



WILLMAR CITY COUNCIL MEETING
MONDAY, NOVEMBER 17, 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 November 3, 2025
- B. Human Rights Commission Minutes of October 28, 2025 Draft
- C. Planning Commission Meeting Minutes of November 5, 2025_DRAFT
- D. Willmar Municipal Utilities Commission Minutes of November 10, 2025
- E. Public Works Snow Pusher Purchase
- F. Accounts Payable Report October 30, 2025 - November 12, 2025

Information:

- G. Director Reports
- H. Monthly Building Report_October 2025
- I. Finance Report through 10/31/2025
- J. WMU Financial Report for September 2025
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Aquatic Center Pool Filter Insurance Claim
 - B. Aquatic Center Pool Slide Replacement
 - C. Sicora Consulting
10. Announcements
11. Closed Session
 - A. Executive Session to Discuss Evaluation of Performance of Leslie Valiant pursuant to MN

Stat. 13d.05. subd.3(a)

12. Adjourn

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

November 3, 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, Parks and Recreation Director Rob Baumgarn, Planning and Development Director Christopher Corbett, Human Resource Director Alissa Gambrel, City Engineer Jared Voge, Environmental Specialist Sara Sietsema, City Clerk Vernae Larsen, and City Attorney Robert Scott.

Council Member Nelsen moved to add an item under Regular Business: N. Schedule a special council meeting for a non-annual evaluation of performance for the City of Willmar City Administrator under Minn. Stat. § 13D.05, subd. 3.

Council Member Ask moved to **Approve the Agenda as Amended**. 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

City Clerk Vernae Larsen reviewed the consent agenda.

- A. Willmar Polio Proclamation Approve:
- B. City Council Minutes of October 20, 2025
- C. Special Council Minutes of October 30, 2025
- D. Council Work Session Minutes of October 13, 2025
- E. Board of Zoning Appeals Minutes of October 14, 2025_Draft
- F. Planning Commission Minutes of October 22, 2025_Draft
- G. Willmar Municipal Utilities Commission Minutes of October 13, 2025
- H. **Resolution No. 2025-119** Accept and Final Project No. 2508 Seal Coat Improvements
- I. Accounts Payable Report, 10/15/2025 - 10/29/2025

PUBLIC HEARING

A. **Ordinance Amending Chapter 16 Article III Sanitary Sewer System**

Environmental Specialist Sara Sietsema provided an overview of the proposed changes mending Chapter 16 Article III for the Sanitary Sewer System. Mayor Reese opened the public hearing at

6:39 pm. Having no one from the public to speak for or against the proposed ordinance, the mayor closed the hearing at 6:39 pm. Council Member Gilbertson made a motion to **Adopt Ordinance #1539 Amending Chapter 16 Article III Sanitary Sewer System**. 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 Shuldes to **Publish the Ordinance 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. **Bike, Pedestrian, and Trail Plan**

Recreation Director Rob Baumgarn provided details of the bike, pedestrian, and trail plan that was developed through a collaboration with city staff, Willmar Public Schools, Kandiyohi and Renville Counties, the Willmar Convention and Visitors Bureau and members of the biking community. A motion was made by Council Member Nelson to Adopt **Resolution No. 2025-120 Approving the Bike, Pedestrian, and Trail Plan**. 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

B. **Introduction of Amendment to Codify the City of Willmar Zoning Ordinance No. 1060 and Set Public Hearing Date**

Planning and Development Director Christopher Corbett introduced an amendment to codify the City of Willmar Zoning Ordinance No. 1060, Article I of the City Code and requested that a public hearing be set. A motion was made by Council Member Davis and seconded by Council Member Butterfield to **Introduce an Ordinance to Codify the City of Willmar Zoning Ordinance No. 1060 into Chapter 14, Article I of the City Code and set a Public Hearing for Monday, December 15, 2025, at 6:30pm Kandiyohi County Health & Human Services**. 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

Council Member Fagerlie made a motion to **Publish by Summary of Publication**. 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

C. **Consideration to Enter an Agreement with a Consultant to Rewrite the City of Willmar Zoning Ordinance**

Planning and Development Director Christopher Corbett requested that the Council authorize the City of Willmar to enter into an agreement, with a consultant to rewrite the City of Willmar Zoning Ordinance using the City's standard form agreement. Council Member Fagerlie made a motion to **Adopt Resolution No. 2025-121 Authorizing the City of Willmar to Enter into an agreement with TC² for professional services related to the rewrite of the City's Zoning Ordinance, in an amount 'not to exceed' \$100,000.00, inclusive of all costs and incidentals.** 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

D. **Forward Board of Zoning Appeals Item: Request to Modify Setback**

Planning and Development Director Christopher Corbett requested Council approval for a residential property variance since the Board of Zoning Appeals does not have enough members to make the determination. Council Member Butterfield moved to Approve **Resolution No. 2025-122 granting the requested variance to allow an addition onto an existing accessory structure to a 2-foot side lot setback rather than the 5-foot side lot setback as set forth in the Willmar Zoning Ordinance.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

Noes Council Member Nelsen

E. **Introduction of Amendments to the City Charter and Request to Set Public Hearing Date**

Planning and Development Director Christopher Corbett explained the desire to amend the City of Willmar City Charter Section 4.02, Subdivisions 4 and 8 and Section 4.06. A motion was made by Council Member Shuldes and Seconded by Council Member Butterfield to **Introduce the Ordinance and set a public hearing for Monday, December 15, 2025, at 6:30pm at the Kandiyohi County Health & Human Services and publish notice for both the text of the ordinance and the public hearing for the Ordinance amending City of Willmar Charter Section 4.02, Subdivision 4.** The motion carried on a roll call vote of Ayes 7, Noes 1.

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

Noes Council Member Nelsen

A Motion was made by Council Member Gilbertson and seconded by Council Member Butterfield to **Introduce the Ordinance and set a public hearing for Monday, December 15, 2025, at 6:31pm at the Kandiyohi County Health & Human Services and publish notice for both the text of the ordinance and the public hearing for the Ordinance amending City of Willmar Charter Section 4.02, Subdivision 8.** 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

A motion was made by Council Member Butterfield and seconded by Council Member Shuldes to **Introduce the Ordinance and set a public hearing for Monday, December 15, 2025, at 6:32pm at the Kandiyohi County Health & Human Services and publish notice for both the text of the ordinance and the public hearing for the Ordinance amending City of Willmar Charter Section 4.06.** The motion carried on a roll call vote of Ayes 5, Noes 3.

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

F. 2025 Construction Projects Professional Services Amendment No. 1

City Engineer Jared Voge provided updates to the 2025 construction projects and the requested amendment. Council Member Davis motioned to **Adopt Resolution No. 2025-123 Authorizing Amendment No. 1 to the 2025 Construction Projects Design and Construction Professional Services Agreement in the amount of \$79,900.** 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. Business 71 LRIP Funding Pursuit

City Engineer Jared Voge requested authorization to pursue 2025 Local Road Improvement Program funding for the Business 71 Improvement Project. A motion was made by Council Member Nelsen to **Adopt Resolution No. 2025-124 Authorizing the City Engineer to pursue Business 71 LRIP Funding.** 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

H. 2026 Projects Design & Construction Professional Services Agreement

City Administrator Leslie Valiant requested approval for professional services for 2026 Street and other Improvement Designs. A motion was made by Council Member Nelsen to **Adopt Resolution No. 2025-125 awarding 2026 Street and Other Improvements Design and Construction Professional Services to Bolton and Menk, Inc. in the amount of \$613,550.** 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

I. Street and Utility, Crack Seal/Sealcoat, and Stormwater Capital Improvement Plans Pass a motion adopting the Street and Utility, Crack Seal/Sealcoat, and Stormwater Capital Improvement Plans.

City Engineer Jared Voge requested approval for the Street and Utility, Crack Seal/Sealcoat, and Stormwater Capital Improvement Plans. Following discussion, Council Member Ask moved to **Approve the Street and Utility, Crack Seal/Sealcoat, and Stormwater Capital Improvement Plans.** 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

J. Rail Corridor Study Cooperative Agreement

Operations Director Kyle Box requested Council approval Authorizing the Rail Corridor Study Cooperative Agreement. A motion was made by Council Member Butterfield to **Adopt Resolution No. 2025-126 Authorizing the Rail Corridor Study Cooperative Agreement and Project.** 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

K. Agricultural Land Exemption of Special Assessments

City Clerk Vernae Larsen requested approval of the Agricultural Land Exemption of Special Assessments. A motion was made by Council Member Nelsen and seconded by Council Member Fagerlie to **Adopt Resolution No. 2025-127 Approving the Agricultural Land Exemption of Special Assessments.** 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

L. **Amendment to the Assessment Roll for the 2025 Street and Other Improvements**

City Clerk Vernae Larsen requested approval to amend the 2025 Assessment Roll so as to remove the assessment against Kandiyohi County HRA Parcel No. 95-601-0018 in the amount of \$5,075.00. An agreement with the Kandiyohi County HRA prohibits the assessment of properties that are owned by the Kandiyohi County HRA. A motion was made by Council Member Nelsen **Approving Resolution No. 2025-128 Amending the Assessment Roll for the 2025 Street and Other Improvements and directing the City Clerk to transmit a certified duplicate copy of the amended assessment roll in the amount of \$2,485,253.10, to the County Auditor to be extended on the tax list of the County.** 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

M. **Willmar Reassessment of KCHRA Property**

City Clerk Vernae Larsen requested approval to reassess Parcel ID: 95-009-1640 in the amount of \$0.00 due to the same agreement referenced in the previous agenda item. Council Member Nelsen made a motion to **Adopt Resolution No. 2025-229 Approving the Reassessment of KCHRA Parcel ID: 95-009-1640 in the amount of \$0.00 and waiving any penalties imposed for failure to pay previously due installments and direct the City Clerk to update the assessment roll pertaining to this reassessment and certify the same to the County Auditor.** 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

N. **Schedule a special council meeting for a non-annual evaluation of performance for the City of Willmar City Administrator under Minn. Stat. § 13D.05, subd. 3.**

Council Member Nelsen moved to **Schedule a Closed Session for the Non-Annual Evaluation of Performance for the City of Willmar Administrator as part of the November 17, 2025 Council Meeting.** 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

With nothing further to discuss, Council Member Shuldes moved to **Adjourn at 8:15 PM.** Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

MAYOR

Attest:

CITY CLERK

Resolution No. 2025-119

A RESOLUTION ACCEPTING PROJECT NO. 2508 AND AUTHORIZING FINAL PAYMENT.

Motion By: Ask Second By: Fagerlie

IMPROVEMENT: Project No. 2508: 2025 Seal Coat Improvements

CONTRACTOR: Person Bros., Inc.

DATE OF CONTRACT: March 3, 2025

BEGIN WORK: May 1, 2025

COMPLETE WORK: September 25, 2025

APPROVE, ENGINEERING DEPT: October 21, 2025

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

1. The said City of Willmar Project No. 2508 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$213,515.30
CHANGE ORDER NO. 1	-\$5,293.35
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$208,221.95
Less Previous Payments	\$172,485.37
FINAL PAYMENT DUE CONTRACTOR:	\$35,736.58

Dated this 3rd day of November, 2025

/S/ Douglas E. Reese

Mayor

Attest:

/S/ Vernae Larsen

City Clerk

RESOLUTION NO. 2025-120

RESOLUTION APPROVING THE BIKE, PEDESTRIAN, AND TRAIL PLAN

Motion By: Nelsen

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution accepting the Bike, Pedestrian, and Trail plan.

Dated this 3rd day of November 2025

/S/ Douglas E. Reese
Douglas E. Reese, Mayor

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-121

PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY OF WILLMAR AND TC^2

Motion By: Fagerlie

Second By: Davis

WHEREAS, the City Council of the City of Willmar desires to update and complete a comprehensive plan for the City of Willmar.

NOW THEREFORE, BE IT RESOLVED that the City Council authorizes the Mayor and City Administrator to enter into a professional services agreement with TC² for professional services related to the rewrite of the City's Zoning Ordinance, in an amount not to exceed \$100,000.00, inclusive of all costs and incidentals.

Passed and adopted by the City Council on this 3rd day of November 2025.

/S/ Douglas E. Reese
MAYOR

ATTEST:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-122

**A RESOLUTION OF THE WILLMAR CITY COUNCIL
APPROVING A REQUEST FOR A VARIANCE**

WHEREAS, Nathan Cooley, is the fee owner of real property located at 3108 First Avenue NW in the City of Willmar, which property is legally described on Attachment A incorporated herein by reference (the “Property”); and

WHEREAS, Nathan Cooley intends to build an addition onto his current garage and seeks a variance to build within the 5-foot setback of his side-interior lot line that abuts the neighboring property on the east side.

WHEREAS, the Board of Zoning Appeals conducted a public hearing on October 14, 2025, and received no public testimony regarding the proposed variance with nobody from the public attending; and

WHEREAS, all required notices regarding the public hearing were properly made; and

WHEREAS, pursuant to Willmar Zoning Ordinance § 9D, the Board of Zoning Appeals considered the criteria for variance requests, but was unable to render a decision due to reduced membership on the board, with five of its seven seats currently vacant, and one of the two sitting members unavailable due to personal reasons; and instead voted at its meeting on October 14, 2025, to refer the application to the Willmar City Council; and

WHEREAS, the City Council is one of the bodies that is authorized to render final decisions on variance applications under the Municipal Planning Act, Minnesota Statutes, Section 462.354, Subdivision 2; and

WHEREAS, the City Council, having considered the public record created at the Board of Zoning Appeals meetings on October 14, 2025, as well as the legal standard applicable to variance applications contained in Willmar Zoning Ordinance § 9D and Minnesota Statutes, Section 462.357, Subdivision 6, renders its decision on the application based on the Findings of Fact, attached hereto as Attachment B.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ZONING APPEALS FOR THE CITY OF WILLMAR, MINNESOTA, based upon the record, testimony, and evidence presented at said hearing, makes the following:

FINDINGS OF FACT

1. Applicant is applying on behalf of the owner of PID # 95-835-0280 located 3108 1ST AVE NW in the City of Willmar, Kandiyohi County, Minnesota, which property is legally described on Attachment A hereto, otherwise known as the “Property.”
2. The Property is zoned for residential use and is in the City’s Residential-2 zoning district.
3. In accordance with Willmar Zoning Ordinance § 9D and Minnesota Statutes, Section 462.357, Subdivision 6, the Applicant submitted a completed application as of August 25, 2025, for a variance from Willmar Zoning Ordinance § 3.E.2, which requires a 5-foot side lot setback for accessory buildings to allow an addition onto his garage accessory building which will be constructed at a 2-foot setback from the side lot line.
4. On October 3, 2025, City staff sent notice letters to the owners of property within 350 feet of the Property in accordance with Willmar Zoning Ordinance § 9H. An affidavit of mailing is attached hereto as Attachment C.
5. On October 14, 2025, the Board of Zoning Appeals conducted a public hearing, reviewed the application for a variance and voted to submit the application to the Willmar City Council due to reduced membership on the board, with five of its seven seats currently

vacant, and one of the two sitting members unavailable for personal reasons.

6. The City Council now receives and adds to the record the attachments herein listed.

APPLICABLE LAW

1. Minn. Stat. § 462.357, subd. 6 provides:
 - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
2. Section 9.D of the Willmar Zoning Ordinance in substance adopts the statutory standard referenced above.

BE IT FURTHER RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, incorporates the findings of fact and applicable law herein and, based upon the record, testimony, and evidence presented at said hearing, concludes and orders as follows:

CONCLUSIONS AND ORDER

1. That the Board of Zoning Appeals has the authority to grant or deny variance requests in the City of Willmar and has duly considered the required criteria contained in state law and City Code, but was unable to render a decision on the variance requested for the Property for the reasons set forth above.
2. That the City Council is one of the bodies that is authorized to render final decisions on variance applications under the Municipal Planning Act, Minnesota Statutes, Section 462.354, Subdivision 2, and in the absence of action by the Board of Zoning Appeals, has a responsibility to the Applicant and public to act on the variance application.
3. That the City Council hereby approves and grants, based upon an affirmative Findings of Fact, as attached hereto as Attachment B, a variance to reduce the accessory building setback applicable to the east side lot line of the Property, from 5 feet to 2 feet, for the sole purpose of building an addition onto the currently existing garage accessory building.

Adopted on this 3rd day of November, 2025

Attest:

/S/Vernae Larsen
Vernae Larsen, City Clerk

/S/ Douglas E. Reese
Douglas Reese, Mayor

Resolution No. 2025-123

A RESOLUTION ACCEPTING CONTRACT AMENDMENT NO. 1 WITH BOLTON AND MENK, INC. FOR THE 2025 CONSTRUCTION PROJECTS DESIGN AND CONSTRUCTION PROFESSIONAL SERVICES CONTRACT.

Motion By: Davis Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the 2025 Construction Projects Design and Construction Professional Services Contract between the City of Willmar and Bolton and Menk, Inc. of Willmar, Minnesota by Contract Amendment No. 1 in the increased amount of \$79,900.

Dated this 3rd day of November, 2025

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

Resolution No. 2025-124

A RESOLUTION AUTHORIZING THE PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FOR THE BUSINESS 71 IMPROVEMENT PROJECT.

Motion By: Nelsen Second By: Davis

WHEREAS, the Business 71 Improvement Project will reconstruct Business 71/1st Street, from 10th ST NE to Litchfield Avenue; and

WHEREAS, Business 71's pavement is in unacceptable condition and has reach the point where reconstruction is needed; and

WHEREAS, Business 71 serves as a principal arterial route that carries a daily traffic load of 11,583 passenger vehicles and 291 buses/trucks. The proposed project will be designed to enhance the roadway functionality and safety. The improvements will address existing roadway conditions, increase mobility and accessibility for all users, ensure ADA Compliance; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Business 71 Improvement Project aligns with the goals of the LRIP by maintaining personal vehicle and freight mobility, increasing safety and mobility for all users including pedestrians, cyclists, and motorists ensure compliance with ADA standards, and upgrade critical infrastructure to support long-term reliability and accessibility; and

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

1. That the City Council supports the Business 71 Improvement Project that involves the reconstruction of the roadway and upgrades to non-ADA-compliant intersections to enhance accessibility and ensure the safety of residents.
2. The City Council hereby supports City of Willmar's pursuit of LRIP funding and authorizes staff to prepare and submit such application.
3. The City Council hereby commits to funding project elements not eligible for LRIP funding, ensuring the project will comply with all LRIP funding requirements, and following the project schedule as presented in the application.

Dated this 3rd day of November, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

Resolution No. 2025-125

A RESOLUTION AWARDDING THE 2026 IMPROVEMENT PROJECTS DESIGN & CONSTRUCTION PROFESSIONAL SERVICES TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$ 613,550.

Motion By: Nelsen Second By: Gardner

BE IT RESOLVED by the City Council of the City of Willmar. A Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the 2026 Improvement Projects Design and Construction professional services is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$613,550 .

Dated this 3rd day of November, 2025

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-126

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO A CORRIDOR STUDY COOPERATIVE AGREEMENT BETWEEN THE CITY OF WILLMAR, KANDIYOHI COUNTY, AND BNSF RAILWAY COMPANY

Motion By: Butterfield Second By: Gilbertson

WHEREAS, BNSF owns and operates several railroad corridors in the City of Willmar and Kandiyohi County; and

WHEREAS, the City and County desire to evaluate the BNSF corridors for opportunities to improve safety, reduce trespassing and transportation conflicts, and consolidate railroad crossings, through a new Corridor Study; and

WHEREAS, BNSF sees common interest in the development of a Study that focuses on projects within and adjacent to its railroad corridors, and will reimburse the City and County for a pro-rata share of the cost of the Study and Plan supplement, not to exceed one hundred thousand and No/100 (\$100,000.00); and

WHEREAS, the Parties desire to enter into this cooperative Agreement to memorialize their current understanding, and to set forth the basic terms and conditions that BNSF, City, and County agree upon, and that will be included as part of the Study.

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into a Corridor Study Cooperative Agreement in the amount not to exceed \$100,000.

Dated this 3rd day of November, 2025

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2025-127

**RESOLUTION APPROVING CERTIFICATION OF AGRICULTURAL
USE FOR TEMPORARY EXEMPTION/SUBSEQUENT DEFERMENT OF
SPECIAL ASSESSMENTS**

Motion By: Nelsen **Second By:** Fagerlie

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Project No. 8606, 0501 and 2501.

WHEREAS, Section X of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that interest that accrues on the outstanding deferred assessment amounts during the period of deferment shall not be collected until the period of deferment expires.

