



**WILLMAR CITY COUNCIL MEETING  
MONDAY, NOVEMBER 21, 2022 @ 6:30 PM  
BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING  
2200 – 23<sup>RD</sup> STREET NE, WILLMAR MINNESOTA**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items  
Approve:
  - A. City Council Minutes of November 7, 2022
  - B. Willmar Municipal Utilities Board Minutes of November 14, 2022
  - C. Convention and Visitor Bureau Minutes of October 18, 2022
  - D. City Council Work Session Minutes of November 1, 2022
  - E. City Board of Canvass Proceedings of November 16, 2022
  - F. Accounts Payable Report for November 3 through November 16, 2022
  - G. Civic Center Arena Special Event by On-Sale Liquor License Holder Permit-Minnesota Turkey Growers Association
  - H. Consideration of Deferred Special Assessments for Senior Citizens, Disabled, or Active MilitaryInformation:
  - I. Building Report October 2022
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
  - A. Consider an Ordinance amending Water Rates charged by the Willmar Municipal Utilities Commission
10. Consider adopting the resolution receiving the 2023 Improvement Report and ordering the Improvement Hearing for December 19, 2022.
11. Consider Approval of a Contract with David Drown & Associates for Job Classification and Scoring.
12. Consider Approval of a new Facilities Coordinator job description for Parks & Recreation department.
13. Consider the Introduction of an Ordinance Regulating the Removal of Snow, Ice, Dirt, and Rubbish from Public Sidewalks and Private Streets.
14. Consider Authorization for Staff to Apply for a Safe Routes to School Boost Grant
15. “Community Pride” Announcements

16. Adjourn

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

November 7, 2022  
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by 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, City Operations Director Kyle Box, Police Chief Jim Felt, Planning and Development Services Director Justice Walker, Public Works Director Gary Manzer, City Clerk Judy Thompson and City Attorney Robert Scott.

Mayor Calvin welcomed BSA Scouts Troop 224 to the meeting and noted they are working on their government badge.

Additions/deletions to the agenda included: Council Member Fagerlie added Hemponix Sale of THC Product License.

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

City Clerk Thompson reviewed the consent agenda.

- A. City Council Minutes of October 17, 2022
- B. Willmar Municipal Utilities Board Minutes of October 24, 2022
- C. Convention and Visitor Bureau Minutes of September 20, 2022
- D. ~~Planning Commission Minutes~~ of September 7, ~~September 21~~, and October 5, 2022
- E. Accounts Payable Report for October 12 through November 2, 2022
- F. **Resolution No. 2022-141 Approve MnDOT Contract No. 1051871-Airport Apron Expansion AIG Portion & Resolution No. 2022-142 Approve MnDOT Contract No. 1051872 - Airport Improvement Excluding Land Acquisition**
- G. **Resolution No. 2022-143 Approve MnDOT Contract No. 1051732-Airport Apron Expansion**
- H. **Resolution No. 2022-144 Certifying Deferred Special Assessments for Senior Citizens, Disabled, or Active Military**
- I. Consideration of Sale of THC Product Licenses

Council Member Fagerlie offered a motion to approve the consent agenda. Council Member Nelsen asked that Item "D." be pulled for discussion. Council Member O'Brien seconded the motion to approve the consent agenda, with the exception of Item "D.", which then carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked for clarification of the last paragraph referencing columbarium text amendment under Item 5 of the September 21, 2022 Planning Commission minutes. City Administrator Valiant stated this paragraph was included in error, and the minutes will be amended. Council Member Nelsen then offered a motion to approve the September 21, 2022 Planning Commission minutes. Council Member Fagerlie seconded the motion, which carried unanimously.

City Operations Director Box presented a request to approve a license for Hemponix to sell THC Products. Following discussion, Council Member Fagerlie offered a motion to approve the license pending all requirements are met. Council Member Davis seconded the motion, which carried unanimously.

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

At 6:45 p.m., Mayor Calvin opened the public hearing for an ordinance amending Willmar Municipal Code Chapter 2-Establishing Filing Fees for Municipal Office. City Operations Director Box provided the pertinent information to the Mayor and Council.

There being no one present to speak for or against the said amendment, Mayor Calvin closed the public hearing at 6:46 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie offered a motion to adopt, assign a number, and publish **Ordinance No. 1491, An Ordinance Amending Willmar Municipal Code, Chapter 2, Administration**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Butterfield voted “no”.

At 6:47 p.m., Mayor Calvin opened the public hearing for an ordinance amending the salaries of elected officials. City Operations Director Box provided the pertinent information to the Mayor and Council.

There being no one present to speak for or against the said amendment, Mayor Calvin closed the public hearing at 6:49 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Plowman offered a motion to adopt, assign a number, and publish **Ordinance No. 1492, An Ordinance Amending the Salaries of Elected Officials**. Council Member O’Brien seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Butterfield voted “no”.

City Administrator Valiant presented a request to amend water rates charged by the Willmar Municipal Utilities Commission to be effective for billings sent out after January 1, 2023, and to set the public hearing date for Monday, November 21, 2022.

Following discussion, Council Member Fagerlie **introduced an ordinance Amending Water Rates Charged by the Municipal Utilities Commission of the City of Willmar, to be Effective for Billings Sent on and After January 1, 2023**, and set the public hearing for November 21, 2022. Council Member Nelsen seconded the motion, which carried.

Highway 23 Coalition Board President Jeff Bertram presented a request to approve a resolution supporting pursuit of Corridors of Commerce funding for the four-lane conversion of Highway 23 from U.S. Highway 71 to west of County Road 5 (2.5 miles) southwest of our city boundary.

Following discussion, **Resolution No. 2022-145 Supporting Pursuit of Corridors of Commerce Funding for the Four Lane Conversion of Highway 23** was introduced by Council Member Nelsen. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Following further discussion, Council Member Ask offered a motion to offer City Council’s support of a modified interchange for the Highway 23/County Road 9 intersection near New London. Council Member Plowman seconded the motion, which carried unanimously.

Kandiyohi County Housing and Redevelopment Authority Executive Director Jill Bengtson presented a request to adopt a resolution approving a five-year deferred, forgivable loan to the Kandiyohi County HRA funded from the 2019 Small Cities Development Program.

Following discussion, **Resolution No. 2022-146 A Resolution of the City of Willmar In Support of a Multi-Family Rental Rehabilitation Deferred Loan Agreement Between the City of Willmar and the Housing and Redevelopment Authority of Kandiyohi County, Minnesota Funded Through the 2019 Small Cities Development Program** was introduced by Council Member Nelsen. Council Member O’Brien seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant presented a request to approve the job description for Director of Community Growth and direct staff to post the position for hire.

Following discussion, Council Member Ask offered a motion to approve staff’s request. Council Member Davis seconded the motion, which carried. Council Member Butterfield voted “no”.



City Environmental Specialist Sara Sietsema presented a request to adopt a resolution authorizing the Mayor to execute the Memorandum of Understanding with the MN Pollution Control Agency for the statewide monitoring of per-and polyfluoroalkyl substances (PFAS).

Following discussion, **Resolution No. 2022-147 Approving MOU with MPCA for the Statewide Monitoring of Per and Polyfluoroalkyl Substances (PFAS)** was introduced by Council Member Plowman. 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 approve the Unique Opportunities final plat.

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

Planning and Development Services Director Walker presented a request to enter into an agreement with Hometown Fiber to provide telecom mapping services of existing internet infrastructure in the City.

Following discussion, **Resolution No. 2022-148 Authorizing Execution of Consulting Agreement for Telecom Mapping** was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin acknowledged a "Thank You" letter from the City of Kissimmee, Florida thanking the Municipal Utilities staff for providing mutual aid support to their city following Hurricane Ian.

Mayor Calvin offered the following comments: Election is tomorrow and urged everyone to get out and vote.

Council Member O'Brien offered the following comments: thanked Police Chief Felt and his staff for their efforts during a recent situation.

Council Member Fagerlie offered a motion to adjourn the meeting, with Council Member O'Brien seconding the motion, which carried. The meeting adjourned at 7:52 p.m.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2022-141**

**RESOLUTION AUTHORIZING EXECUTION OF  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

Motion By: Fagerlie

Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Agreement Number 1051871 "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3401-72 AIG 17-22 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 7<sup>th</sup> day of November, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-142**

**RESOLUTION AUTHORIZING EXECUTION OF  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

Motion By: Fagerlie                      Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Agreement Number 1051872 "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3401-70 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 7<sup>th</sup> day of November, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-143**

**RESOLUTION AUTHORIZING EXECUTION OF  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

Motion By: Fagerlie                      Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Agreement Number 1051732 "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3401-72 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 7<sup>th</sup> day of November, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-144**

**A RESOLUTION CERTIFYING DEFERRED SPECIAL ASSESSMENTS**

Motion By: Fagerlie Second By: O'Brien

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2022 (Project 2201); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older, retired by virtue of a permanent and total disability; and active military

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2023 through 2038 with interest at the annual rate of five and ten tenths (5.10%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

David & Gertrude Wandersee	95-143-0410	\$12,320.00
1001 19 <sup>th</sup> Avenue SE	Section 23, Township 119, Range 35, Lot 1, Block 3	
Willmar	DANA HEIGHTS THIRD ADDITION	

Lu Rose Trust	95-700-0370	\$9,307.50
Luverne Stadtherr	Section 22, Township 119, Range 35, Lot 7, Block 3	

500 17 <sup>th</sup> Avenue SW	SCANDIA TERRACE ADDITION IN THE CITY OF WILLMAR
Willmar	

Attest: /s/ Marv Calvin  
MAYOR

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-145**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA  
SUPPORTING PURSUIT OF CORRIDORS OF COMMERCE FUNDING FOR THE FOUR LANE CONVERSION OF  
HIGHWAY 23**

Motion By: Nelsen Second By: Ask

**WHEREAS**, the Corridors of Commerce program is a competitive funding opportunity that funds projects that foster economic growth, enable goods to be transported through a commerce friendly network of corridors, and provide additional mobility to citizens; and,

**WHEREAS**, the Minnesota Legislature allocated \$250 million to the Corridors of Commerce Program to fund statewide projects with the goal of fostering economic growth, enabling of goods to be transported through a commerce friendly network of corridors, and providing additional mobility to its citizens; and,

**WHEREAS**, the Corridors of Commerce funding is to be awarded to on a competitive basis to projects that will have a significant local or regional impact; and,

**WHEREAS**, the City of Willmar has long supported the Highway 23 Corridor Coalition’s mission and further supports this Corridors of Commerce request to fund the four-lane conversion on Highway 23 from U.S. Highway 71 to west of County Road 5 (2.5 miles) southwest of our city boundary; and,

**WHEREAS**, the conversion of Highway 23 to a four-lane highway will allow for safer and faster movement of goods and services and support economic competitiveness of the region.

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

1. The City Council hereby supports the Coalition’s pursuit of the Corridors of Commerce funds for the project mentioned above.
2. The City is further committed to cooperating in development and construction of the project in a timeframe that supports grant agreement requirements.

Dated this 7<sup>th</sup> day of November, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION 2022-146**

**A RESOLUTION OF THE CITY OF WILLMAR**

**IN SUPPORT OF A MULTI-FAMILY RENTAL REHABILITATION DEFERRED LOAN AGREEMENT BETWEEN  
THE CITY OF WILLMAR AND THE HOUSING AND REDEVELOPMENT AUTHORITY OF KANDIYOHI  
COUNTY, MINNESOTA FUNDED THROUGH THE 2019 SMALL CITIES DEVELOPMENT PROGRAM**

Motion By: Nelsen Second By: O’Brien

**WHEREAS** the City of Willmar has been granted \$600,000 through the Department of Employment and Economic Development's 2019 Small Cities Development Program for the purpose of rehabbing the Lakeview Apartments owned by the Housing and Redevelopment Authority of Kandiyohi County, Minnesota;

**NOW THEREFORE BE IT RESOLVED** the City of Willmar hereby approves the attached five-year deferred, forgivable loan to be executed between the City of Willmar and the Housing and Redevelopment Authority of Kandiyohi County, Minnesota;

**BE IT FURTHER RESOLVED** the loan shall be executed at a future date when requested by the Housing and Redevelopment Authority but no later than 11/30/2023.

**Approved** this 7<sup>th</sup> day of November, 2022 at Willmar, MN.

**WITNESSED:**

/s/ Marv Calvin

**Mayor**

/s/ Judy Thompson

**City Clerk**

/s/ Leslie Valiant

**City Administrator**

**RESOLUTION NO. 2022-147**

**APPROVING MOU WITH MPCA FOR THE STATEWIDE MONITORING OF PER AND POLYFLUOROALKYL SUBSTANCES (PFAS).**

Motion By: Plowman

Second By: Ask

**BE IT RESOLVED** by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Memorandum of Understanding between the City of Willmar and Minnesota Pollution Control Agency for statewide monitoring of per- and polyfluoroalkyl substances.

Dated the 7th day of November, 2022

Approved:

/s/ Marv Calvin  
Mayor

Attested:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-148**

**RESOLUTION AUTHORIZING EXECUTION OF  
CONSULTING AGREEMENT FOR TELECOM MAPPING**

Motion By: Plowman

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar that Consulting Agreement for Telecom Mapping with Hometown Fiber, LLC., 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 7<sup>th</sup> day of November, 2022

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES – NOVEMBER 14, 2022**  
**11:45 AM – WMU AUDITORIUM**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, November 14, 2022, at 11:45 am in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Cole Erickson, Shawn Mueske, John Kennedy, and Kadar Abdi (via teleconference). Absent were Commissioners Dave Baumgart and Carol Laumer.

Others present at the meeting were: General Manager John Harren, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

Due to the absence of Commission Secretary Laumer, Commission President DeBlieck opened the meeting by appointing Commissioner Mueske to serve as Acting Secretary. Following the appointment, the Pledge of Allegiance was recited. Commissioner DeBlieck continued by asking if any revisions were needed to the presented agenda. There being none, a resolution was requested to approve the consent agenda. Following review and discussion, Commissioner Kennedy offered a resolution to approve the consent agenda as presented. Commissioner Erickson seconded.

**RESOLUTION NO. 44**

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

- ❖ Minutes from the October 24, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20221533 to No. 20221779 and associated wire transfers inclusive in the amount of \$2,145,154.80.

Dated this 14<sup>th</sup> day of November, 2022.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Acting Secretary

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

Finance & Office Services Supervisor Prekker reviewed with the Commission the September 2022 Financial Reports along with a recap of the September 2022 Investment Portfolio, and the September 2022 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflects operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2021/2022 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Finance & Office Services Supervisor Prekker presented the Commission with the 2022 Energy Acquisition Adjustment (EAA) update. As a reminder, the EAA acts as a mechanism to adjust rates for uncontrollable charges associated with power supply costs. Prekker provided background data regarding the EAA, and it was noted that the EAA has not been implemented since 2017. Based on actual data through September 2022, staff has again determined that implementation of an EAA is not required with our year-to-date average at \$56/MWh and our forecast predicted below the threshold of \$63/MWh. Staff will continue to monitor future data to determine if or when utilizing the EAA would be warranted.

Facilities & Maintenance Supervisor Marti presented the Commission with the October 2022 Wind Turbine Report. Turbine availabilities for the month of October were at 69.1% (Unit #3) and 92.7% (Unit #4) with a total monthly production of 616,414 kilowatt hours. Marti noted that availability for Unit #3 was lower due to a breaker failure on the unit. While replacement parts grow increasingly more difficult to locate for the aging units, breaker replacements have been found with delivery estimated at 9-12 weeks out. The 2022 total production through October is 6,546,163 kilowatt hours.

General Manager Harren informed the Commission that the City has set a Public Hearing for Monday, November 21<sup>st</sup> at 6:30 pm to address proposed water rate adjustments. This is for information only.

General Manager Harren stated that meetings of both the WMU Labor and Planning Committees have been scheduled in conjunction with the upcoming MUC meeting. The Labor Committee (LC) will meet on Monday, November 28<sup>th</sup> beginning at 10:45 am (prior to the regular MUC meeting). Agenda items for the LC meeting will include a new WMU logo, year-end personnel policy reviews, and health insurance premium adjustments. Immediately following the MUC meeting, a meeting of the Planning Committee (PC) will be held beginning at 12:15 pm. Agenda items for the PC will include year-end operations policy reviews, new building, and water conservation program.

For information, upcoming events to note include:

- 2023 MMUA Legislative Conference: January 24-25 (St. Paul)
- 2023 APPA Legislative Rally: February 27 through March 1 (Washington, DC)

There being no further business to come before the Commission, Commissioner Erickson offered a motion to adjourn. Commissioner Mueske seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:10 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Executive Secretary

ATTEST:

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Shawn Mueske, Acting Secretary



**Willmar Lakes Area CVB Board Meeting  
Willmar Lakes Area CVB & Online Via Zoom  
Tuesday, October 18, 2022, @ 12:00 Noon**

**Members Present:** Ryan Scheffler, Doug Kuehnast, David Feist, Sue Steinert, Audrey Nelsen, John Wallin, Nancy Larson, Sabrina Lere, Judy Thompson, Dave Baker, Dave Henle, Art Benson and Ken Warner

**Members Excused:** John Dahl and Asim Siddiqui

**Members Absent:** Denny Baker and Steve Gardner

**Guest:** Mike McArthur

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:10 pm.
  - a. **Additions or corrections to the agenda:** Fischer added Tourism Partnership Update under Other Business. It was MSC (m/Kuehnast; s/Benson) to approve the addition to the agenda.
  - b. **Self-Introductions:** Self-introductions were done.
  
- II. **Approve Minutes from the September 20, 2022 Meeting:** It was MSC (m/Baker; s/Henle) to approve the minutes from the September 20, 2022 meeting.
  
- III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. Baker asked to have the report reflect the number of hotel lodging properties there are each month as well as the number of rooms. Fischer will add the Total Number of Rooms and Total Number of Properties to the report and add an Asterisk, with a note at the bottom, for special incidents going forward. It was MSC (m/Henle, s/Feist) to approve the financial report as it was presented.
  
- IV. **Committee Reports/Updates:**
  - a. **Sports:** Scheffler shared that the Event Center will hopefully be opening in the next couple of weeks. The Bantam Hockey Tournament is November 18-20, and high school hockey starts at the end of October. The Board will meet at the Event Center in December.
  - b. **Leisure:** Fischer shared that they met at the Little Theatre Auditorium. They went over inquiries for the months of August and September and advertising opportunities. They decided to add Farmfest (in collaboration with the EDC) to the list of sport shows they will be attending in 2023. The event will take place August 1-3. We will focus promotion on camping, events and outdoor activities. The Research room is now open at the Historical Society. She shared that there are a lot of Halloween events going on throughout the county in the next two weeks. The Arts Council will have a Small Works Silent Auction up during The Barn Theatre's production of "Miracle on 34<sup>th</sup> Street," which is December 1-11<sup>th</sup>. Sibley State Park has a new manager, Jeremy Gehrke. They also hired a new naturalist that has several events scheduled already. Riley Kennedy joined the committee from Willmar Main Street, and they will be hosting a welcoming event on Saturday, October 22nd. Baker asked if Fischer could invite Sibley State Park to the CVB Board meeting once a year to give everyone updates about the park.
  - c. **Meetings & Conventions:** No new business to report.
  - d. **Visitor Guide:** Steinert shared that they will meet after the Board Meeting. They continue to go through the old guide for updates. Fischer shared that the committee has been working on the Must-See Attractions for our area and asked the Board to identify their recommendations. The board brainstormed a list that will be presented to the Visitor Guide Committee for consideration.

**V. Affiliated Partnership Updates/Reports:**

- a. **Spicer Commercial Club:** Fischer shared that they are hosting a Trunk or Treat event on October 31<sup>st</sup> from 4-6 pm at the Glacial Lakes State Trail parking lot across from Mel's. They are also hosting a Volunteer Appreciation event on November 2<sup>nd</sup> at O'Neil's. They have confirmed the bands for the January 28<sup>th</sup> Winterfest Fire and the Spicer Street Dance, which will be held on July 1<sup>st</sup>. Uncle Chunk will be performing at Winterfest and Bella Diva at the 4<sup>th</sup> of July Street Dance. The next planning meeting for Winterfest is on November 3<sup>rd</sup> at 12:00 noon at O'Neil's. Sponsorships will go out soon for Winterfest.
- b. **New London:** Fischer shared that the New London Area Chamber is hosting a Fall Social at Goat Ridge tonight, Ladies Weekend Out is this weekend, and the new City Hall will be located at the old MJ's Restaurant.

**VI. Executive Director Report:** Fischer reviewed the October Executive Director Report. She noted some upcoming events, including Kandi Land Farm, Ladies Weekend Out in New London, Holiday, and hockey tournaments. Celebrate the Light is looking for volunteers that can help over the next few weekends. She submitted an ad for the Explore MN travel E-Newsletter and digital ads to Explore MN for our all-inclusive package. She met with Wayward Travel to discuss their Adventure Marketing platform and Datafy to discuss updates to their Visitor Analytics platform. She visited with Have Fun Biking about their time in our area, where they gathered photos and story ideas. They continue to have a PPC campaign running on Google and market extensively on social media. She went over the top pages for the month of September on the website. We were awarded four conventions this past month: the Women in Ag Conference in 2023, ABATE U Convention in 2024, the VFW Conference in 2024, and Iron Warriors Central Lakes Chapter Regional Meeting in 2024. She submitted a bid to host the Independent Community Bankers of MN Ag Conference in 2023. Fischer has purchased a drone for the CVB and has started the process for registration and licensing, and will be working toward the FAA – Part 107 Pilot License. Copies of the Executive Director's Report are available upon request from the CVB office.

**VII. Other Business:**

- a. **Bandwango Experience Passport:** Fischer shared that it is a digital passport that can be used to help market our area. It is \$6500 per year for one full passport experience. There is no limit to the number of attractions on the passport, but they recommend no more than 50. Fischer said it would be a great way to promote the area and show how we're driving people into the area and directly into businesses. Businesses would offer a small discount to consumers when they check in. Bandwango works with the businesses and helps build the site, and the CVB would be the ones to market it. Baker suggested that the Leisure Committee dig deeper into the passport opportunity.

[Lere exited meeting]

- b. **Advocacy Summit:** Fischer said she is going to go to Destination International next week in Bloomington. It is an incredible opportunity to have this event so close to home. The event focuses on the importance of destination organizations (i.e., CVB's) role in promoting our area as an attractive travel destination and also a dynamic place to live and work. The Summit will present ideas, strategies and tactics for destination organizations to strengthen the area's economic position and vitality for all people within the destination.
- c. **Tourism Partnership:** Fischer shared that she presented information regarding CVB activities and work plan to the EDC Operating Board. Fischer reviewed the information with the CVB Board and shared information and history regarding the Tourism Partnership with them. It was MSC (m/Baker; s/Feist; abstention/Benson) to have Fischer prepare a letter requesting the amount stays at \$34,000 in 2023 since budgets have been set for both organizations and to request the opportunity for the CVB to work with the EDC in 2023 to find a mutually agreeable allocation of the tourism dollars moving forward.

[Wallin and Kuehnast exited the meeting]

- d. **Word Around the Community:** There was no word around the community due to the time and length of the meeting.

e. **Other:**

f. **Next Meeting:** The next meeting of the CVB Board of Directors will be held on November 15, 2022.

**VIII. Adjournment:** Steinert adjourned the meeting at 1:47 pm.

Respectfully Submitted by,  
Tanya Rosenau, Administrative Assistant  
Willmar Lakes Area Convention & Visitors Bureau



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of October 31, 2022**  
(As of 11/08/22)

**Assets**

Cash	\$ 58,094.82
Bremer Wealth Money Market	4.58
Petty Cash	50.00
Investments	309,817.77
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	1,867.77
Interest Receivable	-
<b>Total Assets</b>	<b>\$ 369,834.94</b>

**Liabilities**

Accounts Payable	\$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	7,352.99
Restricted Fund Balance - Governor's Fishing Opener	-
Committed Fund Balance - CVB	28,193.86
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	288,803.09
Restricted Fund Balance - CVB 2022	45,435.00
<b>Total Fund Balance</b>	<b>369,834.94</b>

**Total Liabilities & Fund Balance**      **\$ 369,834.94**



### Lodging Tax History

	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>January</b>	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02	\$ 7,741.02	\$ 17,530.03
									9 properties   476 rooms
<b>February</b>	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98	\$ 15,048.46	\$ 9,101.68	\$ 13,032.62
									9 properties   476 rooms
<b>March</b>	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47	\$ 9,303.62	\$ 12,363.16	\$ 16,301.29
									10 properties   497 rooms
<b>April</b>	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29	\$ 4,588.16	\$ 15,029.77	\$ 19,180.17
									10 properties   497 rooms
<b>May</b>	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25	\$ 7,314.51	\$ 17,537.08	\$ 25,997.69
									10 properties   497 rooms
<b>June</b>	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13	\$ 12,608.70	\$ 23,624.61	\$ 31,219.70
									10 properties   497 rooms
<b>July</b>	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.56	\$ 26,044.25	\$ 16,449.45	\$ 28,542.94	\$ 34,930.15
									10 properties   497 rooms
<b>August</b>	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	\$ 25,113.28	\$ 17,345.10	\$ 28,063.26	\$ 37,198.88
									10 properties   497 rooms
<b>September</b>	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	\$ 23,058.37	\$ 16,540.48	\$ 23,485.38	\$ 29,875.49
									10 properties   497 rooms
<b>October</b>	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	\$ 16,290.21	\$ 20,545.88	
<b>November</b>	\$ 12,749.26	\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	\$17,729.37	\$8,651.30	\$17,090.35	
<b>Camping</b>	\$14,858.75	\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	\$15,594.25	\$13,829.45	\$17,917.95	
<b>December</b>	\$ 12,489.86	\$ 13,694.93	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	\$6,674.59	\$15,743.86	
<b>Total Lodging tax</b>	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 158,792.05	\$ 236,786.94	\$ 225,266.02

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**Four Seasons Shelter, Robbins Island**

November 1, 2022  
4:00 p.m.

