



WILLMAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 2, 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 20, 2026
 - B. Willmar Municipal Utilities Commission Minutes of January 26, 2026 Draft
 - C. Human Rights Commission Minutes of January 27, 2026 Draft
 - D. Resolution Accepting the Southwest Initiative Foundation Grant
 - E. Resolution Accepting the Willmar Area Community Foundation Grant
 - F. Resolution Accepting the Vision 2040 Grant
 - G. United Way of West Central Minnesota Lawful Gambling Application
 - H. Pay Equity Report
 - I. Accounts Payable Report, 1/16/2026 - 1/28/2026
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
 - A. Council Letter to State and Federal Legislative Representatives
 - B. Professional service agreement with Bolton and Menk for the amphitheater project
 - C. Approve Plans & Specifications, Authorize Advertisement for Bids Iverson Park Lift Station Reconstruction
 - D. Resolution Accepting the Public Works Front Office Roof Replacement
 - E. Approve Willmar Library roof replacement
 - F. Consideration of Willmar Indoor Golf & Cages LLC On-Sale Intoxicating Liquor and Sunday Liquor Licenses
10. Announcements

11. Recess for a Closed Session

A. Minn. Stat. § 13D.05, subd. 3(c) — Property Located Under 1st Street Bridge

B. Minn. Stat. § 13D.05, subd. 3(c) — Parcel 95-917-5820

12. Adjourn

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

January 20, 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, Audrey Nelsen, Tom Gilbertson, Steve Gardner, Rick Fagerlie, Vicki Davis, Tom Butterfield, and Carl Shuldes, Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Police Captain Michael Anderson, Finance Director Tom Odens, Planning and Development Director Christopher Corbett, Human Resource Director Alissa Gambrel, Public Works Director Shane Stefanick, City Engineer Jared Voge, Municipal Project Manager Dylan Idso, PE, Information Systems Coordinator Jonah Johnson, Director of Community Growth Pablo Obregon, City Clerk Vernae Larsen, and City Attorney Robert Scott.

Mayor Reese addressed the city regarding recent ICE activity in our community.

Council Member Ask made a motion **to Approve an Amended Agenda with the addition of Item 10A under Regular Business, calling for a briefing from Police Chief Holme and Director of Community Growth Obregon regarding the recent ICE activity in the City of Willmar.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

CONSENT AGENDA

City Clerk Vernae Larsen reviewed the consent agenda.

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 No. 2026-003** 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

Council Member Ask moved to **Approve Consent Agenda Items as presented.** Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

OPEN FORUM

Perla Ocampo – 404 N. 1st St. – She does not see the need for brute force by the ICE officers when they are detaining individuals and cited instances that this was the case. She stated that it has instilled fear in members of the community who now fear leaving their homes. She also stated that kids should not fear going to school and individuals should not fear for their safety because of the language they speak or the color of their skin.

Ryan Revier – 805 17th St. SW – He owns a skateboard company whose company tries to impact the youth in a positive way. Currently he is appalled by what’s going on with the injustice happening in our city. He stated that he was recently removed from his car due to his ethnicity and that experience deeply impacted him. He stated that no one should have to live in fear and asked the city to do something about the injustice happening in our city.

Jenny Groen – 3830 19th Ave SW – She is the Programs Manager at Arrive Ministries in Willmar. Their organization resettles refugees and immigrants in the Willmar Community and is deeply connected to the Willmar immigrant community. She has helped many families get settled in our community over the past 4 years. She stated that what is happening in the community right now is deeply impacting her work. She said that the claims by ICE, that they would only target those that were criminals or did not have legal status, is not true and not what is happening. People who came as refugees, which is a permanent legal status, are being arrested purposefully and not accidentally. They are being detained, sometimes for days. Some are still being detained, and some are in deportation proceedings. These are community members who have committed no crimes, did everything right and she knows because she is deeply connected to their paperwork and their status because she helped with it. Therefore, the rhetoric that they are targeting only the worst of the worst just simply isn’t true. She asks that we take this information into consideration when we hear that it’s only the worst criminals being targeted, because that’s not what’s happening.

Brad Howard – 341 N. 6th St, Kandiyohi – he spoke on behalf of the Elks Lodge and had questions about the water service lines for the Lodge. He said there are two meters but three service lines and questions if, when they put the street in, if they road crew hooked up three service lines instead of just the two. He’s wondering if they are going to get billed for it. He would like to have someone do a trace back on those service lines to see where they are hooked up. He’s also

wondering where things are at with their parking lot claim with the contractor. The contractor has not been getting back to them.

Alberto Reyes – 525 16th St. SW #10 – he’s appalled at the injustice happening but feels that we need to address these issues at the state level and not the local level.

Maria Valois – 2309 5th Ave SE – she noted that when we say the pledge of allegiance, we say “with liberty and justice for all.” She stated that she does not see justice for all and thinks the line should be changed to “liberty and justice for all citizens of the United States.” She feels we do not honor what we are saying. In her experience as a Willmar community organizer, she has had many immigrant friends who she has lost due to ICE. She also says that she is followed due to the color of her skin. That she has done nothing wrong and is a US citizen and yet she is still followed. As a minority in this community, she used to feel safe and welcome and she no longer feels that way.

Jennifer Lindquist – 8281 45th Ave SE – She shared incidences from those that have been wrongfully picked up by ICE. She asked how this is making our community safer and who will protect our citizens from these agents.

Rayn Hedlund – 19667 71st St. NE New London – She’s a trained constitutional observer and about a month ago; while observing ICE, agents blocked her and a friend in a vehicle using three trucks. They tried to break into the vehicle, so she called 911. 911 told them to drive over there and then told them there was nothing they could do. She’s asking who she’s supposed to call when someone is trying to break into her vehicle. She wants to know who is going to protect the citizens.

Tim Davis – 517 6th St SW – He referenced an opinion piece published in 2019 by the New York Times written by Thomas L. Friedman titled “President Trump come to Willmar.” The article detailed the diversity in the City of Willmar. The article summed up what made Tim proud to be from Willmar. Now, he asks the City Council to support the community, even if it is only vocally and convince the Kandiyohi County Sheriff’s Department to drop the 287-G Agreement. The agreement turns the Sheriff’s Department into a willing participant with ICE. His immediate fear is for the safety of his neighbors, but his long-term fear is the repercussions Willmar will face by betraying the trust of the immigrant community.

Kelly Chaput – 1318 6th St. SW – She spoke in strong support of the proposed amendment to the Willmar lateral wastewater ordinance. She spoke about her ongoing sewer lateral issues in trying to sell her house. She feels the amendment is crucial for fair and practical enforcement of the ordinance. She stated that the amendment promotes common sense regulations and urged the council to advance the proposal on to the public hearing. In her own circumstances, her lateral line failed due to corrosion, according to the city. However, she has been shown no proof of failure and her own inspections do not indicate failure. She is requesting reconsideration of their failure notice or a variance, as the cost of repairs is a significant burden.

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 that 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. Mayor Reese opened

the public hearing at 7:19 PM. No one from the public spoke for or against the proposed ordinance. Mayor Reese closed the public hearing at 7:27 PM. A motion was made by Council Member Gilbertson to **Adopt Ordinance No. 1541 Amending Section 4.02, Subdivision 4 of the City Charter**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 9, Noes 0.

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

Council Member Ask moved to **publish Ordinance No. 1541**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

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 that would modify the duties of the Planning Commission regarding the acquisition, sale, transfer or termination of public lands, buildings and property. Mayor Reese opened the public hearing at 7:30 PM. No one from the public spoke for or against the proposed ordinance. Mayor Reese closed the public hearing at 7:34 PM. Council Member Gilbertson moved to **Adopt Ordinance No. 1542 Amending Section 4.02, Subdivision 8 of the City Charter**. Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 9, Noes 0.

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

Council Member Gilbertson moved to **publish Ordinance No. 1542**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

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 that would assign the duties and responsibilities of the Board of Zoning Appeals to the

Planning Commission. Mayor Reese opened the public hearing at 7:36 PM. No one from the public spoke for or against the proposed ordinance. Mayor Reese closed the public hearing at 7:39 PM. A motion was made by Council Member Shuldes to approve, by ordinance, assigning the duties and responsibilities of the Board of Zoning Appeals to the Planning Commission amending City of Willmar Charter Section 4.06. Council Member Davis seconded the motion, which failed on a roll call vote of Ayes 4, Noes 5.

Ayes Mayor Reese, Council Member Gardner, Council Member Davis, Council Member Shuldes

Noes Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Fagerlie, Council Member Butterfield

REGULAR BUSINESS

A. Updates from Police Chief Michael Holme and Director of Community Growth Pablo Obregon

Police Chief Holme provided an update on the local impact to the federal immigration enforcement activity occurring in and around our community. He addressed the concerns they have observed and explained how the activity impacts their safety efforts. The Police Department is not involved and has experienced a lack of timely communication from the federal agencies regarding individuals who have been taken into custody within our jurisdiction. Without this information, our officers may begin investigating missing person reports as kidnappings and diverts resources away from other public safety needs. There are many federal agencies operating in our community and they are not all working together, which contributes to delays in communication to local law enforcement. Complaints about federal agencies can be made to the OIG or Office of Inspector General.

Council Member Ask requested that City Administrator Valiant craft a letter expressing our concern over what's happening in Willmar. The letter would be sent to elected representatives like Senators Baker, Lang, Klobuchar and Smith and Representative Fischbach and then notify council when something has been drafted. Council can then make decisions about signing and sending the letter.

Community Growth Director Obregon reiterated what he stated in his Director's Report that we acknowledge the human and community impact of the actions that are being taken by ICE agents. We should also ground ourselves to our roles as community leaders and respond with integrity, compassion and resolve. He reassured everyone that as Director of Community Growth, he is there to support our community in these moments and beyond and offers resources and information that could be beneficial to navigating current situations.

Mayor Reese called for a brief recess at 8:03 PM.

Mayor Reese resumed the meeting at 8:10 PM.

B. Award of Bids: Willmar Connect Phase 1

Operations Director Kyle Box provided an update to the bids that came in for the Willmar Connect Phase 1. He asked the council to accept and award the bid for Willmar Connect Phase 1 in the amount of \$7,627,499.63 to NC3, LLC. A motion was made by Council Member Gilbertson

to **Adopt Resolution No. 2026-004 Awarding the Bid for Willmar Connect Phase 1 to NC3, LLC in the amount of \$7,627,499.63.** Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 5, Noes 3.

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

C. Introduce and Call for a Public Hearing on 2026 Bond Ordinance

Operations Director Kyle Box provided an overview of the ordinance authorizing the Issuance of General Obligation Bonds Series 2026A and asked the council to schedule a public hearing for Tuesday, February 17, 2026, at 6:30 PM. Council Member Ask moved to **Adopt Resolution No. 2026-004 Introducing the 2026 Bond Ordinance and Scheduling a Public Hearing for February 17, 2026.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

D. Investment Policy Update

Finance Director Tom Odens reviewed the proposed updates to the City of Willmar investment policy. A motion made to **Adopt Resolution No. 2026-005 Investment Policy** was introduced by Council Member Ask. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

E. Introduction of Ordinance Amending Sections 7.03(c), 7.04(c) & 7.05(c) of the Charter of the City of Willmar

Operations Director Kyle Box provided an overview of the proposed Changes to Willmar City Charter Sections 7.03(c), 7.04(c) & 7.05(c) that need updating to comply with Minnesota Rules 8205.1010 & 8205.2000 and requested a public hearing be scheduled for February 17, 2026, at 6:30 PM at the Kandiyohi County Health & Human Services building. A motion was made by Council Member Gilbertson to **Introduce the proposed Ordinance Amending Sections 7.03(c), 7.04(c) & 7.05(c) of the Charter of the City of Willmar and scheduling the Public Hearing for February 17, 2026.** Council Member Gardner seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Shuldes moved to **Publish the Ordinance by Summary**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

F. Request for Joint Work Session Thursday, February 12, 2026

City Administrator Leslie Valiant requested that the Council schedule a joint work session between the City Council and Planning Commissioners for Thursday, February 12, 2026, at 3:00 PM at the Fire Station. Council Member Gilbertson moved to **Schedule the Joint Work Session for Thursday, February 12, 2026**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

G. Motion to Approve Employee Policies Revised January 2026

Human Resource Director Alissa Gambrel provided details of the proposed changes to the Personnel Policy Handbook and Exempt Employees Pay Policy. A motion was made by Council Member Shuldes to **Approve the Employee Policies Revised January 2026**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

H. Introduction of an Ordinance Amendment and Call for a Public Hearing

Operations Director Kyle Box introduced an Ordinance Amendment to Chapter 16, Article III, Division 3, Section 16-91 and called for a public hearing on February 17, 2026 at 6:30 PM. Following discussion, Council Member Fagerlie moved to **Call for a Public Hearing to Amend the Ordinance on February 17, 2026**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council Member Gilbertson moved to **Publish the Ordinance by Summary**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

I. **Consideration of Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses**

City Clerk Vernae Larsen requested approval of the Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses through the Fiscal Year Ending April 25, 2026. Council Member Fagerlie moved to **Approve the Glacial Ridge Curling Club On-Sale Wine and 3.2% Intoxicating Liquor Licenses**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

With no business to discuss, Council Member Fagerlie moved to **Adjourn at 9:13 PM**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2026-003

DESIGNATE OFFICIAL NEWSPAPER

Motion By: Ask

Second By: Gilbertson

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

/S/ Douglas E. Reese

MAYOR

Attest:

/S/Vernae Larsen

CITY CLERK

Resolution No. 2026-004

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

Motion By: Gilbertson Second By: Davis

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

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

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

HELD: 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: Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

and the following were absent: none

Council Member Ask introduced the following resolution and moved its adoption:

RESOLUTION NO. 2026-005
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 Ask 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.

