



WILLMAR CITY COUNCIL MEETING  
MONDAY, MAY 4, 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 April 20, 2026
- B. Planning Commission Minutes of April 15, 2026\_DRAFT
- C. Willmar Municipal Utilities Commission Minutes of April 27, 2026
- D. Statutory Municipal Liability Coverage Limits - City Options
- E. Advertisements for Bids: Airport Runway 15/33 Pavement Maintenance
- F. Sale of Low-Potency Hemp Edible Retail 2026 Registrations
- G. Memorandum of Understanding between the City of Willmar and AFSCME General Unit
- H. Accounts Payable Report, 4/16/26 - 4/29/26

Information:

- I. Willmar Municipal Utilities Commission Application
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Regular Business
  - A. Project No. 2601-A 4th Street SW Bid Award
  - B. Project No. 2608 Seal Coat Bid Award
  - C. Project No. 2605-B Stormwater Improvement Bid Award
  - D. Advertisement for Bids: Network Operations Center
10. Announcements
  - A. Capital Improvement Budget Work Session

11. Adjourn

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

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

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

With no additions or deletions to the agenda, Council Member Ask moved to **Approve the Agenda as presented**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of April 6, 2026
- B. City Council and Municipal Utility Commission Joint Work Session of April 13, 2026
- C. Planning Commission Minutes for April 1, 2026
- D. Willmar Municipal Utilities Commission Minutes of April 13, 2026, Draft
- E. Airport Commission and Human Rights Commission Applicants
- F. **Resolution No. 2026-050** Lakeland Drive Path Improvement Project Plans & Specs., Authorize Ad For Bids
- G. Accounts Payable Report 04/03/2026 - 04/15/2026

Information:

- H. Director Reports

- I. Finance Report through 3/31/2026
- J. WMU Financial Report for February 2026

Council Member Ask moved to **Approve Consent Agenda Items as presented**. Council Member Fagerlie seconded the motion. Council Member Gilbertson did not want to pull item C. Planning Commission Minutes but noted some typos that should be corrected. The motion carried on a roll call vote of Ayes 6, Noes 0.

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

**OPEN FORUM**

Josh Ryks - 1601 6th Street SW - He is opposed to using Flock camera systems and provided statistics and information as to their security risks, supporting his opposition.

**PUBLIC HEARING**

**A. Ordinance Amending Willmar Municipal Code, Chapter 8**

City Clerk Vernae Larsen provided an overview of the Ordinance amending Willmar Municipal Code, Chapter 8, that would repeal the Tetrahydrocannabinol Products Licensing Regulations that were originally put in place under MN Stat. § 151.72 and no longer apply. Mayor Reese opened the public hearing at 6:37 PM. With no one present to speak for or against the proposed ordinance, Mayor Reese closed the hearing at 6:39 PM. A motion was made by Council Member Butterfield to **Adopt Ordinance No. 1546 amending Willmar Municipal Code, Chapter 8, Licenses, Permits and Business Regulations by Repealing Tetrahydrocannabinol Products Licensing Regulations**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**REGULAR BUSINESS**

**A. Testimony for Liquor License Violation**

City Clerk Vernae Larsen offered background information regarding liquor compliance check violations. Council received testimony from first time violator Willmar Community Theatre d/b/a The Barn Theater for Liquor License Violations. Robert Stone from The Barn reported the remedial plans they have implemented so another violation does not happen.

**B. Airport Snow Removal Equipment (SRE) Acquisition Project Bid Award**

Public Works Director Shane Stefanick requested approval to award a bid to RDO Equipment Company for Airport Snow Removal Equipment. Council Member Ask moved to **Adopt Resolution No. 2026-051 Awarding the 2026 Airport Snow Removal Equipment (SRE) Acquisition Project to RDO Equipment Company in the amount of \$687,356**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**C. Joint Resolution For Orderly Annexation - Vaxxinova Expansion**

Planning and Development Director Christopher Corbett provided details of the proposed Annexation of the Vaxxinova property. A motion was made by Council Member Gilbertson to **Adopt Resolution No. 2026-052 approving the Joint Resolution for Orderly Annexation of the subject property including and adjacent to Parcel 33-007-0020.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**D. Beverage and Vending Agreement with Viking Coca-Cola Bottling Company**

Recreation Director Rob Baumgarn requested that the beverage and vending agreement with Viking Coca-Cola Bottling Company be approved and gave details of the agreement. Council Member Fagerlie moved to **Adopt Resolution No. 2026-053 Approving the Beverage and Vending Agreement with Viking Coca-Cola Bottling Company.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**E. Purchase of Scoreboards for Swansson Baseball/Softball Complex**

Recreation Director Rob Baumgarn requested approval to purchase and install scoreboards for the Swansson ball fields. A motion was made by Council Member Fagerlie to **Adopt Resolution No. 2026-054 Approving the purchase and installation of three (3) scoreboards, including related materials, for the Swansson Baseball/Softball Fields, not to exceed \$30,000.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**F. Apply for a MN State Fire Marshal Grant for Turnout Gear Washer/ Extractor**

Fire Chief Frank Hanson requested approval to apply for and accept, if awarded, a grant up to \$10,000 for a new turnout gear washer / extractor. Council Member Fagerlie moved to **Adopt Resolution No. 2026-055 Approving the application for a MN State Fire Marshal Grant in the amount of \$10,000, and accept, if awarded, to be used for a new Turnout Gear Washer/ Extractor.** Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**G. Apply for State Farm Firefighter Safety Grant**

Fire Chief Frank Hanson requested approval to apply for and accept, if awarded, a State Farm Firefighter Safety Grant in the amount of \$10,000. Council Member Shuldes made a motion to **Adopt Resolution No. 2026-056 Approving the application for State Farm Firefighter Safety Grant in the amount of \$10,000, and accept, if awarded.** Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**H. Firefighter Wage Increase**

Fire Chief Frank Hanson requested approval for a firefighter wage increase. A motion was made by Council Member Ask to **Adopt Resolution No. 2026-057 increasing firefighter wages by 5%, retroactive to January 1, 2026.** Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**I. Consideration of Golden Palace of Willmar Inc. On-Sale Wine and 3.2% Intoxicating Liquor Licenses**

City Clerk Vernae Larsen recommended approval of the On-Sale Wine and 3.2% Intoxicating Liquor Licenses for Golden Palace of Willmar Inc. A motion was made by Council Member Fagerlie to **Approve the On-Sale Wine and 3.2% Intoxicating Liquor Licenses for the Fiscal Year April 25, 2026, through April 25, 2027, Pending Police Department Approval, for Golden Palace of Willmar Inc.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**J. Consideration of Willmar Ball Club LLC On-Sale Wine and On-Sale Intoxicating 3.2 Liquor Licenses**

City Clerk Vernae Larsen recommended approval of the On-Sale Wine and 3.2% Intoxicating Liquor Licenses for Willmar Ball Club LLC. A motion was made by Council Member Gilbertson to **Approve the On-Sale Wine and 3.2% Intoxicating Liquor Licenses for the Fiscal Year April 25, 2026, through April 25, 2027, for Willmar Ball Club LLC.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

**ANNOUNCEMENTS**

Council Member Butterfield would like to have a discussion regarding the current vs. previous Minnesota flag adding to a future council meeting agenda.

Council Member Ask asked to have Chief Holme and Information Technology Director Johnson provide information regarding the use of Flock cameras throughout the city at a future council meeting.

Director of Community Growth Obregon gave an update of the upcoming International Heritage Festival taking place on Friday, April 25 at the Civic Center.

**CLOSED SESSION**

**A. Minn. Stat. § 13D.05, subd. 3(c) - Parcel 95-378-0010**

A motion was made by Council Member Fagerlie to enter into **Closed Session pursuant to Minn. Stat. § 13D.05, subd. 3(c) to discuss Parcel 95-378-0010**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

The Council entered into closed session at 7:19 PM. City Staff present were City Administrator Leslie Valiant, Operation Director Kyle Box, City Planning and Development Director Christopher Corbett, Finance Director Tom Odens, Public Works Director Shane Stefanick, City Engineer Jared Voge, City Clerk Vernae Larsen and City Attorney Robert Scott. **Closed Session concluded at 7:39 PM.**

With no further business to discuss, Council Member Shuldes moved to **Adjourn at 7:39 PM**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Noes None

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

**RESOLUTION NO. 2026-050**

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE LAKELAND DRIVE PATH IMPROVEMENT PROJECT.**

Motion By: Ask Second By: Fagerlie

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the Lakeland Drive Path Improvement Project 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 20<sup>th</sup> day of April, 2026

/S/ Douglas E. Reese  
Mayor

Attest:

/S/Vernae Larsen  
City Clerk

**Resolution No. 2026-051**

**A RESOLUTION AWARDING THE 2026 AIRPORT SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION PROJECT TO RDO EQUIPMENT COMPANY IN THE AMOUNT OF \$687,356.**

Motion By: Ask 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 for the 2026 Airport Snow Removal Equipment (SRE) Acquisition Project 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 RDO Equipment Company for the terms and consideration of the contract in the amount of \$687,356.

Dated this 20<sup>th</sup> day of April, 2026

/S/ Douglas E. Reese  
Mayor

Attest:

/S/Vernae Larsen  
City Clerk

**Resolution No. 2026-052**

**STATE OF MINNESOTA  
COURT OF ADMINISTRATIVE HEARINGS  
MUNICIPAL BOUNDARY ADJUSTMENTS UNIT**

**IN THE MATTER OF THE JOINT RESOLUTION  
OF THE CITY OF WILLMAR AND WILLMAR  
TOWNSHIP DESIGNATING CERTAIN AREAS  
AS IN NEED OF ORDERLY ANNEXATION  
PURSUANT TO MINNESOTA STATUTES § 414.0325**

**Approve by the Willmar City Council on April 20, 2026**

**RESOLUTION NO. 2026-053**

**RESOLUTION APPROVING AN AGREEMENT FOR THE BEVERAGE AND VENDING AGREEMENT  
WITH VIKING COCA-COLA BOTTLING COMPANY**

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the beverage and vending agreement with Viking Coca-Cola Bottling Company.

Dated this 20th day of April 2026

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

Attest:

/S/Vernae Larsen  
CITY CLERK

**RESOLUTION NO. 2026-054**

**RESOLUTION APPROVING THE PURCHASE AND INSTALLATION OF THREE SCOREBOARDS, INCLUDING THE  
RELATED MATERIALS FOR THE SWANSSON BASEBALL/SOFTBALL FIELDS**

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the purchase and installation of three (3) scoreboards, including related materials for Swansson Baseball/Softball Fields not to exceed \$30,000.

Dated this 20th day of April 2026

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

Attest:

/S/Vernae Larsen  
CITY CLERK

**RESOLUTION NO. 2026-055**

**AUTHORIZATION TO APPLY AND ACCEPT THE MINNESOTA STATE FIRE MARSHAL DIVISION TURNOUT GEAR  
WASHER / EXTRACTOR.**

Motion By: Fagerlie

Second By: Butterfield

**BE IT RESOLVED**, by the City Council of the City of Willmar to support the submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from the Minnesota State Fire Marshal Division for a turnout gear washer / extractor. The grant will be used to purchase a new turnout gear washer / extractor.

Dated this 20<sup>th</sup> day of April, 2026.

/S/ Douglas E. Reese  
MAYOR

ATTEST:

/S/Vernae Larsen  
CITY CLERK

**RESOLUTION NO. 2026-056**

**AUTHORIZATION TO APPLY AND ACCEPT THE STATE FARM FIREFIGHTER SAFETY PROGRAM GRANT**

Motion By: Shules

Second By: Gilbertson

**BE IT RESOLVED**, by the City Council of the City of Willmar to support the submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from State Farm Insurance to be used for firefighting equipment. The grant will be used to purchase a new "Combi" rescue tool or 15-18 fire department pagers.

Dated this 20<sup>th</sup> day of April, 2026.

/S/ Douglas E. Reese  
MAYOR

ATTEST:

/S/Vernae Larsen  
CITY CLERK

**RESOLUTION NO. 2026-057**

**AUTHORIZATION TO INCREASE FIREFIGHTER WAGES FOR 2026.**

Motion By: Ask

Second By: Gilbertson

**BE IT RESOLVED**, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to approve a 5% wage increase for firefighters in 2026, retroactive to January 1, 2026.

Dated this 20<sup>th</sup> day of April, 2026.

/S/ Douglas E. Reese  
MAYOR

ATTEST:

/S/Vernae Larsen  
CITY CLERK



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.B.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Planning and Development
<b>Resolution:</b>	No	<b>Prepared By:</b>	Chris Frank, City Planner
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Planning Commission Minutes of April 15, 2026_DRAFT		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. 04-15-26 Minutes Planning Commission Meeting
2. 4-15-26 PC Packet

**WILLMAR PLANNING COMMISSION  
WEDNESDAY, APRIL 15, 2026  
333 6<sup>TH</sup> STREET SW, CONFERENCE ROOM 1**

**MINUTES**

The Willmar Planning Commission met on Wednesday, April 15, 2026, at 6:00PM at City Hall.

**Members Present:** Gary Newberg; Stacy Holwerda; Christopher Buzzeo; Bob Poe; Jason Kowalczyk; and Yvon Fils-Aime (arrived following the public hearing in item 6.1.1).

**Members Absent:**

**Others Present:** Christopher Frank (City Planner); Dustin Koosman (Applicant); Keith Nelson (ATLAS); Kammy Nelson (ATLAS); Kathy Petrick (Resident).

1. Chairperson Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions:  
An item for a House Move Plan Review was added as item 6.3.1 as a briefing following the requested house move application from ATLAS, partnered with Habitat with Humanity. The item will have a follow-up meeting for decision on May 6, 2026, with notice going to adjacent landowners.
4. Minutes:
  - 4.1. **Planning Commission Minutes for April 1, 2026:** Commissioner Holwerda motioned to approve the Minutes for April 1, 2026, seconded by Commissioner Newberg, and approved unanimously.
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 **CONDITIONAL USE PERMIT: KOOSMAN TRENTWOOD DUPLEXES**

Location: 1501 LOWER TRENTWOOD CIR NE; Parcel #: 95-828-0500; Zone: GB-1; Ward 1

A public hearing was held regarding a Conditional Use Permit (CUP) for multi-family dwellings within a General Business-1 Zone at 1501 Lower Trentwood Cir NE. Following discussions on setbacks and traffic ingress/egress, the permit was approved with the condition that all City staff and Engineering recommendations are followed.

**A motion to approve the conditional use permit was made by Commissioner Holwerda, with the condition that all city staff and engineering recommendations be followed, seconded by a Commissioner Poe, and passed unanimously by roll call vote.**

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 **HOUSE MOVE PLAN REVIEW: ATLAS & HABITAT FOR HUMANITY**

Location: Lots South of 412 14TH ST SE; Parcel #: 95-184-0550, 95-184-0560; Zone: R-2;  
Ward 3

A briefing was held regarding the relocation of a donated home from Green Lake to 14<sup>th</sup> St SE just North of Trott Ave SE. This project is a collaboration between Habitat for Humanity and Atlas of West Central Minnesota to provide transitional housing. ATLAS is purchasing 3 adjacent lots to the east of Willmar Gospel Hall, combining the northern 2 lots for this house relocation, and holding the southern corner lot for future use or sale. The adjacent landowners will be mailed notice of the house move and the upcoming meeting for the May 6, 2026 Planning Commission meeting. The house is being moved from Green Lake and appears to be in very good condition. ATLAS is hoping to begin foundation work as soon as possible following the May 6, 2026 determination of approval.

7. **DIRECTOR'S REPORT**

8. **MISCELLANEOUS**

9. **ADJOURN**

**Commissioner Holwerda moved to adjourn the meeting, seconded by Commissioner Kowalczyk, and passed unanimously. The meeting was adjourned at 6:22 PM.**



333 6<sup>th</sup> Street Southwest | Willmar MN 56201 | 320.235.4913

**PLANNING COMMISSION MEETING  
CITY HALL, CONFERENCE ROOM #1  
APRIL 15, 2026 @ 6:00PM**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Proposed Additions or Deletions to Agenda
4. Approve Minutes
  - 4.1. **Planning Commission Minutes for April 1, 2026;**
5. General Public Testimony
6. Regular Business
  - 6.1. Hearing and/or Action
    - 6.1.1 **CONDITIONAL USE PERMIT: KOOSMAN TRENTWOOD DUPLEXES**  
Location: 1501 LOWER TRENTWOOD CIR NE; Parcel #: 95-828-0500; Zone: GB-1; Ward 1
  - 6.2. Plats

None.
  - 6.3. Briefing

None.
7. Director's Report
8. Miscellaneous
9. Adjourn

**How to provide public testimony**

Members of the public have multiple ways to comment on Hearing and Action agenda items, besides attending the meeting, you can:

- Email **planning@willmarmn.gov**. Testimony will be accepted until the business day before the meeting at 12 p.m.
- Send a letter to **Attn: Planning Dept., 333 6<sup>th</sup> Street SW, Willmar, MN 56201**, Mailed testimony must be received by two business days before the meeting.

**WILLMAR PLANNING COMMISSION  
WEDNESDAY, APRIL 1, 2026  
333 6<sup>TH</sup> STREET SW, CONFERENCE ROOM 1**

**MINUTES**

The Willmar Planning Commission met on Wednesday, April 1, 2026, at 6:00PM at City Hall.

**Members Present:** Gary Newberg; Stacy Holwerda; Christopher Buzzeo; Yvon Fils-Aime; Bob Poe; and Jason Kowalczyk.

**Members Absent:**

**Others Present:** Christopher Frank (City Planner).

1. Chairperson Buzzeo called for order at 6:01PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
  - 4.1. **Planning Commission Minutes for March 4, 2026:** Commissioner Poe motioned to approve the Minutes for March 4, 2026, seconded by Commissioner Newberg, and approved unanimously.
5. General Public Testimony: None.

**6. REGULAR BUSINESS**

**6.1 HEARING AND ACTION**

**6.1.1 CONDITIONAL USE PERMIT AMENDMENT: STATE OF MN BEHAVIORAL HEALTH CENTER**  
Location: 1208 OLENA AVE SE; Parcel #: 95-914-2620; Zone: LB; Ward 4

City staff presented an amendment to a 2007 Conditional Use Permit (CUP) for the Behavioral Health Center operated by the State of Minnesota. While the facility has always been operated by the State, the land and building ownership recently transferred from the County to the State of Minnesota. Per the original CUP, any change in ownership requires an amendment. Staff noted this is an immaterial administrative change that maintains all original conditions.

**A motion to approve the amendment to the conditional use permit was made by Commissioner Holwerda, seconded by a Commissioner Fils-Aime, and passed unanimously by roll call vote.**

**6.2 PLATS**

None.

**6.3 BRIEFINGS**

**6.3.1 CONDITIONAL USE PERMIT: KOOSMAN TRENTWOOD DUPLEXES**  
Location: 1501 LOWER TRENTWOOD CIR NE; Parcel #: 95-828-0500; Zone: GB-1; Ward 1

City staff provided a briefing on a request for a CUP to allow multiple-family dwelling units in a General Business district. The applicant intends to construct two duplex buildings (four units total)

featuring four separate garages. These units would mirror the three existing townhomes built by the applicant on an adjacent parcel in 2024/25. The Commission was provided a site plan that shows all access provided along Lower Trentwood Cir NE. This was an initial briefing of the project which is scheduled for public hearing at the next meeting on April 15, 2026.

**7. DIRECTOR'S REPORT**

**8. MISCELLANEOUS**

**9. ADJOURN**

**Commissioner Newberg moved to adjourn the meeting, seconded by Commissioner Kowalczyk, and passed unanimously. The meeting was adjourned at 6:20 PM.**



16th St NE

Upper Trentwood Cir NE

95-036-0037  
LARSEN/JASON R

95-911-0600

95-036-0040

RUTER/DANIELA  
95-911-0610

95-036-0050  
ALVARADO/YOSELIN P

95-911-0590

95-881-0010  
BECERRA/CLAUDIA

95-911-0620

Lakeland Dr, NE

KDR HOMES, LLC  
95-828-0210

95-828-0220

95-828-0230

95-828-0240

95-828-0250

95-828-0300

95-828-0320

Cottonwood Dr NE  
Lower Trentwood Cir NE

95-828-0590

95-828

95-911-0700

BAUTISTA/AIDA 95-881-0020

95-828-0600

95-828-0260

95-828-0550

KDR HOMES, LLC  
95-828-0500

95-828-0510

95-828-0520

95-828-0530

TRENTWOOD ESTATES HOMEOWNERS  
95-828-0620

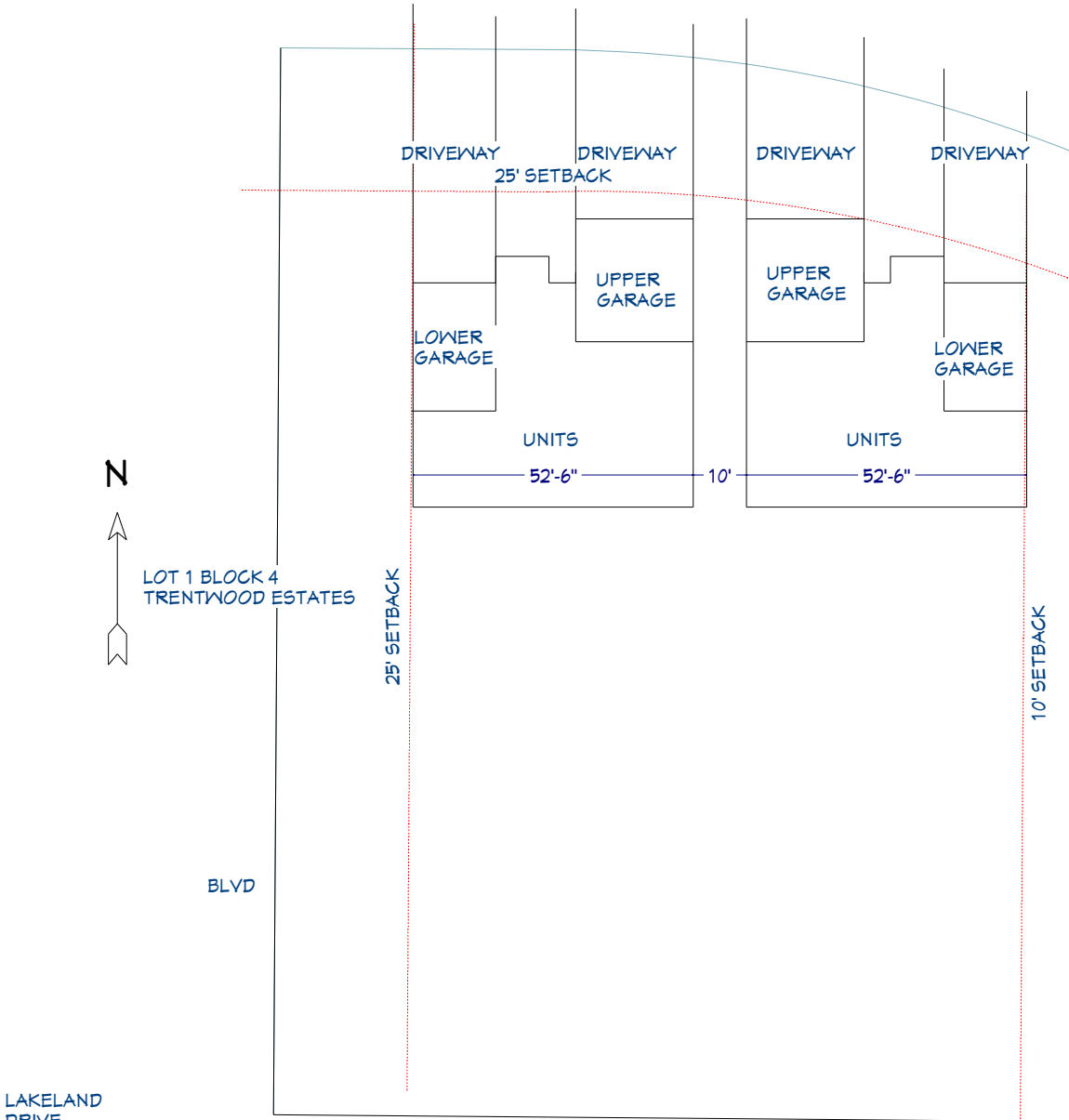
PETRICK/KATHRYN D 95-911-0680

CC VIII OPERATING LLC

95-912-0980

HILLE

LOWER TRENTWOOD CIR NE



LAKELAND DRIVE



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

September 30, 2024

Christopher Frank, City Planner  
City of Willmar  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Via e-mail: [cfrank@willmarmn.gov](mailto:cfrank@willmarmn.gov)

RE: Koosman Townhomes Lower Trentwood  
City of Willmar, Minnesota  
Project No.: OW1.124785

Dear Christopher,

We have reviewed the application materials submitted via email on September 25, 2024 for the above referenced project. We have the following comments:

1. A survey illustrating property boundaries, easements, existing utilities/improvements, and elevations shall be submitted for review.
2. The applicant shall submit an erosion control plan for review by the City of Willmar.
3. The applicant shall submit a grading plan for review by the City of Willmar.
4. The applicant shall submit a utility plan for review by the City of Willmar.
5. The applicant shall submit a site plan for review by the City of Willmar.
6. The applicant shall submit construction details for review by the City of Willmar.
7. The applicant shall submit a lighting plan for review by the City of Willmar.
8. The applicant shall submit a landscaping plan for review by the City of Willmar.
9. B612 or similar concrete curb and gutter shall be constructed around the proposed parking area perimeter.

We recommend that the above requested information be submitted prior to a building permit being issued for the improvements.

If you have any questions on the above, please call.

Sincerely,

**Bolton & Menk, Inc.**

**Jared Voge, P.E.**  
City Engineer

### Conditional Use Permit – Findings of Fact

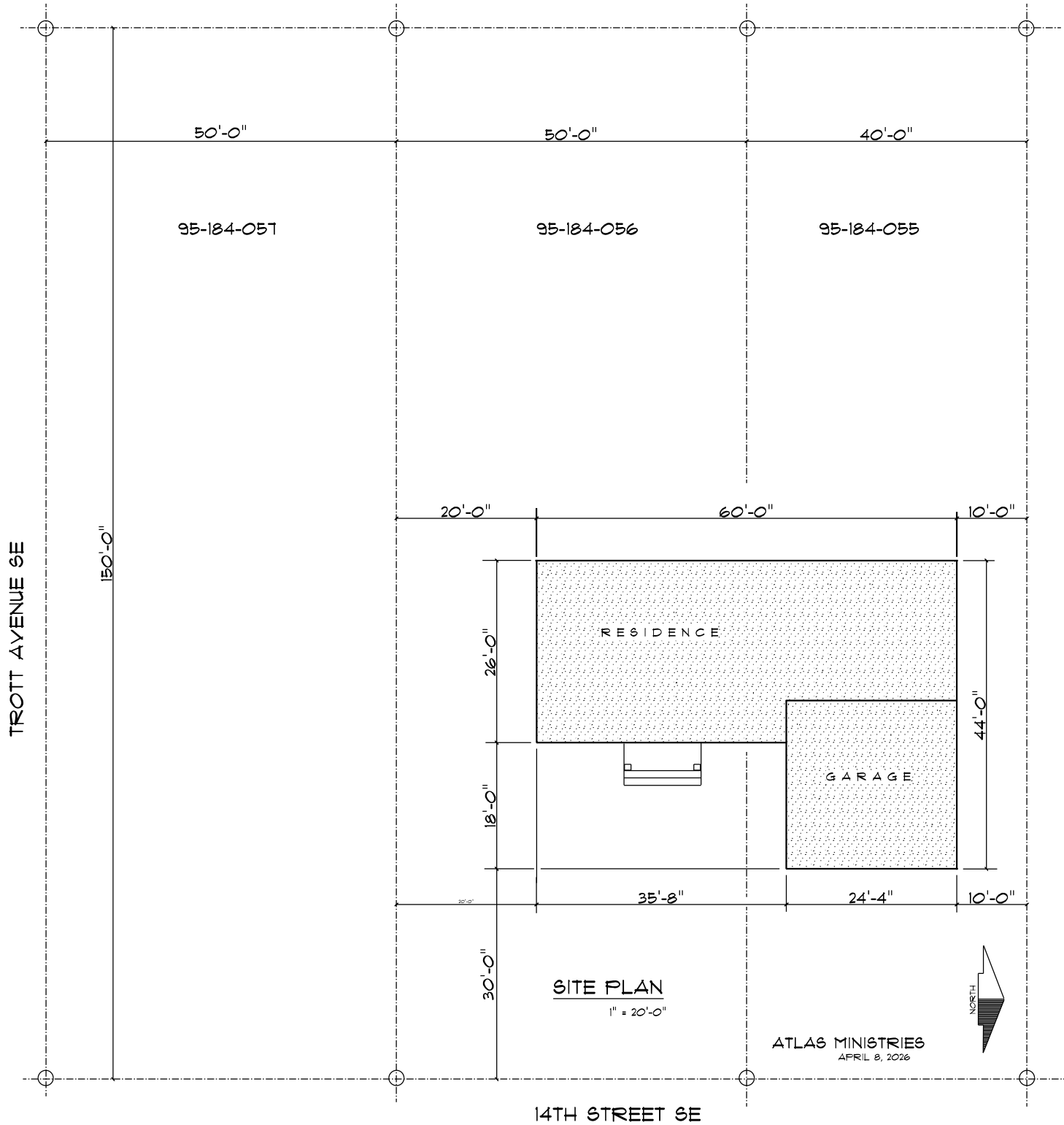
To approve a conditional use permit under Section 9.E.3 as amended for this Ordinance, the Planning Commission must make, where applicable, the following affirmative findings:

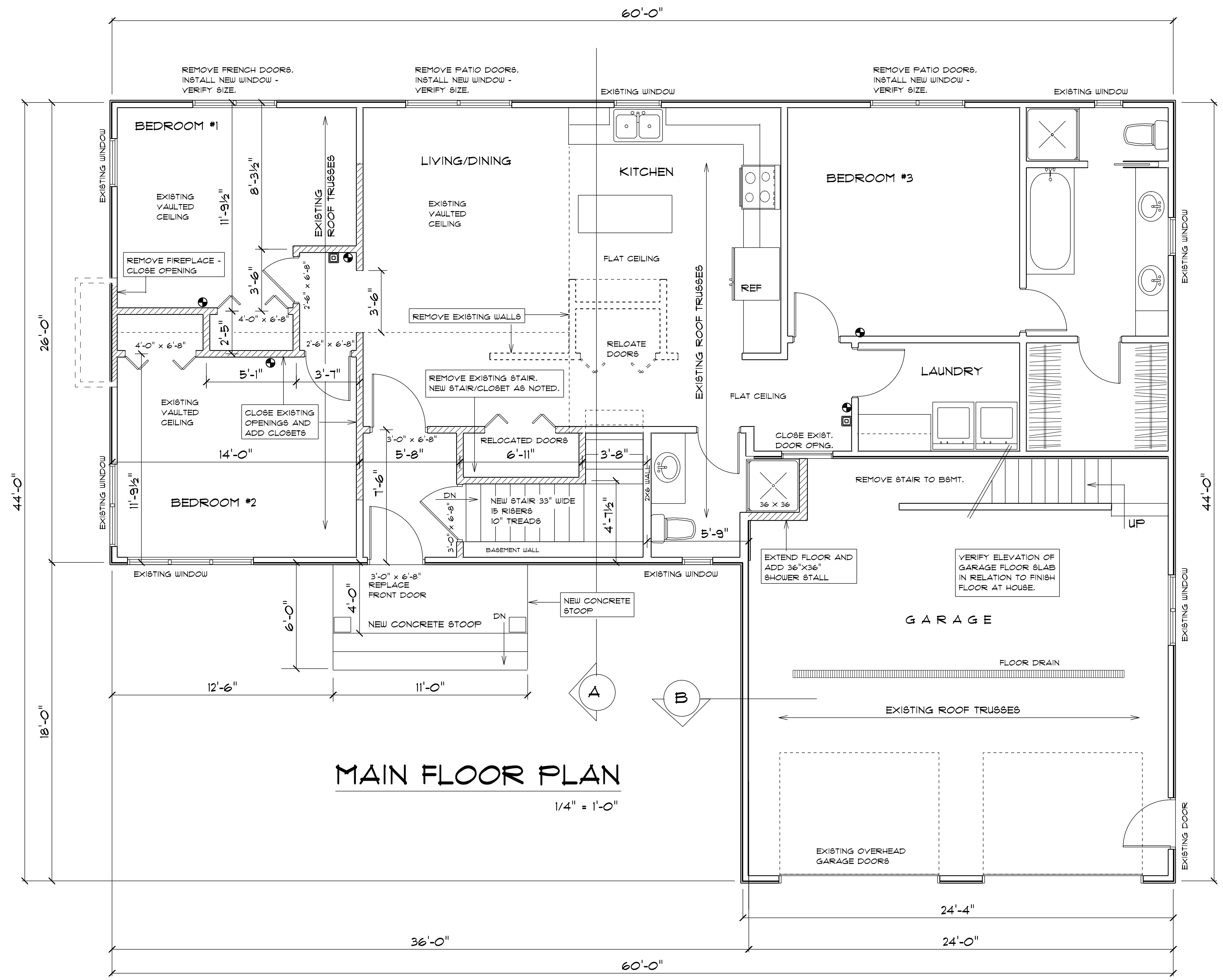
1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
  
2. That there was no factual demonstration of a substantial or appreciable negative impact on values to properties in the neighborhoods from the proposed conditional use.
  
3. The conditional use will not result in the destruction, loss, or damage of natural, scenic, or historic feature of major importance to the community.
  
4. The conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
  
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
  
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
  
7. The proposed project will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

CONDITIONS:

The Planning Commission may impose the same conditions as stated in Section 9.E.4.a.-c. of the Ordinance:

1. The Planning Commission may impose conditions upon the conditional use if, in its opinion, specific circumstances of a request justify those additional controls to protect the health, safety, and welfare of the neighborhood and general public.
  
2. The Planning Commission shall impose a condition that the use at all times conforms to applicable local, state, and federal laws and regulations.





**MAIN FLOOR PLAN**  
1/4" = 1'-0"

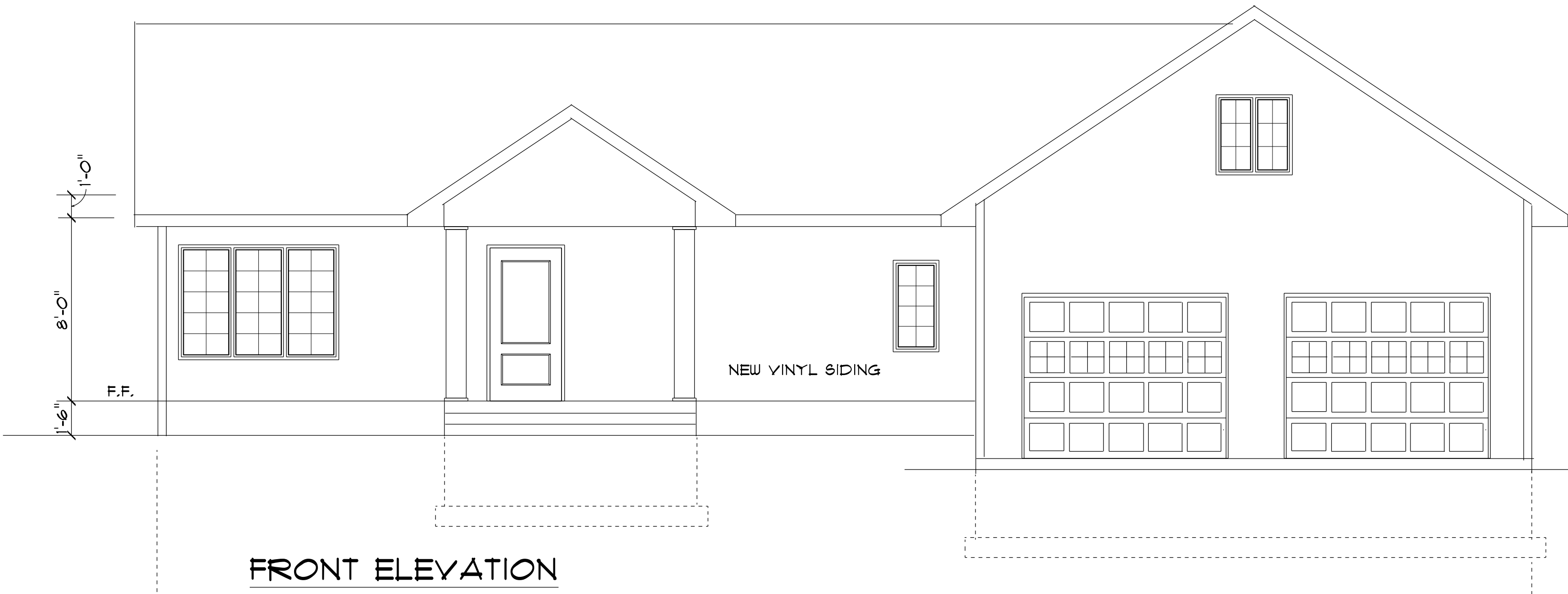
- GENERAL CONSTRUCTION NOTES:**
- VERIFY ALL DIMENSIONS AND CONDITIONS ON SITE.
  - VERIFY GRADE AT ENTIRE PERIMETER - FOOTINGS TO BE BELOW FROST - STEP FOOTINGS AS REQUIRED. SLOPE FINISH GRADE AWAY FROM STRUCTURE @ MIN. 5%.
  - VERIFY SOIL CONDITIONS PRIOR TO CONSTRUCTION. CONDUCT SOIL TESTS AS NECESSARY IF SOIL BEARING CAPACITY IS UNKNOWN OR IF UNSTABLE SOILS ARE FOUND.
  - ALL WOOD IN CONTACT WITH CONCRETE OR EXPOSED TO THE WEATHER TO BE TREATED.
  - VERIFY WINDOW/DOOR R.O.'S WITH WINDOW MANUFACTURER. FOLLOW MANF. INSTALLATION INSTRUCTIONS REGARDING SEALING THE OPENING/BILL FROM WATER PENETRATION. USE BILL PANS WITH SIDE AND EDGE DAMS.
  - SEAL ALL OPENINGS AND PENETRATIONS TO THE EXTERIOR ENVELOPE WITH CAULK, SEALANTS, FLASHING AND WEATHERSTRIPPING. TAPE SEAMS AS REQUIRED TO CREATE A WATERTIGHT INSTALLATION. AIR LEAKAGE FROM CONDITIONED SPACES TO THE ATTIC OR EXTERIOR MUST BE SEALED.
  - ALL MICRO-LAM (L.V.L.) BEAM SIZES TO BE SPECIFIED AND VERIFIED BY THE SUPPLIER/MANUFACTURER AS PART OF THE FLOOR/ROOF SYSTEM, BASED ON ACTUAL LOADING CONDITIONS.
  - BEAM AND COLUMN BEARING POINTS REQUIRE A MINIMUM OF THREE (3) STUDS TO SUPPORT LOADS.
  - VERIFY ALL INTERIOR/EXTERIOR FINISHES W/OULNER.
  - MEET ALL CODES AND REGULATIONS.
  - GENERAL CONTRACTOR TO REQUEST SHOP DRAWINGS FOR WINDOWS, TRUSSES AND OTHER COMPONENTS. VERIFY ALL DIMENSIONS, CONFIGURATIONS AND OPTIONS PRIOR TO FABRICATION.
  - FOLLOW INDUSTRY "BEST PRACTICES" WHEN INSTALLING MATERIALS AND BUILDING COMPONENTS.

HEADERS (W/O POINT LOADS) AT BEARING WALLS:  
 2-2X6 AT OPNGS. TO 36"  
 2-2X8 AT OPNGS. 37" - 48"  
 2-2X10 AT OPNGS. 49" - 60"  
 VERIFY SIZE OF ALL HEADERS CARRYING POINT LOADS. VERIFY ALL LOADS ARE TRANSMITTED TO AN ADEQUATE FOUNDATION SYSTEM. ALL EXTERIOR HEADERS TO BE INSULATED.

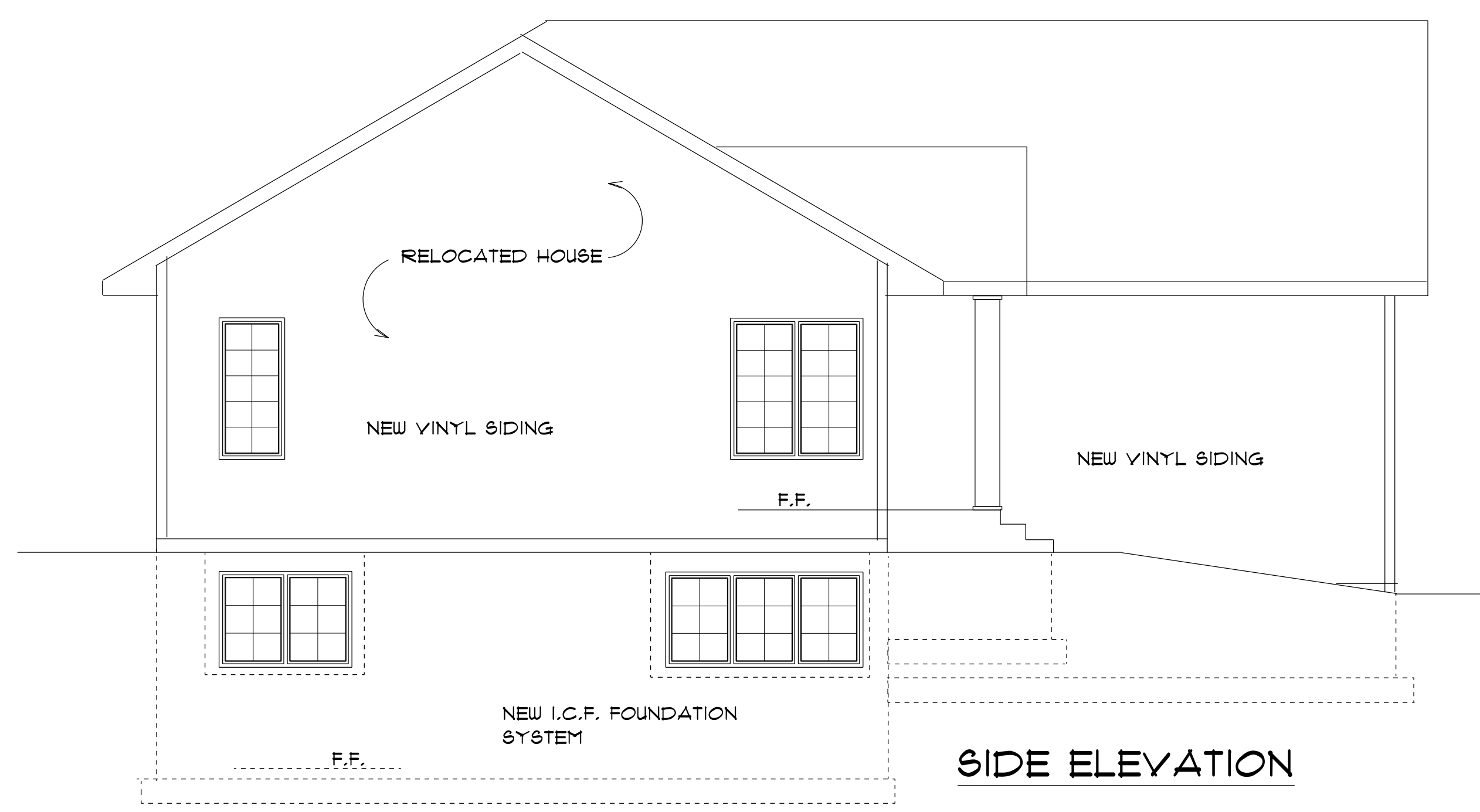
- 2X6 EXTERIOR FRAME WALLS
- 2X4 INTERIOR FRAME WALLS U.N.O.
- SMOKE DETECTOR
- CARBON MONOXIDE DETECTOR

NOTE: NEW WINDOWS BY "THERMO-TECH" OR EQUAL. VERIFY WINDOW SIZES AND OPTIONS.

**PROJECT DESCRIPTION:**  
 RE-LOCATED SINGLE STORY HOUSE TO BE SET ON NEW I.C.F. FOUNDATION SYSTEM. VERIFY ALL DIMENSIONS AND CONDITIONS.



**FRONT ELEVATION**



**SIDE ELEVATION**

**DISCLAIMER:**  
 THIS DRAWING WAS NOT PREPARED BY A LICENSED PROFESSIONAL ARCHITECT OR ENGINEER AND CONDITIONS ON SITE. VERIFY ALL DIMENSIONS AND CONDITIONS WITH AN ENGINEER AS NECESSARY. MEET ALL APPLICABLE CODES AND REGULATIONS. USE OF THESE PLANS BY THE OWNER, BUILDERS AND OTHERS IS DONE AT THEIR OWN RISK.

**HABITAT FOR HUMANITY OF WEST CENTRAL MINNESOTA**

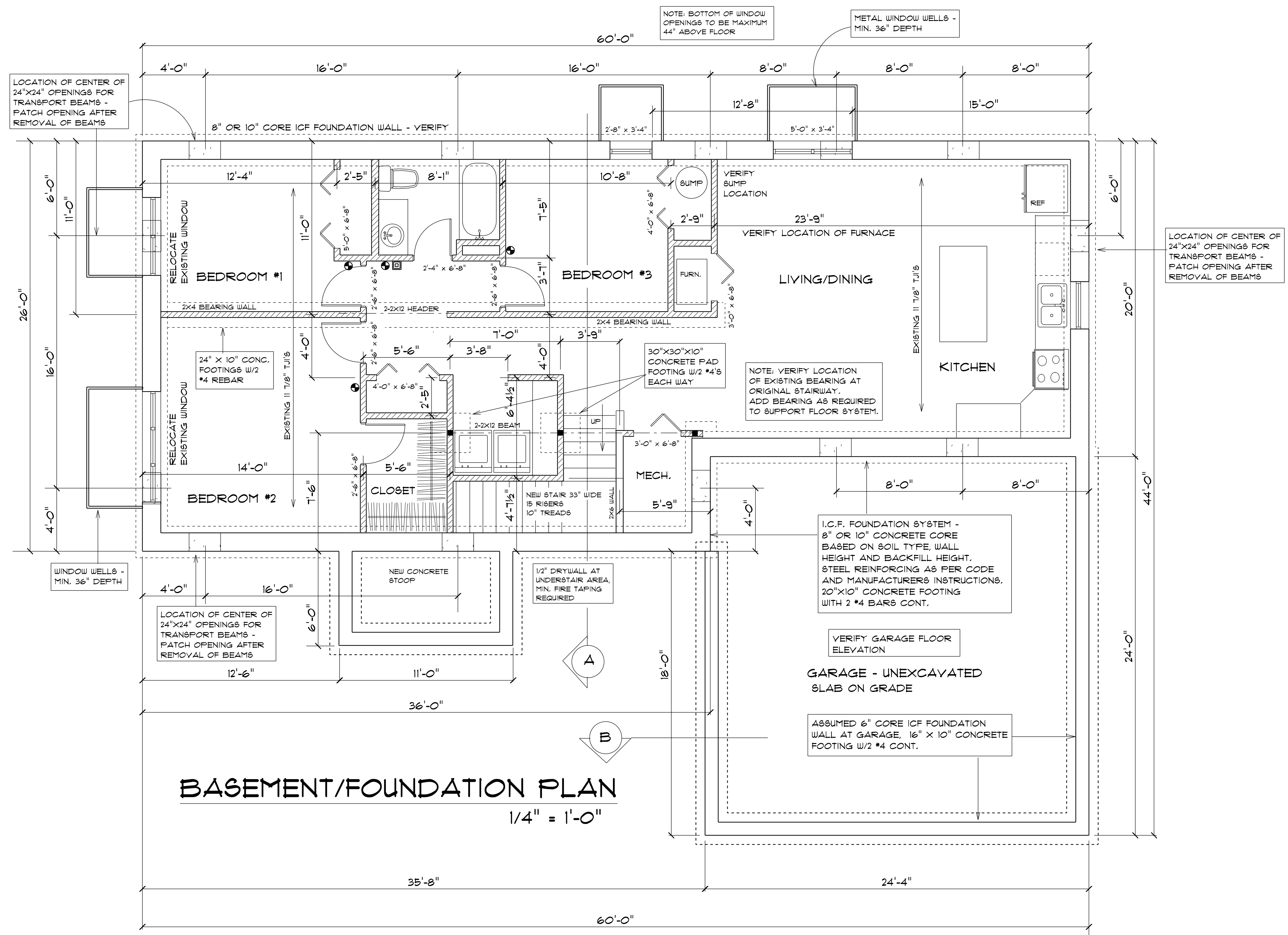
**RELOCATED RESIDENCE ATLAS MINISTRIES**  
 14TH STREET NORTHEAST  
 WILLMAR, MINNESOTA

FLOOR PLAN  
 ELEVATIONS  
 PLAN NOTES

APRIL 7, 2025

1 OF 3

**J. ALSUM**  
 residential design



**DISCLAIMER:**  
 THIS DRAWING WAS PREPARED BY A LICENSED PROFESSIONAL ARCHITECT OR ENGINEER. VERIFY ALL DIMENSIONS AND CONDITIONS ON SITE. VERIFY STRUCTURAL COMPONENTS WITH AN ENGINEER AS NECESSARY. USE OF THESE PLANS BY THE OWNER, BUILDERS AND OTHERS IS DONE AT THEIR OWN RISK.

**HABITAT FOR HUMANITY OF WEST CENTRAL MINNESOTA**

**RELOCATED RESIDENCE ATLAS MINISTRIES**  
 14TH STREET NORTHEAST  
 WILLMAR, MINNESOTA

FOUNDATION PLAN  
 SITE PLAN  
 PLAN NOTES

APRIL 7, 2025

2 OF 3

**J. ALSUM**  
 residential design













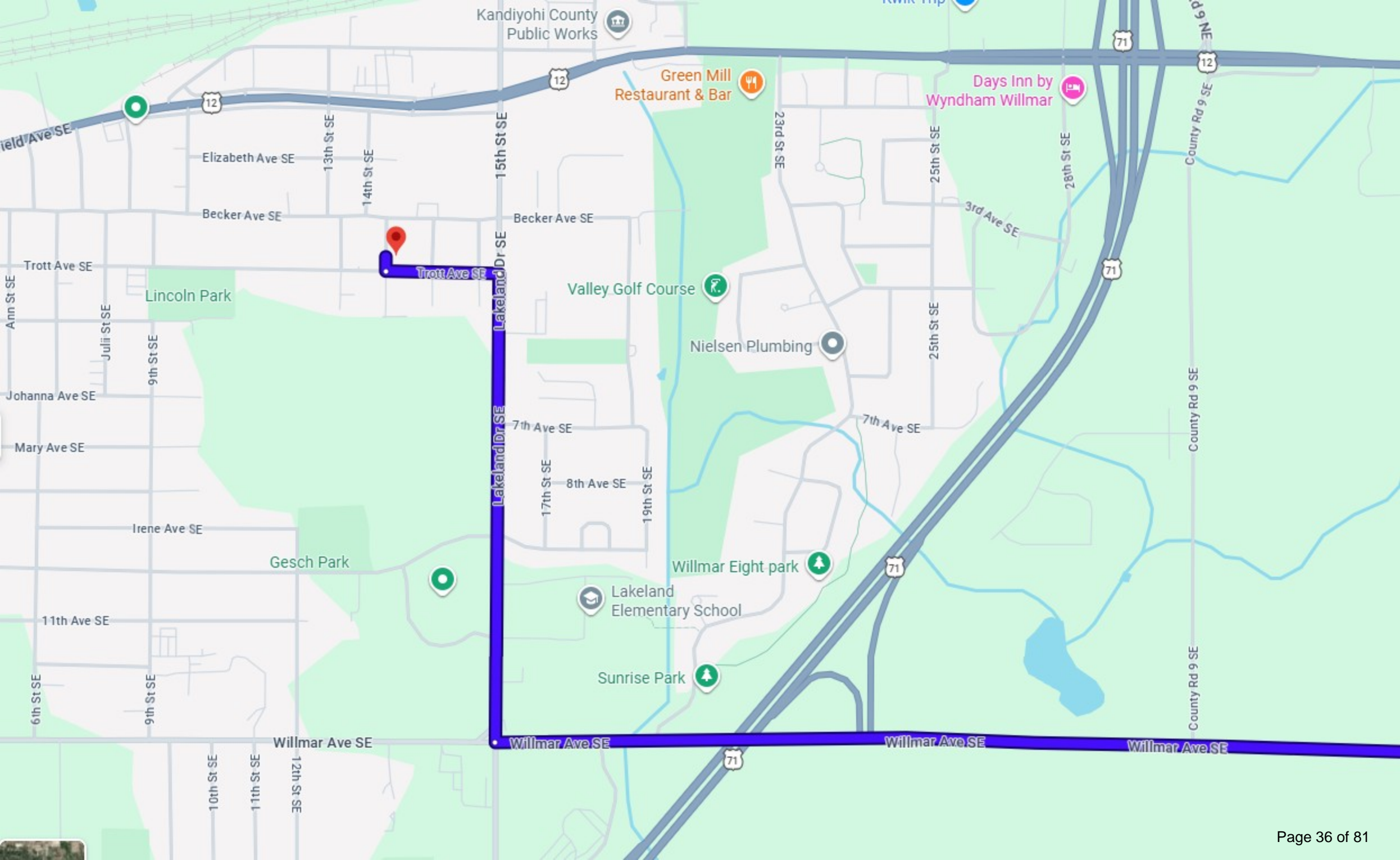












## Plan Review – Findings of Fact

STANDARD (Plan Review references the use of the Conditional Use Standard):

To approve a plan review the standards to be met are the same as those required for conditional use permits in Section 9.E.3 as amended for this Ordinance. The Planning Commission must make, where applicable, the following affirmative findings:

1. That the project for the plan review, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
  
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhoods from the proposed conditional use.
  
3. The project for the plan review will not result in the destruction, loss, or damage of natural, scenic, or historic feature of major importance to the community.
  
4. The project for the plan review will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
  
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
  
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
  
7. The project for the plan review will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

CONDITIONS (May impose same as CUP):

The Planning Commission may impose the same conditions as stated in Section 9.E.4.a.-c. of the Ordinance:

1. The Planning Commission may impose conditions upon the conditional use if, in its opinion, specific circumstances of a request justify those additional controls to protect the health, safety, and welfare of the neighborhood and general public.
2. The Planning Commission shall impose a condition that the use at all times conforms to applicable local, state, and federal laws and regulations.
3. The City Engineer shall approve any off-street parking lots and ingress and egress to the site prior to the issuance of a building permit.

The Willmar Municipal Utilities Commission met on Monday, April 27, 2026, at 11:45 a.m. in the WMU Auditorium. Commissioners present were President Shawn Mueske, Carol Laumer, Steve Ammerman, Doug Muzik, and John Kennedy. Commissioners Patricia Elizondo and Brad Michelson were absent.

Staff present included General Manager Jeron Smith; Director of Administration Janell Johnson; Information Systems Coordinator Mike Sangren; Facilities & Maintenance Supervisor Kevin Marti; and Executive Secretary Abby Tenner. Also present was Jennifer Kotila of the *West Central Tribune*.

President Mueske called the meeting to order, and the Pledge of Allegiance was recited. There were no changes requested to the agenda. President Mueske introduced newly appointed Commissioner Doug Muzik, who shared a brief self-introduction. President Mueske then proceeded to the Consent Agenda. General Manager Smith highlighted items related to the payment of bills. Following review, Commissioner Laumer made a motion, seconded by Commissioner Kennedy, to adopt **Resolution No. 15**. The motion carried by a roll call vote of five ayes and zero nays.

Outreach Coordinator Eggert provided the 2025-year end update on Energy Services, Safety and Marketing Outreach. He reviewed the 2025 Bright Energy Solutions (BES) Rebate Program and discussed commercial outreach efforts, including in-person visits with 125 businesses, which led to increased participation in BES rebate programs. Eggert reviewed safety performance, including recent awards and key metrics, along with ongoing safety goals and training initiatives. He also discussed community engagement and marketing activities, including participation in local events, educational programs, and business outreach efforts.

Outreach Coordinator Eggert presented the 2026 WMU Scholarship Award recipients. Adeline Engan, Cole Laughlin, and James Dickman each received a \$1,000 scholarship. The Commission expressed appreciation for the students' hard work and initiative.

Commissioner Laumer provided a recap of the MMUA Legislative Conference. She highlighted discussions with Senator Lang and other state legislators on issues impacting municipal utilities, as well as presentations from industry leaders and state officials. Key topics included legislative advocacy, election preparedness, and strategies for funding utility infrastructure projects. She also noted the value of connecting with legislators and other municipal utility representatives to advance shared priorities. She expressed her gratitude to the Commission for the opportunity to attend and represent the Commission.

General Manager Smith requested that the Commission appoint an Acting Secretary due to the absence of Commissioner Elizondo. Commissioner Kennedy volunteered and was appointed to serve in that capacity. Smith noted that the Employee Recognition Luncheon was recently held and thanked those Commissioners who were able to attend. He also recognized recent observances, including Lineman Appreciation Day and Administrative Professionals Day, and noted that Drinking Water Week will be observed May 3 through May 9. Smith requested feedback on the recent facilitated joint work session. Commissioners noted the session was productive, expressed appreciation for the collaboration and participation, and suggested issuing a joint statement. Smith indicated that a follow-up meeting is scheduled with Facilitator Dave Unmacht, City

Administrator Leslie Valiant, City Operations Director Kyle Box, Director of Administration Janell Johnson and General Manager Jeron Smith.

**Upcoming Events:**

- ❖ MRES Annual Meeting – May 6-7, 2026 | Sioux Falls Convention Center, Sioux Falls, SD
- ❖ APPA 2026 National Conference – June 26-July 1, 2026 | Boston, MA
- ❖ MMUA Summer Conference – August 17-19, 2026 | St. Cloud, MN

President Mueske asked for any additional discussion. Hearing none, Commissioner Ammerman moved to adjourn, seconded by Commissioner Kennedy. The motion carried with five ayes and zero nays. The meeting adjourned at 12:22 p.m.

Respectfully submitted,  
WILLMAR MUNICIPAL UTILITIES

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Abby Tenner, Executive Secretary

ATTEST:

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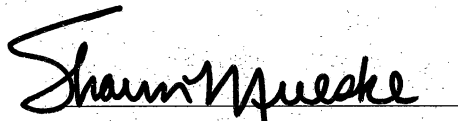
Secretary

**RESOLUTION NO. 15**

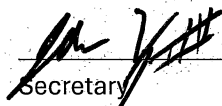
BE IT RESOLVED by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented, including the following:

- ❖ Minutes from the April 13, 2026, MUC Meeting
- ❖ Bills represented by vouchers No. 20260499 through No. 20260547, including associated wire transfers, totaling \$2,262,465.04

Dated this 27th day of April, 2026.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary



### City Council Action Request

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.D.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Vernae Larsen, City Clerk
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Statutory Municipal Liability Coverage Limits - City Options		

**RECOMMENDED ACTION:**

Approve the Resolution Adopting the Municipal Tort Limits Set at \$500,000 Per Claimant, \$1,500,000 Per Occurrence.

**OVERVIEW:**

In the past, the Council has chosen Option 1- “does not waive” the statutory tort limits.

The statutory municipal tort liability limits for 2026 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant’s recovery to no more than \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city’s negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won’t fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city’s negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

*\*If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.*

*\*If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the city’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits*

apply would also be limited to \$2,000,000, regardless of the number of claimants.

*\*If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

**BUDGETARY/FISCAL ISSUES:**

No Financial impact unless a new option is selected.

**ALTERNATIVES TO CONSIDER:**

N/A

**ATTACHMENTS:**

1. Resolution APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS 2026

**RESOLUTION NO.**

**A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 4<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.E.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Shane Stefanick, Public Works Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jared Voge, City Engineer
<b>Item:</b>	Advertisements for Bids: Airport Runway 15/33 Pavement Maintenance		

**RECOMMENDED ACTION:**

Adopt the resolution approving plans and specifications and authorizing advertisement for bids for the Airport Runway 15/33 Pavement Maintenance Project.

**OVERVIEW:**

Crack and repair and patching on Runway 15/33 has been designed and is ready for bidding. Approval of the plans and specifications as prepared requires Council action at this time for authorization to advertise for bids. Pending Council approval, the bid opening date is scheduled for May 27th at 10:00 a.m.

**BUDGETARY/FISCAL ISSUES:**

Sources of funding for the project includes 70% grant funds from MnDOT, and 30% local share.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution - Runway 15-33 Pavement Maintenance Project
2. Airport Runway Title Sheet

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE AIRPORT RUNWAY 15/33 PAVEMENT MAINTENANCE PROJECT.**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the Runway 15/33 Pavement Maintenance project for the City of Willmar Municipal Airport;

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 with the opening scheduled for 10:00 a.m. on the 27th day of May, 2026 for the Runway 15/33 Pavement Maintenance project at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 4<sup>th</sup> day of May, 2026

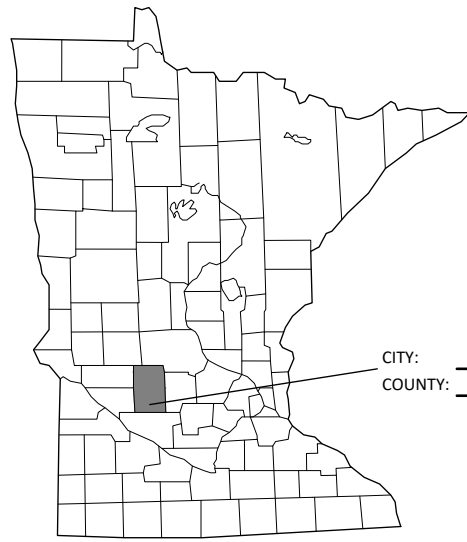
\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

# WILLMAR MUNICIPAL AIRPORT (BDH)

## AIRFIELD PAVEMENT MAINTENANCE

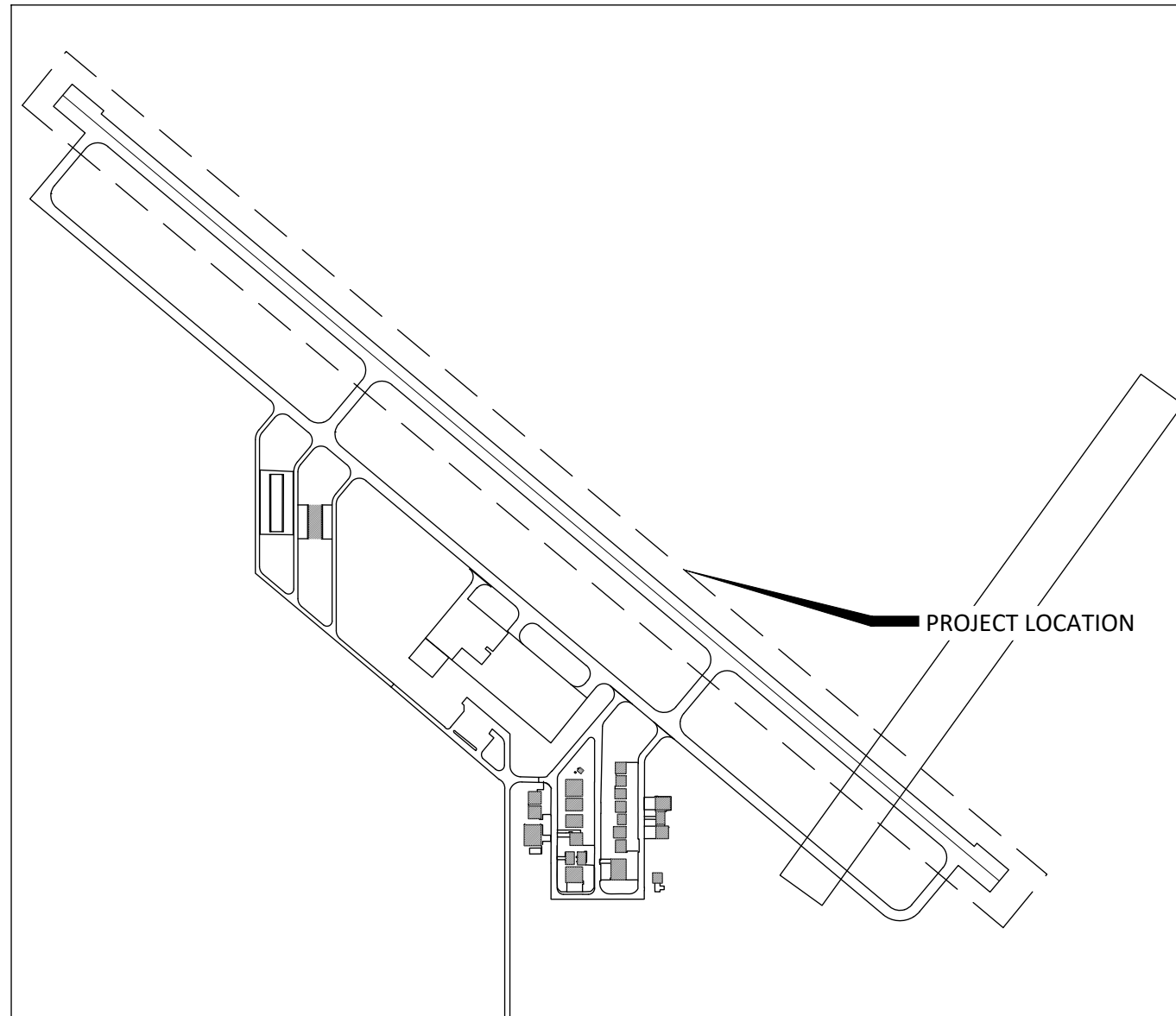


CITY: WILLMAR  
 COUNTY: KANDIYOHI

### PROJECT LOCATION

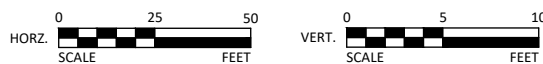
NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002

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 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



SHEET NUMBER	SHEET TITLE
BASE BID: AWOS INSTALLATION	
1	TITLE SHEET & QUANTITIES
2	CONSTRUCTION SAFETY & PHASING PLAN
3	PAVEMENT REPAIR PLAN & DETAILS
THIS PLAN SET CONTAINS 3 SHEETS.	

© Bolton & Menk, Inc. 2026. All Rights Reserved. A:\WILLMAR\26X143256\CAD\G001.dwg 4/30/2026 8:34:12 AM Plotted by: Daniel Law



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.

SILAS P. PARMAR  
 LIC. NO. 48688 DATE MM/DD/YYYY



7533 SUNWOOD DR NW, SUITE 206  
 RAMSEY, MN 55303  
 Phone: (763) 433-2851  
 Email: Ramsey@bolton-menk.com  
 www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
DDL			
DDL			
CHECKED			
SPP			
CLIENT PROJ. NO.	26X.143256		

WILLMAR MUNICIPAL AIRPORT (BDH)  
 RUNWAY 13/31 PAVEMENT MAINTENANCE  
 TITLE SHEET & QUANTITIES

SHEET  
**G0.01**



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.F.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	Deborah Stulen, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Sale of Low-Potency Hemp Edible Retail 2026 Registrations		

**RECOMMENDED ACTION:**

Approve the Sale of Low-Potency Hemp Edible Retail Registrations on a Roll Call Vote

**OVERVIEW:**

In accordance with Minn Stat. §342, the following business has been licensed by the State of MN and is requesting registration approval for 2026.

Cash Wise Liquor, located at 1300 SE 5th Street  
 Cash Wise, located at 1300 SE 5th Street

**BUDGETARY/FISCAL ISSUES:**

\$125.00 application fee per establishment submitted to the City of Willmar.

**ALTERNATIVES TO CONSIDER:**

Deny the application as requested.

**ATTACHMENTS:**

None



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.G.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Human Resources
<b>Resolution:</b>	No	<b>Prepared By:</b>	Alissa Gambrel, Human Resources Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Alissa Gambrel, Human Resources Director
<b>Item:</b>	Memorandum of Understanding between the City of Willmar and AFSCME General Unit		

**RECOMMENDED ACTION:**

Motion to approve the Memorandum of Understanding with the AFSCME General unit making amendments to the 2026-2028 Labor Agreement.

**OVERVIEW:**

This MOU adds the Security Analyst position to the collective bargaining unit.

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Willmar-AFSCME General MOU re Additional Job Classification

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between the City of Willmar (“City” or “Employer”) and American Federation of State, County and Municipal Employees, Council 65 (General Unit) (“Union”).

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit;

WHEREAS, the Employer and Union are parties to a Labor Agreement for January 1, 2026 through December 31, 2028 (“Labor Agreement”);

WHEREAS, the Employer and Union desire to specify an additional job classification included in the bargaining unit.

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, Employer and Union agree as follows:

### **Article 1. Job Classification**

The following job classification is included in the bargaining unit: Security Analyst.

### **Article 2. Entire Understanding**

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

### **Article 3. Waiver of Bargaining**

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express and specific subjects or matters included in this MOU.

### **Article 4. Limitations**

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

### **Article 5. Amendment or Modification**

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

**Article 6. Voluntary Understanding of the Parties**

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

**Article 7. Effective Date**

This MOU is effective on the latest date affixed to the signatures hereto.

IN WITNESS WHEREOF, the parties hereto have made and executed this MOU on the latest date affixed to the signatures below.

**CITY OF WILLMAR**

**AFSCME COUNCIL NO. 65**  
**LOCAL 559, GENERAL UNIT**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
UNION REPRESENTATIVE

\_\_\_\_\_  
CITY ADMINISTRATOR

\_\_\_\_\_  
UNION STEWARD

Date: \_\_\_\_\_

\_\_\_\_\_  
UNION STEWARD

Date: \_\_\_\_\_



### City Council Action Request

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.H.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	No	<b>Prepared By:</b>	Tom Odens, Finance Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Accounts Payable Report, 4/16/26 - 4/29/26		

**RECOMMENDED ACTION:**

Review and Approve Accounts Payable Listing

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

Reduction of Departmental Budgets by amounts approved.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. 04.16.26 thru 04.29.26
2. EFT CK 652-654

# Vendor Payment Listing

April 16, 2026 Through April 29, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	INVOICE	INVOICE DESCRIPTION
103800	AFLAC	101801 5075	319.76	756953	Premiums withheld from employees on 4/17
103557	AMAZON CAPITAL SERVI	101803 5210	8.05	17Q3-VFGW-Y6P9	Binder Spine Inserts
103557	AMAZON CAPITAL SERVI	101803 5210	12.28	1FC9-PW9Q-4YQ1	Office Supplies
103557	AMAZON CAPITAL SERVI	101803 5210	13.04	1FK4-P3KR-D9VV	Printable Name Tags
103557	AMAZON CAPITAL SERVI	101820 5200	48.53	1VM6-MH1Q-1CJF	Name Plates for Secretaries
103557	AMAZON CAPITAL SERVI	101820 5210	18.29	1VNF-1GYV-6TCV	Paper for Tow Notices
103557	AMAZON CAPITAL SERVI	101820 5220	11.99	19W7-7XPK-9LLN	Document Holder
103557	AMAZON CAPITAL SERVI	101820 5220	32.97	1RQ7-9Q3J-77Q1	phone charger cord
103557	AMAZON CAPITAL SERVI	101844 5200	652.10	11VY-TG94-D6RM	DOAC and Rec summer supplies
103557	AMAZON CAPITAL SERVI	101844 5200	70.12	1MTX-3YNF-H1HL	Miscellaneous
103557	AMAZON CAPITAL SERVI	101844 5210	43.82	11VY-TG94-D6RM	DOAC and Rec summer supplies
103557	AMAZON CAPITAL SERVI	101844 5220	104.39	1CMR-3HVV-6KRJ	Podium
103557	AMAZON CAPITAL SERVI	101844 5300	15.29	1GXH-X4KM-F6VC	Battery Parts
103557	AMAZON CAPITAL SERVI	101845 5220	171.74	1NG1-V3PN-7GMY	Cart
103557	AMAZON CAPITAL SERVI	101845 5300	15.29	1P3N-6NGK-CP64	car tailgate stand prop
103557	AMAZON CAPITAL SERVI	101847 5200	5.39	14DP-4NPC-69RC	candy bags- daddy daughter
103557	AMAZON CAPITAL SERVI	101847 5200	68.53	1KXJ-CGFM-H74W	Glue and Daddy daughter supplies
103557	AMAZON CAPITAL SERVI	101847 5200	50.97	1LMW-HQ9Q-7GCK	SWIFT- Cooking Class Supplies
103557	AMAZON CAPITAL SERVI	101848 5200	204.78	11VY-TG94-D6RM	DOAC and Rec summer supplies
103557	AMAZON CAPITAL SERVI	651890 5200	13.29	114T-1D1M-C9LF	Nitrile gloves
103557	AMAZON CAPITAL SERVI	651890 5500	41.20	1C9F-L9NM-CTJN	First aid kit supplies
100825	AMERICAN DOOR WORKS	230838 5310	1,533.28	02-019266	Section Replacements and Keyless Programming
101828	ANDERSON/MICHAEL	101820 5380	126.00	042726	Meal Reimbursements while at Conference
103610	AUSTIN INCORPORATED	230838 5360	120.00	52419	Septic Pumping
103566	BAKER TILLY US LLP	369807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	373807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	374807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	375807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	376807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	377807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	378807 5460	687.50	BT3450276	TIF Management Services
103566	BAKER TILLY US LLP	379807 5460	687.50	BT3450276	TIF Management Services
103525	BANKS/ERIC	101844 5460	1,320.00	041526	Rec Basketball Official
103377	BENSON LAUNDRY	101845 5360	54.74	441316	Towel Service
101010	BOLTON & MENK INC	101830 5460	9,347.00	0392878	Project No. 2608 Prof. Services
101010	BOLTON & MENK INC	101831 5460	13,447.50	0392869	Prof. Svcs Feb 28-March 27, 2026
101010	BOLTON & MENK INC	101831 5460	5,130.00	0392879	City Engineer Feb 28-March 27
101010	BOLTON & MENK INC	205830 5460	918.00	0392887	TH 40 Turn Lanes Prof. Services
101010	BOLTON & MENK INC	420833 5460	3,443.50	0392877	Project No. 2605-B Prof. Services
101010	BOLTON & MENK INC	420845 5460	2,622.25	0392883	Willmar Outdoor Covered Rink
101010	BOLTON & MENK INC	425830 5460	10,247.50	0392868	Project No. 2503-D Prof. Services
101010	BOLTON & MENK INC	425830 5460	810.00	0392885	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	425830 5460	1,136.00	0392886	Project No. 2503-C Final Invoice
101010	BOLTON & MENK INC	426830 5460	66,142.10	0392872	Project No. 2501-B Prof. Services
101010	BOLTON & MENK INC	426830 5460	3,302.50	0392873	Project No. 2503-B Prof. Services
101010	BOLTON & MENK INC	426830 5460	12,265.50	0392875	Project No. 2605-A Prof. Svcs
101010	BOLTON & MENK INC	427830 5460	3,173.00	0392871	2027 PER & Prelim. Survey
101010	BOLTON & MENK INC	427830 5460	2,581.50	0392874	Project No. 2601-B Prof. Services
101010	BOLTON & MENK INC	432893 5460	1,893.00	0392881	ELLS 7, 8 & 9 Prof. Services
101010	BOLTON & MENK INC	454844 5460	10,832.50	0392884	Willmar Robbins Island Amphitheater
101010	BOLTON & MENK INC	462881 5460	5,482.00	0392882	Willmar Fiber Network
101010	BOLTON & MENK INC	651890 5460	822.50	0392888	PFAS Source ID & Reduction Grant
101010	BOLTON & MENK INC	651891 5460	510.00	0392880	Willmar/Downtown I&I Sourcing Study
103993	Calibrations and Con	651890 5490	4,611.00	INV-211037	Meter calibrations
103993	Calibrations and Con	651890 5490	570.37	INV-211070	Troubleshoot CI2 meter
104477	Carden International	101844 5480	1,200.00	042026	Refund for June 20th event cancelled
103390	CENTRACARE	101821 5460	3,600.00	CCHF6483	2026 Medical Direction Fee
100736	CHARTER COMMUNICATIO	101841 5290	94.64	175505001042126	Apr/May TV
101708	CINTAS CORPORATION	101845 5460	131.34	5329729311	First Aid Kits

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103708	CITY LINE TOWING	101820 5490	195.00	26-10685	Tow for ICR 26003810
102984	CODE 4 SERVICES INC	101820 5220	2,623.92	11605	Getac Body Worm Camera Qty 6
104392	Community Broadband	205807 5460	1,050.00	1138	Advisory Services Jan - Mar 2026
103677	COORDINATED BUSINESS	208850 5460	351.40	TNA126971	CVB-Managed IT
104282	Copaneco Restaurant	101811 5470	500.00	0023	Tortillas / Baledas - Heritage Festival
104205	Courtland Waste	651892 5200	40.46	01-45653	Tanker fittings
104480	Crystal Flores	101811 5470	500.00	04272026-2	International Heritage Festival
102899	D. ERVASTI SALES CO	101845 5200	1,418.00	17815	Diamond Dry and Chalk
100212	DOOLEY'S PETROLEUM I	101 1350	24,910.00	862113	Diesel and unleaded fuel
100151	DUININCK CONCRETE	101830 5200	2,536.75	137898	Concrete for batting cages
103245	DUININCK CONCRETE CO	101830 5200	140.50	2604-702340	Concrete pouring supplies
103245	DUININCK CONCRETE CO	101830 5220	-276.38	2509-698443	return blade
103245	DUININCK CONCRETE CO	101830 5220	514.44	2604-702265	Wheelbarrows
900004	ED M. FELD EQUIP CO	101821 5500	198.86	INV27772	Extrication Suit
104430	Emerging Compounds	651890 5460	53,295.00	CINV-449893	PFAS pilot grant
104082	Eric Grieger	101847 5460	150.00	4799	Daddy Daughter DJ
101567	ETTERMAN ENTERPRISES	101830 5200	26.36	385041	Fender Washers for batting cage build
101567	ETTERMAN ENTERPRISES	101844 5300	1,611.97	385016	Batting Cage Repairs
100810	FERGUSON ENTERPRISES	101830 5310	35.95	2582821	VB Rep Kit
102973	FLEETPRIDE	101 1350	385.13	133784403	Filters
102973	FLEETPRIDE	101 1350	10.71	133876630	Filters
100273	FLEXIBLE PIPE TOOL C	651891 5300	4,420.00	32624	Flusher repair
100288	GALLS LLC	101820 5080	86.87	034750584	Safety Boots M. Anderson
100293	GENERAL MAILING SERV	101803 5270	185.29	76896	Postage 04/06-04/10/2026
100293	GENERAL MAILING SERV	101803 5270	85.97	76939	Postage 04/13-04/17/2026
100293	GENERAL MAILING SERV	101803 5270	164.93	77000	postage 04/20-04/24/2026
100293	GENERAL MAILING SERV	101821 5270	0.93	76896	Postage 04/06-04/10/2026
100293	GENERAL MAILING SERV	101821 5270	3.72	76939	Postage 04/13-04/17/2026
100786	GRAINGER INC	101845 5300	84.08	9849314464	Wheel
100786	GRAINGER INC	651892 5200	124.11	9868661613	Tanker parts
100316	HACH COMPANY	651890 5200	1,897.10	14957669	Lab supplies
100321	HANSEN ADVERTISING S	101802 5330	514.32	54352	Willmar Branded Ball Stress Reliever
100321	HANSEN ADVERTISING S	101802 5330	663.95	54440	Willmar Branded Lanyards
100321	HANSEN ADVERTISING S	101802 5330	477.98	54441	Willmar Branded Pens
100324	HAUG IMPLEMENT CO -	101845 5300	23.99	548054	Cable For Mower
100324	HAUG IMPLEMENT CO -	651892 5300	626.50	549111	Tractor service
102609	HAUG-KUBOTA LLC	101830 5300	462.70	29090	Blades, Deck Wheels
102609	HAUG-KUBOTA LLC	101845 5300	82.72	29041	Blade for Mower
102609	HAUG-KUBOTA LLC	651890 5300	154.32	29048	Lawn mower service
900111	HAWK CREEK ANIMAL SH	101820 5490	12,008.50	59838	April - June 2026 Boarding
100325	HAWKINS INC	651890 5200	10,870.90	7402166	Ind. ferric
102036	HEGLUND CATERING	101847 5200	3,114.70	17157	Daddy Daughter Formal Meal
102616	HELGESON/JOSHUA	101820 5080	152.98	042726	Safety Boots Reimbursement
100333	HILLYARD\HUTCHINSON	101830 5360	111.48	90113931	Garbage bags
100333	HILLYARD\HUTCHINSON	101847 5300	799.99	90109342	vacuum
100333	HILLYARD\HUTCHINSON	101847 5300	12.92	90110787	vacuum bags
102511	HOLME/MICHAEL	101820 5380	126.00	042726	Meal Reimbursement while at Chief's Conference
103760	HOMETOWN FIBER	462881 5460	9,952.50	5561	Willmar Connect April 18-26 Tech Work
103075	HORIZON COMMERCIAL P	101848 5200	7,912.02	INV132464	DOAC startup chemical order
102486	IN CONTROL INC	651890 5490	2,733.50	S-INV03574	Automation & cyber plan
103023	INNOVATIVE OFFICE SO	101803 5210	54.37	IN5097485	Office Supplies
103023	INNOVATIVE OFFICE SO	101803 5210	265.19	IN5108507	Office Supplies
103023	INNOVATIVE OFFICE SO	101844 5210	48.59	IN5100633	label maker tape
104483	Jacked up Coffee	101811 5470	500.00	04282026	Samples - Heritage Festival
100867	KANDI STEEL AND FAB	101845 5310	27.84	8226	Steel
101507	KANDIYOHI CO SHERIFF	101820 5370	2,919.00	2026-31	Drive The Road Leadership Training
100385	KANDIYOHI CO TREASUR	205807 5450	750.00	2026 prop tax	2026 Property Tax Prcl 95-917-5820
103138	KING'S ELECTRIC LLC	651892 5300	896.90	3701	GBT junction box repairs
103138	KING'S ELECTRIC LLC	651892 5490	300.00	3704	GBT electrical repair

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VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	INVOICE	INVOICE DESCRIPTION
104350	Kutak Rock LLP	462881 5460	22,500.00	3731331	2026A GO Tax Abatement Bonds
100978	LIFELOC TECHNOLOGIES	101820 5220	358.50	430580	Portable Breath Tester
103899	LITTLE CROW SPORTS C	101830 5300	175.00	21166	Steering Cable
103226	LOCAL GOV'T INFORMAT	101809 5290	4,096.00	153881	LOGIS Internet/ESA quarter 2
102593	LOFFLER COMPANIES	101809 5420	268.74	580701522	500-0757297-000
104202	Lunar Media, LLC	101811 5470	375.00	1604	Photography - Heritage Festival
100437	MARCO TECHNOLOGIES L	101803 5460	58.13	INV15155115	Shredding Services
104484	Mariscos y Tacos	101811 5470	500.00	04282026	IHF Food Sample
102898	MATHESON TRI-GAS INC	101845 5220	3,737.21	0033155813	Welder
102208	MCKALE'S CATERING	208850 5370	193.80	3589	CVB - Leisure Committee Lunch
100449	MENARDS	101803 5200	71.91	09056	Tape, poly 1/4"x100'
100449	MENARDS	101830 5200	22.78	08843	Wax ring, mailbox repair post
100449	MENARDS	101830 5200	23.98	08874	Concrete cutting discs
100449	MENARDS	101830 5200	260.68	08935	Plastic to cover concrete
100449	MENARDS	101830 5200	23.88	09257	Brush site supplies
100449	MENARDS	101830 5220	23.48	09192	Concrete drill bit
100449	MENARDS	101845 5300	102.86	09425	paint
100449	MENARDS	101847 5300	7.36	08988	cleaner
100449	MENARDS	101847 5300	6.98	09397	brackets, nuts, screw
100449	MENARDS	651890 5200	70.11	08784	General supplies
100449	MENARDS	651890 5200	56.98	09194	General supplies
100449	MENARDS	651890 5200	13.92	09378	General supplies
100449	MENARDS	651890 5200	13.08	09394	General supplies
100449	MENARDS	651892 5200	29.95	08901	General supplies
102699	MIKE'S SMALL ENGINE	101845 5300	306.89	36672	parts for chainsaw
103729	MILLS PARTS CENTER	101807 5300	64.62	6620621	Gear Oil
103729	MILLS PARTS CENTER	101820 5300	284.37	6616283	Water Pump
101805	MINI BIFF LLC	101830 5420	125.46	19386	Brush site Porta Potty
101805	MINI BIFF LLC	101844 5420	135.66	19259	Mini biff at Baker
101805	MINI BIFF LLC	101844 5420	135.66	19260	Mini biff at Red & Yellow fields
101805	MINI BIFF LLC	101844 5420	326.03	19261	Mini biffs at HS ball fields
101805	MINI BIFF LLC	101844 5420	135.66	19264	Mini biff at softball fields
101805	MINI BIFF LLC	101844 5420	135.66	19265	Mini biff at Rau Park
102565	MINNWEST TECHNOLOGY	208850 5420	800.00	3020608	CVB- May Rent
100522	MN DEPT OF LABOR & I	101807 5490	1,763.98	04212026	March 2026 State Surcharge
100424	M-R SIGN CO INC	101830 5320	75.05	230866	Russell St NW Street sign
100424	M-R SIGN CO INC	101830 5320	372.87	230894	Street Signs, North 71
100539	MTI DISTRIBUTING CO	101830 5300	579.34	1513507-00	Drag Tine
100541	MUNICIPAL UTILITIES	101821 5350	776.99	STMT03-2026	Municipal Utilities March 2026
100541	MUNICIPAL UTILITIES	101830 5350	1,492.18	STMT03-2026	Municipal Utilities March 2026
100541	MUNICIPAL UTILITIES	230838 5350	2,373.40	STMT03-2026	Municipal Utilities March 2026
100541	MUNICIPAL UTILITIES	432891 5320	21,255.93	INV00414	WMU Elec. Service Iverson LS - Project #432891
100541	MUNICIPAL UTILITIES	651890 5350	49,690.84	STMT03-2026	Municipal Utilities March 2026
100541	MUNICIPAL UTILITIES	651891 5350	338.76	STMT03-2026	Municipal Utilities March 2026
100544	MVTL LABORATORIES IN	651890 5460	87.25	1354524	Lab test's
100544	MVTL LABORATORIES IN	651890 5460	2,353.75	1354760	PFAS test's
100544	MVTL LABORATORIES IN	651890 5460	920.75	1355062	Source ID grant project
100544	MVTL LABORATORIES IN	651892 5460	522.00	1354172	Biosolids test
100544	MVTL LABORATORIES IN	651892 5460	1,027.75	1354562	Biosolids test's
100544	MVTL LABORATORIES IN	651892 5460	66.00	1355215	Soil sample
102547	Noe Carranza	101820 5460	150.00	310	Interpreting Service for ICR 26003461
102547	Noe Carranza	101820 5460	150.00	312	Interpreting Services for Officer Heck and Lueders
103605	NORTH CENTRAL INTERN	651892 5300	750.48	R201005890:01	DOT and service of the semi/tanker
104485	Nuemi Flores	101811 5470	111.08	04282026	Heritage Festival Supplies
100650	O'REILLY AUTOMOTIVE	101 1350	-473.56	1528-259037	return alt.
100650	O'REILLY AUTOMOTIVE	101830 5300	105.71	1528-270212	Shift Select Tube
100650	O'REILLY AUTOMOTIVE	101830 5300	185.70	1528-272785	Bearings
100650	O'REILLY AUTOMOTIVE	101830 5300	231.55	1528-281427	Fuel Pump
100650	O'REILLY AUTOMOTIVE	651890 5200	17.08	1528-279616	General supplies

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100650	O'REILLY AUTOMOTIVE	651892 5200	13.36	1528-275045	Plow truck tail light bulbs
104476	PDCM/SCSU-Range	101820 5370	2,140.00	337900-12724	EVOC and PIT Refresher Training
104277	Pen House Boba	101811 5470	500.00	04272026	Heritage Festival Food Samples
100604	PERKINS LUMBER CO IN	101830 5200	64.95	2604-019630	2" Screws
104481	Peter Johnson	101811 5470	390.00	2026-001	Media Prep and Present - Heritage Festival
100374	PREMIUM WATERS INC	101847 5200	59.47	330714087	Water
100636	R & R SPECIALTIES IN	101845 5300	4,201.65	0092211-IN	Battery Charger for Zamboni
102582	RAILROAD MANAGEMENT	101830 5450	1,749.94	548319	Storm line crossing license fee
101136	RIDGEWATER COLLEGE	101820 5370	1,650.00	2026-04-1888	EMS Refresher Class
100665	RULE TIRE SHOP	101830 5300	1,056.00	1-81082	Kubota Tires
100665	RULE TIRE SHOP	101830 5300	280.00	1-81290	Rear Tires
104482	Samuel Wilkinson	101811 5470	60.00	100	Videographer - Heritage Festival
103441	SCHAEFBAUER/JOSEPH	101820 5380	315.49	042726	Meal and Gas Reimbursement while at training
100681	SCHWANKE TRACTOR & T	101830 5200	7.50	10932	P Clamps
100685	SERVICE CENTER/CITY	101807 5260	243.26	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101807 5260	243.26	STMT/03-2026	Unleaded and Diesel Fuel March 2026
100685	SERVICE CENTER/CITY	101820 5260	5,532.67	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101820 5260	5,532.67	STMT/03-2026	Unleaded and Diesel Fuel March 2026
100685	SERVICE CENTER/CITY	101821 5260	746.87	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101821 5260	746.87	STMT/03-2026	Unleaded and Diesel Fuel March 2026
100685	SERVICE CENTER/CITY	101830 5260	10,062.93	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101830 5260	10,062.93	STMT/03-2026	Unleaded and Diesel Fuel March 2026
100685	SERVICE CENTER/CITY	101845 5260	230.75	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101845 5260	230.75	STMT/03-2026	Unleaded and Diesel Fuel March 2026
100685	SERVICE CENTER/CITY	651890 5260	448.15	STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	651890 5260	448.15	STMT/03-2026	Unleaded and Diesel Fuel March 2026
103218	SIETSEMA/SARA	101833 5370	101.50	042326	Milage reimbursment
104078	Spurs Bar and Grill	101811 5470	500.00	03102026	Hot Dogs - Heritage Festival
100728	SURPLUS WAREHOUSE IN	651890 5220	199.99	11361	Large Wrenches
100161	SYSCO WESTERN MINNES	101845 5200	954.90	353167517	Concessions supplies
103801	TECH CHECK,LLC	101 1370	2,061.80	64982	FY26/FY27 HPE DL360s & MSA warranty renewal
103801	TECH CHECK,LLC	101809 5220	150.00	65038	(3) Dome camera
103801	TECH CHECK,LLC	101809 5270	20.00	65038	(3) Dome camera
103801	TECH CHECK,LLC	101809 5300	2,391.20	64982	FY26/FY27 HPE DL360s & MSA warranty renewal
103801	TECH CHECK,LLC	101809 5310	360.00	65038	(3) Dome camera
104275	Tentaciones LLC	101811 5470	500.00	04272026	Heritage Festival Food Vendor
104479	The Bookshire Co	101807 5400	1,415.00	26-1707	CVN Membership through 04/01/2026 (12 months)
104414	Transportation Colla	101807 5460	9,820.50	25-241-3	March Invoice for Zoning code rewrite
100165	ULTIMATE SAFETY CONC	101821 5200	363.92	222252	Cal Gas, 10ppm, 58 Liter
103143	US BANK EQUIPMENT FI	101809 5420	751.80	580403525	500-0664928-000/001
103880	VIGIL/KATIE	101841 5460	250.00	04272026	City Council Meetings - Recordings
104169	W.L Hall Co Interior	101844 5310	2,480.00	18546	Wall Inspection
104169	W.L Hall Co Interior	101844 5310	4,550.00	18591	Wall in Rec Center
102689	WILLMAR AUTO VALUE	101 1350	-268.99	22604189	Return fuel pump
102689	WILLMAR AUTO VALUE	101 1350	205.64	22604307	Battery
102689	WILLMAR AUTO VALUE	101 1350	159.53	22604572	Hyd Fittings
102689	WILLMAR AUTO VALUE	101820 5300	-44.44	22604571	Core Return
102689	WILLMAR AUTO VALUE	101820 5300	29.99	22607392	V-Belt
102689	WILLMAR AUTO VALUE	101820 5300	33.99	22607494	V-Belt
102689	WILLMAR AUTO VALUE	101830 5200	38.98	22604192	Rubber gloves, kroil.
102689	WILLMAR AUTO VALUE	101830 5200	26.99	22604901	Permatex thread locker
102689	WILLMAR AUTO VALUE	101830 5200	179.90	22605216	Floor Dry
102689	WILLMAR AUTO VALUE	101830 5200	159.92	22605228	Floor Dry
102689	WILLMAR AUTO VALUE	101830 5200	109.95	22606769	Battery Charger
102689	WILLMAR AUTO VALUE	101830 5300	27.69	22604609	Fitting
102689	WILLMAR AUTO VALUE	101830 5300	44.98	22604707	Spark Plug, RTV
102689	WILLMAR AUTO VALUE	101830 5300	28.44	22604708	Air Filter
102689	WILLMAR AUTO VALUE	101830 5300	53.99	22605945	Tail Light
102689	WILLMAR AUTO VALUE	101830 5300	183.20	22606768	Battery and tender

# Vendor Payment Listing

April 16, 2026 Through April 29, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	INVOICE	INVOICE DESCRIPTION
102689	WILLMAR AUTO VALUE	101845 5300	32.61	22605538	battery
102689	WILLMAR AUTO VALUE	101845 5310	263.84	22605450	Battery
102689	WILLMAR AUTO VALUE	651891 5300	48.74	22607212	Trash pump repair
102689	WILLMAR AUTO VALUE	651892 5200	32.98	22605427	Brackets for the semi
100812	WILLMAR CHAMBER OF C	208850 5000	11,809.31	04012026	CVB_Monthly
100812	WILLMAR CHAMBER OF C	208850 5030	3,673.37	04012026	CVB_Monthly
100812	WILLMAR CHAMBER OF C	208850 5200	35.57	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208850 5210	59.90	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208850 5270	40.00	59835	CVB March Internet, mail pickup and office cleanin
100812	WILLMAR CHAMBER OF C	208850 5290	52.50	59835	CVB March Internet, mail pickup and office cleanin
100812	WILLMAR CHAMBER OF C	208850 5290	355.26	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208850 5360	111.47	59835	CVB March Internet, mail pickup and office cleanin
100812	WILLMAR CHAMBER OF C	208850 5400	40.00	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208850 5490	140.00	04012026	CVB_Monthly
100812	WILLMAR CHAMBER OF C	208850 5610	209.81	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208851 5471	15.38	59836	CVB - credit card 03/04-04/02/2026
100812	WILLMAR CHAMBER OF C	208851 5472	1,156.96	59836	CVB - credit card 03/04-04/02/2026
101243	WILLMAR COMMUNITY ED	101844 5460	100.00	2526-554	Youth Wrestling tournament
101721	WILLMAR HOCKEY ASSOC	101844 5460	610.00	4206	Hockey warm up coaches
<b>Total</b>			<b>542,735.38</b>		

# Vendor Payment Listing

## April 16, 2026 Thorough April 29, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100492	MN DEPT OF REVENUE	STMT/04-26	652	2,957.13	sales and fuel tax
100467	CENTERPOINT ENERGY	STMT/03-2026	653	9,433.32	Natural Gas March 2026
103585	4M	042326	654	8,187,784.01	Purchased C.P 2026A Bond
			<b>Total</b>	<b>8,200,174.46</b>	



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	5.I.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Willmar Municipal Utilities Commission Application		

**RECOMMENDED ACTION:**

Information Only

**OVERVIEW:**

Mayor Reese has put forth the application of Dan Tollefson to fill a vacancy on the Willmar Municipal Utilities Commission for Council review.

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Tollefson, Dan Utility Commission

**Application for Appointment to  
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

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

**Applicant Information**

Name: DAN TOLLEFSON Date of Application: 12-01-25

Address: 1400 HANSEN DR SW, WILLMAR, MN 56201 Phone No. 320-212-7772  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: tollefsond@msn.com

What prompted you to make application for a citizen committee? WOULD LIKE TO  
SERVE THE COMMUNITY; GIVE BACK.

Briefly tell us why you want to serve on this Board/Committee/Commission:  
SAME AS ABOVE.

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

BUSINESS OWNER IN WILLMAR 30 YRS. SERVED AS HS. HOCKEY COACH  
WILLMAR, BRAINERD, VIRGINIA 12 YRS.

List your educational background: BS. MATHEMATICS - BEMIDJI STATE UNIVERSITY

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

NONE

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

SCHWEGMAN'S CLEANERS, INC, CEO.

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Or via email to:

Leslie Valiant, City Administrator  
[lvaliant@willmarmn.gov](mailto:lvaliant@willmarmn.gov)



### City Council Action Request

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	9.A.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kelsi Delbosque, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jared Voге, City Engineer
<b>Item:</b>	Project No. 2601-A 4th Street SW Bid Award		

**RECOMMENDED ACTION:**

Adopt the resolution awarding Project No. 2601-A 4th Street SW Reconstruction to Ryan Contracting Co. in the amount of \$4,685,156.10.

Adopt the resolution approving the as-bid budget for Project No. 2601-A in the amount of \$5,894,100.

**OVERVIEW:**

Project No. 2601-A includes the reconstruction of 4th Street SW from Willmar Avenue to Trott Avenue. Bids were opened on April 22nd with nine received. The low bid was from Ryan Contracting Co. from Elko, MN in the amount of \$4,685,156.10. The Engineer's estimate for the project is \$5,136,917.65.

**BUDGETARY/FISCAL ISSUES:**

Funding sources for the project include assessments, bond proceeds, MUC, Wastewater, and Local Option Sales Tax.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution- Accept Bid 2601-A
2. Project No. 2601-A As-Bid Budget
3. Project No. 2601-A Council Bid Recommendation

**Resolution No. \_\_\_\_\_**

**A RESOLUTION AWARDING PROJECT NO. 2601-A TO RYAN CONTRACTING CO. IN THE AMOUNT OF \$4,685,156.10.**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Ryan Contracting Co. of Elko, MN for Project No. 2601-A 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 \$4,685,156.10.

Dated this 4<sup>th</sup> day of May, 2026

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_**  
**PROJECT NO. 2601-A RECONSTRUCTION AS-BID BUDGET**  
**TOTAL COST \$5,894,100**

\*Budget Amounts are Essential

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	
11* Overtime Reg. Employees	
12* Salaries Temp. Employees	
13* Employer Pension Contr.	
14* Employer Ins. Contr.	
<b>TOTAL</b>	<b>\$0.00</b>

**RECEIVABLES**

Assessments Prop Owners	\$817,100
Levy	\$3,105,100
MSA	\$0
MUC	\$640,800
WTP	\$968,500
LOST	\$362,600

**TOTAL \$5,894,100**

**SUPPLIES**

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	
28 Cleaning & Waste Removal	
29* General Supplies	
<b>TOTAL</b>	<b>\$0.00</b>

**FINANCING**

<b>GENERAL</b>	<b>\$3,922,200</b>
LOST	\$362,600
MSA	\$0
WTP	\$968,500
MUC	\$640,800

**TOTAL \$5,894,100**

**GRAND TOTAL \$5,894,100**

Dated this 4<sup>th</sup> day of May, 2026

**OTHER SERVICES**

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$4,685,200
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$234,300
<b>TOTAL</b>	<b>\$4,919,500</b>

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Clerk

**OTHER CHARGES**

46* Prof. Serv.	\$974,600
49 Other Charges	
<b>TOTAL</b>	<b>\$974,600</b>
<b>GRAND TOTAL</b>	<b>\$5,894,100</b>




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## MEMORANDUM

Date: April 28, 2026

To: Shane Stefanick, Public Works Director  
City of Willmar, Minnesota

From:  Spencer Johnson, P.E.  
Project Manager

Subject: 4<sup>th</sup> Street SW Improvements  
City of Willmar, Minnesota  
BMI Project No.: 24X.136910.00  
City Project No.: 2601-A

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On April 22, 2026, we received nine (9) bids for the 4<sup>th</sup> Street SW Improvements project. The base bids ranged from \$4,685,156.10 to \$5,884,689.45. The Engineer's estimate for the project was \$5,136,917.65. The low bidder for the project is Ryan Contracting Co. of Elko, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid and an effective bid bond.

Ryan Contracting Co. has the equipment, financial resources, and resume to complete the job. My recommendation is the City Council award the project for the 4<sup>th</sup> Street SW Improvements project to Ryan Contracting Co. of Elko, Minnesota in the amount of \$4,685,156.10 based on our experience working with the Contractor and all items relating to the submitted bid are conforming of the bid requirements.

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

SJJ/kp

Cc: Jared Voge, City Engineer  
Josh Halvorson, Principal-In-Charge

Attachments: Bid Tab

## BID TABULATION

**PROJECT:** 4<sup>TH</sup> STREET SW IMPROVEMENT PROJECT  
CITY OF WILLMAR, MINNESOTA

**DATE:** April 22, 2026

**TIME:** 1:00 P.M.

**PROJECT NO.** 24X.136910.000 / 2601-A

**QUEST PROJECT NO.** 10137315

BIDDERS	TOTAL BASE BID
1. Ryan Contracting Co. Elko, MN	\$4,685,156.10
2. Duininck, Inc. Prinsburg, MN	\$5,017,170.10
3. LaTour Construction, Inc. Maple Lake, MN	\$5,017,680.25
4. Joe Riley Construction Morris, MN	\$5,164,046.15
5. Kuechle Underground Inc. Kimball, MN	\$5,179,832.15
6. Geislinger & Sons Watkins, MN	\$5,495,946.92
7. Hjerpe Contracting, Inc. Hutchinson, MN	\$5,592,545.33
8. Crow River Construction New London, MN	\$5,624,952.75
9. Voss Plumbing & Heating/ Voss Concrete & Masonry Paynesville, MN	\$5,884,689.45



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**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	9.B.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kelsi Delbosque, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jared Voge, City Engineer
<b>Item:</b>	Project No. 2608 Seal Coat Bid Award		

**RECOMMENDED ACTION:**

Adopt the resolution awarding Project No. 2608 to Asphalt Surface Technologies Corp. in the amount of \$136,238.05.

Adopt the resolution approving the as-bid budget for Project No. 2608 in the amount of \$193,900.

**OVERVIEW:**

Project No. 2608 includes the seal coat of several streets as part of the City's preventative maintenance plan. Bids were opened on April 22nd with three received. The low bid was from Asphalt Surface Technologies Corp. of St. Cloud in the amount of \$136,238.05. The Engineer's estimate for the project was \$213,385.25.

**BUDGETARY/FISCAL ISSUES:**

The project will be paid from the Public Works operating budget.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution- Accept Bid 2608
2. Project No. 2608 As-Bid Budget
3. Project No. 2608 Council Bid Recommendation
4. 2026 Seal Coat Location Figure

**Resolution No.**\_\_\_\_\_

**A RESOLUTION AWARDING PROJECT NO. 2608 TO ASPHALT SURFACE TECHNOLOGIES CORP. IN THE AMOUNT OF \$136,238.05.**

Motion By:\_\_\_\_\_ Second By:\_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Asphalt Surface Technologies Corp. of St. Cloud, MN for Project No. 2608 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 \$136,238.05.

Dated this 4<sup>th</sup> day of May, 2026

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_**  
**PROJECT NO. 2608 SEAL COAT IMPROVEMENTS**  
**AS-BID BUDGET**  
**TOTAL COST \$193,900**

\*Budget Amounts are Essential

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

Code

**PERSONNEL SERVICES**

10\* Salaries Reg. Employees  
 11\* Overtime Reg. Employees  
 12\* Salaries Temp. Employees  
 13\* Employer Pension Contr.  
 14\* Employer Ins. Contr.  
**TOTAL** **\$0.00**

**RECEIVABLES**

Assessments Prop Owners \$0  
 Levy \$193,900  
 MSA \$0  
 MUC \$0  
 WTP \$0  
 LOST \$0

**TOTAL** **\$193,900**

**SUPPLIES**

20\* Office Supplies  
 21\* Small Tools  
 22\* Motor Fuels & Lubricants  
 23\* Postage  
 24 Mtce. of Equipment  
 25 Mtce. of Structures  
 26 Mtce. of Other Improvements  
 27 Subsistence of Persons  
 28 Cleaning & Waste Removal  
 29\* General Supplies  
**TOTAL** **\$0.00**

**FINANCING**

GENERAL \$193,900  
 LOST \$0  
 MSA \$0  
 WTP \$0  
 MUC \$0

**TOTAL** **\$193,900**

**GRAND TOTAL** **\$193,900**

Dated this 4<sup>th</sup> day of May, 2026

**OTHER SERVICES**

33\* Travel-Conf.-Schools  
 34 Mtce. of Equipment  
 35 Mtce. of Structures  
 36\* Mtce. of Other Impr. \$136,300  
 37 Subsistence of Persons  
 38 Cleaning & Waste Removal  
 39\* Other Services \$13,800  
**TOTAL** **\$150,100**

\_\_\_\_\_  
 Mayor

**Attest:**

\_\_\_\_\_  
 City Clerk

**OTHER CHARGES**

46\* Prof. Serv. \$43,800  
 49 Other Charges  
**TOTAL** **\$43,800**  
**GRAND TOTAL** **\$193,900**




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## MEMORANDUM

Date: April 29, 2026

To: Shane Stefanick, Public Works Director  
City of Willmar, Minnesota

From:  Spencer Johnson, P.E.  
Project Manager

Subject: 2026 Seal Coat Improvement Project  
City of Willmar, Minnesota  
BMI Project No.: 24X.136912.00  
City Project No.: 2608

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On April 22, 2026, we received three (3) bids for the 2026 Seal Coat Improvement Project. The base bids ranged from \$136,238.05 to \$150,976.00. The Engineer's estimate for the project was \$213,385.25. The low bidder for the project is Asphalt Surface Technologies Corp of St. Cloud, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid, completed responsible contractor forms, and an effective bid bond.

Asphalt Surface Technologies Corp has the equipment, financial resources, and resume to complete the job. My recommendation is the City Council award the project for the 2026 Seal Coat Improvement Project to Asphalt Surface Technologies Corp of St. Cloud, Minnesota in the amount of \$136,238.05 based on our experience working with the Contractor and all items relating to the submitted bid are conforming of the bid requirements.

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

SJJ/kp

Cc: Jared Voge, City Engineer

Attachments: Bid Tab

## BID TABULATION

**PROJECT:** 2026 SEAL COAT IMPROVEMENT PROJECT  
CITY OF WILLMAR, MINNESOTA

**DATE:** April 22, 2026

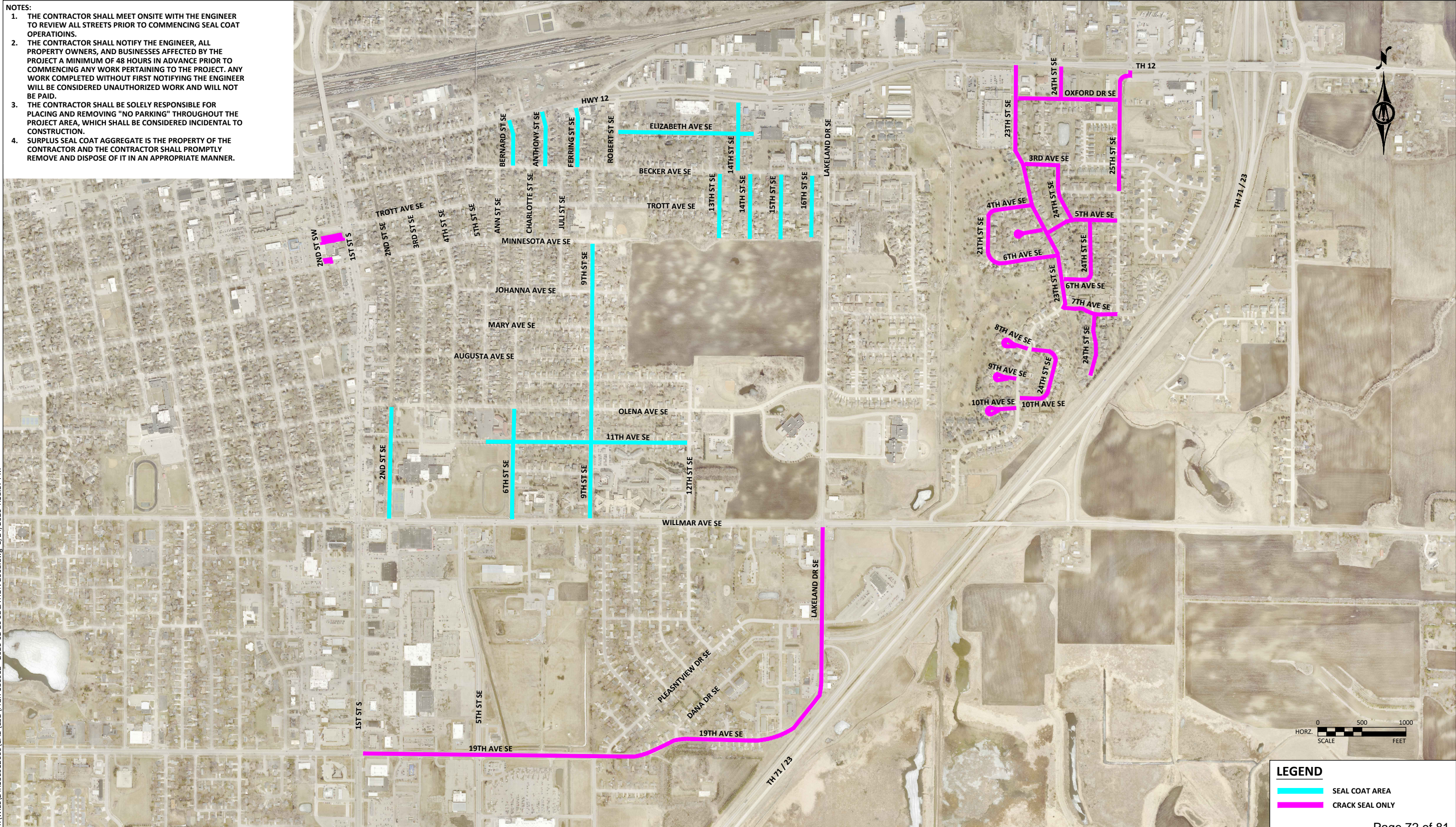
**TIME:** 1:15 P.M.

**PROJECT NO.** 24X.136912.000 / 2608

**QUEST PROJECT NO.** 10150756

BIDDERS	TOTAL BASE BID
1. Asphalt Surface Technologies Corp. St. Cloud, MN	\$136,238.05
2. Pearson Bros, Inc. Hanover, MN	\$138,056.95
3. Allied Blacktop Company Maple Grove, MN	\$150,976.00

- NOTES:**
1. THE CONTRACTOR SHALL MEET ONSITE WITH THE ENGINEER TO REVIEW ALL STREETS PRIOR TO COMMENCING SEAL COAT OPERATIONS.
  2. THE CONTRACTOR SHALL NOTIFY THE ENGINEER, ALL PROPERTY OWNERS, AND BUSINESSES AFFECTED BY THE PROJECT A MINIMUM OF 48 HOURS IN ADVANCE PRIOR TO COMMENCING ANY WORK PERTAINING TO THE PROJECT. ANY WORK COMPLETED WITHOUT FIRST NOTIFYING THE ENGINEER WILL BE CONSIDERED UNAUTHORIZED WORK AND WILL NOT BE PAID.
  3. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR PLACING AND REMOVING "NO PARKING" THROUGHOUT THE PROJECT AREA, WHICH SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
  4. SURPLUS SEAL COAT AGGREGATE IS THE PROPERTY OF THE CONTRACTOR AND THE CONTRACTOR SHALL PROMPTLY REMOVE AND DISPOSE OF IT IN AN APPROPRIATE MANNER.



H:\WILL\24X136912000\CAD\C3D\FIGR-136912 - 2026-02-26 LOCATION 2608.dwg 3/24/2026 4:18:57 PM

**LEGEND**

<span style="color: cyan;">—</span>	SEAL COAT AREA
<span style="color: magenta;">—</span>	CRACK SEAL ONLY



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	9.C.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kelsi Delbosque, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jared Voge, City Engineer
<b>Item:</b>	Project No. 2605-B Stormwater Improvement Bid Award		

**RECOMMENDED ACTION:**

Adopt the resolution awarding Project No. 2605-B to Hoffman Construction Co. LLC in the amount of \$122,155.49.

Adopt the resolution approving the as-bid budget for Project No. 2605-B in the amount of \$168,800.

**OVERVIEW:**

Project No. 2605-B includes the stormwater capital improvements identified for construction as part of the City's Storm Sewer Capital Improvement Plan. Hydrodynamic Separator structures (HDS) are proposed to be installed near 23rd St SE and 8th Ave SE to address debris and sediment buildup in the storm sewers. To address the heaved roadway on Gorton Ave NW, the street surface will be repaired, and polystyrene insulation installed between the street base material and the storm sewer pipe to reduce differential movement between soils and shallow utilities. A swale and berm will be constructed to address drainage concerns on High Avenue NE. Quotes were opened on April 28th with six received. The low bid for the project was from Hoffman Construction Co LLC in the amount of \$122,155.49. The Engineer's estimate was \$173,968.

**BUDGETARY/FISCAL ISSUES:**

The project is to be paid from Local Option Sales Tax (LOST) funds.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution- Accept Bid 2605-B
2. Project No. 2605-B As-Bid Budget
3. Project No. 2605-B Council Bid Recommendation

**Resolution No. \_\_\_\_\_**

**A RESOLUTION AWARDING PROJECT NO. 2605-B TO HOFFMAN CONSTRUCTION CO. LLC  
IN THE AMOUNT OF \$122,155.49.**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Hoffman Construction Co. LLC of Pennock, MN for Project No. 2605-B 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 \$122,155.49.

Dated this 4<sup>th</sup> day of May, 2026

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_**  
**PROJECT NO. 2605-B STORMWATER IMPROVEMENTS**  
**AS-BID BUDGET**  
**TOTAL COST \$168,800**

\*Budget Amounts are Essential

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

Code

**PERSONNEL SERVICES**

10\* Salaries Reg. Employees  
 11\* Overtime Reg. Employees  
 12\* Salaries Temp. Employees  
 13\* Employer Pension Contr.  
 14\* Employer Ins. Contr.  
**TOTAL \$0.00**

**RECEIVABLES**

Assessments Prop Owners \$0  
 Levy \$0  
 MSA \$0  
 MUC \$0  
 WTP \$0  
 LOST \$168,800

**TOTAL \$168,800**

**SUPPLIES**

20\* Office Supplies  
 21\* Small Tools  
 22\* Motor Fuels & Lubricants  
 23\* Postage  
 24 Mtce. of Equipment  
 25 Mtce. of Structures  
 26 Mtce. of Other Improvements  
 27 Subsistence of Persons  
 28 Cleaning & Waste Removal  
 29\* General Supplies  
**TOTAL \$0.00**

**FINANCING**

GENERAL \$0  
 LOST \$168,800  
 MSA \$0  
 WTP \$0  
 MUC \$0

**TOTAL \$168,800**

**GRAND TOTAL \$168,800**

Dated this 4<sup>th</sup> day of May, 2026

**OTHER SERVICES**

33\* Travel-Conf.-Schools  
 34 Mtce. of Equipment  
 35 Mtce. of Structures  
 36\* Mtce. of Other Impr. \$122,200  
 37 Subsistence of Persons  
 38 Cleaning & Waste Removal  
 39\* Other Services \$12,300  
**TOTAL \$134,500**

\_\_\_\_\_  
 Mayor

**Attest:**

\_\_\_\_\_  
 City Clerk

**OTHER CHARGES**

46\* Prof. Serv. \$34,300  
 49 Other Charges  
**TOTAL \$34,300**  
**GRAND TOTAL \$168,800**




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## MEMORANDUM

Date: April 29, 2026

To: Shane Stefanick, Public Works Director  
City of Willmar, Minnesota

From:  Spencer Johnson, P.E.  
Project Manager

Subject: 2026 Stormwater Capital Improvement Project  
City of Willmar, Minnesota  
BMI Project No.: 25X.141969.00  
City Project No.: 2605-B

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On April 28, 2026, we received six (6) quotes for the 2026 Stormwater Capital Improvement Project. The base bids ranged from \$122,155.49 to \$214,775.65. The Engineer's estimate for the project was \$173,968.00. The low bidder for the project is Hoffman Construction Co LLC of Pennock, Minnesota. A bid tabulation is attached for your review.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting the required signed bidder forms of the total bid and an effective bid bond.

Hoffman Construction Co LLC has the equipment, financial resources, and resume to complete the job. My recommendation is the City Council award the project for the 2026 Stormwater Capital Improvement Project to Hoffman Construction Co LLC of Pennock, Minnesota in the amount of \$122,155.49 based on our experience working with the Contractor and all items relating to the submitted bid are conforming of the bid requirements.

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

SJJ/kp

Cc: Jared Voge, City Engineer  
Josh Halvorson, Principal-In-Charge

Attachments: Bid Tab

## QUOTE TABULATION

**PROJECT:** STORMWATER CAPITAL IMPROVEMENT PROJECT  
CITY OF WILLMAR, MINNESOTA

**DATE:** April 28, 2026

**TIME:** 12:00 P.M.

**PROJECT NO.** 25X.141969.000 / 2605-B

BIDDERS	SCHEDULE A: HIGH AVENUE NE	SCHEDULE B: GORTON AVENUE NE	SCHEDULE C: 8TH AVENUE SE & 23RD STREET SE	TOTAL BID
1. Hoffman Construction Co LLC Pennock, MN	\$35,970.24	\$12,895.50	\$73,289.75	\$122,155.49
2. Swenson & Sons New London, MN	\$41,016.10	\$22,320.00	\$67,885.00	\$131,221.10
3. Vreeman Construction Co. Inc. Clara City, MN	\$36,175.25	\$31,322.00	\$97,036.50	\$164,533.75
4. Crow River Construction New London, MN	\$57,539.75	\$28,544.00	\$93,804.00	\$179,887.75
5. Land Pride Construction Paynesville, MN	\$56,009.67	\$28,154.00	\$113,947.00	\$198,110.67
6. Duininck, Inc. Prinsburg, MN	\$70,002.55	\$31,840.70	\$112,932.40	\$214,775.65



Real People. Real Solutions.



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	9.D.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jonah Johnson, Information Technology Director, Kyle Box, City Operations Director
<b>Item:</b>	Advertisement for Bids: Network Operations Center		

**RECOMMENDED ACTION:**

To adopt the resolution authorizing the advertisement for bids for the Willmar Connect Network Operations Center

**OVERVIEW:**

The City Council has previously approved the construction of Willmar Connect Phase 1. As discussed, the construction of a Network Operations Center (NOC) is necessary to provide service, functionality, monitoring, and support for the Willmar Connect network. City staff and consultants have prepared the project materials necessary to solicit bids for each specified trade for the construction of the Network Operations Center. An advertisement for bids will be published and posted, and bid packets will be available for review on the City's website. Bids will be received until Wednesday, May 27, 2026, at 10:00 AM unless otherwise noted via addendum. Bids will be reviewed and brought to the City Council for consideration.

**BUDGETARY/FISCAL ISSUES:**

Willmar Connect Network  
Operations Center (NOC)

Construction	\$300,240.00
Contingency	\$30,024.00
Estimate:	\$330,264.00

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution - WC\_NOC

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF WILLMAR TO ADVERTISE FOR BIDS FOR THE  
WILLMAR CONNECT NETWORK OPERATIONS CENTER (NOC).**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS, the City Council of the City of Willmar has previously approved construction activities related to Willmar Connect Phase 1; and

WHEREAS, the City Council has recognized the importance of developing the infrastructure necessary to support the operation, management, and long-term success of the Willmar Connect network; and

WHEREAS, construction of a Network Operations Center (NOC) is necessary to provide for the service, functionality, monitoring, and support of the Willmar Connect network; and

WHEREAS, City staff and consultants have prepared project materials necessary to solicit bids for the construction of the Network Operations Center; and

WHEREAS, the City Council finds it to be in the best interest of the City to authorize the release of bids for the Network Operations Center project.

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

1. The City Council hereby authorizes City staff to release bid documents for the construction of the Willmar Connect Network Operations Center project.
2. City staff are authorized to advertise for bids, receive bids, and return to the City Council with a recommendation for award at a future meeting.
3. This action is intended to support the continued implementation of Willmar Connect Phase 1 and the infrastructure necessary to serve the network.

Dated this 4<sup>th</sup> day of May, 2026

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



**City Council Action Request**

<b>Council Meeting Date:</b>	May 4, 2026	<b>Agenda Item Number:</b>	10.A.
<b>Agenda Section:</b>	Announcements	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Capital Improvement Budget Work Session		

**RECOMMENDED ACTION:**

**OVERVIEW:**

Council CIP work session will be held Monday, May 11, 2026 at 6:30 p.m. Rice Home Medical Building.

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

None