sole discretion, are not eligible maintenance and operations expenses. Any invoices not received by the State's Authorized Representative by December 31st of the fiscal year in which the expenses were incurred will be ineligible for reimbursement and rejected.

- 4.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.
- 4.2.3. **Progress Reports.** The State may, at its sole discretion, require Grantee to submit quarterly progress reports in addition to its invoices. If so requested, the State will provide a progress report form for Grantee's completion and submittal with its invoices.
- 4.2.4. **The 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 and progress reports, if requested by the State, 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, State will pay Grantee within thirty (30) days of receipt of such invoice.
- 4.2.5. **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. The State's Authorized Representative will notify Grantee's Authorized Representative where and when monitoring visits and financial reconciliations will take place, which state employees and Grantee staff members should be present, as well as which, if any, of Grantee's contractors or consultants, or their agents, are required to participate. Grantee will be provided at least seven (7) days' notice prior to monitoring visits and/or financial reconciliations. Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.2.6. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

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 State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law. 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. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist Coordinator
 Address: Office of Aeronautics
 395 John Ireland Boulevard, Mail Stop 410
 Saint Paul, Minnesota 55155
 E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or their successor, will monitor Grantee's performance and has the authority to accept or reject the services provided under this Agreement. If the Grantee's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

- 6.2. **Grantee's Authorized Representative.** Grantee's Authorized Representative will be:

Name/Title: Leslie Valiant, City Administrator

Address: City Office Building, 333 - Sixth Street Southwest, Post Office Box 755, Willmar, MN 56201
 Telephone: (320) 235-4913
 E-Mail: Ivaliant@willmarmn.gov

If Grantee's Authorized Representative changes at any time during this Agreement, Grantee must immediately notify 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 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.** An 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.
- 7.3. **Waiver.** If the State fails to enforce any provision of this Agreement, such failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all prior negotiations and agreements between the State and Grantee. No other prior 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. 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, and expenses, including reasonable attorneys' fees, 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 any other third parties under the direct control of Grantee.

9. **State Audits.** Under Minnesota Statutes § 16B.98 subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this grant 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 the expiration of this Agreement or receipt and approval of all final reports, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10. **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 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 Minnesota Statutes §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.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with Minnesota Statutes §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. 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.

13. Data Disclosure. Under Minnesota Statutes §270C.65, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

14. Termination and Suspension

14.1. Termination by the State. 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 it does not obtain funding from the Minnesota Legislature or 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. 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.

16. Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every agreement 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:

16.1. In the hiring of common or skilled labor for the performance of any work under any agreement, or any sub-agreement, no contractor, material supplier, vendor, or other agent of Grantee 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;

16.2. No contractor, material supplier, vendor, or other agent of Grantee 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 agreement on account of race, creed or color;

16.3. A violation of this Section is a misdemeanor; and

16.4. Any subsequent violations of this Section may result in the termination of this Agreement and any sub-agreements by the State, or any county, city, town, township, school, school district or other entity or person authorized to enter into agreements for employment, and all money due, or to become due, under this Agreement or any sub-agreements may be forfeited.

17. **Limitation.** Under this Agreement, the State is only responsible for 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 agreements with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.*

By: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

*PO staged and to be encumbered with future State fiscal year funds.

GRANTEE

Grantee certifies that the appropriate persons have executed this Agreement on behalf of Grantee as required by applicable articles, bylaws, ordinances, or resolutions.

By: _____

Print Name: _____

Title: _____

Date: _____

By: _____

Print Name: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION
(with delegated authority)

By: _____

MnDOT CONTRACT MANAGEMENT

By: _____



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.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 Edge Lights & Signs 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. Resolution MnDot Runway 13 31 Edge Lighting & Signs
2. Runway 13 31 Project Breakdown
3. AIP-AGRMNTRES-BDH-A3401-75

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 #1061196 in the amount of \$19,545.01 and enter into a grant agreement and authorize the Mayor and City Administrator to execute the same.

Dated this 15th day of September, 2025

MAYOR

Attest:

CITY CLERK

RWY 13/31 PROJECT BREAKDOWN

AIG - RWY 13/31 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	\$4,125.00
CONSTRUCTION ENGINEERING - BMI	\$40,000.00	\$38,000.00	\$1,000.00	\$1,000.00	\$1,000.00
TOTAL ENGINEERING:	\$205,000.00	\$194,750.00	\$5,125.00	\$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	\$5,616.39
TOTAL CONSTRUCTION:	\$224,655.47	\$213,422.70	\$5,616.39	\$5,616.39	\$5,616.39
ADMINISTRATION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)	
CITY OF WILLMAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDEPENDENT FEE EVALUATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FAA FLIGHT INSPECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CITY ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROJECT:	\$429,655.47	\$408,172.70	\$10,741.39	\$10,741.39	\$10,741.39

AIP - RWY 13/31 EDGE LIGHTS & SIGNS					
PROFESSIONAL SERVICES	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)	
DESIGN ENGINEERING - BMI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONSTRUCTION ENGINEERING - BMI	\$135,000.00	\$128,250.00	\$3,375.00	\$3,375.00	\$3,375.00
TOTAL ENGINEERING:	\$135,000.00	\$128,250.00	\$3,375.00	\$3,375.00	\$3,375.00
CONSTRUCTION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)	
SCH. 1: EDGE LIGHTS AND SIGNS - DESIGN ELECTRIC	\$616,221.53	\$585,410.45	\$15,405.54	\$15,405.54	\$15,405.54
TOTAL CONSTRUCTION:	\$616,221.53	\$585,410.45	\$15,405.54	\$15,405.54	\$15,405.54
ADMINISTRATION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)	
CITY OF WILLMAR	\$1,000.00	\$950.00	\$25.00	\$25.00	\$25.00
INDEPENDENT FEE EVALUATION	\$8,000.00	\$7,600.00	\$200.00	\$200.00	\$200.00
FAA FLIGHT INSPECTION	\$21,579.00	\$20,500.05	\$539.48	\$539.48	\$539.48
TOTAL CITY ADMINISTRATION:	\$30,579.00	\$29,050.05	\$764.48	\$764.48	\$764.48
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)	
TOTAL PROJECT:	\$781,800.53	\$742,710.50	\$19,545.01	\$19,545.01	\$19,545.01

PROJECT TOTAL: \$1,211,456.00 \$1,150,883.20 \$30,286.40 \$30,286.40

**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 #3401-75) ("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 31, 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.
- 4.1.1.1 **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 **\$19,545.01**.
- 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.

4.4.6.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.

4.4.6.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.4.7 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.4.8 Closeout Deliverables. At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:

4.4.8.1 Electronic files of construction plans as both PDF and MicroStation compatible formats.

4.4.8.2 Electronic files of as-builts as both PDF and MicroStation compatible formats.

4.4.8.3 Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats.

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 St 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 4.1 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**
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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 # _____

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: _____

**COMMISSIONER OF TRANSPORTATION
as delegated**

By:
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 and Sign System Replacement – **AIP 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 and guidance signs for Runway 13/31 with LED versions

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

AIP - RWY 13/31 EDGE LIGHTS & SIGNS				
PROFESSIONAL SERVICES	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
CONSTRUCTION ENGINEERING - BMI	\$135,000.00	\$128,250.00	\$3,375.00	\$3,375.00
TOTAL ENGINEERING:	\$135,000.00	\$128,250.00	\$3,375.00	\$3,375.00
CONSTRUCTION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
SCH. 1: EDGE LIGHTS AND SIGNS - DESIGN ELECTRIC	\$616,221.53	\$585,410.45	\$15,405.54	\$15,405.54
TOTAL CONSTRUCTION:	\$616,221.53	\$585,410.45	\$15,405.54	\$15,405.54
ADMINISTRATION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
CITY OF WILLMAR	\$1,000.00	\$950.00	\$25.00	\$25.00
INDEPENDENT FEE EVALUATION	\$8,000.00	\$7,600.00	\$200.00	\$200.00
FAA FLIGHT INSPECTION	\$21,579.00	\$20,500.05	\$539.48	\$539.48
TOTAL CITY ADMINISTRATION:	\$30,579.00	\$29,050.05	\$764.48	\$764.48



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
TOTAL PROJECT:	\$781,800.53	\$742,710.50	\$19,545.01	\$19,545.01

The city of Willmar requests a **Federal AIP** grant agreement in the amount of **\$ 742,710.00** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at lvaliant@willmanmn.gov or 320-214-5160.

Sincerely,

Signed by:

Leslie M. Valiant

0736A42C0BDF494...

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 A3401-75 Federal Project No.: AIP 3-27-0115-018-2025 Agreement No.: 1061196 Project Description: <u>AIP - Runway 13-31 Lighting Systems Replacement</u> Date: 6/23/2025							
Construction	Description	Total	Funding Rates		Federal	State	Local
			Federal	State			
	SCH. 1: EDGE LIGHTS AND SIGNS - DESIGN ELECTRIC	\$ 616,221.53	95%	2.5%	\$ 585,410.45	\$ 15,405.54	\$ 15,405.54
	CONSTRUCTION SUBTOTAL	\$ 616,221.53			\$ 585,410.45	\$ 15,405.54	\$ 15,405.54
Engineering	Description	Total	Federal	State	Federal	State	Local
	CONSTRUCTION ENGINEERING - BMI	\$ -	95%	2.5%	\$ -	\$ -	\$ -
	ENGINEERING SUBTOTAL	\$ 135,000.00			\$ 128,250.00	\$ 3,375.00	\$ 3,375.00
Administration	Description	Total	Federal	State	Federal	State	Local
	City of Willmar	\$ 1,000.00	95%	2.5%	\$ 950.00	\$ 25.00	\$ 25.00
	Independent Fee Evaluation	\$ 8,000.00	95%	2.5%	\$ 7,600.00	\$ 200.00	\$ 200.00
	FAA Flight Inspection	\$ 21,579.00	95%	2.5%	\$ 20,500.05	\$ 539.48	\$ 539.48
	ADMINISTRATION SUBTOTAL	\$ 30,579.00			\$ 29,050.05	\$ 764.48	\$ 764.48
	Total (before adjustments)	\$ 781,800.53			\$ 742,710.50	\$ 19,545.01	\$ 19,545.01
	Grant Amounts	\$ 781,800.53			\$ 742,710.00	\$ 19,545.01	\$ 19,545.52
	Overall Share Percentages				95.00%	2.50%	2.50%

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the **City of Willmar** as follows:

1. That the state of Minnesota Agreement No. **1061196**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A3401-75** at the **Willmar Municipal Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Willmar.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of Sale of THC Product License- SuperValu Inc. dba Cub Foods		

RECOMMENDED ACTION:

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

OVERVIEW:

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

SuperValu, Inc. dba Cub Foods, located at 2201 South 1st Street, has submitted a Sale of THC Products License application with plans to sell THC products.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

Deny the approval of the requested license application.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Diamond Edge Figure Skating Club Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Diamond Edge Figure Skating Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Diamond Edge Figure Skating Club

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: Diamond Edge Figure Skating Club

Previous Gambling Permit Number: X- 94612

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 411976262

Mailing Address: PO BOX 204

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

Name of Chief Executive Officer (CEO): Jackie Smith

CEO Daytime Phone: 3208944105 CEO Email: jackiekotzenmacher2@gmail.com

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

Email permit to (if other than the CEO): diamondedgefsc@gmail.com

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
50 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): February 22, 2026

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.

LG220 Application for Exempt Permit

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Page 2 of 3

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: George Ransen

Title: City Clerk Date: 9/11/25

**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: _____ Date: 09/07/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Jackie Smith

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)).

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.

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.

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

An equal opportunity employer



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.H.
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:	Diamond Edge Figure Skating Club Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Diamond Edge Figure Skating Club Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Diamond Edge Figure Skating Club Application

LG220 Application for Exempt Permit4/23
Page 1 of 3

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 INFORMATIONOrganization Name: Diamond Edge Figure Skating ClubPrevious Gambling Permit Number: X- 94612

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 411976262Mailing Address: PO BOX 204City: Willmar State: MN Zip: 56201 County: KandiyohiName of Chief Executive Officer (CEO): Jackie SmithCEO Daytime Phone: 3208944105 CEO Email: Jackiekotzenmacher2@gmail.com

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

Email permit to (if other than the CEO): diamondedgefsc@gmail.com**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): VFW Post 1639Physical Address (do not use P.O. box): 1108 US-12

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi☐ Township: _____ Zip: _____ County: _____Date(s) of activity (for raffles, indicate the date of the drawing): January 24, 2026

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.

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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: Wilmar

Signature of City Personnel:

Debrae Lasser

Title: City Clerk Date: 9/11/25

**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: _____ Date: 09/07/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Jackie Smith

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



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Intuition Brewing LLC		

RECOMMENDED ACTION:

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

OVERVIEW:

The Intuition Brewing LLC dba Intuition Brewing; has plans to sell alcohol during a Barntoberfest Event on October 11, 2025. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

BUDGETARY/FISCAL ISSUES:

\$100 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during this event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Wastewater
Resolution:	Yes	Prepared By:	Justin DeLeeuw, Public Works Director
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Accept and Final Project No. 2310-A - Eagle Lake Liftstations 7, 8 & 9 Improvements		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2310-A and authorize final payment to Tom's Backhoe Service, Inc. in the amount of \$19,979.62

OVERVIEW:

Project No. 2310-A, Eagle Lake Liftstations 7, 8 & 9 Improvements, was awarded to Tom's Backhoe Service, Inc. at the March 18, 2024, Council Meeting. Quantities have been reviewed by staff with the recommendation that final payment be made.

BUDGETARY/FISCAL ISSUES:

The final payment is within the project budget.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION- ACCEPT & FINAL PROJECT NO. 2310-A
2. 2025-08-28 130330 - Pay Application 11 FINAL - TO CITY - Signed

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2310-A AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2310-A: Eagle Lake Liftstations 7, 8 & 9 Improvements

CONTRACTOR:	Tom's Backhoe Service, Inc.
DATE OF CONTRACT:	March 18, 2024
BEGIN WORK:	May 1, 2024
COMPLETE WORK:	August 6, 2025
APPROVE, ENGINEERING DEPT:	August 27, 2025

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

1. The said City of Willmar Project No. 2310-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,909,332.00
CHANGE ORDER NO. 1	-\$10,369.85
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,898,962.15
Less Previous Payments	\$1,878,982.53
FINAL PAYMENT DUE CONTRACTOR:	\$19,979.62

Dated this 15th day of September, 2025

Attest:

Mayor

City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

September 9, 2025

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

RE: Eagle Lake Lift Station 7, 8, & 9
City of Willmar, Minnesota
BMI Project No.: OW1.130330

Dear Justin:

Please find enclosed the Final Pay Estimate and Change Order for the above-mentioned project. This payment is the release of the remaining retainage due on the contract and the change order is included to reconcile the final contract amount along with the complete removal of the Lift Station 7 structure as required by MnDOT. We have reviewed the final construction closeout material including Consent of Surety, IC-134's, and lien waivers for the final pay estimate and change order and recommend approval. Upon execution, please sign and date three copies and return one signed electronic copy to me for our files and one copy with payment to Tom's Backhoe Service, Inc.

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

Sincerely,

Bolton & Menk, Inc.

Dylan Idso, P.E.
Municipal Project Manager

Enclosures

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

Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2410
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.130330
Contractor:	Tom's Backhoe Service Inc.	Agency's Project No.:	
Project:	Eagle Lake Lift Station 7, 8, & 9		
Contract:	Eagle Lake Lift Station 7, 8, & 9		
Application No.:	11 (FINAL)	Application Date:	8/27/2025
Application Period:	From 4/26/2025	to	8/27/2025

1. Original Contract Price	\$	1,909,332.00
2. Net change by Change Orders	\$	(10,369.85)
3. Current Contract Price (Line 1 + Line 2)	\$	1,898,962.15
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,898,962.15
5. Retainage		
a. X \$ 1,898,962.15 Work Completed	\$	-
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,898,962.15
7. Less previous payments	\$	1,878,982.53
8. Amount due this application	\$	19,979.62
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c.)	\$	-

Contractor's Certification

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

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

Contractor: Tom's Backhoe Service Inc.

Signature: Kathy Thompson
Name: Kathy Thompson

Date: 8-28-25
Title: CFD

Recommended by Engineer

By: Dylan Idso
Name: Dylan Idso, P.E.
Title: Project Engineer
Date: 8/27/2025

Approved by Owner

By: Justin DeLeeuw
Name: Justin DeLeeuw
Title: Public Works Director
Date: 9/9/2025

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2410
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.130330
Contractor:	Tom's Backhoe Service Inc.	Agency's Project No.:	
Project:	Eagle Lake Lift Station 7, 8, & 9		
Contract:	Eagle Lake Lift Station 7, 8, & 9		

Application No.:		11 (FINAL)		Application Period:		From		04/26/25		to		08/27/25		Application Date:		08/27/25	
A	B			C	D	E	F		F1	F2	G	H	I		J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)				
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
						Original Contract											
A.1	MOBILIZATION	1.00	LUMP SUM	35,000.00	35,000.00	1.00	35,000.00	1.00	35,000.00		35,000.00	100%	-				
A.2	LIFT STATION 7	1.00	LUMP SUM	530,000.00	530,000.00	1.00	530,000.00	1.00	530,000.00		530,000.00	100%	-				
A.3	CONTROL BUILDING/ELECTRICAL	1.00	LUMP SUM	295,000.00	295,000.00	1.00	295,000.00	1.00	295,000.00		295,000.00	100%	-				
A.4	6" CONCRETE PAVEMENT	96.00	SQ FT	65.00	6,240.00	146.00	9,490.00	146.00	9,490.00		9,490.00	152%	(3,250.00)				
A.5	BOLLARD	3.00	EACH	1,200.00	3,600.00	2.00	2,400.00	2.00	2,400.00		2,400.00	67%	1,200.00				
A.6	TRAFFIC CONTROL	1.00	LUMP SUM	600.00	600.00	1.00	600.00	1.00	600.00		600.00	100%	-				
A.7	ABANDON LIFT STATION	1.00	LUMP SUM	8,000.00	8,000.00	3.25	26,000.00	1.00	8,000.00		8,000.00	100%	-				
A.8	ABANDON FORCEMAIN	145.00	LIN FT	20.00	2,900.00	145.00	2,900.00	145.00	2,900.00		2,900.00	100%	-				
A.9	REMOVE MANHOLE (SANITARY)	1.00	EACH	800.00	800.00	1.00	800.00	1.00	800.00		800.00	100%	-				
A.10	REMOVE BITUMINOUS DRIVEWAY	212.00	SQ YD	15.00	3,180.00	212.00	3,180.00	212.00	3,180.00		3,180.00	100%	-				
A.11	CONSTRUCT SANITARY MANHOLE, DES 4007C	26.10	LIN FT	420.00	10,962.00	26.10	10,962.00	26.10	10,962.00		10,962.00	100%	-				
A.12	CASTING ASSEMBLY (SANITARY)	2.00	EACH	900.00	1,800.00	2.00	1,800.00	2.00	1,800.00		1,800.00	100%	-				
A.13	CASTING ASSEMBLY SPECIAL	1.00	EACH	1,300.00	1,300.00	-	-	-	-		-	-	1,300.00				
A.14	FURNISH AND INSTALL CHIMNEY SEAL	2.00	EACH	300.00	600.00	2.00	600.00	2.00	600.00		600.00	100%	-				
A.15	8" PVC FORCEMAIN, C900	100.00	LIN FT	100.00	10,000.00	100.00	10,000.00	100.00	10,000.00		10,000.00	100%	-				
A.16	10" PVC SANITARY SEWER PIPE, SDR 35	206.00	LIN FT	110.00	22,660.00	206.00	22,660.00	206.00	22,660.00		22,660.00	100%	-				
A.17	4" PVC SANITARY SEWER SERVICE PIPE, SDR 26	30.00	LIN FT	80.00	2,400.00	-	-	-	-		-	-	2,400.00				
A.18	10"x4" WYE	1.00	EACH	500.00	500.00	-	-	-	-		-	-	500.00				
A.19	FORCEMAIN FITTINGS	160.00	POUND	20.00	3,200.00	191.00	3,820.00	191.00	3,820.00		3,820.00	119%	(620.00)				
A.20	CONNECT TO EXISTNG SANITARY SEWER	1.00	EACH	600.00	600.00	1.00	600.00	1.00	600.00		600.00	100%	-				
A.21	CONNECT TO EXISTNG FORCEMAIN	1.00	EACH	800.00	800.00	1.00	800.00	1.00	800.00		800.00	100%	-				
A.22	BYPASS PUMPING	1.00	LUMP SUM	5,000.00	5,000.00	1.00	5,000.00	1.00	5,000.00		5,000.00	100%	-				
A.23	SITE GRADING	1.00	LUMP SUM	5,000.00	5,000.00	0.80	4,000.00	1.00	5,000.00		5,000.00	100%	-				
A.24	AGGREGATE BASE, CLASS 5	310.00	TON	38.00	11,780.00	250.00	9,500.00	250.00	9,500.00		9,500.00	81%	2,280.00				
A.25	BITUMINOUS WEARING COURSE (SPWEB240B)	80.00	TON	268.00	21,440.00	85.69	22,964.92	85.69	22,964.92		22,964.92	107%	(1,524.92)				
A.26	SILT FENCE, MACHINE SLICED	1,110.00	LIN FT	3.00	3,330.00	800.00	2,400.00	800.00	2,400.00		2,400.00	72%	930.00				
A.27	ROCK CONSTRUCTION ENTRANCE	1.00	EACH	1,200.00	1,200.00	1.00	1,200.00	1.00	1,200.00		1,200.00	100%	-				
A.28	TEMPORARY STABILIZATION	2,400.00	SQ YD	1.00	2,400.00	-	-	-	-		-	-	2,400.00				
A.29	TURF ESTABLISHMENT	2,400.00	SQ YD	1.60	3,840.00	7,162.00	11,459.20	7,162.00	11,459.20		11,459.20	298%	(7,619.20)				
B.1	MOBILIZATION	1.00	LUMP SUM	35,000.00	35,000.00	1.00	35,000.00	1.00	35,000.00		35,000.00	100%	-				
B.2	LIFT STATION 8	1.00	LUMP SUM	347,000.00	347,000.00	1.00	347,000.00	1.00	347,000.00		347,000.00	100%	-				
B.3	CONTROL PANEL/ELECTRICAL	1.00	LUMP SUM	122,000.00	122,000.00	1.00	122,000.00	1.00	122,000.00		122,000.00	100%	-				
B.4	6" CONCRETE PAVEMENT	116.00	SQ FT	65.00	7,540.00	35.00	2,275.00	35.00	2,275.00		2,275.00	30%	5,265.00				
B.5	BOLLARD	2.00	EACH	1,200.00	2,400.00	2.00	2,400.00	2.00	2,400.00		2,400.00	100%	-				
B.6	TRAFFIC CONTROL	1.00	LUMP SUM	28,000.00	28,000.00	1.00	28,000.00	1.00	28,000.00		28,000.00	100%	-				
B.7	CLEAR AND GRUB	5.00	EACH	1,000.00	5,000.00	5.00	5,000.00	5.00	5,000.00		5,000.00	100%	-				
B.8	ABANDON LIFT STATION	1.00	LUMP SUM	8,000.00	8,000.00	1.00	8,000.00	1.00	8,000.00		8,000.00	100%	-				
B.9	ABANDON AND SAND FILL SANITARY SEWER	120.00	LIN FT	25.00	3,000.00	120.00	3,000.00	120.00	3,000.00		3,000.00	100%	-				
B.10	REMOVE MANHOLE (SANITARY)	1.00	EACH	800.00	800.00	1.00	800.00	1.00	800.00		800.00	100%	-				
B.11	REMOVE BITUMINOUS DRIVEWAY	208.00	SQ YD	20.00	4,160.00	156.00	3,120.00	156.00	3,120.00		3,120.00	75%	1,040.00				
B.12	CONSTRUCT SANITARY MANHOLE, DES 4007C	52.50	LIN FT	550.00	28,875.00	55.23	30,376.50	55.23	30,376.50		30,376.50	105%	(1,501.50)				
B.13	CASTING ASSEMBLY (SANITARY)	5.00	EACH	900.00	4,500.00	5.00	4,500.00	5.00	4,500.00		4,500.00	100%	-				
B.14	CASTING ASSEMBLY SPECIAL	1.00	EACH	1,300.00	1,300.00	1.00	1,300.00	1.00	1,300.00		1,300.00	100%	-				
B.15	FURNISH AND INSTALL CHIMNEY SEAL	5.00	EACH	300.00	1,500.00	5.00	1,500.00	5.00	1,500.00		1,500.00	100%	-				
B.16	6" PVC FORCEMAIN, C900	135.00	LIN FT	90.00	12,150.00	142.00	12,780.00	142.00	12,780.00		12,780.00	105%	(630.00)				
B.17	10" PVC SANITARY SEWER PIPE, SDR 35	212.00	LIN FT	100.00	21,200.00	212.00	21,200.00	212.00	21,200.00		21,200.00	100%	-				
B.18	16" PVC SANITARY SEWER PIPE, C900	29.00	LIN FT	300.00	8,700.00	29.00	8,700.00	29.00	8,700.00		8,700.00	100%	-				
B.19	4" PVC SANITARY SEWER SERVICE PIPE, SDR 26	50.00	LIN FT	80.00	4,000.00	37.00	2,960.00	37.00	2,960.00		2,960.00	74%	1,040.00				
B.20	10"x4" WYE	2.00	EACH	500.00	1,000.00	1.00	500.00	1.00	500.00		500.00	50%	500.00				

Progress Estimate - Unit Price Work
Contractor's Application for Payment

Owner:	City of Willmar	Owner's Project No.:	2410
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.130330
Contractor:	Tom's Backhoe Service Inc.	Agency's Project No.:	
Project:	Eagle Lake Lift Station 7, 8, & 9		
Contract:	Eagle Lake Lift Station 7, 8, & 9		

Application No.:		11 (FINAL)		Application Period:		From		04/26/25		to		08/27/25		Application Date:		08/27/25			
A	B		C	D	E	F	F1	F2	G	H	I	J	K	L					
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)						
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)										
B.21	FORCEMAIN FITTINGS	300.00	POUND	20.00	6,000.00	151.00	3,020.00	151.00	3,020.00		3,020.00	50%	2,980.00						
B.22	CONNECT TO EXISTNG SANITARY SEWER	2.00	EACH	800.00	1,600.00	2.00	1,600.00	2.00	1,600.00		1,600.00	100%	-						
B.23	CONNECT TO EXISTNG FORCEMAIN	1.00	EACH	800.00	800.00	1.00	800.00	1.00	800.00		800.00	100%	-						
B.24	BYPASS PUMPING	1.00	LUMP SUM	15,000.00	15,000.00	1.00	15,000.00	1.00	15,000.00		15,000.00	100%	-						
B.25	SITE GRADING	1.00	LUMP SUM	15,000.00	15,000.00	1.00	15,000.00	1.00	15,000.00		15,000.00	100%	-						
B.26	AGGREGATE BASE, CLASS 5	175.00	TON	38.00	6,650.00	153.50	5,833.00	153.50	5,833.00		5,833.00	88%	817.00						
B.27	BITUMINOUS WEARING COURSE (SPWEB240B)	60.00	TON	281.00	16,860.00	50.00	14,050.00	50.00	14,050.00		14,050.00	83%	2,810.00						
B.28	SILT FENCE, MACHINE SLICED	290.00	LIN FT	3.50	1,015.00	-	-	-	-		-	-	1,015.00						
B.29	BIOLOG	10.00	LIN FT	10.00	100.00	108.00	1,080.00	108.00	1,080.00		1,080.00	1080%	(980.00)						
B.30	TEMPORARY STABILIZATION	1,500.00	SQ YD	1.00	1,500.00	-	-	-	-		-	-	1,500.00						
B.31	TURF ESTABLISHMENT	1,500.00	SQ YD	2.40	3,600.00	2,312.00	5,548.80	2,312.00	5,548.80		5,548.80	154%	(1,948.80)						
C.1	MOBILIZATION	1.00	LUMP SUM	5,000.00	5,000.00	1.00	5,000.00	1.00	5,000.00		5,000.00	100%	-						
C.2	MODIFY LIFT STATION 9	1.00	LUMP SUM	30,000.00	30,000.00	1.00	30,000.00	1.00	30,000.00		30,000.00	100%	-						
C.3	CONTROL PANEL/ELECTRICAL	1.00	LUMP SUM	125,000.00	125,000.00	1.00	125,000.00	1.00	125,000.00		125,000.00	100%	-						
C.4	REMOVE CONTROL PANEL AND APPURTENANCES	1.00	LUMP SUM	10,000.00	10,000.00	1.00	10,000.00	1.00	10,000.00		10,000.00	100%	-						
C.5	CASTING ASSEMBLY (SANITARY)	1.00	EACH	900.00	900.00	1.00	900.00	1.00	900.00		900.00	100%	-						
C.6	FURNISH AND INSTALL CHIMNEY SEAL	1.00	EACH	300.00	300.00	1.00	300.00	1.00	300.00		300.00	100%	-						
C.7	6" CONCRETE PAVEMENT	60.00	SQ FT	110.00	6,600.00	28.00	3,080.00	28.00	3,080.00		3,080.00	47%	3,520.00						
C.8	SITE GRADING	1.00	LUMP SUM	2,500.00	2,500.00	1.00	2,500.00	1.00	2,500.00		2,500.00	100%	-						
C.9	BIOLOG	30.00	LIN FT	10.00	300.00	10.00	100.00	10.00	100.00		100.00	33%	200.00						
C.10	TEMPORARY STABILIZATION	150.00	SQ YD	7.00	1,050.00	-	-	-	-		-	-	1,050.00						
C.11	TURF ESTABLISHMENT	150.00	SQ YD	12.00	1,800.00	87.00	1,044.00	87.00	1,044.00		1,044.00	58%	756.00						
D.1	SMALL UTILITIES ELECTRIC AND GAS SERVICES	1.00	ALLOWANCE	7,500.00	7,500.00	-	-	-	-		-	-	7,500.00						
D.2	LANDSCAPE ALLOWANCE	1.00	ALLOWANCE	10,000.00	10,000.00	0.455873	4,558.73	0.455873	4,558.73		4,558.73	46%	5,441.27						
Original Contract Totals					\$	1,909,332.00		\$	1,897,962.15		\$	1,880,962.15	\$	-	\$	1,880,962.15	99%	\$	28,369.85
Change Orders																			
CO-1.1	COMPLETE REMOVAL OF LS 7 STRUCTURE	1.00	LUMP SUM	18,000.00	18,000.00				1.00	18,000.00		18,000.00	100%	-					
CO-1.2	QUANTITY RECONCILIATION	1.00	LUMP SUM	(28,369.85)	(28,369.85)					-		-		(28,369.85)					
					-					-		-		-					
					-					-		-		-					
Change Order Totals					\$	(10,369.85)				\$	18,000.00	\$	-	\$	18,000.00	-174%	\$	(28,369.85)	
Original Contract and Change Orders																			
Project Totals					\$	1,898,962.15				\$	1,898,962.15	\$	-	\$	1,898,962.15	100%	\$	-	

CHANGE ORDER FORM**NO.: 01**

Owner: City of Willmar Owner's Project No.: OW1.130330
 Engineer: Bolton & Menk, Inc. Engineer's Project No.:
 Contractor: Tom's Backhoe Service Inc. Contractor's Project No.:
 Project: Eagle Lake Lift Station 7, 8, & 9
 Contract Name: Eagle Lake Lift Station 7, 8, & 9
 Date Issued: 08/27/2025 Effective Date of Change Order: 08/27/2025

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

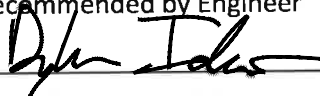
Description:

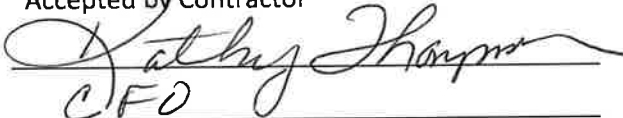
1. Change Final Completion to 09/01/2025.
2. Completely remove Lift Station 7 as required by MnDOT permit. Lump Sum: \$18,000.00.
3. Reconcile final completed quantities to the final Contract Price. Lump Sum: -\$28,369.85

Attachments:

Plan Sheet P1.01
 Price proposal

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 1,909,332.00		Substantial Completion:	February 1, 2025
		Ready for final payment:	June 1, 2025
Increase from previously approved Change Order:		Increase from previously approved Change Orders:	
\$ 0.00		Substantial Completion:	0 Days
		Ready for final payment:	0 Days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,909,332.00		Substantial Completion:	February 1, 2025
		Ready for final payment:	June 1, 2025
Decrease this Change Order:		Increase this Change Order:	
\$ 10,369.85		Substantial Completion:	0 Days
		Ready for final payment:	92 Days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,898,962.15		Substantial Completion:	February 1, 2025
		Ready for final payment:	September 1, 2025

Recommended by Engineer
 By: 
 Title: Municipal Project Manager
 Date: 08/27/2025

Accepted by Contractor

CFO
8/28/25

Authorized by Owner
 By: 
 Title: Public Works Director
 Date: 9/9/2025

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CHANGE ORDER FORM
 PAGE 00 63 63-1

Tom's Backhoe Service, Inc.

323 Woodland Hills Ln
Brainerd, MN 56401

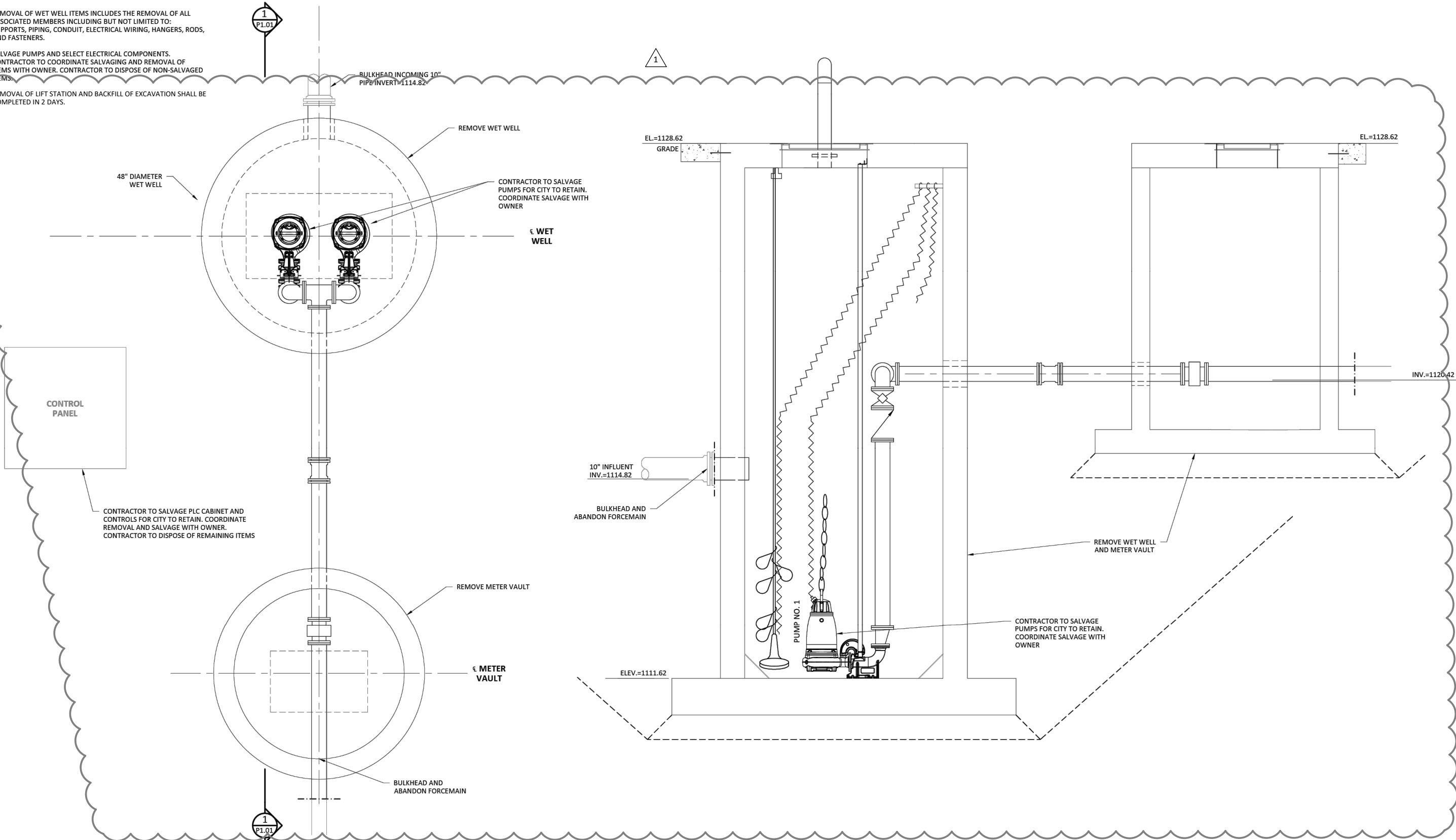
Estimate

Date	Estimate #
7/1/2024	712

Name / Address
City of Willmar Eagle Lake Lift station 7,8,9

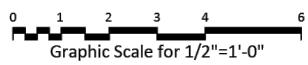
			Project
Description	Qty	Rate	Total
City of Willmar Eagle Lake Lift Station 7,8 & 9 proposal for the revised traffic control for Lift station 7,no charge Additional cost for completely removal of existing Lift Station, Valve Vault and completely backfilling within 2 days.		0.00	0.00
		18,000.00	18,000.00
Total			\$18,000.00

- NOTES:
- STRUCTURES AND EQUIPMENT ARE REPRESENTATION FROM PREVIOUS RECORD DRAWINGS OR FIELD MEASUREMENTS. FEATURES AND EQUIPMENT MAY DIFFER OR NOT BE SHOWN FOR CLARITY. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.
 - REMOVAL OF WET WELL ITEMS INCLUDES THE REMOVAL OF ALL ASSOCIATED MEMBERS INCLUDING BUT NOT LIMITED TO: SUPPORTS, PIPING, CONDUIT, ELECTRICAL WIRING, HANGERS, RODS, AND FASTENERS.
 - SALVAGE PUMPS AND SELECT ELECTRICAL COMPONENTS. CONTRACTOR TO COORDINATE SALVAGING AND REMOVAL OF ITEMS WITH OWNER. CONTRACTOR TO DISPOSE OF NON-SALVAGED ITEMS.
 - REMOVAL OF LIFT STATION AND BACKFILL OF EXCAVATION SHALL BE COMPLETED IN 2 DAYS.



LIFT STATION NO. 7 DEMOLITION PLAN
SCALE: NOT TO SCALE

1 SECTION
P1.01 SCALE: NOT TO SCALE



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Joshua J. Holvorson
JOSHUA J. HOLVORSON
LIC. NO. 46291 DATE 12/18/2023



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



DESIGNED	NO.	ISSUED FOR	DATE
MJG	0	BID	12/18/2023
DRAWN	NO.	CONF	DATE
JJP	1	CO 1	04/25/2024
CHECKED	NO.	DATE	
JJH			
CLIENT PROJ. NO.			
OW1.130330			

CITY OF WILLMAR, MINNESOTA
EAGLE LAKE LIFT STATION 7, 8 AND 9
DEMOLITION PLAN & SECTION
EAGLE LAKE LIFT STATION NO. 7

SHEET
P1.01



AIA[®] Document G707[™] – 1994

Consent of Surety to Final Payment

PROJECT: *(Name and address)*

Project No 0W1.130330; Eagle Lake Lift Station 7, 8,
and 9; New Eagle Lake Lift Station 7 & 8. Rehabilitation
at Eagle Lake Lift Station 9; Willmar, Minnesota

ARCHITECT'S PROJECT NUMBER:

OWNER ☐

CONTRACT FOR:

ARCHITECT ☐

CONTRACTOR ☐

TO OWNER: *(Name and address)*

CONTRACT DATED: 3/29/2024

SURETY ☐

OTHER ☐

City Of Willmar

333 S. 6th Street SW PO Box 755

Willmar, MN 56201-0755

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety.)

Granite Re, Inc.

14001 Quailbrook Drive

Oklahoma City, OK 73134

, SURETY,

on bond of

(Insert name and address of Contractor.)

Tom's Backhoe Service, Inc.

323 Woodland Hills Lane

Brainerd, MN 56401

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety of any of its obligations to
(Insert name and address of Owner.)

City Of Willmar

333 S. 6th Street SW PO Box 755

Willmar, MN 56201-0755

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: August 29th 2025
(Insert in writing the month followed by the numeric date and year.)

Granite Re, Inc.

(Surety)

(Signature of authorized representative)

Troy Staples, Attorney-in-fact

(Printed name and title)

Attest:
(Seal)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G707[™] – 1994. Copyright © 1970 and 1994 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA[®] Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA[®] Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are not permitted to reproduce this document. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN; NICK DENN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

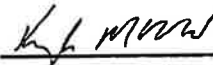
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN; NICK DENN may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.




Kenneth D. Whittington, President

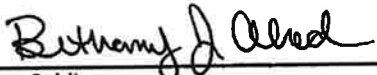

Kyle P. McDonald, Assistant Secretary

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.



My Commission Expires:
April 21, 2027
Commission #: 11003620


Notary Public

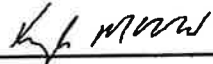
GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
29th day of August, 2025.




Kyle P. McDonald, Assistant Secretary

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-276-037-600
Submitted Date and Time:	25-Jul-2025 10:50:07 AM
Legal Name:	TOMS BACKHOE SERVICE INC
Federal Employer ID:	56-2368263
User Who Submitted:	Siscoann
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	469807104
Minnesota ID:	6558549
Project Owner:	CITY OF WILLMAR
Project Number:	OW1.130330
Project Begin Date:	24-May-2024
Project End Date:	01-Jul-2025
Project Location:	WILLMAR
Project Amount:	\$1,909,332.00

Subcontractor Summary

Name	ID	Affidavit Number
ALL STATE TRAFFIC CONTROL INC	4300984	767700992
ROSELAND PROTECTIVE COATING LLC	9245188	805974016
OMG MIDWEST INC	9215290	485634048
CLUEVER CONSTRUCTION INC	1920952	1463037952
NORTH STAR LANDSCAPING INC	1521232	2100047872
KRIHA ELECTRIC, LLC	2906628	1282748416
REINER CONTRACTING INC	2595892	1129984000
JOHNSON CONCRETE LLC	9196249	1227567104
JET WAY MULTIPLE SERVICES INC	9321825	1869754368

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Subcontractor Information

Use the table below to list all of the subcontractors that you hired to work on the project.

[Show Errors](#)

Subcontractor Name	MN ID or SSN	ID Type	Affidavit Number
  ALL STATE TRAFFIC CONTROL INC	4300984	MN Id	767700992
  ROSELAND PROTECTIVE COATING LLC	9245188	MN Id	805974016
  OMG MIDWEST INC	9215290	MN Id	485634048
  CLUEVER CONSTRUCTION INC	1920952	MN Id	1463037952
  JET WAY MULTIPLE SERVICES INC	9321825	MN Id	186974368
  NORTH STAR LANDSCAPING INC	1521232	MN Id	2100047872
  KRIHA ELECTRIC, LLC	2906628	MN Id	1282748416
  REINER CONTRACTING INC	2595892	MN Id	1129984000
  JOHNSON CONCRETE LLC	9196249	MN Id	1227567104

[Show Errors](#)

Other Workers

In the previous step, you indicated workers other than your employees and subcontractors. Please give a short explanation detailing who performed the work.

 Callahan Concrete & Masonry LLC, Federal ID #71-0988790 (Jared & Tika Callahan 6924 Holmes Ave. Brainerd, MN 56401) did concrete work, have affidavit attached with only last 4 digits of social, unable to obtain full ID



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-853-782-752
Submitted Date and Time:	1-Apr-2025 11:28:38 AM
Legal Name:	ALL STATE TRAFFIC CONTROL INC
Federal Employer ID:	47-5418502
User Who Submitted:	ASTCMN16
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	767700992
Minnesota ID:	4300984
Project Owner:	CITY OF WILLMAR
Project Number:	NO NUMBER
Project Begin Date:	05-Dec-2024
Project End Date:	05-Dec-2024
Project Location:	WILLMAR
Project Amount:	\$23,500.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-876-703-968
Submitted Date and Time:	28-Mar-2025 8:57:46 AM
Legal Name:	ROSELAND PROTECTIVE COATING LLC
Federal Employer ID:	82-3996013
User Who Submitted:	Roses1234
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	805974016
Minnesota ID:	9245188
Project Owner:	CITY OF WILLMAR
Project Number:	0W1.130330
Project Begin Date:	19-Aug-2024
Project End Date:	23-Aug-2024
Project Location:	WILLMAR MN
Project Amount:	\$40,925.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withhold](#)

How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, your viewing and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete the message and any attachments.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-078-522-080
Submitted Date and Time:	25-Mar-2025 2:20:31 PM
Legal Name:	OMG MIDWEST INC
Federal Employer ID:	33-1189877
User Who Submitted:	Mary_Mohs
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	485634048
Minnesota ID:	9215290
Project Owner:	CITY OF WILLMAR
Project Number:	OW1.130330
Project Begin Date:	01-Nov-2024
Project End Date:	30-Nov-2024
Project Location:	WILLMAR,MN
Project Amount:	\$20,632.84
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-778-099-424
Submitted Date and Time:	25-Mar-2025 12:25:47 PM
Legal Name:	CLUEVER CONSTRUCTION INC
Federal Employer ID:	41-1801554
User Who Submitted:	baxterbuilder
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1463037952
Minnesota ID:	1920952
Project Owner:	CITY OF WILLMAR
Project Number:	0W1.130330
Project Begin Date:	18-Nov-2024
Project End Date:	26-Nov-2024
Project Location:	WILLMAR, MN
Project Amount:	\$10,800.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-161-329-888
Submitted Date and Time:	24-Feb-2025 10:26:08 AM
Legal Name:	JET WAY MULTIPLE SERVICES INC
Federal Employer ID:	20-8710870
User Who Submitted:	jetwayinc
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1869754368
Minnesota ID:	9321825
Project Owner:	CITY OF WILMAR
Project Number:	OW1.130330
Project Begin Date:	30-Dec-2024
Project End Date:	30-Dec-2024
Project Location:	CITY OF WILLMAR
Project Amount:	\$2,295.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-411-398-368
Submitted Date and Time:	25-Mar-2025 8:58:13 AM
Legal Name:	NORTH STAR LANDSCAPING INC
Federal Employer ID:	41-1776393
User Who Submitted:	NStar1
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	2100047872
Minnesota ID:	1521232
Project Owner:	CITY OF WILLMAR
Project Number:	OW1.130330
Project Begin Date:	01-Apr-2024
Project End Date:	01-Nov-2024
Project Location:	WILLMAR
Project Amount:	\$13,718.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Here is the contractor affidavit and I have also attached the lein waiver. Let me know if there is anything else you need.

Kevin Kriha
Kriha Electric, LLC
507.364.7520 Office
507.403.9734 Mobile
kevin@krihaelectric.com



----- Forwarded message -----

From: **MN Revenue e-Services** <eservices.mdor@state.mn.us>
Date: Mon, May 5, 2025 at 1:26 PM
Subject: Your Recent Contractor Affidavit Request
To: <kevin@krihaelectric.com>

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-064-947-424
Submitted Date and Time: 5-May-2025 1:26:26 PM
Legal Name: KRIHA ELECTRIC, LLC
Federal Employer ID: 90-0938586
User Who Submitted: kkriha
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1282748416

Minnesota ID: 2906628
Project Owner: CITY OF WILLMAR
Project Number: EAGLE LAKE LIFT STATION 7, 8 & 9
Project Begin Date: 03-Dec-2024
Project End Date: 03-Dec-2024
Project Location: WILLMAR, MN
Project Amount: \$458,714.00
Subcontractors: No Subcontractors

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-429-911-264
Submitted Date and Time:	18-Apr-2025 8:58:26 AM
Legal Name:	REINER CONTRACTING INC
Federal Employer ID:	41-1831218
User Who Submitted:	ReinerContracting
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1129984000
Minnesota ID:	2595892
Project Owner:	CITY OF WILLMAR
Project Number:	LIFT STATION 7, 8 & 9
Project Begin Date:	16-Jan-2025
Project End Date:	16-Jan-2025
Project Location:	EAGLE LAKE
Project Amount:	\$1,568.25
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Kathy Thompson

From: Tyler Johnson <tyler.johnsonconcrete@gmail.com>
Sent: Friday, July 11, 2025 7:06 AM
To: Kathy Thompson
Subject: Re: City of Willmar Eagle lake Lift Station 7,8,9

Do you want like a screen shot of the completed form with the confirmation number or what? I don't see anywhere I have like a form I can send you

The screenshot shows the 'Contractor Affidavit' completion page on the MN e-Services portal. The header includes a home icon, 'MN e-Services', and user profile icons. A progress bar at the top shows six steps: 'Get Info', 'Project Info', 'Work', 'Hiring Party', 'Hiring Party Details', and 'Summary'. The 'Summary' step is currently active. Below the progress bar, the 'Contractor Information' section displays the following details:

Affidavit Number	1227567104
Contact Name	Johnson Concrete LLC
Contact Phone	(805) 695-8569
Minnesota ID	9106249

At the bottom right, there is a 'Previous' link.

On Jul 11, 2025, at 6:52 AM, Kathy Thompson <kathy@tomsbackhoe.net> wrote:

Ok, when completed we just need copy for engineer.
Thank you,
Kathy Thompson
Sent from my iPhone

On Jul 11, 2025, at 5:24 AM, Tyler Johnson
<tyler.johnsonconcrete@gmail.com> wrote:

Completed

On Jul 10, 2025, at 7:13 AM, Kathy Thompson
<kathy@tomsbackhoe.net> wrote:

Kathy Thompson

From: Tika Callahan <tikacallahan@yahoo.com>
Sent: Wednesday, November 13, 2024 12:28 PM
To: Kathy Thompson
Subject: Fw: Your Recent Contractor Affidavit Request

Yahoo Mail: Search, Organize, Conquer

— Forwarded Message —

From: "MN Revenue e-Services" <eservices.mdor@state.mn.us>
To: "tikacallahan@yahoo.com" <tikacallahan@yahoo.com>
Sent: Wed, Nov 13, 2024 at 11:21 AM
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-652-556-512
Submitted Date and Time: 13-Nov-2024 11:20:53 AM
Legal Name: CALLAHAN CONCRETE & MASONRY, LLC
Social Security Number: ***-**-6320
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1989005312

Project Owner: CITY OF WILLMAR
Project Number: OW1.130330
Project Begin Date: 24-Oct-2024
Project End Date: 24-Oct-2024
Project Location: WILLMAR, MN
Project Amount: \$28,500.00
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.
Contact Us



24010

WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: All State Traffic Control

Dated: 8/20/24

The undersigned hereby acknowledges receipt of the sum of \$ 23,500.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: Willmar, Eagle Lift Station

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

Laurie A. Kissner

Signature

Laurie A Kissner, Pres

Printed Name and Title

All State Traffic Control, Inc.

875 Prairie CT

Cold Spring, MN 56320

Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Roseland Protective Coating LLC

Dated: 4/30/25

The undersigned hereby acknowledges receipt of the sum of \$ 40,925.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar - Eagle Lake Lake Lift Station
7, 8, 9

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's
liens against said real property for labor, skill or material furnished to said real property (only for the
amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned
affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full,
EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

Heather Roseland

Signature

Heather Roseland - President

Printed Name and Title

Roseland Protective Coating LLC
Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Callahan Concrete & Masonry, LLC

Dated: 11-11-24

The undersigned hereby acknowledges receipt of the sum of \$ 28,500.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of willmar Eagle Lake Lift Station

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

[Signature]

Signature

Tika Callahan Owner

Printed Name and Title

Callahan Concrete & Masonry, LLC Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: MPM

Dated: 1-31-25

The undersigned hereby acknowledges receipt of the sum of \$ 1,031.64

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

For Project: City of Willmar Eagle Lift station

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.


Signature

Kevin Foster

Printed Name and Title

Minnesota Paving & Materials Company Name
14475 Quivran Dr., Rogers MN 55374



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: CLUEVER CONSTRUCTION INC.

Dated: 4-30-25

The undersigned hereby acknowledges receipt of the sum of \$ 10,800.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar - Eagle Lake Lift Station 7,8,9

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

Michael C. Cluever

Signature

MICHAEL C. CLUEVER - PRESIDENT

Printed Name and Title

CLUEVER CONSTRUCTION INC.

Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Jet-Way Multiple Services Inc.

Dated: 2/17/25

The undersigned hereby acknowledges receipt of the sum of \$ 2295.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar Eagle Lake L.S.

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's
liens against said real property for labor, skill or material furnished to said real property (only for the
amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned
affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full,
EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.



Signature

Keith Ose President

Printed Name and Title

Jet-Way Multiple Services Inc. Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: _____

Dated: _____

The undersigned hereby acknowledges receipt of the sum of \$ 13,718.50

CHECK ONLY ONE:

- 1) _____ as partial payment for labor, skill and material furnished
2) _____ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar Eagle Lake Lift Station 789

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's
liens against said real property for labor, skill or material furnished to said real property (only for the
amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned
affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full,
EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

Signature
Sean Grife President
Printed Name and Title
Norah Star Larsen Inc. Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Kriha Electric, LLC

Dated: 5-5-25

The undersigned hereby acknowledges receipt of the sum of \$ 64,823.20

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar - Eagle Lake LS

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

Jamie Kriha
Signature

Jamie Kriha - office manager
Printed Name and Title

Kriha Electric, LLC Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Reiner Contracting, Inc.

Dated: April 18, 2025

The undersigned hereby acknowledges receipt of the sum of \$ 1,568.25

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar Eagle Lake Lift Station 7,8,9

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

B. W. Brown

Signature

Brian Brown, Contractor

Printed Name and Title

Reiner Contracting, Inc.

Company Name



WAIVER AND RELEASE OF MECHANIC'S LIEN RIGHTS

From: Johnson Concrete LLC

Dated: 7/18/25

The undersigned hereby acknowledges receipt of the sum of \$ 24,754.00

CHECK ONLY ONE:

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished
(Except the sum of \$ _____ retainage)
- 3) ☒ as full and final payment for all labor, skill and material furnished or to be
furnished to the following described real property: (legal description, street address or project
name)

For Project: City of Willmar - Eagle Lake Lift Station 7, 8, 9

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all materials, subcontractors, and costs furnished by the undersigned are paid for in full, EXCEPT: _____

If this instrument is executed by a Corporation, an Officer must sign; if executed by a Partnership, a Partner must sign.

TJ
Signature

Tyler Johnson Owner
Printed Name and Title

Johnson Concrete LLC Company Name

Vendor Payment Listing

August 26, 2025 thru September 09, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102593	LOFFLER COMPANIES	562878652	75450	312.35	500-0757297-000
101838	MARCO TECHNOLOGIES LLC	563137454	75451	225.51	500-0623211-000
104357	Perfect Gift, LLC	24723-5302-7648	75452	5,854.80	Gift Cards for employee appreciation
104293	Turbo Technologies Inc.	34955	75453	7,164.41	Hydro Seeder- This would aid us in turf establishm
103696	ACE ROLLOFFS & DISPOSAL	237/09-25	75454	52.70	Garbage Service
104324	Adrianna Rodriguez	090225	75455	14.70	CVB - Adrianna Rodriguez Mileage
102061	ALEX AIR APPARATUS 2 LLC	INV-52858	75456	3,313.58	(6) couplers, (4) public safety vests
104359	Alissa Gambrel	090225	75457	321.40	MPELRA conference, Duluth
104337	Allie Paulsen	090825	75458	326.55	Reimbursement of Personal Expenditures
103557	AMAZON CAPITAL SERVICES	1NQ1-HFJR-6MQT	75459	273.00	Youth Footballs
103557	AMAZON CAPITAL SERVICES	1GPG-16GM-46FJ	75459	23.99	CvC Trailhead PtP mounts
103557	AMAZON CAPITAL SERVICES	1PXP-YCMQ-C6K1	75459	39.82	Paper Label Tags for Detectives/Evidence
103557	AMAZON CAPITAL SERVICES	1616-PQ7N-NP7H	75459	361.77	First Aid Supplies
103557	AMAZON CAPITAL SERVICES	1CGM-WRQ1-HJRM	75459	18.99	67 Inch Long Reach Tool, Car Emergency Kit
103557	AMAZON CAPITAL SERVICES	1H4P-YRPJ-CQQL	75459	11.43	stand for scanner at front desk
103557	AMAZON CAPITAL SERVICES	1KJK-HJ7N-HKQ3	75459	59.64	Biosolids sampling containers
103557	AMAZON CAPITAL SERVICES	1Y1M-LRLJ-N7LH	75459	81.98	Dog Waste Bags
103557	AMAZON CAPITAL SERVICES	1WXX-CNMD-9GQJ	75459	35.97	Avery door hanger cards
103557	AMAZON CAPITAL SERVICES	1XD6-RVDK-CJ4T	75459	81.84	City Hall Coffee Cups
103557	AMAZON CAPITAL SERVICES	17XY-LD6F-1VL3	75459	53.68	Netgear GS305EP
103557	AMAZON CAPITAL SERVICES	1MP1-XX1D-M7C4	75459	338.93	Carts and Stopwatches
100057	AMERICAN WELDING & GAS INC	0011094242	75460	85.87	Welding gas
100057	AMERICAN WELDING & GAS INC	0010946650	75460	248.90	Welder lease, cylinder surcharge
102954	ANDERSON LAW OFFICES	22778	75461	23,497.04	August 2025 City - Civil Legal Services
103946	ARVIG	STMT/08-25	75462	3,850.00	Leased fiber - September
100075	AT&T MOBILITY	87296610156X09032025	75463	2,016.75	FirstNet Jul/Aug
103610	AUSTIN INCORPORATED	48401	75464	120.00	Septic Pumping
103610	AUSTIN INCORPORATED	48543	75464	120.00	Septic Pumping
102793	AUTO TECH ALIGNMENTS & MORE	28695	75465	115.00	Alignment
102793	AUTO TECH ALIGNMENTS & MORE	28712	75465	115.00	Alignment
100131	AVENU INSIGHTS & ANALYTICS	INVB-064742	75466	2,160.32	AS400 hosting - Aug
102534	BAKER PRINTING INK	0825/146	75467	189.00	Field Report forms 500 qty.
103566	BAKER TILLY US LLP	BT3275504	75468	1,600.00	2024 Continuing Discourse Services
102860	BATTERY WHOLESALE INC	271599WIL	75469	57.20	Shop UPS
100097	BECKER ARENA PRODUCTS INC	617034	75470	84,441.60	Outdoor Rink - Boards
104299	BFirst Industrial	80020792-00	75471	40.07	Washers and nuts
104299	BFirst Industrial	80024072-00	75471	8.20	Thread Tap
104299	BFirst Industrial	80022987-02	75471	0.48	Bolts
104299	BFirst Industrial	80023981-00	75471	31.41	Concrete bit
104299	BFirst Industrial	80024097-00	75471	23.75	Marking Paint
101010	BOLTON & MENK INC	0371598	75472	3,990.00	City Engineer prof. svcs 6-21-25 to 8-1-25
101010	BOLTON & MENK INC	0371583	75472	11,957.00	Prof. svcs 6-21-25 thru 8-1-25
101010	BOLTON & MENK INC	0371608	75472	5,955.50	PFAS Prof. Services
101010	BOLTON & MENK INC	0371751	75472	988.00	Iverson Park LS prof. svcs
101010	BOLTON & MENK INC	0371584	75472	13,288.23	Project No. 2501-A prof. svcs
101010	BOLTON & MENK INC	0371586	75472	4,383.50	Project No. 2503-E prof. svcs
101010	BOLTON & MENK INC	0371588	75472	9,139.00	Project No. 2504-B prof. svcs
101010	BOLTON & MENK INC	0371602	75472	1,912.50	MS4 Administration Prof. svcs
101010	BOLTON & MENK INC	0371589	75472	6,591.00	Project No. 2508 Prof. Svcs
101010	BOLTON & MENK INC	0371605	75472	27,101.50	Project No. 2503-B Prof. Svcs
101010	BOLTON & MENK INC	0371606	75472	15,655.00	Project No. 2503-C Prof. Svcs
101010	BOLTON & MENK INC	0371580	75472	2,312.00	19th Ave Path Prof. Svcs
101010	BOLTON & MENK INC	0371577	75472	1,373.49	Project No. 2401-A Prof. Svcs
101010	BOLTON & MENK INC	0371578	75472	43,578.64	Project No. 2401-B Prof. Svcs
101010	BOLTON & MENK INC	0371585	75472	2,045.50	Project No. 2501-B Prof. svcs
101010	BOLTON & MENK INC	0371590	75472	17,246.50	Project No. 2601-B Prof. Svcs
101010	BOLTON & MENK INC	0371596	75472	20,929.00	TH 40 Drain Tile Repair Prof. Svcs
101010	BOLTON & MENK INC	0371599	75472	2,494.50	ELLS 7, 8 & 9 Prof. Svcs
101010	BOLTON & MENK INC	0371604	75472	16,203.50	Outdoor Rink Prof. Svcs
101010	BOLTON & MENK INC	0371600	75472	5,824.00	Fiber Network Prof. Svcs
101010	BOLTON & MENK INC	0371607	75472	1,779.50	TH 40 Turn Lanes Prof. Svcs

Vendor Payment Listing

August 26, 2025 thru September 09, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	0371581	75472	55,983.00	Project No. 2503-D Prof. Svcs
101010	BOLTON & MENK INC	0372164	75472	1,592.50	PFAS Reduction Planning Grant
101010	BOLTON & MENK INC	0372842	75472	8,250.00	Willmar Runway 13/31 lighting system
101010	BOLTON & MENK INC	0369638	75472	10,750.00	Willmar Runway 13/31 lighting system
101980	BSE	931019085	75473	56.04	Light Bulbs for Airport
103941	CARASOFT TECHNOLOGY CORP	IN2043553	75474	1,420.11	Access Data Program for Forensics Computer
103632	CASKEY CONCRETE & MASONRY INC	1342	75475	3,000.00	Concrete repair
101259	CENTRAL COUNTIES COOPERATIVE	58502	75476	403.28	Buccaneer 40 gal
101259	CENTRAL COUNTIES COOPERATIVE	58496	75476	1,159.43	Buccaneer 40 gal, Sterling Blue 75 gal
101259	CENTRAL COUNTIES COOPERATIVE	55930	75476	1,561.07	40 gal buccaneer, 75 gal sterling
101259	CENTRAL COUNTIES COOPERATIVE	53618	75476	14,944.99	Unleaded gas
101259	CENTRAL COUNTIES COOPERATIVE	53619	75476	4,859.23	Diesel fuel
100736	CHARTER COMMUNICATIONS	224360801090125	75477	563.19	Sep Phone/Rice Park Internet
103708	CITY LINE TOWING	25-08512	75478	195.00	Tow for ICR 25009216
104365	Claudia Ryks	01	75479	200.00	Welcoming Week Expense-Dance Performance
104070	Column Software PBC	B15E1683-0100	75480	45.54	2025 Budget Notice
104070	Column Software PBC	B15E1683-0099	75480	72.76	Cannabis Ordinance Summary Publication
104128	Community Connectors Services	9	75481	2,100.00	Welcoming Week Expense-Food,Art,Performances
103677	COORDINATED BUSINESS SYSTEMS	40029420	75482	298.37	CVB - Printer Services
103260	CROW RIVER CONSTRUCTION LLC	13969	75483	2,614.00	Dust control application
103425	DOLLIFF INSURANCE	563802	75484	1,766.00	Long term disability for Firefighters
100212	DOOLEY'S PETROLEUM INC	761043	75485	22,400.00	Unleaded and diesel fuel
100222	DUININCK INC	Appl #2 2503-C	75486	40,029.05	Project No. 2503-C Pay Application No. 2
100222	DUININCK INC	Appl #1 2503-B	75486	428,956.63	Project No. 2503-B Pay Application No. 1
100222	DUININCK INC	566834	75486	6,263.10	Asphalt
103288	ELECTRIC MOTOR COMPANY	SAL-WLM-14080	75487	101.20	Fittings for hoses
103906	ELECTRICAL PRODUCTION SERVICES	23952	75488	1,260.00	REX button for WTP (Old) gate
101567	ETTERMAN ENTERPRISES	374512	75489	19.95	Shop supplies
103002	FARM-RITE EQUIPMENT	R15500	75490	196.00	Rental Equipment
100775	FIRST CHOICE FOOD & BEVERAGE	2107-036780	75491	2,895.21	Concessions
103459	FRAMEWORK INC	004123	75492	75.00	CVB - Website Updates
100293	GENERAL MAILING SERVICES	74536	75493	81.95	Postage 08/11-08/15/2025
100293	GENERAL MAILING SERVICES	74588	75493	148.31	postage 08/16-08/22/25
100293	GENERAL MAILING SERVICES	74631	75493	114.69	postage 08/25-08/29/2025
100293	GENERAL MAILING SERVICES	74673	75493	132.58	CVB - Postage
100786	GRAINGER INC	9616714235	75494	89.22	Ear plugs
101887	GRAND RENTAL STATION	1-586860	75495	62.75	Jack hammer rental
101504	GREENSPRING MEDIA GROUP	2025-64975	75496	1,250.00	CVB - Advertising
101504	GREENSPRING MEDIA GROUP	2025ci-7298	75496	1,150.00	CVB - Advertising
102609	HAUG-KUBOTA LLC	27667	75497	417.46	Rear Tires
100325	HAWKINS INC	7182376	75498	527.06	Bleach
100325	HAWKINS INC	7186668	75498	10,893.00	Ind. ferric
100333	HILLYARD\HUTCHINSON	700676078	75499	515.06	Replace Belts
103936	HOFFMAN CONSTRUCTION CO. LLC	INV458	75500	3,425.00	7th Ave/33rd St NW storm catch basin
103936	HOFFMAN CONSTRUCTION CO. LLC	INV462	75500	2,925.00	Hill Road Sink Hole
103936	HOFFMAN CONSTRUCTION CO. LLC	INV463	75500	2,925.00	Oxford Drive Sink Hole
103936	HOFFMAN CONSTRUCTION CO. LLC	INV464	75500	1,287.50	400 28th ST SE Catch Basin Repair
103936	HOFFMAN CONSTRUCTION CO. LLC	INV465	75500	2,675.00	10th St and 25th ave SW Catch Basin Repair
100335	HOFFMAN FILTER SERVICE	98968	75501	255.00	Used oil filter, Used Absorbents removal
104216	HOLME *PETTY CASH/MICHAEL	090525	75502	291.31	Reimburse Petty Cash
100058	HOME DEPOT CREDIT SERVICES	081925	75503	56.93	Purchase of staple gun, staples and paint
100058	HOME DEPOT CREDIT SERVICES	082025	75503	(24.28)	Return of Staple Gun
100058	HOME DEPOT CREDIT SERVICES	12993	75503	19.27	Purchase of staple gun
103760	HOMETOWN FIBER	5215	75504	13,882.50	Connect Willmar Initiative
103760	HOMETOWN FIBER	5227	75504	8,250.00	Connect Willmar Initiative - Aug 2025
102486	IN CONTROL INC	S-INV02912	75505	2,019.26	SCADA repair
104360	Ingrid Lopez	0014116	75506	125.00	shelter rental cancellation refund
103023	INNOVATIVE OFFICE SOLUTIONS	IN4923571	75507	90.23	Office Supplies
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-091	75508	46.00	Water cooler rental
104226	Juan Villagran	3	75509	500.00	Welcoming Week Expense-Food Samples
103138	KING'S ELECTRIC LLC	3435	75510	709.85	AC disconnect

Vendor Payment Listing

August 26, 2025 thru September 09, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102122	KRISS PREMIUM PRODUCTS INC	196642	75511	2,332.85	Cooling Treatment
103930	L.E.A.D. OF KANDIYOHI COUNTY	090925	75512	1,200.00	LEAD Class - Scheffler
102187	LAKELAND MEDIA	IN-125086085	75513	3,100.00	CVB - Advertising
100412	LEAGUE OF MN CITIES	434004	75514	35.00	2025 ICMA Conference
100412	LEAGUE OF MN CITIES	434013	75514	200.00	2025 Safety & Loss workshop (2) WFD Chaplains
103376	LLOYD SECURITY INC	3288	75515	623.76	Alarm Monitoring Services - Airport
102593	LOFFLER COMPANIES	5116014	75516	32.04	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	5120407	75516	206.76	CH Finance & PD Mailroom prints
104202	Lunar Media, LLC	1546	75517	300.00	We Are Willmar Video
103263	M.D. GRAPHICS	9104	75518	377.60	Set of Decals for CSO vehicle
102898	MATHESON TRI-GAS INC	0031870512	75519	24.21	Safety Glasses
100449	MENARDS	99572	75520	292.24	Concrete crack seal
100449	MENARDS	99360	75520	48.57	Shop supplies
100449	MENARDS	98149	75520	15.48	1 1/4" j-bend- drinking fountain repair
100449	MENARDS	98323	75520	3.48	Belt dressing
100449	MENARDS	98705	75520	16.27	Parking ticket box repair
100449	MENARDS	99562	75520	21.96	Light bulbs
100449	MENARDS	99564	75520	40.30	Shop supplies
100449	MENARDS	99574	75520	62.86	Small tools
100449	MENARDS	99785	75520	250.00	Retirement gift card K. Nelson
100449	MENARDS	99764	75520	44.16	Ceiling tiles
100449	MENARDS	99797	75520	29.80	hooks
100449	MENARDS	99786	75520	10.98	bulb
102699	MIKE'S SMALL ENGINE CENTER	20378	75521	110.98	Trimmer/ Brushcutter repair
102699	MIKE'S SMALL ENGINE CENTER	20563	75521	51.74	Repair head on trimmer
102699	MIKE'S SMALL ENGINE CENTER	34579	75521	23.99	Trimmer line
102699	MIKE'S SMALL ENGINE CENTER	34106	75521	33.94	Trimmer line and blades
102699	MIKE'S SMALL ENGINE CENTER	34891	75521	35.97	Grass cutter blade and parts
103729	MILLS PARTS CENTER	6483892	75522	88.42	Seal Kit
101805	MINI BIFF LLC	15521	75523	13.86	Mini Biff
101805	MINI BIFF LLC	15465	75523	129.54	Mini Biff
101805	MINI BIFF LLC	15462	75523	259.08	Mini Biff
101805	MINI BIFF LLC	15687	75523	129.54	Mini Biff
101805	MINI BIFF LLC	15686	75523	129.54	Mini Biff
100522	MN DEPT OF LABOR & INDUSTRY	STMT/08-25	75524	934.67	August Surcharge Report 2025
100018	MN FIRE SERVICE CERTIF. BOARD	14634	75525	315.00	WFD certification renewals for (6) firefighters
102167	MN PETROLEUM SERVICE	0000163800	75526	1,798.02	Labor for hoist repair
100541	MUNICIPAL UTILITIES	STMT/08-25	75527	42,960.42	Municipal Utilities August 2025
100544	MVTL LABORATORIES INC	1321541	75528	58.25	Lab test
100544	MVTL LABORATORIES INC	1322535	75528	58.25	Lab test
103799	NCPERS GROUP LIFE INS.	841200092025	75529	96.00	Premiums withheld from employees' paychecks 9/5
102547	CARRANZA/NOE	269	75530	150.00	Interpreting services for ICR 25009744
102547	CARRANZA/NOE	268	75530	150.00	Interpreting Services for ICR 25009465
103555	NORTHERN STAR EXPLORING	2025/26	75531	600.00	2025/26 Exploring Post Registration Leaders
104362	Pam Diem	524800001088	75532	116.08	halloween candy
102543	PAT'S GRAPHICS	16152	75533	562.50	Next Service stickers
104353	PB Electronics Inc	148103	75534	558.00	Repair to a Radar
100604	PERKINS LUMBER CO INC	2508-293433	75535	59.90	Concrete Re-bar
100604	PERKINS LUMBER CO INC	2508-295335	75535	141.49	Lumber and Screws
100604	PERKINS LUMBER CO INC	2508-295835	75535	53.97	Lumber
100604	PERKINS LUMBER CO INC	2508-295838	75535	11.99	Lumber
101968	PEST PRO II	24458	75536	40.00	pest control
100608	PETERSON SHOE STORE	237715	75537	220.99	Safety Boots W. Greeley
103170	POMP'S TIRE SERVICE,INC.	210778139	75538	3,032.00	Purchase of 30 tires for WPD Squads
103170	POMP'S TIRE SERVICE,INC.	210780014	75538	1,920.00	Purchase of 12 tires for WPD Squads
103170	POMP'S TIRE SERVICE,INC.	210778142	75538	552.00	Purchase of 4 tires for WPD Squads
102165	PRINSCO INC	INV0146176	75539	92.50	30" riser cover end cap for tile
900197	PURPOSE ARTISANS	1008	75540	500.00	Welcoming Week Performer
100639	RAMBOW INC	671927	75541	416.00	flag football t-shirts 3/4
100639	RAMBOW INC	671928	75541	318.50	flag football t shirts 1/2
104358	Regina Wog	56723698	75542	1,500.00	Reimbursement for tree roots in sanitary service l

Vendor Payment Listing

August 26, 2025 thru September 09, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100665	RULE TIRE SHOP	1-77859	75543	102.99	Tire, Tube
101418	RUNNING'S SUPPLY INC	6489463	75544	111.96	Hyd fluid
101418	RUNNING'S SUPPLY INC	6495706	75544	72.00	Pruner
101418	RUNNING'S SUPPLY INC	6491624	75544	69.98	Weed Sprayer parts
101418	RUNNING'S SUPPLY INC	6502453	75544	34.99	55 Gal Drum
101418	RUNNING'S SUPPLY INC	6501003	75544	29.99	Weed sprayer gun
101418	RUNNING'S SUPPLY INC	6497595	75544	11.74	Key Rings
101418	RUNNING'S SUPPLY INC	6502717	75544	5.98	Bushing
100690	SHERWIN WILLIAMS CO	2639-6	75545	53.12	Paint for Baker Stadium
100690	SHERWIN WILLIAMS CO	2784-0	75545	833.92	Ball Field Paint
103699	SILVA/AMBER	STMT/08-25	75546	638.14	Wellness Program August 2025
104292	Silver Star Communications	7808	75547	5,800.00	August 2025 ISP Monthly Charge
103256	STEINBEISSER AUTO REPAIR LLC	21639	75548	79.80	LP Refill
100188	STERLING WATER-MINNESOTA LLC	CD134282	75549	19.45	Water cooler rental
100188	STERLING WATER-MINNESOTA LLC	CD128751	75549	80.00	Softener salt
102555	SUMMIT FIRE PROTECTION	3493552	75550	161.00	Fire alarm monitoring
103801	TECH CHECK,LLC	62964	75551	949.72	360 camera for CvC Trailhead
104315	The Tradesmen Construction, Inc.	Appl #4	75552	483,475.14	Outdoor Rink Project
103757	TOM'S BACKHOE SERVICE, INC.	Appl #11	75553	19,979.62	Eagle Lake 7,8,9 Final Pay App
104361	Total Tool Supply LLC	77108076	75554	532.00	Annual overhead crane inspection
102674	TOWMASTER	90001551	75555	1,043.16	Sander Plates
101471	TRAFFIC CONTROL CORPORATION	160227	75556	1,100.00	Repair traffic loops
104046	Tyler Business Forms	105211	75557	239.41	AP Checks
100264	US BANK	7867477	75558	575.00	Paying Agent 2022 Bond Fee
100264	US BANK	7862496	75558	4,100.00	2025A Paying Agent 08/14/25-08/13/26
104083	Vestis	2530434085	75559	14.06	Maintance man uniform
104083	Vestis	2530436783	75559	68.63	Mechanics uniform rental
104083	Vestis	2530437353	75559	14.06	Maintance man uniform
104083	Vestis	2530439344	75559	79.09	Mechanics uniform rental
104083	Vestis	2530439903	75559	14.06	Maintance man uniform
104083	Vestis	2530441858	75559	68.63	Mechanics uniform rental
104083	Vestis	2530442442	75559	14.06	Maintance man uniform
104083	Vestis	2530434243	75559	79.09	Mechanics uniform rental
100777	VIKING COCA-COLA BOTTLING CO	3178905	75560	(180.00)	Coffee return
100777	VIKING COCA-COLA BOTTLING CO	3653872	75560	831.50	Concessions
102868	WALT'S	081225	75561	56.00	Fuel for gas cans
100803	WEST CENTRAL PRINTING	25404	75562	56.72	Business Cards for Officers
103928	WILLMAR AREA COMMUNITY FOUNDATION	2025-COW	75563	2,600.00	Destination Playground Engraved Benches
100812	WILLMAR CHAMBER OF COMMERCE	59064	75564	2,600.00	Leadership Perspectives
100812	WILLMAR CHAMBER OF COMMERCE	59113	75564	141.24	CVB monthly bills
100812	WILLMAR CHAMBER OF COMMERCE	073125	75564	17,199.62	CVB
100812	WILLMAR CHAMBER OF COMMERCE	083125	75564	15,865.83	CVB
Total				1,648,419.94	

Vendor Payment Listing

August 26, 2025 thru September 10, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102365	CARDMEMBER SERVICE	STMT/07-25	613	7,617.20	Bremer Bank Credit Card July 2025
100467	CENTERPOINT ENERGY	STMT/08-25	614	1,535.81	Natural Gas August 2025
			Total	9,153.01	



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	August Monthly Building Report 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 08 Monthly Permit Report 2025

City of Willmar Monthly Permit Reports August 2025

Permit Number	Address	Permit Type	Permit Work Class	Permit Issue Date	Permit Valuation	Parcel #
BLDR-2025-0118	1309 29th St NW	Residential	Deck	8/1/2025	\$3,000.00	95-135-0110
BLDC-2025-0024	611 High Ave NE	Commercial	Fence	8/5/2025	\$32,946.00	95-911-0880
BLDR-2025-0140	361 14th St SE	Residential	Residing	8/6/2025	\$160,000.00	95-400-0010
BLDR-2025-0162	408 Augusta Ave SE	Residential	Re-Roof	8/7/2025	\$12,000.00	95-250-1600
RMECH-2025-0064	1241 16th St SW	Residential Mechanical	Mechanical	8/7/2025	\$6,092.00	95-921-5730
BLDR-2025-0157	1705 15th Ave SW	Residential	Alteration/Remodel	8/7/2025	\$4,000.00	95-862-0110
RMECH-2025-0065	624 19th St SE	Residential Mechanical	Mechanical	8/7/2025	\$13,000.00	95-229-0120
BLDR-2025-0163	1013 5th St SW	Residential	Re-Roof	8/7/2025	\$19,500.00	95-280-0500
BLDR-2025-0152	615 12th St SW	Residential	Alteration/Remodel	8/7/2025	\$15,390.00	95-006-5600
BLDC-2025-0027	516 Litchfield Ave SW	Commercial	Alteration/Remodel	8/7/2025	\$50,000.00	95-003-3370
BLDR-2025-0156	1701 Gorton Ave NW	Residential	Re-Roof	8/11/2025	\$17,899.50	95-916-3610
BLDR-2025-0150	2604 13th Ave NW	Residential	Residing	8/11/2025	\$40,000.00	95-135-1060
BLDR-2025-0148	700 25th Ave SW	Residential	Deck	8/11/2025	\$19,000.00	95-682-0310
RMECH-2025-0060	705 24th Ave SW	Residential Mechanical	Mechanical	8/11/2025	\$6,190.00	95-682-0230
BLDR-2025-0155	1101 6th St SW	Residential	Re-Roof	8/11/2025	\$16,327.33	95-090-2380
RMECH-2025-0066	2417 21st Ave SW	Residential Mechanical	Mechanical	8/11/2025	\$11,500.00	95-715-0005
BLDR-2025-0165	812 Pleasant View Dr SE	Residential	Re-Roof	8/11/2025	\$15,000.00	95-671-0940
BLDR-2025-0154	1311 Lake Ave NW	Residential	Alteration/Remodel	8/12/2025	\$16,484.00	95-009-0220
BLDR-2025-0170	1600 9th St SE	Residential	Emergency Escape & Rescue Op	8/12/2025	\$5,995.00	95-671-0570
BLDR-2025-0153	2704 12th Ave NW	Residential	Re-Roof	8/12/2025	\$4,800.00	95-135-0650
BLDR-2025-0171	1601 9th St SW	Residential	Alteration/Remodel	8/13/2025	\$5,506.00	95-922-6350
BLDR-2025-0173	105 31st St NW	Residential	Re-Roof	8/13/2025	\$8,500.00	95-835-0310
RPLUMB-2025-0010	925 Minnesota Ave SW	Residential Plumbing	Plumbing	8/13/2025	\$3,500.00	95-006-2710
BLDR-2025-0166	1600 9th St SE	Residential	Alteration/Remodel	8/14/2025	\$12,756.00	95-671-0570
BLDR-2025-0178	5103 15th St NE	Residential	Re-Roof	8/14/2025	\$25,778.01	13-428-0020
BLDR-2025-0180	2305 6th St SW	Residential	Re-Roof	8/14/2025	\$15,848.02	95-680-0860
RMECH-2025-0013	300 Vos Park Dr NW	Residential Mechanical	Mechanical	8/14/2025	\$2,740.33	95-835-0140
BLDR-2025-0158	1412 9th St SW	Residential	Alteration/Remodel	8/14/2025	\$6,156.00	95-800-0040
BLDR-2025-0080	900 Pleasant View Dr SE	Residential	Re-Roof	8/14/2025	\$6,000.00	95-671-0880
RMECH-2025-0038	809 Mary Ave SE	Residential Mechanical	Mechanical	8/14/2025	\$6,000.00	95-914-1780

RPLUMB-2025-0005	911 Walnut Pl SW	Residential Plumbing	Plumbing	8/14/2025	\$1,895.00	95-600-0430
BLDR-2025-0136	3400 Eagle Ridge Dr E	Residential	Addition	8/15/2025	\$21,338.00	95-148-0500
BLDR-2025-0183	2776 Fairway Dr NE	Residential	Re-Roof	8/15/2025	\$8,870.24	95-212-0280
RMECH-2025-0062	802 5th St SE	Residential Mechanical	Mechanical	8/15/2025	\$2.00	95-250-0610
BLDR-2025-0174	1400 Lakeland Dr NE	Residential	Re-Roof	8/15/2025	\$1,000.00	95-912-0951
BLDR-2025-0161	1505 10th St SE	Residential	Residing	8/15/2025	\$15,000.00	95-671-0210
BLDR-2025-0186	1104 11th Ave SE	Residential	Alteration/Remodel	8/18/2025	\$12,136.00	95-665-0830
BLDR-2025-0177	219 Anthony St SE	Residential	Re-Roof	8/18/2025	\$4,900.00	95-220-1040
BLDR-2025-0179	622 9th St SW	Residential	Re-Roof	8/18/2025	\$3,000.00	95-006-2640
BLDR-2025-0175	1310 Becker Ave SW	Residential	Re-Roof	8/18/2025	\$5,000.00	95-006-8430
BLDR-2025-0176	1112 11th St SW	Residential	Re-Roof	8/18/2025	\$5,500.00	95-570-0350
BLDR-2025-0112	940 Mary Ave SE	Residential	Addition	8/18/2025	\$129,358.00	95-056-0230
BLDR-2025-0184	707 16th St SW	Residential	Re-Roof	8/18/2025	\$11,500.00	95-042-0080
BLDR-2025-0115	2409 7th Ave SE	Residential	Re-Roof	8/18/2025	\$16,000.00	95-668-4860
MECH-2025-0009	1535 30th St SW	Commercial Mechanical	Mechanical	8/19/2025	\$375,000.00	95-921-5850
BLDR-2025-0185	605 Olena Ave SE	Residential	Re-Roof	8/19/2025	\$6,500.00	95-662-0140
BLDR-2025-0114	1021 17th St SW	Residential	Residing	8/19/2025	\$20,000.00	95-550-0180
RMECH-2025-0069	109 6th St SE	Residential Mechanical	Mechanical	8/19/2025	\$3,000.00	95-914-2010
RMECH-2025-0070	1504 Trott Ave SE	Residential Mechanical	Mechanical	8/19/2025	\$3,000.00	95-184-1310
BLDR-2025-0190	1500 Country Club Dr NE	Residential	Re-Roof	8/19/2025	\$55,000.00	95-467-0130
BLDR-2025-0188	3301 Eagle Ridge Dr E	Residential	Residing	8/19/2025	\$15,000.00	95-148-0220
BLDR-2025-0187	2310 6th St NE	Residential	Alteration/Remodel	8/19/2025	\$5,800.00	95-137-0212
RMECH-2025-0068	1110 23rd St SE	Residential Mechanical	Mechanical	8/19/2025	\$5,000.00	95-127-0010
RMECH-2025-0071	1006 Kandiyohi Ave SW	Residential Mechanical	Mechanical	8/20/2025	\$3,000.00	95-006-2940
BLDR-2025-0194	1205 10th St SE	Residential	Re-Roof	8/20/2025	\$23,000.00	95-670-0520
BLDR-2025-0160	608 11.5th Ave SE	Residential	Addition	8/20/2025	\$50,000.00	95-230-0420
BLDR-2025-0196	518 Litchfield Ave SE	Residential	Re-Roof	8/20/2025	\$2,162.73	95-220-0520
BLDR-2025-0192	1112 15th St SW	Residential	Re-Roof	8/20/2025	\$5,000.00	95-042-0330
RMECH-2025-0063	2020 7th St SW	Residential Mechanical	Mechanical	8/20/2025	\$6,500.00	95-340-0350
BLDR-2025-0191	1304 9th St SE	Residential	Re-Roof	8/20/2025	\$6,300.00	95-670-0070
BLDR-2025-0119	1617 Lower Trentwood Cir NE	Residential	Single Family Dwelling	8/20/2025	\$188,448.00	95-828-0570
BLDR-2025-0195	1009 4th St SW	Residential	Re-Roof	8/20/2025	\$3,250.00	95-280-1320

BLDR-2025-0198	622 Julii St SE	Residential	Re-Roof	8/21/2025	\$6,000.00	95-222-1360
CPLUMB-2025-0006	2201 1st St S	Commercial Plumbing	Plumbing	8/21/2025	\$1,500.00	95-787-2000
FIRE-2025-0011	1205 Willmar Ave SE	Fire Alarm	Fire Alarm	8/21/2025	\$3,425.00	95-914-2610
BLDR-2025-0159	2000 8th St SW	Residential	Deck	8/21/2025	\$4,000.00	95-680-0340
BLDR-2025-0189	1620 9th St SW	Residential	Re-Roof	8/21/2025	\$4,000.00	95-847-0020
RMECH-2025-0073	1024 15th St SW	Residential Mechanical	Mechanical	8/21/2025	\$5,707.00	95-042-0310
BLDR-2025-0181	709 25th Ave SW	Residential	Residing	8/21/2025	\$20,000.00	95-682-0420
BLDR-2025-0193	2400 4th Ave SE	Residential	Re-Roof	8/21/2025	\$9,006.80	95-668-1610
BLDR-2025-0167	601 2nd St SW	Residential	Alteration/Remodel	8/22/2025	\$170,000.00	95-006-1580
BLDR-2025-0199	613 24th St SE	Residential	Re-Roof	8/22/2025	\$18,000.00	95-669-0010
RMECH-2025-0074	112 32nd Ave NE	Residential Mechanical	Mechanical	8/22/2025	\$7,635.00	95-148-1510
RMECH-2025-0067	1108 27th St NW	Residential Mechanical	Mechanical	8/22/2025	\$4,132.00	95-135-0970
RMECH-2025-0072	108 32nd Ave NE	Residential Mechanical	Mechanical	8/22/2025	\$11,432.00	95-148-1520
BLDC-2025-0033	1311 Hwy 71 NE	Commercial	Alteration/Remodel	8/25/2025	\$60,000.00	95-911-0200
FIRE-2025-0010	2101 9th St SE	Fire Alarm	Fire Alarm	8/25/2025	\$349,200.00	95-841-0510
BLDC-2025-0034	1217 7th St SE	Commercial	New	8/25/2025	\$30,000.00	95-923-8205
BLDR-2025-0204	2400 9th St SW	Residential	Re-Roof	8/26/2025	\$4,800.00	95-867-0240
BLDR-2025-0209	1014 6th St SW	Residential	Alteration/Remodel	8/27/2025	\$21,240.00	95-090-1440
BLDC-2025-0032	2415 Oxford Dr SE	Commercial	New	8/27/2025	\$140,000.00	95-468-0120
BLDR-2025-0205	428 13th St NW	Residential	Re-Roof	8/27/2025	\$24,400.00	95-009-0630
BLDR-2025-0149	2604 13th Ave NW	Residential	Deck	8/27/2025	\$20,000.00	95-135-1060
BLDC-2025-0031	228 Porto Rico St NE	Commercial	Alteration/Remodel	8/28/2025	\$77,500.00	95-911-0870
BLDC-2025-0022	202 19th Ave SE	Commercial	Alteration/Remodel	8/29/2025	\$13,000.00	95-705-2000
Total Permits		85	Total Valuation:		\$2,578,345.96	

YTD Permits Issues: 313
YTD Valuation: \$45,393,317.40



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.M.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Finance Report through 8/31/2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. General 8.31.25
2. WWTP 8.31.25



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

	<u>2024 Actual</u>	<u>2025 Annual Budget</u>	<u>2025 Year-To-Date</u>	<u>% of 2025 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 9,047,283.83	\$ 10,360,932.00	\$ 5,552,812.76	53.59%
Licenses and Permits	610,528.05	507,500.00	359,295.05	70.80%
Intergovernmental	7,105,464.49	6,977,458.00	3,783,581.83	54.23%
Service Charges	1,125,776.41	957,500.00	810,352.47	84.63%
Fines and Forfeits	111,018.18	100,000.00	61,131.99	61.13%
Special Assessments	2,180.90	-	1,596.77	
Miscellaneous Revenue	1,195,728.98	325,000.00	1,322,564.94	406.94%
Other Financing Sources	3,167,118.85	2,876,308.00	1,291,753.16	44.91%
Total Revenues	\$ 22,365,099.69	* \$ 22,104,698.00	\$ 13,183,088.97	59.64%
<u>Expenditures</u>				
City Administrator	\$ 968,170.50	\$ 780,505.00	\$ 565,784.18	72.49%
Mayor and Council	438,981.77	414,150.00	318,045.89	76.79%
City Hall	736,827.05	911,856.00	831,949.53	91.24%
City Clerk	217,034.80	244,293.00	155,383.67	63.61%
Elections	137,406.13	23,400.00	5,164.24	22.07%
Finance Department	498,178.32	558,492.00	338,271.76	60.57%
Planning/Development Services	1,167,791.03	1,044,184.00	627,163.33	60.06%
Legal	252,086.24	-		0.00%
Information Technology	815,887.80	971,158.00	785,376.21	80.87%
Human Resources	215,706.34	239,369.00	131,800.26	55.06%
Cultural Diversity	177,583.26	195,654.00	130,354.58	66.63%
Sub-Total General Gov't.	5,625,653.24	5,383,061.00	3,889,293.65	72.25%
Police Department	6,492,390.64	7,003,653.00	4,316,100.41	61.63%
Fire Protection	1,019,187.37	1,297,884.00	861,188.14	66.35%
Sub-Total Public Safety	7,511,578.01	8,301,537.00	5,177,288.55	62.37%
Public Works	4,011,527.16	4,351,778.00	2,763,678.75	63.51%
Engineering	721,885.61	404,000.00	160,006.56	39.61%
Transit System	20,500.00	21,000.00	20,500.00	97.62%
Storm Water	134,139.05	88,000.00	49,018.32	55.70%
Sub-Total Streets/Highways	4,888,051.82	4,864,778.00	2,993,203.63	61.53%
WRAC	129,799.82	149,980.00	100,124.94	66.76%
Library	553,711.53	573,018.00	448,836.62	78.33%
Auditorium	38,856.37	71,268.00	32,041.16	44.96%
Parks & Recreation	1,045,869.14	1,133,022.00	827,486.59	73.03%
Civic Center	1,021,314.19	1,055,942.00	659,364.04	62.44%
Recreation/Event Center	10,056.23	10,000.00	5,534.31	55.34%
Community Center	322,308.89	289,065.00	198,668.13	68.73%
Aquatic Center	230,459.01	273,027.00	186,790.81	68.41%
Sub-Total Culture/Recreation	3,352,375.18	3,555,322.00	2,458,846.60	69.16%
Total Expenditures	\$ 21,377,658.25	\$ 22,104,698.00	\$ 14,518,632.43	65.68%

* Indicates Over Budget



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

	<u>2024</u> <u>Actual</u>	<u>2025</u> <u>Annual Budget</u>	<u>2025 Actual</u> <u>Year-To-Date</u>	<u>% of 2025</u> <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 89,518.02	\$ 30,000.00	\$ 18,297.71	60.99%
Service Charges	9,599,947.09	11,239,850.00	5,767,131.15	51.31%
Miscellaneous Revenue	941,295.34	150,000.00	496,662.35	331.11%
Total Revenues	\$ 10,630,760.45	\$ 11,419,850.00	\$ 6,282,091.21	55.01%
<u>Expenditures</u>				
Waste Treatment - Treatment	5,482,770.76	13,061,131.00	10,560,744.11	80.86%
Waste Treatment - Collections	287,939.22	704,849.00	159,357.85	22.61%
Waste Treatment - Biosolids	314,129.83	361,800.00	85,999.10	23.77%
Waste Treatment - Eagle Lake	24,580.43	30,650.00	17,113.90	55.84%
Total Expenditures	\$ 6,109,420.24	\$ 14,158,430.00	\$ 10,823,214.96	76.44%

* Indicates Over Budget

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	5,339,441.57	5,339,441.57	1,044,676.23	5,384,609.10	-45,167.53
402 - Commercial/Industrial	12,024,897.92	12,024,897.92	2,097,495.62	11,993,074.45	31,823.47
404 - City Franchise Fee	1,672,700.91	1,672,700.91	249,281.04	1,447,242.58	225,458.33
405 - Transmission	1,422,256.55	1,422,256.55	210,731.29	1,258,432.91	163,823.64
419 - Interest	349,860.00	349,860.00	121,306.02	803,291.29	-453,431.29
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-12,759.74	466,394.42	-466,394.42
498 - MRES Capacity Revenue	412,834.80	412,834.80	60,990.00	415,302.00	-2,467.20
499 - Miscellaneous Revenues	175,319.99	175,319.99	40,734.08	496,293.63	-320,973.64
Revenue Total:	21,397,311.74	21,397,311.74	3,812,454.54	22,264,640.38	-867,328.64
Expense					
500 - Production	180,994.24	180,994.24	4,050.49	54,616.96	126,377.28
555 - Purchased Power	10,574,687.31	10,574,687.31	2,137,178.36	10,562,060.46	12,626.85
560 - Transmission	2,574,401.87	2,574,401.87	473,760.81	2,499,008.57	75,393.30
580 - Distribution	1,180,955.79	1,180,955.79	165,540.41	1,196,411.93	-15,456.14
900 - Customer Service	127,144.92	127,144.92	26,921.28	188,125.80	-60,980.88
906 - Energy Services/Marketing	93,879.03	93,879.03	6,865.72	60,603.31	33,275.72
920 - General & Administrative	1,591,493.54	1,591,493.54	226,260.68	1,532,703.01	58,790.53
997 - Cash Payment to City	1,245,992.51	1,245,992.51	179,383.33	1,255,683.31	-9,690.80
998 - Depreciation	1,211,977.90	1,211,977.90	194,889.72	1,365,545.98	-153,568.08
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	18,781,527.11	18,781,527.11	3,414,850.80	18,714,759.33	66,767.78
Fund: 100 - Electric Surplus (Deficit):	2,615,784.63	2,615,784.63	397,603.74	3,549,881.05	-934,096.42
Fund: 200 - Water					
Revenue					
401 - Residential	1,730,752.09	1,730,752.09	267,247.46	1,671,587.46	59,164.63
402 - Commercial/Industrial	1,919,753.05	1,919,753.05	324,257.52	1,887,583.02	32,170.03
419 - Interest	29,155.00	29,155.00	14,468.55	79,521.53	-50,366.53
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-1,417.75	51,821.60	-51,821.60
449 - Fines & Forfeits	0.00	0.00	16,823.66	31,097.76	-31,097.76
499 - Miscellaneous Revenues	62,391.70	62,391.70	5,003.58	41,098.72	21,292.98
Revenue Total:	3,742,051.84	3,742,051.84	626,383.02	3,762,710.09	-20,658.25
Expense					
500 - Production	213,108.42	213,108.42	24,906.81	161,013.19	52,095.23
580 - Distribution	715,337.70	715,337.70	88,778.24	620,008.39	95,329.31
900 - Customer Service	76,531.84	76,531.84	15,653.54	100,036.84	-23,505.00
920 - General & Administrative	559,095.18	559,095.18	91,151.58	526,456.90	32,638.28
998 - Depreciation	649,323.78	649,323.78	32,185.37	224,492.46	424,831.32
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	2,213,396.92	2,213,396.92	252,675.54	1,632,007.78	581,389.14
Fund: 200 - Water Surplus (Deficit):	1,528,654.92	1,528,654.92	373,707.48	2,130,702.31	-602,047.39
Total Surplus (Deficit):	4,144,439.55	4,144,439.55	771,311.22	5,680,583.36	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	2,615,784.63	2,615,784.63	397,603.74	3,549,881.05	-934,096.42
200 - Water	1,528,654.92	1,528,654.92	373,707.48	2,130,702.31	-602,047.39
Total Surplus (Deficit):	4,144,439.55	4,144,439.55	771,311.22	5,680,583.36	



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	5.O.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth Directors Report - September 2025
2. Fire Department Monthly Stats 08- August
3. Human Resources Directors Report - September 2025
4. Parks and Rec Directors Report - September 2025
5. PD Council Update - September 2025
6. PD Copy of Monthly Council Stat Sheet August 2025
7. Public Works Director Report - September 2025



September's Pablo's Report:

I want to extend our heartfelt gratitude for your support of our Community Growth Activities, especially last Weekend at our Welcoming Week event. Your support has made a significant impact on our growth and success. Thank you for believing in our mission and helping us thrive.

Hispanic Heritage Month:

Hispanic Heritage Month is celebrated across the United States, including in Willmar, Minnesota, to recognize and honor the contributions, achievements, and cultural heritage of Hispanic and Latinx communities.

Hispanic Heritage Month is celebrated from September 15 to October 15 to recognize the contributions, achievements, and cultural heritage of Hispanic and Latinx communities in the United States. Here are some key facts and data that support the significance of this celebration:

- According to the 2020 Census, Kandiyohi County has a population of 43,732, with 5,916 residents identifying as Hispanic or Latino, making up approximately 13.5% of the county's population. However, more recent estimates from the U.S. Census Bureau's American Community Survey (2019-2023 5-Year Estimates) suggest the Hispanic or Latino population might be slightly higher, at around 6,109 individuals, or about 13.96% of the total population.
- The Hispanic or Latino population in Kandiyohi County is predominantly of Mexican origin, with 4,085 individuals (66.87% of the total Hispanic population). Other Hispanic or Latino groups in the county include:
 1. **Puerto Rican:** 55 individuals (0.90% of the total Hispanic population)
 2. **Cuban:** 17 individuals (0.28% of the total Hispanic population)
 3. **Other Hispanic or Latino:** 1,952 individuals (31.95% of the total Hispanic population)

In Willmar, like many other cities, this celebration reflects the growing diversity and presence of Hispanic populations in the area. It provides an opportunity for the community to come together, share traditions, and promote understanding and appreciation of Hispanic culture.

If you're interested in learning more about the specific events or celebrations happening in Willmar, I'd recommend checking local event listings or community organizations that might be hosting Hispanic Heritage Month activities.

Please see this video about [Willmar Hispanic Heritage Month](#)

Pablo

Director of Community Growth

O: [\(320\) 214-5169](tel:(320)214-5169) | M: [\(320\) 894-2346](tel:(320)894-2346)

333 6th St SW, Willmar, MN 56201



WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

AUGUST 2025

Type of Call	August 2024	August 2025
Alarm Activations	18	6
Controlled Fires	0	1
Good Intent Calls	2	0
Cooking Fires	3	2
Grass Fires	0	0
Electrical Fires	1	1
Carbon Monoxide Incidents	1	2
Natural Gas Leak	1	1
Car Crashes	3	4
Smoke Scares	1	2
Mutual Aid	0	1
Sprinkler calls	1	1
Weather Watch	1	1
Over Heated Motors	0	1
Elevator Rescues	0	1

Current Month CFS: 23 First Responder Calls: 24

2025 YTD Fire Calls for Service: 263

2025 YTD First Responder Calls: 126

2024 Calls for Service through August: 247

Training:

August 7 -- Business Meeting

August 14 – Hazardous Materials Training

August 21 – Training House Burn

August 28 – Night Off

August Response Time: 7:33

YTD Response Time: 6:25



HR Report

The start of September had us saying goodbye to old friends and hello to new ones. A long-time Public Works Operator embarked on his well-earned retirement journey, while we also welcomed a new Recreation Coordinator in the Parks & Rec Department on Sept 8 and will start a new Public Works Operator on Sept 16. We look forward to everything that these new employees will bring to their respective teams!

We have now finalized all of our ancillary benefits for 2026, including the new Paid Family Medical Leave benefit. In addition, at the start of September we rolled out our Benefits Enrollment Portal to all existing employees. All employees can now utilize this portal to make changes to their enrollments for qualifying life events. This gives employees the opportunity to familiarize themselves with the portal ahead of the Open Enrollment period, which will kick off with a Benefits Fair and Flu Clinic on October 23. With so many changes to benefits for 2026, we will be offering in-person opportunities for employees to engage with our benefits team at the Benefits Fair, as well as recorded videos, 1:1 meetings with me, and a variety of resources posted to our HR Connection website in order to educate our employees on all of their options and answer any questions that they have.

Our HR Connection website went live with employees in early September. This site offers a convenient place for employees to find benefits information, updated policies, retirement planning resources, and a variety of forms for all of their needs. We will continue to add additional resources to this platform over the coming months.

The annual Employee Appreciation Day is coming up on Sept 18. We will have an afternoon filled with food and fun for all of our employees across the City! We aim to provide an opportunity for employees across departments to engage with one another and to recognize and appreciate the valuable contributions that all of our employees bring to our community. We will also have a special recognition for those employees that have reached employment milestones in their careers with the City of Willmar.

We have begun the process of reviewing and updating our Personnel Policy Handbook and supplement policies to align with new benefits, state laws, and other changes that will be going into effect in 2026. We will spend the next several months getting these resources up to date in preparation for the New Year!

Sincerely,

A handwritten signature in black ink that reads 'Alissa Gambrel'.

Alissa Gambrel – HR Director

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



September 2025

Youth and Adult Programming

Youth Programs:

- Hockey Fall warm-up began on September 2nd, with 82 signed up
- Tiny Tykes and Pre-K gymnastics sessions start Wednesday, September 10th
 - Tiny Tykes- 33 signed up
 - Pre- K- 17 signed up
- Fall program registration is open.
 - We are excited to start our new youth basketball program for kindergarten- 6th grade that will begin mid-October.

Adaptive:

- Fall adaptive back yard games began on September 3rd- 7 signed up
- Working on planning an adaptive pickleball and sports sampler

Bikes:

- 3 Rentals in the month of August
- \$43.35 in revenue.

Adult Recreation

- All 3 of our softball divisions have finished. It was a long season with all the rainouts.
- 7 teams have signed up for Fall League
- Preparation for Winter leagues has started: Volleyball, Basketball, and Hockey.
- Pickleball Tourney is set to return, the date is Dec 13th

Youth Football

- Fall football games have started! 1-4th Games play at Roosevelt Fields and Green Field on Thursday nights, 6:00 and 7:00. 5th and 6th grade play at the Civic Center Turf Fields on Thursday nights, 6:00 and 7:15. We have over 40 teams in the football leagues this fall.
- Youth Football Jamborees will be Sept 20th for tackle football- 16 teams, Flag is Sept 27th, 10 teams.

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



Community Center

- Kids in the Kitchen preparations to launch our “From Scratch” program this fall.
- In August, we took two groups to the Jason Show and to the State Fair.
- In September, we are planning a trip to the Renaissance Festival!
- We hosted a last-minute blood drive in August as well.
- National Senior Citizen Day in August with an Elvis impersonator was a hit!
- Crafting programs this month include our Sunflower Pot Stakes, Marbled leaves, laundry soap box, and woodworking class, Table It’, a grave and paint class, and 4 Little Art Sessions: 1 at the CC and one at Intuition
- Preparation for upcoming Fall craft shows and Senior Expos.
- This month, there is also the annual pancake feed with the Willmar Lions Club.

Facilities & Events

Upcoming Events:

- 9th Grade Retreat Sept 16th
- City of Willmar All-Staff Event Sept 18th
- Country Quilters Sept 27-29
- Willmar Warhawks' first game Oct 3rd
- Boards and ice will start mid-September for the Cardinal Arena

Other Projects & Updates

- Outdoor Rink Project: The project is on schedule; The roof is completed, and the electrical, concrete, and paving will start next week. The project is scheduled to be completed by the end of October.
- Cardinal Place would like to return next season to the Civic Center.
- DNR Fishing Platform Permit is in, and the project will start in September.
- Open House for the Glacial Ridge Trailhead will be September 24th, 3:30
- Kevin Strey has started as our new Recreation Coordinator

City of Willmar Police Department Update

09/09/2025

Personnel Updates:

- Officer Devin Cravin is progressing well in the Field Training Program and has recently begun Step 3 of 4. He remains on track and is meeting expectations.
- Detective Alex Anderson will return to the Patrol Unit on October 2, 2025, after completing his five-year rotation with the Street Crimes Unit.
- Officer Joseph Schaefbauer will transition into the Street Crimes Detective role, effective October 1, 2025.

Community Engagement:

On August 28, we participated in *Welcoming Day* at Ridgewater College in Willmar. The event was well attended and provided a great opportunity to connect with students and community members.

Thanks,

Chief Mike Holme

Willmar Police Department

Monthly Calls for Service Statistics

Title	August 2024	August 2025
911 Hang Up	13	14
Abandoned Vehicles	19	32
Agency Assist	32	42
Alarm	22	40
Alcohol Offense	8	5
Animal	63	38
Assault	12	14
Burglary	5	1
Child Custody Dispute	8	6
Crash	68	53
Criminal Damage To Property	24	22
Disorderly	35	24
Domestic	33	45
Drugs	9	7
Family Service	101	60
Fight	6	6
Fraud	9	14
Gun Permits	16	10
Harassment	35	16
Information	8	6
Weapons complaint	10	5
Lost And Found	42	50
Mental Issues	59	17
Missing Person	17	20
Motorists Assist	10	20
Neighborhood Disturbance	60	17
Public Assist	28	147
School Related Incidents	1	1
Sex Crimes	6	6
Sudden Death/Bodies Found	1	0
Suicidal Person	6	11
Suspicious	73	63
Theft	31	39
Traffic Complaint	42	80
Traffic Stop	242	306
Trespass	18	14
Warrant Service	17	11

Current Month CFS:

1339

YTD Calls for Service:

9,453

2024 Month CFS:

1377

(Some minimal CFS
categories not shown)



Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Ongoing smoke testing for inflow and infiltration (I/I) sources.
- Televised multiple areas for possible I/I.
- Monthly generator runs at multiple lift stations and the plant.
- Cleaned grit out of Muni fine screen channels.
- Started to get equipment ready for the upcoming hauling season.
- Sara met with BMI staff to review status of MS4 program and NPDES permit compliance.
- Attended Midwest Biosolids Association webinar: Addressing concerns on land application of biosolids.
- Attended WLI trainings: Leading with emotional intelligence, and Entrepreneurship and innovation.
- Reviewed PFAS sample results from round 1 of Source Identification grant project.
- Attended Southwest RSDP Natural Resources workgroup meeting.
- Reviewed process water sample data from potential new industrial source.
- Followed up on report of illicit discharge in industrial park area.
- Public education posts for stormwater and wastewater topics.
- On-site walk through and preparation for PFAS removal pilot project with wastewater staff, BMI staff, and ECT2 staff.



Public Works Updates from Superintendent Kyle Radunz

Streets & Stormwater

With our extremely wet summer August has given us a little relief, allowing us to focus more on street sweeping, mowing, and street patching.

- **Street Patching:** Crews completed patching work on nine separate days.
- **Street Sweeping:** Conducted sweeping operations on thirteen days throughout the month.
- **Mowing: Roadway ditches, the airport, and other right of ways were mowed and trimmed over all 21 days.**
- **Catch Basins:** Located and continue to perform repairs to various catch basins.

Parks & Grounds

Our department remained active with regular maintenance and improvement efforts across Willmar's green spaces:

- **Ball Fields:** Maintained and prepared eight baseball fields for practices and games.
- **Groundskeeping:** Mowed and trimmed vegetation in 39 park areas, performed routine litter pickup, and maintained equipment.
- **Splash Pad:** Ongoing maintenance to ensure proper function.
- **Public Restrooms:** Cleaned and maintained seven public restrooms twice daily.
- **Tree & Turf Work:** Removed stumps and restored turf from winter tree removals.
- **Brush Site:** Managed compost by turning and stacking materials; burned excess brush and tree waste.
- **Playground Improvements:** Removed old playground equipment at Robbins Island, added engineered wood fiber to all parks in need.
- **Trail Maintenance:** Swept and repaired walking trails as needed.
- **Weed Control:** Applied weed treatments in parks and along city roadways.

Safety, Equipment & Facilities

- **Monthly Safety Inspections:** Inspected fire extinguishers, fall protection equipment, ladders, eyewash stations, hoists, cranes, AEDs, and more to ensure compliance and worker safety.
- **Vehicle & Equipment Maintenance:** Mechanics continue routine servicing and repairs across departments.

Community Event Support

Public Works staff played a vital role in supporting several community events in July:

- **Rockin' Robbins: (Last show 8-5)** Removed fencing, bike corral, barricades, signage, picnic tables, and the show mobile.
- **Carnival Craft Beer Event:** Supplied traffic cones and barricades.
- **Kandiyohi County Fair:** Set up the bandshell, provided cones and barricades.
- **Disc Golf Tournament:** Mowed, trimmed, removed trees, and repaired tee boxes and baskets to ensure playable conditions.

Additional Projects

- **Trailhead Project:** Added gravel to improve the parking area.
- **Complaint-Based Mowing:** Addressed and mowed nuisance properties as reported.
- **Benches:** Poured concrete pads and installed benches at various locations.
- **Mosquito Control:** Conducted two citywide rounds of mosquito spraying in August.



Street Projects

The south bound lanes on Business Hwy 71 have recently been paved and finishing touches are being put on the project. Some of these items include dirt work, lane striping, permanent sign installation, and turf restoration. I am hopeful that all traffic lanes are open for travel by the end of the month.

Technology Drive has been milled and reclaimed where called for. (Just to refresh, milling is the process of removing the top layer of an asphalt surface, typically to a depth of a few inches. Reclaiming is a more extensive method that removes the entire asphalt layer along with a portion of the underlying materials. New base materials are then added to form a solid foundation.) The next phase of work to be done will include concrete and aggregate base preparation. After the base is in place and the concrete has cured, the non-wear asphalt surface can be installed. Following that, manholes and valves will be raised to proper heights, and the final wear surface can be installed. Look for this project to be substantially complete by early October.

The Street Improvement Project West area (Eagle Ridge Drive W, Fairway Drive, 7th Ave NW, 8th Ave NW, 29th Street NW, 20th Ave SW, 21st Ave SW, 22nd St SW, and 24th St SW) is in various stages depending on location. The Eagles Landing and Fairway Dr area will have the non-wear/base surface installed by mid-September. Around that same time, the Valleybrook neighborhood will see milling/reclaiming done and concrete work to be completed shortly after that. The Ortenblad neighborhood areas will soon follow. This entire project is scheduled to be completed by mid-October.

The work on 20th St SE has been a massive disappointment to everyone involved. The staff has been in constant communication with the contractor to both voice our displeasure and to search for ways to expedite this project. All options and avenues are being vetted. Please know that one way or another, this project will continue to progress and will be substantially completed this year. Any repairs to private or adjacent properties will be the responsibility of the contractor as well.

The Kandiyohi County project on 15th Ave NW is substantially completed and the remainder of asphalt work on 7th St NW will be completed by months end.

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

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

Respectfully

A handwritten signature in cursive script, reading "Justin DeLeeuw". The signature is written in dark ink and is positioned below the word "Respectfully".

Justin DeLeeuw – Public Works Director



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	9.A.
Agenda Section:	Tabled	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Willmar Municipal Utilities Commission Minutes of August 25, 2025		

RECOMMENDED ACTION:

1. Remove from the Table
2. Approval of the August 25, 2025 Willmar Municipal Utilities Commission Minutes

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 8.25.25 MUC Meeting Minutes

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 15, 2025	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	David Euerle, Westberg Eischens
Item:	Accept the 2024 Audit		

RECOMMENDED ACTION:

To accept the 2024 Audit

OVERVIEW:

The 2024 Audit was completed by Westberg Eischens. The attached overview of their audit will be presented by David Euerle, Partner at Westberg Eischens.

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

1. 2024 City of Willmar Audit Presentation

City of Willmar

**AUDIT PRESENTATION
YEAR ENDED DECEMBER 31, 2024**



Audit Report and Audit Findings

- ▶ Unmodified (clean) opinion
- ▶ Audit findings:
 - ▶ No internal control findings issued
 - ▶ No compliance findings issued



Governance Communication Letter

- ▶ Governance Communication Letter:
 - ▶ GASB Statement No. 101 *Compensated Absences*
 - ▶ Changes how compensated absences liability is calculated



Fund Statement Highlights

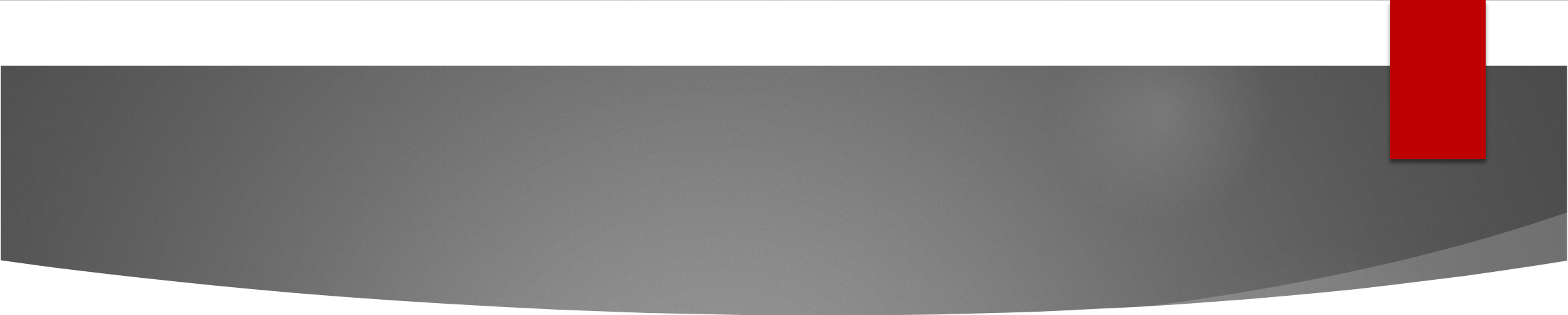
- ▶ General Fund:
 - ▶ Fund balance increased \$969,000
 - ▶ Total expenditures exceeded budget by \$93,000
- ▶ Community Investment Fund:
 - ▶ Fund balance decreased \$901,000
 - ▶ Transfers to other funds was \$2.0 million
- ▶ LOST Special Revenue Fund:
 - ▶ Sales tax revenue was \$33,000 less than prior year
 - ▶ Transfers to other funds was \$2.9 million
 - ▶ Fund balance increased \$300,000



Fund Statement Highlights(cont.)

- ▶ Capital Projects Fund - Construction
 - ▶ Total capital expenditures were \$13.6 million
- ▶ Capital Improvement Fund
 - ▶ Total capital expenditures were \$1.25 million
- ▶ Waste Treatment Fund
 - ▶ Operating income decreased \$394,000 compared to prior year





Thank you!



**GOVERNANCE COMMUNICATION LETTER
FOR THE YEAR ENDED
DECEMBER 31, 2024**

August 15, 2025

To the City Council
City of Willmar, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Willmar, Minnesota for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Willmar, Minnesota are described in Note 1 to the financial statements. The City adopted accounting policies related to Governmental Accounting Standards Board Statement No. 101, *Compensated Absences* in 2024. The application of existing policies did not change during 2024. We noted no transactions entered into by City of Willmar, Minnesota during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of depreciation is based on the estimated number of years an asset will be in service. We evaluated key factors and assumptions used to develop the depreciation estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of pension liabilities is based on actuarial valuations performed by consultants specializing in those areas. We evaluated the key factors and assumptions used to develop those estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the pension and OPEB liabilities are based on actuarial valuations performed by consultants specializing in those areas. We evaluated the key factors and assumptions used to develop those estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 15, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Willmar, Minnesota's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Willmar, Minnesota's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, individual schedules of revenue, expenditures and changes in fund balances – budget and actual, schedules of proportionate share of net pension liability, schedules of employer contributions, and schedule of changes in the city's total OPEB liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report combining statements, individual fund statements, and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of City Council and management of City of Willmar, Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

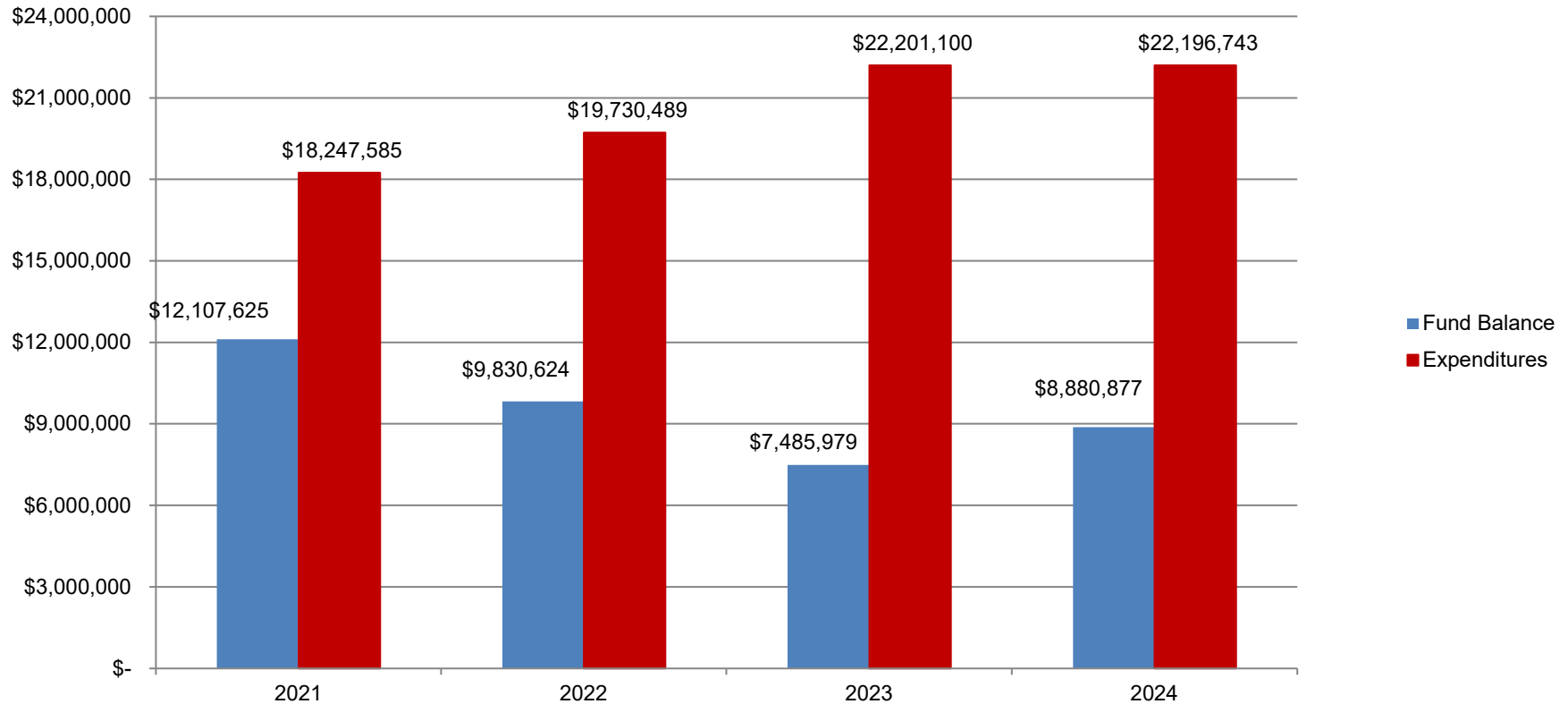
Westberg Eischens, PLLP

Westberg Eischens, PLLP
Willmar, Minnesota

**CITY OF WILLMAR, MINNESOTA
2024 PRESENTATION**

CITY OF WILLMAR, MINNESOTA

GENERAL FUND AND CAPITAL IMPROVEMENT FUND FUND BALANCE AND EXPENDITURES

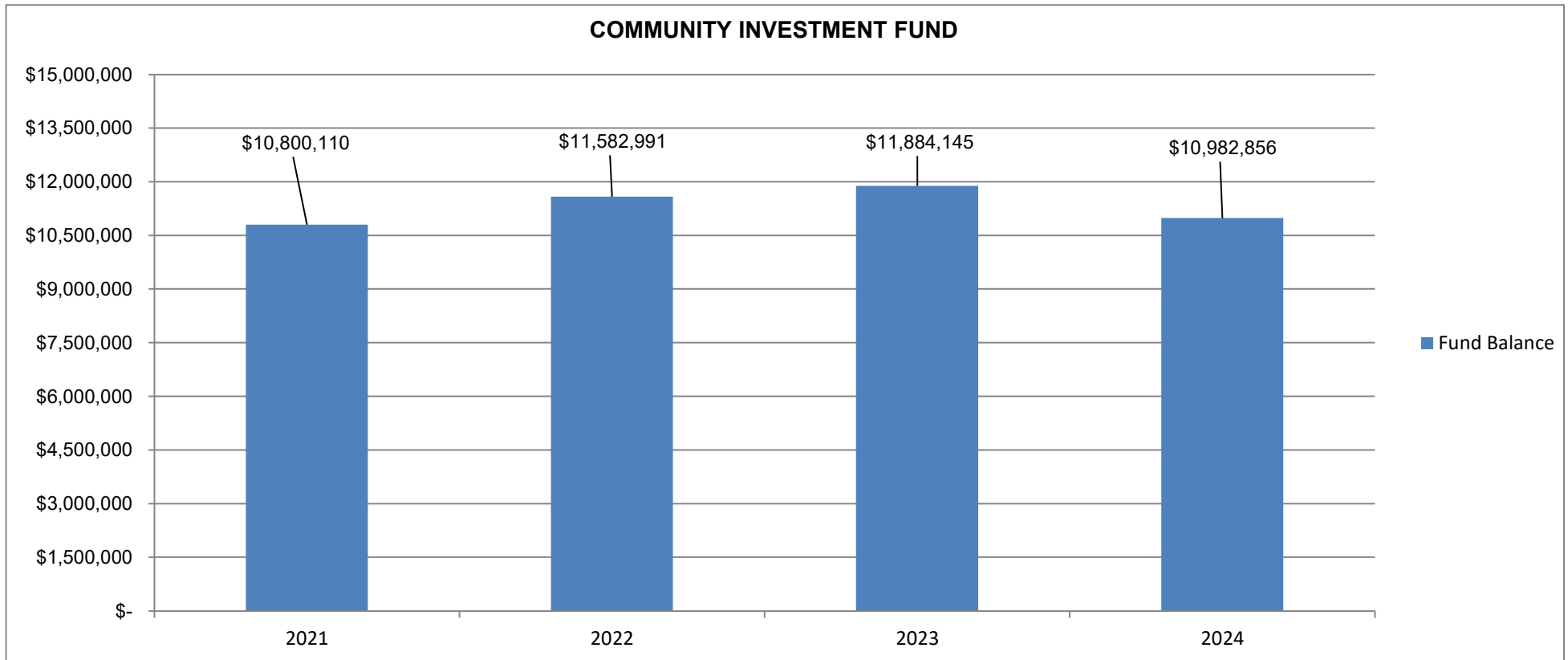


Key Points:

- Fund balance was trending down prior to 2024
- Fund balance increased \$1.4 million in 2024.

CITY OF WILLMAR, MINNESOTA

COMMUNITY INVESTMENT FUND



Key Points:

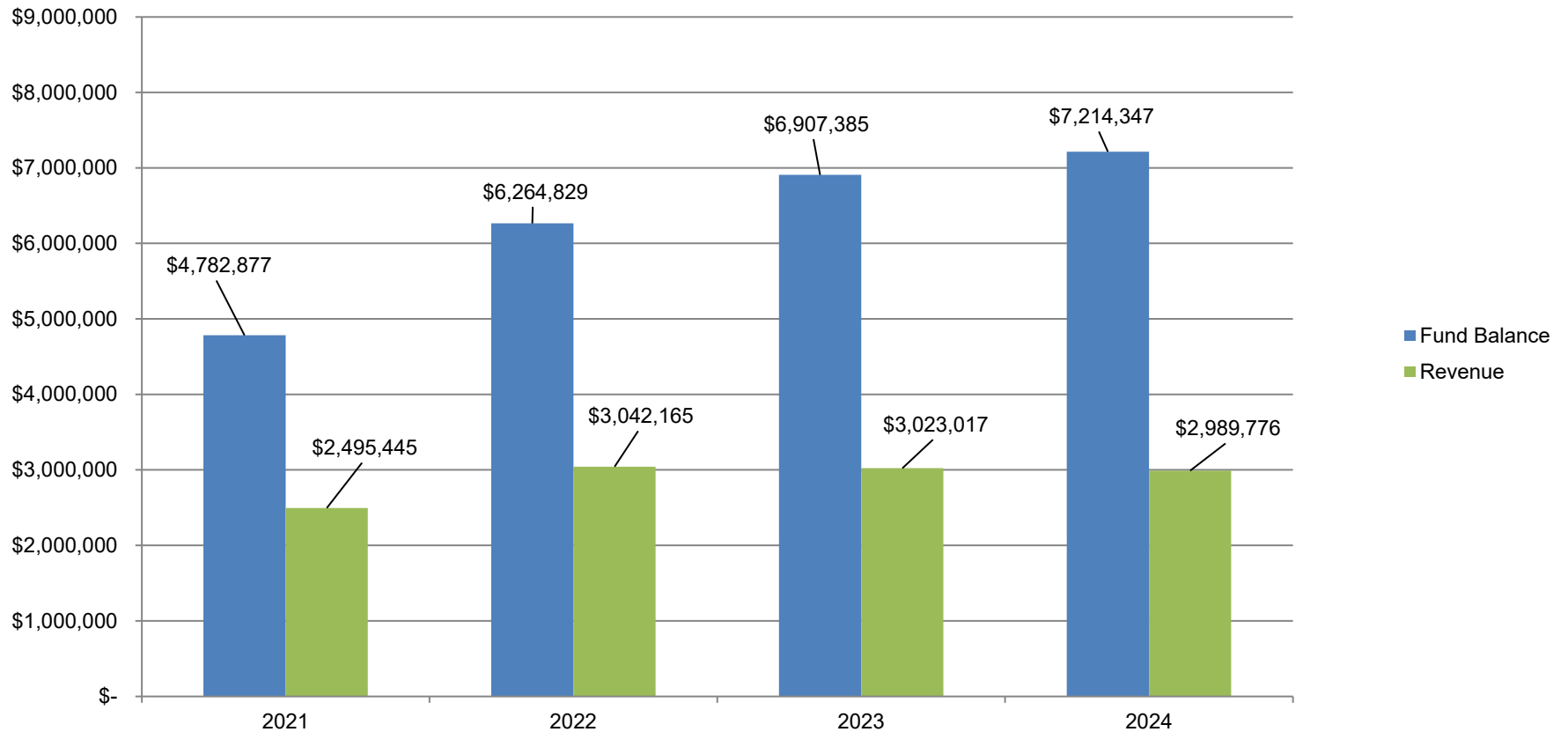
The fund balance increase in 2022 was due to transfers from closing out debt service funds

The fund balance increase in 2023 was primarily due to investment market value increase.

The fund balance decrease in 2024 was primarily due to an increase in transfers to other funds.

CITY OF WILLMAR, MINNESOTA

LOCAL OPTION SALES TAX SPECIAL REVENUE FUND FUND BALANCE AND REVENUE



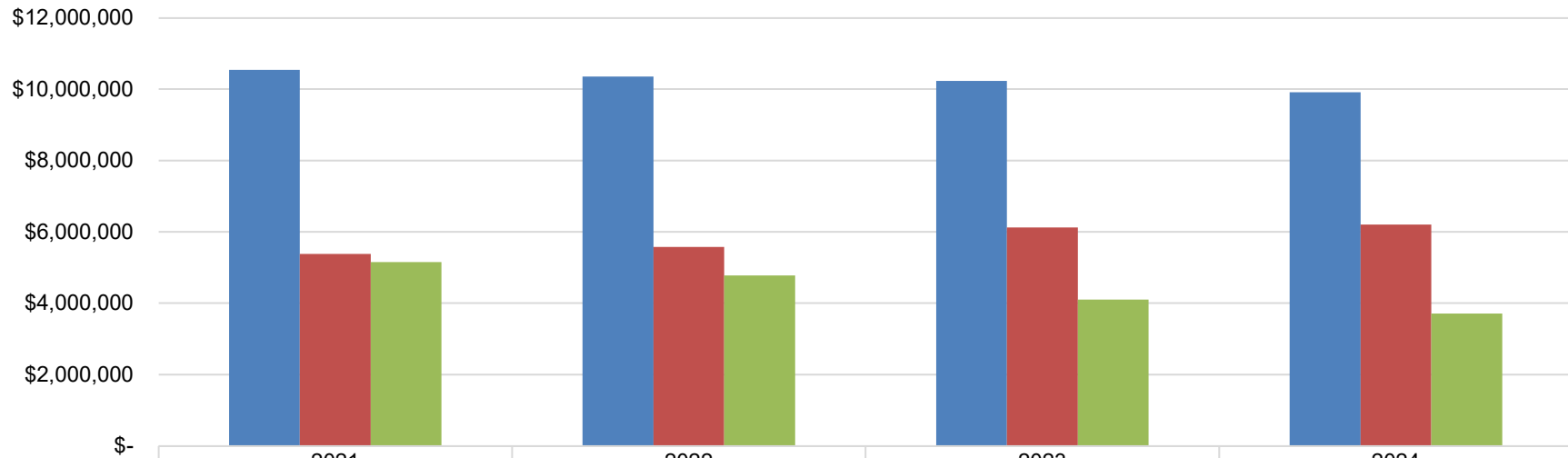
Key Points:

- LOST Bond payments began in 2022.
- Annual debt service requirements are \$1.96 million
- Sales tax revenue has been relatively flat the last 3 years.

City of Willmar
Governmental Activities Outstanding Bonds

	Issue Date	Maturity	Bonds Issued	Fund	Debt Balance 12/31/2023	Debt Balance 12/31/2024	Change
Special Assessment Bonds							
Ser 2016A	10/13/2016	2/1/2027	1,600,000	316	\$ 693,000	\$ 526,000	\$ (167,000)
Ser 2017A	11/20/2017	2/1/2028	1,100,000	397	594,000	483,000	(111,000)
Ser 2018B	6/20/2018	2/1/2029	2,930,000	318	1,860,000	1,570,000	(290,000)
Ser 2019A	10/21/2019	2/1/2030	4,740,000	319	3,450,000	2,990,000	(460,000)
Ser 2020A	7/29/2020	2/1/2031	1,965,000	300	1,598,000	1,411,000	(187,000)
Ser 2021B	10/7/2021	2/1/2032	2,900,000	321	2,705,000	2,460,000	(245,000)
Ser 2022A	8/17/2022	2/1/2038	5,560,000	322	5,560,000	5,350,000	(210,000)
Ser 2023A	9/14/2023	2/1/1939	8,370,000	323	8,370,000	8,370,000	-
Ser 2024A	6/27/2024	2/1/2040	8,680,000	324	-	8,680,000	8,680,000
					<u>24,830,000</u>	<u>31,840,000</u>	<u>7,010,000</u>
General Obligation							
Ser 2018A	6/20/2018	2/1/2038	2,780,000	338	2,320,000	2,195,000	(125,000)
Sales Tax Bonds							
Ser 2021A/Ser 2021C	2021	2/1/2033	18,210,000	320	<u>16,770,000</u>	<u>15,410,000</u>	<u>(1,360,000)</u>
					<u>\$ 43,920,000</u>	<u>\$ 49,445,000</u>	<u>\$ 5,525,000</u>

City of Willmar Waste Treatment Fund



Operating Rev	2021	2022	2023	2024
Operating Exp	\$10,538,229	\$10,357,888	\$10,230,371	\$9,911,686
Operating Income	\$5,384,887	\$5,580,861	\$6,127,376	\$6,202,808
	\$5,153,342	\$4,777,027	\$4,102,995	\$3,708,878

Key Points:

- Operating income continues to decline.
- Operating income is sufficient to cover debt payments and required replacement reserves.
- Cash and investments at the end of 2024 totaled \$12.1 million and provide sufficient reserves against unexpected revenue or expense fluctuations.
- Debt service payments for 2024 was \$4.8 million and increases to \$7.0 million in 2025

**City of Willmar
Investments**

	Fair Value	Investment Maturities					
		Less than 1		1-5 Years		6-10 Years	
12/31/2024	\$ 54,147,697	\$ 28,216,435	52%	\$ 25,931,262	48%	\$ -	0%
12/31/2023	\$ 53,069,732	\$ 19,505,613	37%	\$ 33,564,119	63%	\$ -	0%
12/31/2022	\$ 48,807,761	\$ 8,569,393	18%	\$ 39,370,878	81%	\$ 867,490	2%
12/31/2021	\$ 61,927,366	\$ 27,349,500	44%	\$ 31,112,376	50%	\$ 3,465,490	6%
12/31/2020	\$ 51,925,590	\$ 14,464,888	28%	\$ 15,639,555	30%	\$ 21,821,147	42%

Key Points:

Fair value adjustment in 2024: \$874,000 gain
Fair value adjustment in 2023: \$1.4 million gain
Fair value adjustment in 2022: \$3.1 million loss



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Jeron Smith, WMU Executive Director
Item:	Willmar Municipal Utilities 2026 Budget Presentation		

RECOMMENDED ACTION:

Motion to approve the Willmar Municipal Utilities 2026 Budget

OVERVIEW:

The proposed 2026 budget was reviewed by the WMU Planning Committee 8/22/2025, reviewed and approved by the WMU Commission 9/8/2025 and consists of::

1. Capital Budget Summary
2. Operating Budget Summaries
 1. Electric Division
 2. Water Division
 3. Combined
3. Statement of Cash Flows
 1. Electric Division
 2. Water Division
 3. Combined 10-Year Capital Improvement Plan

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2026 Budget Presentation for City Council

Willmar Municipal Utilities Proposed 2026 Budget

City Council Meeting September 15, 2025



WMU Mission Statement

“Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers.”



Overview

- Schedule
- Capital Budget Summary
- Operating Budget Summaries
 - Electric
 - Water
 - Combined
- Statement of Cash Flows: 2026-2035
 - Electric
 - Water
 - Combined 10-Year Capital Improvement Plan

Budget Schedule

- June 26 Distribution of budget worksheets
- August 12 Management review
- August 22 WMU Planning Committee review
- September 8 WMU Commission approval
- September 15 City Council approval
- October 1 Attachment O Submitted (MISO Transmission Revenue Filing)

Capital Budget Summary

**WILLMAR MUNICIPAL UTILITIES
CAPITAL BUDGET
2026**

	2026 Budget
Facilities	
Vehicles & Equipment	\$90,000
Building Project	\$12,661,000
Line Department	
Construction Projects	\$775,816
Vehicles/Equipment	\$100,000
Transformers	\$430,000
Transmission	
Transmission Expansion	\$0
Construction Projects	\$503,000
Vehicles/Equipment	\$0
GIS Software	\$37,500
SCADA Upgrade	\$0
Generation	
Wind	\$500,000
Diesels	\$2,200,000
Technology	
Servers/Firewalls/Office Equipment	\$0
Water	
Plant Construction	\$0
Other Construction	\$103,488
Water Mains	\$1,442,000
Vehicles/Equipment	\$0
GIS	\$19,250
SCADA & SCADA Comm Upgrade	\$221,100
	\$19,083,154

Operating Budget Summaries

**WILLMAR MUNICIPAL UTILITIES
ELECTRIC BUDGET
2026**

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Budget
<i>Operating Revenues</i>					
Residential	\$8,082,266	\$8,118,693	\$8,454,837	\$9,130,533	\$9,261,286
Commercial/Industrial	\$19,070,432	\$19,314,735	\$19,865,006	\$20,830,447	\$20,652,066
Energy Acquisition/Fuel Adj	\$0	\$0	\$0	\$0	\$0
City Franchise Fee	\$2,344,132	\$2,923,072	\$2,828,266	\$2,870,557	\$2,461,580
Transmission	\$2,943,190	\$2,874,510	\$2,225,680	\$2,570,406	\$2,200,000
Miscellaneous	\$779,394	\$910,075	\$1,911,247	\$1,246,381	\$1,300,469
Total Operating Revenues	\$33,219,414	\$34,141,085	\$35,285,036	\$36,648,324	\$35,875,401
<i>Operating Expenses</i>					
Production	\$196,908	\$250,291	\$194,532	\$310,400	\$142,500
Purchased Power	\$14,532,676	\$15,856,514	\$16,424,429	\$18,185,004	\$17,674,818
Transmission	\$4,140,484	\$4,559,423	\$3,978,382	\$4,560,526	\$4,743,050
Distribution	\$1,473,799	\$1,438,455	\$1,967,779	\$2,025,306	\$1,936,020
Customer Service	\$152,028	\$230,987	\$292,153	\$339,000	\$480,415
Energy Services	\$88,112	\$96,345	\$62,204	\$161,000	\$141,050
General & Administrative	\$2,166,954	\$2,413,278	\$2,480,409	\$2,845,782	\$2,846,682
Depreciation & Amortization	\$1,965,505	\$2,115,280	\$2,300,177	\$2,252,133	\$2,421,451
Total Operating Expenses	\$24,716,466	\$26,960,573	\$27,700,065	\$30,679,151	\$30,385,986
<i>Operating Income</i>					
Other Income	\$714,054	\$1,278,846	\$1,306,460	\$600,000	\$900,000
Other Expense	\$3,964	\$1,741	\$15,548	\$5,000	\$5,000
Net Earnings	\$710,090	\$1,277,105	\$1,290,912	\$595,000	\$895,000
Intergovernmental Transfer	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842
<i>Retained Earnings</i>	\$7,076,196	\$6,320,775	\$6,739,041	\$4,427,331	\$4,247,573

**WILLMAR MUNICIPAL UTILITIES
WATER BUDGET
2026**

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Budget
<i>Operating Revenues</i>					
Residential	\$2,076,850	\$2,444,675	\$2,737,087	\$2,989,726	\$2,925,489
Commercial/Industrial	\$2,082,562	\$2,741,869	\$3,084,402	\$3,296,259	\$3,289,550
Miscellaneous	\$105,775	\$119,073	\$145,548	\$155,781	\$145,000
Total Operating Revenues	<u>\$4,265,187</u>	<u>\$5,305,617</u>	<u>\$5,967,037</u>	<u>\$6,441,766</u>	<u>\$6,360,039</u>
<i>Operating Expenses</i>					
Production & Distribution	\$1,286,226	\$1,172,277	\$1,307,370	\$1,592,259	\$1,717,525
Customer Service	\$96,352	\$114,211	\$154,485	\$131,250	\$191,435
Energy Services & Marketing	\$0	\$0	\$3,042	\$0	\$6,200
General & Administrative	\$664,205	\$707,262	\$847,049	\$958,833	\$1,094,616
Depreciation & Amortization	\$305,943	\$357,178	\$437,589	\$1,117,320	\$1,320,011
Total Operating Expenses	<u>\$2,352,726</u>	<u>\$2,350,928</u>	<u>\$2,749,535</u>	<u>\$3,799,662</u>	<u>\$4,329,787</u>
<i>Operating Income</i>					
Other Income	\$63,534	\$135,649	\$126,328	\$50,000	\$100,000
Other Expense	\$0	\$0	\$0	\$0	\$0
Net Earnings	<u>\$63,534</u>	<u>\$135,649</u>	<u>\$126,328</u>	<u>\$50,000</u>	<u>\$100,000</u>
Intergovernmental Transfer	\$0	\$0	\$0	\$0	\$0
<i>Retained Earnings</i>	<u>\$1,975,995</u>	<u>\$3,090,338</u>	<u>\$3,343,830</u>	<u>\$2,692,104</u>	<u>\$2,130,252</u>

**WILLMAR MUNICIPAL UTILITIES
COMBINED BUDGET
2026**

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Budget
Operating Revenues					
Residential	\$10,159,116	\$10,563,368	\$11,191,924	\$12,120,259	\$12,186,775
Commercial/Industrial	\$21,152,994	\$22,056,604	\$22,949,408	\$24,126,706	\$23,941,616
Energy Acquisition/Fuel Adj	\$0	\$0	\$0	\$0	\$0
City Franchise Fee	\$2,344,132	\$2,923,072	\$2,828,266	\$2,870,557	\$2,461,580
Transmission	\$2,943,190	\$2,874,510	\$2,225,680	\$2,570,406	\$2,200,000
Miscellaneous	\$885,169	\$1,029,148	\$2,056,795	\$1,402,162	\$1,445,469
Total Operating Revenues	\$37,484,601	\$39,446,702	\$41,252,073	\$43,090,090	\$42,235,440
Operating expenses					
Production	\$1,483,134	\$1,422,568	\$1,501,902	\$1,902,659	\$1,860,025
Purchased power	\$14,532,676	\$15,856,514	\$16,424,429	\$18,185,004	\$17,674,818
Transmission	\$4,140,484	\$4,559,423	\$3,978,382	\$4,560,526	\$4,743,050
Distribution	\$1,473,799	\$1,438,455	\$1,967,779	\$2,025,306	\$1,936,020
Customer Service	\$248,380	\$345,198	\$446,638	\$470,250	\$671,850
Energy Services	\$88,112	\$96,345	\$65,246	\$161,000	\$147,250
General & Administrative	\$2,831,159	\$3,120,540	\$3,327,458	\$3,804,615	\$3,941,298
Depreciation & Amortization	\$2,271,448	\$2,472,458	\$2,737,766	\$3,369,453	\$3,741,462
Total Operating Expenses	\$27,069,192	\$29,311,501	\$30,449,600	\$34,478,813	\$34,715,773
Operating Income					
Other Income	\$777,588	\$1,414,495	\$1,432,788	\$650,000	\$1,000,000
Other Expense	\$3,964	\$1,741	\$15,548	\$5,000	\$5,000
Net Earnings	\$773,624	\$1,412,754	\$1,417,240	\$645,000	\$995,000
Intergovernmental Transfer	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842
Retained Earnings	\$9,052,191	\$9,411,113	\$10,082,871	\$7,119,435	\$6,377,825

Statement of Cash Flows

**WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS - ELECTRIC
2026-2035**

	As of 8/12/25	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Cash and Investments 8/12/2025	\$47,083,988										
Catastrophic Reserve Fund	\$5,000,000										
Restricted Funds	-\$655,000										
Loan Funds	\$0										
Total Cash	\$51,428,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rate Increase		3%	3%	2%	2%	0%	0%	0%	0%	0%	0%
Commodity Revenue	\$13,230,386	\$29,913,352	\$30,810,753	\$31,426,968	\$32,055,507	\$32,055,507	\$32,055,507	\$32,055,507	\$32,055,507	\$32,055,507	\$32,055,507
Other Revenue	\$287,394	\$1,300,469	\$1,326,478	\$2,068,008	\$2,109,368	\$2,151,555	\$2,151,555	\$2,151,555	\$2,151,555	\$2,151,555	\$2,151,555
Transmission Revenue	\$1,522,704	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$4,800,000	\$4,800,000	\$4,800,000	\$4,800,000	\$4,800,000	\$4,800,000
Revenue	\$15,040,485	\$33,413,821	\$34,337,231	\$35,694,976	\$36,364,875	\$39,007,063	\$39,007,063	\$39,007,063	\$39,007,063	\$39,007,063	\$39,007,063
City Franchise Fee	\$1,472,932	\$2,461,580	\$2,535,427	\$2,586,136	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859
Total Revenue Received	\$16,513,416	\$35,875,401	\$36,872,659	\$38,281,112	\$39,002,734	\$41,644,921	\$41,644,921	\$41,644,921	\$41,644,921	\$41,644,921	\$41,644,921
Purchased Power		\$17,674,818	\$18,932,001	\$19,634,510	\$20,305,406	\$20,914,568	\$21,542,005	\$22,188,265	\$22,853,913	\$23,539,531	\$24,245,716
Operating Expenses (less Depreciation)	\$13,781,754	\$10,289,717	\$10,804,203	\$11,344,413	\$11,911,634	\$12,507,215	\$13,132,576	\$13,789,205	\$14,478,665	\$15,202,598	\$15,962,728
Total Operating Expenses	\$13,781,754	\$27,964,535	\$29,736,204	\$30,978,923	\$32,217,040	\$33,421,783	\$34,674,581	\$35,977,470	\$37,332,578	\$38,742,129	\$40,208,445
Other Income	\$600,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
Other Expense	\$500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Intragovernmental transfer	\$1,060,542	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842
Bond Payment Principal & Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Cash Outflows	\$461,042	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842	\$1,241,842
Office/Warehouse	\$1,111,000	\$12,661,000	\$5,401,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles/Equipment	\$0	\$190,000	\$100,000	\$0	\$110,000	\$300,000	\$180,000	\$340,000	\$0	\$0	\$0
Electric Construction	\$350,000	\$1,278,816	\$1,148,990	\$460,216	\$471,720	\$3,918,515	\$8,115,601	\$907,990	\$520,690	\$533,707	\$547,049
Transformers	\$254,000	\$430,000	\$430,000	\$430,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Transmission Expansion	\$0	\$0	\$5,000,000	\$10,000,000	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0
Wind	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Diesels	\$300,000	\$2,200,000	\$8,658,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GIS Software	\$0	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCADA Upgrade	\$0	\$0	\$0	\$0	\$0	\$160,000	\$0	\$0	\$0	\$0	\$0
Servers/Firewalls/Office Equipment	\$0	\$0	\$0	\$0	\$0	\$43,500	\$0	\$0	\$0	\$0	\$44,700
Total Capital Projects	\$2,515,000	\$17,297,316	\$20,738,790	\$10,890,216	\$5,771,720	\$4,612,015	\$8,485,601	\$1,437,990	\$710,690	\$723,707	\$781,749
Net Cash Balance	\$51,184,608	\$40,556,316	\$25,712,139	\$20,882,271	\$20,654,403	\$23,023,685	\$20,266,582	\$23,254,201	\$25,614,013	\$26,551,256	\$25,964,142
Goal - 50% of Revenue		\$16,706,911 OK	\$17,168,616 OK	\$17,847,488 OK	\$18,182,438 OK	\$19,503,531 OK	\$19,503,531 OK	\$19,503,531 OK	\$19,503,531 OK	\$19,503,531 OK	\$19,503,531 OK
Difference		-	-	-	-	-	-	-	-	-	-

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS - WATER
2026-2035

	As of 8/12/25	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Cash and Investments 8/12/2025	\$2,666,922										
Reserved Funds	\$0										
Loan Funds	\$0										
Total Cash	\$2,666,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rate Increase		3%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Commodity Revenue	\$2,861,965	\$6,215,039	\$6,525,791	\$6,852,080	\$7,194,684	\$7,554,419	\$7,932,140	\$8,328,747	\$8,745,184	\$9,182,443	\$9,641,565
Other Revenue	\$79,943	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000
Total Revenue Received	\$2,941,908	\$6,360,039	\$6,670,791	\$6,997,080	\$7,339,684	\$7,699,419	\$8,077,140	\$8,473,747	\$8,890,184	\$9,327,443	\$9,786,565
Operating Expenses (less Depreciation)	\$1,258,300	\$3,009,776	\$3,160,265	\$3,318,278	\$3,484,192	\$3,658,402	\$3,841,322	\$4,033,388	\$4,235,057	\$4,446,810	\$4,669,151
Total Operating Expenses	\$1,258,300	\$3,009,776	\$3,160,265	\$3,318,278	\$3,484,192	\$3,658,402	\$3,841,322	\$4,033,388	\$4,235,057	\$4,446,810	\$4,669,151
Other Income	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Other Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Payment Principal & Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Cash Outflows	-\$50,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000	-\$100,000
Office/Warehouse	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles/Equipment	\$0	\$0	\$95,000	\$0	\$0	\$101,500	\$101,760	\$55,400	\$0	\$0	\$0
Water Plant Construction	\$1,100,000	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000	\$28,025,500	\$0	\$0	\$0
Water Other Construction	\$279,000	\$103,488	\$585,708	\$98,488	\$203,988	\$0	\$98,750	\$7,700,000	\$0	\$0	\$0
Water Mains	\$637,814	\$1,442,000	\$1,867,545	\$4,022,682	\$3,836,380	\$2,220,188	\$1,835,961	\$2,210,720	\$2,401,900	\$2,476,612	\$2,556,476
SCADA Upgrade	\$0	\$221,100	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
GIS	\$0	\$19,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Projects	\$2,016,814	\$1,785,838	\$2,548,253	\$4,121,170	\$4,540,368	\$2,861,688	\$2,536,471	\$37,991,620	\$2,401,900	\$2,476,612	\$2,556,476
Net Cash Balance	\$2,383,716	\$4,048,141	\$5,110,414	\$4,768,046	\$4,183,170	\$5,462,499	\$7,261,846	-\$26,189,415	-\$23,836,188	-\$21,332,167	-\$18,671,229
Goal - 50% of Revenue		\$3,180,019 OK	\$3,335,395 OK	\$3,498,540 OK	\$3,669,842 OK	\$3,849,709 OK	\$4,038,570 OK	\$4,236,873 Not Met	\$4,445,092 Not Met	\$4,663,722 Not Met	\$4,893,283 Not Met
Difference		-	-	-	-	-	-	(30,426,288)	(28,281,280)	(25,995,889)	(23,564,511)

**WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS - COMBINED
10 YEAR CAPITAL IMPROVEMENT PLAN
2026-2035**

	As of 8/12/2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Cash and Investments 8/12/2025	\$49,750,910										
Catastrophic Reserve Fund	\$5,000,000										
Reserved Funds	-\$655,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cash	\$54,095,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue	\$17,982,393	\$39,773,860	\$41,008,022	\$42,692,056	\$43,704,560	\$46,706,481	\$47,084,202	\$47,480,809	\$47,897,247	\$48,334,506	\$48,793,628
City Franchise Fee	\$1,472,932	\$2,461,580	\$2,535,427	\$2,586,136	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859	\$2,637,859
Total Revenue Received	\$19,455,325	\$42,235,440	\$43,543,450	\$45,278,192	\$46,342,419	\$49,344,340	\$49,722,061	\$50,118,668	\$50,535,105	\$50,972,365	\$51,431,487
Purchased Power		\$17,674,818	\$18,932,001	\$19,634,510	\$20,305,406	\$20,914,568	\$21,542,005	\$22,188,265	\$22,853,913	\$23,539,531	\$24,245,716
Operating Expenses (less Depreciation)	\$15,040,055	\$13,299,493	\$13,964,468	\$14,662,691	\$15,395,826	\$16,165,617	\$16,973,898	\$17,822,593	\$18,713,722	\$19,649,408	\$20,631,879
Total Operating Expenses	\$15,040,055	\$30,974,311	\$32,896,469	\$34,297,201	\$35,701,232	\$37,080,185	\$38,515,903	\$40,010,858	\$41,567,635	\$43,188,939	\$44,877,595
Other Income	\$650,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Other Expense	\$500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Intragovernmental transfer	\$1,060,542	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842	\$2,136,842
Bond Payment Principal & Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Cash Outflows	\$411,042	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842	\$1,141,842
Office/Warehouse	\$1,111,000	\$12,661,000	\$5,401,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles/Equipment	\$0	\$190,000	\$195,000	\$0	\$110,000	\$401,500	\$281,760	\$395,400	\$0	\$0	\$0
Electric Construction	\$350,000	\$1,278,816	\$1,148,990	\$460,216	\$471,720	\$3,918,515	\$8,115,601	\$907,990	\$520,690	\$533,707	\$547,049
Transformers	\$254,000	\$430,000	\$430,000	\$430,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Transmission Expansion	\$0	\$0	\$5,000,000	\$10,000,000	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0
Wind	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Diesels	\$300,000	\$2,200,000	\$8,658,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GIS Software	\$0	\$56,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Plant Construction	\$1,100,000	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000	\$28,025,500	\$0	\$0	\$0
Water Other Construction	\$279,000	\$103,488	\$585,708	\$98,488	\$203,988	\$0	\$98,750	\$7,700,000	\$0	\$0	\$0
Water Mains	\$637,814	\$1,442,000	\$1,867,545	\$4,022,682	\$3,836,380	\$2,220,188	\$1,835,961	\$2,210,720	\$2,401,900	\$2,476,612	\$2,556,476
SCADA Upgrade	\$0	\$221,100	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
Servers/Firewalls/Office Equipment	\$0	\$0	\$0	\$0	\$0	\$43,500	\$0	\$0	\$0	\$0	\$44,700
Total Capital Projects	\$4,531,814	\$19,083,154	\$23,287,043	\$15,011,386	\$10,312,088	\$7,473,703	\$11,022,072	\$39,429,610	\$3,112,590	\$3,200,319	\$3,338,225
Net Cash Balance	\$53,568,323	\$44,604,457	\$30,822,553	\$25,650,316	\$24,837,573	\$28,486,184	\$27,528,428	-\$2,935,214	\$1,777,824	\$5,219,089	\$7,292,913
Goal - 50% of Revenue		\$19,886,930 OK	\$20,504,011 OK	\$21,346,028 OK	\$21,852,280 OK	\$23,353,241 OK	\$23,542,101 OK	\$23,740,405 Not Met	\$23,948,623 Not Met	\$24,167,253 Not Met	\$24,396,814 Not Met
Difference		-	-	-	-	-	-	(26,675,619)	(22,170,799)	(18,948,164)	(17,103,901)

- Thank you for the opportunity to present WMU's proposed 2026 budget.

Questions?



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	2026 Preliminary Engineering Report		

RECOMMENDED ACTION:

Adopt the resolution receiving the 2026 Preliminary Engineering Report and calling for the 2026 Improvement Hearing on October 6th, 2025.

OVERVIEW:

In accordance with Chapter 429 of Minnesota State Statute, an Improvement Report is required to be formally received for the 2026 improvement projects and an Improvement Hearing required to be ordered by the City Council for the 2026 improvement projects. The hearing explains the proposed improvements and allows public comments to be received on projects to be assessed. The list of streets and other proposed projects to be assessed for 2026 has been prepared, and the report explains the proposed improvements and estimated costs.

BUDGETARY/FISCAL ISSUES:

Sources of funding for the Improvement Projects includes monies from the Willmar Municipal Utilities, assessments, Local Option Sales Tax, Wastewater, and state aid funds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION REC. PREL. RPT. CALL FOR IMP. HRG. 2026
2. NOTICE OF IMPR. HEARING 2026 PROJECTS
3. 2025-09-15 Willmar 2026 Projects Preliminary Engineering Report - Report & Appendix A
4. 2025-09-15 139942 Willmar 2026 Projects Preliminary Engineering Report - Appendix B

RESOLUTION NO. _____

**RECEIVING 2026 PRELIMINARY REPORT AND
CALLING PUBLIC HEARING ON
YEAR 2026 IMPROVEMENT PROJECTS**

Motion By: _____ Second By: _____

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, sanitary sewer, and water main in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2026 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such 2026 improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 15th day of September, 2025

Mayor

Attest:

City Clerk

**NOTICE OF PUBLIC HEARING ON IMPROVEMENT
CITY OF WILLMAR, MINNESOTA**

Notice is hereby given that the City Council of Willmar will meet in the Board Room of the Health & Human Services Building, 2200 23rd Street NE, at 6:30 p.m. on Monday, October 6th, 2025, to consider the construction of the following improvements, to wit:

The construction includes one or more of the following items: grading, aggregate base, bituminous paving, concrete curb & gutter, sidewalk, edge drain, storm sewer, sanitary sewer, watermain, and service lines.

Reconstruction:

- 4th Street SW – Willmar Avenue to Trott Avenue
- 16th Street SW – Willmar Avenue to Trott Avenue

Overlay:

- Industrial Drive SW – Willmar Avenue to Highway 12
- Trott Avenue SE – Julii Street to Lakeland Drive

Miscellaneous Non-Assessable Projects:

- Lakeland Drive Path – Highway 12 to Civic Center Drive NE
- 2026 Seal Coat Improvement Project
- 1st Street/Business Highway 71 Bridge Maintenance Project
- Trunk Storm Sewer Cleaning Project
- 2026 Stormwater Capital Improvement Project

The total estimated cost of assessable improvements is \$13,526,500.

Project costs will be assessed pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements is every lot, piece or parcel of land within the City of Willmar benefited by said improvements whether abutting thereon or not, based on benefits received and without regard to cash valuation.

A reasonable estimate of the impact of assessments is provided in this notice and will also be available at the hearing. The Council proposes to proceed under the authority granted by Chapter 429 M.S.A.

Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral objections will be considered.

If you have any questions regarding these improvements, please contact the City Engineer's Office at (320) 235-4202.

Dated this 17th day of September, 2025

BY ORDER OF THE CITY COUNCIL

By: /s/ Vernae Larsen
City Clerk

Published in the West Central Tribune September 20, 2025; September 27, 2025



2026 Construction Projects

Preliminary Engineering Report

City of Willmar

Submitted by:
Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201
P: 320-231-3956



Real People. Real Solutions.

Certification

Preliminary Engineering Report

For

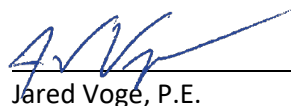
2026 Construction Projects

City of Willmar, Minnesota

September 15, 2025

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

By:



Jared Voge, P.E.

License No. 45063

Date: September 15, 2025

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Appendix A: Preliminary Cost Estimates

Appendix B: Figures (Under Separate Cover)

I. PROJECT INTRODUCTION

A. PURPOSE

The City of Willmar has completed a number of projects in the past to improve deteriorated infrastructure throughout the City. The City has a continued need to improve other areas with deficient infrastructure, which have been identified and prioritized as part of the Capital Improvement Plan (CIP). This report has been prepared to discuss proposed infrastructure improvement projects planned for construction in 2026.

B. SCOPE

The location of the proposed 2026 construction projects are shown on several figures attached to this report, located in **Appendix B (Under Separate Cover)**. The locations of the proposed improvements are shown on **Figure 1**. The project includes improvements to the sanitary sewer, watermain, storm sewer, streets, and paths. The proposed improvements are along the following streets/areas:

2026 Reconstruction Areas:

<u>City Project No.</u>	<u>Location</u>
A	Street & Utility Improvement Project - 4th Street SW
B	Street & Utility Improvement Project - 16th Street SW

2026 Overlay Areas:

<u>City Project No.</u>	<u>Location</u>
C	Mill & Overlay Improvement Project - Industrial Drive SW - Trott Avenue SE

2026 Path Improvements:

<u>City Project No.</u>	<u>Location</u>
D	Path Improvement Project - Lakeland Drive

2026 Seal Coat Improvements:

<u>City Project No.</u>	<u>Location</u>
E	2026 Seal Coat Improvement Project (See Figure 1 for all streets in project area)

2026 Bridge Maintenance:

<u>City Project No.</u>	<u>Location</u>
F	1st Street/Business 71 Highway Bridge Maintenance Project

2026 Storm Sewer Maintenance:

City Project No.

G

Location

Trunk Storm Sewer Cleaning Project

2026 Storm Sewer CIP:

City Project No.

H

Location

2026 Stormwater Capital Improvement Project

II. EXISTING CONDITIONS

Specific information regarding utility age based on City records is not available for all project areas. Based on available records and field investigations, utilities range in age from approximately 30 years to 90 years.

A. SANITARY SEWER

The existing sanitary sewer within the proposed project area is shown on **Figures 5 and 8**.

The following is a summary of the existing sanitary sewer in each reconstruction area:

1. A: 4th Street SW Improvement Project (**Figure 5**)

The sanitary sewer in the south five blocks of 4th Street SW between Willmar Avenue and Kandiyohi Avenue consists of 8-inch, 15-inch, and 21-inch Vitrified Clay Pipe (VCP) with block/brick and mortar manholes constructed in the 1930's. The sanitary sewer in the north three blocks from Kandiyohi Avenue to Trott Avenue consists of 12-inch Polyvinyl Chloride (PVC) with precast concrete manholes constructed in the 1970's.

Sewage from the north seven blocks is conveyed to Robbins Avenue where it is then conveyed east through 21-inch VCP out of the project area. Sewage from the south block is conveyed to Willmar Avenue where it is then conveyed east through 15-inch VCP out of the project area.

The sanitary sewer within the south block includes two parallel mains due to an elevation conflict with the trunk storm sewer.

2. B: 16th Street SW Improvement Project (**Figure 8**)

The sanitary sewer in the south five blocks of 16th Street SW from Willmar Avenue to Minnesota Avenue consists of 8-inch VCP with block and mortar manholes constructed in the 1950's. The sanitary sewer in the north block from Minnesota Avenue to Trott Avenue consists of 8-inch PVC with precast concrete manholes constructed in the 1990's.

Sewage from the north 2 blocks is conveyed north to Trott Avenue where it is then conveyed east through 8-inch PVC out of the project area. Sewage flow within the south four blocks is split at a highpoint manhole that is located approximately one block south of Monongalia Avenue. Sewage from this manhole is conveyed north and south to Monongalia Avenue and Willmar Avenue respectively, where it is then conveyed east through 8-inch VCP out of the project area at each intersection.

Aged Vitrified Clay Pipe (VCP) is prone to groundwater infiltration, sags, root intrusion, pipe deterioration, and sewer backups. Sanitary sewer manholes constructed of block/brick and

mortar are also prone to infiltration and structural failure. Due to its age and condition, the sewer collection system should be replaced.

B. WATERMAIN

The existing watermain within the proposed project area is shown on **Figures 6 and 9**. The following is a summary of the water distribution system in each reconstruction area:

1. A: 4th Street SW Improvement Project (**Figure 6**)

The watermain in the south five blocks of 4th Street SW between Willmar Avenue and Kandiyohi Avenue consists of 4-inch Cast Iron Pipe (CIP) constructed in the 1930's. The watermain in the north three blocks from Kandiyohi Avenue to Trott Avenue consists of 12-inch Ductile Iron Pipe (DIP) constructed in the 1970's.

2. B: 16th Street SW Improvement Project (**Figure 9**)

The watermain on 16th Street SW consists of 4-inch and 6-inch CIP constructed in the 1960's.

Cast Iron Pipe (CIP) watermains have a tendency to corrode and deteriorate over time, leading to diminished water quality and an increased risk of breaks. The majority of the watermains throughout the project areas are undersized compared to today's standards, have experienced numerous pipe breaks, and are generally in poor condition. Due to its age and condition, the water distribution system should be replaced.

C. STORM SEWER

The existing storm sewer within the proposed project area is shown on **Figures 7 and 10**. The current drainage system consists of concrete curb and gutter for storm water conveyance to catch basins, manholes, and storm pipe throughout the project areas. The existing drainage systems throughout the project areas are inadequate and most of the streets currently rely on extended lengths of overland drainage with non-functioning curb and gutter. The following is a summary of the existing storm sewer in each reconstruction area:

1. A: 4th Street SW Improvement Project (**Figure 7**)

The storm sewer on 4th Street SW consists of 15-inch to 18-inch VCP, 24-inch to 30-inch Reinforced Concrete Pipe (RCP), and 4-feet by 3-feet concrete box piping with brick and mortar catch basins and manholes constructed in the 1920's and 1930's.

The stormwater along 4th Street SW is collected into catch basins at intersecting streets and mid-block locations. The storm sewer pipe size increases in size from north to south. The stormwater is conveyed through a 4-feet wide by 3-feet tall concrete box pipe from Robbins Avenue to Willmar Avenue where the stormwater is then conveyed east through 48-inch RCP out of the project area.

2. B: 16th Street SW Improvement Project (**Figure 10**)

The storm sewer on 16th Street SW consists of 8-inch to 12-inch VCP and RCP and block and mortar manholes and catch basins constructed in the 1950's. The stormwater is collected into catch basins at intersecting streets where it is conveyed east out of the project area at Trott Avenue, Monongalia Avenue, and Willmar Avenue.

A backyard storm sewer exists on the south end of 16th Street SW. Drainage for this backyard storm sewer will be maintained with the project.

Staff have discussed a drainage concern regarding stormwater ponding in the street and yards at the north end of 16th Street SW.

Aged concrete pipe and VCP are prone to pipe deterioration. Storm sewer manholes constructed of block/brick and mortar are also prone to structural failure. Due to its age and condition, the storm sewer collection system should be replaced.

D. STREETS

The streets within the proposed reconstruction areas are shown on **Figure 1** and are bituminous surfaced roadways with concrete curb and gutter. The existing bituminous surfacing is deteriorated and exhibits significant cracking, potholes, and settlements. The street widths vary from approximately 32 feet to 52 feet and are shown on **Figure 2**. Generally, the streets in the reconstruction areas are in poor condition. Sidewalk exists within a couple of the project areas and the locations are shown on **Figures 3 and 4**.

E. OVERLAY AREAS

C: Industrial Drive SW & Trott Avenue SE Street Improvement Project (**Figure 1**)

The streets within the proposed mill and overlay are bituminous surfaced roadways with concrete curb and gutter. The streets identified for mill and overlay exhibit cracks within the bituminous wearing surface; however, the concrete curb and gutter is generally in adequate condition with minor settlements present.

F. PATHS

D: Lakeland Avenue Path (**Figure 3**)

The existing walkway for Lakeland Avenue from Trunk Highway 12 to Civic Center Drive NE consists of intermittent segments of five-foot wide concrete walk. The existing sidewalk is located on the west side from Trunk Highway 12 the railroad crossing, and then starts on the east side of Lakeland Drive from Lower Trentwood Circle to Civic Center Drive NE. On-street bicycle trails exist on the east and west roadway shoulders of Lakeland Drive; however, due to safety concerns, Council has requested the feasibility of constructing a separate bituminous path along Lakeland Drive from Trunk Highway 12 to Civic Center Drive be investigated.

G. SEAL COAT

E: Seal Coat Improvements (**Figure 1**)

Several streets have been identified to be crack sealed and seal coated in 2026 as part of the City's preventative street maintenance plan. The pavement on these streets is in overall good condition with some surface cracks present.

The streets identified for crack seal and seal coat in 2026 include 2nd Street SE, 9th Street SE, Bernard Street SE, Anthony Street SE, Ferring Street SE, 13th Street SE, 14th Street SE, 15th Street SE, 16th Street SE, 11th Avenue SE, Ella Avenue NW, and Elizabeth Avenue SE. The streets identified for crack sealing only include 21st Street SE, 23rd Street SE, 24th Street SE, 25th Street SE, Cambridge Lane, Oxford Drive SE, 3rd Avenue SE, 4th Avenue SE, 5th Avenue SE, 6th Avenue SE, 7th Avenue SE, 8th Avenue SE, 9th Avenue SE, 10th Avenue SE, and 19th Avenue SE/Lakeland Drive SE.

H. BRIDGE MAINTENANCE

F: 1st Street/Business Highway 71 Maintenance Project (*Figure 1*)

The 1st Street/Business Highway 71 Bridge has been identified as requiring maintenance. The structure consists of a concrete deck. A concrete barrier lines the east edge, while the west side features a sidewalk and a concrete barrier with a metal railing. Although the bridge remains in generally good condition, routine maintenance is needed to address several emerging deficiencies.

I. STORM SEWER MAINTENANCE

G: Trunk Storm Sewer Cleaning Project (*Figure 1*)

The trunk storm sewer along Willmar Avenue SE, from the outfall at 5th Street SE to 7th Street SW near Kennedy Elementary and north to Rice Avenue, has been scheduled for cleaning due to significant sand and sediment buildup that is restricting flow and reducing stormwater conveyance capacity.

J. STORMWATER CAPITAL IMPROVEMENTS

H: 2026 Stormwater Capital Improvement Project (*Figure 1*)

Several storm sewer improvements have been identified for construction in 2026 as part of the City's Storm Sewer Capital Improvement Plan. The existing conditions are described as follows:

1. 23rd Street SE & 8th Avenue SE (*Figure 11*)

Storm sewers near 23rd Street SE and 8th Avenue SE discharge a significant amount of debris and sediment into downstream flared end sections, requiring annual maintenance. These flared end sections are located within Valley Golf Course and have limited access, making maintenance challenging while also necessitating protection of the course grounds.

2. Gorton Avenue NW (*Figure 12*)

Shallow storm sewer under Gorton Avenue, east of the 1st Street/Business Highway 71 bridge, is causing heaving of the roadway due to differential movement of the adjacent soils.

3. High Avenue NE (*Figure 13*)

Property owners along High Avenue NE have raised concerns regarding stormwater drainage behind their lots and potential property damage. Staff reviewed the area and determined that the storm sewer surcharges during heavy rain events, causing water to flow across private properties.

III. PROPOSED IMPROVEMENTS

A. SANITARY SEWER IMPROVEMENTS

The proposed sanitary sewer improvements are shown on *Figures 5 and 8*. The sanitary sewer mains are proposed to be removed and replaced with new 8-inch, 12-inch, 15-inch, and 21-inch PVC piping. Sanitary sewer services are planned to be removed and replaced with 4-inch PVC service pipe from the new main to the right of way line. The improvements will also include new precast concrete manholes. Newer pipe and manholes that have been recently installed and are in good condition will remain in place wherever possible. The new

sanitary sewer system is planned to be constructed in the same general location where it currently exists, except that the parallel mains on the south side of 4th Street will be evaluated during design and will be consolidated to one main if feasible.

B. WATERMAIN IMPROVEMENTS

The proposed watermain improvements are shown on **Figures 6 and 9**. The proposed watermain improvements include replacing the deteriorating watermain with new 8-inch, 10-inch, and 12-inch PVC pipe, along with new valves and hydrants. Water services will be removed and replaced from the new main to the right-of-way, where new curb stops will be installed. The watermain will be replaced in the same general locations where it currently exists.

C. STORM SEWER IMPROVEMENTS

The proposed storm sewer improvements are shown on **Figures 7 and 10**. New RCP storm sewer is planned to extend throughout the project areas. Catch basins are planned at most intersections to improve the drainage. The storm sewer will be replaced close to the same locations that it currently exists, and additional storm sewer has been proposed to reduce the amount of overland drainage. Drainage improvements will continue to be investigated during design and will be incorporated into the project as feasible.

The 4-foot wide by 3-foot tall concrete box storm sewer located on 4th Street SW between Robbins Avenue and Willmar Avenue is proposed to be replaced with 36-inch RCP.

As part of the *Central Willmar Drainage Improvement Feasibility Study*, prepared in April of 2025, surcharge basins were recommended to reduce flooding and improve storm sewer rate control. One proposed basin is located on the Minnegasco property adjacent to the park at the north end of 16th Street, which would also help alleviate flooding at the 16th Street and Trott Avenue intersection. The potential construction of a stormwater treatment pond next to the park will be evaluated during design, with improvements implemented as feasible.

D. STREET IMPROVEMENTS

The proposed street improvements are shown on **Figure 1**. The existing street surface and base material will be removed and excavated in order to install new utilities. Most streets are planned to be reconstructed to a similar alignment and grade as the existing streets. The proposed street reconstruction improvements consist of constructing new urban sections that include bituminous surface and concrete curb and gutter. A map of the proposed street widths are identified on **Figure 2** and the proposed typical sections are shown on **Figure 14**. Aggregate base, granular sub-base, and edge drain will be constructed under all reconstructed streets. Sidewalk is planned to be replaced in the same locations where it currently exists shown on **Figures 3 and 4**. Concrete aprons are planned at all driveways. Driveway replacement beyond the concrete apron will be concrete, bituminous, or gravel to match the existing driveway material. Private sidewalks encountered will be replaced as necessary to construct the improvements. Boulevard trees will be removed as necessary to construct the new streets. Boulevards will be graded as necessary to facilitate drainage and restored with topsoil and seed.

E. OVERLAY IMPROVEMENTS

The streets identified for overlay are shown on **Figure 1**. The construction on the streets identified for mill and overlay will include grinding and removing the top course of bituminous pavement from the existing street surface and paving a new course of

bituminous pavement in its place.

In the areas identified for overlay, where curb and gutter exists, it will remain in-place except in isolated locations it may be replaced to create positive drainage to the existing drainage system and in areas where the curb and gutter show signs of deterioration or damage. Similarly, existing sidewalk will remain in-place except it may be replaced in areas that show signs of deterioration, damage, or non-compliance with the Americans with Disabilities Act (ADA) requirements.

The typical overlay street sections are shown on **Figure 14**.

F. PATH IMPROVEMENTS

D: Lakeland Avenue Path (**Figure 3**)

The City has successfully obtained grant funding for the construction of a bituminous path along Lakeland Drive from Trunk Highway 12 to Civic Center Drive. The path would replace the existing concrete sidewalk and connect the existing path at Trunk Highway 12 and the existing path at Civic Center Drive. New ADA compliant concrete pedestrian ramps would be constructed at all street crossings. The path improvements are shown on **Figures 1 and 3**. The typical path section is shown on **Figure 14**.

G. SEAL COAT IMPROVEMENTS

The seal coat improvements areas are shown on **Figure 1**. The seal coat improvements will consist of routing and sealing surface cracks and installing a spray-application of bituminous seal coat material with a fine aggregate. Excess aggregate is then swept up and is followed by the installation of a final spray application of bituminous fog seal material to seal the aggregate in place, provide a smoother ride, and minimize tracking and aggregate discharge onto adjacent yards and driveways. This treatment extends the pavement surface life by minimizing the effects of the sun and weather on the existing bituminous material and re-establishing a wearing surface with a desired level of friction. This approach will not prevent ultimate pavement failure due to age or poor sub-grade conditions. The life expectancy of a seal coat is approximately five to seven years, but often times it is extended eight to ten years.

H. BRIDGE MAINTENANCE

F: 1st Street/Business Highway 71 Maintenance Project (Figure 1)

The 1st Street/Business 71 bridge maintenance will consist of end treatment improvements, sealing cracks, and repairing joints.

I. STORM SEWER MAINTENANCE

G: Trunk Storm Sewer Cleaning Project (**Figure 1**)

The cleaning of the trunk storm sewer will consist of removing the sand and sediment deposits from the pipe and structures along the pipe network identified. This will restore flow and conveyance capacity of the system.

J. STORMWATER CAPITAL IMPROVEMENTS

H: 2026 Stormwater Capital Improvement Project (**Figure 1**)

The improvements identified for construction in 2026 as part of the City's Storm Sewer Capital Improvement Plan are described as follows:

1. 23rd Street SE & 8th Avenue SE Hydrodynamic Separator Improvements (**Figure 11**)

To address debris and sediment buildup in the storm sewers near 23rd Street SE and 8th Avenue SE, Hydrodynamic Separator (HDS) structures are proposed upstream of the flared end sections. These units effectively capture sand and debris and will require semi-annual to annual cleaning. Located within street rights-of-way, the HDS structures will be easily accessible for routine maintenance by Public Works Staff.

2. Gorton Avenue Storm Sewer Improvements (**Figure 12**)

To address the heaved roadway, staff reviewed several options and identified the most cost-effective solution: replacing the street surfacing, curb and gutter, and base material over the storm sewer, and installing polystyrene insulation between the street base material and storm sewer pipe. This approach has been successfully used in similar cases to reduce differential movement between soils and shallow utilities.

3. High Avenue Backyard Drainage Improvements (**Figure 13**)

To address drainage concerns, staff evaluated multiple options and identified the most cost-effective solution: constructing a swale and berm. The swale will direct surcharged water north to High Avenue, while the berm will prevent runoff from crossing private properties.

K. LOW SALT

In the interest of reducing the use of chloride based deicing salts during winter maintenance, low salt design considerations and techniques will be evaluated and implemented into the design where feasible.

IV. PERMITS

The following permits will need to be acquired during final design prior to construction:

1. Minnesota Department of Health (MDH) – Watermain Replacement
2. National Pollutant Discharge Elimination System (NPDES) – Construction Stormwater
3. Kandiyohi County – Work within a County Highway Right-Of-Way
4. MnDOT – Utility Accommodation on Trunk Highway Right-of-Way

V. ESTIMATED COSTS

A preliminary quantity and cost estimates for the project areas are included in **Appendix A**. The costs identified are based on the present value of projects similar in nature and are subject to change. A contingency factor has been included to account for construction items not included and variances in unit prices. Also included are estimated engineering, administration, and legal costs. The following tables summarize the estimated project costs.

Table 1: Estimated Project Costs - 2026	
Project	Estimated Costs
A: 4 th Street SW Improvement Project	\$ 5,846,500
B: 16 th Street SW Improvement Project	\$ 3,072,200
C: Mill & Overlay Improvement Project	\$ 1,366,200
D: Path Improvement Project	\$ 1,637,200
E: 2026 Seal Coat Improvement Project	\$ 428,500
F: 1 st Street/Business 71 Bridge Maintenance	\$ 200,000
G: Trunk Storm Sewer Cleaning	\$ 810,000
H: 2026 Stormwater Capital Improvements	\$ 165,900
Total	\$ 13,526,500

Table 2: Cost Summary - 2026	
Item	Total
Street Reconstruction	\$ 4,339,200
Storm Sewer	\$ 1,329,800
Sanitary Sewer	\$ 1,651,700
Watermain	\$ 1,598,000
Overlay	\$ 1,366,200
Paths	\$ 1,637,200
Seal Coat	\$ 428,500
Bridge Maintenance	\$ 200,000
Storm Sewer Cleaning	\$ 810,000
Stormwater Improvements	\$ 165,900
Total	\$ 13,526,500

Table 3: Cost Summary By Project - 2026

Project	A	B	C	D	E	F	G	H	Total
Street Recon	\$2,733,900	\$1,605,300							\$4,339,200
Storm Sewer	\$917,900	\$411,900							\$1,329,800
Sanitary Sewer	\$1,211,600	\$440,100							\$1,651,700
Watermain	\$983,100	\$614,900							\$1,598,000
Overlay			\$1,366,200						\$1,366,200
Paths				\$1,637,200					\$1,637,200
Seal Coat					\$428,500				\$428,500
Bridge Maintenance						\$200,000			\$200,000
Storm Sewer Cleaning							\$810,000		\$810,000
Stormwater Improvements								\$165,900	\$165,900
Total	\$5,846,500	\$3,072,200	\$1,366,200	\$1,637,200	\$428,500	\$200,000	\$810,000	\$165,900	\$13,526,500

VI. FUNDING

The project costs will be assessed to the benefitting properties and will follow the Minnesota State Statute Chapter 429 process. The tables below summarize the potential funding sources:

Table 4: Funding Sources - 2026							
Project	Assessments	State Aid Participation	Grant	MUC	Waste Water	LOST	City
A	\$775,700			\$819,200	\$1,211,600		\$3,040,000
B	\$591,700			\$512,400	\$440,100	\$130,800	\$1,397,200
C	\$451,100	\$840,000					\$75,100
D			\$1,100,000				\$537,200
E							\$428,500
F		\$160,000					\$40,000
G						\$810,000	
H						\$165,900	
Subtotal	\$1,818,500	\$1,000,000	\$1,100,000	\$1,331,600	\$1,651,700	\$1,106,700	\$5,518,000
2026 Total	\$13,526,500						

VII. CONCLUSION & IMPLEMENTATION SCHEDULE

A. CONCLUSION

The proposed improvements are necessary, cost-effective, and feasible from an engineering perspective. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, they be constructed as proposed and the City Council call for a Public Improvement Hearing. Of the improvement project areas, City Staff recommends that the projects be prioritized as shown in the table below:

Table 5: Prioritization of 2026 Projects		
Priority	Project	Estimated Costs
1	C: Mill & Overlay Improvement Project	\$1,366,200
2	A: 4 th Street SW Improvement Project	\$5,846,500
3	B: 16 th Street SW Improvement Project	\$3,072,200
4	D: Path Improvement Project	\$1,637,200
5	E: 2026 Seal Coat Improvement Project	\$428,500
6	F: 1 st Street/Business 71 Bridge Maintenance	\$200,000
7	G: Trunk Storm Sewer Maintenance	\$810,000
8	H: 2026 Stormwater Capital Improvements	\$165,900
Total		\$13,526,500

B. IMPLEMENTATION SCHEDULE

A summary of the proposed schedule is identified below:

Table 6: Proposed Implementation Schedule – 2026 Projects	
Item	Completion Date
Present Preliminary Engineering Report	September 15, 2025
Open House	October 1, 2025
Conduct Public Improvement Hearing & Order Plans and Specifications	October 6, 2025
Approve Plans and Specifications & Authorize Advertisement for Bid	February 2026
Bid Opening	March 2026
Accept Bids & Award Contract	April 2026
Assessment Hearing / Adopt Final Assessment Roll	August 2026
Construction	May 2026 – October 2026

Appendix A: Preliminary Cost Estimates

ENGINEER'S ESTIMATE

4TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



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Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
Street & Restoration					
1	MOBILIZATION	0.47	LS	\$370,000.00	\$173,019.00
2	CLEARING	107	TREE	\$350.00	\$37,450.00
3	GRUBBING	107	TREE	\$350.00	\$37,450.00
4	SALVAGE SIGN	20	EA	\$50.00	\$1,000.00
5	REMOVE CURB AND GUTTER	6,750	LF	\$5.00	\$33,750.00
6	REMOVE BITUMINOUS PAVEMENT	20,900	SY	\$4.00	\$83,600.00
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	704	SY	\$15.00	\$10,560.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	572	SY	\$10.00	\$5,720.00
9	REMOVE CONCRETE WALK	4,125	SY	\$8.00	\$33,000.00
10	COMMON EXCAVATION (P)	9,880	CY	\$19.00	\$187,720.00
11	MUCK EXCAVATION (LV)	965	CY	\$22.00	\$21,230.00
12	SELECT GRANULAR BORROW (CV)	4,940	CY	\$29.00	\$143,260.00
13	GEOTEXTILE FABRIC TYPE V	14,820	SY	\$3.00	\$44,460.00
14	AGGREGATE BASE (CV) CLASS 5	3,625	CY	\$40.00	\$145,000.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1,145	TON	\$100.00	\$114,500.00
16	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	1,905	TON	\$95.00	\$180,975.00
17	4" CONCRETE WALK	31,317	SF	\$7.00	\$219,219.00
18	6" CONCRETE WALK (PEDESTRIAN RAMPS)	5,280	SF	\$15.00	\$79,200.00
19	TRUNCATED DOMES	320	SF	\$80.00	\$25,600.00
20	CONCRETE CURB & GUTTER DESIGN B618	6,750	LF	\$24.00	\$162,000.00
21	BITUMINOUS DRIVEWAY PAVEMENT	110	SY	\$70.00	\$7,700.00
22	6" CONCRETE DRIVEWAY PAVEMENT	1,394	SY	\$75.00	\$104,521.00
23	8" CONCRETE DRIVEWAY PAVEMENT	220	SY	\$90.00	\$19,800.00
24	6" EDGE DRAIN	6,750	LF	\$16.00	\$108,000.00
25	6" DRAIN CLEANOUT	16	EA	\$450.00	\$7,200.00
26	FURNISH & INSTALL SIGN	29	EA	\$450.00	\$13,050.00
27	TRAFFIC CONTROL	1	LS	\$15,000.00	\$15,000.00
28	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00
29	STORM DRAIN INLET PROTECTION	50	EA	\$225.00	\$11,250.00
30	STRIP, SALVAGE, SCREEN, & RESPREAD EXISTING TOPSOIL	1	LS	\$10,000.00	\$10,000.00
31	COMMON TOPSOIL BORROW (LV)	2,235	CY	\$32.00	\$71,520.00
32	TURF ESTABLISHMENT	9,570	SY	\$5.00	\$47,850.00
33	LANDSCAPING ALLOWANCE	1	LS	\$10,000.00	\$10,000.00

SUBTOTAL STREET & RESTORATION: \$2,169,700.00

5% CONTINGENCY: \$108,500.00

TOTAL ESTIMATED CONSTRUCTION COST: \$2,278,200.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$455,700.00

TOTAL ESTIMATED STREET & RESTORATION COST: \$2,733,900.00

ENGINEER'S ESTIMATE

4TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
Storm Sewer					
1	MOBILIZATION	0.16	LS	\$370,000.00	\$58,092.00
34	REMOVE STORM SEWER PIPE (12" & LARGER)	4,387	LF	\$11.00	\$48,257.00
35	REMOVE STORM MANHOLE OR CATCH BASIN	36	EA	\$265.00	\$9,540.00
36	CONNECT TO EXISTING STORM SEWER	10	EA	\$1,060.00	\$10,600.00
37	15" RC PIPE SEWER CLASS V	410	LF	\$68.00	\$27,880.00
38	18" RC PIPE SEWER CLASS III	430	LF	\$76.00	\$32,680.00
39	24" RC PIPE SEWER CLASS III	840	LF	\$96.00	\$80,640.00
40	30" RC PIPE SEWER CLASS III	840	LF	\$131.00	\$110,040.00
41	36" RC PIPE SEWER CLASS III	680	LF	\$172.00	\$116,960.00
42	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	96.00	LF	\$504.00	\$48,384.00
43	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	36.00	LF	\$715.00	\$25,740.00
44	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	72.00	LF	\$950.00	\$68,400.00
45	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4020	24.00	LF	\$1,670.00	\$40,080.00
46	CASTING ASSEMBLY (STORM)	36	EA	\$900.00	\$32,400.00
47	INTERIOR LINING OF CATCH BASIN RINGS	24	EA	\$636.00	\$15,264.00
48	ADJUST FRAME AND RING CASTING (STORM)	12	EA	\$292.00	\$3,504.00
SUBTOTAL STORM SEWER:					\$728,500.00
5% CONTINGENCY:					36400
TOTAL ESTIMATED CONSTRUCTION COST:					\$764,900.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$153,000.00
TOTAL ESTIMATED STORM SEWER COST:					\$917,900.00
Sanitary Sewer					
1	MOBILIZATION	0.21	LS	\$370,000.00	\$76,673.00
49	REMOVE SANITARY SEWER	3,800	LF	\$5.00	\$19,000.00
50	REMOVE SANITARY MANHOLE	13	EA	\$400.00	\$5,200.00
51	CONNECT TO EXISTING SANITARY SEWER	9	EA	\$1,250.00	\$11,250.00
52	8"x4" PVC WYE, SDR 26	20	EA	\$875.00	\$17,500.00
53	12"x4" PVC WYE, SDR 26	9	EA	\$2,225.00	\$20,025.00
54	15"x4" PVC WYE, SDR 26	23	EA	\$3,375.00	\$77,625.00
55	21"x4" PVC WYE, SDR 26	23	EA	\$4,500.00	\$103,500.00
56	4" PVC SANITARY SERVICE PIPE, SDR 26	3,000	LF	\$50.00	\$150,000.00
57	8" PVC PIPE SEWER, SDR 35	1,300	LF	\$60.00	\$78,000.00
58	12" PVC PIPE SEWER, SDR 35	830	LF	\$90.00	\$74,700.00
59	15" PVC PIPE SEWER, SDR 35	850	LF	\$105.00	\$89,250.00
60	21" PVC PIPE SEWER, SDR 35	880	LF	\$160.00	\$140,800.00
61	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	117.00	LF	\$530.00	\$62,010.00
62	CASTING ASSEMBLY (SANITARY)	13	EA	\$875.00	\$11,375.00
63	ADJUST FRAME AND RING CASTING (SANITARY)	13	EA	\$350.00	\$4,550.00
64	SANITARY SEWER BYPASS	1	LS	\$20,000.00	\$20,000.00

ENGINEER'S ESTIMATE

4TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
SUBTOTAL SANITARY SEWER:					<u>\$961,500.00</u>
5% CONTINGENCY:					<u>\$48,100.00</u>
TOTAL ESTIMATED CONSTRUCTION COST:					<u>\$1,009,600.00</u>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					<u>\$202,000.00</u>
TOTAL ESTIMATED SANITARY SEWER COST:					<u><u>\$1,211,600.00</u></u>
Watermain					
1	MOBILIZATION	0.17	LS	\$370,000.00	<u>\$62,216.00</u>
65	REMOVE WATERMAIN	3,630	LF	\$3.00	<u>\$10,890.00</u>
66	REMOVE HYDRANT	7	EA	\$265.00	<u>\$1,855.00</u>
67	TEMPORARY WATER SERVICE	1	LS	\$20,000.00	<u>\$20,000.00</u>
68	CONNECT TO EXISTING WATERMAIN	8	EA	\$2,075.00	<u>\$16,600.00</u>
69	HYDRANT	7	EA	\$6,360.00	<u>\$44,520.00</u>
70	6" GATE VALVE AND BOX	7	EA	\$2,370.00	<u>\$16,590.00</u>
71	8" GATE VALVE AND BOX	9	EA	\$3,200.00	<u>\$28,800.00</u>
72	12" GATE VALVE AND BOX	8	EA	\$5,650.00	<u>\$45,200.00</u>
73	1" CORPORATION STOP & SADDLE	75	EA	\$530.00	<u>\$39,750.00</u>
74	1" CURB STOP & BOX	75	EA	\$954.00	<u>\$71,550.00</u>
75	1" PE WATER SERVICE PIPE	3,000	LF	\$36.00	<u>\$108,000.00</u>
76	6" C900 PVC WATERMAIN	250	LF	\$60.00	<u>\$15,000.00</u>
77	8" C900 PVC WATERMAIN	2,000	LF	\$65.00	<u>\$130,000.00</u>
78	10" C900 PVC WATERMAIN	10	LF	\$79.00	<u>\$790.00</u>
79	12" C900 PVC WATERMAIN	1,400	LF	\$95.00	<u>\$133,000.00</u>
80	WATERMAIN FITTINGS	2,000	LB	\$15.00	<u>\$30,000.00</u>
81	ADJUST VALVE BOX	17	EA	\$318.00	<u>\$5,406.00</u>
SUBTOTAL WATERMAINSEWER:					<u>\$780,200.00</u>
5% CONTINGENCY:					<u>\$39,000.00</u>
TOTAL ESTIMATED CONSTRUCTION COST:					<u>\$819,200.00</u>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					<u>\$163,900.00</u>
TOTAL ESTIMATED WATERMAIN COST:					<u><u>\$983,100.00</u></u>
SUBTOTAL:					<u>\$4,639,900.00</u>
5% CONTINGENCY:					<u>\$232,000.00</u>
TOTAL ESTIMATED CONSTRUCTION COST:					<u>\$4,871,900.00</u>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					<u>\$974,600.00</u>
TOTAL ESTIMATED PROJECT COST:					<u><u>\$5,846,500.00</u></u>

ENGINEER'S ESTIMATE

16TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



**BOLTON
& MENK**

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Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
Street & Restoration					
1	MOBILIZATION	0.52	LS	\$200,000.00	\$104,515.00
2	CLEARING	56	TREE	\$292.00	\$16,352.00
3	GRUBBING	56	TREE	\$197.00	\$11,032.00
4	SALVAGE MAILBOX	41	EA	\$80.00	\$3,280.00
5	SALVAGE SIGN	10	EA	\$32.00	\$320.00
6	REMOVE CURB AND GUTTER	4,865	LF	\$3.55	\$17,276.00
7	REMOVE BITUMINOUS STREET PAVEMENT	10,736	SY	\$4.00	\$42,944.00
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	1,397	SY	\$12.50	\$17,463.00
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	176	SY	\$9.00	\$1,584.00
10	REMOVE CONCRETE WALK	88	SY	\$7.50	\$660.00
11	COMMON LABORER	10	HOURL	\$53.00	\$530.00
12	DOZER	5	HOURL	\$190.00	\$950.00
13	12 CU YD TRUCK	5	HOURL	\$133.00	\$665.00
14	3 CU YD FRONT END LOADER	5	HOURL	\$143.00	\$715.00
15	3 CU YD BACKHOE	5	HOURL	\$196.00	\$980.00
16	SKID LOADER	5	HOURL	\$117.00	\$585.00
17	1.5 CU YD BACKHOE	5	HOURL	\$127.00	\$635.00
18	STREET SWEEPER	10	HOURL	\$164.00	\$1,640.00
19	COMMON EXCAVATION (P)	7,740	CY	\$19.00	\$147,060.00
20	SUBGRADE EXCAVATION (P)	3,719	CY	\$15.00	\$55,785.00
21	MUCK EXCAVATION (LV)	693	CY	\$15.00	\$10,395.00
22	SELECT GRANULAR BORROW (CV)	3,719	CY	\$29.00	\$107,851.00
23	GEOTEXTILE FABRIC TYPE V	11,158	SY	\$1.50	\$16,737.00
24	AGGREGATE BASE (CV) CLASS 5	2,727	CY	\$39.50	\$107,717.00
25	TYPE SP 9.5 WEARING COURSE MIX (2,B)	881	TON	\$88.00	\$77,528.00
26	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	1,468	TON	\$83.00	\$121,844.00
27	AGGREGATE SURFACING - DRIVEWAY RESTORATION	51	SY	\$11.00	\$561.00
28	4" CONCRETE WALK	167	SF	\$6.50	\$1,086.00
29	CONCRETE CURB & GUTTER DESIGN B618	4,850	LF	\$20.50	\$99,425.00
30	BITUMINOUS DRIVEWAY PAVEMENT	115	SY	\$69.00	\$7,935.00
31	TEMPORARY BITUMINOUS RAMPING	324	LF	\$6.25	\$2,025.00
32	6" CONCRETE DRIVEWAY PAVEMENT	944	SY	\$75.00	\$70,795.00
33	6" EDGE DRAIN	4,674	LF	\$15.00	\$70,110.00
34	6" DRAIN CLEANOUT	16	EA	\$355.00	\$5,680.00
35	SUMP PUMP DRAINLINE SERVICE	49	EA	\$270.00	\$13,230.00
36	REINSTALL MAILBOX	41	EA	\$133.00	\$5,453.00
37	FURNISH & INSTALL SIGN, STREET SIGN	4	EA	\$424.00	\$1,696.00
38	FURNISH & INSTALL SIGN, TYPE C	36	SF	\$71.00	\$2,556.00
39	TRAFFIC CONTROL	1	LS	\$10,000.00	\$10,000.00
40	TEMPORARY MAILBOX	1	LS	\$4,350.00	\$4,350.00
41	STORM DRAIN INLET PROTECTION	27	EA	\$112.00	\$3,024.00
42	SEDIMENT CONTROL LOG, TYPE STRAW	145	LF	\$4.00	\$580.00
43	SILT FENCE, TYPE MS	385	LF	\$5.00	\$1,925.00
44	SCREENED COMMON TOPSOIL BORROW (LV)	2,391	CY	\$32.00	\$76,512.00
45	STABILIZED CONSTRUCTION ENTRANCE	2	EA	\$265.00	\$530.00
46	TEMPORARY HYDROMULCH	1,853	SY	\$1.50	\$2,780.00

9/9/2025, 3:56 PM

Engineer's Estimate
Bolton & Menk, Inc.

Page 1 of 3

ENGINEER'S ESTIMATE

16TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
47	SEED & FERTILIZER HYRAULIC MATRIX	5,558	SY	\$3.00	\$16,674.00
48	LANDSCAPING ALLOWANCE	1	LS	\$10,000.00	\$10,000.00
SUBTOTAL STREET & RESTORATION:					\$1,274,000.00
5% CONTINGENCY:					\$63,700.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$1,337,700.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$267,600.00
TOTAL ESTIMATED STREET & RESTORATION COST:					\$1,605,300.00

Storm Sewer

1	MOBILIZATION	0.13	LS	\$200,000.00	\$26,816.00
49	REMOVE STORM SEWER PIPE (12" & LARGER)	1,073	LF	\$11.00	\$11,803.00
50	REMOVE STORM MANHOLE OR CATCH BASIN	15	EA	\$265.00	\$3,975.00
51	COMMON EXCAVATION (P) - POND GRADING	3,220	CY	\$20.00	\$64,400.00
52	CONNECT TO EXISTING STORM SEWER	6	EA	\$1,060.00	\$6,360.00
53	12" RC PIPE SEWER CLASS V	367	LF	\$60.00	\$22,020.00
54	15" RC PIPE SEWER CLASS V	1,195	LF	\$68.00	\$81,260.00
55	18" RC PIPE SEWER CLASS III	200	LF	\$76.00	\$15,200.00
56	18" RC PIPE APRON W/ TRASH GUARD	1	EA	\$3,000.00	\$3,000.00
57	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	60.66	LF	\$504.00	\$30,573.00
58	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	18.24	LF	\$715.00	\$13,042.00
59	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	6.70	LF	\$610.00	\$4,087.00
60	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	3.70	LF	\$949.00	\$3,511.00
61	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4022	4.45	LF	\$1,082.00	\$4,815.00
62	CONSTRUCT OUTLET CONTROL STRUCTURE	1	EA	\$8,500.00	\$8,500.00
63	CASTING ASSEMBLY (STORM MANHOLE)	3	EA	\$848.00	\$2,544.00
64	CASTING ASSEMBLY (STORM CATCH BASIN)	15	EA	\$970.00	\$14,550.00
65	INTERIOR LINING OF CATCH BASIN RINGS	15	EA	\$636.00	\$9,540.00
66	ADJUST FRAME AND RING CASTING (STORM)	3	EA	\$292.00	\$876.00
SUBTOTAL STORM SEWER:					\$326,900.00
5% CONTINGENCY:					\$16,300.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$343,200.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$68,700.00
TOTAL ESTIMATED STORM SEWER COST:					\$411,900.00

Sanitary Sewer

1	MOBILIZATION	0.14	LS	\$200,000.00	\$28,640.00
66	REMOVE SANITARY MANHOLE	7	EA	\$371.00	\$2,597.00
67	CONNECT TO EXISTING SANITARY SEWER	5	EA	\$1,250.00	\$6,250.00
68	8"x4" PVC WYE, SDR 26	50	EA	\$875.00	\$43,750.00
69	4" PVC SANITARY SERVICE PIPE, SDR 26	1,500	LF	\$50.00	\$75,000.00
70	8" PVC PIPE SEWER, SDR 35	2,311	LF	\$59.00	\$136,349.00
71	10" PVC PIPE SEWER, SDR 36	95	LF	\$77.00	\$7,315.00

ENGINEER'S ESTIMATE

16TH STREET SW IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
72	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	58.56	LF	\$530.00	\$31,037.00
73	CASTING ASSEMBLY (SANITARY)	7	EA	\$875.00	\$6,125.00
74	ADJUST FRAME AND RING CASTING (SANITARY)	7	EA	\$292.00	\$2,044.00
75	SANITARY SEWER BYPASS	1	LS	\$10,000.00	\$10,000.00
SUBTOTAL SANITARY SEWER:					\$349,200.00
5% CONTINGENCY:					\$17,500.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$366,700.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$73,400.00
TOTAL ESTIMATED SANITARY SEWER COST:					\$440,100.00
Watermain					
1	MOBILIZATION	0.20	LS	\$200,000.00	\$40,029.00
76	REMOVE WATERMAIN	2,703	LF	\$2.50	\$6,758.00
77	REMOVE HYDRANT	5	EA	\$265.00	\$1,325.00
78	TEMPORARY WATER SERVICE	1	LS	\$20,000.00	\$20,000.00
79	CONNECT TO EXISTING WATERMAIN	6	EA	\$2,075.00	\$12,450.00
80	HYDRANT	5	EA	\$6,360.00	\$31,800.00
81	6" GATE VALVE AND BOX	5	EA	\$2,370.00	\$11,850.00
82	8" GATE VALVE AND BOX	5	EA	\$3,200.00	\$16,000.00
83	10" GATE VALVE AND BOX	2	EA	\$4,425.00	\$8,850.00
84	12" GATE VALVE AND BOX	2	EA	\$5,650.00	\$11,300.00
85	1" CORPORATION STOP & SADDLE	50	EA	\$530.00	\$26,500.00
86	1" CURB STOP & BOX	50	EA	\$954.00	\$47,700.00
87	1" PE WATER SERVICE PIPE	1,500	LF	\$36.00	\$54,000.00
88	6" C900 PVC WATERMAIN	68	LF	\$53.00	\$3,604.00
89	8" C900 PVC WATERMAIN	2,426	LF	\$60.00	\$145,560.00
90	10" C900 PVC WATERMAIN	107	LF	\$79.00	\$8,453.00
91	12" C900 PVC WATERMAIN	107	LF	\$95.00	\$10,165.00
92	WATERMAIN FITTINGS	1,915	LB	\$15.00	\$28,725.00
93	ADJUST VALVE BOX	9	EA	\$318.00	\$2,862.00
SUBTOTAL WATERMAIN:					\$488,000.00
5% CONTINGENCY:					\$24,400.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$512,400.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$102,500.00
TOTAL ESTIMATED WATERMAIN COST:					\$614,900.00
SUBTOTAL:					\$2,438,100.00
5% CONTINGENCY:					\$121,900.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$2,560,000.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$512,200.00
TOTAL ESTIMATED PROJECT COST:					\$3,072,200.00

ENGINEER'S ESTIMATE

2026 MILL & OVERLAY IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
Street & Restoration					
1	MOBILIZATION	1	LS	\$70,000.00	\$70,000.00
2	REMOVE CURB AND GUTTER	910	LF	\$8.50	\$7,735.00
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	660	SY	\$26.50	\$17,490.00
4	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	220	SY	\$11.50	\$2,530.00
5	REMOVE BITUMINOUS STREET PAVEMENT	4,051	SY	\$11.50	\$46,588.00
6	MILL BITUMINOUS SURFACE	33,699	SY	\$3.00	\$101,098.00
7	TYPE SP 9.5 WEARING COURSE MIX (2,B)	5,236	TON	\$80.00	\$418,884.00
8	BITUMINOUS STREET PATCH	4,051	SY	\$56.50	\$228,891.00
9	CONCRETE DRIVEWAY PATCH	660	SY	\$114.50	\$75,570.00
10	BITUMINOUS DRIVEWAY PATCH	220	SY	\$50.00	\$11,000.00
11	CONCRETE CURB & GUTTER DESIGN B618	455	LF	\$25.00	\$11,375.00
12	CONCRETE SURMOUNTABLE CURB	455	LF	\$25.00	\$11,375.00
13	6" CONCRETE WALK (PEDESTRIAN RAMPS)	1,600	SF	\$12.00	\$19,200.00
14	TRUNCATED DOMES	80	SF	\$109.00	\$8,720.00
15	ADJUST FRAME & RING CASTING	37	EA	\$505.00	\$18,685.00
16	REPLACE FRAME & RING CASTING	3	EA	\$1,872.00	\$5,616.00
17	INTERIOR LINING OF CATCH BASIN RINGS	24	EA	\$510.00	\$12,240.00
18	ADJUST VALVE BOX	8	EA	\$260.00	\$2,080.00
19	REPLACE VALVE BOX	2	EA	\$520.00	\$1,040.00
20	4" SOLID LINE MULTI COMP (WHITE)	8,075	LF	\$2.25	\$18,169.00
21	4" SOLID LINE MULTI COMP (YELLOW)	1,460	LF	\$4.25	\$6,205.00
22	4" BROKEN LINE MULTI COMP (YELLOW)	1,250	LF	\$5.25	\$6,563.00
23	24" SOLID LINE MULTI COMP (WHITE)	24	LF	\$12.50	\$300.00
24	PAVEMENT MESSAGE MULTI COMP (WHITE)	16	SF	\$15.50	\$248.00
25	CROSSWALK MULTI COMP (WHITE)	160	SF	\$10.50	\$1,680.00
26	TRAFFIC CONTROL	1	LS	\$20,000.00	\$20,000.00
27	STORM DRAIN INLET PROTECTION	33	EA	\$104.00	\$3,432.00
28	COMMON TOPSOIL BORROW (LV)	60	CY	\$60.00	\$3,600.00
29	TURF ESTABLISHMENT	470	SY	\$2.25	\$1,058.00
SUBTOTAL STREET & RESTORATION:					\$1,131,400.00
5% CONTINGENCY:					\$56,600.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$1,188,000.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$178,200.00
TOTAL ESTIMATED PROJECT COST:					\$1,366,200.00

ENGINEER'S ESTIMATE

LAKELAND DRIVE PATH IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
Street & Restoration					
1	MOBILIZATION	1	LS	\$55,000.00	\$55,000.00
2	SALVAGE SIGN	21	EA	\$75.00	\$1,575.00
3	REMOVE CURB AND GUTTER	3,400	LF	\$7.00	\$23,800.00
4	REMOVE BITUMINOUS PAVEMENT	5,826	SY	\$15.00	\$87,397.00
5	REMOVE CONCRETE DRIVEWAY PAVEMENT	243	SY	\$12.00	\$2,911.00
6	REMOVE CONCRETE WALK	1,082	SY	\$8.00	\$8,652.00
7	RELOCATE STORM SEWER PIPE	60	LF	\$100.00	\$6,000.00
8	RELOCATE STORM SEWER CATCH BASIN	2	EA	\$2,000.00	\$4,000.00
9	REMOVE PAVEMENT MARKINGS	10,706	LF	\$0.50	\$5,353.00
10	COMMON EXCAVATION (P)	2,695	CY	\$18.00	\$48,510.00
11	MUCK EXCAVATION (EV)	547	CY	\$22.00	\$12,034.00
12	AGGREGATE BASE (CV) CLASS 5	2,280	CY	\$38.00	\$86,640.00
13	TYPE SP 9.5 WEARING COURSE MIX (2,B) - TRAIL	1,185	TON	\$120.00	\$142,200.00
14	BITUMINOUS STREET PATCH	5,826	SY	\$47.00	\$273,843.00
15	6" CONCRETE WALK (PEDESTRIAN RAMPS)	2,550	SF	\$15.00	\$38,257.00
16	TRUNCATED DOMES	170	SF	\$85.00	\$14,450.00
17	CONCRETE CURB & GUTTER DESIGN B618	5,070	LF	\$25.00	\$126,750.00
18	7" CONCRETE VALLEY GUTTER	50	LF	\$40.00	\$2,000.00
19	8" CONCRETE DRIVEWAY PAVEMENT	433	SY	\$90.00	\$38,934.00
20	12" RC PIPE SEWER CLASS V	240	LF	\$75.00	\$18,000.00
21	12" RC PIPE APRON W/ TRASH GUARD	8	EA	\$2,500.00	\$20,000.00
22	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	40.00	LF	\$504.00	\$20,160.00
23	CASTING ASSEMBLY (STORM)	8	EA	\$1,500.00	\$12,000.00
24	FURNISH & INSTALL SIGN	21	EA	\$350.00	\$7,350.00
25	TRAFFIC CONTROL	1	LS	\$30,000.00	\$30,000.00
26	4-INCH STRIPE (DOUBLE YELLOW)	1,230	LF	\$1.50	\$1,845.00
27	4-INCH STRIPE (BROKEN YELLOW)	4,210	LF	\$1.00	\$4,210.00
28	4-INCH STRIPE (WHITE)	10,408	LF	\$1.00	\$10,408.00
29	24-INCH STOP BAR	62	LF	\$11.00	\$682.00
30	PAVEMENT MESSAGE - RAILROAD CROSSING	2	EA	\$1,500.00	\$3,000.00
31	PAVEMENT MESSAGE - CROSSWALK	600	SF	\$11.00	\$6,600.00
32	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00
33	STORM DRAIN INLET PROTECTION	13	EA	\$200.00	\$2,600.00
34	COMMON TOPSOIL BORROW (LV)	310	CY	\$38.00	\$11,780.00
35	TURF ESTABLISHMENT	2,780	SY	\$2.50	\$6,950.00

SUBTOTAL STREET & RESTORATION: **\$1,138,900.00**

15% CONTINGENCY: **\$170,800.00**

TOTAL ESTIMATED CONSTRUCTION COST: \$1,309,700.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: **\$327,500.00**

TOTAL ESTIMATED PROJECT COST: \$1,637,200.00

ENGINEER'S ESTIMATE

2026 SEAL COAT IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
1	BITUMINOUS MATERIAL FOR FOG SEAL (CSS-1h)	(1)(3)	7,370	GAL	\$3.00	\$22,100.00
2	BITUMINOUS MATERIAL FOR SEALCOAT (CRS-2P)	(2)(3)	20,700	GAL	\$2.20	\$45,500.00
3	BITUMINOUS SEALCOAT		57,820	SY	\$1.90	\$109,900.00
4	CRACK ROUTE & SEAL		94,490	LF	\$1.70	\$160,600.00
5	4-INCH STRIPE (BROKEN YELLOW)		630	LF	\$0.75	\$500.00
6	4-INCH STRIPE (WHITE)		160	LF	\$0.75	\$100.00

NOTES:

- (1) QUANTITY CALCULATED AT 0.12 GAL / SQ YD
- (2) QUANTITY CALCULATED AT 0.34 GAL / SQ YD
- (3) CONTRACTOR SHALL DETERMINE APPROPRIATE APPLICATION RATES

SUBTOTAL: \$338,700.00

10% CONTINGENCY: \$33,900.00

TOTAL ESTIMATED CONSTRUCTION COST: \$372,600.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$55,900.00

TOTAL ESTIMATED PROJECT COST: \$428,500.00

ENGINEER'S ESTIMATE

1ST STREET/BUSINESS 71 HIGHWAY BRIDGE MAINTENANCE
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	MnDOT Spec No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
1	2021.501	MOBILIZATION	1	LS	\$15,450.00	\$15,450.00
2	2104.618	REMOVE AND REPLACE BITUMINOUS PAVEMENT	0	SF	\$31.00	\$0.00
3	2302.503	JOINT REPAIR (TYPE A2)	130	LF	\$15.50	\$2,015.00
4	2302.518	PARTIAL DEPTH REPAIR (TYPE BA)	25	SF	\$180.25	\$4,506.00
5	2433.506	SEAL CRACKS WITH EPOXY BY CHASE METHOD	300	LF	\$15.00	\$4,501.00
6	2433.603	RECONSTRUCT EXPANSION JOINT TYPE SPECIAL	260	LF	\$360.00	\$93,600.00
7	2473.503	EXPANSION JOINT DEVICES	9	LF	\$412.00	\$3,708.00
8	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	145	LF	\$56.00	\$8,120.00
9	2554.503	TRAFFIC BARRIER DESIGN TRANS TYPE 31	25	LF	\$128.00	\$3,200.00
10	2563.601	TRAFFIC CONTROL	1	LS	\$10,300.00	\$10,300.00
SUBTOTAL:						\$145,400.00
10% CONTINGENCY:						\$14,600.00
TOTAL ESTIMATED CONSTRUCTION COST:						\$160,000.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:						\$40,000.00
TOTAL ESTIMATED PROJECT COST:						\$200,000.00

ENGINEER'S ESTIMATE

2026 STORM SEWER CAPITAL IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
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23RD STREET SE & 8TH AVENUE SE HYDRODYNAMIC SEPARATOR IMPROVEMENTS

1	MOBILIZATION	1	LS	\$10,000.00	\$10,000.00
2	REMOVE BITUMINOUS STREET PAVEMENT	12	SY	\$15.00	\$200.00
3	REMOVE CURB & GUTTER	20	LF	\$15.00	\$300.00
4	REMOVE CONCRETE DRIVEWAY PAVEMENT	23	SY	\$15.00	\$300.00
5	BITUMINOUS STREET PATCH	12	SY	\$100.00	\$1,200.00
6	CONCRETE DRIVEWAY PATCH	23	SY	\$150.00	\$3,500.00
7	CONCRETE CURB & GUTTER	20	LF	\$50.00	\$1,000.00
8	MODEL 450i STORMSCEPTOR	1	EA	\$17,850.00	\$17,900.00
9	MODEL 1800 STORMSCEPTOR	1	EA	\$32,850.00	\$32,900.00
10	COMMON TOPSOIL BORROW (LV)	20	CY	\$45.00	\$900.00
11	TURF ESTABLISHMENT	100	SY	\$10.00	\$1,000.00

SUBTOTAL: **\$69,200.00**

10% CONTINGENCY: **\$6,900.00**

TOTAL ESTIMATED CONSTRUCTION COST: \$76,100.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: **\$19,100.00**

TOTAL ESTIMATED COST: \$95,200.00

GORTON AVENUE NW STORM SEWER IMPROVEMENTS

1	MOBILIZATION	1	LS	\$2,000.00	\$2,000.00
12	REMOVE BITUMINOUS STREET PAVEMENT	45	SY	\$4.00	\$200.00
13	REMOVE CURB AND GUTTER	20	LF	\$15.00	\$300.00
14	COMMON EXCAVATION (P)	6	CY	\$20.00	\$100.00
15	SUBGRADE EXCAVATION (EV)	5	CY	\$15.00	\$100.00
16	SELECT GRANULAR BORROW (CV)	5	CY	\$25.00	\$100.00
17	AGGREGATE BASE CLASS 5 (CV)	3	CY	\$16.00	\$48.00
18	TYPE SP 9.5 WEARING COURSE MIX (2,B)	10	TON	\$100.00	\$1,000.00
19	TYPE SP 12.5 NON-WEARING COURSE MIX (2,B)	10	TON	\$95.00	\$1,000.00
20	CONCRETE CURB & GUTTER DESIGN B618	20	LF	\$25.00	\$500.00
21	4" INSULATION	45	SY	\$50.00	\$2,300.00
22	REMOVE AND REPLACE CASTING AND RINGS	2	EA	\$900.00	\$1,800.00
23	TRAFFIC CONTROL	1	LS	\$1,000.00	\$1,000.00
24	STORM DRAIN INLET PROTECTION	3	EA	\$175.00	\$500.00
25	SILT FENCE, TYPE MS	40	LF	\$6.00	\$200.00
26	COMMON TOPSOIL BORROW (LV)	2	CY	\$45.00	\$100.00
27	FERTILIZER TYPE 3	2	LB	\$5.00	\$10.00
28	SEEDING	17	SY	\$2.00	\$34.00
29	EROSION CONTROL BLANKET CATEGORY 30	17	SY	\$3.00	\$100.00
30	SEED MIXTURE 25-131	2	LB	\$15.00	\$30.00

SUBTOTAL: **\$11,400.00**

10% CONTINGENCY: **\$1,100.00**

TOTAL ESTIMATED CONSTRUCTION COST: \$12,500.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: **\$4,400.00**

TOTAL ESTIMATED COST: \$16,900.00

ENGINEER'S ESTIMATE

2026 STORM SEWER CAPITAL IMPROVEMENT PROJECT
CITY OF WILLMAR, MN
BMI PROJECT NO. 25X.139942



Real People. Real Solutions.