James Larson	95-903-0010	
3352 1 st Street N	Project 0501	\$93,012.00
Willmar, MN	Project 2501	\$47,425.00

Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

1.	J & C Enterprises of Central MN c/o Stephen Jennings PO Box 639 Richmond, MN	Hidden Valley Estates Project 8606	\$17,869.51
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95-308-0010	Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
95-308-0020	Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
95-308-0030	Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
95-308-0040	Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
95-308-0050	Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
95-308-0060	Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
95-308-0070	Sect-08 TWP -119 Rang-35 Lot-007 Blk-001
95-308-0080	Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
95-308-0090	Sect-08 TWP -119 Rang-35 Lot-009 Blk-001
95-308-0100	Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
95-308-0110	Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
95-308-0120	Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
95-308-0130	Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
95-308-0140	Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
95-308-0150	Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
95-308-0160	Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
95-308-0170	Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
95-308-0200	Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
95-308-0210	Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
95-308-0220	Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
95-308-0230	Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
95-308-0300	Sect-08 TWP -119 Rang-35 Lot-001 Blk-003
95-308-0310	Sect-08 TWP -119 Rang-35 Lot-002 Blk-003
95-308-0320	Sect-08 TWP -119 Rang-35 Lot-003 Blk-003
95-308-0330	Sect-08 TWP -119 Rang-35 Lot-004 Blk-003
95-308-0340	Sect-08 TWP -119 Rang-35 Lot-005 Blk-003
95-308-0350	Sect-08 TWP -119 Rang-35 Lot-006 Blk-003
95-308-0360	Sect-08 TWP -119 Rang-35 Lot-007 Blk-003
95-308-0370	Sect-08 TWP -119 Rang-35 Lot-008 Blk-003
95-308-0380	Sect-08 TWP -119 Rang-35 Lot-009 Blk-003
95-308-0390	Sect-08 TWP -119 Rang-35 Lot-010 Blk-003
95-308-0400	Sect-08 TWP -119 Rang-35 Lot-001 Blk-004
95-308-0410	Sect-08 TWP -119 Rang-35 Lot-002 Blk-004
95-308-0420	Sect-08 TWP -119 Rang-35 Lot-003 Blk-004
95-308-0430	Sect-08 TWP -119 Rang-35 Lot-004 Blk-004
95-308-0500	Sect-08 TWP -119 Rang-35 Lot-001 Blk-005
95-308-0510	Sect-08 TWP -119 Rang-35 Lot-002 Blk-005
95-308-0520	Sect-08 TWP -119 Rang-35 Lot-003 Blk-005
95-308-0530	Sect-08 TWP -119 Rang-35 Lot-004 Blk-005
95-308-0540	Sect-08 TWP -119 Rang-35 Lot-005 Blk-005
95-308-0550	Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 3rd day of November 2025.

_____/S/ Douglas E. Reese
Mayor

Attest:

_____/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2025-128

A RESOLUTION AMENDING THE ASSESSMENT ROLL FOR THE 2025 STREET AND OTHER IMPROVEMENTS

Motion By: _____ Nelsen _____ Second By: _____ Gilbertson _____

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, at which the Council received objections to the proposed assessments against thirteen (13) parcels of property included in the proposed assessment roll and thereafter adopted Resolution 2025-092 adopting the assessment roll subject to resolution of the 13 objections received;

WHEREAS, the Willmar City Council conducted a continued public hearing to further consider the 13 above-referenced objections September 2, 2025, pursuant to Minnesota Statutes, Section 429.061, and thereafter adopted Resolution 2025-096 resolving the objections and confirming the total amount of special assessments included in the final assessment roll adopted by Resolution 2025-092 of \$2,490,328.10; and

WHEREAS, the final assessment roll adopted by Resolution 2025-092 and confirmed by Resolution 2025-096 included assessments against one property owned by the Kandiyohi County Housing and Redevelopment Authority, as follows:

Parcel No.:	95-601-0018
Assessment Amount:	\$5,075.00

; and

WHEREAS, upon review, the City is contractually prohibited from imposing special assessments on County HRA-owned property on which it operates certain low-rent housing projects, including the parcel referenced above, pursuant to Cooperation Agreements with the Willmar Housing and Redevelopment Authority dated March 26, 1970, October 17, 1979 and July 19, 1989, which agreements were assigned to the Kandiyohi County HRA pursuant to Novation Agreements Transferring Cooperation Agreements dated July 1, 2014.

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

1. The assessment roll adopted by Resolution 2025-092, dated August 18, 2025, and confirmed by Resolution 2025-096, dated September 2, 2025, is hereby amended so as to remove the assessment against Parcel No. 95-601-0018 in the amount of \$5,075.00.
2. The amended total amount of special assessments included in the final assessment roll as amended pursuant to Paragraph 1 above of \$2,485,253.10 is hereby approved, and a copy of the assessment roll as amended is appended hereto and made a part hereof.
3. The City Clerk is hereby directed to transmit a certified duplicate copy of the amended assessment roll appended hereto to the County Auditor to be extended on the tax list of the County.

Dated this 3rd day of November, 2025.

_____/S/ Douglas E. Reese

MAYOR

ATTEST:

 /S/Vernae Larsen
CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2025-129**

A RESOLUTION APPROVING THE REASSESSMENT OF PARCEL NO. 95-009-1640

WHEREAS, the City Council (“Council”) of the City of Willmar (“City”) adopted Resolution 2024-110 on September 16, 2024, adopting the special assessment roll for the City’s 2024 Street and Other Improvements, in which special assessments were made against real property in the City benefitting from such projects in a total amount of \$2,368,014.49; and

WHEREAS, the final assessment roll adopted by Resolution 2024-110 included an assessment of \$7,774.20 against Parcel ID No. 95-009-1640, owned by the Kandiyohi County Housing and Redevelopment Authority; and

WHEREAS, upon review, the Council finds that the assessment of Parcel ID No. 95-009-1640 included in the assessment roll adopted by Resolution 2024-110 was contrary to the City’s contractual obligations under Cooperation Agreements with the Willmar Housing and Redevelopment Authority dated March 26, 1970, October 17, 1979 and July 19, 1989, which agreements were assigned to the Kandiyohi County HRA pursuant to Novation Agreements Transferring Cooperation Agreements dated July 1, 2014, in which the City agreed not to impose special assessments on County HRA-owned property on which it operates certain low-rent housing projects, including the parcel referenced above; and

WHEREAS, pursuant to Minn. Stat. § 429.071 the City Council has authority to make a reassessment as to such parcel; and

WHEREAS, the owner of Parcel ID No. 95-009-1640 has agreed to accept a reduction of the assessment referenced above to \$0 and a waiver of any penalties imposed for failure to pay previously due installments of the original assessment, and in return such owner has agreed to waive all rights to notice and a public hearing and rights to future appeals.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, hereby approves, authorizes and directs as follows:

1. That the proposed reassessment of Parcel ID: 95-009-1640 in the amount of \$0.00, is hereby adopted and shall constitute the special assessment against the lands named therein.
2. The City Clerk shall file the updated assessment roll pertaining to this reassessment in the Clerk’s office and shall certify the same to the County Auditor as is standard practice with all assessments.
3. The City hereby waives any penalties imposed for failure to pay previously due installments of the original assessment against Parcel ID No. 95-009-1640 included in the assessment roll approved by Resolution 2024-110.

Dated this 3rd day of November, 2025.

ATTEST

 /S/Vernae Larsen
City Clerk

 /S/ Douglas E. Reese
Mayor

WILLMAR HUMAN RIGHTS COMMISSION MINUTES
WILLMAR CITY HALL
WILLMAR, MINNESOTA

October 28, 2025
5:00 p.m.

The regular meeting of the Willmar Human Rights Commission was called to order by Member Allen Clark. Members present on a roll call were Allen Clark, Jon Dahl, Richard Engan, and Heidi Ahmann via interactive technology. Absent: Chair John Salgado Maldonado, Jill Benson, and Peggy Karsten. Present 4, Absent 3.

Also present; City Council Member Justin Ask, Community Growth Director Pablo Obregon, and City Operations Director Kyle Box.

There were no additions or deletions to the agenda as presented.

Motion by Member Ahmann, Seconded by Member Dahl, to approve the minutes. All voted in favor.

Community Growth Director Pablo Obregon discussed Human Rights Day taking place on December 10, 2025. Members explained interest in a Human Rights Day Proclamation and would like to bring the idea to Mayor Reese as well as conversing with All Service Club Members. Motion by Member Engan to approve asking Mayor Reese to read a Human Rights Day Proclamation at the City Council Meeting on December 1, 2025, Seconded by Member Dahl.

Community Growth Director Pablo Obregon stated there is a Martin Luther King Jr. Day Dinner at Ridgewater College at 5:30 P.M. on January 19, 2026.

Members discussed their next meeting date, which will be January 27, 2025, at 5:00 P.M. located at City Hall. Members decided to set their 2026 meeting dates at their next meeting.

At 5:18 P.M., a Motion by Member Dahl, Seconded by Member Engan, to adjourn the meeting. All voted in favor.

/s/ John Salgado Maldonado
Chair

Attest:

/s/ Pablo Obregon
Director of Community Growth



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.C.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Planning Commission Meeting Minutes of November 5, 2025_DRAFT		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 11-05-25 Minutes Planning Commission Meeting

**WILLMAR PLANNING COMMISSION
WEDNESDAY, NOVEMBER 5, 2025
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, November 5, 2025, at 6:00PM at City Hall.

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

Members Absent: Stacy Holwerda.

Others Present: Christopher Corbett (Director of Planning & Development); Christopher Frank (City Planner); Matt Runke (Applicant); and Faith Wilson (Applicant).

1. Chair Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Planning Commission Minutes for October 22, 2025**: Commissioner Poe motioned to approve the Minutes for October 22, 2025, seconded by Commissioner Fils-Aime, and approved unanimously.
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.1 HEARING AND ACTION

6.1.1 MINOR SUBDIVISION: NORTHWOOD ESTATES THIRD ADDITION

Location: 1307 WESTWOOD CT NW; PID#: 95-560-0060, 0070, 0080; Zone: R-1; Ward 1

This item was a follow-up to the briefing at the prior October 22, 2025 meeting. The minor subdivision was proposed to combine three lots into two. Lot 0070, currently a bare lot since a house was removed, is jointly owned by the owners of the neighboring lots (Ms. Wilson and Mr. Kvam). The proposed action would split the middle lot (0070) down the middle and absorb the portions into the two adjacent properties (0060 and 0080). The property is being replatted into two new lots, Lot 1 and Lot 2, Block 1 of the Northwood Estates Third Edition. Engineering's attached letter noted an issue with the lack of six-foot utility easements required by ordinance and the plat had already been updated to include said utility easements along the side lot lines. Concerns were raised about existing utility easements, particularly a storm drain line, that will now run through the middle of one of the remaining properties. It was noted that property owners would need to deal with potential easement vacations for those not containing current infrastructure, if desired.

Commissioner Newberg motioned to approve the minor subdivision, seconded by Commissioner Fils-Aime, and the motion passed unanimously.

6.2 PLATS

6.2.1 **PRELIMINARY AND FINAL PLAT APPROVAL: NORTHWOOD ESTATES THIRD ADDITION** Location: 1307 WESTWOOD CT NW; PID#: 95-560-0060, 0070, 0080; Zone: R-1; Ward 1

The preliminary and final plats were presented, including the required utility easements updated as requested by Engineering review. These plats were the plats that were addressed in the prior item following approval of the minor subdivision.

Commissioner Fils-Aime motioned to approve the preliminary and final plat, seconded by Commissioner Newberg, and the motion passed unanimously.

6.3 BRIEFINGS

None.

7. DIRECTOR'S REPORT

City staff provided an update to the zoning ordinance rewrite and that City Council had picked a consultant for the rewrite of the ordinance. The City Council approved moving forward with TC2, a small planning firm, entering into an agreement for up to \$100,000 to rewrite the zoning code. TC2 was selected from eight competitive proposals and was one of the lower bids. The project lead at TC2 is familiar with the City's land use map and assisted with the comprehensive plan. The rewrite process is expected to take until early fall 2026 and will include community engagement, presentations, and interactions with the Planning Commission and City Council. The new code will aim to be in sync with the future land use map, including providing language for mixed-use development and additional housing typologies. The new code also aims to reduce the cost of home construction by allowing smaller lot sizes (known as "fitting") while maximizing house size.

City staff also provided an update that the zoning ordinance has been added as a chapter to the city's municode, which also clarifies and cleans up issues with the zoning ordinance.

Finally, city staff presented three proposed amendments to the City Charter, which were approved by the Charter Commission on October 28, 2025. The public hearings for these amendments are scheduled for City Council on December 15, 2025.

1. **Capital Improvement Budget:** To change the Planning Commission's role from recommending/approving the Capital Improvement Budget (CIP) to only reviewing it for compliance with the Comprehensive Plan.

2. **Land Transactions:** To change the Planning Commission's role from making a recommendation on the sale, acquisition, transfer, or termination of public land to only reviewing it for compliance with the Comprehensive Plan. Staff noted that under the current process, the City Council already sets the price and negotiates terms before the Planning Commission reviews it. The new language would focus the Commission on reviewing a development/site plan and its alignment with the Comprehensive Plan.
3. **Board of Zoning Appeals (BZA) Transfer:** To grant the City Council the power to use an ordinance to assign the responsibilities and powers of the BZA to the Planning Commission, allowing it to serve in a dual role. This was proposed because the BZA is mandated to have seven members by City Charter, but has struggled with quorum, requiring items to be forwarded to City Council for decisions. Key BZA duties, such as reviewing variances, would be transferred to the Planning Commission, allowing for a single point of review.

Commissioners and city staff discussed staff drafting a letter to the City Council stating that the Planning Commission has reviewed and supports the proposed Charter amendments, for review at the next meeting.

8. **MISCELLANEOUS**

None.

9. **ADJOURN**

Commissioner Fils-Aime moved to adjourn the meeting, seconded by Commissioner Newberg, and passed unanimously. The meeting was adjourned at 7:02 PM.

The Willmar Municipal Utilities Commission met in regular session on Monday, November 10, 2025, at 11:45 a.m. in the WMU Auditorium. Commissioners present included Shawn Mueske (President), Terrill Sieck, Carol Laumer, Bruce DeBlieck, and Patricia Elizondo. Commissioners absent were John Kennedy and Dave Baumgart.

Staff present included General Manager Jeron Smith; Director of Administration Janell Johnson; Facilities & Maintenance Supervisor Kevin Marti; Finance & Office Services Supervisor Andrea Prekker; Information Systems Coordinator Mike Sangren; Executive Secretary Abby Ahrendt; and City Council Liaison Tom Gilbertson (arrived at 11:49 a.m.). Also present were City Attorney Robert Scott (via teleconference) and Jennifer Kotila of the West Central Tribune.

President Mueske called the meeting to order, followed by the Pledge of Allegiance. With Secretary Kennedy excused, President Mueske asked if any Commissioner would be willing to serve in his place for the meeting. Commissioner Sieck agreed to serve as Acting Secretary. President Mueske then asked the Commission if there were any changes or additions to the agenda. Hearing none, he proceeded to the Consent Agenda. General Manager Smith highlighted items within the payment of bills. Following review and discussion, Commissioner Laumer moved, and Commissioner DeBlieck seconded, to approve the Consent Agenda.

RESOLUTION NO. 47

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

- ❖ Minutes from the October 27, 2025, MUC Meeting
- ❖ Bills represented by vouchers No. 20251647 through No. 20251714, including associated wire transfers, totaling \$268,840.95.

Dated this 10th day of November, 2025.

President

Attest:

Secretary

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

Finance & Office Services Supervisor Prekker presented the September 2025 Financial Reports, which included a summary of the Income Statement covering revenues and expenses, retained earnings, and comparative data for the Electric and Water Divisions, along with the Investment Portfolio and Cost of Power Report as of September 30, 2025.

Finance & Office Services Supervisor Prekker presented the results of the Request for Proposal (RFP) for audit services for fiscal years ending December 31, 2025, 2026, and 2027. Seven firms were invited to submit

proposals, with two responses received from Conway, Deuth & Schmiesing, PLLP (CDS) and BerganKDV. After evaluating both proposals, staff recommended awarding the contract to BerganKDV for a three-year total of \$79,020, noting the firm's experience with governmental auditing and the opportunity to bring fresh perspectives to WMU's financial review process. Following discussion, Commissioner Laumer moved, and Commissioner Sieck seconded, to approve awarding the 2025–2027 Audit Services contract to BerganKDV for a total of \$79,020 as outlined in their proposal dated November 3, 2025.

RESOLUTION NO. 48

BE IT RESOLVED, by the Willmar Municipal Utilities Commission, that the Commission awards the 2025–2027 Audit Services contract to BerganKDV for a total of \$79,020 as outlined in their proposal dated November 3, 2025.

Dated this 10th day of November, 2025.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of four ayes and zero nays. President Mueske abstained from voting.

Finance & Office Services Supervisor Prekker presented the 2025 Fall Energy Acquisition Adjustment (EAA) Update, noting that based on data through September 2025 and projections for the remainder of the year, implementation of an EAA is not required as energy costs are expected to remain at or below \$71/MWh.

Facilities & Maintenance Supervisor Kevin Marti presented the bid results and letter of recommendation from DGR Engineering for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project. Six bids were received, ranging from \$299,260 to \$981,000. Following review, DGR Engineering recommended awarding the contract to Veit & Company, Inc., the apparent low bidder, for \$299,260. Following discussion, Commissioner Laumer moved, and Commissioner Sieck seconded, to approve awarding the contract for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project to Veit & Company, Inc. in the amount of \$299,260.

RESOLUTION NO. 49

BE IT RESOLVED, by the Willmar Municipal Utilities Commission, that the Commission awards the contract for the DeWind Wind Turbine Decommissioning, Recycling, and Site Restoration Project to Veit & Company, Inc. in the amount of \$299,260, as recommended by DGR Engineering.

Dated this 10th day of November, 2025.

President

Attest:

Secretary

General Manager Smith presented the Governance Committee's recommendation to adopt the proposed Willmar Municipal Utilities Bylaws, incorporating New Commissioner Orientation, Performance Review Guidelines, and Commissioner Engagement & Development Opportunities into the Effective Governance Documents. General Manager Smith provided an overview of the guidelines proposed for each of the three new topics. Commissioner Laumer moved, and Commissioner Sieck seconded the addition of the new topics into the Effective Governance Documents. The motion passed 5-0. General Manager Smith proceeded to explain the feedback received on the Bylaws introduced at the October 27th MUC meeting. Following discussion, it was the consensus of the Commission to defer consideration of the Bylaws until the next Commission meeting and directed staff to modify the proposed Bylaws as discussed.

General Manager Smith noted that Willmar Municipal Utilities will transition to CivicPlus for meeting management effective January 1, 2026, replacing the current Call to Order platform. He led a discussion on upcoming commissioner reappointments, noting that several terms will soon expire or require reappointment. Following discussion, it was clarified that WMU will follow the City's established reappointment process. Smith stated that the Labor Committee's annual policy and General Manager performance review is tentatively scheduled for December 10-12. The Director of Administration will distribute evaluation forms by November 13, with completed forms due November 24.

Upcoming Events:

- ❖ WMU Customer Survey – September 22 – November 21
- ❖ Holidaze Parade – November 22, 2025
- ❖ MMUA Governance in Action (St. Cloud, MN) – January 23, 2026
- ❖ APPA Legislative Rally (Washington, D.C.) – February 23-25, 2026

President Mueske asked for any additional discussion. Hearing none, Sieck moved to adjourn, and Laumer seconded. Motion carried unanimously. The meeting adjourned at 12:43 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Public Works Snow Pusher Purchase		

RECOMMENDED ACTION:

Adopt the resolution reappropriating \$44,400 from the Public Works Maintenance of Other Improvements Operating Budget to the Public Works Capital Budget for the purchase of a 2025 Metal Pless Inc. snow pusher. Adopt the resolution approving the purchase of a 2025 Metal Pless Inc. snow pusher from RDO Equipment Co. in the amount of \$44,400.

OVERVIEW:

Public Works staff are requesting the purchase of a 2025 Metal Pless Inc. 4-in-1 snow pusher attachment for a front end loader by reallocating operating budget funds. The funds were originally for our annual crack fill and seal coat project, which was completed under budget due to favorable bids which resulted in a surplus of \$77,900. The proposed purchase will provide several key benefits to the department:

- **Enhanced capabilities:** The 4-in-1 snow pusher offers versatile features that allow the operator to wind row, push, back drag, and clear wider paths—enabling us to better meet evolving operational needs.
- **Improved efficiency:** The new unit will replace our current snow pusher, which has sustained extensive damage over the years and now requires costly and time-consuming repairs. The new model features built-in trip cutting edges and replaceable sections, helping to reduce downtime and maintenance needs.
- **Cost savings:** This investment will improve snow removal efficiency, which in turn will reduce the amount of salt needed in parking lots. The advanced cutting-edge technology allows for cleaner, more effective snow removal.

BUDGETARY/FISCAL ISSUES:

Unspent funds from the Public Works operating budget will be reappropriated for the purchase.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Snow Pusher Reappropriation
2. Resolution - PW Snow Pusher Purchase
3. RDO Equipment Proposal (Quote)
4. Metal Pless Information

Resolution No._____

**REAPPROPRIATING FUNDS FROM PUBLIC WORKS MAINTENANCE OF OTHER IMPROVEMENTS
OPERATING BUDGET TO THE PUBLIC WORKS SNOW PUSHER CAPITAL PURCHASE IN THE AMOUNT OF
\$44,400.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate \$44,400 from the Public Works Maintenance of Other Improvements Operating Budget to the Public Works Snow Pusher Capital Purchase.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Public Works Maintenance Of Other Improvements Operating Budget as follows:

Decrease: Public Works Maintenance Of Other Improvements Operating Budget
 amount. \$44,400

Increase: Public Works Capital Budget amount, \$44,400

Dated this 17th day of November, 2025

Mayor

Attest:

City Clerk

RESOLUTION NO. ____

**A RESOLUTION APPROVING THE PURCHASE OF A 2025 METAL PLESS, INC. SNOW PUSHER IN THE
AMOUNT OF \$44,400.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2025 Metal Pless, Inc. Snow Pusher from RDO Equipment Co. is accepted, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of \$44,400.

