



WILLMAR CITY COUNCIL MEETING
MONDAY, MAY 18, 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. Proclamation
 - A. Public Works Week Proclamation
6. Consent Items
Approve:
 - A. City Council Minutes of May 4, 2026
 - B. City Council Work Session/CIP Tour Minutes of April 21, 2026
 - C. City Council Work Session Minutes of May 11, 2026
 - D. Planning Commission Minutes of May 6, 2026_DRAFT
 - E. Police Civil Service Commission Minutes of April 2, 2026 _Draft
 - F. Human Rights Commission Minutes of April 29, 2026_Draft
 - G. Willmar Municipal Utilities Commission Minutes of May 11, 2026_Draft
 - H. Willmar Municipal Utilities Commission Application
 - I. Consideration to Reallocate Funds and Purchase Waste Receptacles for Downtown
 - J. Lakeland Drive Path Project Advance Construction Agreement
 - K. Approve MNDot Hwy 40 Turn Lane Construction Agreement
 - L. Change Order No. 01, 2601-F Willmar Connect
 - M. Agricultural Land Lease - Hay Ground
 - N. West Central Ducks Unlimited Lawful Gambling Application
 - O. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—
Intuition Brewing LLC
 - P. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit - VFW
1639
 - Q. Consideration of State Temporary Liquor Permits- Willmar Lakes Rotary Club
 - R. Accounts Payable Report, 4/30/2026 - 5/14/2026

Information:

- S. Human Rights Commission Applicant
- T. Director Reports
- U. Finance Report through 4/30/2026

7. Approve Consent Agenda Items
8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Regular Business
 - A. Willmar Government Academy
 - B. Introduce and Call for Public Hearing on 2026B Bond Ordinance
 - C. Approve Interim Planning Director
 - D. Ad-Hoc Team City Administration Hiring Process Recommendation
11. Closed Session
 - A. Closed Session to develop or consider offers or counteroffers for the purchase or sale of real or personal property pursuant to MN Stat. 13D.05 Subd.3(c)
 - B. Executive Session to Discuss Evaluation of Performance of Leslie Valiant pursuant to MN Stat. 13d.05. subd.3(a)
12. Announcements
13. Adjourn



National Public Works Week Proclamation

May 17–23, 2026

“Rooted in Service, Powered by Community”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of City of Willmar; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are managers, and employees at all levels of government who are responsible for rebuilding, improving, and protecting our nation’s transportation, parks, waste treatment, and public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the **City of Willmar** to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association, be it now,

RESOLVED, I, **Mayor Doug Reese**, do hereby designate the week of May 17–23, 2026, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City,

DONE at the **City of Willmar**, Minnesota this 18th day of May 2026.

Mayor Doug Reese

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

May 4, 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, Steve Gardner, Rick Fagerlie, Vicki Davis, Tom Butterfield, and Carl Shuldes. Excused: Audrey Nelsen, Tom Gilbertson, Present 7, Absent 2.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Planning and Development Director Christopher Corbett, Public Works Director Shane Stefanick, City Engineer Jared Voge, Director of Community Growth Pablo Obregon, and Information Systems Director Jonah Johnson.

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

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

CONSENT ITEMS

City Operations Director Kyle Box reviewed the consent agenda.

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. **Resolution No. 2026-058** Statutory Municipal Liability Coverage Limits - City Options
- E. **Resolution No. 2026-059** Advertisements for Bids: Airport Runway 15/3 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

A motion was made by Council Member Gardner to **Approve Consent Agenda Items as Presented**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

REGULAR BUSINESS

A. Project No. 2601-A 4th Street SW Bid Award

City Engineer Jared Voge provided a summary of Project No. 2601-A and requested approval to award Project No. 2601-A 4th Street SW Reconstruction to Ryan Contracting Co. and approve the as-bid budget. A motion was made by Council Member Ask to **Adopt Resolution No. 2026-060 Awarding Project No. 2601-A 4th Street SW Reconstruction to Ryan Contracting Co. in the amount of \$4,685,156.10**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Council Member Ask made a motion to **Adopt Resolution No. 2026-061 Approving the as-bid budget for Project No. 2601-A in the amount of \$5,894,100**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

B. Project No. 2608 Seal Coat Bid Award

City Engineer Jared Voge provided pertinent information for Project No. 2608 and requested approval to award the project to Asphalt Surface Technologies Corp and approve the as-bid budget. Council Member Shuldes moved to **Adopt Resolution No. 2026-062 Awarding Project No. 2608 to Asphalt Surface Technologies Corp in the amount of \$136,238.05**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

A motion was made by Council Member Fagerlie to **Adopt Resolution No. 2026-063 Approving the As-Bid Budget for Project No. 2608 in the amount of \$193,900**. The motion was seconded by Council Member Butterfield, which carried on a roll call vote of Ayes 6, Noes 0.

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

C. Project No. 2605-B Stormwater Improvement Bid Award

City Engineer Jared Voge gave an overview of Project No. 2605-B and requested the project be awarded to Hoffman Construction Co. LLC and approve the as-bid budget. Council Member Gardner moved to **Adopt Resolution No. 2026-064 Awarding Project No. 2605-B to Hoffman Construction Co. LLC in the amount of \$122,155.49**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

Council Member Shuldes motioned to **Adopt Resolution No. 2026-065 Approving the As-Bid Budget for Project No. 2605-B in the amount of \$168,800**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

D. Advertisement for Bids: Network Operations Center

Information Technology Director Jonah Johnson and Operations Director Kyle Box gave details and requested approval to advertise for bids for the Willmar Connect Networks Operations Center. Council Member Shuldes moved to **Adopt Resolution No. 2026-066 Authorizing the Advertisement for bids for the Willmar Connect Network Operations Center**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

ANNOUNCEMENTS

City Staff reminded Council of the Capital Improvement Budget Work Session scheduled for May 11, 2026 at the Home Medical building.

Justin Ask noted that the Fire Department celebrated the new ladder truck with a push-in ceremony. He was happy to see a good turn out for that event.

Council Member Gardner moved that the **Council hold an executive closed session for the evaluation of the city administrator on May 18, 2026, and that legal council proved notice to the City Administrator of the meeting**. The motion was seconded by Council Member Ask and carried on a roll call vote of Ayes 6, Noes 0.

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

Mayor Reese provided a reminder of the Mayor's prayer breakfast.

With no further business to discuss, Council Member Ask moved to **Adjourn at 6:44 PM**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

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

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2026-058

A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS

Motion By: _____ Ask _____ Second By: _____ Gardner _____

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 4th day of May, 2026.

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2026-059

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

Motion By: _____ Ask _____ Second By: _____ Gardner _____

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 4th day of May, 2026

_____/S/ Douglas E. Reese_____
MAYOR

Attest:

_____/S/Vernae Larsen_____
CITY CLERK

Resolution No. 2026-060

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

Motion By: Ask Second By: Butterfield

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 4th day of May, 2026

_____/S/ Douglas E. Reese_____
Mayor

Attest:

_____/S/Vernae Larsen_____
City Clerk

RESOLUTION NO. 2026-061
PROJECT NO. 2601-A RECONSTRUCTION AS-BID BUDGET
TOTAL COST \$5,894,100

*Budget Amounts are Essential

Motion By: Ask Second By: Shuldes

Code
PERSONNEL SERVICES

RECEIVABLES

10* Salaries Reg. Employees		Assessments Prop Owners	\$817,100
11* Overtime Reg. Employees		Levy	\$3,105,100
12* Salaries Temp. Employees		MSA	\$0
13* Employer Pension Contr.		MUC	\$640,800
14* Employer Ins. Contr.		WTP	\$968,500
TOTAL	\$0.00	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			
TOTAL	\$0.00		

FINANCING

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

TOTAL \$5,894,100

GRAND TOTAL \$5,894,100

Dated this 4th 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	
TOTAL	\$4,919,500	

/S/ Douglas E. Reese
Mayor

Attest:

/S/Verna Larsen
City Clerk

OTHER CHARGES

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

Resolution No. 2026-062

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

Motion By: Shuldes Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of 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 4th day of May, 2026

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

**RESOLUTION NO. 2026-063
PROJECT NO. 2608 SEAL COAT IMPROVEMENTS
AS-BID BUDGET
TOTAL COST \$193,900**

*Budget Amounts are Essential

Motion By: Fagerlie

Second By: Butterfield

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 4th 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

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

OTHER CHARGES

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

GRAND TOTAL **\$193,900**

Resolution No.2026-064

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

Motion By: Gardner Second By: Butterfield

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 4th day of May, 2026

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

**RESOLUTION NO. 2026-065
PROJECT NO. 2605-B STORMWATER IMPROVEMENTS
AS-BID BUDGET
TOTAL COST \$168,800**

*Budget Amounts are Essential

Motion By: Shuldes

Second By: Butterfield

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

FINANCING

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

TOTAL \$168,800

28	Cleaning & Waste Removal		
29*	General Supplies		
	TOTAL	\$0.00	GRAND TOTAL \$168,800

Dated this 4th 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

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

OTHER CHARGES

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

RESOLUTION NO. 2026-066

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

Motion By: Shuldes

Second By: Davis

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.

WILLMAR CITY COUNCIL
PROCEEDINGS FIRE HALL
515 2ND ST SW, WILLMAR, MN 56201

April 21, 2026
10:00 AM

The work session/capital improvement tour of the Willmar City Council was called to order by Mayor Douglas Reese. Members present were Mayor Douglas Reese, Council Members Tom Gilbertson, Steve Gardner, and Carl Shuldes. Absent: Council Members Justin Ask, Audrey Nelsen, Rick Fagerlie, Vicki Davis, and Tom Butterfield. Present 4, Absent 5.

Also present were City Operations Director Kyle Box, Police Chief Michael Holme, Finance Director Tom Odens, Parks and Recreation Director Rob Baumgarn, Human Resource Director Alissa Gambrel, and Public Works Director Shane Stefanick.

There was no quorum of the City Council at the beginning of the meeting. Staff recommended proceeding as information only.

A. Capital Improvement Program Tour

Drive By:

- East Willmar Park. - Parks and Rec Director Rob Baumgarn discussed accessibility and previous relocation efforts. It was also mentioned that the staff was OK to dissolve this park based on the location.

Lincoln Park. Main uses are for youth sports. This park is identified as a main park for the NE quadrant of the city.

Stop No. 1

Civic Center. Discussed the pole shed request, Floor scrubber, 2016 and 2012 trucks, and Zamboni. Also reviewed the blue line arena entrance doors, along with the completed outdoor rink project that will include an additional painting project and the addition of six pickleball courts.

Drive By:

Miller Park. Tennis Court resurfacing.

Stop No. 2

Rice Home Medical Building (lunch). Staff reviewed the 2027 CIP process and an overview of the 2027- 2031 CIP Requests.

Drive By:

Swanson Field requests for lights and fencing over multiple years. DOAC requests for concrete and pump repair/ replacement.

Stop No. 3

Public Works – Public Works Director Shane Stefanick, Foreman Paul Tinklenberg, and Project Manager Curt Hein discussed the break room (2029), generator, siding, windows, snow go, kubota, dump truck, bobcat, street sweeper, hoop shed (black dirt)

Stop No. 4

Airport – Manager Eric Rudningen discussed the Lighting Project, Federal Grant review, and toured the apron

Stop No. 5

Fire Department - Fire Chief Frank Hanson discussed the Combtool, Wildland Firefighting gear, pagers, 2002 Spartan (Pumper), 2006 truck, Turnout Gear extractor (washer). Also reviewed the new ladder truck and vehicle request for 2027.

The meeting concluded at 2:57 PM.

WILLMAR CITY COUNCIL PROCEEDINGS
Rice Home Medical Building
1033 19TH AVE SW 56201
Willmar, MN 56201

May 11, 2026
6:30 PM

The work session of the Willmar City Council was called to order by Mayor Douglas Reese. Members present were Mayor Douglas Reese, Council Members Justin Ask, Tom Gilbertson, Steve Gardner, and Carl Shuldes. Excused: Council Members Audrey Nelsen, Rick Fagerlie, and Vicki Davis. Absent: Tom Butterfield. Present 5, Absent 4.

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, Public Works Director Shane Stefanick, and Information Systems Director Jonah Johnson.

There was no quorum of the City Council at the beginning of the meeting. Staff recommended proceeding as information only.

Mayor Reese provided a handout for the City Council and Directors regarding Council and Staff Communications.

A. 2027 Capital Improvement Program

City Administrator Leslie Valiant opened the agenda item and provided an overview of the council packet. Finance Director Tom Odens presented a brief history of the City's Capital Improvement Plan and the recommended projects for the 2027 Capital Improvement Plan to the City Council for consideration. Department Directors provided an overview of the recommended capital projects and equipment.

Members of the City Council shared a future request to reduce the overall budget by 1-2%, with explanations of the effects on services.

The meeting concluded at 7:36 PM.

WILLMAR PLANNING COMMISSION
WEDNESDAY, MAY 6, 2026
333 6TH STREET SW, CONFERENCE ROOM 1

MINUTES

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

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

Members Absent: None.

Others Present: Christopher Frank (City Planner); Christopher Corbett (Planning Director); Keith Nelson (ATLAS).

1. Chairperson Buzzeo called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions:
City Staff requested a motion to amend the agenda to add item 6.3.1: Review of the Conditional Use Permit (CUP) for temperature-controlled storage at 314 5th St SW. Commissioner Holwerda motioned to approve the amended agenda, seconded by Commissioner Poe, and approved unanimously.
4. Minutes:
 - 4.1. **Planning Commission Minutes for April 15, 2026:** Commissioner Poe motioned to approve the Minutes for April 15, 2026, seconded by Commissioner Kowalczyk, and approved unanimously.
5. General Public Testimony: None.

6. REGULAR BUSINESS

6.1 HEARING AND ACTION

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

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

City Planner Frank reviewed the plan to relocate a house from Green Lake to the subject parcels. Notice was provided to all adjacent properties. No public comments were received. The Commission reviewed and affirmed the seven findings of fact required for a house move plan review.

A motion to approve the house move plan was made by Commissioner Poe, seconded by Commissioner Fils-Aime, and passed unanimously by roll call vote.

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 **REVIEW OF CONDITIONAL USE PERMIT: DOWNTOWN TEMP-CONTROLLED STORAGE**

Location: 314 5TH ST SW; PID#: 95-003-4840, 4850; Zone: CB; Ward 3

A briefing was held regarding the Conditional Use Permit granted to 314 5th St SW for temperature-controlled storage. City staff reported concerns regarding non-compliance with building and rental permit requirements. Specifically, unauthorized construction is suspected inside the building, and the applicant has reportedly denied city staff access for inspection and failed to respond to communications. The Commission discussed the possibility of revoking the CUP if the applicant does not bring the property into compliance. Staff will draft a formal letter to the applicant regarding these issues. Future action, including a possible revocation hearing, may be scheduled if the lack of communication persists.

7. **DIRECTOR'S REPORT**

Director Christopher Corbett announced his resignation as the Director of Planning and Development, effective June 1, 2026. The Commission thanked Director Corbett for his work and commended him on his many accomplishments as director including the comprehensive plan and continuing zoning ordinance update.

8. **MISCELLANEOUS**

9. **ADJOURN**

Commissioner Fils-Aime moved to adjourn the meeting, seconded by Commissioner Poe, and passed unanimously. The meeting was adjourned at 6:41 PM.



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.E.
Agenda Section:	Consent Items	Originating Department:	Police Department
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Police Civil Service Commission Minutes of April 2, 2026 _Draft		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2026-04-02 Minutes revised

MINUTES
WILLMAR POLICE COMMISSION
Thursday, April 2, 2026

A meeting of the Willmar Police Civil Service Commission was held on Thursday, April 2, 2026, at the Law Enforcement Center in Willmar.

Present: President Lilbon Clark; Vice President Kris Rosendahl, Secretary Earline Schulstad, Chief Mike Holme; Captain Mike Anderson; Administrative Assistant Lynn Shuldes.

President Commissioner Clark called the meeting to order at 1:00 p.m.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to approve the February 2nd minutes with one correction, which Administrative Assistant Shuldes stated would be made at the conclusion of this meeting. **Motion carried.**

Personnel Update

Chief Holme informed the Commission that Melissa Jambor began employment in the clerical department on Monday, March 30, 2026. He reported that she is transitioning well into her role and has been positively received within the department.

Review of Background Summaries

Chief Holme presented summaries of two recently completed background investigations for police officer applicants. The Commission conducted a thorough review and discussion.

Commissioner Rosendahl made a motion to extend a conditional offer of employment and schedule the required pre-employment testing for applicant Taylor Lenard. The motion was seconded by Commissioner Clark. **Motion carried.**

Commissioner Rosendahl made the motion to extend a conditional offer of employment and schedule the required pre-employment testing for applicant Jonathan Reid. The motion was seconded by Commissioner Clark. **Motion carried.**

Review of Police Officer Applicants

Chief Holme reported that several new applications for the position of police officer had been received. The Commission reviewed and discussed each application.

One applicant is currently employed as a part-time Community Service Officer (CSO) with the department and is expected to graduate in June. As the applicant had recently completed an interview process with the Commission for their current position, Commissioner Rosendahl made a motion to proceed directly with a background investigation. The motion was seconded by Commissioner Clark. **Motion carried.**

Commissioner Schulstad made a motion to schedule interviews for three applicants and to discontinue consideration of the remaining two. The motion was seconded by Commissioner Schulstad. **Motion carried.**

Miscellaneous

- Chief Holme provided an update on staffing changes within the Community Service Officer (CSO) program:
 - CSO Danielle Lassman has submitted her resignation effective May 5, 2026.
 - CSO Lilly Beerman is expected to graduate in June and has indicated that she will be moving home.
 - CSO Gavin Norstedt will graduate from law enforcement school in June and has applied for a police officer position within the department.

Due to upcoming vacancies, recruitment efforts have begun. An announcement and application materials were shared with Ridgewater College, with an application deadline of Friday, April 17, 2026. Chief Holme noted that several applications had already been received prior to the announcement and will also be considered.

Tentative interview dates were discussed for April 22-24, 2026. Commissioners indicated they would review their availability for those dates.

Having no further business, a motion was made by Commissioner Rosendahl to adjourn, seconded by Commissioner Schulstad. The meeting was adjourned at 2:03 p.m.

by Lynn Shuldes

WILLMAR HUMAN RIGHTS COMMISSION PROCEEDINGS
CITY HALL, CONFERENCE ROOM 1
333 6TH ST SW, WILLMAR, MN 56201

April 29, 2026
5:30 PM

At 5:30 PM Vice Chair Benson called the meeting to order. The following Commission Members were present. Present: Sarah Vasquez, Allen Clark, Jill Benson, Sarah Kretschmann, and Richard Engan. Absent: John Salgado Maldonado, and Peggy Karsten. Also present was City Operations Director Kyle Box.

Director Box welcomed the new members, provided an overview of the mission and purpose of the Willmar Human Rights Commission, and the Open Meeting Law as it pertains to the Willmar Human Rights Commission.

Vice Chair Benson asked for introductions of the members and why they are a part of the Human Rights Commission.

A. Review and Approve the January 27, 2026, Minutes
Motion by Commission Member Engan, Seconded by Commission Member Clark, to approve the January 27, 2026, minutes. All voted in favor.

B. Officers Appointments
Nomination by Commission Member Engan to reinstate the current members in their positions of Chair, Vice Chair, and Secretary

Motion by Commission Member Engan, Seconded by Clark for John Salgado Maldonado as Chair. All voted in favor.

Motion by Commission Member Kretschmann, Seconded by Engan for Jill Benson as Vice Chair. All voted in favor.