Date: SEPTEMBER 2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
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HIGH AVENUE NE BACKYARD DRAINAGE IMPROVEMENTS

1	MOBILIZATION	1	LF	\$5,000.00	\$5,000.00
2	CLEARING & GRUBBING	0.17	ACRE	\$15,000.00	\$2,600.00
3	REMOVE CURB & GUTTER	20	LF	\$25.00	\$500.00
4	COMMON EXCAVATION (P)	167	CY	\$20.00	\$3,300.00
5	COMMON EMBANKMENT (P)	230	CY	\$30.00	\$6,900.00
6	CONCRETE CURB & GUTTER DESIGN - KNOCKDOWN	20	LF	\$150.00	\$3,000.00
7	SILT FENCE, TYPE MS	380	LF	\$6.00	\$2,300.00
8	COMMON TOPSOIL BORROW (LV)	247	CY	\$45.00	\$11,100.00
9	TURF ESTABLISHMENT	2,222	SY	\$2.00	\$4,400.00

SUBTOTAL: **\$39,100.00**

10% CONTINGENCY: **\$3,900.00**

TOTAL ESTIMATED CONSTRUCTION COST: \$43,000.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: **\$10,800.00**

TOTAL ESTIMATED COST: \$53,800.00

SUBTOTAL: **\$119,700.00**

5% CONTINGENCY: **\$11,900.00**

TOTAL ESTIMATED CONSTRUCTION COST: \$131,600.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: **\$34,300.00**

TOTAL ESTIMATED PROJECT COST: \$165,900.00

Appendix B: Figures (Under Separate Cover)

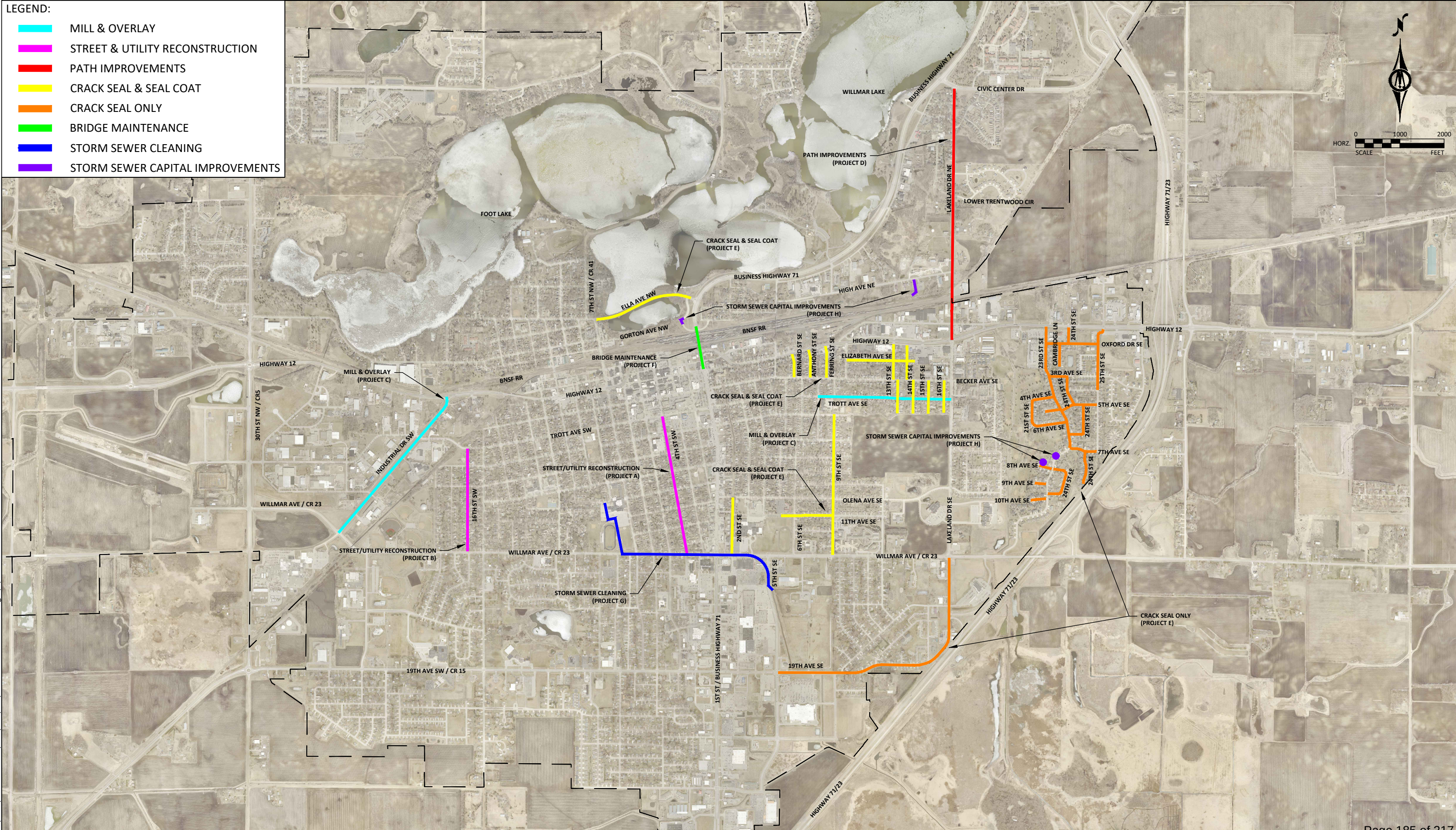
2026 Construction Projects

Preliminary Engineering Report

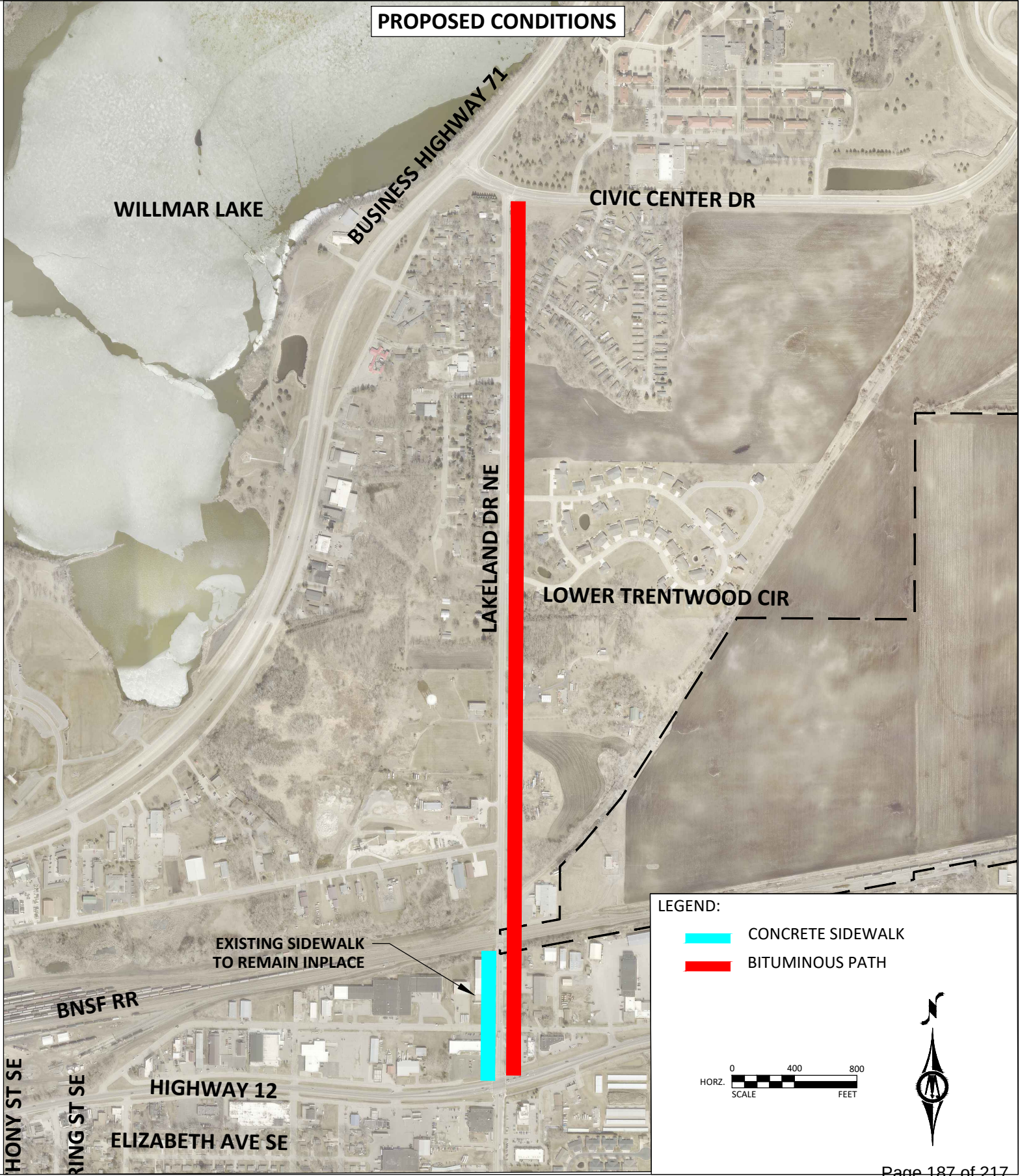
City of Willmar

Appendix B: Figures

Submitted by:
Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201
P: 320-231-3956
F: 320-231-9710

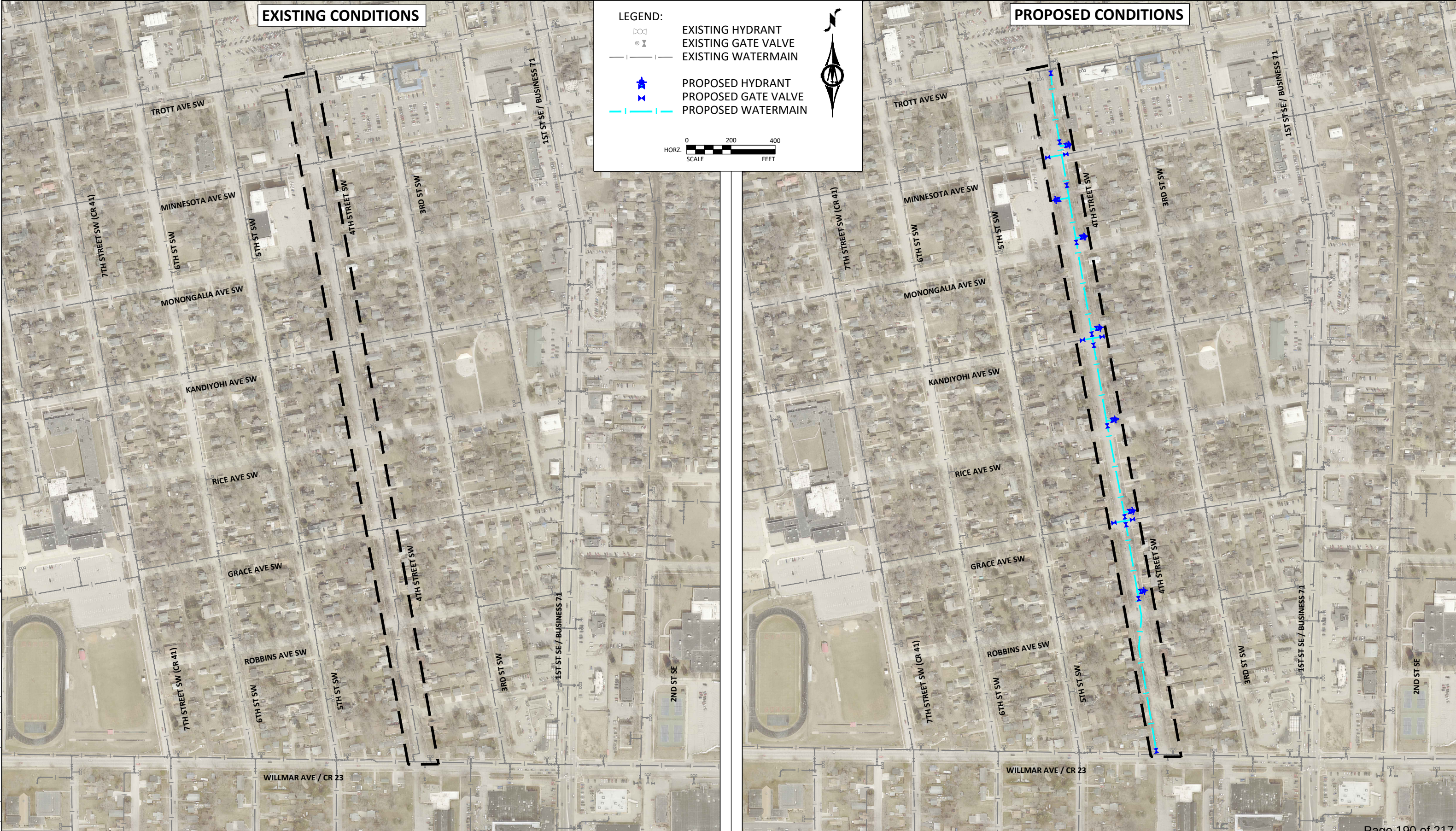






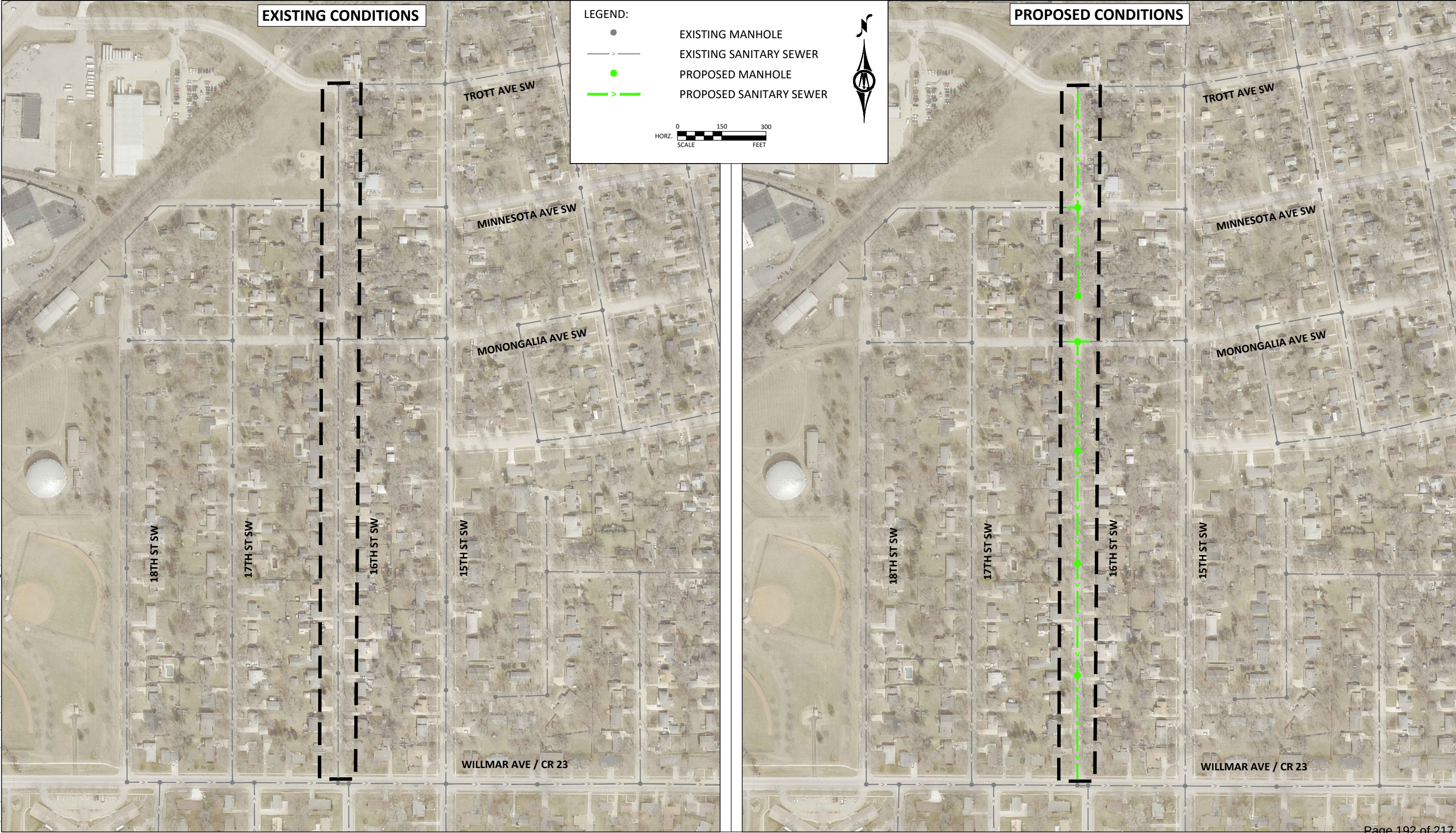


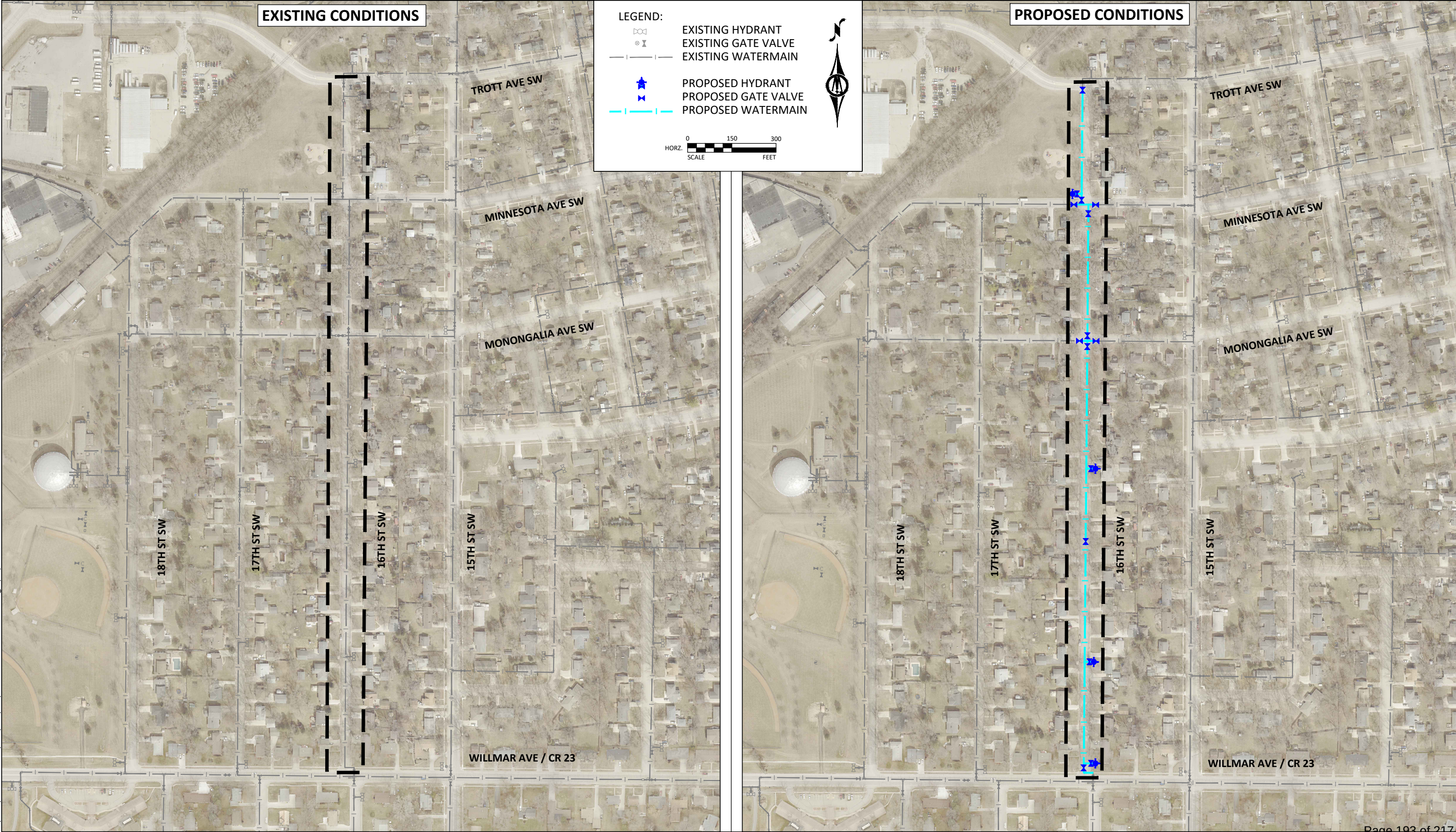


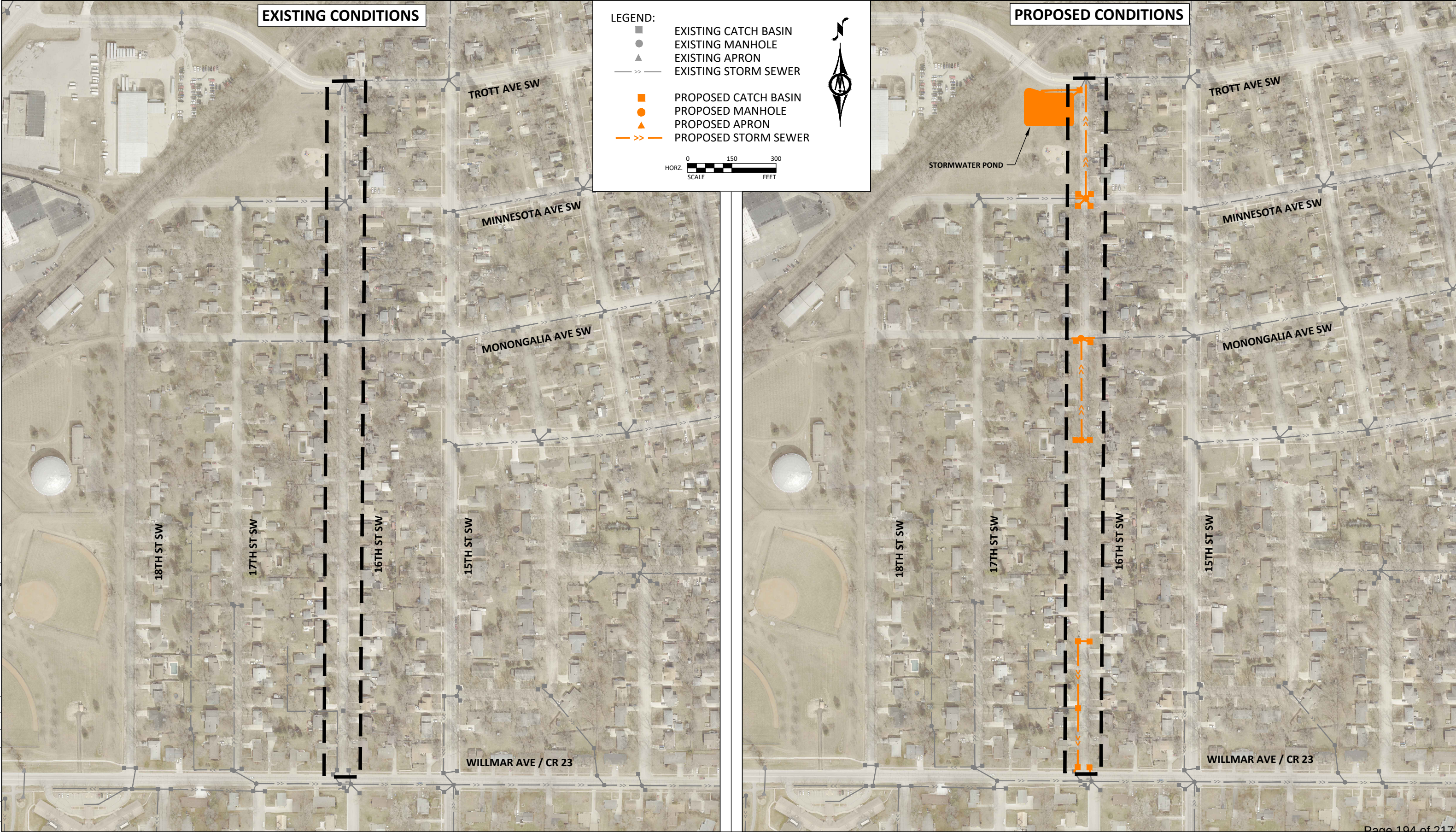


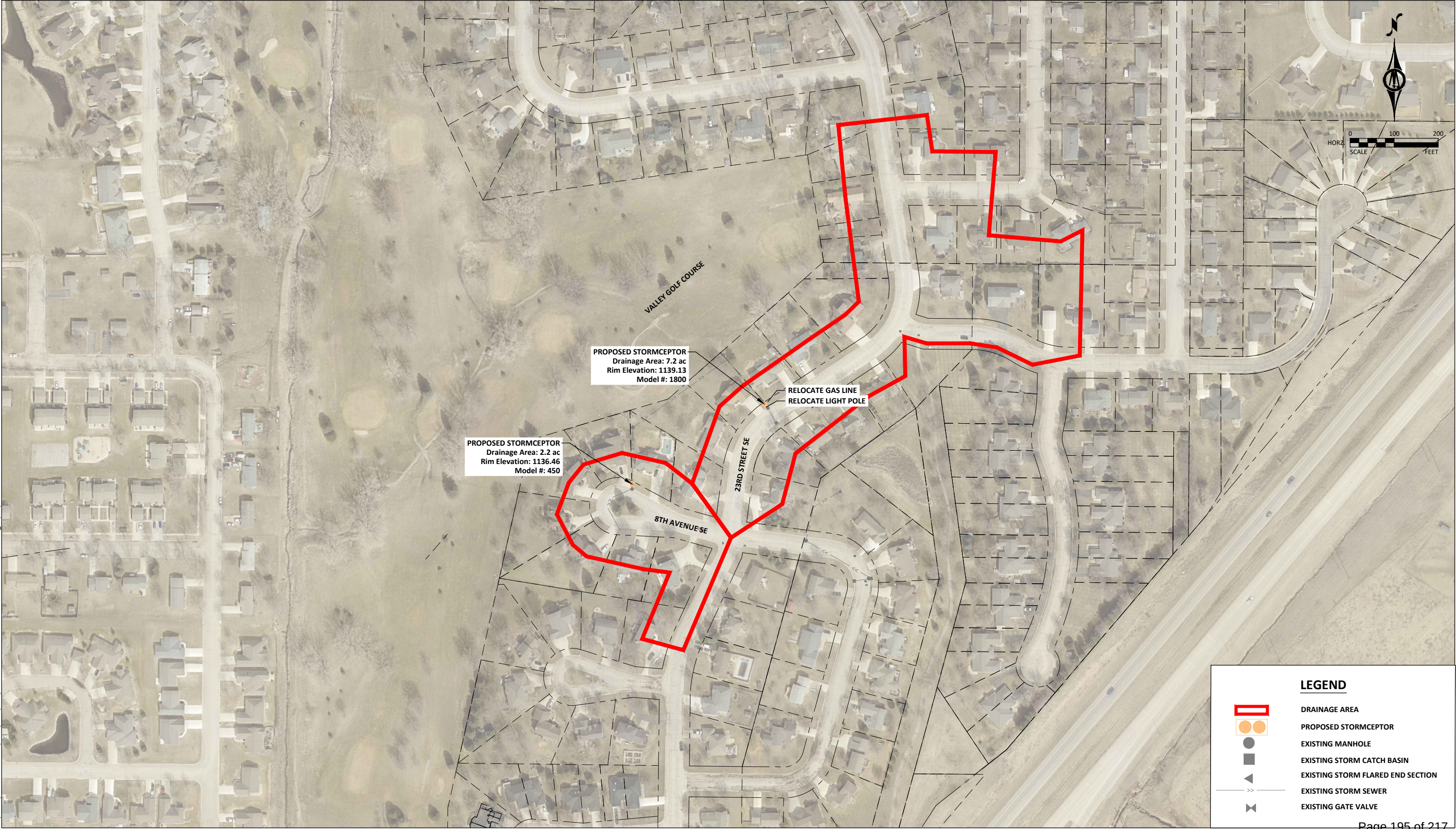
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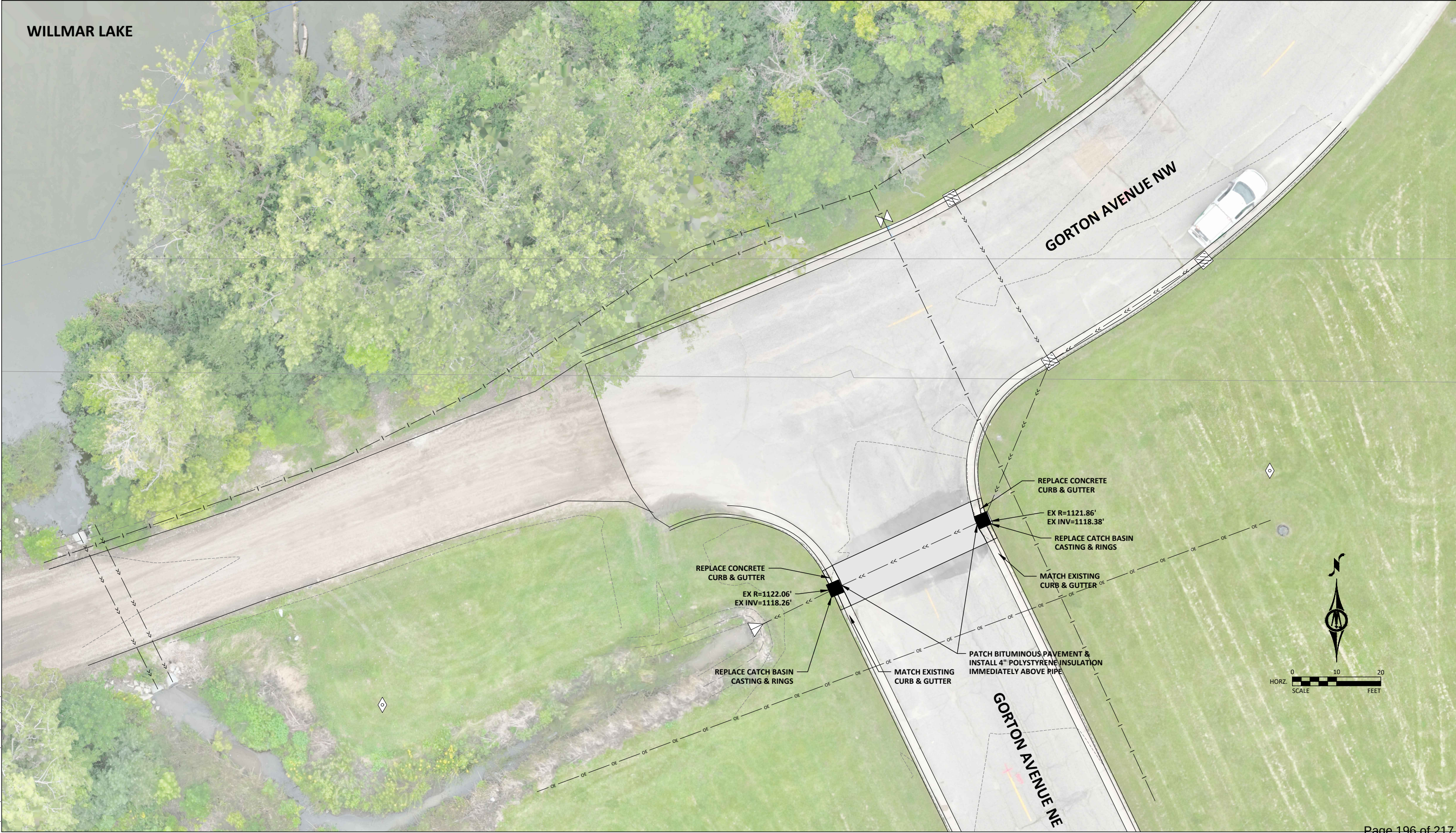




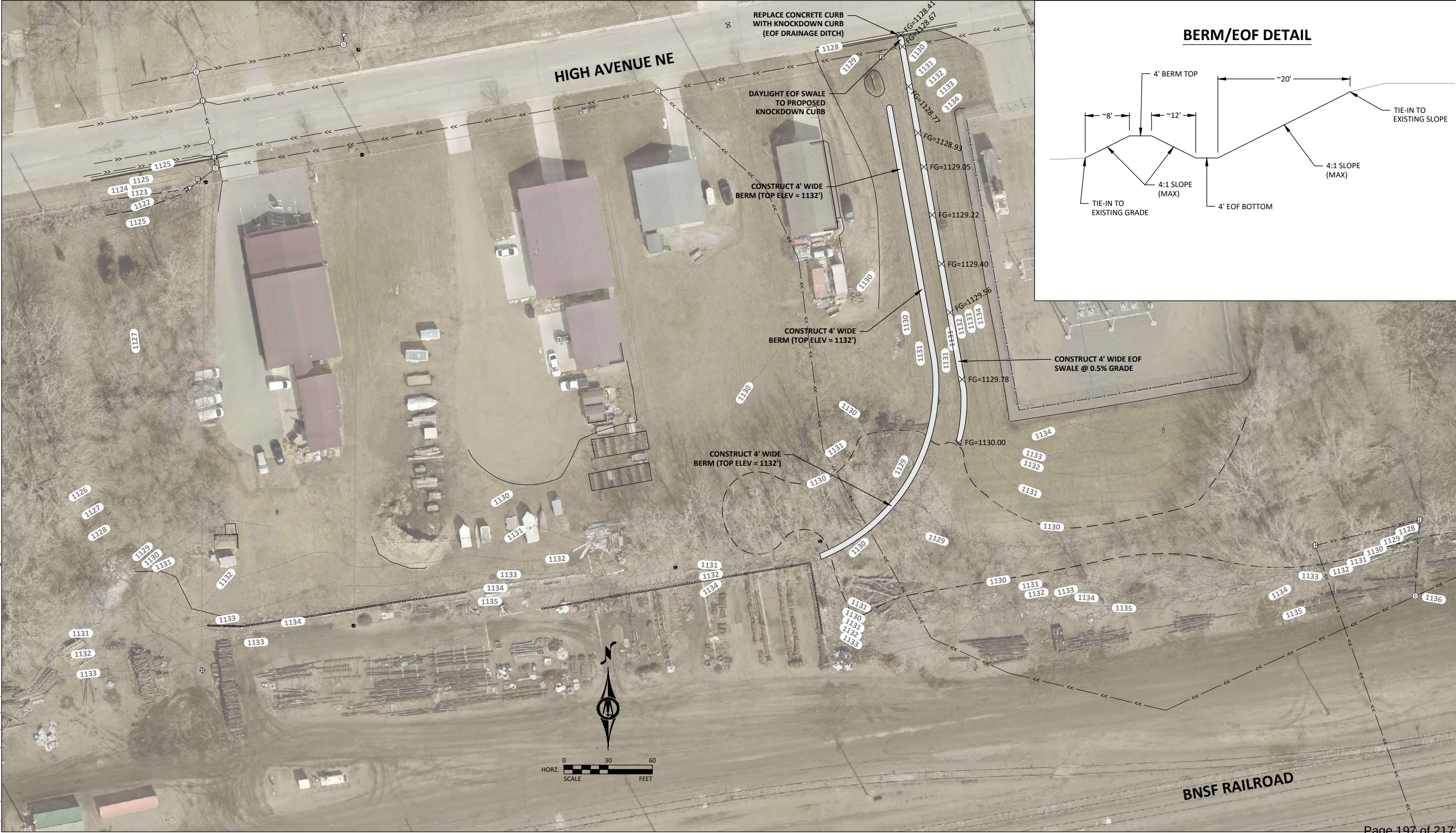




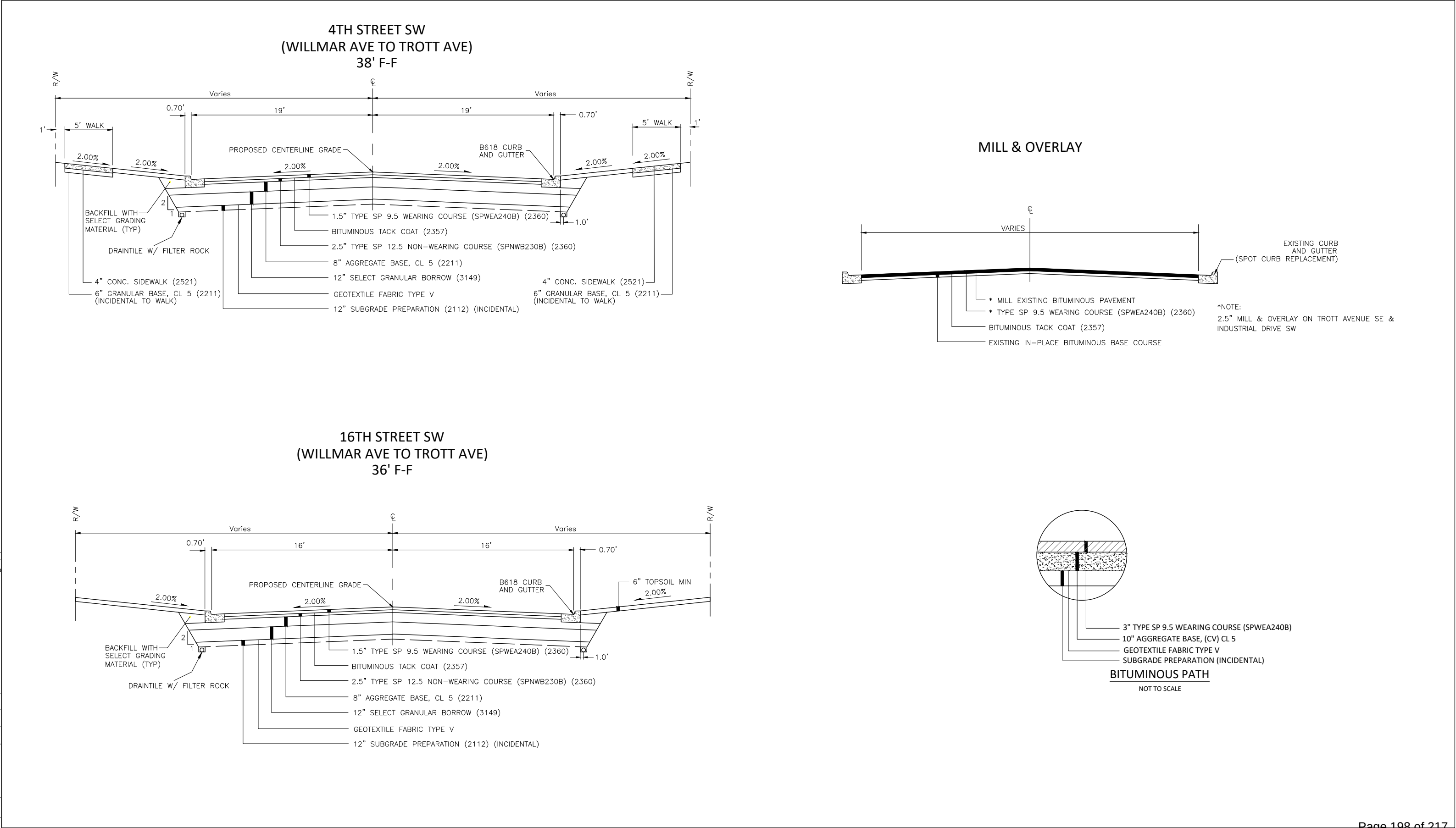
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City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Justin DeLeeuw, Public Works Director
Item:	Public Works Roofing Project		

RECOMMENDED ACTION:

Adopt a Resolution accepting the proposal from The Jamar Company for the replacement of the public works roof in the amount of \$507,125.

OVERVIEW:

The City has received a proposal from The Jamar Company for the replacement of the public works roof. This proposal was received through Gordian's Cooperative Job Order Contracting (JOC), also known as ezIQC®, which is available to Willmar through Sourcewell's cooperative purchasing network. Under the cooperative purchasing network, this process has been and is considered a publicly bid process.

Within the scope of work, emergency repair will be completed by The Jamar Company in 2025, with the remainder of the project being completed in the spring of 2026.

Previously, the City Council had set aside funds from the sale of the Redwood Falls medical building to cover the cost of this project.

BUDGETARY/FISCAL ISSUES:

\$507,125.00

ALTERNATIVES TO CONSIDER:

Reject the proposal

ATTACHMENTS:

1. Resolution The Jamar Company
2. City of Willmar - Public Works Department Re-Roof - Work Order
3. 2025 Gordian ezIQC State Sheet - MN Sourcewell

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO AN AGREEMENT
WITH THE JAMAR COMPANY**

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into an agreement with The Jamar Company for the Public Works Roofing project in the amount of \$507,125.

Dated this 15th day of September, 2025

MAYOR

Attest:

CITY CLERK

Work Order Signature Document**Sourcewell EZIQC Contract No.: MN-R5-R-040622-JMR**☒**New Work Order****Modify an Existing Work Order**

Work Order Number: 147343.00

Work Order Date: 09/09/2025

Owner PO No:

Work Order Title: City of Willmar - Public Works Department Re-Roof 2025

Owner Name: City of Willmar

Contractor Name: The Jamar Company

Contact: Leslie Valiant

Contact: Gavin Tugana

Phone: 320-235-4913

Phone: (651) 421-4826

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No MN-R5-R-040622-JMR.

Brief Work Order Description:**Time of Performance***See Schedule Section of the Detailed Scope of Work***Duration****Liquidated Damages**

Will apply:



Will not apply:

**Work Order Firm Fixed Price: \$507,125.00**

Owner Purchase Order Number:

Approvals_____
Owner_____
Date_____
Contractor_____
Date

Detailed Scope of Work

To: Gavin Tugana
The Jamar Company
No Data Input
No Data Input,
(651) 421-4826

From: Leslie Valiant
City of Willmar
333 6th St SW
Willmar, MN 56201
320-235-4913

Date Printed: September 09, 2025

Work Order Number: 147343.00

Owner PO No:

Work Order Title: City of Willmar - Public Works Department Re-Roof 2025

Brief Scope:

☐

Preliminary

☐

Revised

☒

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached Scope of Work Document

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: September 09, 2025

Re: IQC Master Contract #: MN-R5-R-040622-JMR
Work Order #: 147343.00
Owner PO #:
Title: City of Willmar - Public Works Department Re-Roof 2025
Contractor: The Jamar Company
Proposal Value: \$507,125.00

No Category Input	\$507,125.00
Proposal Total	\$507,125.00

Contractor's Price Proposal - Detail

Date: September 09, 2025

Re: IQC Master Contract #: MN-R5-R-040622-JMR
 Work Order #: 147343.00
 Owner PO #:
 Title: City of Willmar - Public Works Department Re-Roof 2025
 Contractor: The Jamar Company
 Proposal Value: \$507,125.00

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
No Category Input					
1	01 22 23 00 1002		MO	20 To 25 Ton Lift, Truck Mounted Hydraulic Crane With Full-Time Operator	\$37,418.74
			Installation	Quantity 1.00 x Unit Price 25,368.64 x Factor 1.4750 = Total 37,418.74	
2	01 22 23 00 1002 0037		MOD	For Equipment Without Operator, Deduct	-\$25,185.86
			Installation	Quantity 1.00 x Unit Price -17,075.16 x Factor 1.4750 = Total -25,185.86	
3	01 74 19 00 0015		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$24,517.33
			Installation	Quantity 24.00 x Unit Price 692.58 x Factor 1.4750 = Total 24,517.33	
4	07 01 50 19 0003		SQ	Removal Of Gravel Ballast From Roof, Vacuum And Disposal	\$51,111.12
			Installation	Quantity 259.00 x Unit Price 133.79 x Factor 1.4750 = Total 51,111.12	
5	07 01 50 81 0009		SF	>50 To 100 SF Roof Repair, Membrane Roofing	\$1,531.40
			Installation	Quantity 64.25 x Unit Price 16.16 x Factor 1.4750 = Total 1,531.40	
6	07 05 13 00 0005		EA	>3 To 4 SQ, Mobilization Of Crew For Small Quantity Of Roof Work	\$420.24
			Installation	Quantity 1.00 x Unit Price 284.91 x Factor 1.4750 = Total 420.24	
7	07 22 16 00 0190		SF	2" Thick, R11.4, Polyisocyanurate, Roof Board Insulation, Mechanically Fastened	\$123,394.08
			Installation	Quantity 25,900.00 x Unit Price 3.23 x Factor 1.4750 = Total 123,394.08	
8	07 22 16 00 0383		SF	2" Average Thickness (11.4 Average R-Value), 1/4" Slope, Tapered Polyisocyanurate Board, Mechanically Fastened	\$37,329.30
			Installation	Quantity 5,700.00 x Unit Price 4.44 x Factor 1.4750 = Total 37,329.30	
9	07 22 16 00 0473		SF	Demolish >5" To 6" Average Thickness, Rigid Board Roofing Insulation	\$22,539.48
			Installation	Quantity 25,900.00 x Unit Price 0.59 x Factor 1.4750 = Total 22,539.48	
10	07 53 23 00 0009		SQ	60 Mil, Single Ply Ethylene Propylene Diene Monomer (EPDM) Roofing Membrane, Fully AdheredIncludes adhesive and fasteners.	\$222,777.88
			Installation	Quantity 259.00 x Unit Price 508.00 x Factor 1.4750 = Total 194,068.70	
			Demolition	Quantity 259.00 x Unit Price 75.15 x Factor 1.4750 = Total 28,709.18	
11	07 53 23 00 0021		LF	30" Wide, Ethylene Propylene Diene Monomer (EPDM) Walkway Protection PadIncludes factory installed peel and stick adhesive tape.	\$570.68
			Installation	Quantity 10.00 x Unit Price 33.41 x Factor 1.4750 = Total 492.80	
			Demolition	Quantity 10.00 x Unit Price 5.28 x Factor 1.4750 = Total 77.88	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 147343.00
Work Order Title: City of Willmar - Public Works Department Re-Roof 2025

Sect.		Item	Modifier	UOM	Description					Line Total	
Labor	Equip.	Material	(Excluded if marked with an X)								
No Category Input											
12	22	14	26	13	0052	EA	Copolymer Retrofit 5" Roof Drains, With Copolymer Dome				\$10,700.61
						Quantity		Unit Price		Factor	Total
						Installation	5.00	x	1,136.18	x	1.4750 = 8,379.33
						Demolition	5.00	x	314.75	x	1.4750 = 2,321.28
Subtotal for No Category Input											\$507,125.00
Proposal Total											\$507,125.00

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



September 3, 2025

**City of Willmar
City of Willmar Public Works
801 Industrial Dr. SW.
Willmar, MN 56201**

Attention: Leslie Valiant
Proposal: 25-A-0250
Subject: City of Willmar Public Works
Firm Price

Leslie Valiant,

We are pleased to submit our proposal for your review and consideration. This proposal includes the supply of supervision, labor, tools and equipment to complete the work scope of the subject project.

Proposal Contents:

- Technical Response
- Commercial Clarifications

Please do not hesitate to contact us with any questions or if you require any clarifications.

Best Regards,
THE JAMAR COMPANY

A handwritten signature in black ink, appearing to read "G-Tugana", with a stylized flourish at the end.

Gavin Tugana
Service Account Manager - Architectural
P: (651) 421-4826 – gavin.tugana@jamarcompany.us

Technical Response – 25-A-0250 – City of Willmar Public Works

Our proposal pricing is for the scope and schedule included in the referenced request for proposal. It is based on owner / customers' acceptance of the technical and commercial clarifications included in this proposal. Should any of these conditions change, including the schedule and award date, we reserve the right to revise the price accordingly. Pricing for additional goods and services can be supplied upon request.

Our total Firm Price estimate for this project is..... \$ 507,125.00
which breaks down as follows:

• Labor	\$ 186,666.00
• Materials	\$ 295,150.00
• Equipment.....	\$ 25,309.00

Clarifications:

- 1) Our proposal is based on a contract award on or before October 31, 2025.
- 2) Our proposal is based on working a normal 40-hour workweek, Monday through Friday, excluding Saturday, Sunday, and Holidays.
- 3) Our proposal is based on a March through May 2026 construction schedule.
- 4) Our proposal is based on **furnishing** the following:
 - a. Provide up to three days' labor for two technicians to complete emergency repairs in the fall of 2025.
 - b. Provide building permit for the below scope of work.
 - c. Remove existing ballasted EPDM roof system down to the metal roof deck and dispose of properly.
 - d. Remove all but one control joint from the roof.
 - e. Install (2) layers of 2.25" polyisocyanurate insulation system mechanically fastened to the roof deck. Install crickets tapering ¼" per foot, to direct water to primary roof drains/scuppers.
 - f. Install new dimensional lumber on top of existing at perimeter edge of roof to accommodate new cricket heights.
 - g. 60 mil non-reinforced black EPDM roof system, adhered.
 - h. Properly flash all roof penetrations, drains, curbs, and roof to wall details.
 - i. New 24-gauge pre-finished counter flashings and roof edge metal with 22-gauge galvanized keepers.
 - j. Manufacturer's 20-year total system warranty
 - k. Clean-up of project related debris upon completion
- 5) Our proposal is based on the following assumptions:
 - a. Retainage will be no more than 5% per MN Statute 337.10.
- 6) Our proposal is based on the **owner / customer furnishing** the following:

- a. Pricing is based upon material being staged in close proximity to the work area.
- 7) Our proposal is based on **excluding** the following:
- a. Our proposal does not include work with or the removal or disposal of any hazardous material. Removal and disposal of hazardous material, required to complete specified work, is a customer/owner responsibility.
 - b. Payment or performance bonds (can be provided at additional cost, if required)
 - c. Any mechanical, electrical or plumbing disconnects or reconnects.
 - d. Working under winter conditions, including but not limited to ice / snow removal (note: snow and ice removal can be performed on a time and material basis)
 - e. Wood blocking, insulation, spray foam insulation, gypsum board, steel studs, plywood or air barriers located on parapets, roof edges, curbs, control joints or roof to wall details (by others)

Commercial Clarifications – 25-A-0250 – City of Willmar Public Works

- 1) A signed authorization to proceed must be provided prior to the performance of any additional work and prior to a change in project scope or schedule. Additional work performed due to changes in the work or out-of-scope tasks may be performed on a time and materials or firm lump sum basis at the owner / customer's option.
- 2) Our proposal pricing is based on material (steel or other) prices and availability at the time of proposal. Market prices for materials are unstable due to a variety of factors. Our proposal price is based on current prices and availability of materials in effect as of the date of this proposal. If, prior to acceptance of a Contract, we determine that its schedule and/or price will be adversely affected by changing market pricing beyond our control, we reserve the right to withdraw or amend our proposal.
- 3) Our proposal is based on working under the terms of the applicable local collective bargaining agreement(s).
- 4) Our proposal includes sales tax.
- 5) Our proposal is based on reaching an equitable contract agreement with City of Willmar.
- 6) Jamar shall not, under any circumstances, be liable for damages on account of delay, including without limitation, liquidated, special or consequential damages.
- 7) To the extent specifications call for the roof assembly to meet particular wind loads or uplift pressures, Jamar relies upon the project design professional to specify appropriate materials and components, including deck construction, which will obtain the desired wind-uplift capacity. If the Owner has not retained a design professional to prepare specifications identifying the roof materials and methods of construction, Jamar will install insulation and membrane materials in a good and workmanlike manner as has been listed either by FM Global, the membrane manufacturer or others as having been tested under laboratory conditions and reported to have met the designated load and uplift pressures. Jamar makes no representation regarding wind-uplift resistance or whether the roof assembly will meet a wind-uplift test. Jamar's obligation is to install the prescribed materials in a good and workmanlike manner in accordance with the project designer's specifications or, if there is no project designer, the membrane manufacturer's printed installation instructions.
- 8) Jamar will be utilizing Sourcewell Agreement MN-R2-GC-040622-JMR with a maturity date of 04/18/2026.

- A. Payments:** Invoices are to be rendered on a progress basis for materials delivered to the jobsite and work completed through the date. Owner agrees to pay such progress billing in full. Terms of payment are net thirty (30) days from date of invoice. Owner agrees that payment to Contractor shall not be contingent upon settlement of any insurance claim of Owner. Final payment shall be in all cases due and payable within thirty (30) days after final invoice date. For special order materials, Owner agrees to pay Contractor in accordance with any special vendor payment stipulations. All invoices not paid in 30 days will be charged 1½% interest per month on the unpaid balance as well as any fees incurred resulting from collection efforts. Entitlement to payment is not dependent upon meeting criteria promulgated by FM Global, including wind-uplift testing.
- B. Default:** In case of any default by Owner, Contractor may declare the price for all unpaid installments, plus materials purchased and work performed but not invoiced, to be immediately due and payable. Default by the Owner shall consist of failure to pay any installment invoice when due, no demand necessary. A service charge will be assessed and added to the price on all payments past due and owed by the Owner under this contract at a monthly rate of 1½%, or if such rate is prohibited under applicable law, then at the maximum rate permitted under applicable law. Owner shall pay any reasonable attorney and collection fees incurred on the collection of past due accounts.
- C. Defects and Guarantees:** The Contractor agrees to make good without cost to the Owner any and all defects due to faulty workmanship for which written notice is received by Contractor within the period of one year (1) from date of substantial completion of the project.
- D. Losses:** Any loss or damage from any cause, not by the fault of the Contractor, to the materials on site or work in place shall be borne by the Owner. Owner assumes no responsibility whatsoever on account of damage to or theft of Contractor's tools and/or equipment, unless said tools and equipment are damaged or stolen by negligence of the Owner. Owner and Contractor waive claims against each other for consequential damages arising out of this Contract. Consequential damages include, but are not limited to, loss of use, income, profit, business and reputation.
- E. Changes to Scope:** Changes, alterations, and additions to the plans, specifications, schedule or scope of work described in this Contract shall be approved in writing by Contractor and Owner. For any changes to this Contract, there shall be a corresponding increase or decrease in contract price, the value of which shall be agreed upon prior to performance of said work and an equitable adjustment of time to complete, if warranted. If no agreement is reached prior to performance of additional work, and Contractor is directed by Owner to continue with said work so as to avoid delays, then price based on a time-and-material basis will be considered as accepted and payable by the Owner, and invoiced as a change to this Contract.
- F. Termination of Contract:** In the event the Contract between the Owner and the Contractor should be terminated prior to its completion, then the Owner and the Contractor agree that an equitable settlement for work performed under this agreement prior to such termination, will be handled as a Change to Scope of the Contract as provided by Paragraph E above. If no agreement is reached, through no fault of Contractor, then this Contract shall be considered in default, and shall be handled in accordance with Paragraph B.
- G. Insurance Requirements:** Contractor shall procure and maintain the following insurance limits:

Workers Compensation	Statutory Limits
Employer's Liability including "Stop Gap"	\$1,000,000 each accident
Commercial General Liability	\$2,000,000 each occurrence
	\$2,000,000 products/completed operations aggregate
	\$4,000,000 general aggregate (per project)
Commercial Automobile Liability	\$2,000,000 Bodily Injury and Property Damage
	Combined Single Limit

A certificate of insurance will be provided upon request. If insurance coverage is required above the levels listed above, they can be provided with additional premium costs paid for by the Owner, with a change to the Contract in accordance with Paragraph E.

- H. Indemnification:** The Contractor agrees to assume responsibility and liability, to the fullest extent permitted by law, for all damages or injury to all persons, whether employees or otherwise, and to all property, arising out of or resulting from, the execution of the work provided for in this Contract or occurring or resulting from the use by the Contractor, his agents or employees, of materials, equipment, instrumentalities or other property, whether the same be owned by the Contractor, the Subcontractor or third parties, but only to the extent caused by the negligent act or omission of the Contractor, and save harmless the Owner, his agents and employees from all such claims including, without limiting the generality of the foregoing, claims for which the Owner may be or may be claimed to be, liable, but only to the extent caused by the negligent act or omission of the Contractor, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph and the Contractor further agrees to obtain, maintain and pay for such general liability insurance coverage and endorsements as will insure the provision of this paragraph.
- I. Arbitration:** At Contractor's discretion, any disputes arising under this Contract shall be resolved by binding arbitration to be administered by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules in effect on the date of the Contract. The hearing shall be held in the jurisdiction of Duluth, MN.
- J. Entire Agreement:** This Contract represents the entire agreement of the parties and it supersedes all prior negotiations, representations or agreements, whether oral or written.
- K. Amendment:** This Contract may be amended only by a written instrument signed by both parties.
- L. Notice:** All notices required hereunder shall be in writing and deemed to have been given when delivered personally or one (1) business day after being sent by overnight carrier or three (3) business days after being sent by U.S. Mail. All notices should be sent to the addresses listed above, unless changed by written notice.
- M. The Jamar Company is committed to providing equal employment opportunity for all individuals. Jamar does not discriminate in employment decisions or practices.**

In Witness whereof, the Contractor and Owner signify their understanding and agreement with the terms hereof by signing below:

The Jamar Company

Signature: _____

Name: _____ x

Its: _____ x

Date: _____ x

Federal Tax ID: 41-1509431
State Tax ID: 3186956

City of Willmar

Signature: _____

Name: _____

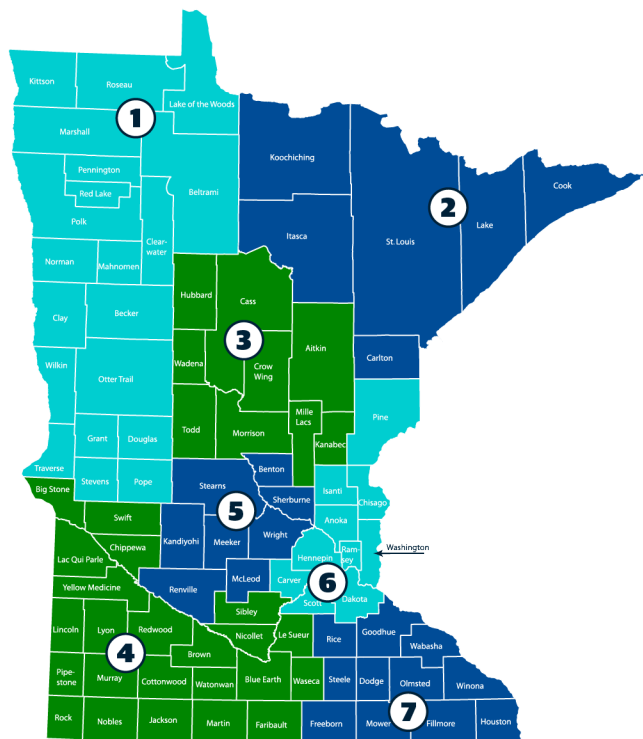
Its: _____

Date: _____

Sourcewell IDIQ Contract in Minnesota

Sourcewell's Indefinite Delivery, Indefinite Quantity (IDIQ) contract in Minnesota helps facility and infrastructure owners complete a large number of repair, maintenance, renovation and straightforward new construction projects with a single, competitively awarded contract. Unlike traditional bidding where each project is identified, designed and then put out to bid, these IDIQ contracts establish a competitively-bid fixed price up front and eliminate the need to separately bid each project. It is an easy and expedited construction sourcing option to keep in your procurement toolbox.

Contract Service Areas



1 - Red River Valley

2 - Iron Range

3 - North Central Minnesota

4 - Southwest Minnesota

5 - Central Minnesota

6 - Twin Cities/Metro Area

7 - Southeast Minnesota

General Construction

Baratto Brothers Construction, Inc.	1, 2, 3, 5, 6
Bruce Kreofsky and Sons, Inc.	7
Hy-Tec Construction	3
Iyawe and Associates	6
Kraus-Anderson Construction Company	1, 2, 3, 4, 5, 6, 7
Loeffler Construction Consulting, LLC	6
L.S. Black Constructors, LLC	6
Nor-Son Construction, LLC	1, 2, 3, 4, 5, 6, 7
RAK Construction, Inc.	1, 2, 3, 4, 5, 6, 7
RJM Construction, LLC	1, 2, 3, 4, 5, 6, 7
Solid Rock LLC	3, 5, 6
The Jamar Company	2, 3
VSI Construction, Inc.	1, 2, 3, 4, 5, 6, 7

Electrical

Design Electric, Inc.	1, 2, 3, 4, 5, 6
-----------------------	------------------

Mechanical/HVAC + Plumbing

Peterson Sheet Metal, Inc.	1, 2, 3, 4, 5, 6
The Jamar Company	2, 3

Paving

Anderson Brothers Construction	3
Bituminous Roadways, Inc.	6
Mid-Minnesota Hot Mix, Inc.	5
Northland Constructors of Duluth, Inc.	2

Roofing

McDowall Company	1, 2, 3, 4, 5, 6, 7
The Jamar Company	1, 2, 3, 4, 5, 6, 7

Sourcewell

Awarded Contract

Contract # 091620-GGI

About Sourcewell

Sourcewell is government empowering government since 1978. Throughout North America, Sourcewell streamlines the public procurement process by conducting competitive solicitations on behalf of 50,000 participating agencies awarding the most responsive and responsible suppliers. Agencies can purchase from hundreds of awarded contracts delivered through a local dealer or representative. Sourcewell staff work as force multipliers, empowering the public sector to fulfill their community service mission.

Lead Agency

Sourcewell

Contract Number

091620-GGI

Get Your Project Moving in Three Simple Steps:

1. Identify your project at [gordian.com/project-entry](https://www.gordian.com/project-entry)
2. Fill out a brief form
3. Hear from a Gordian IDIQ expert and get started



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	Wastewater
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Sara Sietsema, Environmental Specialist
Item:	Inflow and Infiltration Ordinance Overview		

RECOMMENDED ACTION:

Information Only

OVERVIEW:

The City of Willmar currently has a Sanitary Sewer System Ordinance that addresses related items. Staff will be provided an overview of a future ordinance amendment to address additional inflow and infiltration that the City experiences most noticeably during large rain events. The ordinance amendment will specifically require an inspection of the private sewer lateral (service line) when the following criteria are met:

- At the point of sale or upon transfer of property.
- When a new or previously unconnected structure is connected to an existing private sewer lateral.
- As a condition of approval of any major building remodel project, which is a project estimated by the city to cost \$50,000 or more.
- As a condition of approval of any building remodel project that involves any new plumbing system or parts of the existing plumbing system that will be altered, extended, or repaired.
- When a sewer overflow from a private sewer lateral has reached public property.
- When a sewer overflow from a private sewer lateral presents a public health threat.

Pending continued review, staff intend to provide the ordinance for introduction on Monday, October 6, and call for the public hearing to take place on Monday, November 3, 2025.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

NA

ATTACHMENTS:

1. Inflow and Infiltration (I/I) Ordinance Information

Inflow and Infiltration (I/I) Ordinance information

- Inspection of the private sewer lateral (service line) will be required:
 - at the point of sale or upon transfer of property
 - when a new or previously unconnected structure is connected to an existing private sewer lateral
 - as a condition of approval of any major building remodel project, which is a project estimated by the city to cost \$50,00 or more
 - as a condition of approval of any building remodel project which involves any new plumbing system or parts of existing plumbing system that will be altered, extended, or repaired
 - when a sewer overflow from a private sewer lateral has reached public property
 - when a sewer overflow from a private sewer lateral presents a public health threat
- Average number of home sales in Willmar annually = *we will have this information prior to the Council meeting*
- Average cost of private sewer lateral inspection = \$350-\$500
- Average cost of private sewer lateral replacement = \$6,000-\$10,000
 - Cost can increase depending on length of private sewer lateral, depth of line, etc.
 - Cost to replace/repair a portion of the private sewer lateral = \$4,000-\$7,000
 - Excavation permit required for work in ROW = \$125 permit fee
- Inspection and repair/replacement of the private sewer lateral in its entirety is required. This is from the foundation to the connection with the City sewer main (in the street).
- Repair work and cost to repair sidewalk, curb, street, etc. associated with the repair or replacement of the private sewer lateral is the responsibility of the homeowner
 - Average cost of asphalt patching = \$3,500-\$5,000
- Initial inspection to determine compliance is responsibility of seller
- Cost of repairing or replacing private sewer lateral is either seller's or buyer's responsibility, to be worked out between the parties (similar to Kandiyohi County's septic program). Cost of reinspection after repair/replacement is either seller or buyer (ave. \$350-\$500)
- Inspection form provided by the City
- Certificate of compliance issued by City and good for 10 years. Timeline is from date of inspection showing compliant private sewer lateral that is in good condition or from date of reinspection after a required repair/replacement. Newly constructed homes that connect to a new private sewer lateral will not require an inspection for the first 10 years.
- Repairs or replacement must be completed within 120 days of inspection showing noncompliant private sewer lateral. This can be extended due to weather, etc., at the discretion of the PW Dir.
- Record keeping of inspections and certificates of compliance handled by PW Dept
- Notice of new ordinance and inspection/replacement program will be completed using City website, City social media pages, direct mailing to residents, mailing to realtors and title companies, and other avenues
- Annandale, New London, and Redwood Falls all have similar programs in place



City Council Action Request

Council Meeting Date:	September 15, 2025	Agenda Item Number:	10.F.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Joint WMU Commission/City Council Work Session Proposal		

RECOMMENDED ACTION:

Motion by _____ and seconded by _____ to authorize the City Administrator to work with WMU General Manager to develop a Request for Proposals (RFP) for the hiring of a facilitator to conduct a joint City Council and Utilities Commission work session.

OVERVIEW:

In recent weeks, Council Members Ask, Nelsen, Gilbrtson, Mayor Reese and the Administrative Staff have met with Willmar Utilities Commissioner Mueske and General Manager Smith to discuss areas of potential collaboration and the annexation process. From these conversations, several topics were identified as priorities for a potential work session, including:

- Emergency Planning
- Annexation priorities
- Opportunities for service collaboration with the Kandiyohi Cooperative (such as joint purchase of like items, transformers, poles, other inventory items)
- Review of all agreements between the City and WMU

Administration is requesting Council approval to authorize the City Administrator to collaborate with WMU General Manager Smith to define a scope of work, contact potential facilitators for pricing and identify a proposed date and time for the work session.

A list of potential facilitators and associated costs will be presented to the City Council and Commission prior to October 20, 2025.

BUDGETARY/FISCAL ISSUES:

Cost to be split between City and WMU.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None