

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

May 19, 2025
6:30 PM

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

Also present were City Administrator Leslie Valiant, Police Chief Michael Holme, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, City Engineer Jared Voge, and City Clerk Vernae Larsen.

There were no additions or deletions to the agenda.

Council Member Ask moved to **Approve the Proposed Agenda**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of May 5, 2025
- B. Council Work Session Minutes of May 1, 2025
- C. Council Work Session Minutes of May 12, 2025
- D. Planning Commission Minutes of May 7, 2025_DRAFT
- E. Approve the hiring agreement for the Police Chief
- F. **Resolution No. 2025-058** Local Road Improvement Program Funding Agreement
- G. **Resolution No. 2025-059** Advertisement for Bids: Airport Runway 13/31 Lighting System Replacement
- H. Consideration of State Temporary Liquor Permit-Willmar Lakes Rotary Club
- I. Consideration of State Temporary Liquor Permits- Willmar Lakes Rotary Club

- J. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit— Intuition Brewing LLC
- K. West Central Ducks Unlimited Lawful Gambling Application
- L. Accounts Payable Report, 5/1/2025 - 5/14/2025

Information:

- M. Director Reports
- ~~N. Finance Report through 4/30/2025~~

Council Member Gardner pulled item 5N for additional discussion.

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

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

Noes None

N. Finance Report through 4/30/25 - Gardner questioned the engineering budget and asked if we will end up going over budget based on expenditures to date. Finance Director Odens addressed his concerns and explained that the expenses included some bills from last year that carried over. He also stated that it most likely will run over budget this year. Following discussion, Council Member Gardner moved to **approve Line Item 5N. Finance Report through 4/30/2025**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Noes None

Regular Business:

A. **Introduce and Call for Public Hearing on 2025 Bond Ordinance**

Mikaela Huot from Baker Tilly introduced the 2025 Bond Ordinance and called for public hearing. A motion was made by Council Member Gilbertson to **Adopt Resolution No. 2025-060 and Schedule a Public Hearing for the General Obligation Bonds Series 2025A on Monday, June 16, 2025 at 6:30 p.m.** Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Shuldes
Noes None

B. Radio Control Car Park at Pleasant View Park

Parks and Recreation Director Rob Baumgarn informed the council that the City of Willmar was approached by the Radio Control Park Club interested in leasing land to construct a radio control park. Director Baumgarn would like Council approval to develop a lease agreement with the Radio Control Park Club to construct a radio control park at Pleasant View Park. Club members Corey Palveko, 1404 9th Street SW and Jake Thole, 1905 21st Street SW gave an overview of the proposed layout and uses for the park.

A motion was made by Council Member Gilbertson to develop a lease agreement with the Radio Control Park Club to construct a radio control park at Pleasant View park. Council Member Shuldes seconded the motion.

Council Member Nelsen expressed concerns over the proposed location. A healthy discussion ensued. Council Member Ask moved to table the discussion. The motion was seconded by Council Member Nelsen and failed on a roll call vote of Ayes 2, Noes 5.

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

Council Member Gilbertson moved to amend his motion to develop a lease agreement with the radio controlled park club to construct a radio control park. Council Member Shuldes seconded the amendment which carried on a roll call vote of Ayes 6, Noes 1.

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

**C. Request to Schedule a Public Hearing for Adoption of the WITH
WILLMAR Comprehensive Plan**

Planning and Development Director Christopher Corbett announced that the WITH WILLMAR Comprehensive Plan has been finalized and will be reviewed by the Planning Commission on Wednesday, May 21. He asked that a public hearing be scheduled for the adoption of the WITH WILLMAR Comprehensive Plan. A motion was made by Council Member Fagerlie to **set a Public Hearing for the adoption of the WITH WILLMAR Comprehensive Plan on Monday, June 16, 2025, at 6:30 PM, to be held at the Health and Human Services Building (2200 23rd St NE #1020, Willmar, MN 56201).** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Council Member Shuldes
Noes None

D. Consideration to Approve Parking Restrictions on 7th Street Southeast from Willmar Ave Southeast

Planning and Development Director Christopher Corbett discussed the anticipated road congestion on 7th Street Southeast from Willmar Avenue SE to 19th Avenue SE once UCAP and the Ambulance Garage opens. He recommended council pass a Resolution approving a parking restriction for that street.

Motion was made by Council Member Gardner and seconded by Council Member Shuldes to approve by resolution the parking restriction on 7th Street SE, from Willmar Avenue SE to 19th Avenue SE, as recommended by the Planning Commission.

Council Member Nelsen expressed concern about the impact a parking restriction would have on those utilizing the community garden. She suggested that we hold off on a parking restriction for that street until after the gardening season is over for the year or only restrict parking on one side for now.

Council Member Ask then moved to amend the motion to allow a parking restriction on the East side of 7th Street SE. **No audible second is heard.**

Having no further discussion, Mayor Reese called for a roll call vote to **amend the motion to restrict parking on the East side of 7th Street SE from Willmar Avenue SE to 19th Avenue SE** which carried on a unanimous vote of Ayes 7, Noes 0.