Motion by Commission Member Engan, Seconded by Benson for Allen Clark as Secretary. All voted in favor.

C. Review of Bylaws
The Commission acknowledged the bylaws and did not provide any recommended changes at this time. There was further discussion by the Commission on upcoming events for the Commission to participate in, including Juneteenth, Willmar Fests, Rockin Robbins, Pride, and Welcoming Week. Director Obregon will be asked to provide event details to the Commission in a future update.
At 6:20 PM, Motion by Commission Member Engan, Seconded by Commission Member Clark to Adjourn.

CHAIR

Attest:

DIRECTOR OF COMMUNITY GROWTH

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

Staff present included General Manager Jeron Smith; Director of Administration Janell Johnson; Information Systems Coordinator Mike Sangren; Finance and Office Services Supervisor Andrea Prekker; Facilities & Maintenance Supervisor Kevin Marti; and Executive Secretary Abby Tenner. Additional attendees included City Attorney Robert Scott (via teleconference), Catherine Vollmer with *GreatBlue Research* (via teleconference), and Jennifer Kotila of the *West Central Tribune*.

Vice President Laumer, in the absence of President Mueske, called the meeting to order and the Pledge of Allegiance was recited. There were no changes requested to the agenda. Vice President Laumer proceeded to the Consent Agenda and called for a motion to approve. Ammerman moved to adopt **Resolution No. 16**, seconded by Kennedy. General Manager Smith then highlighted items related to the payment of bills following Commission review. A roll call vote was taken with five ayes and zero nays.

General Manager Smith, on behalf of Commission President Mueske, shared words of appreciation in recognition of Commissioner Kennedy's final meeting with the Commission. Following the recognition, Vice President Laumer presented Commissioner Kennedy with a plaque honoring his years of service on the Commission from 2022 through 2026.

Finance & Office Services Supervisor Prekker presented the March 2026 Financial Report, including the Income Statement, retained earnings, comparative data for the Electric and Water Divisions, Quarter 1 prior year comparison report, and the Investment Portfolio and Cost of Power Report as of March 31, 2026.

Finance & Office Services Supervisor Prekker informed the Commission of the need to determine liability limits for the League of Minnesota Cities Insurance Trust renewal. Staff recommended that Willmar Municipal Utilities (WMU) not waive the municipal tort liability limits established under Minnesota Statutes §466.04. Under the statute, an individual claimant is limited to recovering no more than \$500,000 per claim, with a total cap of \$1,500,000 for all claims arising from a single occurrence. If WMU were to waive these limits and purchase excess liability coverage, a single claimant could recover up to the full amount of the coverage purchased. Following discussion, Commissioner Kennedy offered **Resolution No. 17** to retain the statutory liability limits, seconded by Commissioner Elizondo. A roll call vote was taken with five ayes and zero nays.

Catherine Vollmer with *GreatBlue Research* presented key findings from the WMU 2025 Retail Customer Survey. Areas of focus were Key Satisfaction Metrics, Specific Performance Areas, Customer Service and Communication, and Recommendations for Improvement. WMU performs well in the core satisfaction areas, slightly better than the composite average. Key areas for improvement focused on physical office accessibility, infrastructure and specific technology communication channels.

Director of Administration Johnson provided the 2025 Customer Service Update, highlighting customer service operations, billing and collections activity, financial assistance programs, future billing initiatives, explanation of pass through fees, and priorities for 2026.

General Manager Smith provided a recap of the 2026 Missouri River Energy Services (MRES) Annual Meeting “*Connected by Purpose*”. Topics discussed included regional power supply, S-1 contract extension, joint action benefits, customer expectations, rate studies, wholesale power trends, and future energy industry challenges. Smith also highlighted the importance of public power partnerships and long-term planning related to reliability and power supply stability. Attendees expressed gratitude to the Commission for the opportunity to attend educational conferences and industry meetings.

General Manager Smith noted that registration for the American Public Power Association (APPA) Conference is open and will be held June 26 through July 1 in Boston, Massachusetts. Smith also noted that the next Commission meeting will be held on Tuesday, May 26, due to the Memorial Day holiday. Additionally, Smith informed the Commission that Dan Tollefson has applied to serve on the Municipal Utilities Commission, and his appointment will go before the Willmar City Council at its meeting on Monday, May 18.

Upcoming Events:

- ❖ APPA 2026 National Conference – June 26–July 1, 2026 | Boston, MA
- ❖ MMUA Summer Conference – August 17–19, 2026 | St. Cloud, MN

Vice President Laumer asked for any additional discussion. Hearing none, Commissioner Kennedy moved to adjourn, seconded by Commissioner Muzik. A roll call vote was taken with five ayes and zero nays. The meeting adjourned at 1:03 p.m.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Abby Tenner, Executive Secretary

ATTEST:

Secretary

RESOLUTION NO. 16

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:

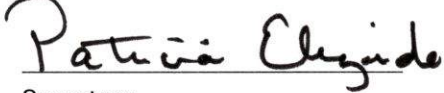
- ❖ Minutes from the April 27, 2026, MUC Meeting
- ❖ Bills represented by vouchers No. 20260548 through No. 20260641, including associated wire transfers, totaling \$407,330.54

Dated this 11th day of May, 2026.



President

Attest:



Secretary

RESOLUTION NO. 17

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04”

Dated this 11th day of May, 2026.

President

Attest:

Secretary



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.H.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Willmar Municipal Utilities Commission Application		

RECOMMENDED ACTION:

Approve Dan Tollefson to the Willmar Municipal Utilities Commission.

OVERVIEW:

Mayor Reese has approved forwarding the application of Dan Tollefson to fill a vacancy on the Willmar Municipal Utilities Commission.

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)
- X 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@msu.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 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Or via email to:

Leslie Valiant, City Administrator
lvaliant@willmarmn.gov



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.I.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	Yes	Prepared By:	Christopher Corbett, Planning and Development Director
Ordinance:	No	Presented By:	Christopher Corbett, Planning and Development Director
Item:	Consideration to Reallocate Funds and Purchase Waste Receptacles for Downtown		

RECOMMENDED ACTION:

Approve the request to reallocate funds from the Capital Improvement Plan associated with Willmar Main Street (code 450807.5700) to purchase 20 Downtown waste receptacles from Global Industries, not to exceed \$25,000.

OVERVIEW:

In 2023, the City Council approved the Capital Improvement Plan (CIP 2024–2029) in the amount of \$64,250. Below is a summary of the approved allocation.

Large Christmas Decorations	Main Street	\$ 45,000
Nuts & Bolts for Downtown Banners	Main Street	\$ 1,250
Equipment for Wreaths and Snowflakes	Main Street	\$ 18,000

The Planning Department is requesting to reallocate funds from the Willmar Main Street CIP (code 450807.5700) for the purchase of 20 waste receptacles for the Downtown area, not to exceed \$25,000.

Since the approval of the 2024 CIP, downtown business owners, residents, and local organizations have emphasized the importance of maintaining a clean and safe downtown year-round. In response, the City must pursue long-term solutions that support ongoing cleanliness. One effective strategy is the installation of waste receptacles at key intersections.

With the addition of 50+ new apartment units and increased pedestrian and dog-walking activity, the need for accessible receptacles for small litter and pet waste has grown. While some have noted that

“trash cans have been downtown before, and they didn’t work,” previous units did not meet streetscape standards. They resembled residential containers and allowed for improper disposal of household waste.

The proposed receptacles will be anchored to the sidewalk and equipped with bonnets, which help prevent bulk dumping and protect contents from weather. These features align with best practices for downtown streetscape design. Upon approval, Planning and Development will communicate to every building not to use the receptacles for household garbage.

For ongoing maintenance, the Department of Public Works will service the new receptacles using existing staff. This is a one-time purchase and does not require an additional service agreement with a third-party vendor.

BUDGETARY/FISCAL ISSUES:

Not to exceed \$25,000

ALTERNATIVES TO CONSIDER:

Request more information.

ATTACHMENTS:

1. Resolution_DTW_2026
2. quote 1 Uline
3. Quote# 8155673
4. Uline_Pricing_Request_33942951_122464773_1
5. 2026-05-11 trash can

RESOLUTION: _____

A Resolution Authorizing the Reallocation of Capital Improvement Plan Funds for the Purchase of Downtown Waste Receptacles

May 18, 2026

WHEREAS, the City of Willmar adopted the Capital Improvement Plan (CIP) for 2024–2029, which includes funding allocations for various public improvements; and

WHEREAS, the CIP includes an allocation under the Willmar Main Street Program (Code 450807.5700) intended to support enhancements within the Downtown district; and

WHEREAS, Downtown business owners, residents, and community organizations have expressed a strong need for improved cleanliness and waste management to support a safe, welcoming, and vibrant Downtown environment; and

WHEREAS, the installation of durable, streetscape-appropriate waste receptacles will support long-term maintenance, reduce litter, and enhance the overall appearance and functionality of Downtown Willmar; and

WHEREAS, the Department of Public Works has confirmed its ability to service the new receptacles using existing staff and resources, without the need for additional contracts or third-party services; and

WHEREAS, the Planning Department has requested that up to \$25,000 be reallocated from the Willmar Main Street CIP line item to fund the purchase and installation of 20 Downtown waste receptacles.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that funds in an amount not to exceed \$25,000 be reallocated from the Willmar Main Street CIP (Code 450807.5700) for the purchase and installation of 20 waste receptacles to be placed throughout Downtown Willmar.

MAYOR

ATTEST:

CITY ADMINISTRATOR

Courtyard Trash Can - Bonnet Lid, 36 Gallon, Black



An attractive, vandal-proof hideaway for trash.

- For parks, offices and city streets.
- Slatted steel bars deter vandalism.
- Weather and rust-resistant, powder-coat finish.
- Bonnet lid keeps out rain and snow.
- Includes black plastic liner and anchor kit.
- Use recommended [Clear](#) and [Black Liners](#).

SALES QUOTE

QUOTE ISSUED: 05/06/2026
ACCOUNT NO. 8758242
QUOTE NO. 8155673

[Click Here To Place Order Online](#)

*Pricing valid for 30 days from quote issue date. Subject to change based on product availability and/or market conditions.

CUSTOMER INFORMATION

Account Name: The City Of Willmar
Name: Robin Raasch
Address: 801 INDUSTRIAL DR SW
 WILLMAR, Minnesota 56201
Email: rraasch@willmarmn.gov
Phone: (320) 235-8311

Part#	Description	Shipping	Qty	Price	Extended
261941BK	Global Industrial® Outdoor Slatted Steel Trash Can W/Access Door & Rain Bonnet Lid,36 Gal,Black Country Of Origin: CHINA	TRUCK	20	\$548.10	\$10,962.00

Notes

ItemTotal:	\$10,962.00
Tax:	\$995.07
Shipping and Handling:	\$1,673.75
**Total:	\$13,630.82

**Applicable taxes and shipping charges will be added to invoice.

[Please be sure to review our terms and conditions](#)

[Shipping Terms and Conditions](#)

Thank you for the opportunity to help with your needs. To place your order or further assistance please contact me.

Name: HOLDING BUCKET SDR PUBLIC SECTOR
Address: 11 HARBOR PARK DRIVE
 PORT WASHINGTON, NY 11050

Email:
Phone:
Fax:



1-800-295-5510
 uline.com
 customer.service@uline.com

**PRICING
REQUEST**

REQUEST # PRA2103951

Thank you for your interest in Uline!

PROVIDED TO: WILLMAR CITY OF
 333 6TH ST SW STE 1
 WILLMAR MN 56201-5605

SHIP TO: WILLMAR CITY OF
 PUBLIC WORKS
 801 INDUSTRIAL DR SW
 WILLMAR MN 56201-2992

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
33942951			DAYTON FREIGHT	05/06/26	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
20	KT	H-5171BL	COURTYARD TRASH CAN - BONNET LID, 36 GALLON, BLACK	710.00	14,200.00
20	EA	H-5171BL-L	BONNET LID FOR COURTYARD TRASH CANS - BLACK PART OF KIT	.00	.00
20	EA	H-5172BL	36GAL METAL RECEPTACLE BASE-BLK PART OF KIT	.00	.00

SUB-TOTAL 14,200.00	SALES TAX .00	SHIPPING/HANDLING 456.80	TOTAL 14,656.80
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NOTE:

DELIVERY TIME 1 BUSINESS DAY VIA DAYTON FREIGHT.
 ATTENTION: ROBIN RAASCH
 NEW: ORDER ONLINE AT ULINE.COM/PRICINGREQUESTDETAIL
 IN STOCK. ORDER BY 6PM FOR SAME DAY SHIPPING.



Pay \$2,759.98/month for 12 months, interest-free upon approval for Amazon Visa [Learn more](#)

Shopping Cart



36 Gallon Commercial Heavy-Duty Outdoor Trash Can - Black Steel Slatted Waste Receptacle with Rain Bonnet Lid and Rigid Plastic Liner, Round Freestanding Bin for Par...

\$1,655.99

In Stock
Shipped from: Stager Direct
FREE delivery **Mon, May 18**
Gift options not available. [Learn more](#)
Color: Black
Number of Items: 1

Qty: 20 [Delete](#) [Save for later](#) [Share](#)

Subtotal (20 items): \$33,119.80

Subtotal (20 items): \$33,119.80

[Proceed to checkout](#)

Customers Who Bought Items in Your Recent History Also Bought



1919 Draft Root Beer
16oz Can, Real Sugar...
★★★★★ 99
\$32.99 (\$2.06/fluid ounce)
FREE Shipping
[Add to cart](#)



1919 Draft Root Beer
7.5oz Can, Real Sugar...
★★★★★ 54
\$24.99 (\$3.33/fluid ounce)
FREE Shipping
Only 13 left in stock - ord...
[Add to cart](#)

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)
Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.J.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Lakeland Drive Path Project Advance Construction Agreement		

RECOMMENDED ACTION:

Adopt the resolution approving the agreement with the Commissioner of Transportation for MnDOT Contract No. 1062885 for the Lakeland Drive Path Improvement Project.

OVERVIEW:

Approve an Advance Construction Agreement and required resolution for the Lakeland Drive Path Improvement Project, authorizing MnDOT to accept and manage federal Transportation Alternatives funding on behalf of the City. Approval allows the City to proceed with construction using local funds while remaining eligible for future federal reimbursement of up to 80% of project costs (approximately \$880,000) once funds become available.

BUDGETARY/FISCAL ISSUES:

Transportation Alternatives (TA) Grant (Requires 20% Local Match):	\$880,000.00
Active Transportation (AT) Grant (Used to Meet the 20% Local Match; Balance Applied to Construction):	\$204,380.00
Construction Balance Not Covered/Not Eligible for Funding:	\$103,410.00
Contingency (5%):	\$59,390.00
Engineering, Administrative, Legal, Testing Costs:	\$327,500.00
Total Project Cost:	\$1,574,680.00

Total Anticipated Grant:	\$1,084,380.00
Total Anticipated City Cost:	\$490,300.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution MnDOT Advanced Construction Agreement
2. 175-090-007 Base AC Agreement

Resolution No._____

A RESOLUTION APPROVING MNDOT CONTRACT NO. 1062885 FOR THE LAKELAND DRIVE PATH IMPROVEMENT PROJECT.

Motion By:_____ Second By:_____

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Willmar to accept as its agent, federal aid funds which be made available for eligible transportation related projects.

BE IT FUTHER RESOLVED, the Mayor and the Clerk are hereby authorized and directed for and on behalf of the City of Willmar to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract No. 1062885," a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Dated this 18th day of May, 2026

Mayor

Attest:

City Clerk



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

April 30, 2026

Mr. Jared Voge
City of Willmar Engineer
333 SW 6th Street
Willmar, MN 56201

SUBJECT: SP 175-090-007, TA 3426(271)
Lakeland Drive Path Improvement
MnDOT Contract Number 1062885

Dear Mr. Voge:

Attached is the agreement between the City of Willmar and MnDOT, which allows for MnDOT to act as the City of Willmar's agent in accepting federal aid in connection with the above referenced project.

This agreement is for Advance Construction, because you wish to begin construction of the project prior to the year it is designated in the STIP. The project will be converted to "real" funds in Federal fiscal year 2029 or sooner as funds are available.

Please review and if approved, have the agreement signed. A City Council resolution similar to the example attached, must be passed. The certified resolution should then be placed as the last page in the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return the agreement to me for MnDOT signatures. A fully executed copy will be returned to you. If you have any questions or need any revisions, please feel free to contact me at 612.271.6210.

Sincerely,

Angela Murphy, PE
Federal Plans Engineer

Enclosures

Cc: Todd Broadwell—DSAE
Robin Sterzinger—Finance
File

An Equal Opportunity Employer



**STATE OF MINNESOTA
AGENCY AGREEMENT
for
FEDERAL PARTICIPATION IN ADVANCE CONSTRUCTION**

State Project Number: 175-090-007_____

FAIN Number: TA 3426(271)_____

This Agreement is entered into by and between the City of Sauk Rapids (“Local Government”) and the State of Minnesota acting through its Commissioner of Transportation (“MnDOT”).

RECITALS

1. MnDOT Contract Number dcp(1052163) which has been executed between the Local Government and MnDOT, appoints MnDOT as the Local Government’s agent to receive and disburse transportation related federal funds, and sets forth duties and responsibilities for letting, payment, and other procedures for a federally funded contract let by the Local Government; and
2. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent to accept and disburse federal funds for the construction, improvement, or enhancement of transportation financed in whole or in part by federal funds, hereinafter referred to as the “Project”; and
3. The Local Government is proposing a federal aid project for Lakeland Drive Path Improvement, hereinafter referred to as the “Project”; and
4. The Project is eligible for the expenditure of federal aid funds and is programmed in the approved federally approved STIP for the fiscal year 2029, and is identified in MnDOT records as State Project 175-090-007, and in Federal Highway Administration (“FHWA”) records as Minnesota Project TA 3426(271); and
5. The Local Government desires to proceed with the construction of the project in advance of the year it is programmed for the federal funds; and
6. It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding for the federally eligible costs in a subsequent federal fiscal year(s), if sufficient funding and obligation authority are available; and
7. The Local Government desires to temporarily provide Local Government State Aid and/or other local funds in lieu of the federal funds so that the project may proceed prior to the fiscal year(s) designated in the STIP; and
8. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. **Effective Date.** This Agreement will be effective upon execution by the Local Government and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five

(5) years from the effective date or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. Local Government's Duties

- 2.1. The Local Government will perform all of its duties and obligations in MnDOT Contract Number dcp(1052163), which is incorporated herein by reference, in the solicitation, letting, award, and administration of the construction of the Project.

3. MnDOT's Duties

- 3.1. MnDOT will perform all of its duties in accordance with MnDOT Contract Number dcp(1052163), which is incorporated herein by reference.
- 3.2. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project, and for reimbursement of eligible costs pursuant to the terms of this Agreement.
- 3.3. MnDOT will request the conversion of the Project to federal funding of eligible costs, when funding and obligation authority are available.
- 3.4. At such time that the project is converted to federal funding and such funding is received by MnDOT, MnDOT will reimburse to the Local Government the federal aid share of the federally eligible costs, previously provided by the Local Government. Reimbursement for Local Government State Aid funds used in lieu of federal funds, will be deposited in the Local Government's State Aid Account. Reimbursement for other Local Government funds used in lieu of federal funds will be forwarded to the Local Government.

4. Time

- 4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence
- 4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. It is estimated that the total cost of the Project is \$1,150,000. The remaining share will be paid by the Local Government. 80% of the eligible costs will be eligible for TA funds in federal fiscal years 2029. This amount is \$880,000.
- 5.2. The Local Government will pay any part of the cost or expense of the work that the FHWA does not pay.
- 5.3. Request for reimbursement of the federal aid share of the federally eligible costs can be made any time after the work is completed, however payment may not be made until after October 1, 2028 for federal fiscal year 2029. It could be earlier if funding and obligation authority are available (subject to the Area Transportation Partnership (ATP) policy).
- 5.4. The Local Government will make requests for reimbursement in accordance with the payment provisions in MnDOT Contract Number dcp(1052163), which is incorporated by reference, and will comply with the requirements of 2 CFR Part 200.

6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:

Name: Angela Murphy, or their successor.

Title: State Aid, Federal Plans Engineer

Phone: 612-271-6210

Email: angela.murphy@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. The Local Government's Authorized Representative is:

Name: Jared Voge _____, or their successor.

Title: City of Willmar Engineer _____

Phone: 612-756-0326 _____

Email: jared.voge@bolton-menk.com _____

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the

Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 9.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

10. Government Data Practices. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

11. Workers Compensation. The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

12. Governing Law, Jurisdiction, and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination; Suspension

- 13.1. **Termination by MnDOT or Commissioner of Administration.** MnDOT or Commissioner of Administration may unilaterally terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. **Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota,

including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3. Termination for Insufficient Funding. MnDOT may immediately terminate this Agreement if:

13.3.1. Funding is not obtained from the Minnesota Legislature; or

13.3.2. Funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.

13.4. Suspension. MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14. Data Disclosure. Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

15. Fund Use Prohibited. The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

16. Discrimination Prohibited by Minnesota Statutes §181.59. The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17. Appendix II 2 CFR Part 200. The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal

Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.

- 17.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 17.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 17.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 17.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 17.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles

ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 17.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 17.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 17.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 17.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 17.1.10. Local Government will comply with 2 CFR § 200.323.
- 17.1.11. Local Government will comply with 2 CFR § 200.216.
- 17.1.12. Local Government will comply with 2 CFR § 200.322.
- 17.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 17.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

17.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies and the US Office of Management and Budget, as applicable.

17.5. **Federal Funding Accountability and Transparency Act (FFATA).**

17.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in

accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 17.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 17.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 17.5.4. The Local Government will obtain a Unique Entity Identifier (UEI) number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project.
- 17.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

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City of Willmar

City of Willmar certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: State Aid Engineer _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

SAMPLE RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Willmar to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the **Mayor* and the **Clerk* are hereby authorized and directed for and on behalf of the City of Willmar to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1062885," a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of the City

SAMPLE CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City of Willmar name at a duly authorized meeting thereof held on the ____ day of _____, 20____, as shown by the minutes of said meeting in my possession.

Clerk

Notary Public

My Commission expires _____

(SEAL)



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.K.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	Approve MNDot Hwy 40 Turn Lane Construction Agreement		

RECOMMENDED ACTION:

Approve MnDOT Highway 40 turn lane construction agreement 10613141

OVERVIEW:

The City of Willmar was awarded \$900,000 through the Transportation and Economic Development (TED) Program for the Highway 40 turn lane project. On April 15, 2024, the City executed a right-of-way acquisition agreement with MnDOT, and on April 6, 2026, the City Council approved the project plans and authorized advertisement for construction bids. Construction is expected to begin in July 2026, with substantial completion expected by the end of September.

BUDGETARY/FISCAL ISSUES:

Industrial Park Fund—	\$613,037.75
Estimated Cost	
TED Grant Award	\$900,000.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution MnDOT Construction Agreement
2. MnDot Construction Agreement 1061341

CITY OF WILLMAR

RESOLUTION _____

IT IS RESOLVED that the City of Willmar enter into MnDOT agreement No. 1061341 with the State of Minnesota, Department of Transportation for the following purpose:

To provide for payment by the State to the City of the State's share of cost for the grading, bituminous pavement, and lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 40 from 1,300 feet east of County State Aid Highway No. 55 to 1,500 feet west of County State Aid Highway No. 5 under State Project No. 3409-23.

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Dated this 18th day of May, 2026

Douglas E. Reese, Mayor

Attest:

Verna Larsen, City Clerk

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF WILLMAR
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP):	3409-23	Original Amount Encumbered
Trunk Highway Number (TH):	40=145	<u>\$1,513,037.75</u>
City Project Number (CP):	2505-A	
Lighting System Feed Point No.:	34K1	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation (State) and the City of Willmar, acting through its City Council (City).

Recitals

1. The City will perform grading, bituminous pavement, and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 40 from 1,300 feet east of County State Aid Highway No. (CSAH) 55 to 1,500 feet west of CSAH 5 according to City-prepared plans, specifications, and special provisions designated by the City as City Project No. 2505-A and by the State as State Project No. 3409-23 (TH 40=145) (Project); and
2. The City requests the State participate in the costs of the grading, bituminous pavement, and lighting construction and the State is willing to participate in the costs of said construction; and
3. The City has applied for funding through the Minnesota Statutes §174.12 Transportation Economic Development (TED) Program allowing State Trunk Highway funds to be used for up to 70 percent of the total project costs, based on MnDOT's Cost Participation Policy. Additional State Road Construction (SRC) funds have been awarded to this project to pay for eligible Trunk Highway construction. The combination of TED and SRC funds cannot exceed 70 percent of the total project costs or the eligible trunk highway total project costs, whichever is less; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Maintenance by the City; 10. Liability; Worker Compensation Claims; Insurance; 13. State Audits; 14. Government Data Practices; 15. Governing Law; Jurisdiction; Venue; and 17. Force Majeure.

1.4. **Plans, Specifications, and Special Provisions.** State-approved City plans, specifications, and special provisions designated by the City as City Project No. 2505-A and by the State as State Project No. 3409-23 (TH 40=145) are on file in the office of the City's Engineer and incorporated into this Agreement by reference (Project Plans).

1.5. **Exhibits.** Preliminary Schedule "I" is attached and incorporated into this Agreement.

2. Right-of-Way Use

2.1. **Limited Right to Occupy.** The State grants to the City (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the Project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this Project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the City (or its contractors or consultants) for revoking this right of occupancy.

2.2. **State Access; Suspension of Work; Remedial Measures.** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the City or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the City (and its contractors and consultants) to suspend their operations until the City (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the City (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.

2.3. **Traffic Control; Worker Safety.** While the City (and its contractors and consultants) are occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

2.4. **State Ownership of Improvements.** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the City's contractor with respect to such improvements (if any) will flow to the State. The City will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the City's consultants and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the City will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the City's consultants and contractors.

2.5. **Utility Relocation.** The State authorizes the City to issue Notices and Orders for utility relocation in accordance with Minnesota Statutes §161.45 and Minnesota Rules Part 8810.3100 through 8810.3600.

3. Contract Award and Construction

3.1. **Bids and Award.** The City will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.

- 3.2. Bid Documents Furnished by the City.** The City will, within seven days of opening bids for the construction contract, submit to the State's [District/State Aid Agreements (Metro only)] Engineer a copy of the low bid and an abstract of all bids together with the City's request for concurrence by the State in the award of the construction contract. The City will not award the construction contract until the State advises the City in writing of its concurrence.
- 3.3. Rejection of Bids.** The City may reject and the State may require the City to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the City will repeat the bidding process in a reasonable period of time, without cost or expense to the State.
- 3.4. Contract Terms.** The City's contract with its construction contractor(s) must include the following terms:
- A. A clause making the State of Minnesota, acting through its Commissioner of Transportation, an intended third-party beneficiary of the contract with respect to the portion of work performed on the State's Right-of-Way; and
 - B. A clause requiring the State to be named as an additional insured on any insurance coverage which the contractor is required to provide; and
 - C. A clause stating that any warranties provided by the contractor, for the work performed on the trunk highway, will flow to, and be enforceable by, the State as the owner of such improvements.
- 3.5. Direction, Supervision, and Inspection of Construction.**
- A. **Direction, Supervision, and Inspection of Construction.** The contract construction will be under the direction of the City; however, the City will utilize the services of a registered professional engineer to be furnished by the State without cost or expense to the City to perform the construction engineering in connection with said contract construction. Provision of such services will not be deemed to make the State a principal or co principal with respect to liability regarding the contract construction. The City will give the State's District Engineer at Willmar five days' notice of its intention to start the contract construction.
 - B. **Performance of Construction Engineering.** The State will perform the construction and material inspection for the Project according to the Project Plans in the manner currently used by the State and according to the following:
 - i. The State will provide all labor, equipment, and materials necessary to perform the construction and material inspection for the contract.
 - ii. The State's engineer assigned to the contract construction will perform all inspection, control of materials, and associated documentation for the contract construction.
 - iii. At regular intervals after the City's contractor has started the construction, the State will prepare partial estimates of construction costs according to the terms of the construction contract. Immediately after the preparation of each partial estimate, the State's engineer assigned to the contract construction will submit the partial estimate to the City. The State will also prepare the final construction cost data for the contract construction and submit the final construction cost data to the City. The City will be responsible for making payments to the contractor based on the partial estimates and final cost certified by the State's engineer.
 - iv. City and State concurrence must be obtained before the State authorizes change orders that significantly increase their cost. The City will concur with or object to authorization of additional

work within a reasonable amount of time of notification by the State that additional work is deemed necessary.

- v. All changes in the Project Plans and all addenda and change orders must be approved by the State District Engineer's authorized representative. All changes that result in increased costs to the City must be approved by the City in the manner provided for in its Charter and Ordinances enacted pursuant thereto.

3.6. Contaminated Soils and Groundwater within the State's Cost Participation Limits

- A. **24 Hour Notification.** The City will notify the State District Engineer's authorized representative a minimum of 24 hours prior to the contractor beginning the excavation and removal of any contaminated soils that have been identified within the Project limits.
- B. **Immediate Notification.** The City will notify the State District Engineer's authorized representative immediately upon the contractor encountering contaminated soils and/or groundwater in areas that are within the Project limits. The City will confer with the State as to the handling, disposal, and any other issues related to contaminated materials found on State Right-of-Way or import of materials onto State Right-of-Way.
- C. **Environmental Consultant.** The City will provide for an Environmental Consultant to be on site to observe and document the excavation, handling, and disposal of contaminated soils that have been identified within the Project limits. If the contractor encounters contaminated materials in areas not previously identified and upon notification by the City to the State, the City hired Environmental Consultant will be provided to collect and analyze soil and/or groundwater samples to determine contaminant levels, work with the landfill for disposal of the soil waste, and provide oversight of any soil and groundwater handling and disposal. The City will not allow the contractor to excavate any contaminated soil unless the Environmental Consultant is present.

3.7. Completion of Construction. The City will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate City official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.8. Plan Changes. The State will not participate in the cost of any contract construction that is in addition to the State participation construction covered under this Agreement unless the following conditions have been met:

- A. The necessary State funds have been encumbered.
- B. All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the City and its contractor for State participation construction are approved in writing by the State District Engineer's authorized representative.

3.9. Compliance with Laws, Ordinances, and Regulations. The City will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the City will not require the contractor to follow local ordinances or to obtain local permits.

4. Right-of-Way; Easements; Permits

4.1. The City will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the City will furnish the State with certified copies of the

documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.

- 4.2. The City will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The City will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

5. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

- 5.1. **Lighting.** Minor maintenance of lighting facilities construction on Feed Point 34K1. Minor maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires,. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.
- 5.2. **Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

6. Basis of State Cost

- 6.1. **Schedule "I".** The Preliminary Schedule "I" includes anticipated State participation construction items covered under this Agreement.
- 6.2. **State Participation Construction.** The State will participate in the following at the percentages indicated. The construction includes the State's proportionate share of item costs for mobilization and traffic control.
 - A. 100 Percent will be the State's rate of cost participation in all of the grading, bituminous pavement, and lighting construction. The construction includes, but is not limited to, those construction items tabulated on Sheets No. 2 through No. 4 of the Preliminary Schedule "I".
- 6.3. **Available Funding.** TED Program funds allow State Trunk Highway funds to be used for up to 70 percent of the total project costs based on MnDOT's Cost Participation Policy. TED funds are capped at **\$900,000.00** for this Project. Additional SRC funds have been awarded to this project to pay for eligible Trunk Highway construction costs. The combination of TED and SRC funds cannot exceed 70 percent of the total project costs or the eligible trunk highway total project costs, whichever is less.
- 6.4. **Addenda, Change Orders, Supplemental Agreements, and Work Orders.** The State will share in the costs of construction contract addenda, change orders, supplemental agreements, and work orders that are necessary to complete the State participation construction covered under this Agreement and are approved in writing by the State District Engineer's authorized representative.
- 6.5. **Liquidated Damages.** All liquidated damages assessed the City's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

7. State Cost and Payment by the State

- 7.1. State Cost. \$1,513,037.75** is the State's estimated share of the costs of the contract construction as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2, the State will decide whether to concur in the City's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 7.2. Conditions of Payment.** The State will pay the City the State's total estimated construction cost share, as shown in the Revised Schedule "I", according to the Payment Schedule, after the following conditions have been met:
- A. Encumbrance by the State of the State's total estimated construction cost share as shown in the Revised Schedule "I".
 - B. Approval by the State's Land Management Director at Saint Paul of certified documentation, submitted by the City, for all right-of-way and easement acquisitions required for the contract construction.
 - C. Execution of this Agreement and transmittal to the City, including a letter advising of the State's concurrence in the award of the construction contract.
 - D. The State's receipt of a written request from the City for the advancement of funds. The request will include certification by the City that all necessary parties have executed the construction contract.

Payment Schedule for TED and SRC Funds

1st Payment = 50 Percent of the State's total TED-funded construction cost share, plus 100 percent of the SRC-funded construction cost share amount, upon award of the construction contract.

2nd Payment = The remainder of State's total TED-funded construction cost share amount upon completion of 50 percent of the contract construction.

- 7.3. Limitations of State Payment; No State Payment to Contractor.** The State's participation in the contract construction is limited to the State participation construction shown in Article 7.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the City. The City's contractor is not intended to be and will not be deemed to be a third-party beneficiary of this Agreement. The City's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the City by the City's contractor.
- 7.4. Construction Costs Exceeding Encumbered Amount.** Whenever it appears the cost of the State participation construction covered under this Agreement is about to exceed the current amount of encumbered State funds, the City will notify the State District Engineer's authorized representative in writing prior to performance of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to complete the State participation construction and the reason(s) why the current amount encumbered will be exceeded. The State will, upon its approval of the additional State participation construction, encumber the necessary additional funds. That action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

Should the City cause the performance of additional contract construction which would otherwise qualify for State participation construction covered under this Agreement, but for which the State has not previously encumbered funds, that additional contract construction is done at the City's own risk. The City

will notify the State District Engineer's authorized representative in writing of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to cover the additional State participation construction costs and the reason(s) why the current amount encumbered was exceeded. If the State District Engineer's authorized representative approves the additional State participation construction, the City's claim for compensation along with a request for encumbrance of the necessary additional funds will be submitted to the State's Budget Section for review of compliance with Minnesota Statutes § 16A.15, subdivision 3, but no guarantee is made that the claim will be approved by the State's Budget Section. If the claim for compensation and the request for encumbrance of the necessary additional funds are approved by the State's Budget Section, that action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

- 7.5. *Records Keeping and Invoicing by the City.*** The State will provide the City with a Payment Processing Package containing a Modified Schedule "I" form, instructions, and samples of documents for processing final payment of the State participation construction covered under this Agreement.

The City will keep records and accounts that enable it to provide the State with the following prior to final payment:

- A. A copy of the Modified Schedule "I" which includes final quantities of State participation construction.
 - B. Copies of the City contractor's invoice(s) covering all contract construction.
 - C. Copies of the endorsed and canceled City warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate City official that final construction contract payment has been made.
 - D. Copies of all construction contract change orders, supplemental agreements, and work orders.
 - E. A certification form, attached to a copy of the Final Schedule "I", both provided by the State. The certification form will be signed by the City's Engineer in charge of the contract construction attesting to the following:
 - i. Satisfactory performance and completion of all contract construction according to the Project Plans.
 - ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current *Standard Specifications for Construction*.
 - iii. Full payment by the City to its contractor for all contract construction.
 - F. When requested, copies certified by the City's Engineer, of material sampling reports and material testing results for the materials furnished for the contract construction.
 - G. A copy of the "as built" plan sent to the District Engineer.
 - H. A formal invoice (original and signed) in the amount due the City as shown in the Final Schedule "I".
- 7.6. *Final Payment by the State.*** Upon completion of all contract construction, the State will prepare a Final Schedule "I" according to the procedures detailed in the Payment Processing Package and submit a copy to the City. The Final Schedule "I" will be based on final quantities, and include all State participation construction items covered under this Agreement. If the final cost of the State participation construction exceeds the amount of funds advanced by the State, the State will pay the difference to the City without interest. If the final cost of the State participation construction is less than the amount of funds advanced by the State, the City will refund the difference to the State without interest.

The State and the City waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

7.7. Reporting of Economic Benefits. The City will provide an annual report on the economic benefits that have materialized, including the increase in jobs, in tax base and property development. This report must be provided annually on January 1st of each year for a period of five years after the completion of construction. This report will be provided to the Transportation Economic Development Coordinator at MnDOT.

8. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

8.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, Saint Paul, MN 55155
 Telephone: (651) 366-4634
 Email: malaki.ruranika@state.mn.us

8.2. The City's Authorized Representative will be:

Name, Title: Leslie Valiant, City Administrator (or successor)
 Address: 333 Southwest 6th Street, Willmar, MN 56201
 Telephone: (320) 235-4913
 Email: lvaliant@willmarmn.gov

9. Assignment; Amendments; Waiver; Contract Complete

9.1. Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City from contracting with a third party to perform City maintenance responsibilities covered under this Agreement.

9.2. Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

9.3. Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

9.4. Contract Complete. This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

10. Liability; Worker Compensation Claims; Insurance

10.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the Project covered by this Agreement, regardless of whether such claims are asserted

by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).

10.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

10.3. The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

11. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

12. Title VI/Non-discrimination Assurances

The City agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in this Agreement, the City will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the City's compliance with this provision. The City must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making City staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

13. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

14. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

15. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination; Suspension

16.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

16.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be

assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

16.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

17. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000877508

CITY OF WILLMAR

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.L.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Change Order No. 01, 2601-F Willmar Connect		

RECOMMENDED ACTION:

Adopt the Resolution accepting Change Order No. 1 for Willmar Connect Phase 1

OVERVIEW:

On March 2, 2026, the City Council adopted resolution no. 2026-022 awarded project no. 2601-F to Kramer Service Group in the amount of \$8,197,392.50. Change Order No. 1 is a reduction of \$1,165,351.00. The included Change Order reflects a reduction in cost for the removal of the Industrial Park from Phase 1 of the construction. Efforts are ongoing for future grants for the industrial park buildout.

BUDGETARY/FISCAL ISSUES:

Project 2601-F	
Contract Award	\$8,197,392.50
Change Order No. 1	(\$1,165,351.00)
Contract Price	\$7,032,041.50

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - 2601-F Change Order No. 1
2. Change Order 01

RESOLUTION NO. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2601-F

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution to approve change order no. 1 for the reduction of \$1,165,351 from Kramer Service Group of the removal of fiber optic systems through the Industrial Park service area.

Dated this 18th day of May, 2026

MAYOR

Attest:

CITY CLERK

CHANGE ORDER NO. 01

Owner: City of Willmar
 Engineer: Bolton & Menk, Inc.
 Contractor: Service Group
 Project: Connect Willmar - Phase 1
 Contract Name: Connect Willmar - Phase 1
 Date Issued: 04/10/2026

Owner's Project No.:
 Engineer's Project No.: OW1.132889
 Contractor's Project No.:
 Effective Date of Change Order: 04/10/2026

The Contract is modified as follows upon execution of this Change Order:

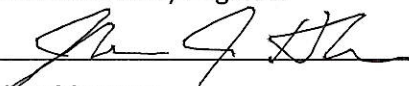
Description:


Removal of fiber optic system through Industrial Park service area.

Attachments:

Schedule of Unit Prices For Removed Work - Change Order 01
Plan Sheet Changes List
Revised Plans – 334 pages (Sent Separately)

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>8,197,392.50</u>	Original Contract Times: Substantial Completion: <u>12/01/2026</u> Ready for final payment: <u>07/01/2027</u>
Increase from previously approved Change Orders: \$ <u>0.00</u>	Increase from previously approved Change Orders: Substantial Completion: <u>0 Days</u> Ready for final payment: <u>0 Days</u>
Contract Price prior to this Change Order: \$ <u>8,197,392.50</u>	Contract Times prior to this Change Order: Substantial Completion: <u>12/01/2026</u> Ready for final payment: <u>07/01/2027</u>
Decrease this Change Order: \$ <u>1,165,351.00</u>	Increase this Change Order: Substantial Completion: <u>0 Days</u> Ready for final payment: <u>0 Days</u>
Contract Price incorporating this Change Order: \$ <u>7,032,041.50</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>12/01/2026</u> Ready for final payment: <u>07/01/2027</u>

Recommended by Engineer
 By: 
 Title: Project Manager
 Date: 04/10/2026

Accepted by Contractor *KRAMER Service Group*

 President
5/5/2026

Authorized by Owner
 By: _____
 Title: _____
 Date: _____

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SCHEDULE OF UNIT PRICES FOR REMOVED WORK - CHANGE ORDER 01

WILLMAR CONNECT - PHASE 1
 CITY OF WILLMAR
 BMI PROJECT NO. 0W1.132889

CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: PRICES include sales tax and all applicable taxes and fees.
 CY (LV) = Cubic Yards, Loose Volume
 CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)
 (P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
CHANGE ORDER 01 - REMOVAL OF INDUSTRIAL PARK SERVICE AREA					
CO-1.4	SMALL HANDHOLE ASSEMBLY	-11	EACH	\$565.00	-\$6,215.00
CO-1.5	MEDIUM HANDHOLE ASSEMBLY	-104	EACH	\$1,025.00	-\$106,600.00
CO-1.6	LARGE HANDHOLE ASSEMBLY	-46	EACH	\$1,550.00	-\$71,300.00
CO-1.8	1-1/4" HDPE DUCT - SDR 13.5	-11,300	LIN FT	\$9.24	-\$104,412.00
CO-1.9	2" HDPE DUCT - SDR 13.5	-61,600	LIN FT	\$9.24	-\$569,184.00
CO-1.10	4" HDPE DUCT - SCH 80	-500	LIN FT	\$85.00	-\$42,500.00
CO-1.12	FIBER OPTIC CABLE - 48 STRAND	-4,200	LIN FT	\$2.00	-\$8,400.00
CO-1.13	FIBER OPTIC CABLE - 144 STRAND	-23,700	LIN FT	\$2.70	-\$63,990.00
CO-1.14	FIBER OPTIC CABLE - 288 STRAND	-9,800	LIN FT	\$3.75	-\$36,750.00
CO-1.15	FIBER OPTIC CABLE - 432 STRAND	-2,000	LIN FT	\$6.50	-\$13,000.00
CO-1.16	FIBER OPTIC CABLE - 864 STRAND	-5,100	LIN FT	\$11.50	-\$58,650.00
CO-1.22	SPLICE CASE, MST	-58	EACH	\$885.00	-\$51,330.00
CO-1.24	SPLICE CASE - D6	-12	EACH	\$685.00	-\$8,220.00
CO-1.25	SPLICE , LOOSE TUBE	-750	EACH	\$28.00	-\$21,000.00
CO-1.26	SPLICE, RIBBON (12)	-200	EACH	\$19.00	-\$3,800.00
CHANGE ORDER 01 TOTAL:					\$ -1,165,351.00

CHANGE ORDER 01 – PLAN SHEET CHANGES

Willmar Connect – Phase 1

City of Willmar

BMI PROJECT NO. 0W1.132889

REMOVED SHEETS (128 PAGES)

Page No.	Sheet Name	Page No.	Sheet Name	Page No.	Sheet Name	Page No.	Sheet Name
C1.00	REGION 1-1	C6.12	H10	T1.00	REGION 1-1	T6.12	H10
C1.01	A1	C6.13	I8	T1.01	A1	T6.13	I8
C1.02	B1	C6.14	I9	T1.02	B1	T6.14	I9
C1.03	B5	C6.15	I10	T1.03	B5	T6.15	I10
C1.04	C1	C6.16	J6	T1.04	C1	T6.16	J6
C1.05	C2	C6.17	J7	T1.05	C2	T6.17	J7
C1.06	C3	C6.18	J8	T1.06	C3	T6.18	J8
C1.07	C4	C7.01	F11	T1.07	C4	T7.01	F11
C1.08	C5	C7.02	F12	T1.08	C5	T7.02	F12
C2.00	REGION 1-2	C7.03	F13	T2.00	REGION 1-2	T7.03	F13
C2.01	C6	C7.04	F14	T2.01	C6	T7.04	F14
C2.02	C7	C7.05	F15	T2.02	C7	T7.05	F15
C2.03	C8	C7.06	G11	T2.03	C8	T7.06	G11
C2.04	D8	C7.07	G12	T2.04	D8	T7.07	G12
C2.05	D9	C7.08	G13	T2.05	D9	T7.08	G13
C2.06	D10	C7.09	G14	T2.06	D10	T7.09	G14
C2.07	E10	C7.11	H11	T2.07	E10	T7.11	H11
C3.00	REGION 1-3	C7.12	H12	T3.00	REGION 1-3	T7.12	H12
C3.01	E11	C7.13	H13	T3.01	E11	T7.13	H13
C3.02	E12	C7.16	I11	T3.02	E12	T7.16	I11
C6.00	REGION 2-2	C7.17	I12	T6.00	REGION 2-2	T7.17	I12
C6.01	F7	C7.21	J11	T6.01	F7	T7.21	J11
C6.02	F8	C10.00	REGION 3-2	T6.02	F8	T10.00	REGION 3-2
C6.03	F9	C10.01	K8	T6.03	F9	T10.01	K8
C6.04	F10	C10.02	L8	T6.04	F10	T10.02	L8
C6.05	G7	C10.03	M8	T6.05	G7	T10.03	M8
C6.06	G8	C10.04	N8	T6.06	G8	T10.04	N8
C6.07	G9	C10.05	O8	T6.07	G9	T10.05	O8
C6.08	G10	C14.00	REGION 4-2	T6.08	G10	T14.00	REGION 4-2
C6.09	H7	C14.01	P8	T6.09	H7	T14.01	P8
C6.10	H8	C14.02	P9	T6.10	H8	T14.02	P9
C6.11	H9	C14.03	P10	T6.11	H9	T14.03	P10

MODIFIED SHEETS (12 PAGES)

Page No.	Sheet Name
C4.00	REGION 1-4
C7.00	REGION 2-3
C7.14	H14
C8.00	REGION 2-4
C11.00	REGION 3-3
C15.00	REGION 4-3
T4.00	REGION 1-4
T7.00	REGION 2-3
T7.14	H14
T8.00	REGION 2-4
T11.00	REGION 3-3
T15.00	REGION 4-3



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.M.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Agricultural Land Lease - Hay Ground		

RECOMMENDED ACTION:

Approve Agricultural Land Lease between the City of Willmar and Norman Kveene

OVERVIEW:

The City recently advertised for bids for agricultural land lease for hay ground services. The city has approximately 150 acres of land that is designated as hay ground between the Willmar Municipal Airport and Industrial Park. The City received one bid at \$5 per acre. This agreement will expire no later than December 31, 2026.

BUDGETARY/FISCAL ISSUES:

2026: Approximately \$750

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

1. Resolution - Ag Land Lease - Hay Ground
2. 2026 Hay Land Lease Bid

RESOLUTION NO. ____

A RESOLUTION AWARDDING A CONTRACT FOR AGRICULTURAL LAND LEASE - HAY GROUND

Motion By: _____

Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution to approve an agricultural land lease for hay ground with Norman Kveene.

Dated this 18th day of May, 2026

MAYOR

Attest:

CITY CLERK

BID DOCUMENT
City of Willmar
City Agricultural Land Lease
Jan. 1, 2026 – Dec. 31, 2026
Information Required of Bidder:

Name: Norman Kveene
Address: 7858 15th Ave SW
Pennock MN 56279
Telephone: 320-295-6984
Email: ngkone@hotmail.com

The bidder must sign the "Bidder's Certification" below. The bidder hereby agrees to pay the following price per acre for leasing city-owned agricultural land. The price per acre shall be per year for the one-year agreement:


BID PER ACRE: Hay Ground - Approximately 149 acres

January 1, 2026 - December 31, 2026: \$5/Acre
\$745 total/year

Bidder's Certification:

I have reviewed the documents included in the bid document and hereby agree to execute and abide by the Lease if the City of Willmar accepts my bid. It is agreed and understood that minor revisions of the attached "Typical" Farm Lease(s) may be made, with the agreement of the City and the Lessee. It is understood that all property leased and farmed by the bidder shall be returned in a plowed state to the City at the end of the lease period.

It is agreed and understood that the City may award the bid based on any criteria deemed to be of value to the City. The City also retains the right to reject any and all bids and waive any informalities and irregularities.


Bidder's Signature

3 / 11 / 26
Date



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.N.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	West Central Ducks Unlimited Lawful Gambling Application		

RECOMMENDED ACTION:

Approve West Central Ducks Unlimited Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. West Central Ducks Unlimited Application

LG220 Application for Exempt Permit

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

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

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

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

ORGANIZATION INFORMATION

Organization Name: West Central Ducks Unlimited Previous Gambling Permit Number: x-34044-25-029

Minnesota Tax ID Number, if any: 13-5643799 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 752

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Travis Michelson

CEO Daytime Phone: 320-905-2959 CEO Email: michelsont@willmar.k12.mn.us
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Conference Center

Physical Address (do not use P.O. box): 240 23rd St SE Willmar, MN 56201

Check one:

City: Willmar Zip: 56201 County: Kandiyohi

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Wednesday, August 12th 2026

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

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

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

Print City Name: Willmar
 Signature of City Personnel: *Vernae Jensen*
 Title: City Clerk Date: 5/12/2020

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

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

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

Print County Name: _____
 Signature of County Personnel: _____
 Title: _____ Date: _____

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

Print Township Name: _____
 Signature of Township Officer: _____
 Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Travis Michelson* Date: 05-08-26
 (Signature must be CEO's signature; designee may not sign)

Print Name: Travis Michelson

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.O.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit—Intuition Brewing LLC		

RECOMMENDED ACTION:

Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, Pending Police Department Approval, on a Roll Call Vote

OVERVIEW:

The Intuition Brewing LLC dba Intuition Brewing; has plans to sell alcohol during Willmar Fests Block Party on June 25, 2026. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol per State Statute 340A.404, Subdivision 10 (c), which states that the governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the insurance requirements of section 340A.409 subdivisions 1 to 3a, shall apply to the license.

BUDGETARY/FISCAL ISSUES:

\$100 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during this event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.P.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit - VFW 1639		

RECOMMENDED ACTION:

Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, pending Police Department approval, on a Roll Call Vote

OVERVIEW:

The VFW 1639 dba Finstad-Week Post has plans to serve alcohol during an outdoor Schmidt - Berger Memorial event on June 13, 2026, in a fenced-in area of their parking lot. A State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol outside of their designated premised area.

BUDGETARY/FISCAL ISSUES:

\$100.00 application fee.

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol outside of their designated premised area.

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.Q.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of State Temporary Liquor Permits- Willmar Lakes Rotary Club		

RECOMMENDED ACTION:

Approve the State Application and Permit for 1 Day to 4 Day Temporary On-Sale Liquor Licenses on a Roll Call Vote

OVERVIEW:

The Willmar Lakes Rotary Club; a club organized under the laws of the State of Minnesota, has plans to purchase and sell alcohol during their “Rockin’ Robbins” Community Festivals located at Robbins Island which will be held July 14, July 21, July 28, and August 4, 2026. State Application and Permit for a 1-Day to 4-Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on City park property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

City Council has approved these events since 2016, at the Robbins Island location.

BUDGETARY/FISCAL ISSUES:

\$100 application fee per event

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during the Community Festivals

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.R.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 4/30/2026 - 5/14/2026		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 04.30.26 thru 05.14.26
2. EFT CK 655

Vendor Payment Listing

April 30, 2026 Through May 14, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
101661	UNITED STATES TREASU	421830 5490	765.87	77365	2021A Bond Issue	2021A Bond Issue Arbitrage Compliance
103696	ACE ROLLOFFS & DISPO	101803 5360	142.17		238/05-26	City Hall garbage service
103696	ACE ROLLOFFS & DISPO	101821 5360	52.70		STMT/237-05	Garbage service
103696	ACE ROLLOFFS & DISPO	101830 5360	846.00		200/05-26	Section A Parks garbage service
103696	ACE ROLLOFFS & DISPO	101830 5360	499.13		239/05-26	PW Garage garbage service
103696	ACE ROLLOFFS & DISPO	101844 5360	146.02		STMT/235-05	Garbage-Events/Rec Center
103696	ACE ROLLOFFS & DISPO	101844 5360	176.12		STMT/236-05	Garbage-Rec Fields
103696	ACE ROLLOFFS & DISPO	101845 5360	154.51		STMT/234-05	Garbage-Civic Center
103696	ACE ROLLOFFS & DISPO	101847 5360	70.83		STMT/05-26	Garbage-Community Center
103696	ACE ROLLOFFS & DISPO	101848 5360	105.13		STMT/242-05	Garbage-DOAC
103696	ACE ROLLOFFS & DISPO	651890 5360	260.06		213/05-26	Section B Parks garbage service
103696	ACE ROLLOFFS & DISPO	651890 5360	24.35		240/05-26	WWTP garbage service
103696	ACE ROLLOFFS & DISPO	651890 5360	209.71		241/05-26	WWTF garbage service
104493	Albrecht Plumbing	101847 5300	1,203.89		001210	Diswasher repair
104493	Albrecht Plumbing	101847 5360	185.00		001305	fix plugged toilet
102061	ALEX AIR APPARATUS 2	101820 5200	673.75		INV-54321	Evidence Supplies
102061	ALEX AIR APPARATUS 2	101821 5220	2,220.25		INV-54311	Miscell Equipment
102061	ALEX AIR APPARATUS 2	424821 5220	9,415.00		INV-54311	Miscell Equipment
103557	AMAZON CAPITAL SERVI	101803 5200	254.79		16G3-TXJL-HV91	Bucket, bathroom air fresheners
103557	AMAZON CAPITAL SERVI	101809 5200	6.48		1JK3-G4DT-36K1	Velcro straps
103557	AMAZON CAPITAL SERVI	101820 5210	27.87		1FY3-3CXJ-7TNN	8.5 x 11 note pads and batteries
103557	AMAZON CAPITAL SERVI	101820 5220	89.97		16G3-TXJL-7QQM	3 External Amicool CD/DVD Burners
103557	AMAZON CAPITAL SERVI	101820 5220	36.08		1QCF-6MFM-DKM4	External CD DVD for Laptop Qty 2
103557	AMAZON CAPITAL SERVI	101830 5200	183.12		1G9C-KJR3-TL6J	Degreaser towels in pails
103557	AMAZON CAPITAL SERVI	101830 5200	14.76		1H4D-XGG6-4V4V	Artificial Grass Tape
103557	AMAZON CAPITAL SERVI	101830 5200	130.17		1NKM-MT1L-6QTN	Water filters for Rice drinking fountain
103557	AMAZON CAPITAL SERVI	101830 5200	35.92		1XLF-KQ1C-J1PF	Hyd Dust Covers
103557	AMAZON CAPITAL SERVI	101841 5220	67.99		1YL9-YNXJ-DHRC	Video camera
103557	AMAZON CAPITAL SERVI	101843 5200	254.79		16G3-TXJL-HV91	Bucket, bathroom air fresheners
103557	AMAZON CAPITAL SERVI	101844 5200	146.95		14HV-31CV-JGWR	Ball Field Paint
103557	AMAZON CAPITAL SERVI	101844 5200	53.98		1QQV-LD4D-74D6	Safety vest
103557	AMAZON CAPITAL SERVI	101844 5200	69.96		1YGG-4R9D-W1JM	Summer rec and DOAC supplies
103557	AMAZON CAPITAL SERVI	101844 5220	1,737.97		164W-YNLR-JCRP	Pitching Machine/ L Screens
103557	AMAZON CAPITAL SERVI	101844 5220	69.76		1TQ6-TX61-7VJR	Blade Sharpener
103557	AMAZON CAPITAL SERVI	101847 5200	133.24		11MH-TFPW-C4Q6	SWIF-Marbles and outdoor decor
103557	AMAZON CAPITAL SERVI	101847 5200	132.77		1FVL-GGM7-KN44	SWIF: gazing ball craft and garden wand craft
103557	AMAZON CAPITAL SERVI	101847 5200	15.66		1LJ1-DJM4-QD1J	SWIF-garden wand craft
103557	AMAZON CAPITAL SERVI	101848 5200	331.68		1YGG-4R9D-W1JM	Summer rec and DOAC supplies
103557	AMAZON CAPITAL SERVI	101848 5210	19.99		1YGG-4R9D-W1JM	Summer rec and DOAC supplies
103557	AMAZON CAPITAL SERVI	651890 5200	411.14		13HY-QNHM-DLP7	Plant supplies
103557	AMAZON CAPITAL SERVI	651890 5200	14.76		1CHM-V3QH-K3MH	General supplies
103557	AMAZON CAPITAL SERVI	651890 5200	9.92		1CRT-P13V-JRLF	General supplies
103557	AMAZON CAPITAL SERVI	651890 5200	33.69		1GW1-TE9H-K1D1	General supplies
103557	AMAZON CAPITAL SERVI	651890 5200	4.19		1PHF-X6H6-JN7F	General supplies
103557	AMAZON CAPITAL SERVI	651890 5200	21.05		1XCQ-WL7X-9Y1X	Coffee grounds
100057	AMERICAN WELDING & G	101830 5300	58.55		0011650311	Welding gas
100057	AMERICAN WELDING & G	101830 5300	123.20		0011662660	Welding gas
100057	AMERICAN WELDING & G	651890 5420	38.75		0011650189	Cylinder rent
102954	ANDERSON LAW OFFICES	101807 5275	562.50		2908	Legal Services April 2026
102954	ANDERSON LAW OFFICES	101820 5275	25,804.90		2908	Legal Services April 2026
103845	ANDERSON/CALLA-SJEA	101844 5460	3,096.00		050626	April volleyball camp
103946	ARVIG	101809 5290	3,850.91		STMT/04-26	Leased fiber - May
103008	ASPEN MILLS	101820 5080	199.95		375245	Safety Boots for Officer Vearrier
100075	AT&T MOBILITY	101809 5290	2,064.15		87296610156X05032026	FirstNet Mar/Apr
100075	AT&T MOBILITY	101809 5290	43.90		GBY042026	FirstNet backups Apr
103610	AUSTIN INCORPORATED	230838 5360	360.00		52532	Septic Pumping
103610	AUSTIN INCORPORATED	230838 5360	150.00		52660	Septic Pumping
103610	AUSTIN INCORPORATED	230838 5360	150.00		52831	Septic Pumping
104299	BFirst Industrial	101830 5200	24.74		80034043-00	Tape Measure, Electrical Tape
104299	BFirst Industrial	101830 5200	4.20		80034087-00	Snap links
104299	BFirst Industrial	101830 5200	10.33		80034136-00	Snap links for batting cages
104299	BFirst Industrial	101830 5200	20.13		80034151-00	3/8 expansion anchor
104299	BFirst Industrial	101830 5200	74.98		80034557-00	Grinding wheels

Vendor Payment Listing

April 30, 2026 Through May 14, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
104299	BFirst Industrial	101830 5300	66.57		80034537-00	Nuts and Bolts
104299	BFirst Industrial	101830 5300	56.08		80034537-01	Nuts and Bolts
104299	BFirst Industrial	101830 5300	8.11		80034538-00	Nuts and Bolts
104299	BFirst Industrial	101830 5300	1.15		80034538-01	Bolts
101010	BOLTON & MENK INC	651890 5460	2,025.00		0393229	PFAS Reduction Grant Prof. Svcs
103733	BOX/KYLE	101801 5380	327.40		050426	Reimbursement for DEED 2026 Broadband Summit
100030	BRYAN ROCK PRODUCTS	101830 5320	3,050.42		74162	Ag lime for base ball fields
101980	BSE	101845 5320	682.80		932016997	Lighting
103181	BULLET PROOF MECHANI	101830 5310	962.00		12792	Makeup air, vent, heater issues
102542	CARRANZA/NORMA I	101820 5460	150.00		315	Interpreting services for ICR 26004073
103329	CELLEBRITE INC	101 1370	6,471.53		INVUS298339	Subscription from 05/21/26 to 05/20/27
103329	CELLEBRITE INC	101820 5400	9,152.47		INVUS298339	Subscription from 05/21/26 to 05/20/27
103390	CENTRACARE	101820 5460	184.00		507657624	Pre-employment lab work for Officer
103390	CENTRACARE	101820 5460	90.00		507657625	Pre-employment x-ray for Officer Leonard
103390	CENTRACARE	101820 5460	279.00		733886150	Pre-employment physical for new Officer
103390	CENTRACARE	101820 5460	32.50		RMH856	Blood Draw
103390	CENTRACARE	101821 5460	76.00		733660820	Jacob Klavetter physical
103390	CENTRACARE	101821 5460	76.00		733815518	Grave physical
103390	CENTRACARE	101821 5460	158.00		733815749	J.Anderson physical
103390	CENTRACARE	101821 5460	76.00		733815863	Hanson physical
103390	CENTRACARE	101821 5460	158.00		733815895	Thorson physical
103390	CENTRACARE	101821 5460	76.00		733815952	Robertson physical
103390	CENTRACARE	101821 5460	158.00		733815987	Deleeuw physical
103390	CENTRACARE	101821 5460	158.00		733816027	Larson physical
103390	CENTRACARE	101821 5460	76.00		733816041	Scheffler physical
103390	CENTRACARE	101821 5460	158.00		733816443	Waskl physical
103390	CENTRACARE	101821 5460	158.00		733816476	J.Resendez physical
103390	CENTRACARE	101821 5460	76.00		733816619	J.Resendez physical
103390	CENTRACARE	101821 5460	158.00		733816668	Gilbertson physical
103390	CENTRACARE	101821 5460	158.00		733816713	Breczinski physical
103390	CENTRACARE	101821 5460	76.00		733816764	Thompson physical
103390	CENTRACARE	101821 5460	158.00		733816796	Giles physical
103390	CENTRACARE	101821 5460	158.00		733816837	Glesne physical
103390	CENTRACARE	101821 5460	158.00		733817839	Thein physical
103390	CENTRACARE	101821 5460	76.00		733817879	Zamora physical
103390	CENTRACARE	101821 5460	76.00		733817919	Stark physical
103390	CENTRACARE	101821 5460	76.00		733817962	Jordan Klavetter physical
103390	CENTRACARE	101821 5460	158.00		733818006	Peterson physical
103390	CENTRACARE	101821 5460	76.00		733818047	Fuentes physical
103390	CENTRACARE	101821 5460	158.00		733818096	Holter physical
103390	CENTRACARE	101821 5460	158.00		733818235	Akerson physical
103390	CENTRACARE	101821 5460	76.00		733818299	Gulbranson physical
103390	CENTRACARE	101821 5460	158.00		733818360	McGillivray physical
103390	CENTRACARE	101821 5460	76.00		733818415	Vasquez physical
103390	CENTRACARE	101821 5460	158.00		733818452	Krohn physical
103390	CENTRACARE	101821 5460	76.00		733818471	Linde physical
103908	CENTRAL MN SCREEN PR	803820 5200	180.00		1377	CERT embroidery of Safety Vests
100736	CHARTER COMMUNICATIO	101809 5290	563.89		224360801050126	May Phone/Rice Park Internet
104086	Christopher Corbett	101807 5380	260.51		05082026	travel, mileage 4/24/26-4/29/26 for conference
104086	Christopher Corbett	101807 5490	95.72		05062026	Team Lunch Planning department
104320	Cities Digital Inc	101 1370	4,756.57		66901	Laserfiche FY26/FY27 renewal
104320	Cities Digital Inc	101809 5450	3,397.55		66901	Laserfiche FY26/FY27 renewal
103708	CITY LINE TOWING	101820 5490	160.00		26-10782	Relocation of Downtown Event
104070	Column Software PBC	101802 5330	68.99		B15E1683-0142	Ordinance to Repeal THC Publication
100186	CROW CHEMICAL & LIGH	651890 5200	869.20		132495	General supplies
102899	D. ERVASTI SALES CO	101830 5200	8,653.50		17816	Baseball Supplies
104420	David J. Unmacht	101802 5460	5,588.45		05042026	Consultation and Facilitation Services
100203	DESIGN ELECTRIC INC	430838 5460	55,792.29		Appl #1	Pay Application #1 Airport Runway 13/31 Lighting
100212	DOOLEY'S PETROLEUM I	101844 5490	14.69		6085662	finance charge
100212	DOOLEY'S PETROLEUM I	101844 5490	7.83		6100766	finance charge
100212	DOOLEY'S PETROLEUM I	651890 5260	1,583.50		430262	Plant fuel
100212	DOOLEY'S PETROLEUM I	651890 5260	1,780.94		511264	Plant fuel
104183	DSC Communications	101821 5300	100.00		2605531	Radio programming

Vendor Payment Listing

April 30, 2026 Through May 14, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
103245	DUININCK CONCRETE CO	101830 5200	100.79		2605-703073	Caution Tape, Gloves
100222	DUININCK INC	101830 5200	119.19		569299	Sand
104492	Dulce Alavrez	101811 5470	250.00		001	Photo Booth Heritage Festival
100231	ED'S SERVICE CENTER	101820 5490	195.00		150323	Tow for ICR 26001969
100231	ED'S SERVICE CENTER	101820 5490	195.00		151171	WPD Tow for ICR 26003396
100231	ED'S SERVICE CENTER	101820 5490	195.00		151303	Tow for ICR 26004446
100231	ED'S SERVICE CENTER	101830 5490	200.00		145296	Tow street sweeper
103906	ELECTRICAL PRODUCTIO	101809 5300	206.46		10985	Public Works door strike replacements
103906	ELECTRICAL PRODUCTIO	101809 5400	40.00		11008	CvC - MDF door PDK subscription
103906	ELECTRICAL PRODUCTIO	101809 5460	562.50		10985	Public Works door strike replacements
104491	Endress and Hauser	651890 5300	1,255.11		6002802625	Ultra sonic transducer headworks
101567	ETTERMAN ENTERPRISES	101830 5300	71.94		385284	Nuts and Bolts
101567	ETTERMAN ENTERPRISES	101844 5300	103.85		385285	Batting Cage Repairs
102443	EXCEL OVERHEAD DOOR	101830 5310	300.00		46265	Repair Door No. 8
103617	FARMER DAVE LLC	651892 5490	6,629.06		STMT/04-26	Contract hauling
103617	FARMER DAVE LLC	651892 5490	14,672.33		STMT/05-26	Contract hauling
103002	FARM-RITE EQUIPMENT	101830 5420	28.00		R16673	Auger for sunrise batting cage
103002	FARM-RITE EQUIPMENT	101830 5420	364.00		R16731	Beekman Vac Rental
100810	FERGUSON ENTERPRISES	101830 5310	38.99		2620539	Concessions plumbing repair
100810	FERGUSON ENTERPRISES	101830 5310	175.31		2625496	Toilet repair at Baker field
100810	FERGUSON ENTERPRISES	101845 5310	86.02		2404856	Latches
101449	FLAHERTY & HOOD P.A.	101802 5275	5,301.63		24825	March 2026 General Municipal, Litigation Matters
101449	FLAHERTY & HOOD P.A.	101802 5275	322.50		24970	April 2026 Labor and Employment Services
101449	FLAHERTY & HOOD P.A.	101802 5275	7,222.49		25026	April 2026 General Municipal / Litigation Matters
101449	FLAHERTY & HOOD P.A.	101807 5275	1,312.50		24825	March 2026 General Municipal, Litigation Matters
101449	FLAHERTY & HOOD P.A.	101807 5275	1,102.50		25026	April 2026 General Municipal / Litigation Matters
101449	FLAHERTY & HOOD P.A.	101820 5275	1,462.50		24801	March 2026 Labor and Employment Services
101449	FLAHERTY & HOOD P.A.	101820 5275	2,493.75		24970	April 2026 Labor and Employment Services
101449	FLAHERTY & HOOD P.A.	101831 5460	1,995.00		24825	March 2026 General Municipal, Litigation Matters
101449	FLAHERTY & HOOD P.A.	101831 5460	6,030.35		25026	April 2026 General Municipal / Litigation Matters
101449	FLAHERTY & HOOD P.A.	651890 5460	525.00		25026	April 2026 General Municipal / Litigation Matters
102973	FLEETPRIDE	101 1350	10.71		134166846	Filters
102973	FLEETPRIDE	101 1350	526.66		134176610	Filters
102973	FLEETPRIDE	101 1350	45.02		134176677	Filters
102973	FLEETPRIDE	101 1350	10.71		134307429	Filter
102973	FLEETPRIDE	101830 5300	142.17		134327943	Brake Chamber, mud flaps
100293	GENERAL MAILING SERV	101820 5270	99.01		77171	Evidence Mailing
100293	GENERAL MAILING SERV	208851 5270	265.96		77051	CVB - Postage
101393	GILBERTSON/JEFFREY	101821 5370	327.00		042126	FDIC Expenses
100786	GRAINGER INC	651890 5200	11.88		9887188747	General supplies
100786	GRAINGER INC	651890 5300	37.96		9895719756	Shut off switch
100786	GRAINGER INC	651890 5500	177.04		9887188754	Safety kit supplies
100786	GRAINGER INC	651890 5500	32.19		9894580381	Safety kit supplies
100786	GRAINGER INC	651892 5260	687.48		9889108651	Tanker grease
101887	GRAND RENTAL STATION	101844 5420	93.08		1-589567	Sod Cutter
101887	GRAND RENTAL STATION	101845 5420	43.24		1-589670	Auger
101887	GRAND RENTAL STATION	101847 5200	162.27		1-587015	Cotton Candy Machine-Daddy Daughter Dance
103608	GRAVE/MATTHEW L	101821 5370	327.00		042126	FDIC Expenses
103047	GREYSTONE CONSTRUCTI	101830 5300	950.00		34236	Annual Inspection
100324	HAUG IMPLEMENT CO -	101830 5300	69.02		552378	Turn Signal
102609	HAUG-KUBOTA LLC	101830 5300	131.29		29208	Belt
102609	HAUG-KUBOTA LLC	101845 5220	4.76		28394	Bolts
102609	HAUG-KUBOTA LLC	101845 5490	3.00		STMT/04-26	Finance Charge on invoice 28394
103003	HAVE FUN BIKING	208851 5472	2,880.00		5126	CVB-Advertising
100325	HAWKINS INC	651890 5200	10,950.00		7410035	Ind ferric
100325	HAWKINS INC	651890 5200	15,977.84		7414461	Chemical
100327	HAYNES WINDOW CLEANI	101841 5460	100.00		38709	February & April window cleaning
100333	HILLYARD\HUTCHINSON	101830 5360	40.32		90125137	Spray triggers, cleaning bottles
100333	HILLYARD\HUTCHINSON	101830 5360	111.14		90134952	Toilet bowl cleaner, paper towels
100333	HILLYARD\HUTCHINSON	101845 5300	758.66		90131635	Floor Scruber
100333	HILLYARD\HUTCHINSON	101845 5300	618.50		90131681	Service For Floor Scruber
100333	HILLYARD\HUTCHINSON	101845 5300	1,191.43		90131996	Scrubber
103936	HOFFMAN CONSTRUCTION	101833 5320	2,285.00		INV575	Storm water pipe repair by skate park

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April 30, 2026 Through May 14, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
103936	HOFFMAN CONSTRUCTION	101833 5320	2,320.00		INV576	409 28th St SE storm pipe sink hole repair
103936	HOFFMAN CONSTRUCTION	101833 5320	712.50		INV591	Parkview Rd/ 6th St SW Catch Basin Repair
103936	HOFFMAN CONSTRUCTION	651891 5490	3,325.00		INV590	Sewer repair 9th St SW Morningside
100335	HOFFMAN FILTER SERVI	101830 5200	75.00		100423	Used Filter disposal
100058	HOME DEPOT CREDIT SE	101820 5200	25.92		041026	Spray Paint for Swat
103760	HOMETOWN FIBER	462881 5460	47,045.00		5537a	Feb/March 2026 Willmar Connect Work
103760	HOMETOWN FIBER	462881 5460	22,592.50		5549a	April 1 - 17 Willmar Connect Work
103075	HORIZON COMMERCIAL P	101848 5200	224.14		INV133774	Chemical test kit for DOAC
102910	IMAGE TREND INC	101 1370	211.13		PS-INV124485	CAD Distribution 2026 & 2027 Subscription fee
102910	IMAGE TREND INC	101821 5400	614.94		PS-INV115390	CAD Distribution 2025 Fee
102910	IMAGE TREND INC	101821 5400	422.26		PS-INV124485	CAD Distribution 2026 & 2027 Subscription fee
103023	INNOVATIVE OFFICE SO	101803 5210	54.15		INS111005	office supplies
103023	INNOVATIVE OFFICE SO	101803 5210	-11.46		SCN-136426	return binder clips
103725	INSPECTRON INC	101807 5490	40,499.06		1772	Inspectron inspections for Trident
103355	JOHANNECK WTR CONDIT	101803 5420	46.00		ER1801-3-100	water cooler renatl
103355	JOHANNECK WTR CONDIT	101830 5200	16.00		148969	Softener salt
103355	JOHANNECK WTR CONDIT	101830 5310	28.00		148123	Softener salt
103355	JOHANNECK WTR CONDIT	651890 5200	39.00		147775	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	25.00		148092	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	32.00		148354	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	39.00		148589	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	11.00		148591	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	25.00		148906	Lab water
103355	JOHANNECK WTR CONDIT	651890 5200	2.00		CR1711-3-225	Cooler rent
103355	JOHANNECK WTR CONDIT	651890 5420	1.00		CR1711-3-213	Cooler rent
103404	JOHNSON CNTRLS FIRE	101845 5460	1,296.87		253835508	Service Agreement
101465	KANDIYOHI CO & CITY	205807 5460	9,387.00		05122026	Willmar Rail Park Certification
103619	KANDIYOHI CO TREASUR	101842 5310	126,821.20		06012026Library	2nd Half 2025 & 1st Half 2026 Library Operating
103138	KING'S ELECTRIC LLC	101847 5300	368.76		3723	rewire new dishwasher machine
102498	KRIS ENGINEERING INC	101830 5300	185.88		42759	Sno Go Cutting Edge
102498	KRIS ENGINEERING INC	101830 5300	1,654.64		42760	Clam Bucket Cutting edges
104487	La Michoacana	101811 5470	500.00		04302026	Heritage Festival Event - Food
102187	LAKELAND MEDIA	101811 5230	997.50		IN-Q-1260420124	International Heritage Festival Marketing
102187	LAKELAND MEDIA	208851 5472	1,550.00		IN-126046677	CVB-Advertising
104490	Lakeview Inn	208850 5480	720.92		05062026	overpymt Mar tax
103226	LOCAL GOV'T INFORMAT	101809 5400	461.00		154026	LOGIS SIEM hosting
102593	LOFFLER COMPANIES	101809 5270	10.00		5347714	CH Plotter prints
102593	LOFFLER COMPANIES	101809 5400	46.52		5340795	CvC Office & PD Sergeants prints
102593	LOFFLER COMPANIES	101809 5400	29.60		5340797	FD Office prints
102593	LOFFLER COMPANIES	101809 5400	216.89		5343734	CH Finance & PD Mailroom prints
102593	LOFFLER COMPANIES	101809 5400	150.20		5347714	CH Plotter prints
102593	LOFFLER COMPANIES	101809 5400	320.94		5349905	Standalone printer prints
102593	LOFFLER COMPANIES	208850 5290	34.42		5341997	CVB-Telephone Charges
102593	LOFFLER COMPANIES	651890 5400	27.20		5340796	WTP Lobby prints
102593	LOFFLER COMPANIES	651890 5400	0.59		5349905	Standalone printer prints
104486	Luis Fuentes	101821 5370	327.00		042126	FDIC Expenses
104161	Mackenzie Peterson	101821 5370	327.00		042126	FDIC Expenses
100446	MCMMASTER-CARR SUPPLY	651890 5200	81.97		64079211	General supplies
100449	MENARDS	101803 5200	25.82		09487	Wood stain
100449	MENARDS	101809 5200	23.32		10081	Wallplates, washers, wing nuts, bolts
100449	MENARDS	101821 5200	49.35		09379	pvc, cap, pine sol, silicone beam, organizer, h20
100449	MENARDS	101821 5200	43.95		10099	Screws & grass seed
100449	MENARDS	101821 5220	39.77		09379	pvc, cap, pine sol, silicone beam, organizer, h20
100449	MENARDS	101821 5300	43.98		09379	pvc, cap, pine sol, silicone beam, organizer, h20
100449	MENARDS	101830 5200	73.31		09539	eye bolts, zip ties, rope for batting cage
100449	MENARDS	101830 5200	81.41		09546	Batteries, Flashlight, Rain Gauge
100449	MENARDS	101830 5200	7.79		09557	Tote to store Christmas lights
100449	MENARDS	101847 5300	22.52		09985	Hose, battery cleaner, ring hooks
100449	MENARDS	101847 5300	12.28		10087	cloths and hose
100449	MENARDS	651890 5200	69.92		10132	General supplies
102699	MIKE'S SMALL ENGINE	101830 5300	30.99		21371	Replace Handle on Chain Saw
102699	MIKE'S SMALL ENGINE	101830 5300	30.99		RO-21371	Chainsaw Handle Replacement
102699	MIKE'S SMALL ENGINE	101845 5300	41.97		36294	Gaskets/HP Ultra

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VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
102699	MIKE'S SMALL ENGINE	101845 5300	71.59		36864	tiller part
103729	MILLS PARTS CENTER	101807 5300	5.01		6591100X1	Lock Clip
103729	MILLS PARTS CENTER	101807 5490	1.00		STMT/04-26	Finance Charge
101805	MINI BIFF LLC	101844 5420	135.66		I9421	Miller Park Apr6- May3
101805	MINI BIFF LLC	101844 5420	135.66		I9422	Sperry Park Apr6-May 3
101805	MINI BIFF LLC	101844 5420	135.66		I9478	Mini Biff South Field Park Apr6-May 3
101805	MINI BIFF LLC	101844 5420	72.71		I9518	Baker Stadium Apr20-May4
101805	MINI BIFF LLC	101844 5420	406.98		I9554	Robins island Apr10-May7
101805	MINI BIFF LLC	101844 5420	135.66		I9562	Gesch Apr9-May6
101805	MINI BIFF LLC	101844 5420	58.20		I9582	Civic Center Softball field Apr20-May1
102565	MINNWEST TECHNOLOGY	208850 5420	294.60		3020654	CVB-April Utilities
100522	MN DEPT OF LABOR & I	101807 5490	1,446.88		05082026	April 2026 State surcharge report
100018	MN FIRE SERVICE CERT	101821 5370	131.00		15586	Instructor 1 certification exam
101462	MN TRAILS	208851 5472	3,619.50		12261	CVB-Advertising
100529	MOODY'S INVESTORS SE	462881 5490	24,000.00		P0531590	2026A Tax Abatement Bonda
100424	M-R SIGN CO INC	662881 5200	82.30		230975	Signs for NOC
100424	M-R SIGN CO INC	662881 5270	10.75		230975	Signs for NOC
103756	MR. CLEAN WILLMAR CL	101844 5460	1,039.50		STMT/04-26	Shelter Cleaning
100539	MTI DISTRIBUTING CO	101830 5300	300.24		1513507-01	Tines
100539	MTI DISTRIBUTING CO	101830 5300	663.54		1515774-00	Filters, Tire
100539	MTI DISTRIBUTING CO	101830 5300	914.64		1517637-00	Belt Idler kit, Blades
100541	MUNICIPAL UTILITIES	101801 5350	483.39		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101803 5350	2,171.28		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101830 5350	4,965.40		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101841 5350	360.58		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101843 5350	1,244.21		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101844 5320	600.00		INV00422	Meter Hook Up for Scoreboards
100541	MUNICIPAL UTILITIES	101844 5350	429.36		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101845 5350	14,763.68		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101847 5350	1,136.06		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101848 5350	319.48		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	230838 5350	58.01		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	651890 5350	1,106.11		STMT/04-26	Municipal Utilities April
100541	MUNICIPAL UTILITIES	651891 5350	5,693.10		STMT/04-26	Municipal Utilities April
100544	MVTL LABORATORIES IN	651890 5460	63.25		1355239	Lab test's
100544	MVTL LABORATORIES IN	651890 5460	63.25		1356501	Lab test
100544	MVTL LABORATORIES IN	651890 5460	63.25		1356930	Lab test
100544	MVTL LABORATORIES IN	651892 5460	1,027.75		1353520	Biosolids test's
103799	NCPERS GROUP LIFE IN	101801 5075	96.00		841200052026	Premiums deducted from employees 5/1/26 payroll
104495	Neumo Enterprise	101806 5400	2,310.00		INV000238	Application Hosting Software-April 2026
102547	Noe Carranza	101820 5460	150.00		311	Interpreting service for Officer Maschino
102547	Noe Carranza	101820 5460	150.00		314	Interpreting Services for ICR 26004039
102547	Noe Carranza	101820 5460	150.00		316	Interpreting Service for Officer A. Anderson
103983	NORDIC	101830 5200	339.00		114163	Hydro Mulch for N.Swanson/Robins Island
103605	NORTH CENTRAL INTERN	651892 5490	252.00		R201006064:01	Semi service
100181	NORTH RISK PARTNERS	101 1370	441.50		8113353	Surety Bond Renewal 06/29/26-06/27/27
100181	NORTH RISK PARTNERS	101801 5410	441.50		8113353	Surety Bond Renewal 06/29/26-06/27/27
900178	NOVACARE REHABILITAT	101820 5500	150.00		849682662	Pre-employment Testing for Officer Leonard
104203	Odaris Guerrero	101811 5470	500.00		05052026	Heritage Festival - Food
104207	Office Of MNIT	101809 5290	273.18		DV26040451	LOGIS Internet transport Apr
100650	O'REILLY AUTOMOTIVE	101830 5360	28.78		1528-283161	Vehicle Cleaning Supplies
100604	PERKINS LUMBER CO IN	101830 5200	110.12		2604-018621	Treated Lumber for Mailboxes repairs
101968	PEST PRO II	101847 5360	41.50		27702	pest inspection
100608	PETERSON SHOE STORE	101803 5080	101.99		239935	Safety boots J. Sommers
100608	PETERSON SHOE STORE	101830 5080	250.00		239943	Safety boots G. Klaassen
100608	PETERSON SHOE STORE	101843 5080	102.00		239935	Safety boots J. Sommers
100342	POWER PLAN OIB	101830 5300	1,525.00		P0523811	Mower Knives
104252	PreCise MRM LLC	101830 5400	400.00		IN200-2012766	GPS subscription
100374	PREMIUM WATERS INC	101821 5200	30.99		330716303	drinking water
100374	PREMIUM WATERS INC	101821 5200	8.00		330716906	water
100374	PREMIUM WATERS INC	101841 5200	314.98		330709400	Drinking water WRAC
100374	PREMIUM WATERS INC	101847 5200	10.99		330717171	Water - May 2026
102719	PRO COLOR GRAPHICS	101802 5330	5,676.00		8604	Downtown Banners - 2026

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VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
102719	PRO COLOR GRAPHICS	101811 5470	1,125.00		8617	Language Decals
100639	RAMBOW INC	101844 5200	922.60		692953	Little cardinal spring soccer shirts
100639	RAMBOW INC	101844 5200	2,480.00		695114	Rockin robbins tshirts
103652	RECDESK LLC	101 1370	3,913.87		RD-003044	Registration Software 2026 and 2027
103652	RECDESK LLC	101844 5400	978.47		RD-003044	Registration Software 2026 and 2027
103652	RECDESK LLC	101845 5400	978.47		RD-003044	Registration Software 2026 and 2027
103652	RECDESK LLC	101847 5400	978.47		RD-003044	Registration Software 2026 and 2027
103652	RECDESK LLC	101848 5400	978.47		RD-003044	Registration Software 2026 and 2027
103161	ROAD MACHINERY & SUP	651891 5300	368.41		S8482702	4" trash pump repair
101418	RUNNING'S SUPPLY INC	101807 5220	49.98		6665269	charge for 2 tape measures for Building department
101418	RUNNING'S SUPPLY INC	101830 5080	224.95		6653393	Safety Boots
101418	RUNNING'S SUPPLY INC	101830 5200	14.97		6658205	Funnels
101418	RUNNING'S SUPPLY INC	101830 5200	164.98		6659600	Boat Seat Mount, Ext Cores
101418	RUNNING'S SUPPLY INC	101830 5220	63.45		6664406	Tools used to clean holes for anchors in concrete
101418	RUNNING'S SUPPLY INC	101830 5300	79.99		6659600	Boat Seat Mount, Ext Cores
101418	RUNNING'S SUPPLY INC	101830 5300	20.13		6660148	Bolts
101418	RUNNING'S SUPPLY INC	101844 5210	27.31		6664129	Bike Battery and Parts, Storage Bins
101418	RUNNING'S SUPPLY INC	101844 5300	709.96		6664129	Bike Battery and Parts, Storage Bins
101418	RUNNING'S SUPPLY INC	101845 5200	19.73		6669520	Miscellaneous Items
101418	RUNNING'S SUPPLY INC	101845 5300	81.57		6665253	parts for chainsaw
101418	RUNNING'S SUPPLY INC	651890 5200	58.39		6653717	General supplies
101418	RUNNING'S SUPPLY INC	651890 5220	369.00		6663413	Grease gun
104494	Samantha Chavez	101 2260	100.00		0019240	damage deposit refund
103823	SCHIMEROWSKI/BOB	208851 5472	79.75		02072026	CVB - St Cloud Sportshow - Bob Schimerowski
103031	SCHWIETERS CHEVROLET	101821 5300	2,547.44		245834	Replaced rear AC lines 5297/206090
103031	SCHWIETERS CHEVROLET	651890 5300	86.37		246285	1/2 ton repair
100685	SERVICE CENTER/CITY	101807 5260	243.26		STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101820 5260	5,532.67		STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101820 5300	177.13		STMT/04-26	April Equipment Repair Parts
100685	SERVICE CENTER/CITY	101821 5260	746.87		STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101821 5300	32.60		STMT/04-26	April Equipment Repair Parts
100685	SERVICE CENTER/CITY	101830 5260	10,062.93		STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	101830 5300	1,388.66		STMT/04-26	April Equipment Repair Parts
100685	SERVICE CENTER/CITY	101845 5260	230.75		STMT/003-26	Unleaded and Diesel Fuel
100685	SERVICE CENTER/CITY	651890 5260	448.15		STMT/003-26	Unleaded and Diesel Fuel
100690	SHERWIN WILLIAMS CO	101830 5200	141.92		1565-4	Paint machine cleaning supplies
100690	SHERWIN WILLIAMS CO	101830 5200	2,422.17		1739-5	Traffic Paint, Paint machine cleaner
100690	SHERWIN WILLIAMS CO	101830 5200	263.90		1827-8	Paint for the bridge to cover graffiti
103218	SIETSEMA/SARA	651890 5370	2,044.05		051226	WEFTEC Requisition
103049	SRF CONSULTING GROUP	450801 5460	3,841.64		19899.00-1	Professional Services - Rail Corridor Study
100706	STACY'S NURSERY INC	101844 5320	40.00		050426	Cap replacement ball fields
100188	STERLING WATER-MINNE	101803 5420	19.45		315X04531207	Water softener rental
100188	STERLING WATER-MINNE	101847 5360	46.50		315X04538400	softener salt
100188	STERLING WATER-MINNE	230838 5300	79.95		315X04538301	Inspect & Check Softener Salt
100722	STREICHER'S	101820 5080	250.00		11825793	Safety Boots for Officer Wallace
102555	SUMMIT FIRE PROTECTI	101830 5310	392.45		4058926	Vehicle Storage Annual Alarm Inspection
102555	SUMMIT FIRE PROTECTI	101830 5310	527.45		4085628	Annual Alarm Inspection
100728	SURPLUS WAREHOUSE IN	101830 5300	97.95		11647	Light Bar, Side Lights
104488	The Neighborhood	101811 5470	1,000.00		04292026	Art Activity - Heritage Festival
102949	TWIN CITY SEED COMPA	101830 5200	1,860.00		S-INV032017	Grass Seed, Fertilizer
102949	TWIN CITY SEED COMPA	101844 5320	3,245.00		S-INV031602	Seed and Fertilizer
100765	UNIVERSAL SPEEDY PRI	101821 5330	209.91		2089941	400 Door Hangers
100765	UNIVERSAL SPEEDY PRI	101821 5330	585.54		2089971	(40) 18x24 yard signs
104489	Uplift Desk	101820 5200	1,952.28		INV2313089	Desk Lift Kits Qty 3
100264	US BANK	662881 5460	3,850.00		8154434	2026A paying agent broadband
103660	VALIANT/LESLIE	101801 5370	149.35		051123	CGMC Legislative Day Mileage Reimbursement
103660	VALIANT/LESLIE	101801 5370	169.65		051226	MCMA Annual Conference Mileage Reimbursement
104083	Vestis	101821 5420	14.46		2530523073	Maintenance Uniform
104083	Vestis	101821 5420	14.46		2530525555	Maintenance Uniform
104083	Vestis	101821 5420	14.46		2530528042	Maintenance Uniform
104083	Vestis	101821 5420	14.46		2530530551	Maintenance Uniform
104083	Vestis	101830 5200	255.17		MSP2-15221	First Aid Kit Supplies, Breakroom/Mechanic
104083	Vestis	101830 5420	71.03		2530522513	Mechanics uniform rental

Vendor Payment Listing

April 30, 2026 Through May 14, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
104083	Vestis	101830 5420	82.11		2530525017	Mechanics uniform rental
104083	Vestis	101830 5420	71.03		2530527478	Mechanics uniform rental
104083	Vestis	101830 5420	82.11		2530530007	Mechanics uniform rental
100951	VIGIL/RUDY	101841 5370	1,745.14		050726	Reimbursement for NAB Convention
102868	WALT'S	651890 5260	23.14		042126	Pump gas
102868	WALT'S	651890 5260	197.03		042226	Pump gas
100805	WEST CENTRAL SANITAT	101803 5360	74.75		13755684	City Hall recycling service
100805	WEST CENTRAL SANITAT	101830 5360	111.32		13757299	Recycling
100805	WEST CENTRAL SANITAT	101845 5360	111.32		13757299	Recycling
100805	WEST CENTRAL SANITAT	101847 5360	44.27		13757299	Recycling
100805	WEST CENTRAL SANITAT	101848 5360	111.32		13757299	Recycling
100808	WEST CENTRAL TROPHIE	101802 5330	65.00		10833	Art Winner Custom Plaque
100812	WILLMAR CHAMBER OF C	208850 5000	11,492.76		05012026	CVB -payroll
100812	WILLMAR CHAMBER OF C	208850 5030	3,645.77		05012026	CVB -payroll
100812	WILLMAR CHAMBER OF C	208850 5270	40.00		59928	CVB-Mail pickup/Office Cleaning/Internet
100812	WILLMAR CHAMBER OF C	208850 5290	52.50		59928	CVB-Mail pickup/Office Cleaning/Internet
100812	WILLMAR CHAMBER OF C	208850 5360	111.47		59928	CVB-Mail pickup/Office Cleaning/Internet
100812	WILLMAR CHAMBER OF C	208850 5490	140.00		05012026	CVB -payroll
100393	WILLMAR NOON KIWANIS	101801 5380	33.00		05042026	Quarterly Dues Jan-March 2026
100393	WILLMAR NOON KIWANIS	101801 5400	62.50		05042026	Quarterly Dues Jan-March 2026
102814	WILLMAR STINGERS BAS	208851 5473	1,200.00		2026	CVB - 2026 Marketing Partnership
		Total	687,632.97			

Vendor Payment Listing

April 30, 2026 Thorough May 13, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/04-26	655	14,553.93	Natural Gas April
		Total		14,553.93	



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.S.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Human Rights Commission Applicant		

RECOMMENDED ACTION:

For Council to review Bart Fletcher's application to the Human Rights Commission

OVERVIEW:

Mayor Reese has put forth Human Rights Commission applicant, Bart Fletcher, for Council review.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Fletcher, Bart HRC



Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed.

- Airport Commission
- Cable Advisory Board
- Charter Commission
- Park & Recreation Board
- City/County Economic Development Operations
- Human Rights Commission
- Municipal Utilities Commission
- Pioneerland Library System Board
- Planning Commission
- Police Civil Service Commission
- Willmar Convention and Visitors Bureau
- Kandiyohi County Housing & Redevelopment (Council recommended position to County)
- Zoning Appeals Board
- Ad hoc Task Forces

Name: BART A. FLETCHER

Date of Application: 5/4/2026

Address: 208 Valley View Dr. SE
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Phone No. 763-248-2587

Email: revba.fletcher@mac.com

What prompted you to make application for a citizen committee? Participation in Willmar Civit. Academy

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

Any of these three areas are of interest to me. I regularly use the library and parks. Have a lifelong concern for neighbors, esp.

Please fill out the back side as well those who add value to our community with their diversity.

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

Ordained minister, United Methodist Church (30 yrs), Minnesota Master Naturalist, Child welfare advocate

List your educational background: B.A (Oklahoma Wesleyan Univ) MDiv (Bethel Theo. Seminary), Doctor of Ministry (Emory University, Atlanta, GA)

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

Foster Grandparent, Adoptive parent of 12 (adult) children, former Foster Parent, Stearns Co.

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

Cross Roads Community United Methodist Church, Spicer, MN

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.T.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Community Growth May 2026 Report
2. HR Report 5-18-26
3. Information Technology Departmental Update (05-2026)
4. Parks and Rec Directors Report May 2026
5. April posted Monthly Permit Report 2026 pdf
6. PD Council Update for April 2026
7. PD Copy of Monthly Council Stat Sheet April 2026
8. Public Works Director Report - May 2026



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

Community Growth Director's May 2026 Report

May is Mental Health Awareness Month, and we're centering wellbeing alongside celebration this month. Actions this month emphasizing this theme included:

- **Partner Resource Sharing:** We are partnering with PACT For Families and Community Connectors to Coordinating with local clinics, schools, and nonprofits to distribute mental health resource guides at the Mental Health Awareness Community Event scheduled for **May 30 from 12:30 PM to 3:00 PM at Roosevelt Elementary School.**
- **Safe Space Commitments:** Both May events will include designated quiet areas and signage with Kandiyohi County crisis line info: **320-235-4613** or **988.**
- **Volunteer Training:** Event teams received briefings on supportive listening and how to connect attendees to local services like Woodland Centers and Willmar Area Community Foundation wellness grants.

Cultural celebrations and mental health go hand in hand. Creating spaces where people feel seen, heard, and supported is core to community growth.

This month we also focused on cultural connection and storytelling as catalysts for community development and growth. Two anchor events — The Willmar Project and Cinco de Mayo — brought together residents, local businesses, and nonprofit partners to strengthen relationships and support local initiatives.

Resident feedback continues to emphasize the importance of spaces where culture is visible and celebrated. Social posts around Cinco de Mayo show strong interest from families and business owners wanting to participate as vendors or sponsors. The Willmar Project interviews highlight ongoing conversations around downtown change and community cohesion — themes we're addressing through both arts and public events.

Looking ahead, the momentum from April and May sets the stage for a collaborative summer. By centering both cultural celebration and local storytelling, we're building trust and creating tangible opportunities for Willmar residents and businesses to shape the city's future together.

Save the Date:

- Willmar Juneteenth Celebration, Friday, June 19 4:00 to 7:00 PM at Miller Park
- Parade of Flags, Willmar Fest Grand Parade, June 27 (If you want to join this float, please contact [@Pablo Obregon](#))
- Welcoming Week Event, Saturday, September 12

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

Pablo



HR Report

May is a busy month for hiring and onboarding new and seasonal employees!

Hiring

IT Technician – We have an abundance of applicants for this position! We are working on completing the review of applications and plan on scheduling interviews over the next couple of weeks.

Planning and Development Director – We’ve opened the application for a new Planning and Development Director. The initial review of applicants will take place on June 5, with applications continuing to be accepted until the position is filled.

Public Works – We’ve accepted applications for seasonal openings and will be extending offers to candidates by the end of the month.

Parks and Rec – All seasonal positions have been filled, with on-boarding of new staff occurring throughout May. All employees will start work by the first week of June.

Police Officers – We’ve completed several rounds of candidate interviews over the past few months. One new officer started on May 11th and several other background investigations are being undertaken. At the conclusion of those investigations, a decision will be made regarding additional job offers.

Community Service Officers – Interviews took place in late April and early May for three open positions. Background investigations have begun for several candidates and offers will be extended to candidates following the conclusion of those investigations, likely by late May.

Mental Health Awareness Month

May is Mental Health Awareness Month. We are taking this opportunity to continue our work on connecting employees and their families with a variety of resources designed to support them as they engage in productive work and fulfilling lives.

Sincerely,

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

Alissa Gambrel – HR Director



Departmental Update
May 2026

Last Month’s Help Desk Stats

Below is a look back on the previous month of statistics from our Help Desk. These statistics are broken down into two categories. Definitions for the categories are provided in their respective columns.