The Budget Work Session meeting of the Willmar City Council was called to order by 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; City Operations Director Kyle Box; Police Chief Jim Felt; Finance Director Steve Okins; Planning and Development Services Director Justice Walker; Public Works Director Gary Manzer; Human Resource Director LuAnn Sietsema; Fire Chief Frank Hanson; City Clerk Judy Thompson; City Planner Guilherme Motta, and Administrative Assistant Marci Tersch;

There were no additions or deletions to the agenda as presented.

City Administrator Leslie Valiant opened the meeting and provided an overview of the agenda. Administrator Valiant introduced Police Chief Jim Felt to give an overview of the Police Department, including a brief history of calls for service over the last five years, call and arrest trends within Willmar, and future needs for the Police Department.

Chief Felt also discussed that the recruitment and enrollment numbers are decreasing throughout the region and state.

Administrator Valiant introduced all staff that has been hired in 2022. Allison Tjernagel, Josh Larcom, Ryan Tillemans, Derek Baker, Kyle Box, Riley Kennedy, Marci Tersch, and Guilherme Motta.

Administrator Valiant introduced Fire Chief Frank Hanson to provide an overview of the Fire Department. Chief Hanson discussed Fire Department Operations, call and recruitment trends, and future capital needs for the Fire Department, including a ladder truck replacement.

Administrator Valiant introduced Bob Mathiasen, James Miller, Dion Warne, and Todd Madison to provide an overview of an Amphitheater Project located at Robbins Island.

Mr. Mathiasen opened the discussion with the need for community and city involvement with this project in addition to the Willmar Rotary's support. Construction costs are estimated at \$2,000,000 with the intention that every dollar will be fundraised and self-funded. The group's goal is to raise \$2,500,000 to turn over to the City of Willmar to oversee the amphitheaters operations. The group-discussed groundbreaking would occur in the fall of 2023, and the facility would be open by the spring of 2024.

Administrator Valiant introduced City Operations Director Kyle Box to provide an overview of the Parks and Recreation Department. Director Box provided a summary of the projects funded by the city's local option sales tax, bike share program and presented a master plan video of the event and rec center.

There was further discussion by Council on the contingency funds from the Invest in Willmar Projects. Staff was asked to reach out to the Chair of the Committee and organize a meeting with the Invest in Willmar Committees.

At 5:43 P.M., Mayor Calvin recessed the meeting for Dinner.

At 6:00 P.M., Mayor Calvin reconvened the meeting.

Administrator Valiant introduced Planning and Development Director Justice Walker to provide an overview of the Planning and Development Department. Director Walker provided an overview of the Planning and Development Department, discussing staffing, building permits, and future needs.

Director Walker further discussed that building permits would be nearly \$700,000 for 2022, with 1175 permits issued through November 1, 2022.

Director Walker also discussed concerns with the renewal status of several apartments owned by Suite Liv'n.

Administrator Valiant introduced Public Works Director Gary Manzer and City Engineer Jared Voge to summarize the 2022 street construction projects and provide an overview of the proposed 2023 projects.

Director Manzer began by providing an overview of the Public Works Department's projects other than streets and commented that 15 new employees have started over the last five years.

City Engineer Jared Voge reviewed with Council maps and the Road Botics Map/ Survey results. 2023 reclamation, reconstruction, and mill and overlay projects. Staff also provided a summary of costs for special assessments adopted and adjusted by the Council during the 2022 Special Assessment Hearings.

City Administrator Leslie Valiant provided an overview of a Job Classification and Scoring Request for Proposal, K-Pay payroll software, a summary of the Cultural Assessment, Employee Appreciation and Wellness events, future updates to the personnel policy handbook, and informed Council that Union Negotiations would begin in the near future.

Administrator Valiant also provided the Council with a draft Organizational Chart and a draft job description for a Director of Community Growth (Equity and Inclusion).

There was further discussion by Council and staff regarding new positions, hiring or consulting a City Engineer, and a possible Maintenance Division within the City.

At 7:58 P.M., Mayor Calvin recessed the meeting.

At 8:10 P.M., Mayor Calvin reconvened the meeting.

Finance Director Steve Okins provided an updated budget presented to the City Council at the September 19 regular Council meeting. Director Okins commented that even with the preliminary budget increases, the city of Willmar's tax rate is still the lowest compared to other regional hubs and cities within Kandiyohi County.

City Administrator Valiant provided options to the Council to reduce the budget as requested. Mayor Calvin commented that he is not proposing any reductions for the 2023 budget. There was further discussion by the Council on the 2023 preliminary budget.

There was a consensus from the Council to leave the budget as is at this time and proceed to the Truth and Taxation meeting on December 5, 2022.

At 8:47 P.M., Mayor Calvin adjourned the meeting.

Dated this 21<sup>st</sup> day of November 2022

/s/ Marv Calvin

\_\_\_\_\_  
MAYOR

Attest:

/s/ Kyle Box  
\_\_\_\_\_  
CITY OPERATIONS DIRECTOR

**WILLMAR CITY BOARD OF CANVASS PROCEEDINGS  
CONFERENCE ROOM NO. 1  
WILLMAR CITY OFFICE BUILDING  
WILLMAR, MINNESOTA**

**November 16, 2022  
12:00 p.m.**

The Board of Canvass was called to order by Mayor Marv Calvin. Members present on a roll call were; Mayor Marv Calvin, Council Members Andrew Plowman, Julie Asmus, Justin Ask, Vicki Davis, and Michael O'Brien; Present 6, Absent 3. Council Members Thomas Butterfield, Rick Fagerlie, and Audrey Nelsen were excused from the meeting.

Also present were City Administrator Leslie Valiant and City Clerk Judy Thompson.

The Board met for the purpose of canvassing the ballots from the November 8, 2022, General Election. Following review of the election results, Resolution No. 1 was introduced by Council Member O'Brien, seconded by Council Member Davis, and approved on a roll call vote of Ayes 5, Noes 0.

**RESOLUTION NO. 1**

**RESOLUTION APPROVING GENERAL ELECTION BOARD OF CANVASS**

Motion By: O'Brien Second By: Davis

WHEREAS, the City Council of the City of Willmar, Minnesota, has officially canvassed the ballots for the General Election held on November 8, 2022, in and for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED, that the candidates and figures listed below are a full and true canvass of the General Election:

Ward 1	Precinct Count		Absentee Ballots In Person		Absentee Ballots Mail		Total	
	Shuldes		Shuldes		Shuldes		Shuldes	
Ward 1, Precinct 1	411		22		94		527	
Ward 1, Precinct 2	230		14		51		295	
Ward 1, Precinct 3	321		25		37		383	
<b>TOTAL</b>	<b>962</b>		<b>61</b>		<b>182</b>		<b>1205</b>	
Ward 2	Precinct Count		Absentee Ballots In Person		Absentee Ballots Mail		Total	
	Davis		Davis		Davis		Davis	
Ward 2, Precinct 1	407		13		45		465	
Ward 2, Precinct 2	512		25		96		633	
Ward 2, Precinct 3	541		20		107		668	
<b>TOTAL</b>	<b>1460</b>		<b>58</b>		<b>248</b>		<b>1766</b>	





Dated this 16<sup>th</sup> day of November, 2022

Council Members:

s/s Julie Asmus

s/s Justin Ask

s/s Michael O'Brien

s/s Andrew Plowman

\_\_\_\_\_

s/s Vicki Davis

\_\_\_\_\_

\_\_\_\_\_

s/s Marv Calvin

s/s Judy Thompson

Mayor

Attest: City Clerk

There being no further business to come before the Board of Canvass, the meeting was adjourned at 12:20 p.m.

Report Selection:

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

INCLUSIONS:

Fund & Account. thru  
Check.. Date..... 11/03/2022 thru 11/16/2022  
Source Codes..... thru  
Journal Entry Dates..... thru  
Journal Entry Ids..... thru  
Check.. Number..... thru  
Project..... thru  
Vendor..... thru  
Invoice..... thru  
Purchase Order..... thru  
Bank..... thru  
Payment Method...  
Totals Only?..... N  
1099 Vendors Only?.....  
Lower Dollars Limit.....  
Create Excel file & Download N

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		MNWIPRT01	Y	S	6	066	10			

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ACE ROLLOFFS & DISPOSAL 003696														
	66650	11/09/22	GARBAGE SERV-NOV	155.10		200/11-22		D	-				CLEANING AND WAS	101.43425.0338
	66650	11/09/22	GARBAGE SERV-NOV	46.15		231/11-22		D	-				CLEANING AND WAS	101.43425.0338
	66650	11/09/22	GARBAGE SERVICE-NOV	49.68		233/11-22		D	-				CLEANING AND WAS	101.45432.0228
	66650	11/09/22	GARBAGE SERVICE-NOV	154.51		234/11-22		D	-				CLEANING AND WAS	101.45432.0228
	66650	11/09/22	GARBAGE SERVICE-NOV	274.18		236/11-22		D	-				CLEANING AND WAS	101.45432.0228
	66650	11/09/22	GARBAGE SERV-NOV	129.48		238/11-22		D	-				CLEANING AND WAS	101.41408.0338
	66650	11/09/22	GARBAGE SERV-NOV	202.64		239/11-22		D	-				CLEANING AND WAS	101.43425.0338
	66650	11/09/22	GARBAGE SERVICE-NOV	209.71		241/11-22		D	-				CLEANING AND WAS	651.48484.0228
	66650	11/09/22	GARBAGE SERVICE-NOV	24.35		241/11-22		D	-				CLEANING AND WAS	651.48484.0228
				1,245.80										
			VENDOR TOTAL	1,245.80										
*CHECK TOTAL														
ADS ON BOARDS 003547														
	66749	11/16/22	HOCKEY BOARD CLEANING	1,000.00		10/25/22		D	-				PROFESSIONAL SER	101.45432.0446
ALLIED ELECTRONICS INC 001479														
	66626	11/04/22	FERRIC PUMP REPAIR	423.08		9017036564		D	-				MTCE. OF EQUIPME	651.48484.0224
ALVARDADO/ALEJANDRA .03242														
	66651	11/09/22	DAMAGE DEPOSIT REFUND	100.00		110222		D	-				REFUNDS AND REIM	101.41428.0882
AMAZON CAPITAL SERVICES 003557														
	66627	11/04/22	PEPPER BALL GUN SLING	21.97		11ND-VDLT-7CFC		D	-				SMALL TOOLS	101.42411.0221
	66652	11/09/22	MONITORS	687.00		1L6V-MWMH-GVLY		D	-				GENERAL SUPPLIES	101.41409.0229
	66652	11/09/22	WATCHGAURD RPL HARD DRIV	105.65		1L6V-MWMH-GVLY		D	-				MTCE. OF EQUIPME	101.41409.0334
	66652	11/09/22	AV EQUIPMENT	4,933.18		1M4Y-3P3C-33TJ		D	-				MTCE. OF EQUIPME	101.41409.0224
	66652	11/09/22	FIRST AID KIT SUPPLIES	62.97		1V19-JDHQ-47QH		D	-				GENERAL SUPPLIES	101.42411.0229
	66652	11/09/22	TV MOUNT-CNF ROOM 1	29.96		13YG-476N-L3VL		D	-				MTCE. OF STRUCTU	101.41409.0225
				5,818.76										
			VENDOR TOTAL	5,840.73										
*CHECK TOTAL														
AMCON CONCRETE PRODUCTS 003762														
	66628	11/04/22	BERM PROJ-SWANSSON	4,267.00		7020131		D	-				FURNITURE AND EQ	450.45432.0552
	66628	11/04/22	BERM PROJ-SWANSSON	4,913.00		7020132		D	-				FURNITURE AND EQ	450.45432.0552
	66628	11/04/22	BERM PROJ-SWANSSON	4,016.00		7020133		D	-				FURNITURE AND EQ	450.45432.0552
	66628	11/04/22	BERM PROJ-SWANSSON	1,756.00		7020137		D	-				FURNITURE AND EQ	450.45432.0552
				14,952.00										
			VENDOR TOTAL	14,952.00										
*CHECK TOTAL														
AMERICAN WELDING & GAS I 000057														
	66653	11/09/22	WELDING GAS	80.80		08893947		D	-				GENERAL SUPPLIES	101.43425.0229
	66750	11/16/22	FIRE EXTINGISHER INSP.	375.60		08874722		D	-				MTCE. OF EQUIPME	651.48485.0224
	66750	11/16/22	FIRE EXT. REFILL	104.00		08874740		D	-				MTCE. OF EQUIPME	651.48484.0224
	66750	11/16/22	FIRE EXT. REFILL	443.85		08874755		D	-				MTCE. OF EQUIPME	651.48484.0224
				923.45										
			VENDOR TOTAL	1,004.25										
*CHECK TOTAL														

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ANDERSON LAW OFFICES										
	66654	11/09/22	LEGAL SERVICES-OCT	18,553.35		2248		D N 01	PROFESSIONAL SER	101.41406.0446
ANDERSON LAW OFFICES										
	66655	11/09/22	TV'S AND MOUNTS	4,982.99		171920-0		D -	SMALL TOOLS	101.45506.0221
ARAMARK										
	66656	11/09/22	UNIFORM RENTAL	113.00		2560052987		D -	RENTS	101.43425.0440
	66656	11/09/22	UNIFORM RENTAL	9.95		2560053002		D -	RENTS	101.42412.0440
	66656	11/09/22	UNIFORM RENTAL	103.28		2560055468		D -	RENTS	101.43425.0440
	66656	11/09/22	UNIFORM RENTAL	9.14		2560055478		D -	RENTS	101.42412.0440
	66656	11/09/22	UNIFORM RENTAL	113.00		2560058082		D -	RENTS	101.43425.0440
	66656	11/09/22	UNIFORM RENTAL	9.82		2560058095		D -	RENTS	101.42412.0440
	66656	11/09/22	UNIFORM RENTAL	103.93		2560060591		D -	RENTS	101.43425.0440
	66656	11/09/22	UNIFORM RENTAL	9.82		2560060601		D -	RENTS	101.42412.0440
	66656	11/09/22	UNIFORM RENTAL	113.00		2560063034		D -	RENTS	101.43425.0440
	66656	11/09/22	UNIFORM RENTAL	9.82		2560063046		D -	RENTS	101.42412.0440
				594.76						
			VENDOR TOTAL	594.76						
ASPEN MILLS										
	66657	11/09/22	SCHAEFBAUER-SGT UNIFORM	973.00		303268		D -	SUBSISTENCE OF P	101.42411.0227
AT&T MOBILITY										
	66751	11/16/22	PHONE SERVICE	165.44		11032022		D -	COMMUNICATIONS	101.41409.0330
	66751	11/16/22	PHONE SERVICE	1,166.75		11302022		D -	COMMUNICATIONS	101.41409.0330
				1,332.19						
			VENDOR TOTAL	1,332.19						
BACKES TECHNOLOGY SERVIC										
	66658	11/09/22	PHONE SERVICE-NOV	150.90		20625		D -	COMMUNICATIONS	101.45433.0330
BENSON LAUNDRY										
	66659	11/09/22	CLEANING SERV-8/04/22	47.75		374533		D -	CLEANING AND WAS	101.45433.0228
	66659	11/09/22	CLEANING SERV-8/14/22	47.75		375209		D -	CLEANING AND WAS	101.45433.0228
	66659	11/09/22	CLEANING SERV-9/15/22	47.75		376552		D -	CLEANING AND WAS	101.45433.0228
	66659	11/09/22	CLEANING SERV-9/29/22	47.75		377211		D -	CLEANING AND WAS	101.45433.0228
	66659	11/09/22	CLEANING SERV-10/13/22	47.75		377879		D -	CLEANING AND WAS	101.45433.0228
	66659	11/09/22	CLEANING SERV-10/27/22	47.75		378851		D -	CLEANING AND WAS	101.45433.0228
				286.50						
	66752	11/16/22	CLEANING SERV - 11/2/22	90.91		122755		D -	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	377.41						
BERGANKDV										
	66660	11/09/22	PROJECT PROGRESS 10/29	800.00		1178616		D -	PROFESSIONAL SER	101.41408.0446
BERNICK'S PEPSI-COLA CO										
	66661	11/09/22	CONCESSION SUPPLIES	690.00		10008392		D -	GENERAL SUPPLIES	101.45433.0229

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO														
	000103													
	66661	11/09/22	CONCESSIONS/VENDING	335.95		10010696		D	-				GENERAL SUPPLIES	101.45433.0229
				1,025.95	*CHECK	TOTAL								
			VENDOR TOTAL	1,025.95										
BOLTON & MENK INC														
	001010													
	66662	11/09/22	HWY 12 LIFT STATION	21,766.96		0299753		D	-				PROFESSIONAL SER	651.48485.0446
	66662	11/09/22	PROF SERV. 9/3-9/30/22	9,547.50		0299756		D	-				PROFESSIONAL SER	101.43417.0446
				31,314.46	*CHECK	TOTAL								
			VENDOR TOTAL	52,084.46										
BRAUN INTERTEC CORPORATI														
	000117													
	66754	11/16/22	CONST. MATERIALS TESTI	2,054.00		B315674		D	-				PROFESSIONAL SER	420.45506.0446
BSE														
	001980													
	66663	11/09/22	ELECTRICAL PARTS	80.71		925063055		D	-				MTCE. OF STRUCTU	101.45433.0225
	66663	11/09/22	ELECTRICAL PARTS	556.15		925181371		D	-				MTCE. OF STRUCTU	101.45433.0225
	66663	11/09/22	LGHT BLBS-PARKING LOT	1,493.80		925205953		D	-				MTCE. OF EQUIPME	101.45433.0224
	66663	11/09/22	LIGHT BULBS	40.08		925206588		D	-				MTCE. OF EQUIPME	101.45433.0224
	66663	11/09/22	ELECTRICAL PARTS	143.47		925242339		D	-				MTCE. OF STRUCTU	101.45433.0225
				2,314.21	*CHECK	TOTAL								
			VENDOR TOTAL	2,314.21										
BULLET PROOF MECHANICAL														
	003181													
	66755	11/16/22	TUBE HEATER REPAIR	11.65		8839		D	-				MTCE. OF STRUCTU	101.43425.0225
	66755	11/16/22	TUBE HEATER REPAIR	180.00		8839		D	-				MTCE. OF STRUCTU	101.43425.0335
	66755	11/16/22	PW GARAGE HEATING SYS	21,616.20		8867		D	-				BUILDINGS AND ST	450.43425.0551
				21,807.85	*CHECK	TOTAL								
			VENDOR TOTAL	21,807.85										
CASKEY CONCRETE & MASONR														
	003632													
	66756	11/16/22	PROTECTION GAS LINES	5,200.00		1139		D	-				MTCE. OF OTHER I	651.48484.0336
CELEBRATE THE LT OF THE														
	003564													
	66757	11/16/22	2022 SPONSORSHIP	1,000.00		WLACVB		D	-				OTHER CHARGES	208.45013.0449
CENTERPOINT ENERGY														
	000467													
	460	11/10/22	NATURAL GAS-OCT	25.38		1133120/10-22		M	-				UTILITIES	101.45001.0332
	460	11/10/22	NATURAL GAS-OCT	87.13		6007939/10-22		M	-				UTILITIES	101.43425.0332
	460	11/10/22	NATURAL GAS-OCT	83.47		6102726/10-22		M	-				UTILITIES	101.42412.0332
	460	11/10/22	NATURAL GAS-OCT	44.98		6236671/10-22		M	-				UTILITIES	230.43430.0332
	460	11/10/22	NATURAL GAS-OCT	544.34		6401277/10-22		M	-				UTILITIES	101.41408.0332
	460	11/10/22	NATURAL GAS-OCT	79.08		8503501/10-22		M	-				UTILITIES	651.48485.0332
	460	11/10/22	NATURAL GAS-OCT	231.86		8512023/10-22		M	-				UTILITIES	651.48485.0332

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY										
	460	11/10/22	NATURAL GAS-OCT	1,901.40		8795475/10-22		M -	UTILITIES	651.48484.0332
				2,997.64	*CHECK	TOTAL				
			VENDOR TOTAL	2,997.64						
CENTRACARE										
	66664	11/09/22	ALCOHOL TESTING	25.00		2500003397/SEP		D -	SUBSISTENCE OF P	101.43425.0337
CENTRAL COUNTIES COOPERA										
	66665	11/09/22	WEED KILLER	2,032.73		22728		D -	GENERAL SUPPLIES	101.43425.0229
CENTRAL TIRE AND AUTO IN										
	66666	11/09/22	TIRES-FOREMAN TRUCK	1,049.00		90031		D -	MTCE. OF EQUIPME	651.48484.0224
CES IMAGING										
	66667	11/09/22	TONER	1,383.01		INV145615		D -	MTCE. OF EQUIPME	101.43417.0224
CHAMBERLAIN OIL CO										
	66629	11/04/22	ANTIFREEZE	141.54		415066-00		D -	INVENTORIES-MDSE	101.125000
	66629	11/04/22	SHOP SUPPLIES	79.86		415066-00		D -	GENERAL SUPPLIES	101.43425.0229
				221.40	*CHECK	TOTAL				
	66668	11/09/22	SHOP SUPPLIES	333.77		410276-00		D -	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	555.17						
CHARTER COMMUNICATIONS										
	66669	11/09/22	PHONE SERVICE-OCT	1,996.33		100522		D -	COMMUNICATIONS	101.41409.0330
	66758	11/16/22	INTERNET SERVICE - NOV	189.97		0438138110222		D -	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	2,186.30						
CITY LINE TOWING										
	66759	11/16/22	TOWING CHARGES	314.00		22-01723		D -	OTHER SERVICES	101.42411.0339
	66759	11/16/22	TOWING CHARGES	90.00		22-01726		D -	OTHER SERVICES	101.42411.0339
				404.00	*CHECK	TOTAL				
			VENDOR TOTAL	404.00						
CITY OF WILLMAR										
	66670	11/09/22	FIRE ALARM PERMIT	30.00		110222		D -	LICENSES AND TAX	101.45433.0445
CIVICPLUS, LLC										
	66630	11/04/22	2023 ORDBANK SUBSCRIP	90.20		245683		D -	PREPAID EXPENSES	101.128000
	66630	11/04/22	2024 ORDBANK SUBSCRIP	90.20		245683		D -	PREPAID EXPENSES	101.128000
	66630	11/04/22	2025 ORDBANK SUBSCRIP	37.59		245683		D -	PREPAID EXPENSES	101.128000
	66630	11/04/22	2022 ORDBANK SUBSCRIP	15.03		245683		D -	PROFESSIONAL SER	101.41403.0446
				233.02	*CHECK	TOTAL				
			VENDOR TOTAL	233.02						







Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FORUM COMMUNICATIONS COM 002269		66682	11/09/22	MAYOR'S BIKE RIDE ADS	222.00		MP350080922		D	-				OTHER CHARGES	208.45006.0449
GENERAL MAILING SERVICES 000293		66683	11/09/22	POSTAGE 10/03-10/31/22	55.25		64685		D	-				POSTAGE	101.42411.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	2.25		64547		D	-				POSTAGE	101.41400.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	2.25		64547		D	-				POSTAGE	101.41401.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	20.25		64547		D	-				POSTAGE	101.41402.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	8.75		64547		D	-				POSTAGE	101.41403.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	45.34		64547		D	-				POSTAGE	101.41405.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	20.00		64547		D	-				POSTAGE	101.41408.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	2.17		64547		D	-				POSTAGE	101.41420.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	8.25		64547		D	-				POSTAGE	101.42412.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	6.34		64547		D	-				POSTAGE	101.43425.0223
	66768	11/16/22	POSTAGE	10/17-10/21/22	1.69		64547		D	-				POSTAGE	651.48484.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	0.75		64598		D	-				POSTAGE	101.41400.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	34.02		64598		D	-				POSTAGE	101.41402.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	3.00		64598		D	-				POSTAGE	101.41403.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	2.83		64598		D	-				POSTAGE	101.41405.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	20.00		64598		D	-				POSTAGE	101.41408.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	1.09		64598		D	-				POSTAGE	101.45432.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	140.25		64598		D	-				POSTAGE	422.48451.0223
	66768	11/16/22	POSTAGE	10/24-10/28/22	0.75		64598		D	-				POSTAGE	651.48484.0223
	66768	11/16/22	POSTAGE		1.50		64657		D	-				POSTAGE	208.45005.0223
	66768	11/16/22	TOURISM	POSTAGE	375.95		64658		D	-				POSTAGE	208.45006.0223
	66768	11/16/22	POSTAGE		13.14		64766		D	-				POSTAGE	208.45005.0223
	66768	11/16/22	TOURISM	POSTAGE	23.14		64766		D	-				POSTAGE	208.45006.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	3.75		64771		D	-				POSTAGE	101.41401.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	12.75		64771		D	-				POSTAGE	101.41402.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	24.89		64771		D	-				POSTAGE	101.41403.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	105.58		64771		D	-				POSTAGE	101.41405.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	20.00		64771		D	-				POSTAGE	101.41408.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	1.09		64771		D	-				POSTAGE	101.42411.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	0.75		64771		D	-				POSTAGE	101.42412.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	7.50		64771		D	-				POSTAGE	101.43425.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	0.75		64771		D	-				POSTAGE	101.45432.0223
	66768	11/16/22	POSTAGE	10/31-11/04/22	6.00		64771		D	-				POSTAGE	230.43430.0223
					916.77		*CHECK TOTAL								
				VENDOR TOTAL	972.02										
GILBERTSON/JEFFREY 001393		66684	11/09/22	MSFCA ANNUAL CONFERENCE	163.00		102222		D	-				TRAVEL-CONF.-SCH	101.42412.0333
GOODIN COMPANY 002835		66636	11/04/22	RPR TO SPERRY L.S.	100.08		01221463-01		D	-				MTCE. OF EQUIPME	651.48485.0224
GRAINGER INC 000786		66637	11/04/22	FIRST AID KIT SUPPLIES	248.40		9485411178		D	-				SUBSISTENCE OF P	651.48484.0227





Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR						000376								
	66697	11/09/22	SHOP TIRES	151.00		483542		D	-				CLEANING AND WAS	101.43425.0338
KANDIYOHI CO RECORDER'S						000382								
	66698	11/09/22	RECORDING FEES	46.00		4066796		D	-				PROFESSIONAL SER	101.41403.0446
KANDIYOHI CO RECYCLING A						002296								
	66699	11/09/22	LAMP RECYCLING	28.00		820		D	-				CLEANING AND WAS	101.41408.0338
KING'S ELECTRIC LLC						003138								
	66640	11/04/22	REPL. BALLAST-PARTS	26.78		2237		D	-				MTCE. OF STRUCTU	101.41408.0225
	66640	11/04/22	REPL. BALLAST-LABOR	135.00		2237		D	-				MTCE. OF STRUCTU	101.41408.0335
				161.78									*CHECK TOTAL	
	66700	11/09/22	REPL BALLAST/RPR BREAKER	39.80		2305		D	-				MTCE. OF STRUCTU	101.41408.0225
	66700	11/09/22	REPL BALLAST/RPR BREAKER	110.00		2305		D	-				MTCE. OF STRUCTU	101.41408.0335
	66700	11/09/22	REPL BALLAST/RPR BREAKER	26.80		2305		D	-				MTCE. OF STRUCTU	101.45427.0225
	66700	11/09/22	REPL BALLAST/RPR BREAKER	185.00		2305		D	-				MTCE. OF STRUCTU	101.45427.0335
	66700	11/09/22	LGHTS-FINAL BLDG PARTS	2,557.36		2306		D	-				MTCE. OF STRUCTU	651.48484.0225
	66700	11/09/22	LGHTS-FINAL BLDG LABOR	1,575.00		2306		D	-				MTCE. OF STRUCTU	651.48484.0335
				4,493.96									*CHECK TOTAL	
			VENDOR TOTAL	4,655.74										
KRAEMER TRUCKING & EXCAV						003767								
	66775	11/16/22	APRON EXPANSION	658,996.76		APPL #2		D	-				CONTRACTS PAYABL	430.207000
KRIS ENGINEERING INC						002498								
	66701	11/09/22	PLOW CUTTING EDGES	3,373.05		37278		D	-				MTCE. OF EQUIPME	101.43425.0224
LAB DEPOT/THE						003201								
	66776	11/16/22	ADVETISTING	400.00		S117936		D	-				ADVERTISING	208.45006.0447
LAKESIDE PRESS						001646								
	66702	11/09/22	ENVELOPES	569.00		11347		D	-				OFFICE SUPPLIES	101.41410.0220
LANDWEHR CONSTRUCTION						001637								
	66777	11/16/22	EPITOPIX SANITARY SE	346,857.80		11/15/22		D	-				MTCE. OF OTHER I	405.41402.0336
LAWSON PRODUCTS INC						000407								
	66778	11/16/22	SHOP SUPPLIES	915.02		9310071590		D	-				GENERAL SUPPLIES	651.48484.0229
LEAGUE OF MN CITIES INS						001189								
	66703	11/09/22	WORKER'S COMP PREMIUM	11,793.00		11/07/22		D	-				DUE FROM M.U.C.-	101.123006
	66703	11/09/22	WORKER'S COMP PREMIUM	402.00		11/07/22		D	-				EMPLOYER INSUR.	101.41400.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	18.00		11/07/22		D	-				EMPLOYER INSUR.	101.41401.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	738.00		11/07/22		D	-				EMPLOYER INSUR.	101.41402.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	237.00		11/07/22		D	-				EMPLOYER INSUR.	101.41403.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	493.00		11/07/22		D	-				EMPLOYER INSUR.	101.41405.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	869.00		11/07/22		D	-				EMPLOYER INSUR.	101.41408.0114
	66703	11/09/22	WORKER'S COMP PREMIUM	247.00		11/07/22		D	-				EMPLOYER INSUR.	101.41409.0114



Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MARCUS CONSTRUCTION CO I 000438		66781	11/16/22	SWANSSON FIELD	6,509.42		13360/APPL#15		D -	PROFESSIONAL SER	420.45504.0446
		66781	11/16/22	RECREATIONAL FIELDS	4,676.00		13361/APPL#17		D -	PROFESSIONAL SER	420.45502.0446
					11,185.42	*CHECK	TOTAL				
				VENDOR TOTAL	11,185.42						
MCKALE'S CATERING 002208		66708	11/09/22	LEISURE COMMITTEE LUNCH	121.25		1811		D -	TRAVEL-CONF.-SCH	208.45005.0333
MENARDS 000449		66642	11/04/22	SPAY BOTTLES/GLOVES	224.90		46759		D -	GENERAL SUPPLIES	101.41408.0229
		66642	11/04/22	AVIATION SHIP	21.99		46969		D -	SMALL TOOLS	101.45437.0221
		66642	11/04/22	SEALANT	37.99		46969		D -	GENERAL SUPPLIES	101.45437.0229
		66642	11/04/22	BROOMS	159.92		46974		D -	SMALL TOOLS	101.43425.0221
		66642	11/04/22	HOSE NOZZLES	55.92		46984		D -	SMALL TOOLS	101.43425.0221
					500.72	*CHECK	TOTAL				
		66709	11/09/22	LAB SUPPLIES	36.79		46922		D -	GENERAL SUPPLIES	651.48484.0229
		66709	11/09/22	LUBRICANT FOR MOTORS	187.30		47278		D -	MOTOR FUELS AND	101.45433.0222
		66709	11/09/22	5 GALLON PAIL	19.95		47346		D -	GENERAL SUPPLIES	651.48484.0229
		66709	11/09/22	BATTERIES/LIGHT CLIPS	91.71		47400		D -	GENERAL SUPPLIES	101.41408.0229
					335.75	*CHECK	TOTAL				
		66782	11/16/22	OUTLET COVER/BLIND WAND	5.07		11/15/22		D -	GENERAL SUPPLIES	101.41408.0229
		66782	11/16/22	TARP	74.99		11/15/22		D -	SMALL TOOLS	101.43425.0221
		66782	11/16/22	CHUCK	14.97		11/15/22		D -	SMALL TOOLS	101.43425.0221
		66782	11/16/22	PLIERS	19.99		11/15/22		D -	SMALL TOOLS	101.43425.0221
		66782	11/16/22	LIGHTS FOR MILLER	106.75		11/15/22		D -	MTCE. OF STRUCTU	101.43425.0225
		66782	11/16/22	INSULATION	110.78		11/15/22		D -	MTCE. OF STRUCTU	101.43425.0225
		66782	11/16/22	SHOP SUPPLIES	12.13		11/15/22		D -	GENERAL SUPPLIES	101.43425.0229
		66782	11/16/22	WHEELS FOR CHAIR	23.94		11/15/22		D -	MTCE. OF EQUIPME	101.45427.0224
					368.62	*CHECK	TOTAL				
				VENDOR TOTAL	1,205.09						
METRO SALES INC 003016		66710	11/09/22	CNTRCT USAGE 7/19-10/18	280.23		INV2146324		D -	OFFICE SUPPLIES	101.42411.0220
MIDWEST SCHOOL OF DIVING .03239		66711	11/09/22	DIVE TEAM GEAR	2,972.00		1		D -	SUBSISTENCE OF P	101.42411.0227
		66711	11/09/22	DIVE TEAM GEAR	3,184.00		2		D -	SMALL TOOLS	101.42411.0221
					6,156.00	*CHECK	TOTAL				
				VENDOR TOTAL	6,156.00						
MILLS PARTS CENTER 003729		66643	11/04/22	RETURN CREDIT	43.96	CR	CM5729040		D -	INVENTORIES-MDSE	101.125000
		66643	11/04/22	RETURN CREDIT	51.81	CR	CM5729141		D -	INVENTORIES-MDSE	101.125000
		66643	11/04/22	#186835 HOUSING	35.78		5719818		D -	INVENTORIES-MDSE	101.125000
		66643	11/04/22	#209115 BRAKE PADS	68.02		5747532		D -	INVENTORIES-MDSE	101.125000
					8.03	*CHECK	TOTAL				

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MILLS PARTS CENTER						003729								
	66712	11/09/22	RETURN CREDIT	26.13	CR								INVENTORIES-MDSE	101.125000
	66712	11/09/22	#186897 TRANSMISSION	4,624.13									INVENTORIES-MDSE	101.125000
				4,598.00		*CHECK TOTAL								
			VENDOR TOTAL	4,606.03										
MINI BIFF LLC						001805								
	66713	11/09/22	TOILET RENTALS	91.80									RENTS	101.43425.0440
	66713	11/09/22	TOILET RENTALS	183.60									RENTS	101.45432.0440
	66713	11/09/22	TOILET RENTAL	68.11									RENTS	101.43425.0440
	66713	11/09/22	TOILET RENTAL	68.11									RENTS	101.43425.0440
	66713	11/09/22	TOILET RENTALS	142.15									RENTS	101.43425.0440
	66713	11/09/22	TOILET RENTAL	115.50									RENTS	101.43425.0440
	66713	11/09/22	TOILET RENTAL	142.15									RENTS	101.43425.0440
				811.42		*CHECK TOTAL								
	66783	11/16/22	TOILET RENTALS	484.84									CLEANING AND WAS	101.45432.0228
	66783	11/16/22	TOILET RENTALS	91.80									RENTS	101.43425.0440
				576.64		*CHECK TOTAL								
			VENDOR TOTAL	1,388.06										
MN STATE FIRE DEPARTMENT						000519								
	66714	11/09/22	2023 MSFDA MBRSHIP DUES	495.00									PREPAID EXPENSES	101.128000
MORALES/ALEJANDRA						.03243								
	66715	11/09/22	DAMAGE DEPOSIT REFUND	100.00									REFUNDS AND REIM	101.41428.0882
MSCIC						.03241								
	66716	11/09/22	MSCIC CONFERENCE	250.00									TRAVEL-CONF.-SCH	101.42411.0333
MVTL LABORATORIES INC						000544								
	66644	11/04/22	LAB TESTING	30.40									PROFESSIONAL SER	651.48484.0446
	66717	11/09/22	LAB TESTING	52.12									PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	82.52										
MVTV WIRELESS						003372								
	66718	11/09/22	AIRPORT INTERNET-NOV	162.95									COMMUNICATIONS	101.41409.0330
NAPA CENTRAL MN						000249								
	66719	11/09/22	GENERATOR OIL CHANGE-C.H	33.81									MTCE. OF STRUCTU	101.41408.0225
NATIONWIDE GLASS OF WILL						000564								
	66720	11/09/22	PLEXI GLASS FOR ELECTION	62.50									OFFICE SUPPLIES	101.41424.0220
NELSON INTERNATIONAL						000568								
	66784	11/16/22	COOLANT FOR SEMI	66.60									MOTOR FUELS AND	651.48486.0222



Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585	66721	11/09/22	SHOP SUPPLIES	13.19		10-606744		D	-				GENERAL SUPPLIES	101.43425.0229
	66785	11/16/22	DRILL BIT	3.38		10-607087		D	-				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	16.57										
O'REILLY AUTOMOTIVE INC 000650	66786	11/16/22	CLEANING SUPPLIES-VEHIC	95.39		1528-432062		D	-				GENERAL SUPPLIES	101.42411.0229
PAPER & THREADS LLC 002895	66722	11/09/22	LOGOS/PATCHES/SEAT COVER	171.50		103022		D	-				SUBSISTENCE OF P	101.42411.0227
	66722	11/09/22	LOGOS/PATCHES/SEAT COVER	70.00		103022		D	-				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	241.50										
				241.50										*CHECK TOTAL
PAXXO USA INC 003693	66645	11/04/22	STEP SCREEN BAGS	536.74		F22-233		D	-				GENERAL SUPPLIES	651.48484.0229
PEPPIN/STEPHEN .03130	66723	11/09/22	REF. DEPOSIT-ST CLOSURE	50.00		110122		D	-				DEPOSITS	101.230000
PEREZ/ASHLEY .03244	66724	11/09/22	DAMAGE DEPOSIT REFUND	100.00		110822		D	-				REFUNDS AND REIM	101.41428.0882
PERKINS LUMBER CO INC 000604	66725	11/09/22	CONCRETE STAKES	75.97		21209-173359		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	RTN MATERIALS-BROWN SH 1,034.15CR			2204-150272		D	-				MTCE. OF STRUCTU	101.45432.0225
	66725	11/09/22	BATTING CAGES	359.59		2209-170629		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	TREATED/LAG SCREWS	209.84		2209-170992		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	SEALER	199.96		2209-171530		D	-				MTCE. OF STRUCTU	101.45437.0225
	66725	11/09/22	CONCRETE FORMS	212.37		2209-173564		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	CAULK	6.49		2209-173580		D	-				GENERAL SUPPLIES	101.43425.0229
	66725	11/09/22	BARRACADES WOOD	568.48		2209-174153		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	SANDER	265.98		2210-175414		D	-				SMALL TOOLS	101.45435.0221
	66725	11/09/22	SCREWS	38.14		2210-176076		D	-				GENERAL SUPPLIES	101.43425.0229
	66725	11/09/22	ELECTRICAL BLOCK-RED SHD	83.15		2210-177069		D	-				MTCE. OF STRUCTU	101.45433.0225
	66725	11/09/22	CAULK	9.99		2210-177339		D	-				MTCE. OF STRUCTU	101.43425.0225
	66725	11/09/22	TREATED-BAKER FIELD	647.84		2210-177893		D	-				MTCE. OF OTHER I	101.43425.0226
	66725	11/09/22	RETURN LUMBER	399.92CR		2210-177893		D	-				MTCE. OF STRUCTU	101.45432.0225
			VENDOR TOTAL	1,243.73										*CHECK TOTAL
				1,243.73										
PEST PRO II 001968	66726	11/09/22	PEST CONTROL SERVICE	38.00		36013		D	-				PROFESSIONAL SER	101.45435.0446
PIONEERLAND LIBRARY SYST 000614	66727	11/09/22	4TH QTR OPERATIONAL	109,333.00		110722		D	-				OTHER CHARGES	101.45426.0449

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PREMIUM WATERS INC						000374								
	66728	11/09/22	DRINKING WATER	37.99		330504912		D	-				GENERAL SUPPLIES	101.45435.0229
	66728	11/09/22	DRINKING WATER	10.00		330506012		D	-				GENERAL SUPPLIES	101.45435.0229
				47.99		*CHECK TOTAL								
			VENDOR TOTAL	47.99										
PRO WATER SOLUTIONS						003529								
	66729	11/09/22	SOFTENER SALT	367.50		4458		D	-				GENERAL SUPPLIES	101.45433.0229
QUICK SIGNS						001093								
	66730	11/09/22	SCOREBOARD DECALS	295.00		180016		D	-				MTCE. OF EQUIPME	101.45432.0224
RHODA/GLEN						.03245								
	66787	11/16/22	WASTEWATER COLLECTIONS	1,500.00		11/15/22		D	-				MTCE. OF OTHER I	651.48485.0336
RUNNING'S SUPPLY INC						001418								
	66731	11/09/22	DOOR LOCK	27.86		5620268		D	-				SUBSISTENCE OF P	101.43425.0227
	66731	11/09/22	SPRAYER BACKPACK	69.99		5674974		D	-				SMALL TOOLS	101.43425.0221
	66731	11/09/22	COUPLERS/COUPLINGS	38.96		5740113		D	-				SMALL TOOLS	101.45433.0221
	66731	11/09/22	SPRAYER PARTS	3.18		5740362		D	-				MTCE. OF EQUIPME	101.43425.0224
	66731	11/09/22	#222710 SPRAY BAR PARTS	283.33		5743248		D	-				INVENTORIES-MDSE	101.125000
	66731	11/09/22	DOG FOOD	103.98		5757750		D	-				SUBSISTENCE OF P	101.42412.0227
	66731	11/09/22	RADUNZ-SAFETY BOOTS	175.00		5758115		D	-				SUBSISTENCE OF P	101.43425.0227
				702.30		*CHECK TOTAL								
			VENDOR TOTAL	702.30										
SAND ELECTRIC						000678								
	66788	11/16/22	ROOF TOP UNIT	19.80		7067		D	-				MTCE. OF EQUIPME	101.45433.0224
	66788	11/16/22	KARL SAND	200.00		7067		D	-				PROFESSIONAL SER	101.45433.0446
				219.80		*CHECK TOTAL								
			VENDOR TOTAL	219.80										
SCHAEFBAUER/SAMUEL						003210								
	66732	11/09/22	CHEM/FLASH/IMPACT COURSE	97.00		110222		D	-				TRAVEL-CONF.-SCH	101.42411.0333
SERVICE CENTER/CITY OF W						000685								
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	24.79		STMT/4-22		D	-				MTCE. OF EQUIPME	101.41402.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	325.08		STMT/4-22		D	-				MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	23.63		STMT/4-22		D	-				MTCE. OF EQUIPME	101.42412.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	650.79		STMT/4-22		D	-				MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	295.06		STMT/4-22		D	-				MTCE. OF EQUIPME	101.45433.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	334.73		STMT/5-22		D	-				MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	17.07		STMT/5-22		D	-				MTCE. OF EQUIPME	101.42412.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	8,093.84		STMT/5-22		D	-				MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	270.24		STMT/5-22		D	-				MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	866.24		STMT/6-22		D	-				MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	3,681.67		STMT/6-22		D	-				MTCE. OF EQUIPME	101.42412.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	3,397.24		STMT/6-22		D	-				MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	780.01		STMT/6-22		D	-				MTCE. OF EQUIPME	101.43425.0224

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W				000685							
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	680.00			STMT/7-22		D -	MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	238.82			STMT/7-22		D -	MTCE. OF EQUIPME	101.42412.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	3,609.31			STMT/7-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	399.80			STMT/7-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	21.55			STMT/7-22		D -	MTCE. OF EQUIPME	101.45432.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	164.00			STMT/7-22		D -	MTCE. OF EQUIPME	651.48484.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	562.65			STMT/7-22		D -	MTCE. OF EQUIPME	651.48485.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	77.77			STMT/8-22		D -	MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	48.01			STMT/8-22		D -	MTCE. OF EQUIPME	101.42412.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	5,778.51			STMT/8-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	3,037.78			STMT/8-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	35.89			STMT/8-22		D -	MTCE. OF EQUIPME	651.48485.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	339.66			STMT/9-22		D -	MTCE. OF EQUIPME	101.41408.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	245.66			STMT/9-22		D -	MTCE. OF EQUIPME	101.42411.0224
	66646	11/04/22	EQUIPMENT REPAIR PARTS	7,559.48			STMT/9-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	1,346.35			STMT/9-22		D -	MTCE. OF EQUIPME	101.43425.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	249.91			STMT/9-22		D -	MTCE. OF EQUIPME	101.45433.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	61.25			STMT/9-22		D -	MTCE. OF EQUIPME	651.48484.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	413.09			STMT/9-22		D -	MTCE. OF EQUIPME	651.48485.0224
	66646	11/04/22	EQUIPMENT REPAIR-PARTS	1,423.60			STMT/9-22		D -	MTCE. OF EQUIPME	651.48486.0224
				45,053.48			*CHECK TOTAL				
			VENDOR TOTAL	45,053.48							
SHERWIN WILLIAMS CO				000690							
	66733	11/09/22	PAINT	115.20			2266-8		D -	MTCE. OF STRUCTU	101.45433.0225
SIBLEY STATE PARK IMPROV				003145							
	66789	11/16/22	2023 MEMERSHIP DUES	30.00			11/13/22		D -	SUBSCRIPTIONS AN	208.45005.0443
SIETSEMA/SARA				003218							
	66734	11/09/22	MILEAGE REIMB-CMWEA MTG	64.35			102722		D -	SUBSCRIPTIONS AN	101.43418.0443
	66734	11/09/22	MESERB FALL CONFERENCE	526.70			110322		D -	TRAVEL-CONF.-SCH	651.48484.0333
				591.05			*CHECK TOTAL				
	66790	11/16/22	CONF ON ENVIRONMENT	369.11			11/09-10/22		D -	TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	960.16							
SILVA/AMBER				003699							
	66735	11/09/22	WELLNESS PROGRAM-OCT	330.00			110322		D N 01	PROFESSIONAL SER	101.41420.0446
SPICER COMMERCIAL CLUB				002264							
	66791	11/16/22	2022 WINTERFEST SPONSO	1,000.00			11/13/22		D -	OTHER CHARGES	208.45013.0449
ST. LOUIS MRO, INC.				.03124							
	66647	11/04/22	FMCSA CLEARINGHOUSE FEE	25.00			2022421		D -	SUBSISTENCE OF P	101.43425.0337
	66647	11/04/22	FMCSA CLEARINGHOUS FEE	25.00			2022421		D -	SUBSISTENCE OF P	651.48484.0337
				50.00			*CHECK TOTAL				
			VENDOR TOTAL	50.00							

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STEINBEISSER AUTO REPAIR			003256											
	66648	11/04/22	#204887 RPR ELECT ISSUE	84.40		15422		D	-				INVENTORIES-MDSE	101.125000
STERLING WATER-MINNESOTA			000188											
	66736	11/09/22	SOFTENER RENTAL-OCT	19.45		315X03216503		D	-				RENTS	101.41408.0440
SUMMIT FIRE PROTECTION			002555											
	66792	11/16/22	FIRE ALARM INSPECTION	265.00		150022008		D	-				MTCE. OF STRUCTU	101.43425.0335
SWANSON RENTAL LLC			003656											
	66737	11/09/22	STORAGE CONTAINERS	170.00		341		D	-				RENTS	101.45432.0440
SYSO WESTERN MINNESOTA			000161											
	66738	11/09/22	CONCESSION SUPPLIES	200.58		253260613		D	-				GENERAL SUPPLIES	101.45433.0229
	66738	11/09/22	CONCESSION SUPPLIES	146.61		253266314		D	-				GENERAL SUPPLIES	101.45433.0229
				347.19		*CHECK TOTAL								
	66793	11/16/22	CONCESSIONS SUPPLIES	350.72		253270613		D	-				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	697.91										
TACTICAL ADVANTAGE, LLC			003706											
	66739	11/09/22	20 GLOCK 17 GEN/GEN 4	2,555.00		2022-0083.B		D	-				SMALL TOOLS	101.42411.0221
THOMPSON/MARK			001005											
	66740	11/09/22	MSFCA CONFERENCE	132.00		102222		D	-				TRAVEL-CONF.-SCH	101.42412.0333
TILLEMANS/RYAN			003763											
	66741	11/09/22	CONFERENCE REIMB.	456.38		100422		D	-				TRAVEL-CONF.-SCH	101.41402.0333
TORKELSON'S LOCK SERVICE			002583											
	66742	11/09/22	CIVIC CENTER KEYS-PARTS	12.00		6991490		D	-				MTCE. OF STRUCTU	101.45433.0225
	66742	11/09/22	CIVIC CENTER KEYS-LABOR	64.00		6991490		D	-				MTCE. OF STRUCTU	101.45433.0335
				76.00		*CHECK TOTAL								
	66794	11/16/22	KEYS- ROBBBINS ISLAND BR	30.00		4940111		D	-				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	106.00										
TREASURY DIVISION-STATE			003764											
	66743	11/09/22	AUCTION SALE-FORF VEHIC	999.00		100522		D	-				OTHER SERVICES	101.41428.0339
TREATMENT RESOURCES, INC			.03225											
	66744	11/09/22	RPR TO FERRIC PUMP	975.63		2022-762-A		D	-				MTCE. OF EQUIPME	651.48484.0224
UNCOMMON USA INC			001286											
	66649	11/04/22	FLAGS	60.80		1217769-IN		D	-				SUBSISTENCE OF P	101.42412.0227
US BANK			000264											
	66745	11/09/22	PYNG AGNT/REG/TRNF AGENT	500.00		6701259		D	-				OTHER CHARGES	321.47100.0449

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
US BANK						000264								
	66745	11/09/22	PYNG AGNT/REG/TRNF AGENT	500.00		6701260		D	-				OTHER CHARGES	320.47400.0449
				1,000.00	*CHECK	TOTAL								
			VENDOR TOTAL	1,000.00										
USA BLUE BOOK						001258								
	66746	11/09/22	HOSE BASKETS	40.04		145585		D	-				GENERAL SUPPLIES	651.48485.0229
	66746	11/09/22	LVL TRANSM-LIFT STATIO	1,738.75		150396		D	-				MTCE. OF EQUIPME	651.48485.0224
				1,778.79	*CHECK	TOTAL								
			VENDOR TOTAL	1,778.79										
VOSS PLUMBING & HEATING						002559								
	66795	11/16/22	INDUST DRIVE SERV RD	534,676.15		APPL#1		D	-				MTCE. OF OTHER I	422.48457.0336
	66795	11/16/22	6TH STREET SW RECONS	628,056.40		APPL#5		D	-				MTCE. OF OTHER I	422.48451.0336
				1,162,732.55	*CHECK	TOTAL								
			VENDOR TOTAL	1,162,732.55										
WEST CENTRAL SANITATION						000805								
	66796	11/16/22	GARBAGE SERVICE-DECEMBER	54.22		12607021		D	-				CLEANING AND WAS	101.41408.0338
	66796	11/16/22	GARBAGE SERVICE-DECEMBER	54.22		12608337		D	-				CLEANING AND WAS	651.48484.0228
				108.44	*CHECK	TOTAL								
			VENDOR TOTAL	108.44										
WILLMAR BASKETBALL BOOST						003440								
	66747	11/09/22	YTH BASKETBALL CLINIC	3,190.00		110722		D	-				PROFESSIONAL SER	101.45432.0446
WILLMAR CHAMBER OF COMME						000812								
	66748	11/09/22	2023 ISSUU SUBSCRIPTION	320.00		100522		D	-				PREPAID EXPENSES	208.128000
	66748	11/09/22	2023 ZOOM SUBSCRIPTION	107.79		100522		D	-				PREPAID EXPENSES	208.128000
	66748	11/09/22	CVB MAIL PICKUP FEE-SEP	33.33		100522		D	-				POSTAGE	208.45005.0223
	66748	11/09/22	OFFICE 365 SUBSCRIPTION	7.54		100522		D	-				COMMUNICATIONS	208.45005.0330
	66748	11/09/22	TELEPHONE CHARGES	14.00		100522		D	-				COMMUNICATIONS	208.45005.0330
	66748	11/09/22	RECYCLING FEE-SEP	6.56		100522		D	-				CLEANING AND WAS	208.45005.0338
	66748	11/09/22	2022 ISSUU SUBSCRIPTION	160.00		100522		D	-				SUBSCRIPTIONS AN	208.45005.0443
	66748	11/09/22	2022 ZOOM SUBSCRIPTION	53.92		100522		D	-				SUBSCRIPTIONS AN	208.45005.0443
	66748	11/09/22	TEN17 MEDIA ADVERTISIN	1,700.00		100522		D	-				ADVERTISING	208.45006.0447
	66748	11/09/22	FACEBOOK ADVERTISING	109.78		100522		D	-				ADVERTISING	208.45006.0447
	66748	11/09/22	GOOGLE ADVERTISING	336.35		100522		D	-				ADVERTISING	208.45006.0447
	66748	11/09/22	NOTEBOOK CONNECT SUBSCR.	7.99		100522		D	-				OTHER CHARGES	208.45008.0449
	66748	11/09/22	REMARKABLE NOTEBOOK SUBS	0.15		100522		D	-				OTHER CHARGES	208.45008.0449
	66748	11/09/22	FISCHER-WLMR BIKES MTG	7.90		100522		D	-				OTHER CHARGES	208.45011.0449
	66748	11/09/22	MANAGED IT 8/12-9/11/22	97.80		54528		D	-				PROFESSIONAL SER	208.45005.0446
	66748	11/09/22	INTERNET 8/18-9/17/22	25.99		54529		D	-				COMMUNICATIONS	208.45005.0330
	66748	11/09/22	PUBLIC POLICY FORUM-FISC	20.00		54595		D	-				TRAVEL-CONF.-SCH	208.45005.0333
				3,009.10	*CHECK	TOTAL								
	66797	11/16/22	DIREECTOR & ADMIN WAGE	8,810.38		54657		D	-				SALARIES-REG. EM	208.45005.0110
	66797	11/16/22	INSURANCE	1,562.36		54657		D	-				EMPLOYER PENSION	208.45005.0113
	66797	11/16/22	FICA	519.57		54657		D	-				EMPLOYER PENSION	208.45005.0113
	66797	11/16/22	MEDICARE	121.52		54657		D	-				EMPLOYER PENSION	208.45005.0113

Vendor Payment History Report  
 INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
	66797	11/16/22	IRA CONTRIBUTION	251.41		54657		D	-				EMPLOYER PENSION	208.45005.0113
	66797	11/16/22	OCTOBER COPIES	10.60		54657		D	-				OFFICE SUPPLIES	208.45005.0220
	66797	11/16/22	PAYROLL FEES	135.66		54657		D	-				OTHER SERVICES	208.45005.0339
	66797	11/16/22	NOVEMBER RENT	689.06		54657		D	-				RENTS	208.45005.0440
	66797	11/16/22	CVB MAIL PICK UP FEE-OCT	26.66		54658		D	-				POSTAGE	208.45005.0223
	66797	11/16/22	INTERNET 9/18-10/17/22	25.99		54658		D	-				COMMUNICATIONS	208.45005.0330
	66797	11/16/22	RECYCLING FEE-OCT	6.56		54658		D	-				CLEANING AND WAS	208.45005.0338
	66797	11/16/22	MANAGED IT 9/12-10/11/22	97.80		54658		D	-				PROFESSIONAL SER	208.45005.0446
				12,257.57										
			VENDOR TOTAL	15,266.67										
														*CHECK TOTAL
WINDSTREAM			002100											
	66798	11/16/22	PHONE SERVICE-NOV	791.78		11/15/22		D	-				COMMUNICATIONS	101.41409.0330
100 YARD CLUB			003522											
	66799	11/16/22	PAINT SPRAYER	622.13		412		D	-				INTEREST	101.45432.0444

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				3,457,828.93										

RECORDS PRINTED - 000447

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	478,443.06
208	CONVENTION & VISITORS BUREAU	19,490.62
230	WILLMAR MUNICIPAL AIRPORT	50.98
320	LOCAL OPTION SALES TAX DEBT	500.00
321	D.S. - 2021B BOND	500.00
405	C.P. - EPITOPIX	346,857.80
420	LOCAL OPT SALES TAX PROJECTS	15,170.36
422	S.A.B.F. - 2022A	1,792,934.93
430	C.P. - AIRPORT DEVELOPMENT	658,996.76
450	CAPITAL IMPROVEMENT FUND	36,568.20
651	WASTE TREATMENT	107,561.81
899	DONATION FUND (AGENCY)	754.41
TOTAL ALL FUNDS		3,457,828.93

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	3,457,828.93
TOTAL ALL BANKS		3,457,828.93





# City of Willmar

## City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	5G
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	City Clerk
<b>Resolution</b>	No	<b>Prepared by:</b>	Judy R. Thompson, City Clerk
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>		<b>Presented By:</b>	Judy R. Thompson, City Clerk
<b>Item:</b>	Civic Center Arena Special Event by On-Sale Liquor License Holder Permit-Minnesota Turkey Growers Association		

### RECOMMENDED ACTION:

**Motion By:** \_\_\_\_\_ **Second By:** \_\_\_\_\_ to Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit on a Roll Call Vote

### OVERVIEW:

The Civic Center has rented space to the Minnesota Turkey Growers Association who will holding an event on December 8, 2022, with plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds for this event. Spurs Corporation dba Spurs Grill & Bar has applied for this permit with on-site employee listed as Willie Gonzalez.

### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

1. Deny the serving of alcohol during this event.

**BUDGETARY/FISCAL ISSUES:** \$100.00 application fee.

**ATTACHMENTS:** N/A



# City of Willmar

## City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	5H
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	City Clerk
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Judy R. Thompson, City Clerk
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	1	<b>Presented By:</b>	Judy R. Thompson, City Clerk
<b>Item:</b>	Consideration of Deferred Special Assessments for Senior Citizens, Disabled, or Active Military		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to Adopt a Resolution Deferring Special Assessments for Senior Citizens, Disabled, or Active Military.

### OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 5, Article V, Special Assessments and the City's Comprehensive Assessment Policy which offers the option to defer special assessments to senior citizens, disabled, or active military deferrals meeting certain income guidelines. The 2022 Street and Other Improvement project, received one qualifying application.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:** N/A

**BUDGETARY/FISCAL ISSUES:** \$7,930.00

### ATTACHMENTS:

Resolution



## 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
WI031841	10/3/2022	Schulstad/Earline 500 19th St SE	95-094-0260 Lot 7, Block 1 Boulder Point	Reroofing Residential Add/Alter	Residential Reroof	\$6,600.00 \$33.30
WI031842	10/1/2022	Simmons/Robert & Geraldine 1901 8th St SW	95-680-0010 Lot 1, Block 1 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$6,600.00 \$33.30
WI031876	10/1/2022	Haugen/Neal H & Julene L 3221 Eagle Ridge Dr W	95-148-2030 Lot 3, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$7,260.00 \$33.63
WI031877	10/3/2022	Pieske/Andrea L & Dennis C 3217 Eagle Ridge Dr W	95-148-2040 Lot 4, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$7,260.00 \$33.63
WI031931	10/6/2022	Stienessen/Michael & Deann 1404 10th St SE	95-671-0320 Lot 2, Block 3 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof & Siding Replacement	\$31,406.00 \$95.70
WI031940	10/6/2022	Reinardy/Jeanna 809 25th Ave SW	95-867-0420 Lot 2, Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$14,376.00 \$37.19
WI031941	10/6/2022	Tilseth/Kathleen M & Robert C 2501 19th Ave SW	95-921-5420	Reroofing Residential Add/Alter	Residential Reroof	\$15,230.00 \$37.62
WI031942	10/6/2022	Swanson/Bruce W 921 4th St SW	95-280-1090 Block 6 Hanson's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$13,694.00 \$36.85
WI031971	10/1/2022	Marcus/Joseph P/& Brian L 3059 1st Ave NW	95-616-0270 Block 1 Park View Estates	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00 \$35.00
WI031972	10/1/2022	Marcus/Joseph P/& Brian L 3012 3rd Ave NW	95-835-0200 Block 1 Vos Park	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00 \$33.50
WI031986	10/12/2022	Pearl/Vandla M 2525 7th Ave SE	95-668-4970 Lot 8, Block 1 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00 \$34.50
WI031993	10/6/2022	Asche/Marisa L 2709 14th Ave NW	95-135-0330 Lot 13, Block 2 College View	Reroofing Residential Add/Alter	Residential Reroof	\$15,146.00 \$37.57

## 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
WI031995	10/6/2022	Ulferts/Roger R & Linda L 905 19th St SE	95-176-0610 Lot 2, Block 5 Emerald Pond	Reroofing Residential Add/Alter	Residential Reroof	\$28,677.00 \$44.34
WI031996	10/6/2022	Stiles Trust/Charles D&Ardel J 1410 9th St SE	95-671-0535 Block 4 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,062.00 \$36.03
WI031997	10/6/2022	Stile/Anna B 1408 9th St SE	95-671-0530 Block 4 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,235.00 \$36.12
WI032005	10/24/2022	Smith/Susan D 3501 Eagle Ridge Dr E	95-148-0120 Lot 12, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$25,000.00 \$42.50
WI032007	10/1/2022	Labarre/Mark & Barbara 1913 Richland Ave SW	95-885-0610 Lot 1, Block 4 Yorktown Estates	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00 \$34.50
WI032010	10/6/2022	Carlson/Stevin L & Elizabeth M 421 Trott Ave SE	95-740-0150 Block 2 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof/Reside	\$17,000.00 \$8.50
WI032012	10/10/2022	Schieck/Adam C & Katherine M 1813 23rd Ave SW	95-885-4010 Lot 10, Block 4 Yorktown Estates	Single Family Replace	A/C Replacement	\$5,220.00 \$26.00
WI032013	10/10/2022	Raatz/Kevin L & Jean 709 11 1/2 Ave SE	95-230-0340 Lot 14, Block 2 Gesch Addition	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI032016	10/1/2022	Schrader/Michael S & Carol A 1501 15th Ave SW	95-864-0180 Lot 18, Block 1 West Park 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,501.00 \$34.25
WI032027	10/6/2022	Kazemzadeh/Roshan K & Rebecca 2108 6th Ave SE	95-668-0510 Lot 11, Block 3 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032028	10/1/2022	Sietsema/Amanda 708 29th St NW	95-248-0210 Lot 1, Block 2 Glacial Valley Estates	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00 \$34.50

## 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
WI032032	10/10/2022	Maschino/Noah 1101 Florence Lane SW	95-850-0210 Block 2 West Orchard Addition	Single Family Replace	A/C Replacement	\$7,256.00 \$26.00
WI032034	10/6/2022	Tammen/Steven & Emily 2201 16th St SW	95-868-0410 Lot 2, Block 1 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	\$4,500.00 \$32.25
WI032035	10/6/2022	Morris/Tony O & Molly 1404 9th St SE	95-671-0520 Lot 2, Block 4 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032038	10/6/2022	Melgar/Rosmary L Deras 1308 11th St SW	95-690-1130 Lot 13, Block 6 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00 \$34.50
WI032039	10/6/2022	Byrne/Ashton/& Eli Gunderson 2104 24th St SW	95-715-0820 Lot 2, Block 2 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$11,626.00 \$35.81
WI032040	10/6/2022	Schafer/Jason J & Jennifer L 2850 Fairway Dr NE	95-212-0310 Lot 14, Block 2 Fairway Park Estates	Reroofing Residential Add/Alter	Residential Reroof	\$25,492.00 \$42.75
WI032041	10/6/2022	Hanson/Frank 607 11th St SW	95-006-2850 Lot 13, Block 76 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,700.00 \$31.35
WI032042	10/20/2022	Hoekstra/Darrell J & Gail 1220 18th St SW	95-510-0510 Lot 1, Block 4 Molenaar`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00 \$34.00
WI032043	10/20/2022	Pierskalla/Mark & Diane 501 21st St SE	95-668-0470 Lot 7, Block 3 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00 \$33.75
WI032044	10/6/2022	Peterson Revoc Trust/Sonya 717 Bonham Boulevard SW	95-070-0170 Lot 7 Bonham`s Subdivision	Reroofing Residential Add/Alter	Residential Reroof	\$22,683.00 \$41.34
WI032045	10/3/2022	Hamilton/George M 204 14th St NW	95-009-0160 Block 125 Second Addition To Willmar	Siding Residential Add/Alter	Residential Reside	\$6,000.00 \$53.00

## 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
WI032046	10/6/2022	Ofs Investments LP 1029 19th Ave SW	95-378-0020 Lot 2, Block 1 Hughes Addition	Reroofing Commercial Add/Alter	Commercial Reroof	\$50,182.00 \$606.09
WI032047	10/6/2022	Livingood/Ross S & Sara M 816 24th Ave SW	95-867-0050 Lot 5, Block 1 West Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$21,863.00 \$40.93
WI032048	10/1/2022	Valladares/Lily J/& Rafael Leo 202 Bernard St SE	95-220-0530 Block 5 Ferring's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,100.00 \$31.05
WI032049	10/6/2022	Banks/Ramona A 1208 10th St SE	95-670-0380 Lot 18, Block 2 Pleasant View Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,700.00 \$31.85
WI032050	10/6/2022	Ostlund/Debra Ann & Stephen W 722 24th St SE	95-666-0145 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$24,543.00 \$42.27
WI032051	10/6/2022	Irwin/Arlan L & Margaret M 1609 9th St SE	95-671-0420 Lot 12, Block 3 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032053	10/6/2022	Heid/Denver 1415 13th St SW	95-690-1510 Lot 1, Block 8 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75
WI032054	10/6/2022	Madsen/Jeffrey M & Christina 1011 4th St SE	95-120-0040 Lot 4, Block 1 Calvary Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$3,876.00 \$31.94
WI032055	10/6/2022	Tollefson/Daniel L & Kathleen 2605 6th Ave SE	95-882-0650 Lot 24, Block 4 Woodberry Addition	Reroofing Residential Add/Alter	Residential Reroof	\$17,000.00 \$38.50
WI032057	10/6/2022	Thissen/Nicholas 1600 Richland Ave SW	95-868-0510 Lot 8, Block 3 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032058	10/6/2022	Zimmer/Caleb 2004 22nd St SW	95-601-0129 Lot 22, Block 2 Ortenblad's Homesites	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032059	10/3/2022	Buetow/Jason A & Carina R 1509 15th Ave SW	95-864-0170 Lot 17, Block 1 West Park 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,964.00 \$34.98

## 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
WI032060	10/3/2022	Keuseman/James R & Suzanne 702 26th Ave SW	95-683-0240 Lot 4, Block 2 Portland Acres 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,080.00	\$34.54
WI032061	10/3/2022	Carpenter/Wanda L & Joseph W 913 Olena Ave SE	95-665-0310 Lot 21, Block 2 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,847.00	\$33.92
WI032062	10/3/2022	Moe/Catherine & Ronald 812 17th St SW	95-042-0660 Block 2 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,026.00	\$34.01
WI032063	10/3/2022	Schuer/Dick 912 Olena Ave SE	95-665-0440 Lot 4, Block 3 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,652.00	\$33.33
WI032064	10/6/2022	Aasen/Mitchell B 405 23rd St SE	95-668-0770 Lot 7, Block 4 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$31.75
WI032065	10/6/2022	Cole/Donald G & Janet M 3506 Eagle Ridge Dr W	95-148-0040 Lot 4, Block 1 Eagles Landing	Single Family Replace	A/C Replacement	\$6,100.00	\$26.00
WI032066	10/14/2022	Parker/Paul W & Rebecca L 2401 Oxford Dr SE	95-121-0010 Lot 1, Block 1 Cambridge Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00	\$31.90
WI032067	10/14/2022	Djk Properties, LLP 2404 3rd Ave SE	95-121-2120 Lot 13, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00	\$31.90
WI032068	10/14/2022	Djk Properties, LLP 2400 3rd Ave SE	95-121-2130 Lot 14, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00	\$31.90
WI032069	10/14/2022	Magowan/William & Heather 2407 Oxford Dr SE	95-121-0020 Lot 2, Block 1 Cambridge Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00	\$31.90
WI032070	10/6/2022	Hanson/Douglas & Judy 720 24th St SE	95-666-0140 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$24,543.00	\$42.27
WI032071	10/14/2022	Dvorak/John E & Patricia A 2409 3rd Ave SE	95-121-0120 Lot 2, Block 3 Cambridge Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00	\$31.90



## 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
WI032072	10/6/2022	Gander/Edmund J 714 24th St SE	95-666-0055 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$23,334.00 \$41.67
WI032073	10/6/2022	Brandt Trust/Donald &Shirley 712 24th St SE	95-666-0050 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$23,324.00 \$41.66
WI032074	10/14/2022	Broman Properties LLC 2401 3rd Ave SE	95-121-0110 Lot 1, Block 3 Cambridge Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,600.00 \$31.80
WI032075	10/14/2022	Swenson/Joshua & Felicia 221 Terraplane Dr SE	95-121-4120 Lot 13, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00 \$31.90
WI032076	10/14/2022	Swenson/Joshua & Felicia 225 Terraplane Dr SE	95-121-4130 Lot 14, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$3,800.00 \$31.90
WI032077	10/3/2022	Kinzler/Kendra 700 Augusta Ave SE	95-660-0300 Lot 10, Block 2 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof & Siding	\$32,000.00 \$96.00
WI032078	10/6/2022	Leitch/Griffin & Laura 200 16th Ave NE	95-467-0920 Lot 3, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$13,075.00 \$36.54
WI032079	10/6/2022	Docken/Mark L & Jane L 2308 21st St SW	95-885-2030 Lot 4, Block 1 Yorktown Estates	Reroofing Residential Add/Alter	Residential Reroof	\$11,784.00 \$35.89
WI032080	10/6/2022	Douglass/Hannah & Brian 1501 2nd St NE	95-467-0970 Lot 5, Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$11,993.00 \$36.00
WI032081	10/25/2022	Braun Family Trust 701 25th Ave SW	95-682-0440 Lot 4, Block 4 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00 \$37.50
WI032082	10/6/2022	Bonnema/Gary & Corrine 713 24th St SE	95-666-0105 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$23,293.00 \$41.65
WI032083	10/6/2022	Sjoberg/Linda M 711 24th St SE	95-666-0100 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$23,293.00 \$41.65
WI032084	10/6/2022	Schliep/Jerome A & Elaine 709 24th St SE	95-666-0095 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$21,679.00 \$40.84

## 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
WI032086	10/6/2022	Little/David & Marsha 707 24th St SE	95-666-0090 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$21,679.00 \$40.84
WI032087	10/11/2022	Reich/Kyle P & Nicole J 2112 4th Ave SE	95-668-0170 Lot 7, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032088	10/6/2022	Johnson/Roger C & Lisa 705 24th St SE	95-666-0085 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$19,983.00 \$39.99
WI032089	10/6/2022	Brouwer/Melvin J & Kathleen 703 24th St SE	95-666-0080 Block 2 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$19,983.00 \$39.99
WI032090	10/6/2022	Gander/Charles W & Constance 710 24th St SE	95-666-0045 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$22,764.00 \$41.38
WI032091	10/6/2022	Peters/Connie 708 24th St SE	95-666-0040 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$22,764.00 \$41.38
WI032092	10/6/2022	Smith/Richard L 706 24th St SE	95-666-0035 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$20,529.00 \$40.26
WI032093	10/11/2022	Manzer/Gary W & Lori 1608 Monongalia Ave SW	95-040-0470 Block 5 Barnstad's Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$5,500.00 \$32.75
WI032094	10/6/2022	Mages/Clarence 704 24th St SE	95-666-0030 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$20,529.00 \$40.26
WI032095	10/6/2022	Loge/Charlette I 702 24th St SE	95-666-0020 Lot 2, Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$7,335.00 \$33.67
WI032096	10/6/2022	Mattson/Vicky 700 24th St SE	95-666-0010 Lot 1, Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$7,335.00 \$33.67
WI032097	10/6/2022	Dykstra/Richard & Charlene 718 24th St SE	95-666-0065 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$20,529.00 \$40.26

## 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
WI032098	10/6/2022	Linden/Carmen C 716 24th St SE	95-666-0060 Block 1 Pheasant Meadows	Reroofing Residential Add/Alter	Residential Reroof	\$22,642.00 \$41.32
WI032099	10/11/2022	Manzer/Gary W & Lori 1416 13th St SW	95-690-0970 Lot 7, Block 5 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032100	10/6/2022	Swartz/Monica L 405 25th Ave SW	95-683-0580 Lot 8, Block 5 Portland Acres 3rd Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$9,092.00 \$56.00
WI032101	10/6/2022	Molacek/Trent & Lisa 2105 20th Ave SW	95-601-0011 Lot 2, Block 1 Ortenblad's Homesites	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00 \$37.50
WI032102	10/6/2022	Tinklenberg/Paul C & Lauri A 1913 23rd Ave SW	95-885-3060 Lot 5, Block 4 Yorktown Estates	Single Family Replace	Gas Furnace Replacement	\$4,325.00 \$31.00
WI032103	10/6/2022	Schow/Kyle R & Katie L 1400 Richland Ave SW	95-696-0110 Lot 1, Block 2 Richland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$23,000.00 \$41.50
WI032104	10/6/2022	Sampson/David M & Rhonda 2310 6th St SW	95-680-0620 Block 3 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00 \$36.50
WI032105	10/6/2022	Jdw Rental Properties, LLC 628 Johanna Ave SE	95-914-1900	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI032106	10/20/2022	Olson/Larry D & Barbara 717 Richland Ave SW	95-680-0550 Lot 5, Block 3 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00 \$33.75
WI032107	10/20/2022	Ruis/Matthew(Matt) & Tia 609 3rd St SE	95-740-1920 Block 12 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,750.00 \$3.38
WI032108	10/20/2022	Jeffords/Christopher&Jenni fe 724 16th St SW	95-042-0420 Block 1 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,750.00 \$34.38
WI032109	10/20/2022	Gulden/John J 1112 11th Ave SE	95-665-0850 Lot 5, Block 5 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,750.00 \$32.88

## 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
WI032110	10/20/2022	Johnson/James D & Julie L 1801 3rd St NE	95-467-1080 Lot 3, Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$11,000.00 \$35.50
WI032111	10/20/2022	Rozeboom/Linda Mae 1415 11th St SW	95-690-1400 Block 7 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00 \$33.75
WI032112	10/14/2022	Cak Properties, LLC 2409 Oxford Dr SE	95-121-2000 Lot 1, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032113	10/14/2022	Cak Properties, LLC 509 24th St SE	95-668-1230 Lot 3, Block 7 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032114	10/14/2022	Cak Properties, LLC 409 23rd St SE	95-668-0780 Lot 8, Block 4 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032115	10/14/2022	Cak Properties, LLC 900 17th St SE	95-176-0010 Lot 1, Block 1 Emerald Pond	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00 \$35.00
WI032116	10/14/2022	Cak Properties, LLC 2423 2nd Ave SE	95-121-4070 Lot 8, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00
WI032117	10/14/2022	Cak Properties, LLC 217 Terraplane Dr SE	95-121-4110 Lot 12, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00 \$37.50
WI032118	10/14/2022	Cak Properties, LLC 209 Terraplane Dr SE	95-121-4090 Lot 10, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00 \$37.50
WI032119	10/14/2022	Cak Properties, LLC 2427 2nd Ave SE	95-121-4060 Lot 7, Block 1	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00
WI032120	10/6/2022	Venaas/Thomas L & Roderick P 2420 21st Ave SW	95-601-0090 Block 2 Ortenblad's Homesites	Reroofing Residential Add/Alter	Residential Reroof	\$21,881.00 \$40.94
WI032121	10/6/2022	Honken/Jonathan D & Shayla J 623 10th St SW	95-006-2670 Block 75 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$15,085.00 \$37.54
WI032122	10/6/2022	Willow Creek Holdings LLC 402 14th St SE	95-184-0520 Lot 2, Block 4 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,735.00 \$32.37

## 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
WI032123	10/6/2022	Rc Investments, LLC 623 Russell St NW	95-820-1110 Block 6 Thorpe & Lien`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032124	10/6/2022	Aaberg/Dennis G 1009 23rd St SE	95-516-0250 Lot 16, Block 1 Morningside Estates Addition	Reroofing Residential Add/Alter	Residential Reroof	\$18,802.00 \$39.40
WI032125	10/6/2022	Parker/Dennis R & Patricia 1007 23rd St SE	95-516-0260 Lot 17, Block 1 Morningside Estates Addition	Reroofing Residential Add/Alter	Residential Reroof	\$18,802.00 \$39.40
WI032126	10/6/2022	Radel/Orville V & Laverne L 1005 23rd St SE	95-516-0270 Lot 18, Block 1 Morningside Estates Addition	Reroofing Residential Add/Alter	Residential Reroof	\$18,802.00 \$39.40
WI032128	10/6/2022	Cram/David M & Karen M 1600 17th Ave NW	95-603-0570 Block 3 Oslo Heights	Garage Garage/Shed	Installtion of carport/garage	\$35,300.00 \$466.40
WI032129	10/6/2022	Williams/James & Tamara/& 1203 4th St SW	95-280-1660 Block 9 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00 \$32.00
WI032130	10/6/2022	Tkes Investments, LLC 1010 Hwy 12 E	95-914-2400	Single Family Replace	Gas Furnace Replacement	\$4,300.00 \$31.00
WI032131	10/6/2022	Schendel/Anne L 1006 Hill Road SW	95-600-0650 Block 4 Orchard Hill, Nursery Add	Reroofing Residential Add/Alter	Residential Reroof	\$19,958.00 \$39.98
WI032132	10/10/2022	Wodash/Steven & Magel 400 28th Ave SW	95-785-0010 Lot 1, Block 1 Sunnyview Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,455.00 \$35.23
WI032133	10/10/2022	Quale/Gary D & Gail 402 28th Ave SW	95-785-0020 Lot 2, Block 1 Sunnyview Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,455.00 \$35.23
WI032134	10/17/2022	O'Meara/Daniel R & Sheila M 1609 College Park Cir NW	95-134-0060 College Park	Reroofing Residential Add/Alter	Residential Reroof	\$40,000.00 \$50.00

## 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
WI032135	10/17/2022	Kirsch/Michael & Kathleen 1608 College Park Cir NW	95-134-0050 Lot 5 College Park	Reroofing Residential Add/Alter	Residential Reroof	\$14,000.00 \$37.00
WI032136	10/20/2022	Engelmann/Dennis G & Jayne L 1705 Country Club Dr NE	95-465-0110 Lot 6, Block 2 First Addition To Lakewood On Willmar Lake	Reroofing Residential Add/Alter	Residential Reroof	\$10,700.00 \$35.35
WI032140	10/10/2022	Raitz/Troy D & Jenny M 712 15th St SW	95-042-0010 Block 1 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,100.00 \$33.05
WI032142	10/12/2022	Holwerda/Casidy/& Christopher 1112 Elizabeth Ave SE	95-580-0270 Lot 7, Block 2 Nyquist's First Addition	Reroofing Residential Add/Alter	Residential Reroof & Reside	\$6,000.00 \$83.00
WI032143	10/12/2022	Ogawa Trust "B" 1905 22nd Ave SW	95-885-1070 Lot 2, Block 2 Yorktown Estates	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI032144	10/11/2022	Abong/Lindsay S & Marwin P 1021 6th St SW	95-090-1690 Lot 9 Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,300.00 \$31.65
WI032145	10/10/2022	Underland/Kent A & Kelcie R 3504 Eagle Ridge Dr E	95-148-0450 Block 3 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00 \$37.50
WI032146	10/13/2022	Setrum/Eric E & Lisa M 915 7th St SW	95-090-0910  Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00 \$36.50
WI032147	10/13/2022	Erdmann/Ronald & Jeanette 604 24th Ave SW	95-682-0070 Lot 7, Block 1 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00
WI032148	10/13/2022	Mackenzie/Oliver W & J 1015 13th Ave SW	95-690-1320 Block 7 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00

## City of Willmar Monthly External Permits Report

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WI032149	10/10/2022	Belinsky/Frank & Marjorie 2000 11th St SW	95-132-0040 Lot 4, Block 1 Chief Addition	Reroofing Residential Add/Alter	Residential Reroof	\$16,800.00 \$38.40
WI032150	10/10/2022	Nelson/Wayne J & Laurie J 1604 7 1/2 St SW	95-664-0430 Lot 13, Block 3 Perkins 4th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$15,500.00 \$37.75
WI032151	10/10/2022	Fisher/Susan E 1221 Quincy Ave SW	95-690-1050 Lot 5, Block 6 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$14,700.00 \$37.35
WI032152	10/10/2022	Fader/Robert T & Carol A 3405 Eagle Ridge Dr E	95-148-0150 Lot 15, Block 1 Eagles Landing	Deck Residential Add/Alter	Residential Deck	\$15,000.00 \$378.34
WI032153	10/13/2022	Hinrichs/Brian J & Tanya S 605 24th St SE	95-668-1250 Lot 5, Block 7 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00 \$36.50
WI032159	10/13/2022	Sportel/Dennis J & Karen M 2700 6th Ave SE	95-882-0320 Lot 16, Block 3 Woodberry Addition	Reroofing Residential Add/Alter	Residential Reroof	\$22,000.00 \$41.00
WI032160	10/11/2022	Nelson/Kevin R & Pamela J 820 Pleasant View Dr SE	95-671-0920 Lot 12, Block 5 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,900.00 \$35.45
WI032161	10/13/2022	Johnson/Jerome Jay 1905 20th Ave SW	95-885-0430 Lot 3, Block 3 Yorktown Estates	Reroofing Residential Add/Alter	Residential Reroof	\$17,000.00 \$38.50
WI032162	10/13/2022	Kalkbrenner/Logan & Andrea 510 9th St SW	95-006-0180 Block 58 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$10,500.00 \$35.25
WI032163	10/12/2022	Miller/Marilyn L 2532 7th Ave SE	95-668-5010 Lot 12, Block 1 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00 \$33.50
WI032164	10/11/2022	Jorschumb/Cory D & Stacey R 1109 13th Ave SW	95-690-0650 Block 4 Ramblewood Addition	Single Family Replace	Gas Furnace Replacement	\$3,850.00 \$31.00

## 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	
WI032165	10/11/2022	City Of Willmar 515 2nd St SW	95-006-1400  First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$4,475.00	\$31.00
WI032166	10/14/2022	Toutges/Larry D & Lisa L 1405 17th St SW	95-510-0120 Block 2 Molenaar's Addition	Single Family Replace	A/C Replacement	\$5,100.00	\$26.00
WI032167	10/21/2022	Boeyink/Scott W & Jill K 1707 Upper Trentwood Cir NE	95-828-0420 Lot 13, Block 3 Trentwood Estates	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00	\$33.25
WI032168	10/21/2022	Loepke/Jay E & Patricia A 1605 Hansen Drive SW	95-864-0110 Lot 11, Block 1 West Park 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00	\$33.25
WI032169	10/21/2022	Norsten/Scott A & Alissa M 1504 Hansen Drive SW	95-864-0390 Lot 9, Block 2 West Park 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00	\$33.25
WI032170	10/12/2022	Hoyt/Connie D & Robert M 701 3rd St SW	95-006-4080 Lot 14, Block 85 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$5,500.00	\$2.75
WI032171	10/13/2022	Ferguson Living Trust 1233 16th St SW	95-860-0090 Lot 9, Block 1 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$14,000.00	\$37.00
WI032172	10/11/2022	Rytel/Stanislaw & Grazyna 1420 17th St SW	95-861-0260 Lot 6, Block 2 West Park 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,850.00	\$31.93
WI032173	10/11/2022	Kobienia/Randy J & Tamara 1227 17th St SW	95-860-0280 Block 2 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,740.00	\$32.37
WI032174	10/11/2022	Feuerborn/Hattie E & Michael J 1507 2nd St NE	95-467-0980 Lot 6, Block 2	Reroofing Residential Add/Alter	Residential Reroof	\$5,200.00	\$32.60
WI032175	10/11/2022	Wise/Amber 2110 20th Ave SW	95-335-0010 Lot 1, Block 1 Hillstrom Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00	\$33.25



## City of Willmar Monthly External Permits Report

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WI032176	10/11/2022	Laska/Thomas G & Courtney M 2209 6th Ave SE	95-668-0350 Lot 25, Block 2 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$5,049.00 \$32.52
WI032177	10/12/2022	Mills Property Investments,Llc 4100 Hwy 71 S	95-507-0010 Lot 1, Block 1 Mills Addition To Willmar	Fire Sprinkler/Fire Alarm Commercial Add/Alter	Replace Fire Alarm Paneland Remote NAC Panel	\$3,500.00 \$145.71
WI032178	10/25/2022	Peter Pfeffer 1707 17th St NW	95-604-0500 Lot 31, Block 3 Oslo Meadows	New New Single-Family Dwelling	New home	\$232,789.00 \$2,677.60
WI032179	10/25/2022	Peter Pfeffer 1707 17th St NW	95-604-0500 Lot 31, Block 3 Oslo Meadows	Single Family New	Plumbing for new home	\$0.00 \$227.00
WI032180	10/20/2022	Pahl/Brittney L 1701 Richland Ave SW	95-868-0570 Lot 5, Block 5 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00 \$33.75
WI032181	10/14/2022	West Central Industries 1300 22nd St SW	95-921-5858	Reroofing Commercial Add/Alter	Commercial Reroof	\$111,229.00 \$671.32
WI032182	10/14/2022	Business Music, Inc 1209 Hwy 12 E	95-914-1940	Reroofing Commercial Add/Alter	Commercial Reroof	\$209,291.00 \$1,038.86
WI032183	10/14/2022	Wattnem/Charles A & Linda S 1220 Olaf Ave NW	95-820-1250 Block 7 Thorpe & Lien`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,452.00 \$34.23
WI032184	10/25/2022	Peter Pfeffer 1707 17th St NW	95-604-0500 Lot 31, Block 3 Oslo Meadows	Single Family New	HVAC for new house	\$0.00 \$86.00
WI032186	10/17/2022	Stetzel/Mary Teresa 1101 7th St SW	95-090-2160 Lot 16 Booth`s Addition To Willmar	Alteration Residential Add/Alter	Adding push piers under footings	\$24,750.00 \$362.13
WI032187	10/18/2022	Tjaden/Charlotte 923 Hill Road SW	95-600-0320 Lot 2, Block 3 Orchard Hill, Nursery Add	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00 \$36.50
WI032188	10/18/2022	Fisch/Kenneth A & Dawn L 709 2nd St SE	95-410-0330 Lot 3, Block 2 Johnson`s Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$14,000.00 \$37.00

## City of Willmar Monthly External Permits Report

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WI032189	10/14/2022	Stephanie Properties, LLC 951 High Ave NE	95-911-0840	Reroofing Commercial Add/Alter	Commercial Reroof	\$40,000.00	\$504.75
WI032190	10/20/2022	Hyatt/Jesse 2109 4th Ave SE	95-668-0420 Lot 2, Block 3 Pheasant Run	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50
WI032191	10/24/2022	Ethan Kneprath 1212 10th St SE	95-670-0370 Lot 17, Block 2 Pleasant View Addition	Alteration Residential Add/Alter	Residential Remodel	\$500.00	\$35.65
WI032192	10/17/2022	Maruicio/Armando A Perrusquia 1224 26th St NW	95-135-1030 Lot 23, Block 5 College View	Reroofing Residential Add/Alter	Residential Reroof	\$2,800.00	\$31.40
WI032193	10/19/2022	Cameron/Brock J & Cristina 2004 8th St SW	95-680-0350 Lot 5, Block 2 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00	\$32.00
WI032194	10/14/2022	Fuentes Rodriguez, Rafael Pablo 1000 Willmar Ave SE	95-670-0510 Lot 1, Block 3 Pleasant View Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,450.00	\$31.73
WI032200	10/17/2022	Vela/Lizette 1021 Campbell Ave NW	95-003-1150 Block 12 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00	\$36.00
WI032201	10/18/2022	Willmar Block 25 Lofts, LLC 227 Hwy 12 Bypass SW	95-062-0010 Lot 1, Block 1 Block 25 Lofts	Multi Family Apts/Condos New	58 Unit Apartment/ Underground Parking	\$0.00	\$1.00
WI032202	10/27/2022	Larson/Timothy M 2402 6th St NE	95-137-0210 Lot 6, Block 3 Country Club Terrace	Finish Basement Residential Add/Alter	Interior Remodel	\$25,000.00	\$449.69
WI032203	10/18/2022	Willmar Block 25 Lofts, LLC 227 Hwy 12 Bypass SW	95-062-0010 Lot 1, Block 1 Block 25 Lofts	Multi Family Apts/Condos New	58 Unit Apartment/ Underground Parking	\$258,000.00	\$129.00
WI032204	10/19/2022	Mobley/Kari L A & Imon L A 3312 Eagle Ridge Dr E	95-148-0510 Lot 9, Block 3 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$4,500.00	\$32.25
WI032205	10/19/2022	Markwardt/Ben & Michelle 1613 Richland Ave SW	95-868-0580 Lot 1, Block 6 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	\$21,233.00	\$40.62

## City of Willmar Monthly External Permits Report

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WI032206	10/20/2022	Jopp/Gary D & Barbara J 1629 16th Ave NW	95-603-0410 Lot 31, Block 2 Oslo Heights	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00 \$33.25
WI032207	10/19/2022	Helgeson Properties LLC 814 4th St SE	95-180-0050 Block 1 Erickson's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00 \$6.50
WI032208	10/19/2022	Helgeson Properties LLC 1713 Lower Trentwood Cir NE	95-828-0720 Lot 3, Block 1 Trentwood Estates	Reroofing Residential Add/Alter	Residential Reroof	\$18,360.00 \$39.18
WI032209	10/19/2022	Helgeson Properties LLC 705 24th Ave SW	95-682-0230 Block 3 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$14,621.00 \$37.31
WI032210	10/19/2022	Helgeson Properties LLC 814 16th St SW	95-550-0030 Lot 3 Newberg's Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$13,091.00 \$36.55
WI032211	10/19/2022	Helgeson Properties LLC 1001 9th St SE	95-665-0410 Lot 1, Block 3 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$18,870.00 \$39.44
WI032212	10/31/2022	Viaene/Kenneth F & Patricia 422 Charlotte St SE	95-220-1770 Block 12 Ferring's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$16,000.00 \$8.00
WI032213	10/20/2022	Gomez/Sonia 1413 14th Ave NE	95-911-0310	Single Family Replace	Water Heater Replacement	\$1,650.00 \$26.00
WI032214	10/19/2022	Melgar/Yesenia Lourdes Deras 701 Bonham Boulevard SW	95-070-0200 Lot 10 Bonham's Subdivision	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00 \$34.50
WI032215	10/19/2022	Burgos Santos/Jose D/& Mayra D 1013 19th Ave SE	95-143-0440 Lot 4, Block 3 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00
WI032216	10/19/2022	Kurtzbein/Steven & Christine 3519 Eagle Ridge Dr W	95-148-0400 Lot 7, Block 2 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00 \$36.00
WI032217	10/24/2022	Muldrow/Mark 515 4th St SE	95-740-1410 Block 9 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00

## City of Willmar Monthly External Permits Report

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WI032220	10/20/2022	Rasmussen Liv Trust/Maxine S 2452 3rd Ave SE	95-803-0310 Lot 12, Block 2 Terraplane Estates	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00	\$33.75
WI032221	10/20/2022	Woodward/Morgan P & Edana M 224 25th St SE	95-803-0320 Lot 13, Block 2 Terraplane Estates	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00	\$33.75
WI032222	10/20/2022	Mether/Cody A/& Shaula V Reyes 220 25th St SE	95-803-0330 Lot 14, Block 2 Terraplane Estates	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00	\$33.75
WI032223	10/20/2022	Berget/Brian G & Jane L 216 25th St SE	95-803-0340 Lot 15, Block 2 Terraplane Estates	Reroofing Residential Add/Alter	Residential Reroof	\$28,000.00	\$44.00
WI032224	10/31/2022	Mn Dept Of Human Services 2301 Transportation Road NE	95-901-0310	Fire Sprinkler/Fire Alarm Commercial New	Fire Alarm for Large Motor Activity Space	\$7,180.00	\$230.05
WI032225	10/20/2022	Greiner/Carter 701 11th St SW	95-006-3010 Lot 14, Block 77 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$7,950.00	\$56.00
WI032226	10/24/2022	Keller/Gordon & Wendy 1225 Quincy Ave SW	95-690-1040 Lot 4, Block 6 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,591.00	\$36.30
WI032227	10/24/2022	Prouty Properties, LLC 401 Julii St SE	95-220-1440 Lot 14, Block 10 Ferring's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI032228	10/24/2022	Prouty Properties, LLC 1116 3rd St SW	95-280-1440 Block 8 Hanson's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI032232	10/24/2022	Seiler/Heidi 1210 4th St SW	95-915-2640	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI032233	10/24/2022	Preet Inc 2404 Hwy 12 E	95-025-0010 Lot 1, Block 1 Americinn Addition	Commercial/Ind Alt/Remodel	Add Kitchen Sink in Lobby Area	\$0.00	\$91.00

## City of Willmar Monthly External Permits Report

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WI032234	10/25/2022	Friends Of Campus Ministries 2100 15th Ave NW	95-904-0013	Reroofing Commercial Add/Alter	Commercial Reroof	\$10,000.00	\$167.25
WI032235	10/25/2022	Ekren/Arlene 704 11th Ave SE	95-230-0260 Block 2 Gesch Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,933.00	\$33.97
WI032236	10/31/2022	Hess/Dean R & Laurie R 2000 5th St SW	95-360-0140  Holmgren Acres	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00	\$35.00
WI032237	10/27/2022	Soliz/Roxana 609 Lakeland Dr SE	95-913-1170	Single Family Replace	Gas Furnace Replacement	\$4,095.00	\$31.00
WI032238	10/25/2022	Hendrickson/Andrew P 324 8th St SW	95-003-4440 Block 39 Willmar, Town Of (Original)	Deck Residential Add/Alter	Residential Deck	\$1,500.00	\$1.00
WI032242	10/27/2022	Sadd Family Trust 1121 Carolina Ave SW	95-200-0330 Block 2 Erickson`s Subd. Of Block 4	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00	\$34.00
WI032245	10/27/2022	Martinez/Karina Paz 719 Richland Ave SW	95-680-0540 Lot 4, Block 3 Portland Acres	Reroofing Residential Add/Alter	Residential Reroof	\$11,000.00	\$35.50
WI032247	10/31/2022	Okland/Dennis & Colleen 501 25th Ave SW	95-683-0600 Lot 10, Block 5 Portland Acres 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,000.00	\$36.00
WI032249	10/31/2022	Holtz/Daniel F & Laurretta A 608 28th Ave SW	95-684-0515 Block 4 Portland Acres	Single Family Replace	Gas Furnace Replacement	\$4,915.00	\$31.00
WI032250	10/31/2022	Christenson/David J 2405 Williams Pkwy SW	95-715-0960 Lot 6, Block 1 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof & Reside	\$10,000.00	\$85.00
WI032251	10/28/2022	Solyntjes/Tyler & Anya 1216 6th St SW	95-480-0250 Block 2 Leary`s Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,395.00	\$32.70

## 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
WI032252	10/28/2022	Buchanan/Douglas S & Lynn R 823 3rd St SE	95-180-0090 Block 1 Erickson`s Addition	Single Family Replace	Gas Furnace Replacement	\$4,775.00 \$31.00
WI032253	10/28/2022	Huisinga/Ronald K & Jane E 1004 Pleasant View Dr SE	95-671-0840 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$19,122.00 \$39.56
WI032254	10/31/2022	Miller/Wesley T & Katie C 1708 Richland Ave SW	95-868-0440 Lot 1, Block 3 Westwind Estates	Reroofing Residential Add/Alter	Residential Reroof	\$14,000.00 \$37.00
WI032255	10/31/2022	Madsen/Shawn M&Kimberly C(Kim) 620 6th St SW	95-006-2180 Block 72 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00 \$34.00
WI032256	10/28/2022	Lerew/Monty A & Penny L 1605 7 1/2 St SW	95-664-0560 Lot 6, Block 4 Perkins 4th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00 \$34.00
WI032257	10/28/2022	Lozano/Mary A 501 Charlotte St SE	95-222-0010 Lot 1, Block 2 Ferrings 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$13,500.00 \$6.75

**Count: 215** **Totals: \$3,187,095.00 \$15,273.77**

**Year-to-Date Summary (1/1/2022 through 10/31/2022)**

**Count: 1,190** **YTD Totals: \$69,306,071.00 \$541,317.18**



**City Council Action Request**

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	9.A
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Administration
<b>Resolution</b>	No	<b>Prepared by:</b>	John Harren WMU-General Manager
<b>Ordinance</b>	Yes	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	3	<b>Presented By:</b>	John Harren, WMU – General Manager
<b>Item:</b>	Consider an Ordinance amending Water Rates charged by the Willmar Municipal Utilities Commission		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_, to adopt an Ordinance amending water rates charged by the Willmar Municipal Utilities Commission, a Public Utility, to be effective for billings sent out after January 1, 2023, assign it a number, and publish the Ordinance.

**OVERVIEW:**

In planning and preparation for the expansion of the Water Treatment Plant to be located next to the existing plant on Lakeland Drive NE Willmar Municipal Utilities commissioned Dave Berg Consulting LLC to conduct a water rate study which included bond financing of the new Water Treatment Plant. Willmar Utilities Commission accepted the water rate study presented July 24, 2022 that recommended increases in water service rates in the amounts of 20% in 2023, 20% in 2024, 20% in 2025 and 5% in 2026. The Willmar Utilities Commission conducted a public hearing at their regular Commission meeting October 10, 2022.

Pursuant to §2.12, subdivision 1(E) of the Willmar Charter, the City Council has the power and responsibility to regulate the rates charged for utility services by the Commission and the City by ordinance.

Willmar Utilities Commission recommends that the rates for water services be increased from existing rates by 20% effective January 1, 2023, an additional 5% above the 2023 rates effective January 1, 2024, and additional 4% above such 2024 rates effective January 1, 2025 and an additional 3% above such 2025 rates effective January 1, 2026.

**BUDGETARY/FISCAL ISSUES:**

N/A

**ATTACHMENTS:**

1. Ordinance amending water rates
2. Water Rate Adjustment Background
3. AE2S - 2022 Annual Water Rate Survey

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE AMENDING WATER RATES CHARGED BY THE MUNICIPAL UTILITIES COMMISSION OF THE CITY OF WILLMAR, A PUBLIC UTILITY, TO BE EFFECTIVE FOR BILLINGS SENT ON AND AFTER JANUARY 1, 2023.

BE IT ORDAINED, by the City Council of the City of Willmar as follows:

**Section 1. 2023 WATER RATES.** Beginning on January 1, 2023, the rates for water service provided by the Municipal Utilities Commission shall be as follows:

The rate for water service shall be the sum of the demand charge, consumption charge and customer charge as follows:

<u>Demand Charge</u>			<u>Rate/Month</u>
Meter Size			
5/8" .....			\$4.51
3/4" .....			\$6.52
1" .....			\$11.47
1 1/2" .....			\$25.85
2" .....			\$46.07
3" .....			\$103.85
4" .....			\$184.31
6" .....			\$414.92
<u>Consumption Charge</u>	<u>Summer</u>	<u>Non-Summer</u>	
Residential .....	\$3.16	\$2.45	
Multi-Unit Housing .....	\$2.42	\$1.94	
Commercial.....	\$2.17	\$1.69	
Industrial.....	\$1.87	\$1.46	
<u>Fixed Cost Fee</u>			<u>Rate/Month</u>
Residential .....			\$13.60
Multi-Unit Housing* .....			\$ 4.51
Commercial.....			\$22.48
Industrial .....			\$56.17

\*Multi-Unit Housing Rate: \$/month/unit

**Section 2. 2024 WATER RATES.** Beginning on January 1, 2024, the rates for water service provided by the Municipal Utilities Commission shall be as follows:

The rate for water service shall be the sum of the demand charge, consumption charge and customer charge as follows:

<u>Demand Charge</u>			<u>Rate/Month</u>
Meter Size			
5/8" .....			\$4.74
3/4" .....			\$6.84



1".....	\$12.05
1 1/2".....	\$27.14
2".....	\$48.37
3".....	\$109.04
4".....	\$193.52
6".....	\$435.67

<u>Consumption Charge</u>	<u>Summer</u>	<u>Non-Summer</u>
Residential .....	\$3.31	\$2.57
Multi-Unit Housing .....	\$2.54	\$2.04
Commercial.....	\$2.28	\$1.78
Industrial.....	\$1.97	\$1.54

<u>Fixed Cost Fee</u>	<u>Rate/Month</u>
Residential .....	\$14.28
Multi-Unit Housing* .....	\$ 4.74
Commercial.....	\$23.60
Industrial .....	\$58.98

\*Multi-Unit Housing Rate: \$/month/unit

**Section 3. 2025 WATER RATES.** Beginning on January 1, 2025, the rates for water service provided by the Municipal Utilities Commission shall be as follows:

The rate for water service shall be the sum of the demand charge, consumption charge and customer charge as follows:

<u>Demand Charge</u>	<u>Rate/Month</u>
Meter Size	
5/8".....	\$4.93
3/4".....	\$7.12
1".....	\$12.53
1 1/2".....	\$28.23
2".....	\$50.31
3".....	\$113.40
4".....	\$201.26
6".....	\$453.10

<u>Consumption Charge</u>	<u>Summer</u>	<u>Non-Summer</u>
Residential .....	\$3.45	\$2.67
Multi-Unit Housing .....	\$2.64	\$2.12
Commercial.....	\$2.37	\$1.85
Industrial.....	\$2.04	\$1.60

<u>Fixed Cost Fee</u>	<u>Rate/Month</u>
Residential .....	\$14.85
Multi-Unit Housing* .....	\$ 4.93
Commercial.....	\$24.54
Industrial .....	\$61.34

\*Multi-Unit Housing Rate: \$/month/unit

**Section 4. 2026 WATER RATES.** Beginning on January 1, 2026, the rates for water service provided by the Municipal Utilities Commission shall be as follows:

The rate for water service shall be the sum of the demand charge, consumption charge and customer charge as follows:

<u>Demand Charge</u>			<u>Rate/Month</u>
Meter Size			
5/8" .....			\$5.07
3/4" .....			\$7.33
1" .....			\$12.90
1 1/2" .....			\$29.07
2" .....			\$51.82
3" .....			\$116.80
4" .....			\$207.30
6" .....			\$466.69

<u>Consumption Charge</u>	<u>Summer</u>	<u>Non-Summer</u>
Residential .....	\$3.55	\$2.75
Multi-Unit Housing .....	\$2.72	\$2.18
Commercial.....	\$2.44	\$1.90
Industrial.....	\$2.11	\$1.65

<u>Fixed Cost Fee</u>	<u>Rate/Month</u>
Residential .....	\$15.29
Multi-Unit Housing* .....	\$ 5.07
Commercial.....	\$25.28
Industrial .....	\$63.18

\*Multi-Unit Housing Rate: \$/month/unit

**Section 5. SUMMER RATE DEFINITION**

The summer rates are defined as consumption months of May through September and billed June through October.

**Section 6. REPEALER**

This Ordinance repeals Sections #2, #3, #4, #5, and #6 of Ordinance #1442 (adopted November 4, 2019) to the extent that it is inconsistent therewith.

**Section 7. EFFECTIVE DATES**

This Amendment in rates shall be effective for billings sent on and after January 1, 2023 (Section 1), January 1, 2024 (Section 2), January 1, 2025 (Section 3), and January 1, 2026 (Section 4).

ATTEST:

\_\_\_\_\_  
Judy Thompson, City Clerk

\_\_\_\_\_  
Marvin Calvin, Mayor

VOTE:     \_\_\_ PLOWMAN   \_\_\_ O'BRIEN   \_\_\_ ASMUS   \_\_\_ FAGERLIE  
          \_\_\_ ASK     \_\_\_ NELSEN   \_\_\_ BUTTERFIELD   \_\_\_ DAVIS

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

**WILLMAR MUNICIPAL UTILITIES RESOLUTION 2022 - #40**

**A RESOLUTION TO RECOMMEND THAT THE WILLMAR CITY COUNCIL IMPLEMENT  
WATER RATE ADJUSTMENTS FOR 2023-2026**

- WHEREAS, Pursuant to Section 4.05, subdivision 2(G) of the Willmar Charter, the Willmar Municipal Utilities Commission (Commission) has the power and responsibility to recommend to the Willmar City Council (City Council), after holding hearings, rates to be charged for water, electricity, and any other utility services sold by the Commission; and
- WHEREAS, WMU commissioned a Water Utility Cost of Service and Rate Design Study that was completed by Dave Berg Consulting LLC, a draft of which was accepted by the Commission on July 25, 2022 (rate study), which study included bond financing of the Water Treatment Plant, recommended increases in water service rates in the amounts of 20% in 2023, 20% in 2024, 20% in 2025, and 5% in 2026, all in order to continue providing the high quality of service expected by WMU Customers; and
- WHEREAS, Following further evaluation, the Commission approved utilizing in-house financing for the Water Treatment Plant to significantly lessen the recommended water rate adjustment amounts to 20% in 2023, 5% in 2024, 4% in 2025, and 3% in 2026; and
- WHEREAS, The Commission duly noticed and conducted a public hearing on its proposed rate adjustments for 2023 through 2026 as detailed herein at the Commission's regular meeting on October 10, 2022; and
- WHEREAS, Pursuant to Section 2.12, subdivision 1(E) of the Willmar Charter, the City Council has the power and responsibility to regulate the rates charged for utility services by the Commission and the City by ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITIES COMMISSION THAT:

1. The Commission recommends to the City Council that the rates for water service provided by the Commission be increased from existing rates by 20% effective January 1, 2023, an additional 5% above such 2023 rates effective January 1, 2024, an additional 4% above such 2024 rates effective January 1, 2025, and an additional 3% above such 2025 rates effective January 1, 2026.
2. The Commission further recommends that the City Council adopt the ordinance attached hereto as Appendix A and incorporated herein by reference implementing the water rate adjustments as detailed in Paragraph 1 above.

PASSED by the Willmar Municipal Utilities Commission on this 10<sup>th</sup> day of October, 2022.

/s/ Bruce DeBlieck, President

ATTEST:

/s/ Shawn Mueske, Acting Secretary

**PROPOSED WATER RATE ADJUSTMENTS SUMMARY (CITY ORDINANCE)  
CITY COUNCIL MEETING – NOVEMBER 7, 2022**

The NE Water Treatment Plant has been in the planning stages for several years to accommodate capacity necessary for the growth in the community. Federal and State funding sources have been pursued for several years and were exhausted with no success. Because of residential and industry growth and capacity needs for the community, the project can no longer be delayed.

A Water Rate Study was conducted and accepted by the Commission on July 25, 2022. The study was based on the financing needs for the project. The suggested water rate increases proposed were a 20% increase each year in 2023, 2024 and 2025, and a 5% increase 2026.

When the bids for the project came in \$3.5 million below the engineers estimate, a new financial plan model was created utilizing in-house funding sources and/or combined in-house and bonding. The Commission supported the new concept to finance the project, ultimately saving approximately \$3.5 million in interest and thereby decreasing the proposed water rate increases recommended for the years 2023-2026.

Modified rates and Water Rate Ordinance proposed rate increases are 20% in 2023, 5% in 2024, 4% in 2025, and 3% in 2026.

\*As recommended in the rate study, we are adding a Multi-Unit Rate to capture multi-unit dwellings and apartment buildings to keep rates equitable with the other rate classes.

\*Modified the Summer Rate classification by adding one month to the Summer Rate to include the month of May. This will balance the billing months to reflect the summer months (watering months) from May-September, appearing on the June-October billing. It adds one month to the summer rate and allows for expanding water conservation efforts.

The rate increase impact on our customers is:

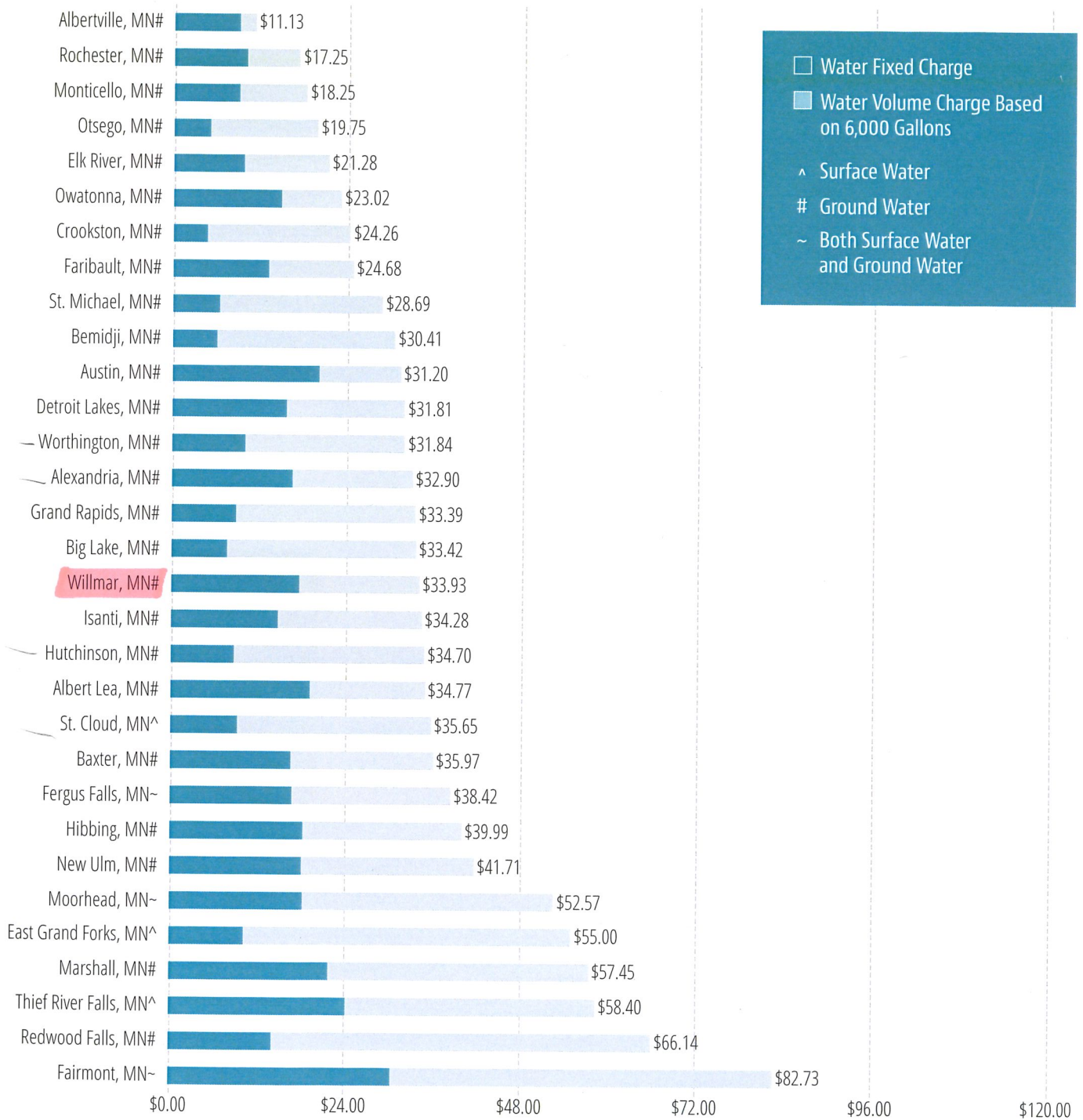
**Average Monthly Water Bill Impact  
In-House**

<i>Utility</i>	<b>Residential 720 cu ft</b>	<b>Commercial 3,690 cu ft</b>	<b>Small Industrial 110,000 cu ft</b>	<b>Large Industrial 5,750,000 cu ft</b>
<i>Current Avg Bill/Month</i>	\$31.91	\$99.68	\$1,662.00	\$80,318.00
<i>1<sup>st</sup> increase – 20%</i>	\$6.40/mo	\$19.87/mo	\$329.00/mo	\$15,891.00/mo
<i>2<sup>nd</sup> increase – 5%</i>	\$1.95/mo	\$6.12/mo	\$107.00/mo	\$5,199.00/mo
<i>3<sup>rd</sup> increase – 4%</i>	\$1.61/mo	\$5.03/mo	\$83.92/mo	\$4,056.00/mo
<i>4<sup>th</sup> increase – 3%</i>	\$1.26/mo	\$3.92/mo	\$65.46/mo	\$3,164.00/mo
<i>Avg Bill – 2026</i>	\$43.13	\$134.62	\$2,247.38	\$108,628.00



## MINNESOTA

(Excluding Minneapolis/St. Paul Metro)



TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)



### City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	10
<b>Agenda Section:</b>		<b>Originating Department:</b>	Engineering Department
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Jared Voge, P.E. Interim City Engineer
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Jared Voge, P.E. Interim City Engineer
<b>Item:</b>	City Engineering Department recommending adopting the resolution receiving 2023 Improvement Report and ordering Improvement Hearing for December 19, 2022.		

**RECOMMENDED ACTIONS:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt the resolution receiving the Improvement Report for the 2023 Street Improvements and order the Improvement Hearing for December 19, 2022 at 6:31 p.m.

**OVERVIEW:**

In accordance with Chapter 429 of Minnesota State Statute, an Improvement Report is required to be formally received and an Improvement Hearing required to be ordered by the City Council for the 2023 improvement projects. The hearing explains the proposed improvements and allows public comments to be received on projects to be assessed. The list of streets and other proposed projects to be assessed for 2023 has been prepared and the report explains the proposed improvements and estimated costs. Sources of funding for the 2023 Improvement Projects includes monies from the Willmar Municipal Utilities, assessments, and state aid funds.

**BUDGETARY/FISCAL ISSUES:**

Sources of funding for the 2023 Improvement Projects includes monies from Willmar Municipal Utilities, assessments, state aid funds and bond proceeds.

**ATTACHMENTS:**

- Resolution
- Improvement Report



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

**RECEIVING PRELIMINARY REPORT AND  
CALLING PUBLIC HEARING ON  
YEAR 2023 IMPROVEMENT PROJECTS**

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

**WHEREAS:**

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, sanitary sewer, and water main in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2023 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 21st day of November, 2022

\_\_\_\_\_  
Mayor

Attest:

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



# 2023 Construction Projects

Preliminary Engineering Report

City of Willmar

**Submitted by:**  
Bolton & Menk, Inc.  
2040 Highway 12 East  
Willmar, MN 56201  
P: 320-231-3956  
F: 320-231-9710



# Certification

Preliminary Engineering Report

For

2023 Construction Projects

City of Willmar, Minnesota

November 15, 2022

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:

  
\_\_\_\_\_

Jared Voge, P.E.

License No. 45063

Date: November 15, 2022

# Table of Contents

I.	PROJECT INTRODUCTION.....	1
A.	PURPOSE.....	1
B.	SCOPE.....	1
II.	EXISTING CONDITIONS.....	2
A.	SANITARY SEWER.....	2
B.	WATERMAIN.....	3
C.	STORM SEWER.....	4
D.	STREETS.....	6
E.	OVERLAY AREA.....	6
F.	PARKING LOTS AND PATHS.....	6
III.	PROPOSED IMPROVEMENTS.....	7
A.	SANITARY SEWER IMPROVEMENTS.....	7
B.	WATERMAIN IMPROVEMENTS.....	7
C.	STORM SEWER IMPROVEMENTS.....	7
D.	STREET IMPROVEMENTS.....	8
E.	OVERLAY AREA.....	8
F.	PARKING LOT IMPROVEMENTS.....	8
G.	PATH IMPROVEMENTS.....	9
IV.	PERMITS.....	9
V.	ESTIMATED COSTS.....	9
VI.	FUNDING.....	10
VII.	CONCLUSION & IMPLEMENTATION SCHEDULE.....	11
A.	CONCLUSION.....	11
B.	IMPLEMENTATION SCHEDULE.....	11

## Tables

Table 1: Estimated Project Costs.....	9
Table 2: Cost Summary.....	10
Table 3: Cost Summary – By Project.....	10
Table 4: Funding Sources.....	10
Table 5: Prioritization of 2023 Projects.....	11
Table 6: Proposed Implementation Schedule.....	11

## Appendix

Appendix A: Preliminary Cost Estimates

Appendix B: Figures

## I. PROJECT INTRODUCTION

### A. PURPOSE

The City of Willmar has completed a number of projects in the past to improve deteriorated infrastructure throughout the City. The City has a continued need to improve other areas with deficient infrastructure, which have been identified and prioritized as part of the Capital Improvement Plan (CIP). This report has been prepared to discuss proposed infrastructure improvement projects planned for construction in 2023.

### B. SCOPE

The location of the proposed 2023 construction projects are shown on several figures attached to this report, located in **Appendix B**. The locations of the proposed improvements are shown on **Figure 1**. The project includes improvements to the sanitary sewer, watermain, storm sewer, streets, paths, and parking lots. The proposed improvements are along the following streets:

Reconstruction Areas:

<u>City Project No.</u>	<u>BMI Project No.</u>	<u>Location</u>
<b>2301-A</b>	<b>OW1.127952</b>	<b>Gorton Avenue Area Improvements</b> Gorton Avenue NW – 14 <sup>th</sup> Street NW to 30 <sup>th</sup> Street NW/CR 5 18 <sup>th</sup> Street NW 20 <sup>th</sup> Street NW
<b>2301-B</b>	<b>OW1.127953</b>	<b>13<sup>th</sup> Street, Grace Avenue, &amp; Rice Avenue Improvements</b> 13 <sup>th</sup> Street SW – Trott Avenue SW to Willmar Avenue SW Grace Avenue SW – 11 <sup>th</sup> Street SW to 15 <sup>th</sup> Street SW Rice Avenue SW – 8 <sup>th</sup> Street SW to 10 <sup>th</sup> Street SW 8 <sup>th</sup> Street SW – Kandiyohi Avenue SW to Rice Avenue SW 10 <sup>th</sup> Street SW – Kandiyohi Avenue SW to Rice Avenue SW
<b>2301-C</b>	<b>OW1.127954</b>	<b>Irene Avenue, Augusta Avenue, &amp; Mary Avenue Improvements</b> Irene Avenue SE – 6 <sup>th</sup> Street SE to East End of Street Augusta Avenue SE – 5 <sup>th</sup> Street SE to East End of Street Mary Avenue SE – 9 <sup>th</sup> Street SE to East End of Street

Mill & Overlay Area:

<u>City Project No.</u>	<u>BMI Project No.</u>	<u>Location</u>
<b>2303</b>	<b>OW1.127955</b>	<b>23<sup>rd</sup> Street SE Area Improvements</b> (See Figure 1 for all streets in project area)

Parking Lots & Path Improvements:

<u>City Project No.</u>	<u>BMI Project No.</u>	<u>Location</u>
<b>2304</b>	<b>OW1.127956</b>	<b>Parking Lots and Path Improvements</b> 19 <sup>th</sup> Avenue Path (15 <sup>th</sup> Street SW – 5 <sup>th</sup> Street SE) Sunrise Parking Lot & Sunrise Path Block 22 Parking Lot (Near Frieda's Café)

## II. EXISTING CONDITIONS

Specific information regarding utility age based on city records is not available for all project areas. Based on field investigations, utilities range in age from approximately 40 years to 100 years.

### A. SANITARY SEWER

The existing sanitary sewer within the proposed project area is shown on **Figures 2, 5, 8, and 11**. The following is a summary of the existing sanitary sewer in each reconstruction area:

#### 1. 2301-A: Gorton Avenue Area Improvements, (**Figure 2**)

The sanitary sewer collection system for the east half of the Gorton Avenue project is located on 18th Street, 20th Street, and Gorton Avenue from approximately 2 blocks west of 19th Street to 14th Street, and is described as follows:

Some of the sanitary sewer was recently reconstructed in 2018 and consists of precast concrete manholes with 8-inch PVC piping and a lift station with 4-inch forcemain. The sanitary sewer for the remainder of the east half of the project area was constructed in the late 1950's through the early 1970's and consists of 8-inch VCP, PVC, and concrete piping with block/brick and mortar and precast concrete manholes. The sewage from the east half of the project area, west of 17<sup>th</sup> Street is collected into the recently reconstructed gravity sewer and lift station located between 17<sup>th</sup> Street and 19<sup>th</sup> Street. The lift station conveys the sewage through a 4-inch forcemain to a precast manhole east of 17<sup>th</sup> Street. From there the sewage flows east by gravity to 14<sup>th</sup> Street NW out of the project area. The east block of Gorton Avenue currently has two sanitary sewer mains that run parallel to each other that both flow to 14<sup>th</sup> Street NW. The grades and capacity of these mains will be investigated during design to determine if the flow can be combined into one main and eliminate the other.

The sanitary sewer collection system for the west portion of the project area is located west of West Central Steel's east facility to 30<sup>th</sup> Street NW/County Road 5, and is described as follows:

The sanitary sewer in this area located in green space areas, a farm field, and backyards. Sewage is collected from residences located east of Hawk Creek and from service areas north of 30<sup>th</sup> Street NW/County Road 5 and West Central Steel's west facility, ultimately conveying sewage under the BNSF railroad and Trunk Highway 12 to the current Highway 12 Lift Station Elimination project area, north of the Highway 12 and 28<sup>th</sup> Street SW intersection. The sanitary sewer consists of 8 to 12-inch VCP and PVC piping with precast concrete manholes. The age and condition of the sanitary sewer in this portion of the project area is unknown. Reconstruction of the sanitary sewer in this area is not planned with the project; however, we recommend televising of the sanitary sewer with the project to determine its condition.

#### 2. 2301-B: 13th Street, Grace Avenue, & Rice Avenue Improvements (**Figure 5, Figure 8**)

The sanitary sewer on 13<sup>th</sup> Street and Grace Avenue consists of 8-inch VCP with block and mortar manholes constructed in the 1940's, 1960's, and 1970's. The sewage from 13<sup>th</sup> Street and Grace Avenue, west of 13<sup>th</sup> Street, is conveyed to a precast concrete manhole located at the intersection of Kandiyohi Avenue where it is conveyed east

through a 10-inch PVC sewer out of the project area. The sewage from Grace Avenue, east of 13<sup>th</sup> Street, is conveyed east to 11<sup>th</sup> Street through 8-inch VCP.

The sanitary sewer along 8<sup>th</sup> Street conveys flow north to Kandiyohi Avenue and consists of 8-inch VCP and brick and mortar manholes constructed sometime between the 1940's and 1960's. The sanitary sewer along 10<sup>th</sup> Street and Rice Avenue is a 28-inch RCP trunk main with precast concrete manholes constructed in the 1980's. Sewage from Kandiyohi Avenue is conveyed south along 10<sup>th</sup> Street, west along Rice Avenue, and south under the Kennedy Elementary School parking lot out of the project area. City records indicate that a sanitary sewer main exists under the west buildings of Kennedy Elementary School and conveys sewage into the trunk sanitary sewer main within the parking lots. It appears that this main is servicing part of the school from a manhole located at the intersection of Rice Avenue and 8<sup>th</sup> Street. Televising of this main is recommended with the project to determine if additional services are connected to this main. If no additional services are found, it is recommended that the existing main located under the school be abandoned and the service from the school be redirected to the trunk sanitary sewer on Rice Avenue, north of the school parking lot.

3. 2301-C: Irene Avenue, Augusta Avenue, & Mary Avenue Improvements, (**Figure 11**)

The sanitary sewer on Augusta Avenue west of 9<sup>th</sup> Street consists of 8-inch VCP with block and mortar manholes constructed sometime between the 1950's and 1970's. This sewer flows to a manhole at the intersection of 5<sup>th</sup> Street and continues east out of the project area. The sanitary sewer on Augusta Avenue and Mary Avenue east of 9<sup>th</sup> Street consists of 8-inch PVC and precast manholes constructed in the 1970's. The sewage is conveyed to precast concrete manholes at 9<sup>th</sup> Street, where it is conveyed south to Irene Avenue.

The sanitary sewer on Irene Avenue west of 9<sup>th</sup> Street conveys sewage through 8-inch VCP pipes with block and mortar manholes constructed sometime between the 1950's and 1970's. The sewage along this section flows to a block and mortar manhole on 6<sup>th</sup> Street where it is then conveyed north to Augusta Avenue. The sanitary sewer east of 9<sup>th</sup> Street collects sewage from an 8-inch main at 9<sup>th</sup> Street and from 24-inch trunk mains east of 12<sup>th</sup> Street. Sewage flows to a mid-block manhole between 9<sup>th</sup> Street and 12<sup>th</sup> Street where it is conveyed by a 24-inch RCP pipe through residential yards to Olena Avenue.

Aged concrete pipe and VCP are prone to groundwater infiltration, sags, root intrusion, pipe deterioration, and sewer backups. Sanitary sewer manholes constructed of block/brick and mortar are also prone to infiltration and structural failure. Due to its age and condition, the sewer collection system should be replaced.

B. WATERMAIN

The existing watermain within the proposed project area is shown on **Figures 3, 6, 9, and 12**. The following is a summary of the water distribution system in each reconstruction area:

1. 2301-A: Gorton Avenue Area Improvements (**Figure 3**)

The watermain on 20<sup>th</sup> Street and 18<sup>th</sup> Street is 6-inch cast iron pipe (CIP) constructed in the 1970's. The watermain on Gorton Avenue consists of 4-inch and 6-inch CIP constructed from the late 1950's through the early 1970's. There is a history of watermain breaks throughout the project area.

2. 2301-B: 13<sup>th</sup> Street, Grace Avenue, & Rice Avenue Improvements (**Figure 6, Figure 9**)

The watermain on 13<sup>th</sup> Street was constructed in the 1940's. Records also indicate that the watermain north of Kandiyohi Avenue consists of 4-inch asbestos cement pipe and that the watermain south of Kandiyohi Avenue consists of 4-inch CIP. The watermain on Grace Avenue is 6-inch pipe constructed in the 1960's. The watermain in the Rice Avenue area varies from 4-inches to 12-inches in diameter, was constructed in the 1970's and has a history of watermain breaks.

3. 2301-C: Irene Avenue, Augusta Avenue, & Mary Avenue Improvements (**Figure 12**)

The watermain on Augusta Avenue west of 6<sup>th</sup> Street consists of 4-inch CIP. The watermain on Augusta Avenue and Mary Avenue east of 6<sup>th</sup> Street consists of 6-inch CIP. The watermain on Irene Avenue consists of 6-inch CIP. City staff believe that there was an improvement project completed in the project area in the late 1970's and early 1980's where only the hydrants were replaced. City records indicate that the watermains on Mary Avenue, Augusta Avenue, and Irene Avenue were constructed in the 1940's and 1950's.

Cast Iron and Asbestos Cement watermains have a tendency to corrode and deteriorate over time, leading to diminished water quality and an increased risk of breaks. The majority of the watermains throughout the project areas are undersized to today's standards, have experienced numerous pipe breaks, and are generally in poor condition. Due to its age and condition, the water distribution system should be replaced.

C. STORM SEWER

The existing storm sewer within the proposed project area is shown on **Figures 4, 7, 10, and 13**. The current drainage system consists of concrete curb and gutter for storm water conveyance to catch basins, manholes, and storm pipe throughout the project areas. The following is a summary of the existing storm sewer in each project area:

1. 2301-A: Gorton Avenue Area Improvements (**Figure 4**)

There are two main watersheds on the Gorton Avenue project area. The stormwater from the east watershed is collected into catch basins along the street and conveyed through a series of reinforced concrete pipes (RCP) and block and mortar structures discharging from 30-inch RCP into a drainage ditch within Bergquist Park and ultimately into Foot Lake. The storm sewer in this area is believed to have been constructed in the 1950's or 1960's.

The south end of 18<sup>th</sup> Street NW currently conveys stormwater along the street to the south. The existing grade at the south end of the road traps stormwater within the street. If not corrected, drainage problems will continue to exist and reduce the life of the road.

The storm sewer for the west half of the project area was constructed in the 1990's and consists of 24-inch RCP storm sewer and precast concrete structures. This storm sewer is discharged into Hawk Creek at the Foot Lake outlet. Box culverts with outlet control weirs exist under Gorton Avenue for the Foot Lake outlet to Hawk Creek. The outlet structures were inspected and are determined to be in adequate condition. No improvements to the Foot Lake outlet are planned with the project.

City records indicate there is a tile line that collects water from Voss Park and conveys the water southeast through Fairview Cemetery, under Gorton Avenue, under West Central Steel's west facility, through Calvary Lutheran Church Cemetery, and



ultimately discharging into Hawk Creek, near the box culvert under the railroad. This tile line is undersized and the pipe slopes do not conform to minimum requirements.

2. 2301-B: 13th Street, Grace Avenue, & Rice Avenue Improvements (**Figure 7, Figure 10**)

Mainline storm sewer does not exist along 13<sup>th</sup> Street, instead the stormwater is collected at mainline crossings at the intersections of Minnesota Avenue, Monongalia Avenue, Kandiyohi Avenue, and Grace Avenue. The storm sewer mains convey the stormwater east at these intersections.

The storm sewer on Grace Avenue consists of PVC and RCP piping with precast and brick/block & mortar manholes constructed in the 1960's. Stormwater from mid-block west of 14<sup>th</sup> Street to the east is collected into mainline storm sewer through catch basins at the 14<sup>th</sup> Street and 13<sup>th</sup> Street intersections and flows to 11<sup>th</sup> Street where it continues east through a 36-inch equivalent RCP arch pipe out of the project area. Catch basins at the intersection of 15<sup>th</sup> Street also collect stormwater where it flows through 12-inch RCP south out of the project area. Stormwater is also conveyed to catch basins at a low point on Grace Avenue one block east of 15<sup>th</sup> Street and is conveyed through 12-inch RCP under residential yards to Willmar Avenue. Elevations collected from City records indicate that this storm sewer could be redirected to the north if capacity exists in the existing storm sewer east of Grace Avenue. Further investigation on the storm sewer capacity will be completed during final. If this storm sewer can be redirected, the stormwater conveyance through the residential yards will be eliminated.

The storm sewer within the Rice Avenue Area consists of 36-inch and 48-inch RCP trunk mains and precast concrete manholes constructed in the 1970's. Trunk storm sewers combine flow from 10<sup>th</sup> Street and Kandiyohi Avenue where the streets intersect. The stormwater is conveyed south along 10<sup>th</sup> Street through 36-inch RCP and then east along Rice Avenue through 48-inch RCP, where it flows south beneath the Kennedy Elementary School grounds out of the project area. During heavy rain events, surcharging of the storm sewer occurs at the intersection of 10<sup>th</sup> Street and Kandiyohi Avenue causing flooding to occur within the street. In 2008 a rain event caused flooding to occur nearly 200 feet from the intersection and impacted private property.

3. 2301-C: Irene Avenue, Augusta Avenue, & Mary Avenue Improvements (**Figure 13**)

The storm sewer on Augusta Avenue and Irene Avenue west of 9<sup>th</sup> Street consists of VCP and RCP piping and brick and mortar structures constructed in the 1920's and 1930's. Stormwater on Irene Avenue is conveyed to mid-block catch basins between 6<sup>th</sup> Street and 9<sup>th</sup> Street, where it is then conveyed north to Augusta Avenue through residential yards. The stormwater then flows west to 5<sup>th</sup> Street out of the project area. City records indicate that there may be enough grade to redirect the storm sewer on Irene Avenue to 6<sup>th</sup> Street and then to Augusta Avenue and abandon the storm sewer within the residential yards.

The storm sewer on Mary Avenue, Augusta Avenue, and Irene Avenue east of 9<sup>th</sup> Street consists of RCP piping and precast concrete structures of an unknown age. Stormwater is collected by catch basins located at the intersections with 9<sup>th</sup> Street where it is conveyed south out of the project area. Stormwater is collected by catch basins at Irene Avenue and 12<sup>th</sup> Street and is conveyed northeast and discharges into Gesch Park.

Aged concrete pipe and VCP are prone to pipe deterioration. Storm sewer manholes constructed of block/brick and mortar are also prone to structural failure. Due to its age and condition, the storm sewer collection system should be replaced.

#### D. STREETS

The streets within the proposed reconstruction areas are shown on **Figure 1** and are bituminous surfaced roadways with concrete curb and gutter. The existing bituminous surfacing is deteriorated and exhibits significant cracking, potholes, and settlements. The street widths vary from approximately 32 feet to 40 feet and are shown on **Figure 14**. Generally, the streets in the reconstruction areas are in poor condition. Sidewalk exists within all project areas and the locations are shown on **Figure 16**.

Gorton Avenue NW is a state aid route and is eligible for state aid funding. A funding breakdown is included in the funding section of this report.

The path located on the north side of Gorton Avenue crosses 30<sup>th</sup> Street NW/County Road 5 at the west end of the project area. The removal of the traffic signals at the intersection of 30<sup>th</sup> Street NW/County Road 5 and Old Highway 12 has created more fluid traffic along 30<sup>th</sup> Street/County Road 5 with less pauses in vehicular traffic for pedestrian/bicycle crossing opportunities. This presents a safety concern worth considering with the project.

One of the businesses located along the Gorton Avenue NW improvement area is West Central Steel (WCS). WCS receives a significant amount of loaded truck traffic into their loading areas just west of the 19<sup>th</sup> Street NW intersection. As part of the 19<sup>th</sup> Street NW improvements in 2018, the City implemented a concrete pavement design to better bridge this truck traffic and assessed the additional costs associated with the concrete pavement to WCS. Meetings have been conducted with WCS to discuss the pavement section on Gorton Avenue in front of their loading areas and they have expressed interest in constructing the street with concrete pavement.

An existing greenspace island currently exists in the cul-de-sac on 20<sup>th</sup> Street NW. The island creates a challenge for public works staff during snow removal operations.

#### E. OVERLAY AREA

##### 1. 2303: 23rd Street SE Area Improvements (**Figure 1**)

The streets within the proposed mill and overlay areas are shown on **Figure 1** and are bituminous surfaced roadways with concrete curb and gutter. The bituminous wearing surface has cracks and surface deterioration present; however, the majority of the concrete curb and gutter is in adequate condition with minor replacement needed. Block cracking and potholes were observed along portions of Oxford Drive SE, 3<sup>rd</sup> Avenue SE, 24<sup>th</sup> Street SE, and 5<sup>th</sup> Street SE.

#### F. PARKING LOTS AND PATHS

The parking lots and path are shown on **Figures 18 - 21**. The following is a summary of the existing parking lots and paths within the project area:

##### 1. 2304: Parking Lots and Path Improvements (**Figures 18 - 21**)

The Block 22 Parking Lot is located northwest of 5th Street SW and Benson Avenue SW and is a large bituminous paved lot with access from Benson Avenue. The existing bituminous surfacing is deteriorated, exhibits significant cracking, some potholes, and is generally in poor condition and should be reconstructed. Portions of the concrete

curb and gutter that surrounds the parking lot are in need of replacement due to settlements and cracking.

The Sunrise Parking Lot is a small, paved lot located on the south end of the 23<sup>rd</sup> Street SE. The existing parking lot does not have designated parking stalls and significant cracking and raveling of the bituminous pavement are signs of an insufficient pavement section and should be reconstructed.

The Sunrise Path is an eight-foot-wide bituminous path located east of 23<sup>rd</sup> Street SE and 24<sup>th</sup> Street SE. The path provides connections to Sunrise Parking Lot, 23<sup>rd</sup> Street SE near 10<sup>th</sup> Avenue SE, and to 7<sup>th</sup> Avenue SE. The bituminous pavement is heavily deteriorated and should be reconstructed.

The existing walkway for 19<sup>th</sup> Avenue from 5<sup>th</sup> Street SE to 15<sup>th</sup> Avenue SW consists of five-foot concrete walk along the south side of 19<sup>th</sup> Avenue. There is an existing bituminous path west of 15<sup>th</sup> Avenue SW and an existing bituminous path along the east side of 5<sup>th</sup> Avenue SE.

### III. PROPOSED IMPROVEMENTS

#### A. SANITARY SEWER IMPROVEMENTS

The proposed sanitary sewer improvements are shown on **Figures 2, 5, 8, and 11**. The sanitary sewer mains are proposed to be removed and replaced with new 8-inch, 24-inch, and 28-inch PVC piping. Sanitary sewer services are planned to be removed and replaced with 4-inch PVC service pipe from the new main to the right of way line. The improvements will also include new precast concrete manholes. Newer pipe and manholes that have been recently installed and are in good condition will remain in place wherever possible. The new sanitary sewer system is planned to be constructed in the same general location where it currently exists. If feasible, the parallel sanitary sewer mains on Gorton Avenue will be combined into one sanitary sewer main, eliminating the need for two mains. The sanitary sewer that is currently located within the green space areas or under buildings will be relocated within the streets whenever feasible.

#### B. WATERMAIN IMPROVEMENTS

The proposed watermain improvements are shown on **Figures 3, 6, 9, and 12**. The proposed watermain improvements include replacing the deteriorating watermain with new 8-inch and 12-inch PVC pipe, along with new valves and hydrants. Water services will be removed and replaced from the new main to the right-of-way, where new curb stops will be installed. The watermain will be replaced in the same general locations where it currently exists. The watermain that is currently located within the green space areas will be relocated within the streets whenever feasible.

#### C. STORM SEWER IMPROVEMENTS

The proposed storm sewer improvements are shown on **Figures 4, 7, 10, and 13**. New RCP storm sewer is planned to extend throughout the project areas. Catch basins are planned at most intersections to improve the drainage. The storm sewer will be replaced in the same locations that it currently exists, and additional storm sewer has been proposed to reduce the amount of overland drainage. The storm sewer that is currently located within the green space areas will be relocated within the streets whenever feasible. Drainage improvements for Voss Park, the south end of 18<sup>th</sup> Street NW, and the 10<sup>th</sup> Street & Kandiyohi Avenue intersection will continue to be investigated during design and will be incorporated into the project as feasible.

#### D. STREET IMPROVEMENTS

The proposed street improvements are shown on **Figure 1**. The existing street surface and base material will be removed and excavated in order to install new utilities. Most streets are planned to be reconstructed to a similar alignment and grade as the existing streets. The proposed street reconstruction improvements consist of constructing new urban sections that include bituminous surface and concrete curb and gutter. Concrete pavement may be utilized in lieu of bituminous pavement on Gorton Avenue along the north side of West Central Steel buildings due to large amounts of heavy truck traffic. The increase in cost from bituminous pavement to concrete pavement would be assessed directly to West Central Steel. Estimated costs for bituminous pavement and concrete pavement alternatives have been included in **Appendix A** of this report. A map of the proposed street widths is identified on **Figure 15** the proposed typical sections shown on **Figures 22 - 23**. Aggregate base, granular sub-base, and edge drain will be constructed under all reconstructed streets. Sidewalk is planned to be replaced in the same locations where it currently exists and additional sidewalk is proposed along several streets shown on **Figure 17**. Concrete aprons are planned at all driveways. Driveway replacement beyond the concrete apron will be concrete, bituminous, or gravel to match the existing driveway material. Private sidewalks encountered will be replaced as necessary to construct the improvements. Boulevard trees will be removed as necessary to construct the new streets. Boulevards will be graded as necessary to facilitate drainage and restored with topsoil and seed.

The City of Willmar has constructed rapid rectangular flashing beacons (RRFB) at numerous path crossings throughout the City to increase safety. Due to the safety concern for the users crossing the Gorton Avenue path at 30<sup>th</sup> Street NW/County Road 5, estimated costs have been included for the construction of a RRFB at this crossing for consideration with these improvements.

Public input obtained from residents on 20<sup>th</sup> Street indicated approval of the removal of the greenspace island. The removal of the island and replacement with bituminous pavement will be incorporated into the project.

#### E. OVERLAY AREA

The streets within the proposed mill and overlay areas are shown on **Figure 1**. The streets are planned to be profile milled and overlaid, which consists of grinding and removing the top course of bituminous pavement from the existing street surface and paving a new course of bituminous pavement in its place. The existing curb and gutter will remain in-place except that it may be replaced in isolated locations to create positive drainage to the existing drainage system and in areas where the curb and gutter show signs of deterioration or damage. Some streets within the overlay project area show signs of failing pavement sections. In these areas the street will be reclaimed and areas with insufficient base material will be corrected. The typical street sections are shown on **Figures 22 - 23**.

#### F. PARKING LOT IMPROVEMENTS

The parking lots are shown on **Figures 18 - 19**. The following is a summary of the proposed improvements to the parking lots within the project area:

1. The proposed parking lot improvements for the Block 22 Parking Lot are shown on **Figure 18**. The parking lot reconstruction will include the removal of the existing bituminous pavement, base material, and any deteriorated or settled concrete curb and gutter. The improved pavement section will include geotextile fabric and additional base material. There is an existing fire hydrant located in the green space

median within the parking lot. This hydrant is aged and deteriorated and will be replaced with the proposed improvements.

2. The proposed parking lot improvements for the Sunrise Parking Lot are shown on **Figure 19**. The parking lot reconstruction will include the removal of the existing bituminous pavement and base material. The improved pavement section will include geotextile fabric and additional base material. Concrete aprons will be added for both entrances.

#### G. PATH IMPROVEMENTS

The bituminous paths are shown on **Figures 20 - 21**. The following is a summary of the proposed improvements to the paths within the project area:

1. The proposed path improvements for the Sunrise Path are shown on **Figure 20**. The path reconstruction will include the removal of the existing bituminous pavement and base material. The improved pavement section will include 3-inches of bituminous pavement over 10-inches of aggregate base to help accommodate snow removal machinery.
2. The proposed path improvements for the 19<sup>th</sup> Avenue SW bituminous path are shown on **Figure 21**. The proposed bituminous path will replace the existing concrete sidewalk and connect the existing bituminous paths at 15<sup>th</sup> Street SW and 5<sup>th</sup> Street SE. New ADA compliant concrete pedestrian ramps will be constructed at all street crossing.

## IV. PERMITS

The following permits will need to be acquired during final design prior to construction:

1. Minnesota Department of Health (MDH) – Watermain Replacement
2. National Pollutant Discharge Elimination System (NPDES) – Construction Stormwater
3. Kandiyohi County – Work within a County Highway Right-Of-Way

## V. ESTIMATED COSTS

A preliminary quantity and cost estimate for the project area is included in **Appendix A**. The costs identified are based on projects similar in nature and are subject to change. A contingency factor has been included to account for construction items not included and variances in unit prices. Also included are estimated engineering, administration, and legal costs. The following tables summarize the estimated project costs.

Table 1: Estimated Project Costs	
Project	Estimated Costs
2301-A: Gorton Avenue Area Improvements	\$6,795,283.15
2301-B: 13 <sup>th</sup> Street, Grace Avenue, & Rice Avenue Improvements	\$7,155,483.00
2301-C: Irene Avenue, Augusta Avenue, & Mary Avenue Improvements	\$4,636,090.01
2303: 23 <sup>rd</sup> Street SE Area Improvements	\$1,536,376.80
2304: Parking Lots and Paths Improvements	\$830,750.40
<b>Total</b>	<b>\$20,953,983.37</b>

Table 2: Cost Summary	
Item	Total
Street Reconstruction	\$9,447,956.20
Storm Sewer	\$2,602,567.12
Sanitary Sewer	\$2,689,469.85
Watermain	\$3,846,863.00
Mill & Overlay	\$1,536,376.80
Parking Lots/Paths	\$830,750.40
<b>Total</b>	<b>\$20,953,983.37</b>

Table 3: Cost Summary – By Project								
Project	Street Recon	Storm Sewer	Sanitary Sewer	MUC Watermain	City Watermain	Parking Lots/Paths	Mill & Overlay	Total
2301-A	\$4,053,362.99	\$785,688.13	\$523,647.11	\$1,041,014.89	\$391,570.03			\$6,795,283.15
2301-B	\$3,224,703.42	\$1,414,400.23	\$1,162,967.95	\$1,150,513.28	\$202,898.12			\$7,155,483.00
2301-C	\$2,169,889.79	\$402,478.76	\$1,002,854.79	\$919,585.76	\$141,280.92			\$4,636,090.01
2303							\$1,536,376.80	\$1,536,376.80
2304						\$830,750.40		\$830,750.40
<b>Total</b>	<b>\$9,447,956.20</b>	<b>\$2,602,567.12</b>	<b>\$2,689,469.85</b>	<b>\$3,111,113.92</b>	<b>\$735,749.07</b>	<b>\$830,750.40</b>	<b>\$1,536,376.80</b>	<b>\$20,953,983.37</b>

## VI. FUNDING

The project costs will be assessed to the benefitting properties and will follow the Minnesota State Statute Chapter 429 process. The tables below summarize the potential funding sources:

Table 4: Funding Sources						
Project	Assessments	State Aid Participation	MUC	Waste Water	LOST	City
2301-A	\$1,015,725.00	\$1,400,000.00	\$1,041,014.89	\$523,647.11	\$162,800.00	\$2,652,096.15
2301-B	\$1,414,390.00		\$1,150,513.28	\$1,162,967.95	\$137,761.00	\$3,289,850.77
2301-C	\$830,695.00		\$919,585.76	\$1,002,854.79	\$32,850.00	\$1,850,104.47
2303/2304	\$2,347,200.00					\$19,927.20
<b>Total</b>	<b>\$5,608,010.00</b>	<b>\$1,400,000.00</b>	<b>\$3,111,113.92</b>	<b>\$2,689,469.85</b>	<b>\$333,411.00</b>	<b>\$7,811,978.59</b>

## VII. CONCLUSION & IMPLEMENTATION SCHEDULE

### A. CONCLUSION

The proposed improvements are necessary, cost-effective, and feasible from an engineering perspective. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, they be constructed as proposed and the City Council call for a Public Improvement Hearing. Of the improvement project areas, City Staff recommends that the projects be prioritized as shown in the table below:

Table 5: Prioritization of 2023 Projects		
Priority	Project	Estimated Costs
1	2301-A: Gorton Avenue Area Improvements	\$6,795,283.15
2	2303: 23 <sup>rd</sup> Street SE Area Improvements	\$1,536,376.80
	2304: Parking Lots and Paths Improvements	\$830,750.40
3	2301-C: Irene Avenue, Augusta Avenue, & Mary Avenue	\$4,636,090.01
4	2301-B: 13 <sup>th</sup> Street, Grace Avenue, & Rice Avenue	\$7,155,483.00
<b>Total</b>		<b>\$20,953,983.37</b>

### B. IMPLEMENTATION SCHEDULE

A summary of the proposed schedule is identified below:

Table 6: Proposed Implementation Schedule	
Item	Completion Date
Present Preliminary Engineering Report	November 21, 2022
Open House	December 12, 2022
Conduct Public Improvement Hearing & Order Plans and Specifications	December 19, 2022
Approve Plans and Specifications & Authorize Advertisement for Bid	February 2023
Bid Opening	March 2023
Accept Bids & Award Contract	April 2023
Assessment Hearing / Adopt Final Assessment Roll	May 2023
Construction	May 2023 – October 2023

# Appendix A: Preliminary Cost Estimates



# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
CITY PROJECT NO. 2301-A  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.55	LUMP SUM	\$270,000.00	\$148,120.90
2	CLEARING	50	TREE	\$350.00	\$17,500.00
3	GRUBBING	50	TREE	\$130.00	\$6,500.00
4	SALVAGE MAILBOX	21	EACH	\$75.00	\$1,575.00
5	SALVAGE SIGN	33	EACH	\$45.00	\$1,485.00
6	REMOVE CURB AND GUTTER	12992	LIN FT	\$3.00	\$38,976.00
7	REMOVE BITUMINOUS PAVEMENT	23083	SQ YD	\$3.50	\$80,790.50
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	1684	SQ YD	\$7.00	\$11,788.00
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	436	SQ YD	\$7.00	\$3,052.00
10	REMOVE BITUMINOUS PATH	1638	SQ YD	\$8.00	\$13,104.00
11	REMOVE CONCRETE WALK	2429	SQ YD	\$5.00	\$12,145.00
12	COMMON EXCAVATION (P)	17136	CU YD	\$16.00	\$274,176.00
13	SUBGRADE EXCAVATION (EV)	1501	CU YD	\$18.00	\$27,018.00
14	SELECT GRANULAR BORROW (CV)	9010	CU YD	\$16.00	\$144,160.00
15	GEOTEXTILE FABRIC TYPE V	22524	SQ YD	\$2.00	\$45,048.00
16	AGGREGATE BASE (CV) CLASS 5	6798	CU YD	\$34.00	\$231,132.00
17	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2223	TON	\$90.00	\$200,070.00
18	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	4520	TON	\$85.00	\$384,200.00
19	10-FT WIDE BITUMINOUS PATH	5163	SQ YD	\$45.00	\$232,335.00
20	4" CONCRETE WALK	8390	SQ FT	\$7.50	\$62,925.00
21	6" CONCRETE WALK (PEDESTRIAN RAMPS)	450	SQ FT	\$12.00	\$5,400.00
22	TRUNCATED DOMES	140	SQ FT	\$55.00	\$7,700.00
23	CONCRETE CURB & GUTTER DESIGN B618	12992	LIN FT	\$16.00	\$207,872.00
24	6" CONCRETE DRIVEWAY PAVEMENT	1129	SQ YD	\$65.00	\$73,385.00
25	8" CONCRETE DRIVEWAY PAVEMENT	579	SQ YD	\$85.00	\$49,215.00
26	AGGREGATE SURFACING	15	CU YD	\$38.00	\$570.00
27	BITUMINOUS DRIVEWAY PAVEMENT	190	SQ YD	\$50.00	\$9,500.00
28	5" EDGE DRAIN	12992	LIN FT	\$9.00	\$116,928.00
29	5" DRAIN CLEANOUT	22	EACH	\$275.00	\$6,050.00
30	SUMP PUMP DRAINLINE SERVICE	45	EACH	\$400.00	\$18,000.00
31	INSTALL SIGN	33	EACH	\$600.00	\$19,800.00
32	REINSTALL MAILBOX	21	EACH	\$100.00	\$2,100.00
33	TEMPORARY ACCESS ROAD - FLOOR TO CEILING	1	LUMP SUM	\$5,000.00	\$5,000.00
34	TRAFFIC CONTROL	1	LUMP SUM	\$9,199.29	\$9,199.29
35	TEMPORARY MAILBOX	1	LUMP SUM	\$5,000.00	\$5,000.00
36	EROSION CONTROL	1	LUMP SUM	\$15,000.00	\$15,000.00

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
CITY PROJECT NO. 2301-A  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
37	STRIP, SALVAGE, SCREEN & RESPREAD TOPSOIL	1	LUMP SUM	\$30,000.00	\$30,000.00
38	COMMON TOPSOIL BORROW (LV)	2400	CU YD	\$30.00	\$72,000.00
39	TURF ESTABLISHMENT	14365	SQ YD	\$1.50	\$21,547.50
40	RRFB INSTALLATION (INTERSECTION OF CR 5 & GORTON AVENUE)	1	LUMP SUM	\$35,000.00	\$35,000.00
SUBTOTAL STREET & RESTORATION:					\$2,645,367.19
5% CONTINGENCY:					\$132,270.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$2,777,637.19</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$555,527.44
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$3,333,164.63</b>

