WILLMAR CITY COUNCIL MEETING
TUESDAY, JANUARY 18, 2022 AT 6:00 PM
BOARD ROOM, HEALTH AND HUMAN SERVICES BUILDING
2200 – 23RD STREET NE, WILLMAR, MINNESOTA
ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

1. Call Meeting to Order

2. Roll Call

3. Pledge of Allegiance

4. Proposed Additions or Deletions to Agenda

5. Consent Items:

Approve:
- A. City Council Minutes of January 3, 2022
- B. Willmar Municipal Utilities Commission Minutes of January 10, 2022
- C. Airport Maintenance and Operations Grant Contract
- D. Minor Subdivision of Matthew Timothy House to Split Parcel
- E. Public Works International Truck Purchase with Snow Removal Equipment
- F. Reappointments to Boards/Commissions
  - Cody Miller, Dan O'Meara and David Little to Airport Commission

Accept:
- G. Building Report for the Month of December 2021

Information:
- H. Appointment to Rice Hospital Board – Michael May MD

6. Approve Consent Agenda Items

7. Items Removed from Consent Agenda

8. Open Forum (individuals limited to three (3) minutes)

9. Hearing: 2022 Street and Other Improvements
Resolution to Receive the Preliminary Report and Order the Improvements

10. Consideration of Professional Services Contract for City Facilities Study and Architect Design

11. Consideration of Search Brochure for City Operations Director

12. Consideration of Memorandum of Agreement: Water Mains and Fire Hydrants with WMU

13. Acknowledgement of Donations for the 3rd and 4th Quarters of 2021

14. Consideration of January 24, 2022 Work Session: Bonding Discussion

15. "Community Pride" Announcements

16. 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 Strategical 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:

Judy Thompson
City Clerk

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

January 3, 2022
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, Thomas Butterfield, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, 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.

There were no additions or deletions to the agenda.

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

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Minutes of December 20, 2021
B. Willmar Municipal Utilities Commission Minutes of December 27, 2021
C. Park and Recreation Board Minutes of November 17, 2021
D. Accounts Payable Report for December 16 – 29, 2021
E. **Resolution No. 2022-002 Prosecution Contract with Anderson Law Offices**
F. Application for Exempt Permit – Willmar Fests, Inc.
G. Reappointments to Boards/Commissions
   - Dylan Erickson-Thoemke to Board of Zoning Appeals
H. Police Commission Minutes of June 4, 2021
I. CCT Operations Board Minutes of September 28, 2021
J. Willmar Area Lakes CVB Board Minutes of November 16, 2021

Council Member Fagerlie offered a motion to approve the consent agenda and introduced **Resolution No. 2022-001 Approving Consent Agenda Items.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

There was no one present to speak during the Open Forum.

City Administrator Valiant presented a request to authorize the Mayor and City Administrator to execute the agreement for Intergovernmental Transfer and ECPN payments by and between Carris Health, Rice Memorial Hospital, Rice Care Center and the City of Willmar.

Resolution No. 2022-003 Carris Health Intergovernmental Transfer Agreement was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant presented a request to approve the proposed fee schedule for the City of Willmar.

Following a lengthy discussion, Council Member Fagerlie offered a motion to have staff explore additional deposit fees and bring back to council in near future for consideration, and introduced **Resolution No. 2022-004 Establishes Fees for Services, Permits and Licenses and Establishes Rental Rates for City Equipment.** Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Interim Public Works Director Manzer presented a request to approve the extension of the closure of the indoor gun range to March 31, 2022. It was noted Gary Peterson, a member of the club and renter of the indoor range approached the Parks and Recreation Board on December 15th to ask for an extension. He explained that allowing the extension would provide a safer environment for conceal and carry classes to happen. The Willmar Parks and Recreation Board recommended the approval of the extension for public shooting events and rentals.

Following a lengthy discussion, Council Member Plowman offered a motion to approve staff's request. Council Member O'Brien seconded the motion.

Following further discussion, Council Member Nelsen called the question. Council Member Asmus seconded the motion, which carried. Council Member O'Brien voted "no".

The original motion then failed on a roll call vote of Ayes 0, Noes 8. Council Members Fagerlie, Asmus, Butterfield, O'Brien, Ask, Davis, Plowman, and Nelsen voted "no".

Human Resource Director Sietsema presented a request to approve the 2022 part-time employee pay scale as presented. It was noted, the updated pay scale is to position City wages more competitively as hiring part-time staff is becoming increasingly more difficult.

Resolution No. 2022-005 Approving Part-Time Pay Scale for 2022 was introduced by Council Member O'Brien. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Walker presented a request to terminate the professional services agreement with Bolton & Menk for Downtown Streetscape planning and construction design. He noted the City was made aware from DEED that the Bolton and Menk approved plans would not be approved for funding and the entire grant funds of $750,000 would be withheld.

Following discussion, **Resolution No. 2022-006 Terminate Streetscape Agreement with Bolton and Menk** was introduced by Council Member Fagerlie. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Walker presented a request to authorize the City Planning Department staff to design and implement a revised Downtown Streetscape project that will be in accordance with DEED requirements.

Resolution No. 2022-007 Authorize Staff to Design and Implement Streetscape Project was introduced by Council Member Plowman. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Walker presented a request to approve the job description for Rental Housing Inspector and authorize Human Resource Director Sietsema to recruit for the new position.

Following a lengthy discussion, Council Member Nelsen offered a motion to approve staff's request. Council Member Davis seconded the motion, which carried unanimously.

Human Resource Director Sietsema presented a request to approve the COVID-19 mandatory vaccination policy for the City of Willmar and authorize City Administrator to implement future policy changes as requested by MN OSHA. She noted effective January 10, 2022 MN OSHA is mandating COVID-19 vaccinations for all employers with 100 or more employees. Further information related to testing requirements will be made available to the Council as MN OSHA guidelines are updated.

Following discussion, Council Member Nelsen offered a motion to approve staff's request. Council Member Ask seconded the motion.

Following a lengthy discussion. Mayor Calvin recessed the meeting at 7:40 p.m. to allow City Attorney Scott to gather further information regarding this issue.

Mayor Calvin reconvened the meeting at 7:47 p.m.

Following information received from City Attorney Scott, consensus of the Council was the desire to be in compliance, but their reluctance to approve the "mandatory" verbiage in the original motion.

Following further discussion, Council Member Nelsen withdrew her motion and Council Member Ask withdrew his second of the original motion.

Council Member Nelsen then offered a new motion to authorize the City Administrator and Human Resource Director to comply with all MN OSHA mandates regarding vaccinations and testing and implement future policy changes as necessary to maintain compliance. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 4, Noes 1. Council Member Plowman voted "no". Council Members Butterfield, O'Brien, and Davis abstained from voting. Mayor Calvin broke the "tie" with an affirmative vote.

Mayor Calvin presented a request for consideration of changing the location and start time of future Council meetings.

Following a lengthy discussion, Council Member Butterfield offered a motion to change the start time to 6:30 p.m. and move the location of meetings back to the Willmar Municipal Utilities building. Council Member O'Brien seconded the motion.

Following further discussion, Council Member Butterfield agreed to modify his motion to remove the meeting location change, but keep the change in start time to 6:30 p.m. Council Member O'Brien agreed to this change as the member who seconded the motion.

Following yet further discussion, Council Member Butterfield attempted to withdraw his motion, but Council Member O'Brien did not agree to withdraw his second of the motion as modified.

City Attorney Scott advised that, the motion as modified was still on the table. **Resolution No. 2022-008 Establish Regular City Council Meeting Time** then passed on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin offered the following comments: "Thank You" to Willmar Fests members and volunteers for all the hard work in the recent "Celebrate the Light of the World" display at Robbins Island.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 8:20 p.m.

_____
MAYOR

Attest:

_____
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2022-001

APPROVING CONSENT AGENDA ITEMS

Motion By: Fagerlie Second By: Nelsen

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 January 3, 2022 City Council meeting be approved as presented.

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Dated this 3rd day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-002

APPROVING AGREEMENT WITH ANDERSON LAW OFFICES, PLLC

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to approve an agreement with Anderson Law Offices, PLLC to provide prosecution legal services for 2022-2024 and authorize the Mayor and City Administrator to sign on behalf of the City.

Dated this 3rd of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-003

CARRIS HEALTH INTERGOVERNMENTAL TRANSFER AGREEMENT

Motion By: Nelsen Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to execute the "Agreement for Intergovernmental Transfer and ECPN Payments by and between Carris Health, Rice Memorial Hospital, Rice Care Center and the City of Willmar" effective January 1, 2022.

Dated this 3rd day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-004
ESTABLISHES FEES FOR SERVICES, PERMITS AND LICENSES
AND ESTABLISHES RENTAL RATES FOR CITY EQUIPMENT

Motion By: Fagerlie Second By: Asmus

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, sets fees for permits and licenses, and establishes rental rates for City equipment.

NOW, THEREFORE, BE IT RESOLVED that the below listed fees be duly adopted for the year 2022 and the same hereby ordered kept on file in the office of the City Clerk.

CITY CLERK:

Liquor License Investigation Fees:	
Sole Proprietor	$125.00
Partnership	$150.00
Corporation	$300.00
Limited Liability Company	$150.00
Liquor Licenses:	
On-Sale Liquor	$4,000.00 per year
Off-Sale Liquor	$950.00 per year
Club On-Sale Liquor	$300.00 per year
On-Sale Wine	$200.00 per year
On-Sale Sunday	$200.00 per year
On-Sale 3.2% Malt Liquor	$150.00 per year
Temporary On-Sale Liquor	$100.00 per year
On-Sale Taproom	$150.00 per year
Off-Sale Taproom	$150.00 per year
Off-Sale Brewpub	$150.00 per year
City Park Special Event-Liquor	$100.00 per event
Civic Center Special Event-Liquor	$100.00 per event
Community Festival Event-Liquor	$100.00 per event
Café – Restaurant, Bowling Alley, Taxi Cab	$30.00 per year
Carnival, Circus, Exhibition	$30.00 per day
Cat & Dog	$3.00-7.50 per year
Dance, Parade, Run/Walk, Special Event, Street Fair	$30.00 per event
Dumpster, Service Parking	$30.00 per 30 days
Fireworks Indoor Display	$50.00 per event
Fireworks Outdoor Display	$30.00 per event
Fireworks Sales & Storage	$100.00 per event
Mobile Food Unit	$50.00 per event or 150.00 per year
Pawnbrokers	$150.00 per year
Street Closure	$50.00 per event
Theatre	300.00 per year

ADMINISTRATIVE FEES:

Chapter 9, Article I, Section 9-3	
Nuisance Abatement — Administrative Fee	$75.00
Chapter 9, Article III, Section 9-43	
Removal of Weed/Grass Nuisance — Administrative Fee	$75.00
Chapter 9, Article VI, Section 9-66	
Removal of Infected Trees — Administrative Fee	$75.00
Chapter 9, Article I, Section 13-2	
Payment for Current Service —Administrative Fee (snow removal, sidewalk repairs, etc.)	$75.00

PUBLIC WORKS:

Maintenance Trucks:	
3 –5 Ton Trucks	$35.00/hour
1 Ton Truck	$18.00/hour
3 –5 Ton Truck/Plow/Sander	$41.00/hour
3 –5 Ton Truck/Plow/Sander/Wing	$55.00/hour
1 Ton Truck Plow	$27.00/hour
½ - ¾ Ton Pickup	$17.00/hour
1 Ton /Water Tank	$27.00/hour
Tractors, Loaders, Motor Graders:	
2 –3 CY Loaders	$82.00/hour
Loader/Plow/Wing	$102.00/hour
Loader/Snow Blower	$122.00/hour
Motor Grader	$96.00/hour
Motor Grader/One-Way Plow	$102.00/hour
Motor Grader/One-Way Plow/Wing	$115.00/hour
40-50 Hp Tractor	$21.00/hour
40-50 Hp Tractor/Attachments	$35.00/hour
MT Trackless/Blower/Mower	$61.00/hour
90 Hp Tractor/22' Flail Mower	$55.00/hour
30-40 Hp Unit Mower/Blower/Sweeper	$35.00/hour
Skid-Loader	$35.00/hour
Skid-Loader/Attachments	$50.00/hour
Snowplowing Sidewalks (incl. labor and equipment)	$1.00/LF
Specialty Equipment:	
Air Conveyance Unit	$55.00/hour
Elgin Sweeper (4 CY)	$70.00/hour
Hydraulic Sewer Cleaner	$68.00/hour
Paint Sprayer	$9.00/hour
Paint Sprayer and 1 Ton Truck	$27.00/hour
50' Bucket Truck	$70.00/hour
30' Bucket Truck	$41.00/hour
Brush Chipper	$29.00/hour
Tamper	$9.00/hour
Bituminous Distributor and Truck (less material)	$50.00/hour
Bituminous Roller	$55.00/hour
Grass and Leaf Pickup Broom	$29.00/hour
Chain Saws	$10.00/hour
Trailers	$12.00/hour
Over Seeder	$29.00/hour
Turf Pro	$29.00/hour
Gator and Sprayer	$27.00/hour
Generator	$9.00/hour
Trash Pumps	$9.00/hour

Utility Vehicle with Crane Hoist	$42.00/hour
Air Compressor	$25.00/hour
Materials:	
Winter Sand Mixed with Salt	$55.00 CY
Gravel	$20.00/Ton
Bituminous Cold Mix	$105.00/Ton
Chalk Dust (50lb. bag)	$8.00/bag
Diamond Dry (50lb. bag)	$13.00/bag
Bituminous Repair (incl. labor and equipment)	$55.00/SY
Labor:	
Regular	Contract rate plus 53%
Overtime	Contract rate plus 53%
Access Fees:	
Industrial Park Storm Pond	$835.00/acre
Radio Station Drive Lift Station	$595.00/acre
Abbott Drive, Lift Station	$895.00/acre
Wastewater Treatment:	
5,000 gallon tanker with hydraulic boom:	$30.00/hour
Portable Lab Sampler	$5.00/hour
Airport:	
Conference Room	$40.00/non-airport related meetings

PARKS & RECREATION

Adult recreation programs will charge cost of program, officials, balls, sanctioning fees, etc. plus $7 per team court fee for volleyball/basketball and $10 per team field fee for softball.

BALL FIELDS

Baseball/Softball Fields	$50.00 per game
	$250.00 daily rate per field
Lights for ball fields	$25.00 per day per field
Baker Field (field only)	$300.00 per day
Orange BB Field	$250.00 per day
Picnic Area behind Taunton Stadium	$75.00 per day

SHELTERS

Four Season Shelter	$130.00 per day
Enclosed Park Shelters (Guri, Hilltop, Shelter #1 and Rice)	$110.00 per day
Open Shelter #2 (no electricity)	$40.00 per day
Damage Deposit	$100.00

EQUIPMENT

Bleachers –7 High	$100.00 per day plus staff costs
Picnic Tables Rental (12 maximum) (for pickup only – no delivery)	$10.00 per table per day
Barricades	$2.00 per day
Minimum charge for hauling barricades	$20.00

SHOWMOBILE

Events in Willmar (not for profit)	$215.00 per day + staff expenses
Events in Willmar (for profit)	$500.00 per day + staff expenses
(Plus Clean-up/Damage Deposit)	$200.00
Staff Expenses	$80.00-$280.00 depending upon number of staff

AQUATIC CENTER

Individual Season Pass	$90.00
Family of Two	$130.00
Family of Three	$140.00
Family of Four	$150.00
Family of Five	$160.00
Family of Six	$170.00
Each Additional Family Member	$15.00
Daily Admission Rate	$3.00
Observers	$3.00
Group Admissions	$2.50
Discount Coupons:	
10 coupons	$25.00
20 coupons	$45.00
Pool Rental – 2 hour minimum	$100.00 per hour plus guard/staff fees

CITY AUDITORIUM

Gym Rental	$50.00 per hour not to exceed $300.00 per day min. two hours
Staffing	$20.00 per hour
Stage	$20.00 hour

Omit after February, 2022

~~Range Rental~~	~~$80.00 per hour plus certified Rangemaster (if the group doesn't have one)~~
~~Open Range~~	~~$8.00 per half hour~~

CIVIC CENTER

Cardinal Arena Dry Floor events	$580.00 per day plus services
Ice Rental	$155.00 per hour till April 1
Blue Line Arena Dry Floor events	$400.00 per day plus services
Ice Rental	$155.00 per hour till April 1
Lobby	$75.00 per day
Staffing	$20.00 per hour

COMMUNITY CENTER

Burlington Northern or Selvig Rooms	$60.00 each per day OR $100.00 per day for both
Sunshine Room	$40.00 per day
Reynolds Room	$25.00 per day
Staffing	$20.00 per hour

EVENTS AND RECREATION CENTER

Meeting Room A/B	$25.00 per day $40.00 per day for both
Community Room	$40.00 per day
Dry Floor Space/Gym	Full gym $50.00 per hour not to exceed $300.00 per day. Min. 2 hours Half gym $25.00 per hour not to exceed $150.00 day. Min. 2 hours
Staffing	$20.00 per hour
TURF FIELDS	$100.00 per hour $400.00 max

FIRE DEPARTMENT:
Firefighter hours that are billed are taken directly from the roll call list.
Firefighters receive a $15.73 per hour and are paid in one-hour increments.

Equipment:	First Hour	Additional Hour
1st line pumper - 5251, 5257	$300	$200/hour
Tanker/pumpers 5276	300	200/hour
Ladder trucks – 5298 and 5299	500	400/hour
Grass rig - 5285	150	100/hour
Support Vehicles – 5296, 5297, 5294, 5295, 5293	75	50/hour
Trailers	75	50/hour

Equipment charges are billed by the quarter hour as time listed on the fire report, after initial one-hour charge.
Special equipment and supplies used will be billed on a cost basis.

A $25.00 per hour per Firefighter for fire watch/standby conducted by the Fire Department for special events and any standby conducted during fire protection/detection system down time (as described in the Minnesota State Fire Code).

Training Room Rental Fee:	$50.00 per hour with a 2 hour minimum
Fire Alarm Permit	$ 30.00
Fire Alarm Permit Renewals	$ 30.00 every 3 years
Alarm Malfunction	$500.00
Bottle Filling Fees	2216 PSI air tank filling fee $5.00/bottle 3000 PSI air tank filling fee $10.00/bottle 4500 PSI air tank filling fee $15.00/bottle 5000-6000 PSI air tank filling fee $25.00/bottle
Fire Reports	$ 0.25/page plus postage

POLICE DEPARTMENT:
$70.00 per hour for off-duty police officers
$60.00 per hour for computer forensic/video redaction/specialized IT services
$30.00 per hour for off-duty Community Service Officer (non-licensed) services

Dated this 3rd day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-005

RESOLUTION APPROVING PART-TIME PAY SCALE FOR 2022

Motion By: O'Brien Second By: Ask

WHEREAS, the City Council must approve the pay scale for part-time employees.

NOW THEREFORE BE IT RESOLVED, the City of Willmar 2022 Part-time Pay Scale is attached hereto and incorporated herein by reference in its entirety is approved.

Dated this 3rd day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-006

TERMINATE SCREETSCAPE AGREEMENT WITH BOLTON AND MENK

Motion By: Fagerlie Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to terminate the professional services agreement with Bolton and Menk for the Downtown Streetscape planning and construction design by submitting written note.

Dated this 3rd day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-007

AUTHORIZE STAFF TO DESIGN AND IMPLEMENT STREETSCAPE PROJECT

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to authorize the City's Planning Department to design and implement a revised Downtown Streetscape Project in accordance with the DEED requirements.

Dated this 3rd day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-008

ESTABLISH REGULAR CITY COUNCIL MEETING TIME

Motion By: Butterfield Second By: O'Brien

WHEREAS, the City Council of the City of Willmar, Minnesota at its biennial meeting of January 11, 2021 established the regular City Council meetings and time in Resolution No. 2021-006; and

WHEREAS, at the May 4, 2021 meeting Resolution No. 2021-092 was passed discontinuing City Council subcommittees and a discussion of the City Council meeting start and end time was had; and

WHEREAS, at the May 17, 2021 meeting Resolution No. 2021-107 was passed to start City Council meetings at 6:00 p.m. in order to allow for more discussion if it is needed.

WHEREAS, at the January 3, 2022 meeting discussion was held to regarding changing the start time.

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular, semi-monthly meetings of the City Council shall be held at 6:30 p.m. on the first and third Mondays of each month during the remainder of 2022.

Dated this 3rd day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – JANUARY 10, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 10, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Cole Erickson, Kerry Johnson, Shawn Mueske and Dave Baumgart. Absent were Commissioners Abdirizak Mahboub and Carol Laumer.

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, City Attorney Robert Scott, City Councilman Michael O'Brien, Representative Dave Baker, Senator Andrew Lang, and Attorney L. Reid LeBeau of the Jacobson Law Group.

The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner DeBlieck (2021 Vice President) introducing Rep. Baker, Sen. Lang, and Attorney LeBeau who were in attendance to present an overview of the upcoming 2022 Legislative Session scheduled to begin January 31st. Among issues to be addressed during the session will be the current budget surplus (nearly $8 billion), redistricting (periodic redefining of district boundaries), distribution of opioid dollars, unemployment issues due to current pandemic, American Resource Plan Federal Funds, and addressing bonding requests for projects such as Willmar's NE Water Treatment Plant. A record $5.5 billion in bonding requests have been made of which $4.2 billion come from state agencies, and $1.2 billion come from cities, counties, and local entities. Attorney LeBeau added that the money creates both opportunities and challenges within the bonding appropriations and funding process. To assist in securing bonding, LeBeau stated that a presentation by WMU staff will be necessary to further emphasize the need for funding assistance for the NEWTP project. Following the informative update, the Commission expressed its appreciation for the legislative insight presented. Rep. Baker concluded by extending his appreciation to the Commission and Staff for their continued service to the Willmar community. At this time, Rep. Baker and Sen. Lang departed the meeting.

The next order of business would be the annual election of MUC officers for 2022. For the position of President, Commissioner Mueske offered a motion to nominate Commissioner DeBlieck to serve as President. For the position of Vice President, Commissioner Johnson offered a motion to nominate Commissioner Erickson to serve as Vice President. For the position of Secretary, Commissioner Mueske offered a motion to nominate Commissioner Laumer to serve as Secretary. For the position of Treasurer, Commissioner Erickson offered a motion to nominate Commissioner Baumgart to serve as Treasurer. There being no additional nominations to come before the Commission, Commissioner DeBlieck seconded the motions which carried by a vote of five ayes and zero nays.

Due to the absence of Secretary Laumer, Commission President DeBlieck appointed Commissioner Mueske to serve as Acting Secretary. Following the appointment, Commissioner DeBlieck requested a resolution to approve the Consent Agenda. Commissioner Johnson offered a resolution to approve the Consent Agenda as presented. Commissioner Baumgart seconded

RESOLUTION NO. 1

"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 December 28, 2021, Commission meeting; and,
- Bills represented by vouchers No. 20220001 to No. 20220040 and associated wire transfers inclusive in the amount of $269,395.73.

Dated this 10th day of January 2022.

_____
President

Attest:

_____
Acting Secretary

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

At this time, Commissioner DeBlieck informed the Commission that the next matter of business would be to establish regular Commission meeting times and site location for the year. Following Commission input, Commissioner Mueske made a motion to set the 2022 Municipal Utilities Commission meeting schedule as agreed upon with the meetings to be held on the second and fourth Mondays of each month (unless otherwise designated, see attached schedule) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays.

It was noted that appointments to both the WMU Labor and Planning Committees would normally be conducted at this time; however, it was a consensus to table this action until the next MUC meeting to allow for input from all Commissioners.

In conjunction with annual business matters, Finance & Office Services Supervisor Prekker requested the Commission to approve US Bank and Heritage Bank as WMU's official depositories for 2022 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Mueske offered a motion to approve US Bank and Heritage Bank as the official depositories for the Willmar Municipal Utilities for 2022. Commissioner Erickson seconded the motion which carried by a vote of four ayes and one nay (Commissioner Johnson).

Finance & Office Services Supervisor Prekker presented the Commission with the November 2021 Financial Reports along with a recap of the November 30, 2021 Investment Portfolio, and the November 2021 Cost of Power Report. 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 December 2021 Wind Turbine Report. Turbine availabilities for the month of December were at 94.2% (Unit #3) and 88.8% (Unit #4) with a total monthly production of 693,954 kilowatt hours. The total production for 2021 was 6,098,703 kilowatt hours.

General Manager Harren reviewed with the Commission revisions to the Memorandum of Agreement (MOA) between WMU and the City of Willmar addressing Water Mains and Fire Hydrants. The original MOA was approved by both entities in October of 2018. Since December of 2021, Staff from both WMU and the City have worked together to reach mutually acceptable revisions to the agreement. The main revisions were to exchange responsibilities more fitting for each entity. These duties would include WMU assuming responsibility for water hydrant maintenance while the street repairs would become the responsibility of the City. The exchange of responsibilities would be in effect beginning in January 2022. Following review, Commissioner Mueske offered a resolution to approve the proposed changes as presented pending City Council concurrence. Commissioner Erickson seconded.

RESOLUTION NO. 2

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed amendments to the 2018 (original) Memorandum of Agreement: Water Mains & Fire Hydrants between Willmar Municipal Utilities and the City of Willmar be approved as presented pending City Council concurrence, effective January 2022."

Dated this 10th day of January 2022.

_____
President

Attest:

_____
Acting Secretary

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

As stated per League of Minnesota Cities, Minnesota State Statues generally prohibit the acceptance of gifts by elected or appointed "local officials". Therefore as a means of disclosure for transparency, General Manager Harren provided the Commission with a listing of 2021 holiday gifts received throughout the Utility by customers/business associates (candy, nuts, cookies, etc.).

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include software options for accounting and billing. Tentative future Planning Committee agenda items will include water modeling and water treatment plant.

For information: 2022 Upcoming meetings/events to note include:

- MMUA Legislative Conference (St. Paul): Feb. 8-9 (DeBlieck/Laumer/Harren)
- APPA Legislative Rally: Feb. 28 through March 2 (Washington, DC) (Laumer/Harren)
  - Note: January 10th signup deadline
- APPA National Conference (Nashville, TN) June 10-15

There being no further business to come before the Commission, Commissioner Mueske offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 1:07 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____
Beth Mattheisen
Executive Secretary

ATTEST:

_____
Shawn Mueske, Acting Secretary

WILLMAR MUNICIPAL
UTILITIES
2022 MUC MEETING SCHEDULE

Regular meetings of the Municipal Utilities Commission for the year 2022 will be held on the second and fourth Mondays of the month at 11:45 a.m., in the Municipal Utilities Auditorium, 700 SW Litchfield Avenue, Willmar, Minnesota, according to the following schedule unless revised by order of the Municipal Utilities Commission.

January 10, 2022	July 11, 2022
January 24, 2022	July 25, 2022
February 14, 2022	August 8, 2022
February 25, 2022*	August 22, 2022
March 14, 2022	September 12, 2022
March 28 2022	September 26, 2022
April 11, 2022	October 10, 2022
April 25, 2022	October 24, 2022
May 9, 2022	November 14, 2022
May 23, 2022	November 28, 2022
June 13, 2022	December 12, 2022
June 27, 2022	December 21, 2022**

*Denotes Friday
**Denotes Wednesday

BY ORDER OF THE MUNICPAL UTILITIES COMMISSION

/s/ Bruce DeBlieck, President

MnDOT Contract No. 1047535

STATE OF MINNESOTA

AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

State Project Number (S.P.): A3401-MO22
State Project Number (S.P.): A3401-MO23

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

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport ("Airport") in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2022 and State Fiscal Year 2023.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

1.1. **Effective Date:** This contract will be effective on July 1, 2021, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.

1.2. **Expiration Date:** This contract will expire on June 30, 2023.

1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, but not limited to, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient's Duties

2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.

2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.

2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.

2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

3. Recipient's Assurances

3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.

3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

4. Third-Party Contracting

4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:

5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.

5.1.2. **Telecommunication Amount.** State has currently obligated $0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.

5.1.3. **Maintenance and Operation Amount.** State has currently obligated $56,337.00 in each State fiscal year to reimburse other eligible costs at 75%.

5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed $112,674.00 (State fiscal years 2022 and 2023).

5.2. **Payment.**

5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- On or after October 1, **and no later than November 15**, for the period July 1 through September 30.
- On or after January 1, **and no later than February 15**, for the period October 1 through December 31.
- On or after April 1, **and no later than May 15**, for the period January 1 through March 31.
- On or after July 1, **and no later than August 15**, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.

5.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

5.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Recipient's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Recipient within ten days of discovering the error. After State receives the corrected invoice, State will pay Recipient within 30 days of receipt of such invoice.

5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than $50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.

5.2.5. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

6. Conditions of Payment

6.1. All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title:	Jenny Bahneman, Grants Specialist Coordinator
Address:	Office of Aeronautics,
	395 John Ireland Boulevard, Mail Stop 410
	Saint Paul, Minnesota 55155
E-Mail:	jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title:	Leslie Valiant, City Administrator
Address:	City Office Building, 333 - Sixth Street Southwest, Post Office Box 755, Willmar, MN 56201
Telephone:	(320) 235-4913
E-Mail:	lvaliant@willmarmn.gov

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.

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

8.3. **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.

8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.

8.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

9. Indemnification

9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, and to the extent permitted by law, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

11. Government Data Practices

11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

12.1. Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

13.1. Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

14.1. Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2. **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this contract, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Recipient has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; or If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.

15.4. **Suspension.** The State may immediately suspend this contract in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Recipient during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

16. Discrimination Prohibited by Minnesota Statutes §181.59

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

17. Limitation.

17.1. Under this contract, the State is only responsible for disbursing funds. Nothing in this contract will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for

administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this contract.

STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

*PO staged and to be encumbered with future State fiscal year funds.

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

MnDOT OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

RESOLUTION NO.

RESOLUTION AUTHORIZING EXECUTION OF
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Contract Number 1047535 "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.

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

Dated this 18th day of January, 2021

_____
MAYOR

Attest:

_____
CITY CLERK

City of Willmar

City Council Action Request

Council Meeting Date:	01/18/2022	**Agenda Item Number:**	5.D.
Agenda Section:	Consent	**Originating Department:**	Planning & Development Services
Resolution	Yes	**Prepared by:**	Kayode Adiatu, City Planner
Ordinance	No	**Reviewed By:**	Justice Walker, Director
No. of Attachments	2	**Presented By:**	Kayode Adiatu, City Planner
Consent Agenda Item:	Matthew Timothy House Minor Subdivision		

RECOMMENDED ACTION:
Motion By:_____Second By:_____to approve the minor subdivision of Matthew Timothy House to split the property into two parcels. The property is located at 619 & 621 Trott Ave SW

COMMITTEE/BOARD/COMMISSION RECOMMENDATION:
The Planning Commission on August 19, 2021 approved the preliminary plat with the following conditions:

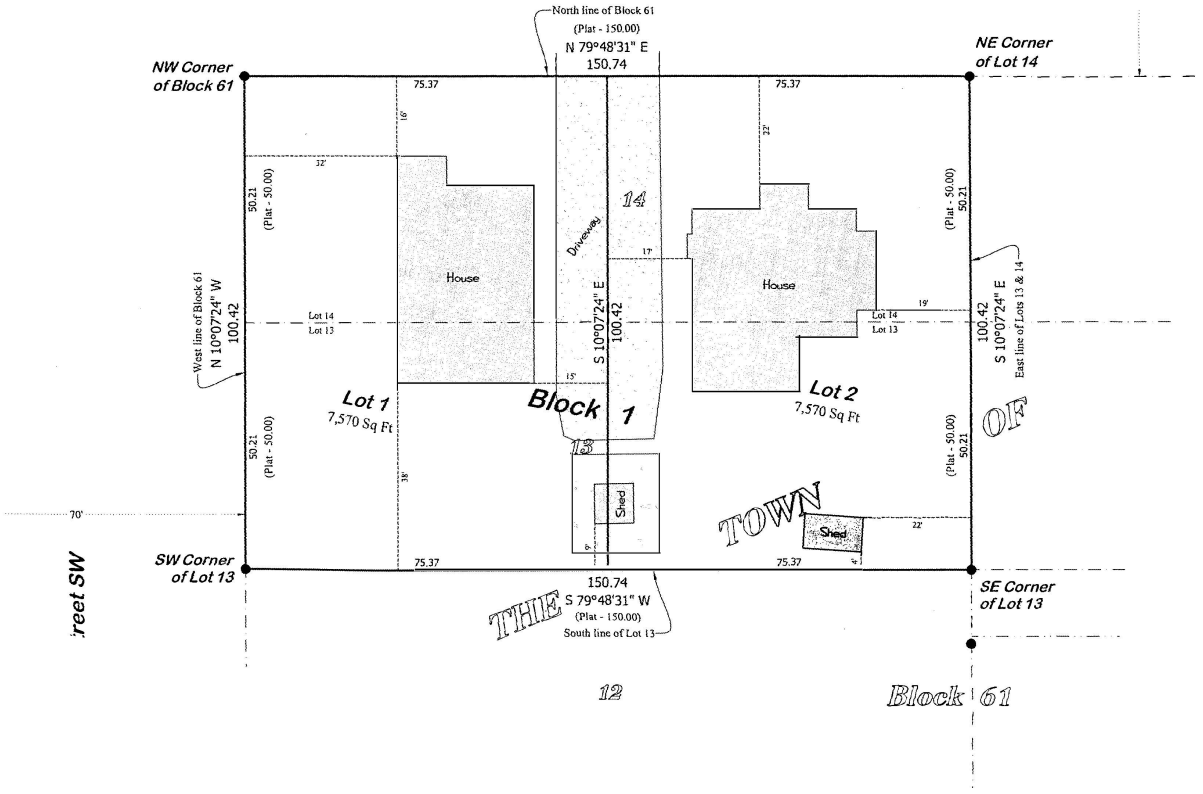
A. The Minor Subdivision is contingent upon receiving a variance from the Board of Zoning Appeals.
B. The use shall meet all applicable local, state, and federal rules and regulations at all times

OVERVIEW:
The property of interest is located at 619 &621 Trott Ave SW, and it is zoned R-3 (Low Density Multi-Family Residential). The Matthew Timothy Minor Subdivision allows for splitting of parcels into two on the property legally described as First Addition to the Town of Willmar, lot 13, lot 14. Two houses currently sits on the property and the subdivision would place each houses on its own parcel. Although the minimum lot size for R-3 is 8500 sq. ft., the Board of Zoning Appeals on August 12, 2021 approved a Variance application to allow for 7500 sq. ft. on each lot. The Planning Commission on August 19, 2021 addressed most issues regarding the property, approved the Minor Subdivision and recommended that the City Council approve the Preliminary Plat.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Option A: Approve the preliminary plat
Option B: Deny the preliminary plat
Option C: Request more information

BUDGETARY/FISCAL ISSUES:
None, other than staff time and materials

ATTACHMENTS:
Preliminary Plat
Resolution


North line of Block 61
(Plat - 150.00)
N 79°48'31" E
150.74
NW Corner of Block 61
NE Corner of Lot 14
75.37
75.37
16'
22'
32'
50.21
(Plat - 50.00)
14
Driveway
House
House
17'
19'
Lot 14
Lot 13
West line of Block 61
N 10°07'24" W
100.42
S 10°07'24" E
100.42
100.42
S 10°07'24" E
East line of Lots 13 & 14
15'
Lot 1
7,570 Sq Ft
Block 1
Lot 2
7,570 Sq Ft
13
38'
Shed
Shed
22'
9'
4'
70'
SW Corner of Lot 13
SE Corner of Lot 13
150.74
S 79°48'31" W
(Plat - 150.00)
South line of Lot 13
12
Block 61
TOWN
OF
THE
reet SW

Resolution N0.

A RESOLUTION APPROVING THE MINOR SUBDIVISION OF MATTHEW TIMOTHY HOUSE LOCATED AT 619 & 621 TROTT AVE SW

Motion By:_____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to approve the minor subdivision of Matthew Timothy House to split the property into two parcels.

_____
MAYOR

Attest:

_____
CITY CLERK

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	5.E.
Agenda Section:	Consent	**Originating Department:**	Public Works Department
Resolution	Yes	**Prepared by:**	Public Works Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	1	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	City Public Works Department recommending approval of the purchase and replacement of one 2023 International dump truck with snow removal equipment.		

RECOMMENDED ACTION:
Motion By: Council Member _____ Second By: Council Member _____, to approve the purchase and replacement of one 2023 International HV507 dump truck in the amount of $96,095 plus tax and license, and snow removal equipment in the amount of $117,374; for a total of $213,469.

OVERVIEW:
The Public Works Department is requesting the purchase and replacement of a dump truck with snow removal equipment. The truck chassis is proposed to be purchased from North Central International of St. Cloud per Minnesota State Contract No. 194866 in the amount of $96,095. The snow removal equipment for the truck will be purchased from Towmaster Inc. of Litchfield per Minnesota State Contract No. 193042 in the amount of $117,374. This new unit will replace the 2011 International dump truck scheduled for replacement.

The timeline on ordering the new truck and outfitting it with the snow removal equipment will have it ready for use in June of 2023. Once the new truck is finished and delivered, the 2011 unit will then be traded. With such a lapse in time, no value can be estimated for trade in value. The last unit we traded comparable to the 2011 received $16,500 and we anticipate comparable worth.

BUDGETARY/FISCAL ISSUES:
The Capital Outlay Program includes $220,000 for the purchase of the dump truck.

ATTACHMENTS:
Council Resolution
Vehicle Memorandum with Supporting Documents

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PURCHASE OF A 2023 INTERNATIONAL DUMP TRUCK WITH SNOW REMOVAL EQUIPMENT IN THE AMOUNT OF $213,469.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 International HV507 dump truck from North Central International of St. Cloud, LLC is accepted through State Contract No. 194866 in the amount of $96,095, and snow removal equipment from Tow Master Truck Equipment, LLC through State Contract No. 193042 in the amount of $117,374, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the total amount of $213,469 with tax and license paid at a later date.

Dated this 18th day of January, 2022

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

PUBLIC WORKS DEPARTMENT
DIRECTOR/CITY ENGINEER

333 SW 6TH ST
WILLMAR, MN 56201
320-235-4202
FAX 320-235-4917

Memorandum

TO: **Leslie Valiant City Administrator**

FROM: **Gary Manzer, Interim Public Works Director**

DATE: **January 3, 2022**

RE: **Purchase of Dump Truck Chassis and Components**

Staff is in the process of purchasing one Dump Truck with snow removal equipment in accordance with the 2022 Capital Outlay Program.

We are requesting approval to proceed with the purchase of one truck chassis from North Central International of St Cloud MN per Minnesota State contract #194866 at the price of $96,095.00 for the chassis. The equipment portion of the truck will be purchased and built through Tow Master of Litchfield MN. This portion is purchased through the Minnesota State Contract #193042 in the amount of $117,374.00. The grand total is $213,469.00 and the 2022 vehicle replacement program has $220,000.00 budgeted for this purchase. Please note that tax and license are not included in the purchase price. This purchase will replace our 2011 International unit #118382.

We are also looking to trade our 2011 unit, but with the lengthy build time the vender has not given us a trade in value at this point. They would like to look at our truck 9-6 months before delivery of our new unit. The last unit that we traded in comparable to this we received $16,500 and I would expect comparable numbers. Please note the expected delivery time is June of 2023.

Please let us know if you have any further questions.

gm

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

				Check Applicable Box
Addition - *(To the overall number of vehicles in our fleet)*:				
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced)*:				
Replacement - *(To be replaced by another vehicle)*:				x
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*				
Re-assignment - *(Transfer to another City Dept.)*:				
Fixed Asset Number:	3005.00050			*Reminder to Attach Photo*
Vehicle Number:	118382	Replacement Cost:	$220,000	
Vehicle Year: 2011		Mileage or hours on vehicle:	88,975 Miles	

(Comments):

Initial

Operator or Supervisor (comments if applicable):

THIS TRUCK IS SHOWING AGE AND HARD USE
STARTING TO HAVE BIGGER DOLLAR REPAIRS
RECOMMEND TO REPLACE

Initial GM

Mechanic (comments if applicable):

This generation of International trucks have many common failures which include-
Injectors, EGR coolers, Internal valve cover wiring Along with plowing snow,
hauling trees, and hotmix the truck is showing its age. I recommend replacement
of this truck.

Initial KR

☒ *APPROVED* ☐ *DENIED* *Vehicle/Equipment Committee* 07-20-2021 *Date*

☐ *APPROVED* ☐ *DENIED* *City Administrator* *Date*

This document was last reviewed and approved on April 18, 2014

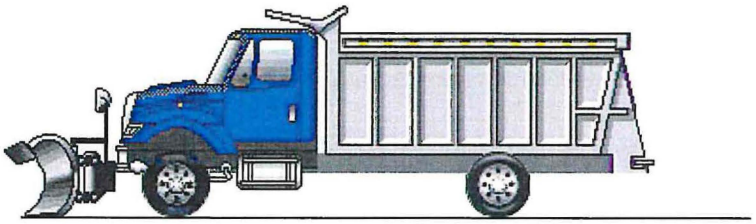
INTERNATIONAL®

December 10, 2021

Prepared For:
City of Willmar Public Works
Gary Manzer
801 Industrial Dr. SW
Willmar, MN 56201-2992
(320)235 - 3827
Reference ID: Single Ax plow

Presented By:
NORTH CENTRAL INTL LLC
Brent J Simon
375 33RD AVE. S
SAINT CLOUD MN 56301 - 3751
(320)251-9511

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2023 HV507 SFA (HV507)

AXLE CONFIG:	4X2
APPLICATION:	Front Plow and Wing with Spreader
MISSION:	Requested GVWR: 39000. Calc. GVWR: 39360. Calc. GCWR: 80000 Calc. Start / Grade Ability: 31.36% / 3.52% @ 55 MPH Calc. Geared Speed: 72.9 MPH
DIMENSION:	Wheelbase: 171.00, CA: 96.00, Axle to Frame: 59.00
ENGINE, DIESEL:	{Cummins L9 350} EPA 2021, 350HP @ 2200 RPM, 1050 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3000 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends Gear Ratio: 5.63
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 385/65R22.5 Load Range J G296 MSA (GOODYEAR), 488 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range G FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 6H39, Brt Med Blu (Custom) Chassis schematic N/A

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
HV50700	Base Chassis, Model HV507 SFA with 171.00 Wheelbase, 96.00 CA, and 59.00 Axle to Frame.	5783/3857	9640
1570	TOW HOOK, FRONT (2) Frame Mounted	8/0	8
1572	TOW HOOK, REAR (2)	0/10	10
1ANA	AXLE CONFIGURATION {Navistar} 4x2	-38/-120	-158
	Notes : Pricing may change if axle configuration is changed.		
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL	117/290	407
1LLK	BUMPER, FRONT Omit Item	-88/13	-75
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille	142/-37	105
1WDU	CROSSMEMBER, FRONT for Hydraulic Pump, Mounting Flange to Accommodate Pump	41/4	45
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)	93/-93	0
2ARU	AXLE, FRONT NON-DRIVING {Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity	148/0	148
3ADE	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 16,000-lb Capacity, with Shock Absorbers	44/0	44
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	0/0	0
	Includes : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
4722	DRAIN VALVE {Bendix DV-2} Automatic, with Heater, for Air Tank	2/0	2
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System	0/0	0
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater	7/4	11
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake	0/7	7
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn	4/0	4
4LAA	SLACK ADJUSTERS, FRONT {Haldex} Automatic	14/0	14
4LGA	SLACK ADJUSTERS, REAR {Haldex} Automatic	0/16	16
4LGR	SLACK ADJUSTER PINS Stainless Steel Slack Adjuster Pins/Cotter Pins on Front and Rear	0/0	0
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM	0/0	0
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab	13/8	21

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
4VKJ	AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail	-18/26	8
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes	10/0	10
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes	0/10	10
4XDB	BRAKES, REAR {Bendix Spicer ES-165-7H} Air S-Cam Type, Heavy Duty Cast Spider, Cast Shoe, Double Anchor Pin, Size 16.5" X 7", 45,000-lb Capacity per Axle	0/54	54
4XDL	BRAKES, FRONT {Bendix Spicer ES-165-6X} Air S-Cam Type, Heavy Duty Fabricated Spider, Fabricated Shoe, Single Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity	35/0	35
5710	STEERING COLUMN Tilting and Telescoping	16/3	19
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black	0/0	0
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power	102/-6	96
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2	8/30	38
7BEU	AFTERTREATMENT COVER Aluminum	8/3	11
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab	125/51	176
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch	40/8	48
7WBA	TAIL PIPE (1) Turnback Type, Bright	5/4	9
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	13/12	25
7WDM	EXHAUST HEIGHT 10'	15/12	27
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
	Includes : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered		
8518	CIGAR LIGHTER Includes Ash Cup	1/0	1
8GXJ	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount	0/0	0
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/ Turn	2/0	2

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
8HAG	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Separate Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake accommodation package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket	0/2	2
8MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud	23/30	53
8RGA	2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab	2/0	2
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars	5/3	8
8RPB	RADIO, AUXILIARY CONTROLS Mounted in Steering Wheel, Radio Function Control Switch, Includes Volume Up/Down, Mute, Forward/Back and Bluetooth Answer/Disconnect	8/2	10
8RPR	ANTENNA for Increased Roof Clearance Applications	1/0	1
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input	3/0	3
8THB	BACK-UP ALARM Electric, 102 dBA	0/3	3
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications	2/0	2
8TKB	STOP, TURN, TAIL & B/U LIGHTS {Truck Lite} Super 44, with LED Lights for Stop, Turn & Tail Lights, Truck Lite Super 40 for Backup Lights, with Power Module, "International" Termination and Less Junction Box, Includes Incandescent License Plate Light	0/5	5
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/ Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch	1/0	1
8VAY	HORN, ELECTRIC Disc Style	0/0	0
8VUL	BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab	-35/12	-23
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	0/0	0
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	0/0	0
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	0/0	0
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm	0/0	0
8WXG	STARTING MOTOR {Mitsubishi Electric Automotive America 105P} 12-Volt, with Soft-Start	9/1	10
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender	0/0	0
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted	2/0	2
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord	3/0	3

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
8XKZ	USB PORT (2) Located in the Instrument Panel	0/0	0
8XNY	HEADLIGHTS Halogen	0/0	0
9585	FENDER EXTENSIONS Rubber	6/0	6
9AAB	LOGOS EXTERIOR Model Badges	0/0	0
9AAE	LOGOS EXTERIOR, ENGINE Badges	0/0	0
9ANG	HOOD, HATCH (01) for Servicing	5/0	5
9HAN	INSULATION, UNDER HOOD for Sound Abatement	10/0	10
9HBM	GRILLE Stationary, Chrome	0/0	0
9HBN	INSULATION, SPLASH PANELS for Sound Abatement	2/0	2
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV	0/0	0
10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails	0/0	0
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
	Includes : PAINT SCHEMATIC ID LETTERS "WK"		
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
10771	PAINT CLASS Single Custom Color	0/0	0
10SLV	PROMOTIONAL PACKAGE Government Silver Package	0/0	0
11001	CLUTCH Omit Item (Clutch & Control)	0/0	0
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted	10/0	10
12926	RADIATOR HOSES Silicone; Molded	0/0	0
12ESN	ENGINE, DIESEL {Cummins L9 350} EPA 2021, 350HP @ 2200 RPM, 1050 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)	559/5	564
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed	0/0	0
	Includes : FAN Nylon		
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler	0/0	0
	Includes : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber		
12VAL	AIR CLEANER Dual Element, with Integral Snow Valve and In-Cab Control	6/0	6
12VJC	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2022	0/0	0

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
12VXV	THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic, Mobile, Variable Speed; (Range 2 to 20 MPH) Mounted on Steering Wheel	2/0	2
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)	0/0	0
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations	0/0	0
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines	0/0	0
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty	0/0	0
13AVR	TRANSMISSION, AUTOMATIC {Allison 3000 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway	203/80	283
13WAW	OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type	25/0	25
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission	1/0	1
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
13WUA	AUTOMATIC NEUTRAL Allison Transmission Shifts to Neutral When Parking Brake is Engaged and Remains in Neutral When Parking Brake is Disengaged	0/0	0
13WUS	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Package Number 223, Modified for Single Input Auto Neutral	0/0	0
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released	0/0	0
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab	0/0	0
13WYU	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming	0/0	0
13XAM	PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission	0/0	0
14ASD	AXLE, REAR, SINGLE {Meritor RS-30-185} Single Reduction, 30,000-lb Capacity, Driver Controlled Locking Differential, T Wheel Ends . Gear Ratio: 5.63	0/297	297
	Notes : Axle Lead Time is 60 Days		
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs	0/177	177
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine	0/-5	-5
15SGG	FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 70 US Gal (265L), Mounted Left Side, Under Cab	7/10	17
15WDG	DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
16030	CAB Conventional, Day Cab	0/0	0

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
16975	HEATER HOSES Silicone	0/0	0
16ATC	AUTOMATIC CLIMATE CONTROL Automatically Maintains Cabin Comfort Based on Selected Temperature	0/0	0
16BAM	AIR CONDITIONER with Integral Heater and Defroster	54/2	56
16GEG	GAUGE CLUSTER Premium Level; English with English Electronic Speedometer	0/0	0
	Includes : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/ Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)		
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
16HHE	GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} with Black Bezel, Mounted in Instrument Panel	2/0	2
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
16JNV	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust	-12/-6	-18
16SDZ	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Side, Bright, 7.5" Sq.	11/0	11
16SEE	GRAB HANDLE, EXTERIOR Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left Side at B-Pillar	3/0	3
16SMM	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth	14/9	23
16SNU	MIRRORS (2) Aero Pedestal, Power Adjust, Heated, Bright Heads, Black Arms, 6.5" x 14" Flat Glass, Includes 6.5" x 6" Convex Mirrors, for 102" Load Width	0/0	0
	Notes : Mirror Dimensions are Rounded to the Nearest 0.5"		
16VKK	CAB INTERIOR TRIM Diamond, for Day Cab	6/1	7
	Includes : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Reading Lights; Integral to Overhead Console, Center Mounted : SUN VISOR (3) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Vanity Mirror and Toll Ticket Strap, plus 1 Auxiliary Visor (Front Only), Driver Side		
16VSL	WINDSHIELD Heated, Single Piece	0/0	0
16VZB	SEAT BELT COMFORT CLIP	0/0	0
16WBY	ARM REST, RIGHT, DRIVER SEAT	3/0	3

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
16WHJ	HOSE CLAMPS, HEATER HOSE {Breeze} Belleville Washer Type	0/0	0
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
16WLS	FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood	0/0	0
16WSK	CAB REAR SUSPENSION Air Bag Type	0/0	0
16XJP	INSTRUMENT PANEL Wing Panel	0/0	0
16XWJ	WINDSHIELD WIPER BLADES Snow Type	2/0	2
16XXC	COWL TRAY LID	7/4	11
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab	0/0	0
27DUN	WHEELS, FRONT {Accuride 29807} DISC; 22.5x12.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Offset 5.37"	94/0	94
28DTT	WHEELS, REAR {Accuride 28828} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and with Steel Hubs	0/28	28
29PBA	PAINT IDENTITY, FRONT WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint	0/0	0
29PBB	PAINT IDENTITY, REAR WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint	0/0	0
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches	0/0	0
7372138137	(4) TIRE, REAR 11R22.5 Load Range G FUEL MAX RTD (GOODYEAR), 495 rev/mile, 75 MPH, Drive	0/32	32
7702658113	(2) TIRE, FRONT 385/65R22.5 Load Range J G296 MSA (GOODYEAR), 488 rev/mile, 68 MPH, All-Position	96/0	96
	Services Section:		
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A	0/0	0
	Total Component Weight:	**7798/4858**	**12656**

Body/Allied Equipment

Code	Description	F/R Wt	Tot Wt

Goods Purchased

Code	Description	F/R Wt	Tot Wt
	Electric Brake controller installed	0/0	0
	Winterfront Installed	0/0	0
	steel surcharge	0/0	0
	Total Goods Purchased:	**0/0**	**0**

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

Financial Summary
2023 HV507 SFA (HV507)

(US DOLLAR)

Description	Price
Total Factory List Price Including Options:	$148,075.00
Total Goods Purchased:	$3,465.00
Total Freight:	$2,650.00
Total Factory List Price Including Freight:	$154,190.00
Less Customer Allowance:	($58,095.00)
Total Vehicle Price:	$96,095.00
Total Sale Price:	$96,095.00
Total Per Vehicle Sales Price:	$96,095.00
Net Sales Price:	$96,095.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Official Title and Date

Authorized Signature

NORTH CENTRAL INTL LLC
375 33RD AVE. S
SAINT CLOUD MN 56301 - 3751
(320)251-9511

This proposal is not binding upon the seller without Seller's Authorized Signature

Accepted by Purchaser:

Firm or Business Name

Authorized Signature and Date

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 69786

** QUOTATION **

Ship To:	Cust: 2990	Phone:	Bill To:	Phone:
WILLMAR, CITY OF			WILLMAR, CITY OF	
801 INDUSTRIAL DRIVE SW			333 6TH ST SW PO BOX 755	
WILLMAR	MN 56201	USA	WILLMAR	MN 56201 USA

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21

Serial No.

Order Comments: STATE OF MN CONTRACT
#193042 AMENDED

Build Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMER LOCATION W/FUEL CHARGES

Other Instructions **NOTE: PRICES VALID ON PURCHASE COMMITTMENTS MADE BY 4/30/2022**

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900046	- Body 10'6" EDGE-RC/SCIS-46-36-36 - - 46" 3/16" Hardox-450 Front, 36" 3/16" Hardox-450 radius sides (no pockets), 36" 3/1 6" Hardox-450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, unpainted.	$9,592.00	$9,592.00
1	9901704	- Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (BLUE). Understructure is seam sealed, and painted Gloss Black.	$3,450.00	$3,450.00
1	9901701	- Installation of Dump Body to hoist	$1,548.00	$1,548.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	$446.00	$446.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	$305.00	$305.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	$782.00	$782.00
1	9901703	- Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	$355.00	$355.00
1	9900155	- Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing tion support stand, (2) shovel holders, & reservior mounts, Installed.	$2,312.00	$2,312.00
1	9900181	- Walkrail removable both sides of 10' RC & RS body, Installed	$1,639.00	$1,639.00

--- Continued ---

Price:

Total Discounts:
Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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WILLMAR	MN 56201	USA	WILLMAR	MN 56201 USA

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21
Serial No.					

1 9900206 - Ladder Flip-A-Way Access ladder Pkg (Carbon Steel), Including Grab Handle above, and Interior Step, ea, Installed LOCATED LH FRONT AREA OF SIDE PANEL.	$424.00	$424.00
2 9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts	$484.00	$968.00
1 9900214 - Body acc'y Tailgate LEVER TOP PIN release (Single Axle bodies only)	$647.00	$647.00
1 9904963 - Light Warning TMTE1SSM-3 PKG: 1/2 A 1/2 B, (2) SS 23H 3-light LED Micro-Edge, 2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed. NOTE: Blue Lights positioned on RH Front & LH Rear, with flash pattern set to WIG-WAG.	$4,679.00	$4,679.00
1 9905778 - Light, Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed	$1,322.00	$1,322.00
1 9900259 - Light acc'y LED work light with disconnect Installed **NOTE: FOR RH SPINNER ILLUMINATION. Mount on RH end of Sander, wire across sander and splice into LH spinner work light. Power up both on (1) individual switch in control console.	$452.00	$452.00
1 9900266 - Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed	$967.00	$967.00
1 9900276 - Tarp Pulltarp (SGL or TDM) model S-9 Supershield tarp system w/A2F tarp, sideflaps & tiedowns, installed	$2,416.00	$2,416.00

--- Continued ---

Price:

Total Discounts:
Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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801 INDUSTRIAL DRIVE SW			333 6TH ST SW PO BOX 755	
WILLMAR	MN 56201	USA	WILLMAR	MN 56201 USA

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9904691	- INSTALLATION of (Initial) Single camera system	$305.00	$305.00
		**MOUNTED ON STROBE TUBE FOR WING VIEWING QUED AS DEFAULT CAMERA		
2	9904692	- Camera System option, NORTECH 9100-2HC 120 degree night	$182.00	$364.00
		vision CCD weather-proof HEATED camera, only GEN 5 6100		
2	9904693	- Camera System option, NORTECH 9100-4 Harness, 65'	$47.00	$94.00
		Waterproof GEN 5 6100		
1	9904694	- INSTALLATION of extra Camera, & Harness GEN 5 6100	$152.00	$152.00
		**NOTE: MOUNTED ON RH (CURBSIDE) CORNER POST IN PROTECTIVE COVER FOR		
		REVERSING ACTIVITIES QUED TO REVERSE CIRCUIT		
1	1941405	- Camera Guard, SS, Bolt-On	$39.00	$39.00
1	9905502	- PreCise ARC Sensor Mount #1126929, only GEN 5 6100	$36.00	$36.00
1	9905835	- PreCise ARC Sensor #1117640, only, for Wireless GEN 5	$614.00	$614.00
		CONTROLLER Applications (LESS MTG BRKT), installed		
		INSTALLED		
1	9900958	- Pre-Wet Towmaster/Varitech LDS-TMR-110-EGF Body Side Mt Sys	$1,809.00	$1,809.00
		for Elliptical body W/EXISTING REMOVABLE WALKRAIL (2) 55 ga		
		1 tanks, mtg hardware, plumbing, Electric Gravity Feed valve		
1	9902483	- Installation of TMR pre-wet system (New Towmaster Body)	$912.00	$912.00
		**NOTE: (1) CUSTOMER WANTS PASSENGER SIDE FILL. (2) MOUNT VALVE ON		
		INSIDE REAR CORNER POSTBY RAIL		
1	9903688	- Pre-Wet DUAL SPINNER Discharge KIT installed	$617.00	$617.00
1	9901834	- Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block	$3,437.00	$3,437.00
		rear hinge point, & OSHA approved saftey props		

--- Continued ---

Price:

Total Discounts:
Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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Reference No.
QT 69786

** QUOTATION **

Ship To:	Cust: 2990	Phone:	Bill To:	Phone:
WILLMAR, CITY OF 801 INDUSTRIAL DRIVE SW WILLMAR MN 56201 USA			WILLMAR, CITY OF 333 6TH ST SW PO BOX 755 WILLMAR MN 56201 USA	

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21
Serial No.					

1	9901712 - Installation of SCISSORS TYPE double acting hoist	$1,698.00	$1,698.00
1	9902986 - Wing Falls RHTDL10A/FM-HYDPB-TRIP EDGE Primed LESS CUTTING EDGES	$12,157.00	$12,157.00
2	9902818 - VBL Vallite HIGHWEAR Fab Wing Blade, 5/8" x 6" x 3'	$230.00	$460.00
1	9902819 - VBL Vallite HIGHWEAR Fab Wing Blade, 5/8" x 6" x 4'	$306.00	$306.00
1	9900433 - Installation Falls TDL/FM Wing - w/Bulkhead Couplers	$3,737.00	$3,737.00
1	9900479 - Wing Falls Gloss Black - Paint Moldboard	$360.00	$360.00
1	9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	$3,485.00	$3,485.00
1	9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	$2,015.00	$2,015.00
1	9900545 - Plow Hitch Falls Installation of (supplied) Multi-Coupler **NOTE: PLOW ANGLE FUNCTION		
1	9903058 - Plow Falls PR1243/SLT-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	$7,943.00	$7,943.00
1	9900625 - Plow Push Unit Falls 24/44 Series Std	$1,021.00	$1,021.00
1	9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	$391.00	$391.00
1	9900681 - Plow Falls Gloss Black Paint, Rev Plow, w/installation	$437.00	$437.00
1	9900730 - Plow Falls SCR-ADJ/SHOE/REV-PLW/STD	$670.00	$670.00
3	9902872 - VBL 3/4" x 6" - 4' w/25# Tungsten Carbide Insert, Std Punch, Flat Blade	$258.00	$774.00

--- Continued ---

Price:

Total Discounts:
Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3

TOWMASTER TRUCK EQUIPMENT
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WILLMAR	MN 56201	USA	WILLMAR	MN 56201 USA

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21

Serial No.

**NOTE: FRONT PLOW APPLICATION

1 9901725 - Sander Falls 1ASD9SS-6P-1D-2S, Std 9" x 6" Auger, Stainless Steel Unit, LH & RH discharge, Dual Poly Spinner Ass'y, uni-directional reversible auger.	$6,367.00	$6,367.00
1 9901722 - Sander Install dual spinner w/uni-directional reversible auger & dual manifolds RH & LH rear	$1,312.00	$1,312.00
1 9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	$549.00	$549.00
1 9900850 - Valve System, Force Add-A-Fold MCV-ISO Valve 8 Functions , INSTALLED HOIST, PLOW, PLOW STEER, WING HEEL, WING TOE, WING PUSH-BAR, AUGER R/L, SPINNER R/L	$11,339.00	$11,339.00
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	$11,903.00	$11,903.00
1 9900874 - Filter Force IN-TANK mounted filter installed	$459.00	$459.00
1 9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	$2,841.00	$2,841.00
1 9900886 - Pump Force EATON 421AK LS (4.67 ci) installed	$3,934.00	$3,934.00
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	$211.00	$211.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	$243.00	$243.00
1 9900904 - Valve 2-port 1/2" Multi-Hose coupler system installed	$702.00	$702.00

--- Continued ---

Price:

Total Discounts:
Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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801 INDUSTRIAL DRIVE SW			333 6TH ST SW PO BOX 755	
WILLMAR	MN 56201	USA	WILLMAR	MN 56201 USA

ATTN: GARY MANZER

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON		11/11/21	12/15/21	7/05/21
Serial No.					

**NOTE: FOR PLOW ANGLE FUNCTION

1	9900924 - Air Bag Canadian Load-Share kit, manual adj., International	$1,377.00	$1,377.00
1	WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.		

Price:	$117,374.00
Total Discounts:	
Net Cost:	$117,374.00
Freight	
Total:	$117,374.00

Accepted by **Date**

TRKQT3

Issued Dates: **12/1/2021 to 12/31/2021**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building, Mechanical, Plumbing**

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
WI030768	12/6/2021	Ap Rentals Of Mn, Llc 921 1st St S	95-250-2050 Block 9 Glarum`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	$2,500.00	$1.25
WI030897	12/2/2021	Lammers/Russell W & Dawn 1712 Hansen Drive SW	95-864-0040 Block 1	Alteration Garage/Shed	Residential Remodel/ Finish Garage Interior	$5,000.00	$102.25
WI030905	12/7/2021	Pals, Inc 3841 1st Ave W	95-917-5650	Other Commercial Add/Alter	2000 Gal Above Ground Fuel Tank	$18,000.00	$271.25
WI030906	12/2/2021	Lotthammer/Glen 1002 3rd St SW	95-280-1210 Lot 1, Block 7	Siding Residential Add/Alter	Residential Reside/Windows/Doors	$10,000.00	$55.00
WI030910	12/2/2021	Hanson/Brian P & Shelley J 2209 20th Ave SW	95-601-0030 Lot 3, Block 2	Reroofing Residential Add/Alter	Residential Reroof	$32,122.00	$46.06
WI030918	12/6/2021	Ap Rentals Of Mn, Llc 614 Becker Ave SW	95-003-4740 Block 41	Reroofing Residential Add/Alter	Residential Reroof	$9,500.00	$4.75
WI030920	12/16/2021	Krogsrud/James M & Donna K 1213 10th St SE	95-670-0540 Lot 4, Block 3	Reroofing Residential Add/Alter	Residential Reroof	$3,000.00	$31.50
WI030922	12/2/2021	Aagesen Revoc Trust/Judith Ann 208 Kandiyohi Ave SW	95-006-4010 Block 85	Single Family Replace	Gas Furnace Replacement	$3,603.00	$1.00
WI030923	12/2/2021	Gomez/Jose R 602 3rd St SW	95-006-1750 Block 69	Single Family Replace	Gas Furnace Replacement	$3,662.00	$1.00
WI030930	12/2/2021	Bautista/Aida 817 Lakeland Dr NE	95-881-0020 Block 1	Removal/Building Move/Raze	house move	$0.00	$75.00
WI030931	12/7/2021	Dayton Hudson Corp T-661 2505 1st St S	95-795-0010 Lot 1, Block 1	Alteration Commercial Add/Alter	Target Store Renovation	$488,000.00	$4,908.96
WI030932	12/8/2021	Valladares/Lily J/& Rafael Leo 1005 Hwy 12 E	95-914-1150	Reroofing Commercial Add/Alter	Remove Existing Flat Roof and Construct Pitched Roof	$58,000.00	$1,059.84
WI030933	12/30/2021	Hemze/Gordon 421 Ann St SE	95-220-1800 Block 12	Reroofing Residential Add/Alter	Residential Reroof	$1,000.00	$1.00

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
WI030934	12/9/2021	Alveno/Acxel Armando Morales 329 Ferring St SE	95-220-1200 Block 9	Single Family Replace	Water Heater Replacement	$1,300.00	$1.00
WI030935	12/8/2021	Lemke/Anica & Jordan 1216 11th St SE	95-670-0660 Lot 16, Block 3	Reroofing Residential Add/Alter	Residential Reroof	$14,774.00	$37.39
WI030936	12/9/2021	Gomez/Sonia 1413 14th Ave NE	95-911-0310	Single Family Replace	Gas Furnace Replacement	$3,398.00	$31.00
WI030938	12/14/2021	Willow Creek Holdings Llc 1020 Campbell Ave NW	95-003-0600 Block 5	Reroofing Residential Add/Alter	Residential Reroof	$1,500.00	$31.00
WI030939	12/14/2021	Xavier Gramajo/Roger/& Reyes 207 Anthony St SE	95-220-1070 Lot 17, Block 8	Addition Residential Add/Alter	28'x12' Addition	$34,285.00	$17.14
WI030940	12/16/2021	Malvin/Kristi L 144 High Ave NE	95-730-1230	Single Family Replace	Gas Furnace Replacement	$5,700.00	$31.00
WI030941	12/16/2021	Coborns, Inc, Leasee 1300 5th St SE	95-231-0100 Lot 1, Block 1	Commercial/Ind Replace	Replace Water Heater	$1,500.00	$76.00
WI030942	12/23/2021	Southside Storage-Willmar Llc 300 28th Ave SW	95-302-0010 Lot 1, Block 1	Demolition Commercial Add/Alter	Commercial Storage Demolition/Fire Loss	$0.00	$150.00
WI030943	12/23/2021	Bohner/Jonathan & Jamie 410 12th St SW	95-006-7030 Lot 4, Block 110	Single Family Replace	Gas Furnace Replacement	$4,200.00	$31.00
WI030945	12/29/2021	Finstad-Week Post 1108 Hwy 12 E	95-914-1180	Commercial/Ind Replace	Replace 4 RTUs	$17,500.00	$183.75
WI030946	12/30/2021	Anderson/Benjamin & Austen 1209 18th St SW	95-510-0230 Lot 3, Block 3	Single Family Replace	Gas Furnace Replacement	$4,150.00	$31.00
WI030947	12/30/2021	Minnwest Technology Campus Man 1703 16th St NE	95-508-3010	Alteration Churches/Schools	Interior Remodel	$21,560.00	$525.99

Count: 25 **Totals: $744,254.00 $7,705.13**

Year-to-Date Summary (1/1/2021 through 12/31/2021)

Count: 678 **YTD Totals: $60,522,754.00 $544,610.27**

RECEIVED
JAN 06 2022
BY:

Application for Appointment to

City Board/Committee/Commission

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

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

X_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Michael May, MD_____ Date of Application: 11-29-21_____

Address: 5975 24th St. NE Willmar, MN 56201____ Phone No. 320-262-1427
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: michael.may@carrirhealth.com

What prompted you to make application for a citizen committee? Suggested to me by Carrir President Michael Schramm

Briefly tell us why you want to serve on this Board/Committee/Commission:
Desire to see RMH continue to thrive

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

Carrie Health board member. Hospitalist working solely at RMH for last 12+ years

List your educational background: M.D. (university of MN - 2005)

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

Carrie Health Board

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

Carrie Health - hospitalist physician

Please return completed application to:

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

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	9.
Agenda Section:	Hearing	**Originating Department:**	Engineering Department
Resolution	Yes	**Prepared by:**	Engineering Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	1	**Presented By:**	Jared Voge, P.E. Interim City Engineer
Item:	City Engineering Department recommending authorization to order the 2022 street and other improvements and approve preparation of plans and specifications.		

RECOMMENDED ACTION:
Motion By: Council Member _____ Second By: Council Member _____, to authorize the order of the 2022 street and other improvements and approve preparation of plans and specifications.

OVERVIEW:
As required by State Statue 429.031 subd. 1(b), a Public Hearing has been held on the proposed 2022 street and other improvements for the purpose of reviewing and explaining the proposed improvements, estimated costs, and to obtain input from interested parties. Following the hearing, such improvements shall be considered by the Council for construction. Approval of the plans and specifications as prepared by staff also requires Council action at this time for authorization to advertise for bids.
The 2022 proposed improvement projects include:

Project No. 2201-A (Reconstruction-Assessable)
6th Street SW – 19th Avenue SW to Willmar Avenue SW
17th Avenue SW cul-de-sac

Project No. 2201-B (Reconstruction-Assessable)
Charlotte Street SE – Johanna Avenue SE to Becker Avenue SE

Project No. 2201-C (Reconstruction-Assessable)
Industrial Drive Service Road

Project No. 2201-D (Reconstruction-Assessable)
13th Street SW – Litchfield Avenue SW to Trott Avenue SW
Litchfield Avenue SW – 11th Street SW to 13th Street SW

Project No. 2203-A (Overlay-Assessable)
19th Avenue/Lakeland Drive SE – 1st Street S/Business 71 to Willmar Avenue SE

Project No. 2203-B (Overlay-Assessable)
1st Street NE/Business 71 – 13th Avenue NE to 26th Avenue NE

Project No. 2203-C (Overlay-Assessable)
7th Street NW – Park Avenue NW to County Road 24 (County Project)

Project No. 2204 (Parking Lots- Not Assessable)
Fire Station North and South Lots
Block 41 Lots 11 & 12
Sperryville Park Lot

BUDGETARY/FISCAL ISSUES:
Sources of funding for the 2022 Improvement Projects includes monies from Willmar Municipal Utilities, assessments, state aid funds, local option sales tax and bond proceeds.

ATTACHMENTS:
Council Resolution

RESOLUTION NO._____

A RESOLUTION ORDERING THE 2022 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.

Motion By:_____ Second By:_____

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.

2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2022 Street and Other Improvements.

3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.

4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 18th day of January, 2022

_____
Mayor

Attest:

_____
City Clerk

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	10.
Agenda Section:	Regular	**Originating Department:**	Planning & Development Services / Willmar Main Street
Resolution	Yes	**Prepared by:**	Justice Walker, Planning & Development Director
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	1	**Presented By:**	Justice Walker, Planning & Development Director
Item:	Professional Services Contract for City Facilities study and architect design		

RECOMMENDED ACTION:
Motion by: _____ Seconded by: _____ to adopt a resolution to authorize the Mayor and Administrator to enter into a professional services agreement with the chosen firm from the Facilities RFP process.

OVERVIEW:
In November 2021, the City Council directed staff to assess potential sites for City Hall, Community Center or a joint facility and authorized staff to draft solicit architect services through the request for proposal process.

Staff has received, reviewed and ranked five (5) proposals according to the staff developed rubric (see attached). We received proposals from BKV Group, Engan Associates, HGA, HMA Architects, and LSE Architects. Staff selection process will be closed January 14th due to outstanding questions.
Selection will be presented at Tuesday's Council Meeting. Pending Council's approval staff would like to enter into a professional services agreement with the recommended firm and advance to the next step of employee work space needs and design for the potential sites for a City Hall and Community Center.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Option A: Authorize Staff to enter into Professional Services agreement with the chosen firm.
Option B: Table and request more information
Option C: Decline staff's request

BUDGETARY/FISCAL ISSUES:
$40,000 for professional services for site design services has been authorized by Council.

ATTACHMENTS:
Rubric
List of firms – to be provided at the Council Meeting
Resolution- to be provided at the Council Meeting

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	11.
Agenda Section:	Council	**Originating Department:**	Human Resources
Resolution	No	**Prepared by:**	City Administration
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	1	**Presented By:**	Patty Heminover Baker Tilly
Item:	Consider approval of City Operations Director Search Brochure so Baker Tilly can begin advertising the position.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to approve City Operations Director Search Brochure

OVERVIEW:
Baker Tilly will present the search brochure for the City Operations Director and other pertinent information for consideration before they begin recruitment. After consideration and any recommended revisions, they are seeking approval to begin advertising for the new position.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
1. Request changes to the brochure

BUDGETARY/FISCAL ISSUES:
None

ATTACHMENTS:
City Operations Director Brochure

CITY OF Willmar

CITY OPERATIONS DIRECTOR (ASSISTANT CITY ADMINISTRATOR)

CITY OF WILLMAR, MINNESOTA

bakertilly

PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

The City of Willmar, Minnesota is seeking a City Operations Director (Assistant City Administrator) to join their City Administrator, Leadership Team, Council, employees, community partners and residents in further growing and developing a resilient and sustainable community. This newly created position is to support the City Administrator, assist the City with planning for the new City Hall facility, and provide special project management support.

Surrounded by lakes, rolling hills, and rich farmland, Willmar is located 100 miles west of the Saint Paul-Minneapolis metropolitan area. With all of the friendly neighborliness of a small town, Willmar is the regional center for West Central Minnesota and the Kandiyohi County seat. Covering 14 square miles, the City has an estimated population of 20,272.

Willmar is situated at the intersection of U.S. Highways 12 and 71; it is connected to St. Cloud via Minnesota 23 and to western Minnesota via Minnesota 40. Railroads, which have dominated Willmar's history, continue to provide an important economic connection for Willmar's farm and non-farm products through the Burlington Northern Santa Fe Railway. Other transportation services include the Willmar Municipal Airport, Greyhound Bus Lines, and Central Community Transit.

The City of Willmar functions as a regional center for retail trade, medical care, education, and small manufacturing. Agriculture is the region's leading industry. The City's largest employer is Jennie-O Turkey Store, owned by Hormel. The diversity of the city's economic base has provided steady growth and stability, enabling the area to weather economic downturns.

THE COMMUNITY *(CONTINUED)*

Recreation: The Willmar Lakes Area attracts locals and tourists who come to enjoy recreation, fishing, and other water sports. Golfing is available at the area's three 18-hole and two 9-hole courses.

The area boasts over 41 city, county, and state parks, many with trail systems for hiking, biking, and horseback riding, and one that hosts the fabulous Dorothy Olson Aquatic Center which offers fun for all ages. Robbins Island is Willmar's largest regional park spanning 55 acres. The island hosts seven shelters, a soccer field, disc golf course, a swimming beach, shore fishing, public boat access, and Destination Playground, one of the largest fully accessible playgrounds in the U.S.

During the winter, over 200 miles of groomed trails are available for snowmobiling and cross-country skiing while Sibley State Park and the Prairie Woods Environmental Learning Center are favorite spots for snowshoeing.

Organized sports include baseball, softball, football, hockey, volleyball and soccer. Community education and recreation programs provided through a long-standing collaboration between the City and the School District offer activities ranging from aquatics and ice-skating to programs that explore the performing arts. Numerous events, concerts, and festivals occur throughout the year, including Rockin' Robbins, Willmar Fests and the Kandiyohi County Fair.

Education: Public education services are provided by Willmar Public Schools, Independent School District 347. The District has an enrollment of over 4,000 students in kindergarten through grade 12. It employs approximately 635 certified and non-certified staff and operates three elementary schools, a middle school, a senior high school, and an alternative learning center. Willmar also provides other educational options, including Community Christian School, a K-12 private school, and the Dream Technical Academy, a public charter school for grades 7-12.

Post-secondary education programs are provided by Ridgewater College, which offers two-year associate degree programs and comprehensive general education that is fully transferable to four-year colleges and universities. Through its campuses in Willmar and Hutchinson, Ridgewater College serves more than 5,500 students and offers over 100 educational programs.

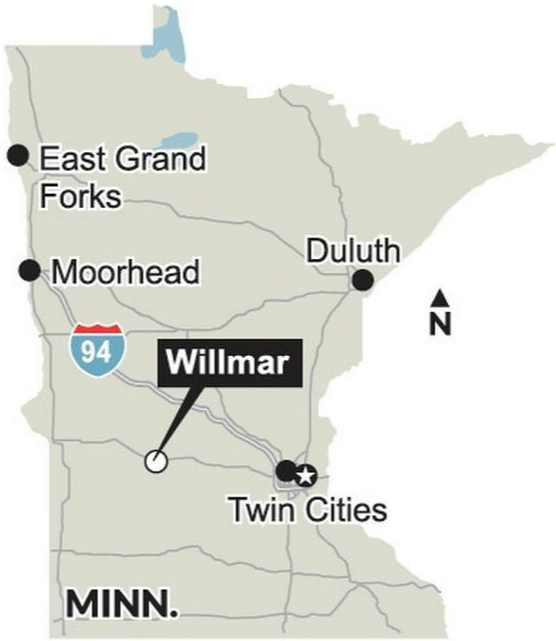
Pioneerland Library System, with headquarters in Willmar, has over 32 member libraries serving residents in nine West Central Minnesota counties.

THE ORGANIZATION

The City operates under a Mayor-Council form of government, in which the Mayor is elected to a four-year term of office and the eight Council members are elected, two from each of the City's four wards, to overlapping four-year terms. City elections are held concurrently with general state elections.

The City of Willmar is focused on its values and commitment to being responsive, efficient, innovative, open, neighborly, and servicing for the greater good of the community and region.

The City's adopted 2022 budget is $48.9 million and employs over 150 full-time equivalent staff members. The City is known for its strong fiscal stewardship and its healthy financial status.



Forum News Service

THE POSITION

The City Operations Director performs a wide variety of professional administrative responsibilities and special project management support. Serves as the acting City Administrator in the absence of the City Administrator. The City Operations Director works with all City departments through various projects, participates in Council meetings and meetings of various boards, commissions and committees, and assists and ensures compliance with applicable laws, rules and regulations. The City Operations Director is an integral part of the leadership of the city working in tandem with the City Administrator and several community partners.

MAJOR RESPONSIBILITIES

- Plans and coordinates major project-based assignments; creates strategic plans related to assignments and coordinates work efforts with various departments to completion.
- Assists with the preparation, submission and management of the City's annual budget.
- Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.
- Serves on Task Forces and performs a variety of special projects, or assignments requiring research, evaluation, documentation, implementation or coordination as directed by City Administrator.
- Develops, implements and enforces administrative policies and procedures.
- Assess problems and situations effectively, as well as anticipate needs and evaluate alternatives. Actively fulfills City Council and City Administrator strategic initiatives.
- Manage diverse functions with the ability to evaluate organization and management procedures and make recommendations for improvements.
- Builds trust and relations with various groups, stakeholders and residents in the community. Enhance and expand community partnerships.
- Provide training and support to enhance professional and leadership development competency. Reviews, monitors, and participates in legislative issues impacting the City.
- Monitors regional and national activities/trends that may affect and/or influence the City.
- Assists the City Administrator as a citizen liaison by responding to citizen's requests/concerns voiced through letters, emails and telephone calls.
- Performs liaison activities between various departments, community and business organizations, the City Council, other units of government and professional associations.
- Researches and prepares reports on specific issues assigned by the City Administrator.
- Prepares written communication to the public, makes presentations to citizen groups, neighborhood associations, and business groups.

LEADERSHIP OPPORTUNITIES

- **New City Hall** – The City of Willmar is working on a design & location to build a new City Hall. The City Operations Director will need experience in managing portions of this project along with the Planning Department & the City Administrator.
- **Improvements** – With monies from the Local Options Sales Tax the City is in the process of constructing a new Events Center attached to the Civic Center; Constructed 2 new Turf Football fields; Completed many upgrades to the Robbins Island Recreational area; Constructed 4 new Baseball fields on the Swansson Field location. It is expected that the new Assistant City Administrator would be involved in continuing to move these and other projects forward.
- **Technology Improvements** – The City of Willmar is currently upgrading UKG/Kronos software for Payroll processing to go along with UKG/Kronos software already in use for Time Labor Management, Recruitment and HR Functions. The City is also looking at implementing new Software for all major City functions that integrates departmental information technology needs, RFP's are in process with hopes to implement Fall of 2022. The City Operations Director will need to assist in project management with this implementation.
- **Organizational Management** – The City Operations Director will work alongside the City Administrator to evaluate its workforce, organizational structure, processes and procedures to ensure exceptional customer service delivery.

QUALIFICATIONS AND EXPERIENCE

Minimum Qualifications: Bachelor's degree in public administration, political science, finance, business administration, engineering or closely related field and five or more years of management and supervisory experience in positions of similar complexity.

Preferred Qualifications: Master's degree in public administration and demonstrated knowledge of and ability to work with several municipal departments and entities and ten or more years' experience in positions of similar complexity. Previous experience in municipal government is preferred.

COMPENSATION AND BENEFITS

The salary range for this position is $102,000—$132,600 depending on qualifications and experience. The City offers competitive benefits and participation in the Public Employee Retirement Association retirement program.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

https://bakertilly.recruitmenthome.com/postings/xxxx9

This position is open until filled; first review of resumes occurs on _____. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidate's consent.

For more information:
Patty Heminover
patty.heminover@bakertilly.com
651-968-7841

Visit https://www.willmarmn.gov/ for more information about the City of Willmar.
The City of Willmar is an Equal Opportunity Employer.

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	12.
Agenda Section:		**Originating Department:**	City Administration
Resolution	Yes	**Prepared by:**	City Administration
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	2	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	City staff recommending approval of the Memorandum of Agreement with MUC for water mains and fire hydrants.		

RECOMMENDED ACTION:
Motion By: Council Member _____ Second By: Council Member _____, to accept the Memorandum of Agreement: Water Mains and Fire Hydrants with Willmar Municipal Utilities.

OVERVIEW:
City staff met with Willmar Municipal Utilities to review the previous Memorandum of Agreement for water mains and fire hydrants from 2018. Following discussion on efficiencies, a new agreement was drafted between both parties and approved by the Utilities Commission to acknowledge the changes made.

The Memorandum of Agreement defines the following:
1. Installation of water mains in new developments are paid 100% by the developer or through City assessments.
2. Fire hydrant costs will be responsibility of the City. New hydrants will be installed by the City and WMU will repair hydrants due to damage caused by accidents and invoice the City.
3. WMU will be responsible for annual maintenance of hydrants with exception to painting, which will be completed by the Fire Department.
4. The City will keep responsibility for design and oversee of all construction projects. Water main replacement costs will be covered 100% by WMU with the exception of fire hydrants.
5. The City will continue to collaborate with WMU on a 10-year Capital Improvement Plan for water main replacements.
6. The City will be responsible for all street repairs including curb and gutter and sidewalks associated with water main and service line repairs.
7. The City will invoice WMU 80% of the estimated replacement costs based on the contractor's bid when construction starts. The remaining 20% will be invoiced upon project close out.
8. The City and WMU will use the WMU water system model as the guide for system water main sizing. WMU will be responsible for keeping the model current.

BUDGETARY/FISCAL ISSUES:
Willmar Municipal Utilities will be responsible for all new water main construction costs and annual fire hydrant maintenance.
The City will be responsible for new fire hydrant costs, hydrant repair costs due to accidents, and all street repairs associated with water main and service line repairs.

ATTACHMENTS:
Council Resolution
Memorandum of Agreement: Water Main and Fire Hydrant

RESOLUTION NO. ____

AUTHORIZATION TO APPROVE A MEMORANDUM OF AGREEMENT WITH WILLMAR MUNICIPAL UTILITIES FOR WATER MAINS AND FIRE HYDRANTS

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 City Administrator be authorized to sign a Memorandum of Agreement between the City of Willmar and Willmar Municipal Utilities for water mains and fire hydrants.

Dated this 18th day of January, 2022

_____
MAYOR

Attest:

_____
CITY CLERK

WILLMAR MUNICIPAL UTILITIES
CITY OF WILLMAR

MEMORANDUM OF AGREEMENT: WATER MAINS & FIRE HYDRANTS

Original 2018-10-15
Amended 2022-01

January 10, 2022

1) Installation of water mains in new developments or areas that do not have access to water mains are paid 100% by the developer and/or through city assessments. WMU is not responsible for costs associated with extending water mains. For depreciation purposes, WMU shall recognize and record the asset value provided by the City.

2) Fire hydrants are generally installed for fire protection; therefore, all costs associated with a complete fire hydrant installation or replacement shall be borne by the City, costs include the tee in the main, hydrant lead, valve, and hydrant incidentals. Repairs to a fire hydrant due to damage caused by an accident or other unforeseen event shall be repaired by WMU and invoiced to the City.

3) Starting in 2022-01, Willmar Municipal Utilities will be responsible for the annual maintenance of the fire hydrants (lubricating, fall pumping, hydrant seat replacement, exercising as appropriate, etc.). Willmar Fire Department is responsible for painting the fire hydrants. City of Willmar and Willmar Fire Department will inform Willmar Municipal Utilities of the need to repair a hydrant.

4) City is responsible for design and oversight of all aspects of construction projects. Water main replacement costs shall be 100% covered by Willmar Municipal Utilities (WMU) less fire hydrants per paragraph two.

5) City annually will collaborate with WMU to develop a 10-year Capital Improvement Plan for water main replacement.

6) Starting in 2022-01, City of Willmar shall be responsible for all street repairs including curb & gutter and sidewalks associated with water main and service line repairs.

7) Starting with construction in 2021, the City will invoice WMU 80% of the estimated replacement costs based on the successful contractors bid when project construction starts. The remaining 20% shall be invoiced succeeding project close out. Installation of new water mains in new developments or areas that do not have access to water mains shall remain per paragraph one. WMU would provide the funds for its share of water main replacement or work

700 SW LITCHFIELD AVENUE · P.O. BOX 937 · WILLMAR, MN 56201
PHONE: (320)235-4422 · FAX: (320)235-3980
EMAIL: wmu@wmu.willmar.mn.us
VISIT US AT: www.wmu.willmar.mn.us

RP3 RELIABLE PUBLIC POWER PROVIDER
Willmar All-America City 2005

with the City to bond for WMU's share of the water main costs. WMU would be responsible for the water main share of the bond.

8) City and WMU shall use WMU water system model as their guide for system water main sizing. It is the responsibility of WMU to keep the model current.

Sincerely,

City of Willmar

Leslie Valiant, City Administrator
Date:

Willmar Municipal Utilities

John Harren, General Manager
Date: 2022-01-10

700 SW LITCHFIELD AVENUE · P.O. BOX 937 · WILLMAR, MN 56201
PHONE: (320)235-4422 · FAX: (320)235-3980
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City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	13.
Agenda Section:	Consent	**Originating Department:**	Finance
Resolution	Yes	**Prepared by:**	Steve Okins, Finance Director
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	1	**Presented By:**	Steve Okins, Finance Director
Item:	Resolution to Acknowledge Donations for the Third and Fourth Quarters of 2021		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to adopt a resolution approving and acknowledging the donations for the third and fourth quarters of 2021.

OVERVIEW:
The City regularly receives donations and pursuant to former Council action on March 7, 2016, a donation protocol, which allows staff to promptly send a thank you letter and formally approve the donations, was passed. It is at this time the Council shall receive the resolution accepting the following donations:

$6,311.00	100 Yard Club – Toward Goal Posts at the new Recreation Turf Fields
6,311.00	Cardinal Pride – Toward Goal Posts at the new Recreation Turf Fields
686.00	Willmar Baseball/Fastpitch Boosters Association – Pitching Mound
100.00	Frances Hendershott – Willmar Police Explorers Program and Emergency Response Team
150.00	Kandiyohi County Corn & Soybean Growers Assn. – Fire Department Safety Equipment
200.00	Roma Fostervold – Willmar Police Explorers Program and Emergency Response Team
1,500.00	Stingers–Willmar Baseball LLC – Field Improvements at Swansson and Baker Complexes
50.00	Hormel/Jennie-O Turkey Store – "Drive-up and Treat" Halloween Event
150.00	Walt's Car Wash - "Drive-up and Treat" Halloween Event
25.00	Ridgewater Athletics Program - "Drive-up and Treat" Halloween Event
200.00	Dooley's Petroleum - "Drive-up and Treat" Halloween Event
500.00	Rick and Tracy Clark (Ryane Clark Fund) – Police Explorers Program
50.00	Perkins Lumber - "Drive-up and Treat" Halloween Event
100.00	Shelly Holmquist - "Drive-up and Treat" Halloween Event
120.00	Rev. David Rogers - "Drive-up and Treat" Halloween Event
80.00	Harriet Carlson – Policers Explorers Program in memory of Carol Jones
100.00	Bert Drist – Lumber for use in Community Center Wood Shop
200.00	Beverly Falk – Fire Department to be used at their discretion
150.00	Rick and Tracy Clark (Ryane Clark Fund) – Police Explorers Program

100.00	UCare - "Drive-up and Treat" Halloween Event
600.00	Vista Prairie at Copperleaf – "Curbside Crafts" Event at Community Center
250.00	Coborns Inc. – Police Department Willmar Area Community Emergency Response Team
100.00	Earline Schulstad – Police Explorers Program
500.00	Iron Warriors MC – Fire Explorers Program
3,000.00	Anonymous Donor – Police Department Safety Equipment
600.00	AgCountry Farm Credit Services – Willmar Fire Explorers

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Delay Council action if further information is needed.

BUDGETARY/FISCAL ISSUES:
None

ATTACHMENTS:
Resolution

RESOLUTION NO.

ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____ Second By:_____

WHEREAS, the City of Willmar has received donations that have been acknowledged by the City Administrator expressing the community's appreciation for the calendar period of July 1, 2021 through December 31, 2021.

$6,311.00	100 Yard Club – Toward Goal Posts at the new Recreation Turf Fields
6,311.00	Cardinal Pride – Toward Goal Posts at the new Recreation Turf Fields
686.00	Willmar Baseball/Fastpitch Boosters Association – Pitching Mound
100.00	Frances Hendershott – Willmar Police Explorers Program and Emergency Response Team
150.00	Kandiyohi County Corn & Soybean Growers Assn. – Fire Department Safety Equipment
200.00	Roma Fostervold – Willmar Police Explorers Program and Emergency Response Team
1,500.00	Stingers – Willmar Baseball LLC – Field Improvements at Swansson and Baker Complexes
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250.00	Coborns Inc. – Police Department Willmar Area Community Emergency Response Team
100.00	Earline Schulstad – Police Explorers Program
500.00	Iron Warriors MC – Fire Explorers Program
3,000.00	Anonymous Donor – Police Department Safety Equipment
600.00	AgCountry Farm Credit Services – Willmar Fire Explorers

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed above.

Dated this 18th day of January, 2022

_____
MAYOR

Attest:

_____
CITY CLERK

City of Willmar

City Council Action Request

Council Meeting Date:	January 18, 2022	**Agenda Item Number:**	14.
Agenda Section:	Regular	**Originating Department**	City Administrator
Resolution	No	**Prepared by:**	Leslie Valiant, City Administrator
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	None	**Presented By:**	Leslie Valiant, City Administrator
Item:	January 24, 2022 Work Session: Bonding Discussion		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to approve the January 24, 2022 Work Session at 6:30 p.m. to discuss bonding.

OVERVIEW:
A work session has been tentatively scheduled at the Fire Station training room at 6:30 p.m. on January 24, 2022 to discuss bonding.

Doug Green, Director with Baker Tilly, will facilitate. Mr. Green has municipal advisory experience with local governments to develop financial concepts.

BUDGETARY/FISCAL ISSUES:
N/A

ALTERNATIVE(S):
1. Other subjects for discussion.

ATTACHMENTS:
N/A