Dated this 17th day of November, 2025

Mayor

Attest:

City Clerk



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
1710 East College Drive
Marshall MN, 56258

Phone: (507) 532-0994 - Fax: (507) 532-0993

Proposal for:

CITY OF WILLMAR
801 INDUSTRIAL DR SW
WILLMAR, MN, 562012992
KANDIYOHI

Investment Proposal Date:

9/18/2025

Pricing Valid Until:

10/2/2025

Deal Number:

1945157

Customer Account#:

3827017

Sales Professional:

John Bot

Phone:

1 (507) 655-7052

Fax:

Email:

JBot@rdoequipment.com

Comments

Mn State contract # 239127. 12/1/23 - 11/30/25.

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 METAL PLESS INC. PR1248-20LE PRO1048-20LE MAXXPRO LIVEEDGE PROLOADER PLOWMAXX LD 200 ATTACH DVDE3RS/24V/24GPM DVDE3 WALVOIL ROCHER SWITCH 24V (24GPM) JRB416/100-200 QUICK ATTACH JRB416 100-200	\$44,400.00
Equipment Subtotal:				\$44,400.00

Purchase Order Totals

Balance:	\$44,400.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN CITY TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$44,400.00
Cash with Order:	\$0.00
Balance Due:	\$44,400.00



MAXXPRO LIVEEDGE 10' MOLDBOARD

Great for wheel loaders from 20,000-35,000 lbs. The 10' series of MaxxPros are very popular due to their ease and legality of driving down public roadways with the wings folded in and for getting between tight obstacles

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City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Accounts Payable Report October 30, 2025 - November 12, 2025		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 10.30.25-11.12.25 Ck 75954-76070
2. EFT CK 623-624

Vendor Payment Listing

October 30, 2025 thru November 12, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103696	ACE ROLLOFFS & DISPOSAL	237/11-25	75954	52.70	Garbage service
103696	ACE ROLLOFFS & DISPOSAL	231/11-25	75954	46.15	Section D parks garbage service
102061	ALEX AIR APPARATUS 2 LLC	INV-53189	75955	167.00	Nitrile Gloves
103557	AMAZON CAPITAL SERVICES	1GN6-6Q4L-Y73F	75956	103.54	Replacement UPS battery
103557	AMAZON CAPITAL SERVICES	14PL-RFCX-4H7T	75956	62.97	(3) iPhone 16 case
103557	AMAZON CAPITAL SERVICES	1V61-374K-79HN	75956	107.99	Coffee grounds
103557	AMAZON CAPITAL SERVICES	1XVP-TWCD-3QD3	75956	379.89	Christmas Lights at Selvig
103557	AMAZON CAPITAL SERVICES	1JXN-HL4Y-JJK6	75956	37.76	Post it notes, and Ball pump for youth rec
103557	AMAZON CAPITAL SERVICES	1N3D-TMRJ-MXLL	75956	379.54	Office storage, and pickleball paddle racks
103557	AMAZON CAPITAL SERVICES	1PDV-NP1V-K6NP	75956	65.77	Copy paper
103557	AMAZON CAPITAL SERVICES	1MHC-YQXC-KY79	75956	7.49	Red Ink for Self-Inking Stamp
103557	AMAZON CAPITAL SERVICES	1NPX-DKKL-93KX	75956	296.47	Money Bags, Safe and Counter
103557	AMAZON CAPITAL SERVICES	139Y-P7CJ-976C	75956	27.58	(2) 3-outlet surge protector
103557	AMAZON CAPITAL SERVICES	1KRK-FLG4-DPYD	75956	18.99	JUNK JOURNALS
103557	AMAZON CAPITAL SERVICES	1C43-KHL3-P3C1	75956	81.87	PUZZLES AND PROGRAM SUPPLIE
100057	AMERICAN WELDING & GAS INC	0011227261	75957	85.87	Welding gas
100057	AMERICAN WELDING & GAS INC	0011240480	75957	161.24	Fire Extinguisher Inspections
102954	ANDERSON LAW OFFICES	2816	75958	23,570.79	Oct 2025 City Legal Services
103946	ARVIG	STMT/10-25	75959	3,850.00	Leased fiber - November
100075	AT&T MOBILITY	GBY102025	75960	24.93	FirstNet backups Oct
100075	AT&T MOBILITY	87296610156X11032025	75961	2,359.22	FirstNet Sep/Oct
100073	ATWATER FORD INC	109283	75962	906.06	Squad 24 repairs
100073	ATWATER FORD INC	109426	75962	2,411.83	Squad 7 repairs
103610	AUSTIN INCORPORATED	49951	75963	120.00	Septic Pumping
103610	AUSTIN INCORPORATED	50172	75963	120.00	Septic Pumping
102793	AUTO TECH ALIGNMENTS & MORE	28940	75964	115.00	Alignment
100131	AVENU INSIGHTS & ANALYTICS	INVB-066098	75965	2,310.00	AS400 hosting - Oct
103377	BENSON LAUNDRY	427174	75966	74.56	Towel Service
103377	BENSON LAUNDRY	428724	75966	74.56	Towel Service
103377	BENSON LAUNDRY	430245	75966	74.56	Towel Service
103377	BENSON LAUNDRY	430992	75966	94.61	Towel Service
100103	BERNICK'S PEPSI-COLA CO	179874	75967	210.99	Coffee
101010	BOLTON & MENK INC	0377117	75968	20,394.00	2601-B 16th St SW improvements
101010	BOLTON & MENK INC	0378320	75968	8,050.00	Willmar/Runway 13/31 Lighting System
103181	BULLET PROOF MECHANICAL SERV	12261	75969	7,581.20	Admin AC repair
102336	CANON FINANCIAL SERVICES INC	42129307	75970	134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	42129305	75970	140.23	291358-1
102336	CANON FINANCIAL SERVICES INC	42129308	75970	72.11	291358-4
102336	CANON FINANCIAL SERVICES INC	42129309	75970	74.96	291358-5
102336	CANON FINANCIAL SERVICES INC	42129306	75970	127.77	291358-2
104385	Cemstone Products Company	7955900	75971	500.70	Sidewalk panels on first street
104385	Cemstone Products Company	7959513	75971	385.50	Minnwest campus storm water repair
101259	CENTRAL COUNTIES COOPERATIVE	60014	75972	2,369.27	2,4-D, Sterling blue
100736	CHARTER COMMUNICATIONS	224360801110125	75973	563.19	Nov Phone/Rice Park Internet
104344	Chosen Valley Testing	56406	75974	1,114.50	Special Testing Outdoor Rink
100935	CITY OF WILLMAR	111225	75975	30.00	Fire Alarm Permit
104070	Column Software PBC	B15E1683-0098	75976	517.36	2025 Assessment Hearing notices
104070	Column Software PBC	B15E1683-0112	75976	101.35	Ordinance #1539 Sanitary Sewer Publication
103677	COORDINATED BUSINESS SYSTEMS	40494286	75977	180.07	CVB - Managed Print Services
103677	COORDINATED BUSINESS SYSTEMS	40255917	75977	136.78	CVB - Managed Print Services
100186	CROW CHEMICAL & LIGHTING	131285	75978	156.15	Cleaning supplies
104396	Data Practices Office	00000896035	75979	250.00	Data Workshop for Chief Holme
104396	Data Practices Office	00000893034	75979	250.00	Data Workshop for Captain Anderson
102293	DONOHUE & ASSOCIATES	14714-01	75980	4,045.50	BNR preliminary design
100212	DOOLEY'S PETROLEUM INC	346055	75981	599.49	Plant gas
100212	DOOLEY'S PETROLEUM INC	790079	75981	21,214.00	Diesel and unleaded fuel
100222	DUININCK INC	568114	75982	3,656.55	Civic Center Road, Class 5 stockpil at PW
100222	DUININCK INC	568089	75982	828.75	Asphalt
100222	DUININCK INC	568077	75982	1,320.11	Asphalt
100222	DUININCK INC	2503-B Pay App 3	75982	518,436.85	Project No. 2503-B Pay App No. 3
100231	ED'S SERVICE CENTER & SALES	150088	75983	225.00	Tow for ICR 25011179

Vendor Payment Listing

October 30, 2025 thru November 12, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103906	ELECTRICAL PRODUCTION SERVICES	10649	75984	27.00	Data Center PDK node subscription
100810	FERGUSON ENTERPRISES INC	2069896	75985	104.39	PVC Piping
100810	FERGUSON ENTERPRISES INC	2088030	75985	281.94	Toilet flush valve
101449	FLAHERTY & HOOD P.A.	24034	75986	14,485.42	Oct 2025 General Municipal Matters
101449	FLAHERTY & HOOD P.A.	23988	75986	3,920.00	Oct 2025 Labor and Employment Services
102973	FLEETPRIDE	129765817	75987	653.17	Filters
102973	FLEETPRIDE	129827441	75987	212.93	Filters
102973	FLEETPRIDE	129766016	75987	22.79	Filters
102973	FLEETPRIDE	129854230	75987	61.68	Filters
103459	FRAMEWORK INC	004225	75988	575.17	CVB - Website Updates
100293	GENERAL MAILING SERVICES	75159	75989	177.92	postage 10/06-10/10/2025
100293	GENERAL MAILING SERVICES	75201	75989	62.95	postage 10/13-10/17/2025
100293	GENERAL MAILING SERVICES	75244	75989	178.86	postage 10/20-10/24/2025
100293	GENERAL MAILING SERVICES	75287	75989	81.19	postage 10/27-10/31/2025
100293	GENERAL MAILING SERVICES	75021	75989	93.27	CVB - Postage
100293	GENERAL MAILING SERVICES	75330	75989	115.15	CVB - Postage
100786	GRAINGER INC	9678908147	75990	8.83	Safety sign's
100786	GRAINGER INC	9678285207	75990	37.08	GBT fitting
100786	GRAINGER INC	9685931819	75990	142.08	W3 filters
100786	GRAINGER INC	9691798046	75990	991.68	Tstat for AST 3
103765	HARRY'S FROZEN FOOD	83283	75991	283.50	Concessions
100324	HAUG IMPLEMENT CO - JOHN DEERE	537541	75992	24.74	V- Belt
100325	HAWKINS INC	7241203	75993	1,282.20	Defoamer and bleach
100325	HAWKINS INC	7249721	75993	10,787.52	Ind. ferric
103874	HENRY SCHEIN, INC	48792598	75994	18.85	Level 3 Solution
103874	HENRY SCHEIN, INC	26890594	75994	(15.60)	Credit Memo on 31251411
100333	HILLYARD\HUTCHINSON	700686453	75995	35.40	Filter
100333	HILLYARD\HUTCHINSON	605995513	75995	955.33	Cleaning Supplies
100333	HILLYARD\HUTCHINSON	700679925	75995	46.33	Brush Strip Vacuum
100333	HILLYARD\HUTCHINSON	606000805	75995	56.34	Floor finishing pad
100333	HILLYARD\HUTCHINSON	606000805	75995	56.34	Cleaning pads
103936	HOFFMAN CONSTRUCTION CO. LLC	INV511	75996	21,500.00	Lake Ave. NW. repair
103760	HOMETOWN FIBER	5323	75997	19,987.50	Willmar Connect - SEPT 2025
103760	HOMETOWN FIBER	5345	75997	18,487.50	Willmar Connect - OCT 2025
102486	IN CONTROL INC	S-INV03080	75998	2,733.50	Automation & Cybersecurity plan
103023	INNOVATIVE OFFICE SOLUTIONS	IN4977110	75999	48.89	calendar for office
101239	J.P. COOKE CO/THE	904705	76000	285.35	2026 Dog & Cat Licenses
103861	JOE RILEY CONSTRUCTION	G25268	76001	1,608.55	Asphalt
103355	JOHANNECK WTR CONDITIONING INC	140756	76002	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	141008	76002	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	141015	76002	11.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	141260	76002	73.00	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	141266	76002	46.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	141593	76002	28.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-094	76002	46.00	Water cooler rental
104371	Joseph Haugen	06408D	76003	83.76	Reimbursement for CDL exam road test
100867	KANDI STEEL AND FAB	7723	76004	73.85	steel for shop
100378	KANDIYOHI CO PUBLIC HEALTH	110725	76005	700.00	Food License for DOAC
104397	Kickin Asphalt, Inc	1059	76006	2,950.00	Loadout concrete repair
103138	KING'S ELECTRIC LLC	3506	76007	1,090.00	Temp. power pilot project, prevailing wage
103138	KING'S ELECTRIC LLC	3517	76007	4,956.69	Plant pole light replacement
103138	KING'S ELECTRIC LLC	3518	76007	810.00	Fixed shorted wire on pole lights
103138	KING'S ELECTRIC LLC	3514	76007	771.87	Shielded light replacement
103138	KING'S ELECTRIC LLC	3528	76007	120.00	Pedestrian Button Repair
102187	LAKELAND MEDIA	IN-125106265	76008	1,550.00	CVB - Advertising
101646	LAKESIDE PRESS	12962	76009	225.00	Envelopes
101189	LEAGUE OF MN CITIES INS TRUST	40000465-25-11	76010	79,446.00	Workers Comp Prem 2025-2026 3rd Installment
103226	LOCAL GOV'T INFORMATION SYS.	152895	76011	465.00	Cisco Umbrella set up
103226	LOCAL GOV'T INFORMATION SYS.	152971	76011	222.00	LOGIS SIEM hosting
102593	LOFFLER COMPANIES	5169470	76012	380.11	uniFLOW for WTP_Lobby
102593	LOFFLER COMPANIES	5172993	76012	87.89	CvC Office & PD Sergeants prints

Vendor Payment Listing

October 30, 2025 thru November 12, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102593	LOFFLER COMPANIES	5172994	76012	25.13	FD Office prints
102593	LOFFLER COMPANIES	5178208	76012	331.05	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	5179205	76012	300.34	CH Plotter prints
104399	MAC Rentals, LLC	1042	76013	550.00	Sand Blast Graffiti by walking bridge
101121	MAGNUSON SHEET METAL INC	1324	76014	220.00	Service furnace of 1033 19th Ave building
100435	MARC	0862356-IN	76015	170.50	Pro Guard Vehicle Cleaner
100437	MARCO TECHNOLOGIES LLC	INV14521129	76016	52.50	Shredding Service
100438	MARCUS CONSTRUCTION CO INC	100-014638	76017	2,720.00	Community Center Design
100449	MENARDS	02016	76018	160.21	Bit and Screws for Hedin bridge repair
100449	MENARDS	02026	76018	101.82	Snow Fence
100449	MENARDS	02203	76018	14.97	batteries
100449	MENARDS	02237	76018	12.97	Batteries
100449	MENARDS	01339	76018	65.87	FVP RV Marine
100449	MENARDS	01963	76018	88.69	Door Springs
100449	MENARDS	02017	76018	81.34	Speaker Wire
100449	MENARDS	01696	76018	16.80	RV Marine
100449	MENARDS	02405	76018	32.98	Faucet for sink
100449	MENARDS	02339	76018	19.98	Light bulbs
100449	MENARDS	02528	76018	54.16	Water heater repair
100449	MENARDS	02111	76018	57.76	Candy for Halloween Drive Through
100449	MENARDS	02232	76018	55.53	Lights and Salt for Rice Home Care Building
100859	MID CENTRAL DOOR CO	SI021093	76019	22,278.48	Civic Center East Door Replacement
100859	MID CENTRAL DOOR CO	SI021094	76019	21,069.54	Civic Center East Door Replacement
102699	MIKE'S SMALL ENGINE CENTER	34118	76020	23.99	Trimmer line
103729	MILLS PARTS CENTER	6516939	76021	295.28	Rear Shocks
103729	MILLS PARTS CENTER	CM6483194	76021	(41.56)	return cover and seal
101805	MINI BIFF LLC	I6836	76022	129.54	Archery Park
101805	MINI BIFF LLC	I6837	76022	129.54	Mini Biff
101805	MINI BIFF LLC	I7241	76022	119.34	Brush Site
102857	MN DEPT OF LABOR & INDUSTRY	ABR0361160X	76023	75.00	Boiler & pressure vessel license
100519	MN STATE FIRE DEPARTMENT ASSN	2026	76024	495.00	2026 Membership dues
103756	MR. CLEAN WILLMAR CLEANING SER	STMT/10-28	76025	990.00	Shelter Cleaning
100539	MTI DISTRIBUTING CO	1488157-00	76026	1,505.45	24v Alt.
100539	MTI DISTRIBUTING CO	1488155-00	76026	(1,505.45)	Return 24v Alt.
100539	MTI DISTRIBUTING CO	1478743-00	76026	762.80	Sprinkler Heads ""Warranty""
100539	MTI DISTRIBUTING CO	1490110-00	76026	(762.80)	Sprinkler Heads Credit
100539	MTI DISTRIBUTING CO	1499653-00	76026	18.32	Shipping
100197	MUNICIPAL EMERGENCY SERVICES	IN2362612	76027	23,754.00	Turnout Gear
100541	MUNICIPAL UTILITIES	INV00348	76028	172.65	Civic Center Irrigation Meter
100544	MVTL LABORATORIES INC	1331424	76029	58.25	Lab test
100544	MVTL LABORATORIES INC	1331353	76029	528.00	Soil samples
100544	MVTL LABORATORIES INC	1332222	76029	132.00	Soil samples
102547	CARRANZA/NOE	280	76030	150.00	Interpreting Services for Officer Interview
102547	CARRANZA/NOE	282	76030	150.00	Interpreting Services for Officers Vazquez & Heck
103983	NORDIC	113168	76031	125.00	Hydro Seeder Mulch
103605	NORTH CENTRAL INTERNATIONAL	X201149574:01	76032	331.40	Plant generator level switch
103605	NORTH CENTRAL INTERNATIONAL	R201002983:01	76032	2,370.50	Nelson invoice
103605	NORTH CENTRAL INTERNATIONAL	R201003829:01	76032	154.95	Diagnostics - 5298
103605	NORTH CENTRAL INTERNATIONAL	X201150116:01	76032	(55.30)	return brake lines and get correct
100650	O'REILLY AUTOMOTIVE INC	1528-249895	76033	166.23	cv-shaft
103286	OASIS AERO INC	6455	76034	4,415.04	Airport Management March 2025
103286	OASIS AERO INC	6536	76034	4,415.04	Airport Management April 2025
103286	OASIS AERO INC	6673	76034	4,415.04	Airport Management June 2025
103286	OASIS AERO INC	6726	76034	4,415.04	Airport Management July 2025
103286	OASIS AERO INC	6815	76034	4,415.04	FBO Contract Aug 2025
103286	OASIS AERO INC	6865	76034	4,415.04	FBO Contract Sept 2025
103286	OASIS AERO INC	6903	76034	4,415.04	FBO Contract Oct 2025
104207	Office Of MNIT Services	DV25100454	76035	273.18	LOGIS Internet transport Oct
104354	OMG Midwest Inc	Appl #3 2503-D	76036	194,259.75	Project No. 2503-D Pay Application No. 3
101968	PEST PRO II	26576	76037	40.00	pest inspection
101968	PEST PRO II	26603	76037	95.00	Pest Control

Vendor Payment Listing

October 30, 2025 thru November 12, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100614	PIONEERLAND LIBRARY SYSTEM	10202025	76038	118,254.50	4TH QTR Funding Request
100342	POWER PLAN OIB	W2722911	76039	1,835.73	RDO Service Invoice
100342	POWER PLAN OIB	W2723011	76039	1,465.83	RDO Service Invoice
100374	PREMIUM WATERS INC	330688550	76040	10.99	water
103529	PRO WATER SOLUTIONS	12196	76041	490.00	Solar Salt
100636	R & R SPECIALTIES INC	0090704-IN	76042	960.00	Paint for Ice
104398	Red-Kandi Pumping LLC	222	76043	88,686.25	Biosolids application, hose drag.
101136	RIDGEWATER COLLEGE	2025-10-1746	76044	1,650.00	EMS Refresher Training
101136	RIDGEWATER COLLEGE	1329341	76044	1,790.00	EMR V. Zamora & Jacob Klavetter
101136	RIDGEWATER COLLEGE	C10000015542	76045	130.00	Chair Massages for Wellness Program November 2025
103062	ROSENBAUER MINNESOTA LLC	87072	76046	440,464.00	Aerial Payment for New Ladder Truck
100665	RULE TIRE SHOP	1-78781	76047	944.00	Tires
101418	RUNNING'S SUPPLY INC	6530616	76048	56.99	General supplies
101418	RUNNING'S SUPPLY INC	6532348	76048	97.28	bales
101418	RUNNING'S SUPPLY INC	6536751	76048	7.99	2 face tape
101418	RUNNING'S SUPPLY INC	6529792	76048	8.55	Fitting
101418	RUNNING'S SUPPLY INC	6537987	76048	19.33	Grinder Disc
101418	RUNNING'S SUPPLY INC	6538221	76048	64.98	Metric impact sockets
101418	RUNNING'S SUPPLY INC	6543785	76048	73.25	Plumbing fittings for water tank
101418	RUNNING'S SUPPLY INC	6543916	76048	54.89	Battery's, Silicone, Bolts
104401	Shane Stefanick	111025	76049	500.00	Travel Reimbursement - Interview
100690	SHERWIN WILLIAMS CO	5974-4	76050	11.58	Paints
103699	SILVA/AMBER	STMT/10-25	76051	385.00	Wellness Program October 2025
104220	Steffl Drilling & Pump Inc	164813	76052	262.90	GBT W3 filters
100188	STERLING WATER-MINNESOTA LLC	315X04341904	76053	60.75	WATER SOFTENER
102555	SUMMIT FIRE PROTECTION	3645254	76054	495.00	Annual Sprinkler Inspection
100728	SURPLUS WAREHOUSE INC	06454	76055	30.00	Appliance Disposal
100161	SYSO WESTERN MINNESOTA	353040088	76056	819.01	Concessions
103801	TECH CHECK,LLC	63526	76057	536.00	Security Cameras for Brush Site
102583	TORKELSON'S LOCK SERVICE	25-577	76058	82.00	Service call to remove broken key from ext. door
101471	TRAFFIC CONTROL CORPORATION	161712	76059	1,500.00	Traffic Signal Pedestrian Walk Lights
103795	TYLER TECHNOLOGIES, INC	C1100-00231541	76060	1,352.00	Tyler Tech FY25/26 renewal (addtnl EPL license)
103795	TYLER TECHNOLOGIES, INC	C1100-00227511	76060	2,151.45	Tyler Tech FY25/26 renewal (E.M. A.D. auth)
102695	UNITED ROTARY BRUSH CORP	C1333383	76061	4,498.79	Replacement Side Brooms
103660	VALIANT/LESLIE	11062025	76062	499.74	Reimbursement of Personal Expenditures
104083	Vestis	2530457188	76063	68.63	Mechanics uniform rental
104083	Vestis	2530457771	76063	14.06	Maintance man uniform
104083	Vestis	2530459766	76063	79.09	Mechanics uniform rental
104083	Vestis	2530460333	76063	14.06	Maintance man uniform
104083	Vestis	2530462276	76063	68.63	Mechanics uniform rental
104083	Vestis	2530462857	76063	14.06	Maintance man uniform
104083	Vestis	2530464832	76063	79.09	Mechanics uniform rental
104083	Vestis	2530465382	76063	14.06	Maintance man uniform
100777	VIKING COCA-COLA BOTTLING CO	3732836	76064	1,981.70	Concessions
102868	WALT'S	101325	76065	59.98	regular wash books
102868	WALT'S	102425	76065	51.10	fuel
100803	WEST CENTRAL PRINTING	25511	76066	118.13	Victim Information Cards
100805	WEST CENTRAL SANITATION	13595172	76067	354.55	Recycling
100806	WEST CENTRAL STEEL INC	7723	76068	73.85	Steel for shop
102689	WILLMAR AUTO VALUE	STMT/10-25	76069	41.56	STMT/10-25
100812	WILLMAR CHAMBER OF COMMERCE	59242	76070	70.62	CVB
100812	WILLMAR CHAMBER OF COMMERCE	103125	76070	15,191.06	CVB 10/01-10/31/2025
100812	WILLMAR CHAMBER OF COMMERCE	59241	76070	7,367.38	CVB Credit Card 9/17/25-10/16/25
Total				1,826,700.73	

Vendor Payment Listing

October 30, 2025 thru November 12, 2025



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/07-2025-2	623	73.92	natural gas July 2025
100467	CENTERPOINT ENERGY	STMT/10-25	624	1,994.62	natural gas October 2025
			Total	2,068.54	



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.G.
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 Report - November 2025
2. Parks and Rec Report - November 2025
3. Police Department October 2025 Council Update
4. Copy of Monthly Council Stat Sheet October 2025
5. Planning and Development- November 2025
6. Public Works Department Monthly Update for October 2025
7. Human Resources Report - November 2025



333 6th Street Southwest | Willmar MN 56201 | 320.214-5169

Pablo's Report

November is National Native American Awareness Month, while Thanksgiving dinner can be linked back to the holiday's true history as a harvest feast, many of the stories told about the first Thanksgiving do not measure up against the indigenous perspective. Instead, they promote hurtful stereotypes. There is a movement to enjoy what is positive about the holiday while turning away from one-dimensional misrepresentations of Native Americans.

It keeps the focus on Thanksgiving dinner and being together with family while exploring the authentic history of those times and the tremendous contributions Native Americans have made in developing the foods we eat today. I am thankful for your leadership, and for my colleagues for their partnership, as we all help our community grow!

Growing with Gratitude Lunch

I am excited to invite you to the [Growing with Gratitude Lunch](#) at the Willmar City Auditorium on Thursday, December 4th from 11:30 AM to 1:00 PM

This special event is a chance to connect with fellow community members, share stories of impact, and express gratitude for the work we've done together. We'll enjoy a delicious meal, engaging conversation, and a heartwarming celebration of our collective achievements.

Why you should attend:

- **Networking:** Connect with like-minded individuals and organizations.
- **Inspiration:** Hear inspiring stories from community leaders and partners.
- **Gratitude:** Express appreciation for the positive impact we've made together.
- **Community:** Strengthen relationships and foster a sense of belonging.

I hope you'll join us for this meaningful event. Please RSVP by 11/25/25 here: [Growing with Gratitude](#) (Please follow the instructions in the Google form)

2026 Willmar Martin Luther King Jr. Day Celebration

Come join us on Monday, January 19, 2026, at 5:30 PM at **Ridgewater College**, 15th Avenue Northwest in Willmar, MN to celebrate the **3rd Annual Martin Luther King Jr. Day!** This **in-person event** will feature a special keynote speaker, engaging conversations, opportunities to reflect on Dr. King's legacy, and a free meal. Let's honor his vision of equality and justice together. See you there! You must let us know you are coming, Look for registration link in the days ahead.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Pablo

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



November 2025

Youth and Adult Programming

Youth Programs:

- Rec Hockey began on October 28th with 80 kids signed up
- Mini Cards and Learn to Skate began on October 28th with 24 kids signed up
- Little Cardinal Hoopster will begin on October 25th, 45 signed up
- Little Cards basketball began on October 21st - NEW PROGRAM
 - There are 47 boys signed up
 - There are 23 girls signed up
- Volleyball camp started on October 23rd with 18 signed up.

Bikes:

- All the bikes have been picked up for the season and put into winter storage.

Pickleball:

- We are underway with planning the 4th Paddle Battle on December 13th. We have 19 teams signed up.
- Pickleball members are back here playing in the Rec Center. We have 129 members so far.
- We have been running a drop-in pickleball league on Sunday afternoons, and we have an average of 24 players each week.

Adult Recreation

- Adult Hockey League has started with 7 teams. (117 total players.)
- Adult Volleyball begins this month.
 - Women's League starts November 13th with eight teams in one division, playing Thursday nights at the Civic Center.
 - Coed League starts November 17th with 13 teams across two divisions, playing Monday nights at the new Middle School gyms.
- Adult Basketball will begin in January.

Community Center

- Kids in the Kitchen Fall started its Lunch/ Dinner section this month of our "From Scratch"

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



- Over 300 kids attended our annual Halloween event.
- Completed our last trip of the year/season with a packed bus to the Vikings game.
- Upcoming Holiday Boutique, Santa Meet & Greet, NYE Bingo
- Holiday Craft Kits available to order.
- Crafting programs this month include our Macrame Book Holder, Trace & Paint, and Wooden Tree Stand! We are also completing 2 Little Art Sessions: 1 at the CC and one at Intuition.
- Hosted 24 private rentals in October.

Facilities & Events

- Squirts Hockey Tournament Nov 21-23
- Sunrise Craft Show Dec 4th and 5th
- 10U/12U Girls Hockey Tournament Dec 12-14
- HS Boys/Girls Hockey Games
- Willmar Warhawks Games

Other Projects & Updates

- Outdoor Rink Project: The project is near completion. A few punch items remain to be done. The rink will be usable this season, weather permitting. This season will be a learning curve.
- DNR Fishing Platform Permit was installed this past week. They will sit for the winter season before finishing the concrete floor and path.
- Destination Playground: Rubber flooring was repaired this fall; these repairs were all under warranty.
- Civic Center East Doors were installed last week, and the siding will begin on November 17th.
- The Aquatic Center sand filter and kiddie slide will come before the council for approval on November 17th.

Willmar Police Department – City Council Update

Date: 11/17/2025

Upcoming Events

Jennie-O Hometown Turkey Take Over giving away 5,000 turkey breasts

- **Date/Time:** Saturday, November 15th 9:00 AM -2:00 PM
- **The distribution will take place at Willmar High School NE parking lot the staging area will be on Transportation Dr.**

Shop with a Cop

- **Date/Time:** Monday, December 8, 2025, at 6:00 PM
- **Location:** Willmar Walmart
- **Details:** This annual community event pairs local children with police officers for a holiday shopping experience. It's an opportunity to build positive relationships between law enforcement and community youth.

Willmar/Spicer Polar Plunge

- **Date/Time:** Saturday, January 31, 2026
 - **Location:** Green Lake, Spicer
 - **Purpose:** Fundraiser for Special Olympics Minnesota
 - **Goal:** \$75,000
 - The Willmar Police Department will again participate and help promote this great cause supporting Special Olympics athletes across Minnesota.
-

Department Activity Update

Drug Activity – 700 Block of 27th Avenue SW

- The department continues to address ongoing drug-related activity in this area.
 - A recent search warrant resulted in **five arrests** connected to narcotics distribution.
 - Investigations remain active, with continued efforts to disrupt illegal drug operations and maintain neighborhood safety.
-

Respectfully submitted,
Chief Mike Holme

Willmar Police Department

Monthly Calls for Service Statistics

Title	October 2024	October 2025
911 Hang Up	9	7
Abandoned Vehicles	104	30
Agency Assist	46	32
Alarm	31	37
Alcohol Offense	6	5
Animal	51	60
Assault	10	10
Burglary	4	1
Child Custody Dispute	6	8
Crash	70	78
Criminal Damage To Property	20	16
Disorderly	27	23
Domestic	34	55
Drugs	14	9
Family Service	75	65
Fight	8	5
Fraud	16	22
Gun Permits	16	17
Harassment	41	23
Information	12	6
Weapons complaint	15	10
Lost And Found	53	46
Mental Issues	70	7
Missing Person	27	23
Motorists Assist	8	6
Neighborhood Disturbance	20	13
Public Assist	183	156
School Related Incidents	7	10
Sex Crimes	6	9
Sudden Death/Bodies Found	2	2
Suicidal Person	8	9
Suspicious	100	70
Theft	40	29
Traffic Complaint	39	49
Traffic Stop	186	266
Trespass	20	7
Warrant Service	15	12

Current Month CFS:

1313

YTD Calls for Service:

12,023

2024 Month CFS:

1480

(Some minimal CFS
categories not shown)



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

October 2025 – Director’s Report

KCED + City of Willmar Update

On October 28, 2025, BNSF completed its tour of the Willmar Rail Park as part of the Rail Certification process. Through its Site Certification Program, BNSF evaluates rail-served sites against ten key economic development criteria to determine readiness and reduce potential risks for future customers. The tour was hosted by KCED and included representatives from Global Location Strategies, the Mid-Minnesota Development Commission, City Councilmember Gilbertson, and the Planning and Development Director. If certified, Willmar Rail Park would become the only BNSF Certified site in Minnesota.

Department

- Code Cases: 10 code cases issued in October. 4 cases have been closed and 6 are still open. 2 cases from August went to the Attorney but will likely be closed as they have now become compliant.
- Permits Issued: 74 permits issued in October 2025, 635 permits issued YTD, \$56,265,188.58 YTD Valuation
- The City of Willmar is currently reviewing its Rental Housing Program and invites input from residents and property owners across the community. Feedback from tenants, landlords, and property managers will help city staff better understand local housing needs and enhance how the program serves Willmar. Survey responses will help:
 - Improve housing quality, safety, and maintenance
 - Strengthen communication between renters, property owners, and city staff
 - Inform future updates to inspections and housing standards

The survey is open to all renters, landlords, and property managers in Willmar. It takes about five minutes to complete and is anonymous unless you choose to provide your contact information. The survey will close on December 5, 2025. You can take the survey at:

https://www.willmarmn.gov/news_detail_T16_R1825.php

Planning Commission

The Planning Commission holds meetings on the first and third Wednesdays of the month at 6 PM at City Hall. As a public meeting, there are multiple ways for community members to submit testimony on Hearing and Action agenda items:

- Email: Submit testimony to planning@willmarmn.gov (accepted one business day before the meeting).
- Mail: Send a letter to City of Willmar Planning Dept., 333 6th Street SW, Willmar, MN 56201 (must be received two business days before the meeting).



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.
- Biosolids application to MPCA approved fields has been completed.
- U.V. disinfection has been turned off for the season.
- I/I issue on Lake Ave. NW was completed.
- Monthly generator runs at multiple lift stations and the plant.
- Fall PM on various lift stations continues.
- Sara completed landfill leachate PFAS pilot project.
- Gave a presentation to Willmar Rotary about stormwater.
- Conducted annual SIU inspections.
- Attended WEFTEC and the final Water Leadership Institute session in Chicago.
- Drafted, reviewed, and presented I and I ordinance to Council for approval.
- Public education messages shared about wastewater and stormwater.
- Attended MN Cities Stormwater Coalition MS4 training.
- Reviewed 2025 biosolids sample data and long-term trends.
- Prepared and mailed informational flyer re: new I/I ordinance to realtors, real estate attorneys, appraisers, home lenders, title and abstract companies, home inspectors, etc.
- Completed Q4 stockpile inspections.
- Attended annual SW Regional Sustainable Development Partnership board meeting.



Operations Update from Superintendent Kyle Radunz

Streets, Sanitary sewers & Stormwater

- **Street Patching:** Crews completed patching work on six separate days.
- **Street Sweeping:** Conducted sweeping operations for leaves most days this month. All street sweepings were hauled to the landfill, and we brought winter sand and class 5 gravel back to the shop.
- **Mowing:** Roadway ditches, the airport, and other right of ways were mowed and trimmed.
- **Sanitary sewers:** Began Fall maintenance jetting.
- **Catch Basins:** Located and continue to perform repairs to various catch basins.
- **Storm Water:** Removed sediment from all storm sumps and sediment removal chambers

Parks & Grounds

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

- **Ball Fields:** Fall maintenance including raising sprinkler heads as needed, top dressing, weed control, fertilization, mowing, and storage of all equipment.
- **Groundskeeping:** Mowed and trimmed 39 park areas, performed routine litter pickup, and maintained equipment.
- **Splash Pad:** Closed
- **Public Restrooms:** Winterized and closed for the season. 4 Seasons will remain open during limited hours.
- **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.
- **Parks:** Removed canopies at Rice, and Destination Playground. Pickle ball and tennis nets removed from Sperry and Miller. Removed garbage's from the disc golf course, and Destination Park.
- **Trail Maintenance:** Swept and repaired walking trails as needed.
- **Weed Control:** Applied weed treatments in parks and along city roadways. This will continue until frost.

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 all departments. Additional work on Public Works vehicles includes street sweeper repairs, loader tire replacements, mower repairs, along with many other smaller repairs.

Community Event Support

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

- **Barntoberfest:** Provided barricades and cones
- **Family Night at the Fire Station:** Provided picnic tables
- **Celebrate the Light of the World:** Assisted with installing the shooting star

Additional Projects

- **Sunrise Baseball Field:** Poured concrete for new dugouts. Constructed the steel framework and installed the roof steel.
- **Complaint-Based Mowing:** Addressed and mowed nuisance properties as reported.
- **Fishing Piers:** Removed fishing piers, docks, buoys and prepared these items for winter.
- **Hedin Bridge:** Replaced bridge decking
- **Civic Center Outdoor Rink:** Constructed a road from the fire lane to the outdoor rink for Zamboni access
- **Hockey Boards:** Constructed two hockey rinks at Garfield for winter ice prep
- **Rice Home Medical:** Removed all signage on the exterior of the building
- **Fishing Piers at Robbins Island:** Cut trees back to allow access for a crane, Staff assisted the contactor with installation of the fishing piers.



HR Report

Our Open Enrollment period started on Wednesday, Nov 5 with a Benefits Fair at the Civic Center. We had outstanding employee participation, with more than 70 employees attending to learn about the new benefit plans being offered in 2026. I've also conducted more than 30 1:1 meetings with employees since the start of open enrollment, to answer questions and provide more information about the plans. The Open Enrollment period will wrap up for employees on Friday, Nov 21.

After reviewing all of the applications that were received by the initial Oct 24 deadline for the Public Works Director position, 5 candidates were selected for interviews. One candidate subsequently withdrew from the process, and 4 candidates went through first round interviews. The pool was then narrowed down to two candidates who will participate in second round interviews. Following the second round interviews, staff will make a decision regarding whether to recommend one of those candidates to be the City's next Public Works Director.

Sincerely,

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

Alissa Gambrel – HR Director

City of Willmar Monthly Permit Reports October 2025

Permit Number	Address	Permit Type	Permit Work Class	Permit Issue Date	Permit Valuation	Parcel #
FIRE-2025-0009	951 High Ave NE	Fire Alarm	Fire Alarm	10/1/2025	\$5,000.00	95-911-0840
BLDR-2025-0113	1454 Hansen Dr SW	Residential	Residing	10/1/2025	\$24,000.00	95-863-0420
BLDR-2025-0214	1317 17th St SW	Residential	Alteration/Remodel	10/1/2025	\$59,215.00	95-510-0010
BLDR-2025-0261	704 4th St SE	Residential	Re-Roof	10/3/2025	\$12,900.80	95-470-0030
RMECH-2025-0087	634 Ann St SE	Residential Mechanical	Mechanical	10/3/2025	\$5,000.00	95-222-0820
RMECH-2025-0084	2701 6th Ave SE	Residential Mechanical	Mechanical	10/3/2025	\$6,595.00	95-882-0620
MECH-2025-0013	503 Industrial Dr SW	Commercial Mechanical	Mechanical	10/3/2025	\$66,684.00	95-916-2960
BLDR-2025-0255	328 Ferring St SE	Residential	Re-Roof	10/3/2025	\$10,028.80	95-220-0940
RMECH-2025-0082	1115 3rd St SW	Residential Mechanical	Mechanical	10/3/2025	\$10,333.00	95-280-2500
BLDR-2025-0262	228 Manila St NE	Residential	Re-Roof	10/3/2025	\$7,519.20	95-730-0560
BLDR-2025-0267	2712 12th Ave NW	Residential	Re-Roof	10/3/2025	\$7,000.00	95-135-0660
BLDR-2025-0265	310 6th St SE	Residential	Re-Roof	10/3/2025	\$2,800.00	95-240-0130
BLDR-2025-0266	310 6th St SE	Residential	Residing	10/3/2025	\$2,500.00	95-240-0130
RMECH-2025-0086	1212 9th St SE	Residential Mechanical	Mechanical	10/3/2025	\$3,000.00	95-670-0040
BLDR-2025-0241	2501 Country Club Dr NE	Residential	Addition	10/3/2025	\$45,000.00	95-137-0050
BLDR-2025-0269	202 Becker Ave SE	Residential	Re-Roof	10/3/2025	\$5,600.00	95-740-0630
BLDR-2025-0258	314 Bernard St SE	Residential	Re-Roof	10/3/2025	\$3,000.00	95-220-0630
BLDC-2025-0051	2304 Trott Ave SW	Commercial	New	10/3/2025	\$1,200,000.00	95-870-0450
BLDR-2025-0222	405 36th St NW	Residential	Single Family Dwelling	10/3/2025	\$248,036.00	95-833-1600
RPLUMB-2025-0017	1316 9th St SE	Residential Plumbing	Plumbing	10/6/2025	\$1,300.00	95-670-0100
BLDC-2025-0053	776 Business 71 N	Commercial	Alteration/Remodel	10/6/2025	\$20,900.00	95-552-1000
BLDR-2025-0127	500 Charlotte St SE	Residential	Residing	10/6/2025	\$3,634.00	95-222-0440
BLDR-2025-0268	609 8th St SW	Residential	Residing	10/6/2025	\$5,500.00	95-006-2390
BLDR-2025-0270	901 16th St SW	Residential	Re-Roof	10/6/2025	\$17,735.00	95-042-0180
BLDR-2025-0257	2012 25th St SW	Residential	Re-Roof	10/7/2025	\$4,500.00	95-601-0150
FIRE-2025-0012	2505 Willmar Ave SW	Fire Alarm	Fire Alarm	10/7/2025	\$3,000.00	95-921-5860
BLDR-2025-0274	1104 Irene Ave SE	Residential	Re-Roof	10/7/2025	\$5,000.00	95-665-0200
BLDR-2025-0275	1104 Irene Ave SE	Residential	Residing	10/7/2025	\$25,000.00	95-665-0200
RMECH-2025-0090	1403 12th St SE	Residential Mechanical	Mechanical	10/7/2025	\$5,000.00	95-672-0365
BLDR-2025-0250	373 14th St SE	Residential	Re-Roof	10/8/2025	\$11,298.40	95-400-0040

BLDR-2025-0273	1204 9th St SE	Residential	Alteration/Remodel	10/8/2025	\$5,443.00	95-670-0020
BLDR-2025-0249	519 13th St SE	Residential	Residing	10/9/2025	\$11,816.40	95-184-0980
RPLUMB-2025-0014	1009 5th St SW	Residential Plumbing	Plumbing	10/10/2025	\$2,018.00	95-280-0520
BLDR-2025-0279	1404 11th St SE	Residential	Accessory Structure	10/13/2025	\$9,500.00	95-671-0120
BLDR-2025-0256	1009 5th St SW	Residential	Alteration/Remodel	10/13/2025	\$13,356.00	95-280-0520
BLDR-2025-0277	905 3rd St SW	Residential	Alteration/Remodel	10/13/2025	\$11,751.00	95-280-2130
RMECH-2025-0093	955 Rice Ave SW	Residential Mechanical	Mechanical	10/14/2025	\$3,700.00	95-590-0390
BLDR-2025-0278	409 Julii St SE	Residential	Alteration/Remodel	10/14/2025	\$2,400.00	95-220-1420
BLDR-2025-0271	1316 9th St SE	Residential	Alteration/Remodel	10/16/2025	\$10,400.00	95-670-0100
RMECH-2025-0097	2801 19th Ave SW	Residential Mechanical	Mechanical	10/17/2025	\$7,500.00	33-021-0400
RMECH-2025-0092	3012 2nd Ave NW	Residential Mechanical	Mechanical	10/17/2025	\$7,000.00	95-835-0390
BLDR-2025-0280	313 8th St NW	Residential	Re-Roof	10/17/2025	\$6,700.00	95-003-0150
RMECH-2025-0096	215 Becker Ave SE	Residential Mechanical	Mechanical	10/17/2025	\$16,350.00	95-310-0170
CPLUMB-2025-0011	1605 1st St S	Commercial Plumbing	Plumbing	10/20/2025	\$76,965.00	95-923-8640
BLDR-2025-0282	1232 13th St SW	Residential	Re-Roof	10/20/2025	\$11,000.00	95-690-0090
BLDR-2025-0281	1405 14th Ave NE	Residential	Alteration/Remodel	10/21/2025	\$28,144.21	95-911-0420
BLDR-2025-0283	1813 7.5 St SW	Residential	Re-Roof	10/21/2025	\$13,000.00	95-922-6180
BLDC-2025-0058	415 7th St SW	Commercial	Re-Roof	10/21/2025	\$31,492.23	95-003-6360
BLDC-2025-0054	1410 5th St SE	Commercial	Alteration/Remodel	10/22/2025	\$500,000.00	95-923-8631
RMECH-2025-0094	515 14th St SE	Residential Mechanical	Mechanical	10/22/2025	\$5,044.00	95-184-1170
RMECH-2025-0088	408 14th St SE	Residential Mechanical	Mechanical	10/22/2025	\$4,680.00	95-184-0530
RMECH-2025-0095	1460 Grace Ave SW	Residential Mechanical	Mechanical	10/22/2025	\$5,180.00	95-080-0460
RMECH-2025-0089	101 33rd St NW	Residential Mechanical	Mechanical	10/22/2025	\$4,802.00	95-908-0120
RMECH-2025-0091	1230 Quincy Ave SW	Residential Mechanical	Mechanical	10/22/2025	\$5,434.00	95-690-0770
RPLUMB-2025-0019	1460 Grace Ave SW	Residential Plumbing	Plumbing	10/23/2025	\$3,886.50	95-080-0460
CPLUMB-2025-0013	200 24th Ave SE	Commercial Plumbing	Plumbing	10/24/2025	\$3,500.00	95-841-0200
BLDR-2025-0290	1901 23rd Ave SW	Residential	Re-Roof	10/24/2025	\$24,000.00	95-885-3090
BLDC-2025-0030	1920 Hwy 12 E	Commercial	New	10/24/2025	\$1,000,000.00	95-913-0990
BLDR-2025-0285	421 12th St NW	Residential	Re-Roof	10/24/2025	\$8,000.00	95-009-0510
BLDR-2025-0286	1309 Campbell Ave NW	Residential	Re-Roof	10/24/2025	\$7,850.00	95-009-0010
BLDR-2025-0289	524 7th St SW	Residential	Re-Roof	10/27/2025	\$4,000.00	95-006-0460
RMECH-2025-0098	201 14th St NW	Residential Mechanical	Mechanical	10/28/2025	\$8,200.00	95-916-3160
BLDR-2025-0298	1215 Gorton Ave NW	Residential	Alteration/Remodel	10/28/2025	\$7,100.00	95-009-0830

BLDR-2025-0252	1001 13th St SW	Residential	Alteration/Remodel	10/29/2025	\$8,000.00	95-570-0430
BLDR-2025-0297	333 12th St SE	Residential	Re-Roof	10/29/2025	\$5,750.00	95-030-0060
BLDR-2025-0296	521 2nd St SE	Residential	Re-Roof	10/29/2025	\$5,750.00	95-740-0980
MECH-2025-0015	2000 1st St S	Commercial Mechanical	Mechanical	10/29/2025	\$27,500.00	95-429-0010
BLDR-2025-0287	1024 6th St SW	Residential	Re-Roof	10/30/2025	\$8,000.00	95-090-1470
CPLUMB-2025-0012	360 45th St NW	Commercial Plumbing	Plumbing	10/30/2025	\$77,000.00	33-007-0105
CPLUMB-2025-0014	2211 1st St S	Commercial Plumbing	Plumbing	10/30/2025	\$9,421.40	95-923-8920
BLDC-2025-0059	301 Becker Ave SW	Commercial	Alteration/Remodel	10/30/2025	\$140,000.00	95-003-5970
BLDR-2025-0292	715 Mary Ave SE	Residential	Re-Roof	10/30/2025	\$8,000.00	95-914-1870
BLDR-2025-0291	327 Litchfield Ave SE	Residential	Emergency Escape & Rescue Op	10/31/2025	\$2,000.00	95-630-0750
BLDR-2025-0301	420 Highland Rd SW	Residential	Re-Roof	10/31/2025	\$9,000.00	95-320-0160

74 Total Permits

Total Valuation: \$3,987,712.94

YTD Permits: 635
YTD Valuation: \$56,265,188.58



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Finance Report through 10/31/2025		

RECOMMENDED ACTION:

OVERVIEW:

For information only

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. General 10.31.25
2. WWTP 10.31.25



**City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended October 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	\$ 5,552,846.67	53.59%
Licenses and Permits	610,551.05	507,500.00	448,133.97	88.30%
Intergovernmental	7,266,350.49	6,977,458.00	4,444,822.50	63.70%
Service Charges	1,107,539.65	957,500.00	949,734.06	99.19%
Fines and Forfeits	111,018.18	100,000.00	70,538.87	70.54%
Special Assessments	2,180.90	-	1,596.77	
Miscellaneous Revenue	1,195,728.98	325,000.00	1,370,777.40	421.78%
Other Financing Sources	3,167,118.85	2,876,308.00	1,889,372.36	65.69%
Total Revenues	\$ 22,507,771.93	\$ 22,104,698.00	\$ 14,727,822.60	66.63%
<u>Expenditures</u>				
City Administrator	\$ 968,170.50	\$ 780,505.00	\$ 672,375.77	86.15%
Mayor and Council	438,981.77	414,150.00	356,765.44	86.14%
City Hall	736,827.05	911,856.00	1,415,479.54 *	155.23%
City Clerk	217,034.80	244,293.00	196,924.82	80.61%
Elections	137,406.13	23,400.00	9,844.24	42.07%
Finance Department	498,178.32	558,492.00	475,543.56	85.15%
Planning/Development Services	1,167,791.03	1,044,184.00	775,274.52	74.25%
Legal	252,086.24	-		0.00%
Information Technology	815,887.80	971,158.00	909,146.33	93.61%
Human Resources	215,706.34	239,369.00	159,216.77	66.52%
Cultural Diversity	177,583.26	195,654.00	172,976.17	88.41%
Sub-Total General Gov't.	5,625,653.24	5,383,061.00	5,143,547.16	95.55%
Police Department	6,492,390.64	7,003,653.00	5,379,846.62	76.81%
Fire Protection	1,180,073.37	1,297,884.00	1,214,070.37	93.54%
Sub-Total Public Safety	7,672,464.01	8,301,537.00	6,593,916.99	79.43%
Public Works	4,011,527.16	4,351,778.00	3,675,553.97	84.46%
Engineering	721,885.61	404,000.00	214,559.56	53.11%
Transit System	20,500.00	21,000.00	20,500.00	97.62%
Storm Water	134,139.05	88,000.00	83,993.82	95.45%
Sub-Total Streets/Highways	4,888,051.82	4,864,778.00	3,994,607.35	82.11%
WRAC	129,799.82	149,980.00	124,093.87	82.74%
Library	553,711.53	573,018.00	567,091.12	98.97%
Auditorium	38,856.37	71,268.00	35,304.72	49.54%
Parks & Recreation	1,045,869.14	1,133,022.00	1,012,193.77	89.34%
Civic Center	1,021,314.19	1,055,942.00	819,490.81	77.61%
Recreation/Event Center	10,056.23	10,000.00	7,103.35	71.03%
Community Center	322,308.89	289,065.00	253,098.19	87.56%
Aquatic Center	230,459.01	273,027.00	192,596.96	70.54%
Sub-Total Culture/Recreation	3,352,375.18	3,555,322.00	3,010,972.79	84.69%
Total Expenditures	\$ 21,538,544.25	\$ 22,104,698.00	\$ 18,743,044.29	84.79%

* Indicates Over Budget



City of Willmar
 Waste Treatment Plant
 Budgetary Comparison Report
 For the Period Ended October 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	\$ 46,945.75	156.49%
Service Charges	9,599,947.09	11,239,850.00	6,985,122.53	62.15%
Miscellaneous Revenue	941,295.34	150,000.00	410,808.50	273.87%
Total Revenues	\$ 10,630,760.45	\$ 11,419,850.00	\$ 7,442,876.78	65.17%
<u>Expenditures</u>				
Waste Treatment - Treatment	5,482,770.76	13,061,131.00	11,189,949.06	85.67%
Waste Treatment - Collections	287,939.22	704,849.00	197,218.60	27.98%
Waste Treatment - Biosolids	314,129.83	361,800.00	111,563.16	30.84%
Waste Treatment - Eagle Lake	24,580.43	30,650.00	20,719.33	67.60%
Total Expenditures	\$ 6,109,420.24	\$ 14,158,430.00	\$ 11,519,450.15	81.36%

* Indicates Over Budget



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	WMU Financial Report for September 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. WMU 9.30.25

Income Statement Group Summary

For Fiscal: 2025 Period Ending: 09/30/2025

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	7,139,486.74	7,139,486.74	767,078.59	7,080,944.91	58,541.83
402 - Commercial/Industrial	16,083,997.32	16,083,997.32	1,894,274.60	15,920,174.48	163,822.84
404 - City Franchise Fee	2,199,412.30	2,199,412.30	205,837.81	1,886,832.83	312,579.47
405 - Transmission	1,940,534.55	1,940,534.55	215,919.24	1,697,894.06	242,640.49
419 - Interest	449,820.00	449,820.00	130,298.25	1,059,374.65	-609,554.65
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	69,903.41	693,869.81	-693,869.81
498 - MRES Capacity Revenue	530,787.60	530,787.60	60,990.00	537,282.00	-6,494.40
499 - Miscellaneous Revenues	224,497.13	224,497.13	6,397.05	592,956.14	-368,459.01
Revenue Total:	28,568,535.64	28,568,535.64	3,350,698.95	29,469,328.88	-900,793.24
Expense					
500 - Production	232,706.88	232,706.88	4,920.37	70,589.27	162,117.61
555 - Purchased Power	14,446,786.86	14,446,786.86	1,575,555.55	14,158,021.57	288,765.29
560 - Transmission	3,537,619.78	3,537,619.78	413,265.49	3,298,051.93	239,567.85
580 - Distribution	1,518,371.73	1,518,371.73	227,546.78	1,621,200.88	-102,829.15
900 - Customer Service	163,472.04	163,472.04	23,107.20	235,771.99	-72,299.95
906 - Energy Services/Marketing	120,701.61	120,701.61	14,380.89	79,514.41	41,187.20
920 - General & Administrative	2,046,205.98	2,046,205.98	200,451.17	1,919,126.81	127,079.17
997 - Cash Payment to City	1,601,990.37	1,601,990.37	179,383.33	1,614,449.97	-12,459.60
998 - Depreciation	1,558,257.30	1,558,257.30	188,409.89	1,742,716.95	-184,459.65
999 - Miscellaneous	0.00	0.00	0.00	153,563.72	-153,563.72
Expense Total:	25,226,112.55	25,226,112.55	2,827,020.67	24,893,007.50	333,105.05
Fund: 100 - Electric Surplus (Deficit):	3,342,423.09	3,342,423.09	523,678.28	4,576,321.38	-1,233,898.29
Fund: 200 - Water					
Revenue					
401 - Residential	2,350,845.87	2,350,845.87	254,580.69	2,188,204.64	162,641.23
402 - Commercial/Industrial	2,604,266.64	2,604,266.64	317,693.57	2,539,346.87	64,919.77
419 - Interest	37,485.00	37,485.00	7,378.03	102,990.03	-65,505.03
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	706.10	70,035.70	-70,035.70
499 - Miscellaneous Revenues	80,217.90	80,217.90	7,044.45	86,527.42	-6,309.52
Revenue Total:	5,072,815.41	5,072,815.41	587,402.84	4,987,104.66	85,710.75
Expense					
500 - Production	273,996.54	273,996.54	12,314.50	185,700.13	88,296.41
580 - Distribution	919,719.90	919,719.90	72,728.55	777,357.19	142,362.71
900 - Customer Service	98,398.08	98,398.08	15,697.42	132,007.62	-33,609.54
906 - Energy Services/Marketing	0.00	0.00	0.00	120.00	-120.00
920 - General & Administrative	718,836.66	718,836.66	70,779.82	665,632.97	53,203.69
998 - Depreciation	834,844.86	834,844.86	32,185.37	288,863.16	545,981.70
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	2,845,796.04	2,845,796.04	203,705.66	2,049,681.07	796,114.97
Fund: 200 - Water Surplus (Deficit):	2,227,019.37	2,227,019.37	383,697.18	2,937,423.59	-710,404.22
Total Surplus (Deficit):	5,569,442.46	5,569,442.46	907,375.46	7,513,744.97	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	3,342,423.09	3,342,423.09	523,678.28	4,576,321.38	-1,233,898.29
200 - Water	2,227,019.37	2,227,019.37	383,697.18	2,937,423.59	-710,404.22
Total Surplus (Deficit):	5,569,442.46	5,569,442.46	907,375.46	7,513,744.97	



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Aquatic Center Pool Filter Insurance Claim		

RECOMMENDED ACTION:

To adopt a resolution approving the quote from Horizon Pool to replace the sand filters at the Dorothy Olson Aquatic Center for \$123,000.

OVERVIEW:

In May 2025, City Maintenance staff discovered that two of the three sand filters at the Dorothy Olson Aquatic Center were broken due to pipes freezing over the winter. Staff contacted a pool vendor to assess and repair the damaged filters; however, the supplier was unable to obtain the necessary parts.

Staff then contacted the Renville County Health Department to request a site visit. During the inspection, it was determined that the filters could potentially be re-piped to restore functionality for the current season. Public Health indicated that if the re-piping was successful, the pool could operate for the 2025 season, but the filters would need to be replaced before the start of the 2026 season.

City staff successfully re-piped the sand filters, allowing the pool to operate for the entire 2025 season. Following this, staff reached out to the League of Minnesota Cities Insurance Trust (LMCIT) adjuster to report the issue. After several discussions throughout the summer, it was determined that the damaged filters qualified for coverage under the city's insurance policy.

Staff obtained three quotes for the replacement project, with Horizon Pools submitting the lowest bid at \$123,000. The City's insurance deductible for the claim is \$100,000. There would be an \$8,000 cost increase if the order for the pool filters is placed after January 1, 2026. If approved, the new sand filters would be installed in spring 2026.

BUDGETARY/FISCAL ISSUES:

The total cost to replace the sand filters, including installation, is \$123,000. Funding for the project would come from the proceeds of the Redwood Falls Medical sale. The City would be responsible for a \$100,000 insurance deductible, with the insurance company covering \$23,000. In addition, the City is expected to receive

approximately \$3,000 from the insurance company to cover the cost of parts and labor used to temporarily repair the filters for the 2025 season.

ALTERNATIVES TO CONSIDER:

Don't approve the quote, seek other options.

ATTACHMENTS:

1. Resolution for Bid Pool Insurance Claim
2. Pool Repair Information and Bids

RESOLUTION NO. ____

**RESOLUTION APPROVING THE QUOTE FROM HORIZON POOL TO REPLACE SAND FILTERS AT
DOROTHY OLSON AQUATIC CENTER**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution by the City Council of the City of Willmar approving the quote from Horizon Pool to replace the sand filters at the Dorothy Olson Aquatic Center for \$123,000.

Dated this 17th day of November 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK

Rob Baumgarn

From: Evenson, Mark <mevenson@lmc.org>
Sent: Tuesday, October 14, 2025 11:09 AM
To: Rob Baumgarn
Cc: Vernae Larsen
Subject: CP438097; City of Willmar

Follow Up Flag: Follow up
Flag Status: Completed

Hi Rob,

I agree w/ the Horizon Pool bid of \$123,000 to replace the pool filters. Once the City does the work or signs a contract / agreement for this work, I will be able to issue payment less the occurrence deductible of \$100,000 (part of the aggregate deductible).

Please give me a call to discuss this and any cost of the temporary repairs the city staff made.

Mark

Mark Evenson | Claims Adjuster
Tel: (320) 894-7787 | Fax: (866) 291-4942
mevenson@lmc.org | www.lmc.org
League of Minnesota Cities Insurance Trust
145 University Ave. West | St. Paul, MN 55103
Connecting & Innovating Since 1913

Rob Baumgarn

From: Evenson, Mark <mevenson@lmc.org>
Sent: Tuesday, October 21, 2025 3:23 PM
To: Rob Baumgarn
Subject: RE: Pool Filters

It is my understanding that the repairs made were done in-house. I will need to know the amount of time spent making the repairs and the cost of the material. We can discuss it tomorrow. The need or amount of documentation will depend on the time / expense incurred.

I am available tomorrow.

Mark

Mark Evenson | Claims Adjuster
Tel: (320) 894-7787 | Fax: (866) 291-4942
mevenson@lmc.org | www.lmc.org
League of Minnesota Cities Insurance Trust
145 University Ave. West | St. Paul, MN 55103
Connecting & Innovating Since 1913



2205 TROTT AVENUE
WILLMAR, MN 56201

Please contact with Questions: 320-235-1131

2399 1 MB 0.622 E0143X I0237 D14370923367 S2 P10824689 0001:0003



CITY OF WILLMAR
PARKS
PO BOX 755
WILLMAR MN 56201-0755

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1659752	\$2,560.76	54119	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES LLC #1657
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 499195

SHIP TO:

COUNTER PICK UP
2205 TROTT AVENUE
WILLMAR, MN 56201

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1665	1665	MNE	DOROTHY AQUATIC	V32	DOROTHY AQUATIC	05/27/25	IO 387853
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
8	8	P80S9P	ORD BY JOHN J				
2	2	P80SCUP	CALL WHEN IN				
3	3	P80STP	4 PVC S80 SXS 90 ELL	19.584	EA	156.67	
4	4	FNW340NAEP	6X4 PVC S80 SXS COUP	123.837	EA	247.67	
2	2	PFP80VSSFNU	4 PVC S80 SXSXS TEE	27.591	EA	82.77	
2	2	FNWNBGZ1NAF6U	4 PVC EPDM T/U SXS BV	482.455	EA	1929.82	
			6 PVC S80 VAN STONE SOC FLG	34.526	EA	69.05	
			6 ZN 150# NA 1/16 FF NBG SET	37.392	EA	74.78	
INVOICE SUB-TOTAL						2560.76	

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP" IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

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Log in to **Ferguson.com** and request access to Online Bill Pay.



TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$2,560.76
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

0001:0003



2205 TROTT AVENUE
WILLMAR, MN 56201

Please contact with Questions: 320-235-1131

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1664936	\$191.44	54119	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES LLC #1657
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 499195

SHIP TO:

COUNTER PICK UP
2205 TROTT AVENUE
WILLMAR, MN 56201

2399 1 MB 0.622 E0143 I0238 D14370923401 S2 P10824689 0002:0003



CITY OF WILLMAR
PARKS
PO BOX 755
WILLMAR MN 56201-0755

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1665	1665	MNE	DOROTHY AQUATIC	V32	DOROTHY AQUATIC	05/27/25	IO 387853
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
10	10	P40PP10	PICKED UP BY JOHN J				
1	1	O30758	4X10 FT PVC DWV S40 PE PIPE	299.085	C	29.91	
1	1	O31105	32 OZ PURP PRMR - NSF LISTED	21.085	EA	21.09	
20	20	P40PU20	32 OZ PVC HD GRAY CMNT	36.767	EA	36.77	
			6X20 FT PVC DWV S40 PE PIPE	518.350	C	103.67	
INVOICE SUB-TOTAL							191.44

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

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TERMS: NET 10TH PROX

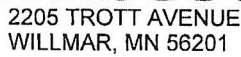
ORIGINAL INVOICE

TOTAL DUE

\$191.44

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0002:0003



CREDIT MEMO NUMBER	TOTAL DUE	CUSTOMER	PAGE
CM193176	-\$51.85	54119	1 of 1



CITY OF WILLMAR
PARKS
PO BOX 755
WILLMAR MN 56201-0755

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1665	1665	MNE		V32	DOROTHY	05/28/25	IC CM0
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION		UNIT PRICE	UM	AMOUNT
10	10 Cust PO: None	P40PU10	6X10 FT PVC DWV S40 PE PIPE Ol:None Job Name: None NO RESTOCK		518.500	C	-51.85
			INVOICE SUB-TOTAL				-51.85



-\$51.85

Page 67 of 110



2205 TROTT AVENUE
WILLMAR, MN 56201

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1637170	\$167.45	54119	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES LLC #1657
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 499195

SHIP TO:

318 1 AB 0.593 E0103X I0192 D14393075795 S2 P10832154 0001:0001



CITY OF WILLMAR
PARKS
PO BOX 755
WILLMAR MN 56201-0755

COUNTER PICK UP
2205 TROTT AVENUE
WILLMAR, MN 56201

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1665	1665	MNE	DORTHY OLSON	V32	OLSON POOL	06/03/25	IO 388623
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
1	1	S0375169	JEREMY 320 979 7518 1.28 GPF MCR183A 1 PUSH BTN ASSY A	149.450	EA	149.45	
			INVOICE SUB-TOTAL			149.45	
			FREIGHT			18.00	
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Looking for a more convenient way to pay your bill?							
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TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$167.45
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

0001:0001



2205 TROTT AVENUE
WILLMAR, MN 56201

Please contact with Questions: 320-235-1131

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1650389	\$66.78	54119	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES LLC #1657
PO BOX 802817
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 499195

SHIP TO:

COUNTER PICK UP
2205 TROTT AVENUE
WILLMAR, MN 56201

252 1 AB 0.593 E0097X I0164 D14361635300 S2 P10821259 0001:0001



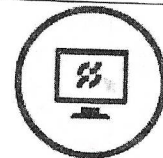
CITY OF WILLMAR
PARKS
PO BOX 755
WILLMAR MN 56201-0755

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1665	1665	MNE	POOL	V32	POOL	05/20/25	IO 387370
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
6	6	IBRLFCD	LF 1/2 BRS COUP				
1	1	H25101	14 OZ STA PUT PLUMBERS PUTTY	6.650	EA	39.90	
1	1	O31231	8 OZ PIPE DOPE W/ TEF & BRSH	3.529	EA	3.53	
1	1	D7079818008	5.5 OZ KWIKSEAL T&T CAULK CLR	17.474	EA	17.47	
				5.880	EA	5.88	
INVOICE SUB-TOTAL							66.78

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TERMS: NET 10TH PROX

ORIGINAL INVOICE

TOTAL DUE

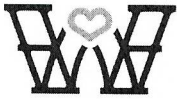
\$66.78

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101:0001

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
100810	FERGUSON ENTERPRISES INC	74741	06/11/2025	\$2,700.35

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
06/03/2025	1659752	Supplies for filter repair at DOAC	\$2,560.76
06/03/2025	1664936	Parts for Pool filters at DOAC	\$191.44
06/03/2025	CM193176	Return for parts for filter repair at DOAC	-\$51.85



CITY OF WILLMAR
333 6TH STREET SW
WILLMAR, MN 56201

An Equal Opportunity Employer

Heritage Bank, N.A.
310 1st Street SW
Willmar, MN 56201

Vendor Number	Check Number	Check Date
100810	74741	06/11/2025

*** Two Thousand Seven Hundred Dollars And Thirty-Five Cents ***

\$2,700.35

Pay To
The
Order Of

FERGUSON ENTERPRISES INC
FERGUSON #1665
PO BOX 802817
CHICAGO, IL 60680-2817

City Mayor

MP

City Administrator

MP

⑈00074741⑈ ⑆091914710⑆ 003172⑈

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
100810	FERGUSON ENTERPRISES INC	74899	07/02/2025	\$690.01

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
06/17/2025	1637170	Replacement parts for Pool filters X	\$167.45
06/11/2025	1650389	Supplies for pool filter repair X	\$66.78
06/06/2025	1674582	Wall valve	\$389.57
06/20/2025	1743742	1 1/2" plug	\$6.55
06/23/2025	1748588	Plumbing for fourseasons	\$59.66



CITY OF WILLMAR
333 6TH STREET SW
WILLMAR, MN 56201

An Equal Opportunity Employer

Heritage Bank, N.A.
310 1st Street SW
Willmar, MN 56201

Vendor Number	Check Number	Check Date
100810	74899	07/02/2025

*** Six Hundred Ninety Dollars And One Cents ***

\$690.01

Pay To
The
Order Of

FERGUSON ENTERPRISES INC
FERGUSON #1665
PO BOX 802817
CHICAGO, IL 60680-2817

City Mayor

MP

City Administrator

MP

⑈00074899⑈ ⑆091914710⑆ 003172⑈

Rob Baumgarn

From: Lynne Payne
Sent: Wednesday, October 22, 2025 12:11 PM
To: Rob Baumgarn
Subject: RE: Pool Filters

Rob,

Jeremy Marcus is \$52.31 per hour and John Jones is \$52.63 per hour. The detail is below. If you have any questions let me know.

June 3, 2025 - Loaded Labor Rates
For Rob for Insurance Claim

	Jeremy Marcus Rates	John Jones Rates	Jeremy Marcus Dollars	John Jones Dollars
Hourly Rate	33.74	33.74	33.74	33.74
FICA	6.20	6.20	2.09	2.09
Medicare	1.45	1.45	0.49	0.49
HSA	500.00	500.00	2.88	2.88
Health Insurance	1,599.12	1,599.12	9.23	9.23
LTD	0.3080	0.3080	0.10	0.10
Basic Life	6.65	6.65	0.04	0.04
PERA	7.50	7.50	2.53	2.53
Workers Comp	0.0357	0.0451	1.20	1.52
			52.31	52.63

Thanks

Lynne Payne
Finance Accounting Clerk

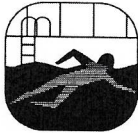
O: (320) 214-5176
333 6th St SW, Willmar, MN 56201



NOTICE - CONFIDENTIAL INFORMATION

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From: Rob Baumgarn <rbaumgarn@willmarmn.gov>
Sent: Wednesday, October 22, 2025 10:49 AM



**Associated
Pool
Builders, Inc.**

2121 Lovett
Avenue
PO Box 2318
Bismarck, ND

QUOTE

TO: Willmar Parks and Rec
Attn Rob

Date: 5/19/2025

Email:

Phone:

	PRODUCT #	DESCRIPTION		
QTY			UNIT PRICE	AMOUNT
3		48x75 Waterco 22.1 sq/ft filter	\$21,500.00	\$64,500.00
1		Filter stack kit	\$7,200.00	\$7,200.00
1		8" piping header	\$26,850.00	\$26,850.00
1		Plumbing Supplies	\$2,800.00	\$2,800.00
3		Guage manifold	\$810.00	\$2,430.00
1		304 stainless supports	\$7,800.00	\$7,800.00
33		Travel time	\$130.00	\$4,290.00
1440		Miles	\$1.25	\$1,800.00
300		Labor	\$130.00	\$39,000.00
30		Meals and Lodging	\$200.00	\$6,000.00
1		Spring 2026 startup/training trip	\$2,500.00	\$2,500.00
135		#50 filter sand	\$24.00	\$3,240.00
51		#50 pea gravel	\$24.00	\$1,224.00
1		Disposal	\$500.00	\$500.00
1		Freight	\$5,200.00	\$5,200.00
				\$0.00
			TOTAL	\$175,334.00

Scope of work includes filters and associated valves and piping and

Local and State permitting not included and will be billed to customer. 50% Down payment due upon approval of contract.

Freight not included

No installation: supply only.

☒ Quotation valid for 30 days.

Please attach PO number to quote if required

NAME Dustin Munson

DATE 5/19/2025

Approval Signature

Printed Name

Date



3220 Terminal Drive
Eagan, MN 55121
Phone: (651) 406-8232
Fax: (651) 406-8242

To:	City Of Willmar	Contact:	Rob Baumgarn
Address:	333 6th St SW Willmar, MN 56201 USA	Phone:	320-235-4913
		Fax:	320-235-4917
Project Name:	Willmar MN Pool Filter Replacement	Bid Number:	
Project Location:	Dorothy Olson Aquatic Center, Willmar, MN	Bid Date:	6/17/2025

Line # Item Description

General Conditions
New Sand Filter System

Total Bid Price: \$173,288.00

Notes:

- This quote removes existing filter system, and installs new filter system.
- MDH Plans and Plan review included.
- Electrical disconnects and new electrical hook ups by Owner.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Global Specialty Contractors, Inc. Authorized Signature: _____ Estimator: Emmanuel Minde 651-406-8232 eminde@globalspecialty.net
---	--



To: Rob Baumgarn

From: Russ Lane | Russ@horizonpoolsupply.com |

Rob:

Cost of sand filter replacement is listed below. Our cost is complete as it includes supply and install of new 3-Tank Sand Filter System and associated face piping. It also includes all fees and documents to MN Dept of Health for project approval and final inspection. The new filters will be located where the existing filters are installed so we will try to reuse as much of the existing plumbing as possible. These 48" hi-rate sand filters from WATERCO are manufactured as ordered and right now lead-times can stretch to 20 weeks so plan accordingly. WATERCO makes a very good sand filter, and we will confirm measurements inside the existing pool mechanical room prior to ordering.

If Filters are ordered after Jan 1 there will be an additional \$8,000 price increase

The price below has the following exclusions:

- Any/all gas, electric – should not be needed
- Any door modifications needed for new filters

Notes:

- A working auto-fill is required for a pool with a gutter and will be observed by MDH staff
- Paperwork regarding pool Main Drain covers will be observed by MDH staff
- Updated pricing includes demolition and disposal of existing filter system

Respectfully Submitted By,

Russ Lane

Chemicals | Equipment | Supplies | Automation |



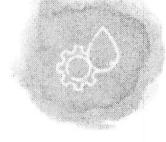
Pool Education



Pool Repair



Pool Renovation



Pool Maintenance

FR ≈ D



Customer Proposal



Quoted to:

Willmar Aquatic Center
1601 22nd Street SW
Willmar, MN 56201

Contact 1: Rob Baumgarn
Contact 2:
Phone: (320) 441-1089
Fax:

Date: 10/28/2025
Good Through: 12/31/2025

Quote #: 20250623-CUS1218 WIL

Description:

Quoted by: Russ Lane | russ@horizonpoolsupply.com |

POOL TYPE: Multiuse

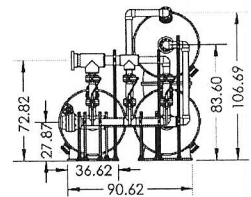
VOLUME: 171,000 Gallons

Minimum Flow: 910gpm

Job Scope Includes:

- 1) Plans and Fees to MDH for project approval
- 2) Demo and dispose of existing filters, filter media and affiliated piping
- 3) Supply and install:
 - a. WATERCO Model Micron Horizontal Fiberglass Sand Hi Rate 3-Filter Tank system
 - i. 22.1sq/ft of filter area per tank. (66.3sq/ft total)
 - ii. Filter flowrate to be less than MDH recommended 15gpm per sq/ft of filter media
 - iii. 4-Valve Facepiping
 - iv. Approximately 3100lbs of new filter media per tank
 - b. Reconnect pool plumbing to return line, filter supply line and backwash line
 - c. All – Pipe, valves and fittings needed for complete install
 - d. All – Labor needed for complete install
 - e. New equipment start-up and owner training
 - f. On-site attendance at project close-out inspection with city and MDH staff

WATERCO
Water, the liquid of life



Pricing:

Quantity	Item Number	Description	Unit Price	Total Price
1	SV-1	INSTALL NEW SAND FILTER SYSTEM ON OUTDOOR POOL AS OUTLINED ABOVE	\$123,000.00	\$123,000.00

Total:

\$123,000.00

ACCEPTANCE OF PROPOSAL – I am authorized to sign on behalf of the owner and I have read the attached **Terms & Conditions** and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

Proposal Accepted By: _____

Date: _____

Authorized Signature: _____

• Quotes exceeding \$2,000 will require a payment of 50% upon quote acceptance and the remainder is due Net 10 Days after Completion.

• Products and equipment used to complete job are subject to applicable state & city sales taxes.
• Please read all attached Terms & Conditions, Proposal Notes, and product information. This quote, once signed, is a contract between Horizon Commercial Pools & the property owner.



TERMS AND CONDITIONS



MECHANIC'S LIEN NOTICES (Minnesota & Wisconsin)

MINNESOTA: Pursuant to MINN. STAT. § 514.011 (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

WISCONSIN: As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

PAYMENT: On contracts exceeding two-thousand dollars (\$2,000.00), unless otherwise agreed, in writing on the first page of this Contract, payment shall be made in two equal installments. The first installment shall be due as a deposit and paid at the time this contract is signed by the Customer. The second installment is due and payable upon completion of the Project. If, for any reason, any amount less than 50% of the Contract is paid in the first installment, the entire remaining balance shall be paid in the second installment even though such payment renders the installment unequal. All payments on account must be made within **10 days from the invoice date**, unless otherwise agreed to by Horizon Commercial Pools and Customer in writing. Customer agrees that receipt of any invoice setting forth the amount owed to Horizon Commercial Pools represents an account stated unless, within ten days (10) days of receipt of the invoice, Customer objects to the invoice in writing and said written objection is delivered to Horizon Commercial Pools.

INTEREST AND ATTORNEYS' FEES: Horizon Commercial Pools will charge, and Customer agrees to pay, a service charge of 1.5% per month (18.0% per annum) or the maximum rate allowed by law. The service charge will be assessed on the past due portion of the account. Customer agrees to pay on demand all costs and expenses including reasonable attorneys' fees incurred by Horizon Commercial Pools in connection with this Contract, and any other document or agreement related thereto, including all costs, expenses and attorneys' fees incurred by Horizon Commercial Pools in enforcing these Terms and Conditions.

SCHEDULING AND ESTIMATES: All time estimates, schedules, start dates, completion dates, etc., are subject to change at Horizon Commercial Pools's sole discretion and Horizon shall not be liable for any changes thereof. Customer acknowledges that time estimates, schedules, start and completion dates can and will change due to weather, unforeseen changes to jobs, workforce variations, material availability, unforeseen delays due to other contractor's work, equipment breaking down and holidays, etc. Any quotes, estimates or representations as to pricing are subject to change at Horizon Commercial Pools's sole discretion as well.

LIMITED WARRANTY ON WORKMANSHIP: Horizon Commercial Pools provides a limited one year warranty on its workmanship. This Limited Warranty on Workmanship ("Warranty") covers labor provided by Horizon staff only. Any product or equipment warranties are limited to and provided by their respective manufacturer or supplier. This Warranty does not cover problems arising from normal wear and tear, chemical action, stains from pool water or pool water minerals, neglect, abuse, or acts of God. Failure to pay the full Contract price relieves Horizon Commercial Pools of all of its responsibilities under this Warranty and shall render this Warranty void. Warranty claims can be made by contacting Horizon Commercial Pools at (651) 917-3075 within 12 months of completion. Horizon Commercial Pools shall not be responsible or held liable for damages resulting from causes beyond its control caused by fire, flood, accidents, delay in transit, labor difficulty, inability of our normal sources of supply, acts of god, any law, act or regulation of any governmental body. Customer acknowledges and agrees that Horizon Commercial Pools's liability for any reason, including, without limitation, negligence, or strict liability, shall not include special, consequential or incidental damages.

Horizon Chemical LLC
dba Horizon Commercial Pools
Corporate Office
4444 Round Lake Rd W, Arden Hills, MN 55112
651.917.3075 phone
www.horizonpoolsupply.com



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Aquatic Center Pool Slide Replacement		

RECOMMENDED ACTION:

To adopt a resolution approving the purchase of a water slide from Horizon Pools for \$20,183.

OVERVIEW:

The “Frog Slide” in the zero-depth pool needs to be replaced. The slide has undergone three prior repairs due to normal wear and tear; however, further repairs are no longer feasible. Given the current water line placement and bolt pattern, this replacement model is the most compatible and appropriate option to ensure a proper fit and continued safe operation. Installation of the new slide will happen in the Spring of 2026, before the start of the pool season.

BUDGETARY/FISCAL ISSUES:

Funding for the replacement will come from the 2025 Aquatic Center operational budget—MCTE for other improvements and MCTE of structures. Combined, there is over \$25,000 remaining in the budget. The operating dollars will be transferred to the Aquatic Center Capital Improvement Plan for disbursement.

ALTERNATIVES TO CONSIDER:

Don’t approve the quote or push the purchase to another year.

ATTACHMENTS:

1. Resolution for Pool Slide Replacement
2. Aquatic Center Pool Slide Replacement

RESOLUTION NO. ____

RESOLUTION APPROVING THE PURCHASE OF A WATER SLIDE FROM HORIZON POOLS

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution by the City Council of the City of Willmar approving the purchase of a water slide from Horizon Pools for \$20,183.

Dated this 17th day of November 2025

Douglas E. Reese, Mayor

Attest:

CITY CLERK



Horizon Commercial Pools
4444 Round Lake Rd W
Arden Hills MN 55112

Phone: (651) 917-3075
Email: office-mn@horizonpoolsupply.com

Quote

Quote No. QUO7131

Date: 3/10/2025

To
WILLMAR AQUATIC CENTER
2707 ARENA DRIVE
WILLMAR MN 56201

Ship To
WILLMAR AQUATIC CENTER
801 INDUSTRIAL BLVD
WILLMAR MN 56201

TOTAL

\$19,283.00

Expiration Date: 4/9/2025

Requested By: Anita Nelson
Requested by Phone: 320-441-1082

Customer ID	Expiration Date	Consultant	Acct Manager	Quoted By
CUS12187	4/9/2025	Bob LaDuke		Bob LaDuke

Quantity	Item	Rate	Amount
1	NSI-EQ PELICAN WATERSLIDE FOR ZERO DEPTH ENTRANCE AREA OF SWIMMING POOL	\$17,585.00	\$17,585.00
1	NSI-EQ 4' x 6' SAFETY LANDING PAD w/INSTALL HARDWARE	\$1,698.00	\$1,698.00

Notes: 1) Install by owner/other. 2) Freight is excluded and added to final invoice. Estimated at \$900

ACCEPTANCE OF QUOTE - I am authorized to sign on behalf of the owner and I have read the attached Terms and Conditions and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

Subtotal	\$19,283.00
Shipping Cost	\$0.00
Tax Total (0%)	\$0.00
Total	\$19,283.00

Quote Accepted By: _____

Date: _____

Authorized Signature: _____

Products and equipment used to complete job are subject to applicable state and city sales taxes.

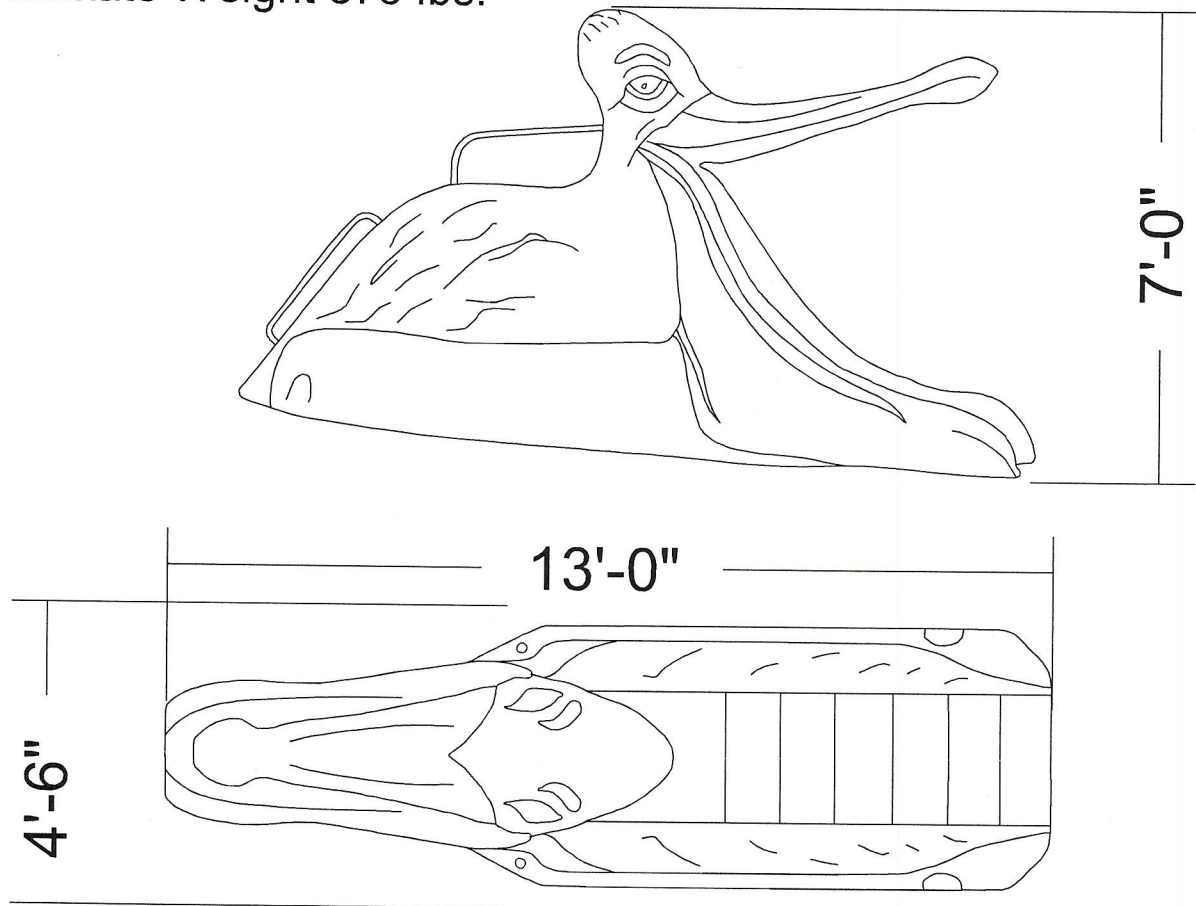
Estimates exceeding \$2,000 will require a payment of 50% upon acceptance and the remainder is due Net 10 Days.

This quote, once signed, is a contract between Horizon Commercial Pool Supply and the property owner.

Pelican Slide

#9033

Approximate Weight 375 lbs.



Slide is custom fit to specification for in-water and pool deck installation. It can be cut to accommodate water depths from 0 inches to 6 feet depending on local ordinances and codes. Landing pads are recommended for water depths less than 8 inches.

Features

- All fiberglass construction
- Gently rounded edges
- Non-slip surfaces on steps
- Grounded stainless steel handrails
- Hollow body
- Designed for wet or dry application
- User-friendly water line hookup inside
- Water sprays on slide
- Permanent mounting points for easy installation
- Any color and paint scheme available
- 5-15 GPM recommended



PO Box 258
Sparta, WI 54656

Phone: 608.269.7110 — Fax: 608.269.7514

info@fastfiberglass.com - www.fastfiberglass.com

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

JOURNAL DETAIL 2025 1 TO 2025 13

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENC/REQ	AVAILABLE	PCT
GENERAL FUND		APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
101848 GE - AQUATICS (E)								
101848 5010	OVERTIME-REG. EMPLO	5,000	0	5,000	5,769.40	.00	-769.40	115.4%
2025/01/010301	01/01/2025 BUC	5,000.00 REF				ORIGINAL BUDGET 2025		
2025/06/060229	06/27/2025 GEN	1,848.01 REF 0627PR				062725 PR		
2025/07/070126	07/11/2025 GEN	648.38 REF 0711PR				0711PR		
2025/07/070312	07/25/2025 GEN	885.76 REF 0725PR				0725PR		
2025/08/080031	08/08/2025 GEN	1,377.75 REF 0808PR				0808PR		
2025/08/080214	08/22/2025 GEN	1,009.50 REF 0822PR				082225 PR		
101848 5020	SALARIES-TEMP. EMPL	110,000	0	110,000	93,928.41	.00	16,071.59	85.4%
2025/01/010129	01/23/2025 GEN	67.50 REF 0123PR				01/23/25 PR		
2025/01/010301	01/01/2025 BUC	110,000.00 REF				ORIGINAL BUDGET 2025		
2025/02/020022	02/06/2025 GEN	483.25 REF 0206PR				02062025 PR		
2025/02/020177	02/20/2025 GEN	191.25 REF 022025				022025 PR		
2025/03/030150	03/20/2025 GEN	348.75 REF 032025				03202025 PR		
2025/04/040181	04/17/2025 GEN	522.25 REF 0417PR				04172025 PR		
2025/05/050169	05/15/2025 GEN	124.00 REF 0515PR				05152025 PR		
2025/05/050255	05/30/2025 GEN	559.00 REF 0530PR				053025 PR		
2025/06/060102	06/13/2025 GEN	2,523.38 REF 0613PR				061325 PR		
2025/06/060229	06/27/2025 GEN	15,849.13 REF 0627PR				062725 PR		
2025/07/070126	07/11/2025 GEN	17,987.50 REF 0711PR				0711PR		
2025/07/070312	07/25/2025 GEN	17,388.89 REF 0725PR				0725PR		
2025/08/080031	08/08/2025 GEN	19,986.88 REF 0808PR				0808PR		
2025/08/080214	08/22/2025 GEN	17,339.38 REF 0822PR				082225 PR		
2025/09/090035	09/04/2025 GEN	377.25 REF 090525				09052025 PR		
2025/10/100302	10/31/2025 GEN	180.00 REF 103125				103125PR		
101848 5030	ER PENSION CONTRIBU	11,650	0	11,650	7,642.59	.00	4,007.41	65.6%
2025/01/010129	01/23/2025 GEN	5.17 REF 0123PR				01/23/25 PR		
2025/01/010301	01/01/2025 BUC	11,650.00 REF				ORIGINAL BUDGET 2025		
2025/02/020022	02/06/2025 GEN	36.95 REF 0206PR				02062025 PR		
2025/02/020177	02/20/2025 GEN	14.64 REF 022025				022025 PR		
2025/03/030150	03/20/2025 GEN	26.68 REF 032025				03202025 PR		
2025/04/040181	04/17/2025 GEN	39.93 REF 0417PR				04172025 PR		
2025/05/050169	05/15/2025 GEN	9.49 REF 0515PR				05152025 PR		
2025/05/050255	05/30/2025 GEN	42.77 REF 0530PR				053025 PR		
2025/06/060102	06/13/2025 GEN	208.75 REF 0613PR				061325 PR		
2025/06/060229	06/27/2025 GEN	1,353.88 REF 0627PR				062725 PR		
2025/07/070126	07/11/2025 GEN	1,425.63 REF 0711PR				0711PR		
2025/07/070312	07/25/2025 GEN	1,398.02 REF 0725PR				0725PR		
2025/08/080031	08/08/2025 GEN	1,634.40 REF 0808PR				0808PR		
2025/08/080214	08/22/2025 GEN	1,403.67 REF 0822PR				082225 PR		
2025/09/090035	09/04/2025 GEN	28.84 REF 090525				09052025 PR		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13				JOURNAL DETAIL 2025 1 TO 2025 13			
ACCOUNTS FOR:		ORIGINAL	TRANFERS/	REVISED	AVAILABLE	PCT	
101	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	ENC/REQ	BUDGET	USED
101848 5030	ER PENSION CONTRIBU	13.77	REF 103125		103125PR		
2025/10/100302	10/31/2025 GEN						
101848 5040	ER INSURANCE CONTRI	9,177	0	9,177	6,177.47	2,999.53	67.3%
2025/01/010251	01/30/2025 API	2,184.77	VND 101189 PO	LEAGUE OF MN CITIES	Worker's Compensation Coverage		73821
2025/01/010301	01/01/2025 BUC	9,177.00	REF	LEAGUE OF MN CITIES	ORIGINAL BUDGET 2025		74776
2025/06/060072	06/09/2025 API	1,330.90	VND 101189 PO	LEAGUE OF MN CITIES	1st Installation - Work Comp In		75234
2025/08/080024	08/05/2025 API	1,330.90	VND 101189 PO	LEAGUE OF MN CITIES	2nd Installation-Workers Comp P		
2025/11/110034	11/04/2025 API	1,330.90	VND 101189 PO	LEAGUE OF MN CITIES	Workers Comp Prem 2025-2026 3r		
101848 5200	GENERAL SUPPLIES	40,000	0	40,000	43,197.13	-3,197.13	108.0%
2025/01/010301	01/01/2025 BUC	40,000.00	REF	AMAZON CAPITAL SERVI	DOAC microwave and wrist bands		74593
2025/05/050159	05/16/2025 API	154.51	VND 103557 PO	Bfirst Industrial	Repair Supplies for DOAC		74599
2025/05/050225	05/27/2025 API	81.34	VND 104299 PO	HILLIARD\HUTCHINSON	Cleaning Supplies for DOAC		74761
2025/06/060073	06/03/2025 API	1,204.57	VND 100333 PO	FIRST CHOICE FOOD &	Candy and Chips for DOAC conce		74744
2025/06/060073	06/03/2025 API	2,571.92	VND 100775 PO	VIKING COCA-COLA BOT	Beverages for DOAC concessions		74831
2025/06/060073	06/03/2025 API	3,461.00	VND 100777 PO	HORIZON COMMERCIAL P	Chemicals for DOAC		74763
2025/06/060073	06/03/2025 API	1,133.75	VND 103075 PO	AMAZON CAPITAL SERVI	First Aid supplies for DOAC		74706
2025/06/060073	06/03/2025 API	127.07	VND 103557 PO	SYSCO WESTERN MINNES	Concessions food for DOAC		74981
2025/06/060250	06/17/2025 API	3,128.89	VND 100161 PO	SYSCO WESTERN MINNES	Food for concessions at DOAC		74981
2025/06/060250	06/17/2025 API	150.48	VND 100161 PO	SYSCO WESTERN MINNES	Return of incorrect nacho chee		74981
2025/06/060250	06/17/2025 API	-989.50	VND 100161 PO	SYSCO WESTERN MINNES	Concessions food		74981
2025/06/060250	06/17/2025 API	1,607.15	VND 100161 PO	PREMIUM WATERS INC	Water for DOAC		74960
2025/06/060250	06/17/2025 API	73.75	VND 100374 PO	PREMIUM WATERS INC	Water for DOAC		74960
2025/06/060250	06/17/2025 API	24.49	VND 100374 PO	MEMARDS	Paint and supplies for pool sh		74939
2025/06/060250	06/17/2025 API	92.35	VND 100449 PO	RAMBOW INC	DOAC Staff shirts		74964
2025/06/060250	06/17/2025 API	567.55	VND 100639 PO	HORIZON COMMERCIAL P	Chemicals for DOAC		74918
2025/06/060250	06/17/2025 API	765.79	VND 103075 PO	AMAZON CAPITAL SERVI	LiFeguard Whistles		74849
2025/06/060250	06/17/2025 API	9,103.20	VND 103075 PO	SYSCO WESTERN MINNES	Concessions items for DOAC		74960
2025/06/060303	06/30/2025 API	140.50	VND 103557 PO	AMAZON CAPITAL SERVI	Water for DOAC		74960
2025/06/060303	06/30/2025 API	459.38	VND 100161 PO	PREMIUM WATERS INC	Manager Name tags for DOAC		74849
2025/06/060303	06/30/2025 API	111.99	VND 100374 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT M		599
2025/06/060303	06/30/2025 API	17.95	VND 103557 PO	SYSCO WESTERN MINNES	Concessions DOAC		75093
2025/06/060321	06/27/2025 API	250.00	VND 102365 PO	SYSCO WESTERN MINNES	Concessions DOAC		75093
2025/07/070182	07/11/2025 API	1,204.05	VND 100161 PO	SYSCO WESTERN MINNES	Concessions DOAC		75083
2025/07/070182	07/11/2025 API	714.70	VND 100161 PO	PREMIUM WATERS INC	Water dispenser at DOAC		75083
2025/07/070182	07/11/2025 API	10.00	VND 100374 PO	PREMIUM WATERS INC	Water for DOAC		75083
2025/07/070182	07/11/2025 API	50.74	VND 100374 PO	MEMARDS	Water for DOAC		75083
2025/07/070182	07/11/2025 API	85.74	VND 100449 PO	RAMBOW INC	Paint and bug repel for DOAC		75062
2025/07/070182	07/11/2025 API	571.87	VND 100639 PO	FIRST CHOICE FOOD &	Bug Repel DOAC- Parts for Skat		75085
2025/07/070182	07/11/2025 API	1,116.16	VND 100775 PO	FIRST CHOICE FOOD &	Soccer on the turf shirts 2025		75035
2025/07/070182	07/11/2025 API	1,907.28	VND 100775 PO	AMAZON CAPITAL SERVI	Chips for DOAC concessions		75035
2025/07/070182	07/11/2025 API	52.14	VND 103557 PO	AMAZON CAPITAL SERVI	Candy for concessions DOAC		75007
2025/07/070182	07/11/2025 API			AMAZON CAPITAL SERVI	Table for PB, Movie for movie		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

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ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
101848 5200	GENERAL SUPPLIES							
2025/07/070182	07/11/2025 API	44.40 VND	103557 PO	AMAZON CAPITAL SERVI	wrist bands for pool			75007
2025/07/070182	07/11/2025 API	315.39 VND	103696 PO	ACE ROLLOFFS & DISPO	garbage service DOAC			75003
2025/07/070234	07/18/2025 API	478.50 VND	100161 PO	SYSCO WESTERN MINNES	concessions at DOAC			75216
2025/07/070234	07/18/2025 API	878.75 VND	100777 PO	VIKING COCA-COLA BOT	concessions at DOAC			75227
2025/07/070335	07/25/2025 API	7.36 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070335	07/25/2025 API	457.54 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070335	07/25/2025 API	210.59 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070335	07/25/2025 API	17.35 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070335	07/25/2025 API	31.23 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070365	07/28/2025 API	109.70 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT 0			605
2025/07/070365	07/28/2025 API	1,594.66 VND	100161 PO	SYSCO WESTERN MINNES	concessions at DOAC			75216
2025/07/070365	07/28/2025 API	837.12 VND	100775 PO	FIRST CHOICE FOOD &	concessions at DOAC			75153
2025/07/070365	07/28/2025 API	44.40 VND	103557 PO	AMAZON CAPITAL SERVI	wrist bands for DOAC			75114
2025/07/070379	07/29/2025 API	50.74 VND	100374 PO	PREMIUM WATERS INC	water for DOAC			75199
2025/07/070452	07/31/2025 API	59.49 VND	100374 PO	PREMIUM WATERS INC	water for DOAC			75310
2025/07/070452	07/31/2025 API	10.00 VND	100374 PO	PREMIUM WATERS INC	water dispenser Rental at DOAC			75310
2025/07/070455	07/31/2025 API	230.59 VND	103075 PO	HORIZON COMMERCIAL P	Test kit for DOAC			75271
2025/07/070456	07/31/2025 API	5,761.46 VND	103075 PO	HORIZON COMMERCIAL P	DOAC Chemical			75271
2025/08/080035	08/07/2025 GEN	-315.39 REF	Garbag					
2025/08/080044	08/07/2025 API	367.75 VND	100161 PO	SYSCO WESTERN MINNES	adj Ck 75003 Acerollloffs			75331
2025/08/080101	08/12/2025 API	50.74 VND	100374 PO	PREMIUM WATERS INC	concessions at DOAC			75310
2025/08/080101	08/12/2025 API	135.92 VND	100449 PO	MENARDS	Floor fans and Damp Rid for DO			75291
2025/08/080179	08/18/2025 API	19.41 VND	101917 PO	PARADISE POOLS & SPA	Test strips for DOAC			75419
2025/08/080205	08/19/2025 API	49.17 VND	103075 PO	HORIZON COMMERCIAL P	Test drops for DOAC			75384
2025/08/080277	08/20/2025 API	-1.03 VND	100492 PO	MN DEPT OF REVENUE	Fuel & sales tax/Fuel License			611
2025/08/080358	08/27/2025 API	119.44 VND	102365 PO	CARDMEMBER SERVICE	Bremer Bank Credit Card July 2			613
2025/08/080358	08/27/2025 API	20.38 VND	102365 PO	CARDMEMBER SERVICE	Bremer Bank Credit Card July 2			613
2025/08/080358	08/27/2025 API	34.70 VND	102365 PO	CARDMEMBER SERVICE	Bremer Bank Credit Card July 2			613
2025/09/090012	09/02/2025 API	-72.00 VND	100374 PO	PREMIUM WATERS INC	unused water refund for DOAC			75689
2025/09/090176	09/16/2025 API	41.99 VND	100374 PO	PREMIUM WATERS INC	water at DOAC			75689
2025/09/090248	09/26/2025 API	2.98 VND	102365 PO	CARDMEMBER SERVICE	Bremer Bank Credit Card			617
2025/10/100137	10/10/2025 API	73.75 VND	100374 PO	PREMIUM WATERS INC	water for DOAC			75815
2025/10/100139	10/13/2025 API	441.30 VND	100161 PO	SYSCO WESTERN MINNES	concessions food DOAC			75833
101848 5210	OFFICE SUPPLIES							
2025/01/010301	01/01/2025 BUC	500.00 REF						
101848 5220	SMALL TOOLS							
2025/01/010301	01/01/2025 BUC	500.00 REF						
2025/01/010301	01/01/2025 BUC	10,000	0	10,000	3,766.79	.00	6,233.21	37.7%
2025/01/010301	01/01/2025 BUC	10,000.00 REF						
2025/06/060319	06/17/2025 API	557.00 VND	101418 PO	RUNNING'S SUPPLY INC	weed whip, leaf blower, and ex			74966
2025/06/060321	06/27/2025 API	1,725.99 VND	102365 PO	CARDMEMBER SERVICE	BREMER BANK CREDIT CARD STMT M			599
2025/07/070169	07/15/2025 API	-16.00 VND	100492 PO	MN DEPT OF REVENUE	Fuel and Sales Tax			601
2025/07/070460	07/11/2025 API	1,499.80 VND	100604 PO	PERKINS LUMBER CO IN	Chairs for DOAC			75309

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

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ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENC/REQ	AVAILABLE	PCT
101	GENERAL FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
101848 5230	ADVERTISING	500	0	500	.00	.00	500.00	.0%
2025/01/010301	01/01/2025 BUC	500.00 REF						
101848 5300	MTCE. OF EQUIPMENT	11,000	0	11,000	4,657.30	.00	6,342.70	42.3%
2025/01/010301	01/01/2025 BUC	11,000.00 REF						
2025/03/030003	03/04/2025 API	294.50 VND	102583 PO	TORKELSON'S LOCK SER	Door Handle replacement DOAC C		74073	
2025/05/050159	05/16/2025 API	310.40 VND	103557 PO	AMAZON CAPITAL SERVI	DOAC microwave and wrist bands		74593	
2025/05/050219	05/27/2025 API	45.99 VND	103557 PO	AMAZON CAPITAL SERVI	Pool Hose		74593	
2025/06/060073	06/03/2025 API	21.15 VND	100449 PO	MENARDS	PVC Pipe for filter repair at		74785	
2025/06/060250	06/17/2025 API	168.89 VND	100449 PO	MENARDS	Parts for shower repair at DOA		74939	
2025/06/060303	06/30/2025 API	370.00 VND	103181 PO	BULLET PROOF MECHAN	Maintenance of pool heater		74866	
2025/07/070117	07/08/2025 API	148.00 VND	103181 PO	BULLET PROOF MECHAN	Fixed the boiler at DOAC		74866	
2025/07/070182	07/11/2025 API	29.55 VND	100057 PO	AMERICAN WELDING & G	Fire extinguisher inspections		75008	
2025/07/070182	07/11/2025 API	89.82 VND	100449 PO	MENARDS	Wire for DOAC		75062	
2025/09/090245	09/29/2025 API	3,031.00 VND	103075 PO	HORIZON COMMERCIAL P	Filter repair at DOAC		75051	
		148.00 VND	103181 PO	BULLET PROOF MECHAN	End of season winterizing at D		75590	
101848 5310	MTCE. OF STRUCTURES	11,000	0	11,000	4,397.43	.00	6,602.57	40.0%
2025/01/010301	01/01/2025 BUC	11,000.00 REF						
2025/05/050121	05/09/2025 API	59.93 VND	100449 PO	MENARDS	Shower head parts for DOAC loc		74541	
2025/05/050159	05/16/2025 API	101.25 VND	100449 PO	MENARDS	Parts for shower fix at DOAC		74654	
2025/05/050159	05/16/2025 API	109.12 VND	100449 PO	MENARDS	Parts for shower fix at DOAC		74654	
2025/06/060073	06/03/2025 API	71.12 VND	100451 PO	DUNNICK CONCRETE	Glue for depth tiles at DOAC		74735	
2025/06/060073	06/03/2025 API	88.94 VND	100449 PO	MENARDS	Shower repairs DOAC		74785	
2025/06/060073	06/03/2025 API	2,560.76 VND	100810 PO	FERGUSON ENTERPRISES	Supplies for filter repair at		74741	
2025/06/060073	06/03/2025 API	191.44 VND	100810 PO	FERGUSON ENTERPRISES	Parts for Pool filters at DOAC		74741	
2025/06/060073	06/03/2025 API	-51.85 VND	100810 PO	FERGUSON ENTERPRISES	Return for parts for filter re		74741	
2025/06/060073	06/03/2025 API	216.17 VND	103075 PO	HORIZON COMMERCIAL P	Pipe for filter repair at DOAC		74763	
2025/06/060073	06/03/2025 API	14.97 VND	104299 PO	BFirst Industrial	Repair supplies for DOAC		74717	
2025/06/060250	06/17/2025 API	167.45 VND	100810 PO	FERGUSON ENTERPRISES	Replacement parts for Pool fti		74899	
2025/06/060250	06/17/2025 API	179.49 VND	103075 PO	HORIZON COMMERCIAL P	Depth Markers for DOAC		74918	
2025/06/060250	06/17/2025 API	55.28 VND	104299 PO	BFirst Industrial	Parts for pool filter repair		74860	
2025/07/070182	07/11/2025 API	66.78 VND	100810 PO	FERGUSON ENTERPRISES	Supplies for pool filter repair		74899	
2025/07/070234	07/18/2025 API	203.14 VND	103075 PO	HORIZON COMMERCIAL P	Drain covers for pool		75051	
2025/07/070455	07/31/2025 API	19.95 VND	100449 PO	MENARDS	Shower repair at DOAC, Steppin		75177	
2025/10/100065	10/08/2025 GEN	343.49 VND	103075 PO	HORIZON COMMERCIAL P	Flow switch replacement		75271	
2025/10/100067	10/08/2025 API	-59.93 REF	Vdck		Void CK 74541 of 5/14/15 Menar		75271	
		59.93 VND	100449 PO	MENARDS	reissue ck 74541 - shower part		75799	
101848 5320	MTCE. OF OTHER IMPR	20,000	0	20,000	.00	.00	20,000.00	.0%
2025/01/010301	01/01/2025 BUC	20,000.00 REF						
					ORIGINAL BUDGET 2025			

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13										JOURNAL DETAIL 2025 1 TO 2025 13									
ACCOUNTS FOR:																			
101 GENERAL FUND																			
101848 5350 UTILITIES																			
2025/01/010217 01/23/2025 API																			
2025/01/010301 01/01/2025 BUC																			
2025/02/020068 02/12/2025 API																			
2025/02/020144 02/21/2025 API																			
2025/03/030175 03/25/2025 API																			
2025/03/030189 03/25/2025 API																			
2025/04/040147 04/14/2025 API																			
2025/04/040196 04/21/2025 API																			
2025/05/050180 05/16/2025 API																			
2025/05/050235 05/20/2025 API																			
2025/06/060081 06/10/2025 API																			
2025/06/060117 06/13/2025 API																			
2025/07/070200 07/15/2025 API																			
2025/07/070275 07/23/2025 API																			
2025/08/080113 08/11/2025 API																			
2025/08/080218 08/25/2025 API																			
2025/09/090067 09/09/2025 API																			
2025/09/090162 09/19/2025 API																			
2025/10/100169 10/15/2025 API																			
2025/10/100271 10/23/2025 API																			
101848 5360 CLEANING AND WASTE										3,500	0	3,500	1,255.23	.00	2,244.77	35.9%			
2025/01/010301 01/01/2025 BUC										3,500.00 REF									
2025/05/050105 05/05/2025 API										207.82 VND 100805 PO									74582
2025/06/060308 06/12/2025 API										103.48 VND 100805 PO									74996
2025/07/070193 07/16/2025 API										103.91 VND 100805 PO									75101
2025/08/080035 08/07/2025 GEN										315.39 REF Garbag									
2025/08/080044 08/07/2025 API										105.13 VND 103696 PO									75236
2025/08/080249 08/14/2025 API										104.79 VND 100805 PO									75445
2025/09/090137 09/16/2025 API										105.13 VND 103696 PO									75570
2025/09/090270 09/30/2025 API										104.79 VND 100805 PO									75725
2025/10/100125 10/10/2025 API										104.79 VND 100805 PO									75841
101848 5370 CONFERENCE SCHOOL TR										1,000	0	1,000	.00	.00	1,000.00	.0%			
2025/01/010301 01/01/2025 BUC										1,000.00 REF									
101848 5380 MEALS GENERAL TRAVE										1,000	0	1,000	.00	.00	1,000.00	.0%			
2025/01/010301 01/01/2025 BUC										1,000.00 REF									

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13									
JOURNAL DETAIL 2025 1 TO 2025 13									
ACCOUNTS FOR:		ORIGINAL		TRANSACTIONS/		REVISED		AVAILABLE	
101 GENERAL FUND		APPROP		ADJUSTMENTS		BUDGET		BUDGET	
						YTD EXPENDED		ENC/REQ	
								PCT USED	
101848	5400 SUBSCRIPTIONS AND M	2,500	0	2,500	1,859.37	.00	640.63	74.4%	
2025/01/010301	01/01/2025 BUC	2,500.00 REF							
2025/05/050037	05/05/2025 API	931.87 VND 103652 PO							74560
2025/05/050213	05/27/2025 API	40.00 VND 100488 PO							74660
2025/07/070318	07/25/2025 GEN	887.50 REF ExpPd							Expend 12/31/24 Prepaid Expens
101848	5410 INSURANCES AND BOND	5,000	0	5,000	3,744.00	.00	1,256.00	74.9%	
2025/01/010301	01/01/2025 BUC	5,000.00 REF							
2025/08/080237	08/25/2025 API	3,355.00 VND 100983 PO							ORIGINAL BUDGET 2025 -2026 Annual Liability In
2025/08/080237	08/25/2025 API	389.00 VND 100983 PO							2025 -2026 Annual Liability In
101848	5420 RENTS	500	0	500	.00	.00	500.00	.0%	
2025/01/010301	01/01/2025 BUC	500.00 REF							ORIGINAL BUDGET 2025
101848	5450 LICENSES AND TAXES	1,200	0	1,200	201.00	.00	999.00	16.8%	
2025/01/010301	01/01/2025 BUC	1,200.00 REF							ORIGINAL BUDGET 2025
2025/04/040305	04/16/2025 API	201.00 VND 100376 PO							KANDIYOHI CO AUDITOR Real Estate Tax - Payable
101848	5460 PROFESSIONAL SERVIC	3,500	0	3,500	.00	.00	3,500.00	.0%	
2025/01/010301	01/01/2025 BUC	3,500.00 REF							ORIGINAL BUDGET 2025
101848	5490 OTHER CHARGES/SERVIC	1,000	0	1,000	6.99	.00	993.01	.7%	
2025/01/010301	01/01/2025 BUC	1,000.00 REF							ORIGINAL BUDGET 2025
2025/05/050121	05/09/2025 API	500.00 VND 103849 PO							Cash for DOAC 2025 season
2025/05/050268	05/30/2025 GEN	-500.00 REF Nelson							Adick74550NelsonPettyCash
2025/07/070335	07/25/2025 API	6.99 VND 102365 PO							CARDMEMBER SERVICE BREMER BANK CREDIT CARD STMT 0
TOTAL GE - AQUATICS (E)		273,027	0	273,027	193,927.86	.00	79,099.14	71.0%	
TOTAL GENERAL FUND		273,027	0	273,027	193,927.86	.00	79,099.14	71.0%	
TOTAL EXPENSES		273,027	0	273,027	193,927.86	.00	79,099.14		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13				JOURNAL DETAIL 2025 1 TO 2025 13			
	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	273,027	0	273,027	193,927.86	.00	79,099.14	71.0%

** END OF REPORT - Generated by Rob Baumgarn **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print full or short description: F
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print Journal detail: Y
From Yr/Per: 2025/ 1
To Yr/Per: 2025/13
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: Y
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2025/13
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Find Criteria
Field Name Field Value

Fund
Function
Department 848
Future Use
Character Code
Org
Object
Project
Account type Expense
Account status
Rollup Code



City Council Action Request

Council Meeting Date:	November 17, 2025	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Sicora Consulting		

RECOMMENDED ACTION:

To adopt the resolution with Sicora Consulting in the amount of \$140,000

OVERVIEW:

Sicora Consulting is led by Robert T. Sicora, Ed.D., who has over 30 years of experience in organization development, human resources, and process management across for-profit, non-profit, government, and academic sectors. The mission of this program will be to provide the City with balanced, science-based organizational development programs that build purpose, trust, and agility, creating employee-led cultures of continuous engagement and improvement that drive performance.

The specific program, Leading from the Helm, is designed as an eight-spoke model. The eight dimensions include development of Strategy, Leadership, Culture, Team, Engagement, Process, Customer, and Results.

For the City (city staff, departments, council/staff relationships, large capital programs, stakeholder engagement), this kind of methodology can help:

- Clarify and align purpose and strategy across departments and roles (linking to your interest in “mission, vision, outcomes”).
- Strengthen trust, internal culture, and engagement, which support performance in service delivery (e.g., budgets, CIP, infrastructure delivery).
- Build leadership capacity at multiple levels (not just executive), which is relevant for municipal staff and cross-functional projects.
- Enable continuous improvement of processes, team dynamics, and customer-citizen-stakeholder experience.

BUDGETARY/FISCAL ISSUES:

Total: \$140,000

Note: 50% program deposit, the remainder will be invoiced on actual expenses.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution_Sicora Consulting
2. Program Overview - City Willmar, MN 2025
3. Client Agreement - City of Willmar MN Nov 2025

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ENTER INTO A CONSULTING AGREEMENT WITH SICORA CONSULTING, INC. IN THE AMOUNT OF \$140,000

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 a consulting agreement with Sicora Consulting, Inc., for an amount of \$140,000.

Dated this 17th day of November, 2025

MAYOR

Attest:

CITY CLERK



Mastering the Helm

October 2024



SICORA
CONSULTING



Purpose:

To be the best place to Work, Innovate, Thrive, and call Home.

Vision:

To be a city of possibility and opportunity—diverse, thriving, and resilient.

Goals:

To maintain the city's character, enhance the quality of life, and support economic development.

Values:

To create a welcoming environment for all residents, support public good, and build a successful future for the community.



City of Willmar

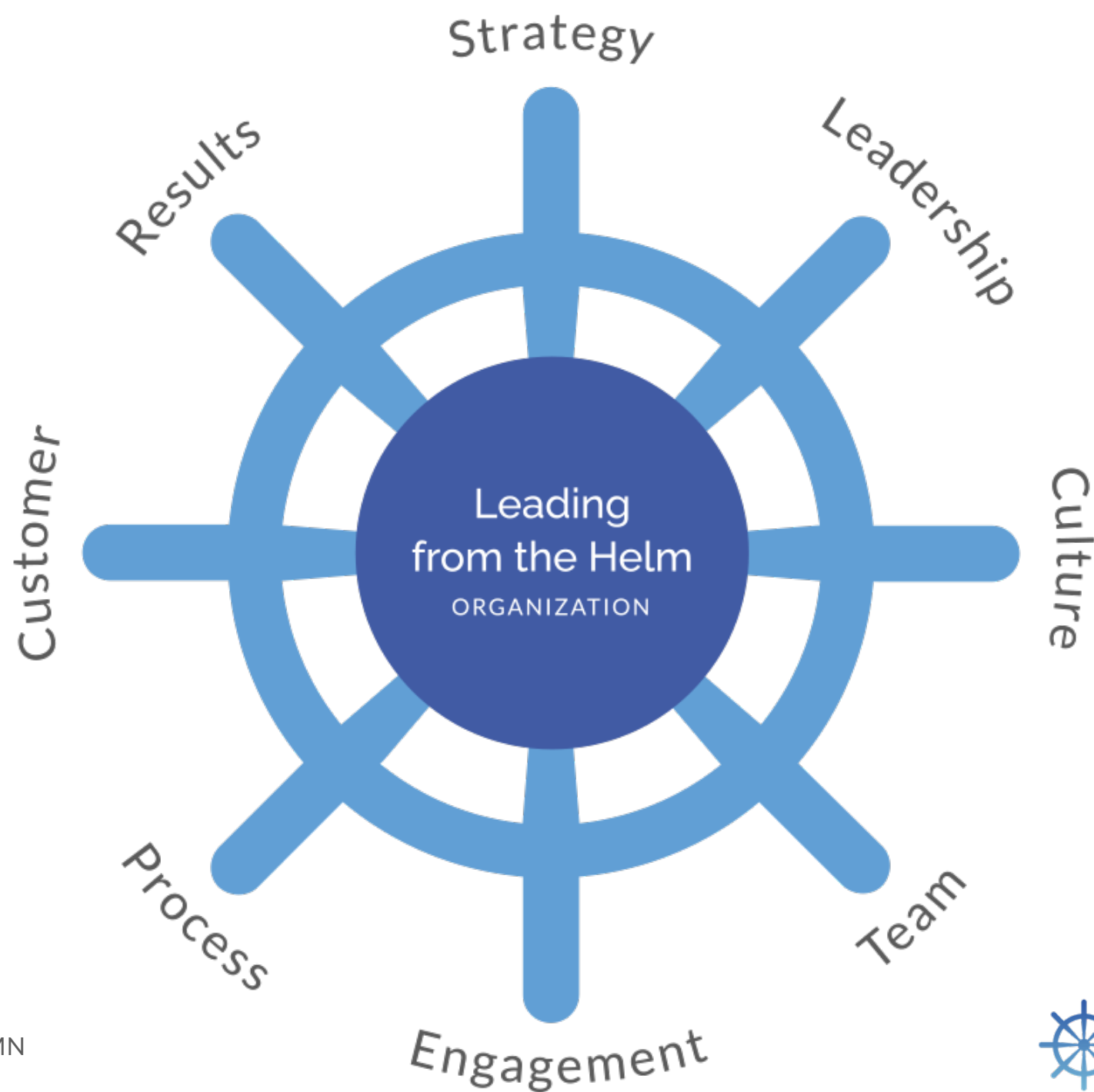


BUILD TRUST WITH PURPOSE



Sicora Consulting
Purpose & Mission Statements







Our Crew



Dr. Robert T. Sicora
Founder & CEO



Mykella Auld, M.Ed.
Senior Consultant



Dr. Akil Walton
Senior Consultant



Kristin Wilson
Senior Consultant



Jason Ball
Senior Consultant



Dr. Daniela Sebova
Senior Consultant



Kali Yeado
Graphic Design Specialist



Todd Aronson
Senior Consultant



Cami Summers
Learning Design Specialist

MTH - City of Willmar MN



SICORA
CONSULTING



Program Outline

Discovery Phase – October through January

Activity	Participants	Timing
Confirm Proposal and Project Plan	SCI, SLT & Council	By the 1 st week of November
Kickoff Meeting	SCI, SLT, ELT & Council	November
Communication & Change Management	ALL	Ongoing
8 Factors of Engagement – Change Champions	ALL	November
Appreciative Inquiry Interviews and Analysis	SCI, SLT & Council	November – December
Interview Theme Analysis	SCI	December – January
Helm Data Collection • Survey	SCI & Qualtrics ALL	December (quarterly thereafter) March – ongoing
Talent Insights HD/EQ Assessment & Debrief	SCI, SLT, ELT & Council	November – January
Focus Groups	SCI & up to 3 Groups	Possible: January, April, July
Analysis	SCI	December – January

Delivery Phase – April through January (ongoing)

Activity	Participants	Timing
Design	SCI	January
Mastering the Helm program offsite	SCI, SLT, ELT & Council	January or February 2026
Leading from the Helm team sessions	3 Major Groups – ALL EE's 1. Police Dept & Fire 2. City Hall 3. Public Works, WW, Park & Rec	February – March
Begin Quarterly Reviews Fulfillment of the Prioritization List of Action Items	SCI, SLT, ELT & Council	March, June, Sept, Dec
LCP 360 Assessment & Coaching	SCI & City Administration	February – March

Full Investment

Activity – Deliverable	Investment
Program Kickoff Discovery Phase Data Collection Assessments Analysis & Reporting Offsite Session	\$80,000
Program Implementation Design & Delivery Team Sessions Quarterly Pulse Leadership Assessment & Coaching	\$50,000
Ongoing Quarterly Pulses Analysis & Reporting Consultive Support	\$10,000

Additional Services

Activity – Deliverable	Investment
Job Benchmarking	\$1,200
Candidate Assessment & Interviewing	\$750
New Hire Assessment & Onboarding	\$400
Exit Assessment & Interview	\$300
Lean Six Sigma – Green Belt Training	\$2,400
Change Management Training	\$350
Performance / Talent Mgt Transformation	\$6,000
Online Learning Experiences	\$250
Facilitation / Consultation	\$2,400
Talent Insights Assessment & Materials	\$250
8 Factors of Engagement Assessment & Materials	\$50
90 Minute Webinars	\$1,200
60 Minute Virtual Meeting	\$750
60 Minute Coaching Calls	\$450

Return On Investment

- **Greater Alignment with Your Purpose**
- **Developed Leadership**
- **Leadership Continuity / Stability**
- **Build Trust with Purpose**
- **Create an Intentional Culture**
 - Positive | Community Focused ...
- **Build Strong Effective Teams**
- **Improve Performance**
 - Work Processes
 - Services
 - Programs
- **For the Community**
- **Create Safer Workplace**
- **Become More Innovative**
- **Create a Better Sense of Wellbeing**
- **Better Turnover**
 - Leadership & Staff
- **Improved Onboarding of Talent**
- **Better Management of Stress**
- **More Strategic Budget System**
 - Better Prioritization
- **More Structured**
- **More Accountability**
- **Develop More Effective HR and Talent Management processes**

Dr. Robert T. Sicora, Ed.D.

+1.888.724.5384

robert@sicoraconsulting.com

sicoraconsulting.com

Focused Investment

Activity – Deliverable	Investment
Discovery – Data Collection/Interviews/Analysis	\$15,000 - \$25,000
City Administrator Development Assessments Interviews Team Sessions 360 Feedback On-going Coaching	\$9,000 - \$15,000
Police Chief Development Assessments Interviews Team Sessions 360 Feedback On-going Coaching	\$9,000 - \$15,000
Ongoing Quarterly Pulses Analysis & Reporting Consultive Support	\$5,000 - 10,000

CONSULTING AGREEMENT

This Consulting Agreement (“Agreement”) is entered into this 17 day of November, 2025 by and between Sicora Consulting, Inc. (“SCI”), a Minnesota corporation and City of Willmar, MN, a City having a principal place of operations in Minnesota, USA (“Client”).

1. **Services and Fees.**

SCI agrees to provide to Client the services and deliverables specified in the Statement of Work attached hereto as Exhibit A, and Client agrees to pay Fees in accordance with the Fee schedule attached hereto as Exhibit B.

2. **Independent Contractor.** Nothing contained herein shall be construed to create the relation of an employer and employee between SCI and Client and SCI’s relation to Client shall, during the term of this Agreement, be that of an independent contractor engaged by Client only for the purposes and to the extent set forth in this Agreement.

3. **Warranties.** SCI warrants its services and work product will comply with the descriptions and representations as to the Services that appear in the Statement of Work and that its Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights. SCI makes no other warranties of any kind relating to its work product or services. In no event shall either of the parties hereto be liable to the other for the payment of any consequential, indirect, or special damages, including lost profits. In no event will SCI be liable for any amount in excess of the fees paid by Client to SCI pursuant to Exhibit B.

4. **Termination.** SCI upon giving written notice to the other party, may terminate this Agreement if Client fails to pay Fees when due and as agreed per Exhibit B. If Client terminates this Agreement without good cause, any deposit paid or due shall be forfeited. Upon termination of this Agreement, each party shall promptly return to the other all computer programs, files, documentation, media, related material and any other material that is owned by the disclosing party. Client shall be responsible for payment of the full quarterly fees due for any quarter in which SCI rendered services under Exhibit A. Expiration or termination of this Agreement shall not relieve either party of its obligations regarding Confidential Information under Section 5 below.

5. **Confidential Information.**

a. **Non-Disclosure.** Each party agrees not to use, disclose, sell, license, publish, reproduce or otherwise make available the Confidential Information of the other party except and only to the extent necessary to perform under this Agreement. Each party agrees to secure and protect

the other party's Confidential Information in a manner consistent with the maintenance of the other party's confidential and proprietary rights in the information and to take appropriate action by instruction or agreement with its employees, SCIs or other agents who are permitted access to the other party's Confidential Information to satisfy its obligations under this Section.

b. Copyright and Intellectual Property. SCI owns all right, title and interest, including all related Intellectual Property Rights to its work and services. Without limiting the foregoing, this Agreement does not grant Client (whether by implication, estoppel or otherwise) any right, title, interest, or license, in SCI's patents, patent applications, trade secrets, copyrights, mask work rights, trademarks (including names, logos, logotypes, trade dress, designs or other marks) or other intellectual property rights.

6. Other Provisions

a. Applicable Law and Forum. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without regard to the conflicts of laws or principles thereof. Any action or suit related to this Agreement shall be brought in the state or federal courts sitting in Minnesota.

d. Entire Agreement. This Agreement, including Exhibits A and B, constitutes the entire agreement between SCI and Client.

e. Modifications. No modification of this Agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, and in acknowledgment that the parties hereto have read and understood each and every provision hereof, the parties have executed this Agreement on the date first set forth above.

SICORA CONSULTING, INC.
(SCI")

City of Willmar, MN
("CLIENT")

By: _____

By: _____

Its: _____

Its: _____

EXHIBIT A

STATEMENT OF WORK

Discovery Phase – October through January

Activity	Participants	Timing
Confirm Proposal and Project Plan	SCI, SLT & Council	By the 1 st week of November
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MTH - City of Willmar MN



EXHIBIT B

FEE SCHEDULE*

Full Investment

Activity – Deliverable	Investment
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MTH - City of Willmar MN



***\$40,000 Program Deposit to Initiate the Program**