



WILLMAR CITY COUNCIL MEETING  
MONDAY, JUNE 1, 2026 @ 6:30 PM  
BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING  
2200 – 23rd STREET NE, WILLMAR MINNESOTA

### AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items

Approve:

- A. City Council Minutes of May 18, 2026
- B. Police Civil Service Commission Minutes of May 21, 2026\_Draft
- C. Willmar Municipal Utilities Commission Minutes of May 26, 2026\_Draft
- D. Local Board of Appeals and Equalization Minutes of April 20 and April 26, 2026
- E. City Park Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar
- F. Amendment No. 3 for Lease No. NR40015 and NR40020 Amendment
- G. Human Rights Commission Applicant
- H. Accounts Payable Report, 5/15/26 - 5/27/26

Information:

- I. WMU Financial Report - March 2026
  - J. Planning Commission Applicant
6. Approve Consent Agenda Items
  7. Items Removed from Consent Agenda
  8. Open Forum (Individuals Limited to Three (3) Minutes)
  9. Regular Business
    - A. Project No. 2604-A Lakeland Drive Path Improvement Bid Award
    - B. Request to apply and accept a FEMA "Assistance to Firefighters Grant" (AFG)
    - C. Acceptance of Federal Grant
    - D. Joint Statement
    - E. Consideration of New On-Sale Intoxicating Liquor License for Diamante Night Club

- F. Amend Motion of May 18, 2026, Regular City Council Meeting regarding Reconvene Executive Session to Discuss Evaluation of Performance of City of Willmar City Administrator Leslie Valiant under Minn. Stat. § 13D.05, subd. 3(a).

10. Announcements

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)

12. Adjourn

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

May 18, 2026  
6:30 PM

The regular meeting of the Willmar City Council was called to order by Mayor Pro Tem Justin Ask. Members present on a roll call were Mayor Pro Tem Justin Ask, Council Members Audrey Nelsen, Tom Gilbertson, Steve Gardner, Rick Fagerlie, Vicki Davis, Tom Butterfield, and Carl Shuldes, Excused: Mayor Doug Reese Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Michael Holme, Finance Director Tom Odens, Planning and Development Director Christopher Corbett, City Planner Chris Frank, Human Resource Director Alissa Gambrel, Public Works Director Shane Stefanick, City Engineer Jared Voge, Director of Community Growth Pablo Obregon, Information Systems Director Jonah Johnson, Environmental Specialist Sara Sietsema, Administrative Assistant Allie Paulsen, City Clerk Vernae Larsen, and City Attorney Chad Arnesen.

With no additions or deletions to the agenda, Council Member Fagerlie moved to **Approve the Agenda**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes      None

**PROCLAMATION**

A. **Public Works Week**

Mayor Pro Tem, on behalf of Mayor Reese, read the Public Works Week Proclamation into the record.

**CONSENT AGENDA**

City Clerk Vernae Larsen reviewed the consent agenda.

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. **Resolution No. 2026-067** Consideration to Reallocate Funds and Purchase Waste Receptacles for Downtown
- J. **Resolution No. 2026-068** Lakeland Drive Path Project Advance Construction Agreement
- K. **Resolution No. 2026-069** Approve MNDot Hwy 40 Turn Lane Construction Agreement
- L. **Resolution No. 2026-070** Change Order No. 01, 2601-F Willmar Connect
- M. **Resolution No. 2026-071** 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

Council Member Gardner requested that Item 6E. Police Civil Service Commission Minutes of April 29, 2026, draft, be pulled from the Consent Agenda for further discussion. A motion was made by Council Member Fagerlie to **Approve the Remainder of the Consent Agenda Items as presented.** Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

**Item 6E - Police Civil Service Commission Minutes of April 29, 2026, draft-** was pulled by Council Member Gardner. He wanted to know how many openings we have for officers and if we've ever been 100% full. Police Chief Holme stated that end of January 2022 was the last time our police officers were fully staffed with no openings. Council Member Gardner also asked how long our hiring process takes. Chief Holme responded that the general time to fill a position takes about 90 days.

Following discussion, Council Member Gardner moved to **Approve Item 6E - Police Civil Service Commission Minutes of April 29, 2026, draft that had been removed from Consent Agenda**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

## REGULAR BUSINESS

### A. Willmar Government Academy

Administrative Assistant Allie Paulsen gave a summary of the program and what was covered during the seven-week span. Council also heard from participants Sarah Kretschmann, Eric Grieger, and Abdiweli Yusuf who shared their experiences during the program.

### B. Introduce and Call for Public Hearing on 2026B Bond Ordinance

Finance Director Tom Odens provided an overview of an Ordinance Authorizing the Issuance of General Obligation Improvement, Abatement and Utility Bonds Series and called for public hearings to be scheduled. A motion was made by Council Member Gardner to **Adopt Resolution No. 2026-072 Scheduling Public Hearings for Monday, June 15, 2026, at 6:30 p.m. that would Authorizing the Issuance of General Obligation Improvement, Abatement and Utility Bond Series 2026B**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

### C. Approve Interim Planning Director

City Administrator Leslie Valiant requested approval to appoint City Planner Chris Frank as Interim Planning Director. Council Member Shuldes moved to **Approve the appointment of City Planner Chris Frank to serve as Interim Planning Director**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

### D. Ad-Hoc Team City Administration Hiring Process Recommendation

City Administrator Leslie Valiant provided an update from the ad-hoc hiring team for the City Administrator position. A motion was made by Council Member Gilbertson to approve the hiring process as presented for the City Administrator position. Council Member seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

Council Member Shuldes made a motion to Post the Administrator Position from June 1<sup>st</sup> – June 21<sup>st</sup>. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1.

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

### **CLOSED SESSION**

#### **A. MN Stat. 13D.05 Subd.3(c) – Parcel 95-917-5110**

A motion was made by Council Member Gardner to enter into **closed session pursuant to MN Stat. 13D.05 Subd.3(c) to discuss Parcel 95-917-5110**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

The Council entered into closed session at 7:10 PM. City staff present were City Administrator Leslie Valiant, Operation Director Kyle Box, City Planning and Development Director Christopher Corbett, Public Works Director Shane Stefanick, City Engineer Jared Voge, City Clerk Vernae Larsen and City Attorney Chad Arnesen. **Closed session concluded at 7:25 PM.**

#### **B. Executive Session to Discuss Evaluation of Performance of Leslie Valiant pursuant to MN Stat. 13d.05. subd.3(a)**

A motion was made by Council Member Gardner to enter into **Executive Closed Session to Discuss Evaluation of Performance of Leslie Valiant pursuant to MN Stat. 13d.05. subd.3(a)**. Council Member Gilbertson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Council entered into closed session at 7:26 PM. City staff present was City Attorney Chad Arnesen.

**Executive Closed session concluded at 8:22 PM.**

A motion was made by Council Member Gilbertson to **place City Administrator Valiant on non-disciplinary administrative leave without pay until otherwise notified by City Council**. Council Member Butterfield seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

With no further business to discuss, Council Member Gilbertson moved to **Adjourn at 8:23 PM**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

Noes None

\_\_\_\_\_  
MAYOR

Attest:

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

**RESOLUTION: 2026-067**

Motion: Fagerlie Second: Shuldes

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.

/S/Justin Ask  
MAYOR PRO TEM

ATTEST:

/S/Vernae Larsen  
CITY CLERK

**Resolution No. 2026-068**

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

Motion By: Fagerlie Second By: Shuldes

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

/S/Justin Ask  
Mayor Pro Tem

Attest:

/S/Vernae Larsen  
City Clerk

CITY OF WILLMAR  
RESOLUTION 2026-069

Motion:     Fagerlie                Second:     Shuldes    

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 18<sup>th</sup> day of May, 2026

    /S/Justin Ask      
Justin Ask, Mayor Pro Tem

Attest:

    /S/Vernae Larsen      
Vernae Larsen, City Clerk

**RESOLUTION NO. 2026-070**

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

Motion By:     Fagerlie                Second By:     Shuldes    

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 18<sup>th</sup> day of May, 2026

    /S/Justin Ask      
MAYOR PRO TEM

Attest:

    /S/Vernae Larsen      
CITY CLERK

**RESOLUTION NO. 2026-071**

**A RESOLUTION AWARDING A CONTRACT FOR AGRICULTURAL LAND LEASE – HAY GROUND**

Motion By: Fagerlie

Second By: Shuldes

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 18<sup>th</sup> day of May, 2026

/S/Justin Ask  
MAYOR PRO TEM

Attest:

/S/Vernae Larsen  
CITY CLERK

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 18<sup>th</sup> day of May, 2026, at 6:30 o'clock P.M.

The following members were present: Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

and the following were absent: Mayor Doug Reese

Member Gardner introduced the following resolution and moved its adoption:

RESOLUTION NO. 2026-072  
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 18<sup>th</sup> day of May, 2026.

/S/Justin Ask  
Mayor Pro Tem

Attest:

/S/Vernae Larsen  
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Butterfield, and upon vote being taken thereon, the following voted in favor thereof: Council Member Ask, Council Member Nelsen, Council Member Gilbertson, Council Member Gardner, Council Member Fagerlie, Council Member Davis, Council Member Butterfield, Council Member Shuldes

## 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 15<sup>th</sup> 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



### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.B.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Police Department
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Police Civil Service Commission Minutes of May 21, 2026_Draft		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. 2026-05-21 Minutes

MINUTES  
WILLMAR POLICE COMMISSION  
Thursday, May 21, 2026

A meeting of the Willmar Police Civil Service Commission was held on Thursday, May 21, 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 9:30 a.m.

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

### **Review of Police Officer Applicants**

Chief Holme presented several recent applications for the position of Police Officer to the Commission. The Commission reviewed and discussed each applicant in detail.

Commissioner Rosendahl made a motion to interview all of the reviewed applicants, including a previous applicant who had been unavailable at the earlier scheduled interview dates but has since indicated availability. 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:
  - Three new CSOs began employment on May 20, 2026. They are Lily Holmgren, Adam Leshovsky, and Adam Miller.
- An update was provided regarding a recent applicant who received a conditional offer of employment. The applicant has completed the required testing. Upon successful completion of the POST licensing examination, the City will be able to extend a formal employment offer.
- The Detective Unit is currently waiting submission of a background packet from another Police Officer applicant.

Having no further business, a motion was made by Commissioner Rosendahl to adjourn, seconded by Commissioner Schulstad. **Motion carried.** The meeting was adjourned at 10:07 a.m.

*by Lynn Shuldes*

The Willmar Municipal Utilities Commission met on Tuesday, May 26, 2026, at 11:45 a.m. in the WMU Auditorium. Commissioners present were President Shawn Mueske; Commissioners Carol Laumer, Steve Ammerman, Patricia Elizondo, Doug Muzik, Brad Michelson, and Dan Tollefson.

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; Executive Secretary Abby Tenner; and City Council Liaison Tom Gilbertson. Additional attendees included City Attorney Robert Scott (via teleconference) and Jennifer Kotila of the *West Central Tribune*.

President Shawn Mueske called the meeting to order. The pledge of Allegiance was recited. He then asked if there were any changes or additions to the presented agenda. There being none, the agenda was approved as presented. Mueske welcomed newly appointed Commissioner Dan Tollefson, who provided a brief introduction, and expressed appreciation for the opportunity to serve and give back to the community.

President Mueske presented the Consent Agenda and called for a motion to approve. Ammerman moved to adopt **Resolution No. 18**, seconded by Laumer. General Manager Smith highlighted items related to the payment of bills following Commission review. A roll call vote was taken, with seven ayes and zero nays.

Facilities & Maintenance Supervisor Kevin Marti presented the Strategic Plan Semi-Annual Update, providing an overview of ongoing strategic initiatives, project timelines, and status updates across key utility priorities.

General Manager Smith presented Facilitator Dave Unmacht's summary of the joint work session between the City of Willmar and Willmar Municipal Utilities, highlighting key themes related to collaboration, communication, and future coordination efforts between the two entities. Smith then presented a draft Joint Statement of the City of Willmar and Willmar Municipal Utilities and discussed its purpose in reaffirming the collaborative relationship between the two entities. Following discussion, Michelson moved to approve the Joint Statement, seconded by Muzik. The motion carried unanimously, 7-0.

General Manager Smith provided project updates, noting that maintenance on the College water tower was completed during the week of May 11. Smith also reported that Xcel Energy completed maintenance on the transmission line between Willmar and Paynesville and that Western Area Power Administration (WAPA) replaced substation equipment near Granite Falls. Additionally, Smith highlighted partnership efforts with MnDOT related to osprey relocation efforts. Smith concluded his report by recognizing the Municipal Utilities Commission and staff for their contributions toward a third consecutive RP3 Diamond Level award.

**Upcoming Events:**

- ❖ APPA 2026 National Conference – June 26–July 1, 2026 | Boston, MA
- ❖ MMUA Summer Conference – August 17–19, 2026 | St. Cloud, MN
- ❖ MRES Municipal Power Leadership Academy – September 16–17, 2026 | Sioux Falls, SD

President Mueske shared that this would be his final Commission meeting and expressed appreciation for the Commission, noting it had been one of the most effective groups he had served with and recognizing its commitment to the utility mission statement.

President Mueske asked for any additional discussion. Hearing none, Commissioner Muzik moved to adjourn, seconded by Commissioner Laumer. The motion carried with seven ayes and zero nays. The meeting adjourned at 12:16 p.m.

Respectfully submitted,  
WILLMAR MUNICIPAL UTILITIES

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Abby Tenner, Executive Secretary

ATTEST:

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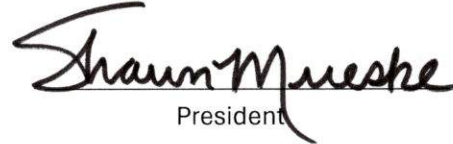
Secretary

**RESOLUTION NO. 18**


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 May 11, 2026, MUC Meeting
- ❖ Bills represented by vouchers No. 20260642 through No. 20260690, including associated wire transfers, totaling \$1,561,031.21

Dated this 26th day of May, 2026.

  
President

Attest:

  
Secretary



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.D.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	Vernae Larsen, City Clerk
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Local Board of Appeals and Equalization Minutes of April 20 and April 26, 2026		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. LBAE Board Minutes 2026 - Signed

CITY OF WILLMAR PROPERTY OWNERS

IMPORTANT INFORMATION REGARDING PROPERTY ASSESSMENTS

\*\*\*This may affect your 2027 property taxes\*\*\*

The Board of Appeal and Equalization for the City of Willmar in Kandiyohi County, Minnesota, will meet from Noon to 12:30 p.m. on Monday, April 20, 2026 at the Willmar Fire Department Meeting Room. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the Local Board of Appeal and Equalization. The Board will review your assessments and make corrections as needed. Generally, you must appeal to the Local Board before appealing to the County Board of Appeal and Equalization.

Vernae Larsen  
City Clerk

Dated: March 4, 2026  
Willmar, MN  
(Apr. 4 & 8, 2026)

The Local Board of Appeal and Equalization of the City of Willmar met at the Fire Station Training Room on April 20, 2026 at 12:00 p.m. Present were: Chairman Pro Tem Rick Fagerlie, Vicki Davis, Carl Shuldes, Tom Gilbertson, and Steve Gardner. Also present were County Assessor Val Svor, County Appraisers Jennifer Halverson, Michael Czech, Gavin Klein, and City Clerk Vernae Larsen.

The meeting was called to order by Chairman Pro Tem Fagerlie. City Clerk Vernae Larsen administered the Oath. County Assessor Val Svor briefly explained the purpose of the Board of Appeal and instructed the Board in procedure.

The following property owners were represented by staff, submitted a letter, or appeared before the Board:

1. **Matt Laughlin, 95-238-1000; 101 34<sup>th</sup> Ave NE;** He stated that his appeal for the 2025 valuation regarding the estimated market value (EMV) is still in the appeal process. Council Member Gardner moved to hold the 2025 value, pending the outcome of the 2025 appeal. Council Member Shuldes seconded the motion which carried unanimously.

2. **Nerissa & Armando Herrejon, 95-668-4560; 901 24<sup>th</sup> ST SE; and 95-750-0120; 1217 5<sup>th</sup> St. SW;** regarding EMV on these 5 (five) properties. County Assessor Svor noted that these properties would need to be inspected before they could speak to the current EMV of each property. County staff recommended that the Council move to make no changes and reconvene after the inspections take place.

3. **HWY 12 A01 Property, LLC, 95-505-1000; 1714 HWY 12 E;** Commercial Mini storage facility. The county learned that the cement building on the property is to be torn down. They recommended reducing the EMV from \$2,183,700 to \$2,168,500. Council Member Gardner made a motion to reduce the property value as indicated by County Assessor Svor. Council Member Shuldes seconded the motion which carried, unanimously.

4. **Austin Hooever, 95-833-1160; 308 33<sup>rd</sup> ST NW;** Residential property. The county reviewed the property and removed a lower-level finish and a basement bathroom, a deck and a patio. The recommendation is to lower the value from \$204,800 to \$188,900. A motion was made by

Council Member Shuldes to change the value as recommended. The motion was seconded by Council Member Davis which carried, unanimously.

**5. Rockstep Willmar, LLC; 95-699-2020; 1605 1<sup>st</sup> ST S;** Due to ongoing issues inside the mall with flooding and the extended time it's taking to make repairs, the county recommended decreasing the value by \$161,100. The price would decrease from \$5,024,900 to \$4,863,800. After Council discussion, no motion was made so the property value will stand at \$5,024,900.

There being no further business to come before the Board, at 12:54 PM, Council Member Shuldes made a motion to recess until April 28, 2026, at 4:00 PM. Council Member Davis seconded the motion which carried unanimously.

The Local Board of Equalization reconvened at 3:53 PM on Tuesday, April 26, 2026, in Conference Room No. 1 at the City Office Building. Present were Chairman Pro Tem Rick Fagerlie, Council Members Justin Ask, Carl Shuldes, Tom Gilbertson, Vicki Davis and Steve Gardner, who attended remotely. Also present were County Assessor Val Svor, County Appraisers Michael Czech, Gavin Klein and City Clerk Vernae Larsen.

County Assessor Val Svor informed the Board that not all the parcels were inspected but the property owner no longer wishes to proceed with challenging the EVM on any of the properties except for one and offered the following recommendations:

**Nerissa & Armando Herrejon, 95-668-4560;** Recommendation: No change to EVM. Council Member Shuldes moved to approve the recommendation with Council Member Gilbertson seconding the motion, which carried.

**H Plus Maintenance Service, LLC, 95-040-0335;** Recommendation: No change to EVM. Council Member Ask moved to approve the recommendation with Council Member Gilbertson seconding the motion, which carried.

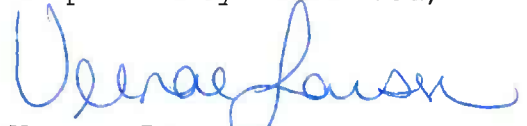
**H Plus Maintenance Service, LLC, 95-750-0120;** This is the parcel that is being challenged but they were unable to inspect both homes on the property. Recommendation: No change to EVM. Council Member Davis moved to approve the recommendation with Council Member Gilbertson seconding the motion, which carried.

**R and J Properties 320, LLC, 95-671-0710;** Recommendation: No change to EVM. Council Member Gardner moved to approve the recommendation with Council Member Gilbertson seconding the motion, which carried.

**H Plus Maintenance Service, LLC, 95-684-0430;** Recommendation: No change to EVM. Council Member Gilbertson moved to approve the recommendation with Council Member Shuldes seconding the motion, which carried.

There being no further business to come before the Board, the meeting adjourned at 4:02 p.m. upon motion by Council Member Ask, seconded by Council Member Gilbertson, and carried.

Respectfully submitted,



Vernae Larsen  
City Clerk



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.E.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	Deborah Stulen, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	City Park Special Event by On-Sale Liquor License Holder Permit—Green Mill Willmar		

**RECOMMENDED ACTION:**

Approve the City Park Special Event by On-Sale Liquor License Holder Permit on a Roll Call Vote

**OVERVIEW:**

Willmar Fests Inc. will be holding the Beach Party Event at Robbins Island on June 27, 2026, with plans to serve alcohol during this event. A City Park Special Event Permit is required to distribute or consume alcohol on the City Park grounds for this event. TPI Core, Inc. dba Green Mill Willmar has applied for this permit with an on-site employee listed as Trista Vogelpohl.

**BUDGETARY/FISCAL ISSUES:**

\$100.00 Application Fee

**ALTERNATIVES TO CONSIDER:**

Deny the serving of alcohol during their event

**ATTACHMENTS:**

None



### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.F.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Kyle Box, City Operations Director
<b>Item:</b>	Amendment No. 3 for Lease No. NR40015 and NR40020 Amendment		

**RECOMMENDED ACTION:**

Adopt the Resolution accepting the amendment of lease for lease number NR40015 and NR40020

**OVERVIEW:**

The State of Minnesota Department of Natural Resources Enforcement Division would like to amend and extend its lease of two T-hangars at the Willmar Municipal Airport for five (5) years. MnDNR has leased two end-unit T-hangars, HG-6 #5 and HG-7, Unit 7, from the City of Willmar as early as 2011. These spaces remain available for use by MnDNR, and payments are consistent with the City of Willmar's fee schedule.

**BUDGETARY/FISCAL ISSUES:**

HG-6 #5 - \$1,200/ yr  
 HG-7 Unit N - \$1,200/ yr

**ALTERNATIVES TO CONSIDER:**

None recommended

**ATTACHMENTS:**

1. NR40015 Amendment 3
2. NR40020 Amendment 3
3. Resolution- MN DNR Lease Amendments

**STATE OF MINNESOTA**

**AMENDMENT OF LEASE**

Amendment No. 3

Lease No. NR40015

THIS AMENDMENT No. 3 to Lease No. NR40015 is made by and between the City of Willmar, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Natural Resources; Region 4 Enforcement Division.

WHEREAS, LESSOR and LESSEE entered into Lease No. NR40015, dated May 31, 2017, as may subsequently be amended, involving the lease of approximately seven hundred twenty (720) usable square feet of storage space in building HG-6 #5 at the Willmar Municipal Airport located at 6600 Hwy 40, Willmar, MN 56201.

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. NR40015 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing July 01, 2026 and continuing through June 30, 2031 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT**
  - 2.1 **Rent Payment** LESSEE shall pay LESSOR rent for the Renewal Term in the sum of six thousand and no/100 dollars (\$6,000.00), payable in equal monthly installments of one hundred and no/100 dollars (\$100.00), payable at the end of each calendar month during the Renewal Term.
  - 2.2 **Rent Payment Address** LESSEE shall pay LESSOR via electronic payment to the payment information LESSOR has provided in SWIFT, or mail or deliver each monthly rent payment at the end of the applicable calendar month to LESSOR at the following address:

City of Willmar  
333 6<sup>th</sup> St. SW

PO Box 755  
Willmar, MN 56201

- 2.3 LESSOR Receipt of Rent LESSOR represents and warrants that it is solely entitled to all rents payable under the terms of this Lease.
- 2.4 LESSOR Registered with Secretary of State LESSOR further represents and warrants that it is registered with the Secretary of State to do business in the State of Minnesota and will continue to provide the documentation required by the Secretary of State to remain in good standing.

### 3. NOTICES

- 3.1 Deletion Section 12 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Sections 3.2 and 3.3.
- 3.2 All notices or communications between LESSOR and LESSEE shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 3.3 below:
- a. when personally delivered to the addressee, or
  - b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
  - c. When delivered via electronic mail from LESSEE to LESSOR at [kbox@willmarmn.gov](mailto:kbox@willmarmn.gov) (provided such delivery or attempted delivery is confirmed), or
  - d. one (1) business day after deposited with an overnight courier service.

#### 18.1 Mailing Addresses:

LESSOR:

City of Willmar  
Willmar Municipal Airport  
6600 Hwy 40  
Willmar, MN  
Attn: Kyle Box  
Email: [kbox@willmarmn.gov](mailto:kbox@willmarmn.gov)

LESSEE

Real Estate and Construction Services  
Department of Administration  
50 Sherburne Ave # 309  
St Paul MN 55155  
Attn: Lease Supervisor

4. **EXECUTION IN COUNTERPARTS; ELECTRONIC SIGNATURES** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together

shall constitute but one and the same Amendment. The parties further agree that this Amendment may be executed by electronic signature and that said electronic signature shall be binding upon the party providing such signature as if it were the party's original signature. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

5. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

---

**NO ATTACHMENTS**

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

**LESSOR:**  
**CITY OF WILLMAR**

*LESSOR certifies that the appropriate person(s) have executed this Amendment to the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LESSEE:**  
**STATE OF MINNESOTA**  
**DEPARTMENT OF ADMINISTRATION**  
**COMMISSIONER**  
Delegated To:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED:**  
**STATE OF MINNESOTA**  
**DEPARTMENT OF NATURAL RESOURCES**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**RECOMMENDED:**  
**STATE OF MINNESOTA**  
**DEPARTMENT OF NATURAL RESOURCES**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**STATE ENCUMBRANCE VERIFICATION**  
*Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.*

By \_\_\_\_\_

Date \_\_\_\_\_

SWIFT P.O. \_\_\_\_\_

Contract No. \_\_\_\_\_

Account Code \_\_\_\_\_

Fund No. \_\_\_\_\_

**STATE OF MINNESOTA**  
**AMENDMENT OF LEASE**

Amendment No. 3

Lease No. **NR40020**

THIS AMENDMENT No. 3 to Lease No. NR40020 is made by and between the City of Willmar, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Natural Resources; Region 4 Enforcement Division.

WHEREAS, LESSOR and LESSEE entered into Lease No. NR40020, dated June 02, 2017, as may subsequently be amended, involving the lease of approximately four hundred eighty two (482) usable square feet of storage space in building HG-7, Unit N at the Willmar Municipal Airport located at 6600 Hwy 40, Willmar, MN 56201.

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. NR40020 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing July 01, 2026 and continuing through June 30, 2031 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
  
2. **RENT**
  - 2.1 **Rent Payment** LESSEE shall pay LESSOR rent for the Renewal Term in the sum of six thousand and no/100 dollars (\$6,000.00), payable in equal monthly installments of one hundred and no/100 dollars (\$100.00), payable at the end of each calendar month during the Renewal Term.
  
  - 2.2 **Rent Payment Address** LESSEE shall pay LESSOR via electronic payment to the payment information LESSOR has provided in SWIFT, or mail or deliver each monthly rent payment at the end of the applicable calendar month to LESSOR at the following address:

City of Willmar  
333 6<sup>th</sup> St. SW

PO Box 755  
Willmar, MN 56201

- 2.3 LESSOR Receipt of Rent LESSOR represents and warrants that it is solely entitled to all rents payable under the terms of this Lease.
- 2.4 LESSOR Registered with Secretary of State LESSOR further represents and warrants that it is registered with the Secretary of State to do business in the State of Minnesota and will continue to provide the documentation required by the Secretary of State to remain in good standing.

### 3. NOTICES

3.1 Deletion Section 13 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Sections 3.2 and 3.3.

3.2 All notices or communications between LESSOR and LESSEE shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 3.3 below:

- a. when personally delivered to the addressee, or
- b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- c. When delivered via electronic mail from LESSEE to LESSOR at [kbox@willmarmn.gov](mailto:kbox@willmarmn.gov) (provided such delivery or attempted delivery is confirmed), or
- d. one (1) business day after deposited with an overnight courier service.

3.3 Mailing Addresses:

LESSOR:

City of Willmar  
Willmar Municipal Airport  
6600 Hwy 40  
Willmar, MN  
Attn: Kyle Box  
Email: [kbox@willmarmn.gov](mailto:kbox@willmarmn.gov)

LESSEE

Real Estate and Construction Services  
Department of Administration  
50 Sherburne Ave # 309  
St Paul MN 55155  
Attn: Lease Supervisor

4. **EXECUTION IN COUNTERPARTS; ELECTRONIC SIGNATURES** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together

shall constitute but one and the same Amendment. The parties further agree that this Amendment may be executed by electronic signature and that said electronic signature shall be binding upon the party providing such signature as if it were the party's original signature. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

5. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

---

**NO ATTACHMENTS**

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

**LESSOR:**

City of Wilmar.

*LESSOR certifies that the appropriate person(s) have executed this Amendment to the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LESSEE:**

STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
COMMISSIONER  
Delegated To:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED:**

STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**RECOMMENDED:**

STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**STATE ENCUMBRANCE VERIFICATION**

*Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.*

By \_\_\_\_\_

Date \_\_\_\_\_

SWIFT P.O. \_\_\_\_\_

Contract No. \_\_\_\_\_

Account Code \_\_\_\_\_

Fund No. \_\_\_\_\_

**Resolution No.**

**Minnesota Department of Natural Resources – Amendment of Lease No. 3**

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

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, enter into amended lease agreements for NR40015 and NR40020 with the Minnesota Department of Natural Resources for storage space within HG-7, Unit N and HG-6 #5 at Willmar Municipal Airport.

BE IT FURTHER RESOLVED that the Mayor and City Operations Director of the City of Willmar are authorized to sign agreements.

Dated this 1st day of June 2026

\_\_\_\_\_  
Mayor

Attest:

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



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.G.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Human Rights Commission Applicant		

**RECOMMENDED ACTION:**

Approve Bart Fletcher to the Human Rights Commission.

**OVERVIEW:**

Mayor Reese has approved forwarding Human Rights Commission applicant Bart Fletcher.

**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 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.H.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	No	<b>Prepared By:</b>	Tom Odens, Finance Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Accounts Payable Report, 5/15/26 - 5/27/26		

**RECOMMENDED ACTION:**

Review and Approve Accounts Payable Listing

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

Reduction of Departmental Budgets by amounts approved.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. 05.15.26 thru 05.27.26
2. EFT CK 656-658

# Vendor Payment Listing

May 15, 2026 Through May 27, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
104357	Perfect Gift, LLC	101801 5460	\$ 11.50	77366	24723-1078-2479	Years of Service Gift Cards
104357	Perfect Gift, LLC	101820 5390	\$ 350.00	77366	24723-1078-2479	Years of Service Gift Cards
104357	Perfect Gift, LLC	101821 5390	\$ 700.00	77366	24723-1078-2479	Years of Service Gift Cards
104357	Perfect Gift, LLC	101830 5390	\$ 50.00	77366	24723-1078-2479	Years of Service Gift Cards
104357	Perfect Gift, LLC	101845 5390	\$ 200.00	77366	24723-1078-2479	Years of Service Gift Cards
103800	AFLAC	101801 5075	\$ 319.76	77508	043077	Premiums WH from employees May 15
100375	KANDIYOHI CO-OP ELEC	101830 5350	\$ 399.86	77509	STMT/04-26	Kandi Co-Op Electric
100375	KANDIYOHI CO-OP ELEC	651892 5350	\$ 39.00	77509	STMT/04-26	Kandi Co-Op Electric
100375	KANDIYOHI CO-OP ELEC	651893 5350	\$ 1,656.00	77509	STMT/04-26	Kandi Co-Op Electric
104326	MN UI	101801 5070	\$ 408.27	77510	19401928	1st Qtr UI
100275	SHI CORP	101 1370	\$ 1,687.03	77511	B21085064	FY26/FY27 Adobe renewal
100275	SHI CORP	101809 5450	\$ 3,374.05	77511	B21085064	FY26/FY27 Adobe renewal
102915	VERIZON WIRELESS	101809 5290	\$ 2,081.31	77512	6143130816	Verizon May/June
102915	VERIZON WIRELESS	101841 5290	\$ 38.40	77512	6143130816	Verizon May/June
102915	VERIZON WIRELESS	651893 5290	\$ 80.08	77512	6143130816	Verizon May/June
102061	ALEX AIR APPARATUS 2	101821 5220	\$ 73.77		INV-54356	Adapter, 1.5" M-NH x 2.5" F-NH
103136	ALPHA TRAINING & TAC	101820 5500	\$ 1,049.76		2026-0127	Ballistic Vest for Officer Leonard
103557	AMAZON CAPITAL SERVI	101803 5080	\$ 109.99		1DC9-JRNT-3PGR	Safety jacket, tablecloths
103557	AMAZON CAPITAL SERVI	101803 5200	\$ 19.98		1DC9-JRNT-3PGR	Safety jacket, tablecloths
103557	AMAZON CAPITAL SERVI	101803 5200	\$ 268.76		1Y1R-VKW7-3GGX	Toilet paper, paper towels, squeegee
103557	AMAZON CAPITAL SERVI	101820 5200	\$ 93.99		1LKV-KC4K-WR31	5mm Lens Red Dot Optic for Pistol
103557	AMAZON CAPITAL SERVI	101843 5200	\$ 142.94		1Y1R-VKW7-3GGX	Toilet paper, paper towels, squeegee
103557	AMAZON CAPITAL SERVI	101844 5200	\$ 179.84		16C4-P41C-73XF	Tarp for DOAC, and supplies for rec
103557	AMAZON CAPITAL SERVI	101844 5460	\$ 197.67		1VV6-YN71-6QLF	Youth Baseball & softball Equipment
103557	AMAZON CAPITAL SERVI	101847 5200	\$ 118.24		1Y6T-RKPD-WGQP	Art Camp Supplies
103557	AMAZON CAPITAL SERVI	101848 5200	\$ 110.03		16C4-P41C-73XF	Tarp for DOAC, and supplies for rec
103557	AMAZON CAPITAL SERVI	651890 5200	\$ 83.97		1937-HQ9K-J3WF	Nitrile gloves
103557	AMAZON CAPITAL SERVI	651890 5220	\$ 214.87		1QG4-X6XV-CLT4	Pallet ramps
103008	ASPEN MILLS	101820 5500	\$ 1,681.21		375723	Uniform for Officer Leonard
103610	AUSTIN INCORPORATED	230838 5360	\$ 150.00		52949	Septic Pumping
103610	AUSTIN INCORPORATED	230838 5360	\$ 150.00		53117	Septic Pumping
102793	AUTO TECH ALIGNMENTS	101830 5300	\$ 120.00		29623	Alignment
103826	AUTODESK INC.	101831 5400	\$ 2,870.00		9065059409	Autodesk Civil 3D
103566	BAKER TILLY US LLP	300830 5460	\$ 6,000.00		BT3643309	Arbitrage Compliance-2021A 2020A 2019A bonds
103566	BAKER TILLY US LLP	318830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	319830 5460	\$ 6,000.00		BT3643309	Arbitrage Compliance-2021A 2020A 2019A bonds
103566	BAKER TILLY US LLP	320830 5460	\$ 6,000.00		BT3643309	Arbitrage Compliance-2021A 2020A 2019A bonds
103566	BAKER TILLY US LLP	320830 5460	\$ 400.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	321830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	322830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	323830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	324830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	325830 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
103566	BAKER TILLY US LLP	338844 5460	\$ 200.00		BT3654449	2025 Continuing Disclosure Services
100103	BERNICK'S PEPSI-COLA	101830 5200	\$ 233.98		I89453	Coffee
104299	BFirst Industrial	101830 5200	\$ 179.22		80034718-00	Supplies, Construction of Sunrise batting cage
104299	BFirst Industrial	101845 5220	\$ 205.90		80034918-00	Metal Cut off Blades
101010	BOLTON & MENK INC	101830 5460	\$ 5,592.19		0394773	Project No. 2608 Prof Svcs
101010	BOLTON & MENK INC	101831 5460	\$ 2,966.50		0394751	Engineering Prof Svcs Mar 28-Apr 24
101010	BOLTON & MENK INC	101831 5460	\$ 5,035.00		0394776	City Engineer March 28-April 24 2026
101010	BOLTON & MENK INC	205830 5460	\$ 1,124.00		0394814	TH 40 Turn Lanes Prof. Svcs
101010	BOLTON & MENK INC	420833 5460	\$ 3,070.50		0394771	Project No. 2605-B Prof. Svcs
101010	BOLTON & MENK INC	420845 5460	\$ 666.00		0394807	Willmar Outdoor Covered Rink
101010	BOLTON & MENK INC	425830 5460	\$ 22,691.50		0394750	1st St NE/Bus 71 Prof. Svcs
101010	BOLTON & MENK INC	425830 5460	\$ 912.00		0394757	Project No. 2501-A Prof. Svcs
101010	BOLTON & MENK INC	425830 5460	\$ 1,381.50		0394810	Project No. 2503-B Prof. Svcs
101010	BOLTON & MENK INC	426830 5460	\$ 36,438.01		0394762	Project No. 2501-B Prof. Svcs
101010	BOLTON & MENK INC	426830 5460	\$ 2,767.00		0394764	Project No. 2504-B Prof. Svcs
101010	BOLTON & MENK INC	426830 5460	\$ 8,318.37		0394769	Project No. 2605-A Prof. Svcs
101010	BOLTON & MENK INC	427830 5460	\$ 10,383.50		0394752	2027 PER & Prelim. Survey
101010	BOLTON & MENK INC	427830 5460	\$ 2,956.00		0394766	Project No. 2601-B Prof. Svcs
101010	BOLTON & MENK INC	430838 5460	\$ 2,000.00		0393977	Willmar Airport SRE Acquisition
101010	BOLTON & MENK INC	430838 5460	\$ 1,350.00		0393978	Willmar Runway 13/31 Lighting System

# Vendor Payment Listing

May 15, 2026 Through May 27, 2026



VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	430838 5460	\$ 1,750.00		0393980	Willmar Runway 13/31 Pavement
101010	BOLTON & MENK INC	432891 5460	\$ 3,100.00		0395064	Iverson Park LS Prof. Svcs
101010	BOLTON & MENK INC	432893 5460	\$ 4,338.00		0394779	ELLS 7, 8 & 9 Prof. Svcs
101010	BOLTON & MENK INC	454844 5460	\$ 8,412.50		0394808	Willmar Robbins Island Amphitheater
101010	BOLTON & MENK INC	462881 5460	\$ 17,433.00		0394786	Willmar Fiber Netwrok
101010	BOLTON & MENK INC	651890 5460	\$ 3,550.00		0394815	PFAS ID & Reduction Grant Prof Services
101010	BOLTON & MENK INC	651891 5460	\$ 2,545.00		0394777	Downtown I&I Sourcing Prof Svcs
102892	BROKEN WINDOWS & PRO	230838 5310	\$ 349.99		IBP-0527-21543	Window glass repair
103993	Calibrations and Con	651890 5490	\$ 611.50		INV-211023	Troubleshoot Cl2 meter
102336	CANON FINANCIAL SERV	101809 5420	\$ 140.23		43159567	291358-1
102336	CANON FINANCIAL SERV	101809 5420	\$ 127.77		43159568	291358-2
102336	CANON FINANCIAL SERV	101809 5420	\$ 134.15		43159569	291358-3
102336	CANON FINANCIAL SERV	101809 5420	\$ 72.11		43159570	291358-4
102336	CANON FINANCIAL SERV	651890 5420	\$ 74.96		43159571	291358-5
102542	CARRANZA/NORMA I	101820 5460	\$ 150.00		317	Interpreting Service for ICR 26004073
102542	CARRANZA/NORMA I	101820 5460	\$ 150.00		318	Interpreting Services for ICR 26004125
100154	CHAMBERLAIN OIL CO	101 1350	\$ 100.86		549944-00	Floor dry, antifreeze, brake clean
100154	CHAMBERLAIN OIL CO	101830 5200	\$ 225.14		549944-00	Floor dry, antifreeze, brake clean
100156	CHAPPELL CENTRAL INC	651890 5300	\$ 2,020.93		SVC-130700	Seasonal cooling maintenance
100156	CHAPPELL CENTRAL INC	651890 5300	\$ 1,097.34		SVC-130725	AC repair
100736	CHARTER COMMUNICATIO	101841 5290	\$ 94.64		175505001052126	May/Jun TV
103431	CHRISTENSEN/MICHAEL	101820 5380	\$ 209.00		052726	Meal Reimbursement for Training
104498	Christopher Frank	101807 5380	\$ 162.40		05152026	Mileage for CVN conference
101708	CINTAS CORPORATION	101845 5460	\$ 185.40		5336071913	Medical Kits
103708	CITY LINE TOWING	101820 5490	\$ 343.50		26-10905	Towing service for ICR# 26004782
100935	CITY OF WILLMAR	101830 5450	\$ 30.00		052726	PW Garage fire monitoring permit
102157	CLARKE MOSQUITO CONT	101830 5200	\$ 2,728.00		005116313	Mosquito larvacide tablets
104070	Column Software PBC	101802 5330	\$ 270.84		C91622E6-0006	Ad for Bids on Amphitheather
104070	Column Software PBC	101805 5330	\$ 38.86		B15E1683-0141	Notice of Filing - Elections
104392	Community Broadband	662881 5460	\$ 275.00		1149	April 2026 Advisory Services
103677	COORDINATED BUSINESS	208850 5210	\$ 208.74		41892080	CVB - Managed Print
103677	COORDINATED BUSINESS	208850 5300	\$ 225.00		INV542242	CVB-Computer Update
103677	COORDINATED BUSINESS	208850 5460	\$ 351.40		TNA127278	CVB-Managed IT
100186	CROW CHEMICAL & LIGH	651890 5200	\$ 584.67		132555	General supplies
103858	CUSTOMIZED FIRE RESC	101821 5370	\$ 1,450.00		3353	Confined space training
104497	DC Power Solutions	651890 5300	\$ 1,750.00		1219	UPS & battery PM
100212	DOOLEY'S PETROLEUM I	101 1350	\$ 32,975.93		872286	Diesel and unleaded fuel
100212	DOOLEY'S PETROLEUM I	651890 5260	\$ 500.71		515263	Plant gas
100212	DOOLEY'S PETROLEUM I	651890 5260	\$ 38.96		5152631	Plant gas
100151	DUININCK CONCRETE	101830 5320	\$ 1,572.35		138313	Sunrise Batting cage
103245	DUININCK CONCRETE CO	101830 5200	\$ 95.00		2605-702959	Rebar
103245	DUININCK CONCRETE CO	101830 5200	\$ 82.99		2605-703105	Evap Retdnt 5 Gal
103245	DUININCK CONCRETE CO	101830 5200	\$ 32.30		2605-703277	Grout for poles at sunrise
100222	DUININCK INC	101830 5320	\$ 990.85		569633	Crushed concrete, class 2 for Robbins Island trail
100222	DUININCK INC	101830 5320	\$ 2,071.74		569726	Asphalt
100788	ELECTRIC PUMP INC	651892 5300	\$ 918.00		038852	SS Sub mixer repair
101567	ETTERMAN ENTERPRISES	101830 5200	\$ 224.25		385562	Pear connector for netting
101567	ETTERMAN ENTERPRISES	101830 5200	\$ 46.87		385956	Eye bolts and fender washers for batting cage
103617	FARMER DAVE LLC	651892 5490	\$ 1,944.53		041926	Hauling biosolids 2nd truck
103617	FARMER DAVE LLC	651892 5490	\$ 8,312.48		051026	Hauling biosolids
103002	FARM-RITE EQUIPMENT	101830 5300	\$ 331.57		P63050	Filters
103938	FAUL PSYCHOLOGICAL	101820 5500	\$ 1,350.00		2735	Pre-employment exams
100810	FERGUSON ENTERPRISES	101830 5200	\$ 20.76		2649895	5/8 OD 3/8 Comp Ang
100810	FERGUSON ENTERPRISES	101830 5200	\$ 227.85		2651313	6x20 PVC Pipe
100810	FERGUSON ENTERPRISES	101830 5220	\$ 101.52		2686954	Drain Snake
100810	FERGUSON ENTERPRISES	101830 5310	\$ 42.52		2662743	Plumbing repair at Baker
100810	FERGUSON ENTERPRISES	101830 5310	\$ 124.17		2692323	plumbing fittings for roof drains at PW
102973	FLEETPRIDE	101 1350	\$ 302.98		134514430	Filters
102973	FLEETPRIDE	101 1350	\$ 55.89		134551775	Filter
102973	FLEETPRIDE	101 1350	\$ 76.59		134573919	Filter
102973	FLEETPRIDE	101 1350	\$ 58.87		134600389	Filters
100293	GENERAL MAILING SERV	101803 5270	\$ 159.18		77182	Postage 5/4-5/8/26
100293	GENERAL MAILING SERV	101803 5270	\$ 54.38		77225	Postage 5/11-5/15/2026

# Vendor Payment Listing

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VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
100293	GENERAL MAILING SERV	101821 5270	\$ 299.78		77071	Postage 4/27-5/1/26
100293	GENERAL MAILING SERV	101821 5270	\$ 1.86		77225	Postage 5/11-5/15/2026
100786	GRAINGER INC	101844 5300	\$ 34.93		9901921719	Valve Part
102609	HAUG-KUBOTA LLC	101830 5200	\$ 36.56		29354	Grease fitting kit
102609	HAUG-KUBOTA LLC	101830 5300	\$ 171.06		29284	Deck Wheels
100325	HAWKINS INC	651890 5200	\$ 10,896.60		7428574	Ind. ferric
100333	HILLYARD\HUTCHINSON	101830 5360	\$ 300.34		90094558	Cleaning bottles, toilet paper, labels
100333	HILLYARD\HUTCHINSON	101830 5360	\$ 80.08		90153689	Industrial wipes
100333	HILLYARD\HUTCHINSON	101847 5300	\$ 272.00		90145138	maintenance of machines
100333	HILLYARD\HUTCHINSON	101847 5300	\$ 77.00		90145139	maintenance
100333	HILLYARD\HUTCHINSON	101847 5300	\$ 110.55		90145140	service of machines
100333	HILLYARD\HUTCHINSON	101847 5300	\$ 270.04		90145141	maintenance of machines
100333	HILLYARD\HUTCHINSON	101848 5200	\$ 2,587.16		90150396	Paper products and cleaning supplies for DOAC
103760	HOMETOWN FIBER	462881 5460	\$ 11,626.88		5573	Apr 27 - May 02 Willmar Connect Work
103760	HOMETOWN FIBER	462881 5460	\$ 10,365.00		5575	May 3 - May 9 Willmar Connect Work
103760	HOMETOWN FIBER	462881 5460	\$ 11,722.50		5587	May 10-16 Willmar Connect Work
103023	INNOVATIVE OFFICE SO	208850 5210	\$ 84.87		IN5125673	CVB-Convention Supplies
101507	KANDIYOHI CO SHERIFF	101820 5200	\$ 125.96		2026-41	Body Bags
104507	Kramer Well Drilling	462881 5460	257,127.87		Pay Appl #1	Pay App 1 - Willmar Connect
103399	KVEENE/CHRIS	101809 5370	\$ 1,311.48		05222026	C. Kveene 2026 KB4 conference expenses
104500	Latino Community	101811 5470	\$ 1,000.00		05262026	Cinco de Mayo Event
104499	Law Enforcement	101820 5370	\$ 1,050.00		18164	Training for Officers
103825	LAWTON/JAY	101844 5460	\$ 450.00		051926	Volleyball Referee 15 games
103353	LION GROUP INC	101821 5200	\$ 293.00		300053413	Turn out gear soap
100417	LITTLE CROW SKI SHOW	208851 5474	\$ 1,000.00		05262026	CVB - Little Crow Ski Team Sponsorship
102593	LOFFLER COMPANIES	101809 5420	\$ 268.74		582880993	500-0757297-000
100449	MENARDS	101803 5200	\$ 97.93		10630	Air filters
100449	MENARDS	101803 5310	\$ 128.42		10522	Toilet flush valve
100449	MENARDS	101803 5310	\$ 9.28		10815	Sealant, O-Ring
100449	MENARDS	101830 5220	\$ 12.97		10416	Socket/tools
100449	MENARDS	101830 5220	\$ 69.99		10573	Cooler
100449	MENARDS	101844 5300	\$ 101.84		10147	Spinkler Parts
100449	MENARDS	101844 5300	\$ 10.58		10236	Spinkler Parts
100449	MENARDS	101844 5300	\$ 29.14		10629	Sprinkler Parts
100449	MENARDS	101844 5310	\$ 475.78		09858	Scoreboard Repairs
100449	MENARDS	101845 5320	\$ 36.16		10232	Landscaping Materials
100449	MENARDS	651890 5200	\$ 158.35		10525	Hand truck
102699	MIKE'S SMALL ENGINE	101830 5200	\$ 58.99		37082	Trimmer line
102699	MIKE'S SMALL ENGINE	101844 5300	\$ 36.96		36846	Motor Parts
103790	MILES PARTNERSHIP,LL	208851 5472	\$ 1,500.00		132759	CVB-Explore MN Lead Generation
101805	MINI BIFF LLC	101844 5420	\$ 135.66		19731	Red and Yellow fields Apr20-May17
101805	MINI BIFF LLC	101844 5420	\$ 348.84		19732	High School ball fields Apr20-May17
101805	MINI BIFF LLC	101844 5420	\$ 135.66		19734	Rau Park Apr20-May17
102565	MINNWEST TECHNOLOGY	208850 5420	\$ 800.00		3020711	CVB-JUNE RENT
104496	MN-SOTA RESTURANT	101847 5300	\$ 4,813.70		0052	Dishwasher parts
100424	M-R SIGN CO INC	101830 5320	\$ 134.12		231106	Street Signs
100541	MUNICIPAL UTILITIES	101821 5350	\$ 675.47		STMT/04-2026	Municipal Utilities April
100541	MUNICIPAL UTILITIES	101830 5350	\$ 1,567.50		STMT/04-2026	Municipal Utilities April
100541	MUNICIPAL UTILITIES	230838 5350	\$ 2,168.35		STMT/04-2026	Municipal Utilities April
100541	MUNICIPAL UTILITIES	651890 5350	\$ 51,403.48		STMT/04-2026	Municipal Utilities April
100541	MUNICIPAL UTILITIES	651891 5350	\$ 278.03		STMT/04-2026	Municipal Utilities April
100544	MVTL LABORATORIES IN	651890 5460	\$ 319.25		1358002	Lab test's
100544	MVTL LABORATORIES IN	651890 5460	\$ 393.25		1358657	Lab test's
100544	MVTL LABORATORIES IN	651890 5460	\$ 87.25		1359027	Lab test's
104058	New London Area Cham	208851 5474	\$ 1,500.00		05262026	CVB-New London Water Days Sponsorship
102547	Noe Carranza	101820 5460	\$ 150.00		319	Interpreting Services for Officer
102547	Noe Carranza	101820 5460	\$ 150.00		320	Interpreting Services for ICR 26005127
103605	NORTH CENTRAL INTERN	651892 5300	\$ 695.82		R201006307:01	Semi service
104476	PDCM/SCSU-Range	101820 5370	\$ 2,140.00		337900-12818	Training for Officers
100604	PERKINS LUMBER CO IN	101847 5200	\$ 366.48		2605-023923	SWIF Funds- Comm Crafts- Gazing Ball, Garden Wand,
100608	PETERSON SHOE STORE	101844 5080	\$ 250.00		240354	Work Boots
100374	PREMIUM WATERS INC	101847 5200	\$ 57.96		330718960	water
100624	PRINT MASTERS	101820 5200	\$ 51.31		94926	Notary Stamp-M Jambor

# Vendor Payment Listing

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VENDOR	VENDOR NAME	ACCOUNT	AMOUNT	CHECK NO	INVOICE	INVOICE DESCRIPTION
100624	PRINT MASTERS	101820 5210	\$ 711.00		94936	Letterhead and Envelopes
102582	RAILROAD MANAGEMENT	101830 5450	\$ 458.76		550799	33rd St NW watermain crossing license
102582	RAILROAD MANAGEMENT	101830 5450	\$ 458.76		550800	Co Rd 5/30th St NW Watermain crossing license
100639	RAMBOW INC	101844 5460	\$ 1,520.00		695160	Youth Baseball Hats
100665	RULE TIRE SHOP	101830 5200	\$ 139.86		1-81515	O-Ring 25"
100665	RULE TIRE SHOP	101830 5300	\$ 426.00		1-81590	Tires
102288	RUTER/DOUGLAS H	651890 5080	\$ 184.99		052626	Safety boot reimbursement
102288	RUTER/DOUGLAS H	651890 5400	\$ 20.00		052726	Reimbursement boilers lic, Doug Ruter
103441	SCHAEFBAUER/JOSEPH	101820 5380	\$ 241.16		052726	Meal and Gas Reimbursement for Training
103218	SIETSEMA/SARA	651890 5370	\$ 816.37		051926	CSWEA annual conference
104461	Skandisk	208851 5472	\$ 121.71		015057	CVB-Welcome Center Store Items
102264	SPICER COMMERCIAL CL	208851 5474	\$ 1,500.00		052626	CVB-4th of July Sponsorship
100706	STACY'S NURSERY INC	101844 5320	\$ 1,209.75		26358	Landscaping Materials
100706	STACY'S NURSERY INC	101845 5320	\$ 1,209.74		26358	Landscaping Materials
103481	STERICYCLE INC	651890 5490	\$ 207.79		8014301846	Lab pickup
104414	Transportation Colla	101807 5460	\$ 5,775.50		25-241-4	Services Rendered Through: April 30, 2026
101583	TREE-N-TURF SERVICES	101821 5460	\$ 219.99		161040	Early spring fertilizer
102949	TWIN CITY SEED COMPA	101830 5200	\$ 722.50		S-INV034573	Grass Seed
104501	Uncle Mike's Red	101811 5470	\$ 1,300.00		61926	Juneteenth Event
103143	US BANK EQUIPMENT FI	101809 5420	\$ 751.80		582641031	500-0664928-000/001
101258	USA BLUE BOOK	651890 5300	\$ 198.74		INV01038003	W3 bleach pump repair
100777	VIKING COCA-COLA BOT	101845 5200	\$ 453.05		3853447	Concessions
100777	VIKING COCA-COLA BOT	101847 5200	\$ 359.00		3873628	pop and coffee
100803	WEST CENTRAL PRINTIN	101820 5200	\$ 25.28		25903	Business Cards for Officer Leonard
100803	WEST CENTRAL PRINTIN	101820 5200	\$ 22.09		25942	Business Cards Melissa Jambor
100806	WEST CENTRAL STEEL I	899844 5490	\$ 3,786.00		1729291	I Beams for Scoreboards
102689	WILLMAR AUTO VALUE	101 1350	\$ 205.64		22608885	Battery
102689	WILLMAR AUTO VALUE	101 1350	\$ 654.05		22609651	Battery's
102689	WILLMAR AUTO VALUE	101 1350	\$ 130.81		22609652	Battery
102689	WILLMAR AUTO VALUE	101821 5300	\$ 46.99		22608636	Oxygen Sensor
102689	WILLMAR AUTO VALUE	101830 5200	\$ 101.94		22609020	Spray Paint
102689	WILLMAR AUTO VALUE	101830 5200	\$ 15.27		22609690	Zip Ties
102689	WILLMAR AUTO VALUE	101830 5300	\$ 85.83		22608733	Belts
102689	WILLMAR AUTO VALUE	101830 5300	\$ 61.63		22609054	Fuel Filter, double side tape
102689	WILLMAR AUTO VALUE	101844 5300	\$ 1,294.74		22609338	Batteries for golf cart
102689	WILLMAR AUTO VALUE	101844 5300	\$ 35.96		22610232	Fuses
100813	WILLMAR BUS SERVICE	101802 5460	\$ 1,300.00		26-0046	CIP Tour Coach Bus
100812	WILLMAR CHAMBER OF C	208850 5290	\$ 192.99		59929	CVB-CREDIT CARD 04/03/26-05/04/26
100812	WILLMAR CHAMBER OF C	208850 5390	\$ 50.00		59929	CVB-CREDIT CARD 04/03/26-05/04/26
100812	WILLMAR CHAMBER OF C	208850 5400	\$ 40.00		59929	CVB-CREDIT CARD 04/03/26-05/04/26
100812	WILLMAR CHAMBER OF C	208850 5610	\$ 10.79		59929	CVB-CREDIT CARD 04/03/26-05/04/26
100812	WILLMAR CHAMBER OF C	208851 5472	\$ 599.00		59929	CVB-CREDIT CARD 04/03/26-05/04/26
103287	WILLMAR WARHAWKS	101845 5200	\$ 2,689.66		2451	Concession Split
103291	WITMER PUBLIC SAFETY	101821 5200	\$ 286.89		893835	(10) 'Fire Dept' license plates
103604	YANKEE HILL MACHINE	101820 5220	\$ 4,655.93		111060	Suppressors with Flash Hider Qty 9
		<b>Total</b>	<b>\$ 673,316.36</b>			

# Vendor Payment Listing

## May 15, 2026 Thorough May 27, 2026



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102365	CARDMEMBER SERVICE	STMT04/26	656	21,723.96	Old National Bank Credit Card Statement April 2026
100492	MN DEPT OF REVENUE	STMT/04-2026	657	3,052.29	SALES AND FUEL TAX
100467	CENTERPOINT ENERGY	STMT/04-2026	658	5,264.62	Natural Gas April 2026
			<b>Total</b>	<b>30,040.87</b>	



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.I.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	WMU Financial Report - March 2026		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. WMU 3.31.26

# Income Statement Group Summary

For Fiscal: 2026 Period Ending: 03/31/2026

SubCategory;DepartmentGroups	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - Electric</b>					
<b>Revenue</b>					
401 - Residential	2,314,395.36	2,314,395.36	698,545.34	2,271,687.87	42,707.49
402 - Commercial/Industrial	5,160,951.24	5,160,951.24	1,570,856.28	4,738,959.95	421,991.29
404 - City Franchise Fee	615,148.83	615,148.83	185,508.04	572,655.03	42,493.80
405 - Transmission	549,780.00	549,780.00	250,632.86	759,997.57	-210,217.57
419 - Interest	224,910.00	224,910.00	110,479.80	327,280.20	-102,370.20
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-132,554.52	20,529.94	-20,529.94
498 - MRES Capacity Revenue	177,179.10	177,179.10	60,990.00	182,970.00	-5,790.90
499 - Miscellaneous Revenues	69,839.28	69,839.28	96,977.03	199,462.08	-129,622.80
<b>Revenue Total:</b>	<b>9,112,203.81</b>	<b>9,112,203.81</b>	<b>2,841,434.83</b>	<b>9,073,542.64</b>	<b>38,661.17</b>
<b>Expense</b>					
500 - Production	35,610.75	35,610.75	41,175.95	50,454.22	-14,843.47
555 - Purchased Power	4,416,936.99	4,416,936.99	921,790.17	3,237,112.68	1,179,824.31
560 - Transmission	1,185,288.18	1,185,288.18	415,673.49	1,272,050.97	-86,762.79
580 - Distribution	483,811.35	483,811.35	137,566.45	444,614.36	39,196.99
900 - Customer Service	75,064.92	75,064.92	23,036.69	99,863.33	-24,798.41
906 - Energy Services/Marketing	35,248.38	35,248.38	15,695.34	26,331.30	8,917.08
920 - General & Administrative	680,149.47	680,149.47	218,190.03	715,562.54	-35,413.07
997 - Cash Payment to City	533,996.79	533,996.79	179,383.33	538,149.99	-4,153.20
998 - Depreciation	586,265.40	586,265.40	204,495.47	613,486.24	-27,220.84
999 - Miscellaneous	13,267.92	13,267.92	0.00	-552.97	13,820.89
<b>Expense Total:</b>	<b>8,045,640.15</b>	<b>8,045,640.15</b>	<b>2,157,006.92</b>	<b>6,997,072.66</b>	<b>1,048,567.49</b>
<b>Fund: 100 - Electric Surplus (Deficit):</b>	<b>1,066,563.66</b>	<b>1,066,563.66</b>	<b>684,427.91</b>	<b>2,076,469.98</b>	<b>-1,009,906.32</b>
<b>Fund: 200 - Water</b>					
<b>Revenue</b>					
401 - Residential	731,079.69	731,079.69	218,178.66	647,093.15	83,986.54
402 - Commercial/Industrial	822,058.53	822,058.53	252,701.12	731,781.71	90,276.82
419 - Interest	24,990.00	24,990.00	12,561.75	39,194.51	-14,204.51
420 - Unrealized Gain (Loss) on Investments	0.00	0.00	-14,728.28	2,281.10	-2,281.10
499 - Miscellaneous Revenues	36,235.50	36,235.50	7,859.42	16,725.43	19,510.07
<b>Revenue Total:</b>	<b>1,614,363.72</b>	<b>1,614,363.72</b>	<b>476,572.67</b>	<b>1,437,075.90</b>	<b>177,287.82</b>
<b>Expense</b>					
500 - Production	101,584.35	101,584.35	11,829.28	63,302.57	38,281.78
580 - Distribution	327,625.14	327,625.14	82,589.98	288,411.49	39,213.65
900 - Customer Service	47,839.56	47,839.56	15,249.17	45,691.23	2,148.33
906 - Energy Services/Marketing	1,549.38	1,549.38	112.95	112.95	1,436.43
920 - General & Administrative	273,544.26	273,544.26	73,370.43	274,558.74	-1,014.48
998 - Depreciation	321,025.26	321,025.26	39,310.74	119,248.32	201,776.94
999 - Miscellaneous	8,845.44	8,845.44	0.00	0.00	8,845.44
<b>Expense Total:</b>	<b>1,082,013.39</b>	<b>1,082,013.39</b>	<b>222,462.55</b>	<b>791,325.30</b>	<b>290,688.09</b>
<b>Fund: 200 - Water Surplus (Deficit):</b>	<b>532,350.33</b>	<b>532,350.33</b>	<b>254,110.12</b>	<b>645,750.60</b>	<b>-113,400.27</b>
<b>Total Surplus (Deficit):</b>	<b>1,598,913.99</b>	<b>1,598,913.99</b>	<b>938,538.03</b>	<b>2,722,220.58</b>	

**Fund Summary**

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	YTD Budget	YTD Budget			Remaining
100 - Electric	1,066,563.66	1,066,563.66	684,427.91	2,076,469.98	-1,009,906.32
200 - Water	532,350.33	532,350.33	254,110.12	645,750.60	-113,400.27
<b>Total Surplus (Deficit):</b>	<b>1,598,913.99</b>	<b>1,598,913.99</b>	<b>938,538.03</b>	<b>2,722,220.58</b>	



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	5.J.
<b>Agenda Section:</b>	Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Planning Commission Applicant		

**RECOMMENDED ACTION:**

For Council to review Justin Pearce's application to the Planning Commission.

**OVERVIEW:**

Mayor Reese has put forth Planning Commission applicant, Justin Pearce, for Council review.

**BUDGETARY/FISCAL ISSUES:**

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Pearce, Justin Planning Commission

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

[Print](#) [Del](#)

**Submitted by:** Justin Pearce

**Submitted On:** 2026-05-28 15:27:46

**Submission IP:** 174.234.130.145 (172.31.65.45)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** Allie Paulsen

**Due Date:** Open



## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION

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

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

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

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

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

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

### APPLICANT INFORMATION

Date	* First Name	* Last Name
05/28/2026	Justin	Pearce

Format: MM/DD/YYYY

**\* Address**

1301 11 th st sw

**\* City**

Willmar

---

**\* Phone**

3209053667

Phone

**\* Email**

justinartpearce@icloud.com

Email

---

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

Looking for ways I can have a positive impact in my community. Recently took the Willmar Government Academy class and learned about the planning commission, sounds like something I can contribute to.

---

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

Planning commission stood out to me for a few reasons. I have been in the building supply industry for a few years so new development is interesting to me. Also just to be able to help the city grow.

---

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

I have worked in the building supply industry for over 15 years. Real estate has always been a passion of mine as well. I have lived in multiple communities over the years. All of this helps give me a different perspective of the city and different areas of growth.

---

**\* List your educational background**

Willmar high school graduate

---

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

Willmar government academy

---

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

Perkins lumber 100 10th st nw Willmar mn 56201 Inventory manager

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### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.A.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kelsi Delbosque, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jared Voge, City Engineer
<b>Item:</b>	Project No. 2604-A Lakeland Drive Path Improvement Bid Award		

**RECOMMENDED ACTION:**

Adopt the resolution awarding Project No. 2604-A to Duininck, Inc. in the amount of \$1,113,139.85.

Adopt the resolution approving the As-Bid Budget for Project No. 2604-A in the amount of \$1,552,100.

**OVERVIEW:**

Project No. 2604-A includes the path improvements along Lakeland Drive NE from TH 12 to Civic Center Drive. The path will replace the existing concrete sidewalk and connect the existing path at TH 12 and the existing path at Civic Center Drive. New ADA compliant concrete pedestrian ramps will be constructed at all street crossings. Bids were opened on May 22nd with five bids received. The low bid was from Duininck, Inc. in the amount of \$1,113,139.85. The Engineer's Estimate for the project was \$1,187,785.60.

**BUDGETARY/FISCAL ISSUES:**

<i>Transportation Alternatives (TA) Grant (Requires 20% Local Match):</i>	\$	815,300.00
<i>Active Transportation (AT) Grant (Used to Meet the 20% Local Match; Balance Applied to Construction):</i>	\$	204,300.00
<i>Construction Balance Not Covered/Not Eligible for Funding:</i>	\$	93,600.00
<i>Contingency (5%):</i>	\$	55,700.00
<i>Engineering, Administrative, Legal, Testing Costs:</i>	\$	327,500.00
<b>Total Project Cost:</b>	\$	<b>1,496,400.00</b>
<b>Total Anticipated Grant:</b>	\$	<b>1,019,600.00</b>
<b>Total Anticipated City Cost:</b>	\$	<b>476,800.00</b>

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution- Accept Bid 2604-A

2. Project No. 2604-A As-Bid Budget
3. Project No. 2604-A Council Bid Recommendation

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

**A RESOLUTION AWARDING PROJECT NO. 2604-A TO DUININCK, INC. IN THE AMOUNT OF \$1,113,139.85.**

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

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, MN for Project No. 2604-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 \$1,113,139.85.

Dated this 1<sup>st</sup> day of June, 2026

\_\_\_\_\_  
Mayor

Attest:

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

**RESOLUTION NO. \_\_\_\_**  
**PROJECT NO. 2604-A AS-BID BUDGET**  
**TOTAL COST \$1,552,100**

\*Budget Amounts are Essential

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

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

Code

**PERSONNEL SERVICES**

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

**RECEIVABLES**

Assessments Prop Owners	\$0
Levy	\$476,800
Grant	\$1,019,600
MUC	\$0
WTP	\$0
LOST	\$0

**TOTAL \$1,496,400**

**SUPPLIES**

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

**FINANCING**

GENERAL	\$476,800
GRANT	\$1,019,600
MUC	\$0
WTP	\$0
LOST	\$0

**TOTAL \$1,496,400**

**GRAND TOTAL \$1,496,400**

Dated this 1<sup>st</sup> day of June, 2026

**OTHER SERVICES**

33* Travel-Conf.-Schools	
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	\$1,113,200
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$55,700
<b>TOTAL</b>	<b>\$1,168,900</b>

\_\_\_\_\_  
Mayor

**Attest:**

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

**OTHER CHARGES**

46* Prof. Serv.	\$327,500
49 Other Charges	
<b>TOTAL</b>	<b>\$327,500</b>
<b>GRAND TOTAL</b>	<b>\$1,496,400</b>




Real People. Real Solutions.

## MEMORANDUM

Date: May 22, 2026

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

From:  Spencer Johnson, P.E.  
Project Manager

Subject: Lakeland Drive Path Improvement Project  
City of Willmar, Minnesota  
BMI Project No.: 24X.136908.000  
City Project No.: 2604-A  
SP 175-090-007, MN PROJ NO. TA 3426

---

On May 22, 2026, five (5) bids were received on the above referenced project. They ranged from a low bid in the amount of \$1,113,139.85 to a high bid in the amount of \$1,683,838.00. The low bid was submitted by Duininck, Inc. of Prinsburg, Minnesota. After reviewing the bids submitted, we recommend awarding a contract to Duininck, Inc. of Prinsburg, Minnesota contingent on MnDOT concurrence. A bid tabulation has been enclosed for your information.

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

SJJ/kp

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

Enclosure

## BID TABULATION

**PROJECT:** LAKELAND DRIVE PATH IMPROVEMENT PROJECT  
CITY OF WILLMAR, MINNESOTA

**DATE:** May 22, 2026

**TIME:** 1:30 P.M.

**PROJECT NO.** 24X.136908.000 / 2604-A  
SP 175-090-007, MN PROJ NO. TA 3426

**QUEST PROJECT NO.** 10187397

**ENGINEER'S ESTIMATE:** \$1,187,785.60

BIDDERS	BASE BID
1. Duinick, Inc. Prinsburg, MN	\$1,113,139.85
2. MSB Excavating & Tiling Howard Lake, MN	\$1,272,038.60
3. Joe Riley Construction Morris, MN	\$1,358,106.46
4. Land Pride Construction Paynesville, MN	\$1,498,165.35
5. Hulstein Excavating Sioux Falls, SD	\$1,683,838.00



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**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.B.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Fire Department
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Frank Hanson, Fire Chief
<b>Ordinance:</b>	No	<b>Presented By:</b>	Frank Hanson, Fire Chief
<b>Item:</b>	Request to apply and accept a FEMA "Assistance to Firefighters Grant" (AFG)		

**RECOMMENDED ACTION:**

To adopt a resolution to apply and accept, if awarded, the FEMA "Assistance to Firefighters Grant" (AFG) for the replacement of a 2002 fire truck.

**OVERVIEW:**

FEMA is providing this grant opportunity to fire departments for funding for firefighter equipment and safety under the FY 2025 AFG. Through this funding opportunity we will be purchasing a new fire truck (pumper) to replace a 2002 pumper. This fire truck is due for replacement in 2027. We are starting to see some repair issues, and it is not compliant with NFPA standards in a few areas. The timeline for building this fire truck is approximately 2 years. According to the grant requirements, the apparatus would have to be built and paid for by the summer of 2028.

The amount of the grant would be approximately \$1,200,000.

**BUDGETARY/FISCAL ISSUES:**

The grant requires a 10% match, which would be budgeted for in 2027 & 2028 if we were successful with this grant.

**ALTERNATIVES TO CONSIDER:**

**ATTACHMENTS:**

1. Resolution

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

**AUTHORIZATION TO APPLY AND ACCEPT THE FEMA –ASSISTANCE TO FIREFIGHTERS GRANT.**

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

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

**BE IT RESOLVED**, by the City Council of the City of Willmar to support the submittal of an application on behalf of the Willmar Fire Department for, and the acceptance of, a grant from FEMA (AFG) in the amount of approximately \$1,200,000. The grant will be used for the replacement of a 2002 Fire Truck.

Dated this 1<sup>st</sup> day of June 2026.

\_\_\_\_\_

MAYOR

ATTEST:

\_\_\_\_\_

CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.C.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Kyle Box, City Operations Director
<b>Item:</b>	Acceptance of Federal Grant		

**RECOMMENDED ACTION:**

To adopt the Resolution accepting a U.S. Department of Commerce Economic Development Administration grant for the Willmar Industrial Park - Readiness project in the amount of \$2,363,110 contingent upon staff review

**OVERVIEW:**

On Tuesday, May 19 the City was notified of an award of an application for its Willmar Industrial Park - Readiness project from the U.S. Department of Economic Development Administration (EDA).

The Willmar Industrial Park - Readiness project will be a combined local, state, and federally funded effort to expand access for future developments in our industrial park, including the rail industry, and to construct community-owned fiber infrastructure for existing and new businesses within Willmar’s industrial park.

Pending acceptance of the grant, staff will begin to finalize next steps for the project that will be considered by the City Council at a future meeting.

**BUDGETARY/FISCAL ISSUES:**

Award Amount: \$2,363,110

**ALTERNATIVES TO CONSIDER:**

None Recommended

**ATTACHMENTS:**

1. Resolution US EDA Grant

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING ACCEPTANCE OF  
A GRANT FROM THE U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT  
ADMINISTRATION**

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

WHEREAS the City of Willmar has applied for and received notice of award from the U.S. Department of Commerce Economic Development Administration (EDA) for the Willmar Industrial Park Readiness Project.

BE IT RESOLVED by the City Council of the City of Willmar that the grant from the U.S. Department of Commerce EDA for the Willmar Industrial Park Readiness Project in the amount of \$2,363,110 is accepted.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar contingent upon final review.

Dated this 1<sup>st</sup> day of June 2026

\_\_\_\_\_  
MAYOR

Attest:

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



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.D.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Kyle Box, City Operations Director
<b>Item:</b>	Joint Statement		

**RECOMMENDED ACTION:**

To approve the Joint Statement between the City of Willmar and Willmar Municipal Utilities

**OVERVIEW:**

On April 13, 2026, the City Council and Willmar Municipal Utilities Commission held a joint facilitated work session. Included is the facilitator's summary of the meeting, which includes six (6) conclusions from the work session. A shared interest that resonated with the working group was to issue a joint statement to further solidify the future of collaborative work between the City and WMU. The included joint statement has been reviewed and approved by the Willmar Municipal Utilities Commission at its May 26, 2026, meeting.

**BUDGETARY/FISCAL ISSUES:**

NA

**ALTERNATIVES TO CONSIDER:**

None Recommended

**ATTACHMENTS:**

1. Joint Statement
2. Summary Document



## **Joint Statement of the City of Willmar and Willmar Municipal Utilities**

The City of Willmar and Willmar Municipal Utilities (WMU) are committed to continue working together in a unified and collaborative manner to serve the best interests of our community.

Following a joint discussion between the City Council and the Willmar Municipal Utilities Commission, both organizations reaffirm their shared responsibility to provide reliable, high-quality services and to support the continued growth and success of Willmar. This partnership is grounded in strong governance, mutual respect, and a shared focus on delivering value to residents and businesses.

Through this engagement, the City and WMU recognized the importance of clear communication, aligned priorities, and a strong understanding of roles and responsibilities. Both organizations are committed to strengthening these areas to ensure decisions are made thoughtfully, collaboratively, and with a long-term vision for the community.

Together, we recognize the tremendous value of a municipally owned utility as a long-term community asset. We affirm our shared commitment to preserving local ownership. We are committed to strengthening, modernizing, and growing the utility in ways that benefit our residents, businesses, and the broader community. Our focus is building stronger relationships, enhancing service quality, improving coordination, and advancing forward-looking initiatives that position the utility and the community for continued success now and into the future.

Both the City and WMU recognize that strong day-to-day operations provide a solid foundation and that continued alignment at the leadership level is key to long-term success. By being intentional in collaboration and proactive in communication, both organizations are committed to strengthening their partnership.

Together, the City of Willmar and Willmar Municipal Utilities will continue to move forward with a shared purpose—serving the community, supporting sustainable growth, and ensuring a strong future for all who live and work in Willmar.

---

Douglas E. Reese, Mayor

---

Shawn Mueske, Commission President

## **City of Willmar and Willmar Municipal Utilities Joint Work Session and Process Summary**

The following document is meant to be a succinct summary of the joint initiative sponsored by the City of Willmar and Willmar Municipal Utilities. The content is designed to summarize key components of a four month's long process. There is no one source that serves as the official record of the engagement; both the City and Utility will retain files and information as a future resource.

Representatives of the City Council, Utility Commission along with two members of each staff met in a three hour work session on Monday, April 13, 2026.<sup>1</sup> The purpose of the work session was to present and discuss the Findings and Conclusions of the study, and to bring the City Council and Utility Commission together to move forward in a unified manner.

The meeting was held in the Heritage Bank Conference Room. A staff member from both entities attended and took notes to keep a record of the meeting.<sup>2</sup> City and Utility officials were engaged, committed and passionate about the importance of the meeting, the conversation and curious about what lies ahead for the future of the relationship.

To set the stage for the meeting, three questions opened the conversation: Why is this an important meeting; what is my (individual) top priority for the future of the relationship; and what individual strength do I bring to help achieve our goals? The notes captures the summary of the responses.

The Findings and Conclusions document was briefed by the Facilitator.<sup>3</sup> The document was prepared after interviews and discussions with City and Utility officials. In summary there were 12 distinct Findings and six Conclusions. Conversation occurred with participants sharing reflections on their general reaction and whether there were any surprises or unanticipated information included. The group was asked to identify ideas that will strengthen and build trust and communication between the City and Utility. Specific opinions and perspectives varied per individual, however, overall, the Findings and Conclusions were received as an accurate representation of the current relationship.

The Facilitator introduced six ideas to strengthen coordination, collaboration, communication and alignment between the City and Utility. The group spent time talking about each idea and – by general consensus – unanimously agreed the steps below represent a good start to move forward.

- Willmar City Charter, Section 4.05 Subdivision 2 outlines the powers of the City Council and Utility Commission. The City Charter is the policy and legislative guide for the City and Utility. To that end, the Charter reflects the stated and intended purpose of the roles and responsibilities of each entity and following the Charter is an important priority.
- The City Council and Utility Commission provide direction and act as one policy body. Individual council members or commission members who have opinions, ideas or suggestions that involve the City-Utility relationship should direct them to the appropriate staff for review and consideration. Unless a formal action is taken by the Council or Commission, any member of

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<sup>1</sup> This is not a comprehensive record of the work session; see meeting agenda, handouts and notes for more information.

<sup>2</sup> Both sets of notes were used a resource in preparation of this summary.

<sup>3</sup> The Findings and Conclusions document is of record and is retained by both entities. Hence this document does not go into detail on the information.

either body should expressly state they are speaking on their own behalf and not speaking on behalf of the body.

- City and Utility staff shall maintain regular, professional communication and coordinate on matters that affect shared infrastructure, public services, and community planning. Information should be shared in a timely manner to support effective decision-making.
- City and Utility staff shall work collaboratively to support reliable public services and the overall well-being of the community. When issues arise that involve both organizations, or a conflict results from differences of perspective, staff will seek cooperative solutions that prioritize public interest and operational efficiency.
- Questions or concerns from the public shall be directed to the appropriate organization. Electric and water utility-related questions or concerns shall be referred to the Utility General Manager or his designee, while City-related questions or concerns shall be directed to the City Administrator or her designee.
- The importance of this work is essential for both entities and a post work session summary will be provided. To ensure accountability and progress, and to receive a progress report on the work, a follow-up Council-Commission meeting is recommended.

Other ideas shared that require further consideration include:

- Issuing a joint statement between the City and Utility expressing their desire for the future.
- Conduct a joint strategic planning process (on specific issues common to both).
- Clarification of the City Council Liaison role to the Utility Commission.
- Create opportunities to train, educate and share information on the work of each entity.

The Charter language related to roles and responsibilities was raised but not discussed due to limited time, not all City Council members were present and lack of legal representation at the meeting.

Participants provided closing remarks and many shared positive reviews of the meeting and an optimistic outlook for the future. Mayor Doug Reese expressed appreciation for the discussion and noted the importance of continuing to work together in a more efficient and collaborative manner. Commission President Shawn Mueske thanked everyone for the respectful and open dialogue, safe place to share viewpoints and stressing the importance of effective governance requires investment from all in the room.

### **Concluding Comments**

The easy part of this engagement is over. The hard work begins now. At this point in the development of the relationship, change is not organic, but deliberate and intentional. The next six months will lay the groundwork and determine the success of the effort. There is momentum generated from the work session that must be capitalized on and seized especially by the staff.

The skills of leadership and initiative is now required. Each entity will have to dedicate time and resources to move forward. I recommend the two staff get together and discuss and prioritize the immediate next steps. Look for quick and easy wins to show progress and success and begin to frame and chart a course for the longer-term more complex and challenging work.

*David Unmacht*

David Unmacht  
April 28, 2026



### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.E.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	Deborah Stulen, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Vernae Larsen, City Clerk
<b>Item:</b>	Consideration of New On-Sale Intoxicating Liquor License for Diamante Night Club		

**RECOMMENDED ACTION:**

Approve the On-Sale Intoxicating Liquor License through the year ending April 25, 2027, pending Police Department approval, on a Roll Call Vote

**OVERVIEW:**

On January 12, 2026, Diamante Night Club located at 1108 N Business Hwy 71 closed their doors with the intent to relocate their business.

On May 26, 2026, Carlos Valdovinos Torres dba Diamante Night Club submitted an On-Sale Intoxicating Liquor License for their new location of 951 High Avenue NE. The Willmar Police Department will be completing a background, criminal history, and driving record check. Barbara Anani Moreno is the Resident Manager for this establishment.

**BUDGETARY/FISCAL ISSUES:**

\$125.00 Investigation Fee and Yearly \$4000.00 Licensing Fee

**ALTERNATIVES TO CONSIDER:**

N/A

**ATTACHMENTS:**

None



### City Council Action Request

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	9.F.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Justin Ask, Council Member
<b>Item:</b>	Amend Motion of May 18, 2026, Regular City Council Meeting regarding Reconvene Executive Session to Discuss Evaluation of Performance of City of Willmar City Administrator Leslie Valiant under Minn. Stat. § 13D.05, subd. 3(a).		

**RECOMMENDED ACTION:**

Amend Motion of May 18, 2026, Regular City Council Meeting regarding Reconvene Executive Session to Discuss Evaluation of Performance of City of Willmar City Administrator Leslie Valiant under Minn. Stat. § 13D.05, subd. 3(a). as presented

**OVERVIEW:**

The City Council will be asked to consider making an amended motion from the May 18, 2026, Regular City Council Meeting regarding Reconvene Executive Session to Discuss Evaluation of Performance of City of Willmar City Administrator Leslie Valiant under Minn. Stat. § 13D.05, subd. 3(a).

**BUDGETARY/FISCAL ISSUES:**

N/A

**ALTERNATIVES TO CONSIDER:**

None Recommended

**ATTACHMENTS:**

None



**City Council Action Request**

<b>Council Meeting Date:</b>	June 1, 2026	<b>Agenda Item Number:</b>	11.A.
<b>Agenda Section:</b>	Closed Session	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	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