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

RESOLUTION NO. 2026-006

ADOPT REVISED INVESTMENT POLICY

Motion By: Ask

Second By: Fagerlie

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

The Willmar Municipal Utilities Commission met in regular session on Monday, January 26, 2026, at 11:45 a.m. in the WMU Auditorium. Commissioners present were President Shawn Mueske, Steve Ammermann, 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; 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*.

President Mueske called the meeting to order, followed by the recitation of the Pledge of Allegiance. With no requested changes to the agenda, he proceeded to the Consent Agenda. General Manager Smith highlighted items related to the payment of bills. Following review, Commissioner Ammermann made a motion, seconded by Commissioner Kennedy, to adopt **Resolution No. 4**. The motion was adopted by a roll call vote of six ayes and zero noes.

Director of Administration Johnson reported on WMU's Pay Equity Compliance, noting independent pay equity compliance had been approved in 2025, separate from the City. Pay equity ensures men and women performing comparable work are compensated equitably. The 2026 Pay Equity Compliance Report shows WMU is in full compliance with state requirements. A motion was made by Baumgart, seconded by Ammermann, to accept the report. Motion carried by a 6–0 vote.

General Manager Smith presented a Statement of Work with Great River Energy to complete a protection system coordination study at the Willmar Substation. The study is required to maintain compliance with applicable NERC reliability standards and is necessary due to planned transmission system modifications by XCEL Energy. A motion was made by Baumgart, seconded by Kennedy, to adopt **Resolution No. 5** approving the Statement of Work in an amount not to exceed \$38,732.76. The motion was adopted by a roll call vote of six ayes and zero noes.

Facilities and Maintenance Supervisor Marti presented the Facilities and Maintenance Department 2025 Year-End Review. He highlighted departmental responsibilities, completed and ongoing projects, and capital equipment purchases. Marti also reviewed facility maintenance challenges and major initiatives, including land management activities, service center maintenance issues, generation maintenance, and the bulk water fill station project to be completed in 2026. Minnesota Department of Health grant for well abandonment was awarded to WMU in January 2026 for \$15,000, to offset project costs.

General Manager Smith reported that MRES Board summaries are available for Commissioners to review at their discretion. He provided highlights from *MRES Today*, specifically noting the Brookings Solar Project and its benefit and continued progress. Smith announced his completion of the MMUA DUEL Training program, a year-long training and expressed appreciation for the opportunity to participate. He reported two current job openings for a Water System Supervisor and an Electrical Engineer. Smith noted that Commissioner Elizondo, City of Willmar Liaison Gilbertson, and Director of Administration Johnson attended the MMUA Governance in

Action training and provided brief remarks. The attendees highlighted the economic benefits of municipally owned utilities, the value returned to the community, the complexity of managing an electric utility, the importance of governance structure, independent oversight, and strategic financial policies.

Upcoming Events:

- ❖ APPA Legislative Rally (Washington, D.C.) – February 23-25, 2026
- ❖ Joint Work Session (Willmar City Council & Municipal Utilities Commission) – April 13, 2026, 1:00-4:00 p.m.

President Mueske asked for any additional discussion. Hearing none, Kennedy moved to adjourn, and Baumgart seconded. Motion carried by a 6–0 vote. The meeting adjourned at 12:39 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Ahrendt, Executive Secretary

ATTEST:

Secretary

RESOLUTION NO. 4

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

- ❖ Minutes from the January 12, 2026, MUC Meeting
- ❖ Bills represented by vouchers No. 20260097 through No. 20260148, including associated wire transfers, totaling \$3,122,907.62.

Dated this 26th day of January, 2026.

President

Attest:

Secretary

RESOLUTION NO. 5

BE IT RESOLVED, that the Willmar Municipal Utilities Commission authorizes the General Manager to execute a Statement of Work with Great River Energy for a protection system coordination study at the Willmar Substation in an amount not to exceed \$38,732.76.

Dated this 26th day of January, 2026.

President

Attest:

Secretary

WILLMAR HUMAN RIGHTS COMMISSION MINUTES
WILLMAR CITY HALL
WILLMAR, MINNESOTA

January 27, 2026
5:00 p.m.

The regular meeting of the Willmar Human Rights Commission was called to order by Vice Chair Jill Benson. Members present on a roll call were Allen Clark, Richard Engan, Peggy Karsten, Jill Benson and Heidi Ahmann. Absent: Chair John Salgado Maldonado. Present 5, Absent 1.

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

Member Benson asked for proposed additions or deletions to the agenda. Member Karsten requested to add item 5.C – Constitutional Observer Training to the agenda. Director Obregon requested to add item 5.D – Acknowledgement of Commission Member Jon Dahl’s Resignation. Motion by Member Engan, Seconded by Member Clark. All voted in favor.

Benson asked for a motion to approve the minutes. Motion by Member Engan, Seconded by Member Clark, to approve the minutes. 4-0-1 vote with Commission Member Karsten abstaining.

Director Box presented recommended meeting dates for 2026. All meetings will be held at 5:00 p.m. at City Hall. The proposed dates include March 24, 2026 (Organizational Meeting), July 28, 2026, October 27, 2026, and additional Special Meetings as needed. Motion by Engan to approve the 2026 meeting dates; seconded by Clark. All voted in favor.

Directors Box and Obregon provided a city update regarding federal immigration enforcement within Willmar, the January 20, 2026 City Council meeting (public forum), and the Council’s request for a draft response to be considered at its next regular meeting. The Commission continued discussion on federal immigration enforcement and available resources.

Member Karsten provided information on Red Cards and Constitutional Observer training.

Director Box informed the Commission of Commission Member Jon Dahl’s resignation. Commission Member Heidi Ahmann also informed the Commission of her resignation.

At 5:46 P.M., a Motion by Member Engan, Seconded by Member Karsten, to adjourn the meeting. All voted in favor.

Chair

Attest:

Director of Community Growth



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Resolution Accepting the Southwest Initiative Foundation Grant		

RECOMMENDED ACTION:

Approve resolution accepting \$10,000.00 from the Southwest Initiative Foundation (SWIF).

OVERVIEW:

The Southwest Initiative Foundation is granting \$10,000.00 to the City of Willmar to support programs at the Willmar Community Center. These funds will be used towards materials and supplies for programs offered to older adults.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Accepting the SWIF Grant
2. SWIF Grant 2026.01.08

RESOLUTION NO. ____

**RESOLUTION ACCEPTING THE SOUTHWEST INITIATIVE FOUNDATION
GRANT FOR THE 2026 COMMUNITY CENTER EVENTS**

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to accept the Southwest Initiative Foundation Grant of \$10,000.00 supporting the 2026 Willmar Community Center events offered to older adults.

Dated this 2nd day of February 2026,

MAYOR

Attest:

CITY CLERK

E-Signature Endorsement Record

Record Generated At: 2026-01-09 01:37:57 (UTC)

IP Address: 156.142.52.1

Endorsed Response

Grant Details

Grant #

GN-00143373

Grantee

City of Willmar

Amount

10000.00

Grant Title

Connecting Community Seniors - Willmar Community Center

Summary

to purchase materials and supplies for programs offered to older adults

Start Date End Date

01/01/2026 12/31/2026

Grant Terms

1. Use of Funds These grant funds may be used only for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). No portion of this grant is earmarked for use in carrying on propaganda or otherwise attempting to influence legislation. You may not use any portion of the funds to participate in any political campaign on behalf of or in opposition to any candidate for public office, to make grants to individuals on a non-objective basis, or for any other non-charitable purpose. You may not use the grant funds for purposes different from those set forth in the Grant Application and this Grant Agreement without first notifying and obtaining the consent of the Southwest Initiative Foundation (the "Foundation"). Expenses charged against this grant must be incurred during the approved grant period noted above.
2. Commitment to Nondiscrimination No person shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Foundation.
3. Acknowledgment of Grant Funds You will give public recognition to the Southwest Initiative Foundation's support in all advertising, publications and press releases concerning the grant project.
4. Certification and Maintenance of Exempt Status You certify that you are a public charity because you either (a) have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501(c)(3) of the Code, and not a private foundation within the meaning of Code Section 509(a); (b) are a state or any political subdivision

thereof within the meaning of Code Section 170(c)(1); or (c) are a state college or university within the meaning of Code Section 511(a)(2)(B). You will immediately inform the Foundation of any change in or challenge to your status as a public charity.

- 5. Payment of Grant Funds You will receive electronic payment in the amount listed above. You will repay The Foundation any portion of the grant which is unused or not used for the charitable purposes required by this agreement.
- 6. Records You will maintain your books and records to show, and separately account for, the funds received under this grant, along with maintaining records of expenditures adequate to identify the purposes for which grant funds have been expended. You will permit the Foundation, at its request, to have complete access to the files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least six years after completion or termination of the project.
- 7. Termination This grant may be terminated at any time if you and the Foundation mutually agree on the termination in writing. Upon termination of this grant agreement, all unexpended funds shall be returned to the Foundation. In addition, in the event the Foundation determines that you have failed to comply with the terms of this agreement, upon written notice from the Foundation you will return all unexpended grant funds to the Foundation and the Foundation may terminate this agreement.

Notices and Communications

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

If to the Foundation:

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

If to the Grantee:

Grantee
City of Willmar
Street
PO Box 755
City State ZIP
Willmar MN 56201-0755
Primary Contact
Leslie Valiant
Grantee Email
lvaliant@willmarmn.gov

Agreed to on behalf of Southwest Initiative Foundation:

Opportunity Owner Name
Nancy Fasching

Opportunity Owner Title
 Vice President, Community Impact
 Approval Date
 12/29/2025

Grant Signature Authority

Grantee
 City of Willmar
 Authorized Official
 Leslie Valiant
 Job Title
 City Administrator

If organization is unable to accept electronic funds or provide banking information, email grants@swifoundation.org and ask for an alternative payment option *before* signing this grant agreement.

Organization Financial Contact

Please provide the name and contact information for the person who is responsible for financial transactions at

Grantee
 City of Willmar
 Contact First Name
 Tom
 Contact Last Name
 Odens
 Title
 Finance Director
 Email
todens@willmarmn.gov
 Phone
 320-235-4913

Banking Information

Click [here](#) to learn how to find bank routing and account numbers.

Upload a copy of voided check
 Voided Check.pdf
 Bank Routing Number
 091914710
 Confirm Bank Routing Number
 091914710
 Checking Account Number
 3172
 Confirm Checking Account Number
 3172

After clicking submit, review and sign at the bottom of the next screen. FYI -

there is red text at the bottom of the page that looks like an error - it's not. After you sign, you will get an email (from Southwest Initiative Foundation - Subject: Verify: Signed Response) with a link that you need to click/verify. You NEED to click/verify. **Grant is not signed until you confirm the signature from your email.**

Your Signature

The undersigned has the authority to agree to the information submitted and certifies that all information provided herein is true and correct. After you've submitted your signature you will receive a confirmation email. To finalize the signature process, please follow the instructions in paragraph 2 of the email. Once your signature is verified, you will receive another email indicating the document is sealed and signed. Within this email is a link to the signed document and is available for your review indefinitely. You may print or save a PDF copy from this link.

Leslie M Valiant

LMV

SIGNATURE

INITIALS

Leslie M Valiant

NAME

LMV

INITIALS

2026-01-09 01:37:04

DATETIME (UTC)



Response Endorsement Record

Response Submission

Form	Grant Agreement No Report
Form ID	4762028
Form Version	43
Response ID	72223
Submission Datetime	2026-01-09 01:35:56

Events

2026-01-09 01:35:57	Initialized. E-Signature record created.
2026-01-09 01:35:57	Started. Endorsement process started.
2026-01-09 01:37:04	Endorsed. E-Signature record endorsed by signatory. The response was locked.
2026-01-09 01:37:24	Completed. E-Signature record completed.
2026-01-09 01:37:24	Locked. E-Signature record sealed, notified signatory and form creator.
2026-01-09 01:37:24	Sealed.

Signatory

Name	Leslie M Valiant(Respondent)
Email Address	lvaliant@willmarmn.gov
IP Address	156.142.52.1
Signatory UUID	78b58326-9de5-4df6-92bc-a82211133661

Record

Record UUID	9b763ebf-eba6-4ac9-beb6-0b8bd3e946aa
Sealed Record Checksum	8b7bd56908b0a25871c5f2817c23469488af0a2c09d6920c2f187c198ac9d7d8
Sealed Record Signature Hash	080ae0a41ed02c03a950937d46557c0577a71b33309e9562a8681704cd36562e
Custodian Signature Hash	0a7c5f7e7b83375e9ec6357d05ccea1102aab65c785e71a9707c293d5c89d99



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	5.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Pablo Obregon, Director of Community Growth
Item:	Resolution Accepting the Willmar Area Community Foundation Grant		

RECOMMENDED ACTION:

Approve the resolution accepting \$5,000.00 from the Willmar Area Community Foundation.

OVERVIEW:

The Willmar Area Community Foundation is granting \$5,000.00 to the City of Willmar to support the 2026 Community Growth events that connect and celebrate our community.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Accepting the WACF Grant
2. WACF Grant 01.14.2026

RESOLUTION NO. ____

**RESOLUTION ACCEPTING THE WILLMAR AREA COMMUNITY FOUNDATION GRANT FOR THE 2026
COMMUNITY GROWTH EVENTS**

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to accept the Willmar Area Community Foundation Grant of \$5,000.00 supporting the 2026 Community Growth events that connect and celebrate our community.

Dated this 2nd day of February 2026,

MAYOR

Attest:

CITY CLERK



101 7th Avenue South, Suite 100 | St. Cloud, MN 56301
Phone: (320) 253-4380 | (877) 253-4380 | Fax: (320) 240-9215
CommunityGiving.org

January 14, 2026

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

Dear Friends,

We are pleased to present the enclosed grant check in the amount of: \$5,000.00 made on behalf of the Willmar Area Community Foundation. If you have any questions regarding this grant, please call us at (320)253-4380.

On behalf of CommunityGiving and the Willmar Area Community Foundation, thank you for your part in Engaging People, Connecting Resources and Building Community.

Kindest Regards,

Your Local Community Foundation Team
and CommunityGiving

Grant Amount:	\$5,000.00
Check #:	77864
Grant Purpose:	Community Growth Events 2026/WACF
Public Recognition:	Willmar Area Community Foundation
Tax Reporting:	A tax receipt has been provided to the donor by CommunityGiving
Acknowledgement to:	Willmar Area Community Foundation Sara Carlson 1601 East Highway 12, Suite 9 Willmar, MN 56201

- This grant is for educational, religious, or charitable activities as defined by the IRS definition of charitable in accordance with the Pension Protection Act of 2006 requirements. Therefore, this grant may not be used to: a) attempt to influence legislation; b) participate in or intervene in political campaigns on behalf of or in opposition to a candidate or public office; c) undertake activities that support terrorism; d) provide benefits to the donor or fund advisor in connection with this grant; e) undertake any activity for any purpose other than ones specified in section 170(c)(2)(B) of the code.



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Pablo Obregon, Director of Community Growth
Item:	Resolution Accepting the Vision 2040 Grant		

RECOMMENDED ACTION:

Approve the resolution accepting \$5,000.00 from Vision 2040.

OVERVIEW:

Vision 2040 is granting \$5,000.00 to the City of Willmar to support the 2026 Community Growth events that connect and celebrate our community.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Accepting Vision 2040 Grant
2. Vision 2040 Grant 01.14.2026

RESOLUTION NO. ____

RESOLUTION ACCEPTING THE VISION 2040 GRANT FOR THE 2026 COMMUNITY GROWTH EVENTS

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to accept the Vision 2040 Grant of \$5,000.00 supporting the 2026 Community Growth events that connect and celebrate our community.

Dated this 2nd day of February 2026,

MAYOR

Attest:

CITY CLERK



101 7th Avenue South, Suite 100 | St. Cloud, MN 56301
Phone: (320) 253-4380 | (877) 253-4380 | Fax: (320) 240-9215
CommunityGiving.org

January 14, 2026

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

Dear Friends,

We are pleased to present the enclosed grant check in the amount of \$5,000.00 made on behalf of the Vision 2040 Fund of Willmar Area Community Foundation. If you have any questions regarding this grant please call us at (320)253-4380.

On behalf of CommunityGiving and the Willmar Area Community Foundation, thank you for your part in Engaging People, Connecting Resources and Building Community.

Kindest Regards,

Your Local Community Foundation Team
and CommunityGiving

Grant Amount:	\$5,000.00
Check #:	77865
Grant Purpose:	V2040 Community Growth Events
Public Recognition:	Willmar Area Community Foundation
Tax Reporting:	A tax receipt has been provided to the donor by CommunityGiving
Acknowledgement to:	Vision 2040 Fund Willmar Area Community Foundation Sara Carlson 1601 East Highway 12, Suite 9 Willmar, MN 56201

- By accepting this grant, your organization certifies to CommunityGiving that no donor or individual related to the donor will receive any goods, services or other private benefits, such as tickets, tuition, membership benefits or goods purchased at an auction.
- This grant is for educational, religious, or charitable activities as defined by the IRS definition of charitable in accordance with the Pension Protection Act of 2006 requirements. Therefore, this grant may not be used to: a) attempt to influence legislation; b) participate in or intervene in political campaigns on behalf of or in opposition to a candidate or public office; c) undertake activities that support terrorism; d) provide benefits to the donor or fund advisor in connection with this grant; e) undertake any activity for any purpose other than ones specified in section 170(c) (2) (B) of the code.



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	5.G.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	United Way of West Central Minnesota Lawful Gambling Application		

RECOMMENDED ACTION:

Approve United Way of West Central Minnesota Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. United Way of Central Minnesota Lawful Gambling Application

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: United Way of West Central MN Previous Gambling Permit Number: X-
 Minnesota Tax ID Number, if any: 8033629 Federal Employer ID Number (FEIN), if any: 41-0844871
 Mailing Address: PO Box 895
 City: Willmar State: MN Zip: 56201 County: Kandiyohi
 Name of Chief Executive Officer (CEO): Heather Hanson
 CEO Daytime Phone: 701-261-8693 CEO Email: hhanson@liveunitedwcm.org
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): hhelmin@liveunitedwcm.org

NONPROFIT STATUS

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

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Conference Center
 Physical Address (do not use P.O. box): 240 23rd St SE Willmar MN, 56201
 Check one:
 City: Willmar Zip: 56201 County: Kandiyohi
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 04/09/2026

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: City of Willmar

Signature of City Personnel: *Jessie Jensen*

Title: City Clerk Date: 1/28/20

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Heather Hansen* Date: 1/28/20
(Signature must be CEO's signature; designee may not sign)

Print Name: Heather Hansen

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	Human Resources
Resolution:	No	Prepared By:	Alissa Gambrel, Human Resources Director
Ordinance:	No	Presented By:	Alissa Gambrel, Human Resources Director
Item:	Pay Equity Report		

RECOMMENDED ACTION:

Approve submission of the Job Class Data as part of the City's required Pay Equity reporting.

OVERVIEW:

Minnesota Statutes 471.991-999 requires the establishment of an equitable pay system and reporting to the state every three years in order to establish compliance with Pay Equity law. Chapter 3920 of the Minnesota Administrative Rules establishes the mechanism for reporting, including part 3920.0300, which requires the chief elected official and governing body to review and approve the report as accurate to the best of their knowledge.

The City is required to report the following information for each job class in which we have employees: job title, job points as assigned in our job classification system, minimum and maximum salaries for that position, number of years to get to the top of the pay scale, and number of male, female, and non-binary employees in each position.

We are required to report an employee in a job class when that employee averages 14 hours/week or more and works at least 67 days out of the year (or 100 days for full-time students). This results in us reporting all full-time employees but only a small portion of part-time employees who meet this criteria.

The attached report of 2025 data was developed utilizing our current job classification system, the 2025 Base Pay Scale approved by the City Council, labor agreements approved by the City Council and that establish any pay scales, specialist pay, or other parameters outside the Base Pay Schedule, 2025 payroll data, and demographic information reported by each employee.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

None recommended

ATTACHMENTS:

1. Pay Equity Report

Job Class Data Entry Verification List

Case: 2026 DATA

Willmar

LGID: 1411

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
116	Recreation Staff	1	0		M	129	2252.90	2426.20	2.00		
117	Public Works Summer Staff	1	0		M	132	2339.55	2686.15	4.00		
118	Recreation Leader	2	0		M	144	2426.20	3639.30	7.00		
119	Lifeguard	0	1		F	144	2426.20	3119.40	4.00		
120	Zamboni Driver	4	0		M	156	2426.20	3639.30	7.00		
121	Firefighter	3	0		M	190	2549.24	3316.96	5.00		
6	Building Maintenance Tech	3	0		M	204	3930.44	5297.78	11.00	0.00	
11	Multimedia Technician	1	0		M	204	3930.44	5297.78	11.00	0.00	
122	Community Service Officer-PT	2	1		B	216	2946.10	3292.70	4.00		
84	Admin Asst-Fire Dept	0	1		F	221	4323.84	5828.08	11.00	0.00	
85	Admin Asst-Recreation	0	1		F	221	4323.84	5828.84	11.00	0.00	
3	Admin Asst/Receptionist	0	1		F	221	4323.84	5828.08	11.00	0.00	
13	Admin Asst-Planning and Develo	0	1		F	230	4323.84	5828.08	11.00	0.00	
17	Admin Asst-Public Works	0	1		F	230	4323.84	5828.08	11.00	0.00	
4	Clerk - Police Department	0	3		F	231	4323.84	5828.08	11.00	0.00	
15	Accounting Clerk	0	2		F	232	4323.84	5828.08	11.00	0.00	
10	Public Works Operator- Arena M	3	0		M	238	4055.22	5847.14	5.00	0.00	
16	Wastewater Operator	4	0		M	239	4323.84	5828.08	11.00	0.00	
9	Public Works Operator	17	1		M	239	4055.22	5847.14	5.00	0.00	
12	Wastewater Maint Mechanic	1	0		M	248	4757.09	6410.37	11.00	0.00	
102	Wastewater Assistant Lab Techn	1	0		M	249	4757.09	6410.37	11.00	0.00	
123	Community Service Officer-FT	0	1		F	250	4757.09	6410.37	11.00		
18	Recreation Coordinator	1	1		B	252	4757.09	6410.37	11.00	0.00	
26	Cable Coordinator	1	0		M	252	4757.09	6410.37	11.00	0.00	
31	WWTP Lift Station Mechanic	1	0		M	255	4757.09	6410.37	11.00	0.00	
54	Admin Asst-Police Department	0	1		F	256	4757.09	6410.37	11.00	0.00	
89	Rental Housing Inspector	1	0		M	264	4757.09	6410.37	11.00	0.00	
104	Recreation Facilities Coordina	1	0		M	266	4757.09	6410.37	11.00		
41	Public Works Mechanic	2	0		M	271	6068.97	6391.30	1.00	0.00	
86	Administrative Assistant - Adm	0	1		F	275	4757.09	6410.37	11.00	0.00	
88	Information Systems Technician	1	0		M	279	5089.82	6859.21	11.00	0.00	
46	Community Center Manager	0	1		F	284	5089.82	6859.21	11.00	0.00	

Job Class Data Entry Verification List

Case: 2026 DATA

Willmar

LGID: 1411

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
55	Building Inspector	1	0		M	302	5089.82	6859.21	11.00	0.00	
44	Environmental Specialist	0	1		F	316	5445.09	7339.26	11.00	0.00	
91	Wastewater Lab Technician	1	0		M	316	5445.09	7339.26	11.00	0.00	
43	Public Works Project Manager	1	0		M	323	5270.05	7261.27	10.00	0.00	
59	City Planner	1	0		M	325	5445.09	7339.26	11.00	0.00	
51	Public Works Foreman	1	0		M	329	5677.31	7817.56	10.00	0.00	
105	Police Officer - Detective	7	0		M	341	5951.35	7977.22	11.00	0.00	
49	Police Officer	14	2		M	341	5826.35	7852.22	11.00	0.00	
63	Building Official	1	0		M	342	5826.35	7852.22	11.00	0.00	
57	Wastewater Foreman	1	0		M	344	5826.35	7852.22	11.00	0.00	
58	City Clerk	0	1		F	359	5826.35	7852.22	11.00	0.00	
107	Public Works Superintendent	1	0		M	384	6176.41	8323.60	11.00		
69	Information Systems Coordinato	1	0		M	385	6176.41	8323.60	11.00	0.00	
67	Wastewater Superintendent	1	0		M	406	5906.55	7865.49	11.00	0.00	
95	Assistant Finance Director	0	1		F	406	6793.36	9155.44	11.00	0.00	
108	Police Detective Sergeant	1	0		M	421	6031.55	7990.49	11.00	0.00	
61	Police Sergeant	5	0		M	421	5906.55	7865.49	11.00	0.00	
74	Recreation Director	1	0		M	454	7472.70	10072.20	11.00	0.00	
96	Deputy Fire Chief	1	0		M	464	7472.70	10072.20	11.00	0.00	
109	Director Of Communiuty Growth	1	0		M	482	7847.02	10574.77	11.00	0.00	
97	Police Captain	1	0		M	485	7847.02	10574.77	11.00	0.00	
72	Human Resource Director	0	1		F	486	7847.02	10574.77	11.00	0.00	
78	Planning and Development Dir	1	0		M	504	7999.53	10780.99	11.00	0.00	
76	Fire Chief	1	0		M	561	9084.39	12241.91	11.00	0.00	
98	Finance Director	1	0		M	565	9084.39	12241.91	11.00	0.00	
81	Public Works Director	1	0		M	588	9084.39	12241.91	11.00	0.00	
79	Police Chief	1	0		M	595	9538.43	12853.66	11.00	0.00	
99	City Operations Director	1	0		M	636	10015.0	13496.60	11.00	0.00	
							1				
82	City Administrator	0	1		F	760	11040.9	14879.54	11.00	0.00	
							4				

Job Number Count: 61



City Council Action Request

Council Meeting Date:	February 2, 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, 1/16/2026 - 1/28/2026		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 01.16.26-01.28.26 Ck 76539-76653
2. EFT CK 635-640

Vendor Payment Listing

January 16, 2026 Through January 28, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
103547	ADS ON BOARDS	1643	76539	1,400.00	Board Cleaning
103800	AFLAC	758889	76540	319.76	Premiums deducted from EE 1/23
104229	Airport Foundation MSp	2026 Brochure -23	76541	1,500.00	CVB - MSP Airport Guide Distribution
104431	Alexander Wolter	012626	76542	192.00	Basketball clinic registrations
103557	AMAZON CAPITAL SERVICES	1P3V-WP6R-YLN7	76543	315.70	First Aid Kits, Tourniquet
103557	AMAZON CAPITAL SERVICES	13CJ-4VWF-1RCN	76543	13.89	Vacuum Hose
103557	AMAZON CAPITAL SERVICES	1MML-7TYX-WNCR	76543	22.24	First Aid Kit Supplies
103557	AMAZON CAPITAL SERVICES	1HNP-RKDD-9QVW	76543	76.66	Water Filters
103557	AMAZON CAPITAL SERVICES	1QCL-PQMQ-44NQ	76543	46.36	Stereo Jacks
103557	AMAZON CAPITAL SERVICES	1MM3-GQ1Y-6CYD	76543	73.96	Kleenex, trash bags
103557	AMAZON CAPITAL SERVICES	14Q6-LG6V-PRNF	76543	37.32	Mouse Pads with Wrist Rest
103557	AMAZON CAPITAL SERVICES	1QR4-6GW7-T4VP	76543	158.99	popcorn oil for concessions
103557	AMAZON CAPITAL SERVICES	1GF4-TMPV-4YFP	76543	7.20	red electrical tape for drone identification
103557	AMAZON CAPITAL SERVICES	1FKC-7L4P-CF1V	76543	80.58	Gable wire support device, ladder labels
103557	AMAZON CAPITAL SERVICES	1JCV-TQ64-WTH6	76543	29.34	Chain saw chain repair tool
103557	AMAZON CAPITAL SERVICES	1F11-TDHY-X9TG	76543	25.45	aprons
103557	AMAZON CAPITAL SERVICES	1J3L-1QG6-CQVH	76543	23.98	frames
103557	AMAZON CAPITAL SERVICES	1DHC-HN9G-7LTW	76543	40.68	General supplies
103557	AMAZON CAPITAL SERVICES	1RTX-XKJY-WKRN	76543	224.46	TV mount & adapters
103557	AMAZON CAPITAL SERVICES	14L7-X7TM-PVTL	76543	617.90	Solenoids for brine systems
103557	AMAZON CAPITAL SERVICES	1Y4L-H97W-HNFY	76543	37.99	Standing desk mat
103557	AMAZON CAPITAL SERVICES	1XXL-MY7M-3CMJ	76543	14.99	puzzle
103557	AMAZON CAPITAL SERVICES	1GF4-TMPV-RJGQ	76543	56.23	Toggle valve #5257/171950
103557	AMAZON CAPITAL SERVICES	14W1-HC6N-4W7T	76543	15.29	9mm Snap Caps Training Dummy Rounds
103557	AMAZON CAPITAL SERVICES	1XHD-XCXD-W49G	76543	29.39	Laptop mount for vehicle
101253	ASCAP	012126	76544	469.46	License Fee
103008	ASPEN MILLS	369249	76545	72.36	SS shirt J. McGillivray
100075	AT&T MOBILITY	599638	76546	70.00	Search Warrant for ICR 25013012
103610	AUSTIN INCORPORATED	51234	76547	120.00	Septic Pumping
104080	B&F Fastener Supply	80029447-00	76548	18.55	Impact socket
100103	BERNICK'S PEPSI-COLA CO	183577	76549	210.99	Coffee
104299	BFirst Industrial	80029613-01	76550	40.35	Plow Bolts
104299	BFirst Industrial	80029613-00	76550	144.87	Nuts, Bolts, Supplies
103010	BMI	62909819	76551	459.00	License Fee
101010	BOLTON & MENK INC	0384009	76552	2,500.00	Clear Zone Acquisition plan
101010	BOLTON & MENK INC	0385496	76552	12,178.75	Iverson Park LS
101010	BOLTON & MENK INC	0385248	76552	3,746.99	Outdoor Covered Rink
101010	BOLTON & MENK INC	0385247	76552	11,977.62	Fiber Network
101010	BOLTON & MENK INC	0385241	76552	35,949.00	2501-B/2601-B 4th ST SW Improvements
101010	BOLTON & MENK INC	0385239	76552	3,427.50	Project No. 2503-D Prof Services
101010	BOLTON & MENK INC	0385250	76552	5,028.50	Project No. 2503-C Prof Services
101010	BOLTON & MENK INC	0385242	76552	22,822.50	Project No. 2504-B Prof. Services
101010	BOLTON & MENK INC	0385246	76552	2,034.00	ELLS 7, 8 & 9 Prof. Services
101010	BOLTON & MENK INC	0385243	76552	11,744.50	Project No. 2601-B Prof Services
101010	BOLTON & MENK INC	0385251	76552	495.00	TH 40 Turn Lanes Prof Services
101010	BOLTON & MENK INC	0385244	76552	837.50	Project No. 2605-B Prof Services
101010	BOLTON & MENK INC	0385252	76552	910.00	PFAS Prof Services
101980	BSE	931790998	76553	176.13	Lights
102542	CARRANZA/NORMA I	298	76554	150.00	Interpreting Services for ICR 26000491
104105	Central Hydraulics, Inc.-St. Cloud	00663832	76555	956.46	Cylinder Rebuild
100154	CHAMBERLAIN OIL CO	535804-00	76556	349.23	oil, floor dry, soap, Wiper blades
100736	CHARTER COMMUNICATIONS	175505001012126	76557	88.71	Jan/Feb TV
101708	CINTAS CORPORATION	5313648605	76558	136.73	Medical Supplies
900001	CITY OF ST. CLOUD	AR036562	76559	3,953.00	CMWEA 2026 membership
100935	CITY OF WILLMAR	01232026	76560	30.00	Fire Alarm Permit Renewal Airport
102984	CODE 4 SERVICES INC	11164	76561	18,184.44	Getac Camera Cloud Annual Renewal
104070	Column Software PBC	B15E1683-0125	76562	69.16	Ord #1540 Codify Zoning Ord
103677	COORDINATED BUSINESS SYSTEMS	40943505	76563	136.78	CVB-Managed Print
100186	CROW CHEMICAL & LIGHTING	131884	76564	121.50	General supplies
103467	CROWDRIFF INC	INV11496	76565	6,825.00	CVB - CrowdRiff Platform License 01/01/26-12/31/26
102293	DONOHUE & ASSOCIATES	14714-04	76566	6,742.50	BNR project engineering services

Vendor Payment Listing

January 16, 2026 Through January 28, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100212	DOOLEY'S PETROLEUM INC	411007	76567	457.91	Propane Robbins Island
104430	Emerging Compounds Treatment Technologies, Inc.	CINV-477503	76568	1,725.00	Leachate pilot project
104430	Emerging Compounds Treatment Technologies, Inc.	CINV-460536	76568	53,295.00	Leachate pilot project
102723	ENVIRONMENTAL RESOURCE ASSOC.	135077	76569	710.48	PT test supplies
103305	EPG MEDIA LLC	20202	76570	525.00	CVB - Advertising
104082	Eric Grieger	9911	76571	100.00	Swiftie Social DJ
104013	Exclaimer LTD	2245550	76572	3,009.60	FY26 Exclaimer renewal
103002	FARM-RITE EQUIPMENT	P61126	76573	93.22	Fuel filter
103002	FARM-RITE EQUIPMENT	P61087	76573	1,398.37	Bob-tach plate, pins
103002	FARM-RITE EQUIPMENT	P61123	76573	330.57	Filters, hyd oil
103002	FARM-RITE EQUIPMENT	P61153	76573	30.17	Connector
100775	FIRST CHOICE FOOD & BEVERAGE	2107:040477	76574	3,307.28	Concessions
102973	FLEETPRIDE	131389750	76575	298.04	filters
102973	FLEETPRIDE	131500727	76575	770.28	Filters
102973	FLEETPRIDE	131535393	76575	42.43	Filter
102973	FLEETPRIDE	131545902	76575	92.01	Filters
100273	FLEXIBLE PIPE TOOL CO	32307	76576	62.75	Vac truck switches
103995	Flock Group Inc	INV-85146	76577	11,250.00	Subscription for 2026
100293	GENERAL MAILING SERVICES	76116	76578	563.59	01/19-01/23/2026 postage
100293	GENERAL MAILING SERVICES	76064	76578	188.91	01/12-01/16/2026 postage
100786	GRAINGER INC	9757899522	76579	190.50	Control fuses
100786	GRAINGER INC	9761380287	76579	3.63	General supplies
100786	GRAINGER INC	9761562884	76579	15.64	General supplies
101887	GRAND RENTAL STATION	1-588565	76580	19.70	Propane
103765	HARRY'S FROZEN FOOD	85898	76581	283.50	Concessions
100324	HAUG IMPLEMENT CO - JOHN DEERE	542724	76582	6.48	o-rings
100324	HAUG IMPLEMENT CO - JOHN DEERE	542956	76582	34.86	Welder service
102609	HAUG-KUBOTA LLC	26803	76583	(21.58)	Credit on account
102609	HAUG-KUBOTA LLC	28521	76583	74.54	Oil
900111	HAWK CREEK ANIMAL SHLTR	58991	76584	215.00	1.17 Goat Yoga
900111	HAWK CREEK ANIMAL SHLTR	58944	76584	12,008.50	Jan-Mar 2026 Boarding
100325	HAWKINS INC	7309469	76585	10,885.22	Muni ferric
104417	Hesse Inc.	2174	76586	1,385.65	Turbo Melt- Road Treatment
100333	HILLYARD\HUTCHINSON	STMT/12-31	76587	(56.34)	double payment on inv 606000805
100333	HILLYARD\HUTCHINSON	90008156	76587	114.76	Assurance floor sealing
103970	HOLM/KIMBERLY	11726	76588	215.00	goats
102707	IDSS GLOBAL LLC	528706	76589	1,800.00	CVB - iDSS January - December
103023	INNOVATIVE OFFICE SOLUTIONS	IN5026586	76590	25.45	(5) desk calendars
103023	INNOVATIVE OFFICE SOLUTIONS	IN5021005	76590	101.52	CVB - Supplies
103023	INNOVATIVE OFFICE SOLUTIONS	CIN132141	76590	381.83	CVB - Office Chair-Reception
103023	INNOVATIVE OFFICE SOLUTIONS	IN5021014	76590	96.18	Office supplies
104432	Integrity Employee Benefits, LLC	P5011	76591	2,544.00	2026 PlanSource Fee
100382	KANDIYOHI CO RECORDER'S OFFICE	01222026	76592	20.00	Notary renewal recording fee at County
100375	KANDIYOHI CO-OP ELECTRIC POWER	STMT/01-2026	76593	117.22	account 187836 Elec Service Lift stations
102498	KRIS ENGINEERING INC	42331	76594	2,796.44	Motor Grader Cutting Edge's
102498	KRIS ENGINEERING INC	42335	76594	(1,383.03)	Cutting edges
104433	KS StateBank	66929-03-2026	76595	5,102.91	HPE DL380 Gen11 lease payment (1 of 4)
103376	LLOYD SECURITY INC	1000007420	76596	137.97	Fire Alarm System Monthly Services
103376	LLOYD SECURITY INC	1000007421	76596	947.28	Security Monitoring
103376	LLOYD SECURITY INC	1000007484	76596	257.88	FY26 security alarm monitoring
103226	LOCAL GOV'T INFORMATION SYS.	153388	76597	4,096.00	LOGIS Internet/ESA quarter 1
103226	LOCAL GOV'T INFORMATION SYS.	153330	76597	2,025.00	FY26 system development fee
103226	LOCAL GOV'T INFORMATION SYS.	153271	76597	222.00	LOGIS SIEM hosting
102162	LOCATORS & SUPPLIES INC	0325091-IN	76598	303.88	Locate flags
102593	LOFFLER COMPANIES	5229410	76599	34.45	CVB - Telephone Charges
102593	LOFFLER COMPANIES	573996865	76600	225.13	500-0757297-000
103626	LUNGSTROM/SAMUEL	011526	76601	167.04	Milage for Sam Lungstrom WW class
101121	MAGNUSON SHEET METAL INC	1968	76602	4,241.00	Roof top unit repair
104257	Mall of America	RMOASP-045492-202512	76603	650.00	CVB - Willmar Lakes Area Guide Distribution
100449	MENARDS	05496	76604	33.99	Space heater
100449	MENARDS	05354	76604	124.19	Masks and Cleaning supplies

Vendor Payment Listing

January 16, 2026 Through January 28, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100449	MENARDS	05500	76604	46.66	(4) 2x4's, E1 wax ring, toilet valve
100449	MENARDS	05540	76604	15.70	Glad press & seal, toilet flapper
100449	MENARDS	05313	76604	73.76	Mouse traps, supplies
100449	MENARDS	05269	76604	57.85	Mail box
100449	MENARDS	05712	76604	112.67	General supplies
100449	MENARDS	05061	76604	63.59	Thermostat guard and plege
100449	MENARDS	05761	76604	139.99	Shop vac
103016	METRO SALES INC	INV2989306	76605	118.58	Staples for 500-0664928-000/001
102699	MIKE'S SMALL ENGINE CENTER	35994	76606	366.28	Bar and engine oil
101805	MINI BIFF LLC	18297	76607	144.84	Mini Biff at Robbins Island.
104429	Minnesota Tourism Association	1462	76608	630.00	CVB - 2026 MNTA Membership
102565	MINN WEST TECHNOLOGY CAMPUS	3020263	76609	800.00	CVB - February Rent
100497	MN DEPT OF TRANSPORTATION	P00020982	76610	624.49	Job cost transfer
100541	MUNICIPAL UTILITIES	2026-01-23UtilAssess	76611	1,251.64	01/23/26 Tax Settlement - Utility Assessments
100544	MVTL LABORATORIES INC	1341889	76612	314.25	Lab test's
100544	MVTL LABORATORIES INC	1342686	76612	82.25	Lab test's
100249	NAPA CENTRAL MN	951569	76613	11.69	Mirror repair kit for Squad 40
103818	NATIONAL FITNESS CAMPAIGN	INV-2171	76614	2,655.00	Replace Decal for Fitness Pad
103502	NELSON SANITATION & RENTAL INC	INV/2026/0644	76615	450.00	Televise Storm Line on Lakeland
102547	CARRANZA/NOE	296	76616	150.00	Interpreting services for Officer Caron
103605	NORTH CENTRAL INTERNATIONAL	X201151986:01	76617	199.14	Winter Fronts
103605	NORTH CENTRAL INTERNATIONAL	X201152621:01	76617	13.94	Fitting, air brake #5257/171950
100650	O'REILLY AUTOMOTIVE INC	1528-264658	76618	54.92	Wiper Blades for Squad 17
100608	PETERSON SHOE STORE	239457	76619	250.00	Peter Hannig Work Boots
100608	PETERSON SHOE STORE	235616	76619	212.49	Safety boots J. Wog
100342	POWER PLAN OIB	W2746811	76620	1,353.78	RDO invoice
100374	PREMIUM WATERS INC	330699914	76621	50.97	water
100624	PRINT MASTERS	94581	76622	147.00	Business Cards - Stefanick
100645	REGION VI CHIEF'S ASSN	012826	76623	40.00	2026 Dues
103161	ROAD MACHINERY & SUPPLIES CO	58404002	76624	215.97	Trash pump repair
104434	RT Stores LLC	01272026	76625	316.67	Prorated refund per liquor canceled
100665	RULE TIRE SHOP	1-79868	76626	800.00	tires
100665	RULE TIRE SHOP	1-80012	76626	76.00	Snow Blade Parts
100665	RULE TIRE SHOP	1-79976	76626	840.00	Tires
101285	SESAC	10897130	76627	641.00	music license 2026
100275	SHI CORP	B20672961	76628	5,206.08	FY26 workstation replacement
103145	SIBLEY STATE PARK IMPROV ASSN	01222026	76629	50.00	CVB - Sibley State Park Improvement Assoc.
103801	TECH CHECK,LLC	64328	76630	5,506.40	FortiRenewals FY26
103801	TECH CHECK,LLC	64345	76630	17,338.00	Additional camera NVR & replacement camera
102674	TOWMASTER	90004469	76631	1,517.52	wing post tube
104046	Tyler Business Forms	110160	76632	249.41	AP Checks
100165	ULTIMATE SAFETY CONCEPTS INC	220869	76633	250.87	Monitor Service, sensit oxygen sensor
103143	US BANK EQUIPMENT FINANCE	573745452	76634	751.80	500-0664928-000/001
100777	VIKING COCA-COLA BOTTLING CO	3793255	76635	371.50	Concessions
100777	VIKING COCA-COLA BOTTLING CO	3788895	76635	311.50	Concessions
100798	WEST CENTRAL ELECTRIC SUPPLY	1303637-0001-01	76636	59.60	VFD control fuses
100798	WEST CENTRAL ELECTRIC SUPPLY	1301334-0001-01	76636	8.00	Glass fuse
100805	WEST CENTRAL SANITATION	13648321	76637	70.82	City Hall recycling service
100809	WESTBERG, EISCHENS PLLP	86061	76638	850.00	Preparation of 2025 Yearend 1099's
102689	WILLMAR AUTO VALUE	22594232	76639	21.99	Mode Actuator
102689	WILLMAR AUTO VALUE	22595386	76639	57.27	Hyd fittings
102689	WILLMAR AUTO VALUE	22594818	76639	94.99	Fuel pump Module
102689	WILLMAR AUTO VALUE	22595561	76639	280.56	Battery's and air fitting
102689	WILLMAR AUTO VALUE	22595410	76639	61.31	Tygon Tubing
102689	WILLMAR AUTO VALUE	22595688	76639	154.43	Battery
102689	WILLMAR AUTO VALUE	22596183	76639	10.03	Filter
102689	WILLMAR AUTO VALUE	22596807	76639	18.99	Drive Belt
102689	WILLMAR AUTO VALUE	22596797	76639	298.99	Alternator
100812	WILLMAR CHAMBER OF COMMERCE	01012026A	76640	1,998.10	CVB - Insurance for Jan 2026
103859	ZARTICO, INC	0002022	76641	10,000.00	CVB - Visitor Analytics Platform - Invoice 2 of 2
101010	BOLTON & MENK INC	0384010	76642	2,300.00	Willmar 13/31 Lighting System

Vendor Payment Listing

January 16, 2026 Through January 28, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	0385245	76642	4,085.00	City Engineer 11-22-25 thru 1-2-26
101010	BOLTON & MENK INC	0385240	76642	4,826.50	Eng. Services 11-22-25 thru 1-2-26
100156	CHAPPELL CENTRAL INC	SVC-128389	76643	400.32	heater repair
100156	CHAPPELL CENTRAL INC	SVC-128387	76643	1,757.30	Headworks HVAC repair
102984	CODE 4 SERVICES INC	11354	76644	2,076.39	Up-Fit Labor, Push Bumper, PIT Bars for Squad 48
102984	CODE 4 SERVICES INC	11134	76644	5,279.75	Upfitting Squad 48
103936	HOFFMAN CONSTRUCTION CO. LLC	INV518	76645	4,868.00	Catch Basin Replacement
104216	HOLME *PETTY CASH/MICHAEL	012726	76646	10.03	Gas Reimbursement for Squad
100376	KANDIYOHI CO AUDITOR	553150	76647	22.40	Salt shed roof demo
102432	LAKES AREA REVIEW	4219	76648	297.00	Aeration Notice
102432	LAKES AREA REVIEW	4209	76648	297.00	Aeration Publication
104055	Larsen *Petty Cash/Vernae	012726	76649	178.50	Replenish Petty Cash
100449	MENARDS	99570	76650	14.62	Supplies
100449	MENARDS	1694	76650	18.55	Plumbing supplies
100541	MUNICIPAL UTILITIES	STMT/12-2025	76651	53,894.13	December 2025 Utilities
100541	MUNICIPAL UTILITIES	2501-A Wtrm Costs	76651	5,759.50	2501-A Watermain Costs Reimb
103828	PHENOVA, INC	219160	76652	240.64	fecal QC
100685	SERVICE CENTER/CITY OF WILLMAR	STMT/12-2025	76653	24,212.09	December 2025 unleaded and Diesel fuel
Total				456,628.44	

Vendor Payment Listing

January 16, 2026 Thorough January 28, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100492	MN DEPT OF REVENUE	STMT/01-26	635	5,793.29	Sales and Fuel Tax
104428	Moreton Capital Markets	01202026	636	1,000,000.00	Account 7K500639 01/20/2026
100467	CENTERPOINT ENERGY	STMT/12-2025	637	12,175.62	Natural Gas Dec 2025
102302	US BANK	012726	638	4,341,932.50	Bond payments 2018/2021/2022/2023/2024
102365	CARDMEMBER SERVICE	STMT/12-25	639	11,242.63	Bremer Credit Card STMT 12/2025
104428	Moreton Capital Markets	012826	640	1,500,000.00	01/28/26 Transf to Moreton Acct 7K500639
			Total	6,871,144.04	



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Council Letter to State and Federal Legislative Representatives		

RECOMMENDED ACTION:

Motion to approve letter regarding immigration enforcement to State and Federal Representatives

OVERVIEW:

At the January 20, 2026 Council meeting, City Council directed the City Administrator to prepare a formal letter to federal and state elected representatives regarding recent immigration enforcement activities occurring within the City of Willmar. The purpose of the letter would be to communicate the Council’s concerns about the impact of these enforcement actions on public safety, community trust, local employers, and essential services, and to seek clarity on enforcement practices affecting the community. The draft letter would be returned to the Council for review and approval prior to transmittal.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. City Letter to Legislative Bodies



333 6th Street Southwest | Willmar MN 56201 | 320.235.4913

February 2, 2026

The Honorable Amy Klobuchar
425 Dirksen Senate Office Building
Washington, DC 20510

Senator Andrew Lang
Minnesota Senate Building
95 University Avenue W., Room 3205
St. Paul, MN 55155

The Honorable Tina Smith
309 Hart Senate Office Building
Washington, DC 20510

Representative Dave Baker
2nd Floor, Centennial Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1298

The Honorable Michelle Fischbach
1237 Longworth House Office Building
Washington, DC 20515

Dear Senators and Representatives,

On behalf of the City Council of the City of Willmar and in coordination with City of Willmar leadership, we write to provide context from a local and regional position regarding recent immigration enforcement activity within our community and to outline local public safety considerations arising from these federal actions.

The City of Willmar fully recognizes that immigration enforcement is an exclusive federal responsibility of the Department of Homeland Security (DHS) and that components of the Department, including Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), U.S. Customs and Border Protection (CBP), and various divisions within, have been actively engaged in federal enforcement work in Minnesota. The City of Willmar further recognizes that these responsibilities occur independently of the City of Willmar and of the Willmar Police Department.

Federal immigration operations in and around Willmar have drawn heightened regional, statewide, and national attention, resulting in increased concern, uncertainty, and fear among residents. Across the region, residents are afraid to travel, report to work, attend school, buy groceries, or participate in everyday activities. Families are limiting movement, avoiding public places, and living in constant uncertainty, regardless of their legal status, including United States

Citizens. The consequences of these actions are immediate and severe. This level of disruption is unacceptable in any community.

In this environment, the role of local government is not to challenge federal authority, but to ensure public safety, maintain civic order, and preserve trust between residents and local institutions. Our responsibility is to reinforce calm, lawful conduct and to prevent uncertainty or misinformation from undermining the stability of our community. The City of Willmar has consistently worked in good faith with federal agencies to support lawful investigations and to ensure the best outcomes for community safety. However, what is occurring now, along with the apparent lack of coordination, oversight, and accountability among the aforementioned federal agencies, is damaging those partnerships and eroding confidence in government at all levels never thought to be conceived.

Furthermore, the City of Willmar firmly supports constitutional rights, including free speech and peaceful assembly. Residents who choose to express their views are encouraged to do so peacefully, respectfully, and lawfully. Conduct that escalates into threats, violence, or interference with law enforcement—at any level—places individuals, bystanders, and public safety personnel at risk and detracts from the City’s ability to maintain order and safety.

The City of Willmar respectfully requests that federal enforcement activities be carried out with oversight, humanity, dignity, and decency toward all individuals. The manner in which enforcement actions are conducted has direct implications for community trust, family stability, and overall public safety at the local level.

Recent events have also highlighted a practical challenge for communities when federal authorities detain residents. Families often turn to local officials and law enforcement seeking basic information about the location, status, or well-being of detained loved ones.

Accordingly, the City of Willmar respectfully requests that federal authorities provide regular, timely communication to local law enforcement when residents of our community are detained. Providing limited operational updates—consistent with federal law and agency protocols—would allow local officials to direct families to appropriate federal resources and ensure families have a means to contact their loved ones.

At a minimum, after any federal arrest or detention in our community, we request that federal agencies provide local law enforcement with timely, basic information, including:

- the detainee’s full legal name
- country of origin
- the location to which the detainee has been transported, and
- the charge or stated basis for detention.

Additionally, the City of Willmar formally requests that residents of the city or county who are detained and subsequently released by federal immigration authorities be released at the Kandiyohi County/City of Willmar law enforcement facility, or that local law enforcement be contacted and provided with the relevant information as requested above.

The City of Willmar reinforces these requests in the interest of accountability, humanity, and decency.

We share this perspective to ensure state and federal leaders understand how federal enforcement actions have had an immediate and significant effect on our community. Continued communication and coordination across all levels of government are essential.

We request a meeting with you to further discuss, collaborate, and work collectively to uphold public safety, the rule of law, and the well-being of our residents.

Thank you for your attention to this matter and for your continued service and representation of residents of Willmar and the State of Minnesota.

Respectfully,

Douglas E. Reese, Mayor

City of Willmar



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Shane Stefanick, Public Works Director
Item:	Professional service agreement with Bolton and Menk for the amphitheater project		

RECOMMENDED ACTION:

To adopt a resolution approving an agreement with Bolton & Menk for professional services related to the Willmar Amphitheater Project at Robbins Island Regional Park in the amount of \$69,420.

OVERVIEW:

In August 2023, the City of Willmar entered into an agreement with the Willmar Rotary Club for the development of an amphitheater (the “Project”) to be located at Robbins Island Regional Park. The City has been successfully awarded two grants from the Greater Minnesota Regional Parks and Trails Commission (Legacy) totaling \$2,632,513 in support of the Project.

Under the agreement, the Willmar Rotary Club is responsible for completing the architectural and engineering design of the Project, incorporating the City’s comments and requests into the construction plans and bidding specifications. Upon completion of the design phase, the Project will be turned over to the City for the bidding and construction process. Staff recommends that civil engineering and planning services for the surrounding area be provided by Bolton & Menk, Inc. under a professional services agreement in the amount of \$69,420.

BUDGETARY/FISCAL ISSUES:

Grant funding will fully fund the professional services agreement with Bolton & Menk for \$69,420.

ALTERNATIVES TO CONSIDER:

Do not approve the agreement

ATTACHMENTS:

1. Resolution for Bolton & Menk Amphitheater Agreement
2. Robbins Island Amphitheater Agreement

RESOLUTION NO. ____

RESOLUTION APPROVING TO ADOPT A RESOLUTION APPROVING AN AGREEMENT WITH BOLTON & MENK FOR PROFESSIONAL SERVICES RELATED TO THE WILLMAR AMPHITHEATER PROJECT

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving an agreement with Bolton & Menk for professional services related to the Willmar Amphitheater Project at Robbins Island Regional Park in the amount of \$69,420.

Dated this 2nd day of February 2026

Douglas E. Reese, Mayor

Attest:

CITY CLERK



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

January 12, 2026

Rob Baumgarn
Parks and Recreation Director
City of Willmar
333 Southwest 6th Street
Willmar, Minnesota 56201

RE: Proposal for Professional Services
Robbins Island Amphitheater

Dear Mr. Baumgarn

Bolton & Menk, Inc., is pleased to submit this proposal for professional engineering services on the proposed Robbins Island Amphitheater. Our previous experience and current working relationship with the City of Willmar will provide efficiencies and collaboration of the project. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

PROJECT UNDERSTANDING

Bolton & Menk proposes engineering services based on our review meeting on Tuesday, May 20, 2025 with the City of Willmar and Engan Associates that relayed a future amphitheater building being constructed in Robbins Island Park. The proposed building will be located approximately 400 feet northeast of Destination Playground. The proposed building will utilize the existing topography and park facilities and add ADA accessibility for the proposed building. Utility services will be extended to the proposed building from existing service mains within Robbins Island Park. The project layout is intended to maintain existing grading and elevations around the building and improve drainage conditions of the surrounding site. Bolton & Menk services are described as completing the design/construction documents and providing construction services. The following is the scope of service tasks we anticipate completing:

SCOPE OF SERVICES

I. Topographic Survey

A. Additional Topographic Survey - Bolton & Menk will collect additional topographical data adjacent to the existing survey limits based on the revised building location on NAD 83 horizontal, and NAD 88 vertical datums. Existing improvements will be identified, including the location and elevation of any existing sanitary sewer, storm sewer, and watermains. In addition, the locations of private utilities consisting of phone, cable, electrical, gas, etc. will be determined. A Gopher State One Call ticket will be generated for the project.

B. Tree Inventory – In addition to the topographic survey, all trees within the immediate

project area will be inventoried to determine truck size, canopy drop edge, canopy height, and species.

II. Preliminary Layout Development

Bolton & Menk will work with the City of Willmar and Engan Associates to prepare a preliminary site layout that meets the needs of the Owner for committee/council approval with the City of Willmar.

It is anticipated that a City Submittal will include the following to the City of Willmar:

- A. Preliminary Site Plan
- B. Preliminary Grading Plan

III. Design/Construction Documents (Civil Site Design)

Based on the understanding of the proposed project, we would propose providing the following services:

- A. Site and Pavement Plan – Preparation of a site plan showing the proposed layout of the site and including dimensions for such improvements as ADA access, parking, curb & gutter, building and sidewalk locations. The proposed building layout and grading plan updates are anticipated to be revised a maximum of three (3) times.
- B. Grading & Drainage Plan – A grading plan would be prepared, showing spot elevations for the finished surface of curb and gutters, sidewalks, building and pavements.
- C. Utility Plan – A utility plan would be prepared showing the proposed extension of water and storm sewer and constructing a sanitary grinder pump to serve the proposed improvements.
- D. Erosion & Sediment Control Plan – The plan will be developed in accordance with best management practices for construction sites of this nature. Bolton & Menk will prepare the necessary MPCA SWPPP. The Owner will be responsible for the permit and corresponding fee.
- E. Detail Sheets – Detail Plan sheets, showing standard details for the various construction items will be provided as part of the plan package.
- F. Technical Specifications – Specifications, prepared in a CSI format will be provided to the architect. These specifications can then be incorporated into the bidding documents for the project.
- G. Permitting – Permit forms and submittals for MPCA SWPPP will be completed and submitted for agency review and comment.

Plan Revisions: BMI will complete the required revisions in an expedient manner when requested by either the Owner or a regulatory authority. Unless such revisions are necessary to meet documented design criteria from the Owner or governing agencies, the revisions will be performed as additional services at our standard hourly rates.

IV. Construction Services

- A. Bolton & Menk, Inc. will provide construction utility extension staking and construction observation for the improvements. The Resident Project Representative (RPR) will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the construction documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents. In addition, the RPR will review and approve shop drawings, and samples as well as log and track all submittals. Substitutes proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will also observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. Upon completion of the project, Bolton & Menk, Inc. will prepare the appropriate project record drawings.

Assumptions:

This proposal is based upon the following assumptions:

- A. A CAD drawing (AutoCad format) of the building(s) footprint showing all doors, utility service locations, downspouts, and other coordination items will be provided by others.
- B. Site grading and drainage will be designed to reflect the final site conditions from all integrated phases of construction.
- C. The proposed improvements will not require obtaining any permits from the Minnesota DNR.
- D. Any geotechnical investigation services will not be provided by Bolton & Menk, Inc.
- E. Engineering scope of services does not include electrical, gas, telecommunication, or any affiliated items that are not described as part of our project understanding and scope of work.
- F. Any permit or approval fees including agreements and connection fees to the existing utility systems will not be the responsibility of Bolton & Menk. All other permits required for construction not listed above will be the responsibility of Engan Associates.
- G. Final design plans and specifications will be inserted into Contract Documents developed by Engan Associates.
- H. Project management services are not included in this proposal.

SCHEDULE

Upon execution by the City of Willmar, Bolton & Menk, Inc. proposes the following schedule to develop our project deliverables:

Project Schedule – 2025/2026	
Task	Finish
1. Additional Survey	August 2025
2. Preliminary Layout	August 2025
3. Construction Documents	March 2026
4. Bidding – By Others	April 2026
5. Construction Start	August 2026

This schedule will be adjusted based on progression of task deliverables or decisions by the Owner that may impact the schedule.

FEES

We propose to provide the described work on an HOURLY NOT TO EXCEED contract up to a total fee of **\$69,420**. Hours will be billed monthly only for work completed on the project. If the project takes less time, the city will be billed only for hours worked, unless given approval to proceed with additional work outside our scope of services. The breakdown of those costs are as follows:

TASK	COST
I.A: Additional Topographic Survey	\$6,150
I.B: Tree Inventory	\$2,150
II: Preliminary Layout Development and Project Coordination	\$12,300
III.A: Site and Pavements Plan	\$5,450
III.B: Grading and Drainage Plan	\$9,160
III.C: Utility Plan	\$5,810
III.D: Erosion and Sediment Control Plan	\$3,270
III.E: Detail Sheets	\$3,230
III.F: Technical Specifications	\$3,300
III.G: Permitting	\$800
IV.A: Construction Services	\$17,800
TOTAL	\$69,420

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the city may require an additional fee. Additional fees will be billed at our Standard Hourly Rates. Fees that are normal and customary expenses associated with operating a professional business will not be charged separately. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these activities and materials.

If you have any questions regarding our proposal, please contact me at your convenience at 320-905-3520 or Joshua.Halvorson@bolton-menk.com. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar. We are prepared to proceed upon your notification.

Sincerely,

Bolton & Menk, Inc.



Joshua J. Halvorson
Principal Engineer

cc: Jared Voge, City Engineer



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Shane Stefanick, Public Works Director
Item:	Approve Plans & Specifications, Authorize Advertisement for Bids Iverson Park Lift Station Reconstruction		

RECOMMENDED ACTION:

Adopt the resolution approving plans and specifications and authorize advertisement for bids on the Iverson Park Lift Station Reconstruction project.

OVERVIEW:

The Iverson Park Lift Station Reconstruction design work has been completed and is ready for bidding. Council action is required for the approval of plans and specifications, and to authorize advertisement for bids. Bids are scheduled to be opened on February 24th, with construction anticipated to start in May and substantial completion in October.

BUDGETARY/FISCAL ISSUES:

The Engineer's estimate for the project is \$935,000, and is to be paid with bond proceeds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution- Approve Specs & Adv. For Bids Iverson Park LS
2. Iverson Park LS Cover Sheet

RESOLUTION NO. _____

A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE IVERSON PARK LIFT STATION RECONSTRUCTION.

Motion By: _____ Second By: _____

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the Iverson Park Lift Station Reconstruction for the City of Willmar;

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

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

Dated this 2nd day of February, 2026

Mayor

Attest:

City Clerk

CITY OF WILLMAR

CONSTRUCTION PLANS FOR

IVERSON PARK LIFT STATION RECONSTRUCTION

SANITARY SEWER LIFT STATION

FEBRUARY 2026

RESOURCE LIST

CITY ADMINISTRATOR

LESLIE VALIANT
CITY HALL
333 6TH STREET SW
WILLMAR, MN 56201
PHONE: (320) 235-4913
FAX: (320) 235-4917
EMAIL: lvaliant@willmarmn.gov

CITY ENGINEER

JARED VOGUE, P.E.
2040 U.S. HIGHWAY 12 EAST
WILLMAR, MN 56201
CELL: (612) 756-0326
EMAIL: jared.vogue@bolton-menk.com

CONSULTANT

BOLTON & MENK, INC.
JOSHUA HALVORSON, P.E.
2040 U.S. HIGHWAY 12 EAST
WILLMAR, MN 56201
CELL: (320) 905-3520
FAX: (320) 231-9710
EMAIL: joshua.halvorson@bolton-menk.com

ELECTRIC

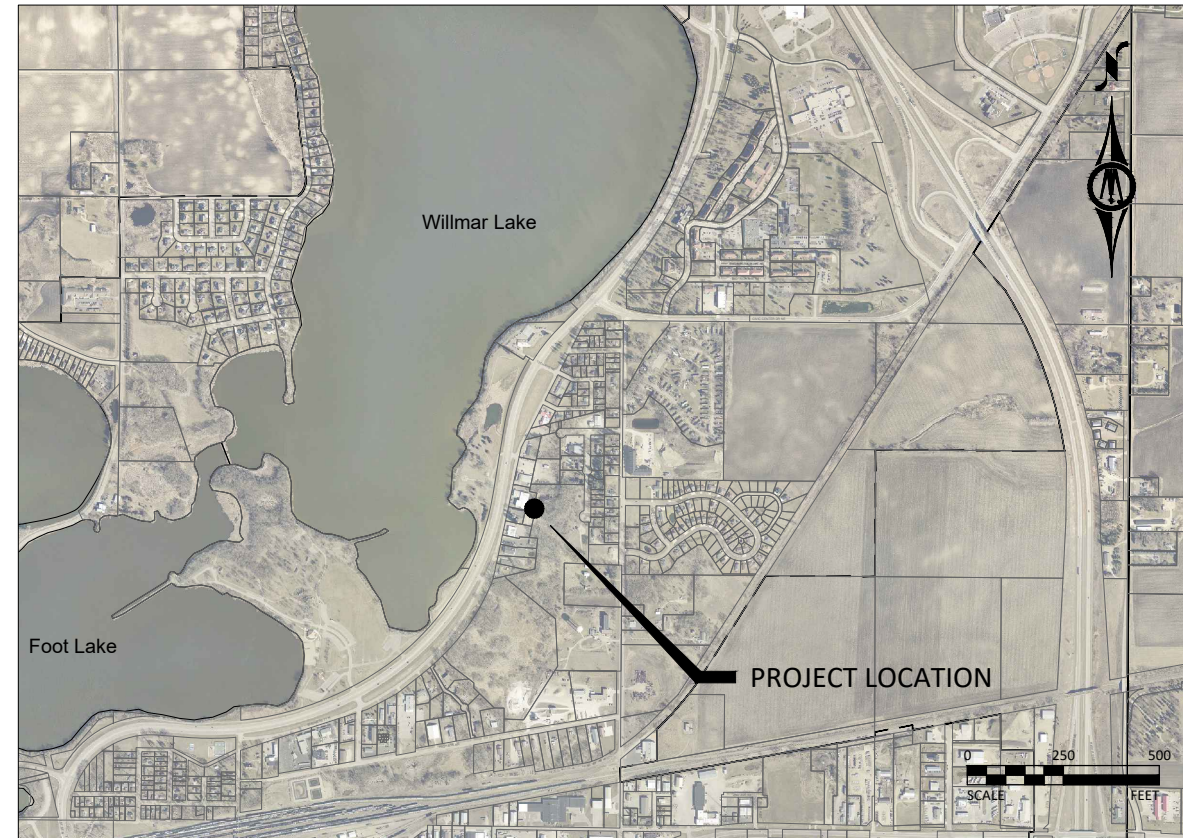
WILLMAR MUNICIPAL UTILITIES
ED ZURN
BRIAN HOOVER
700 LITCHFIELD AVENUE SW
P.O. BOX 937
WILLMAR, MN 56201
PHONE: (320) 235-4422
CELL: (320) 212-8588 (ED)
CELL: (320) 212-0376 (BRIAN)
EMAIL: ezurn@wmu.willmar.mn.us
EMAIL: bhooover@wmu.willmar.mn.us

WASTEWATER

CITY OF WILLMAR
JASON LINDAHL
TOM TEMPLER
3000 75TH STREET SW
WILLMAR, MN 56201
PHONE: 320-235-4760
CELL: (320) 905-3659 (JASON)
CELL: (320)-894-2961 (TOM)
EMAIL: jilindahl@willmarmn.gov
EMAIL: ttempler@willmarmn.gov

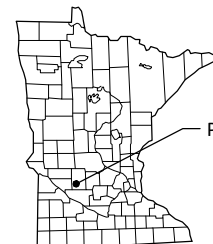
PUBLIC WORKS

SHANE STEFANICK
333 6TH STREET SW
WILLMAR, MN 56201
PHONE: (320) 214-5171
CELL: TBD
sstefanick@willmarmn.gov



MAP LEGEND

● PROJECT LIMITS



PROJECT LOCATION

MAP OF THE
CITY OF WILLMAR
KANDIYOHI COUNTY, MN

SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01	TITLE SHEET
G0.02	LEGEND
G1.01	ESTIMATED QUANTITIES
CIVIL	
C0.01	EXISTING CONDITIONS & REMOVALS PLAN
C1.01 - C1.03	DETAILS
C2.01	EROSION CONTROL PLAN
C3.01	GRADING PLAN
C4.01	SANITARY SEWER PLAN & PROFILE
C6.01	SITE PLAN
PROCESS	
P1.01	REMOVALS - PLAN
P1.02	REMOVALS - PROFILE
P1.03	LIFT STATION PLAN
P1.04	LIFT STATION SECTION
ELECTRICAL	
E1.01	ELECTRICAL SYMBOLS & ABBREVIATIONS
E1.02	LIFT STATION ELECTRICAL PLAN
E1.03	LIFT STATION ELECTRICAL SECTIONS & DETAILS
E1.04	LIFT STATION WIRING DIAGRAM

THIS PLAN SET CONTAINS 19 SHEETS.

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL "D". THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES."

± BM=1119.86 MNDOT "MORTENSON" N: 187200.60 E: 427596.96 140' NORTH OF EAST BOAT RAMP DWY 15' WEST OF PAVEMENT EDGE OF BUSINESS 71	PROJECT DATUM: KANDIYOHI COUNTY COORDINATES HORIZONTAL: NAD 83 VERTICAL: NADV 88
---	--



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

Joshua J. Halvorson
 JOSHUA J. HALVORSON
 LIC. NO. 46291 DATE 02/02/2026



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



DESIGNED	NO.	ISSUED FOR	DATE
DTI			
DTI			
CHECKED			
JJH			
CLIENT PROJ. NO.	25X.138090.000		

CITY OF WILLMAR		SHEET
IVERSON PARK LIFT STATION RECONSTRUCTION		G0.01
GENERAL		
TITLE SHEET		

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City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Shane Stefanick, Public Works Director
Ordinance:	No	Presented By:	Shane Stefanick, Public Works Director
Item:	Resolution Accepting the Public Works Front Office Roof Replacement		

RECOMMENDED ACTION:

Adopt a resolution accepting the proposal from The Jamar Company to perform the replacement of the Public Works front office roof in the amount of \$88,545.

OVERVIEW:

The City of Willmar has received a proposal from The Jamar Company for the replacement of the Public Works front office roof. This area is actively leaking into multiple locations causing damage to the structure and interior finishes.

If this work is performed while The Jamar Company is replacing the Public Works shop roof spring of 2026, (Resolution 2025-105 approved Sept. 15, 2025) the City of Willmar will receive a discount of \$8,975 for a total price of \$88,545.

This proposal was received through Gordian’s Cooperative Job Order Contracting (JOC), also known as ezIQC®, which is available to Willmar through Sourcewell's cooperative purchasing network. Under the cooperative purchasing network, this process has been and is considered a publicly bid process. The roof replacement cost can be paid from the unspent proceeds of the Rice Home Medical sale where the remaining balance totals \$95,406.79.

BUDGETARY/FISCAL ISSUES:

Funds will be used from the remaining proceeds of the Rice Home Medical sale in the amount of \$88,545.00.

ALTERNATIVES TO CONSIDER:

1. Do not approve the agreement.
2. Perform this work at a later date, in the amount of \$97,520 or greater.

ATTACHMENTS:

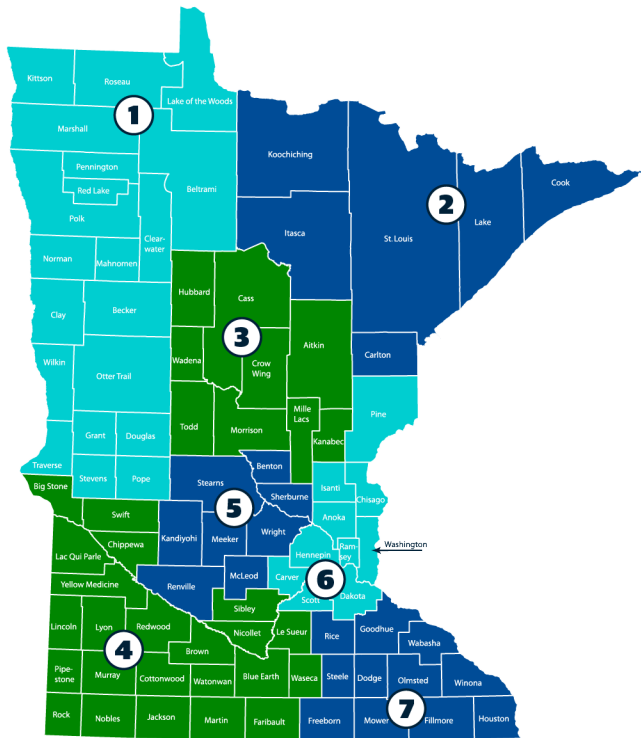
1. 2025 Gordian ezIQC State Sheet - MN Sourcewell
2. Resolution The Jamar Company

3. Public Works Roofing Proposal - The Jamar Company_25-A-0250 - Front Office

Sourcewell IDIQ Contract in Minnesota

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

Contract Service Areas



1 - Red River Valley

2 - Iron Range

3 - North Central Minnesota

4 - Southwest Minnesota

5 - Central Minnesota

6 - Twin Cities/Metro Area

7 - Southeast Minnesota

General Construction

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

Electrical

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

Mechanical/HVAC + Plumbing

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

Paving

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

Roofing

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



About Sourcewell

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

Lead Agency

Sourcewell

Contract Number

091620-GGI

Get Your Project Moving in Three Simple Steps:

1. Identify your project at gordian.com/project-entry
2. Fill out a brief form
3. Hear from a Gordian IDIQ expert and get started

RESOLUTION NO. ____

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

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, to authorize the Mayor and the City Administrator to enter into an agreement with The Jamar Company for the Public Works – Front Office Roofing project in the amount of \$88,545.

Dated this 2nd day of February, 2026

MAYOR

Attest:

CITY CLERK



November 20, 2025

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

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

Leslie Valiant,

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

Proposal Contents:

- Technical Response
- Commercial Clarifications

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

Best Regards,
THE JAMAR COMPANY

A handwritten signature in black ink, appearing to read "G-Tugana".

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

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

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

Our total Firm Price estimate for this project is..... \$ 88,545.00
which breaks down as follows:

- Labor \$ 48,160.00
- Materials \$ 31,064.00
- Equipment..... \$ 9,321.00

Alternate #1: To complete this scope of work as a separate project from the main re-roof under contract.....\$ 97,520.00

Clarifications:

- 1) Our proposal is based on a contract award on or before February 3, 2026.
- 2) Our proposal is based on working a normal 40-hour workweek, Monday through Friday, excluding Saturday, Sunday, and Holidays.
- 3) Our proposal is based on a March through May 2026 construction schedule.
- 4) Our proposal is based on **furnishing** the following:
 - a. Provide building permit for the below scope of work.
 - b. Remove (2) existing roof systems down to the metal roof deck and dispose of properly.
 - c. Install (2) layers of 2” polyisocyanurate insulation system mechanically fastened to the roof deck. Install tapered insulation at a rate of 1/8” per foot to direct water away from wall toward the primary roof scuppers.
 - d. Install new dimensional lumber on top of existing at perimeter edge of roof to accommodate new cricket heights.
 - e. 60 mil non-reinforced black EPDM roof system, adhered.
 - f. Properly flash all roof penetrations, drains, curbs, and roof to wall details.
 - g. New 24-gauge pre-finished counter flashings and roof edge metal with 22-gauge galvanized keepers.
 - h. Manufacturer’s 20-year total system warranty
 - i. Clean-up of project related debris upon completion
- 5) Our proposal is based on the following assumptions:
 - a. Retainage will be no more than 5% per MN Statute 337.10.
- 6) Our proposal is based on the **owner / customer furnishing** the following:
 - a. Pricing is based upon material being staged in close proximity to the work area.

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

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

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

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

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

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

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

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

The Jamar Company

City of Willmar

Signature: _____

Signature: _____

Name: _____ x

Name: _____

Its: _____ x

Its: _____

Date: _____ x

Date: _____

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



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Andy Thorson, Kandiyohi County Facilities Director
Item:	Approve Willmar Library roof replacement		

RECOMMENDED ACTION:

Approve the Willmar Public Library roof replacement in the amount of \$631,826.71.

OVERVIEW:

Following completion of the Willmar Public Library in 1999, the City of Willmar and Kandiyohi County entered into an operation and maintenance agreement. Under this agreement, Kandiyohi County is responsible for the day-to-day maintenance of the building and grounds, and the City of Willmar agreed to pay 60 percent of the total costs incurred by the County, net of any rent received from the Pioneerland Library System.

The Willmar Public Library roof system is now in need of replacement. Kandiyohi County and the City of Willmar have collaborated with Sourcewell/Gordian, a cooperative purchasing network, along with contractors Jamar Company and McDowall Company. The total bid for the roof replacement, including the ladder and soffits, is \$1,053,044.52, of which the City of Willmar’s share is \$631,826.71. The City’s portion of the project will be funded from unallocated Capital Improvement Program (CIP) reserve funds.

BUDGETARY/FISCAL ISSUES:

Unallocated CIP Reserves of \$631,826.71

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution Willmar Public Library Roof Replacement
2. McDowall #148740.00 Kandiyohi County - Willmar Public Library Roof Replacement 2026 (002)

3. Library Agreement City County 1999.09.07

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING KANDIYOHI COUNTY TO ENTER
INTO A CONTRACT FOR THE WILLMAR PUBLIC LIBRARY ROOF REPLACEMENT**

Motion By: _____ Second By: _____

BE IT RESOLOVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City of Willmar and Kandiyohi County have a joint agreement for the Willmar Public Library. The City Council approves Kandiyohi County enter into a contract with Gordian and Jamar in the amount of \$1,053,044.52.

The City Council approves paying 60% of the roof replacement cost as described in the Library agreement in the amount of \$631,826.71.

Dated this 2nd day of February 2026

MAYOR

Attest:

CITY CLERK

Detailed Scope of Work

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

From: Andy Thorson
 Kandiyohi County
 400 Benson Ave SW
 Willmar, MN 56201
 320.212-9763

Date Printed: January 16, 2026

Work Order Number: 148740.00

Owner PO No:

Work Order Title: Kandiyohi County - Willmar Public Library Roof Replacement 2026

Brief Scope: Roof Replacement

Preliminary

Revised

Final

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

We propose the following scope of work: Garland BUR – Roofs A, C, H, L, M, N, O, P, R, Q, B.1, B.3 • Add a layer of 1” rigid insulation to areas A, H, K, L, M, N, O, P, B.1 • Three-ply of HPR Glasfelts • One-ply of approved modified field membrane set in hot asphalt • One-ply of modified flashing membrane with base flashing underlayment • Flood/gravel surfacing set in hot asphalt Adhered EPDM – Roofs D, E, F, G, I, J, K • Add a layer of 1” rigid insulation to all areas • Install a 60 mil fully adhered EPDM Carlisle roofing system complete. • Install a tapered rigid insulation system to meet energy code. • Install all required EPDM accessories such as primers, bonding adhesive, caulking, etc... • Includes manufacturer’s standard warranty. Base Bid \$1,035,700.00 Alternate 1 – New Ladder \$4900.00 Alternate 2 – Section C Soffits \$14,700.00 Price Excludes: • Any Mechanical, Electrical, or Masonry Work • Any Custom or Non-Standard Colors • Roof Hatches • Temporary Work • Snow & Ice Removal Clarifications: • If any existing Insulation, roof decking/perimeter blocking is damaged, wet, or deteriorated and in need of replacement, this work will be done on a time and material basis.

 Contractor

 Date

 Owner

 Date

Contractor's Price Proposal - Summary

Date: January 16, 2026

Re: IQC Master Contract #: MN-R5-R-040622-MDC
Work Order #: 148740.00
Owner PO #:
Title: Kandiyohi County - Willmar Public Library Roof Replacement 2026
Contractor: McDowall Company
Proposal Value: \$1,053,044.52

Alternate 1	\$4,896.97
Alternate 2	\$14,699.34
base bid	\$1,033,448.21
Proposal Total	\$1,053,044.52

Contractor's Price Proposal - Detail

Date: January 16, 2026

Re: IQC Master Contract #: MN-R5-R-040622-MDC
 Work Order #: 148740.00
 Owner PO #:
 Title: Kandiyohi County - Willmar Public Library Roof Replacement 2026
 Contractor: McDowall Company
 Proposal Value: \$1,053,044.52

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Alternate 1

1	05 05 19 00 0200		EA	3/16" x 1-1/4" Tapcon Masonry Screw	\$1,058.91						
				Quantity	Unit Price	Factor	=	Total			
				Installation	84.00	x	10.14	x	1.2432	=	1,058.91
2	05 51 33 13 0019		EA	11-1/2' Length, Powder Coated, Welded Steel Ladder Cage	\$3,838.06						
				Quantity	Unit Price	Factor	=	Total			
				Installation	1.00	x	3,087.24	x	1.2432	=	3,838.06

Subtotal for Alternate 1

\$4,896.97

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Alternate 2

3	05 05 19 00 0200		EA	3/16" x 1-1/4" Tapcon Masonry Screw	\$794.18						
				Quantity	Unit Price	Factor	=	Total			
				Installation	63.00	x	10.14	x	1.2432	=	794.18
4	06 16 33 00 0004		SF	1/2" Thick CDX Plywood Roof DeckingApplied to wood rafters.	\$733.29						
				Quantity	Unit Price	Factor	=	Total			
				Installation	292.00	x	2.02	x	1.2432	=	733.29
5	07 34 00 00 0017		SQ	40 Mil, Fire Rated, High Temperature, Embossed Surface, Rubberized Asphalt Adhesive, High-Density Cross Laminated Polyethylene Reinforcement, Roofing Underlayment, Self-Adhering (Grace Ice And Water Shield® HT)	\$5,467.72						
				Quantity	Unit Price	Factor	=	Total			
				Installation	14.00	x	314.15	x	1.2432	=	5,467.72
6	10 71 16 13 0027		SF	>7.5 To 12 SF Fixed PanelInstalled in concrete block, concrete, wood or steel framing.	\$7,704.15						
				Quantity	Unit Price	Factor	=	Total			
				Installation	49.00	x	126.47	x	1.2432	=	7,704.15

Subtotal for Alternate 2

\$14,699.34

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

base bid

7	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$17,297.50						
				Quantity	Unit Price	Factor	=	Total			
				Installation	15,725.00	x	1.00	x	1.1000	=	17,297.50
				warranty/permits/bonds							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 148740.00
Work Order Title: Kandiyohi County - Willmar Public Library Roof Replacement 2026

Sect.	Item	Modifier	UOM	Description	Line Total										
Labor	Equip.	Material	(Excluded if marked with an X)												
base bid															
8	01 22 23 00 1003		DAY	30 To 35 Ton Lift, Truck Mounted Hydraulic Crane With Full-Time Operator	\$9,275.07										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>4.00 x</td> <td>1,865.16 x</td> <td>1.2432</td> <td>=</td> <td>9,275.07</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	4.00 x	1,865.16 x	1.2432	=	9,275.07	
Quantity	Unit Price	Factor	=	Total											
4.00 x	1,865.16 x	1.2432	=	9,275.07											
9	01 22 23 00 1062		DAY	5,000 Lb. Capacity, Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator	\$6,778.27										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>4.00 x</td> <td>1,363.07 x</td> <td>1.2432</td> <td>=</td> <td>6,778.27</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	4.00 x	1,363.07 x	1.2432	=	6,778.27	
Quantity	Unit Price	Factor	=	Total											
4.00 x	1,363.07 x	1.2432	=	6,778.27											
10	01 71 13 00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy-duty construction loaders, tractors, pavers, rollers, bridge finishers, straight most construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	\$5,143.72										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>3.00 x</td> <td>1,379.16 x</td> <td>1.2432</td> <td>=</td> <td>5,143.72</td> </tr> </table> <p>this is for transporting equipment/materials needed to complete project</p>	Quantity	Unit Price	Factor	=	Total	3.00 x	1,379.16 x	1.2432	=	5,143.72	
Quantity	Unit Price	Factor	=	Total											
3.00 x	1,379.16 x	1.2432	=	5,143.72											
11	01 74 19 00 0015		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$4,305.08										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>5.00 x</td> <td>692.58 x</td> <td>1.2432</td> <td>=</td> <td>4,305.08</td> </tr> </table> <p>dumpster/toilet</p>	Quantity	Unit Price	Factor	=	Total	5.00 x	692.58 x	1.2432	=	4,305.08	
Quantity	Unit Price	Factor	=	Total											
5.00 x	692.58 x	1.2432	=	4,305.08											
12	06 16 33 00 0004		SF	1/2" Thick CDX Plywood Roof DeckingApplied to wood rafters.	\$25,112.64										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>10,000.00 x</td> <td>2.02 x</td> <td>1.2432</td> <td>=</td> <td>25,112.64</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	10,000.00 x	2.02 x	1.2432	=	25,112.64	
Quantity	Unit Price	Factor	=	Total											
10,000.00 x	2.02 x	1.2432	=	25,112.64											
13	07 13 53 00 0005		CSF	60 Mil Ethylene Propylene Diene Monomer (EPDM) Membrane	\$122,472.60										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>200.00 x</td> <td>492.57 x</td> <td>1.2432</td> <td>=</td> <td>122,472.60</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	200.00 x	492.57 x	1.2432	=	122,472.60	
Quantity	Unit Price	Factor	=	Total											
200.00 x	492.57 x	1.2432	=	122,472.60											
14	07 22 16 00 0056		SF	1/2" Thick, R2.5, High-Density Polyisocyanurate Cover Board And Roofing Insulation, Cold Adhesive Applied	\$114,498.72										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>30,000.00 x</td> <td>3.07 x</td> <td>1.2432</td> <td>=</td> <td>114,498.72</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	30,000.00 x	3.07 x	1.2432	=	114,498.72	
Quantity	Unit Price	Factor	=	Total											
30,000.00 x	3.07 x	1.2432	=	114,498.72											
15	07 22 16 00 0188		SF	1" Thick, R5.7, Polyisocyanurate, Roof Board Insulation, Mechanically Fastened	\$63,154.56										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>20,000.00 x</td> <td>2.54 x</td> <td>1.2432</td> <td>=</td> <td>63,154.56</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	20,000.00 x	2.54 x	1.2432	=	63,154.56	
Quantity	Unit Price	Factor	=	Total											
20,000.00 x	2.54 x	1.2432	=	63,154.56											
16	07 51 13 00 0016		SQ	Granule Surfaced, Asphalt Coated Fiberglass Cap Sheet, Hot-Mopped	\$158,015.69										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>600.00 x</td> <td>211.84 x</td> <td>1.2432</td> <td>=</td> <td>158,015.69</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	600.00 x	211.84 x	1.2432	=	158,015.69	
Quantity	Unit Price	Factor	=	Total											
600.00 x	211.84 x	1.2432	=	158,015.69											
17	07 51 13 00 0039		CY	Gravel Roofing Ballast, Spread To Desired ThicknessExcludes hot asphalt or cold adhesive.	\$21,340.77										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>100.00 x</td> <td>171.66 x</td> <td>1.2432</td> <td>=</td> <td>21,340.77</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	100.00 x	171.66 x	1.2432	=	21,340.77	
Quantity	Unit Price	Factor	=	Total											
100.00 x	171.66 x	1.2432	=	21,340.77											
18	07 51 13 00 0232		LF	Garmesh® 6" Styrene-Butadiene-Styrene (SBS) Coated Woven Fiberglass Reinforcing Fabric	\$429.84										
			Installation	<table border="0"> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td>75.00 x</td> <td>4.61 x</td> <td>1.2432</td> <td>=</td> <td>429.84</td> </tr> </table>	Quantity	Unit Price	Factor	=	Total	75.00 x	4.61 x	1.2432	=	429.84	
Quantity	Unit Price	Factor	=	Total											
75.00 x	4.61 x	1.2432	=	429.84											

Contractor's Price Proposal - Detail Continues..

Work Order Number: 148740.00

Work Order Title: Kandiyohi County - Willmar Public Library Roof Replacement 2026

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
base bid					
19	07 53 23 00 0015		SQ	Acrylic, Ethylene Propylene Diene Monomer (EPDM) Roofing Primer, Price Per Coat	\$257,789.95
			Installation	Quantity 3,000.00 x Unit Price 69.12 x Factor 1.2432 = Total 257,789.95	
20	07 53 23 00 0023		SF	Ethylene Propylene Diene Monomer (EPDM) Membrane Curb Flashing	\$467.44
			Installation	Quantity 50.00 x Unit Price 7.52 x Factor 1.2432 = Total 467.44	
21	07 58 00 00 0002		SQ	Granule Surfaced, 90 Lb., Asphalt Saturated Organic Felt Roll Roofing	\$149,171.57
			Installation	Quantity 500.00 x Unit Price 239.98 x Factor 1.2432 = Total 149,171.57	
22	07 58 00 00 0002		SQ	Granule Surfaced, 90 Lb., Asphalt Saturated Organic Felt Roll Roofing	\$14,917.16
			Installation	Quantity 50.00 x Unit Price 239.98 x Factor 1.2432 = Total 14,917.16	
23	07 71 13 00 0046		LF	>30" To 42" Wide (Stretch-out), 0.063" Thick, KYNAR 500® Finish, Aluminum Coping System With Galvanized Steel Cleats	\$58,374.46
			Installation	Quantity 500.00 x Unit Price 93.91 x Factor 1.2432 = Total 58,374.46	
24	07 71 26 00 0015		LF	20 Gauge, Up To 12" Wide, KYNAR 500® Finish, Galvanized Steel Counter Flashing With Reglet	\$4,903.18
			Installation	Quantity 200.00 x Unit Price 19.72 x Factor 1.2432 = Total 4,903.18	

Subtotal for base bid **\$1,033,448.21**

Proposal Total **\$1,053,044.52**

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

LIBRARY AGREEMENT

THIS AGREEMENT is made and entered into this 7th day of September 1999, by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (hereinafter "City") and the County of Kandiyohi, a political subdivision under the laws of the State of Minnesota (hereinafter "County").

WITNESSETH:

WHEREAS, The public library located on Block 51 in the City of Willmar is presently jointly owned by City and County; and

WHEREAS, City is in the process of completing a substantial addition to the library and remodeling the existing facility; and

WHEREAS, The parties desire to terminate the existing agreements between them with respect to the operation and maintenance of said library and to enter into a new agreement;

NOW, THEREFORE, IT IS HEREBY AGREED By and between the parties hereto as follows:

1. Both parties agree that upon the execution of this agreement, all prior agreements between the parties with respect to the library located on Block 51 in the City of Willmar are void and of no further effect.
2. City agrees that it shall be solely responsible to pay the costs of the construction of the addition to the library and the cost of remodeling the existing facility.
3. Upon completion of the remodeling project, the County agrees to assume the responsibility for maintenance of the facility.
4. City does hereby agree to pay to County 60% of the total costs incurred by County for the operation and maintenance of the Willmar Public Library. The costs to be paid by City shall include and be limited to all of the employee maintenance salaries and benefits, utility costs, other custodial services, maintenance and repairs for the annual facility operation of the library. The total costs of operation and maintenance of the Willmar Public Library shall be reduced by any rent received from the Pioneerland Library System before determining the 60% share to be paid by City. The County shall be responsible for the removal of snow on the sidewalks of Block 51, and the City of Willmar shall be responsible for snow removal of the interior parking lots.
5. The amount to be paid by City to County pursuant to the terms of this agreement shall be in addition to any amounts paid by City to the

Pioneerland Library System pursuant to any agreement between the City and said Pioneerland Library System.

6. City agrees to make a payment to the County for one-half (1/2) the estimated annual cost to be shared by City pursuant to this agreement. The payment shall be based on the annual maintenance budget of the Willmar Public Library as adopted by the Kandiyohi County Board of Commissioners and shall be made on the 2nd day of January in each year. At the conclusion of each year, the actual costs incurred by County and to be reimbursed by City shall be computed and any additional amount due by City shall be paid to County within thirty (30) days of written notification to City of the balance due. In the event of an overpayment, the County shall refund to City the amount so overpaid within thirty (30) days of determination of the amount due to City.
7. This agreement shall remain in full force and effect until terminated by the mutual agreement of the parties hereto.
8. The County shall maintain property casualty, general liability, and contents insurance coverage with the City of Willmar named as an additional insured. The cost of the insurance shall be added to the annual maintenance budget.
9. This agreement contains the entire agreement of the parties and shall not be amended except in writing and signed by both of the parties hereto.

IN WITNESS WHEREOF, The parties have hereunto executed this agreement the day and year first above written.

CITY OF WILLMAR

By *Lester J. Keith*
Its Mayor

By *D. Halliday*
Its Clerk

COUNTY OF KANDIYOHI

By *Richard B. Larson*
Its Commissioner Chair

By *Sharon Madenman*
Its Auditor/Treasurer



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	9.F.
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 Willmar Indoor Golf & Cages LLC On-Sale Intoxicating Liquor and Sunday Liquor Licenses		

RECOMMENDED ACTION:

Approve the Willmar Indoor Golf & Cages LLC On-Sale Intoxicating Liquor and Sunday Liquor Licenses through the Fiscal Year Ending April 25, 2026, on a Roll Call Vote.

OVERVIEW:

Willmar Indoor Golf & Cages LLC dba Willmar Indoor Golf currently holds an On-Sale Wine and a 3.2% Intoxicating Liquor License located at 1605 1st Street S, ste B1. On January 22, 2026, Willmar Indoor Golf & Cages LLC submitted applications for On-Sale Intoxicating and Sunday Liquor Licenses. The Willmar Police Department has completed a background, criminal history, and a driving record check. Alex Malmgren is the Resident Manager for this establishment.

BUDGETARY/FISCAL ISSUES:

\$150.00 Investigation Fee and \$4,200.00 License Fees

ALTERNATIVES TO CONSIDER:

Deny the approval of the requested applications.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	11.A.
Agenda Section:	Recess for a Closed Session	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Minn. Stat. § 13D.05, subd. 3(c) — Property Located Under 1st Street Bridge		

RECOMMENDED ACTION:

OVERVIEW:

Closed session to consider the asking price and/or consider offers or counteroffers for the sale of city-owned real property (closed session under Minn. Stat. § 13D.05, subd. 3(c)) for property located under the 1st Street Bridge between Hwy 12 and Benson Ave SW. Note: A Parcel Identification Number does not exist for this specific property.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	February 2, 2026	Agenda Item Number:	11.B.
Agenda Section:	Recess for a Closed Session	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Minn. Stat. § 13D.05, subd. 3(c) — Parcel 95-917-5820		

RECOMMENDED ACTION:

OVERVIEW:

Close session to consider the asking price and/or consider offers or counteroffers for the purchase of real property (closed session under Minn. Stat. § 13D.05, subd. 3(c)) for parcel 95-917-5820.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None