



**WILLMAR CITY COUNCIL MEETING
MONDAY, NOVEMBER 15, 2021 AT 6:00 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 November 1, 2021
 B. Willmar Municipal Utilities Commission Minutes of November 8, 2021
 C. Planning Commission Minutes of October 13, 2021
 D. Accounts Payable Report for October 28 – November 10, 2021
 E. Miscellaneous Finance Reports
Accept: F. Building Report for the Month of October, 2021
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (individuals limited to three (3) minutes)
9. Hearings:
6:01 p.m. – Special Assessment Hearing for Unpaid Fire Department False Alarm Charges
10. Consider Project Funding and Approval for Downtown Streetscape Improvements
 - Resolution Approving use of \$400,000 from Small Cities Development Grant
 - Resolution Authorizing Bolton and Menk to Begin Final Design and Budget
11. Consideration of Amendment No. 1 to the 2022 Improvement Projects Professional Services Agreement with Bolton and Menk
12. Consider Approval of Change Order No. 1 for Robbins Island Improvements with Terwisscha Construction
13. Consideration of Amendment No. 2 for Robbins Island Invest in Willmar Project Engineering Services with Bolton and Menk
14. Consider Change Order No. 1 for Project No. 2101-A (2nd Street SE Reconstruction)
15. Consider Change Order No. 1 for Project No. 2101-B (Eagle Ridge Drive East Reconstruction)
16. Project No. 2110-A (Downtown Sanitary Sewer Lining)
 - Resolution - Approve Change Order No. 2
 - Resolution - Approve Project and Authorize Final Payment

17. Consider Budget for Current American Rescue Funds
 - Resolution - Consider Proposal for Planning and Financial Software Project Management and Enter into Contract with BergenKDV
18. Rescind Resolutions Authorizing Execution of Contracts for both Architectural/Engineering Services and Construction Manager at Risk for the City Hall/Community Center from March 2020
19. November 2021 Work Session Staff Direction for City Hall and Community Center
20. "Community Pride" Announcements
19. Adjourn

CITY OF WILLMAR

MISSION STATEMENT

The City of Willmar is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

COMMUNITY VALUES

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA
SUPPORTING THE CONSENSUS OF THE JULY 22, 2017 STRATEGY WORK SESSION

Motion By: Plowman

Second By: Mueske

WHEREAS, the City Council of the City of Willmar on July 22, 2017 held a Council Strategic Retreat to prioritize and reach a consensus with respect to views on capital projects.

WHEREAS, multiple projects were discussed under three categories defined as Facilities, Stormwater Management and Parks to provide additional guidance regarding execution of those projects.

WHEREAS, the following summary of capital priorities was reached:

Facilities:

1. City Hall (high consideration given to consolidation of multiple facilities)
2. Civic Center (ice plant is urgent/consider consultant for master plan) **COMPLETED**
3. Community Center/Auditorium tied (both guided by community input, tuckpointing of Auditorium immediate concern)
4. Aquatic Center (pool bottom repair immediate concern) **COMPLETED**

Stormwater Management:


1. Western Interceptor (design 2017, construction 2018) **COMPLETED**
2. Menards (design and land purchase 2018, construction 2019)
3. Kennedy School Area (not likely in the next five years)
4. Analyze annually and adjust plans **COMPLETED ONGOING**

Parks:

1. Robbins Island (\$250,000 match to receive \$606,000 Legacy Grant) **COMPLETED**
2. Neighborhood Parks and Playgrounds (replace play units) **PARTIALLY COMPLETED IN PROGRESS**
3. Rice Park/Miller Park (complete Rice to plan, reconstruct tennis courts at Miller) **COMPLETED**
4. Swansson Park (improved lighting for Baker Field) **COMPLETED**

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that the priorities developed at the July 22, 2017 Council Work Session be supported and developed into next year and future City budgets.

Dated this 7th day of August, 2017



Mayor

Attest:



City Clerk

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

November 1, 2021
6:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Thomas Butterfield was excused from the meeting.

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, Parks and Recreation Director Rob Baumgart, Fire Chief Frank Hanson, Planning and Development Services Director Justice Walker, Interim Public Works Director Gary Manzer, Human Resource Director LuAnn Sietsema, City Clerk Judy Thompson, and City Attorney Robert Scott.

The following additions/deletions were made to the agenda: Council Member Plowman asked that Agenda Item #14 – Consideration of Environmental Services and Operations for the Auditorium Gun Range, be moved up on the agenda to accommodate members of the public present at the meeting.

Council Member Fagerlie moved to approve the agenda, as amended. Council Member Ask seconded the motion which carried, unanimously.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of October 18, 2021
- B. Willmar Municipal Utilities Commission Minutes of October 25, 2021
- C. Park and Recreation Board Minutes of October 20, 2021
- D. Appointment to Municipal Utilities Commission – Dave Baumgart
- E. Accounts Payable Report for October 14 – 27, 2021
- ~~F. Block 25 Minor Subdivision Application~~
- G. **Resolution No. 2021-214 AEHN, LLC – Suite Liv'n Minor Subdivision Application**
- H. **Resolution No. 2021-215 Renewal of Master Joint Powers Agreement with the MN Bureau of Criminal Apprehension and Minnesota Court Amendment Agreement**
- ~~I. Designation of New Polling Place~~
- J. **Resolution No. 2021-216 Certification of Unpaid Utility Charges as a Lien**
- ~~K. Accept Project No. 2001-A (9th Street SE Reconstruction from Willmar Avenue to Pleasant View Drive) and Authorize Final Payment~~
- L. **Resolution No. 2021-217 Accept Project No. 2003-A (1st Street Overlay MNTH 23 to 19th Avenue) and Authorize Final Payment**
- M. Application for Exempt Permit – Willmar Hockey Association
- N. Human Rights Commission Minutes of June 15, 2021
- O. CVB Minutes of September 21, 2021
- P. Charter Commission Minutes of October 18, 2021

Council Member Plowman offered a motion to introduce **Resolution No. 2021-213 Approving Consent Agenda Items**. Council Member Fagerlie asked that Items F. and I. be pulled for discussion. Council Member Nelsen asked that Item K. be pulled for discussion. Council Member Fagerlie seconded the motion to approve the consent agenda, with the removal of Items F., I., and K. which carried, on a roll call vote of Ayes 7, Noes 0.

Council Member Fagerlie stated Council Member Nelsen's desire to abstain from voting on Item F., and offered a motion to approve Item F., and introduced **Resolution No. 2021-218 Approving the Minor Subdivision of Block 25**. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0. Council Member Nelsen abstained from voting.

Council Member Fagerlie asked for clarification on the change of polling place.

City Clerk Thompson stated the current polling place (Redeemer Church) for Ward 4, Precinct 3 notified her of the unavailability of their location for future elections. She met with representatives from First Covenant Church and they agreed to serve as the polling location for Ward 4, Precinct 3 for future elections.

Following clarification, Council Member Fagerlie offered a motion to approve Item I., and introduced **Resolution No. 2021-219 Establishing a New Polling Place for Ward 4, Precinct 3 in the City of Willmar.** Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Council Member Nelsen asked if the final payment would include grass seeding being completed on 9th Street SE.

Bolton and Menk Engineer Jared Voge stated the specifications of the project require the turf be of uniform growth. If there is a specific area that needs to be addressed, the final payment could be issued at this time and the remaining grass seeding concerns could be identified as warranty work.

Following discussion, Council Member Nelsen offered a motion to approve Item K., identify the specific areas of concern as warranty work and introduced **Resolution No. 2021-220 Accepting Project No 2001-A and Authorizing Final Payment.** Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Jim Anderson, Willmar, addressed the Mayor and Council during the Open Forum. Mr. Anderson expressed his support of keeping the gun range at the City Auditorium.

Gary Peterson, Willmar, addressed the Mayor and Council during the Open Forum. Mr. Peterson expressed his support of keeping the gun range at the City Auditorium.

At 6:20 p.m. Mayor Calvin opened the public hearing for ordinance amending Section 2.12 of the Charter of the City of Willmar. It was noted all members of the Council must be present to vote on a Charter amendment.

City Charter Vice Chair Richard Engan provided pertinent information regarding said amendment to the City Charter.

Due to the fact all members were not present, Mayor Calvin recessed the hearing at 6:22 p.m. upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried unanimously.

At 6:23 p.m. Mayor Calvin opened the public hearing for ordinance amending Section 5.02 of the Charter of the City of Willmar. It was again noted all members of the Council must be present to vote on a Charter amendment.

City Charter Vice Chair Richard Engan provided pertinent information regarding said amendment to the City Charter.

Due to the fact all members were not present, Mayor Calvin recessed the hearing at 6:24 p.m. upon motion by Council Member Nelsen. Council Member Asmus seconded the motion which carried unanimously.

At 6:25 p.m. Mayor Calvin opened the public hearing to approve Block 25 Tax Increment Financing (TIF) Plan.

Baker Tilly Representative Mikaela Huot provided pertinent information to the Mayor and Council.

There being no one present to speak for or against said TIF plan, Mayor Calvin closed the public hearing at 6:31 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Asmus introduced **Resolution No. 2021-221 Approving the Establishment of Tax Increment Financing (Redevelopment) District – Block 25 Redevelopment Project Within Municipal Development District No. II; and Adoption of the Tax Increment Financing Plan Relating Thereto.** Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0. Council Member Nelsen abstained from voting.

At 6:34 p.m. Mayor Calvin opened the public hearing for an ordinance rezoning 4.1 acres from Government Institution to Agriculture. City Planner Kayode Adiatu presented pertinent information regarding said rezone request received from Willmar Poultry.

There being no one present to speak for or against said ordinance, Mayor Calvin closed the public hearing at 6:35 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie offered a motion to adopt, assign a number, and publish **Ordinance No. 1472 An Ordinance Amending Municipal Ordinance No. 1060, the Willmar Zoning Ordinance.** Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

At 6:36 p.m. Mayor Calvin opened the public hearing for an ordinance authorizing land sale to Willmar Poultry. City Administrator Valiant presented pertinent information regarding said land sale.

There being no one present to speak for or against said ordinance, Mayor Calvin closed the public hearing at 6:37 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Asmus offered a motion to adopt, assign a number, and publish **Ordinance No. 1473 An Ordinance Authorizing the Sale of Real Property to Willmar Poultry Innovations, LLC.** Council Member O'Brien seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Due to the length and cost of publishing entire ordinance, Council Member Asmus offered a motion to publish the Ordinance Authorizing the Sale of Real Property to Willmar Poultry Innovations, LLC. by summary. Council Member Ask seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Resolution No. 2021-222 Adopting the Land Purchase Agreement with Willmar Poultry Innovations, LLC was introduced by Council Member Ask. Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 7, Noes 0.

Interim Public Works Director Manzer presented a request to accept the Parks and Recreation Board's recommendation to close the auditorium gun range. He stated with the recent changes in EPA and HUD standards of lead, and the increasing costs to clean and maintain the gun range, the Parks and Recreation Board recommends closing the auditorium gun range.

Following a lengthy discussion, Council Member Nelsen offered a motion to approve the Parks and Recreation Board's recommendation to close the auditorium gun range. Council Member Asmus seconded the motion which carried. Council Member Plowman voted "no".

Willmar Municipal Utilities (WMU) General Manager John Harren and Finance & Office Services Supervisor Andrea Prekker presented the 2022 WMU budget and 10-year Capital Improvement Plan.

Main Street Coordinator/Planner Willard Huyck presented a request to authorize the City to make \$566,600 in deferred payments to Willmar Municipal Utilities between 2022 and 2023 to reimburse the purchase of downtown streetlights.

Following discussion, Council Member Davis introduced **Resolution No. 2021-223 Approval of Funding for Downtown Streetlight Replacement.** Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Human Resource Director Siestsema presented a request to approve entering into a contract with Amber Silva to facilitate an Employee Wellness Program for the City.

Resolution No. 2021-224 Authorization to Execute Agreement with Amber Silva for Workplace Wellness Program was introduced by Council Member Nelsen. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson presented a request to set a public hearing for 6:01 p.m. on November 15, 2021 for the special assessment hearing for unpaid false alarm charges against property located at 1112 Lake Avenue NW in Willmar.

Council Member Fagerlie offered a motion to approve staff's recommendation. Council Member Asmus seconded the motion which carried, unanimously.

Mayor Calvin recessed the meeting at 7:43 p.m.

Mayor Calvin reconvened the meeting at 7:50 p.m.

Council Member Butterfield arrived at the meeting at 7:50 p.m.

Council Member Plowman offered a motion to reconsider continuing the hearing for ordinance amending Section 2.12 of the City Charter. Council Member Ask seconded the motion which carried.

Mayor Calvin closed the public hearing and opened it up for discussion by the Council. Following discussion, Council Member Asmus offered a motion to adopt, assign a number, and publish **Ordinance No. 1474 An Ordinance Amending the Charter of the City of Willmar**. Council Member Ask seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman offered a motion to reconsider continuing the hearing for ordinance amending Section 5.02 of the City Charter. Council Member Ask seconded the motion which carried.

Mayor Calvin closed the public hearing and opened it up for discussion by the Council. Following discussion, Council Member Ask offered a motion to adopt, assign a number, and publish an **Ordinance Amending the Charter of the City of Willmar**. Council Member Plowman seconded the motion which failed, on a roll call vote of Ayes 5, Noes 3. Council Members Fagerlie, Butterfield, and O'Brien voted "no".

Mayor Calvin stated the next agenda item will be to enter into a closed session pursuant to Minnesota Statute 13D.05, subd. 3(c) to determine the asking price and/or consider offers or counteroffers for the sale of real property.

The Council entered closed session at 8:13 p.m. upon motion by Council Member Fagerlie. Council Member Asmus seconded the motion which carried.

At 8:26 p.m. the Council returned to open session upon motion by Council Member Fagerlie. Council Member Asmus seconded the motion which carried.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion which carried. The meeting adjourned at 8:27 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2021-213
APPROVING CONSENT AGENDA ITEMS

Motion By: Plowman Second By: Fagerlie

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all Consent Agenda items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the November 1, 2021 City Council meeting be approved as presented.

Dated 1st day of November, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-214
AEHN LLC
MINOR SUBDIVISION APPROVAL

Motion By: Plowman Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the AEHN LLC Minor Subdivision be approved with the following conditions:

- A. All Fire Chief/Marshall and Engineering comments shall be met, adhered to, and additional information supplied as requested.
- B. The separate access agreement shall be made in a recordable form and recorded by the City.

Dated this 1st day of November, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-215

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WILLMAR ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

Motion By: Plowman Second By: Fagerlie

WHEREAS, the City of Willmar on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Police Chief-, James Felt, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the Anderson Law Offices, Thomas Anderson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Marv Calvin-, the Mayor for the City of Willmar, and Leslie Valiant, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 1st day of November, 2021

CITY OF WILLMAR

/s/ Marv Calvin
By: Marv Calvin
Its Mayor

ATTEST: /s/ Judy Thompson
By: Judy Thompson
Its City Clerk

RESOLUTION NO. 2021-216

**RESOLUTION APPROVING UNPAID UTILITY CHARGES BE CERTIFIED
AGAINST THE REAL PROPERTY**

Motion By: Plowman Second By: Fagerlie

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 54 on October 11, 2021, requesting the Willmar City Clerk to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$33,690.78 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2022 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows:

1. Parcel No. 95-003-0130
Located at 809 Lake Avenue NW \$258.68
Described as Section 15, Township 119, Range 35, Block 2
WILLMAR, TOWN OF (ORIGINAL)
Part of Lots 1 & 2: Beginning at Northwest Corner of Lot 1, Thence East 61.5 feet South to a Point 62.4 feet from Southwest Corner of Lot 2, Thence West 62.4 feet North to Beginning

2. Parcel No. 95-003-0320
Located at 918 Gorton Avenue NW \$2,401.47
Described as Section 15, Township 119, Range 35, Block 3
WILLMAR, TOWN OF (ORIGINAL)
Lot 7 Except East 50 feet & South Half of Lot 8 Except East 50 feet

3. Parcel No. 95-003-2080
Located at 102 6th Street SW \$240.59
Described as Section 15, Township 119, Range 35, Block 21
WILLMAR, TOWN OF (ORIGINAL)
*East 7 feet of North 82 feet of Lot 4 and Part of Lots 1, 2 & 3 as Follows:
Commencing at Northeast Corner of Lot 1, Thence South 80.75 feet Thence West to West Line of Lot 3, Thence North to Northwest Corner of Lot 3, Thence 75 feet to Point of Beginning.*

4. Parcel No. 95-003-3310
Located at 431 & 433 #1, Benson Avenue SW \$196.81
Described as Section 15, Township 119, Range 35, Block 30
WILLMAR, TOWN OF (ORIGINAL)
North Half of Lot 9 Except West 6 inches

5.	Parcel No. 95-006-1730 Located at 601 3 rd Street SW Described as Section 15, Township 119, Range 35, Block 68 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> <i>West 100 feet of Lot 14</i>	\$912.22
6.	Parcel No. 95-006-1790 Located at 304 Monongalia Avenue SW Described as Section 15, Township 119, Range 35, Block 69 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> <i>Lot 7 & South Half of Lot 6, The East 14 feet of Lot 8, & the East 14 feet of South 12.5 feet of Lot 9</i>	\$835.33
7.	Parcel No. 95-006-2200 Located at 616 Monongalia Avenue SW Described as Section 15, Township 119, Range 35, Block 72 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> <i>East 75 feet of Lots 8, 9 & 10</i>	\$302.25
8.	Parcel No. 95-006-3370 Located at 728 7 th Street SW Described as Section 15, Township 119, Range 35, Lot 7, Block 80 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i>	\$564.84
9.	Parcel No. 95-006-3990 Located at 714 2 nd Street SW Described as Section 15, Township 119, Range 35, Block 85 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> <i>Lot 4 & North 17 feet of Lot 5</i>	\$2889.62
10.	Parcel No. 95-006-7120 Located at 1223 Becker Avenue SW Described as Section 15, Township 119, Range 35, Block 110 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> <i>West 50 feet of Lots 12, 13 & 14</i>	\$375.23
11.	Parcel No. 95-015-0320 Located at 408 14 th Street SW Described as Section 15, Township 119, Range 35, Lot 3, Block 3 <i>FOURTH RAILROAD ADDITION TO THE VILLAGE OF WILLMAR</i> <i>And the East Half of Vacated Alley Adjacent to Lot 3</i>	\$405.07
12.	Parcel No. 95-050-0130 Located at 709 11 th Street NW Described as Section 10, Township 119, Range 35, Lot 3, Block 2 <i>BEASLEY'S FIRST ADDITION</i>	\$666.80
13.	Parcel No. 95-080-0050 Located at 1428 Willmar Avenue SW Described as Section 15, Township 119, Range 35, Block 1 <i>BON-VAN ACRES</i> <i>Lot 5 Except North 10 feet</i>	\$289.15

14.	Parcel No. 95-090-0470 Located at 824 5 th Street SW Described as Section 15, Township 119, Range 35, Lot 7 <i>BOOTH'S ADDITION TO WILLMAR</i> <i>Block D</i>	\$216.13
15.	Parcel No. 95-090-1490 Located at 1017 7 th Street SW Described as Section 15, Township 119, Range 35 <i>BOOTH'S ADDITION TO WILLMAR</i> <i>Block K Lot 10 Except North 5 feet; Northerly Half of Lot 9</i>	\$484.47
16.	Parcel No. 95-220-0540 Located at 206 Bernard Street SE Described as Section 14, Township 119, Range 35, Block 5 <i>FERRING'S ADDITION TO THE CITY OF WILLMAR</i> <i>South Half of Lot 3, South Half of East Half of Lot 2</i>	\$1,966.28
17.	Parcel No. 95-222-1220 Located at 704 Minnesota Avenue SE Described as Block 7 <i>FERRING'S 2ND ADDITION</i> <i>Westerly 50 feet of Easterly 100 feet of Lots 1, 2 & 3</i>	\$512.39
18.	Parcel No. 95-230-0355 Located at 803 11½ Avenue SE Described as Section 14, Township 119, Range 35, Block 2 <i>GESCH ADDITION</i> <i>Lot 15 Except Westerly 80 feet; & Lot 16 Except Easterly 76 feet</i>	\$535.23
19.	Parcel No. 95-250-0990 Located at 208 Augusta Avenue SE Described as Section 14, Township 119, Range 35, Block 5 <i>GLARUM'S ADDITION TO WILLMAR</i> <i>Subdivision of Lot B of Block 5 East 75 feet of Lots 19 & 20</i>	\$649.56
20.	Parcel No. 95-370-0020 Located at 305 6 th Street SE Described as Section 14, Township 119, Range 35 <i>HONG & KILAND'S ADDITION TO WILLMAR</i> <i>Southerly 47 feet of Lot 1</i>	\$512.39
21.	Parcel No. 95-390-0400 Located at 1405 12 th Avenue NE Described as Section 11, Township 119, Range 35, Block 3 <i>IVERSON PARK</i> <i>Lot 8 & West 35 feet of Lot 7</i>	\$784.05
22.	Parcel No. 95-510-0300 Located at 1304 17 th Street SW Described as Section 21, Township 119, Range 35, Lot 8, Block 3 <i>MOLENAAR'S ADDITION TO THE CITY OF WILLMAR</i>	\$267.81

23.	Parcel No. 95-540-0010 Located at 804 Olaf Avenue NW <i>ERIK NILSONS ADDITION TO THE VILLAGE OF WILLMAR (NELSON'S ADDITION TO THE VILLAGE OF WILLMAR) West 71 feet of Lot 1, Block 1 of Nelson's Addition and West 71 feet of South 3 feet of Lot 2, Block 3, Thorpe & Lien's Addition</i>	\$484.47
24.	Parcel No. 95-630-0770 Located at 407 Litchfield Avenue SE Described as Section 14, Township 119, Range 35, Block 4 <i>PAULSON & SUNDE'S SUBDIVISION OF LOT D EASTERN ADDITION TO WILLMAR (E BOOK) Lot 17 Except East 4 feet</i>	\$1,113.19
25.	Parcel No. 95-660-0070 Located at 717 Augusta Avenue SE Described as Section 14, Township 119, Range 35, Lot 7, Block 1 <i>PERKINS' FIRST ADDITION TO THE CITY OF WILLMAR</i>	\$228.04
26.	Parcel No. 95-662-0240 Located at 819 Olena Avenue SE Described as Section 14, Township 119, Range 35, Lot 24, Block 1 <i>PERKINS' SECOND ADDITION TO THE CITY OF WILLMAR</i>	\$512.39
27.	Parcel No. 95-671-0460 Located at 1501 9 th Street SE Described as Section 23, Township 119, Range 35, Block 3 <i>PLEASANT VIEW SECOND ADDITION Lot 16 Except Northerly 48.26 feet Thereof and Also Except Southeasterly 20.30 feet of Lot 16 Parcel C</i>	\$1,363.17
28.	Parcel No. 95-684-0430 Located at 709 27 th Avenue SW Described as Section 22, Township 119, Range 35, Lot 3, Block 4 <i>PORTLAND ACRES FOURTH ADDITION TO THE CITY OF WILLMAR</i>	\$465.40
29.	Parcel No. 95-730-0830 Located at 208 Hawaii Street NE Described as Section 11, Township 119, Range 35, Lot 13, Block 6 <i>SPERRY'S ADDITION TO THE VILLAGE OF WILLMAR</i>	\$690.54
30.	Parcel No. 95-730-1130 Located at 213 Hawaii Street NE Described as Section 11, Township 119, Range 35, Lot 3, Block 8 <i>SPERRY'S ADDITION TO THE VILLAGE OF WILLMAR</i>	\$707.91
31.	Parcel No. 95-740-1630 Located at 609 4 th Street SE Described as Section 14, Township 119, Range 35, Block 11 <i>SPICER'S ADDITION TO WILLMAR Lots 3 & 12</i>	\$1,124.47
32.	Parcel No. 95-740-2100 Located at 613 2 nd Street SE	\$244.34

Described as Section 14, Township 119, Range 35, Block 13
SPICER'S ADDITION TO WILLMAR
North 30 feet of Lot 10 Except That Part Described as Follows
Commencing at a Point on East Line of Said Lot 10 Which is 20 feet
North of Southeast corner, Thence Northerly 3 feet, Thence
Southwesterly on a Straight Line to a Point on the West Line of
Said Lot 10 Which is 20 feet Northerly of Southwest Corner of
Said Lot 10, Thence Easterly to Point of Beginning; South 40 feet
of Lot 11

- | | | |
|-----|--|------------|
| 33. | <p>Parcel No. 95-780-1120
 Located at 700 15th Avenue SW
 Described as Section 22, Township 119, Range 35, Block 5
 <i>SUNNYSIDE</i>
 <i>Lots 12, 13 & 14</i></p> | \$1,287.93 |
| 34. | <p>Parcel No. 95-820-0680
 Located at 800 Ella Avenue NW
 Described as Section 10, Township 119, Range 35, Block 4
 <i>THORPE & LIEN'S ADDITION TO THE CITY OF WILLMAR</i>
 <i>Part of Lot 2: Beginning 260 feet East from Southwest Corner of Lot 2,</i>
 <i>North 200 feet, East 65 feet, South 200 feet, West 65 feet</i></p> | \$1,054.82 |
| 35. | <p>Parcel No. 95-860-0100
 Located at 1225 16th Street SW
 Described as Section 21, Township 119, Range 35, Lot 10, Block 1
 <i>WEST PARK 1ST ADDITION</i></p> | \$363.88 |
| 36. | <p>Parcel No. 95-914-1150
 Located at 1005 Hwy 12 E
 Described as Section 14, Township 119, Range 35
 <i>Part of Northwest Quarter of Northeast Quarter Described as Follows:</i>
 <i>Beginning at Point 215 feet South & 437 feet East of Northwest Corner</i>
 <i>of Northeast Quarter; Thence South 89 Degrees 53 feet 22 inches East,</i>
 <i>Parallel to North Line of Northeast Quarter 101 feet; Thence South</i>
 <i>Parallel with West Line of Northeast Quarter 113.93 feet to its Intersection</i>
 <i>with Northerly Right-of-Way Line of US Hwy 12; Thence Southwesterly</i>
 <i>Along Last Right-of-Way Line 101.55 feet to its Intersection with Line</i>
 <i>Bearing South from Point of Beginning; Thence North Along Said Line</i>
 <i>124.68 feet to Point of Beginning</i></p> | \$642.72 |
| 37. | <p>Parcel No. 95-914-1957
 Located at 1009 Highway 12 E
 Described as Section 14, Township 119, Range 35
 <i>That Part of Northwest Quarter of Northeast Quarter Described as</i>
 <i>Follows: Beginning at Point 235 feet South & 538 feet East of</i>
 <i>Northwest Corner of Northeast Quarter; Thence South 89 Degrees</i>
 <i>53 feet 22 inches East Parallel to North Line of Northeast Quarter</i>
 <i>40 feet; Thence South Parallel with West Line of Northeast Quarter</i>
 <i>89.70 feet to its Intersection with Northerly Right-of-Way Line of</i>
 <i>US Hwy 12; Thence Southwesterly along said Right-of-Way Line</i>
 <i>40.21 feet to its Intersection with Line Bearing South from Point</i>
 <i>of Beginning; Thence North Along Said Line 93.93 feet to Point</i>
 <i>of Beginning</i></p> | \$633.34 |

38. Parcel No. 95-914-2000
 Located at 205 6th Street SE \$1,097.65
 Described as Section 14, Township 119, Range 35
That Part of Block A Described as Follows: Beginning at the Northwest Corner of Lot 1, Block 1 Ferring's Addition, Thence East 58.50 feet, Thence North 14 feet, Thence Easterly 100 feet, Thence South 10 feet to Northwest Corner of Lot 5, Block 1, Ferring's Addition, Thence East 150 feet to Northeast Corner of Lot 7, Block 1, Thence North 55 feet, Thence Westerly 154.30 feet to a Point on Line with the East Line of Lot 4, Block 1 & 55 feet North of Northeast Corner of Said Lot 4, Thence West 139.40 feet to a Point on East Line of Bertha (NKA 6th Street SE) & 77 feet North of Northwest Corner of Said Block 1, Thence South 77 feet to Point of Beginning, Except That Part Lying Easterly of Northerly Extension of West Line of Lot 5, Block 1, Ferring's Addition
39. Parcel No. 95-914-2400 \$409.06
 Located at 1010 Hwy 12 E
 Described as Section 14, Township 119, Range 35
Part of Swenson's Outlot Commencing 501 feet, South & 293 feet, East of Quarter Section Corner Common to Section 11 & 14 Thence East 200 feet Thence South 173 feet, West 50 feet, North 50 feet, West 150 feet, North 123 feet to Beginning Except the Right-of-Way
40. Parcel No. 95-922-6140 \$1,106.45
 Located at 1805 7th Street SW
 Described as Section 22, Township 119, Range 35
Part Southwest Quarter of Northeast Quarter: Commencing at a Point on East Line of Southwest Quarter of Northeast Quarter Distant 297 feet North from Southeast Corner Thereof, Thence West at Right Angle 193 feet to Place of Beginning, Thence Continuing Along the Same Course 107 feet to Point on East Line of 7th Street Thence North 99 feet, Thence East 107 feet, Thence South 99 feet to Point of Beginning
41. Parcel No. 95-922-6290 \$670.60
 Located at 1804 7 1/2 Street SW
 Described as Section 22, Township 119, Range 35
Part Southwest Quarter of Northeast Quarter: Commencing 413.5 feet North & 633.76 feet East of Center of Section 22, Thence West 129.3 feet Thence South 117.6 feet, Thence East 129.3 feet, Thence North 117.6 feet, to Point of Beginning
42. Parcel No. 95-980-0670 \$206.74
 Located at 401 30th Street E-2 NW
 Described as Section 08, Township 119, Range 35
E19910341A 1979 Revere Detroiter Regency West E-2, 16x66, white/brown
43. Parcel No. 95-980-5150 \$1,104.18
 Located at 1400 Lakeland Drive #15 NE
 Described as Section 12, Township 119, Range 35
5MY143810V 2016 Friendship Northland Square #15, 16x76
44. Parcel No. 95-980-5490 \$821.75
 Located at 1400 Lakeland Drive #49 NE

Described as Section 12, Township 119, Range 35
R242192AB 1990 Schult
Northland Square #49, 28x40, Gray/Red/Black

- 45. Parcel No. 95-980-6340
Located at 1400 Lakeland Drive #94 NE \$1,091.37
Described as Section 12, Township 119, Range 35
MY1637265V 2016 Friendship
Northland Square #94, 16x80, Tan/White

Dated this 1st day of November 2021.

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-217

A RESOLUTION ACCEPTING PROJECT NO. 2003-A AND AUTHORIZING FINAL PAYMENT.

Motion By: Plowman Second By: Fagerlie

IMPROVEMENT: Project No. 2003-A- 1st Street South Overlay

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	May 18, 2020
BEGIN WORK:	June 12, 2020
COMPLETE WORK:	September 10, 2021
APPROVE, ENGINEERING DEPT:	October 25, 2021

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 2003-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$693,793.10
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$693,793.10
CHANGE ORDER NO. 1:	\$21,250.00
CHANGE ORDER NO. 2:	\$100.00
CHANGE ORDER NO. 3:	\$29,465.40
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$667,539.49

Less Previous Payments

\$660,864.10

FINAL PAYMENT DUE CONTRACTOR:

\$6,675.39

Dated this 1st day of November, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-218

A RESOLUTION APPROVING THE MINOR SUBDIVISION OF BLOCK 25

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar to approve the minor subdivision of Block 25 to allow for the construction of a 57-unit, 4 story loft style multi-family housing development.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-219

A RESOLUTION BY MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA ESTABLISHING A NEW POLLING PLACE FOR WARD 4, PRECINCT 3 IN THE CITY OF WILLMAR

Motion By: Fagerlie

Second By: Nelsen

WHEREAS, Precincts are the basic geographical areas for organizing and administering elections; and

WHEREAS, The City Council has previously established three polling locations in each of the City's four wards; and

WHEREAS, Pursuant to Minn. Stat. § 204B.16, the City has the authority to designate polling places by ordinance or resolution; and

WHEREAS, The City has previously used the Redeemer Lutheran Church at 1401 Southwest 6th Street in the City as the polling place for Ward 4, Precinct 3; and

WHEREAS, Upon reviewing available facilities, City staff has recommended changing the polling place for Ward 4, Precinct 3 to the First Covenant Church at 801 Willmar Avenue Southwest in the City due to its superior space and parking.

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

1. Pursuant to Minn. Stat. § 204B.16, Subd. 1, the polling place for Wilmar Ward 4, Precinct 3 is designated as the First Covenant Church at 801 Willmar Avenue Southwest in the City.
2. The Change in the polling place designated for Ward 4, Precinct 3 in Paragraph 1 shall be incorporated into the list of all polling places in the City to be designated by Resolution of the City Council on or before December 31, 2021.
3. The polling place designated in this Resolution shall be used for Ward 4, Precinct 3 until such time as the City Council designates a new polling place for said precinct, and no other location shall be used as a polling place unless a condition listed in Minn. Stat. § 204B.16, Subd. 1 (1) through (3) is present, or unless otherwise allowed by law.
4. The City Clerk shall deliver notice to all households affected by this Resolution in the manner required by Minn. Stat. § 204B.16, Subd. 1a.

Dated this 1st day of November 2021.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-220

A RESOLUTION ACCEPTING PROJECT NO. 2001-A AND AUTHORIZING FINAL PAYMENT.

Motion By: Nelsen

Second By: Plowman

IMPROVEMENT: Project No. 2001-A- 9th Street SE Reconstruction

CONTRACTOR:	Duininck, Inc.
DATE OF CONTRACT:	May 18, 2020
BEGIN WORK:	June 16, 2020
COMPLETE WORK:	October 14, 2021
APPROVE, ENGINEERING DEPT:	October 25, 2021

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 2001-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,319,801.25
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,319,801.25
CHANGE ORDER NO. 1:	\$18,193.00
CHANGE ORDER NO. 2:	\$5,780.50
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,306,701.64
Less Previous Payments	\$1,292,272.58
FINAL PAYMENT DUE CONTRACTOR:	\$14,429.06

Dated this 1st day of November, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-221

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, APPROVING THE ESTABLISHMENT OF TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT -- BLOCK 25 REDEVELOPMENT PROJECT WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. II; AND ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING THERETO.

Motion By: Asmus Second By: Fagerlie

WHEREAS, the Willmar City Council ("Council") has heretofore established Municipal Development District No. II (the "Development District") and adopted a Development Program therefor pursuant to and in conformity with applicable law, including Minn. Stat. §§ 469.124 to 469.133 and 469.174 to 469.1794, all inclusive, as amended, (the "Act"); and

WHEREAS, the Council has received a Report on Structurally Substandard Building located at 200 Benson Avenue SW in the City of Willmar (Kandiyohi County Parcel No. 95-003-2630) (the "Designated Property"), within the Tax Increment Financing District, as defined below and the Development District, as defined below, which report is appended hereto as Appendix A; and

WHEREAS, the City has investigated the facts and caused to be prepared a tax increment financing plan for Tax Increment Financing District -- Block 25 Redevelopment Project (the "Tax Increment Financing District"), which plan is appended hereto as Appendix B (the "Tax Increment Financing Plan"); and

WHEREAS, the City has performed all actions required by law to be performed prior to the creation of the Tax Increment Financing District within the Development District, the adoption of the Tax Increment

Financing Plan relating thereto, including, but not limited to, notification of Kandiyohi County and Independent School District No. 347, having taxing jurisdiction over the property in the TIF District, a review of and written comment on the Tax Increment Financing Plan by the City of Willmar Planning Commission, and the holding of a public hearing upon published notice as required by law.

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

1. Designation of Structurally Substandard Building.

a. The Council has received from City Building Official Tom Rosemeier the “Report on Structurally Substandard Building,” dated October 6, 2021 (the “Inspection Report”) (appended to the Tax Increment Financing Plan), attached to the Tax Increment Financing Plan, finding that, based on an interior inspection of the building located on the Designated Property, the sole building located thereon was determined to be substandard under the definition set forth in the Minn. Stat. § 469.174, subd. 10 (the “Substandard Building”).

b. Based on the Inspection Report and other information available to the Council, the Council finds that: (i) the building located on the Designated Property is structurally substandard within the meaning of Minn. Stat. § 469.174, subd. 10(b), because it contains defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance; (ii) that the building located on the Designated Property is not in compliance with the building code applicable to new buildings and could not be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the Designated Property; and (iii) more than 15 percent of the area of the tax parcel included in the Designated Property contains buildings, streets, utilities, paved or gravel parking lots, or similar structures. The reasons and supporting facts for this determination are included in, and the Council has relied on the finding set forth in, the Inspection Report.

2. Creation of Tax Increment Financing District – Block 25 Redevelopment Project within Municipal Development District No. II. The City hereby approves the establishment of the Tax Increment Financing District within the Development District, the boundaries of which are fixed and determined as described in the Tax Increment Financing Plan.

3. Tax Increment Financing Plan. The Tax Increment Financing Plan appended hereto is adopted as the tax increment financing plan for the Tax Increment Financing District, and the Council makes the following findings:

a. The Tax Increment Financing District is a Redevelopment District as defined in Minn. Stat. § 469.174, subd. 10, and satisfies the criteria set forth therein for these reasons:

- (1) Parcels comprising at least 70 percent of the area of the Tax Increment Financing District are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures;
- (2) more than 50 percent of the buildings, not including outbuildings, are structurally substandard requiring substantial renovation or clearance; and
- (3) more than 15 percent of the area of each of the tax parcels included in the Tax Increment Financing District contains buildings, streets, utilities, paved or gravel parking lots, or similar structures.

b. The proposed redevelopment project is the development of an approximately 58-unit multifamily residential building, containing a mix of studio, one-bedroom, and two-bedroom units.