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

Mayor Reese then called for a vote to **Approve Resolution No. 2025-061 Parking Restrictions on 7th Street Southeast from Willmar Ave Southeast to 19th Ave as amended.** That motion carried on a roll call vote of Ayes 7, Noes 0.

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

E. Consideration of Sunday Liquor License for VFW 1639

City Clerk Vernae Larsen requested the approval of a Sunday liquor license for the VFW

1639. Council Member Fagerlie moved to approve the **Sunday Liquor License for VFW**
1639. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

Having no further business, Council Member Shuldes moved to **Adjourn** at 7:43 p.m.
Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7,
Noes 0.

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

MAYOR

Attest:

CITY CLERK

Resolution No. 2025-058

**A RESOLUTION APPROVING THE LOCAL ROAD IMPROVEMENT GRANT AGREEMENT.
SAP 175-150-024
MNDOT AGREEMENT NO. 1059692**

Motion By: Ask Second By: Shuldes

WHEREAS, the **City of Willmar** has applied to the Commissioner of Transportation for a grant from the Local Road Improvement Fund; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$1,500,000.00** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of Willmar does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, and will pay any additional amount by which the cost exceeds the estimate and will return to the Local Road Improvement Fund any amount appropriated for the project but not required. The proper City officers are authorized to execute a grant agreement and any

amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Dated this 19th day of May, 2025.

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

RESOLUTION NO. 2025-059

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR AIRPORT RUNWAY 13/31 LIGHTING
SYSTEM REPLACEMENT.**

Motion By: Ask Second By: Shuldes

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Runway 13/31 Lighting System Replacement for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 19th day of May, 2025

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

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

HELD: May 19, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held on the 19th day of May, 2025, at 6:30 o'clock P.M.

The following members were present:

Mayor Douglas Reese, Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Shuldes

and the following were absent:

Council Member Butterfield

Member Gilbertson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2025-060
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2025A
AND LEVYING TAXES FOR THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar (the “City”) has heretofore undertaken to construct certain public improvements pursuant to Minnesota Statutes, Chapter 429, as more fully described in the proposed Ordinance set forth below.

B. Said improvements have heretofore been duly incorporated into the City’s capital program in accordance with the City Charter.

C. It is necessary and desirable that the City of Willmar issue its General Obligation Improvement Bonds, Series 2025A in an aggregate principal amount not to exceed \$7,000,000 to finance various public improvement projects in the City, including without limitation street project 2025 Street and Other Improvements.

D. Section 2.12 of the City Charter requires that acts of the City Council which authorize the borrowing of money and levying of taxes shall be by ordinance.

E. Councilmember Gilbertson introduced an Ordinance entitled “An Ordinance Authorizing the Issuance of up to \$7,000,000 General Obligation Improvement Bonds, Series 2025A and the Levying of Taxes to Secure Payment Thereof”.

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

1. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

2. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the form attached as **Exhibit A** hereto.

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2026 and ending in or about the year 2039 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15-day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member Ask and upon a vote being taken thereon, the following voted in favor thereof: Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

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

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

WITNESS my hand as such Clerk this 19th day of May, 2025.

/S/Vernae Larsen
City Clerk

EXHIBIT A

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below, at the Kandiyohi County Health and Human Services Building Board Room located at 2200 23rd Street NE in the City, at 6:30 o'clock p.m. on the 16th day of June, 2025 said proposed Ordinance is as follows:

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

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapters 429 and 475, the City of Willmar has heretofore determined to construct and finance various public improvement projects in the City, including without limitation street project 2025 Street and Other Improvements (the "Project").
2. In order to finance said Project it is necessary to issue General Obligation Improvement Bonds of the City in the amount of up to \$7,000,000.
3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.
4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

By Order of the City Council

/s/ Vernae Larsen

City Clerk

RESOLUTION NO. 2025-061

**A RESOLUTION APPROVING PARKING RESTRICTIONS ON THE
EAST SIDE OF 7TH STREET SE FROM WILLMAR AVENUE TO 19TH
AVENUE SE.**

Motion By: Gardner

Second By: Shuldes

RELATING TO PARKING RESTRICTIONS on the east side portion of 7th Street SE that exists between Willmar Avenue and 19th Ave in the City of Willmar, Minnesota.

WHEREAS, the “City” has approved the use and construction of an ambulance garage for emergency services along said east side portion of 7th Street SE, specifically located at 1220 7th ST SE within the City of Willmar, Minnesota; and

WHEREAS, there already exists a bus transportation business, operated by Bus Barn, LLC, that is located directly adjacent to the south along 7th Street SE, with address of 1308 7TH ST SE, which already utilizes said 7th Street SE for ingress and egress of school bus and other large vehicle traffic; and

WHEREAS, the “City” has concerns, with timely emergency ambulance response being of high priority for the safety of the public, that additional ambulance traffic, paired with said bus traffic, will be threatened by vehicles parked along the east side portion of 7th Street SE located south of Willmar Ave; and

WHEREAS, the current width of 7th Street SE does not provide adequate space for parking on either side of the street that would not threaten the transportation of emergency ambulance services; and

NOW, THEREFORE, BE IT RESOLVED that the “City” shall ban the parking of motor vehicles on the east side of that portion of 7th Street SE from Willmar Avenue to 19th Avenue SE at all times.

Dated this 19th day of May, 2025

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK