



WILLMAR CITY COUNCIL MEETING
TUESDAY, JANUARY 20, 2026 @ 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 January 5, 2026
- B. Willmar Charter Commission Meeting Minutes of December 16, 2025 - DRAFT
- C. Willmar Municipal Utilities Commission Minutes of January 12, 2026
- D. Planning Commission Minutes of January 7, 2026_Draft
- E. Resolution to Designate the Official Newspaper
- F. Atlas of West Central Minnesota Lawful Gambling Application
- G. Appoint Council member Steve Gardner to Kandiyohi County Economic Development Commission Joint Powers Board
- H. Rice Memorial Hospital Board Applicant
- I. Accounts Payable Report. 1/1/2026 - 1/15/2026

Information:

- J. Director Reports
- K. Finance Report through 12/31/2025
- L. WMU Financial Report for October and November 2025

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. Consideration to Amend Section 4.02, Subdivision 4 of the City Charter
 - B. Consideration to Amend Section 4.02, Subdivision 8 of the City Charter
 - C. Consideration to Amend Section 4.06 of the City Charter

10. Regular Business

- A. Award of Bids: Willmar Connect Phase 1
- B. Introduce and Call for a Public Hearing on 2026 Bond Ordinance
- C. Investment Policy Update
- D. Introduction of Ordinance Amending Sections 7.03(c), 7.04(c) & 7.05(c) of the Charter of the City of Willmar
- E. Request for Joint Work Session Thursday, February 12, 2026
- F. Motion to Approve Employee Policies Revised January 2026
- G. Introduction of an Ordinance Amendment and Call for a Public Hearing
- H. Consideration of Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses

11. Announcements

12. Adjourn

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

January 5, 2026
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, Tom Gilbertson, Steve Gardner, Rick Fagerlie, Vicki Davis, and Carl Shuldes, Excused: Audrey Nelsen and Tom Butterfield. Present 7, Absent 2.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Fire Chief Frank Hanson, Finance Director Tom Odens, Planning and Development Director Christopher Corbett, Human Resource Director Alissa Gambrel, Public Works Director Shane Stefanick, City Engineer Jared Voge, Environmental Specialist Sara Sietsema, Director of Community Growth Pablo Obregon, City Clerk Vernae Larsen, and City Attorney Robert Scott.

Mayor Reese welcomed new Public Works Director Shane Stefanick to the City of Willmar Staff.

There were no additions or deletions to the agenda. A motion was made by Council Member Ask to **Approve the Agenda as Presented**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

CONSENT AGENDA

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of December 15, 2025
- B. Special City Council Meeting Minutes of December 29, 2025
- C. Planning Commission Minutes of December 17, 2025_DRAFT
- D. Willmar Municipal Utilities Commission Minutes of December 22, 2025
- E. **Resolution No. 2026-001** 2026-2027 Humane Society Agreement
- F. Municipal Utilities Commission Applicants
- G. Accounts Payable Report, 12/11/2025 - 12/31/2025

Information:

- H. Review Rice Memorial Hospital Board Applicant

I. Monthly Building Report December 2025

Council Member Ask moved to **Approve Consent Agenda Items**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

OPEN FORUM

Don Pearce - 913 Rice Ave - Says the ordinance that was written regarding the sewer line inspections is very confusing and the realtors do not understand how to interpret what is required.

Justin Pearce - 1301 11th St SW - concerned about the lateral sewer line inspections. He stated that he doesn't think its right to give licensed plumbers, who need to do the inspections, the ability to dictate what needs to be done, and that there's no option to what they say you need to do to fix the line. Also, Section 5 states that the line is unacceptable as directed by the PW Director, such as clay, cast iron - according to this, a line made of cast iron will automatically fail solely due to the line being cast iron. His last point is #7 - It states that Director of Public Works shall determine the extent of the work required to pass, may require a full lateral repair and is at his sole discretion instead of the licensed plumber. He doesn't agree with these standards. He also doesn't see how this makes housing affordable in Willmar.

Cory Weigman 1318 6th St SW - here to discuss confusion regarding the sewer inspection. He states that he has received mixed messages regarding his sewer line inspection, one letter said it passed, the next one said it didn't pass. Bids are from \$10,000 to \$17,000 to do the work. He is frustrated that the letters state all kinds of mixed messages. He's trying to get clear answers as to what is needed for his property to pass inspection.

PUBLIC HEARING

A. Consideration to Amend Section 4.02, Subdivision 4 of the City Charter

Planning and Development Director Christopher Corbett and City Attorney Robert Scott provided an overview of the proposed Ordinance calling for changes to the City Charter Section 4.02 subdivision 4. Mayor Reese opened the public hearing at 6:47 PM. No one from the public spoke for or against the proposed ordinance. With 2 council members not in attendance, Attorney Scott recommended a motion to continue the hearing until all council members are present. Council Member Ask made a **motion to continue the public hearing until January 20, 2026**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

B. Consideration to Amend Section 4.02, Subdivision 8 of the City Charter

Planning and Development Director Christopher Corbett and City Attorney Robert Scott provided an overview of the proposed Ordinance calling for changes to the City Charter Section 4.02 subdivision 8. Mayor Reese opened the public hearing at 6:54 p.m. No one from the public spoke for or against the proposed ordinance. With 2 council members not in attendance, Attorney Scott recommended a motion to continue the hearing until all council members are present. Council Member Gilbertson made a **motion to continue the public hearing until January 20, 2026**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

C. Consideration to Amend Section 4.06 of the City Charter

Planning and Development Director Christopher Corbett and City Attorney Robert Scott provided an overview of the proposed Ordinance calling for changes to the City Charter Section 4.06. Mayor Reese opened the public hearing at 6:58 p.m. No one from the public spoke for or against the proposed ordinance. With 2 council members not in attendance, Attorney Scott recommended a motion to continue the hearing until all council members are present. Council Member Gilbertson **made a motion to continue the public hearing until January 20, 2026**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

D. Consideration to Codify the City of Willmar Zoning Ordinance No. 1060

Planning and Development Director Christopher Corbett requested approval to codify current zoning ordinance, Ordinance No. 1060. Mayor Reese opened the public hearing at 7:02 p.m. Having no one from the public to speak for or against the proposed ordinance, Mayor Reese closed the public hearing at 7:04 p.m. Council Member Fagerlie made a motion to **Adopt Ordinance No. 1540, codifying the Willmar Zoning Ordinance (Ordinance No. 1060), along with all subsequent amendments, into Chapter 14, Article I of the City Code**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

A motion was made by Council Member Fagerlie to publish by summary of publication. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

Ayes Council Member Ask, Council Member Gilbertson, Council Member Gardner,

Council Member Fagerlie, Council Member Davis, Council Member Shuldes
Noes None

REGULAR BUSINESS

A. 4th Street Reconstruction Considerations

City Engineer Jared Voge provided a brief overview of the proposed options for the 4th Street reconstruction project and detailed the survey that was sent to affected property owners. The survey results showed that affected property owners favored alternative A that allowed for a standard width street with sidewalks on both sides of the street with no bike path. Following discussion, a motion was made by Council Member Shuldes to **proceed with the 4th Street Reconstruction design documents following alternative A**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

B. Review of Sanitary Sewer Ordinance

Environmental Specialist Sara Sietsema reviewed the City Sewer Ordinance and discussed the importance of sealing the leaks in lateral lines, thereby protecting City infrastructure and taxpayer dollars. She also provided an in-depth explanation of the difference between a functioning system and a sealed system and explained how a sealed system saves the city and the taxpayers in the long run.

C. Consideration to Approve a Job Position for the Planning and Development Department

Planning and Development Director Christopher Corbett provided an overview of the proposed changes to the vacant position in his department, shifting that position to have a broader outreach to the community rather than focusing on only one district. He asked council to approve the position change. Following discussion, Council Member Gilbertson moved to **approve the Economic and Community Development Specialist position within the Planning and Development Department**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 4, Noes 2.

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

D. Review of the Outside Employment Policy

Human Resource Director Alissa Gambrel **Reviewed the Outside Employment Policy**. Discussion focused on city employees that held leadership and director roles. No action was taken.

E. Sunday Liquor License Renewal for 2026

City Clerk Vernae Larsen requested approval for the 2026 Sunday Liquor License Renewal for Tapatio LLC d/b/a El Tapatio. Council Member Ask moved to **Approve the Sunday Liquor License Renewal for 2026**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

F. Consideration of P & S Stores, LLC Off-Sale Intoxicating Liquor License

City Clerk Vernae Larsen requested approval for the P & S Off-Sale Intoxicating Liquor License through the Fiscal Year Ending April 25, 2026. A motion was made by Council Member Fagerlie to approve the **Off-Sale Intoxicating Liquor License for P & S Stores, LLC d/b/a Westside Market**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

G. Resolution to Acknowledge Donations for the Fourth Quarter of 2025

City Clerk Vernae Larsen read the 4th quarter donations and requested approval of a resolution approving and acknowledging the donations. Council Member Fagerlie moved to **Adopt Resolution No. 2026-002 Acknowledging and Accepting the Donations for the 4th Quarter of 2025**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

With no further business to discuss, Council Member Shuldes moved to **Adjourn at 8:21 p.m.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

MAYOR

Attest:

CITY CLERK

Resolution No. 2026-001

**A RESOLUTION APPROVING THE HUMANE SOCIETY AGREEMENT
FOR 2026 AND 2027**

Motion By: Ask 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 terms with The Humane Society of Kandiyohi and Meeker Counties 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 Society for the terms and considerations of the contract in the amount of \$48,034 for 2026 and \$49,234 for 2027.

Dates this 5th day of January, 2026

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

RSOLUTION NO. 2026-002

ACKNOWLEDGEMENT OF DONATIONS

Motion By: Fagerlie Second By: Gilbertson

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community’s appreciation for the period of October 1, 2025, through December 31, 2025.

Amount	From	For/Purpose
\$296.00	New London American Legion	Willmar Police Explorers
\$165.00	Sara’s Sole Care LLC	Taylor Swift Event at the Community Center
\$100.00	Pest Pro II	Taylor Swift Event at the Community Center
\$100.00	Kari Visser (The Kleaning Lady)	Taylor Swift Event at the Community Center
\$100.00	Elmquist Jewelers	Taylor Swift Event at the Community Center
\$100.00	Insurance Center	Taylor Swift Event at the Community Center
\$50.00	Don’s Building Center	Taylor Swift Event at the Community Center
\$50.00	Hair We Are	Taylor Swift Event at the Community Center

\$250.00	Liveedge Construction LLC	Taylor Swift Event at the Community Center
\$250.00	Casey's General Stores	Taylor Swift Event at the Community Center
\$800.00	Charter Communications	Taylor Swift Event at the Community Center
\$750.00	Julie Havoy with OSAIC Wealth Inc.	Willmar Community Center Programs
\$1,500.00	Walmart	Shop With a Cop
\$2,500.00	Jennie-O/Hormel Financial Services	2026 Community Growth Programs
\$20,000.00	BlueCross BlueShield Minnesota	2026 Community Growth Programs
\$250.00	American Legion Post No. 167	Veteran's Coffee Social at the Community Center
\$100.00	Voiture 1413	Veteran's Coffee Social at the Community Center
\$250.00	Legion of St Michael LEMC	Willmar Police Explorers
\$300.00	Iron Warrior Motorcycle Club	Willmar Fire Explorers
\$250.00	Legion of St Michael LEMC	Willmar Fire Explorers
\$500.00	Beverly Falk on behalf of Edward Jones	Willmar Fire Department for discretionary use
\$300.00	Iron Warrior Motorcycle Club	Willmar Police Explorers

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

Dated this 5 day of January, 2026

 /S/ Douglas E. Reese
MAYOR

Attest:

 /S/Vernae Larsen
CITY CLERK

December 16, 2025
1:30pm

The Willmar Charter Commission was called to order by Chairman Richard Engan. Members present were Richard Engan, Karla Tinklenberg, Kelly Welch, Gary Geiger, Donn Winckler, Duaine Amundson and Karen Kraemer. Present 8, Absent 1. Dan Reigstad was excused from the meeting.

Also in attendance was City Clerk Vernae Larsen, Mayor Doug Reese and Attorney Gavin Keogh from Flaherty|Hood, P.A.

Item 1 - Call Meeting to Order

Chairman Engan called the meeting to order at 1:30 p.m.

Item 2 - Approve Minutes of February 12, 2025

Commissioner Geiger moved to approve the minutes of October 28, 2025, and Commissioner Winckler seconded the motion which was unanimously approved.

Item 3 - Election Petition Charter Amendment

Attorney Gavin Keogh provided an overview of the Ordinances Amending Sections 7.03(c), 7.04(c), & 7.05(c) of the City Charter for the City of Willmar with the updated language regarding elected local officials. Commissioner Amundson made a motion to approve the proposed changes to Sections 7.03(c), 7.04(c), and 7.05(c) of the Willmar City Charter and submit it to the City Council for consideration. The motion was seconded by Commissioner Kelly and carried unanimously.

Item 4 - Resubmission of the Previously Approved Recommendations to amend Sections 4.02, Subd 4 & 8 and Section 4.06 of the City Charter to the City Council

City Clerk notified that, due to a publication omission, too much time had passed for City Council to consider the Commission's submission of these Charter amendments. The Commission was asked to resubmit the previously approved recommendations to amend Section 4.02, subdivisions 4 and 8 and section 4.06 of the city charter for City Council approval. Commissioner Winckler moved to resubmit the recommended changes for consideration by the City Council. Commissioner Geiger seconded the motion which was carried unanimously.

Item 5 - Nominations for Vacancy

The Charter Commission has one vacancy and three expiring terms at the end of 2025. Several names were brought by commissioners as nominations for consideration for a one-year term, expiring on December 31, 2026. After discussion, a motion was made by Commissioner Amundson to nominate Denis Anderson, Jeff Kimpling, Karla Tinlenberg and Kelly Welch. Commissioner Kraemer seconded the motion that passed unanimously.

Item 6 - Other New Business

Item 8 - Adjourn

Commissioner Tinklenberg moved to Adjourn. The motion was seconded by Commissioner Welch. The meeting adjourned at 1:53 p.m.

Respectfully Submitted,

Secretary

The Willmar Municipal Utilities Commission met in regular session on Monday, January 12, 2026, at 11:45 a.m. in the WMU Auditorium. Commissioners present were President Shawn Mueske, Steve Ammerman, Brad Michelson, Patricia Elizondo, John Kennedy, and Dave Baumgart. Commissioner Carol Laumer was absent.

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

The meeting began with the Pledge of Allegiance. There were no additions or deletions to the agenda. It was announced that Commissioner Patricia Elizondo was reappointed, and that Commissioners Steve Ammerman and Brad Michelson were newly appointed.

The election of Municipal Utilities Commission officers for 2026 followed and constituted the first order of Annual Business. Commission President Mueske requested nominations for officer positions. Commissioner Baumgart nominated Commissioner Mueske to serve as President, which was seconded by Commissioner Kennedy. For Vice President, Commissioner Kennedy nominated Commissioner Carol Laumer, seconded by Commissioner Elizondo. For Secretary, Commissioner Elizondo nominated herself, seconded by Commissioner Baumgart. For Treasurer, Commissioner Ammerman nominated himself, seconded by Commissioner Baumgart. All officer elections were approved by a 6–0 vote.

Committee appointments were addressed. Commissioner Baumgart made a motion, seconded by Commissioner Kennedy, to appoint Commissioners Laumer, Michelson, and Ammerman to serve on the Labor Committee. The Planning Committee membership will remain unchanged, with Commissioners Kennedy, Baumgart, and Elizondo continuing to serve; the motion carried by a 6-0 vote.

The designation of the official newspaper and official posting sites for 2026 was addressed. Commissioner Baumgart made a motion, seconded by Commissioner Michelson, to designate the West Central Tribune and City Offices as the official newspaper and official posting sites for 2026. The motion carried by a 6–0 vote.

The designation of official financial depositories for 2026 was addressed. Commissioner Kennedy made a motion, seconded by Commissioner Baumgart, to designate U.S. Bank; 4M Fund/PMA Financial Network; Heritage Bank; Old National Wealth Management; DWS; RBC Wealth Management; and Sage Wealth Advisory as the official financial depositories for 2026. The motion carried by a 6–0 vote.

General Manager Smith provided an orientation on the Commission’s new agenda management software, CivicPlus.

President Mueske proceeded to the Consent Agenda. General Manager Smith highlighted items related to the payment of bills. Following review and discussion, Commissioner Baumgart made a motion, seconded by Commissioner Michelson, to adopt a **Resolution No. 1** to approve the Consent Agenda. The motion was adopted by a roll call vote of six ayes and zero noes.

Finance & Office Services Supervisor Prekker presented the November 2025 Financial Report, which included a summary of the Income Statement covering revenues and expenses, retained earnings, and comparative

data for the Electric and Water Divisions, as well as the Investment Portfolio and Cost of Power Report as of November 30, 2025.

Facilities and Maintenance Supervisor Marti presented the service center moisture intrusion issue and proposed exterior brick repairs. Marti reviewed the project background, inspection findings, and bids, and recommended awarding the exterior brick and masonry repairs to Central Minnesota Concrete in the amount of \$59,250.00. Commissioner Ammerman made a motion to adopt **Resolution No. 2**, seconded by Commissioner Baumgart. The motion was adopted by a roll call vote of six ayes and zero noes.

General Manager Smith presented the 2026 Consultant Listing for Commission review. The listing outlines anticipated consulting services for the upcoming year, and general discussion followed. Commissioner Baumgart made a motion to adopt **Resolution No. 3**, seconded by Commissioner Michelson. The motion was adopted by a roll call vote of six ayes and zero noes.

General Manager Smith reviewed several informational items with the Commission, including the 2025 Holiday Gift Listing, the 2025 Commission Attendance report, and the 2026 List of Anticipated Educational Topics. Smith discussed the facilitated joint meeting with the City of Willmar, including recent conversations between facilitator Dave Unmacht, City staff, and WMU staff. Next steps include scheduling individual phone interviews with Commissioners. Following receipt of feedback, the facilitator will compile the information and prepare a joint agenda for a City Council and Commission meeting anticipated to be held on either April 9 or April 13, 2026.

Upcoming Events:

- ❖ 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, Baumgart moved to adjourn, and Kennedy seconded. Motion carried by a 6–0 vote. The meeting adjourned at 12:44 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary

RESOLUTION NO. 1

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the President and Secretary of said Commission are hereby authorized and directed to draw checks against the Public Utility Fund in payment of the claims represented by Check No. 20260000 to Check No. 20260096 and Wire Transfer payments inclusive in the amount of \$880,195.22.

Dated this 12th day of January, 2026.

President

Attest:

Secretary

RESOLUTION NO. 2

BE IT RESOLVED, that the Municipal Utilities Commission approves the award of the exterior brick and masonry repair project at the Willmar Municipal Utilities Service Center to Central Minnesota Concrete in the amount of \$59,250.00, as recommended by staff. The General Manager is authorized to execute the necessary agreements.

Dated this 12th day of January, 2026.

President

Attest:

Secretary

RESOLUTION NO. 3

BE IT RESOLVED, that the Municipal Utilities Commission approves the 2026 Consultant Listing as presented.

Dated this 12th day of January, 2026.

President

Attest:

Secretary

**WILLMAR PLANNING COMMISSION
WEDNESDAY, JANUARY 7, 2026
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, January 7, 2026, at 6:00PM at City Hall.

Members Present: Gary Newberg; Stacy Holwerda; Bob Poe; and Christopher Buzzeo

Members Absent: Yvon Fils-Aime.

Others Present: Christopher Frank (City Planner).

1. Chairperson Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Planning Commission Minutes for December 17, 2025:** Commissioner Poe motioned to approve the Minutes for December 17, 2025, seconded by Commissioner Newberg, and approved unanimously.
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.1 HEARING AND ACTION

6.1.1 NOMINATIONS FOR 2026 OFFICER POSITIONS

The Commission held elections for the 2026 slate of officers.

- **Chair:** Commissioner Buzzeo was nominated for Chair by Commissioner Newberg, seconded by Commissioner Poe, and Commissioner Buzzeo accepted the position. No other nominations for chair were made. The vote passed unanimously.
- **Vice-Chair:** Commissioner Poe was nominated for Vice-Chair by Commissioner Newberg, seconded by Commissioner Holwerda, and Commissioner Poe accepted the position. No other nominations for vice-chair were made. The vote passed unanimously.
- **Secretary:** Commissioner Holwerda was nominated for Secretary by Commissioner Newberg, seconded by Commissioner Poe, and Commissioner Holwerda accepted the position. No other nominations for secretary were made. The vote passed unanimously.

6.2 PLATS

None.

6.3 BRIEFINGS

None.

7. DIRECTOR'S REPORT

8. MISCELLANEOUS

Staff provided updates and research requested at the previous meeting regarding rental housing and vacancies, as follows:

- **Rental Data:** There are 3,962 total rental units in the city program, with approximately 108 currently vacant (approx. 2.7%).
- **Housing Ratio:** The city is roughly at a 60/40 split between owner-occupied (59%) and renter-occupied (41%) households. The Commission discussed how up to date this statistic is and if it includes the new apartment buildings in town.
- **Development Goals:** Discussion was held regarding the need for more owner-occupied housing and the activities other cities have attempted, such as land trusts or city-led infrastructure development.
- **Market Trends:** 2025 saw 101 homes go up for sale, a 32.7% increase over 2024.
- **Permit Update:** 701 total permits were issued in 2025, generating approximately \$500,000 in revenue.
- **Zoning Rewrite:** A kickoff meeting for the zoning code rewrite is tentatively scheduled for the week of February 9, 2026.

9. ADJOURN

Commissioner Poe moved to adjourn the meeting, seconded by Commissioner Newberg, and passed unanimously. The meeting was adjourned at 6:27 PM.



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution to Designate the Official Newspaper		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution designating the “West Central Tribune” as the official newspaper for the City of Willmar.

OVERVIEW:

The City is required to designate a legal newspaper. In addition, Minn. Stat. § 331A.04, subd. 2 requires that when there are one or more qualified newspapers, “the known office of issue of which are located in the political subdivision, one of them shall be designated.” (Emphasis added.) Because the “West Central Tribune’s” office of issue is in the City of Willmar, the City must designate a newspaper located in the City as its legal newspaper.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Designate Official Newspaper - Resolution

RESOLUTION NO. _____

DESIGNATE OFFICIAL NEWSPAPER

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 20th day of January 2026

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Atlas of West Central Minnesota Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Atlas of West Central Minnesota Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Atlas of West Central Minnesota Lawful Gambling Application

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: ATLAS of West Central MN Previous Gambling Permit Number: XB95832
Minnesota Tax ID Number, if any: 47-4193711 Federal Employer ID Number (FEIN), if any: 47-4193711
Mailing Address: 1210 Lakeland Dr SE Ste. 4
City: Willmar State: MN Zip: 56201 County: Kandiyohi
Name of Chief Executive Officer (CEO): Corie Haverly
CEO Daytime Phone: 320-444-2469 CEO Email: corie@atlaswcmn.org
Email permit to (if other than the CEO): juanita@atlaswcmn.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [X] Religious [] Veterans [] Other Nonprofit Organization

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[] Current calendar year Certificate of Good Standing
[X] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
[] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [X] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[X] one of four or fewer bingo events held this year. Dates: 2/13/25
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Juanita Zieske Daytime Phone: 320-894-0001
Name of premises where bingo will be conducted: Willmar Conference Center
Premises street address: 240 23rd St SE
City: Willmar If township, township name: County: Kandiyohi

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

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: Willmar

Signature of City Personnel:
[Signature]

Title: City Clerk Date: 1/14/2025

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

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: [Signature] Date: 1-14-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Corie Haberly

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Lesie Valiant, City Administrator
Item:	Appoint Council member Steve Gardner to Kandiyohi County Economic Development Commission Joint Powers Board		

RECOMMENDED ACTION:

Appoint Council Member Steve Gardner to KCED Joint Powers Board

OVERVIEW:

Mayor Doug Reese has submitted a letter of resignation to the KCED Joint Powers Board. Mayor Reese recommends Council Member Steve Gardner be appointed to the KCED Joint Powers Board

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	
Item:	Rice Memorial Hospital Board Applicant		

RECOMMENDED ACTION:

Approve William Fenske to the Rice Memorial Hospital Board

OVERVIEW:

Mayor Reese has approved forwarding Rice Memorial Hospital Board applicant William Fenske.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Fenske, William Rice Memorial Hospital Board

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION ('22)

[Print](#)

[Del](#)

Submitted by: William Fenske

Submitted On: 2025-12-16 13:54:12

Submission IP: 75.143.136.193 (172.31.27.87)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Allie Paulsen

Due Date: Open



APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

333 Southwest 6th Street, Willmar, MN 56201 | 320-235-8311 | Fax: 320-235-4917

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

* Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

- Airport Commission (meets monthly)
- Cable Advisory Board (meets as needed)
- Charter Commission (meets as needed)
- Park and Recreation Board
- City/County Economic Development Operations Board (meets monthly)
- Human Rights Commission (meets as needed)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- Willmar Convention and Visitors Bureau
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)
- Zoning Appeals Board
- Downtown Willmar (DTW)

If you are currently in this Board/Committee/Commission, are you applying for reappointment to serve another term?

- Yes
- No, I have not served this Board/Committee/Commission

APPLICANT INFORMATION

Date	* First Name	* Last Name
12/16/2025	William	Fenske

Format: MM/DD/YYYY

*** Address**

1801 3rd St NE

*** City**

Willmar

*** Phone**

3208941184

Phone

*** Email**

fenskeb13@gmail.com

Email

*** What prompted you to make application for a citizen committee?**

This application is for the Rice Memorial Hospital Board. Seeking to continue my service to the community and having retired from Rice I viewed this as a way I could continue to serve with my expertise.

*** Briefly tell us why you want to serve on this Board/Committee/Commission:**

Having retired from Rice a few years ago, my passion still is with Rice and with healthcare. I care deeply about Rice and its continued success and believe I have more to offer Rice and am willing to serve in this position.

*** List any special background or experience you have which would be helpful to this Board/Committee/Commission:**

I have over 30 years of healthcare executive experience including 14 years at Rice Memorial Hospital and continue my passion for healthcare as I currently teach healthcare administration at multiple master level programs.

*** List your educational background**

I have a BS from Southwest MN State University, an MBA from the University of MN, and Doctor of Business Administration degree from Metro State University.

*** List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:**

I have volunteered for numerous organizations in the community and had previously belonged to Rotary. I continue to serve at Calvary Lutheran Church.

*** If you are employed, please provide the name and address of your employer and your position:**

State of MN - College Instructor/Professor



City Council Action Request

Council Meeting Date:	January 20, 2026	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:	Accounts Payable Report. 1/1/2026 - 1/15/2026		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 01.01.26-01.15.26 Ck 76416-76538
2. EFT CK 634

Vendor Payment Listing

January 1, 2026 Through January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104419	Agustin Ayala Diaz	12312025	76416	1,500.00	Tree roots reimbursement sanitary line
103557	AMAZON CAPITAL SERVICES	1MVN-RPGV-Q4WY	76417	298.85	Drone Accessories
103557	AMAZON CAPITAL SERVICES	1YLV-7FTW-TLPG	76417	63.02	Taylor Swift Party
103557	AMAZON CAPITAL SERVICES	1MQP-XWVT-77C3	76417	7.59	10-pack Ferrite Choke
103557	AMAZON CAPITAL SERVICES	1FKD-XCWT-74RP	76417	67.32	Cables & keyboard
103557	AMAZON CAPITAL SERVICES	1V6R-KQ4N-7P3L	76417	5.99	streamers
103557	AMAZON CAPITAL SERVICES	1RQ3-CMM4-DTQL	76417	150.24	daddy daughter, puzzles
103557	AMAZON CAPITAL SERVICES	17P4-RH49-RLQK	76417	37.99	decor and puzzles
103557	AMAZON CAPITAL SERVICES	1TCW-4PGR-RRJD	76417	214.00	Remote Controller for Drone
100057	AMERICAN WELDING & GAS INC	0011333971	76418	89.18	Firer extinguisher
102954	ANDERSON LAW OFFICES	2842	76419	23,306.10	Dec 2025 City Legal Services
104400	Arena Warehouse, LLC	3170	76420	2,504.71	Hockey Goals
100075	AT&T MOBILITY	GBY122025	76421	35.90	FirstNet backups Dec
101010	BOLTON & MENK INC	0382434	76422	12,412.00	Robbins Island Amphitheater Project
104021	Braakholter LLC	15531225	76423	457.75	Concessions
104021	Braakholter LLC	15531125	76423	889.53	Concessions
104356	Cael Carlson	2	76424	791.00	wrestling club participants
100426	Christianson Systems, Inc	128953	76425	192.00	Oil for aeration pumps
104425	City of New London	Rfd Perm NL-13-25	76426	2,015.89	Refund Bldg Perm NL-13-25
104425	City of New London	Rfd Perm NL-14-25	76426	2,015.89	Refund Bldg Permit NL-14-25
104425	City of New London	Rfd Perm NL-15-25	76426	1,965.61	Refund Bldg Permit NL-15-25
104425	City of New London	Rfd Perm NL-16-25	76426	1,965.61	Refund Bldg Permit NL-16-25
104425	City of New London	Rfd Perm NL-39-25	76426	781.88	Refund Bldg Permit NL-39-25
104425	City of New London	Rfd Part NL-44-25	76426	510.30	Refund Part of Bldg Perm NL-44-25
104425	City of New London	Rfd Part NL-67-25	76426	956.44	Refund Part of Bldg Permit NL-67-25
104070	Column Software PBC	B15E1683-0124	76427	179.08	Summary Budget Ad Notice
104392	Community Broadband Action Network Corporation	1099	76428	1,218.75	Operations Engagement Nov 2025
100186	CROW CHEMICAL & LIGHTING	131477	76429	199.98	Spillifer wipes
100186	CROW CHEMICAL & LIGHTING	131606	76429	617.93	Glass cleaner, wipes, toilet paper, trash bags
100186	CROW CHEMICAL & LIGHTING	131662	76429	84.00	Mops
101299	DAHLBERG BOOT & TRAILER SALES	1212	76430	159.00	Safety boots L. Kluver
100222	DUININCK INC	568756	76431	50.03	Concrete Sand Eagle Lake NW
103002	FARM-RITE EQUIPMENT	P60886	76432	314.37	Cutting Edge
100810	FERGUSON ENTERPRISES INC	2172502	76433	318.03	Flex Tube and kit
100775	FIRST CHOICE FOOD & BEVERAGE	2107:040107	76434	1,132.72	Concessions
102484	FISCHER/BETH	12312025	76435	3,733.80	CVB - Fischer 2025 Mileage
101449	FLAHERTY & HOOD P.A.	24308	76436	11,092.17	Labor/Employment Consultation Services Dec 2025
101449	FLAHERTY & HOOD P.A.	24365	76436	12,145.54	General Legal Matters Dec 2025
100293	GENERAL MAILING SERVICES	75918	76437	20.23	postage 12/29-12/31/2025
100293	GENERAL MAILING SERVICES	76006	76437	36.04	Mailing Services
100321	HANSEN ADVERTISING SPECIALTIES	53895	76438	2,243.65	CVB - Promotional Items for Convention Welcome Bag
100321	HANSEN ADVERTISING SPECIALTIES	53894	76438	1,284.11	CVB - Welcome Bags
100321	HANSEN ADVERTISING SPECIALTIES	53898	76438	407.19	CVB - Meeting Planner Items
100321	HANSEN ADVERTISING SPECIALTIES	53897	76438	1,078.21	CVB - Meeting Planner Items
100321	HANSEN ADVERTISING SPECIALTIES	53896	76438	651.36	CVB -Meeting Planner Promo Items
100321	HANSEN ADVERTISING SPECIALTIES	53892	76438	500.82	CVB-Promotional Items for Sport Shows
100321	HANSEN ADVERTISING SPECIALTIES	53893	76438	1,590.00	CVB - Promotional Items for Sport Shows
100321	HANSEN ADVERTISING SPECIALTIES	53899	76438	524.68	CVB - Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	53902	76438	245.00	CVB - Promotional Items
100321	HANSEN ADVERTISING SPECIALTIES	53900	76438	1,782.00	CVB - Promotional Items
100058	HOME DEPOT CREDIT SERVICES	120225	76439	136.80	Squad Cleaning Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	CIN131966	76440	414.00	CVB - File Cabinet
103355	JOHANNECK WTR CONDITIONING INC	143202	76441	18.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	143204	76441	18.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	143297	76441	27.00	Softener salt
103355	JOHANNECK WTR CONDITIONING INC	143520	76441	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	143747	76441	25.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	143749	76441	11.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	144095	76441	32.00	Lab water
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-209	76441	2.00	Cooler rent
103355	JOHANNECK WTR CONDITIONING INC	CR1711-3-197	76441	1.00	Cooler rent

Vendor Payment Listing

January 1, 2026 Through January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103355	JOHANNECK WTR CONDITIONING INC	ER1801-3-096	76441	46.00	Water cooler rental
103355	JOHANNECK WTR CONDITIONING INC	144262	76441	39.00	water
103138	KING'S ELECTRIC LLC	3560	76442	443.20	Replace light in entryway
103138	KING'S ELECTRIC LLC	3529	76442	210.00	Repair outlet on stage
103423	KWIK TRIP INC	120925	76443	20.00	Gas for Captain's squad
103423	KWIK TRIP INC	STMT/12-25	76443	(4.35)	credit for contract
102187	LAKELAND MEDIA	IN-125126386	76444	1,550.00	CVB-Advertising
101189	LEAGUE OF MN CITIES INS TRUST	40000465-26-01 Audit	76445	17,259.00	Work Comp Audit 2024-2025
102162	LOCATORS & SUPPLIES INC	0324881-IN	76446	3,268.36	Magnetic locator, traffic cones
102593	LOFFLER COMPANIES	5228341	76447	15.22	FD Office prints
102593	LOFFLER COMPANIES	5228340	76447	23.43	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	5232909	76447	264.80	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	5239076	76447	202.55	Standalone printer prints
100424	M-R SIGN CO INC	230321	76448	130.10	Street Signs
100437	MARCO TECHNOLOGIES LLC	INV14719781	76449	52.50	Shredding service
100449	MENARDS	04691	76450	74.08	Electrical Parts
103230	MIDWEST MECHANICAL SOLUTIONS	INV05626	76451	285.31	Secondary bldg. HVAC
101805	MINI BIFF LLC	I7559	76452	224.20	mini biff
101805	MINI BIFF LLC	I7173	76452	129.54	mini biff
100522	MN DEPT OF LABOR & INDUSTRY	01132026	76453	167.40	December 2025 State Surcharge report
100541	MUNICIPAL UTILITIES	STMT/12-25	76454	41,856.42	Municipal Utilities Dec 2025
104214	Nei-Turner Media Group, Inc.	242875	76455	1,000.00	CVB-Advertising
102547	CARRANZA/NOE	287	76456	150.00	Interpreting Services for Officer Gerads
103605	NORTH CENTRAL INTERNATIONAL	R201004447:01	76457	6,722.98	North Central International invoice.
103605	NORTH CENTRAL INTERNATIONAL	X201150962:01	76457	286.67	Winter Fronts
100650	O'REILLY AUTOMOTIVE INC	1528-258413	76458	473.56	alternator
104207	Office Of MNIT Services	DV25120454	76459	273.18	LOGIS Internet transport Dec
100604	PERKINS LUMBER CO INC	2512-009501	76460	33.61	Screws
100374	PREMIUM WATERS INC	330697635	76461	10.99	water
100374	PREMIUM WATERS INC	330695408	76461	9.99	Drinking Water
100374	PREMIUM WATERS INC	527119-12-25	76461	51.23	Water at DOAC
100624	PRINT MASTERS	94530	76462	2,736.00	CVB- business cards, envelopes, brochures
100639	RAMBOW INC	673726	76463	750.00	(3) Fire Jackets
100639	RAMBOW INC	673727	76463	250.00	TRT Safety Jacket
101418	RUNNING'S SUPPLY INC	6576924	76464	152.51	Brine System Parts
101418	RUNNING'S SUPPLY INC	6582649	76464	200.00	Safety boots Sam
101418	RUNNING'S SUPPLY INC	6582842	76464	33.98	salt
101418	RUNNING'S SUPPLY INC	6589959	76464	107.48	Straps, seat cover
101418	RUNNING'S SUPPLY INC	6593941	76464	13.49	Bolts
101418	RUNNING'S SUPPLY INC	6587636	76464	82.60	Clamps and Hoses
101418	RUNNING'S SUPPLY INC	6597022	76464	49.04	Electrical supplies
101418	RUNNING'S SUPPLY INC	6577216	76464	60.11	parts for sprayer and Fittings
101418	RUNNING'S SUPPLY INC	6601148	76464	169.98	Safety Gear
101418	RUNNING'S SUPPLY INC	6575862	76464	180.00	Safety boots T. Wubben
101418	RUNNING'S SUPPLY INC	6580949	76464	250.00	Safety boots J. Iverson
101418	RUNNING'S SUPPLY INC	6589256	76464	108.96	Squeegees, and garden hose fittings
101418	RUNNING'S SUPPLY INC	6575455	76464	35.76	Couplings and adaptors
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/12-25	76465	2,692.63	Equipment Repair Parts Dec 2025
100690	SHERWIN WILLIAMS CO	7578-1	76466	82.12	Breakroom paint
100690	SHERWIN WILLIAMS CO	7917-1	76466	50.60	Breakroom paint
100715	STATE OF MN	12152025	76467	4,424.30	Wetland Banking Credits
100188	STERLING WATER-MINNESOTA LLC	315X04405808	76468	24.75	Softener salt
100188	STERLING WATER-MINNESOTA LLC	315X04397401	76468	19.45	Softener rental
100188	STERLING WATER-MINNESOTA LLC	315X04405907	76468	46.50	Salt
104427	Stewards Planning Group	11326	76469	2,125.39	Registrations from 2025 Paddle Battle
103471	STULEN/DEBORAH	01142026	76470	73.50	Mileage reimbursement 08/25-12/25
100161	SYSCO WESTERN MINNESOTA	353071252-2	76471	461.88	concession supplies
100161	SYSCO WESTERN MINNESOTA	353066866-2	76471	756.76	concession supplies
104040	T-Mobile USA, Inc	L2512240348	76472	100.00	Cell Search Warrant for ICR 25013012
101471	TRAFFIC CONTROL CORPORATION	161366	76473	395.00	MMU Recertification
101471	TRAFFIC CONTROL CORPORATION	161366	76473	395.00	EDI Repair

Vendor Payment Listing

January 1, 2026 Through January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104038	Vernae Larsen	011425	76474	98.42	Mileage reimbursement 7/2025-12/2025
104083	Vestis	2530477603	76475	68.63	Mechanics uniform rental
104083	Vestis	2530478190	76475	21.96	Maintance man uniform
104083	Vestis	2530480144	76475	79.09	Mechanics uniform rental
104083	Vestis	2530480702	76475	30.60	Maintance man uniform
104083	Vestis	2530482622	76475	68.63	Mechanics uniform rental
104083	Vestis	2530483203	76475	14.07	Maintance man uniform
104083	Vestis	2530484946	76475	79.09	Mechanics uniform rental
100777	VIKING COCA-COLA BOTTLING CO	3776780	76476	702.00	Concessions
100812	WILLMAR CHAMBER OF COMMERCE	12312025	76477	12,686.21	CVB payroll
100812	WILLMAR CHAMBER OF COMMERCE	12312025CC	76477	790.22	CVB - Credit Card
103442	WILLMAR GYMNASTICS BOOSTERS	120125	76478	10,897.75	June- Dec Gymnastics Fees
103696	ACE ROLLOFFS & DISPOSAL	237/01-26	76479	52.70	Garbage Service
103696	ACE ROLLOFFS & DISPOSAL	235/01-26	76479	149.67	Garbage
103696	ACE ROLLOFFS & DISPOSAL	234/01-26	76479	175.29	Garbage
103696	ACE ROLLOFFS & DISPOSAL	236/01-26	76479	180.52	Garbage
103696	ACE ROLLOFFS & DISPOSAL	231/01-26	76479	46.15	Winter parks garbage service
103696	ACE ROLLOFFS & DISPOSAL	241/01-26	76479	209.71	Wastewater Treatment garbage service
103696	ACE ROLLOFFS & DISPOSAL	240/01-26	76479	24.35	Wastewater Plant garbage service
103696	ACE ROLLOFFS & DISPOSAL	239/01-26	76479	202.64	Public Works garbage service
103696	ACE ROLLOFFS & DISPOSAL	238/01-26	76479	129.48	City Hall garbage service
103557	AMAZON CAPITAL SERVICES	1HNN-1T1K-7CJW	76480	49.16	Desk Calendars and Note Pads
103557	AMAZON CAPITAL SERVICES	1GFL-164C-7CKC	76480	15.14	USB-C to DisplayPort cable
103557	AMAZON CAPITAL SERVICES	17C3-CR93-6G1Y	76480	47.49	Replacement ergonomic keyboard
103557	AMAZON CAPITAL SERVICES	1QD4-7KRR-RVHD	76480	89.99	seat cushion
103557	AMAZON CAPITAL SERVICES	1YGV-HDQW-9R3R	76480	6.99	Replacement car charger return
103557	AMAZON CAPITAL SERVICES	16RF-NWXM-HJCM	76480	132.43	iPad cases & cables
103557	AMAZON CAPITAL SERVICES	1YDF-W4QG-R7KP	76480	1,025.70	Pickleballs, nets, whistles, and calendar
103557	AMAZON CAPITAL SERVICES	1LM6-YTWW-RT3N	76480	67.98	scoreboards for adult programs
103557	AMAZON CAPITAL SERVICES	1V6R-KQ4N-C93V	76480	726.00	(3) HP EliteBook 840 G8 (renewed)
103557	AMAZON CAPITAL SERVICES	139T-YR9C-61HD	76480	52.97	Scissors and Ribbon
103557	AMAZON CAPITAL SERVICES	1JJP-JFLV-7KLT	76480	42.97	puzzles
103557	AMAZON CAPITAL SERVICES	139T-YR9C-F779	76480	58.52	puzzles
103557	AMAZON CAPITAL SERVICES	1PLW-TGY3-63CL	76480	38.80	USB-C to USB-C charger cables x 10
103557	AMAZON CAPITAL SERVICES	17V1-RLQT-MDVM	76480	405.00	TPMS Sensors
100057	AMERICAN WELDING & GAS INC	0011362077	76481	40.86	Cylinder rent
103946	ARVIG	STMT/12-25	76482	3,850.00	Leased fiber - January
103610	AUSTIN INCORPORATED	51001	76483	120.00	Septic Pumping
103610	AUSTIN INCORPORATED	51087	76483	120.00	Septic Pumping
102418	B & H	240861024	76484	660.64	Replacement switch for RI Guri
104299	BFirst Industrial	80029352-00	76485	319.98	20V Dewalt Batteries
104299	BFirst Industrial	80029250-00	76485	196.27	Ladder
102336	CANON FINANCIAL SERVICES INC	42465217	76486	140.23	291358-1
102336	CANON FINANCIAL SERVICES INC	42465219	76486	134.15	291358-3
102336	CANON FINANCIAL SERVICES INC	42465221	76486	74.96	291358-5
102336	CANON FINANCIAL SERVICES INC	42465220	76486	72.11	291358-4
102336	CANON FINANCIAL SERVICES INC	42465218	76486	127.77	291358-2
102542	CARRANZA/NORMA I	297	76487	150.00	Interpreting Services for Officer A. Anderson
104100	CDW LLC	AH5F73V	76488	1,371.00	FY26 workstation replacement
100736	CHARTER COMMUNICATIONS	224360801010126	76489	563.89	Jan Phone/Rice Park Internet
100168	COALITION OF GREATER MN CITIES	10911	76490	46,923.00	2026 Coalition of Greater MN Cities Dues
104070	Column Software PBC	B15E1683-0119	76491	53.93	Pet License Publication
102887	CONCORDE BANK	2016ABondPymt2/1/26	76492	11,275.00	2016A Bond Pymt Due 2/1/26
102887	CONCORDE BANK	2017ABondPymt2/1/26	76492	28,365.00	2017A Bond Pymt Due 2/1/26
102887	CONCORDE BANK	2019ABondPymt2/1/26	76492	8,552.00	2019A Bond Pymt Due 2/1/26
100186	CROW CHEMICAL & LIGHTING	131766	76493	50.65	General supplies
102973	FLEETPRIDE	131304124	76494	281.72	Suspension Air Bag
100293	GENERAL MAILING SERVICES	75975	76495	27.88	Mailing package parts
100293	GENERAL MAILING SERVICES	75918-2	76495	10.93	postage 01/01-01/02/2026
100293	GENERAL MAILING SERVICES	76021	76495	264.52	01/05-01/09/2026
103765	HARRY'S FROZEN FOOD	83956	76496	729.00	Concessions

Vendor Payment Listing

January 1, 2026 Through January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100325	HAWKINS INC	7297295	76497	630.14	Bleach
100325	HAWKINS INC	7303844	76497	10,903.22	Ind ferric and credit
103067	HOME STATE BANK	2016ABondPymt2/1/26	76498	56,387.50	2016ABond Pymt Due 2/1/26
103067	HOME STATE BANK	2019ABondPymt2/1/26	76498	42,415.00	2019A Bond Pymt Due 2/1/26
103067	HOME STATE BANK	2020ABondPymt2/1/26	76498	33,776.25	2020A Bond Pymt Due 2/1/26
102486	IN CONTROL INC	S-INV03314	76499	2,733.50	Automation & Cybersecurity serv. plan
101507	KANDIYOHI CO SHERIFF'S DEPT	2026-12	76500	3,115.17	Cell Hawk & LeadsOnline Subscription Shared
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/01-26	76501	1,620.40	Kandi Co-op Electric
103068	KENSINGTON BANK	2016ABondPymt2/1/26	76502	56,387.50	2016A Bond Pymt Due 2/1/26
103068	KENSINGTON BANK	2017ABondPymt2/1/26	76502	40,982.50	2017A Bond Pymt Due 2/1/26
103068	KENSINGTON BANK	2019ABondPymt2/1/26	76502	54,047.50	2019A Bond Pymt Due 2/1/26
103068	KENSINGTON BANK	2020ABondPymt2/1/26	76502	33,776.25	2020A Bond Pymt Due 2/1/26
103138	KING'S ELECTRIC LLC	3578	76503	1,230.00	Muni aerator diagnostics
102886	LAKE REGION BANK	2016ABondPymt2/1/26	76504	55,387.50	2016A Bond Pymt Due 2/1/26
102886	LAKE REGION BANK	2017ABondPymt2/1/26	76504	54,632.50	2017A Bond Pymt Due 2/1/26
102886	LAKE REGION BANK	2019ABondPymt2/1/26	76504	54,047.50	2019A Bond Pymt Due 2/1/26
102886	LAKE REGION BANK	2020ABondPymt2/1/26	76504	33,776.25	2020A Bond Pymt Due 2/1/26
101298	LAKE REGION FIRE FIGHTERS ASSN	1472	76505	40.00	2026 Dues
100412	LEAGUE OF MN CITIES	441499	76506	22,451.00	2026 LMC Membership Dues Jan 1 2026-Dec 31 2026
100412	LEAGUE OF MN CITIES	441125	76506	2,880.00	PATROLOnline Subscription for Dept
103694	LETS	INV-003137	76507	4,247.72	2026 Renewal for Detectives & SCU program used
102593	LOFFLER COMPANIES	5235615	76508	2,383.68	FY26 uniFLOW renewal
102593	LOFFLER COMPANIES	5236530	76508	105.32	CH Plotter prints
104202	Lunar Media, LLC	1602	76509	345.00	MLK Day Event Photography
103784	MASCHINO/NOAH	011526	76510	113.00	reissue ck 74783 meal reimbursement
100449	MENARDS	04821	76511	5.38	Drill bits
100449	MENARDS	05021	76511	9.99	Mouse traps
100449	MENARDS	05036	76511	50.91	Tank Sprayers
100449	MENARDS	04971	76511	32.97	Rugs for Rice Home Medical
100449	MENARDS	04967	76511	30.54	General supplies
100449	MENARDS	04964	76511	36.97	Milkhouse heater
100449	MENARDS	04976	76511	194.85	Ice Melt
101878	MID-MINNESOTA DEVELOPMENT COMM	1038	76512	3,000.00	2026 Hwy 23 Coalition Membership
102699	MIKE'S SMALL ENGINE CENTER	35979	76513	21.99	Hard Hat Parts
103729	MILLS PARTS CENTER	6553413	76514	33.25	Washer Hose
104270	Minnesota Equity Connect	2026010	76515	200.00	Level 2 Organizational Membership
100445	MN CITY\COUNTY MGMT ASSN	01052026	76516	214.31	2026 MCMA Membership
103977	MN DEED	18-51-0-FY19-Reissue	76517	285.00	Unspent fds for Lumichron Clock CDAP-18-51-0-FY19
100487	MN DEPT OF AGRICULTURE	8746	76518	15.00	Pesticide license renewal S. Carlson
100487	MN DEPT OF AGRICULTURE	8855	76518	15.00	Pesticide license renewal J Kingman
100487	MN DEPT OF AGRICULTURE	8745	76518	15.00	Pesticide license renewal P Tinklenberg
100487	MN DEPT OF AGRICULTURE	8834	76518	15.00	Pesticide license renewal M Lungstrom
100487	MN DEPT OF AGRICULTURE	8880	76518	15.00	Pesticide license renewal D. Niemeyer
100487	MN DEPT OF AGRICULTURE	8744	76518	15.00	Pesticide license renewal M VanDenEinde
104024	MRPA	010526	76519	650.00	MRPA membership Jan 1 2026- Dec 31 2026.
100544	MVTL LABORATORIES INC	1340594	76520	58.25	Lab test
100544	MVTL LABORATORIES INC	1340563	76520	58.25	Lab test
101627	NCL OF WISCONSIN INC	530075	76521	1,062.29	pH probe
103799	NCPERS GROUP LIFE INS.	841200012026	76522	96.00	Premiums withheld 1/9 payroll
102547	CARRANZA/NOE	295	76523	150.00	Interpreting Services for Officer Smeby
104426	Old National Bank	2019ABondPymt2/1/26	76524	307,503.00	2019A Bond Pymt Due 2/1/26
104426	Old National Bank	2020ABondPymt2/1/26	76524	102,337.50	2020A Bond Pymt Due 2/1/26
103529	PRO WATER SOLUTIONS	14314	76525	168.75	Solar Salt
103663	REACH MEDIA NETWORK	114941	76526	1,260.00	Civic Center FY26 digital signage
104227	Rise Vision	141969	76527	820.00	FY2026 Rise Vision digital signage
100275	SHI CORP	B20667842	76528	9,966.00	FY26 Aurora renewal
100275	SHI CORP	B20669073	76528	1,870.45	FY26 workstation replacement
100275	SHI CORP	B20669075	76528	5,791.49	FY26 workstation replacement
100275	SHI CORP	B20670264	76528	2,882.15	FY26 workstation replacement
100275	SHI CORP	B20674738	76528	926.85	FY26 workstation replacement
103256	STEINBEISSER AUTO REPAIR LLC	22376	76529	158.25	A/C recharge

Vendor Payment Listing

January 1, 2026 Through January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102555	SUMMIT FIRE PROTECTION	3779149	76530	1,995.00	Repair sprinkler system in vehicle storage
100161	SYSCO WESTERN MINNESOTA	353090075	76531	1,686.01	Concessions
100161	SYSCO WESTERN MINNESOTA	353085692	76531	1,463.77	Concessions
103375	TITAN MACHINERY	PS1054429-1	76532	323.11	Snow Pusher parts
103586	TRITECH SOFTWARE SYSTEMS	454575	76533	314.70	LETG Software Mtn Annual Mntnce Fee 2026/2027
103324	UNITED PRAIRIE BANK	2019ABondPymt2/1/26	76534	42,415.00	2019A Bond Pymt Due 2/1/26
102915	VERIZON WIRELESS	6133067529	76535	3,264.20	Verizon Jan/Feb
100777	VIKING COCA-COLA BOTTLING CO	3781409	76536	3,137.75	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3785993	76536	935.50	Concessions
100803	WEST CENTRAL PRINTING	25660	76537	138.82	Business Cards
103928	WILLMAR AREA COMMUNITY FOUNDATION	01052026	76538	5,000.00	2026 Willmar Lakes Area Vision 2040 Projects
Total				1,390,652.50	

Vendor Payment Listing

January 1, 2026 Thorough January 15, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/12-25	634	19,234.62	Natural Gas Dec 2025



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth Report January 2026
2. HR Report January 2026
3. Parks and Rec Report January 2026
4. PD Report January 2026
5. PD Monthly Council Stat Sheet December 2025
6. Planning January 2026 _Director Report
7. Public Works Report January 2026



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

Community Growth Director's January 2026 Report

This is a moment of profound gravity, grief, complexity, and apprehension.

As many of you already know, many of our neighbors were detained by federal law enforcement the last few days in addition, the heavy presence of ICE in our state and region elevates ongoing concerns regarding power, accountability, and the role of government at every level including here in Willmar.

As leaders committed to sustaining and advancing, equity, and inclusion, welcoming and belonging within our city government and community, we are placed in positions that demand us to be thoughtful and responsive in these situations. In addition, it demands a lot from us personally and quite often requires us to be stoic, surefooted, and pragmatic while navigating our own lived experiences within the context of government subjugation.

First, we acknowledge the human and community impact. As the arrests/detentions are happening in our city limit and region, families and communities are experiencing grief, fear, and trauma, specifically immigrant communities and communities of color who already navigate heightened vulnerability. It's important to continue to center humanity, bring attention to disparate impacts, and resist narratives that either dehumanize or simplify complex realities.

Second, it's important to ground ourselves in our roles. Whether your role is elected official or city staff or Willmar resident at large, as community growth partners and elected to local government, we can respond with integrity, compassion, and resolve. This could include:

- Ensuring internal spaces exist for Willmar city staff, partners, especially those impacted, to process, ask questions, and access support
- Examining how local policies, intergovernmental relationships, and enforcement practices may contribute to harm or fear, even when actions occur outside direct city control; work on a main goal, to continue to build trust within WPD and the community
- Listening to impacted communities and community-based organizations, recognizing lived experience as essential expertise.
- Addressing needs for transparency of information and process for city/community to understand what to do and how to best engage

As a Director of Community of Growth for the City of Willmar, I am here to support you in these moments and beyond.

This includes providing resources and information that could be beneficial to navigating current situations, helping to prepare fellow city leaders, and more:

- [EXAMPLE - Guide on How to Engage with ICE](#)
- [Minnesota Attorney General - Know Your Rights with ICE](#)
- [Campaign for Trauma Informed Policy & Practice - Trauma-Informed Community Change](#)
- [Minnetonka - Immigration Resources](#)

If you are looking for local opportunities to help our neighbors let me know and I can help you connect with organizations and individuals who are doing this work on the ground; or if you would like more information or have a conversation about the local effects of the current situation, please let me know.

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

Pablo



HR Report

We opened the New Year with a flurry of hiring! Our new Public Works Director, Shane Stefanick, officially joined our staff on Jan 5 and we've been busy orienting him to the City and his new position.

We conducted interviews for the open Recreation Coordinator position in early January and identified an excellent candidate for that role. Mat Snider will be joining the Parks and Rec Department on Jan 26.

Interviews were also held through early January for a Police Department Clerk opening. A highly qualified candidate has accepted that position and will be relocating to Willmar to join the department in the coming weeks.

Finally, we are currently conducting interviews to fill a Civic Center Arena Operator position vacated by the retirement of a 10+ year City employee. Our hope is to have someone new on board by early February.

The HR Department will be spending time in January and February focused on educating employees about the new benefits available to them in 2026. Our 2026 insurance plans come with a variety of new wellness and support tools that our employees and their families can access to manage their physical, mental, and emotional health. To help achieve the goal of seeing all of our employees thriving both professionally and personally, we'll be encouraging them to utilize the tools and resources available to them, as well as continuing to provide opportunities for employees to engage with leadership and their colleagues throughout the City.

The New Year also came with the implementation of Paid Family and Medical Leave (PFML) in the state of Minnesota. The City went with a private plan through MetLife to meet the requirements related to this new benefit. We already have several employees who have been able to take advantage of this paid time off for a variety of medical needs. Together we are navigating these new benefits and requirements to ensure that we have a robust system in place to manage employee leaves from day-to-day operations to payroll to tax reporting.

Sincerely,

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

Alissa Gambrel – HR Director



January 2026

Youth and Adult Programming

Youth Programs:

- Rec Hockey session two started on January 6th with 81 kids registered
- Mini Cards learn to skate began on January 6th, with 39 kids registered
- Youth wrestling began on January 5th, with 49 kids registered
- Cardinal athletes began on January 10th
 - Tiny athletes: 27 registered
 - Little athletes: 14 registered
 - Big athletes: 8 registered
- Tiny Tykes and Pre gymnastics begin January 12th
 - Tiny tykes 5 registered
 - Pre-K 14 registered

Pickleball

- 118 9-month memberships
- 44 3-month memberships
- The Willmar Smash and Bash pickleball tournament will be held on February 28th and March 1st.

Adult Recreation

- Adult Hockey League has started with seven teams. (117 total players.)
- Adult Volleyball has begun and is running smoothly.
 - Women's League has eight teams in one division, playing Thursday nights at the Civic Center.
 - Coed League has 13 teams across two divisions, playing Monday nights at the new Middle School gyms.
- Adult Basketball League has started, and we have 10 teams signed up

Community Center

- Toddler Time group started this month (Jan)
- Chess Club starts this month
- Mix Abilities Group started (this session, we are incorporating making food recipes as well as crafts (See about 20 participants per month)

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



- Crafts this month include Snow Pan Man, Swedish Love Knot, and a Reusable T-shirt bag.
- Will hold our Swiftie Social at the end of the month
- Will be holding a Goat Yoga Session in partnership with HCAS this month
- Puzzle contest scheduled at the end of the month
- NYE Bingo was a great success
- For the month of December, we had 14 private rentals and ended the year with 164 private rentals.

Facilities & Events

- Pee wee Hockey Tournament Jan 16-18
- HS Boys/Girls Hockey Games
- Willmar Warhawks Games
- Bantams Hockey Tournament Jan 23-25
- Zero Tolerance Gun Show Feb 6-8th

Other Projects & Updates

- Outdoor Rink Ribbon Cutting Event-Jan 13th
- Civic Center east wall siding is completed
- New recreation coordinator has been hired; Mat Snider will start 1/26.
- Interviews for the maintenance position will happen on January 15th and 16th.
- Grant workshop for the Amphitheater Project, January 29th in St. Cloud.
- Continue to work with the Willmar Rotary and Engan Associates on the Amphitheater Project.

Council Updates — January 20, 2026

Personal update

- **Officer Edward Rodriguez made his one-year mark on 1-2-2026.**
- **Officer Devin Cravin is now patrolling on his own as he just finished the first four steps of field training. Badge pinning ceremony will be happening next month I will update everyone on that official date when it is set.**

Willmar/Spicer Polar Plunge

- **Date/Time: Saturday, January 31, 2026**
- **Location: Green Lake, Spicer**
- **Purpose: Fundraiser benefiting Special Olympics Minnesota**
- **Goal: \$75,000**
- **The Willmar Police Department will again participate and help promote this important event in support of Special Olympics athletes across Minnesota.**

Willmar Police Department

Monthly Calls for Service Statistics

Title	December 2024	December 2025
911 Hang Up	11	2
Abandoned Vehicles	99	91
Agency Assist	39	43
Alarm	33	23
Alcohol Offense	2	2
Animal	33	29
Assault	11	4
Burglary	4	1
Child Custody Dispute	15	7
Crash	76	112
Criminal Damage To Property	14	5
Disorderly	9	18
Domestic	35	32
Drugs	3	9
Family Service	73	48
Fight	4	2
Fraud	12	10
Gun Permits	15	4
Harassment	28	19
Information	11	14
Weapons complaint	7	1
Lost And Found	27	24
Mental Health	31	6
Missing Person	15	17
Motorists Assist	16	35
Neighborhood Disturbance	14	8
Public Assist	149	123
School Related Incidents	7	6
Sex Crimes	5	3
Sudden Death/Bodies Found	3	1
Suicidal Person	3	10
Suspicious	42	28
Theft	31	27
Traffic Complaint	32	52
Traffic Stop	232	166
Trespass	7	6
Warrant Service	12	16

Current Month CFS:

1105

YTD Calls for Service:

14,345

2024 Month CFS:

1223

(Some minimal CFS categories not shown)



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

January 2026 – Director’s Report

Zoning Code Update

The Planning and Development Department is moving forward with the Zoning Code Update, an important implementation step of the Comprehensive Plan. To guide this effort, a Steering Committee has been formed, consisting of representatives from key community sectors and partner organizations.

The Steering Committee will provide input throughout the update process, review draft materials, help identify community priorities, and ensure the revised zoning code aligns with Willmar’s long-term vision for growth and development.

The committee’s first meeting is scheduled for February 5, 2026, and will be held virtually from 1:30 PM to 2:45 PM. This introductory session will outline the project scope, timeline, and expectations for committee participation. Further updates will be provided as the project progresses

Name	Organization
Chad Komplien	Komplien Construction
Commissioner Buzzeo	Planning Commission
Commissioner S. Gardner	County Commissioner/KCED
Matt Runke	Bonnema Runke Stern
Rebecca Trongaard	Wallin Residential Properties INC
Kayla Klien	Habitat for Humanity
Sheri Wegner	KCED
Taylor Marcus	Marcus Construction

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.
- Recalculated MDL's for ammonia and phosphorus.
- Received lab certification from MPCA for 2026.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Iverson Park lift station project is @ 60% drawings.
- Continuing moving forward on Eagle Lake L.S Panel upgrades.
- Sara re-issued Special Discharge Permits for: Dem-Con landfill, Cottonwood County landfill, Renville County landfill, Kandiyohi County landfill.
- Issued Special Discharge Permits for: Austin landfill and Lansing landfill.
- Tour Fargo's WWTF to research BNR design for upcoming upgrade.
- Reviewed private lateral CCTV videos, issued notices of compliance/non-compliance.
- Hauled waste billing.
- Public Education/Outreach on wastewater and stormwater topics via social media.
- Attended Ag-Urban Partnership Forum.



Public Works Updates from Superintendent Kyle Radunz

Streets, Sanitary sewers & Stormwater

- **Street Patching:** Cold mix used as needed
- **Street Sweeping:** Paused from winter conditions
- **Banners downtown:** Removed tattered banners and installed holiday banners downtown
- **Mowing:** Mowers have been cleaned and stored for the winter
- **Sanitary sewers:** Jetted only during emergency calls

- **Catch Basins:** Repairs have paused from winter conditions
- **Storm Water:** All repairs paused from winter conditions
- **Snow Removal:** CBD snow removal was completed on 12/1, 12/12, and 12/31. City streets and sidewalks were plowed on 12/5, 12/6, 12/9, 12/10, 12/28, and 12/29. Roads were also treated on additional dates to address slippery conditions.

Parks & Grounds

Our department remained active in many parks and on city grounds with winter related duties.

- **Ball Fields: Closed**
- **Airport:** Removed snow, cleared drifting as needed
- **Groundskeeping:** Sidewalks are cleared after every snow event at multiple parks throughout the city
- **Splash Pad:** Closed
- **Public Restrooms:** Winterized and closed for the season.
- **Tree & Turf Work:** Tree removal has started when weather allows
- **Brush Site:** Managed compost by turning and stacking materials; burned excess brush and tree waste.
- **Parks:** Maintenance has been paused from winter conditions.
- **Trail Maintenance:** Snow is removed, Trails are patch with cold mix when needed
- **Weed Control:** Paused until spring

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 winter maintenance, mower winter maintenance, snow equipment repairs, and the addition of GPS equipment.

Community Event Support

Public Works staff supported one community event in December:

- **Santa Semi-** An event held downtown on 4th street. Public Works provided cones and barricades for the event.

Additional Projects

- **Outdoor Rinks: Flooded rinks and skating areas at Garfield and Hilltop Park**
- **Selvig Park:** Maintained the Christmas lights.
- **Public Works Facility:** Hosted a tour for a Boy Scouts Troop
- **Picnic Tables:** Began winter repair and maintenance of picnic tables
- **Aeration:** Installed thin ice signs on Willmar Lake and Foot Lake.
- **LEAD:** One operator is attending LEAD class which takes place once a month.

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

Respectfully

A handwritten signature in black ink, appearing to read 'Shane Stefanick', written in a cursive style.

Shane Stefanick – Public Works Director



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.K.
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 12/31/2025		

RECOMMENDED ACTION:

OVERVIEW:

General Fund and Wastewater Treatment Plant — Year-to-Date Budget Status

The year-to-date budget figures presented for the General Fund and the Wastewater Treatment Plant are preliminary and unaudited. Final results may differ as outstanding invoices and receipts are processed prior to the completion of the annual audit later this year.

General Fund

Overall, the General Fund is operating within the parameters of the adopted budget through the current reporting period.

Notable variances within the General Fund include:

- Miscellaneous Revenue:

Receipt of \$941,545.63 from the sale of Rice Home Medical (Redwood Falls), contributing a one-time revenue.

- City Hall Expenditures:

Expenditures include capital improvements funded from the proceeds of the Rice Home Medical sale.

- Fire Department:

State fire aid of \$188,039.53 has been recognized. This amount is reflected as both revenue and an offsetting intergovernmental revenue, consistent with budget expectations.

Wastewater Treatment Plant

Revenues for the Wastewater Treatment Plant are currently lagging budget, primarily due to timing of year-end billing. December charges have yet to be collected, and remitted to the City from WMU, and will be reflected once received.

Investments

- Higher short-term rates continue to provide favorable returns on cash and operating investments.
- A conservative, laddered investment approach remains appropriate to maintain liquidity while managing interest rate risk.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. General Fund 12.31.25
2. WWTP 12.31.25
3. Investment Activity through 12-31-25
4. Investment Portfolio through 12-31-25
5. Historical Interest per quarter through 12-31-25
6. Interest Breakdown by Institution through 12-31-25



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

	<u>2024</u> <u>Actual</u>	<u>2025</u> <u>Annual Budget</u>	<u>2025</u> <u>Year-To-Date</u>	<u>% of 2025</u> <u>Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 9,047,283.83	\$ 10,360,932.00	\$ 10,021,482.64	96.72%
Licenses and Permits	610,551.05	507,500.00	494,861.56	97.51%
Intergovernmental	7,266,350.49	6,977,458.00	7,526,875.84	107.87%
Service Charges	1,107,539.65	957,500.00	1,125,324.99	117.53%
Fines and Forfeits	111,018.18	100,000.00	82,360.16	82.36%
Special Assessments	2,180.90	-	3,932.25	
Miscellaneous Revenue	1,195,728.98	325,000.00	1,481,612.48	455.88%
Other Financing Sources	3,167,118.85	2,876,308.00	2,360,012.91	82.05%
Total Revenues	\$ 22,507,771.93	\$ 22,104,698.00	\$ 23,096,462.83	104.49%
<u>Expenditures</u>				
City Administrator	\$ 968,170.50	\$ 780,505.00	\$ 767,031.64	98.27%
Mayor and Council	438,981.77	414,150.00	421,421.28	* 101.76%
City Hall	736,827.05	911,856.00	1,567,846.70	* 171.94%
City Clerk	217,034.80	244,293.00	230,528.82	94.37%
Elections	137,406.13	23,400.00	10,457.91	44.69%
Finance Department	498,178.32	558,492.00	555,347.91	99.44%
Planning/Development Services	1,167,791.03	1,044,184.00	929,873.56	89.05%
Legal	252,086.24	-	-	0.00%
Information Technology	815,887.80	971,158.00	1,003,171.57	* 103.30%
Human Resources	215,706.34	239,369.00	195,957.80	81.86%
Cultural Diversity	177,583.26	195,654.00	200,777.42	* 102.62%
Sub-Total General Gov't.	5,625,653.24	5,383,061.00	5,882,414.61	109.28%
Police Department	6,492,390.64	7,003,653.00	6,496,650.54	92.76%
Fire Protection	1,180,073.37	1,297,884.00	1,402,870.47	* 108.09%
Sub-Total Public Safety	7,672,464.01	8,301,537.00	7,899,521.01	95.16%
Public Works	4,011,527.16	4,351,778.00	4,294,953.11	98.69%
Engineering	721,885.61	404,000.00	239,308.32	59.23%
Transit System	20,500.00	21,000.00	20,500.00	97.62%
Storm Water	134,139.05	88,000.00	84,040.75	95.50%
Sub-Total Streets/Highways	4,888,051.82	4,864,778.00	4,638,802.18	95.35%
WRAC	129,799.82	149,980.00	143,526.91	95.70%
Library	553,711.53	573,018.00	567,091.12	98.97%
Auditorium	38,856.37	71,268.00	40,828.11	57.29%
Parks & Recreation	1,045,869.14	1,133,022.00	1,140,484.12	* 100.66%
Civic Center	1,021,314.19	1,055,942.00	990,831.10	93.83%
Recreation/Event Center	10,056.23	10,000.00	7,013.17	70.13%
Community Center	322,308.89	289,065.00	291,894.79	* 100.98%
Aquatic Center	230,459.01	273,027.00	218,179.61	79.91%
Sub-Total Culture/Recreation	3,352,375.18	3,555,322.00	3,399,848.93	95.63%
Total Expenditures	\$ 21,538,544.25	\$ 22,104,698.00	\$ 21,820,586.73	98.71%

* Indicates Over Budget



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

	2024 <u>Actual</u>	2025 <u>Annual Budget</u>	2025 Actual <u>Year-To-Date</u>	% of 2025 <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 89,518.02	\$ 30,000.00	\$ 100,306.69	334.36%
Service Charges	9,599,947.09	11,239,850.00	8,627,383.07	76.76%
Miscellaneous Revenue	941,295.34	150,000.00	837,077.01	558.05%
Total Revenues	\$ 10,630,760.45	\$ 11,419,850.00	\$ 9,564,766.77	83.76%
<u>Expenditures</u>				
Waste Treatment - Treatment	5,482,770.76	13,061,131.00	12,078,939.18	92.48%
Waste Treatment - Collections	287,939.22	704,849.00	253,292.14	35.94%
Waste Treatment - Biosolids	314,129.83	361,800.00	232,514.45	64.27%
Waste Treatment - Eagle Lake	24,580.43	30,650.00	23,470.24	76.58%
Total Expenditures	\$ 6,109,420.24	\$ 14,158,430.00	\$ 12,588,216.01	88.91%

* Indicates Over Budget



INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED December 31, 2025

BALANCE AT PRIOR QUARTER END SEPTEMBER 30, 2025	50,394,878.96
SUMMARY OF OCTOBER THROUGH DECEMBER, 2025, TRANSACTIONS:	
(10/14/25) MATURED: Wells Fargo Advisors, FHLB-3130AKLN4, 10/14/25, 0.200-3.500%	(1,000,000.00)
(10/14/25) Market Value Adjustment: Wells Fargo Advisors, FHLB-3130AKLN4	230.00
(10/24/25) PURCHASED: UBS, Money Market	1,000,000.00
(10/31/25) Interest Accrued: Bremer Bank, Money Market 437680198	145.63
(10/31/25) Interest Accrued: 4M, 35205-101	5.58
(10/31/25) Interest Accrued: 4M, 35205-101-P	17,899.45
(10/31/25) Interest Accrued: 4M, 35205-203	1,904.52
(10/31/25) Interest Accrued: 4M, 35205-203-P	7,611.07
(10/31/25) Interest Accrued: 4M, 35205-204	4,011.10
(10/31/25) Interest Accrued: 4M, 35205-205	8,682.75
(10/31/25) Interest Accrued: UBS, Money Market	27,403.23
(11/14/25) MATURED: Wells Fargo Advisors, CD-48128UQY8, 11/13/25, 0.400-1.000%	(245,000.00)
(11/14/25) Market Value Adjustment: Wells Fargo Advisors, CD-48128UQY8	962.85
(11/24/25) CALLED: Wells Fargo Advisors, FHLB-3130APV51, 1.000-6.000%	(1,500,000.00)
(11/24/25) Market Value Adjustment: Wells Fargo Advisors, HLB-3130APV51	5,715.00
(11/30/25) Interest Accrued: 4M, 35205-101	5.17
(11/30/25) Interest Accrued: 4M, 35205-101-P	16,728.34
(11/30/25) Interest Accrued: 4M, 35205-203	1,787.26
(11/30/25) Interest Accrued: 4M, 35205-203-P	7,113.08
(11/30/25) Interest Accrued: 4M, 35205-204	3,764.29
(11/30/25) Interest Accrued: 4M, 35205-205	8,148.42
(11/30/25) Interest Accrued: Old National Bank Money Market	141.02
(11/30/25) Interest Accrued: UBS Money Market	28,125.97
(12/02/25) TRANSFER TO: UBS Money Market	5,000,000.00
(12/26/25) TRANSFER TO: UBS, Money Market	3,000,000.00
(12/31/25) Bremer Bank Interest Accrued to Money Market-437680198	145.84
(12/31/25) 4M 35205-101 Interest Accrued to Account	5.15
(12/31/25) 4MP 35205-101 Interest Accrued to Account	16,585.30
(12/31/25) 4M 35205-203 Interest Accrued to Account	1,770.61
(12/31/25) 4MP 35205-203 Interest Accrued to Account	7,052.28
(12/31/25) 4M 35205-204 Interest Accrued to Account	3,729.14
(12/31/25) 4M 35205-205 Interest Accrued to Account	8,072.42
(12/31/25) UBS, Money Market, Interest Accrued to Account	45,030.28
(12/31/25) Quarter-End Market Value Adjustment	<u>130,710.37</u>
 DECEMBER 31, 2025 BALANCE	 \$ 57,003,365.08



CASH/INVESTMENT PORTFOLIO AS OF December 31, 2025

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>SETTLEMENT DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
Investments:							
1	Bremer Bank	MM 437680198	09/28/2018	N/A	1.000%	\$ 171,859.26	\$ 171,859.26
2	4M	MM 35205-101	01/31/2020	N/A	3.950%	1,624.80	1,624.80
3	4M	MM 35205-101-P	01/31/2020	N/A	3.955%	5,200,225.44	5,200,225.44
4	4M	MM 35205-203	10/08/2021	N/A	3.950%	556,772.56	556,772.56
5	4M	MM 35205-203-P	09/14/2023	N/A	3.955%	2,211,191.90	2,211,191.90
6	4M	MM 35205-204	06/27/2024	N/A	3.950%	1,172,648.82	1,172,648.82
7	4M	MM 35205-205	08/14/2025	N/A	3.950%	2,538,394.89	2,538,394.89
8	UBS	MM	12/06/2023	N/A	3.970%	16,963,255.46	16,963,255.46
9	Wells Fargo Adv	FHLB 3130AKTT3	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	1,996,080.00
10	Wells Fargo Adv	FHLB 3130AKWD4	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	1,993,820.00
11	Wells Fargo Adv	FHLB 3130ALGY4	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	750,945.65
12	Wells Fargo Adv	FHLB 3130ALYA6	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	994,460.00
13	Wells Fargo Adv	FHLB 3130ALX66	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	997,820.00
14	Wells Fargo Adv	FHLB 3130ALZ80	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	997,640.00
15	Wells Fargo Adv	CD 856285VS7	05/19/2021	05/19/2026	1.000%	245,000.00	242,469.15
16	Wells Fargo Adv	FHLB 3130AMKN1	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	502,055.85
17	Wells Fargo Adv	FHLB 3130AMLA8	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	1,853,750.40
18	Wells Fargo Adv	FHLB 3130AMZD7	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	1,986,380.00
19	Wells Fargo Adv	FHLB 3130AMW57	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	744,277.50
20	Bremer Wealth	TB 837445AL9	02/09/2021	07/01/2026	3.250%	450,000.00	450,000.00
21	Wells Fargo Adv	CD 795451AF0	07/28/2021	07/28/2026	1.000%	245,000.00	241,344.60
22	Bremer Wealth	FHLB 3130AMAQ5	04/22/2021	07/29/2026	1.000%	150,000.00	147,751.50
23	Wells Fargo Adv	FHLB 3130ANBG4	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	995,840.00
24	Wells Fargo Adv	FHLB 3130ANE22	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	247,450.00
25	Wells Fargo Adv	FHLB 3130APHT5	10/26/2021	10/26/2026	1.200%	1,000,000.00	980,350.00
26	Wells Fargo Adv	FHLB 3130APJC0	10/28/2021	10/28/2026	0.600-0.400%	1,000,000.00	994,290.00
27	Wells Fargo Adv	FHLB 3130APMS1	10/28/2021	10/28/2026	0.750-4.000%	1,000,000.00	997,450.00
28	Multi-Bank Sec	CD 61765Q6M6	11/19/2021	11/19/2026	1.000-1.500%	245,000.00	240,590.00
29	Wells Fargo Adv	FHLB 3130APPP4	11/23/2021	11/23/2026	0.750-5.000%	935,000.00	931,727.50
30	Wells Fargo Adv	FHLB 3130AQ2W2	12/15/2021	12/15/2026	1.000-3.000%	1,000,000.00	994,050.00
31	Wells Fargo Adv	FHLB 3130AN4J6	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	1,953,600.00
32	Multi-Bank Sec	FHLB 3130ANX47	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	481,160.00
33	Multi-Bank Sec	CD 89235MRC7	04/11/2025	04/03/2028	4.050%	245,000.00	246,666.00
34	Wells Fargo Adv	FHLB 3130ANPP9	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	972,030.00
35	Multi-Bank Sec	CD 61776NRV7	05/07/2025	05/07/2029	4.150%	244,000.00	246,644.96
36	UBS	FHLMC 3132XFUA4	12/13/2024	10/01/2029	4.400%	500,000.00	499,735.00
37	UBS	FHLMC 3132XFUM8	05/28/2025	11/01/2029	4.421%	500,000.00	505,980.00
38	Multi-Bank Sec	CD 02589AHE5	04/30/2025	04/30/2030	4.100%	244,000.00	246,381.44
39	Multi-Bank Sec	CD 795451DX8	07/09/2025	07/09/2030	4.050%	245,000.00	246,842.40
40	Wells Fargo Adv	FHLMC 3134HBXF3	07/10/2025	07/10/2030	4.000%	1,000,000.00	1,001,330.00
41	Multi-Bank Sec	FHLB 3130B72H6	07/25/2025	07/15/2030	4.300%	1,500,000.00	1,506,480.00
	TOTAL INVESTMENT					\$ 57,183,973.13	\$ 57,003,365.08
Cash:							
42	Heritage Bank	Jumbo Deposit Account		None	2.870%	715,337.01	715,337.01
43	Heritage Bank	Commercial Ckg		None	0.040%	2,802,537.76	2,802,537.76
44	Heritage Bank	Payroll Ckg		None	0.000%	14,095.29	14,095.29
45	Heritage Bank	Employee FSA Ckg		None	0.000%	6,734.09	6,734.09
46	Heritage Bank	Police Forfeiture Ckg		None	0.040%	34,378.76	34,378.76
47	Heritage Bank	Police Explorer Ckg		None	0.000%	6,550.66	6,550.66
48	Heritage Bank	Fire Dpt Explorer Ckg		None	0.000%	7,926.88	7,926.88
49	Bremer Wealth	Money Market		None	3.830%	2,270.46	2,270.46
	TOTAL PORTFOLIO FOR DECEMBER 31, 2025					\$ 60,773,804.04	\$ 60,593,195.99



Historical Interest/Dividends Received Per Quarter 2015 through 12/31/2025

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2025	\$ 326,613.34	\$ 388,071.99	\$ 388,958.74	\$ 407,307.15	\$ 1,510,951.22
2024	\$ 405,535.00	\$ 285,378.28	\$ 552,283.12	\$ 406,179.63	\$ 1,649,376.03
2023	\$ 208,735.23	\$ 184,247.62	\$ 262,034.89	\$ 272,701.63	\$ 927,719.37
2022	\$ 51,425.47	\$ 92,025.80	\$ 115,301.08	\$ 158,956.69	\$ 417,709.04
2021	\$ 45,770.36	\$ 70,546.38	\$ 44,546.22	\$ 69,630.17	\$ 230,493.13
2020	\$ 251,403.43	\$ 211,548.65	\$ 101,244.27	\$ 63,649.97	\$ 627,846.32
2019	\$ 169,343.56	\$ 253,437.22	\$ 281,584.07	\$ 296,234.54	\$ 1,000,599.39
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42



2025 Interest/Dividends Received By Institution

<u>Institution</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2025 Year-To-Date</u>	<u>2024 Year-To-Date</u>
4M	\$ 45,198.29	\$ 40,114.47	\$ 37,546.56	\$ 37,214.90	\$ 346,006.63	\$ 361,392.55
Old National/Bremer Bank	\$ 140.78	\$ 145.63	\$ 141.02	\$ 145.84	\$ 1,709.36	\$ 1,696.93
Bremer Wealth Management	\$ 2,809.00	\$ 765.26	\$ 12.85	\$ 11.55	\$ 41,410.10	\$ 47,454.17
Heritage Bank	\$ 1,968.06	\$ 1,954.32	\$ 1,759.10	\$ 1,994.77	\$ 20,879.98	\$ 23,130.33
Multi-Bank Securities	\$ 3,125.00	\$ 9,990.54	\$ 6,648.45	\$ -	\$ 111,407.65	\$ 373,578.07
UBS	\$ 30,076.38	\$ 31,049.09	\$ 31,893.33	\$ 48,676.11	\$ 547,070.32	\$ 486,080.59
Wells Fargo Advisors	\$ 3,775.00	\$ 64,226.34	\$ 29,142.02	\$ 63,875.00	\$ 442,467.18	\$ 356,043.39
Totals	\$ 87,092.51	\$ 148,245.65	\$ 107,143.33	\$ 151,918.17	\$ 1,510,951.22	\$ 1,649,376.03



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	WMU Financial Report for October and November 2025		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. October 2025 Income Statement
2. November 2025 Income Statement
3. November 2025 Investments
4. November 2025 Cost of Power

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	7,762,014.65	7,762,014.65	621,103.70	7,702,054.24	59,960.41
402 - Commercial/Industrial	17,699,715.57	17,699,715.57	1,636,727.59	17,556,902.07	142,813.50
404 - City Franchise Fee	2,421,259.66	2,421,259.66	195,941.13	2,082,773.96	338,485.70
405 - Transmission	2,188,053.09	2,188,053.09	197,029.20	1,894,923.26	293,129.83
419 - Interest	499,800.00	499,800.00	127,138.12	1,186,512.77	-686,712.77
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	52,854.71	746,724.52	-746,724.52
498 - MRES Capacity Revenue	589,764.00	589,764.00	60,990.00	598,272.00	-8,508.00
499 - Miscellaneous Revenues	249,085.70	249,085.70	114,899.38	707,855.52	-458,769.82
Revenue Total:	31,409,692.67	31,409,692.67	3,006,683.83	32,476,018.34	-1,066,325.67
Expense					
500 - Production	258,563.20	258,563.20	485.69	71,074.96	187,488.24
555 - Purchased Power	15,686,207.07	15,686,207.07	1,370,675.95	15,528,697.52	157,509.55
560 - Transmission	3,916,108.91	3,916,108.91	418,169.71	3,716,221.64	199,887.27
580 - Distribution	1,687,079.70	1,687,079.70	148,248.83	1,769,449.71	-82,370.01
900 - Customer Service	181,635.60	181,635.60	34,568.41	270,340.40	-88,704.80
906 - Energy Services/Marketing	134,112.90	134,112.90	8,547.19	88,061.60	46,051.30
920 - General & Administrative	2,273,562.20	2,273,562.20	208,874.29	2,128,001.10	145,561.10
997 - Cash Payment to City	1,779,989.30	1,779,989.30	179,383.33	1,793,833.30	-13,844.00
998 - Depreciation	1,731,397.00	1,731,397.00	184,720.64	1,927,437.59	-196,040.59
999 - Miscellaneous	0.00	0.00	0.00	153,563.72	-153,563.72
Expense Total:	27,648,655.88	27,648,655.88	2,553,674.04	27,446,681.54	201,974.34
Fund: 100 - Electric Surplus (Deficit):	3,761,036.79	3,761,036.79	453,009.79	5,029,336.80	-1,268,300.01
Fund: 200 - Water					
Revenue					
401 - Residential	2,569,655.13	2,569,655.13	221,442.87	2,409,647.51	160,007.62
402 - Commercial/Industrial	2,856,557.98	2,856,557.98	267,352.56	2,806,699.43	49,858.55
419 - Interest	41,650.00	41,650.00	16,175.43	119,165.46	-77,515.46
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	5,872.75	75,908.45	-75,908.45
499 - Miscellaneous Revenues	137,912.00	137,912.00	73,217.07	159,744.49	-21,832.49
Revenue Total:	5,605,775.11	5,605,775.11	584,060.68	5,571,165.34	34,609.77
Expense					
500 - Production	304,440.60	304,440.60	28,622.88	214,323.01	90,117.59
580 - Distribution	1,021,911.00	1,021,911.00	92,430.63	869,960.57	151,950.43
900 - Customer Service	109,331.20	109,331.20	17,548.47	149,556.09	-40,224.89
906 - Energy Services/Marketing	0.00	0.00	2,193.12	2,313.12	-2,313.12
920 - General & Administrative	798,707.40	798,707.40	69,870.93	735,503.90	63,203.50
998 - Depreciation	927,605.40	927,605.40	32,185.34	321,048.50	606,556.90
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	3,161,995.60	3,161,995.60	242,851.37	2,292,705.19	869,290.41
Fund: 200 - Water Surplus (Deficit):	2,443,779.51	2,443,779.51	341,209.31	3,278,460.15	-834,680.64
Total Surplus (Deficit):	6,204,816.30	6,204,816.30	794,219.10	8,307,796.95	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	3,761,036.79	3,761,036.79	453,009.79	5,029,336.80	-1,268,300.01
200 - Water	2,443,779.51	2,443,779.51	341,209.31	3,278,460.15	-834,680.64
Total Surplus (Deficit):	6,204,816.30	6,204,816.30	794,219.10	8,307,796.95	

Income Statement Group Summary

For Fiscal: 2025 Period Ending: 11/30/2025

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - Electric					
Revenue					
401 - Residential	8,368,413.72	8,368,413.72	643,233.19	8,345,287.43	23,126.29
402 - Commercial/Industrial	19,168,892.03	19,168,892.03	1,475,474.21	19,032,330.68	136,561.35
404 - City Franchise Fee	2,621,949.18	2,621,949.18	184,155.09	2,266,929.05	355,020.13
405 - Transmission	2,389,481.22	2,389,481.22	180,450.76	2,075,374.02	314,107.20
419 - Interest	549,780.00	549,780.00	123,115.79	1,309,628.56	-759,848.56
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	70,925.37	817,649.89	-817,649.89
498 - MRES Capacity Revenue	648,740.40	648,740.40	60,990.00	659,262.00	-10,521.60
499 - Miscellaneous Revenues	273,674.27	273,674.27	53,964.83	761,820.35	-488,146.08
Revenue Total:	34,020,930.82	34,020,930.82	2,792,309.24	35,268,281.98	-1,247,351.16
Expense					
500 - Production	284,419.52	284,419.52	2,422.95	73,497.91	210,921.61
555 - Purchased Power	16,912,944.81	16,912,944.81	1,141,232.23	16,669,929.75	243,015.06
560 - Transmission	4,257,947.83	4,257,947.83	324,029.22	4,040,250.86	217,696.97
580 - Distribution	1,855,787.67	1,855,787.67	113,579.09	1,887,270.80	-31,483.13
900 - Customer Service	199,799.16	199,799.16	27,729.35	298,069.75	-98,270.59
906 - Energy Services/Marketing	147,524.19	147,524.19	4,035.38	92,096.98	55,427.21
920 - General & Administrative	2,500,918.42	2,500,918.42	152,587.16	2,280,588.26	220,330.16
997 - Cash Payment to City	1,957,988.23	1,957,988.23	179,383.33	1,973,216.63	-15,228.40
998 - Depreciation	1,904,536.70	1,904,536.70	202,461.87	2,129,899.46	-225,362.76
999 - Miscellaneous	0.00	0.00	0.00	153,563.72	-153,563.72
Expense Total:	30,021,866.53	30,021,866.53	2,147,460.58	29,598,384.12	423,482.41
Fund: 100 - Electric Surplus (Deficit):	3,999,064.29	3,999,064.29	644,848.66	5,669,897.86	-1,670,833.57
Fund: 200 - Water					
Revenue					
401 - Residential	2,773,973.99	2,773,973.99	211,500.22	2,621,147.73	152,826.26
402 - Commercial/Industrial	3,062,360.30	3,062,360.30	229,505.62	3,036,205.05	26,155.25
419 - Interest	45,815.00	45,815.00	13,544.81	132,710.27	-86,895.27
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	7,880.60	83,789.05	-83,789.05
499 - Miscellaneous Revenues	146,825.10	146,825.10	6,464.31	166,208.80	-19,383.70
Revenue Total:	6,028,974.39	6,028,974.39	468,895.56	6,040,060.90	-11,086.51
Expense					
500 - Production	334,884.66	334,884.66	7,821.84	222,144.85	112,739.81
580 - Distribution	1,124,102.10	1,124,102.10	70,571.71	940,532.28	183,569.82
900 - Customer Service	120,264.32	120,264.32	15,044.80	164,600.89	-44,336.57
906 - Energy Services/Marketing	0.00	0.00	12.00	2,325.12	-2,325.12
920 - General & Administrative	878,578.14	878,578.14	62,730.28	798,234.18	80,343.96
998 - Depreciation	1,020,365.94	1,020,365.94	32,185.37	353,233.87	667,132.07
999 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Expense Total:	3,478,195.16	3,478,195.16	188,366.00	2,481,071.19	997,123.97
Fund: 200 - Water Surplus (Deficit):	2,550,779.23	2,550,779.23	280,529.56	3,558,989.71	-1,008,210.48
Total Surplus (Deficit):	6,549,843.52	6,549,843.52	925,378.22	9,228,887.57	

Fund Summary

Fund	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Electric	3,999,064.29	3,999,064.29	644,848.66	5,669,897.86	-1,670,833.57
200 - Water	2,550,779.23	2,550,779.23	280,529.56	3,558,989.71	-1,008,210.48
Total Surplus (Deficit):	6,549,843.52	6,549,843.52	925,378.22	9,228,887.57	

WILLMAR MUNICIPAL UTILITIES
INVESTMENT PORTFOLIO
NOVEMBER 2025

<u>Agent/Security</u>	<u>Type</u>	<u>Maturity</u>	<u>Cost Basis</u>	<u>Month End Value</u>	<u>Rate/Yield</u>	<u>1/1/2025 Balance</u>
Heritage Bank Jumbo & ICS	MM	Liquid		\$475,354	3.02% APY	\$462,749
RBC Capital - Brokerage	Bonds/CD	Duration 2.29	\$6,355,426	\$6,411,566	3.987% Yield to Maturity	\$6,141,295
Bremer	Bonds/MM/CD	Duration 2.97	\$14,472,814	\$13,800,784	3.80% Yield to Maturity	\$13,061,255
DWS	Mutual Fund	Liquid		\$787,855		\$756,235
League 4MP	MM	Liquid		\$15,219,583	3.939% Avg Monthly Rate	\$7,970,204
League 4M LTD	Bonds/MM/CD	Liquid		\$5,698,360		\$5,472,406
				\$42,393,502		\$33,864,143

Notes:

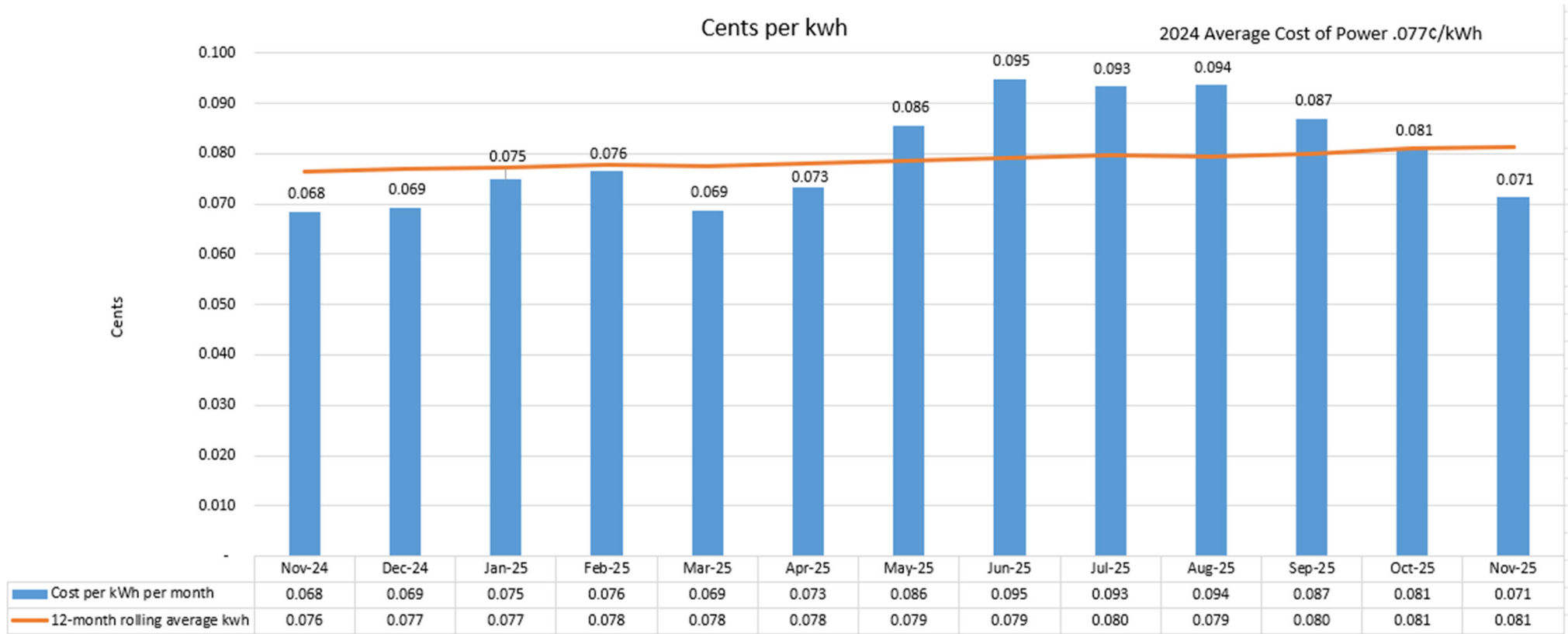
Feb - Transferred \$6,704,499.08 from 4M Checking to 4MP Fund for Year End Fund Allocations.

MARKET YIELD (BENCHMARK)

BB 1 - 3 Year US Govt Bond Index Current month	0.47%
BB 1 - 5 Year US Govt Bond Index Current month	0.56%
BB Intermediate US Govt Bond Index Current month	0.67%
4MP Fund Earnings Rate Current month	3.939%

		Investment Total	Prior Earnings Rec	YTD Earnings Rec	Gain on Investment
CAPX Transmission Project	2012	\$549,384.75	\$650,663.56	\$0.00	\$101,278.81
CAPX 2nd Circuit Build	2025	\$497,837.52	\$0.00	\$0.00	

WMU Cost of Power – November 2025



The Blue bar (Cost per kWh) is the overall cost for the month which corresponds with the financial report for the same month (total cost/kWh purchased and generated).

The Orange line (Cents per kWh/12 month rolling average) is the total cost 12 month rolling average/the total kWh purchased and generated 12 month rolling average.



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	9.A.
Agenda Section:	Public Hearing:	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	Yes	Presented By:	Christopher Corbett, Planning and Development Director , Robert Scott, City Attorney
Item:	Consideration to Amend Section 4.02, Subdivision 4 of the City Charter		

RECOMMENDED ACTION:

Motion by _____ Second by _____ to approve, by ordinance, amending City of Willmar Charter Section 4.02, Subdivision 4 to modify the duties of the Planning Commission with regard to recommending the capital improvements.

Motion by _____ Second by _____ to publish the ordinance.

OVERVIEW:

The proposed amendment to Section 4.02, Subdivision 4 of the City Charter would require the Planning Commission to review the Capital Improvement Plan (CIP) to ensure its consistency with the City’s Comprehensive Plan. This provision aligns with Minn. Stat. 462.356, which directs planning commissions to issue findings on whether proposed public improvements comply with adopted comprehensive plans.

The amendment has the support of the Planning Commission and was approved by the City Charter Commission on October 28, 2025. This public hearing is a continuation from the January 5th council meeting.

BUDGETARY/FISCAL ISSUES:

None.

ALTERNATIVES TO CONSIDER:

Request more information.

ATTACHMENTS:

1. PC Letter of Support for 2025 Charter Amendments

2. Draft Charter Amendment Ordinance - PC CIP Changes (updated for council adoption) 010526



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

December 3, 2025

Subject: Willmar Planning Commission Recommendation of Proposed City Charter Amendments to City Council

Dear Honorable Members of the City Council,

The Willmar Planning Commission is recommending approval of the proposed amendments to the City Charter that came before the Willmar City Council at the November 3, 2025 meeting. These amendments regarding the functions of the volunteer Planning Commission would improve the clarity, effectiveness, and efficiency of the Planning Commission's duties.

The proposed amendments to redefine the roll of the Planning Commission regarding the capital improvement plan (CIP) and land transactions have been requested by this Commission multiple times over the past few years in effort to clarify the Commission's duty regarding these items.

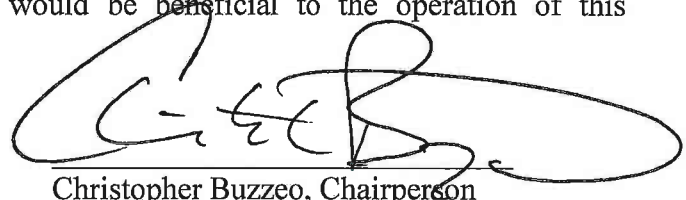
The current language in the City Charter is unclear as to the method of recommendation or approval that is needed by the Commission for the above referenced items. The Commission is unclear whether the items should be evaluated for their effectiveness, price, benefits, rationale, etc. Furthermore, the Commission is not involved in the negotiations or informative work sessions for these items to provide the requisite knowledge for effective decision-making.

The proposed amendment would clarify the Commission's duty to review and report on the items within the context of their correlation with the Comprehensive Plan and align with the state statutory requirements for Planning Commission review.

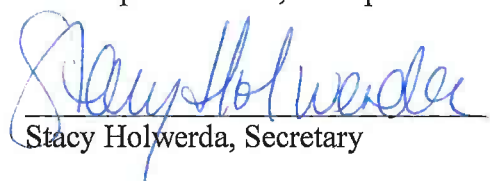
The Planning Commission also understands the Board of Zoning Appeals (BZA) has struggled to maintain an effective level of members and this Commission accepts the roles and responsibilities of the BZA if it were to be merged with the Planning Commission. This Commission would also welcome the additional members from the BZA joining this body.

Based on our review of the proposed language of the City Charter amendments, the Planning Commission has concluded that this change would be beneficial to the operation of this Commission.

Dated: 12/3/2025


Christopher Buzzeo, Chairperson

Attest:


Stacy Holwerda, Secretary

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 4.02
OF THE CHARTER OF THE CITY OF WILLMAR

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on _____, 2025, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which Section 4.02 of the Willmar Charter be amended to authorize the City Council to, by ordinance, assign the duties and responsibilities of the Board of Zoning Appeals to the Planning Commission; and

WHEREAS, the City Council of the City of Willmar received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's _____, 2025 meeting at the City Council's _____, 2025, regular meeting.

NOW THEREFORE, THE CITY OF WILLMAR HEREBY ORDAINS:

Section 1. AMENDMENT OF CHARTER SECTION 4.02. Article IV, Section 4.02 of the Willmar Charter, is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 4.02. – The Planning Commission.

Subdivision 4. Recommended capital improvements. ~~The commission shall prepare and submit annually to the council and to the Rice Memorial Hospital board and Municipal Utilities commission where appropriate, a recommended capital improvements report which shall contain recommended capital improvements which in the opinion of the commission are necessary or desirable in the forthcoming five-year period. The report shall include estimated budget requirements for such improvements, and it may contain a priority list and an arrangement of such improvements with respect to the year they are recommended to be begun.~~ The Commission shall review the City of Willmar's, and as applicable, the Municipal Utilities Commission's and Rice Memorial Hospital Board's recommended capital improvements report(s) containing recommended capital improvements which are necessary or desirable in the forthcoming five (5) year period. The report shall include estimated budget requirements for such improvements, and it may contain a priority list and an arrangement of such improvements with respect to the year they are recommended to begin. The Commission shall submit a report to the City Council of the Commission's findings as to compliance of the proposed capital improvements with the comprehensive municipal plan. Failure of the Commission to report on the submission within 30 days after such a reference, or such other period as may be designated by the City Council, shall be deemed to have satisfied the requirements of this subdivision. The City Council may, by

resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the proposed capital improvement has no relationship to the comprehensive municipal plan.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2026.

ATTEST:

Vernae Larsen, City Clerk

Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	9.B.
Agenda Section:	Public Hearing:	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	Yes	Presented By:	Christopher Corbett, Planning and Development Director , Robert Scott, City Attorney
Item:	Consideration to Amend Section 4.02, Subdivision 8 of the City Charter		

RECOMMENDED ACTION:

Motion by _____ Second by _____ to approve the ordinance, amending City of Willmar Charter Section 4.02, Subdivision 8 to modify the duties of the Planning Commission regarding the acquisition, sale, transfer or termination of public lands, buildings and property.

Motion by _____ Second by _____ to publish the ordinance.

OVERVIEW:

The proposed amendment to Section 4.02, Subdivision 8 of the City Charter would require the Planning Commission to review all proposed purchases and sales of property for consistency with the City’s Comprehensive Plan. This provision mirrors Minn. Stat. 462.356, which directs planning commissions to issue findings on whether acquisitions and dispositions align with adopted comprehensive plans.

The amendment has the support of the Planning Commission and was approved by the City Charter Commission on October 28, 2025. This public hearing is a continuation from the January 5th council meeting.

BUDGETARY/FISCAL ISSUES:

None.

ALTERNATIVES TO CONSIDER:

Request more information.

ATTACHMENTS:

1. Charter Amendment Ordinance - Subd 8 Real Estate etc

2. PC Letter of Support for 2025 Charter Amendments

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 4.02
OF THE CHARTER OF THE CITY OF WILLMAR

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on October 28, 2025, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which Section 4.02 of the Willmar Charter be amended to modify the duties of the Planning Commission regarding the acquisition, sale, transfer or termination of public lands, buildings and property.

WHEREAS, the City Council of the City of Willmar received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's _____, 2025 meeting at the City Council's _____, 2025, regular meeting.

NOW THEREFORE, THE CITY OF WILLMAR HEREBY ORDAINS:

Section 1. AMENDMENT OF CHARTER SECTION 4.02. Article IV, Section 4.02 of the Willmar Charter, is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 4.02. – The Planning Commission.

Subdivision 8. Acquisition, sale, transfer or termination of public lands, buildings and property. No City street, park, public grounds or real estate, ways, streets, alleys or buildings shall be acquired, constructed, extended, sold, transferred, conveyed or vacated until the same shall have been submitted to ~~and~~ approved by the Commission. ~~No City street, park, public grounds or real estate, ways, streets, alleys or buildings shall be leased for a period in excess of three (3) years until the same shall have been submitted to and approved by the Commission.~~ The Commission shall submit a report to the City Council of the Commission's findings as to compliance of the proposed acquisition, sale, or transfer with the comprehensive municipal plan. Failure of the Commission to report on the submission within 30 days after such a reference, or such other period as may be designated by the City Council, shall be deemed to have satisfied the requirements of this subdivision. The City Council may, by resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition, sale, or transfer has no relationship to the comprehensive municipal plan. In the event that the Commission shall affirmatively disapprove the same or shall determine to attach conditions thereto, the action thereon shall be by resolution setting forth its findings with respect thereto and its specific reasons for such disapproval. In the event that the Commission shall have failed to act thereon within a period of thirty (30) days after the adoption of the motion or resolution submitting or referring it to the Commission, it shall be deemed to have been approved as submitted.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2025.

ATTEST:

Verna Larsen, City Clerk

Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

December 3, 2025

Subject: Willmar Planning Commission Recommendation of Proposed City Charter Amendments to City Council

Dear Honorable Members of the City Council,

The Willmar Planning Commission is recommending approval of the proposed amendments to the City Charter that came before the Willmar City Council at the November 3, 2025 meeting. These amendments regarding the functions of the volunteer Planning Commission would improve the clarity, effectiveness, and efficiency of the Planning Commission's duties.

The proposed amendments to redefine the roll of the Planning Commission regarding the capital improvement plan (CIP) and land transactions have been requested by this Commission multiple times over the past few years in effort to clarify the Commission's duty regarding these items.

The current language in the City Charter is unclear as to the method of recommendation or approval that is needed by the Commission for the above referenced items. The Commission is unclear whether the items should be evaluated for their effectiveness, price, benefits, rationale, etc. Furthermore, the Commission is not involved in the negotiations or informative work sessions for these items to provide the requisite knowledge for effective decision-making.

The proposed amendment would clarify the Commission's duty to review and report on the items within the context of their correlation with the Comprehensive Plan and align with the state statutory requirements for Planning Commission review.

The Planning Commission also understands the Board of Zoning Appeals (BZA) has struggled to maintain an effective level of members and this Commission accepts the roles and responsibilities of the BZA if it were to be merged with the Planning Commission. This Commission would also welcome the additional members from the BZA joining this body.

Based on our review of the proposed language of the City Charter amendments, the Planning Commission has concluded that this change would be beneficial to the operation of this Commission.

Dated: 12/3/2025

Christopher Buzzeo, Chairperson

Attest:

Stacy Holwerda, Secretary



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	9.C.
Agenda Section:	Public Hearing:	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	Yes	Presented By:	Christopher Corbett, Planning and Development Director , Robert Scott, City Attorney
Item:	Consideration to Amend Section 4.06 of the City Charter		

RECOMMENDED ACTION:

Motion by _____ Second by _____ to approve, by ordinance, assign the duties and responsibilities of the Board of Zoning Appeals to the Planning Commission amending City of Willmar Charter Section 4.06.

Motion by _____ Second by _____ to publish the ordinance.

OVERVIEW:

The Board of Zoning Appeals (BZA), like several other City boards and commissions, is facing limited participation due to a shortage of volunteers. Currently, only two of seven seats are filled, and despite repeated outreach, no new applications have been received. As a result, the BZA has had to forward two items to the City Council for a decision this year. To address this untenable situation, a merger with the Planning Commission is proposed to strengthen both the body and the City’s planning processes. This amendment will not dissolve the Board of Zoning Appeal.

The amendment would revise the City Charter to grant the Council authority, by ordinance, to allow the Planning Commission to serve in the dual role of Planning Commission and Board of Zoning Appeals. If enacted, the two current BZA members have agreed to join the Planning Commission, which itself is operating with only five of nine seats filled.

This recommendation, supported by both the Planning Commission and the BZA, was approved by the City Charter Commission on October 28, 2025. This public hearing is a continuation from the January 5th council meeting.

BUDGETARY/FISCAL ISSUES:

None.

ALTERNATIVES TO CONSIDER:

Request more information.

ATTACHMENTS:

1. Charter Amendment Ordinance - reassigning BZA duties to PC (v1) - 080425

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 4.06
OF THE CHARTER OF THE CITY OF WILLMAR

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on _____, 2025, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which Section 4.06 of the Willmar Charter be amended to authorize the City Council to, by ordinance, assign the duties and responsibilities of the Board of Zoning Appeals to the Planning Commission; and

WHEREAS, the City Council of the City of Willmar received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's _____, 2025 meeting at the City Council's _____, 2025, regular meeting.

NOW THEREFORE, THE CITY OF WILLMAR HEREBY ORDAINS:

Section 1. AMENDMENT OF CHARTER SECTION 4.06. Article IV, Section 4.06 of the Willmar Charter, is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 4.06. - Board of zoning appeals.

Subdivision 1. Members, qualifications, term, officers. There shall be a board of zoning appeals comprised of seven members, appointed for terms of three years, none of whom shall hold any other office or position in the city government. The board shall elect a chair, a vice-chair, a secretary and such other officers as it shall from time to time determine. No member shall serve more than two consecutive terms on the board. The serving of a term of two years or more shall be considered a full term for purposes of the preceding sentence.

Subdivision 2. Powers and duties. The board shall hear all applications for variances to the requirements of the zoning ordinance of the city. The board shall have such other powers and duties as the city council, by ordinance, may prescribe, or which are assigned to a board of appeals and adjustments in state law.

Subdivision 3. Reassignment of powers and duties. The City Council may, by ordinance, assign the powers and duties of the Board of Appeals and Adjustments as set forth in this Section to the Planning Commission, in which case the Planning Commission shall serve as the Board of Zoning Appeals and Adjustments. The City Council may further establish such procedures for appeals from decisions of the Board of Zoning Appeals as the City Council may determine appropriate, in accordance with state law.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2025.

ATTEST:

Verna Larsen, City Clerk

Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Award of Bids: Willmar Connect Phase 1		

RECOMMENDED ACTION:

To accept and award the bid for Willmar Connect Phase 1 in the amount of \$7,627,499.63 to NC3, LLC

OVERVIEW:

On December 2, 2025, the City received ten (10) bids for the Willmar Connect – Phase 1 project. The base bids ranged from \$7,333,005.00 to \$17,660,881.71. The Engineer’s estimate for the project was \$8,034,859.00.

NC3, LLC from Clearbrook, MN has submitted a valid bid in the amount of \$7,627,499.63. Staff, including Bolton & Menk, and Hometown Fiber, have concluded that NC3, LLC has the established responsibility, qualifications, and financial ability to complete the job.

City Staff will provide the City Council with an up-to-date project overview.

BUDGETARY/FISCAL ISSUES:

Bid Amount: \$7,627,499.63

ALTERNATIVES TO CONSIDER:

Decline the Bids for Willmar Connect Phase 1

ATTACHMENTS:

1. 2026_01__16 City Council Broadband Memo
2. Resolution- Accept Bid 2601-F
3. Wilmar Connect Phase 1 Bid
4. Willmar Connect - Letter of Intent - Zuma Internet
5. Willmar Connect - Letter of Intent - Broadband MN
6. Willmar Connect -Letter of Intent - Intellipop
7. KCED Broadband Committee Letter
8. KCED letter of support for Willmar Connect 12.15.2025



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

January 16, 2026

Mayor Reese and Members of the City Council,

This memorandum provides an informational update on the Willmar Connect project, including the current project status, financing considerations, outside market interest, and the actions for Council consideration at the January 20, 2026, City Council meeting.

1. Overall Project Status

The Willmar Connect project has reached a point where key implementation decisions are required.

- **Bids Ready to Proceed:** Construction bids for Phase 1 of the project have been received and are ready for Council consideration.
- **Pre-Sign-Ups:** Community pre-sign-ups have exceeded preconstruction estimates, indicating strong resident and business interest in citywide fiber-to-the-premises (FTTH) service.

These indicators suggest that both construction readiness and market demand are consistent with, or have exceeded, initial project assumptions.

Further delay will impact already strained lead times for network construction, bonding, and receipt of project funds, as well as the viability for 2026 deployment and end-user activation.

2. Project Financing

General Obligation Tax Abatement Bonds

General Obligation (GO) Tax Abatement Bonds are a financing tool authorized under Minnesota law that allows the City to fund public infrastructure projects, such as the Willmar Connect fiber network, using the City's full faith and credit. These bonds are repaid by redirecting a portion of existing property tax capacity within the community through a tax abatement. Because the bonds are backed by the City's general taxing authority, they typically carry lower interest rates and provide predictable, long-term financing for projects that provide broad community benefit.

For the Willmar Connect project, GO Tax Abatement Bonds allow the City to move forward with construction while minimizing near-term tax impacts and avoiding reliance on early system revenues. This financing approach is commonly used in Minnesota for

infrastructure projects in which initial costs occur before full system scale, and revenues are realized. The structure provides flexibility to combine bond proceeds with other funding sources, such as the City's Community Investment Funds, to reduce the overall projected tax impacts over time.

Phase 1 Financial Considerations

When evaluated as a standalone phase, Phase 1 includes:

- An estimated peak property tax impact associated with the bond structure is estimated at 2.8% by 2029.
- A projected financial shortfall that reflects early-phase construction costs prior to full system scale and revenue stabilization is estimated to be \$3,596,851 over 16 years.

These financial considerations inform the policy options outlined later in this memorandum.

3. Outside Market Interest

Administration has been contacted by an outside provider expressing interest in building fiber-to-the-home infrastructure within the Willmar market.

Key characteristics of this interest include:

- The network would be privately owned, operated, and maintained.
- It would not be an open-access network.
- The provider would likely not connect all properties, particularly those in lower-density or geographically challenging areas where cost is a prohibitive factor, without public assistance.
- No additional public dollars would be required unless the City pursued a public-private partnership to achieve universal coverage of the City's corporate boundary. Any such collaboration, including cost and program structure, would require further evaluation and Council direction.
- Network Construction could begin as early as 2026, pending final market and engineering analysis.
- The estimated time to complete a city-wide project is 18 – 24 months from the initial construction date.

4. Action Items for January 20, 2026

The following actions are scheduled for Council consideration:

1. Consider Acceptance and Award of the Phase 1 Construction Bid

- a. Bid Amount - \$7,627,499.63
- 2. Introduce and Call for a Public Hearing on the Bond Ordinance
 - a. Bond Amount - \$9,200,000
 - 1. Included is Phase 1 Bid, NOC Construction, Project Management, and Project Contingency
 - 2. The City can reduce its Bond Amount until the Public Hearing

Action Item 2 will not proceed without the approval of Action Item 1 (Acceptance and Award of the Phase 1 Construction Bid).

5. Project Outcome Options

Based on Council direction, the following outcomes are possible:

1. Approve the Project

Proceed with the project without limiting the bond amount.

a. Stand-alone Project

- i. Peak Property Tax Impact: ~2.8% by 2029
 - 1. \$200,000 Valuation = \$4.72/month or \$56.68/year
- ii. Project Shortfall: ~\$3,596,851 over 16 years
- iii. Utilize Community Investment Funds to reduce or eliminate projected property tax impacts.

2. Do Not Approve the Project

Decline the City-owned network and pursue outside investment, seeking commitments from private providers for an FTTH deployment in Willmar.

If Willmar Connect is approved by the City Council, it is strongly recommended to proceed with Phase 2 Network Architecture and Civil Engineering Professional Service Agreements. The addition of Phase 2 positively impacts the project proforma as described below with 2026 data.

a. Phase 1 and Phase 2 Projections

- i. Peak Property Tax Impact: ~2.3% by 2030
- ii. Project Shortfall: ~\$669,048 by 2031
 - 1. Note: Total project balance offsets project shortfall

Respectfully submitted,

Kyle Box
 City Operations Director
 City of Willmar

Resolution No. _____

A RESOLUTION AWARDING PROJECT NO. 2601-F, WILLMAR CONNECT PHASE 1, TO NC3, LLC IN THE AMOUNT OF \$7,627,499.63.

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of NC3, LLC of Clearbrook, MN for Project No. 2601-F 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 \$7,627,499.63.

Dated this 20th day of January, 2026

Mayor

Attest:

City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: December 24, 2025
To: Leslie Valiant, City Administrator
Mayor Reese and Members of the City Council
City of Willmar, Minnesota
From: Joshua Halvorson, P.E.
Principal Engineer
Subject: Willmar Connect – Phase 1
City of Willmar, Minnesota
BMI Project No.: OW1.132889

On December 2, 2025, we received ten (10) bids for the Willmar Connect – Phase 1 project. The base bids ranged from \$7,333,005.00 to \$17,660,881.71. The Engineer's estimate for the project was \$8,034,859.00. A bid tabulation is attached for your review.

The low bidder for the project was Five Star Energy Services, LLC of Waukesha, WI. After Bids were opened, a signed written notice from Five Star Energy Services was received withdrawing their bid due to material pricing mistakes. Withdrawal of a bid is allowed per bidding conditions and a copy is attached.

Considering the competitive bids received, the second low bidder was reviewed for award. NC3, LLC out of Clearbrook, MN submitted a valid bid per Instructions to Bidders for the construction contract in the amount of \$7,627,499.63. This includes submitting the required signed bidder forms of the total bid, completed responsible contractor forms, and an effective bid bond. Further qualifications and experience of NC3, LLC were requested and received including similar construction contracts, references, materials, and construction equipment. These are attached for reference. A virtual interview was held with the contractor on December 15th to review the project, confirm material submitted, and ask any questions of either party.

Our investigation of NC3, LLC has shown they establish the responsibility, qualifications, and financial ability to complete the job. My recommendation is the City Council award the project for the Willmar Connect – Phase 1 project to NC3, LLC of Clearbrook, MN in the amount of \$7,627,499.63 based on the competitive bids received, all items relating to the submitted bid are conforming, and the demonstrated experience of the Contractor.

Please feel free to contact me if you have any questions.

JJH/kp

Cc: Kyle Box, City Operations Director
Jared Voge, City Engineer

Attachments: Bid Tab
Withdrawal of Bid
Bidder Qualifications

BID TABULATION

PROJECT: WILLMAR CONNECT – PHASE 1
WILLMAR, MN

DATE: December 2, 2025

PROJECT NO. OW1.132889

TIME: 2:30 P.M.

QUEST PROJECT NO. 9919701

ENGINEER'S ESTIMATE: \$8,034,859.00

BIDDERS	BASE BID
1. Five Star Energy Services, LLC Waukesha, WI	\$7,333,005.00
2. NC3 Clearbrook, MN	\$7,627,499.63
3. Kramer Service Group Weyerhaeuser, WI	\$8,197,392.50
4. Hanco Utilities, Inc. Superior, WI	\$9,999,223.06
5. TD&I Cable Maintenance LLC Hudson, WI	\$10,993,875.90
6. ComLink Solutions LLC Plymouth, MN	\$11,363,857.63
7. TelCom Construction Clearwater, MN	\$11,492,833.87
8. MP Nexlevel, LLC Maple Lake, MN	\$13,098,521.09
9. AEI Construction, Inc. Perham, MN	\$13,176,389.29
10. Creek Enterprise Inc. Eagan, MN	\$17,660,881.71



Real People. Real Solutions.

December 3rd, 2025

City of Willmar
Attn: Josh Halvorson, P.E
333 SW 6th Street
Willmar, MN 56201

Subject: Withdrawal of Bid - Willmar Connect Phase 1 (Project No. OW1.132889)

In accordance with Article 15.03 of the Instructions to Bidders for the above-referenced project, we hereby submit this written notice to formally withdraw our bid.

After the bid opening on December 2nd, 2025, we identified a material and substantial mistake in the preparation of our bid that significantly impacts the accuracy of our pricing. We have reviewed the matter thoroughly and can demonstrate to the reasonable satisfaction of the Owner that this error occurred despite our standard internal controls.

As stipulated in Section 15.03:

"If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, the Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, the Bidder will be disqualified from further bidding on the Work."

We respectfully request that the City of Willmar accept this withdrawal and return our bid security. We understand and acknowledge that, should the project be rebid, we will be disqualified from further bidding on this Work.

Please confirm receipt of this notice and advise on any additional documentation or steps required to complete this process.

Thank you for your understanding and cooperation.

Sincerely,



Grant Klumb
President & CEO
Five Star Energy Services, LLC.
grant@fivestarenergyservices.com

(The Low Bidder May Be Requested to Provide This Information After
the Bids Are Received But Prior to Issuing the Notice of Award)

BIDDERS QUALIFICATIONS

GENERAL INFORMATION

The low bidder is requested to furnish the following information. Additional sheets shall be attached as required.

Contractor's name and address: NC3, LLC
44926 State 92, Clearbrook, MN 56634

Number of years as a Contractor in construction work of this type: 35 years

Names and titles of all officers of Contractor's firm: Gary Ubert (Owner), Scott Steinmetz (Operations Mgr)

SUBMIT a list of three construction contracts completed by the Contractor during the last five years involving work of similar type and comparable value. The list shall include the following information as a minimum: (Attachment A)

- Name, address, and telephone number of owner.
- Name of project.
- Location of project.
- Brief description of the work involved.
- Contract amount.
- Date of completion of contract.
- Name, address and telephone number of architect or engineer.
- Name of owner's project engineer.

EQUIPMENT/MATERIAL SOURCE INFORMATION

The low bidder is requested to list the name of the manufacturer or supplier and catalog numbers of the equipment or material proposed to be furnished under the bid. Awarding of a contract under this bid will not imply approval by the Owner of the manufacturers or suppliers listed by the low bidder.

- Plant Mix Bituminous
- Aggregates

****END OF SECTION****

CONSTRUCTION CONTRACTS

ARVIG

Owner:

Arvig

150 2nd St, Perham, MN 56573

Tel: (218) 346-4227

Owner's Project Engineer: Steve Malikowski

Engineer:

Arvig

150 2nd St, Perham, MN 56573

Tel: (218) 298-0454 - Steve Malikowski

Tel: (218) 346-8456 - Jamie Frederick

Tel: (218) 849-3275 - Byron Sagen

Name/Location/Contract Amount/ Date of Completion of Project:

RUS / Detroit Lakes, MN / \$167,759.00 / June 2021

RUS / Walker, MN / \$471,253.00 / October 2023

RUS / Bigfork, MN / \$1,817,651.00 / December 2024

RUS / Bigfork, MN / \$369,970.00 / July 2025

MEARS BROADBAND, LLC

Owner:

Bluepeak Fiber Internet

702 S 48th St, Grand Forks, ND 58201

Tel: (701) 213-2622 - Ryan Lynch

Owner's Project Engineer: Ryan Lynch

Engineer:

Mears Broadband, LLC

1606 Eastport Plaza Dr, Suite 110, Collinsville IL 62234

Tel: (512) 937-7337 - Connor Childs, Vice President of Operations

Name/Location/Contract Amount/ Date of Completion of Project:

FTTH / Grand Forks, ND / \$2,808,849.00 / November 2022

FTTH / Grand Forks, ND / \$227,461.00 / November 2023

FTTH / Grand Forks, ND / \$1,572,295.00 / November 2024

BLUEPEAK FIBER INTERNET

Owner:

Bluepeak Fiber Internet

702 S 48th St, Grand Forks, ND 58201

Tel: 1-866-873-4968

Owner's Project Engineer: Saeed Ebrahimi

Engineer:

Bluepeak Fiber Internet

702 S 48th St, Grand Forks, ND 58201

Tel: (619) 600-9845 - Saeed Ebrahimi

Name/Location/Contract Amount/ Date of Completion of Project:

FTTH / Grand Forks, ND / \$137,616.00 / October 2024

FTTH / Grand Forks, ND / \$3,583,054.00 / November 2025

BONFIRE

Owner:

Intrepid Fiber Networks
11001 W 120th Ave, Suite 305, Broomfield, CO 80021
Tel: (612) 707-9206
Owner's Project Engineer: Laura Morrison

Engineer:

Bonfire
4500 Cherry Creek Dr South, Suite 1200, Denver CO 80246
Tel: (702) 265-2753 - Barry Winters

Name/Location/Contract Amount/ Date of Completion of Project:

FTTH / St. Cloud MN / \$2,781,566.00 / December 2023
FTTH / St. Cloud MN / \$6,685,897.00 / December 2024
FTTH / St. Cloud MN / \$6,008,594.00 / December 2025

CITY OF FOSSTON, MN

220 East First Street, Fosston, MN 56542
Tel: (218) 435-1959
Tel: (218) 431-0640 - Steve Lyseng - Director of Public Works

Name/Location/Contract Amount/ Date of Completion of Project:

POWER / Fosston, MN / \$187,960.00 / October 2020
POWER / Fosston, MN / \$112,810.00 / September 2021
POWER / Fosston, MN / \$52,085.00 / August 2022
POWER / Fosston, MN / \$13,290.00 / June 2023
POWER / Fosston, MN / \$35,440.00 / November 2024
POWER / Fosston, MN / \$29,700.00 / November 2025

**Power & Telephone
200 Keough Drive
Piperton, TN 38017**

Project : MN - City of Willmar - Willmar Connect Ph 1
Bid Date : Tuesday, December 02, 2025
REF : 32516

*****MATERIAL SUMMARY*****

PART#	VENDOR	DESCRIPTION	QTY	U/M
LE048XXX201S1D	AFL	48 Ct.- GEL FREE ARMORED, AFL-STD, SM, Fiber G652.D Compliant, LEAD TIME 12-14 WKS	160000	FT
LWSE-144-9-C-144-1-10S1D-F	AFL	144 Ct. - LWSE-144-9-C-144-1-10S1D-F Order As: DNT-0036-04 AFL OSP 144f Wrapping Tube Fiber Optic Cable with Spider Web Ribbon. Black Double Jacket, Single Armor, Singlemode, ACE, Feet, LEAD TIME: STOCK	61000	FT
.WSE-1728-K-C-144-12-00N1D-I	AFL	1728 Ct. - AFL OSP 1728f Wrapping Tube Fiber Optic Cable with Spider Web Ribbon. Black Single Jacket, Non-Armored, Singlemode, SR15E, Feet, LEAD TIME 60-62 WKS	20500	FT
LWSE-288-9-C-288-1-00N1D-F	AFL	288 CT- WTC SWR OSP, 288, Black Single Jacket, Non-Armored,SM, LWSE-288-9-C-288-1-00N1D-F, AFL STANDARD, MOQ 3,281 FT, LEAD TIME 18-20 WKS	15500	FT
LWSE-432-9-C-72-6-00N1D-F	AFL	432 CT - Order As: DNT-0003-04 AFL OSP 432f Wrapping Tube Fiber Optic Cable with Spider Web Ribbon. Black Single Jacket, Non-Armored, Singlemode, ACE, Feet, MOQ 3,281 FT, LEAD TIME 18-20 WKS	5500	FT
LWSE-864-9-C-72-12-00N1D-F	AFL	864 CT - Order As: DNT-0004-04 AFL OSP 864f Wrapping Tube Fiber Optic Cable with Spider Web Ribbon. Black Single Jacket, Non-Armored, Singlemode, ACE, Feet, MOQ 3,281 FT, LEAD TIME 18-20 WKS	60500	FT
ADP-SCADN1-50	CHANNELL	ADAPTER, SC/APC DUPLEX NO FLANGE (50-PACK)	42	EA
BULKU1118180061	CHANNELL	11"x18", 18" Deep BULK Vault, SHIELD Tier 22 Lid, 9/16" Hex-head Bolts, ??? Logo, FACTORY INSTALLED CUSTOM LOGO PUCKS REQUIRE MIN TRUCKLOAD QTY'S.LEAD TIME 2-4 WKS ARO	1300	EA
BULKU2436360061	CHANNELL	24"x36", 36" Deep BULK Vault, SHIELD Tier 22 Lid, 9/16" Hex-head Bolts, ??? Logo, FACTORY INSTALLED CUSTOM LOGO PUCKS REQUIRE MIN TRUCKLOAD QTY'S.LEAD TIME 2-4 WKS ARO	625	EA
BULKU3048360081	CHANNELL	30"x48", 36" Deep BULK Vault, SHIELD Tier 22 2-Piece Lid, 9/16" Hex-head Bolts, ??? Logo.FACTORY INSTALLED CUSTOM LOGO PUCKS REQUIRE MIN TRUCKLOAD QTY'S.LEAD TIME 2-4 WKS ARO	170	EA
BULKU3660480081	CHANNELL	36"x60", 48" Deep BULK Vault, SHIELD Tier 22 2-Piece Lid, 9/16" Hex-head Bolts, ??? Logo.FACTORY INSTALLED CUSTOM LOGO PUCKS REQUIRE MIN TRUCKLOAD QTY'S. LEAD TIME 2-4 WKS ARO	30	EA
G5NTA3R00VNAN	CHANNELL	G5 NEXT GEN TERMINAL, NO GROMMET, NO SPLITTER, (3) RIBBON SPLICE TRAYS, VALVE, BONDING/GROUNDING	350	EA
G5NTA3S00NNNN	CHANNELL	G5 NEXT GEN TERMINAL, NO GROMMET, NO SPLITTER, (3) SPLICE TRAYS	350	EA
G5NTA3SA0NNAN	CHANNELL	G5 NEXT GEN TERMINAL, NO GROMMET, NO SPLITTER, (3) SPLICE TRAYS, 16 SC/APC PORTS, BONDING & GROUNDING	12	EA
USTKT-3	CHANNELL	UNIVERSAL SPLICE TRAY KIT - SPLICE TRAY WITH TWO 12-POSITION SINGLE FUSION SPLICE HOLDERS (3-PACK)	350	EA
ACC06028202	CHANNELL	RACK STEP KIT, 7-1/2" w/WEDGE (ACCESSORY 12/CTN)	822	EA
HRN06P1SONNC5B0000	CHANNELL	HARTLAND TURTLE NID, 6"D, 1 SC-APC PORT, NO SPLITTERS, GREY, NO LOGO (MOQ/OM: 12)	300	EA
12119	CHARLES IND	Riser Pipe w Offset & Notch, Flexible, 7/8" x 60", 2 Clamps, PVC, Gray, Wall Mount	300	EA
HM1-006-CBB-CBB 500F	CLEARFIELD	FLAT DROP CABLE PATCHCORD, 6 FIBER, TONEABLE FLAT CABLE SC/APC (WITH ONE METER 2MM RUGGEDIZED BREAKOUT) TO SC/APC (WITH ONE METER 2MM RUGGEDIZED BREAKOUT), 500 FEET (152.4 METERS)	300	EA
369305000	COMMSCOPE	SMOUV Splice Heat Shrink Protective Sleeve, 61mm, pack of 100 pcs, SMOUV-1120-01	4000	EA
757849000	COMMSCOPE	SMOUV Fiber Optic Splice Heat Shrink Protective Sleeve for 12 ribbons, 42mm, pack of 50 pcs, SMOUV-1120-R1/12-02	5000	EA
863927000	COMMSCOPE	Splice Tray, FOSC® B, 24 Splices/tray, FOSACCCTRAY24	175	EA
867502000	COMMSCOPE	Splice Closure, FOSC®600 D, Gel Cable Sealing, Butt Type, No Trays, Two 4-Port Gel Blocks, 4 Ground Lugs, w Test Valve, FOSC600D8BNT0D4V	70	EA
061064-000	COMMSCOPE	FOSC® Ribbon Tray Fiber Kit, D closure, 288 mass fusion capacity, 4 singlemode splice modules	120	EA
426579-000	COMMSCOPE	FOSC® Splice Tray Kit, clear cover with 6 SM-6 splice modules, tie-wraps	150	EA
760249279	COMMSCOPE	HFTP-AM Customer premises fiber wall outlet, one SC/APC pigtail, one SC/APC adapter with shutter	300	EA
760258541	COMMSCOPE	OFDC C12 Fiber Optic Patch closure, Gel Cable sealing,12 SC/APC adapters with 12 pigtails, No splitters, No mounting kit, Build America Buy America (BABA)	300	EA
CZ8162-000	COMMSCOPE	OWB Fiber Optic Wall Mount Fiber Box, 4 SC/APC adapters, fusing splice, no fuse splice protectors, no splitters	300	EA
EM5842-000	COMMSCOPE	FOSC® Splice tray kit, holding 3 FIST style modules, with 36 60 mm SMOUV splice protection sleeves	20	EA
JI945R000	COMMSCOPE	Splice Closure, FOSC® C6, Gel Cable Sealing, No Tray, 6 Cable Attachments, 3 Ground Lugs, w Test Valve, FOSC450C66NT0C6V	117	EA
RH0200-000	COMMSCOPE	FOSC® Slack storage Basket (tall) for FOSC 450C fiber closure	70	EA
1401XR	CORNING	3M™ Extended Range Ball Marker, 6 ft Depth Reading, 4" Overall Width, Orange	2107	EA

10000766	DURALINE	2.00" /SDR-13.5 /Regular /Smooth-Wall /Orange /Orange /No Lube /1,250# Poly Mule Tape /Ink Jet /Standard Print /Steel /SR 96x45 Wide Special Drum /4,000 ft/reel, No. of Reels: 61, GROSS WEIGHT: 144,656.620 LBS, CURRENT LEAD TIME IS 8 DAYS ARO TO SHIP FOR FIRST TL	202000	EA
10012354	DURALINE	FUTUREPATH with Orange HDPE - 0.070-in Sheath 7way x 18 mm OD / 14 mm Ribbed ID Microducts, 2 Ripcords, Tracer wire: #20 Copper wire, Steel Reel 96 x 42 wide, STANDARD PRINT, 4,000 Feet/reel CONTAINS: 7-way HDPE 18mm OD /14mm Ribbed ID Microducts Blue, Brown, Green, Grey, Orange, Red &White, WEIGHT: 82,940.000 LBS, LEAD TIME 42 DAYS ARO TO SHIP FOR FIRST TL	116000	EA
10014870	DURALINE	0.75" /SDR-13.5 /Regular /Smooth-Wall /Orange /Orange /No Lube /1,250# Poly Mule Tape /Ink Jet /Standard Print /Steel /SR 72x42 Wide /10,000 ft/reel, No. of Reels: 3, , GROSS WEIGHT: 4,033.650 LBS, CURRENT LEAD TIME IS 42 DAYS ARO TO SHIP FOR FIRST TL	30000	EA
20001518	DURALINE	18/14MM STRAIGHT COUPLER, Must order in quantities of 25, Pricing based off of total order quantities over 525. In stock, will ship in 3 to 5 business days.	5970	EA
20001533	DURALINE	SPLICE KIT FUTUREPATH 18/14MM 7-WAY : In stock and will ship in 3-5 business days.	50	EA
2048599812	DURALINE	1.25" /SDR13.5 /Regular /Smooth-Wall /Orange /Orange /No Lube /1,250# Poly Mule Tape /Ink Jet /Standard Print /Steel /SR 96x45 Wide /8,125 ft/reel, No. of Reels: 8, GROSS WEIGHT: 19,462.575 LBS, CURRENT LEAD TIME IS 8 DAYS ARO TO SHIP FOR FIRST TL	51000	EA
2048599831	DURALINE	4.00" /Schedule-80 /Regular /Smooth-Wall/Orange /Orange /No Lube /1,250# Poly Mule Tape/Ink Jet /Standard Print /Steel /102x42in Wide/750 ft/reel No. of Reels: 1, GROSS WEIHT: 1.704.141 LBS, CURRENT LEAD TIME IS 8 DAYS ARO TO SHIP FOR FIRST TL	500	EA
CP58	ERICO	Ground Rod Clamp, 1/2" to 5/8" Rod Dia, Acorn	2107	EA
PG1324Z87609	HUBBELL	ASSY T22 SW OB 13X24X24-BLANK, WEIGHT: 197,925 LBS, LEAD TIME TBD	1275	EA
PG2436Z42309	HUBBELL	ASSY T22 OB 24X36X36-BLANK, WEIGHT: 266,437.50 LBS, LEAD TIME 5 WKS	622	EA
PG3048Z79309	HUBBELL	ASSY T22 SW OB 30X48X36-BLANK, WEIGHT: 104,065.50 LBS, LEAD TIME 5 WKS	175	EA
PG3660Z81709	HUBBELL	ASSY T22 SW OB 36X60X46 W/EXT-BLANK, LEAD TIME TBD	35	EA
SI615880	MACLEAN SENIOR	Ground Rod, 5/8" x 8", Copper Clad 10 mil	2107	EA
745120647	REPNET	#12 AWG Copper Clad Steel (CCS) High Strength with minimum 450 lb. break load with 30 mil HDPE insulation, LEAD TIME 2 WKS, SOLD IN 1000 FT	350400	EA
RDR78WO-TS-FIBER-811	REPNET	78" DOME WHITE POST ORANGE CAP 5 TERM TEST STAION -GENERIC FOC-811, LEAD TIME 4 WKS	210	EA
RHTB-FIBER-EMC-811	REPNET	RHINO HIDEOUT TERM-FIBER 811 EMC6300 GROUNDED LOCATE PLATE, LEAD TIME 3 WKS	1897	EA

TERMS AND CONDITIONS

This sale is subject to Seller's full Terms and Conditions of Sale available at <https://www.ptsupply.com/terms-and-conditions>. Seller will not be bound by any different or additional terms or conditions in Buyer's purchase order or otherwise communicated by Buyer unless such terms are expressly and specifically agreed to by Seller in writing. No conduct on the part of Seller including, but not limited to, (i) acceptance of a purchase order without expressly rejecting any Buyer terms or conditions reflected therein; (ii) or delivery of goods; or (iii) acceptance of payment, will constitute acceptance by Seller of such different or additional terms or conditions.

A Down To Earth Company



With over 30 years in the underground utility and communications industry, NC3 LLC has grown into one of Minnesota's most reliable and versatile fiber optics contractors, consistently delivering on-time, on-budget while maintaining the highest safety standards.

Minnesota Fiber & Utility Construction Experts

We are licensed and bonded with the capacity to self-perform the majority of the work while maintaining a strong, trusted network of sub-contractors to scale operations as needed. Whether supporting rural broadband initiatives or metro utility upgrades, our reputation is built on professionalism, integrity and quality craftsmanship. We have a proven history of successful execution on multi-million dollar contracts with nationally recognized companies.



Core Competencies

Proven ability to adapt to the unique challenges of urban builds and rural expansion projects.

- ✓ Fiber-to-the-Home (FTTH)
- ✓ Power Infrastructure
- ✓ Turnkey Delivery



Crews & Resources

Flexibility to mobilize for large scale regional and national markets.

- ✓ 15+ Directional Drilling Crews
- ✓ Pot-holing & Pedestal Setting
- ✓ Aerial & Splicing
- ✓ Residential & Commercial Drops



Differentiators

30+ years of experience in underground utility and fiber construction.

- ✓ Licensed and Bonded
- ✓ Scalable Workforce
- ✓ Safety-Focused Culture

✉ scott.steinmetz@outlook.com

☎ 702-286-4317

📍 44926 State 92 - Clearbrook MN



A Down To Earth Company



NC3 LLC is a family-owned, fast-growing and faith-based underground utility company with our headquarters located in Clearbrook, MN. The Ubert family and their employees, take pride in our hard work, honesty and competitive wages. Our business installs, maintains and repairs underground systems such as water, sewer, gas, power and communications.

SERVICES

- DIRECTIONAL DRILLING - *Power & Fiber Optic Cable*
- VAC SERVICES
- BACKHOE & PEDESTAL CREWS
- AERIAL
- SPLICING
- RESIDENTIAL DROPS
- RAILROAD RIGHT-OF-WAY CERTIFIED

STRUCTURE

- OWNERS - Gary & Lisa Ubert
- OPERATIONS MANAGER - Scott Steinmetz
- OFFICE MANAGER - Dianne Bergeron
- 15 CREW LEADS - Each with 10 years of experience
- 45+ OPERATORS & LABORERS - OSHA Trained

PROJECT CAPACITY

WITH OVER 15+ IN-HOUSE CREWS AND PARTNERING WITH OUR SUB-CONTRACTORS, WE HAVE THE ABILITY TO SCALE TO ANY SIZE PROJECT FOR A TURNKEY PRODUCT.

- | | | | | |
|-------------------|------------|----------------------|---------|---------------|
| • ARVIG | • BLUEPEAK | • CENTURY LINK/LUMEN | • MEARS | • VERIZON |
| • BLATTNER ENERGY | • BONFIRE | • INTREPID | • MIDCO | • XCEL ENERGY |

EQUIPMENT

- 15+ DIRECTIONAL BORE RIGS
- 7 BACKHOES
- 5 EXCAVATORS
- 3 PLOWS
- 25+ SUPPORT TRUCKS

SPECIAL PROJECTS

- AMERICAN CRYSTAL SUGAR COMPANY
- WINDFARMS
- SEWER & WATER
- CANADIAN PACIFIC RAILROAD
- CITY OF FOSSTON





Date: January 14, 2026

City of Willmar

Kyle Box
City Operations Director, City of Willmar
333 6th St SW
Willmar, MN 56201

Re: Letter of Intent to Participate as an Internet Service Provider on the Willmar Connect Open-Access Fiber Network

Dear Kyle and Members of the Willmar City Council,

This letter serves as a **non-binding Letter of Intent** expressing **Zuma Internet's** interest in participating as an Internet Service Provider ("ISP") on the City of Willmar's **Willmar Connect** open-access fiber network.

Zuma Internet is a **digital-first, high-technology ISP** designed to deliver fast, simple, and affordable broadband. We are encouraged by the City of Willmar's leadership in launching Willmar Connect and its commitment to expanding choice, affordability, and service quality for residents and businesses.

Subject to the successful completion of ongoing contract discussions and final approvals, **Zuma Internet intends to launch fiber broadband services on the Willmar Connect network**. We anticipate an initial service launch targeted for **mid-2026**, with pre-marketing and customer pre-enrollment activities occurring in advance of launch.

Zuma Internet is committed to:

- Operating in alignment with the City's open-access principles, policies, and technical requirements
- Delivering competitive, transparent pricing without promotional complexity
- Providing a **digital-first customer experience**, complemented by **accessible, responsive human customer support**
- Leveraging modern network and service technologies to improve reliability, troubleshooting, and customer satisfaction
- Collaborating closely with the City of Willmar and the network operator to ensure a smooth launch and ongoing operations

This Letter of Intent is **non-binding** and is provided for planning and informational purposes only. It does not create any legal obligation on the part of Zuma Internet or the City of Willmar. Any binding commitment will be subject to the execution of mutually agreeable definitive agreements.

Sincerely,

A handwritten signature in blue ink, appearing to read 'David Williams'.

David Williams
Founder & CEO
Zuma Internet
David@zumainternet.com
(224) 407-6844

BROADBAND CORP

Rural Internet Service Provider • Serving 7 Minnesota Counties

01-13-2026

Honorable Members of the Willmar City Council
City of Willmar
333 6th Street SW
Willmar, MN 56201

RE: Letter of Intent – Willmar Connect ISP Participation

Dear Mayor and Council Members:

Broadband Corp is pleased to express our strong intent to participate in the Willmar Connect open-access fiber network as an Internet Service Provider. We are enthusiastic about the opportunity to serve the residents and businesses of Willmar with high-speed, reliable broadband services and believe our experience as a regional telecommunications provider positions us well to be a valuable partner in this forward-thinking municipal initiative.

About Broadband Corp

Broadband Corp is an established rural telecommunications provider with over 20 years of experience serving seven Minnesota counties: Carver, McLeod, Meeker, Kandiyohi, Sibley, Stearns, and Wright. As a Fiber to the Home and Wireless Internet Service Provider, we have developed deep expertise in:

- **Serving rural and underserved communities** with reliable, high-speed internet access
- **Technical operations** utilizing fiber to the home and advanced wireless infrastructure.
- **Regulatory compliance** meeting federal CAF II program obligations and FCC requirements
- **Customer service excellence** maintaining direct relationships with customers and providing responsive local support
- **Regional presence** already serving portions of Kandiyohi County, making Willmar a natural extension of our service area

Why Willmar Connect

The Willmar Connect initiative represents an exciting opportunity for both our company and the Willmar community. The open-access fiber network model aligns perfectly with our commitment to bringing competitive, high-quality broadband services to Greater Minnesota. We are particularly impressed by the City's investment in fiber infrastructure and the forward-thinking approach of enabling multiple ISPs to serve the community, promoting competition, choice, and innovation.

Our Commitment to Willmar

As a participating ISP on the Willmar Connect network, Broadband Corp commits to:

- **Service Excellence:** Offering multiple service tiers with speeds meeting or exceeding federal broadband standards (minimum 100/100 Mbps)
- **Competitive Pricing:** Providing affordable service options that meet community needs, including options for budget-conscious customers
- **Local Support:** Delivering responsive customer service with local accountability and direct customer relationships
- **Technical Expertise:** Bringing professional network engineering capabilities and modern equipment to interface seamlessly with the Willmar Connect infrastructure
- **Community Partnership:** Working cooperatively with the City, Network Manager, and other ISPs to ensure the long-term success of this community asset
- **Regulatory Compliance:** Maintaining full compliance with all applicable federal, state, and local regulations including data privacy, network neutrality, and customer protection requirements

Technical Readiness

Broadband Corp has the technical capability and resources to integrate with the Willmar Connect network infrastructure. We will install and maintain professional-grade networking equipment in the Network Operations Center, establish redundant connectivity to ensure reliability, and implement robust customer provisioning and management systems. Our team has experience with fiber network integration and is prepared to work closely with the City and Network Manager to ensure smooth operations from day one.

Community and Economic Impact

Broadband Corp's participation in Willmar Connect will contribute to the community in several important ways:

- **Competition and Choice:** Adding another qualified ISP to the network enhances competition, giving residents and businesses meaningful choices in their broadband provider
- **Economic Development:** Reliable, high-speed broadband is essential infrastructure for business attraction, retention, and growth in today's economy
- **Quality of Life:** Modern connectivity enables remote work, online education, telemedicine, and digital participation in civic and cultural life
- **Local Jobs:** Our operations will require local customer support, technical support, and potentially field service personnel
- **Community Investment:** As a Minnesota-based company, we are invested in the success and prosperity of the communities we serve

Broadband Corp is genuinely excited about the Willmar Connect initiative and the opportunity it represents for the community. We commend the City Council's vision in investing in modern fiber infrastructure and adopting the open-access model that promotes competition and innovation. This initiative positions Willmar as a leader among Minnesota communities in ensuring that all residents and businesses have access to the connectivity essential for success in the 21st century economy.

Our regional experience serving rural Minnesota communities, combined with our technical expertise and customer-focused approach, makes Broadband Corp well-suited to be a strong partner in bringing the benefits of Willmar Connect to the community. We are committed to delivering excellent service, supporting the long-term success of this municipal infrastructure investment, and contributing to Willmar's continued growth and prosperity.

We respectfully request the City Council's consideration and approval of Broadband Corp as a participating Internet Service Provider on the Willmar Connect network. We stand ready to execute the ISP Master Services Agreement and begin preparations to serve Willmar's residents and businesses.

Thank you for this opportunity. We look forward to a successful partnership with the City of Willmar and to contributing to the community's digital future. We welcome any questions the Council may have and are available to provide additional information or meet with Council members at your convenience.

Respectfully submitted,



Anthony Will
Vice President
Broadband Corp

Contact Information:

585 Hwy 7 W
Hutchinson, MN 55350
Email: anthonyw@broadband-mn.com
Phone: 952-215-3812



01/15/2026
Willmar City Council
City of Willmar
Attn: Kyle Box, Willmar City Council & Mayor
333 6th Street SW
Willmar, MN 56201

Subject: Intellipop expression of interest to offer retail internet service using Willmar Connect

Council Members and Mr. Box,

Intellipop is writing to share our current intention to pursue participation as a retail Internet Service Provider on the Willmar Connect system. We support the City's direction to build community fiber infrastructure and enable multiple providers to serve residents and businesses. Based on what we know today, we would like to be considered for onboarding and to begin the practical planning work required to bring service to market through Willmar Connect.

Intellipop's goal is to deliver a straightforward, dependable internet experience with clear pricing, efficient onboarding, and responsive support. We have operated on several open access networks across seven states and can offer our experience to the project. If selected, we are ready to coordinate with the City and its network operations partner on items such as interconnection, ordering and provisioning workflows, service activation procedures, trouble ticketing and escalation paths, customer communications, and any required operational or security standards.

For clarity, this letter is an expression of present interest only. It is not intended to be, and should not be interpreted as, a binding commitment by either party. Intellipop's decision to proceed will depend on completion of diligence, technical and operational compatibility, acceptable commercial and risk terms, and final internal approvals. Any obligations would arise only if and when definitive written agreements are negotiated and fully executed, and Intellipop may elect to discontinue discussions or not move forward at any point prior to signature.

If helpful, we would welcome a working session to confirm the ISP onboarding timeline, the technical handoff requirements, the commercial framework, and the expected launch sequencing so we can align staffing, systems, and customer readiness with the City's schedule.

Sincerely,

Aaron Hildreth
Founding Member, Intellipop
1548 West American Way Unit H, Payson UT 84651
801-300-7788
aaron@intellipop.co



1/5/2026

Mayor Doug Reese and
Willmar City Council
333 6th Street SW
Willmar MN 56201

Mayor Reese, Willmar City Council Members,

On behalf of the Kandiyohi County Economic Development Broadband and Advanced Technology Committee, I am writing to express our committee's strong support for the continued development of reliable, affordable, and future-ready high-speed internet infrastructure within the City of Willmar.

Our committee's mission is to advance broadband access and quality across Kandiyohi County so that residents, businesses, schools, healthcare providers, and public safety agencies can benefit from modern connectivity. Willmar serves as a vital regional hub for employment, education, healthcare, and commerce. For that reason, we believe it is in the public interest for Willmar to pursue broadband infrastructure that is scalable, resilient, and capable of meeting growing demand over the long term.

We recognize that communities face important decisions when evaluating broadband initiatives. Specific project proposals can involve complex considerations, including financing structures, operational models, implementation timelines, risk allocation, governance, and long-term sustainability. While our committee supports the goal of improved broadband infrastructure in Willmar, this letter is not intended to endorse or oppose any particular vendor, partner, funding mechanism, or specific project proposal. Rather, it affirms our support for the overarching objective: materially improving broadband availability, performance, reliability, and value for the community.

We encourage the City of Willmar to continue its thoughtful evaluation of options that advance these goals, including transparent public engagement, clear performance and service expectations, and a financially sustainable approach that appropriately manages risk over the life of the infrastructure. We also encourage alignment with countywide broadband priorities so that Willmar's progress complements efforts to improve connectivity for surrounding communities.

Thank you for your work on this critical issue. The Kandiyohi County Economic Development Broadband Committee remains available as a resource as the City considers pathways to strengthen broadband infrastructure for current and future needs.

Sincerely,

A handwritten signature in black ink, appearing to read "MB", followed by a long horizontal line.

Mark Boeschen
Chair, Kandiyohi County Economic Development Broadband and Advanced Technology Committee

AppleTree Square, Suite 3 | 1601 U.S. Highway 12 East | P.O. Box 1783 | Willmar, MN 56201
320.235.7370 | kced@kandiyohi.com | www.kandiyohi.com



December 15, 2025

Honorable Doug Reese
Mayor of Willmar
333 Sixth Street SW
P.O. Box 755
Willmar, MN 56201

Dear Mayor Reese and Willmar City Council Members:

On behalf of the Kandiyohi County Economic Development Joint Operations Board, we are forwarding our strong support for the Willmar Connect fiber initiative. After extensive review of regional economic data, national broadband research, and the growing needs of households and employers in Kandiyohi County, our board concludes that citywide fiber is a foundational investment in Willmar’s long-term economic strength.

Our charge, as the city and county’s economic development board, is to help Willmar’s households and businesses thrive. National economic studies consistently show that fiber has become one of the most reliable predictors of a community’s economic success. It supports higher-wage earners by enabling remote work, modern home-based enterprises, and digital occupations that depend on high-capacity internet.

Given this evidence, and our responsibility to safeguard Willmar’s long-term competitiveness, it is our assessment that failing to move forward with citywide fiber would place the community at a measurable disadvantage in workforce retention, income growth, and business recruitment and retention.

Our industrial park has room to expand; our manufacturing and ag-tech sectors rely heavily on automation and real-time data exchange; national site selectors are increasingly requiring fiber-ready infrastructure before considering new investment. Nationally, communities with fiber networks see higher GDP growth, stronger business formation, and greater workforce stability. Cities without it are already falling behind.

For these reasons, it is the strong recommendation of the Kandiyohi County City of Willmar Economic Development Joint Operations Board that the City of Willmar advance the Willmar Connect fiber project.

We appreciate your thoughtful consideration and stand ready to support the city in maximizing the economic impact of this investment.

Sincerely,

A handwritten signature in black ink, appearing to read "Marv Calvin", is written over a light blue circular watermark.

Marv Calvin
Interim Executive Director

AppleTree Square, Suite 3 | 1601 U.S. Highway 12 East | P.O. Box 1783 | Willmar, MN 56201
320.235.7370 | kced@kandiyohi.com | www.kandiyohi.com

Atwater | Blomkest | Kandiyohi | Lake Lillian | New London | Pennock | Prinsburg | Raymond | Regal | Spicer | Sunburg | Willmar
24 Townships | 4 Unincorporated Communities



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director, Tom Odens, Finance Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Introduce and Call for a Public Hearing on 2026 Bond Ordinance		

RECOMMENDED ACTION:

Approve the resolution to call for a public hearing on an Ordinance Authorizing the Issuance of General Obligation Bonds Series 2025A on Tuesday, February 17, 2026, at 6:30 PM

OVERVIEW:

The City is advancing with Willmar Connect Phase 1. As part of the program's funding, authorization is needed to schedule a public hearing to consider the issuance of General Obligation Bonds in an amount not to exceed \$9,200,000. These bonds will provide the necessary financing to support the development of the infrastructure improvement. Approval of the public hearing is a step in maintaining the timeline and funding structure for Willmar Connect Phase 1

BUDGETARY/FISCAL ISSUES:

Willmar Connect Phase 1 improvement funding not to exceed \$9,200,000

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Willmar GO Abatement 2026A RESOLUTION CALLING HEARING
2. 2026A - Schedule of Events
3. 2026A - Distribution List

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

HELD: January 20, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held on the 20th day of January, 2026, at 6:30 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR A PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2026A
AND LEVYING TAXES FOR THE PAYMENT THEREOF AND A PUBLIC HEARING ON
PROPOSED PROPERTY TAX ABATEMENTS FOR THE PURPOSE OF ISSUING TAX
ABATEMENT BONDS TO FINANCE CERTAIN PUBLIC IMPROVEMENTS

WHEREAS:

A. The City of Willmar (the "City") has heretofore undertaken to acquire, construct and install an open access, high-speed, fiber-optic, broadband infrastructure network within certain portions of the City (the "Project") with tax abatement bonds pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Sections 469.1812 through 469.1815, both inclusive (collectively the "Act"), as more fully described in the proposed Ordinance set forth below.

B. Said Project has heretofore been duly incorporated into the City's capital program in accordance with the City Charter.

C. The City has determined it is the best interest of the City to undertake financing or refinancing the Project with tax abatement bonds authorized by the Act and it is necessary and desirable that the City issue its General Obligation Tax Abatement Bonds, Series 2026A in an aggregate principal amount not to exceed \$9,200,000 to finance the Project.

D. The Act requires the City to hold a public hearing prior to adoption of a resolution granting any property tax abatements.

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

F. Councilmember _____ introduced an Ordinance entitled “An Ordinance Authorizing the Issuance of up to \$9,200,000 General Obligation Tax Abatement Bonds, Series 2026A and the Levying of Taxes to Secure Payment Thereof”.

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

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

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

2. This Council shall meet at the time and place specified in the form of notice attached hereto as **Exhibit A** for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. A public hearing on the consideration of authorizing a property tax abatement in connection with the issuance of tax abatement bonds will be held at the time and place set forth in the Notice of Hearing attached hereto as **Exhibit B** and hereby made a part hereof.

4. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said ordinance public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the form attached as **Exhibit A** hereto. The City Clerk is hereby authorized and directed to cause the abatement notice of said hearing in substantially the form attached hereto as **Exhibit B** to be given one publication in a newspaper of general circulation in the City more than 10 days but less than 30 days before the hearing. The newspaper must be one of general circulation, interest and readership in the City, and must be published at least once per week.

5. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2027 and ending in or about the year 2046 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

6. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15-day period has elapsed with respect to said Ordinance

and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

Passed and adopted this 20th day of January, 2026.

Mayor

Attest:

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member _____,
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE**

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below, at the Kandiyohi County Health and Human Services Building Board Room located at 2200 23rd Street NE in the City, at 6:30 o'clock p.m., or as soon thereafter as the matter may be heard, on February 17, 2026. Said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$9,200,000 GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2026A AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 475 and Minnesota Statutes, Sections 469.1812 through 469.1815, both inclusive, the City of Willmar has heretofore determined to acquire, construct and install high-speed internet within the City (the "Project").
2. In order to finance said Project it is necessary to issue General Obligation Tax Abatement Bonds of the City in the amount of up to \$9,200,000.
3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.
4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Tax Abatement Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

By Order of the City Council

/s/ Vernae Larsen
City Clerk

EXHIBIT B

**NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS
IN CONNECTION WITH THE ISSUANCE OF TAX ABATEMENT BONDS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on February 17, 2026, at the Kandiyohi County Health and Human Services Building Board Room located at 2200 23rd Street NE in the City, at 6:30 o'clock p.m., or as soon thereafter as the matter may be heard, on the proposal to abate all or a portion of property taxes levied by the City on the following parcels (the "Abatement Parcels"):

The purpose of the proposed abatement is to finance certain public improvements, including without limitation a portion of the cost of the acquisition, construction and installation of an open access, high-speed, fiber-optic, broadband infrastructure network within certain portions the City (the "Project") through the issuance of general obligation tax abatement bonds.

At the public hearing, the Board will consider an abatement resolution under which the City will collect the City's share of property taxes from the Abatement Parcels for a maximum of 20 years each, and use those revenues to pay the principal of and interest on the abatement bonds issued to finance the Project. The total amount of abatement is estimated not to exceed \$9,200,000, representing the aggregate abatement dollars to be collected and transferred to the City over a maximum of 20 years.

The proposed abatement bonds will not affect tax rates for the Abatement Parcels or otherwise impact taxation of the Abatement Parcels differently from other parcels in the City.

All interested persons may appear at the public hearing on February 17, 2026, and present their views orally or prior to the meeting in writing.

By Order of the City Council

/s/ Vernae Larsen

City Clerk

City of Willmar, Minnesota
General Obligation Tax Abatement Bonds, Series 2026A

Schedule of Events

(As of: January 15, 2026)

December 2025							January 2026							February 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31							

March 2026							April 2026							May 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

00 Holiday 00 Significant Action 00 FOMC Meeting

Date	Event	Responsible Party
<u>Week of December 22nd</u>		
Mon., Dec. 22	Official Statement information request distributed.	Baker Tilly
<u>Week of January 12th</u>		
Mon., Jan. 12	Public Hearing notice for Bond Ordinance sent to the City	Kutak Rock
<u>Week of January 19th</u>		
Tue., Jan. 20	City Council reviews and accepts Bids and ISPs.	City Staff
Tue., Jan. 20	City Council introduces and calls for public hearing on Bond Ordinance.	City Staff
<u>Week of January 26th</u>		
Tue., Jan. 27	Notice of public hearing for Bond Ordinance and Abatement sent to West Central Tribune for publication (by 8:15 am).	City Staff
Sat., Jan. 31	Public hearing notice's for Bond Ordinance and Abatement published in West Central Tribune (Notice for Bond Ordinance must appear no fewer than 7 days prior to public hearing and notice for Abatement must appear no fewer than 10 days prior to public hearing).	
<u>Week of February 2nd</u>		
Mon., Feb. 2	Official Statement information due back to Baker Tilly.	City Staff
Mon., Feb. 2	Finalize Bond structure and prepare Terms of Proposal.	Baker Tilly
<u>Week of February 9th</u>		

Date	Event	Responsible Party
Mon., Feb. 9	Pre-Issue Report and Bond Resolution delivered to the City.	Baker Tilly Kutak Rock
<u>Week of February 16th</u>		
Tue., Feb. 17	<p>i) City Council considers Bond Resolution authorizing the Bond sale.</p> <p>ii) City Council conducts public hearing on Bond Ordinance.</p> <p>iii) City Council conducts public hearing and considers resolution approving tax abatement and tax abatement agreement.</p>	City Staff
<u>Week of February 23rd</u>		
Tue., Feb. 24	Bond Ordinance submitted for publication in the West Central Tribune (by 8:15 am).	City Staff
Wed., Feb. 25	First Draft of Preliminary Official Statement distributed for review.	Baker Tilly
Sat., Feb. 28	Publication date of Bond Ordinance. Ordinance goes into effect (Beginning of 15-day petition period).	
<u>Week of March 2nd</u>		
Wed., Mar. 4	Comments to Baker Tilly on first draft of Preliminary Official Statement.	City Staff Kutak Rock
<u>Week of March 9th</u>		
Mon., Mar. 9	Second draft Preliminary Official Statement and supporting documents sent to Moody's and working group	Baker Tilly
Mon., Mar. 9	Due diligence form distributed for review.	Baker Tilly
Sun., Mar. 15	End of 15-day petition period.	
<u>Week of March 16th</u>		
Week of Mar. 16	Rating Conference conducted.	City Staff Baker Tilly Moody's
Week of Mar. 16	Due Diligence call conducted.	City Staff Baker Tilly
Wed., Mar. 18	Comments due to Baker Tilly on second draft of Preliminary Official Statement.	City Staff Kutak Rock
<u>Week of March 23rd</u>		
Mon., Mar. 23	Final draft of Preliminary Official Statement sent out for review and signoff.	Baker Tilly
Wed., Mar. 25	Receipt of rating and rating report.	Moody's
Fri., Mar. 27	Distribution of Preliminary Official Statement (with rating on cover).	Baker Tilly
<u>Week of March 30th</u>		

Date	Event	Responsible Party
Mon., Mar. 30	Form of Award Resolution delivered to City.	Kutak Rock
<u>Week of April 6th</u>		
Mon., Apr. 6	Sale and consideration of award of the Bonds by the City.	City Staff Baker Tilly
<u>Week of April 13th</u>		
Mon., Apr. 13	Distribution of Final Official Statement.	Baker Tilly
Wed., Apr. 15	Draft closing memorandum circulated for review.	Baker Tilly
<u>Week of April 20th</u>		
Mon., Apr. 20	Final closing memorandum distributed.	Baker Tilly
Thu., Apr. 23	Receipt of proceeds and settlement of the Bonds.	All Parties

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2026 Baker Tilly Municipal Advisors, LLC.

City of Willmar, Minnesota
General Obligation Tax Abatement Bonds, Series 2026A

Distribution List

(As of: December 11, 2025)

Issuer

City of Willmar	Name	Phone	<u>Issuer Email List</u>
333 Southwest 6th Street PO Box 755 Willmar, MN 56201	Leslie Valiant City Administrator	320-235-4913	lvaliant@willmarmn.gov
	Tom Odens Finance Director	320-235-4984	todens@willmarmn.gov
	Kyle Box City Operations Director	320-214-5172	kbox@willmarmn.gov
	Vernae Larsen City Clerk	320-235-4917	vlarsen@willmarmn.gov

Financial Consultant

LRB Public Finance Advisor	Name	Phone	<u>Financial Consultant Email List</u>
41 North Rio Grande Suite 101 Salt Lake City, UT 84101	Laura Lewis Partner	801-596-0700	laura@lrbbfinance.com
	Nate Robertson Vice President	801-596-0700	nate@lrbbfinance.com

Bond Counsel

Kutak Rock LLP	Name	Phone	<u>Bond Counsel Email List</u>
60 S 6th St. Minneapolis, MN 55402	Jenny Boulton Attorney	612-334-5020	jenny.boulton@kutakrock.com
	Kimberly Ganley Paralegal	612-334-5030	kimberly.ganley@kutakrock.com
510 West Riverside Avenue Suite 800 Spokane, WA 99201	Adam Baird Tax Partner	509-343-4473	adam.baird@kutakrock.com



Municipal Advisor

Baker Tilly Municipal Advisors, LLC	Name	Phone	<u>Municipal Advisor Email List</u>
30 East Seventh Street, Suite 3025 Saint Paul, MN 55101	Mikaela Huot Director	651-223-3036	mikaela.huot@bakertilly.com
	Jake Emeott Senior Consultant	651-223-3002	jake.emeott@bakertilly.com
	Jacquelyn Wert Senior Financial Analyst	651-223-3084	jacquelyn.wert@bakertilly.com
	Gina Keenom Senior Financial Analyst	317-465-1666	gina.keenom@bakertilly.com

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2025 Baker Tilly Municipal Advisors, LLC.





City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	Yes	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Tom Odens, Finance Director
Item:	Investment Policy Update		

RECOMMENDED ACTION:

Approve updates to the City of Willmar investment policy as presented.

OVERVIEW:

The following updates are proposed:
Authorized Investments (Section 8.5)

The policy expands authorization from only general obligation bonds of the State of Minnesota to state and local government securities meeting specific credit quality requirements, consistent with Minnesota Statute 118A.

Performance Benchmark (Section 14.1)

The market yield benchmark has been removed. Establishing a specific rate-of-return target may be unattainable or misleading given market conditions and cash flow needs. The policy continues to emphasize the City’s primary investment objectives of safety of principal and liquidity, with return considered after those objectives are met.

Annual Review Language (Section 16)

Language requiring annual review by the Finance Committee has been removed. The policy will continue to be reviewed periodically by staff and brought forward to the City Council for consideration and approval as updates are warranted.

BUDGETARY/FISCAL ISSUES:

There is no direct fiscal impact associated with adoption of the updated Investment Policy. The revisions do not increase investment risk and further clarify practices in favor of safety and compliance.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - Investment Policy
2. Investment Policy 1.20.26 Redline
3. Investment Policy 1.20.26 Clean

RESOLUTION NO.
ADOPT REVISED INVESTMENT POLICY

Motion By: _____

Second By: _____

WHEREAS, the City Council of the City of Willmar has adopted an Investment Policy to govern the investment of public funds; and

WHEREAS, Minnesota Statutes Chapter 118A establishes requirements and authorized investments for public funds; and

WHEREAS, the City Council has reviewed the existing Investment Policy and determined that certain revisions are necessary to ensure statutory alignment, clarity, and appropriate governance;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that:

Section 8.5 of the Investment Policy is amended to revise the description of authorized general obligation securities from those issued by the State of Minnesota to include all state and local securities meeting the requirements of Minnesota Statutes Chapter 118A.

Section 14.1 of the Investment Policy is amended to remove the performance standard from the policy.

Section 16.0 of the Investment Policy is amended to remove language requiring annual review by the Finance Committee, with future policy updates to be brought forward to the City Council as warranted.

The revised Investment Policy is hereby adopted and shall be effective immediately upon adoption of this resolution.

Dated this 20th day of January, 2026

Mayor

Attest: City Clerk

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
Revised: March 16, 2009
Revised: September 20, 2010
Revised: March 7, 2011
Revised: September 4, 2012
Revised: July 25, 2016
Revised: November 5, 2018

1.0 **Policy:**

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statues governing the investment of public funds.

2.0 **Scope:**

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

2.1 **Funds:**

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 **Liquidity:** The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 **Return on Investments:** The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City’s investment risk constraints and the cash flow characteristics of the portfolio.

5.0 **Delegation of Authority:**

Authority to manage the City of Willmar’s investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Finance Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment

transaction except as provided under the terms of this policy and the procedures established by the City Finance Director. The City Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

7.0 Authorized Financial Dealers and Institutions:

The City Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include “**primary**” dealers or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Finance Director with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

8.0 Authorized and Suitable Investments

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

8.1 Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will not invest in any mortgage or mortgage related security unless a

return of principal is completely guaranteed by a federal entity.

8.2 Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 "Collateralization")

8.3 Repurchase Agreement: An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

8.4 Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

~~8.5 Any security which is a general obligation of the State of Minnesota or any of its municipalities.~~ **State and local securities.** Funds may be invested in the following:

(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

(2) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;

(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and

(4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section 126C.55.

8.6 Bankers Acceptances of United States banks eligible for purchase by the Federal Reserve System.

8.7 Investment Pools: Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These pools/funds can provide safety, liquidity and yield in a single investment instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

8.8 Mutual Funds: Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal

Securities Act of 1933 whose portfolio consists of direct obligations or are guaranteed issued of the United States, its agencies or instrumentalities. **Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.** Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

9.0 **Collateralization:**

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

10.0 **Safekeeping and Custody:**

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

11.0 **Diversification:**

The City will diversify its investments by security type and institution. No more than **40%** of the City's total deposits will be invested with a single financial institution or

broker/dealer on the day of purchase.

12.0 **Maximum Maturities:**

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13.0 **Internal Control:**

The development of a system of internal controls shall be established by the City Finance Director.

The City Finance Director shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14.0 **Performance Standards:**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

~~14.1 **Market Yield (Benchmark):** The City's investment strategy is active and mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City Finance Director to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.~~

15.0 **Reporting:**

The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

16.0 **Investment Policy Adoption:**

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed periodically by staff and brought forward to the City Council for consideration and approval as updates are warranted. ~~annually by the Finance Committee and any modifications made thereto must be approved by the City Council.~~

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
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- Average life and final maturity of all investments listed

- Coupon, discount or earnings rate
- Par value and Market Value

16.0 Investment Policy Adoption:

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed periodically by staff and brought forward to the City Council for consideration and approval as updates are warranted.



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	Yes	Presented By:	Kyle Box, City Operations Director
Item:	Introduction of Ordinance Amending Sections 7.03(c), 7.04(c) & 7.05(c) of the Charter of the City of Willmar		

RECOMMENDED ACTION:

Motion by _____ Second by _____ to introduce the ordinance and set a public hearing for Tuesday, February 17, 2026, at 6:30pm Kandiyohi County Health & Human Services building, amending City of Willmar Charter Sections 7.03(c), 7.04(c) & 7.05(c) to comply with Minnesota Rules 8205.1010 & 8205.2000.

Motion by _____ Second by _____ to publish by summary.

OVERVIEW:

Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on December 16, 2025, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which Sections 7.03(c), 7.04(c), 7.05(c) of the Willmar Charter be amended to bring the Charter’s requirements for petitions for initiative, referendum and recall into compliance with regulations established by the Minnesota Secretary of State’s Office.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. ARTICLE_VII.___INITIATIVE__REFERENDUM_AND_RECALL
2. Charter Amendment Ordinance - petition update v5 103025
3. Summary Publication Charter Petition changes - petition update v1 011326

ARTICLE VII. INITIATIVE, REFERENDUM AND RECALL

Section 7.03(c). Initiative—The petition.

The petition in each instance shall consist of the complete text of the measure proposed for initiative, appropriate spaces for the signature printed name and the street address of the person signing the same, an affidavit of the circulator that each signature thereon is genuine, was affixed by the person whose signature it purports to be, and that it was signed in the presence of the circulator verifying the same. The signatures verified by any circulator whose name does not appear on the certificate of intent or on an addendum thereto shall not be counted. Each signature page on the petition shall contain on the top thereof in prominent letters the words: I HAVE READ THE MEASURE ATTACHED HERETO AND KNOW THE IMPORT THEREOF. It shall be permissible for more than one set to be circulated, but each set shall contain all of the above-required elements and before filing all sets shall be combined and filed as one document.

Section 7.04(c). Referendum—The petition.

The petition in each instance shall consist of the complete text of the measure proposed for referendum, appropriate spaces for the signature, printed name and the street address of the person signing the same, an affidavit of the circulator that each signature thereon is genuine, was affixed by the person whose signature it purports to be, and that it was signed in the presence of the circulator verifying the same. The signatures verified by any circulator whose name does not appear on the certificate of intent or on an addendum thereto shall not be counted. Each signature page on the petition shall contain on the top thereof in prominent letters the words: I HAVE READ THE MEASURE ATTACHED HERETO AND KNOW THE IMPORT THEREOF. It shall be permissible for more than one set to be circulated, but each set shall contain all of the above required elements and before filing, all sets shall be combined and filed as one document.

Section 7.05(c). Recall—The petition.

The petition in each instance shall consist of the title of office and name of the officeholder being proposed for recall, appropriate spaces for the signature, printed name and the street address of the person signing the same, an affidavit of the circulator that each signature thereon is genuine, was affixed by the person whose signature it purports to be, and that it was signed in the presence of the circulator verifying the same. The signatures verified by any circulator whose name does not appear on the certificate of intent or on an addendum thereto shall not be counted. Each signature page on the petition shall contain on the top thereof in prominent letters the words: I HAVE READ THE MEASURE ATTACHED HERETO AND KNOW THE IMPORT THEREOF. It shall be permissible for more than one set to be circulated, but each set shall contain all of the above required elements and before filing, all sets shall be combined and filed as one document.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 7.03(c), 7.04(c), & 7.05(c)
OF THE CHARTER OF THE CITY OF WILLMAR

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Willmar convened on December 16, 2025, and at such meeting recommended that the City Council of the City of Willmar enact a charter amendment by ordinance pursuant to which 7.03(c), Section 7.04(c), and 7.05(c) of the Willmar Charter be amended to bring the Charter's requirements for petitions for initiative, referendum and recall into compliance with regulations established by the Minnesota Secretary of State's Office.

WHEREAS, Minnesota Rules 8205.1010 & 8205.2000, requires petitions to be prepared in a certain form, containing language that the City of Willmar Charter does not require for petitions and/or contradicts the language of Minnesota Rules 8205.1010 & 8205.2000; and

WHEREAS, the City Council of the City of Willmar received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's December 16, 2025, meeting at the City Council's January 20, 2026, regular meeting.

NOW THEREFORE, THE CITY OF WILLMAR HEREBY ORDAINS:

Section 1. AMENDMENT OF CHARTER SECTION 7.03(c). Article VII, Section 7.03(c) of the Willmar Charter, is hereby deleted in its entirety and replaced with the following:

Section 7.03(c). - Initiative—The petition.

Petitions for an initiative measure must be prepared in accordance with Minnesota Rules, Parts 8205.1010 through 8205.1040, including the following requirements:

1. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.
2. The language on the petition must be printed in no smaller than 10-point type.
3. Each petition page must have a short title describing the purpose of the petition.
4. Each petition page must have a statement summarizing the purpose of the petition.
5. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.
6. Each petition page must have a signer's oath in no smaller than 12-point bold type. If the form of the signer's oath is not specified by statute, the following oath must

be used: “I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”

7. Each petition page must include the following statement immediately above the signature lines: “All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so.”
8. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date of signature; a signature; and each signatory’s year of birth; printed first, middle, and last name; and residence address, municipality, and county.
9. Each petition page must include the following statement: “All information on this petition is subject to public inspection.”

Section 2. AMENDMENT OF CHARTER SECTION 7.04(c). Article VII, Section 7.04(c) of the Willmar Charter, is hereby deleted in its entirety and replaced with the following:

Section 7.04(c). - Referendum—The petition.

Petitions for a referendum measure must be prepared in accordance with Minnesota Rules, Parts 8205.1010 through 8205.1040, including the following requirements:

1. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.
2. The language on the petition must be printed in no smaller than 10-point type.
3. Each petition page must have a short title describing the purpose of the petition.
4. Each petition page must have a statement summarizing the purpose of the petition.
5. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.
6. Each petition page must have a signer’s oath in no smaller than 12-point bold type. If the form of the signer’s oath is not specified by statute, the following oath must be used: “I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”
7. Each petition page must include the following statement immediately above the signature lines: “All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so.”

8. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date of signature; a signature; and each signatory's year of birth; printed first, middle, and last name; and residence address, municipality, and county.
9. Each petition page must include the following statement: "All information on this petition is subject to public inspection."

Section 3. AMENDMENT OF CHARTER SECTION 7.05(c). Article VII, Section 7.05(c) of the Willmar Charter, is hereby deleted in its entirety and replaced with the following:

Section 7.05(c). - Recall—The petition.

Petitions for a Recall measure must be prepared in accordance with Minnesota Rules, Parts 8205.1010 through 8205.1040 and 8205.2000 and Minnesota Statutes, Section 211C.03, including the following:

1. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.
2. The language on the petition must be printed in no smaller than 10-point type
3. Each petition page must have a short title describing the purpose of the petition.
4. Each petition page must have a statement summarizing the purpose of the petition.
5. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.
6. Each petition page must have a signer's oath in no smaller than 12-point bold type. If the form of the signer's oath is not specified by statute, the following oath must be used: "I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will."
7. Each petition page must include the following statement immediately above the signature lines: "All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so."
8. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date

of signature; a signature; and each signatory's year of birth; printed first, middle, and last name; and residence address, municipality, and county.

9. Each petition page must include the following statement: "All information on this petition is subject to public inspection."
10. The words "PROPOSED RECALL PETITION" must be printed at the top of each page of the petition.
11. The name and office held by the City officer who is the subject of the recall petition and, in the case of a City Councilmember, the ward number in which the City officer serves.
12. The specific grounds upon which the City officer is sought to be recalled and a concise, accurate, and complete synopsis of the specific facts that are alleged to warrant recall on those grounds;
13. A statement that a recall election, if conducted, will be conducted at public expense.
14. A statement that persons signing the petition:
 - a. Must be eligible voters residing within the ward where the City officer serves or, in the case of a Citywide officer, within the City;
 - b. Must know the purpose and content of the petition; and
 - c. Must sign of their own free will and may sign only once.
15. A space for the signature and signature date; printed first, middle, and last name; residence address, including municipality and county; and date of birth of each signer.
16. An oath in the following form: "I solemnly swear (or affirm) that I am an eligible voter residing in the ward where the City officer serves or, in the case of a Citywide officer, in the City; I know the purpose and content of the petition; and I signed the petition only once and of my own free will."

Section 4. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2025.

ATTEST:

Verna Larsen, City Clerk

Douglas E. Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

AN ORDINANCE AMENDING WILLMAR CITY CHARTER, ARTICLE VII, INITIATIVE, REFERENDUM, AND RECAL, SECTIONS 7.03(c), 7.04(c), & 7.05(c)

Summary: Ordinance No. ____ updates and amends Willmar City Charter, Article VII – Initiative, Referendum, and Recall, Sections 7.03(c), 7.04(c), & 7.05(c), by deleting the previous language and replacing it with updated language that complies with Minnesota Rules 8205.1010 & 8205.2000. Said rules require that petitions be prepared in a certain form and contain language that the Willmar City Charter currently does not require. Added language brings the petition requirements in the Willmar City Charter into compliance with Minnesota laws and rules. Added language includes, but is not limited to, specific requirements such as the size of paper to be used for a petition to be valid, inclusion of specific signer’s oath and statements, as well as including differing requirements for a petition depending on whether the petition is for an initiative measure, a referendum, or a recall.

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



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.E.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Request for Joint Work Session Thursday, February 12, 2026		

RECOMMENDED ACTION:

Motion by: _____ Second by: _____ to schedule a joint work session with City Council and Planning Commissioners for Thursday, February 12, 2026, at 3:00 PM at the Fire Station.

OVERVIEW:

City staff is requesting that a Joint Work Session be scheduled for Planning Commissioners and City Council members to officially launch the Zoning Code Update. The session is proposed for Thursday, February 12, 2026, at 3:00 PM at the Fire Station. This meeting will serve as an introduction to the Zoning Code Update process, providing an opportunity for both Planning Commissioners and Council members to learn about the framework, expectations, and goals. It will also allow members to offer feedback and help shape the direction of the project.

Council members are encouraged to invite their constituents to attend, ensuring broad community awareness and engagement as we begin this important initiative.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.F.
Agenda Section:	Regular Business	Originating Department:	Human Resources
Resolution:	No	Prepared By:	Alissa Gambrel, Human Resources Director
Ordinance:	No	Presented By:	Alissa Gambrel, Human Resources Director
Item:	Motion to Approve Employee Policies Revised January 2026		

RECOMMENDED ACTION:

Motion to approve the updated Personnel Policy Handbook and Exempt Employees Pay Policy.

OVERVIEW:

The Personnel Policy Handbook has been reviewed and revised to meet the current employment laws.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

Additions or revisions if needed.

ATTACHMENTS:

1. Summary of 2026 Revisions to EE Handbook and Related Policies
2. Personnel Policy Handbook App 1-20-2026
3. Exempt Employees Pay Policy 1-20-26

Employee Policy and Handbook Revisions 2026

<u>Handbook Section</u>	<u>Change</u>	<u>Summary of Changes</u>
Throughout	Revise	Corrected spelling and grammar errors throughout document
Personal Communications and Use of Social Media	Remove	Removed duplicate language under 2nd bullet point
Appearance	Revise	Updated language to broaden protections instead of specifying individual examples
Political Activity	Revise	Updated language as recommended by LMC
Definitions - Benefit Earning Employees	Revise	Updated definition to specify benefits available to part-time employees per state law
Definitions - Full-Time Employee	Revise	Updated definition to match benefits eligibility
Definitions - Part-Time Employee	Revise	Updated definition to correspond to changes to Full-Time definition
Definitions - Seasonal Employee	Revise	Updated definition to reflect benefits available per state law
Definitions - Temporary Employee	Revise	Updated definition to reflect benefits available per state law
Definitions - Training/Probationary Period	Revise	Updated to reflect state law
Meal Breaks and Rest Periods	Revise	Updated to reflect changes to state law
Adverse Weather Conditions	Revise	Added allowance of use of ESSL per state law
Benefits	Revise	Added language to clarify the timing of qualification for insurance coverage
Holidays	Revise	Removed paid holidays for part-time employees and added an additional floating holiday option for full-time employees

Leaves of Absence - PFML	Add	Added Paid Family and Medical Leave (PFML) section per new state law
Leaves of Absence - ESSL	Revise	Removed minimum annual hours for qualification as logistically impractical and added clarification on position eligibility under state law
ESSL - ESSL Use	Revise	Added missing bullet point under employee's own condition and revise language to provide more flexibility related to abuse and assault situations
ESSL - Return to Work	Revise	Added additional language regarding reinstatement of ESSL per state law
Vacation Leave	Revise	Changed days to hours to simplify the process of pro-rating for FTEs <1.0
Vacation Leave - Eligibility	Revise	Added clarifying language regarding accrual schedule and removed referral to "part-time" for employees working 30-39 hours to match updated definitions
Funeral Leave	Revise	Changed language to bereavement leave to reflect a variety of traditions and arrangements other than traditional funeral services
Unpaid Leave	Revise	Removed reference to remitting insurance premiums to Human Resources, as those are collected by our COBRA administrator
Pregnancy and Parenting Leave	Revise	Updated to reflect changes to state law
Elections/Voting	Revise	Updated to reflect state law
Family and Medical Leave (FML) - Length and Amount of Leave	Revise	Updated to match leave year calculation to that required for PFML

FML - How Leave May Be Taken	Revise	Removed requirement to use paid time off as that conflicts with PFML law and FMLA and PFML will typically run concurrently
FML - Group Health Insurance	Revise	Added language regarding how premium payments will be made during leave
FML - Concurrent Leave and Substitution of Paid Leave	Revise	Updated language regarding how leave will run concurrently with PFML and how PTO can be used
Unpaid Medical Leave of Absence	Revise	Added references to PFML
Reasonable Work Time for Nursing Mothers	Revise	Updated to reflect state law
Light Duty/Modified Duty Assignment	Revise	Updated to reflect preferred language
Reasonable Accommodations...Relating to Pregnancy	Revise	Updated to reflect state law
Athletic Leave of Absence	Add	Added per state statute
Types of Disrespectful Behavior	Revise	Revised to be more comprehensive
Discipline	Review	Removed Salary Change as a disciplinary action
Access to Gender-Segregated Activities and Areas	Add	Added provisions for accommodating restroom/locker room requests
<u>Policy</u>	<u>Change</u>	<u>Summary of Changes</u>
Exempt Employees Pay Policy	Revise	Updated clothing allowance for Police Chief and Fire Chief



~~2023-2024~~ PERSONNEL POLICY HANDBOOK

Council Approved ~~October 16, 2023~~ January 20, 2026

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INTRODUCTION

Purpose

THIS HANDBOOK PROVIDES INFORMATION TO YOU, AS AN EMPLOYEE OF THE CITY OF WILLMAR, ABOUT CERTAIN COMPONENTS OF YOUR EMPLOYMENT. IT IS NOT, AND SHOULD NOT BE CONSIDERED, AN EMPLOYMENT CONTRACT. YOUR CONTINUED EMPLOYMENT, AND THE CONDITIONS OF THE EMPLOYMENT, IS SOLELY WITHIN THE DISCRETION OF THE CITY OF WILLMAR. THE HANDBOOK SUMMARIZES MAJOR POLICIES AND PROGRAMS RELATED TO YOUR EMPLOYMENT. ADDITIONAL INFORMATION ABOUT MANY OF THESE POLICIES AND PROGRAMS IS AVAILABLE FROM THE CITY'S ADMINISTRATION OFFICE. PLEASE TAKE ADVANTAGE OF THOSE RESOURCES TO ASSURE THAT YOU ARE FULLY AWARE OF YOUR RIGHTS AND RESPONSIBILITIES AS AN EMPLOYEE OF THE CITY OF WILLMAR.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City Attorney
3. Members of City boards, commissions, and committees
4. Consultants and contractors
5. Volunteers except as specifically noted for paid-on-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

Except as otherwise prohibited by law, the City of Willmar has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

EEO Policy Statement

The City of Willmar is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off,

disciplinary action, termination, compensation and selection for training. The City of Willmar will not discriminate against any employee or job applicant on the basis of race including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the [Minnesota Government Data Practices Act](#).

Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or their designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. See full [Media Relations Policy](#) for additional information.

Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual

orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the City's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption. ~~Remember what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.~~
- Remember what you write or post cannot easily be undone. It may also be spread to larger audiences than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is/are not permissible online, even if it is done after hours, from home and on home computers.
- The City of Willmar expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business and there is liable/likely to be confusion whether you are speaking on behalf of the City, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Willmar."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a

building inspector could not use the City’s logo, email, or working time to promote their side business as a plumber; a parks employee should not access a park after hours even though they may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.

- Personal social media account name or email names should not be tied to the City (e.g., Willmar Cop).

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee’s primary responsibility is to serve the residents of Willmar. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our City. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in City positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Willmar. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee’s supervisor.
- Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion.

Attendance & Absence

The operations and standards of service in the City of Willmar require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time required to be on the job. Understanding attendance requirements is an essential function of every City position.

Employees who are going to be absent from work (which includes arriving late or leaving early) are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The City may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

In the event that an essential employee living within the City limits finds it impossible due to inclement weather to get to their job, they may be picked up by a Public Works vehicle or snow plow.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their supervisor.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their

gender identity, religious or cultural preferences, or other considerations, within the constraints of the dress codes adopted by the City. City staff shall ~~not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees~~ enforce the dress code equitably among all considerations of protected class, including but not limited to religion, sex or gender identity, or disability.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Administrator or designee to obtain approval to deviate from this policy.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived as or is an actual conflict of interest or could result in a personal benefit for themselves or a family member. It shall be the responsibility of each employee to recognize when a conflict of interest exists and report the matter to the City Administrator. If an employee has any question about whether such a conflict exists, they should consult with the City Administrator. See full [Conflict of Interest Policy](#) for additional information.

Nepotism

In no event will any applicant or employee receive preferential consideration because of relationship to another City of Willmar employee, to a member of the City Council, or other City official. No two members of an immediate family (spouse, parent, parent-in-law, guardian, child, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, or any family member residing in the employee's household) may be employed in a supervisor/subordinate role.

The City will review on a case-by-case basis any situations where an applicant for any City position (including a promotion) is a relative of an existing City employee. The City may choose not to hire a relative of an existing employee where the following situations exist:

- Where one employee will supervise, evaluate, or participate in disciplinary action or other substantial employment decisions affecting a relative.
- Where one employee will be responsible for auditing the work of a relative.
- Where private or confidential data maintained by the City would be compromised.
- Where a conflict of interest would arise from such employment.

For this policy, a person shall be regarded as being a relative of an employee if the person's relationship with the employee is that of parent, step-parent, child, step-child, sibling, step-sibling, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent or grandchild. In situations where two existing employees become relatives after being employed by the City, the City may require a transfer of one of the employees in order to avoid the above situations.

While this conflict of interest language specifically addresses family members, similar challenging issues may be in play with a close friendship as well. Thus, in a situation with the potential for conflict of interest, it is best to consult with your City Attorney and monitor closely to ensure all employees are treated respectfully and fairly.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Whistleblower Protections

An employee of the City who, in good faith, reports an activity that they consider to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or Human Resources. It is the City's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation. See full [Whistleblower Protections Policy](#) for additional information.

Personal Telephone Calls & Mail

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones. Employees are discouraged from having their personal mail delivered to the City Offices. Employees are also prohibited from preparing any personal letters during regular working time.

Political Activity

~~City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.~~ City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state, or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while holding such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the department head.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out city work.

City employees cannot use their official authority or influence through their employment with the city to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

Smoking

The City of Willmar observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours - The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits - Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees - Employees who are eligible for at least a pro-rated portion of City-provided benefits. Such employees must be year-round employees who work at least 30 hours per week on a regular basis to access benefits other than Earned Sick and Safe Leave (ESSL) and Minnesota Paid Leave program benefits.

Compensatory Time - Time off with pay in lieu of monetary payment for overtime worked.

Core Hours - The core business hours that all employees (exempt and non-exempt) are expected to work are 8 a.m. to 4:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours and work the schedules established by their supervisors.

Demotion - The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit - As permitted by state law, all City employees are required to participate in direct deposit.

Employee - An individual who has successfully completed all stages of the selection process, including the training period.

Exempt Employee - Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act) - FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The City contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Fiscal Year - The period from Jan. 1 to Dec. 31.

Full-Time Employee - Employees who are required to work ~~forty~~thirty (40~~30~~) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Hours of Operation - The City's regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Job Class - Positions sufficiently similar with respect to duties and responsibilities that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.

Department Director - An employee who is responsible for managing a department or division of the City.

Non-Exempt Employee - Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee - Employees who are required to work less than ~~forty~~thirty (40~~30~~) hours per week year-round in an ongoing position.

Pay Period - A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

PERA (Public Employees Retirement Association) - Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion - Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify - Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee - Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits – except for accrued Earned Sick and Safe Leave (ESSL) and Minnesota Paid Leave program benefits – or credit for seniority.

Service Credit - Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits – except for accrued Earned Sick and Safe Leave (ESSL) and Minnesota Paid Leave program benefits – or credit for seniority. In order to comply with health care reform law while avoiding penalties, seasonal and temporary employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

Training/Probationary Period - A twelve-month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work. It does not, however, alter the at-will status of employment between the City and employee.

An employee serving their initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights unless grievance rights are specifically provided by a collective bargaining agreement.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Transfer - Movement of an employee from one City position to another of equivalent pay.

Weapons - Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek - A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, parks and recreation department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Administrator is responsible for the final hiring decision and must approve all hires to City employment. In addition to City Administrator approval, the City Council must approve the hiring of all Department Directors. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “interim” basis as needed. The City Council will approve Department Director interim appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Administrator or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, they will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Administrator. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Administrator approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Administrator approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and City of Willmar's needs.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. See the full [Criminal History Background Check Policy](#) for additional information.

Training/Probationary Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations.

Training periods apply to new hires, transfers, promotions, and rehires. Training periods are twelve months in duration, but may be extended.

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each position. New positions will be developed as needed but must be approved by the City Council prior to the position being advertised.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 8 a.m. to 4:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break or enough time to utilize the nearest convenient restroom (whichever is longer) is allowed within each four (4) consecutive hours of work. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. An unpaid thirty (30) minute lunch period is provided when an employee works ~~eight~~^{six} (8⁶) or more consecutive hours. The lunch period will be paid in instances where an employee is not completely relieved of work duties.

Employees working in City buildings will normally take their paid break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their paid break at the location of their work.

Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued ESSL, vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

In the event the City closes due to weather or other public emergency, see Leaves of Absence, Earned Sick and Safe Leave.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Director/Supervisor or the City Administrator.

COMPENSATION

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act ([Minn. Stat. §13.43](#)), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with [Minn. Stat. §181.172](#), employers may not:

- Require nondisclosure by an employee of his or her wages as a component of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under [Minn. Stat. §181.172, subd. 3.](#)

The City cannot retaliate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees shall be paid bi-weekly and when a pay day falls on a holiday, employees shall receive their pay the preceding work day. Employees are responsible for notifying human resources of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted generally on the next pay period and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The City is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the City will not require the employee to repay those taxes provided the employee provides a written statement that they will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each electronic timekeeping report must include the e-signature of both the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime / Compensatory Time

The City of Willmar has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid at the rate of one-and-one-half hours for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on their timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 80 hours. Once an employee has earned 80 hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

All employees, in all departments, are required to work overtime as requested by their Director as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Directors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. See full [Non-Exempt \(Overtime-Eligible\) Employees Pay Policy](#) for more information.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Directors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek. See full [Exempt Employees Pay Policy](#) for more information.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The

quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and what needs improvement.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Long-Term Disability, Life Insurance

The City makes a competitive monthly contribution toward group health insurance benefits for each eligible employee and their dependents. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City. In addition, the City provides long-term disability and group term life insurance with accidental death and dismemberment for all eligible employees. [Eligible employees qualify for coverage beginning the first of the month on or after start date or switch to full-time employment.](#)

For information about coverage, eligibility requirements, and voluntary (employee sponsored) benefits employees should refer to the summary plan description or contact the human resources department.

Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a *successful and secure retirement*. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the human resources department.

Deferred Compensation

The State of Minnesota Deferred Compensation Program is a plan that allows employees to place a portion of their earnings through payroll deduction into a long-term investing plan intended for retirement. Employees may elect to make contributions pre- or post-tax or both.

The minimum election amount is \$10.00 per paycheck and the maximum allowed amount is set annually by the [IRS](#). Additional information on deferred compensation is available in the Human Resources Department.

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in good standing and have been employed full-time by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator.

The City will reimburse up to 75% the cost of tuition upon successful completion (C grade or better; “pass” in a pass/fail course) of the approved course. Employees must reimburse the City if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the City. To apply, please complete a [Tuition Reimbursement Application](#) and see full [Tuition Reimbursement Policy](#) for additional information.

HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth (Effective June-19-2023)	Christmas Day
Independence Day	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. ~~Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled only if they would normally be scheduled to work on the day of the week designated as the holiday.~~ Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

The City of Willmar offers a floating holiday to promote work-life balance, inclusivity, and employee satisfaction. This policy outlines the guidelines for using this benefit.

All full-time, regular employees receive one floating holiday per year in addition to the regular paid holidays. This floating holiday may be used for religious or cultural holidays, employee birthday, or other state or federal holidays during which the City of Willmar remains open.

Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before September 1 will receive one floating holiday upon hire; a new employee hired on or after September 1 will not receive a floating holiday for the calendar year in which they were hired.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

Employees wanting to observe additional holidays other than those officially observed by the City and beyond one floating holiday may request either vacation leave or unpaid leave for such time off.

LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Paid Family and Medical Leave (PFML)

The City provides time off to eligible employees who qualify for Paid Family and Medical Leave (PFML) benefits under Minnesota law. PFML benefits are funded through premium contributions collected each payroll. The premium cost will be split between the City and employees. The City of Willmar will pay a portion of the required premium and employees will pay the remainder of the premium cost through payroll deductions.

Benefit Amount

An employee's weekly PFML benefits are calculated and determined based on previous wages at the time that a claim is filed.

Leave Entitlement and Usage

PFML leave may be approved for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for PFML if you are granted the benefit, but qualifying events must last 7 days or longer to be eligible for payment.

PFML Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the Paid Family and Medical Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek PFML on an intermittent basis, employees must make a reasonable effort to provide written notice to Human Resources of the need for intermittent leave before applying for PFML benefits. As part of the notice, employees must provide the City with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the City, employees may take intermittent leave in increments of a quarter hour, for a minimum of one hour per day. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous PFML provided the continuous leave does not exceed the maximum amount of PFML allowed by law.

Definitions

- **Family member includes:**
 - Spouse or partner

- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim for PFML, employees should reach out to Human Resources to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under PFML and we ask that you provide as much notice as possible.

How to Apply for Paid Family and Medical Leave

After your leave has been discussed you may apply for PFML benefits. Contact the Human Resources department for instructions on how to apply for benefits.

Interaction with Other Laws and Benefits

PFML will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Short-Term Disability (STD), Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

The City offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see Human Resources for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving PFML benefits.

Supplementing PFML Benefits with Accrued Paid Leave

If you are receiving PFML benefits, the City allows you to supplement, or "top off," your PFML benefits with any accrued but unused paid leave. If you choose to supplement your PFML benefits in this way, the combined weekly sum of PFML benefits and City-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Human Resources department.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on PFML, the City will continue to provide group health insurance coverage for an employee on PFML under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of

your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. deducted from the payment of accrued time that the employee plans to utilize during the leave;
3. arranged to write a check every 4 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Reinstatement

Upon return from covered PFML, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the City for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the City may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The City will not interfere or retaliate against employees who request or take leave in accordance with the Paid Family and Medical Leave law.

Earned Sick and Safe Leave (ESSL)

“Earned Sick and Safe Leave” is authorized absence from work with pay, granted to qualified full-time, part-time and seasonal employees. This specific leave applies to all employees, (including temporary and part-time employees) ~~performing work for at least 80 hours in a year for the City.~~

Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. ESSL does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate ESSL at a rate of one (1) day per month.
- Part-time and seasonal employees will earn one (1) hour of ESSL for every 30 hours worked up to a maximum of 48 hours of ESSL per year. Part-time employees are eligible to carry over accrued but unused ESSL into the following year, but the total of ESSL hours shall not exceed 80 hours at any given time.

The following positions are not eligible for leave under this policy:

1. Volunteer firefighter or paid on-call firefighter;
2. Elected City officials or a person who is appointed to fill a vacancy in an elected City office.

ESSL Use:

The leave may be used as it is accrued in as little as 15-minute increments for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness, injury or health condition
 - Need for preventative care
 - Closure of the City Offices due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the City has requested a test or diagnosis.
 - When it has been determined by health authority or a health care professional that the presence of the employee in the community would jeopardize the health of others because of the exposure of the employee to a communicable disease, whether or not the employee has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to obtain preventative or remedial services including, but not limited to:
 - ~~Seek m~~Medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - ~~Obtain services from a~~ victim services organization
 - ~~Obtain p~~Psychological or other counseling
 - ~~Seek r~~Relocation or ~~taking~~ steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - ~~Seek H~~Legal advice or ~~take~~-legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition

- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to obtain preventative or remedial services including, but not limited to:
 - ~~Seek m~~Medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - ~~Obtain services from a~~ victim services organization
 - ~~Obtain p~~Psychological or other counseling
 - ~~Seek r~~Relocation or ~~take~~ steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - ~~Seek l~~Legal advice or ~~take~~ legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For ESSL purposes, a family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee ~~or~~
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee.

Advance Notice for use of ESSL

If the need for sick and safe leave is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESSL time as soon as practicable. When an employee uses ESSL time for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation

supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESSL for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ESSL to find a replacement worker to cover the hours the employee will be absent.

Retaliation prohibited

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESSL rights, requesting an ESSL absence, or pursuing remedies. Further, use of ESSL will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ESSL.

If an employee believes they have been retaliated against or improperly denied ESSL rights under law, they can file a complaint with the Minnesota Department of Labor and Industry or pursue a civil action.

After accrued ESSL has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Return to Work

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for ESSL will be subject to discipline up to and including termination.

Employees must normally use ESSL prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave.

ESSL cannot be transferred from one employee to another except in the case of approved sick leave donations (see full [Sick Leave Donation Policy](#)). For employees with less than seven (7) years of continuous employment, earned ESSL has no cash value upon termination or retirement. For employees with seven (7) or more years of continuous employment, see full [Sick Leave Upon Separation Policy](#).

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Time that had not been used or previously paid out will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Time at the commencement of reemployment.

Vacation Leave

The City believes that vacation is important to the health and well-being of our employees and as such, provides paid vacation for eligible employees for rest and recuperation.

Vacation Leave Schedule

Years of Service	Annual Accrual
1-4 Years	15 Days <u>120 hours</u>
5-9 Years	18 Days <u>144 hours</u>
10-14 Years	20 Days <u>160 hours</u>
15+ Years	25 Days <u>200 hours</u>

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule from the beginning of the first year through the end of the last year listed in each range above. New hires may only be placed at a higher accrual rate with the approval of the City Administrator.

~~Part-time e~~Employees who work at least 30 hours but less than 40 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work less than 30 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee’s vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

Vacation leave may be used as it is earned, subject to approval by the employee’s supervisor. Unless approved by the City Administrator, vacation leave will not be earned during an unpaid leave of absence.

An employee will not earn any vacation leave for any pay period unless they are employed by the City on the last scheduled workday of the pay period. Further, vacation leave will stop accruing as of the effective date of termination.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as fifteen minutes up to the total amount of the accrued leave balance.

Employees may accrue vacation leave up to a maximum of two (2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council.

Employees who have accumulated at least 120 vacation hours may cash in 40 hours of vacation one time per calendar year when they have used at least 40 hours of vacation time in the past 12 months.

Employees may donate up to 16 hours of their vacation leave to a fellow employee once per calendar year as long as it does not cause the recipient to exceed their maximum vacation accumulation.

Vacation Payout Upon Separation

Employees leaving the City in good standing and providing advance notice will receive 100 percent of their vacation leave balance as compensation (applicable taxes will be withheld). Non-exempt employees must provide at least a two weeks' notice and exempt employees must provide at least a four weeks' notice prior to their last day of work to receive a cash out of their accumulated vacation time (the City reserves the right to waive the two/four week's notice and end their employment immediately). Retiring employees have the option of receiving a one-time lump sum payment, contributing funds to their Health Savings Account, or directing those dollars into a 457 deferred compensation plan (subject to [IRS](#) maximum deferral regulations and Minnesota law).

FuneralBereavement Leave

Employees will be permitted to use up to three (3) working days, with pay, as funeralbereavement leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. FuneralBereavement Leave is only for days when the employee was regularly scheduled to work.

The employee's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, sister or sister-in-law, brother or brother-in-law, spouse, employee's children, stepchildren, stepparents, or a member of the employee's own immediate household. For any family member not listed here, funeralbereavement leave approval will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

The actual amount of time off, and funeralbereavement leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances.

Unpaid Leave

Unpaid leaves may be approved in accordance with the City personnel policies. Employees must use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave Act, the employee may request to retain a balance of forty (40) hours when going on an unpaid leave. An employee on unpaid non-FMLA leave will be offered COBRA and any other legally required benefits continuation. In order to continue your benefits, you will be required to formally elect COBRA/any other legally required continuation coverage in order to stay on the applicable insurance plans. In the calendar month an employee transitions from paid to unpaid leave status, the City will continue full employer contribution toward benefits and the employee will remain responsible for their normal contribution, either through payroll deduction or separate payment to Human Resources. The City will not contribute to insurance costs beginning the first of the following calendar month. The employee may continue to be covered by group medical, dental, and life insurance, under applicable state and federal law and as allowed by the terms of each plan but will be responsible for paying 100% of the premium costs.

When you move into unpaid leave status and there is no paycheck, you will be required to submit monthly payments ~~to Human Resources~~ by the 1st day of each month of the leave. If the payment is more than 30 days late, your health and other coverage may be terminated for the remainder of the leave.

If you lose coverage or have elected COBRA during your leave, we will reinstate you as an active participant upon your return from leave, according to the terms of each plan.

Premium costs shall be pro-rated hourly for any unpaid leave that is less than a full calendar month. Any exceptions to this policy must be approved by the City Administrator.

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year. City compensation is in addition to the military pay for these 15 days, as per MN Attorney General's Opinion. See full [Military Leave Policy](#) for additional information.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department ~~head~~ Director approval. However, if a temporary or seasonal employee is classified as exempt, they will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Victim or Witness Leave

The City must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the City of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The City may request verification that supports the employee's reason for being absent from the workplace. See [Safety Leave](#) under the [Sick Leave Policy](#) for additional information on leave benefits available to employees and certain family members.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Pregnancy and Parenting Leave

All employees are entitled to take an unpaid [pregnancy and/or parenting](#) leave of absence under the [Pregnancy and Parenting Leave Act of Minnesota](#) [Minnesota Women's Economic Security Act \(WESA\)](#). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child is eligible for up to 12 weeks of unpaid leave. [Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.](#)

~~and~~ Additionally, leave under this section must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than 30 days, the employee should give as much notice as practicable.

~~Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. Leave under this section runs concurrently with FMLA when the leave is for the same purpose. Additionally, employees may choose, but are not required, to use any accrued vacation leave or ESSL during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of PFML benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW).~~

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits. ~~will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.~~

~~Effective July 1, 2023, the City will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.~~

The City of Willmar will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights and remedies.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for [Parenting Leave](#)). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

~~Effective July 1, 2023 a~~ Any employee may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 21 and still attending secondary school), provided the

conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

~~Effective July 1, 2023, t~~The City of Willmar will not discharge, discipline, penalize, interfere with, or otherwise retaliate against an employee for asserting bone marrow or organ donation leave rights and remedies.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the City at least twenty (20) days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. ~~Effective July 1, 2023, e~~Employees may be absent from work without penalty or deduction from salary or wages for the time necessary to vote to include voting during the period allowed for voting in person before election day.

Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee.

The employee may attend any convention of a major political party delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation leave during their absence.

Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.

ELIGIBILITY

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee’s most recent hire date unless the break was due to National Guard or Reserves military service obligation.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee.

TYPES OF LEAVE COVERED BY FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member’s active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

DEFINITIONS

- **“Spouse”** does not include domestic partners or common-law spouses.
- **“Caring for”** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **“child,”** with some exceptions, is under 18 years of age.
- An eligible **“parent”** includes a biological parent or a person who stood in the place of a parent.
- **“Serious Health Condition”** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or child birth;
 - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
 - **Chronic Conditions Requiring Treatments:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
 - **Permanent/Long-Term Conditions Requiring Supervision**
 - **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

LENGTH AND AMOUNT OF LEAVE

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated ~~based on a rolling backward basis~~ as the 12-month period beginning from the first day that leave is taken.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

HOW LEAVE MAY BE TAKEN

FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks.

Employees must notify their supervisor and the HR Department of all hours taken as FMLA Leave.

Intermittent leave must be approved by the Supervisor and City Administrator. It may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

~~Employees must use all applicable paid time off that they have accrued, however they may retain a balance of forty (40) paid hours if desired.~~

PROCEDURE FOR REQUESTING LEAVE AND NOTICE

All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the HR Department.

When the need for the leave is foreseeable, the employee must give verbal or written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Under emergency or special circumstances, the City may place an employee on FMLA Leave when the employee is unable to complete the necessary documentation.

CERTIFICATION AND DOCUMENTATION REQUIREMENTS

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the Human Resources Department within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

SECOND AND THIRD MEDICAL OPINIONS

The City may request a second, and in certain circumstances, a third medical opinion.

ANNUAL MEDICAL CERTIFICATION AND RECERTIFICATION

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

REINSTATEMENT

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

GROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE

An employee granted leave under this policy will continue to be covered under the City's group health, life, and long-term disability insurance plans under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days

before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. deducted from the payment of accrued time that the employee plans to utilize during the leave;
3. arranged to write a check every 4 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

~~Rights to additional continued benefits will depend on whether leave is paid or unpaid.~~

~~Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, vacation or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA. FMLA will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Short-Term Disability (STD), Paid Family and Medical Leave (PFML) or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.~~

~~If you are receiving PFML or STD benefits while you are out on FMLA, you may be able to supplement, or "top off," your PFML benefits with any accrued but unused paid leave. If you choose to supplement your PFML benefits in this way, the combined weekly sum of PFML benefits and employer-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Human Resources department.~~

~~Rights to additional continued benefits will depend on whether leave is paid or unpaid. Employees may choose, but are not required, to use disability leave benefits (short-term disability or long-term disability), accrued vacation, or Earned Sick and Safe Leave benefits concurrently with FMLA.~~

FAILURE TO RETURN TO WORK AFTER FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

UNPAID MEDICAL LEAVE OF ABSENCE

If an employee is ineligible for FMLA or PFML leave or has exhausted available FMLA or PFML leave benefits, it is the policy of the City to consider an employee's request for a medical or personal leave of absence. The amount of medical leave available to each employee will be determined on a case-by-case basis depending on the position held, staffing requirements, the reasons for the leave, and the anticipated return-to-work date. Employees who take unpaid medical leave are not guaranteed to return to the same position held prior to taking leave.

Employees seeking a medical leave of absence will be required to present medical documentation to support the need for the leave, on-going documentation to support the need for continued leave, and documentation to support a return to work.

During Unpaid Medical Leave, employees will be expected to keep in regular contact with human resources. When you anticipate your return to work, please notify human resources of your expected return date at least one week before the end of your leave.

Employees on an Unpaid Medical Leave of Absence may be subject to COBRA notice and continuation benefits and will be solely responsible for payment of the entire COBRA.

Failure to keep in touch with management during your leave, failure to advise management of your availability to return to work, or failure to return to work following leave will be considered a voluntary resignation of your employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the City and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former

members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **“son or daughter of a covered servicemember”** means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A **“parent of a covered servicemember”** means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The **“next of kin of a covered servicemember”** is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- **“Covered active duty”** means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **“Covered servicemember”** means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- **“Serious injury or illness”** means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY

An eligible employee can take up to 12 weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Reasonable Work Time for Nursing Mothers and Lactating Employees

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times).

The City will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of -their job due to a temporary disabilitymedical condition, they will notify the supervisor in writing as to the nature and extent of the disabilitycondition(s) and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disabilitymedical condition. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description, along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disabilitycondition, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. This policy is handled on a case-by-case basis.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if they refuse such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds;

Additionally, the City must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the City demonstrates the accommodation would impose an undue hardship on the operation of the City's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition.

In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

DIVERSITY, EQUITY AND INCLUSION

General

The City of Willmar is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Our policy is to be welcoming, safe, and equitable to all employees and members of the community. By embracing the diversity of our workforce and community, the City seeks to not only meet, but also exceed, our obligations under federal and state law. The goal of our policy is for the work environment to be free of harassment, discrimination, and retaliation.

Furthermore, it is our belief that:

- We are more efficient when all are valued and included.
- We are more effective when we leverage our different ideas, backgrounds and identities.
- We are more responsive when we acknowledge and reflect the identity and experience of our residents and colleagues.

Definitions within this section

Cultural Competence: The ability to interact effectively across difference. We acknowledge that a ‘one size fits all’ approach is not effective and actively seek ways to make our services accessible and culturally relevant.

Discrimination: Unfair treatment because of a protected class status.

Diversity: Recognizes the unique differences of all individuals. This includes the many apparent and non-apparent ways which people differ in their identity such as: age, gender and gender identity, race, ethnicity, national origin, language, religious beliefs, sexual orientation, veteran status, mental or physical ability, marital status, family status, or educational background.

Equity: The principle of fairness by seeking to remove barriers and increase access to services. This includes understanding and acknowledging historical and ongoing inequities between groups of people and a commitment to actions that challenge those inequities.

Harassment: Unwelcome conduct that is based on a protected class status that is intimidating, hostile or abusive. This includes sexual harassment.

Inclusion: An environment that is built on respect and which creates a sense of belonging for all who live and work here. By being inclusive we acknowledge and value individual contribution as well as the background and identity of those with whom we work, partner, or serve.

Policy Statement

It is the City’s policy to respect culture and reduce bias in our workplace and service delivery.

The commitment to inclusion, diversity, and equity influences the work that is performed by the City, the workplace environment, relationships between employees, and relationships between the City and community.

While individual employees have their own beliefs and values, performing work on behalf of the City requires upholding cultural competence and respect to ensure work occurs that not only meets, but also exceeds, our obligations under federal and state law.

The City of Willmar values all diversity and recognizes individual protected-class status as defined under state and federal law and seeks to ensure equal opportunities in all phases of

employment. The City expects each employee to cooperate to achieve this goal and personally stand behind the principles as defined within this policy.

All employees of the City are expected to act and perform their work professionally, including respecting cultural differences. Pursuant to the City's Respectful Workplace policy, discrimination, including harassment, will not be tolerated. Any employee found to have exhibited any inappropriate conduct or behavior may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy should follow the reporting procedures within the City's Respectful Workplace policy.

RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other City-sponsored social events.

The City acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, firefighters, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the City of Willmar for respectful workplace conduct both in the workplace and other City-sponsored social events.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of ~~Disrespectful Behavior~~ Prohibited Conduct

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

~~Violent behavior:~~

~~includes the use of physical force, harassment, bullying or intimidation.~~

~~Discriminatory behavior:~~

includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns:

~~Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.~~

A. Unlawful Discrimination and Harassment based on legally protected class:

Discrimination and harassment consists of behaviors that are based on an employee's legally protected characteristics such as race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other characteristic protected by local, state, or federal law.

More specifically, discrimination and harassment may include, but are not limited to, the following behaviors when based on an employee's legally protected characteristic(s):

- Conduct that imposes conditions on any element of the person's employment unless otherwise permitted or required by applicable law.
- Conduct of any type (verbal, written, graphic, electronic or physical) which unreasonably interferes with the person's ability to perform their job or creates a hostile, threatening, or intimidating work environment.

B. Sexual Harassment

Another form of unlawful harassment. Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances.
 - This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual.
 - This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.

- Requests or demands for sexual favors.
 - This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one’s current or future job.

C. Disrespectful behavior for any reason:

Disrespectful behavior may or may not be intentional. Unintentional disrespectful behavior may still violate this policy. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Examples of disrespectful behavior include but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities or other non-verbal expressions of aggression.
- The use of physical force, bullying or intimidation.
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
- Repeatedly or deliberately mispronouncing a person’s name, including use of an unwelcome nickname, or shortening a name without permission.
- Microaggressions, which may have the appearance of being harmless. Microaggressions include comments, behavior, or other interactions that intentionally or unintentionally communicate hostility or bias toward a person who is a member of a marginalized group..
- Comments, behavior, or other interactions are often rooted in a bias towards a certain group.
- Deliberately destroying, damaging, or obstructing someone’s work performance, work product, tools, or materials.
- Use of this policy and procedure to make knowingly false complaint(s).
- Repeatedly mispronouncing employee’s name or pronoun (e.g., she/her/hers, he/him/his, they/them/their), or title (e.g., Mrs., Mr., Ms.). A court-ordered name or gender change is not required for an employee to use a different name or pronoun in the workplace.

Overall, context is important in understanding the difference between respectful behavior and disrespectful behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful behavior. For example, disrespectful behavior does not include:

- The normal exercise of supervisory or managerial responsibilities, including, but not limited to performance reviews, work direction, performance management,

and disciplinary action provided they are conducted in a respectful, professional manner.

- Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains respectful.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear what they believe is a violation of this policy, employees should advise a supervisor, the City Administrator, Human Resources, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact human resources, the supervisor's manager, or the City Administrator.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, human resources, your supervisor's supervisor, or the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, Human Resources, the mayor or councilmember of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In

situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of their own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The supervisor must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator). For more information about what to do when allegations involve the City Administrator, the mayor, or a councilmember, see “Special Reporting Requirements” below.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The City will take reasonable and timely action, depending on the circumstances of the situation.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year

statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a council member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney. In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The independent investigator will report their findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Administrator may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies,

assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager
3. City Administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations ~~promptly~~ to the City Administrator, or if the complaint is against the City Administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor. Non-exempt employees must provide at least a two weeks' notice and exempt employees must provide at least a four weeks' notice prior to their last day of work. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

Severance Pay

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100 percent of unused accrued vacation. Employees have the option of receiving unused vacation time as a one-time lump sum payment, three (3) lump sum payments over three (3) calendar years, contributing funds to their Health Savings Account, or directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law). For sick leave severance information see the [full Sick Leave Upon Separation Policy](#).

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Willmar. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are the types of disciplinary actions:

- **Oral Reprimand**

- **Written Reprimand**
- **Suspension With or Without Pay**
- **Demotion and/or Transfer**
- ~~Salary Change~~
- **Discharge**

If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Any notations of oral reprimand may be removed from the personnel file after a period of three years from the date of violation. Written letters of reprimand may be removed from the personnel files five years after the date of violation.

Disciplinary Offenses

The following incidents constitute violations of City policy or work rules. This list is illustrative only and is not intended to be exhaustive:

Failure to observe safety rules and regulations; failure to report to work at the appointed time or place, or for departing prior to the designated time; intimidation or coercion; reporting to work impaired due to the use of alcohol or non-prescribed drugs, or consumption or possession of alcohol or non-prescribed drugs on City time or property; violation of City or Department written or verbal policies or procedures; insubordination; theft; sexual harassment; or unsatisfactory performance.

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) working days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within ten (10) working days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator (or Labor Committee if the employee's direct supervisor is the City Administrator) within seven (7) working days after the supervisor's response is due. The City Administrator or their designee will respond to the employee in writing within seven (7) working days. The decision of the City Administrator (or City Council) is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City’s last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The City will pay for the costs of an employee’s participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee’s work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

Continuing Education or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee’s duties, even though the employee may be required to maintain such licensing or accreditation as a component of employment with the City.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance. Advance approval is required to ensure adequate department coverage.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. In no case will City funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs for travel of family members.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed based off of the U.S. General Services Administration Meals & Incidentals Per Diem Rate for the corresponding location (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). No reimbursement will be made for alcoholic beverages.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Willmar regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Willmar has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of drugs on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

- Employees must, as a component of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Please see the [City's full Drug and Alcohol Testing Policy for Commercial Driver's](#) or [Policy for Non-Commercial Driver's](#) (whichever is applicable) for additional information.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis. See full [City Driving Policy](#) for additional information.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with

Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a state law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions.²²

Regardless of who pays the bill, cell phone records about City business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee’s phone records and possibly the phone itself in order to provide the data being requested. Therefore, the best practice is to limit usage of personal cell phones for City business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from their supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

In cases where the City does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill.

Procedures

It is the objective of the City of Willmar to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor. All employees must read and comply with the City of Willmar's [Safety Manual](#) (provided at orientation and available on the [W-drive > Safety Policies HR Connection site](#)).

Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is required to complete a [First Report of Injury](#) and any other forms that may be necessary related to an injury or illness on the job.

Employees should immediately report to their supervisor any unsafe practices or conditions observed in the workplace.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a component of employment that such equipment be worn by the employee. If an employee's job requires they wear Safety Glasses and/or Safety Boots, the City will provide and/or reimburse some of the cost for that equipment. See full [Safety Equipment/Gear Policy](#) for additional information.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

[Access to Gender-Segregated Activities and Areas](#)

[City employees may utilize restrooms, locker rooms, or changing facilities based on the employee's affirmed gender identity, regardless of assigned sex at birth. City employees uncomfortable utilizing gender-segregated facilities may request alternative accommodations.](#)

The City will make reasonable efforts to accommodate such requests, which may include, but not necessarily be limited to, privacy partitions or curtains, access to alternate private restrooms or changing areas, or allow for modified changing schedules for the requesting employee.

Exempt Employees Pay Policy

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Willmar will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- To offset compensation received for military pay. If an employee works part of the week in military service, the City still must pay the entire week salary to the employee, but the City could offset the amount of the military pay for the week against the employee's salary.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of their paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA when sick leave and vacation leave banks are exhausted.
- The City of Willmar may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Willmar will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Exempt employees are allowed reasonable freedom in their hours and their schedule shall be such as to best supervise their employees or as directed by the City Administrator.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal forty (40) hour workweek. Exempt employees must communicate their absence to the City Administrator or their designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

Exempt Employees receive two (2) personal days each year. Personal leave days accruing on an annual basis shall be prorated for new hires on an hourly basis per hours remaining in the calendar year. Personal leave days shall be available for immediate use and may be used in full as soon as a new year begins.

Personal leave days may be used in hourly increments but may not be carried over into a new calendar year. In no event shall an employee receive severance pay for unused personal leave days when an employee's services are terminated.

Employees may be eligible for a vehicle and/or phone allowance (if they are not assigned a City-owned phone or vehicle).

Chiefs' Clothing Allowance

The City will provide an annual clothing allowance of ~~\$800~~\$850 to the Police Chief, and the Fire Chief. The allowance will be paid in a lump sum for the year.

If necessary, the City Administrator has the authority to order the Chiefs to replace his/her uniform or parts thereof.



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.G.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	Yes	Presented By:	Sara Sietsema
Item:	Introduction of an Ordinance Amendment and Call for a Public Hearing		

RECOMMENDED ACTION:

1. Introduce the Ordinance Amendment and Call for a Public Hearing on February 17, 2026, at 6:30 PM
2. Publish the Ordinance by Summary

OVERVIEW:

Staff are recommending an ordinance amendment to Chapter 16, Article III, Division 3, Section 16-91. This amendment provides additional clarity and removes the condition of certain construction materials deemed unacceptable.

Specifically, under the current ordinance, and as a result of an inspection, a private lateral line would be considered defective if constructed of materials deemed unacceptable by the City, including Clay, Cast Iron, Bituminous Fiber (Orangeburg), or any other materials that do not conform to the current State Plumbing code.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Amendment - sewer lateral inspections - sec 16-91 (v1) 011526
2. Summary publication of sewer lateral inspections amendment - sec 16-91 (v1) 011526

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 16, UTILITIES, ARTICLE III, SANITARY SEWER SYSTEM, DIVISION 3, SEWER USE REGULATIONS, SECTION 16-91, PROHIBITED DISCHARGES TO COLLECTION SYSTEM

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

Section 1. AMENDMENT OF MUNICIPAL CODE CHAPTER 16, ARTICLE III, DIVISION 3. Chapter 16, Article III, Division 3, Section 16-91 of the Willmar Municipal Code is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Sec. 16-91. Prohibited discharges to collection system.

(a) No user shall discharge or cause to be discharged any stormwater, groundwater, roof runoff, yard drainage, yard fountain, condensate, deionized water, noncontact cooling water, or pond overflow into the sanitary collection system, unless specifically authorized by the superintendent. Unpolluted water or waste shall be discharged to only storm sewers or to a natural outlet. Unpolluted water or wastewater may be discharged to the sanitary collection system upon prior written approval of the director of public works.

* * * *

(3) Every user owning improved real estate that discharges into the city's sanitary sewer system shall allow the city employees to inspect the ~~buildings~~ property and structures and connections to the sanitary sewer system thereon to confirm that there is no defective lateral as defined in subparagraph (b)(5) of this section, sump pump, or other prohibited discharge into the sanitary sewer system. Any user may furnish a certificate from a licensed plumber certifying that their property is in compliance with this subsection in lieu of having the city inspect their property. Any user refusing to allow their property to be inspected or refusing to furnish a plumber's certificate within 14 days of the date city employees are denied

admittance to the property shall immediately become subject to the surcharge hereinafter provided for. Any property found to violate this subsection shall make the necessary changes to comply with this subsection (a) and furnish proof of the changes to the city by the date indicated in the notice of violation.

* * * *

(b) All laterals from the building wall to the connection to the sewer main are the property of the owner of the connected building. All property owners whose properties are connected to a sewer main or are otherwise connected to the city’s sewer system by sewer lateral shall at their own expense maintain the sewer lateral in a fully functioning condition and ensure the lateral is free of cracks, leaks, inflow or infiltration of extraneous water, root intrusion or open joints. Property owners shall ensure that laterals drain freely to the sewer main without excessive sags that collect grease and sediment.

* * * *

(5) The lateral shall be considered defective if it has any of the following conditions:

* * * *

~~g. if the lateral was constructed of materials deemed to be unacceptable by the director of public works, including;~~

~~i. Clay;~~

~~ii. Cast iron;~~

~~iii. Bituminous fiber (commonly called Orangeburg);~~

~~iv. Other materials that do not conform to current State plumbing code;~~

~~h.g. any other conditions likely to substantially increase the chance for a lateral blockage, or if, within a period of one year;~~

- i. i. the lateral suffers two or more blockages resulting in overflows; or
- j. ii. The lateral fails any other city-required tests.

Remaining paragraphs shall be renumbered accordingly

* * * *

(7) Whenever defective laterals are found, the property owner, at the sole expense of the property owner, shall repair or replace the lateral. The director of public works shall determine the extent of repair required, and more limited repair than complete replacement of the lateral may be permitted at the sole discretion of the director of public works. The following requirements shall be met:

- a. A replaced or repaired lateral shall not be covered or backfilled until it has been inspected by a representative of the city, or if coordinated in advance with the director of public works, upon submission of a CCTV video of the replaced or repaired lateral that shows the lateral's condition following such replacement or repair.
- b. All new and repaired laterals ~~must~~ may be required to pass an air pressure test as specified by the director of public works.
- c. All repaired or replaced laterals shall be brought into compliance with the requirements of City Code. Backflow valves may be required to be installed on laterals meeting the criteria of City Code.

* * * *

Section 2. EFFECTIVE DATE. This ordinance shall take effect upon its adoption and second publication.

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

ATTEST:

Verna Larsen, City Clerk

Doug Reese, Mayor

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

SUMMARY PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. ____

**AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 16, UTILITIES,
ARTICLE III, SANITARY SEWER SYSTEM, DIVISION 3, SEWER USE REGULATIONS,
SECTION 16-91, PROHIBITED DISCHARGES TO COLLECTION SYSTEM**

Summary: Ordinance No. ____ updates and amends Willmar City Code, Chapter 16 – Utilities, Article III, Sanitary Sewer System, Division 3, Sewer Use Regulations, Section 16-91, Prohibited Discharges to Collection System, by clarifying the circumstances under which the City may inspect properties' connections to the sanitary sewer system, removing a provision that classified as defective sewer service laterals constructed of certain outdated materials, and clarifying inspection requirements for replaced or repaired sewer service laterals.

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



City Council Action Request

Council Meeting Date:	January 20, 2026	Agenda Item Number:	10.H.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses		

RECOMMENDED ACTION:

Approve the Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses through the Fiscal Year Ending April 25, 2026, on a Roll Call Vote.

OVERVIEW:

On December 10, 2025, Glacial Ridge Curling Club request to hold an On-Sale Wine and a 3.2% Intoxicating Liquor License located at 1410 5th Street SE, Suite 102 under the name Glacial Ridge Curling Club dba Glacial Ridge Curling Club. The Willmar Police Department has completed a background, criminal history, and driving record check. Scott Holwerda is the Resident Manager for this establishment.

BUDGETARY/FISCAL ISSUES:

\$300.00 Investigation Fee and \$350.00 License Fee

ALTERNATIVES TO CONSIDER:

Deny the approval of the requested applications.

ATTACHMENTS:

None