Additionally, the building will include the construction of approximately 47-units of structured parking as well as surface parking. A key component to the redevelopment is the reimbursement of TIF-eligible demolition, environmental remediation costs, site development, and utility improvements expenses through tax increments.

c. The proposed redevelopment project, in the opinion of the Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and therefore the use of tax increment financing is deemed necessary. This finding is based on the developer's representations that it would not undertake the proposed redevelopment without the financial assistance due to the increased cost associated with the redevelopment of the site, and the City's expectation, based in part on its prior ownership of a portion of the property located within the Tax Increment Financing District, that no significant reinvestment in the site would occur without assistance like that provided in this plan. Therefore, the City believes that the development would not occur but-for the use of tax increment assistance.

d. In accordance with Minn. Stat. § 469.175, Subd. 3(d), the City makes the following determinations:

- (1) The City's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is \$0 (for the reasons described above), except some unknown amount of appreciation.
- (2) If the proposed development to be assisted with tax increment occurs in the District, the total increase in market value would be approximately \$4,764,600, including the value of the buildings (See Exhibit VI to the Tax Increment Financing Plan).
- (3) The present value of tax increments from the Tax Increment Financing District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$704,868 (See Exhibit V to the Tax Increment Financing Plan).
- (4) Even if some development other than the proposed development were to occur, the City finds that no alternative would occur that would produce a market value increase greater than \$4,059,732 (the amount in subparagraph (2) less the amount in subparagraph (3) without tax increment assistance.

e. The TIF Plan would afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the Development District by private enterprise because the proposed redevelopment is the construction of a 58-unit multi-family building, in the Development District that (i) is expected to create substantial new tax base for the City and the State; and (ii) clearly meets the City's economic development goals in terms of land use, the removal of blight, the creation of housing, and the creation of jobs.

f. The Tax Increment Financing Plan conforms to the general plan for development of the City as a whole in that the Council has determined that the development proposed in the TIF Plan conforms to the City's comprehensive plan.

4. Public Purpose. The Council finds that the adoption of the Tax Increment Financing Plan conforms in all respects to the requirements of the Act and will provide the impetus for the development of marginal property in the City's central business district to beneficial private use and help fulfill a need in the community for high-quality housing opportunities for residents and workers in the City, and thereby serves a public purpose.

5. Certification. The Auditor of Kandiyohi County is requested to certify the original net tax capacity of the Tax Increment Financing District as described in the Tax Increment Financing Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the Planning and Development Services Director is authorized and directed to

forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the Tax Increment District for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

6. Filing. The Planning and Development Services Director is further authorized to file a copy of the Tax Increment Financing Plan with the Commissioner of Revenue and the Office of the State Auditor pursuant to Minn. Stat. § 469.175, Subd. 4a.

Dated this 1st day of November, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

APPENDIX A
INSPECTION REPORT

Report on Structurally Substandard Building

Building location/address: 200 Bensor Avenue SW Willmar, MN 56201

Step 1

Under the tax increment law, specifically, Minnesota Statutes, Section 469.174, Subdivision 10, a building is **structurally substandard** if it contains "defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."

The above building, based upon actual interior inspection, meets the above-referenced definition of structurally substandard for the following reasons:

The building is not Accessible, it does not have an Accessible entrance, landing, lobby, bathroom, and no accessible parking. The building structure has been improperly altered, the exterior walls and siding are in poor repair. Awning on the exterior of the building has rotten structural members and is in danger of collapsing. Glazing next to entry door is not tempered. The interior has open electrical boxes, holes in walls, and ceiling, and ceiling panels missing. The ceiling in areas does not meet minimum height requirements. The plumbing is improperly installed and improper materials used. Interior doorways are not Accessible. The parking lot is in poor condition and there is not an Accessible route into the building.

Step 2

Notwithstanding the foregoing, the tax increment law also provides that a building may not be considered structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the current building code at a cost of less than 15% of the cost of constructing a new building of the same square footage and type on the same site. The undersigned has calculated the cost of a new building of the same size and type to be **\$200,000** (B) and has also estimated that the cost of bringing the existing building up to current building code would be **\$75,000** (A). Therefore, since A divided by B is equal to or greater than .15, the existing building could not be brought up to current building code for less than 15% of the new building.

Date: October 6, 2001.



Tom Rosemeier, Building Official – City of Willmar

Note: Additional documentation and data may be attached as part of this report.

APPENDIX B
TAX INCREMENT FINANCING PLAN

RESOLUTION NO. 2021-222

**A RESOLUTION ADOPTING THE LAND PURCHASE AGREEMENT WITH
WILLMAR POULTRY INNOVATIONS, LLC**

Motion By: Ask Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota that the Land Purchase Agreement with Willmar Poultry Innovations, LLC is accepted and approved, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 1st day of November, 2021

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2021-223

APPROVAL OF FUNDING FOR DOWNTOWN STREETLIGHT REPLACEMENT

Motion By: Davis Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to permit the City to make \$578,600 in deferred payments to Willmar Municipal Utilities between 2022 and 2023 to fund the replacement of downtown streetlights.

Dated this 1st day of November, 2021.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Leslie Valiant
CITY ADMINISTRATOR

RESOLUTION NO. 2021-224

**AUTHORIZATION TO EXECUTE AGREEMENT WITH AMBER SILVA
FOR WORKPLACE WELLNESS PROGRAM**

Motion By: Nelsen

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into an agreement between the City of Willmar and Amber Silva to provide professional services in the development of a Workplace Wellness Program.

Dated this 1st day of November, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – NOVEMBER 8, 2021
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, November 8, 2021, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Bruce DeBlieck, Cole Erickson (arriving at 11:50 am), Kerry Johnson, and Shawn Mueske.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Facilities & Maintenance Supervisor Kevin Marti, Energy/Safety Outreach Coordinator Chris Radel, City Attorney Robert Scott, and City Councilman Michael O'Brien.

The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner Mattern (President) inquiring if any revisions were needed to the presented agenda. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner Mahboub offered a resolution to approve the consent agenda as presented. Commissioner Johnson seconded.

RESOLUTION NO. 58

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the October 25, 2021, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20211376 to No. 20211423 and associated wire transfers inclusive in the amount of \$217,468.07.

Dated this 8th day of November 2021.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Finance & Office Services Supervisor Prekker presented the Commission with the September 2021 Financial Reports along with a recap of the September 30, 2021 Investment Portfolio. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2020/2021 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Facilities & Maintenance Supervisor Marti presented the Commission with the October 2021 Wind Turbine Report. Turbine availabilities for the month of October were at 36.3% (Unit #3) and 96.9% (Unit #4) with a total monthly production of 413,446 kilowatt hours. Marti noted that delivery of the required gearbox speed sensor to repair Unit #3 has proven to be challenging (shipped but currently in customs).

Energy/Safety Outreach Coordinator Radel presented the Commission with the 2021 Energy Acquisition Adjustment (EAA) update. As a reminder, the EAA acts as a mechanism to adjust rates for uncontrollable charges associated with power supply costs. Radel provided background data regarding the EAA noting that the EAA has not been implemented since 2017. In the 2019 Rate Study conducted by Dave Berg, power costs were evaluated with a base rate set at \$60/MHw for 2021. Based on the current year-to-date rolling average, staff has determined that implementation of an EAA is not required at this time. Staff will continue to monitor future data to determine if or when applying the EAA would be warranted.

Government relations consultant David Turch recently visited Willmar and provided an update on efforts at the federal level to secure financing/bonding assistance for the NEWTP Project. Turch informed General Manager Harren that WMU did not receive any federal grants or earmark dollars. WMU continues to pursue various avenues/options for funding assistance of the project.

General Manager Harren stated that WMU's Line Department crew will once again assist with preparations for the upcoming Celebrate the Light of the World community celebration. This seasonal event is held at Robbins Island Park.

General Manager Harren informed the Commission during the November 1st City Council meeting, Dave Baumgart had been ratified to serve as the newest member of the Commission. An orientation session will be scheduled to provide an overview of the Utility and to familiarize Mr. Baumgart with WMU. We greatly appreciate Mr. Baumgart's willingness to serve on the Commission.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee is scheduled for Tuesday, November 15th beginning at 12:00 pm. Agenda items will include a lobbyist proposal (re NEWTP project), Power Plant Substation, bucket truck, security cameras, KPC, and property sale proposal. Additional WMU Committee meetings will be forthcoming. Agenda items for the WMU Labor Committee meeting (TBD) will include the General Manager pay equity/market adjustment, year-end personnel policy updates, and NISC software. Tentative agenda items for a WMU Planning Committee meeting (TBD) will include Time of Use electric rates, year-end operational policy updates, and water treatment plant.

For information: Upcoming meetings/events to note include:

- 2021 MRES Fall Meeting: Nov. 9 & 10 (Sioux Falls Convention Center)
- 2022 APPA Legislative Rally: Feb. 28 through March 2 @ Mayflower Hotel (Washington, DC)

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 11:59 am.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Executive Secretary

ATTEST:

Abdirizak Mahboub, Secretary

**WILLMAR PLANNING COMMISSION – SPECIAL MEETING
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 13, 2021**

MINUTES

1. The Willmar Planning Commission met on Wednesday, October 13th, 2021, at 6:30 p.m. at the Willmar City Offices Conference Room #1.

** Members Present: Jonathan Marchand, Jeff Kimpling, Cletus Frank, Steven Dresler, Terry Sieck, Stephanie Carlson and Khalif Bashir

** Members Absent:

** Others Present: Kayode Adiatu – Planner, Willard Huyck – Planner, Leslie Valiant – City Administrator, Sarah Swedburg – EDC, Aaron Backman – EDC, Jonathan Huisinga – Willmar Poultry Innovations, Ted Schmid – Lumber One, Shelby Lindrud – West Central Tribune

2. MINUTES: Minutes of the October 6, 2021 meeting were approved as presented. Motioned by Commissioner Frank, seconded by Commissioner Carlson.
3. CHANGES OR ADDITIONS TO AGENDA: No changes or additions were made to the agenda.
4. REVIEW OF WILLMAR POULTRY LAND SALE: Mr. Huyck presented a proposed sale of 4.1 City-owned acres to Willmar Poultry Innovations, LLC within *the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota* for \$45,100. The purchaser intends to expand an existing turkey brooding facility onto the acquisition. The Comprehensive Land Use Plan is silent on future uses of this land, though staff doesn't foresee any interference with the nearby wastewater treatment plant, trap range or brush site.

Staff recommended that the Commission find the sale consistent with the Comprehensive Land Use Plan and forward the item to Council for further action.

Commissioner Dresler asked how far the Comprehensive Plan's scope extended into the future.

Mr. Huyck replied that it was written in 2008. Administrator Valiant added that if the Wastewater Treatment Plant were to expand, it would likely be to the west of the facility.

Administrator Valiant clarified that Willmar Poultry would reimburse the farmer who currently leases the land from the City for his loss of crops.

Chairman Marchand asked for a motion on the matter.

Commissioner Carlson motioned to approve. Commissioner Sieck seconded.

The matter was approved 7-0 and forwarded to City Council for further action.

5. WILLMAR POULTRY REZONE G/I → AG – FILE 21-04: Mr. Huyck presented a city-initiated request to rezone the following legally described land from Government to Agricultural:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows: Commencing at the southeast corner of said Section 23; thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959 .50; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet to the point of beginning of the land to be described; thence continuing on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 150.00 feet; thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 677.00 feet; thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 656.00 feet to the east line of said Section 23; thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 150.00 feet; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet; thence on a bearing of South 0 degrees 33 minutes 11 seconds West a distance 527.00 feet to the point of beginning.

The requested rezone will allow for an expansion of Willmar Poultry's existing turkey brooding facility at 2700 75th Street SW. The 4.1-acre expansion to be rezoned is being purchased from the City. The existing property was initially purchased from the 2015. The facility will not affect the City's nearby trap range or wastewater treatment plant.

Staff recommended approving the rezone and forwarding to City Council for further hearing and ordinance adoption.

Chairman Marchand opened public hearing.

Jonathan Huisinga of Life Science Innovations spoke on the facility's history and provided more detail on the project.

Chairman Marchand closed public hearing.

Chairman Marchand opened the matter for discussion.

Chairman Marchand asked for a motion on the matter.

Commissioner Carlson motioned to approve. Commissioner Dresler seconded.

The rezone was approved 7-0 and forwarded to City Council for further public hearing and ordinance adoption.

6. BLOCK 25 MINOR SUBDIVISION – FILE NO 21-06: Mr. Adiatu presented an application filed by Lumber One Development Company for a minor subdivision on the property legally described as follows:

Block 25 Willmar, Town of (Original) North half of Lots 1 & 2. Block 25 and South half of Lots 1 & 2, Block 25.

Lot 3, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 4, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 5 & 6, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

North half of Lots 7, 8, 9, 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file on the Office of the County Recorder for Kandiyohi County, Minnesota.

South half of Lots 7, 8, & 9, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

South 50' of Lots 10, 11, & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

North 25' of the South half of Lots 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi county, Minnesota

The subdivision will allow for the construction of a 57-unit, 4-story loft style multi-family structure.

Staff reviewed comments on the application from MNDOT, Engineering, Fire and Police.

Staff recommended approving the preliminary plat with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, and shared driveway shall be submitted to Staff, and recorded concurrently with plat for ease of tractability.
- B. All MNDOT comments shall be satisfied
- C. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

Chair Marchand opened the item for discussion

Staff and Ted Schmid of Lumber One reviewed parking and access at the site.

Chairman Marchand asked for a motion on the matter.

Commissioner Dresler motioned to approve. Commissioner Bashir seconded.

Chairman Marchand read the findings of fact.

The preliminary plat was approved 7-0 with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, and shared driveway shall be submitted to Staff, and recorded concurrently with plat for ease of tractability.
 - B. All MNDOT comments shall be satisfied
 - C. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.
7. **BLOCK 25 TIF PLAN:** Mr. Backman of the EDC presented a proposal to establish a TIF District on the area legally described as:

Block 25 Willmar, Town of (Original) North half of Lots 1 & 2. Block 25 and South half of Lots 1 & 2, Block 25.

Lot 3, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 4, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 5 & 6, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

North half of Lots 7, 8, 9, 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file on the Office of the County Recorder for Kandiyohi County, Minnesota.

South half of Lots 7, 8, & 9, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

South 50' of Lots 10, 11, & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

North 25' of the South half of Lots 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi county, Minnesota

The 15-year plan will yield \$1,075,722 in tax increment revenue, which may be used to support the construction of a multi-family apartment development on Block 25.

Staff recommended approving the application without condition and advancing the item to City Council.

Chairman Marchand opened the item for discussion.

Commissioner Dresler asked whether the City had oversight processes in place to review the developer's TIF-eligible costs.

Mr. Backman detailed the process for reporting and documenting TIF-eligible costs.

Chairman Marchand asked for a motion on the matter.

Commissioner Kimpling motioned to approve. Commissioner Sieck seconded.

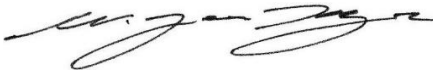
The item was approved 7-0 and advanced to City Council for further action.

8. Miscellany:

Mr. Backman and Administrator Valiant presented an update on the RDC-Logistics Facility Project.

There being no further business to come before the Commission, the meeting adjourned at 7:30 p.m.

Best Regards,

A handwritten signature in black ink, appearing to read "Willard Huyck", written in a cursive style.

Willard Huyck
Main Street Coordinator - Planner

PLANNING COMMISSION – OCTOBER 13, 2021

STAFF COMMENTS

1. WILLMAR POULTRY LAND SALE:

- On October 4th, 2021, the Willmar City Council approved the sale of the following legally described 4.1 acres to Willmar Poultry Innovations, LLC for \$45,100:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows: Commencing at the southeast corner of said Section 23; thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959 .50; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet to the point of beginning of the land to be described; thence continuing on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 150.00 feet; thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 677.00 feet; thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 656.00 feet to the east line of said Section 23; thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 150.00 feet; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet; thence on a bearing of South 0 degrees 33 minutes 11 seconds West a distance 527.00 feet to the point of beginning.

- The purchase will be paid as follows: an initial payment of \$5,000 as earnest money, followed by a second payment of \$40,100 on the closing date.
- The site is located at 2700 75th Street SW.
- Willmar Poultry intends to expand their existing brooding facility on the purchased land.
- The original property was purchased from the City in 2015.
- The facility will not affect the City's nearby trap range or the wastewater treatment plant.
- The Comprehensive Land Use Plan is silent on future use of this area.

RECCOMENDATION: Recommend approval of the purchase agreement to the City Council.

ATTACHED: Ordinance (12-13); Purchase Agreement (14-24); Aerial (25)

2. WILLMAR POULTRY REZONE G/I → AG – FILE NO. 21-04:

- This is a City-initiated request to rezone the following legally described land from Government to Agriculture:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota, described as follows: Commencing at the southeast corner of said Section 23; thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959 .50; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet to the point of beginning of the land to be described; thence continuing on a bearing of North 89 degrees 26 minutes 49 seconds

West a distance of 150.00 feet; thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 677.00 feet; thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 656.00 feet to the east line of said Section 23; thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 150.00 feet; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet; thence on a bearing of South 0 degrees 33 minutes 11 seconds West a distance 527.00 feet to the point of beginning.

- The requested rezone will allow for an expansion of Willmar Poultry's existing turkey brooding facility at 2700 75th Street SW.
- The property is surrounded by Government zoning to the North, West and South and is bordered by Saint John's Township to the East.
- The 4.1-acre expansion to be rezoned is being purchased from the City. The existing property was initially purchased from the City in 2015.
- The facility will not affect the City's nearby trap range or the wastewater treatment plant.
- This application does not require a conditional use permit, as it is an extension of a use already approved by the Commission in 2015. Setbacks, easements and other technical requirements will be reviewed at a staff level.
- The Comprehensive Land Use Plan is silent on the desired use of the adjacent city property.
- Public utilities are available to and being used by the site.

RECOMMENDATION: Approve the rezone and forward the item to City Council for further hearing and ordinance adoption.

ATTACHED: Ordinance (26); Council Resolution (27); Aerial (28)

3. BLOCK 25 MINOR SUBDIVISION - FILE N0 21-06

- The applicant is Lumber One Development Company of Avon, MN.
- The applicant is requesting a subdivision that would allow for the construction of 57-unit, 4 story loft style multi-family structure on the property described as:

Block 25 Willmar, Town of (Original) North half of Lots 1 & 2. Block 25 and South half of Lots 1 & 2, Block 25.

Lot 3, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 4, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

Lot 5 & 6, Block 25 Town of Willmar, Kandiyohi County, State of Minnesota.

North half of Lots 7, 8, 9, 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file on the Office of the County Recorder for Kandiyohi County, Minnesota.

South half of Lots 7, 8, & 9, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

South 50' of Lots 10, 11, & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi County, Minnesota.

North 25' of the South half of Lots 10, 11 & 12, Block-25, Town of (Original) Willmar, according to the official plat on file in the office of the County Recorder for Kandiyohi county, Minnesota

- The subdivision meets the qualification of a Minor Subdivision.
- The City of Willmar Planning Commission on June 30, 2021 approved a Conditional Use Permit to allow for the use of proposed project.
- The site plan includes a parking space at the NE corner of the development and an underground parking system.
- Though the Zoning Ordinance requires a 0' setback in the CBD, a 5' utilities easement bordering the entire property was agreed to by the P&D, WMU, Engineering, and the developer.
- The property is zoned CBD (Central Business District), and falls within the Renaissance Zone – an overlay district encompassing the Central Business District.
- The proposed property will be accessed off 3rd St SW.

MnDOT: In regards to the preliminary plat titled “Block 25 Flats”, MnDOT District 8 has the following comments:

Any signage cannot overhang into State Highway right-of-way.

It does not appear to have any proposed accesses onto TH 12, but if plans change be aware a change of use/access permit would be required. Please work with the Permit Coordinator jeff.illies@state.mn.us.

Engineering Department: We have reviewed the Preliminary Plat, which was submitted for the above referenced project via e-mail

9/23/2021 and have the following comments:

1. Construction, storm water management, grading, paving, and utility plans shall be submitted for review by the City of Willmar prior to final plat approval.
2. The applicant shall obtain all necessary permits for the development.
3. All MnDOT comments shall be satisfied.
4. The applicant shall enter into a development agreement with the City of Willmar.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and comments as provided by other city staff, commissions, and council.

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

Fire Department: They might have to add a fire hydrant

Police Chief: No areas of concern from the Willmar Police Department point of view.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, & shared driveway shall be submitted to Staff, and recorded concurrently with plat for ease of tractability.

- B. All MnDOT comments shall be stratified
- C. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

ATTACHED: Application (29); Plat (30-31)

4. BLOCK 25 TIF PLAN

- On June 30, 2021, the Planning Commission approved a Conditional Use Permit for the proposed Block 25 multi-family housing development.
- The anticipated duration of the district is 15 years, though the City maintains the right to extend its duration to the maximum statutory term of 25 years.
- The plan estimates \$1,075,722 in tax increment revenue, \$968,148 (about 90%) of which may be spent on TIF eligible costs, including acquisition, demolition, environmental remediation, site preparation and public improvements. The remaining \$107,574 (about 10%) may be spent on administrative expenses related to the project.
- The TIF proposal is in compliance with the City of Willmar's TIF policy.
- Staff does not find any conflicts with Willmar's Comprehensive Plan.

RECOMMENDATIONS: Approve without conditions and advance item to City Council.

ATTACHED: Baker-Tilly Memo (32); TIF Plan (33-55)

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account. thru
Check.. Date..... 10/28/2021 thru 11/10/2021
Source Codes..... thru
Journal Entry Dates..... thru
Journal Entry Ids..... thru
Check.. Number..... thru
Project..... thru
Vendor..... thru
Invoice..... thru
Purchase Order..... thru
Bank..... thru
Totals Only?..... N
1099 Vendors Only?.....
Lower Dollars Limit.....
Create Excel file & Download N

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ADS ON BOARDS			003547											
	63390	11/10/21	CLEAN/SEAL HOCKEY BOARDS	900.00		102821		D	-				MTCE. OF EQUIPME	101.45433.0334
AMAZON CAPITAL SERVICES			003557											
	63391	11/10/21	CABLE FOR RECEIPT PRNTR	23.98		1LV7-479L-PV4X		D	-				SMALL TOOLS	101.41409.0221
	63391	11/10/21	HARD CASE STORAGE TRUNK	154.95		1VNW-XQDR-MDR3		D	-				GENERAL SUPPLIES	101.42411.0229
				178.93										
			VENDOR TOTAL	178.93										
AMERICAN DOOR WORKS			000825											
	63392	11/10/21	REPL. OVERHEAD DR-PART	3,779.00		0246993-IN		D	-				MTCE. OF STRUCTU	101.42412.0225
	63392	11/10/21	REPL. OVERHEAD DR-LABOR	760.00		0246993-IN		D	-				MTCE. OF STRUCTU	101.42412.0335
	63392	11/10/21	OVERHEAD DR REPAIR-LABOR	125.00		0247169-IN		D	-				MTCE. OF STRUCTU	101.43425.0335
				4,664.00										
			VENDOR TOTAL	4,664.00										
AMERICAN ENGINEERING TES			002525											
	63393	11/10/21	CONST. TESTING SERVICE	5,796.10		INV-020850R		D	-				PROFESSIONAL SER	420.45503.0446
AMERICAN WELDING & GAS I			000057											
	63394	11/10/21	WELDER PARTS	453.96		08117114		D	-				MTCE. OF EQUIPME	101.43425.0224
	63394	11/10/21	WELDING GAS	80.80		08143424		D	-				GENERAL SUPPLIES	101.43425.0229
				534.76										
			VENDOR TOTAL	534.76										
ARAMARK			000051											
	63395	11/10/21	UNIFORM RENTAL	79.39		256000037160		D	-				RENTS	101.43425.0440
	63395	11/10/21	UNIFORM RENTAL	9.82		256000037180		D	-				RENTS	101.42412.0440
	63395	11/10/21	UNIFORM RENTAL	67.61		256000039554		D	-				RENTS	101.43425.0440
	63395	11/10/21	UNIFORM RENTAL	10.51		256000039574		D	-				RENTS	101.42412.0440
	63395	11/10/21	UNIFORM RENTAL	91.18		256000042044		D	-				RENTS	101.43425.0440
	63395	11/10/21	UNIFORM RENTAL	9.27		256000042071		D	-				RENTS	101.42412.0440
	63395	11/10/21	UNIFORM RENTAL	98.14		256000044599		D	-				RENTS	101.43425.0440
	63395	11/10/21	UNIFORM RENTAL	10.08		256000044615		D	-				RENTS	101.42412.0440
				376.00										
			VENDOR TOTAL	376.00										
AVENU INSIGHTS & ANALYTI			000131											
	63396	11/10/21	AS400 HOSTING-OCT	2,656.65		INVB-030166		D	-				SUBSCRIPTIONS AN	101.41409.0443
BENSON LAUNDRY			003377											
	63397	11/10/21	CLEANING SUPPLIES	24.04		361593		D	-				CLEANING AND WAS	101.45433.0228
BERNICK'S PEPSI-COLA CO			000103											
	63398	11/10/21	CONCESSION SUPPLIES	521.85		269320		D	-				GENERAL SUPPLIES	101.45433.0229
BLOEDEL/AMELIA			.03126											
	63399	11/10/21	MILEAGE-MGFOA TRAINING	61.60		102821		D	-				TRAVEL-CONF.-SCH	101.41405.0333

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC 001010														
	63400	11/10/21	AIRPORT AUDIT	260.00		0276365		D	-				PROFESSIONAL SER	230.43430.0446
	63400	11/10/21	2021 INTERIM ENG. SER	10,212.50		0277672		D	-				PROFESSIONAL SER	101.43417.0446
	63400	11/10/21	EPITOPIX SANITARY SEWE	2,180.00		0277675		D	-				PROFESSIONAL SER	405.41402.0446
	63400	11/10/21	EPITOPIX WATERMAIN EXT.	555.00		0277676		D	-				PROFESSIONAL SER	405.41402.0446
	63400	11/10/21	HWY 12 LIFT STATION	5,280.00		0277677		D	-				PROFESSIONAL SER	651.48485.0446
				18,487.50										
			VENDOR TOTAL	18,487.50										
BRAUN INTERTEC CORPORATI 000117														
	63401	11/10/21	CONST./MATERIALS TESTI	6,792.50		B271051		D	-				PROFESSIONAL SER	420.45502.0446
	63401	11/10/21	CONST./MATERIALS TESTI	4,087.00		B272548		D	-				PROFESSIONAL SER	420.45504.0446
				10,879.50										
			VENDOR TOTAL	10,879.50										
BROKEN WINDOWS & PRO TEC 002892														
	63402	11/10/21	GLASS FOR GARAGE WINDOW	5.31		IBP-1027-17642		D	-				MTCE. OF STRUCTU	101.43425.0225
BSE 001980														
	63403	11/10/21	ELEC PARTS	324.70		923053962		D	-				MTCE. OF EQUIPME	101.45433.0224
	63403	11/10/21	ELEC PARTS FOR BLDG	61.67		923082027		D	-				MTCE. OF STRUCTU	101.45433.0225
	63403	11/10/21	WIRE CONNECTORS	103.68		923107537		D	-				MTCE. OF EQUIPME	651.48484.0224
				490.05										
			VENDOR TOTAL	490.05										
BULLET PROOF MECHANICAL 003181														
	63404	11/10/21	FABRICATE AERATOR PIPE	298.72		7611		D	-				MTCE. OF OTHER I	101.43425.0226
	63404	11/10/21	FABRICATE AERATOR PIPE	990.00		7611		D	-				MTCE. OF OTHER I	101.43425.0336
				1,288.72										
			VENDOR TOTAL	1,288.72										
CARD SERVICES 002552														
	63405	11/10/21	CONCESSION SUPPLIES	13.86		100210		D	-				GENERAL SUPPLIES	101.45433.0229
	63405	11/10/21	CONCESSION SUPPLIES	7.95		100712		D	-				GENERAL SUPPLIES	101.45433.0229
	63405	11/10/21	CNCL RETREAT SUPPLIES	28.73		100713		D	-				GENERAL SUPPLIES	101.41401.0229
	63405	11/10/21	NEW EMPL. RECOGNITION	16.72		101113		D	-				GENERAL SUPPLIES	101.41408.0229
	63405	11/10/21	NEW EMPL. RECOGNITION	29.90		101113		D	-				GENERAL SUPPLIES	101.43425.0229
	63405	11/10/21	EMPL. GRILL 'N CHILL	221.60		101410		D	-				GENERAL SUPPLIES	101.41400.0229
	63405	11/10/21	CONCESSION SUPPLIES	7.47		101508		D	-				GENERAL SUPPLIES	101.45433.0229
	63405	11/10/21	PLANT-HOFFER FUNERAL	66.88		102016		D	-				GENERAL SUPPLIES	101.41401.0229
	63405	11/10/21	CONCESSION SUPPLIES	7.68		102016		D	-				GENERAL SUPPLIES	101.45433.0229
	63405	11/10/21	EMPL. BENEFIT DAY-SUPPL.	48.66		102612		D	-				SUBSISTENCE OF P	101.41420.0227
				449.45										
			VENDOR TOTAL	449.45										
CARDMEMBER SERVICE 002365														
	403	11/05/21	CONTESTED TRAVEL CHARGES	150.00		STMT/9-21		M	-				TRAVEL-CONF.-SCH	101.42412.0333

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARRANZA/NORMA I			002542							
	63406	11/10/21	INTERPRETED 10/26/21	60.00		356		D N 01	PROFESSIONAL SER	101.42411.0446
CELEBRATE THE LT OF THE			003564							
	63407	11/10/21	2021 SPONSORSHIP	1,000.00		WLACVB		D -	OTHER CHARGES	208.45013.0449
CENTERPOINT ENERGY			000467							
	63408	11/10/21	NATURAL GAS-OCT	15.00		6038773/10-21		D -	UTILITIES	101.43425.0332
	63408	11/10/21	NATURAL GAS-OCT	68.76		6048932/10-21		D -	UTILITIES	651.48484.0332
	63408	11/10/21	NATURAL GAS-OCT	805.61		6061271/10-21		D -	UTILITIES	101.45433.0332
	63408	11/10/21	NATURAL GAS-OCT	15.00		6069198/10-21		D -	UTILITIES	101.43425.0332
	63408	11/10/21	NATURAL GAS-OCT	15.00		6072309/10-21		D -	UTILITIES	101.45437.0332
	63408	11/10/21	NATURAL GAS-OCT	229.69		6084836/10-21		D -	UTILITIES	101.45435.0332
	63408	11/10/21	NATURAL GAS-OCT	2,859.51		6085332/10-21		D -	UTILITIES	101.45433.0332
	63408	11/10/21	NATURAL GAS-OCT	15.00		6093527/10-21		D -	UTILITIES	101.43425.0332
			VENDOR TOTAL	4,023.57		*CHECK TOTAL				
				4,023.57						
CENTRAL COUNTIES COOPERA			001259							
	63409	11/10/21	WEED KILLER	866.19		17668		D -	GENERAL SUPPLIES	101.43425.0229
	63409	11/10/21	CUSTOM SPRAYING-PARKS	419.21		17700		D -	MTCE. OF OTHER I	101.43425.0336
	63409	11/10/21	WEED KILLER	866.19		17794		D -	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	2,151.59		*CHECK TOTAL				
				2,151.59						
CHARTER COMMUNICATIONS			000736							
	63410	11/10/21	PHONE SERV-NOV	1,980.64		0009126102221		D -	COMMUNICATIONS	101.41409.0330
	63410	11/10/21	INTERNET SERVICE-NOV	184.97		0438138110221		D -	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	2,165.61		*CHECK TOTAL				
				2,165.61						
CODE 4 SERVICES INC			002984							
	63411	11/10/21	UPFIT #215778-PARTS	489.82		6572		D -	MTCE. OF EQUIPME	101.42411.0224
	63411	11/10/21	UPFIT #215778-LABOR	2,082.50		6572		D -	MTCE. OF EQUIPME	101.42411.0334
	63411	11/10/21	UPFIT #215780-PARTS	694.52		6620		D -	MTCE. OF EQUIPME	101.42411.0224
			VENDOR TOTAL	3,266.84		*CHECK TOTAL				
				3,266.84						
CROW CHEMICAL & LIGHTING			000186							
	63412	11/10/21	TOILET TISSUE/SUPPLIES	192.90		22464		D -	GENERAL SUPPLIES	101.43425.0229
CROW RIVER CONSTRUCTION			003260							
	63413	11/10/21	REPL. CATCH BASIN	6,567.00		1905		D -	MTCE. OF OTHER I	101.43418.0336
CROW RIVER READY MIX			003648							
	63414	11/10/21	CREDIT FOR DBLE PYMT	546.84	CR	1119		D -	MTCE. OF OTHER I	101.43425.0226
	63414	11/10/21	CREDIT FOR DBLE PYMT	313.07	CR	1163		D -	MTCE. OF OTHER I	101.43425.0226
	63414	11/10/21	CONCRETE FOR PLAY EQUIP	427.75		1850		D -	MTCE. OF OTHER I	101.43425.0226

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CROW RIVER READY MIX			003648											
	63414	11/10/21	CONCRETE FOR SIDEWALKS	447.21		2522		D	-				MTCE. OF OTHER I	101.43425.0226
				15.05	*CHECK	TOTAL								
			VENDOR TOTAL	15.05										
DAN'S SHOP INC			002212											
	63415	11/10/21	FILTERS	12.02		114242		D	-				INVENTORIES-MDSE	101.125000
	63415	11/10/21	FILTERS	7.65	CR	114356		D	-				INVENTORIES-MDSE	101.125000
	63415	11/10/21	FILTERS	67.06		114550		D	-				INVENTORIES-MDSE	101.125000
	63415	11/10/21	FILTERS	8.49		114779		D	-				INVENTORIES-MDSE	101.125000
	63415	11/10/21	FILTERS	157.76		114856		D	-				INVENTORIES-MDSE	101.125000
	63415	11/10/21	FILTERS	47.33		114950		D	-				INVENTORIES-MDSE	101.125000
				285.01	*CHECK	TOTAL								
			VENDOR TOTAL	285.01										
DEPT OF HUMAN SERVICES			002914											
	63416	11/10/21	ECPN PAYMENT-DEC	11,033.72		00000678000		D	-				OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC			000212											
	63387	11/04/21	200 GALLONS DIESEL	659.37		21671		D	-				MOTOR FUELS AND	651.48484.0222
DUININCK CONCRETE CONST			003245											
	63417	11/10/21	REBAR FOR CONCRETE	43.74		2109-651761		D	-				GENERAL SUPPLIES	101.43425.0229
DUININCK INC			000222											
	63418	11/10/21	9TH ST RECONSTRUCTION	14,429.06		2001A/EST. 7		D	-				MTCE. OF OTHER I	400.48451.0336
	63418	11/10/21	MILL & OVERLAY 1ST ST	6,675.39		2003-A/EST. 5		D	-				MTCE. OF OTHER I	400.48451.0336
	63418	11/10/21	WINTER SAND	1,475.36		549076		D	-				GENERAL SUPPLIES	101.43425.0229
				22,579.81	*CHECK	TOTAL								
			VENDOR TOTAL	22,579.81										
FARM-RITE EQUIPMENT			003002											
	63419	11/10/21	STUMP GRINDER HOLDERS	65.88		P34719		D	-				INVENTORIES-MDSE	101.125000
FORUM COMMUNICATIONS COM			002269											
	63420	11/10/21	NOTICE-TIF PLAN HRNG	145.52		CL01777906		D	-				PRINTING AND PUB	101.41402.0331
FRAMEWORK INC			003459											
	63421	11/10/21	WEBSITE HOSTING	199.00		001994		D	-				PROFESSIONAL SER	208.45005.0446
	63421	11/10/21	WEBSITE UPDATES	37.50		001995		D	-				COMMUNICATIONS	208.45005.0330
	63421	11/10/21	ONLINE AD CAMPAIGN	1,000.00		001995		D	-				OTHER CHARGES	208.45010.0449
				1,236.50	*CHECK	TOTAL								
			VENDOR TOTAL	1,236.50										
GENERAL MAILING SERVICES			000293											
	63422	11/10/21	POSTAGE 10/11-10/15/21	1.71		59087		D	-				POSTAGE	101.41401.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	27.20		59087		D	-				POSTAGE	101.41402.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	4.48		59087		D	-				POSTAGE	101.41403.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	10.17		59087		D	-				POSTAGE	101.41405.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	15.00		59087		D	-				POSTAGE	101.41408.0223

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	63422	11/10/21	POSTAGE 10/11-10/15/21	2.72		59087		D	-				POSTAGE	101.42412.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	1.71		59087		D	-				POSTAGE	101.43425.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	2.04		59087		D	-				POSTAGE	208.45005.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	6.12		59087		D	-				POSTAGE	235.41402.0223
	63422	11/10/21	POSTAGE 10/11-10/15/21	5.44		59087		D	-				POSTAGE	651.48484.0223
	63422	11/10/21	POSTAGE	44.15		59206		D	-				POSTAGE	101.42411.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	4.48		59273		D	-				POSTAGE	101.41401.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	21.45		59273		D	-				POSTAGE	101.41402.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	19.44		59273		D	-				POSTAGE	101.41403.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	1.36		59273		D	-				POSTAGE	101.41405.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	15.00		59273		D	-				POSTAGE	101.41408.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	1.36		59273		D	-				POSTAGE	101.42411.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	3.40		59273		D	-				POSTAGE	101.42412.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	4.08		59273		D	-				POSTAGE	101.43425.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	2.04		59273		D	-				POSTAGE	101.45432.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	0.68		59273		D	-				POSTAGE	208.45005.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	2.04		59273		D	-				POSTAGE	230.43430.0223
	63422	11/10/21	POSTAGE 10/25-10/29/21	4.08		59273		D	-				POSTAGE	651.48484.0223
	63422	11/10/21	POSTAGE	319.38		59317		D	-				POSTAGE	208.45006.0223
				519.53		*CHECK TOTAL								
			VENDOR TOTAL	519.53										
HACH COMPANY 000316														
	63423	11/10/21	LAB SUPPLIES	120.90		12714321		D	-				GENERAL SUPPLIES	651.48484.0229
HANSEN ADVERTISING SPECI 000321														
	63424	11/10/21	NAME BADGE SUPPLIES	1,303.53		44862		D	-				OTHER CHARGES	208.45008.0449
	63424	11/10/21	LANYARDS	2,731.08		44863		D	-				OTHER CHARGES	208.45008.0449
				4,034.61		*CHECK TOTAL								
			VENDOR TOTAL	4,034.61										
HAUG-KUBOTA LLC 002609														
	63425	11/10/21	#192651-OIL SEAL	11.06		18330		D	-				INVENTORIES-MDSE	101.125000
	63425	11/10/21	#192651-DECK FRAME/PAR	1,639.72		18376		D	-				INVENTORIES-MDSE	101.125000
				1,650.78		*CHECK TOTAL								
			VENDOR TOTAL	1,650.78										
HAWKINS INC 000325														
	63426	11/10/21	FERRIC CHLORIDE	5,827.06		6055005		D	-				GENERAL SUPPLIES	651.48484.0229
HEGLUND CATERING 002036														
	63427	11/10/21	CNCL RETREAT-MEALS	667.21		13460		D	-				TRAVEL-CONF.-SCH	101.41401.0333
HIGH POINT NETWORKS INC 002299														
	63428	11/10/21	ANTIVIRUS SUBSCRIP.-OCT	832.65		190657		D	-				SUBSCRIPTIONS AN	101.41409.0443
	63428	11/10/21	2021 ARUBA SUPPORT SUB	1,228.00		191017		D	-				SUBSCRIPTIONS AN	101.41409.0443
	63428	11/10/21	BLOCK OF TIME	9,000.00		191565		D	-				INVENTORIES-MDSE	101.125000

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HIGH POINT NETWORKS INC			002299							
	63428	11/10/21	FIREWALL SUBSCRIP.-NOV	1,954.00		192034		D -	SUBSCRIPTIONS AN	101.41409.0443
	63428	11/10/21	PD BACKUP/RETENTION	259.00		192048		D -	SUBSCRIPTIONS AN	101.41409.0443
	63428	11/10/21	4 SEASON FIREWALL CONFIG	720.00		192529		D -	PROFESSIONAL SER	101.41409.0446
	63428	11/10/21	2021 SWITCH SUPPORT	628.00		192635		D -	SUBSCRIPTIONS AN	101.41409.0443
			VENDOR TOTAL	14,621.65		*CHECK TOTAL				
HILLYARD\HUTCHINSON			000333							
	63429	11/10/21	FLOOR FINISH/SEALER	580.02		604515511		D -	GENERAL SUPPLIES	101.43425.0229
HMD PHOTOGRAPHY LLC			003410							
	63430	11/10/21	UPDATE WEBSITE PHOTOS	190.00		4575		D N 01	PROFESSIONAL SER	101.41409.0446
HUMANE SOCIETY OF KANDIY			002110							
	63431	11/10/21	ANIMAL CARE SERV-4TH	10,670.00		9111		D -	OTHER SERVICES	101.42411.0339
HUYCK/WILLARD			003670							
	63432	11/10/21	COOKIES-ART DEDICATION	19.54		102121		D -	SUBSISTENCE OF P	235.41402.0227
JACOBSON/WINNER			.03129							
	63433	11/10/21	INTERPRETED 10/27/21	120.00		110121		D -	PROFESSIONAL SER	101.42411.0446
JOHANNECK WTR CONDITIONI			003355							
	63434	11/10/21	COOLER RENTAL	1.00		CR1711-3-099		D -	RENTS	651.48484.0440
	63434	11/10/21	COOLER RENTAL	2.00		CR1711-3-111		D -	RENTS	651.48484.0440
	63434	11/10/21	R.O. SYSTEM RENTAL	39.00		ER1801-3-046		D -	RENTS	101.41408.0440
	63434	11/10/21	COOLER RENTAL	2.00		ER1801-3-046		D -	RENTS	101.41408.0440
	63434	11/10/21	DRINKING WATER	34.00		86032		D -	GENERAL SUPPLIES	651.48484.0229
	63434	11/10/21	DRINKING WATER	12.00		86220		D -	GENERAL SUPPLIES	651.48484.0229
	63434	11/10/21	DRINKING WATER	16.00		86342		D -	GENERAL SUPPLIES	651.48484.0229
	63434	11/10/21	DRINKING WATER	34.00		86523		D -	GENERAL SUPPLIES	651.48484.0229
	63434	11/10/21	DRINKING WATER	28.00		86853		D -	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	168.00		*CHECK TOTAL				
JRVBR INC\OUTDOOR NETWOR			003127							
	63435	11/10/21	SNOWTRACKS.COM AD	500.00		4809		D -	ADVERTISING	208.45006.0447
JV EXCAVATING INC			003678							
	63436	11/10/21	CLEAN & LEVEL DITCH	2,250.00		2416		D -	MTCE. OF OTHER I	101.43418.0336
	63436	11/10/21	CLEAN & LEVEL DITCH	3,300.00		2417		D -	MTCE. OF OTHER I	101.43418.0336
			VENDOR TOTAL	5,550.00		*CHECK TOTAL				
K-TECH SPECIALTY COATING			003570							
	63437	11/10/21	DE ICER	841.83		202110-K0125		D -	GENERAL SUPPLIES	101.43425.0229

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR			000376							
	63438	11/10/21	LANDFILL CHARGES-OCT	28.15		464324		D -	CLEANING AND WAS	101.43425.0338
KANDIYOHI CO H.R.A.			000341							
	63388	11/04/21	CDAP-17-0049-0-FY18	40,000.00		REQ 8 COMM		D -	OTHER SERVICES	212.46441.0339
	63388	11/04/21	CDAP-17-0049-0-FY18	1,439.00		REQ 8 O.OCC.		D -	OTHER SERVICES	212.46441.0339
				41,439.00	*CHECK	TOTAL				
			VENDOR TOTAL	41,439.00						
KANDIYOHI CO PUBLIC WORK			000381							
	63439	11/10/21	CULVERTS	987.15		102721		D -	MTCE. OF OTHER I	101.43418.0226
KANDIYOHI CO SHERIFF'S D			001507							
	63440	11/10/21	EMERG MGMT RADIO BATTERI	730.00		21-1028-01		D -	CIVIL DEFENSE	101.42428.0809
KENT/JOSEPHINE			003508							
	63441	11/10/21	GYMNASTICS COACHING	1,100.00		110421		D N 01	PROFESSIONAL SER	101.45432.0446
KIESLER POLICE SUPPLY IN			001993							
	63442	11/10/21	MINI FLASH BANGS	604.60		IN176030		D -	GENERAL SUPPLIES	101.42411.0229
KVEENE/CHRIS			003399							
	63443	11/10/21	CELL PHONE DEVICE REIMB.	100.00		5037-2215-7834		D -	GENERAL SUPPLIES	101.41409.0229
LAKES AREA REVIEW			002432							
	63389	11/04/21	MAYOR'S BIKE RIDE AD	112.00		2294		D -	OTHER CHARGES	208.45006.0449
	63389	11/04/21	MAYOR'S BIKE RIDE AD	112.00		2295		D -	OTHER CHARGES	208.45006.0449
				224.00	*CHECK	TOTAL				
			VENDOR TOTAL	224.00						
LEAGUE OF MN CITIES			000412							
	63444	11/10/21	SEMINAR REGISTRATIONS	90.00		354323		D -	TRAVEL-CONF.-SCH	101.42411.0333
	63444	11/10/21	SEMINAR REGISTRATIONS	190.00		354329		D -	TRAVEL-CONF.-SCH	101.42411.0333
	63444	11/10/21	SEMINAR REGISTRATIONS	180.00		354391		D -	TRAVEL-CONF.-SCH	101.42411.0333
				460.00	*CHECK	TOTAL				
			VENDOR TOTAL	460.00						
LINDAHL/JASON			001400							
	63445	11/10/21	MILEAGE 9/1-10/31/21	174.72		110121		D -	TRAVEL-CONF.-SCH	651.48484.0333
LOCAL GOV'T INFORMATION			003226							
	63446	11/10/21	MONTHLY SUBSCRIP.-NOV	2,213.00		51134		D -	SUBSCRIPTIONS AN	101.41409.0443
LOFFLER COMPANIES			002593							
	63447	11/10/21	CONTRACT USAGE-OCT	145.00		3865445		D -	MTCE. OF EQUIPME	101.41405.0334
M-R SIGN CO INC			000424							
	63448	11/10/21	TRAFFIC SIGNS	180.85		214407		D -	MTCE. OF OTHER I	101.43425.0226

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MACQUEEN EMERGENCY 003615	63449	11/10/21	HELMET FRONTS	107.34		P01151		D -	SUBSISTENCE OF P	101.42412.0227
MALLORY SAFETY AND SUPPL 003659	63450	11/10/21	FIREFIGHTER BADGES	504.00		5512103		D -	SUBSISTENCE OF P	101.42412.0227
MARCO TECHNOLOGIES LLC 001838	63451	11/10/21	COPIER LEASE-NOV	217.50		456088947		D -	RENTS	101.45432.0440
	63451	11/10/21	COPIER LEASE-NOV	180.00		456443431		D -	RENTS	651.48484.0440
			VENDOR TOTAL	397.50						
										*CHECK TOTAL
MENARDS 000449	63452	11/10/21	LUMBER/SHELVING MAT'L	143.47		25276		D -	MTCE. OF STRUCTU	101.45433.0225
	63452	11/10/21	ANCHOR/BRACKET	21.56		26197		D -	MTCE. OF STRUCTU	101.45435.0225
	63452	11/10/21	MOTH BALLS	8.94		26197		D -	GENERAL SUPPLIES	101.45435.0229
	63452	11/10/21	LAB SUPPL./STORAGE TOTE	29.31		26206		D -	GENERAL SUPPLIES	651.48484.0229
	63452	11/10/21	6" S HOOK	4.99		26207		D -	GENERAL SUPPLIES	651.48484.0229
	63452	11/10/21	WINDOW REPLACEMENT-PARTS	95.77		26636		D -	MTCE. OF STRUCTU	101.45433.0225
	63452	11/10/21	PLUMBING PARTS	79.00		26686		D -	MTCE. OF STRUCTU	101.41408.0225
	63452	11/10/21	IRRIGATION PARTS	10.94		26807		D -	MTCE. OF OTHER I	101.43425.0226
	63452	11/10/21	COUPLERS/SUPPLIES	51.70		26977		D -	GENERAL SUPPLIES	651.48484.0229
	63452	11/10/21	POOL MTCE-PARTS	435.28		27141		D -	MTCE. OF OTHER I	101.45437.0226
	63452	11/10/21	WINDOW BLINDS	21.97		27198		D -	MTCE. OF STRUCTU	101.43425.0225
	63452	11/10/21	ANTIFREEZE	8.52		27198		D -	GENERAL SUPPLIES	101.43425.0229
	63452	11/10/21	RETURNED WINDOW BLINDS	21.97CR		27319		D -	MTCE. OF STRUCTU	101.43425.0225
	63452	11/10/21	WINDOW BLINDS	29.97		27320		D -	MTCE. OF STRUCTU	101.43425.0225
	63452	11/10/21	SURGE PROTECTORS	30.83		27348		D -	SMALL TOOLS	101.41409.0221
			VENDOR TOTAL	950.28						
										*CHECK TOTAL
MINI BIFF LLC 001805	63453	11/10/21	TOILET RENTALS	58.91		A-128034		D -	RENTS	101.43425.0440
	63453	11/10/21	TOILET RENTALS	58.91		A-128035		D -	RENTS	101.43425.0440
	63453	11/10/21	TOILET RENTALS	36.47		A-128036		D -	RENTS	101.43425.0440
	63453	11/10/21	TOILET RENTALS	86.96		A-128109		D -	RENTS	101.43425.0440
	63453	11/10/21	TOILET RENTALS	86.96		A-128110		D -	RENTS	101.43425.0440
			VENDOR TOTAL	328.21						
										*CHECK TOTAL
MINN WEST TECHNOLOGY CAM 002565	63454	11/10/21	AUD. RENTAL-CNCL RETREAT	325.00		3015794		D -	RENTS	101.41401.0440
MN MUNICIPAL UTILITIES A 001257	63455	11/10/21	DRUG TESTING	37.50		58283		D -	SUBSISTENCE OF P	101.43425.0337
MN TRAPLINE PRODUCTS INC .02971	63456	11/10/21	ATLAS TRAPPING GAUNTLETS	23.85		562200A		D -	SUBSISTENCE OF P	101.43425.0227

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 000544	63457	11/10/21	LAB TESTING	26.00		1115620		D -	PROFESSIONAL SER	651.48484.0446
MVTV WIRELESS 003372	63458	11/10/21	AIRPORT INTERNET-NOV	162.95		11699-20211101		D -	COMMUNICATIONS	101.41409.0330
NAPA CENTRAL MN 000249	63459	11/10/21	GENERATOR OIL	20.74		868671		D -	MOTOR FUELS AND	101.41408.0222
	63459	11/10/21	GENERATOR OIL FILTER	9.73		868671		D -	MTCE. OF EQUIPME	101.41408.0224
	63459	11/10/21	GENERATOR NUTS/BOLTS	2.24		868684		D -	MTCE. OF EQUIPME	101.41408.0224
	63459	11/10/21	BATTERY CLEANER	5.75		868684		D -	GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	38.46						
				38.46					*CHECK TOTAL	
NCL OF WISCONSIN INC 001627	63460	11/10/21	LAB SUPPLIES	169.01		461856		D -	GENERAL SUPPLIES	651.48484.0229
	63460	11/10/21	LAB SUPPLIES	355.80		461956		D -	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	524.81						
				524.81					*CHECK TOTAL	
NELSON INTERNATIONAL 000568	63461	11/10/21	#186883-BRAKE CHAMBERS	181.05		X101089030:01		D -	INVENTORIES-MDSE	101.125000
	63461	11/10/21	#201663-BELT	34.86		X101089293:01		D -	INVENTORIES-MDSE	101.125000
	63461	11/10/21	#201663-BELT EXCHANGE	2.10		X101089311:01		D -	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	218.01						
				218.01					*CHECK TOTAL	
NELSON SANITATION & RENT 003502	63462	11/10/21	TELEVISED SEWERS	1,282.60		B-65990		D -	OTHER SERVICES	651.48485.0339
NORTHERN BUSINESS PRODUC 002322	63463	11/10/21	OFFICE SUPPLIES	20.54CR		C617856-0		D -	OFFICE SUPPLIES	101.45432.0220
	63463	11/10/21	2 STORAGE CABINETS	941.20		605864-1		D -	SMALL TOOLS	101.42412.0221
	63463	11/10/21	OFFICE SUPPLIES	20.00		620399-0		D -	OFFICE SUPPLIES	101.41410.0220
	63463	11/10/21	OFFICE SUPPLIES	63.99		620399-1		D -	OFFICE SUPPLIES	101.41410.0220
	63463	11/10/21	COPY PAPER	1,879.60		620402-0		D -	OFFICE SUPPLIES	101.41410.0220
	63463	11/10/21	OFFICE CHAIR REPAIR-LABR	25.00		620931-0		D -	MTCE. OF EQUIPME	101.41402.0334
	63463	11/10/21	OFFICE SUPPLIES	53.78		620974-0		D -	OFFICE SUPPLIES	101.45433.0220
	63463	11/10/21	OFFICE SUPPLIES	82.41		625513-0		D -	OFFICE SUPPLIES	651.48484.0220
	63463	11/10/21	OFFICE SUPPLIES	11.99		625604-0		D -	OFFICE SUPPLIES	651.48484.0220
	63463	11/10/21	OFFICE SUPPLIES	119.45		626239-0		D -	OFFICE SUPPLIES	101.41410.0220
			VENDOR TOTAL	3,176.88						
				3,176.88					*CHECK TOTAL	
NORTHERN STATES SUPPLY 000585	63464	11/10/21	MARKING PAINT	12.79		10-596580		D -	GENERAL SUPPLIES	101.43417.0229
	63464	11/10/21	SET SCREW FOR LOCK	0.49		10-596710		D -	MTCE. OF STRUCTU	101.45433.0225
	63464	11/10/21	RAIN GEAR	46.74		10-596796		D -	SUBSISTENCE OF P	651.48484.0227

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REGENTS OF THE UNIV. OF			002767											
	63476	11/10/21	TREE INSP WORKSHOP REG.	300.00		0230042057		D	-				TRAVEL-CONF.-SCH	101.43425.0333
ROHNER/HARLAN			.03127											
	63477	11/10/21	REF. ZONING/LAND USE FEE	350.00		091321		D	-				REFUNDS AND REIM	101.41428.0882
RUNNING'S SUPPLY INC			001418											
	63478	11/10/21	WOG-SAFETY BOOTS	169.99		5460865		D	-				SUBSISTENCE OF P	101.43425.0227
	63478	11/10/21	TINKLENBERG-SFTY BOOTS	175.00		5461596		D	-				SUBSISTENCE OF P	101.43425.0227
	63478	11/10/21	STRAW BALES	59.90		5463221		D	-				GENERAL SUPPLIES	101.45435.0229
	63478	11/10/21	CARLSON-SAFETY BOOTS	175.00		5465455		D	-				SUBSISTENCE OF P	101.43425.0227
	63478	11/10/21	SLEDGE HAMMER	16.99		5468859		D	-				SMALL TOOLS	101.43417.0221
	63478	11/10/21	GATE KEYS	8.94		5469600		D	-				GENERAL SUPPLIES	651.48484.0229
	63478	11/10/21	ANTIFREEZE	13.95		5474927		D	-				GENERAL SUPPLIES	101.43425.0229
	63478	11/10/21	DOG FOOD	61.99		5480569		D	-				SUBSISTENCE OF P	101.42411.0227
	63478	11/10/21	BATTERIES	19.16		5480819		D	-				GENERAL SUPPLIES	101.43425.0229
	63478	11/10/21	LEATHER HAMMER HOLDER	4.59		5482984		D	-				GENERAL SUPPLIES	101.43417.0229
			VENDOR TOTAL	705.51		*CHECK TOTAL								
SARLETTES MUSIC			.03128											
	63479	11/10/21	DRUM STICKS	44.05		167815		D	-				GENERAL SUPPLIES	101.45435.0229
SERVICE CENTER/CITY OF W			000685											
	63480	11/10/21	EQUIPMENT REPAIR-PARTS	220.92		STMT/11-21		D	-				MTCE. OF EQUIPME	101.42411.0224
	63480	11/10/21	EQUIPMENT REPAIR-PARTS	3,224.90		STMT/11-21		D	-				MTCE. OF EQUIPME	101.43425.0224
	63480	11/10/21	EQUIPMENT REPAIR-PARTS	146.85		STMT/11-21		D	-				MTCE. OF EQUIPME	101.45432.0224
	63480	11/10/21	EQUIPMENT REPAIR-PARTS	241.60		STMT/11-21		D	-				MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	3,834.27		*CHECK TOTAL								
SHERWIN WILLIAMS CO			000690											
	63481	11/10/21	FIELD MARKING PAINT	450.84		9099-6		D	-				GENERAL SUPPLIES	101.43425.0229
SIETSEMA/SARA			003218											
	63482	11/10/21	MILEAGE-WTR ALLIANCE MTG	61.60		102821		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	63482	11/10/21	MESERB FALL CONFERENCE	264.89		110521		D	-				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	326.49		*CHECK TOTAL								
STERLING WATER-MINNESOTA			000188											
	63483	11/10/21	SOFTENER RENTAL-NOV	19.45		315X02824406		D	-				RENTS	101.41408.0440
STOEN'S HYDROSTATIC SERV			002739											
	63484	11/10/21	REBUILD 2 HYD. CYLINDE	1,000.50		71928		D	-				INVENTORIES-MDSE	101.125000
SUN LIFE FINANCIAL			003460											
	63485	11/10/21	LIFE/LTD/VISION-NOV	15.30		M365		D	-				COBRA INS PREMIU	101.120001
	63485	11/10/21	LIFE/LTD/VISION-NOV	76.93		M365		D	-				EMPLOYER INSUR.	101.41400.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	127.96		M365		D	-				EMPLOYER INSUR.	101.41402.0114

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SUN LIFE FINANCIAL 003460										
	63485	11/10/21	LIFE/LTD/VISION-NOV	47.22		M365		D -	EMPLOYER INSUR.	101.41403.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	116.70		M365		D -	EMPLOYER INSUR.	101.41405.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	23.49		M365		D -	EMPLOYER INSUR.	101.41408.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	75.86		M365		D -	EMPLOYER INSUR.	101.41409.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	33.58		M365		D -	EMPLOYER INSUR.	101.41420.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	5.59		M365		D -	EMPLOYER INSUR.	101.41424.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	107.87		M365		D -	INS. PASS THROUG	101.41428.0819
	63485	11/10/21	LIFE/LTD/VISION-NOV	1,130.37		M365		D -	EMPLOYER INSUR.	101.42411.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	111.20		M365		D -	EMPLOYER INSUR.	101.42412.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	58.46		M365		D -	EMPLOYER INSUR.	101.43417.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	563.23		M365		D -	EMPLOYER INSUR.	101.43425.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	25.15		M365		D -	EMPLOYER INSUR.	101.45001.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	97.49		M365		D -	EMPLOYER INSUR.	101.45432.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	48.84		M365		D -	EMPLOYER INSUR.	101.45433.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	37.77		M365		D -	EMPLOYER INSUR.	101.45435.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	11.88		M365		D -	EMPLOYER INSUR.	101.45437.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	251.29		M365		D -	EMPLOYER INSUR.	651.48484.0114
	63485	11/10/21	LIFE/LTD/VISION-NOV	22.78		M365		D -	EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	2,988.96		*CHECK TOTAL				
				2,988.96						
SURPLUS WAREHOUSE INC 000728										
	63486	11/10/21	#209256-JACK	39.99		4066		D -	INVENTORIES-MDSE	101.125000
TERWISSCHA CONSTRUCTION 000032										
	63487	11/10/21	R.I. PROJECTS-PHASE	236,454.90		EST. 5		D -	MTCE. OF OTHER I	420.45503.0336
TORKELSON'S LOCK SERVICE 002583										
	63488	11/10/21	FILE CABINET LOCK REPAIR	70.00		8203201		D -	MTCE. OF EQUIPME	101.41408.0334
TOWMASTER 002674										
	63489	11/10/21	2021 TRUCK CHASSIS	99,977.00		443181		D -	MACHINERY AND AU	450.43425.0553
	63489	11/10/21	2021 TRUCK CHASSIS	99,977.00		443356		D -	MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	199,954.00		*CHECK TOTAL				
				199,954.00						
WELLS FARGO ADVISORS 003598										
	402	10/28/21	FHLB-3130APJCO	1,000,000.00		102821		M -	INVESTMENTS	101.109000
	402	10/28/21	FHLB-3130APJCO	1,000,000.00		102821		M -	INVESTMENTS	421.109000
			VENDOR TOTAL	2,000,000.00		*CHECK TOTAL				
				2,000,000.00						
WILLMAR AUTO VALUE 002689										
	63490	11/10/21	OIL FILTERS	9.52		22411523		D -	MTCE. OF EQUIPME	651.48484.0224
	63490	11/10/21	ALTERNATOR	267.77		22412002		D -	MTCE. OF EQUIPME	651.48484.0224
	63490	11/10/21	CORE RETURN	77.78CR		22412162		D -	MTCE. OF EQUIPME	651.48485.0224
	63490	11/10/21	#183430-BRAKE PARTS	132.99		22412886		D -	INVENTORIES-MDSE	101.125000

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE			002689											
	63490	11/10/21	#183430-BRAKE PARTS	147.99		22413040		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	BATTERY	157.88		22413545		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	FILTER FOR L.S. TRUCK	11.20		22413620		D	-				MTCE. OF EQUIPME	651.48485.0224
	63490	11/10/21	#171950-ANTIFREEZE	45.98		22413641		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#992939-TAIL GATE HANDLE	28.99		22413991		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#151934-HOSE	594.00		22414222		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#151934-HYD. FITTINGS	167.56		22414222		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#151934-HYD. FITTINGS	182.36		22414454		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#183430-COIL/SPARK PLUG	122.88		22414498		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	PWR STEERING HOSE/PUMP	106.86		22414626		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#130012-EXHAUST PARTS	88.97		22414928		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	#151934-HYD. FITTINGS	167.56CR		22414995		D	-				INVENTORIES-MDSE	101.125000
	63490	11/10/21	PWR STEERING PUMP	33.33CR		22414995		D	-				INVENTORIES-MDSE	101.125000
				1,786.28										
			VENDOR TOTAL	1,786.28										
													*CHECK TOTAL	
WILLMAR CHAMBER OF COMME			000812											
	63491	11/10/21	PHONE LINE SETUP FEE	11.81		CC STMT/9-21		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	OFFICE 365 SUBSCRIP.	7.54		CC STMT/9-21		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	PHONE SERVICE-SEP	99.98		CC STMT/9-21		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	PHONE SERV-CVB MAIN LINE	14.00		CC STMT/9-21		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	MACVB ANNUAL MTG	150.00		CC STMT/9-21		D	-				TRAVEL-CONF.-SCH	208.45005.0333
	63491	11/10/21	LEISURE COMMITTEE MTG	104.09		CC STMT/9-21		D	-				TRAVEL-CONF.-SCH	208.45005.0333
	63491	11/10/21	MACVB ANNUAL MTG-MEALS	22.82		CC STMT/9-21		D	-				TRAVEL-CONF.-SCH	208.45005.0333
	63491	11/10/21	MACVB ANNUAL MTG-LODGING	154.61		CC STMT/9-21		D	-				TRAVEL-CONF.-SCH	208.45005.0333
	63491	11/10/21	MAYOR'S BK RIDE PICNIC	183.25		CC STMT/9-21		D	-				OTHER CHARGES	208.45006.0449
	63491	11/10/21	COFFEE-GLACIAL RIDGE MTG	28.00		CC STMT/9-21		D	-				OTHER CHARGES	208.45010.0449
	63491	11/10/21	CELEBRATE THE LT MTG	3.97		CC STMT/9-21		D	-				OTHER CHARGES	208.45010.0449
	63491	11/10/21	GOOGLE ADVERTISING	246.42		CC STMT/9-21		D	-				OTHER CHARGES	208.45010.0449
	63491	11/10/21	NAT'L COFFEE DAY PROMO	50.00		CC STMT/9-21		D	-				OTHER CHARGES	208.45010.0449
	63491	11/10/21	FACEBOOK ADVERTISING	174.52		CC STMT/9-21		D	-				OTHER CHARGES	208.45010.0449
	63491	11/10/21	DIRECTOR SALARY	6,184.36		53016		D	-				SALARIES-REG. EM	208.45005.0110
	63491	11/10/21	ASSISTANT SALARY	1,487.64		53016		D	-				SALARIES-REG. EM	208.45005.0110
	63491	11/10/21	FICA & INSURANCE	2,050.58		53016		D	-				EMPLOYER PENSION	208.45005.0113
	63491	11/10/21	IRA CONTRIBUTION	215.07		53016		D	-				EMPLOYER PENSION	208.45005.0113
	63491	11/10/21	STATE UNEMPLOYMENT TAX	4.89		53016		D	-				EMPLOYER PENSION	208.45005.0113
	63491	11/10/21	MN WORKFORCE FEE	4.89		53016		D	-				EMPLOYER PENSION	208.45005.0113
	63491	11/10/21	PHOTO COPIES-OCT	12.12		53016		D	-				OFFICE SUPPLIES	208.45005.0220
	63491	11/10/21	PAYROLL/FLEX FEES	135.66		53016		D	-				OTHER SERVICES	208.45005.0339
	63491	11/10/21	OFFICE RENT-NOV	689.06		53016		D	-				RENTS	208.45005.0440
	63491	11/10/21	MAIL PICKUP-OCT	25.00		53018		D	-				POSTAGE	208.45005.0223
	63491	11/10/21	INTERNET 09/18-10/17	34.99		53018		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	RECYCLING-OCT	5.30		53018		D	-				CLEANING AND WAS	208.45005.0338
	63491	11/10/21	MANAGED IT 09/12-10/11	66.66		53018		D	-				PROFESSIONAL SER	208.45005.0446
	63491	11/10/21	INST. PHONE POE SWITCH	240.68		53019		D	-				COMMUNICATIONS	208.45005.0330
	63491	11/10/21	VALIANT-PUB. POLICY MTG	13.00		53035		D	-				TRAVEL-CONF.-SCH	101.41400.0333
	63491	11/10/21	CALVIN-PUB. POLICY MTG	13.00		53035		D	-				TRAVEL-CONF.-SCH	101.41401.0333
	63491	11/10/21	WALKER-PUB. POLICY MTG	13.00		53035		D	-				TRAVEL-CONF.-SCH	101.41402.0333
				12,446.91									*CHECK TOTAL	

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
			VENDOR TOTAL	12,446.91										
WILLMAR CRANE SERVICE			000899											
63492	11/10/21	CRANE SERVICES		400.00		5779		D	-				MTCE. OF EQUIPME	651.48484.0334
WILLMAR ELECTRIC SERVICE			000816											
63493	11/10/21	SWANSSON FIELD LIGHTIN		9,150.00		46447		D	-				OTHER IMPROVEMEN	450.45432.0554
WINDSTREAM			002100											
63494	11/10/21	PHONE SERV-OCT		228.25		STMT/10-21		D	-				COMMUNICATIONS	101.41409.0330
63494	11/10/21	PHONE SERV-OCT		155.12		STMT/10-21		D	-				COMMUNICATIONS	230.43430.0330
63494	11/10/21	PHONE SERV-OCT		86.49		STMT/10-21		D	-				COMMUNICATIONS	651.48484.0330
				469.86										
			VENDOR TOTAL	469.86										
WITTE SOD FARMS INC			.02933											
63495	11/10/21	SOD FOR BAKER FIELD		286.00		2600		D	-				MTCE. OF OTHER I	101.43425.0226
WM CORPORATE SERVICES IN			003587											
63496	11/10/21	GARBAGE SERVICE OCT-NOV		129.48		STMT/11-21		D	-				CLEANING AND WAS	101.41408.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		105.40		STMT/11-21		D	-				CLEANING AND WAS	101.42412.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		502.62		STMT/11-21		D	-				CLEANING AND WAS	101.43425.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		183.20		STMT/11-21		D	-				CLEANING AND WAS	101.43425.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		129.48		STMT/11-21		D	-				CLEANING AND WAS	101.45427.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		309.00		STMT/11-21		D	-				CLEANING AND WAS	101.45433.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		99.34		STMT/11-21		D	-				CLEANING AND WAS	101.45435.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		10.00		STMT/11-21		D	-				CLEANING AND WAS	101.45435.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		48.68		STMT/11-21		D	-				CLEANING AND WAS	651.48484.0338
63496	11/10/21	GARBAGE SERVICE OCT-NOV		419.42		STMT/11-21		D	-				CLEANING AND WAS	651.48484.0338
				1,936.62										
			VENDOR TOTAL	1,936.62										
ZWAGERMAN/JACEN			003402											
63497	11/10/21	PLAN REVIEW SEMINAR REG.		110.00		110421		D	-				TRAVEL-CONF.-SCH	101.41402.0333
5 STAR WALT'S LLC			000790											
63498	11/10/21	9.937 GALLONS UNLEADED		39.24		WILCIT/10-21		D	-				MOTOR FUELS AND	651.48485.0222

ACS FINANCIAL SYSTEM
11/10/2021 08:21:29

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.15 PAGE 15

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				2,791,433.08										

RECORDS PRINTED - 000350

ACS FINANCIAL SYSTEM
11/10/2021 08:21:30

Vendor Payment History Report

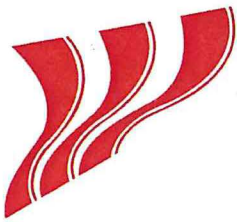
CITY OF WILLMAR
GL060S-V08.15 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	1,227,235.73
208	CONVENTION & VISITORS BUREAU	19,725.12
212	COMMUNITY DEVELOPMENT	41,439.00
230	WILLMAR MUNICIPAL AIRPORT	417.16
235	WILLMAR MAIN STREET	25.66
400	S.A.B.F. - 2020	21,104.45
405	C.P. - EPITOPIX	2,735.00
420	LOCAL OPT SALES TAX PROJECTS	253,130.50
421	S.A.B.F. - #2021B	1,000,000.00
450	CAPITAL IMPROVEMENT FUND	209,104.00
651	WASTE TREATMENT	16,516.46
TOTAL ALL FUNDS		2,791,433.08

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,791,433.08
TOTAL ALL BANKS		2,791,433.08



City Council Action Request

Council Meeting Date:	11/15/2021	Agenda Item Number:	5.E.
Agenda Section:	Consent	Originating Department:	Finance
Resolution	No	Prepared by:	Finance Director
Ordinance	No	Reviewed By:	N/A
No. of Attachments	5	Presented By:	Consent Agenda
Item:	Miscellaneous Finance Reports		

RECOMMENDED ACTION: For Information Only

COMMITTEE/BOARD/COMMISSION RECOMMENDATION: None

OVERVIEW:

- 1) **Local Option Sales Tax Revenues Received** - Total revenues received from the State of Minnesota from inception of the Program through October 11, 2021, is \$4,157,373.58 (see attached). Also attached is the chart reflecting monthly receipts through June, 2021, as well as the to-date monthly average of \$188,971.53.
 - A. \$229,231.42 is a 5% decrease from the \$240,899.62 amount for the same month last year.

- 2) **A. 09/30/2021 Report on Capital Improvements, General Fund, Waste Treatment Fund** - See attached report on the status of Capital Expenditures through September 30, 2021, as well as Operating Revenues and Expenditures in the General Fund and the Waste Treatment Plant Fund.
 - B. Council Questions on Capital Purchases not budgeted –**
 1. Boiler replacement approved at January 20, 2021, Public Works Committee. Due to value recorded in Capital, not operating budget.
 2. Pressure Washer approved by City Administrator per Purchasing Policy on January 20, 2021.
 3. Trailer for Skid Loader covered by amount budgeted under Vehicles, shown separately due to coding classification.
 - C. Notable Differences between actuals and budget to date –**
 1. Licenses and Permits Revenue is up due to the level of building permits issued to date.
 2. Special Assessments received in the General Fund for collection of mowing charges via Property Tax Settlement is higher than amount budgeted due to variables in timing of payments from property owners.
 2. Overall revenues are lower than the 75% due to the timing of receipt of the Property Tax Settlement and Local Government Aid.
 3. Assessing Expenditure total is the annual payment made to the County.
 4. Legal Expenditures reflect the amount of activity to date.
 5. Non-Departmental/Culture-Recreation expenditures are higher than budgeted due to payment for Going Green Ads of \$6,500.00

- 3) **09/30/2021 Reports on Investments and Interest** – See attached reports.

4) **10/31/2021 Convention & Visitors Bureau (CVB) Financial Reports** – See attached reports.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

BUDGETARY/FISCAL ISSUES:

ATTACHMENTS:

List of LOST Taxes Received through 10/11/21

Chart of LOST Taxes Received for completed months through July, 2021

09/30/2021 Report - Capital Expenditures and General Fund & WTP Revenues/Expenditures

09/30/2021 Reports – Investments and Interest

10/31/2021 Reports – Convention & Visitors Bureau Financial Reports

**Local Option Sales/Use Taxes and Excise Taxes
Allocation By Month and Year From Inception To Date
Actuals Received As Of 10/11/2021**

	<u>Month</u>	<u>Sales Tax</u>	<u>Ave To Date</u>
2019	Oct	163,786.55	163,786.55
	Nov	179,479.60	171,633.08
	Dec	196,014.28	179,760.14
2020	Jan	152,605.42	172,971.46
	Feb	153,622.88	169,101.75
	Mar	163,546.71	168,175.91
	Apr	161,521.49	167,225.28
	May	188,759.98	169,917.11
	Jun	164,111.85	169,272.08
	Jul	240,899.62	176,434.84
	Aug	187,216.07	177,414.95
	Sep	196,222.50	178,982.25
	Oct	183,092.40	179,298.41
	Nov	188,870.57	179,982.14
	Dec	214,265.84	182,267.72
2021	Jan	179,075.85	182,068.23
	Feb	164,872.15	181,056.69
	Mar	223,724.41	183,427.12
	Apr	199,850.45	184,291.51
	May	207,435.12	185,448.69
	Jun	219,168.42	187,054.39
	Jul	229,231.42	188,971.53
	Aug	167,000.00	
Total Rcvd		\$ 4,157,373.58	\$3,898,541.80

Actual total above includes \$7,340 in excise taxes received directly for Oct/Nov/Dec 2019
Includes \$245.94 in residual revenues occurring after the
previous Willmar Tax ended and before the new one started.

City of Willmar

Financial Report
As of September 30, 2021

Capital Improvement Expenditures As Of September 30, 2021

<u>GENERAL FUND - VEHICLE REPLACEMENT</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
COMMUNITY DEVELOPMENT			
SUV	\$ 30,000	\$ 29,206.36	\$ 793.64
POLICE DEPARTMENT			
Squad Car Replacement (4)	220,000	192,626.87	27,373.13
FIRE DEPARTMENT			
Pickup	55,000	51,058.64	3,941.36
PUBLIC WORKS			
Dump Truck	220,000	169,530.96	50,469.04
Loader	220,000	-	220,000.00
Skid Loader	95,000	63,149.99	31,850.01
MTI Trackless	120,000	116,470.06	3,529.94
CIVIC CENTER			
Mower	18,000	-	18,000.00
Toro Skid Sprayer	55,000	-	55,000.00
	<u>\$ 1,033,000</u>	<u>\$ 622,042.88</u>	<u>\$ 410,957.12</u>
<u>WASTE TREATMENT - VEHICLE REPLACEMENT</u>			
WASTE TREATMENT			
Mower	\$ 30,000	\$ 22,714.68	\$ 7,285.32
1 Ton L.S. Truck	110,000	-	110,000.00
Flusher Truck	255,000	-	255,000.00
RTV Utility Cart	12,000	-	12,000.00
	<u>\$ 407,000</u>	<u>\$ 22,714.68</u>	<u>\$ 384,285.32</u>
TOTAL CURRENT VEHICLE REPLACEMENT	\$ 1,440,000	\$ 644,757.56	\$ 795,242.44
<u>THE FOLLOWING SHOWS VEHICLE CAPITAL PURCHASES MADE FROM USING PRIOR YEAR'S CIP</u>			
PUBLIC WORKS			
International Truck	\$ 220,000	\$ 199,576.48	\$ 20,423.52
WASTE TREATMENT			
Dodge Ram Truck	78,000	-	78,000.00
TOTAL PRIOR YEAR'S VEHICLE REPLACEMENT	\$ 298,000	\$ 199,576.48	\$ 98,423.52

Capital Improvement Expenditures As Of September 30, 2021

<u>GENERAL CAPITAL</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
INFORMATION TECHNOLOGY			
PD Video Server	\$ 20,000	\$ -	\$ 20,000.00
POLICE DEPARTMENT			
Radar Stalker Trailer	20,000	-	20,000.00
PUBLIC WORKS			
Rebuild Rau Park Fishing Pier	15,000	-	15,000.00
Trailer for Skid Loader	-	12,835.00	(12,835.00)
AIRPORT			
100 X 100 Public Hangar & Apron Exp.	137,370	-	137,370.00
WRAC 8			
Tightrope Cablecast VOD Server	8,500	7,690.00	810.00
PARK & RECREATION			
Playground Equipment	160,000	-	160,000.00
Trishaw Bike	12,000	11,773.18	226.82
AQUATIC CENTER			
Extra Patio Space - Cement Work	25,000	-	25,000.00
TOTAL CURRENT GENERAL CAPITAL IMPROVEMENTS	\$ 397,870	\$ 32,298.18	\$ 365,571.82
 <u>WASTE WATER FUNDED CAPITAL IMPROVEMENTS</u>			
WASTE TREATMENT			
Replaced Boilers	\$ -	\$ 36,576.00	\$ (36,576.00)
Eagle Lake L.S. 3 - New Pumps	17,500	16,876.03	623.97
Hwy 12 Lift Station Elimination Constr.	700,000	-	700,000.00
TOTAL CURRENT WASTE TREATMENT IMPROVEMENTS	\$ 717,500	\$ 53,452.03	\$ 664,047.97

Capital Improvement Expenditures As Of September 30, 2021

THE FOLLOWING SHOWS GENERAL FUND CAPITAL PURCHASES MADE FROM USING PRIOR YEAR'S CIP

CAPITAL ALLOCATIONS	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
CITY HALL			
Short Term Improvements	\$ 90,000	\$ -	\$ 90,000.00
District Heat Shutdown Remodel	35,000	33,343.18	1,656.82
FIRE DEPARTMENT			
Garage Floor Refinish	38,000	27,750.00	10,250.00
PUBLIC WORKS			
Heaters for Shop	50,000	22,435.00	27,565.00
AIRPORT			
Runway & Taxilane Rehab/Const.	1,008,255	982,788.87	25,466.13
AUDITORIUM			
ADA Requirements-Elevator/Restroom (\$250,000 Required by Grant)	500,000	61,831.50	438,168.50
Ext. Door Replacement/ADA Door Req.	15,000	-	15,000.00
Auditorium Improvements	485,000	-	485,000.00
PARK & RECREATION			
Robbins Island	1,102,347	1,075,956.67	26,390.33
Swansson Field - Orange/Elise	315,000	-	315,000.00
Park Equipment	150,000	145,000.00	5,000.00
CIVIC CENTER			
BLA Sound System	20,000	-	20,000.00
AQUATIC CENTER			
Tuck Pointing	30,000	20,361.00	9,639.00
TOTAL PRIOR YEAR'S GENERAL IMPROVEMENTS	\$ 3,838,602	\$ 2,369,466.22	\$ 1,469,135.78
WASTE TREATMENT			
Pressure Washer	\$ -	\$ 7,726.28	\$ (7,726.28)
Hwy 12 Basin Sump Pump Inspections	20,000	-	20,000.00
Eagle Lake System Improvements	200,000	81,454.15	118,545.85
TOTAL PRIOR YEAR'S WASTE TREATMENT IMPROV.	\$ 220,000	\$ 89,180.43	\$ 130,819.57

General Fund Revenue As Of September 30, 2021

	<u>2020 Actual Year-To-Date</u>	<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 6,017,870.50	\$ 6,430,290.00	\$ 3,462,986.23	53.85%
Licenses and Permits	406,188.97	505,710.00	413,570.28	81.78%
Intergovernmental	5,841,628.18 *	5,893,793.00	3,013,522.10	51.13%
Service Charges	613,398.74	752,510.00	588,207.08	78.17%
Fines and Forfeits	101,140.49	156,000.00	92,754.87	59.46%
Special Assessments	1,838.86	1,100.00	1,288.98 *	117.18%
Miscellaneous Revenue	981,482.29	1,150,450.00	501,000.07	43.55%
Other Financing Sources	2,457,342.00	2,764,079.00	1,607,045.06	58.14%
Total Revenues	\$ 16,420,890.03	\$ 17,653,932.00	\$ 9,680,374.67	54.83%

General Fund Expenditures -General Government- As Of September 30, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>		<u>2021 Annual Budget</u>		<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
City Administrator	\$ 341,148.08	*	\$ 539,834.00		\$ 258,848.59	47.95%
Mayor and Council	146,295.75		162,700.00		126,840.49	77.96%
Planning/Development Services	633,161.59	*	780,740.00		512,199.33	65.60%
City Clerk	220,217.02		228,339.00		163,578.99	71.64%
Assessing	115,701.00		122,522.00		121,603.00	99.25%
Finance Department	482,410.25		619,470.00		358,784.24	57.92%
Legal	316,677.49	*	250,000.00		276,331.15	* 110.53%
City Hall	137,023.39		171,410.00		118,925.31	69.38%
Information Technology	592,568.79		609,742.00		475,315.75	77.95%
Office Services	29,133.66		31,600.00		15,027.05	47.55%
Human Resources	150,667.97		178,609.00		126,382.53	70.76%
Elections	134,945.65		28,465.00		19,139.15	67.24%
Non-Departmental/Gen.Gov't.	424,064.39		1,190,988.00		598,693.95	50.27%
Sub-Total General Gov't.	3,724,015.03		4,914,419.00		3,171,669.53	64.54%

General Fund Expenditures (Con't)

–Public Safety and Streets/Highways–

As Of September 30, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>		<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
Police Department	5,116,088.71	*	5,196,316.00	3,913,832.15	75.32%
Fire Protection	784,931.20		881,465.00	651,899.48	73.96%
Non-Departmental/Pub.Safety	9,201.25		19,500.00	13,281.89	68.11%
Sub-Total Public Safety	5,910,221.16		6,097,281.00	4,579,013.52	67.13%
Transit System	20,500.00		17,500.00	-	0.00%
Engineering	723,749.90	*	716,217.00	445,695.45	62.23%
Storm Water	51,284.41		75,750.00	7,378.51	9.74%
Public Works	2,857,546.84		3,017,468.00	2,431,706.64	80.59%
Non-Departmental/Pub.Works	-		1,000.00	-	0.00%
Sub-Total Streets/Highways	3,653,081.15		3,827,935.00	2,884,780.60	75.36%

General Fund Expenditures (Con't)

-Culture/Recreation and Transfers-

As Of September 30, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>	<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
WRAC	111,730.84	130,704.00	91,473.85	69.99%
Library	494,201.13	549,332.00	385,890.00	70.25%
Auditorium	41,352.81	123,001.00	30,503.87	24.80%
Non-Departmental/Culture-Recr.	42,607.00	93,643.00	95,142.60	* 101.60%
Parks & Recreation	529,543.01	556,648.00	459,709.26	82.59%
Civic Center	557,196.81	657,862.00	430,074.62	65.37%
Community Center	169,488.19	189,726.00	137,602.43	72.53%
Aquatic Center	112,597.26	249,499.00	217,758.09	87.28%
Sub-Total Culture/Recreation	2,058,717.05	2,550,415.00	1,848,154.72	72.46%
Transfers	2,492,032.00	1,290,914.00	-	0.00%
Total Expenditures	\$ 17,838,066.39	\$ 18,680,964.00	\$ 12,483,618.37	66.83%

* Indicates Over Budget

Waste Treatment Plant Revenues and Expenditures As Of September 30, 2021

	<u>2020 Actual Year-To-Date</u>		<u>2021 Annual Budget</u>		<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
<u>Revenues</u>						
Intergovernmental	\$ 99,405.23	*	\$ 75,000.00		\$ 36,202.04	48.27%
Service Charges	10,060,753.98		10,031,416.00		5,882,340.80	58.64%
Miscellaneous Revenue	199,644.79		108,000.00		41,956.66	38.85%
Total Revenues	\$ 10,359,804.00		\$ 10,214,416.00		\$ 5,960,499.50	58.35%
<u>Expenditures</u>						
Waste Treatment - Treatment	\$ 5,094,741.81		\$ 11,069,346.00		\$ 7,048,249.58	63.67%
Waste Treatment - Collections	250,076.48		591,427.00		329,398.59	55.70%
Waste Treatment - Biosolids	177,827.77	*	370,325.00		73,364.98	19.81%
Waste Treatment - Eagle Lake	43,086.50	*	62,650.00		35,624.23	56.86%
Total Expenditures	\$ 5,565,732.56		\$ 12,093,748.00		\$ 7,486,637.38	61.91%

* Indicates Over Budget

Investment and Cash Balances As Of September 30, 2021

	As of 12/31/2020		As of 09/30/2021	
	Percentage of Booked Market Value	Booked Market Value	Percentage of Booked Market Value	Booked Market Value
4M	28.7020%	\$ 15,014,706.40	28.8607%	\$ 15,016,698.20
Bremer Bank	17.5171%	\$ 9,163,601.08	4.1596%	\$ 2,164,294.04
Bremer Wealth Mgmt	12.4121%	\$ 6,493,077.55	10.7747%	\$ 5,606,224.78
Multi-Bank Securities	0.9513%	\$ 497,668.50	1.9099%	\$ 993,768.00
UBS Financial Services	5.7377%	\$ 3,001,542.96	5.7691%	\$ 3,001,768.29
Wells Fargo Advisors	34.6797%	\$ 18,141,804.35	48.5260%	\$ 25,248,843.10
Total Investments	100.0000%	\$ 52,312,400.84	100.0000%	\$ 52,031,596.41
Heritage Bank	Cash	\$ 5,794,800.00	Cash	\$ 253,051.48
Bremer Wealth Mgmt	Cash	\$ 1,046,795.81	Cash	\$ 436,071.97
Total Investments & Cash		\$ 59,153,996.65		\$ 52,720,719.86

Questions?

Investment/Cash Balances As Of September 30, 2021

(*10/14/2021)

	<u>Investment Balance</u>	<u>Bremer Wealth Cash Balance</u>	<u>Heritage Bank Cash Balance</u>	<u>Totals</u>	<u>Totals By Fund Type</u>
101 General	\$ 6,108,196.09	\$ 404,626.59	\$ 1,814,892.99	\$ 8,327,715.67	\$ 8,337,794.60
101 General - Employees FSA	-	-	10,078.93	10,078.93	
201 Park Dedication Fund	-	-	10,371.24	10,371.24	*
205 Industrial Development	1,525,705.72	1,110.26	16,957.39	1,543,773.37	*
208 Conv. & Visitor's	286,434.32	333.40	42,578.15	329,345.87	*
219 Coronavirus Relief Fund	-	-	1,093,891.32	1,093,891.32	*
220 Local Option Sales Tax Special Rev	2,863,785.23	1,712.07	659,090.91	3,524,588.21	*
230 Willmar Municipal Airport	234,502.41	266.83	102,414.00	337,183.24	*
235 Willmar Main Street	-	-	42,141.52	42,141.52	*
236 Bike Share Program	-	-	7,626.38	7,626.38	*
295 Community Investment	12,098,383.79	8,046.27	535,282.87	12,641,712.93	12,641,712.93
296 Public Works Reserve	-	167.34	39,629.69	39,797.03	* 6,928,718.18
300 D.S. - 2020 Bond	246,994.34	294.23	42,938.48	290,227.05	
309 D.S. - 2009 Bond	-	-	5,898.48	5,898.48	
311 D.S. - 2011 Bond	517,831.93	644.60	820.37	519,296.90	
312 D.S. - 2012 Bond	301,383.89	377.10	2,930.37	304,691.36	
313 D.S. - 2013 Bond	1,085,177.17	1,323.00	13,883.50	1,100,383.67	
314 D.S. - 2014 Bond	406,624.94	268.57	31,687.95	438,581.46	
315 D.S. - 2015 Bond	396,196.81	507.95	6,864.99	403,569.75	
316 D.S. - 2016 Bond	652,332.73	815.26	29,105.62	682,253.61	
318 D.S. - 2018 Bond	-	292.38	(154,118.34)	(153,825.96)	
319 D.S. - 2019 Bond	396,319.78	564.67	16,891.12	413,775.57	
320 D.S. - Local Option Sales Tax	4,080,604.84	2,372.58	3,157.01	4,086,134.43	
321 D.S. - 2021 Bond	-	-	52,918.64	52,918.64	
330 D.S. - 2004C Airport Bond	-	-	-	-	
338 D.S. - R22 Refrigeration 2018A	-	-	(41,104.91)	(41,104.91)	8,608,306.19
350 Hospital Debt Service	-	-	834.97	834.97	834.97
369 Tax Increment Projects	-	-	97,563.11	97,563.11	199,706.70
373 Tax Increment Project - JH LLC	-	-	-	-	
374 Tax Increment Project - GM Develop.	-	-	54,037.44	54,037.44	
375 Tax Increment Project - Legacy on 1st	-	-	9,177.90	9,177.90	
376 Tax Increment Project - 15th Str Flats	-	-	18,928.25	18,928.25	
377 Tax Increment Project - Suite Livn' Hsg	-	-	10,000.00	10,000.00	
378 Tax Increment Project - Block 25 Hsg	-	-	10,000.00	10,000.00	
397 D.S. - 2017 Bond	515,047.71	639.88	(10,181.45)	505,506.14	
400 S.A.B.F. - 2020	-	582.98	(560,584.12)	(560,101.14)	
405 C.P. - Epitopix	-	-	46,260.00	46,260.00	
417 C.P. - Surface Water	-	-	-	-	
418 S.A.B.F. - 2018	-	-	(24,475.29)	(24,475.29)	
419 S.A.B.F. - 2019	1,657,798.32	969.88	(33,622.76)	1,625,145.44	
420 Local Option Sales Tax Capital Projects	-	-	(3,062,069.09)	(3,062,069.09)	
421 S.A.B.F. - 2021B	-	-	(29,061.68)	(29,061.68)	
430 C.P. Airport Development	-	-	107,617.89	107,617.89	
432 C.P. - Waste Treatment	-	-	483,807.47	483,807.47	E
438 C.P. - R22 Refrigeration 2018A	-	-	158,546.83	158,546.83	
450 C.P. - Capital Improvement Fund	1,209,426.68	28.08	(33,312.56)	1,176,142.20	(510,046.53)
454 Destination Playground	-	-	-	-	
456 Curling Facility	-	-	51,948.31	51,948.31	
651 W.T.P.	17,416,635.82	10,091.19	(1,525,748.44)	15,900,978.57	E 16,384,116.62
651 W.T.P. - Employees FSA	-	-	(669.42)	(669.42)	E
800 Law Enforcement Forfeiture	-	-	33,356.55	33,356.55	
801 Law Enforcement Human Trafficking	-	-	2,090.00	2,090.00	
802 Law Enforcement Explorer Fund	-	-	15,326.55	15,326.55	
803 Law Enforcement CERT Fund	-	-	12,086.14	12,086.14	
804 Fire Dept Explorer Fund	-	-	8,292.94	8,292.94	
811 Trust & Agency	32,213.89	36.86	1,019.68	33,270.43	129,576.20
812 Fire Insurance Escrow Trust	-	-	34,550.00	34,550.00	
816 Bioscience Grant	-	-	-	-	
899 Donation Fund	-	-	(9,396.41)	(9,396.41)	
Total	\$ 52,031,596.41	\$ 436,071.97	\$ 253,051.48	\$ 52,720,719.86	\$ 52,720,719.86



WILLMAR

FINANCE

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4984
Fax 320-235-4917
www.willmarmn.gov

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDED SEPTEMBER 30, 2021

BALANCE AT PRIOR QUARTER END JUNE 30, 2021 \$ 52,588,277.26

SUMMARY OF JULY THROUGH SEPTEMBER, 2021, TRANSACTIONS:

(07/01/21) MATURED: Bremer Wealth Management, TB-341271AC8, 07/01/2021, 2.638%	(495,000.00)
(07/12/21) PURCHASED: Wells Fargo Advisors, FHLB-3130AN4J6, 07/12/2027, Step-Up 0.500-2.1	2,000,000.00
(07/12/21) Transferred from Wells Fargo Advisors Money Market	(2,000,000.00)
(07/20/21) CALLED: Wells Fargo Advisors, FHLMC-3130GV6H6, 10/20/2022, 0.320%	(1,000,000.00)
(07/20/21) Market Value Adjustment: Wells Fargo Advisors, FHLMC-3130GV6H6	-
(07/28/21) PURCHASED: Wells Fargo Advisors, CD-795451AF0, 07/28/2026, 1.000%	245,000.00
(07/29/21) PURCHASED: Wells Fargo Advisors, FHLB-3130ANBG4, 07/29/2026, Step-Up 0.550-3.	1,000,000.00
(08/02/21) INTEREST ACCRUED: Bremer Bank Money Market - July	70.73
(08/02/21) INTEREST ACCRUED: 4M Money Market - July	102.33
(08/02/21) INTEREST ACCRUED: 4MP Money Market - July	76.57
(08/02/21) MATURED: Bremer Wealth Management, TB-8827233K3, 08/01/21 1.505%	(175,000.00)
(08/02/21) Market Value Adjustment: Bremer Wealth Management, TB-8827233K3	(192.50)
(08/16/21) MATURED: Bremer Wealth Management, TB-19492SD2, 08/15/21, 2.000%	(200,000.00)
(08/16/21) Market Value Adjustment: Bremer Wealth Management, TB-199492SD2	(452.00)
(08/19/21) PURCHASED: Wells Fargo Advisors, FHLB-3130ANE22, 08/19/2026, Step-Up 0.500-2.1	250,000.00
(08/25/21) PURCHASED: Wells Fargo Advisors, FHLB-3130ANPP9, 08/25/2028, Step-Up 0.500-3.	1,000,000.00
(09/13/21) INTEREST ACCRUED: Bremer Bank Money Market - August	70.73
(09/13/21) INTEREST ACCRUED: 4M Money Market - August	101.99
(09/13/21) INTEREST ACCRUED: 4MP Money Market - August	76.57
(09/20/21) PURCHASED: Multi-Bank Securities, FHLB-313-ANX47, 09/20/2027, Step-Up 0.500-1.1	500,000.00
(09/30/21) TRANSFER from Bremer Bank Money Market 437680198 to Checking	(2,000,000.00)
(09/30/21) Bremer Bank, September Interest Market-437680198	67.35
(09/30/21) 4M September Interest	99.61
(09/30/21) 4MP September Interest	74.17
(09/30/21) Quarter-End Market Value Adjustment	318,223.60

SEPTEMBER 30, 2021, BALANCE

\$ 52,031,596.41

CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2021

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>ACQUIRED DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	Bremer Bank	MM	09/28/2018	N/A	0.020%	\$ 2,164,294.04	\$ 2,164,294.04
2	4M	MM	01/31/2020	N/A	0.010%	12,006,372.67	12,006,372.67
3	4M	MM	01/31/2020	N/A	0.030%	3,010,325.53	3,010,325.53
4	UBS	MM	05/05/2020	N/A	0.010%	3,001,542.96	3,001,768.29
5	Bremer Wealth	FHLB	10/13/2020	10/12/2021	3.000%	500,000.00	500,449.15
6	Bremer Wealth	FFCB	10/28/2019	12/28/2021	1.600%	450,000.00	451,651.01
7	Bremer Wealth	TB	11/01/2019	03/01/2022	2.768%	400,000.00	404,236.00
8	Multi-Bank Sec	CD	03/27/2020	03/31/2022	1.200%	245,000.00	246,362.20
9	Wells Fargo Adv	CD	05/29/2020	05/27/2022	0.300%	245,000.00	245,352.80
10	Bremer Wealth	TB	11/13/2019	07/01/2022	4.000%	105,000.00	107,965.20
11	Bremer Wealth	TB	11/08/2019	10/01/2022	3.000%	500,000.00	513,825.00
12	Bremer Wealth	FFCB	10/13/2020	10/13/2022	0.190%	500,000.00	499,978.64
13	Bremer Wealth	TB	11/01/2019	12/01/2022	2.100%	100,000.00	102,222.00
14	Bremer Wealth	TB	04/01/2020	12/01/2022	3.000%	550,000.00	559,003.50
15	Multi-Bank Sec	CD	03/19/2020	03/13/2023	0.900%	245,000.00	247,410.80
16	Bremer Wealth	TB	03/15/2021	05/01/2023	0.450%	405,000.00	404,765.10
17	Bremer Wealth	FNMA	08/25/2020	08/25/2023	0.320%	500,000.00	501,018.00
18	Wells Fargo Adv	FHLB	09/01/2020	09/01/2023	0.320%	1,636,363.64	1,999,420.00
19	Bremer Wealth	FFCB	10/13/2020	10/05/2023	0.270%	250,000.00	249,960.19
20	Wells Fargo Adv	FHMA	10/27/2020	10/27/2023	0.300%	1,000,000.00	999,260.00
21	Wells Fargo Adv	FHLMC	11/24/2020	11/24/2023	0.320%	1,000,000.00	999,490.00
22	Wells Fargo Adv	FFCB	11/30/2020	11/30/2023	0.310%	1,500,000.00	1,499,655.00
23	Wells Fargo Adv	CD	12/18/2020	12/18/2023	0.350%	245,000.00	244,588.40
24	Bremer Wealth	TB	04/16/2020	04/01/2024	5.000%	200,000.00	223,070.00
25	Bremer Wealth	FFCB	09/25/2020	09/24/2024	0.360%	200,000.00	199,052.87
26	Wells Fargo Adv	CD	11/25/2020	11/25/2024	0.300%	245,000.00	242,229.05
27	Bremer Wealth	FHLMC	03/02/2021	08/12/2025	0.600%	250,000.00	249,044.39
28	Wells Fargo Adv	FHLB	01/14/2021	10/14/2025	0.200-3.500%	1,000,000.00	993,070.00
29	Wells Fargo Adv	CD	11/13/2020	11/13/2025	0.400-1.000%	245,000.00	242,545.10
30	Wells Fargo Adv	FHLB	01/29/2021	01/29/2026	0.300-1.000%	2,000,000.00	1,980,840.00
31	Wells Fargo Adv	FHLB	02/09/2021	02/09/2026	0.300-0.750%	2,000,000.00	1,978,520.00
32	Wells Fargo Adv	CD	02/12/2021	02/12/2026	0.500%	245,000.00	241,420.55
33	Wells Fargo Adv	FHLB	03/16/2021	03/16/2026	0.500-1.000%	755,000.00	751,428.85
34	Wells Fargo Adv	FHLB	04/28/2021	04/28/2026	0.550-2.000%	1,000,000.00	999,730.00
35	Wells Fargo Adv	FHLB	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	998,820.00
36	Wells Fargo Adv	FHLB	04/29/2021	04/29/2026	0.600-3.000%	1,000,000.00	999,330.00
37	Wells Fargo Adv	CD	05/19/2021	05/19/2026	1.000%	245,000.00	246,046.15
38	Wells Fargo Adv	FHLB	05/27/2021	05/27/2026	0.500-2.250%	505,000.00	503,995.05
39	Wells Fargo Adv	FHLB	06/15/2021	06/15/2026	0.500-3.000%	1,860,000.00	1,857,433.20
41	Wells Fargo Adv	FHLB	06/30/2021	06/30/2026	0.500-2.500%	2,000,000.00	1,996,660.00
40	Wells Fargo Adv	FHLB	06/30/2021	06/30/2026	0.650-2.000%	750,000.00	746,137.50
42	Bremer Wealth	TB	02/09/2021	07/01/2026	3.250%	450,000.00	490,401.00
43	Bremer Wealth	FHLB	04/22/2021	07/29/2026	1.000%	150,000.00	149,582.73
44	Wells Fargo Adv	CD	07/28/2021	07/28/2026	1.000%	245,000.00	245,541.45
45	Wells Fargo Adv	FHLB	07/29/2021	07/29/2026	0.550-3.000%	1,000,000.00	997,180.00
46	Wells Fargo Adv	FHLB	08/19/2021	08/19/2026	0.500-2.000%	250,000.00	249,340.00
47	Wells Fargo Adv	FHLB	07/12/2021	07/12/2027	0.500-2.000%	2,000,000.00	1,994,780.00
48	Multi-Bank Sec	FHLB	09/20/2021	09/20/2027	0.500-1.125%	500,000.00	499,995.00
49	Wells Fargo Adv	FHLB	08/25/2021	08/25/2028	0.500-3.000%	1,000,000.00	996,030.00
TOTAL INVESTMENT						\$ 51,653,898.84	\$ 52,031,596.41
50	Heritage Bank	Jumbo Deposit Account		None	0.040%	130,192.29	130,192.29
51	Heritage Bank	Commercial Ckg		None	0.140%	56,473.64	56,473.64
52	Heritage Bank	Employee FSA Ckg		None	0.000%	9,409.51	9,409.51
53	Heritage Bank	Police Forfeiture Ckg		None	0.040%	33,356.55	33,356.55
54	Heritage Bank	Police Explorer Ckg		None	0.000%	15,326.55	15,326.55
55	Heritage Bank	Fire Dpt Explorer Ckg		None	0.000%	8,292.94	8,292.94
56	Bremer Wealth	Money Market		None	0.030%	436,071.97	436,071.97
TOTAL PORTFOLIO FOR SEPTEMBER 30, 2021						\$ 52,343,022.29	\$ 52,720,719.86

USTN: US Treasury Note

TB: Taxable Bond

* Par Value is not equal to Purchase Amount

Total Net Market Value Increase During Quarter Ended September 30, 2021 \$ 317,579.10

Investment Activity 01/01/21 through 09/30/21

Date	Company	Investment ID	Amount Called	Amount Matured	Amount Purchased	Current Interest Rate	Redeemed Market Value Incr/(Decr)	Quarterly Market Value Incr/(Decr)	Redeemed Capital Gain/ (Loss)
01/14/21	Wells Fargo Advisors	FHLB-3130AKLN4	\$ -	\$ -	\$ 1,000,000.00	0.200-3.500%	\$ -	\$ -	\$ -
01/19/21	Wells Fargo Advisors	CD-67523TAD5	\$ -	\$ 245,000.00	\$ -	1.050%	\$ (127.40)	\$ -	\$ -
01/27/21	Bremer Bank	Money Market	\$ -	\$ 5,000,000.00	\$ -	0.020%	\$ -	\$ -	\$ -
01/29/21	Wells Fargo Advisors	FHLB-3130AKTT3	\$ -	\$ -	\$ 2,000,000.00	0.300%	\$ -	\$ -	\$ -
01/31/21	4M	Money Market Int	\$ -	\$ -	\$ 204.38	0.020%	\$ -	\$ -	\$ -
01/31/21	4MP	Money Market Int	\$ -	\$ -	\$ 127.41	0.050%	\$ -	\$ -	\$ -
01/31/21	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 141.94	2.000%	\$ -	\$ -	\$ -
02/01/21	Bremer Wealth Mgmt	TB-819190TG4	\$ -	\$ 400,000.00	\$ -	5.000%	\$ (1,360.00)	\$ -	\$ -
02/03/21	Wells Fargo Advisors	FHLMC-3134GWGL4	\$ 2,245,000.00	\$ -	\$ -	3.250%	\$ 2,267.45	\$ -	\$ -
02/09/21	Wells Fargo Advisors	FHLB-3130AKWD4	\$ -	\$ -	\$ 2,000,000.00	0.300%	\$ -	\$ -	\$ -
02/09/21	Bremer Wealth Mgmt	TB-837445AL9	\$ -	\$ -	\$ 450,000.00	3.250%	\$ -	\$ -	\$ -
02/09/21	Bremer Wealth Mgmt	TB-837445AL9 - Prem.	\$ -	\$ -	\$ 55,143.00	N/A	\$ -	\$ -	\$ -
02/11/21	Bremer Wealth Mgmt	FFCB-3133EK3V6	\$ 50,000.00	\$ -	\$ -	1.600%	\$ (590.00)	\$ -	\$ -
02/11/21	Bremer Wealth Mgmt	FHLMC-3134GWJZ0	\$ 650,000.00	\$ -	\$ -	0.220%	\$ 32.50	\$ -	\$ -
02/12/21	Wells Fargo Advisors	CD-46147UUJ7	\$ -	\$ -	\$ 245,000.00	0.500%	\$ -	\$ -	\$ -
02/28/21	4M	Money Market Int	\$ -	\$ -	\$ 184.18	0.020%	\$ -	\$ -	\$ -
02/28/21	4MP	Money Market Int	\$ -	\$ -	\$ 115.08	0.050%	\$ -	\$ -	\$ -
02/28/21	Bremer Bank	Money Market Int	\$ -	\$ -	\$ 63.88	0.020%	\$ -	\$ -	\$ -
03/02/21	Bremer Wealth Mgmt	TB-952718Q313	\$ -	\$ -	\$ 405,000.00	0.450%	\$ -	\$ -	\$ -
03/02/21	Bremer Wealth Mgmt	FHLMC-3134GWND4	\$ -	\$ -	\$ 248,750.00	0.600%	\$ -	\$ -	\$ -
03/16/21	Wells Fargo Advisors	FHLB-3130ALGY4	\$ -	\$ -	\$ 755,000.00	0.500%	\$ -	\$ -	\$ -
03/31/21	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 70.72	0.020%	\$ -	\$ -	\$ -
03/31/21	4M	Money Mrkt Int	\$ -	\$ -	\$ 184.25	0.020%	\$ -	\$ -	\$ -
03/31/21	4MP	Money Mrkt Int	\$ -	\$ -	\$ 120.06	0.050%	\$ -	\$ -	\$ -
03/31/20	Quarterly Market Value Adjustment		\$ -	\$ -	\$ -	N/A	\$ -	\$ (125,721.72)	\$ -
04/01/21	Bremer Wealth Mgmt	TB-68609BYE1	\$ -	\$ 150,000.00	\$ -	2.132%	\$ -	\$ -	\$ -
04/16/21	Wells Fargo Advisors	CD-316777XG1	\$ -	\$ 245,000.00	\$ -	1.150%	\$ (117.60)	\$ -	\$ -
04/16/21	Wells Fargo Advisors	CD-919853GB1	\$ -	\$ 245,000.00	\$ -	1.150%	\$ (117.60)	\$ -	\$ -
04/16/21	Wells Fargo Advisors	CD-940637MH1	\$ -	\$ 245,000.00	\$ -	1.150%	\$ (117.60)	\$ -	\$ -
04/16/21	Wells Fargo Advisors	CD-149159QC2	\$ -	\$ 245,000.00	\$ -	1.100%	\$ (112.70)	\$ -	\$ -
04/20/21	Wells Fargo Advisors	CD-89788HAU7	\$ -	\$ 245,000.00	\$ -	1.150%	\$ (149.45)	\$ -	\$ -
04/20/21	Wells Fargo Advisors	CD-99000QPK4	\$ -	\$ 200,000.00	\$ -	1.150%	\$ (62.00)	\$ -	\$ -
04/21/21	Wells Fargo Advisors	CD-72345SKM2	\$ -	\$ 245,000.00	\$ -	1.150%	\$ (156.80)	\$ -	\$ -
04/21/21	Wells Fargo Advisors	CD-856285TD3	\$ -	\$ 245,000.00	\$ -	1.200%	\$ (164.15)	\$ -	\$ -
04/22/21	Bremer Wealth Mgmt	FHLB-3130AMAQ5	\$ -	\$ -	\$ 150,000.00	1.000%	\$ -	\$ -	\$ -
04/28/21	Wells Fargo Advisors	FHLB-3130ALYA6	\$ -	\$ -	\$ 1,000,000.00	0.550%	\$ -	\$ -	\$ -
04/29/21	Wells Fargo Advisors	FHLB-3130ALX66	\$ -	\$ -	\$ 1,000,000.00	0.600%	\$ -	\$ -	\$ -
04/29/21	Wells Fargo Advisors	FHLB-3130ALZ80	\$ -	\$ -	\$ 1,000,000.00	0.600%	\$ -	\$ -	\$ -
04/30/21	4M	Money Market	\$ -	\$ -	\$ 99.07	0.010%	\$ -	\$ -	\$ -
04/30/21	4MP	Money Market	\$ -	\$ -	\$ 74.10	0.030%	\$ -	\$ -	\$ -
04/30/21	Bremer Bank	Money Market	\$ -	\$ -	\$ 68.44	0.020%	\$ -	\$ -	\$ -
05/19/21	Wells Fargo Advisors	FHLMC-3134GVXA1	\$ 750,000.00	\$ -	\$ -	0.310%	\$ (120.00)	\$ -	\$ -
05/19/21	Wells Fargo Advisors	CD-856285VS&	\$ -	\$ -	\$ 245,000.00	1.000%	\$ -	\$ -	\$ -
05/26/21	Wells Fargo Advisors	FHLMC-3134GVYZ5	\$ 1,500,000.00	\$ -	\$ -	0.300%	\$ (225.00)	\$ -	\$ -
05/26/21	Wells Fargo Advisors	Money Market	\$ -	\$ -	\$ 1,500,000.00		\$ -	\$ -	\$ -
05/27/21	Wells Fargo Advisors	FHLB-3130AMKN1	\$ -	\$ -	\$ 505,000.00	0.500%	\$ -	\$ -	\$ -
05/31/21	4M	Money Market	\$ -	\$ -	\$ 102.29	0.010%	\$ -	\$ -	\$ -
05/31/21	4MP	Money Market	\$ -	\$ -	\$ 76.57	0.030%	\$ -	\$ -	\$ -
05/31/21	Bremer Bank	Money Market	\$ -	\$ -	\$ 70.73	0.020%	\$ -	\$ -	\$ -
06/01/21	Wells Fargo Advisors	FHLB-3130AK2Q8 Part	\$ 363,636.36	\$ -	\$ -	0.320%	\$ -	\$ -	\$ -
06/01/21	Wells Fargo Advisors	CD-38149MTB9	\$ -	\$ -	\$ 360,000.00		\$ -	\$ -	\$ -

06/14/21	Bremer Wealth Mgmt	FFCB-31333EMJ45	\$ -	\$ -	\$ 35,000.00	2.150%	\$ -	\$ -	\$ -
06/15/21	Wells Fargo Advisors	FHLB-3130AMLA8	\$ -	\$ -	\$ 1,860,000.00	0.500%	\$ -	\$ -	\$ -
06/15/21	Wells Fargo Advisors	Money Market	\$ 1,860,000.00	\$ -	\$ -		\$ -	\$ -	\$ -
06/16/21	Bremer Wealth Mgmt	FFCB-31333EMJ45	\$ 35,000.00	\$ -	\$ -	2.150%	\$ -	\$ -	\$ -
06/30/21	Wells Fargo Advisors	FHLB-3130AMW57	\$ -	\$ -	\$ 750,000.00	0.650%	\$ -	\$ -	\$ -
06/30/21	Wells Fargo Advisors	FHLMC-3134GV2M9	\$ 4,000,000.00	\$ -	\$ -	0.300%	\$ (1,400.00)	\$ -	\$ -
06/30/21	Wells Fargo Advisors	FHLB-3130AMZD7	\$ -	\$ -	\$ 2,000,000.00	0.500%	\$ -	\$ -	\$ -
06/30/21	Wells Fargo Advisors	Money Market	\$ -	\$ -	\$ 2,000,000.00		\$ -	\$ -	\$ -
06/30/21	Bremer Bank	Money Market	\$ -	\$ -	\$ 68.44	0.020%	\$ -	\$ -	\$ -
06/30/21	4M	Money Market	\$ -	\$ -	\$ 99.03	0.010%	\$ -	\$ -	\$ -
06/30/21	4MP	Money Market	\$ -	\$ -	\$ 74.14	0.030%	\$ -	\$ -	\$ -
06/30/21	Quarterly Market Value Adjustment		\$ -	\$ -	\$ -		\$ -	\$ 1,917.14	\$ -
07/01/21	Bremer Wealth Mgmt	TB-341271AC8	\$ -	\$ 495,000.00	\$ -	2.638%	\$ -	\$ -	\$ -
07/12/21	Wells Fargo Advisors	FHLB-3130AN4J8	\$ -	\$ -	\$ 2,000,000.00	5.000%	\$ -	\$ -	\$ -
07/12/21	Wells Fargo Advisors	Money Market	\$ 2,000,000.00	\$ -	\$ -		\$ -	\$ -	\$ -
07/20/21	Wells Fargo Advisors	FHLMC-3130GV6H6	\$ 1,000,000.00	\$ -	\$ -		\$ -	\$ -	\$ -
07/28/21	Wells Fargo Advisors	CD-795451AF0	\$ -	\$ -	\$ 245,000.00	1.000%	\$ -	\$ -	\$ -
07/29/21	Wells Fargo Advisors	FHLB-3130ANBG4	\$ -	\$ -	\$ 1,000,000.00	0.550%	\$ -	\$ -	\$ -
08/02/21	Bremer Bank	Money Market	\$ -	\$ -	\$ 70.73	0.020%	\$ -	\$ -	\$ -
08/02/21	4M	Money Market	\$ -	\$ -	\$ 102.33	0.010%	\$ -	\$ -	\$ -
08/02/21	4MP	Money Market	\$ -	\$ -	\$ 76.57	0.030%	\$ -	\$ -	\$ -
08/02/21	Bremer Wealth Mgmt	TB-38827233K3	\$ -	\$ 175,000.00	\$ -	1.505%	\$ (192.50)	\$ -	\$ -
08/16/21	Bremer Wealth Mgmt	TB-199492SD2	\$ -	\$ 200,000.00	\$ -	2.000%	\$ (452.00)	\$ -	\$ -
08/19/21	Wells Fargo Advisors	FHLB-3130ANE22	\$ -	\$ -	\$ 250,000.00	0.500%	\$ -	\$ -	\$ -
08/25/21	Wells Fargo Advisors	FHLB-3130ANPP9	\$ -	\$ -	\$ 1,000,000.00	0.500%	\$ -	\$ -	\$ -
08/31/21	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 70.73	0.020%	\$ -	\$ -	\$ -
08/31/21	4M	Money Market	\$ -	\$ -	\$ 101.99	0.010%	\$ -	\$ -	\$ -
08/31/21	4MP	Money Market	\$ -	\$ -	\$ 76.57	0.030%	\$ -	\$ -	\$ -
09/20/21	Multi-Bank Securities	FHLB-3130ANX47	\$ -	\$ -	\$ 500,000.00	50.000%	\$ -	\$ -	\$ -
09/30/21	Bremer Bank	Money Market	\$ 2,000,000.00	\$ -	\$ -	0.020%	\$ -	\$ -	\$ -
09/30/21	Bremer Bank	Money Mrkt Int	\$ -	\$ -	\$ 67.35	0.020%	\$ -	\$ -	\$ -
09/30/21	4M	Money Market	\$ -	\$ -	\$ 99.61	0.010%	\$ -	\$ -	\$ -
09/30/21	4MP	Money Market	\$ -	\$ -	\$ 74.17	0.030%	\$ -	\$ -	\$ -
09/30/21	Quarterly Market Value Adjustment		\$ -	\$ -	\$ -		\$ -	\$ 318,223.60	\$ -
			\$ 16,453,636.36	\$ 8,580,000.00	\$ 24,561,577.76		\$ (3,164.85)	\$ 194,419.02	\$ -

	Amount Called	Amount Matured	Amount Purchased	Current Interest Rate	Redeemed Market Value Incr/(Decr)	Quarterly Market Value Incr/(Decr)	Redeemed Capital Gain/(Loss)
--	---------------	----------------	------------------	-----------------------	-----------------------------------	------------------------------------	------------------------------

Grand Total

Total Purchases	\$ 24,561,577.76
Total Maturities	\$ (8,580,000.00)
Total Calls	\$ (16,453,636.36)
Net Incr/(Decr)	\$ (472,058.60)
Less Net Mkt Valu/Gain Adj	\$ 191,254.17
Overall Net Incr/(Decr)	\$ (280,804.43)

09/30/21 Investment Balance	\$ 52,031,596.41
12/31/20 Investment Balance	\$ 52,312,400.84
	\$ (280,804.43)
Invstmts purchased less than par ^	\$ -
	\$ (280,804.43)

Historical Balances At the End of Each Quarter 2011 through 09/30/2021

Year	Investments				Operating Cash (Checking, Jumbo Savings, etc.)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2021	\$50,757,006.57	\$52,588,277.26	\$52,031,596.41	\$ -	\$ 7,348,131.87	\$ 4,098,665.60	\$ 689,123.45	\$ -
2020	\$50,374,903.38	\$55,169,500.29	\$50,732,144.18	\$52,312,400.84	\$ 4,400,163.02	\$ 2,624,118.37	\$ 3,134,953.41	\$ 6,841,595.81
2019	\$47,068,012.96	\$47,478,061.14	\$45,495,646.78	\$51,925,587.44	\$ 3,448,001.32	\$ 8,201,928.13	\$ 6,722,953.68	\$ 7,180,016.93
2018	\$41,100,509.82	\$40,742,377.40	\$45,614,786.85	\$46,406,219.57	\$ 5,244,401.43	\$15,048,611.65	\$ 6,171,085.22	\$ 8,975,302.94
2017	\$39,943,489.59	\$43,559,677.54	\$41,562,162.56	\$41,665,490.60 #	\$ 6,657,270.15	\$ 6,567,762.11	\$ 6,838,888.14	\$10,492,227.55
2016	\$35,756,051.24	\$37,535,496.68	\$38,236,920.67	\$40,059,470.53 #	\$ 9,469,606.22	\$11,215,298.77	\$ 8,877,284.91	\$11,098,844.31
2015	\$42,089,898.87 #	\$41,645,493.62 #	\$37,279,279.96 #	\$42,426,578.11 #	\$ 6,052,923.58	\$ 7,746,033.30	\$ 9,955,964.40	\$ 8,044,197.86
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$44,192,171.67 #	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ 7,929,545.18
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73

Investment Balance after adjusting for market values
2010 market values were only adjusted 1/1/10 and 12/31/10

Historical Interest/Dividends Received Per Quarter 2011 through 09/30/2021

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2021	\$ 45,770.36	\$ 70,546.38	\$ 44,546.22	\$ -	\$ 160,862.96
2020	\$ 251,403.43	\$ 211,548.65	\$ 101,244.27	\$ 63,649.97	\$ 627,846.32
2019	\$ 169,343.56	\$ 253,437.22	\$ 281,584.07	\$ 296,234.54	\$ 1,000,599.39
2018	\$ 174,572.53	\$ 258,322.75	\$ 180,554.87	\$ 304,728.14	\$ 918,178.29
2017	\$ 209,941.65	\$ 207,001.33	\$ 159,519.58	\$ 254,797.06	\$ 831,259.62
2016	\$ 203,419.67	\$ 243,624.43	\$ 128,705.25	\$ 203,709.56	\$ 779,458.91
2015	\$ 187,662.01	\$ 241,077.82	\$ 183,436.47	\$ 238,629.12	\$ 850,805.42
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77



WILLMAR

FINANCE

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4984
Fax 320-235-4917
www.willmarmn.gov

2021 Interest/Dividends Received By Institution

<u>Institution</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>2021 Year-To-Date</u>	<u>2020 Year-To-Date</u>
4M	\$ 173.17	\$ 178.90	\$ 178.56	\$ 1,818.02	\$ 13,402.55
Bremer Bank	\$ 68.44	\$ 70.73	\$ 70.73	\$ 625.61	\$ 38,907.19
Bremer Wealth Management	\$ 15,942.35	\$ 4,878.70	\$ 5,911.25	\$ 91,756.33	\$ 124,599.79
Heritage Bank	\$ 194.32	\$ 189.63	\$ 79.40	\$ 1,328.29	\$ 3,213.02
Multi-Bank Securities	\$ -	\$ -	\$ 2,593.64	\$ 5,145.00	\$ 86,844.14
UBS	\$ -	\$ -	\$ -	\$ 17.36	\$ 82,899.51
Wells Fargo	\$ -	\$ -	\$ -	\$ -	\$ 17,500.00
Wells Fargo Advisors	\$ 5,846.86	\$ 3,424.56	\$ 4,744.98	\$ 60,172.35	\$ 196,830.15
Totals	\$ 22,225.14	\$ 8,742.52	\$ 13,578.56	\$ 160,862.96	\$ 564,196.35

History of Market Value Adjustments 12/31/2009 through 09/30/2021

As of 10/13/21

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Grand Totals		
	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals	Called/Matured	Quarter-End	Quarter Totals			
2009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (369,545.26)	\$ (369,545.26)	\$ (369,545.26)
2010	\$ 59,761.50	\$ -	\$ 59,761.50	\$ 45,610.00	\$ -	\$ 45,610.00	\$ 190,105.00	\$ -	\$ 190,105.00	\$ 80,160.00	\$ (650,172.36)	\$ (570,012.36)	\$ (274,535.86)	\$ (274,535.86)	\$ (274,535.86)
2011	\$ (4,210.76)	\$ (376,645.08)	\$ (380,855.84)	\$ 22,197.00	\$ 658,322.97	\$ 680,519.97	\$ 257,880.00	\$ 119,013.38	\$ 376,893.38	\$ (13,662.00)	\$ 115,413.61	\$ 101,751.61	\$ 778,309.12	\$ 778,309.12	\$ 778,309.12
2012	\$ (6,694.78)	\$ (76,108.82)	\$ (82,803.60)	\$ 38,529.13	\$ 62,122.29	\$ 100,651.42	\$ (14,585.00)	\$ 18,154.78	\$ 3,569.78	\$ (13,354.81)	\$ (87,216.71)	\$ (100,571.52)	\$ (79,153.92)	\$ (79,153.92)	\$ (79,153.92)
2013	\$ (2,860.00)	\$ (79,527.55)	\$ (82,387.55)	\$ 6,002.00	\$ (2,089,774.28)	\$ (2,083,772.28)	\$ -	\$ (597,607.26)	\$ (597,607.26)	\$ (3,583.96)	\$ (795,263.27)	\$ (798,847.23)	\$ (3,562,614.32)	\$ (3,562,614.32)	\$ (3,562,614.32)
2014	\$ (435.84)	\$ 1,086,724.72	\$ 1,086,288.88	\$ (3,822.50)	\$ 828,505.62	\$ 824,683.12	\$ (660.00)	\$ (135,220.21)	\$ (135,880.21)	\$ 2,520.00	\$ 701,077.78	\$ 703,597.78	\$ 2,478,689.57	\$ 2,478,689.57	\$ 2,478,689.57
2015	\$ 46,423.45	\$ 596,303.75	\$ 642,727.20	\$ -	\$ (444,405.25)	\$ (444,405.25)	\$ 41,631.06	\$ 593,155.28	\$ 634,786.34	\$ (717.51)	\$ (194,112.00)	\$ (194,829.51)	\$ 638,278.78	\$ 638,278.78	\$ 638,278.78
2016	\$ 16,410.00	\$ 453,063.13	\$ 469,473.13	\$ 19,175.00	\$ 68,383.44	\$ 87,558.44	\$ (3,072.00)	\$ (73,399.01)	\$ (76,471.01)	\$ (2,227.44)	\$ (1,319,098.73)	\$ (1,321,326.17)	\$ (840,765.61)	\$ (840,765.61)	\$ (840,765.61)
2017	\$ (296.45)	\$ 129,315.51	\$ 129,019.06	\$ 13,020.00	\$ 113,292.95	\$ 126,312.95	\$ -	\$ (334.98)	\$ (334.98)	\$ -	\$ (141,671.96)	\$ (141,671.96)	\$ 113,325.07	\$ 113,325.07	\$ 113,325.07
2018	\$ -	\$ (564,980.78)	\$ (564,980.78)	\$ (127.50)	\$ (208,004.92)	\$ (208,132.42)	\$ -	\$ (373,288.84)	\$ (373,288.84)	\$ -	\$ 768,407.59	\$ 768,407.59	\$ (377,994.45)	\$ (377,994.45)	\$ (377,994.45)
2019	\$ -	\$ 636,746.18	\$ 636,746.18	\$ 196.00	\$ 627,993.64	\$ 628,189.64	\$ 224.69	\$ 281,785.69	\$ 282,010.38	\$ 8,980.76	\$ (140,557.59)	\$ (131,576.83)	\$ 1,415,369.37	\$ 1,415,369.37	\$ 1,415,369.37
2020	\$ 112,294.07	\$ 124,764.28	\$ 237,058.35	\$ (12,654.64)	\$ 35,488.23	\$ 22,833.59	\$ (10,231.72)	\$ (7,953.50)	\$ (18,185.22)	\$ (4,337.66)	\$ (33,543.59)	\$ (37,881.25)	\$ 203,825.47	\$ 203,825.47	\$ 203,825.47
2021	\$ 222.55	\$ (125,721.72)	\$ (125,499.17)	\$ (2,742.90)	\$ 1,917.14	\$ (825.76)	\$ (644.50)	\$ 318,223.60	\$ 317,579.10	\$ -	\$ -	\$ -	\$ 191,254.17	\$ 191,254.17	\$ 191,254.17
		\$ 2,024,547.36			\$ (220,776.58)			\$ 603,176.46			\$ (2,092,505.11)		\$ 314,442.13	\$ 314,442.13	\$ 314,442.13
* Total net Market Value Adjustments on investments sold 1/1/10 thru 5/10/10															
Average	\$ 16,970.29	\$ 138,764.12	\$ 155,734.41	\$ 9,644.74	\$ (26,627.55)	\$ (16,982.81)	\$ 38,441.00	\$ 10,963.76	\$ 23,799.78	\$ 4,481.45	\$ (178,856.87)	\$ (174,375.43)	\$ 24,187.86	\$ 24,187.86	\$ 24,187.86



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of October 31, 2021
(As of 11/03/21)

Assets

Cash	\$ 23,979.24
Bremer Wealth Money Market	3.68
Petty Cash	50.00
Investments	316,434.32
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	3,530.41
Interest Receivable	-
Total Assets	\$ 343,997.65

Liabilities

Accounts Payable	\$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	5,002.58
Restricted Fund Balance - Governor's Fishing Opener	5,199.31
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	216,719.49
Restricted Fund Balance - CVB 2021	86,482.00
Total Fund Balance	343,997.65

Total Liabilities & Fund Balance **\$ 343,997.65**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended October 31, 2021
 (As of 11/03/21)

	<u>Budget</u>	<u>2021 Actual</u>	<u>2020 Actual</u>
<u>Revenues</u>			
Lodging Receipts	\$ 160,000.00	\$ 160,974.49 *	\$ 107,878.36
Federal Grant - CARES Act/EDC	-	-	27,000.00 *
State Tourism Grant	14,000.00	5,426.00	9,796.00 *
Kandiyohi County	15,000.00	-	-
Kandiyohi Co. Tourism Phone Reim	-	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	5,000.00	430.00	-
Miscellaneous	-	17,515.78 *	-
Interest Earnings	-	675.33 *	1,901.17
Sale of Materials	-	100.00 *	-
Market Value Increase (Decr)	-	1,772.59 *	1,459.40 *
Refunds & Reimbursements	500.00	513.91	4,690.79 *
Total Revenues	228,500.00	221,408.10	186,725.72
<u>Expenditures</u>			
Operating			
Personnel Salaries	106,000.00	69,721.21	63,781.80
Benefits and Taxes	29,000.00	21,147.02	18,061.20
Office Supplies/Copies	2,500.00	887.08	1,705.74
Small Tools	600.00	637.08 *	563.88
Postage	800.00	290.67	187.39
Mtce. of Equipment	600.00	-	-
Mtce. Of Structures	-	-	-
General Supplies	2,300.00	302.70	447.15
Communications	7,500.00	2,391.94	7,200.32
Printing & Publishing	3,000.00	154.00	1,005.00
Travel/Lodging/Dues	7,000.00	2,104.89	2,301.15
Mtce. of Equipment	1,000.00	299.36	134.12
Cleaning & Waste Removal	-	275.10 *	-
Other Services	-	1,389.92 *	754.09 *
Rents	8,300.00	6,201.54	5,512.48
Insurances & Bonds	500.00	500.00	500.00
Awards & Indemnities	100.00	111.33 *	54.30
Subscription/Membership	2,200.00	2,222.52 *	2,875.57 *
Professional Services	5,510.00	4,233.78	4,446.02
Advertising/Marketing	-	-	-
Other Charges			
Contingency Fund	500.00	-	-
City Transfer (5%)	8,000.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	668.24 *	140.57 *
Tourism Expenses	34,000.00	10,064.44	21,112.67
Ad Development & Revisions	250.00	130.00	20.00
Conference & Convention	30,000.00	3,541.61	11,431.00
Group Tour Promotions	-	-	-
Leisure Travel	34,000.00	24,951.52	24,210.29
Sports Promotions	8,000.00	2,020.00	2,023.99
GFO/Marketing	-	4,958.32 *	23,327.94 *
Special Projects	4,000.00	2,000.00	-
Strategic Marketing	2,000.00	-	-
CARES Act Marketing Grant Exp	-	-	29,478.57 *
Total Expenditures	297,660.00	161,204.27	221,275.24
Net Income (Loss)	(69,160.00)	60,203.83	(34,549.52)
Fund Balance January 1	275,511.99	275,511.99	306,177.75
Prior Period Adjustment	-	8,281.83	-
Fund Balance October 31	\$ 206,351.99	\$ 343,997.65	\$ 271,628.23

* Indicates Over Budget

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030629	10/5/2021	Dunlavy/Timothy M & Melissa 610 16th St SW	95-040-0430 Block 5 Barnstad's Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00	\$32.00
WI030691	10/21/2021	Thomas/Stephen P & M(Mary) L 2313 Williams Pkwy SW	95-715-1550 Lot 5, Block 3 Southgate Addition	Other Residential Add/Alter	Roof Top Solar Array	\$8,460.00	\$251.32
WI030728	10/5/2021	Jh, Llc 1021 30th St NW	95-845-0020 Lot 2, Block 1 Unique Opportunities	New Apartment	Construct 75 Unit Apartment Building W/Underground Garage	\$4,800,000.00	\$85,967.71
WI030742	10/4/2021	Select Genetics, Llc 2401 4th Ave SW	95-872-0150 Block 1 Willmar Industrial Park	Commercial/Ind Addition	Commercial HVAC - Add RTU	\$8,000.00	\$84.00
WI030749	10/7/2021	City Of Willmar 2707 Arena Drive NE	95-901-0200	Commercial/Ind Addition	Commercial Add & Alt - Willmar Event & Rec Center	\$0.00	\$1.00
WI030780	10/5/2021	Jh, Llc 1021 30th St NW	95-845-0020 Lot 2, Block 1 Unique Opportunities	Multi Family Apts/Condos New	Commercial HVAC - 75 Unit Apartment Building W/Underground Garage	\$70,000.00	\$735.00
WI030789	10/21/2021	Schiesser/Troy 911 Becker Ave SW	95-003-6690 Block 55 Willmar, Town Of (Original)	Install Egress Window Residential Add/Alter	Egress Window	\$3,950.00	\$89.23
WI030792	10/22/2021	County Of Kandiyohi 400 Benson Ave SW	95-003-2350 Block 23 Willmar, Town Of (Original)	Reroofing Commercial Add/Alter	Commercial Reroof	\$82,671.00	\$41.34
WI030793	10/22/2021	County Of Kandiyohi 400 Benson Ave SW	95-003-2350 Block 23 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Replacing Skylights	\$116,240.00	\$58.12
WI030795	10/21/2021	Boehme/Robert/&Jacen Zwagerman 425 9th St SW	95-003-6620 Block 54 Willmar, Town Of (Original)	Fire Repair Residential Add/Alter	Complete Interior Renovation	\$60,000.00	\$667.25

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI030796	10/21/2021	Boehme/Robert/&Jacen Zwagerman 425 9th St SW	95-003-6620 Block 54 Willmar, Town Of (Original)	Single Family Alt/Remodel	Fire Renovation	\$60,000.00	\$101.00
WI030797	10/21/2021	Boehme/Robert/&Jacen Zwagerman 425 9th St SW	95-003-6620 Block 54 Willmar, Town Of (Original)	Single Family Alt/Remodel	Complete Interior Renovation	\$60,000.00	\$120.00
WI030798	10/7/2021	Nieman/Joyce P 800 16th St SW	95-550-0010 Lot 1 Newberg's Subd.	Drainage system Residential Add/Alter	Earth Anchors, Sump	\$10,822.00	\$293.75
WI030803	10/1/2021	West Central Steel, Inc 110 19th St NW	95-383-0010 Lot 1, Block 1 Industrial Addition	Addition Commercial Add/Alter	Office Addition - West Central Steel	\$2,051,694.00	\$15,159.17
WI030808	10/1/2021	Kandy. Co. Hist. Society 610 Business 71 N	95-911-0870	Addition Commercial Add/Alter	Kandiyohi County Historical Society - Addition	\$120,420.00	\$1,697.42
WI030809	10/27/2021	Kandy. Co. Hist. Society 610 Business 71 N	95-911-0870	Commercial/Ind Addition	Commercial HVAC - Kandiyohi Co. Historical Society Addition	\$4,600.00	\$77.30
WI030810	10/4/2021	Rippe Family Trust/Harry H 1420 Lake Ave NW	95-916-3284	Reroofing Commercial Add/Alter	Commercial Reroof	\$60,000.00	\$667.25
WI030811	10/1/2021	Kopacek/Nancy 1308 Becker Ave SE	95-184-0510 Lot 1, Block 4 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI030812	10/7/2021	Helgeson Properties Llc 1001 9th St SE	95-665-0410 Lot 1, Block 3 Perkins 5th Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$7,600.00	\$56.00
WI030813	10/29/2021	Spellman/David&Amy/&A Giinthir 608 4th St SE	95-740-1830 Lot 3, Block 12 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00	\$1.25
WI030814	10/7/2021	Deaner/David M & Denise 605 14th St SW	95-006-8030 Lot 13, Block 117 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$7,800.00	\$56.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030815	10/4/2021	Abdi/Mohamedamin 601 24th Ave SW	95-680-0650 Block 3 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00 \$34.00
WI030816	10/1/2021	Oros/Paul M/& Carie L Hignight 720 7th St SW	95-006-3360 Lot 6, Block 80 First Addition To The Town Of Willmar	Single Family Replace	Water Heater Replacement	\$1,600.00 \$1.00
WI030817	10/5/2021	Hernandez/Vilma 409 Litchfield Ave SE	95-630-0780 Block 4 Paulson & Sunde's Subd Of Lot D Eastern Ad	Siding Residential Add/Alter	Residential Reside	\$6,500.00 \$3.25
WI030818	10/7/2021	Hoover/Vaughn A 204 Augusta Ave SE	95-250-1000 Block 5 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$7,300.00 \$56.00
WI030819	10/1/2021	Folz/David & Tammy M 810 5th St SE	95-250-0630 Block 4 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,684.00 \$32.34
WI030820	10/7/2021	Watland/Bruce E & Lorri A 909 Meadow Lane SW	95-600-0130 Block 2 Orchard Hill, Nursery Add	Single Family Replace	Gas Furnace Replacement	\$3,400.00 \$31.00
WI030821	10/4/2021	Dominguez/Eduardo 1409 14th Ave NE	95-911-0410	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00 \$31.50
WI030822	10/4/2021	Rippe Family Trust/Harry H 1440 Lake Ave NW	95-916-3284	Reroofing Commercial Add/Alter	Commercial Reroof	\$60,000.00 \$667.25
WI030823	10/6/2021	Premium Waters Inc 251 28th St SW	95-872-0110 Lot 1, Block 1	Reroofing Commercial Add/Alter	Commercial Reroof	\$165,430.00 \$1,299.97
WI030824	10/5/2021	Aly/Mohamed S/& Amina A E 2309 10th Ave SE	95-668-4590 Lot 9, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI030825	10/4/2021	Erickson Revocable Trust Agrmt 352 17th St NW	95-146-0090 Lot 9, Block 1	Siding Residential Add/Alter	Residential Reside	\$9,800.00 \$54.90
WI030826	10/6/2021	Amor/Daniel & Veronica B 536 9th St NW	95-820-0630 Block 4	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030827	10/25/2021	Erickson Revocable Trust 700 15th Ave SW	95-780-1120 Block 5	Reroofing Residential Add/Alter	Residential Reroof	\$14,200.00	\$37.10
WI030832	10/13/2021	Farah/Yasin 516 Litchfield Ave SW	95-003-3400 Block 31	Alteration Residential Add/Alter	Interior Residential Remodel/ Upper Level of a Business	\$9,700.00	\$4.85
WI030833	10/12/2021	Farah/Yasin 516 Litchfield Ave SW	95-003-3400 Block 31	Single Family Alt/Remodel	Install Tub/Shower	\$0.00	\$1.00
WI030834	10/21/2021	Frank/Steven & Wanda 919 Park Ave NW	95-820-0300 Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$26,701.00	\$43.35
WI030835	10/13/2021	Kragenbring/Dorothy J 2004 11th St SW	95-132-0050 Lot 5, Block 1	Single Family Replace	Gas Furnace & A/C Replacement	\$7,275.00	\$56.00
WI030836	10/29/2021	Dols/Steven E & Mildred M 1625 9th St SE	95-671-0410 Lot 11, Block 3	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI030837	10/18/2021	Nielsen/Mitchell/& J Valliant 213 Hawaii St NE	95-730-1130 Lot 3, Block 8	Single Family Replace	Gas Furnace Replacement	\$4,100.00	\$31.00
WI030838	10/13/2021	Salinas/Guadalupe/Iii & Olga 1009 19th Ave SE	95-143-0430 Lot 3, Block 3	Reroofing Residential Add/Alter	Residential Reroof	\$3,632.00	\$31.82
WI030839	10/13/2021	Soto/Daniel Elias 820 4th St SE	95-180-0060 Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$2.50
WI030840	10/13/2021	2corinth12:7-11 Llc 408 6th St SW	95-003-6290 Block 52	Single Family Replace	Boiler	\$10,475.00	\$1.00
WI030841	10/26/2021	Senkyr/Brandon 800 19th St SE	95-843-0480 Lot 8, Block 5	Single Family Replace	Gas Furnace & A/C Replacement	\$15,745.00	\$56.00
WI030842	10/19/2021	Brenner/Michael/&Kathy Grund 1221 Lake Ave NW	95-009-0750 Block 129	Reroofing Residential Add/Alter	Residential Reroof/ReSide	\$5,400.00	\$82.70
WI030846	10/13/2021	Fils-Aime/Concepcion & Yvon 416 6th St SW	95-003-6310 Block 52	Alteration New Two-Family Dwelling	Convert Business to Duplex	\$1,800.00	\$1.00
WI030847	10/15/2021	Frederickson/Randy S 416 19th St NW	95-430-0050 Lot 5	Reroofing Residential Add/Alter	Residential Reroof	\$12,500.00	\$36.25
WI030850	10/21/2021	S N P Properties, Llc 1613 Lakeland Dr SE	95-675-0020 Lot 2, Block 1	Siding Commercial Add/Alter	Remove Steel Panels/ Install vapor Barrier/ Install New Steel	\$4,500.00	\$102.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030851	10/19/2021	Gilmore/Patrick W 215 Hawaii St NE	95-730-1140 Block 8	Install Egress Window Residential Add/Alter	Egress Window	\$3,000.00	\$124.84
WI030852	10/19/2021	Arellano/Laurentina 922 4th St SW	95-280-0260 Lot 6, Block 2	Deck Residential Add/Alter	Residential Deck/Existing Balcony Repair	\$3,900.00	\$145.91
WI030853	10/21/2021	Mejia/Juan 119 5th St SW	95-003-2460 Block 23	Fire Suppression System Commercial Add/Alter	Type I Hood Suppression System - LaMichocana Market	\$1,200.00	\$1.00
WI030854	10/25/2021	Jensen/Thomas Soren 1701 7 1/2 St SW	95-922-6710	Reroofing Residential Add/Alter	Residential Reroof	\$3,250.00	\$31.63
WI030855	10/29/2021	Engan/Andrew & Mitra 317 11th St SW	95-003-4190 Block 37	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$1.50
WI030856	10/21/2021	Olson/Paige M/& Mark Hisken 1412 Vista Lane SW	95-720-0070 Lot 7, Block 1	Single Family Replace	Water Heater Replacement	\$0.00	\$26.00
WI030857	10/22/2021	Munoz/Maria L 917 2nd St SE	95-250-0960 Lot 16, Block 5	Reroofing Residential Add/Alter	Residential Reroof	\$10,559.00	\$35.28
WI030858	10/25/2021	Arevalo/Guillermo/& Herty Sara 916 19th Ave SE	95-138-0030 Lot 3, Block 1	Alteration Residential Add/Alter	Interior Remodel/Duplex	\$30,000.00	\$666.34
WI030859	10/25/2021	Arevalo/Guillermo/& Herty Sara 916 19th Ave SE	95-138-0030 Lot 3, Block 1	Two Family Residence Alt/Remodel	Interior Remodel/Duplex	\$30,000.00	\$101.00
WI030860	10/25/2021	Arevalo/Guillermo/& Herty Sara 916 19th Ave SE	95-138-0030 Lot 3, Block 1	Two Family Residence Alt/Remodel	Interior Remodel/Duplex	\$30,000.00	\$141.00
WI030861	10/25/2021	Kuperus/Wendy 2400 Kenwood Dr SW	95-057-0210	Two Family Residence Replace	Gas Furnace Replacement	\$3,300.00	\$31.00
WI030862	10/27/2021	Jmb Investment Group Llc 521 7th St NW	95-540-0420 Block 3	Install Egress Window Residential Add/Alter	Egress Window	\$1,500.00	\$81.03
WI030863	10/27/2021	Jmb Investment Group Llc 700 Park Ave NW	95-910-0205	Install Egress Window Residential Add/Alter	Egress Window	\$1,500.00	\$81.03
WI030864	10/26/2021	Willmar Ten Investors 1601 Hwy 12 E	95-914-1650	Alteration Commercial Add/Alter	Interior Remodel - Tenant Space	\$75,000.00	\$1,243.65
WI030865	10/26/2021	Willmar Ten Investors 1601 Hwy 12 E	95-914-1650	Commercial/Ind Alt/Remodel	Add Accessible Bathroom in Tenant Space	\$0.00	\$91.00
WI030869	10/26/2021	Olson/Sharon A 1804 7th St SW	95-922-6560	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00	\$34.50

Issued Dates: 10/1/2021 to 10/31/2021
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 11/3/2021
 Page: 6

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030878	10/29/2021	Rc Investments, Llc 624 9th St SE	95-222-1650 Lot 15, Block 8	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25

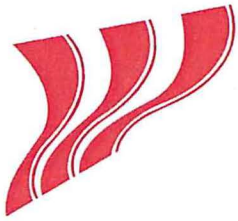
Count: 65

Totals: \$8,154,708.00 \$111,850.60

Year-to-Date Summary (1/1/2021 through 10/31/2021)

Count: 606

YTD Totals: \$52,405,895.00 \$434,249.88



City of Willmar

Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	9.
Agenda Section:	Regular	Originating Department:	City Clerk
Resolution	Yes	Prepared by:	Judy Thompson City Clerk
Ordinance	N/A	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments	1	Presented By:	Judy R. Thompson, City Clerk
Item:	Special Assessment Hearing for Unpaid False Alarm Charges		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to Adopt a Resolution Certifying the Amount of Unpaid False Alarm Charges to the County Auditor for Collection in 2022

OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 8, Article VII concerning false alarms resulting in fire response, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-009-1400 Islamic Society of Willmar, Minnesota, Inc. 1112 Lake Avenue NW \$1,500.00

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: N/A

BUDGETARY/FISCAL ISSUES: \$1,500.00

ATTACHMENTS: 1

RESOLUTION NO.

A RESOLUTION CERTIFYING FALSE FIRE ALARM SPECIAL ASSESSMENTS

Motion By: _____ Second By: _____

WHEREAS, Chapter 8, Article VII of the Willmar Municipal Code concerning false alarms resulting in fire response. The cost of such measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid false fire alarm charges totaling \$1,500.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2022 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid false fire alarm charges be certified against the real property as follows:

1. Parcel No. 95-009-1400 \$1,500.00

Located at 1112 Lake Avenue NW; and
Described as Section 15, Township 119, Range 35, Block 135
SECOND ADDITION TO THE CITY OF WILLMAR
All of Block 135

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk



City of Willmar

Council Action Request

Meeting Date:	11/15/2021	Agenda Item Number:	10.
Agenda Section:	Regular	Originating Department:	Planning & Development Services
Resolution	Yes	Prepared By:	Willard Huyck, Main Street Coordinator - Planner
Ordinance	No	Reviewed By:	Justice Walker, Director of Planning and Development
No. of Attachments	4	Presented By:	Willard Huyck, Main Street Coordinator - Planner; Maddie Dahlheimer, Bolton & Menk
Item:	Funding Approval for Downtown Streetscape Project; Authorizing Bolton & Menk to Initiate Final Design Process for Downtown Streetscape Project		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution approving the use of \$400,000 received from the Small Cities Development grant for downtown streetscape improvements.

Motion By: _____ Second By: _____, to adopt a resolution authorizing Bolton & Menk to begin work on a final design and budget for the downtown streetscape project.

OVERVIEW:

In 2019, the City of Willmar received a Small Cities Development grant including \$400,000 for downtown streetscape improvements. Those funds will be used to install sidewalk bumpouts in downtown intersections. In 2021, the City entered a professional services agreement with Bolton & Menk to facilitate these improvements.

Through extensive public engagement and consultation with City staff, Bolton & Menk has designed a preliminary concept and budget for improvements at the intersection of 4th Street SW and Litchfield Avenue SW.

The proposed concept includes 4 bumpouts. Each bumpout will feature enhanced crosswalks, accessibility features, ornamental pavement and planters. The proposal also contemplates future additions to the intersection, including plantings, festoon lighting, bike racks and litter receptacles.

With Council’s approval, Bolton & Menk will begin work on a final design and budget for this project.

The project will be completed by September 2022.

PRIMARY ALTERNATIVES TO CONSIDER:

Option A: Approve Staff's Request

Option B: Table and Request More Information

Option C: Decline staff's request

BUDGETARY/FISCAL ISSUES:

These actions will commit \$400,000 in Small Cities Development grant funding to downtown streetscape improvements.

ATTACHMENTS:

Preliminary Illustration of Proposed Streetscape Improvements

Preliminary Project Budget

Resolution Authorizing Mayor and City Administrator to Approve Downtown Streetscape Project Funding

Resolution Authorizing Bolton & Menk to Advance Downtown Streetscape Project into Final Design Phase

Introduction

The City of Willmar has initiated a two-phase project to identify and construct streetscape improvements in the downtown area.

This project will utilize funding secured through the Small Cities Development Grant Program.

The intent for improvements constructed with this grant money is that it will spur continued investment throughout the downtown area.

PROJECT CONTACTS

Willard Huyck, Main Street Coordinator
 City of Willmar
 (320) 894-1015
whuyck@willmarmn.gov

Casey Byers, Project Manager
 Bolton & Menk
 (515) 259-9190
casey.byers@bolton-menk.com

PROJECT/GRANT BACKGROUND

- Small Cities Development Program Grant - effective May 1, 2019. Expires September 30, 2022
- \$400,000 for Streetscape Improvements
- \$350,000 for Rental Rehab/ Multi Family Housing

June-October 2021

PHASE 1:
 Concept Generation/Preliminary Design & Public Outreach

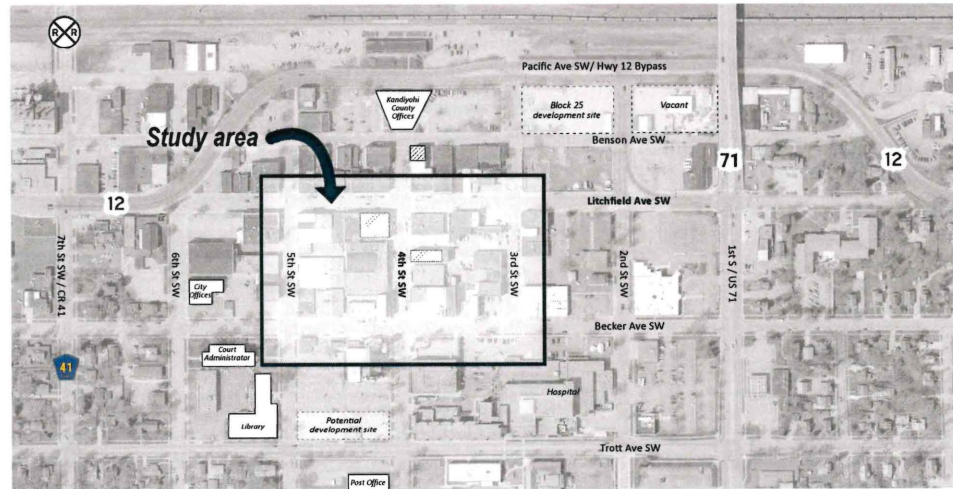
- Consideration for bumpouts at six primary intersections
- Determination of style and location for site furnishings (benches, litter receptacles, bike racks, etc.)
- Consideration for street trees and landscape improvements
- Evaluate impact/need for utility improvements based on design for intersection improvements at the six intersections

We are here.

November 2021 - January 2022

PHASE 2:
 Final Design, Construction Documentation & Bidding for Phase 1 Project

- Complete final design of identified Phase 1 project to utilize grant funding
- Construction document preparation
- Bidding in early 2022. Construction must be complete by September 2022.



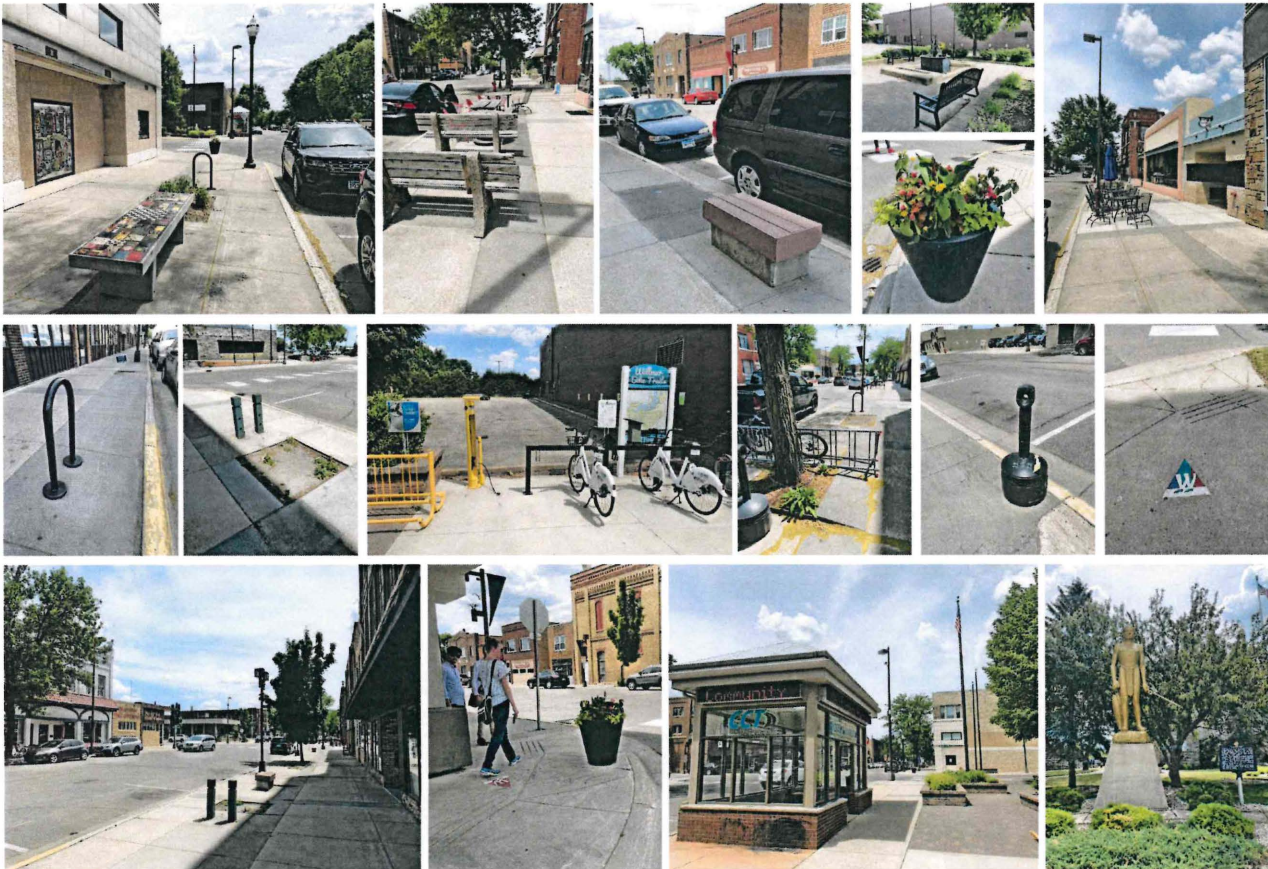
PROJECT STUDY AREA

The funding application considered six intersections in the downtown area. To align with the funding requirements, the identified improvements need to fall within this area.

This project does not preclude future or ongoing investment throughout the rest of the downtown area.

Existing Streetscape Elements

Establishing a consistent materials palette for downtown streetscape elements is part of the grant improvement project. Streetscape elements - site furnishings, pavement material, plant material, etc. - help to establish the character or "brand" of an area. The existing streetscape elements in downtown Willmar lack consistency to support a unified identity.



Lighting - Replacement Plan

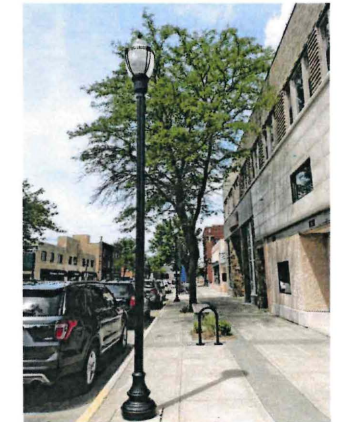
The City and Willmar Municipal Utilities have collaborated to identify lighting upgrades in downtown.

Installation is tentatively scheduled for 2022/2023 and includes replacement of all light fixtures to the LED light as pictured.

Four of the new lights have been installed on 4th Street as a pilot project - check them out!



Existing Lights



Replacement Light

Where We've Been & What We've Heard

July 8, 2021

Steering Committee Meeting

Introduce project; discuss downtown issues, opportunities, and vision

July 21, 2021

4th Street Block Party

Introduce project; discuss downtown issues, opportunities, and vision

August 16, 2021

Steering Committee Meeting

Explore improvement alternatives and site furnishing characters

August 17, 2021

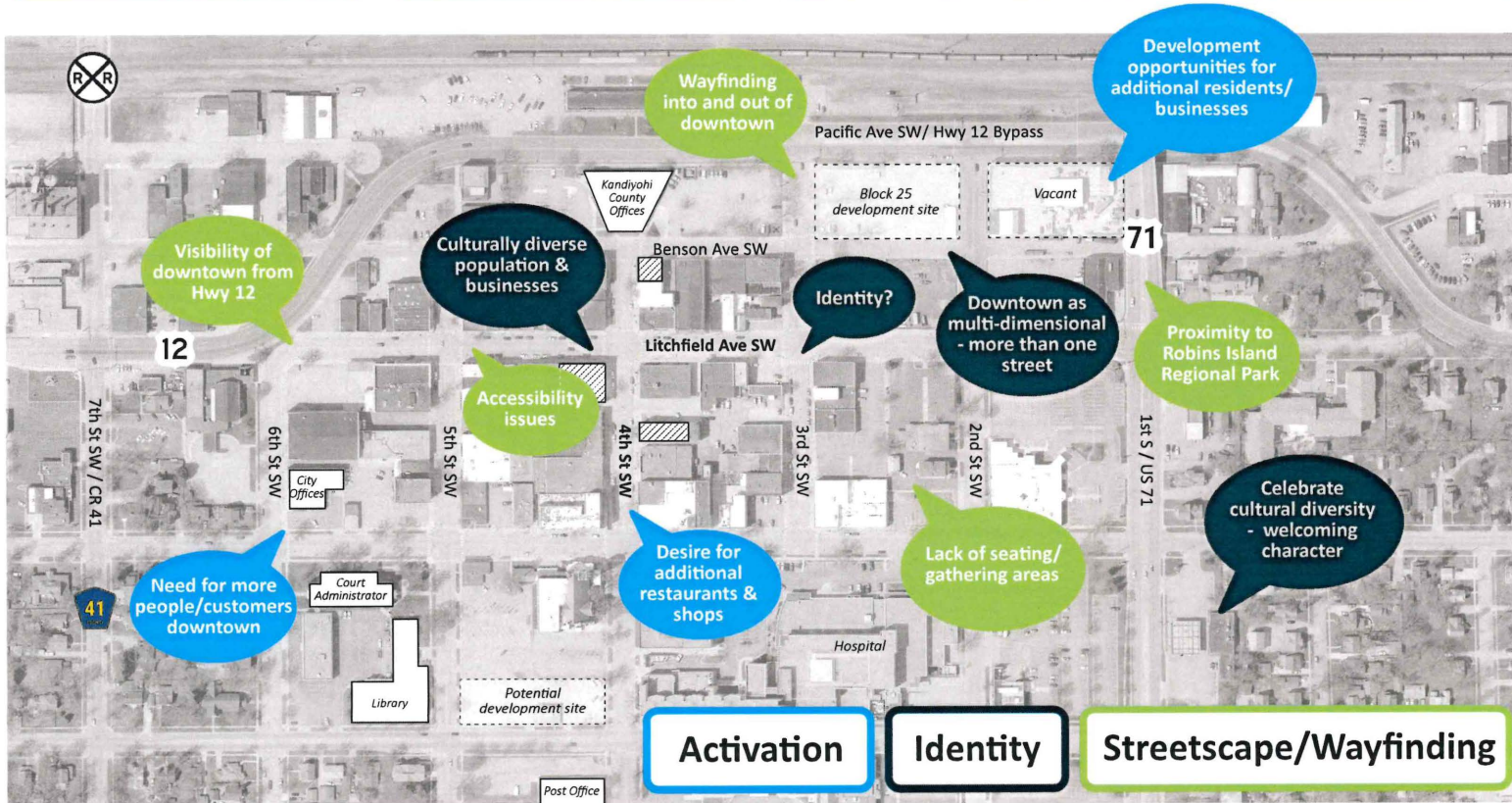
Stakeholder Meeting

Introduce project; discuss downtown issues, opportunities, and vision

October 5, 2021

Open House

Review project process, present improvement project alternatives for discussion



DISCUSSION PROMPTS

The following prompts are examples of questions used to facilitate an open dialog on issues/opportunities for downtown Willmar:

- what is unique about downtown?
- what should the character of downtown Willmar be?
- what is your vision for downtown?
- how can downtown infrastructure better support your business?
- if there was one intersection or block to improve as a "showcase" or catalyst project, where would it be?

WHAT WE'VE HEARD

Common themes emerged from feedback received about downtown related to

- activating the space with programming, placemaking, and policy
- identifying and communicating the identity of downtown through the built environment
- incorporating streetscape improvements to support the users and uses downtown

Vision for Downtown

The following vision statement, concept diagram, and thematic objectives were developed from the input provided by the steering committee, stakeholder group, and community at the July block party.

These elements act as a guide in decision making for potential improvements.

Utilize streetscape elements and design to support an active and vibrant downtown; communicate the character, history, and cultural richness of the area; and create a place where people want to spend time.

Activation

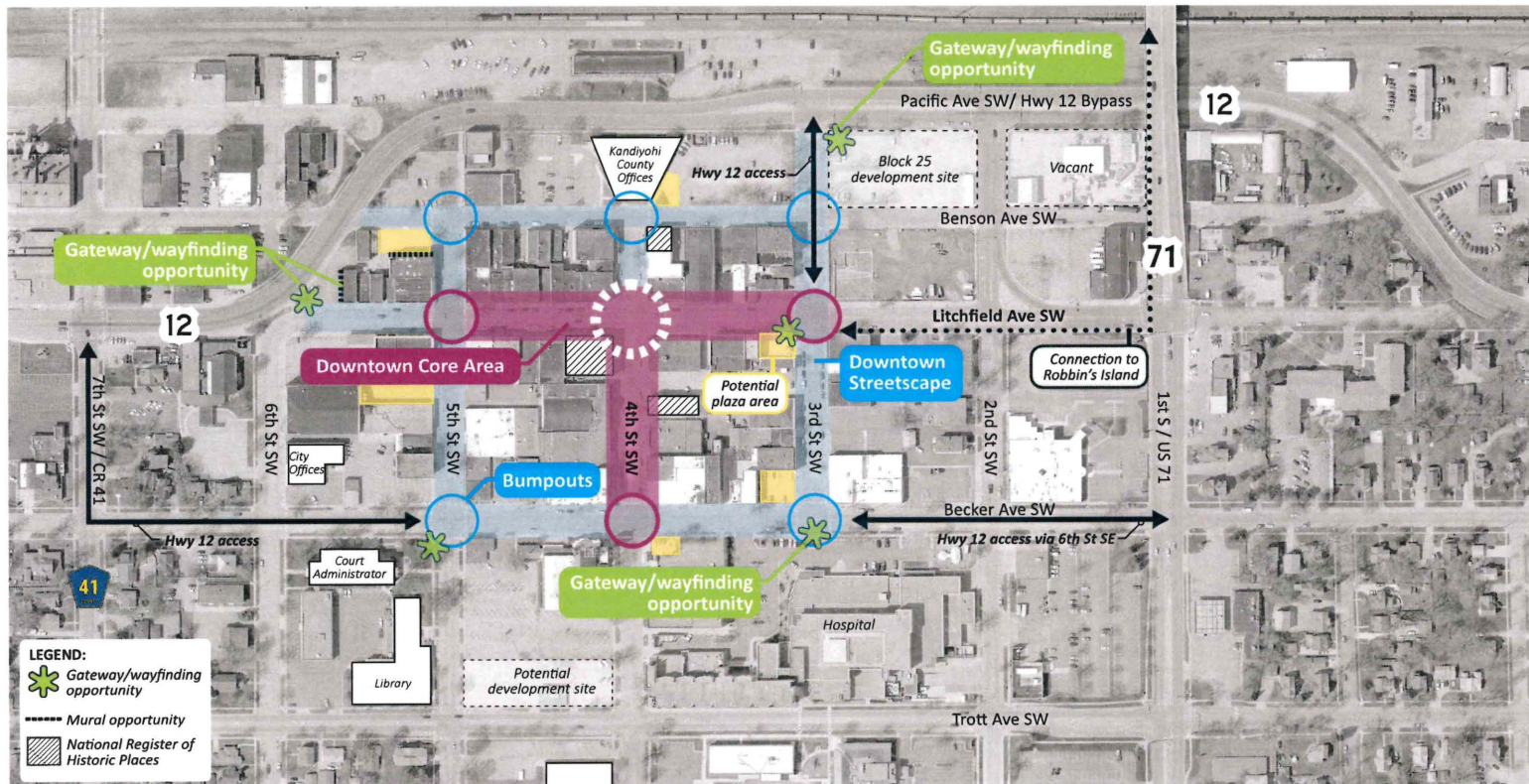
- Harness policy decisions which support existing businesses, encourage new businesses to move to the area, and support an increase in residential units in the downtown area

Identity

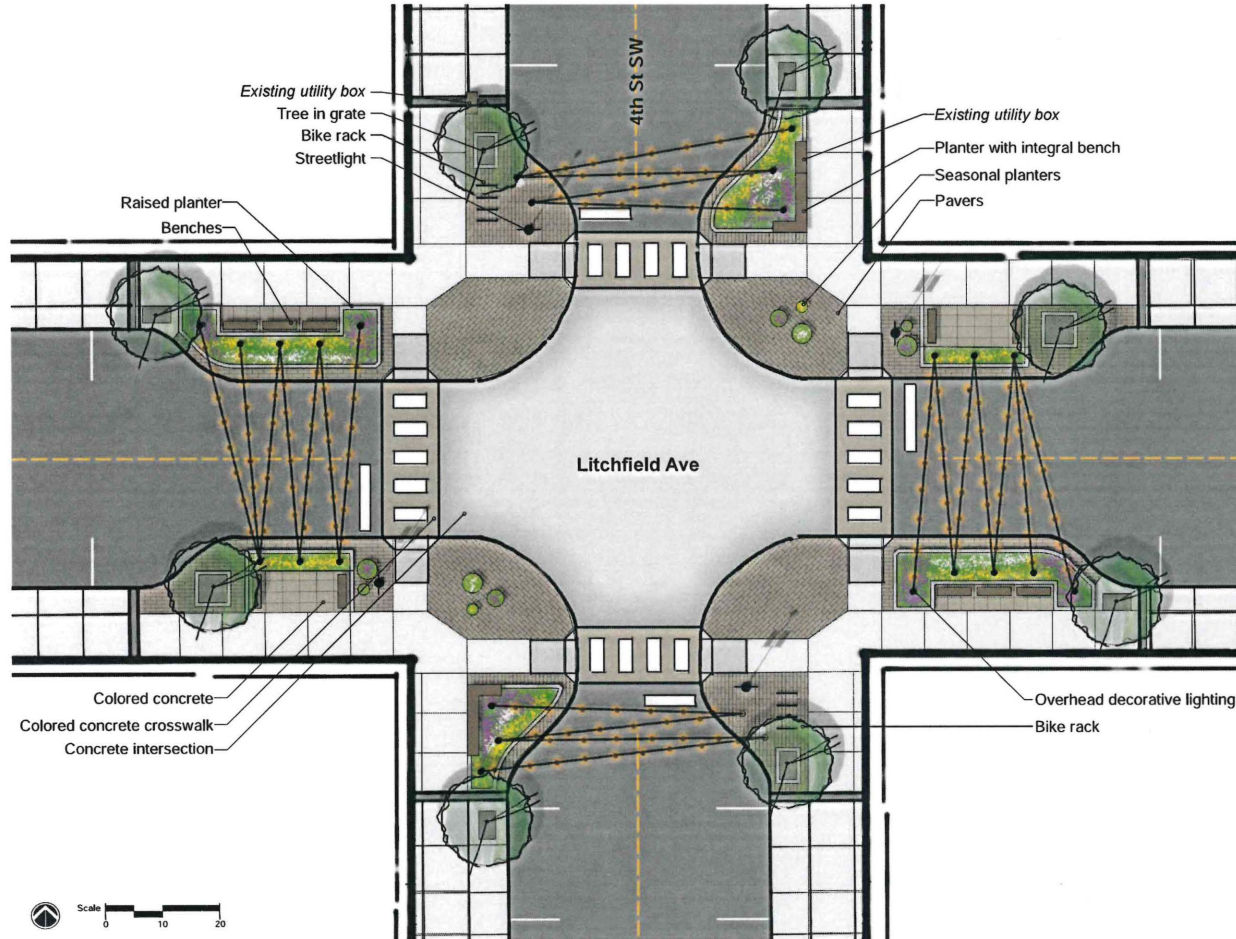
- Celebrate unique cultural identity of downtown
- Leverage built elements to communicate character of downtown as cultural entertainment district
- Inclusive & welcoming

Streetscape/Wayfinding

- Accessible
- Create gathering/seating areas
- Improve visibility of downtown from bypass
- Improve wayfinding to key destinations
- Activate core downtown area to support daily activity and special events



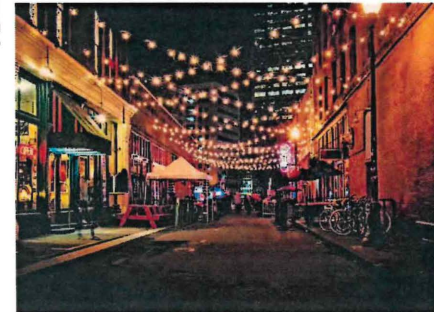
Intersection Concept 1



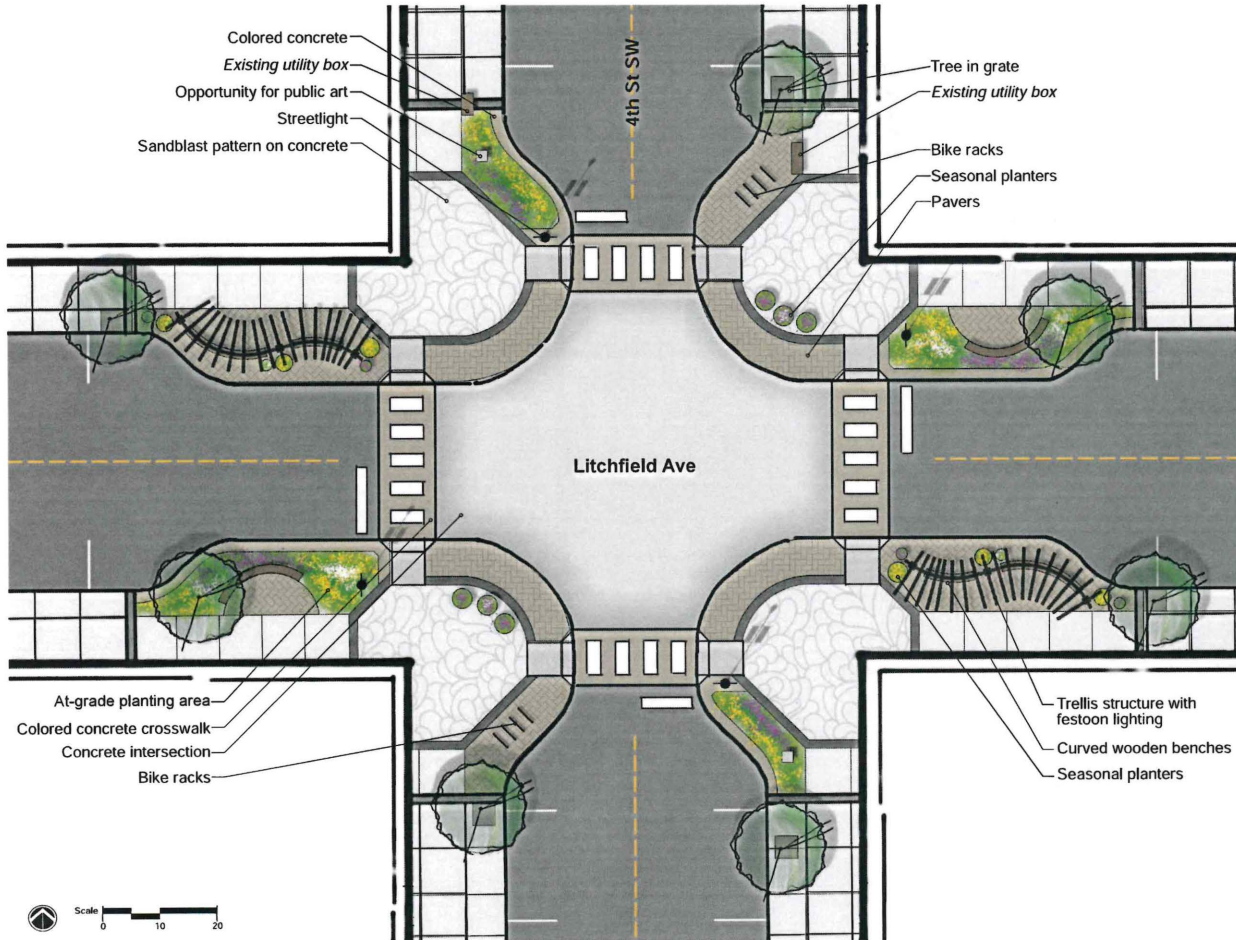
COMMUNITY FEEDBACK

October Open House

- + Festoon lighting - sense of arrival
- Consider truck traffic with overhead lighting
- + "Thumbs up for trees"
- + Raised planting beds to prevent people from walking through
- Expansive paver areas in bumpouts



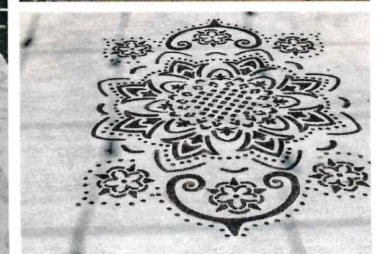
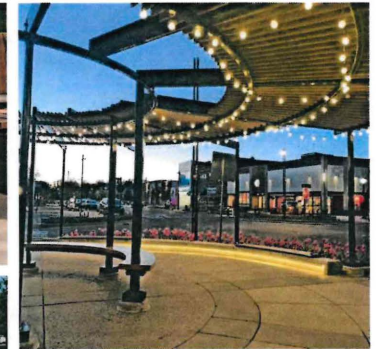
Intersection Concept 2



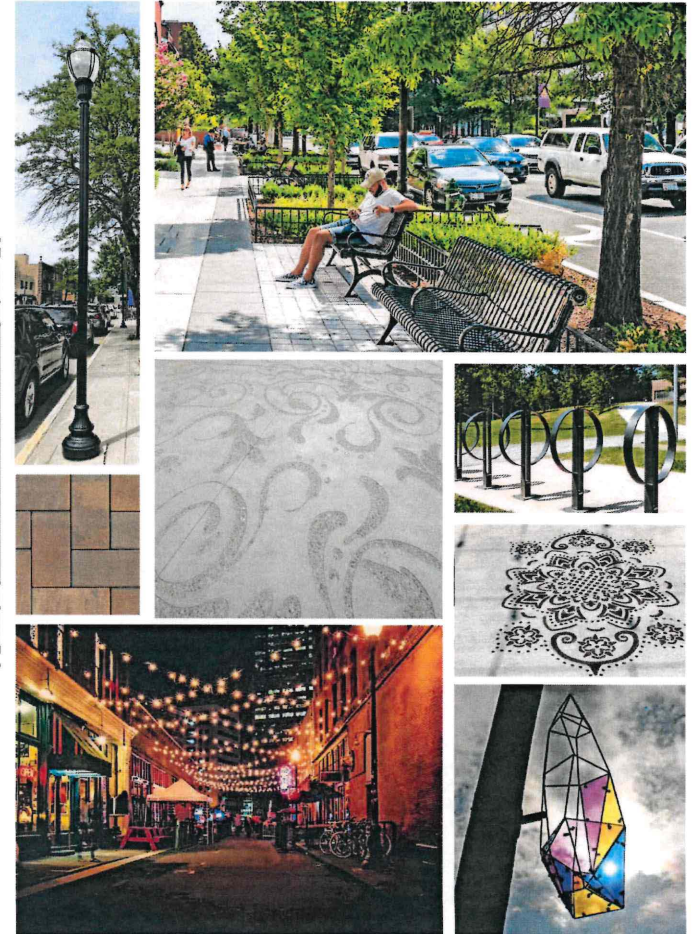
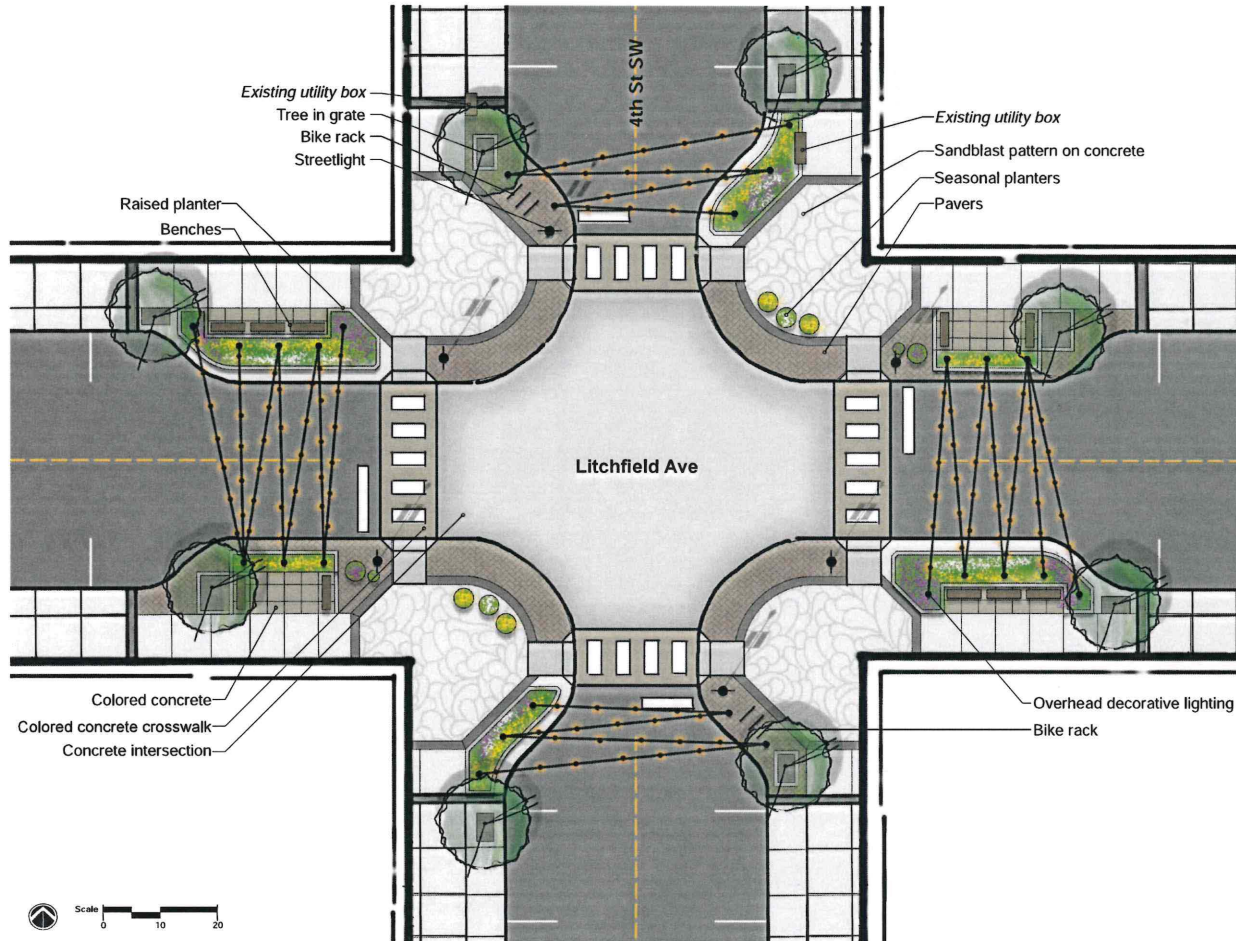
COMMUNITY FEEDBACK

October Open House

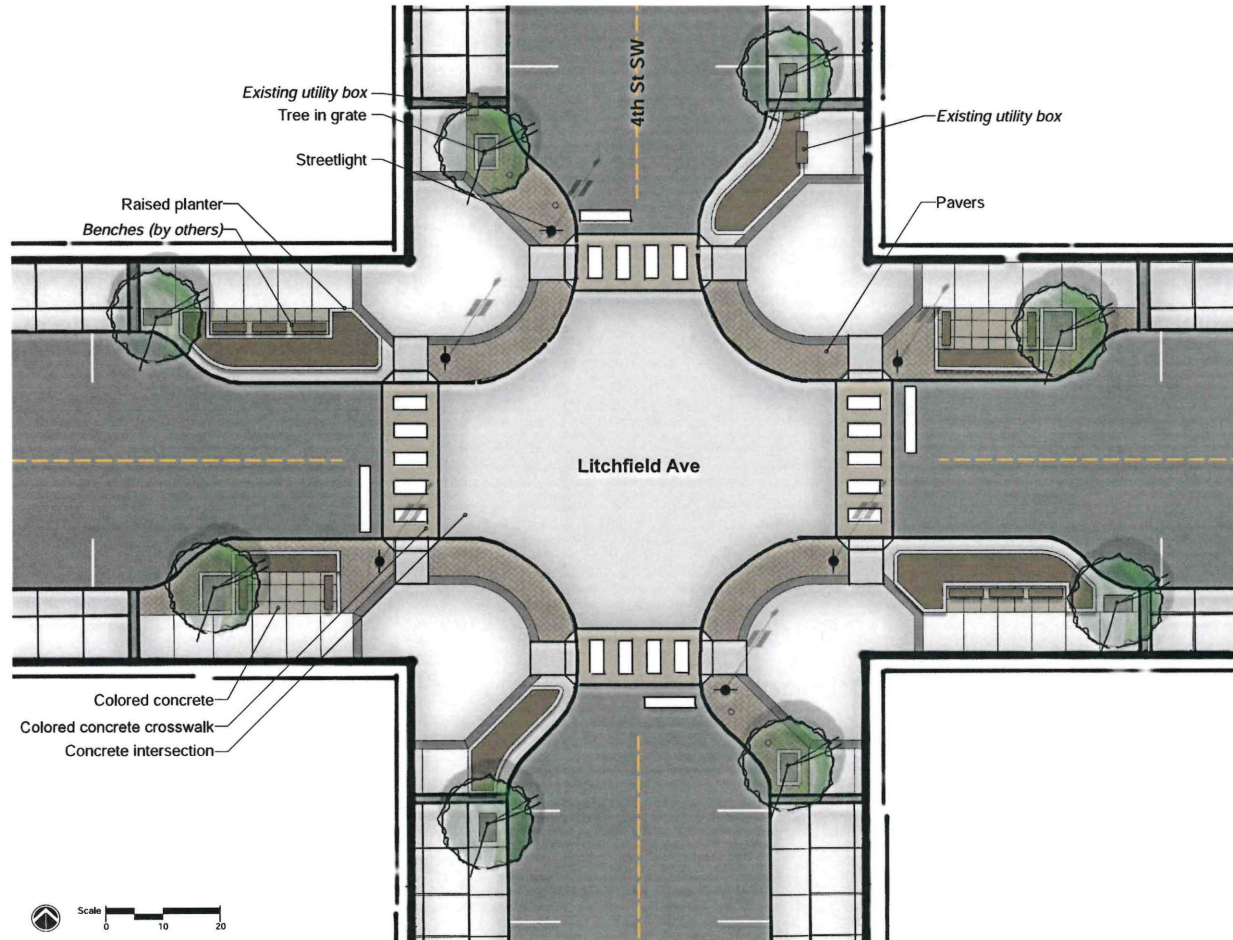
- + Sandblast pattern as unique opportunity
- Potential year-round use of structure
- "Thumbs up for trees"



Final Intersection Concept



Phase 1 Implementation



SMALL CITIES DEVELOPMENT PROGRAM GRANT

\$400,000 for Streetscape Improvements

- Accessibility improvements
- Bumpouts
- Enhanced crosswalks
- Defined intersection
- Decorative pavements
- Planting areas
- Street trees and grates
- Footings for festoon lighting poles

ENHANCEMENTS BY OTHERS

Willmar Area Arts Council
(funded by a donation from Blue Cross Blue Shield)

- Benches. \$20,000

FUTURE PHASE 2 ENHANCEMENTS

ESTIMATED \$130,000

- Sandblast pattern
- Festoon lighting and poles
- Site amenities - bike racks, litter receptacles, seasonal planters
- Landscape Plantings

ENGINEER'S ESTIMATE

DOWNTOWN STREETScape IMPROVEMENTS

CITY OF WILLMAR, MN

BMI PROJECT NO. 0W1.124434

FINAL CONCEPT

Real People. Real Solutions.

Date: 11/3/2021

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
PART 1					
1	MOBILIZATION	1	LUMP SUM	\$33,000.00	\$33,000.00
2	TRAFFIC AND PERIMETER CONTROL	1	LUMP SUM	\$5,000.00	\$5,000.00
3	STORM DRAIN INLET PROTECTION	4	EACH	\$250.00	\$1,000.00
PART 1 SUBTOTAL					\$39,000.00
PART 2 - REMOVALS					
4	COMMON EXCAVATION	900	CU YD	\$15.00	\$13,500.00
5	REMOVE BITUMINOUS PAVEMENT	1350	SQ YD	\$3.00	\$4,050.00
6	REMOVE CONCRETE WALK & PEDESTRIAN RAMPS	4700	SQ FT	\$3.00	\$14,100.00
7	REMOVE CONCRETE CURB AND GUTTER	400	LIN FT	\$5.00	\$2,000.00
8	REMOVE LIGHTING UNIT	6	EACH	\$500.00	\$3,000.00
9	REMOVE CATCH BASIN	4	EACH	\$750.00	\$3,000.00
PART 2 SUBTOTAL					\$39,650.00
PART 3 - SITE CONSTRUCTION					
10	CONSTRUCT CATCH BASIN	4	EACH	\$4,000.00	\$16,000.00
11	CONNECT TO EXISTING STORM SEWER	5	EACH	\$1,500.00	\$7,500.00
12	RELOCATE HYDRANT	2	EACH	\$5,000.00	\$10,000.00
13	ADJUST MANHOLE FRAME AND RING CASTING	10	EACH	\$500.00	\$5,000.00
14	AGGREGATE BASE CLASS 5	320	CU YD	\$26.00	\$8,320.00
15	BITUMINOUS PAVEMENT	120	TON	\$85.00	\$10,200.00
16	8" CONCRETE PAVEMENT - INTERSECTION	350	SQ YD	\$70.00	\$24,500.00
17	8" CONCRETE PAVEMENT, INTEGRAL COLOR - CROSSWALKS	130	SQ YD	\$110.00	\$14,300.00
18	CONCRETE CURB & GUTTER, B618	520	LIN FT	\$30.00	\$15,600.00
19	6" CONCRETE PEDESTRIAN CURB RAMP	47	SQ YD	\$70.00	\$3,290.00
20	CROSSWALK BLOCK (EPOXY)	300	SQ FT	\$10.00	\$3,000.00
21	TRUNCATED DOMES	100	SQ FT	\$50.00	\$5,000.00
22	INSTALL STREET LIGHT	6	EACH	\$1,500.00	\$9,000.00
PART 3 SUBTOTAL					\$131,710.00
PART 4 - STREETScape ENHANCEMENT					
23	4" CONCRETE WALK	470	SQ YD	\$60.00	\$28,200.00
24	4" CONCRETE WALK SPECIAL, INTEGRAL COLOR	52	SQ YD	\$90.00	\$4,680.00
25	CONCRETE PAVERS	1570	SQ FT	\$28.00	\$43,960.00
26	CONCRETE PLANTER CURB	360	LIN FT	\$40.00	\$14,400.00
27	MONUMENT POLE FOOTING	26	EACH	\$500.00	\$13,000.00
28	LITTER RECEPTACLE	1	EACH	\$1,500.00	\$1,500.00
29	TREE GRATE AND FRAME	8	EACH	\$4,500.00	\$36,000.00
30	LOAM TOPSOIL BORROW, 18" DEPTH	40	CU YD (LV)	\$30.00	\$1,200.00
31	SHREDDED HARDWOOD MULCH, 3" DEPTH	7	CU YD	\$75.00	\$525.00
32	DECIDUOUS TREE, 2.5" CAL B&B	8	EACH	\$500.00	\$4,000.00
PART 4 SUBTOTAL					\$147,465.00
SUBTOTAL					\$357,825.00
<i>CONSTRUCTION CONTINGENCY, 15%</i>					<i>\$53,673.75</i>
ESTIMATED TOTAL CITY COST:					\$411,498.75
<u>BASED ON PRELIMINARY CONCEPT PLANS - DATED OCTOBER 2021</u>					

ENGINEER'S ESTIMATE

DOWNTOWN STREETScape IMPROVEMENTS

CITY OF WILLMAR, MN

BMI PROJECT NO. OW1.124434

FINAL CONCEPT**BOLTON
& MENK**

Real People. Real Solutions.

Date: 11/3/2021

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
PART 5 - BY OTHERS					
33	BENCH	10	EACH	\$2,000.00	\$20,000.00
				PART 5 SUBTOTAL	\$20,000.00
PART 6 - FUTURE IMPROVEMENTS					
34	4" CONCRETE WALK SPECIAL, SANDBLAST PATTERN	255	SQ YD	\$60.00	\$15,300.00
35	MONUMENT POLE - FURNISH AND INSTALL	26	EACH	\$2,500.00	\$65,000.00
36	FESTOON LIGHTING	930	LIN FT	\$23.00	\$21,390.00
37	LIGHTING CONTROLLER	1	LUMP SUM	\$5,000.00	\$5,000.00
38	LITTER RECEPTACLE	3	EACH	\$1,500.00	\$4,500.00
39	BICYCLE RACK	2	EACH	\$1,200.00	\$2,400.00
40	SEASONAL PLANTER	10	EACH	\$1,000.00	\$10,000.00
41	DECIDUOUS SHRUB NO 5 CONT	15	EACH	\$80.00	\$1,200.00
42	PERENNIAL & ORNAMENTAL GRASSES, NO 1 CONT	130	EACH	\$25.00	\$3,250.00
				PART 6 SUBTOTAL	\$128,040.00

RESOLUTION NO. _____

APPROVAL OF FUNDING FOR DOWNTOWN STREETSCAPE PROJECT

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 Mayor and City Administrator be authorized to approve the use of \$400,000 received from the Small Cities Development grant for downtown streetscape improvements.

Dated this 15th day of November, 2021.

MAYOR

Attest:

CLERK

RESOLUTION NO. _____

AUTHORIZATION TO ENTER DOWNTOWN STREETScape FINAL DESIGN PHASE

Motion By: _____ Second By: _____

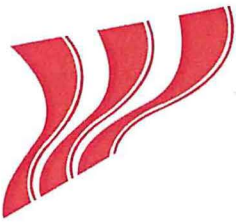
BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that Bolton & Menk are authorized to begin work on a final design and budget for the downtown streetscape project.

Dated this 15th day of November, 2021.

MAYOR

Attest:

CLERK



City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	11.
Agenda Section:	Regular	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Engineering Department
Ordinance	No	Reviewed By:	Leslie Valiant City Administrator
No. of Attachments	2	Presented By:	Jared Voge, P.E. Interim City Engineer
Item:	Consider adoption of resolution authorizing Amendment No. 1 to the 2022 Improvement Projects professional services agreement with Bolton and Menk, Inc. in the amount of \$842,185.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Amendment No. 1 to the 2022 Improvement Projects professional services agreement with Bolton and Menk, Inc. in the amount of \$842,185.

OVERVIEW:

The City entered into an agreement with Bolton and Menk, Inc. on September 7, 2021 for professional services related to the 2022 construction projects (6th Street SW, 13th Street SW, and Litchfield Ave SW) in the amount of \$391,748. Due to internal staffing capacity, the City has requested the contract be amended to include additional project areas. These areas include:

Reconstruction - \$240,640
Charlotte Street SE

Partial Reconstruction - \$187,290
Industrial Drive Service Road SW

Overlay - \$310,300
1st Street NE
19th Avenue/Lakeland Drive SE

Parking Lots - \$103,955
Sperryville Park
Fire Department Lots
7th Street Lot

BUDGETARY/FISCAL ISSUES:

Original Contract Amount	\$391,748.00
<u>Amendment No. 1</u>	<u>\$842,185.00</u>
Actual Final Contract	\$1,233,933.00

ATTACHMENTS:

- Council Resolution
- Amendment No. 1

Resolution No. ____

**A RESOLUTION ACCEPTING CONTRACT AMENDMENT NO. 1 WITH BOLTON AND MENK, INC.
FOR THE 2022 CONSTRUCTION PROJECTS.**

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 Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the 2022 Construction Projects between the City of Willmar and Bolton and Menk, Inc. of Willmar, Minnesota by Contract Amendment No. 1 in the increased amount of \$842,185.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk




Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: October 29, 2021
To: Gary Manzer
Interim Public Work Director
From: Jared Voge, P.E. 
Interim City Engineer
Subject: 2022 Construction Projects Proposal
Amendment No. 1
Willmar, Minnesota
Project No.: 0W1.123455

In August 2021, the City Council approved an engineering services contract for a portion of the proposed 2022 Improvements. Due to internal city staffing capacity, city staff has requested that the contract be amended to include additional project areas. The following is a summary of the engineering services for the original contract amount and the proposed amended amount:

1. Contract Amount = \$391,748.00
2. Contract Amendment No. 1 = \$842,185.00
3. Total Amount (Contract Amount + Amendment No. 1) = \$1,233,933.00

Please refer to the attached proposal for a detailed breakdown of the proposed Amendment No. 1. We recommend that Council pass a motion approving Amendment No. 1.

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

JAV/sjj

Enclosure



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

October 14, 2021

Gary Manzer
Interim Public Works Director
801 Industrial Drive SW
Willmar, MN 56201

RE: 2022 Construction Projects
Willmar, MN

Dear Gary,

Bolton & Menk, Inc., is pleased to submit this proposal for the 2022 construction projects, which include Charlotte Street SE, Industrial Drive Service Road, 1st Street NE, 19th Avenue SE/Lakeland Drive SE, and parking lots for the following locations: Sperryville, Fire Department, and 7th Street. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

SCOPE OF SERVICES

It is our understanding that City of Willmar intends to improve Charlotte Street SE and Industrial Drive Service Road by reconstructing the street and utilities and 1st Street NE and 19th Avenue SE/Lakeland Drive SE by bituminous mill and overlay/partial reconstruction. Our understanding for the scope of the improvements on the parking lots is as follows:

- Sperryville
 - New parking lot construction and storm sewer improvements.
- Fire Department
 - Reconstruction of the parking lots and storm sewer improvements.
- 7th Street
 - Reconstruction of the parking lot.

Please see the enclosed **Figure 2** illustrating the improvement locations. The tasks associated with the improvements are as follows:

1. Preliminary Design

Bolton & Menk, Inc. will prepare a feasibility report, a cost estimate, and a preliminary assessment roll for the improvements along Charlotte Street SE and Industrial Drive Service Road and review them with City and utilities staff. For cost savings and efficiency purposes, we propose to collaborate with City staff on the assessments associated with 1st Street NE, 19th Avenue/Lakeland Drive SE, and the parking lots listed above. To aid with the preliminary design, all record drawing information will be requested.

Field staff will obtain the necessary reconstruction data along 1st Street NE and 19th Avenue SE/Lakeland Drive SE by field verification. Our survey crew will obtain topographical data based on NAD 83 horizontal and NAVD 88 vertical datums along Charlotte Street SE, Industrial Drive Service Road, and the parking lots. A Gopher State One Call ticket will be generated for

the project, and we will work with City and municipal utilities staff to verify that all utilities are accounted for.

Bolton & Menk will prepare 30% plans and a cost estimate for the improvements and review them with City and utilities staff.

The improvements will likely require permits including an NPDES Construction Stormwater permit. We will prepare applications for all required permits and a comprehensive list of permits with the corresponding fees will be provided to the City. All permit fees will be the responsibility of the City of Willmar. As part of the permitting process, Bolton & Menk will verify and document regulations associated with the improvements.

2. Design

Bolton & Menk, Inc. will provide 90% design plans and a project manual including technical specifications and SWPPP requirements for the review of the City and utilities staff. A utility meeting will be held to verify the location of all existing utilities and identify any conflicts. Following review of the 90% plans, final plans and specifications incorporating comments received will be prepared for the project. In addition, a construction cost estimate will be provided.

3. Bidding

Bolton & Menk will prepare the project advertisement for bids while working closely with City staff to ensure the bid opening date fits with council meeting schedules. The project will be advertised for a minimum of 21 days in the West Central Tribune, QuestCDN, and our website. Advertisement costs will be the responsibility of the City of Willmar.

Bolton & Menk, Inc. will distribute bidding documents, prepare any required addenda, conduct the project bid opening, and prepare contract documents.

4. Construction Services

Bolton & Menk, Inc. will administer the construction contract ensuring compliance with the contract documents on behalf of the City while communicating regularly with City staff. We will also provide construction staking and construction observation for the improvements. The Resident Project Representative will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the contract documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents. In addition, the RPR will review and approve shop drawings, and samples as well as log and track all submittals. Substitutes proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will also observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. The RPR will document the contractor's progress and prepare and process payment applications based on the work completed. Upon completion of the project, Bolton & Menk, Inc. will prepare the project record drawings.

5. Project Close-Out

Prior to recommending approval of the final project payment application, Bolton & Menk, Inc. will verify all information required by the contract documents is accounted for and a copy of the information exists in the hard copy and electronic project files. We will conduct a final review of the project with City staff for the purpose of preparing a final project punchlist prior to final project payment being issued to the contractor. After all project punch list items have been completed and all paperwork required by the contract has been received from the contractor,

Bolton & Menk, Inc. will prepare a letter of acceptance recommending final payment be made to close the contract.

6. Project Management

Bolton & Menk staff will meet with concerned citizens to discuss the project and address questions and concerns in a timely manner. We also understand the importance of good communication with all City staff and will provide the information required from the project to maintain the City’s asset management system. Bolton and Menk, Inc. will keep the City council and staff informed of the project status and attend meetings when the project is on the agenda to present information regarding the project and respond to questions. We will provide the necessary meeting materials, including change orders, reports, resolutions, and presentations, including all requirements for special assessments. Upon completion of the project, we will also provide the City with hard and electronic copies of the entire project file.

This proposal does not include any services related to geo-technical investigations, construction materials testing, water resources or transportation studies, GIS implementation, and televising. These services are available upon request.

Compensation

We propose to complete the services identified in the above Scope of Services for an HOURLY NOT TO EXCEED fee of \$842,185. These costs include any customary business expenses, and a breakdown of the costs are as follows:

	Reconstruction			Mill & Overlay	
	Charlotte St SE	Industrial Drive Service Rd	Parking Lots	1 st St NE	19 th St SE/ Lakeland Dr SE
1. Preliminary Design	\$ 63,605	\$ 48,090	\$ 28,030	\$ 44,495	\$ 43,245
2. Design	\$ 49,315	\$ 39,895	\$ 24,410	\$ 41,005	\$ 43,165
3. Bidding	\$ 4,540	\$ 4,540	\$ 4,540	\$ 5,040	\$ 5,040
4. Construction Services	\$ 100,880	\$ 74,515	\$ 37,645	\$ 46,585	\$ 49,085
5. Project Close-Out	\$ 3,985	\$ 3,175	\$ 2,100	\$ 3,905	\$ 3,905
6. Project Management	\$ 18,315	\$ 17,075	\$ 7,230	\$ 12,415	\$ 12,415
Subtotals:	\$ 240,640	\$ 187,290	\$ 103,955	\$ 153,445	\$ 156,855
Total:	\$842,185				

Please see the attached *Figure 1* for a more detailed estimate of the hours and costs.

Preliminary Schedule

Bolton & Menk, Inc. will initiate providing the scope of services immediately following execution of this proposal. Our proposed schedule for completing the major tasks outlined within this proposal includes estimated dates for completion and will be adjusted as the project progresses:

	Reconstruction			Mill & Overlay	
	Charlotte St SE	Industrial Drive Service Rd	Parking Lots	1 st St NE	19 th St SE/ Lakeland Dr SE
1. Preliminary Design	Feb. 21, 2022	Feb. 21, 2022	Feb. 21, 2022	Feb. 21, 2022	Feb. 21, 2022
2. Design	April 18, 2022	April 18, 2022	April 18, 2022	April 18, 2022	April 18, 2022
3. Bidding	May 16, 2022	May 16, 2022	May 16, 2022	May 16, 2022	May 16, 2022
4. Construction Services	June 16, 2023	June 16, 2023	Nov. 21, 2022	Sept. 2, 2022	Sept. 2, 2022
5. Project Close-Out	July 17, 2023	July 17, 2023	Dec. 19, 2022	Nov. 21, 2022	Nov. 21, 2022
6. Project Management	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

We will submit invoices for payment monthly based on the time spent completing the tasks identified above for each individual project. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the Owner may require an additional fee. Any additional fees will be billed at our Standard Hourly Rates. In addition, Bolton & Menk, Inc. is also willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

If you have any questions regarding our proposal, please contact me at your convenience at 612-756-0326 or Jared.Voge@bolton-menk.com. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar. We are prepared to proceed upon your notification.

Sincerely,

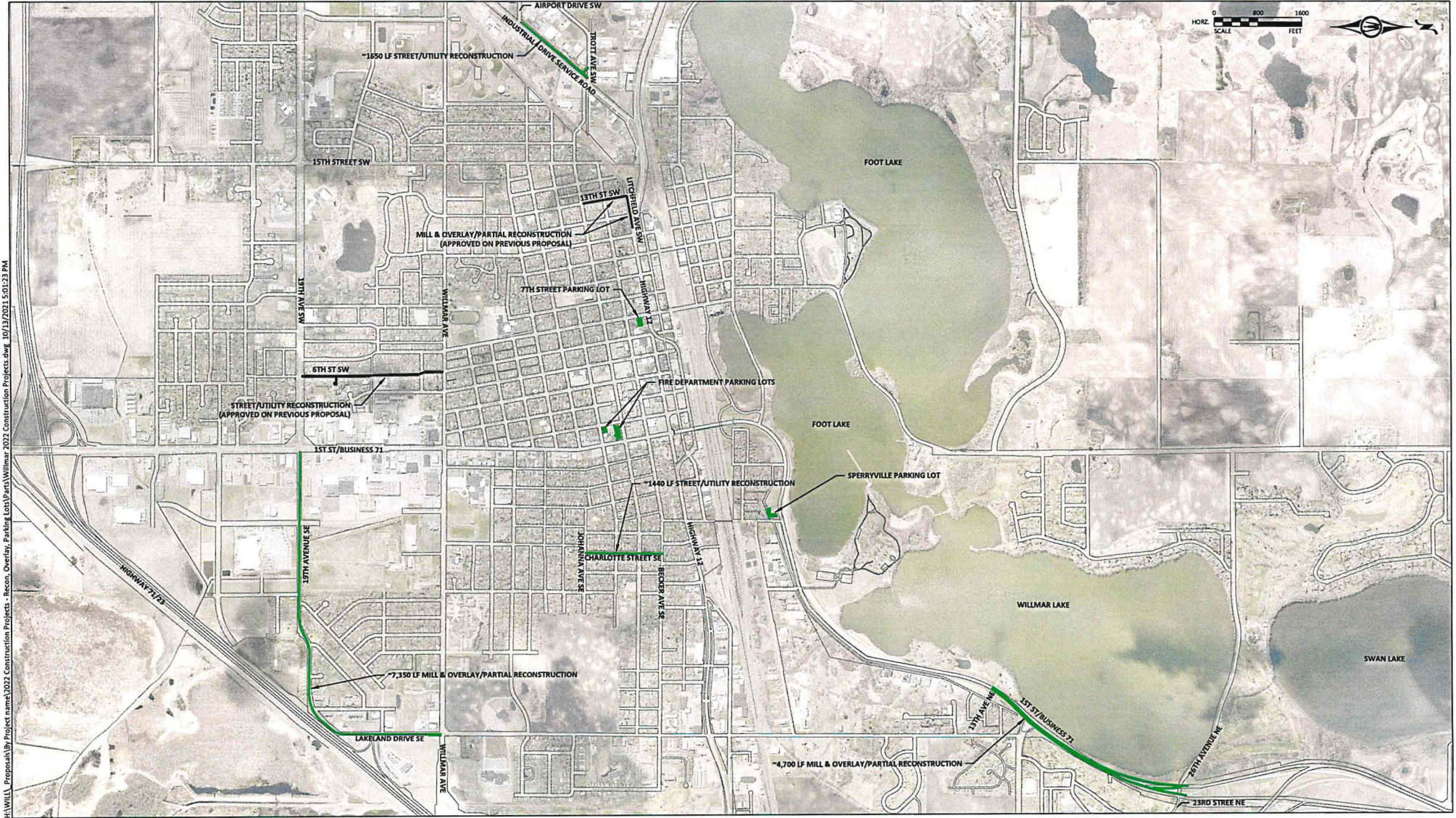
Bolton & Menk, Inc.



Jared Voge
Principal Engineer

Figure 1: Detailed Cost Estimate

Client: City of Willmar Project: 2022 Construction Projects		Bolton & Menk, Inc.										
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Project Engineer	Design Engineer/Resident Project Representative	Water Resources Engineer	Project Surveyor	Survey Tech	Survey Crew	Clerical	Total Hours	Total Cost
Area A - Charlotte Street SE Reconstruction												
1.0	Preliminary Design	9	18	132	180	12	8	32	60	24	475	\$63,605
2.0	Design Phase	15	39	125	135	25	0	0	0	24	363	\$49,315
3.0	Bidding	4	7	6	0	0	0	0	0	20	37	\$4,540
4.0	Construction Services	15	31	63	522	0	6	22	80	36	775	\$100,880
5.0	Project Closeout	2	4	13	8	0	0	0	0	2	29	\$3,985
6.0	Project Management	29	12	36	16	0	0	0	0	45	138	\$18,315
Total Hours		74.0	111.0	375.0	861.0	37.0	14.0	54.0	140.0	151.0	1817.0	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Subtotal - Area A		\$13,690	\$18,870	\$50,625	\$107,625	\$5,920	\$2,030	\$7,290	\$21,000	\$13,590		\$240,640
Area B - Industrial Drive Service Road Reconstruction												
1.0	Preliminary Design	6	12	86	152	8	6	24	50	16	360	\$48,090
2.0	Design Phase	11	31	103	117	13	0	0	0	22	297	\$39,895
3.0	Bidding	4	7	6	0	0	0	0	0	20	37	\$4,540
4.0	Construction Services	11	23	48	358	0	6	20	75	28	569	\$74,515
5.0	Project Closeout	2	4	7	8	0	0	0	0	2	23	\$3,175
6.0	Project Management	25	12	36	12	0	0	0	0	45	130	\$17,075
Total Hours		59.0	89.0	286.0	647.0	21.0	12.0	44.0	125.0	133.0	1416.0	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Subtotal - Area B		\$10,915	\$15,130	\$38,610	\$80,875	\$3,360	\$1,740	\$5,940	\$18,750	\$11,970		\$187,290
Area C - Parking Lots Construction												
1.0	Preliminary Design	4	8	54	74	0	6	16	40	4	206	\$28,030
2.0	Design Phase	3	10	70	93	0	0	0	0	12	188	\$24,410
3.0	Bidding	4	7	6	0	0	0	0	0	20	37	\$4,540
4.0	Construction Services	8	12	63	136	0	4	8	32	24	287	\$37,645
5.0	Project Closeout	2	3	4	4	0	0	0	0	2	15	\$2,100
6.0	Project Management	13	4	21	4	0	0	0	0	9	51	\$7,230
Total Hours		34.0	44.0	218.0	311.0	0.0	10.0	24.0	72.0	71.0	784.0	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Subtotal - Area C		\$6,290	\$7,480	\$29,430	\$38,875	\$0	\$1,450	\$3,240	\$10,800	\$6,390		\$103,955
Area D - 1st Street NE Mill & Overlay												
1.0	Preliminary Design	9	22	132	150	0	0	16	0	4	333	\$44,495
2.0	Design Phase	15	35	89	145	1	0	0	0	22	307	\$41,005
3.0	Bidding	4	7	6	4	0	0	0	0	20	41	\$5,040
4.0	Construction Services	7	13	92	228	0	0	0	0	24	364	\$46,585
5.0	Project Closeout	4	4	9	8	0	0	0	0	3	28	\$3,905
6.0	Project Management	21	12	24	8	0	0	0	0	25	90	\$12,415
Total Hours		60	93	352	543	1	0	16	0	98	1163	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Subtotal - Area D		\$11,100	\$15,810	\$47,520	\$67,875	\$160	\$0	\$2,160	\$0	\$8,820		\$153,445
Area E - 19th Street SE/Lakeland Drive SE Mill & Overlay												
1.0	Preliminary Design	9	22	132	140	0	0	16	0	4	323	\$43,245
2.0	Design Phase	15	35	105	145	1	0	0	0	22	323	\$43,165
3.0	Bidding	4	7	6	4	0	0	0	0	20	41	\$5,040
4.0	Construction Services	7	13	92	248	0	0	0	0	24	384	\$49,085
5.0	Project Closeout	4	4	9	8	0	0	0	0	3	28	\$3,905
6.0	Project Management	21	12	24	8	0	0	0	0	25	90	\$12,415
Total Hours		60.0	93.0	368.0	553.0	1.0	0.0	16.0	0.0	98.0	1,189.0	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Subtotal - Area E		\$11,100	\$15,810	\$49,680	\$69,125	\$160	\$0	\$2,160	\$0	\$8,820		\$156,855
Total Fees All Areas												
Total Hours		287.0	430.0	1,599.0	2,915.0	60.0	36.0	154.0	337.0	551.0	6,369.0	
Average Hourly Rate		\$185.00	\$170.00	\$135.00	\$125.00	\$160.00	\$145.00	\$135.00	\$150.00	\$90.00		
Total Fees		\$53,095	\$73,100	\$215,865	\$364,375	\$9,600	\$5,220	\$20,790	\$50,550	\$49,590		
Total Fee												\$842,185



H:\WILLM - Proposals\Proj - Project name\2022 Construction Projects - Recos, Overlay, Parking Lots\Part 1\Willmar 2022 Construction Projects.dwg, 10/12/2021 5:01:23 PM



City of Willmar

City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	12.
Agenda Section:	Regular	Originating Department:	Parks and Recreation
Resolution	Yes	Prepared by:	Rob Baumgarn Parks and Recreation Director
Ordinance	No	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments	3	Presented By:	Rob Baumgarn Parks and Recreation Director
Item:	Approval of Change Order No. 001 for the Robbins Island Improvement project in the amount of \$31,083.49.		

RECOMMENDED ACTIONS:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 001 in the amount of \$31,083.49 for the Robbins Island Improvement Projects.

OVERVIEW:

The Robbins Island Improvement project requires a change order in the amount of \$31,083.49 to add stoops to the doors at open shelter #1, two stoops at Hilltop and a walking path at open shelter #2, from review of the building official.

When the plans were first built the doors for each shelter opened inward. Now, due to code requirements the doors must open outward. This has resulted in the addition of stoops to the doors on open shelter #1 and Hilltop.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the owner contingency budget.

- Change order #1 \$31,083.49- Code requirements
- Change order #2 \$6,638.50- Soil Corrections- additional helical pile materials
- Change order #3 \$9,955.00- Additional concrete for Open Shelter #2- Polygon Piers
- Change order #4 \$1,806.00 -Higher rated insulation for walls and attic space

ATTACHMENTS:

- Resolution
- Change Orders No. 001
- Robbins Island budget worksheet

Resolution No. ____

**A RESOLUTION ACCEPTING CHANGE ORDER NO. 001 FOR THE ROBBINS ISLAND
IMPROVEMENT PROJECT FOR THE AMOUNT OF \$31,083.49.**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the Robbins Island Improvement Project in the amount of \$31,083.49 per change order #001.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(name and address)</i> Robbins Island Shelter Imprvmt Robbins Island Park	CONTRACT INFORMATION: Contract For: All Work Date: May 24, 2021	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: June 24, 2021
OWNER: <i>(name and address)</i> City of Willmar 333 6th Street SW Willmar, MN 56201	ARCHITECT: <i>(name and address)</i> Bolton & Menk, Inc. 7575 Golden Valley Rd, Ste 200 Minneapolis, MN 55427	CONTRACTOR: <i>(name and address)</i> TerWisscha Construction Inc. 1550 Willmar Avenue SE Willmar, MN 56201

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

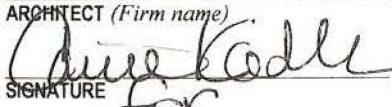
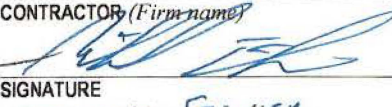
1. Walking path, Hilltop, and open shelter excavation
2. Additional helical piles (2), concrete, door header, doors and hardware

Refer to attached for detail pricing \$31,083.49

The original Contract Sum	was	\$	<u>1,067,445.00</u>
The net change by previously authorized Change Orders		\$	<u>0.00</u>
The Contract Sum	prior to this Change Order was	\$	<u>1,067,445.00</u>
The Contract Sum	will be increased by this Change Order in the amount of	\$	<u>31,083.49</u>
The new Contract Sum	, including this Change Order, will be	\$	<u>1,098,528.49</u>
The Contract Time will be unchanged by zero (0) days.			
The new date of Substantial Completion will be unchanged - October 29, 2021.			

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bolton & Menk, Inc.	TerWisscha Construction, Inc.	City of Willmar
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
Michael Tierney	MICHAEL FISCHER	
PRINTED NAME AND TITLE	PROJECT MANAGER	PRINTED NAME AND TITLE
6/24/2021	6/30/2021	
DATE	DATE	DATE



1550 Willmar Avenue S.E.
Willmar, Minnesota 56201

Phone: (320) 235-1664
Fax: (320) 235-3137

Anderson-Johnson Associates
Robbins Island Shelter Improvements
City of Willmar, Minnesota
Bolton & Menk, Inc. Project No. W18.120095

6/1/2021

Change Order Request No. 1

Scope:

Excavation - stoop at open shelter #1, two stoops at Hilltop, and walking path at open shelter #2. = **\$5,589.35**

Piling – Add two additional 5-ton helical piles to 48' in depth. = **\$3,800.00**

Concrete – Add additional grade beam to Open Shelter #1, add footings and foundation walls for two additional frost free stoops at the hilltop shelter, and add additional sidewalk at open shelter #2. = **\$6,405.00**

Rough Carpentry (By TWC) – Add one additional header for door opening. = **\$128.00**

Doors and Hardware – Per change request. = **\$12,335.36**

Subtotal = \$28,257.71

TWC 10% OH&P = \$2,825.78

Total material and labor to complete the above scope = \$31,083.49.

Michael Fischer

Project Manager

A handwritten signature in black ink, appearing to read "Michael Fischer", is written over the printed name and title.



QUOTATION

JUN 09 2021

Date: 6/8/21

Job Name/Number:

Change Order Request #1

10029 Hwy 7 SE
Clara City, MN 56222
(320) 847-2190
Fax: (320) 847-2195

2650 Hwy 12 E
Willmar, MN 56201
(320) 231-2018
Fax: (320) 231-2330

To: TWC
Address: _____
City/State/Zip: _____

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Open shelter #1-- (1- stoop footings)			\$1,156.00
		10% markup		\$115.60
			\$	-
			\$	-
	Hilltop -- (2- stoop footings)			\$1,757.50
		10% markup		\$175.75
			\$	-
			\$	-
	Open shelter #2 -- (walking path)			\$1,895.00
		10% markup		\$189.50
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
TOTAL				\$ 5,289.35

We reserve the right to ship from other sources and to meet any competitive quote.
A 1.5% per month finance charge will be added to any unpaid amount 30 days after date of invoice.

This quote expires 30 days from the date above. Terms: Net 30 days

SPECIAL NOTES: _____

Vreeman Authorized Signature: *Nathan Vreeman*

Accepted:
The above prices, specifications, conditions, and terms are satisfactory and are hereby accepted. You are authorized to provide the material as specified. Payment will be made as outlined above.

Authorized Customer Signature/Title: _____ Date: _____

PLEASE RETURN QUOTE TO ADDRESS NOTED ABOVE AS SOON AS ACCEPTANCE IS SIGNED.

PILING SYSTEMS

.com

DAVID NEWMAN
PARTNER

CELL/ 612-282-5883 EMAIL/ david@pilingystems.com

ADDRESS/ 250 Industrial Blvd., Young America, MN 55397

Helical Anchors / Foundation Stabilization / Tiebacks / Structural Concrete

Date: 5/31/21

Change Order #

We are pleased to submit the following change order. We hereby propose to furnish materials and labor necessary for completion of the Contract Work, in accordance with all building codes and regulations.

This proposal may be withdrawn if not signed by _____ (Date).

Submitted To Ter Wiszcha Construction Inc. SS # or Fed ID # _____
Address 1550 Willmar Ave. SE Phone # _____
City, ST Zip Willmar, MN 56201 Fax # _____
Project Address Robbins Island Shelter Improvements Job # _____

Start Date _____ New Completion Date _____

DESCRIPTION OF WORK

PR #1 Add 2 additional 5-ton helical piles to 48 feet in depth, with notes accepted.

Change Order Amount \$ \$3,800 Additional Time Required to Complete: N/A

Terms of Payment: Payment of all changes and or additions will be due upon completion of the original Contract Work described herein, unless other arrangements are agreed upon and defined as follows: _____ . The completion of the requested change(s) may require additional time as identified herein. It is agreed that all changes shall be bound under the Terms and Conditions of the original signed contract dated _____ .

CHANGE ORDER APPROVAL

All terms and conditions are hereby agreed to by the parties listed below. Original signature required on each copy.

Owner: _____ Date _____

2396 HWY 9 NE
New London, MN 56273



bruce@doublejconcrete.com
Telephone 320-354-4945
Direct 320-354-3102

AGREEMENT

PROPOSAL SUBMITTED TO Terwisscha Construction Inc.	Mike	PHONE 320-235-1664	DATE 6/8/2021
ADDRESS 1550 Willmar Ave S Willmar, Mn. 56201		FAX 320-235-3137	JOB LOCATION Willmar, MN
		CELL PHONE 0	
WE HEREBY AGREE AS FOLLOWS:		Contact : Mike	00000

Scope of work - Robbins Island Shelters

Change Order Request #1

A) Same criterias as the original quote.
B) Add additional grade beam to Open Shelter #1
C) Add footings and foundation walls for two additional frost free stoops at the Hilltop Shelter.
D) Add additional sidewalk at Open Shelter #2.

TOTAL ADD \$6,405.00

All materials is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practice. Any alterations or deviations from the above specification involving costs will be executed only upon written orders and will adjust the above estimate accordingly. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry liability and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court or competent jurisdiction. This is an accurate estimate based on all the above information provided and is valid for a period of 30 days from the date listed on this agreement.

Dated: 6-8-2021 Dated: _____
Double J Concrete & Masonry, Inc. Customer
By: Bruce Vetter By: _____



Contract Door & Hardware Co.
www.bdsdoor.net / 1-844-237-3667

1840 14th Street N.W Rochester, MN 55901

Your Local & Trusted Contract Door & Hardware Distributor!

6/1/2021

CO# 1

CHANGE ORDER REQUEST:

Project: Robbins Island Shelter Improvements

Project Location: Willmar, MN

General Contractor: Terwisscha Construction

Requested By: Michael Fischer

BDS Project Manager:

RFI-FRP #:

Qty:	Description:	Cost:	Total:
1	Add opening 202 (door, frame, and hardware)	\$4,185.38	\$4,185.38
1	Changed hardware groups on openings 100, 101, 200 (cost difference in exit devices, closers, cylinders and preps)	\$6,493.48	\$6,493.48
1	Changed door types for openings 200, 300, 301, 302, & 303 (addition of 3 vision kits)	\$756.00	\$756.00
1	7.875 Sales Tax	\$900.50	\$900.50
		TOTAL:	\$12,335.36

Change Order Note's:

Change order request #1 - to change swing of openings 100, 101, 200 from inswing to outswing. Add opening 202 (door, frame, and hardware). Change hardware groups for openings 100, 101, 200. Changed door types on openings 200, 300, 301, 302, 303.

Name:

Title:

Signature

Date:

Robbins Island LOST Project

Project Budget

11/8/2021

Phase I (Watermain & Parking)

Construction Contract Amount	\$ 1,179,553.45
Construction Contingency (0%)	\$ -
Engineering	\$ 199,550.00
Subtotal:	\$ 1,379,103.45

Phase II (Shelters)

Construction Contract Amount	\$ 1,067,445.00
Change Order No. 1	\$ 31,083.49
Change Order No. 2	\$ 6,638.50
Change Order No. 3	\$ 9,955.00
Change Order No. 4	\$ 1,986.60
Poligon Structure	\$ 89,508.00
Construction Contingency (5%)	\$ 53,372.25
Engineering	\$ 185,945.00
Subtotal:	\$ 1,445,933.84

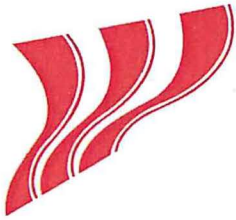
Other City Costs \$ 25,000.00

Total Phase I, Phase II, & City Costs \$ 2,850,037.29

Total LOST Funds \$ 3,000,000.00

Total Estimated Project Cost \$ 2,850,037.29

Remaining LOST Funds \$149,962.71



City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	13.
Agenda Section:	Regular	Originating Department:	Park and Recreation
Resolution	Yes	Prepared by:	Rob Baumgarn, Parks and Recreation Director
Ordinance	No	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments	3	Presented By:	Rob Baumgarn, Parks and Recreation Director
Item:	Consider a resolution authorizing Amendment No. 2 in the amount of \$49,445.00 to the Bolton & Menk, Inc. contract for Robbins Island, Invest in Willmar project.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution approving Amendment No. 2 with Bolton and Menk, Inc. in the amount of \$49,445.00 for the Robbins Island, Invest in Willmar project.

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

OVERVIEW:

The Robbins Island, Invest in Willmar project needs additional services done, per the building official and code requirements. This has resulted in Amendment No.2 to Bolton & Menk’s contract in the amount of \$49,445.00

The following additional parking and watermain improvements to meet code requirements include:

- Re-design Open Shelter No. 1 and Hilltop Shelter to include footings, foundation walls and stoops.
- Staking foundations/stoops
- Modify site grading design around shelters per Building Official comments.
- Modify shelter electrical design per Building Official comments.
- Re-orient Shelter No. 1 design and rotate towards Foot Lake, Re-staking of shelter No. 1
- Design additional helical piles at Open Shelter No. 1 due to soil conditions.
- Stake additional helical piles at Open Shelter No. 1.
- Design additional concrete grade beam at Open Shelter No. 1 due to soil conditions.
- Stake additional concrete grade beam at Open Shelter No. 1.
- Modify shelter doors and hardware per Building Official requirements.
- Review manufacturer of Open Shelter No. 2 concrete foundations.
- Stake Open Shelter No. 2 foundations.
- Coordinate Open Shelter No. 2 construction with Polygon and TerWisscha Construction.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

None

BUDGETARY/FISCAL ISSUES:

Increase the contract amount by \$49,445.00. This plus the change orders fit into the scope of the budget.

ATTACHMENTS:

- Resolution
- Professional Contract Amendment No. 2
- Robbins Island Budget Worksheet

Resolution No. ____

**A RESOLUTION ACCEPTING THE INCREASE OF \$49,445.00 TO THE BOLTON & MENK
CONTRACT FOR ROBBINS ISLAND, INVEST IN WILLMAR PROJECT**

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 Mayor and City Administrator of the City of Willmar are hereby authorized the increase of \$49,445.00 to the Bolton & Menk contract for Robbins Island, Invest in Willmar project.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

AMENDMENT NO. 2
PROFESSIONAL SERVICES CONTRACT
ROBBINS ISLAND PARKING AND WATERMAIN
IMPROVEMENTS
EXECUTED NOVEMBER 4, 2019

This Contract amendment is made this _____ day of _____, _____, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform the following additional professional services:
1. ROBBINS ISLAND PARKING AND WATERMAIN IMPROVEMENTS
 - a. CONSULTANT will complete additional services as follows:
 1. Re-design Open Shelter No. 1 and Hilltop Shelter to include footings, foundation walls, and stoops per occupant load determination requirements. (\$13,195)
 2. Staking foundations/stoops (\$1,860)
 3. Modify site grading design around shelters to improve accessibility based on occupant load determination. (\$3,750)
 4. Modify Shelter No.1 and Hilltop doors to include panic and fire exit hardware. (\$1,500)
 5. Modify Shelter No. 1, Guri, and Hilltop electrical design to include emergency exit signage and additional illumination per occupant load requirements (\$2,500)
 6. Re-orient Shelter No. 1 design and rotate toward Foot Lake (\$1,550)
 7. Re-stake Shelter No. 1 (\$620)
 8. Design additional helical piles at Open Shelter No. 1 due to soil conditions. (\$10,800)
 9. Stake additional helical piles at Open Shelter No. 1 (\$990)
 10. Design additional concrete grade beam at Open Shelter No. 1 due to soil conditions. (\$8,850)

11. Stake additional concrete grade beam at Open Shelter No. 1. (\$620)
12. Review manufacturer of Open Shelter No. 2 concrete foundations (Poligon). (\$1,200)
13. Stake Open Shelter No. 2 foundations. (\$900)
14. Coordinate Open Shelter No. 2 construction with Supplier and Contractor. (\$1,110)

SECTION II – CONSIDERATION

A. **Fees.** CITY will compensate CONSULTANT for the services set forth in this amendment as follows:

1. ROBBINS ISLAND WATERMAIN AND PARKING IMPROVEMENTS – AMENDMENT NO. 2 - \$49,445

SECTION III –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this amendment the day and year first above written.

CONSULTANT

By: _____
 (Signature)
 Title: _____
 Print Name: Jared Voge

Date: _____

CITY

By: _____
 (Signature)
 Title: _____
 Print Name: Marv Calvin

Date: _____

By: _____
 (Signature)
 Title: _____
 Print Name: City Administrator

Date: _____

Robbins Island LOST Project
Project Budget
11/8/2021

Phase I (Watermain & Parking)

Construction Contract Amount	\$ 1,179,553.45
Construction Contingency (0%)	\$ -
Engineering	\$ 199,550.00
Subtotal:	\$ 1,379,103.45

Phase II (Shelters)

Construction Contract Amount	\$ 1,067,445.00
Change Order No. 1	\$ 31,083.49
Change Order No. 2	\$ 6,638.50
Change Order No. 3	\$ 9,955.00
Change Order No. 4	\$ 1,986.60
Poligon Structure	\$ 89,508.00
Construction Contingency (5%)	\$ 53,372.25
Engineering	\$ 185,945.00
Subtotal:	\$ 1,445,933.84

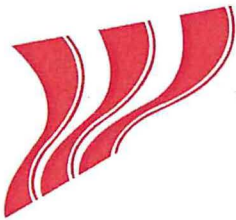
Other City Costs \$ 25,000.00

Total Phase I, Phase II, & City Costs \$ 2,850,037.29

Total LOST Funds \$ 3,000,000.00

Total Estimated Project Cost \$ 2,850,037.29

Remaining LOST Funds \$149,962.71



City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	14.
Agenda Section:	Regular	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Jared Voge, P.E. Interim City Engineer
Ordinance	No	Reviewed By:	Leslie Valiant City Administrator
No. of Attachments	2	Presented By:	Jared Voge, P.E. Interim City Engineer
Item:	City Engineering Department recommending approval of Project No. 2101-A 2 nd Street Reconstruction Change Order No. 1 in the amount of \$9,000.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 1 in the amount of \$9,000 for Project No. 2101-A 2nd Street Reconstruction.

OVERVIEW:

Project No. 2101-A includes the reconstruction of 2nd Street SE from Becker Avenue to Olena Avenue. Bids were opened April 26th and Riley Bros. Construction was awarded the project.

Change Order No. 1 resulted from the following:

Additional work was performed by the contractor for construction of an outside drop for the east inflowing pipe on Sanitary Manhole No. 3 at the intersection of Augusta Avenue.

The change order will extend contract dates to the 2023 construction season due to private utility relocations. Substantial completion shall be on or before August 5, 2022 and final completion shall be on or before June 16, 2023.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the project’s contingencies budget.

As-Bid Project Budget	\$2,099,609.54
<u>Contingencies Budget</u>	<u>\$209,961.00</u>
Total	\$2,309,571.00

Original Contract Amount	\$2,099,609.54
<u>Change Order No. 1</u>	<u>\$9,000.00</u>
Actual Final Contract	\$2,108,609.54

ATTACHMENTS:

- Council Resolution
- Change Order

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2101-A.

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 Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2101-A between the City of Willmar and Riley Bros. Construction, Inc. by Change Order No. 1 in the increased amount of \$9,000.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

CHANGE ORDER NO.: 1

Owner:	City of Willmar	Owner's Project No.:	2101-A
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.124785
Contractor:	Riley Brothers	Contractor's Project No.:	
Project:	2 nd Street SE Reconstruction		
Contract Name:	2 nd Street SE Reconstruction		
Date Issued:	10/27/2021	Effective Date of Change Order:	10/27/2021

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

Description:

This change order will extend the contract dates to the 2023 construction season due to delays on the underground utility construction because of private utility relocations. A description of the revised contract times will be as follows: Substantial completion shall be on or before of August 5, 2022. Final Completion shall be on or before June 16, 2023.

This change order will also compensate the contractor for the construction of an outside drop for the east inflowing pipe on Sanitary Manhole 3 at Augusta Avenue.

Attachments:
N/A

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>2,099,609.54</u>	Original Contract Times: Substantial Completion: <u>October 1, 2021</u> Ready for final payment: <u>June 17, 2022</u>
Decrease from previously approved Change Orders No. 0: \$ <u>0.00</u>	Increase from previously approved Change Orders No. 0: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>2,099,609.54</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 1, 2021</u> Ready for final payment: <u>June 17, 2022</u>
Increase this Change Order: \$ <u>9,000.00</u>	Increase this Change Order: Substantial Completion: <u>August 5, 2022</u> Ready for final payment: <u>June 16, 2023</u>
Contract Price incorporating this Change Order: \$ <u>2,108,609.54</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 5, 2022</u> Ready for final payment: <u>June 16, 2023</u>

Recommended by Engineer (if required)

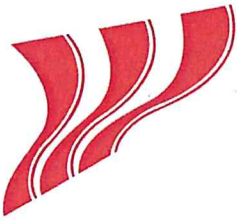
By: JV
Title: Jared Voge, P.E.
Date: 10/28/2021

Accepted by Contractor

[Signature]
Contract Admin
10/28/21

Authorized by Owner

By: _____
Title: _____
Date: _____



City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	15.
Agenda Section:	Regular	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Jared Voge, P.E. Interim City Engineer
Ordinance	No	Reviewed By:	Leslie Valiant City Administrator
No. of Attachments	2	Presented By:	Jared Voge, P.E. Interim City Engineer
Item:	City Engineering Department recommending approval of Project No. 2101-B Eagle Ridge Drive East Reconstruction Change Order No. 1 in the amount of \$57,842.90.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 1 in the amount of \$57,842.90 for Project No. 2101-B Eagle Ridge Drive East Reconstruction.

OVERVIEW:

Project No. 2101-B includes the reconstruction of Eagle Ridge Drive East from 37th Avenue to 8th Street NE. Bids were opened April 26th and Duinick, Inc. was awarded the project.

Change Order No. 1 resulted from the following:

Several driveway aprons were replaced with exposed aggregate to match their existing material upon request instead of the standard concrete material.

Changes to the original design of final road grade were required to tie into existing driveways and yards to prevent drainage issues and steep driveway and turf areas. To adjust this grade, 330 feet of curb and gutter were replaced and low profile castings were required to make up for inadequate clearance between top of the constructed structure and final curb flow line.

The Neenah 3067 castings identified in the specifications were incorrect as they were a rectangular shape. The standard castings the City uses are the Neenah 3250-1, which is a circular casting which fits the circular openings of the storm structures. The castings required replacement from the 3067 to the 3250-1 model.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the project’s contingencies budget.

As-Bid Project Budget	\$1,087,587.90
Contingencies Budget	\$112,412.00
Total	\$1,200,000.00

Original Contract Amount	\$1,087,587.90
Change Order No. 1	\$57,842.90
Actual Final Contract	\$1,145,430.80

ATTACHMENTS:

- Council Resolution
- Change Order

Resolution No. ____

A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2101-B.

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 Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2101-B between the City of Willmar and Duininck, Inc. by Change Order No. 1 in the increased amount of \$57,842.90.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

SP/SAP(s)	NA	MN Project No.:	NA	Change Order No.	1
-----------	----	-----------------	----	------------------	---

Project Location	Eagle Ridge Drive East				
Local Agency	City of Willmar	Local Project No.	2101-B		
Contractor	Duininck, Inc.	Contract No.	NA		
Address/City/State/Zip	333 6 th St SW, Willmar, MN 56201				
Total Change Order Amount \$	\$57,842.90				

Several driveway aprons were replaced with exposed aggregate concrete to match the existing driveway material instead of the standard concrete material.


Changes to the original design of final road grade were required to tie into existing driveways and yards to prevent drainage issues and steep driveways and turf areas. To adjust this grade, 319 feet of curb and gutter was replaced and low-profile castings were required to make up for inadequate clearance between top of the constructed structure and final curb flow line.

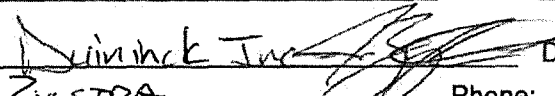
Casting replacements were required for the storm sewer structures due to an incorrect casting specified in the plans. The Neenah 3067 casting specified in the plans has a rectangular shape. The standard casting the City uses is the Neenah 3250-1, which is a circular casting and fits the circular openings of the storm structures. The castings required replacement from the 3067 to the 3250-1 model.

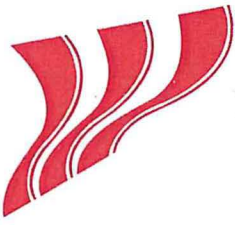
Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
		Exposed aggregate driveways	447 SF	\$23.00		\$10,281.00
		Replace curb and gutter	319 LF	\$55.00		\$17,545.00
		T&M Tolerancing aggregate base	1 LS	\$21,153.90		\$21,153.90
		Catch basin casting replacements	20 EA	\$443.15		\$8,863.00
Net Change this Change Order						\$57,842.90

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 11/08/2021
 Print Name: Jared Voge, P.E. Phone: 612-756-0326

Approved by Contractor:  Date: 11-8-21
 Print Name: JUSTIN ZYLSTRA Phone: 320-978-6011



City Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	16.
Agenda Section:	Regular	Originating Department:	Engineering Department
Resolution	Yes	Prepared by:	Jared Voge, P.E. Interim City Engineer
Ordinance	No	Reviewed By:	Leslie Valiant City Administrator
No. of Attachments	4	Presented By:	Jared Voge, P.E. Interim City Engineer
Item:	City Engineering Department recommending approval of Project No. 2110-A Downtown Sanitary Sewer Lining Change Order No. 2 in the amount of \$180 and acceptance of the project to authorize final payment to Hydro-Klean in the amount of \$104,451.37.		

RECOMMENDED ACTIONS:

Motion By: _____ Second By: _____, to adopt the resolution authorizing Change Order No. 2 in the amount of \$180 for Project No. 2110-A Downtown Sanitary Sewer Lining.

Motion By: _____ Second By: _____, to adopt the resolution accepting Project No. 2110-A and authorizing final payment to Hydro-Klean. in the amount of \$104,451.37.

OVERVIEW:

Project No. 2110-A, the downtown sanitary sewer lining project, was awarded to Hydro-Klean in the amount of \$195,922 on June 7th. The sanitary sewer lines along the 200 and 300 blocks of 4th Street SW, 300 and 400 blocks of Litchfield Avenue SW, and 300 block of Benson Avenue SW had resin-impregnated fiberglass tube liners installed inside the lines.

Change Order No. 2 includes an additional 4 feet of cured in place pipe lining needed to complete the project.

BUDGETARY/FISCAL ISSUES:

The change order will be funded from the project’s contingencies budget.

Construction	\$195,922.00
Contingencies	\$19,592.20
Project Total	\$215,514.20

Original Contract Amount	\$195,922.00
Change Order No. 1	\$11,925.50
<u>Change Order No. 2</u>	<u>\$180.00</u>
Actual Final Contract	\$208,027.50

Pay Request No. 1	\$103,576.13
<u>Final Pay Estimate</u>	<u>\$104,451.37</u>
Total	\$208,027.50

ATTACHMENTS:

- Council Resolutions
- Change Order
- Final Pay Application

Resolution No. ____.

A RESOLUTION ACCEPTING CHANGE ORDER NO. 2 FOR PROJECT NO. 2110-A.

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 Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2110-A between the City of Willmar and Hydro-Klean by Change Order No. 2 in the increased amount of \$180.00.

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2110-A AND AUTHORIZING FINAL PAYMENT.

Motion By: _____ Second By: _____

IMPROVEMENT: Project No. 2110-A- Downtown Sanitary Sewer Lining

CONTRACTOR: Hydro-Klean
DATE OF CONTRACT: June 7, 2021
BEGIN WORK: June 28, 2021
COMPLETE WORK: October 11, 2021
APPROVE, ENGINEERING DEPT: October 29, 2021

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 2110-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$195,922.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$195,922.00
CHANGE ORDER NO. 1:	\$11,925.50
CHANGE ORDER NO. 2:	\$180.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$208,027.50
Less Previous Payments	\$103,576.13
FINAL PAYMENT DUE CONTRACTOR:	\$104,451.37

Dated this 15th day of November, 2021

Mayor

Attest:

City Clerk

City of Willmar Locally Funded Project Change Order

SP/SAP(s)	N/A	MN Project No.:	N/A	Change Order No.	2
-----------	-----	-----------------	-----	------------------	---

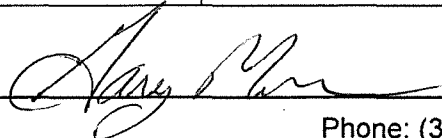
Project Location	Benson Ave SW, Litchfield Ave SW, and 4 th St SW				
Local Agency	City of Willmar	Local Project No.	2110-A		
Contractor	Hydro-Klean, LLC	Contract No.	N/A		
Address/City/State/Zip	5738 8 th Ave SW Watertown, SD 57201				
Total Change Order Amount \$	\$180				

Contractor reports that 4 additional feet of CIPP lining was needed to complete the project.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Part A	2631.603	CIPP Lining	LF	\$45	+4	\$ 180
Net Change this Change Order						\$180

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 11-3-21
 Print Name: Gary Manzer Phone: (320) 491-7366

Approved by Contractor:  Date: 10/15/21
 Print Name: **Rob Sherwood** Phone: (605) 886-4225

CONTRACTOR'S ESTIMATE NO. 2 FINAL
PROJECT NO. 2110-A

CONTRACTOR: HYDRO-KLEAN
5737 8TH AVE. SW
WATERTOWN, SD 57201

CONSTRUCTION OF: UV CURED SANITARY SEWER

LOCATION: BENSON AVE SW, LITCHFIELD AVE SW, AND 4TH ST SW


DATE: 10/18/2021

HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH HYDRO-KLEAN
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

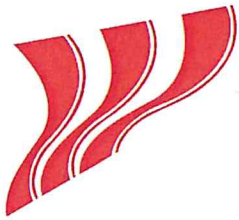
2110-A					
STREET ITEMS					
	ITEM	UNIT	QUANTITY	PRICE	TOTAL
2021.501	MOBILIZATION	LS	1.00	\$6,050.00	\$6,050.00
2563.801	TRAFFIC CONTROL	LS	1.00	\$5,500.00	\$5,500.00
2831.802	REMOVE PROTRUDING TAP	EA	8.00	\$200.00	\$1,800.00
2831.802	SERVICE 'SHORT' LINER	LF	40.00	\$2,475.00	\$99,000.00
2831.802	REPAIR SERVICE CONNECTION	EA	1.00	\$14,707.00	\$14,707.00
2831.802	DYE TEST SERVICE CONNECTION	EA	19.00	\$125.00	\$2,375.00
2831.803	CIPP LINING	LF	1,482.00	\$45.00	\$66,890.00
	CHANGE ORDER # 1				
	MOBILIZATION	EA	1	\$575.00	\$575.00
	SPOT REPAIR NORTH OF MH 1127	EA	1	\$11,350.50	\$11,350.50
	CHANGE ORDER # 2				
	CIPP LINING	LF	4	\$45.00	\$180.00
	TOTAL PROJECT 2110-A				\$208,027.60
	LESS 5% RETAINAGE				\$5,451.37
	LESS PAY APP 1				\$103,576.13
	RELEASED 5% RETAINAGE				\$5451.37
	SUBTOTAL:				\$104,451.37
	AMOUNT DUE CONTRACTOR THIS ESTIMATE:				\$104451.37

APPROVED: 
INTERIM PUBLIC WORKS DIRECTOR

APPROVED: 
CONTRACTOR

Contract Amount	\$195922.00
Change Order No. 1	\$11,925.50
Change Order No. 2	\$180.00
Final Contract	\$208,027.50

BUDGET NO.: 651.48485.0336



Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	17.
Agenda Section:	Regular	Originating Department	City Administrator
Resolution	YES	Prepared by:	Leslie Valiant, City Administrator
Ordinance	NO	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments	Two	Presented By:	Leslie Valiant, City Administrator
Item:	Establish budget for the \$1M+ of current American Rescue Funds received July 27, 2021		

RECOMMENDED ACTION:

Motion by _____ Seconded by _____ to approve the budget as presented for the \$1,051,239 American Rescue Plan Funds received July 27, 2021.

Motion by _____ Seconded by _____ to approve the City Administrator to enter into contract with BergenKDV for planning and financial software project management.

OVERVIEW:

The federal American Rescue Plan provided \$1.25 billion minimum per state. The City of Willmar is designated to receive a total of \$2,102,478. The first payment of \$1,051,239 was received July 27, 2021 and the balance is scheduled to be paid out July, 2022. Eligible projects include: Meeting fiscal obligations, responding to public health emergencies, responding to negative economic impacts, improving technology and IT infrastructure, improve communications across communities, investments in water, sewer and broadband infrastructure.

Staff has identified several projects that meet the eligibility requirements and the needs of the city of Willmar. Projects include:

Fire Department	Turnout Gear	Responding to public health emergency	\$120,000 (estimated)
Fire Department	Mobile/Portable Radios (# of radios)	Responding to public health emergency	\$90,000 (estimated)
Administration	Upgrade Software system for: Public Works, Financial, Payroll, Permitting	Improve technology/IT Infrastructure. Respond to public health and safety	\$290,000 (estimated)
Public Infrastructure Upgrade	Epitopix-water line	Investment in water infrastructure	\$500,000 (estimated)
Total estimated Project Costs			\$1,000,000

BUDGETARY/FISCAL ISSUES:

Establish budget items for American Rescue Funds to be obligated before December 31, 2024.
Completed by December 31, 2026

ALTERNATIVES:

1. Add or Remove proposed projects
2. Increase estimated budget proposals

ATTACHMENTS:

Resolution
Proposal for Planning and Financial Project

RESOLUTION NO. _____

**AUTHORIZATION TO EXECUTE AGREEMENT WITH BERGANKDV
FOR PROJECT MANAGEMENT**

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 Mayor and City Administrator be authorized to enter into an agreement between the City of Willmar and BerganKDV to provide professional services for planning and financial software project management as outlined in their proposal and estimated between \$20,000 - \$30,000 based on the systems selected..

Dated this 15th day of November, 2021

MAYOR

Attest:

CITY CLERK



CITY OF WILLMAR PROPOSAL FOR PROJECT MANAGEMENT

CONTACT: CATHERINE DEMES MAYDEW
CATHERINE.MAYDEW@BERGANKDV.CO
M

bergankdv

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

COMPANY PROFILE – WHY BERGANKDV

Thank you for the opportunity to submit a proposal for assistance in the management of your Enterprise Resource Planning (ERP) project as well as process redesign. The implementation of a new software solution that manages and integrates your financials, supply chain, operations, reporting, budgeting, and human resource activities can be a daunting task. We understand that your current finance and operational systems in place cannot go beyond your everyday business processes or help with future growth.

We are different than other consulting providers. The BerganKDV Government and Nonprofit Consulting Group is comprised of professionals who have rich backgrounds working in government accounting as well as establishing efficient processes utilizing software solutions, and we bring government experiences beyond just the finances. Above all, our team brings a unique chemistry and desire to make a difference, along with a history to back it up.

As the City of Willmar (the City) grows and expands, so should your systems. A modern ERP software system will bring all your current processes to the table to collaborate and create in one fluid system. The City needs a solution that can allow each department to see what the other is doing. Accounting and HR should communicate as well as Planning, Public Works, and Public Safety Departments.

We will work as your partner, and will provide you with the facts, figures, and information you will need to make good decisions. As sought-after experts in the government industry we're confident that, as one of your trusted advisors, BerganKDV will be an integral part of your daily operations. Our differentiators that tie to what we understand as important to your City follow:

- **Respect for Your Time:** We will be clear with you on things we need for the project including timing and deadlines. We work efficiently with the City's implementation team to help provide for significantly less time on-site and follow-up. We will meet your expected timelines.
- **Effective Communication.** You will work with professionals who are willing to communicate effectively and collaboratively with you throughout the project. We will provide practical suggestions for operational and internal control improvements, as needed, and as situations arise creating a positive two-way communication experience. We will always provide effective and professional communication with you, your staff, and the governing body. BerganKDV understands that this is a huge undertaking for the City.
- **A Personalized Approach to Our Services.** Our process includes an agreed upon time schedule that works with your needs. The team will work with you to discuss any challenges, desires and changes you need in the current system so that together we can design a system that will help you achieve your future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations.
- **Value for Time and Fees Invested.** Receiving value for your fee investment is critical in City government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. Our goal is to be your first call when you experience organizational challenges, and

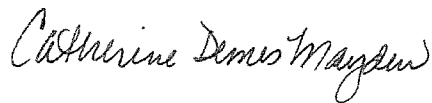
our current clients report that this has helped them save time, reduce costs and build confidence when solving issues.

- **Government Finance Expertise.** Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your consulting firm also needs to understand the intricacies of these entities and how decisions that are made and affect the whole community. BergankDV professionals are dedicated to your industry beyond just the audit; we strive to be your trusted resource in all areas.
- **Innovative thinking and solutions driven.** When working with BergankDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

You will work with a firm that prides itself on our long-term client relationships. We have heard from clients about our team members' commitment to their organization and how easy we are to do business with.

If there are any matters not adequately covered in this proposal, please feel free to contact us. We look forward to meeting with you to further discuss any questions or concerns you may have and thank you for the opportunity to respond to your proposal request.

Sincerely,



Catherine Demes Maydew, CPA, MBA, CISA, CFRE
Director Government and Nonprofit Consulting
Catherine.maydew@bergankdv.com

QUALIFICATIONS, COMPETENCIES AND CAPACITY

BerganKDV has a high client retention record which demonstrates our commitment to **client satisfaction**. Nearly 60% of our governmental clients have worked with BerganKDV for over ten years. We are committed to achieving the highest level of expertise and providing it to our clients when they need it most. Our clients rely on us for our expertise, and we work hard to continually earn their trust. We understand that it's not enough to simply know your business inside and out. We know that to perform at the highest level for our clients we must also understand the world in which our clients work as well.

Organization, Size and Structure

BerganKDV is a leading professional services firm with a contagious culture; where growth is fostered and making a difference means something. Our values drive our decisions, and our passion is empowering people and creating a wow experience for our clients.

With more than 500 people in eight offices, we are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions including business planning and consulting, tax, assurance and accounting, technology, wealth management and turnaround management services.

We are a regional firm with offices in Omaha, Nebraska; Kansas City, Missouri, Des Moines, Iowa; Cedar Rapids, Iowa; Iowa City, Iowa; Waterloo, Iowa; Minneapolis, Minnesota; and St. Cloud, Minnesota.

Extensive governmental auditing and consulting experience

With over **50 years of experience** serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including municipalities, school districts, charter schools, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing and consulting services.

We are dedicated to **keeping informed** of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

We continue to stay abreast of new GASB regulations and innovatively consider all solutions for our clients. Our involvement in government entities has been recognized in the community as well. Historically, we have viewed time spent to keep our clients current with recent technical changes as part of the audit and not billed separately. We also have the capacity to provide you with additional accounting resources and inform you of any necessary changes or updates that may affect you. You can be confident that we are current and have the capacity to keep you updated.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included the following topics:

- GASB Statement Nos. 34, 40, 45, 54, 63, 65, 68, 74, 75, 84 and 87 implementations

- Auditing standards updates, include independence and risk suite
- Levy process and related accounting
- Internal controls, segregation of duties and corrective action plans
- Property taxes and general fund budget
- Budget issues related to the state budget deficit
- Accounting and finance policies and procedures
- Overview of investing and related legal compliance
- Capital assets
- Fraud

With our Government and Nonprofit Consulting group's addition, we can now serve our client's day-to-day needs. The consulting group has had over 20 years of hands-on experience helping nonprofits solve their accounting and finance deficiencies. Our ability to see both in the weeds and from the treetops gives you the comfort that we will have your financial responsibilities covered; you then can focus on the organization's core mission, something that you do best!

Furthermore, we promise to be more than your consultant; we will be your trusted advisor and a member of the team – the City of Willmar team.

QUALIFICATIONS – CLIENT REFERENCES AND EXPERIENCE

A significant amount of our professional hours are spent in the governmental service area. A few of our Governmental clients are listed below and we encourage you to contact them.

Ms. Jessica Beise

City of Corcoran, Minnesota
763.400.7029

Years Served: 1.5

Scope of Work: Project- RFP for ERP systems.

Final selection: BS&A and KPay (Kronos)

Ms. Cindy Miserez

City of La Vista
402.593.6425

Years Served: 6+

Scope of Work: Audit prep work and preparation of financial statements.

Implementation of ERP system: BS&A Software.

Mr. Scott Hildebrand

City of Pine City, Minnesota
320.438.1002

Years Served: 1

Scope of Work: Outsourced Interim Treasurer Assisting with changes in ERP systems.

Mr. Bill Sonmor

City of Fergus Falls, Minnesota
218.332.5407

Years Served: 20+

Scope of Work: Audit of Financial Statements

Ms. Deb Wegeleben

City of Big Lake, Minnesota
763.251.2974

Years Served: 15+

Scope of Work: Audit of Financial Statements

Mr. Brian Zugar, former Treasurer

Sarpy County, NE

Years Served County: 5+

Scope of work: Process redesign, Tyler system staff training, assistance with audit work paper prep.

Over the past year, BerganKDV has served as independent auditor or consultant for many governmental entities as listed below. Audit clients awarded the GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk.

Cities and Townships

Population (0-2,000)

Bock, MN
Browns Valley, MN
Carlton, MN
Clear Lake, MN
Clearwater, MN
Cyrus, MN
Eden Valley, MN
Freeport, MN
Hilltop, MN
Maine Prairie Township
Millerville, MN
Osakis, MN
Richmond, MN
Royalton, MN
Silver Bay, MN
Watkins, MN
Waverly

Population (2,001-5,000)

Ashland, NE
Moorhead, MN
Cascade, IA
Deephaven, MN*
Elko New Market, MN
Greenfield, MN
Hanover, MN
Haven Township
Park Rapids, MN
Princeton, MN
Princeton Township
Rockford Township
Rockville, MN
Two Harbors, MN

Population (5,001-15,000)

Baldwin Township
Big Lake, MN
Corcoran, MN
Dayton, MN
Falcon Heights, MN*
Fergus Falls, MN*
Gretna, NE
Lake Elmo, MN
Mendota Heights, MN
Oak Grove, MN
Osseo, MN*
Ostego, MN
Sauk Rapids, MN
St. Joseph, MN
Shorewood, MN

Population (15,001<)

Cottage Grove, MN*
Crystal, MN*
Eagan, MN*
Faribault, MN*
Forest Lake, MN*
Hastings, MN*
La Vista, NE
Maplewood, MN*
New Brighton, MN*
Papillion, NE*
Richfield, MN*
St. Cloud, MN*
Sartell, MN
Shakopee, MN*
Woodbury, MN*
Wyoming, MN*

SUMMARY OF SERVICES FOR THE CITY OF WILLMAR:

We understand that the City is requesting proposals for assistance from consultants to provide the following services:

- Recommending/evaluating software for the City's needs and objectives.
- Providing internal process consulting for current/future financial and operation needs (best practices).

Our goal for the City is to create value and minimize surprises. To achieve that, we will work to support the City through the following steps of the project, to keep the process moving and running as best as can be:

- **Planning:** *Benjamin Franklin said, "the person who fails to plan, plans to fail."* The most important part of the process is the planning phase. The City will need to complete a "Detailed Needs Document." This document answers critical questions: "what do day-to-day users, as well as the leaders who consume the data need?" Attention to all departments, users, and stakeholders, in how they impact the future data and system, will be noted. Once this document is created, we will then be able to explain the needs of the City in a concise RFP.
 - Evaluate the City's current processes, what can stay, and what will be improved with a new system.
- **Kick-off the project:** Working with the City, establish the team that will help in the project. Assign roles and responsibilities and create the timeline to help avoid scope creep.
 - Design and release the RFP
- **Vendor Selection:** Evaluate the responses to the RFP by the team. Help the City develop a selection criterion to help evaluate the available solutions. Rank and grade. Invite for presentations.
 - Features/modules
 - Price/total cost of ownership
 - Platform
 - Industry expertise
 - Customer support
 - References
- **Select vendor and kickoff implementation:** The team will announce to the organization and assemble the implementation team.
 - Identify the processes that will be handled inhouse.
 - Recognize which processes the vendor will handle.
 - Design the training team schedule.
- **Process refinement/redesign:** With the processes identified, we will help analyze and see if improvements can be made. Scrub/reengineer and document.
- **Adoption:** The new implementation will only be as successful as its full adoption by the users. We recommend that during this time, the City work to energize the team, work through the change process, and close the skills gaps that might restrict positive change.
- **User acceptance testing:** The vendor should help work through this phase by allowing users to demonstrate that the software will soon be ready to use. During this phase, training should be implemented. Thorough end-to-end testing of the modules should be run to ensure everything is implemented correctly.
- **Cutover:** This is the time to transition from the old system to the new system. The vendor should help with the transition period, and timing of rollover to the individual modules. A well-

developed cutover plan will minimize the risks involved in moving from one system to another. The plan will have identified the vital activities roll out order so that the project team is aware of when they need to be complete. The cutover plan also includes the handoff of the new processes to the end-users.

- Prepare the production environment.
- Decide the date of the last transaction in old systems.
- Data conversions.
- Complete the final month reconciliations in the old system.
- Ensure that there is a contingency plan in place to ensure operations continue should something go wrong in the cutover process.
- **Go live:** Let the users transact! Test after one month during the month-end close.
- **Postmortem:** Project closed, and lessons learned. Complete the final checklists with the vendor to ensure that all is operating per the scheduled plan, especially if the cutover was in phases.

FEES AND COMPENSATION

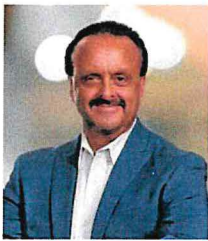
The fees for this agreement will be based on estimated hours at a standard billing rate. This assumes that assistance from the City and deliverables will be on schedule.

We estimate the fees for this level of service will be between **\$20,000 - \$30,000**. Based on the systems selected and vendor needs for the project.

We plan to work with the City to be as efficient and specific as possible to understand the project needs and deliverables as such that working together, and we can reduce the hours without compromising service. Please note that any additional work identified and not within the overall scope of this agreement will be proactively brought to the attention of the City, and if additional fees for services are required, advance approval will be needed before the work is engaged.

QUALIFICATIONS – DEDICATED SERVICE TEAM

BerganKDV has a personalized team of professional to meet your unique needs. Your BerganKDV team is familiar with governments and has extensive experience working with Municipalities. This translates into a greater ability to understand your unique organization.



Michael E. Duscher

Role and Experience: Mike serves clients in the government sector, including cities, counties, traditional and charter school systems. He is responsible for growing the client base in the government market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.



Catherine Demes Maydew, CPA, MBA, CISA
Director Government & Nonprofit Consulting

Catherine has extensive experience working with public service clients such as nonprofits, governments, governmental entities, schools, hospitals and foundations. A seasoned certified public accountant, Maydew is also a certified information systems auditor.

Catherine began her career in public accounting and most recently ran her own consulting firm for 17 years serving government and nonprofit clients in the Omaha area. In her role at BerganKDV, she works with nonprofit and government clients to provide business structure and management advice by assisting with business process redesign, software/system implementation, strategic planning, budgeting assistance and serving as an outsourced CFO/Controller.

A graduate of DePaul University with a bachelor's degree in accounting, Catherine also holds an MBA from Creighton University with an emphasis in IT. Recognized for her leadership skills, Catherine was awarded an Anna Tylor Waite Leadership Fellow while at Creighton.

Catherine is a member of the American Institute of Certified Public Accountants, Government Finance Officers Association, ISACA and serves as the nonprofit committee chair for the Nebraska Society of CPAs. Active in her community, Catherine is the past president of the Omaha Academy of Ballet, past board treasurer for Fontenelle Forest and parish council treasurer at St. John's Greek Orthodox Church.



Chris Herme
Senior Consultant Government & Nonprofit Consulting

In her role at BerganKDV, Chris works closely with nonprofit and government clients, and other members of the BerganKDV team, to provide guidance and leadership on accounting services, troubleshoot issues, and bring solutions for current and future needs.

Chris has with over 24 years of experience in accounting. Chris began her career in private accounting and has served in the Financial Services segment for 11 years, Manufacturing and Hospitality for nine years and Non-Profits for four years.

Chris is a financial professional with strong corporate accounting experience and a successful track record partnering with business units to positively impact those organizations and the company. A process improvement minded professional with proven ability to work cross functionality. Chris has a bachelor's degree in business administration, and accounting minor from the Clearwater Christian College in Clearwater, FL.



Chelsea M. Nelson
Senior HR/Payroll specialist

In her role at BerganKDV, Chelsea works closely with nonprofit and government clients, and other members of the BerganKDV team, to provide guidance and leadership on human resources and payroll services, troubleshoot issues, and bring solutions for current and future needs.

Chelsea is a human resources professional with over 7 years of experience in human resources and payroll. Chelsea began her career as the HR Coordinator in the hospitality industry. She is an expert in payroll processing and implementation in various payroll and human resources information system software, communication, talent acquisition, strategic planning, learning and development, workforce management, employee & labor relations, diversity and inclusion, and risk management. The employee life cycle! Recruit, onboard, development, retention and offboarding for all levels. Creating efficiencies, organizing, and structuring keep her excelling in her professional career.

Chelsea has a bachelor's degree in communication studies with an emphasis on personal and culture communication from the University of Wisconsin-River Falls and is a member of the Society of Human Resources Management.

COMMITMENT TO STAFF CONTINUITY AND TRAINING

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and the organization. You can be assured that your team, once assigned, will remain constant and will continue to remain your team. Our turnover is substantially less than other firms of our size, averaging less than 10% the last three years.

CLIENT REFERENCE

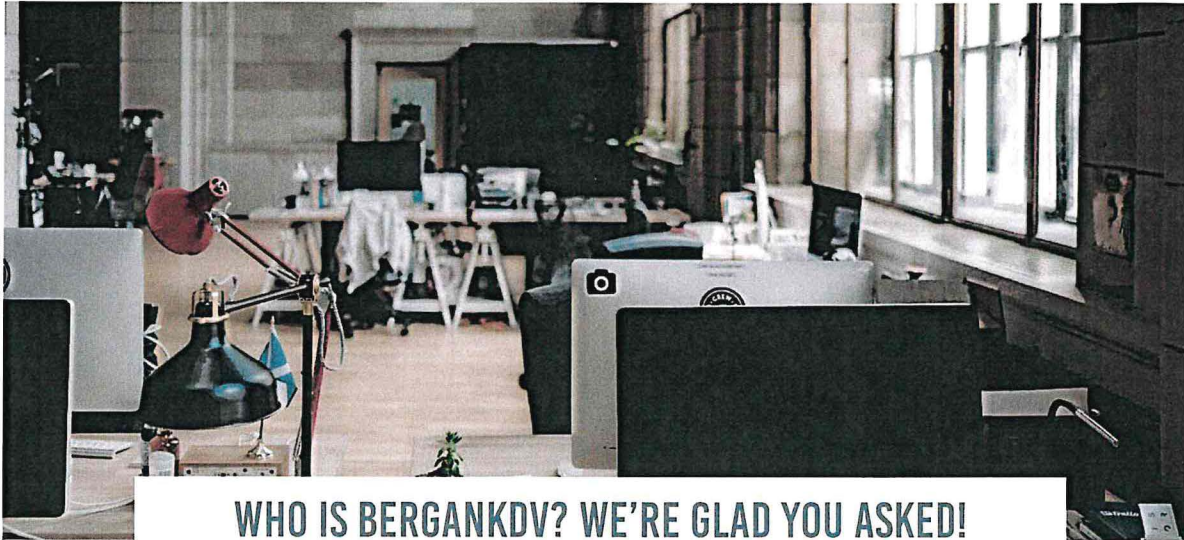
Recommendation for Catherine's skills in software implementation process comes from former client **City of La Vista Director of Finance Cindy Miserez:**

"I recommend Catherine as a consultant to your software implementation process.

Here is what she will bring to your project:

- *will improve connection between current processes and the transition to the new system by researching and documenting current data flows and uses.*
- *will provide valuable conversion tables of data for import to the new system.*
- *will build team cohesiveness by listening to and sorting out resistance to change from current staff and helping management address concerns.*
- *can communicate with the end user and the technicians and put all the puzzle pieces together.*
- *will be that extra resource not consumed with the day to day who can quickly spot issues and produce solutions during implementation.*

Putting in a new system is a daunting effort. Conversion never really ends. The more work you do upfront and right after conversion correlates with a successful conversion. Catherine will increase your conversion success. She will tie up loose ends after conversion."



We have an extensive background in working with clients through a strategic approach in all aspects; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different? OUR PEOPLE.....

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

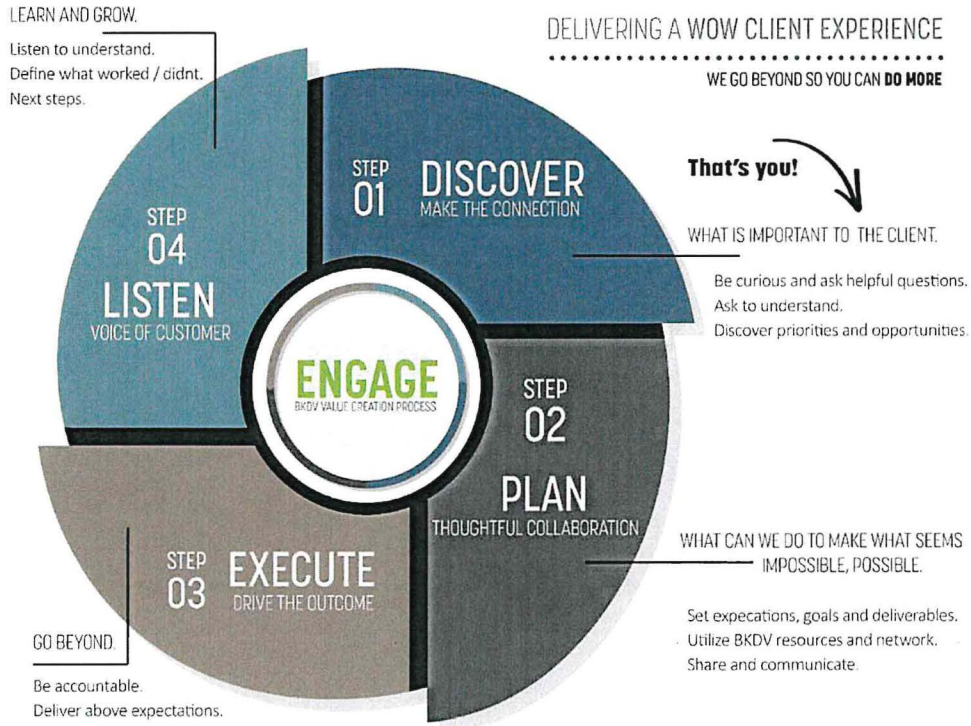
PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

ENGAGE® | OUR PROVEN VALUE CREATION PROCESS

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced

communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



THE CLIENT EXPERIENCE

Your business is your passion. With every season, regardless of where you are in your journey, you deserve committed, customized, authentic support that is true to you and your business. **ENGAGE** is the 4-step value creation process developed to ensure consistency, comfort and delivery of your desired results.

- DISCOVERY PROCESS**
- PLANNING SESSIONS**
- EXECUTION**
- LISTEN AND REVIEW**
- RESULTS**

OUR BUSINESS LINES

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities. This year we supported over 35 civic, 15 health and wellness, 10 youth and four arts organizations. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.



OUR FOCUS AND OUR PROMISE

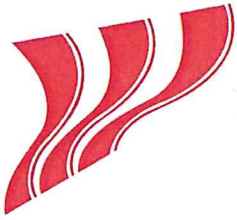
Empowering people and creating a wow experience for our clients.
We go beyond so you can DO MORE.

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

THANK YOU.

BERGANKDV.COM | 402.330.7008 | INFO@BERGANDKV.COM





Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	18.
Agenda Section:	Regular	Originating Department	City Administrator
Resolution	Yes	Prepared by:	Leslie Valiant, City Administrator
Ordinance	No	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments	Two	Presented By:	Leslie Valiant, City Administrator
Item:	Rescind Resolutions Authorizing Execution of Contracts for Construction of a City Hall/Community		

RECOMMENDED ACTION:

Motion by _____ Seconded by _____ to adopt a resolution rescinding Resolution Nos. 2020-042 and 2020-043 authorizing agreements with RJM Construction and BKV Group for construction manager at risk and architectural services for a new City Hall/Community Center Facility.

OVERVIEW:

On March 2, 2020 the City Council approved staff’s recommendation to execute agreements with BKV Group for architectural/engineering services and RJM Construction to perform construction manager at risk services. Due to COVID, the execution of the agreements were placed on hold. Since that time the Council has not reached a consensus on a location or funding for the construction of the facility.

The City Council held a work session on November 9, 2021 to discuss the future of this project and a consensus was reached to rescind the contracts with both firms due to the time that has elapsed and allow staff to explore other site options.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVE(S):

1. Execute one or both of the contracts

ATTACHMENTS:

Resolution to Rescind March 2020 Council Action Resolutions 2020-042 and 2020-043

RESOLUTION NO. ____

**A RESOLUTION TO RESCIND PREVIOUS ACTION AUTHORIZED IN
RESOLUTION NOS. 2020-042 AND 2020-043**

Motion By: _____ Second By: _____

WHEREAS, the City Council of the City of Willmar adopted resolutions on March 2, 2020 to authorize the Mayor and City Administrator to enter into two agreements between the City of Willmar and BKV Group for architectural services and RJM Construction for Construction Manager at Risk for a joint City Hall/Community Facility.

BE IT RESOLVED by the City Council of the City of Willmar that both resolutions and their authorized actions be rescinded effective this date.

Dated this 15th day of November, 2021

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2020-042

**AUTHORIZATION TO EXECUTE AGREEMENT WITH RJM CONSTRUCTION
CONSTRUCTION MANAGER AT RISK FOR CITY HALL/COMMUNITY CENTER**

Motion By: Asmus

Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an agreement between the City of Willmar and RJM Construction to be Construction Manager at Risk for the City Hall/Community Center Project for an estimated compensation fee of \$570,710.

Dated this 2nd day of March, 2020.



MAYOR

Attest:



CITY CLERK

RESOLUTION NO. 2020-043

**AUTHORIZATION TO EXECUTE AGREEMENT WITH BKV GROUP FOR
ARCHITECTURAL/ENGINEERING SERVICES FOR CITY HALL/COMMUNITY CENTER**

Motion By: Asmus

Second By: Alvarado


BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an agreement between the City of Willmar and BKV Group for Architectural/Engineering Services for the City Hall/Community Center Project for 6.25% of the cost of the work.

Dated this 2nd day of March, 2020.



MAYOR

Attest:



CITY CLERK



Council Action Request

Council Meeting Date:	November 15, 2021	Agenda Item Number:	19.
Agenda Section:	Regular	Originating Department	City Administrator
Resolution	Yes	Prepared by:	Leslie Valiant, City Administrator
Ordinance	No	Reviewed By:	Leslie Valiant, City Administrator
No. of Attachments		Presented By:	Leslie Valiant, City Administrator
Item:	November 2021 Work Session Staff Direction for City Hall/Community Center		

RECOMMENDED ACTION:

Motion by _____ Seconded by _____ to adopt a resolution authorizing the City Administrator to request proposals for a staff needs analysis for both City Hall and Community Center for not-to-exceed cost of \$40,000 and direction to proceed with staff site analysis for both facilities.

OVERVIEW:

The City Council held a work session on November 9, 2021 to discuss action plans. One of them being the construction of a new City Hall and Community Center. A consensus was reached to empower staff to hire/work with professional firm(s) to review previous data, update information and complete a staff needs analysis for both facilities. This action also includes authorization to allow staff to move forward with researching future sites for the facilities to bring back recommendations to the Council.

BUDGETARY/FISCAL ISSUES:

\$40,000 from City Administrator Budget

ALTERNATIVE(S):

1. Not support hiring for staff needs analysis

ATTACHMENTS:

Resolution to Empower Staff to Pursue RFP's for a Staff Needs Analysis and Site Selection

RESOLUTION NO. ____

RESOLUTION TO AUTHORIZE THE CITY ADMINISTRATOR PURSUE RFPs FOR STAFF NEEDS ANALYSIS FOR BOTH CITY HALL AND COMMUNITY CENTER AND PROCEED WITH STAFF SITE ANALYSIS

Motion By: _____ Second By: _____

WHEREAS, the City Council of the City of held a Work Session on November 9, 2021 to discuss action plans and;

WHEREAS, consensus was reached by the Council to authorize the City Administrator pursue RFP's for a staff needs analysis for both a City Hall and Community and to empower staff to proceed with a site analysis for both facilities.

BE IT RESOLVED by the City Council that the City Administrator is authorized to proceed with said RFP's not-to-exceed \$40,000 and direct staff to initiate site selections to be brought before Council.

Dated this 15th day of November, 2021

MAYOR

Attest:

CITY CLERK