**Tickets are not created for every single instance of which we provide assistance to employees. It is a department standard to create a ticket if someone needs assistance that requires a little more work or is a unique issue or request that should be documented to refer to in the future.*

The statistics shown below are from April 13th through May 10th.

Incidents	Service Requests
<p>Incidents are when something is not working; i.e. “My computer does not turn on.”</p> <ul style="list-style-type: none"> • 30 tickets were received. • 19 of the 30 tickets are resolved. 	<p>Service Request are when something is requested; i.e. “Can I get a new mousepad?”</p> <ul style="list-style-type: none"> • 47 tickets were received. • 34 of the 47 tickets are resolved.

Security Analyst position

Thank you again for approving the new Security Analyst position. This really will help the City as a whole to make sure we are doing all we can to keep things secure. There are also many policies and plans that are needing to be either created or updated, which the Security Analyst will help work on. It is also great to have a position that can consistently stay on top of vulnerabilities that affect our systems and monitor the systems we have in place. Our department always tries to stay proactive on items versus being reactive.

Willmar Connect

As you may know, construction has begun for Phase One of Willmar Connect. Conduit and handholes are being installed, with the actual fiber to be pulled later. This really is an exciting project for the whole community, and it is great to see it come to fruition. Construction should really ramp up soon as more crews come to Willmar.

If you have any questions or would like more detail on anything, please feel free to reach out to me.

Submitted by Jonah Johnson, Information Technology Director



May 2026

Youth and Adult Programming

Youth Programs:

- Little Cardinal Spring soccer began on May 4th
 - Kindergarten- 24 registered
 - 1st and 2nd grade- 49 registered
 - 3rd grade- 15 registered
 - 4th and 5th grade- 22 registered
- Summer registrations are off to a great start
- Planning staff training for youth rec staff for the beginning of June

- Youth baseball and softball programs are currently preparing for the summer season, with registration closing and practice starting in the next week or so.

Softball Registration:

- 8U: 21 participants
- 10U: 23 participants
- 12U: 17 participants
- 14U: 5 participants
- 16U/18U: 10 participants

Softball Communities:

- ACGC
- Atwater
- Benson
- KMS
- MACCRAY
- Paynesville
- Willmar

Baseball Registration:

- 3rd/4th Grade: 30 participants
- 5th/6th Grade: 10 participants
- 7th/8th Grade: 16 participants

Baseball Communities

- Atwater
- BBE (Belgrade-Brooten-Elrosa)
- Benson
- Hancock

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



WILLMAR

PARKS & RECREATION

- KMS (Kerkhoven-Murdock-Sunburg)
- MACCRAY
- Minnewaska
- Montevideo
- NLS (New London-Spicer)
- Paynesville
- Prinsburg
- Willmar

Adult Programs

- **Hockey League:** Hanson Powder Coating won the championship over Koronis, 5–4.
- **Basketball League:** Rambow Thread Pounders won the championship over Private Putback's.

Adult Softball:

- Registration is closed, games will be starting the week of May 18th.
 - Co-ed: 4 teams
 - Church: 5 teams
 - Men's: 10 teams

Spring Volleyball (Men's 4v4 & Co-ed):

- Men's leagues were canceled due to low participation.
- Co-ed had 6 teams registered; Silver and Gold divisions were combined due to insufficient numbers. The playoffs just wrapped up. Team: "Is It In" won the co-ed gold division championship.

DOAC:

- The pelican slide arrived and will be installed the week of May 11th
- We will have new filters installed in the week of May 11th
- Staff are all hired and in place, working to plan staff training and getting the pool set up.
- As of right now, opening day is set for Wednesday, June 10th

Community Center

- Crafts this month include Gazing Ball & Trace and paint class!
- Daddy Daughter Formal on April 25 went very well.
- Wrapping up our school year kids' cooking programs this month.
- Seeing rentals for grad parties start this month.
- Summer registrations for trips and programs are nearly sold out or full.

Facilities & Events Ridgewater Graduation May 15th

- HS Graduation May 31st
- Cardinal Place June 1st
- Rusty Eye Car Show July 12th
- Duninick 100 Year Event July 25th

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



Other Projects & Updates

- DNR-Fishing Piers are almost completed.
- Fields improvements with the Willmar Baseball Association- Sunrise, Swansson Blue, and Klemmentson Fields, the project should be completed by the youth baseball tournament in June.
- Blue Line Roof Repair Preconstruction meeting will happen in late May.
- Amphitheater Project- Pre-bid meeting will be held on April 30th, Bid opening on May 14th.
- Willmar High School Softball Boosters- donated sound system to the Civic Center Fields
- Willmar High School Landscaping class is assisting with the landscaping project at the Civic Center.
- Scoreboards for Swansson were ordered, and a meeting with PW/Utilities took place.
- Budget and Capital Improvement Meetings.

City of Willmar Monthly Permit Reports April 2026

Permit Number	Address	Permit Type	Permit Work Class	Permit Issue Date	Permit Valuation	Parcel #
BLDR-2026-0337	505 33rd St NW	Residential	Residing	4/2/2026	\$5,000.00	95-833-1290
MECH-2026-0021	2505 Transportation Rd NE	Commercial Mechanical	Mechanical	4/2/2026	\$357,000.00	95-901-0300
BLDC-2026-0084	410 5th St SW	Commercial	Re-Roof	4/3/2026	\$1,055,300.00	95-003-6270
RPLUMB-2026-0036	1255 17th St SW	Residential Plumbing	Plumbing	4/6/2026	\$3,400.00	95-860-0270
RMECH-2026-0148	604 9th St SE	Residential Mechanical	Mechanical	4/6/2026	\$4,748.00	95-222-1710
RMECH-2026-0147	908 3rd St SW	Residential Mechanical	Mechanical	4/6/2026	\$5,007.00	95-280-1030
RPLUMB-2026-0034	1220 27th St NW	Residential Plumbing	Plumbing	4/6/2026	\$3,639.00	95-135-0730
RMECH-2026-0149	709 7th St SW	Residential Mechanical	Mechanical	4/6/2026	\$9,179.00	95-006-3560
RPLUMB-2026-0035	1415 Willmar Ave SW	Residential Plumbing	Plumbing	4/6/2026	\$1,200.00	95-060-0020
BLDR-2026-0338	327 Litchfield Ave SE	Residential	Demolition	4/6/2026	\$500.00	95-630-0750
RMECH-2026-0150	600 9th St SW	Residential Mechanical	Mechanical	4/6/2026	\$7,000.00	95-006-2600
BLDR-2026-0335	2309 5th Ave SE	Residential	Re-Roof	4/6/2026	\$8,500.00	95-668-1020
RPLUMB-2026-0037	1200 Grace Ave SW	Residential Plumbing	Plumbing	4/6/2026	\$3,000.00	95-200-0250
RMECH-2025-0130	1412 Monongalia Ave SW	Residential Mechanical	Mechanical	4/6/2026	\$5,200.00	95-570-1110
RMECH-2025-0129	2532 7th Ave SE	Residential Mechanical	Mechanical	4/6/2026	\$5,453.00	95-668-5010
RPLUMB-2026-0038	1504 8th St SW	Residential Plumbing	Plumbing	4/6/2026	\$1,000.00	95-750-0520
RMECH-2026-0133	1713 Lower Trentwood Cir NE	Residential Mechanical	Mechanical	4/6/2026	\$10,698.00	95-828-0720
RMECH-2026-0144	3317 Eagle Ridge Dr E	Residential Mechanical	Mechanical	4/6/2026	\$13,992.00	95-148-0180
RMECH-2026-0152	736 3rd St SE	Residential Mechanical	Mechanical	4/6/2026	\$3,000.00	95-180-0220
BLDR-2026-0343	2809 12th Ave NW	Residential	Alteration/Remodel	4/6/2026	\$14,750.00	95-135-0840
MECH-2026-0022	401 Trott Ave SW	Commercial Mechanical	Mechanical	4/9/2026	\$50,000.00	95-006-0840
BLDC-2026-0083	700 1st St S	Commercial	Re-Roof	4/9/2026	\$6,500.00	95-006-4100
BLDR-2026-0344	412 Ann St SE	Residential	Re-Roof	4/13/2026	\$10,000.00	95-220-1940
RMECH-2026-0154	1404 Becker Ave SE	Residential Mechanical	Mechanical	4/14/2026	\$7,800.00	95-184-0430
BLDR-2026-0341	832 Pleasant View Dr SE	Residential	Deck	4/14/2026	\$2,100.00	95-671-0890
RPLUMB-2026-0039	2809 12th Ave NW	Residential Plumbing	Plumbing	4/20/2026	\$900.00	95-135-0840
SOLAR-2026-0005	1101 7th St SW	Solar Panel	Solar	4/20/2026	\$18,000.00	95-090-2160
RMECH-2026-0155	200 18th Ave NE	Residential Mechanical	Mechanical	4/20/2026	\$5,960.00	95-467-1020
RMECH-2026-0151	1400 Vista Ln SW	Residential Mechanical	Mechanical	4/20/2026	\$4,818.00	95-720-0080
BLDC-2026-0091	1705 2nd Ave SE	Commercial	Alteration/Remodel	4/20/2026	\$2,500.00	95-182-1300
RMECH-2026-0157	712 23rd St SE	Residential Mechanical	Mechanical	4/20/2026	\$7,000.00	95-668-2030
BLDR-2026-0349	710 10th St SW	Residential	Emergency Escape & Resc	4/20/2026	\$4,200.00	95-006-2900
BLDR-2026-0351	3764 8th St NE	Residential	Alteration/Remodel	4/20/2026	\$4,386.00	13-190-0020

BLDR-2026-0354	2505 Country Club Dr NE	Residential	Residing	4/20/2026	\$15,000.00	95-137-0030
BLDR-2026-0352	2505 Country Club Dr NE	Residential	Re-Roof	4/20/2026	\$30,000.00	95-137-0030
RMECH-2026-0156	1412 Hansen Dr SW	Residential Mechanical	Mechanical	4/20/2026	\$1,570.71	95-863-0440
BLDR-2026-0346	1121 15th Ave NW	Residential	Residing	4/20/2026	\$12,215.88	95-560-0130
CPLUMB-2026-0021	1630 Hwy 12 E	Commercial Plumbing	Plumbing	4/21/2026	\$39,188.00	95-913-1028
MECH-2026-0019	1700 1st St S	Commercial Mechanical	Mechanical	4/21/2026	\$68,850.00	95-922-6905
BLDC-2026-0092	2505 Willmar Ave SW	Commercial	Re-Roof	4/21/2026	\$581,645.00	95-921-5860
BLDC-2026-0093	2000 Technology Dr NE	Commercial	Re-Roof	4/21/2026	\$70,200.00	95-901-0500
BLDR-2026-0353	716 28th Ave SW	Residential	Residing	4/21/2026	\$27,000.00	95-684-0580
BLDR-2026-0358	1416 Gorton Ave NW	Residential	Re-Roof	4/22/2026	\$14,162.41	95-033-0020
MECH-2026-0023	1630 Hwy 12 E	Commercial Mechanical	Mechanical	4/22/2026	\$100,100.00	95-913-1028
FIRE-2026-0016	301 Becker Ave SW	Fire Alarm	Fire Alarm	4/22/2026	\$2,879.00	95-003-5970
BLDC-2026-0098	501 28th Ave SW	Commercial	Re-Roof	4/22/2026	\$176,000.00	95-748-0020
BLDC-2026-0097	320 3rd St SW	Commercial	Re-Roof	4/23/2026	\$27,915.65	95-003-5180
BLDC-2026-0095	1101 Willmar Ave SW	Commercial	Re-Roof	4/23/2026	\$146,075.81	95-690-0240
BLDC-2026-0096	1605 1st St S	Commercial	Re-Roof	4/23/2026	\$49,950.00	95-923-8640
BLDR-2026-0355	2108 6th Ave SE	Residential	Alteration/Remodel	4/23/2026	\$5,200.00	95-668-0510
BLDC-2026-0087	2205 Trott Ave SW	Commercial	New	4/27/2026	\$70,000.00	95-870-0100
RMECH-2026-0159	1917 23rd Ave SW	Residential Mechanical	Mechanical	4/27/2026	\$5,890.00	95-885-3050
BLDR-2026-0366	813 Augusta Ave SE	Residential	Re-Roof	4/27/2026	\$5,500.00	95-660-0020
RMECH-2026-0158	1813 4th St NE	Residential Mechanical	Mechanical	4/27/2026	\$6,441.00	95-467-1120
RMECH-2026-0160	1115 Grace Ave SW	Residential Mechanical	Mechanical	4/27/2026	\$10,994.00	95-850-0020
BLDR-2026-0365	141 Ella Ave NE	Residential	Residing	4/27/2026	\$27,000.00	95-450-0300
BLDR-2026-0362	934 16th St NE	Residential	Re-Roof	4/27/2026	\$10,000.00	95-036-0030
BLDR-2026-0364	1015 18th St SW	Residential	Re-Roof	4/27/2026	\$30,000.00	95-350-0150
BLDR-2026-0361	1503 Country Club Dr NE	Residential	Residing	4/29/2026	\$129,000.00	95-466-0050
BLDC-2026-0089	209 Willmar Ave SE	Commercial	Alteration/Remodel	4/29/2026	\$329,000.00	95-914-1600
BLDR-2026-0375	802 4th St SE	Residential	Re-Roof	4/30/2026	\$6,000.00	95-180-0030

61 Total Permits

Total Valuation:

\$2,020,681.46

YTD Permits:

145

YTD Valuation:

\$9,512,584.41

Update to City Council

We welcome our newest officer, Taylor Leonard, whose first day with the department was May 11, 2026. We are excited to have Officer Leonard join our team and look forward to the experience and service he will bring to our community.

We will also be hosting a “Coffee with a Cop” event on Tuesday, May 19, 2026, from 0900–1030 hours at the Goodness Coffee Shop. This event provides an opportunity for community members to meet with officers, ask questions, and have open conversations in a relaxed setting.

Thanks, Chief Mike Holme

Willmar Police Department

Monthly Calls for Service Statistics

Title	April 2025	April 2026
911 Hang Up	9	3
Abandoned Vehicles	25	25
Agency Assist	37	38
Alarm	24	20
Alcohol Offense	5	9
Animal	49	55
Assault	7	5
Burglary	0	4
Child Custody Dispute	8	5
Crash	61	54
Criminal Damage To Property	22	15
Disorderly	38	18
Domestic	35	34
Drugs	6	10
Family Service	71	68
Fight	10	7
Fraud	11	18
Gun Permits	25	21
Harassment	30	31
Information	10	6
Weapons complaint	9	5
Lost And Found	30	18
Mental Health	28	12
Missing Person	19	17
Motorists Assist	11	11
Neighborhood Disturbance	15	15
Public Assist	134	118
School Related Incidents	7	8
Sex Crimes	6	6
Sudden Death/Bodies Found	2	4
Suicidal Person	4	5
Suspicious	62	61
Theft	30	30
Traffic Complaint	52	40
Traffic Stop	169	244
Trespass	8	8
Warrant Service	23	16

Current Month CFS:

1123

YTD Calls for Service:

4,459

2025 Current month

1153

(Some minimal CFS categories not shown)



Wastewater Updates from Superintendent Jason Lindahl

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Started UV.
- Derek passed his Class D WW license.
- Biosolids hauling is in full swing.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Monthly generator runs at multiple lift stations and the plant.
- Sara completed Q2 stockpile inspections.
- PFAS samples for Source ID grant project.
- Lateral reviews and Notices.
- Public education posts on wastewater and stormwater topics.
- Submitted biosolids PFAS sample results to MPCA.
- Attended MN Cities Stormwater Coalition annual meeting.
- Reviewed spring biosolids sample data.
- Gave tours to MN Rural Water staff, Central MN Christian School, and Central Christian School.
- Attended MESERB executive committee meeting.



Public Works Updates from Superintendent Kyle Radunz

Streets & Stormwater

- **Street Work:** Crews patched potholes with cold mix 4 days in April. Alleys and gravel roads were repaired. Utility gravel cuts were maintained
- **Road Restrictions:** Removed road restrictions signage 4/20
- **Sanitary Sewer:** Finish spring routine maintenance jetting, respond to blockages
- **Stormwater:** Maintained and repaired catch basins. Vacuumed debris from plugged catch basins
- **Street Sweeping:** Conducted sweeping operations on nineteen days throughout the month. Removing 430 cu. yds of road debris. Medians and boulevards along 1st St, Hwy 12, Cr Rd 5, and Lakeland Dr were cleared of debris from winter road treatment operations.
- **Concrete Work:** Ground down a heaved sidewalk on 15th Ave SW
- **Pavement Markings:** Repainted crosswalks, directional arrows, and yellow curbs over three days when weather allowed

Parks & Grounds

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

- **Ball Fields:** Maintained and prepared eleven baseball fields for practices and games.
- **Public Restrooms:** Four Seasons opened April 11th. Cleaned and prepped the other 6 to open May 1
- **Shelters:** Spring cleaning for upcoming rentals
- **Tree & Turf Work:** Removed stumps and restored turf from winter tree removals.
- **Brush Site:** (Opened April 11th) Managed compost by turning and stacking materials; burned excess brush and tree waste.
- **Playgrounds:** Litter removed from all parks.
- **Trail Maintenance:** Swept and repaired walking trails as needed.
- **Picnic Tables:** Picnic tables were placed at various locations after being repainted this winter

Safety, Equipment & Facilities

- **Monthly Safety Inspections:** Inspected fire extinguishers, fall protection equipment, ladders, eyewash stations, hoists, cranes, AEDs, and more to ensure compliance and worker safety.
- **Vehicle & Equipment Maintenance:** Continued routine service and repairs across departments. All wings were removed from trucks and equipment

Additional Projects & Certifications

- **Pesticide Applicator License:** Five operators attended classes to recertify their license
- **Batting cages:** Constructed 2 batting cages at North Swansson. This includes concrete, turf, poles, netting, and turf restoration
- **Hockey Boards:** Removed the hockey boards from Garfield
- **Thin Ice Signs:** Removed thin ice signs from Willmar and Foot Lake after the ice was out
- **Fishing Platforms:** Cut the openings for the contractor to complete the fishing platform project
- **Fishing Piers:** Placed one pier at Rau Park and one at Robbins Island
- **Selvig Park:** Removed Christmas lights

As always, thank you for the opportunity to be part of the dedicated team serving the City of Willmar.

Respectfully,

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

Shane Stefanick – Public Works Director



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	6.U.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Finance Report through 4/30/2026		

RECOMMENDED ACTION:

OVERVIEW:

General Fund - Year to Date Budget Status

The year-to-date budget figures presented for the General Fund are preliminary and unaudited. Final results may differ upon completion of the annual audit later this year.

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

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. General Fund 4.30.26
2. WWTP 4.30.26



City of Willmar
General Fund
Budgetary Comparison Report
For the Period Ended April 30, 2026

	<u>2025</u> <u>Actual</u>	<u>2026</u> <u>Annual Budget</u>	<u>2026</u> <u>Year-To-Date</u>	<u>% of 2026</u> <u>Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 10,225,462.76	\$ 11,236,657.00	\$ 269,920.14	2.40%
Licenses and Permits	516,690.49	415,000.00	170,215.08	41.02%
Intergovernmental	7,542,135.52	7,279,439.00	226,490.26	3.11%
Service Charges	1,200,663.82	988,100.00	359,211.77	36.35%
Fines and Forfeits	86,379.43	100,000.00	28,390.31	28.39%
Special Assessments	3,932.25	-	-	
Miscellaneous Revenue	1,640,820.08	153,000.00	107,017.88	69.95%
Other Financing Sources	2,908,223.41	2,898,308.00	688,187.50	23.74%
Total Revenues	\$ 24,124,307.76	* \$ 23,070,504.00	\$ 1,849,432.94	8.02%
<u>Expenditures</u>				
City Administrator	\$ 775,610.15	\$ 811,487.00	\$ 245,463.54	30.25%
Mayor and Council	421,421.28	402,100.00	224,963.56	55.95%
City Hall	1,570,586.21	516,991.00	283,884.64	54.91%
City Clerk	231,897.79	244,372.00	76,097.63	31.14%
Elections	10,457.91	79,565.00	59.62	0.07%
Finance Department	558,028.02	621,293.00	175,051.81	28.18%
Planning/Development Services	955,708.21	1,077,759.00	305,286.87	28.33%
Legal	-	-	-	-
Information Technology	991,207.51	957,565.00	492,508.00	51.43%
Human Resources	189,419.13	220,706.00	55,395.03	25.10%
Cultural Diversity	201,598.00	229,030.00	64,348.44	28.10%
Sub-Total General Gov't.	5,905,934.21	5,160,868.00	1,923,059.14	37.26%
Police Department	6,541,362.68	7,258,819.00	2,092,125.45	28.82%
Fire Protection	1,407,017.59	1,588,854.00	533,316.28	33.57%
Sub-Total Public Safety	7,948,380.27	8,847,673.00	2,625,441.73	29.67%
Public Works	4,330,388.40	4,793,543.00	1,361,388.12	28.40%
Engineering	248,614.82	353,000.00	50,944.74	14.43%
Transit System	20,500.00	21,000.00	-	0.00%
Storm Water	88,908.75	99,000.00	16,282.63	16.45%
Airport	-	12,500.00	-	0.00%
Sub-Total Streets/Highways	4,688,411.97	5,279,043.00	1,428,615.49	27.06%
WRAC	144,323.27	152,120.00	43,186.40	28.39%
Library	644,541.52	646,669.00	124,167.25	19.20%
Auditorium	42,350.74	64,518.00	14,895.30	23.09%
Parks & Recreation	1,159,373.51	1,164,712.00	278,149.94	23.88%
Civic Center	1,051,582.48	1,182,780.00	352,633.50	29.81%
Recreation/Event Center	7,013.17	-	-	-
Community Center	295,347.95	307,633.00	97,451.38	31.68%
Aquatic Center	218,541.17	264,488.00	13,611.35	5.15%
Sub-Total Culture/Recreation	3,563,073.81	3,782,920.00	924,095.12	24.43%
Total Expenditures	\$ 22,105,800.26	\$ 23,070,504.00	\$ 6,901,211.48	29.91%

* Indicates Over Budget



City of Willmar
Waste Treatment Plant
Budgetary Comparison Report
For the Period Ended April 30, 2026

	2025 <u>Actual</u>	2026 <u>Annual Budget</u>	2026 Actual <u>Year-To-Date</u>	% of 2026 <u>Budget</u>
<u>Revenues</u>				
Intergovernmental	\$ 114,167.33	\$ 10,000.00	\$ 14,694.71	146.95%
Service Charges	10,830,417.24	11,981,950.00	2,813,405.57	23.48%
Miscellaneous Revenue	835,077.01	625,000.00	90,988.01	14.56%
Total Revenues	\$ 11,779,661.58	\$ 12,616,950.00	\$ 2,919,088.29	23.14%
<u>Expenditures</u>				
Waste Treatment - Treatment	6,697,111.13	13,425,707.00	1,807,648.30	13.46%
Waste Treatment - Collections	262,585.20	814,326.00	167,541.38	20.57%
Waste Treatment - Biosolids	232,514.45	355,000.00	46,104.58	12.99%
Waste Treatment - Eagle Lake	23,470.24	27,750.00	7,885.79	28.42%
Total Expenditures	\$ 7,215,681.02	\$ 14,622,783.00	\$ 2,029,180.05	13.88%

* Indicates Over Budget



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Allie Paulsen, Administrative Assistant
Ordinance:	No	Presented By:	Allie Paulsen, Administrative Assistant, Kyle Box, City Operations Director
Item:	Willmar Government Academy		

RECOMMENDED ACTION:
Information Only

OVERVIEW:

Last Tuesday, we successfully concluded the 2026 Willmar Government Academy, a seven-week program designed to provide community members with an inside look at how the City of Willmar operates and delivers services to residents. Our goal for this Academy was to strengthen transparency, build relationships between residents and City staff, and encourage greater civic involvement.

The Academy welcomed 18 participants who engaged directly with staff from every City department, gaining firsthand knowledge of municipal operations, services, and decision-making processes. Throughout the program, participants had the opportunity to ask questions, learn about departmental responsibilities, and better understand the day-to-day work involved in serving the community.

As part of the experience, attendees toured several City facilities, including the Police Department, Fire Department, Civic Center, and the Wastewater Treatment Facility. These tours provided participants with valuable insight into public safety operations, essential city services, and the systems that support the community.

We believe the Willmar Government Academy was impactful for the attendees, and we hope to continue offering the program for years to come. As this was our first-ever Willmar Government Academy, we have also distributed a survey to participants to gather valuable feedback and identify opportunities for improvement for future academies.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Tom Odens, Finance Director
Item:	Introduce and Call for Public Hearing on 2026B Bond Ordinance		

RECOMMENDED ACTION:

Approve the resolution to call for a public hearing on an Ordinance Authorizing the Issuance of General Obligation Improvement, Abatement and Utility Bonds Series 2026B on Monday, June 15, 2026, at 6:30 p.m.

OVERVIEW:

The City is progressing with its 2026 Improvement Program. As part of the program’s funding, we are seeking authorization to schedule a public hearing to consider the issuance of General Obligation Bonds in an amount not to exceed \$8,600,000. These bonds will provide the necessary financing to support the continued development and execution of the planned infrastructure improvements. Approval of the public hearing is a step in maintaining the timeline and funding structure for the 2026 improvements.

BUDGETARY/FISCAL ISSUES:

Street and utility system improvements funding not to exceed \$8,600,000.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

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

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

HELD: May 18, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held on the 18th day of May, 2026, at 6:30 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

WHEREAS:

A. The City of Willmar (the "City") has heretofore undertaken to construct certain public improvements, including without limitation a project referred to as 2026 Street and Other Improvements (including 2601-A, 4th St SW) (the "Improvements") pursuant to Minnesota Statutes, Chapter 429, as more fully described in the proposed Ordinance set forth below.

B. The City has heretofore undertaken to construct certain public improvements, including without limitation the Lakeland Bike Path within the City (the "Abatement Project") pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Sections 469.1812 through 469.1815, both inclusive (the "Abatement Act").

C. The City has heretofore undertaken to construct certain improvements to the municipal wastewater system within the City, including without limitation treatment plant improvements (the "Utility Project") pursuant to Minnesota Statutes, Section 444.075 and Minnesota Statutes, Chapter 475, as amended.

D. Said Improvements, the Abatement Project and the Utility Project have heretofore been duly incorporated into the City's capital program in accordance with the City Charter.

E. It is necessary and desirable that the City of Willmar issue its General Obligation Improvement, Abatement and Utility Bonds, Series 2026B in an aggregate principal amount not to exceed \$8,600,000 to finance the Improvements, the Abatement Project and the Utility Project in the City.

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

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

H. Councilmember _____ introduced an Ordinance entitled “An Ordinance Authorizing the Issuance of up to \$8,600,000 General Obligation Improvement, Abatement and Utility Bonds, Series 2026B and the Levying of Taxes to Secure Payment Thereof”.

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

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

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

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

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

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

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2027 and ending in or about the year 2041 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to

comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

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

Passed and adopted this 18th day of May, 2026.

Mayor

Attest:

City Clerk

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

EXHIBIT A

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below, at the Kandiyohi County Health and Human Services Building Board Room located at 2200 23rd Street NE in the City, at 6:30 o'clock p.m. on the 15th day of June, 2026 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$8,600,000 GENERAL OBLIGATION IMPROVEMENT, ABATEMENT AND UTILITY BONDS, SERIES 2026B AND THE LEVYING OF TAXES TO SECURE PAYMENT THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapters 429 and 475, and Minnesota Statutes, Sections 444.075, and 469.1812 through 469.1815, both inclusive, the City of Willmar has heretofore determined to construct and finance various public improvement projects in the City, including without limitation a project referred to as 2026 Street and Other Improvements (including 2601-A, 4th St SW), the Lakeland Bike Path and various improvements to the municipal wastewater system, including without limitation treatment plant improvements (collectively, the "Project").
2. In order to finance said Project it is necessary to issue General Obligation Improvement, Abatement and Utility Bonds of the City in the amount of up to \$8,600,000.
3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.
4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of General Obligation Improvement, Abatement and Utility Bonds and the levying of taxes therefor as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

By Order of the City Council

/s/ Vernae Larsen
City Clerk

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on June 15, 2026, at the Kandiyohi County Health and Human Services Building Board Room located at 2200 23rd Street NE in the City, at 6:30 o'clock p.m., or as soon thereafter as the matter may be heard, on the proposal to abate all or a portion of property taxes levied by the City on the following parcels (the "Abatement Parcels"):

The purpose of the proposed abatement is to finance certain public improvements, including without limitation a portion of the cost of the Lakeland Bike Path in the City (the "Project") through the issuance of general obligation tax abatement bonds.

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

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

All interested persons may appear at the public hearing on June 15, 2026, and present their views orally or prior to the meeting in writing.

By Order of the City Council

/s/ Vernae Larsen
City Clerk

DRAFT
City of Willmar, Minnesota
General Obligation Bonds, Series 2026B

Schedule of Events

(As of: May 8, 2026)

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

August 2026							September 2026							October 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
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30	31																			

00 Holiday 00 Significant Action 00 FOMC Meeting

Date	Event	Responsible Party
<u>Week of May 4th</u>		
Mon., May. 4	Project Bids awarded by City Council	City Council
<u>Week of May 11th</u>		
Tue., May. 12	Official Statement information request distributed.	Baker Tilly
Wed., May. 13	Public Hearing notice for Bond Ordinance sent to the City	Kutak Rock
<u>Week of May 18th</u>		
Mon., May. 18	City Council introduces and calls for public hearing on Bond Ordinance.	City Staff
<u>Week of May 25th</u>		
Tue., May. 26	Notice of public hearing for Bond Ordinance and Abatement sent to West Central Tribune for publication (by 12:00 pm).	City Staff
Tue., May. 26	Official Statement information due back to Baker Tilly.	City Staff
Sat., May. 30	Public hearing notices for Bond Ordinance and Abatement published in West Central Tribune (Notice for Bond Ordinance must appear no fewer than 7 days prior to public hearing and notice for Abatement must appear no fewer than 10 days prior to public hearing).	
<u>Week of June 1st</u>		
Mon., Jun. 1	Finalize Bond structure and prepare Terms of Proposal.	Baker Tilly

Date	Event	Responsible Party
Week of June 8th		
Mon., Jun. 8	Pre-Issue Report and Bond Resolution delivered to the City.	Baker Tilly Kutak Rock
Thu., Jun. 11	First Draft of Preliminary Official Statement distributed for review.	Baker Tilly
Week of June 15th		
Mon., Jun. 15	<p>i) City Council considers Bond Resolution authorizing the Bond sale.</p> <p>ii) City Council conducts public hearing on Bond Ordinance.</p> <p>iii) City Council conducts public hearing and considers resolution approving tax abatement and tax abatement agreement.</p>	City Staff
Tue., Jun. 16	Bond Ordinance submitted for publication in the West Central Tribune (by 12:00 pm).	City Staff
Thu., Jun. 18	Comments to Baker Tilly on first draft of Preliminary Official Statement.	City Staff Kutak Rock
Sat., Jun. 20	Publication date of Bond Ordinance. Ordinance goes into effect (Beginning of 15-day petition period).	
Week of June 22nd		
Mon., Jun. 22	Second draft Preliminary Official Statement and supporting documents sent to Moody's and working group.	Baker Tilly
Mon., Jun. 22	Due diligence form distributed for review.	Baker Tilly
Week of June 29th		
Week of Jun. 29	Rating Conference conducted.	City Staff Baker Tilly Moody's
Week of Jun. 29	Due Diligence call conducted.	City Staff Baker Tilly
Wed., Jul. 1	Comments due to Baker Tilly on second draft of Preliminary Official Statement.	City Staff Kutak Rock
Sun., Jul. 5	End of 15-day petition period.	
Week of July 6th		
Mon., Jul. 6	Final draft of Preliminary Official Statement sent out for review and signoff.	Baker Tilly
Wed., Jul. 8	Receipt of rating and rating report.	Moody's
Fri., Jul. 10	Distribution of Preliminary Official Statement (with rating on cover).	Baker Tilly

Date	Event	Responsible Party
<u>Week of July 13th</u>		
Mon., Jul. 13	Form of Award Resolution delivered to City.	Kutak Rock
<u>Week of July 20th</u>		
Mon., Jul. 20	Sale and consideration of award of the Bonds by the City.	City Staff Baker Tilly
<u>Week of July 27th</u>		
Mon., Jul. 27	Distribution of Final Official Statement.	Baker Tilly
<u>Week of August 3rd</u>		
Mon., Aug. 3	Draft closing memorandum circulated for review.	Baker Tilly
Thu., Aug. 6	Final closing memorandum distributed.	Baker Tilly
<u>Week of August 10th</u>		
Thu., Aug. 13	Receipt of proceeds and settlement of the Bonds.	All Parties

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City of Willmar, Minnesota
General Obligation Improvement, Abatement and Utility Bonds, Series 2026B

Distribution List

(As of: May 12, 2026)

Issuer

City of Willmar	Name	Phone	<u>Issuer Email List</u>
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	Kyle Box City Operations Director	320-214-5172	kbox@willmarmn.gov
	Vernae Larsen City Clerk	320-235-4917	vlarsen@willmarmn.gov

Bond Counsel

Kutak Rock LLP	Name	Phone	<u>Bond Counsel Email List</u>
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60 S 6th St. Minneapolis, MN 55402	Jenny Boulton Attorney	612-334-5020	jenny.boulton@kutakrock.com
	Kimberly Ganley Paralegal	612-334-5030	kimberly.ganley@kutakrock.com

Municipal Advisor

Baker Tilly Municipal Advisors, LLC	Name	Phone	<u>Municipal Advisor Email List</u>
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City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Approve Interim Planning Director		

RECOMMENDED ACTION:

Motion to approve the appointment of City Planner Chris Frank to serve as Interim Planning Director.

OVERVIEW:

Planning Director Corbett has submitted his resignation, effective June 1, 2026. To ensure continuity of operations within the Planning Department, the City Administrator recommends appointing City Planner Chris Frank to serve as the Interim Planning Director until the position is permanently filled.

Mr. Frank has served as the City Planner for nearly two and half years, working on several major planning initiatives, including the WITH WILLMAR comp plan, Bike, Pedestrian and Trail plan and the Safe Streets for All. His experience, knowledge and familiarity with ongoing projects will provide the department with stable leadership and maintain continuity during the transition period.

Pursuant to the City's Working Out-of-Class Policy, employees temporarily performing duties of a higher classification may receive compensation of up to 10% of their base pay or placement at the minimum step of the higher salary range, whichever is greater. After reviewing the scope of duties to be assumed, staff recommends applying the Working out-of-class policy by placing Mr. Frank at pay grade LM step 1.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	10.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Ad-Hoc Team City Administration Hiring Process Recommendation		

RECOMMENDED ACTION:

Motion to approve the hiring process as presented for the City Administrator position

OVERVIEW:

The Ad-Hoc City Administrator Hiring Team met over the past month to discuss various hiring process alternatives and review the City Administrator job description. The Team recommends conducting the hiring process in-house, with the HR Director managing application submissions through the City’s payroll system and posting the position on various employment websites. Applications will be accepted for a period of three weeks. Following the application period, the applications will be reviewed with the Council to determine the candidates selected for interviews.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. CA Hiring Process

City of Willmar

City Administrator Hiring Process

The City Administrator Ad Hoc Hiring Team (The Team) recommends conducting the recruitment through the City's established internal hiring procedures. This approach is consistent with standard practice for leadership transitions unless otherwise directed by the City Council.

Position Posting

The job posting will include the following components:

Position Title

City Administrator

Position Summary

Lead and manage all City departments through department directors; implement City Council directives; oversee daily municipal operations; direct budget development and financial management; ensure compliance with applicable laws, policies, and regulations; and represent the City in interactions with community, governmental, and regional partners.

Minimum Qualifications

- Bachelor's degree in public administration, business, finance, or a related field
- Minimum of 10 years of progressively responsible management experience

Preferred Qualifications

- Master's degree in a related field

Compensation Range

\$137,820 – \$182,104

Benefits Summary

Current benefits include health insurance, health savings account (HSA), long-term disability, life insurance, PERA, comprehensive voluntary benefits, employee assistance program, paid family and medical leave, vacation, earned safe and sick leave, holidays, and personal floating holiday.

Application Process

Applications will be submitted through the City's K-Pay system. The Human Resources Director will serve as the primary point of contact throughout the recruitment process.

Equal Opportunity Statement

The City of Willmar is an Equal Opportunity Employer.

Recruitment Channels

The position will be posted through:

- League of Minnesota Cities (LMC)
- Minnesota City/County Management Association (MCMA)
- Minnesota Government Finance Officers Association (MNGFOA)
- Economic Development Association of Minnesota (EDAM)
- Indeed
- LinkedIn
- City of Willmar website
- Social media platforms

Recruitment Timeline

Recruitment will begin following City Council approval of the hiring process. The job posting will remain open for approximately three weeks, with the final application deadline set by the City Council.

Proposed Timeline:

- **Week 0:** City Council approval of hiring process
- **Weeks 1–3:** Job posting open
- **Week 4:** Application review and scoring
- **Week 5:** Candidate interviews
- **Week 6:** Final recommendation presented to Council

Roles and Responsibilities

Human Resources Director

Responsible for:

- Managing job posting and advertising
- Overseeing application intake through K-Pay
- Coordinating candidate communications
- Scheduling and facilitating interviews

Council

Responsible for:

- The Council members will independently review and score applications using criteria aligned with the job description.
 - Applications will be redacted prior to review to support an equitable evaluation process.
- The Council will determine the number of candidates to advance to interviews based on scoring results.

Final Recommendation

The Council will determine whether to advance two finalists for an open house community “meet and greet” process, consistent with past practice for key leadership positions (e.g., City Administrator, Operations Director, Police Chief).

- The Council will identify top candidates
- A formal recommendation will be presented at a City Council meeting for final consideration

Compliance and Process Integrity

The hiring process will adhere to:

- City personnel policies
- Standard internal hiring procedures

The Human Resources Department will maintain documentation supporting:

- Application evaluations
- Interview scoring
- Rationale for final recommendations



City Council Action Request

Council Meeting Date:	May 18, 2026	Agenda Item Number:	11.A.
Agenda Section:	Closed Session	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Closed Session to develop or consider offers or counteroffers for the purchase or sale of real or personal property pursuant to MN Stat. 13D.05 Subd.3(c)		

RECOMMENDED ACTION:

To enter into closed session pursuant to MN Stat. 13D.05 Subd.3(c)

OVERVIEW:

The City Council will move to closed session to develop or consider offers or counteroffers for the purchase or sale of real or personal property pursuant to MN Stat. 13D.05 Subd.3(c) regarding Parcel ID: 95-917-5510

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None