## Storm Sewer

41	MOBILIZATION	0.13	LUMP SUM	\$270,000.00	\$34,918.11
42	REMOVE STORM SEWER PIPE (12" & LARGER)	3202	LIN FT	\$16.00	\$51,232.00
43	REMOVE STORM MANHOLE OR CATCH BASIN	32	EACH	\$600.00	\$19,200.00
44	CONNECT TO EXISTING STORM PIPE	4	EACH	\$1,500.00	\$6,000.00
45	CONNECT TO EXISTING STORM STRUCTURE	5	EACH	\$2,500.00	\$12,500.00
46	12" RC PIPE SEWER CLASS V	920	LIN FT	\$65.00	\$59,800.00
47	15" RC PIPE SEWER CLASS V	183	LIN FT	\$70.00	\$12,810.00
48	18" RC PIPE SEWER CLASS III	360	LIN FT	\$80.00	\$28,800.00
49	21" RC PIPE SEWER CLASS III	328	LIN FT	\$85.00	\$27,880.00
50	30" RC PIPE SEWER CLASS III	1801	LIN FT	\$120.00	\$216,120.00
51	CONSTRUCT DRAINAGE STRUCTURE, DES G	88	LIN FT	\$550.00	\$48,400.00
52	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	45	LIN FT	\$650.00	\$29,250.00
53	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	25	LIN FT	\$850.00	\$21,250.00
54	CASTING ASSEMBLY (STORM)	34	EACH	\$950.00	\$32,300.00
55	INTERIOR LINING OF CATCH BASIN RINGS	22	EACH	\$800.00	\$17,600.00
56	ADJUST FRAME AND RING CASTING (STORM)	11	EACH	\$500.00	\$5,500.00
SUBTOTAL STORM SEWER:					\$623,560.11
5% CONTINGENCY:					\$31,180.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$654,740.11</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$130,948.02
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$785,688.13</b>

## Sanitary Sewer

57	MOBILIZATION	0.09	LUMP SUM	\$270,000.00	\$23,265.09
58	TELEWISE SANITARY SEWER MAIN	3753	LIN FT	\$1.50	\$5,629.50
59	REMOVE SANITARY MANHOLE	15	EACH	\$1,000.00	\$15,000.00
60	CONNECT TO EXISTING SANITARY SEWER MAIN	7	EACH	\$2,000.00	\$14,000.00
61	8"x4" PVC WYE, SDR 26	37	EACH	\$600.00	\$22,200.00

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
 CITY PROJECT NO. 2301-A  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
62	4" PVC SANITARY SERVICE PIPE, SDR 26	1202.5	LIN FT	\$40.00	\$48,100.00
63	8" PVC PIPE SEWER, SDR 35	3022	LIN FT	\$60.00	\$181,320.00
64	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	116.12	LIN FT	\$650.00	\$75,478.00
65	CASTING ASSEMBLY (SANITARY)	13	EACH	\$800.00	\$10,400.00
66	ADJUST FRAME AND RING CASTING (SANITARY)	13	EACH	\$400.00	\$5,200.00
67	SANITARY SEWER BYPASS	1	LUMP SUM	\$15,000.00	\$15,000.00
SUBTOTAL SANITARY SEWER:					\$415,592.59
5% CONTINGENCY:					\$20,780.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$436,372.59</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$87,274.52
<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>					<b>\$523,647.11</b>

## Watermain

68	MOBILIZATION	0.23	LUMP SUM	\$270,000.00	\$62,080.77
69	REMOVE WATERMAIN	7451	LIN FT	\$5.00	\$37,255.00
70	REMOVE HYDRANT	21	EACH	\$450.00	\$9,450.00
71	TEMPORARY WATER SERVICE	1	LUMP SUM	\$30,000.00	\$30,000.00
72	CONNECT TO EXISTING WATERMAIN	13	EACH	\$2,000.00	\$26,000.00
73	HYDRANT	19	EACH	\$6,500.00	\$123,500.00
74	6" GATE VALVE AND BOX	23	EACH	\$2,600.00	\$59,800.00
75	8" GATE VALVE AND BOX	17	EACH	\$3,500.00	\$59,500.00
76	CASTING ASSEMBLY SPECIAL - CURB STOP	12	EACH	\$350.00	\$4,200.00
77	1" CORPORATION STOP & SADDLE	55	EACH	\$750.00	\$41,250.00
78	1" CURB STOP & BOX	47	EACH	\$900.00	\$42,300.00
79	1" PE WATER SERVICE PIPE	2275	LIN FT	\$37.00	\$84,175.00
80	6" C900 PVC WATERMAIN	1636	LIN FT	\$55.00	\$89,980.00
81	8" C900 PVC WATERMAIN	6232	LIN FT	\$60.00	\$373,920.00
82	8" C900 WATERMAIN - TRENCHLESS	100	LIN FT	\$350.00	\$35,000.00
83	WATERMAIN FITTINGS	3064	POUND	\$15.00	\$45,960.00
84	ADJUST VALVE BOX	36	EACH	\$350.00	\$12,600.00
SUBTOTAL WATERMAIN:					\$1,136,970.77
5% CONTINGENCY:					\$56,850.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,193,820.77</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$238,764.15
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,432,584.92</b>

**ESTIMATED BASE BID TOTAL: \$6,075,084.79**

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
 CITY PROJECT NO. 2301-A  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>ADD ALTERNATE A (BITUMINOUS PAVEMENT - 19TH STREET TO WEST WCS ACCESS)</b>					
A.1	COMMON EXCAVATION (P)	4234	CU YD	\$16.00	\$67,744.00
A.2	SUBGRADE EXCAVATION (EV)	363	CU YD	\$18.00	\$6,534.00
A.3	SELECT GRANULAR BORROW (CV)	2177	CU YD	\$24.00	\$52,248.00
A.4	GEOTEXTILE FABRIC TYPE V	5443	SQ YD	\$2.50	\$13,607.50
A.5	AGGREGATE BASE (CV) CLASS 5	1663	CU YD	\$32.00	\$53,216.00
A.6	TYPE SP 9.5 WEARING COURSE MIX (2,B)	597	TON	\$90.00	\$53,730.00
A.7	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	1195	TON	\$85.00	\$101,575.00
<b>ESTIMATED ADD ALTERNATE TOTAL:</b>					<b><u>\$348,654.50</u></b>
<b>ADD ALTERNATE B (CONCRETE PAVEMENT - 19TH STREET TO WEST WCS ACCESS)</b>					
B.1	COMMON EXCAVATION (P)	3629	CU YD	\$16.00	\$58,064.00
B.2	SUBGRADE EXCAVATION (EV)	363	CU YD	\$18.00	\$6,534.00
B.3	SELECT GRANULAR BORROW (CV)	1875	CU YD	\$24.00	\$45,000.00
B.4	GEOTEXTILE FABRIC TYPE V	5443	SQ YD	\$2.00	\$10,886.00
B.5	AGGREGATE BASE (CV) CLASS 5	1331	CU YD	\$32.00	\$42,592.00
B.6	6-INCH CONCRETE PAVEMENT	4806	SQ YD	\$85.00	\$408,510.00
<b>ESTIMATED ADD ALTERNATE TOTAL:</b>					<b><u>\$571,586.00</u></b>
<b>ESTIMATED PROJECT TOTAL (BASE + ALTERNATE B):</b>					<b><u>\$6,703,829.39</u></b>
SUBTOTAL:					<u>\$5,393,076.66</u>
5% CONTINGENCY:					<u>\$269,659.30</u>
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b><u>\$5,662,735.96</u></b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					<u>\$1,132,547.19</u>
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b><u>\$6,795,283.15</u></b>

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.45	LUMP SUM	\$300,000.00	\$135,198.85
2	CLEARING	117	TREE	\$350.00	\$40,950.00
3	GRUBBING	117	TREE	\$130.00	\$15,210.00
4	SALVAGE MAILBOX	22	EACH	\$75.00	\$1,650.00
5	SALVAGE FENCE	16	LIN FT	\$25.00	\$400.00
6	SALVAGE SIGN	34	EACH	\$45.00	\$1,530.00
7	REMOVE CURB AND GUTTER	10218	LIN FT	\$3.50	\$35,763.00
8	REMOVE BITUMINOUS PAVEMENT	26575	SQ YD	\$3.00	\$79,725.00
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	63	SQ YD	\$7.00	\$441.00
10	REMOVE CONCRETE DRIVEWAY	1821	SQ YD	\$7.00	\$12,747.00
11	REMOVE CONCRETE WALK	2545	SQ YD	\$5.00	\$12,725.00
12	COMMON EXCAVATION (P)	19107	CU YD	\$16.00	\$305,712.00
13	SUBGRADE EXCAVATION (EV)	2085	CU YD	\$18.00	\$37,530.00
14	SELECT GRANULAR BORROW (CV)	12506	CU YD	\$16.00	\$200,096.00
15	GEOTEXTILE FABRIC TYPE V	31266	SQ YD	\$2.00	\$62,532.00
16	AGGREGATE BASE (CV) CLASS 5	5732	CU YD	\$34.00	\$194,888.00
17	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2570	TON	\$90.00	\$231,300.00
18	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	4285	TON	\$85.00	\$364,225.00
19	4" CONCRETE WALK	20595	SQ FT	\$7.50	\$154,462.50
20	6" CONCRETE WALK (PEDESTRIAN RAMPS)	2045	SQ FT	\$12.00	\$24,540.00
21	TRUNCATED DOMES	340	SQ FT	\$55.00	\$18,700.00
22	CONCRETE CURB & GUTTER DESIGN B618	10218	LIN FT	\$16.00	\$163,488.00
23	BITUMINOUS DRIVEWAY PAVEMENT	63	SQ YD	\$50.00	\$3,150.00
24	6" CONCRETE DRIVEWAY	1821	SQ YD	\$60.00	\$109,260.00
25	5" EDGE DRAIN	12787	LIN FT	\$9.00	\$115,083.00
26	5" DRAIN CLEANOUT	42	EACH	\$275.00	\$11,550.00
27	SUMP PUMP DRAINLINE SERVICE	90	EACH	\$400.00	\$36,000.00
28	REINSTALL MAILBOX	22	EACH	\$100.00	\$2,200.00
29	REINSTALL FENCE	16	LIN FT	\$50.00	\$800.00
30	INSTALL SIGN	34	EACH	\$600.00	\$20,400.00
31	TRAFFIC CONTROL	1	LUMP SUM	\$7,500.00	\$7,500.00
32	TEMPORARY MAILBOXES	1	LUMP SUM	\$4,500.00	\$4,500.00
33	EROSION CONTROL	1	LUMP SUM	\$15,000.00	\$15,000.00
34	STRIP, SALVAGE, SCREEN & RESPREAD TOPSOIL	1	LUMP SUM	\$30,000.00	\$30,000.00

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
35	COMMON TOPSOIL BORROW (LV)	2599	CU YD	\$30.00	\$77,970.00
36	TURF ESTABLISHMENT	14711	SQ YD	\$1.50	\$22,066.50
37	LANDSCAPING ALLOWANCE	1	LUMP SUM	\$10,000.00	\$10,000.00
SUBTOTAL STREET & RESTORATION:					\$2,559,292.85
5% CONTINGENCY:					\$127,960.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$2,687,252.85</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$537,450.57
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$3,224,703.42</b>

## Storm Sewer

38	MOBILIZATION	0.20	LUMP SUM	\$300,000.00	\$59,299.85
39	REMOVE STORM SEWER PIPE (12" & LARGER)	3506	LIN FT	\$16.00	\$56,096.00
40	REMOVE STORM MANHOLE OR CATCH BASIN	50	EACH	\$600.00	\$30,000.00
41	CONNECT TO EXISTING STORM PIPE	11	EACH	\$1,500.00	\$16,500.00
42	CONNECT TO EXISTING STORM STRUCTURE	1	EACH	\$2,500.00	\$2,500.00
43	12" RC PIPE SEWER CLASS V	1309	LIN FT	\$65.00	\$85,085.00
44	15" RC PIPE SEWER CLASS V	1432	LIN FT	\$65.00	\$93,080.00
45	18" RC PIPE SEWER CLASS III	737	LIN FT	\$75.00	\$55,275.00
46	27" RC PIPE SEWER CLASS III	1472	LIN FT	\$95.00	\$139,840.00
47	30" RC PIPE SEWER CLASS III	16	LIN FT	\$100.00	\$1,600.00
48	33" RC PIPE SEWER CLASS III	57	LIN FT	\$125.00	\$7,125.00
49	48" RCP PIPE SEWER CLASS III	1077	LIN FT	\$150.00	\$161,550.00
50	CONSTRUCT DRAINAGE STRUCTURE, DES G	199.5	LIN FT	\$550.00	\$109,725.00
51	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	76	LIN FT	\$650.00	\$49,400.00
52	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	10	LIN FT	\$850.00	\$8,500.00
53	CONSTRUCT DRAINAGE STRUCTURE, DES 72-4020	14.83	LIN FT	\$1,300.00	\$19,279.00
54	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4020	6.92	LIN FT	\$1,600.00	\$11,072.00
55	CONSTRUCT DRAINAGE STRUCTURE, DES 96-4020	5	LIN FT	\$2,300.00	\$11,500.00
56	CONSTRUCT DRAINAGE STRUCTURE, DES 108-4020	15.22	LIN FT	\$3,000.00	\$45,660.00
57	CONSTRUCT DRAINAGE STRUCTURE, DES 120-4020	6	LIN FT	\$4,000.00	\$24,000.00
58	CASTING ASSEMBLY (STORM)	77	EACH	\$950.00	\$73,150.00
59	INTERIOR LINING OF CATCH BASIN RINGS	51	EACH	\$800.00	\$40,800.00
60	ADJUST FRAME AND RING CASTING (STORM)	43	EACH	\$500.00	\$21,500.00
SUBTOTAL STORM SEWER:					\$1,122,536.85
5% CONTINGENCY:					\$56,130.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,178,666.85</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$235,733.37
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$1,414,400.23</b>

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Sanitary Sewer</b>					
61	MOBILIZATION	0.16	LUMP SUM	\$300,000.00	\$48,758.46
62	REMOVE TRUNK SANITARY SEWER	1040	LIN FT	\$40.00	\$41,600.00
63	REMOVE SANITARY MANHOLE	19	EACH	\$1,000.00	\$19,000.00
64	CONNECT TO EXISTING TRUNK SANITARY SEWER	2	EACH	\$5,000.00	\$10,000.00
65	CONNECT TO EXISTING SANITARY SEWER MAIN	10	EACH	\$2,000.00	\$20,000.00
66	8"x4" PVC WYE, SDR 26	90	EACH	\$600.00	\$54,000.00
67	4" PVC SANITARY SERVICE PIPE, SDR 26	2700	LIN FT	\$40.00	\$108,000.00
68	8" PVC PIPE SEWER, SDR 35	4140	LIN FT	\$60.00	\$248,400.00
69	10" PVC PIPE SEWER, SDR 35	39	LIN FT	\$65.00	\$2,535.00
70	15" PVC PIPE SEWER, SDR 35	179	LIN FT	\$80.00	\$14,320.00
71	24" PVC PIPE SEWER, SDR 26	44	LIN FT	\$350.00	\$15,400.00
72	27" PVC PIPE SEWER, SDR 26	1063	LIN FT	\$150.00	\$159,450.00
73	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	172.81	LIN FT	\$650.00	\$112,326.50
74	CASTING ASSEMBLY (SANITARY)	16	EACH	\$800.00	\$12,800.00
75	ADJUST FRAME AND RING CASTING (SANITARY)	16	EACH	\$400.00	\$6,400.00
76	SANITARY SEWER BYPASS	1	LUMP SUM	\$50,000.00	\$50,000.00
				SUBTOTAL SANITARY SEWER:	\$922,989.96
				5% CONTINGENCY:	\$46,150.00
				<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>	<b>\$969,139.96</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$193,827.99
				<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>	<b>\$1,162,967.95</b>
<b>Watermain</b>					
77	MOBILIZATION	0.19	LUMP SUM	\$300,000.00	\$56,742.83
78	REMOVE WATERMAIN	6725	LIN FT	\$5.00	\$33,625.00
79	REMOVE HYDRANT	13	EACH	\$450.00	\$5,850.00
80	TEMPORARY WATER SERVICE	1	LUMP SUM	\$30,000.00	\$30,000.00
81	CONNECT TO EXISTING WATERMAIN	15	EACH	\$2,000.00	\$30,000.00
82	HYDRANT	13	EACH	\$6,500.00	\$84,500.00
83	6" GATE VALVE AND BOX	13	EACH	\$2,600.00	\$33,800.00
84	8" GATE VALVE AND BOX	17	EACH	\$3,500.00	\$59,500.00
85	12" GATE VALVE AND BOX	3	EACH	\$6,000.00	\$18,000.00
86	1" CORPORATION STOP & SADDLE	90	EACH	\$750.00	\$67,500.00
87	1" CURB STOP & BOX	90	EACH	\$900.00	\$81,000.00
88	1" PE WATER SERVICE PIPE	2700	LIN FT	\$37.00	\$99,900.00
89	6" C900 PVC WATERMAIN	367	LIN FT	\$55.00	\$20,185.00

**ENGINEER'S PRELIMINARY ESTIMATE**

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
90	8" C900 PVC WATERMAIN	5606	LIN FT	\$60.00	\$336,360.00
91	12" C900 PVC WATERMAIN	785	LIN FT	\$80.00	\$62,800.00
92	WATERMAIN FITTINGS	2948	POUND	\$15.00	\$44,220.00
93	ADJUST VALVE BOX	29	EACH	\$350.00	\$10,150.00
SUBTOTAL WATERMAIN:					\$1,074,132.83
5% CONTINGENCY:					\$53,710.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,127,842.83</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$225,568.57
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,353,411.40</b>
SUBTOTAL:					\$5,678,952.50
5% CONTINGENCY:					\$283,950.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$5,962,902.50</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$1,192,580.50
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$7,155,483.00</b>



# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
CITY PROJECT NO. 2301-C  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.47	LUMP SUM	\$200,000.00	\$93,608.64
2	CLEARING	100.00	TREE	\$350.00	\$35,000.00
3	GRUBBING	100.00	TREE	\$130.00	\$13,000.00
4	SALVAGE MAILBOX	36.00	EACH	\$75.00	\$2,700.00
5	SALVAGE SIGN	13.00	EACH	\$45.00	\$585.00
6	REMOVE CURB AND GUTTER	8090.00	LIN FT	\$4.00	\$32,360.00
7	REMOVE BITUMINOUS PAVEMENT	15543.00	SQ YD	\$3.00	\$46,629.00
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	1423.89	SQ YD	\$7.00	\$9,967.22
9	REMOVE CONCRETE WALK	1573.78	SQ YD	\$5.00	\$7,868.89
10	COMMON EXCAVATION (P)	11030.00	CU YD	\$16.00	\$176,480.00
11	SUBGRADE EXCAVATION (EV)	1059.00	CU YD	\$18.00	\$19,062.00
12	SELECT GRANULAR BORROW (CV)	6354.00	CU YD	\$16.00	\$101,664.00
13	GEOTEXTILE FABRIC TYPE V	15884.00	SQ YD	\$2.00	\$31,768.00
14	AGGREGATE BASE (CV) CLASS 5	4368.00	CU YD	\$39.00	\$170,352.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1278.00	TON	\$90.00	\$115,020.00
16	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	2131.00	TON	\$85.00	\$181,135.00
17	4" CONCRETE WALK	24810.00	SQ FT	\$7.50	\$186,075.00
18	6" CONCRETE WALK (PEDESTRIAN RAMPS)	1940.00	SQ FT	\$12.00	\$23,280.00
19	TRUNCATED DOMES	380.00	SQ FT	\$55.00	\$20,900.00
20	CONCRETE CURB & GUTTER DESIGN B618	8090.00	LIN FT	\$16.00	\$129,440.00
21	BITUMINOUS DRIVEWAY PAVEMENT	7.33	SQ YD	\$50.00	\$366.67
22	6" CONCRETE DRIVEWAY PAVEMENT	1423.89	SQ YD	\$65.00	\$92,552.78
23	5" EDGE DRAIN	8090.00	LIN FT	\$12.00	\$97,080.00
24	5" DRAIN CLEANOUT	18.00	EACH	\$275.00	\$4,950.00
25	SUMP PUMP DRAINLINE SERVICE	92.00	EACH	\$400.00	\$36,800.00
26	REINSTALL MAILBOX	36.00	EACH	\$100.00	\$3,600.00
27	INSTALL SIGN	1.00	EACH	\$600.00	\$600.00
28	TRAFFIC CONTROL	1.00	LUMP SUM	\$9,199.29	\$9,199.29
29	TEMPORARY MAILBOXES	2.00	LUMP SUM	\$3,500.00	\$7,000.00
30	EROSION CONTROL	1.00	LUMP SUM	\$2,500.00	\$2,500.00
31	STRIP, SALVAGE, SCREEN, & RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	\$25,000.00	\$25,000.00
32	COMMON TOPSOIL BORROW (LV)	654.00	CU YD	\$30.00	\$19,620.00
33	TURF ESTABLISHMENT	10645.33	SQ YD	\$1.50	\$15,968.00

# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
CITY PROJECT NO. 2301-C  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
34	LANDSCAPING ALLOWANCE	1.00	LUMP SUM	\$10,000.00	\$10,000.00
SUBTOTAL STREET & RESTORATION:					\$1,722,131.49
5% CONTINGENCY:					\$86,110.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,808,241.49</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$361,648.30
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$2,169,889.79</b>
<b>Storm Sewer</b>					
35	MOBILIZATION	0.087	LUMP SUM	\$200,000.00	\$17,362.97
36	REMOVE STORM SEWER PIPE (12" & LARGER)	1581.00	LIN FT	\$16.00	\$25,296.00
37	REMOVE STORM MANHOLE OR CATCH BASIN	21.00	EACH	\$600.00	\$12,600.00
38	CONNECT TO EXISTING STORM PIPE	11.00	EACH	\$1,500.00	\$16,500.00
39	12" RC PIPE SEWER CLASS V	526.00	LIN FT	\$65.00	\$34,190.00
40	15" RC PIPE SEWER CLASS V	1518.00	LIN FT	\$70.00	\$106,260.00
41	CONSTRUCT DRAINAGE STRUCTURE, DES G	56.00	LIN FT	\$550.00	\$30,800.00
42	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	52.60	LIN FT	\$700.00	\$36,820.00
43	CASTING ASSEMBLY (STORM)	22.00	EACH	\$950.00	\$20,900.00
44	INTERIOR LINING OF CATCH BASIN RINGS	14.00	EACH	\$800.00	\$11,200.00
45	ADJUST FRAME AND RING CASTING (STORM)	15.00	EACH	\$500.00	\$7,500.00
SUBTOTAL STORM SEWER:					\$319,428.97
5% CONTINGENCY:					\$15,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$335,398.97</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$67,079.79
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$402,478.76</b>
<b>Sanitary Sewer</b>					
46	MOBILIZATION	0.22	LUMP SUM	\$200,000.00	\$43,262.83
47	REMOVE TRUNK SANITARY SEWER	740.00	LIN FT	\$40.00	\$29,600.00
48	REMOVE SANITARY MANHOLE	16.00	EACH	\$1,000.00	\$16,000.00
49	CONNECT TO EXISTING TRUNK SANITARY SEWER	1.00	EACH	\$5,000.00	\$5,000.00
50	CONNECT TO EXISTING SANITARY SEWER MAIN	16.00	EACH	\$2,000.00	\$32,000.00
51	8"x4" PVC WYE, SDR 26	92.00	EACH	\$600.00	\$55,200.00
52	4" PVC SANITARY SERVICE PIPE, SDR 26	2790.00	LIN FT	\$40.00	\$111,600.00
53	8" PVC PIPE SEWER, SDR 35	3713.00	LIN FT	\$60.00	\$222,780.00
54	24" PVC PIPE SEWER, SDR 26	740.00	LIN FT	\$150.00	\$111,000.00
55	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	185.03	LIN FT	\$650.00	\$120,269.50
56	CASTING ASSEMBLY (SANITARY)	16.00	EACH	\$800.00	\$12,800.00
57	ADJUST FRAME AND RING CASTING (SANITARY)	16.00	EACH	\$400.00	\$6,400.00

# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
 CITY PROJECT NO. 2301-C  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
58	SANITARY SEWER BYPASS	1.00	LUMP SUM	\$30,000.00	\$30,000.00
SUBTOTAL SANITARY SEWER:					\$795,912.33
5% CONTINGENCY:					\$39,800.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$835,712.33</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$167,142.47
<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>					<b>\$1,002,854.79</b>
<b>Watermain</b>					
59	MOBILIZATION	0.23	LUMP SUM	\$200,000.00	\$45,765.56
60	REMOVE WATERMAIN	4564.00	LIN FT	\$5.00	\$22,820.00
61	REMOVE HYDRANT	9.00	EACH	\$450.00	\$4,050.00
62	TEMPORARY WATER SERVICE	1.00	LUMP SUM	\$25,000.00	\$25,000.00
63	CONNECT TO EXISTING WATERMAIN	14.00	EACH	\$2,000.00	\$28,000.00
64	HYDRANT	9.00	EACH	\$6,500.00	\$58,500.00
65	6" GATE VALVE AND BOX	9.00	EACH	\$2,600.00	\$23,400.00
66	8" GATE VALVE AND BOX	20.00	EACH	\$3,500.00	\$70,000.00
67	1" CORPORATION STOP & SADDLE	92.00	EACH	\$750.00	\$69,000.00
68	1" CURB STOP & BOX	92.00	EACH	\$900.00	\$82,800.00
69	1" PE WATER SERVICE PIPE	2790.00	LIN FT	\$37.00	\$103,230.00
70	6" C900 PVC WATERMAIN	262.00	LIN FT	\$55.00	\$14,410.00
71	8" C900 PVC WATERMAIN	4302.00	LIN FT	\$60.00	\$258,120.00
72	WATERMAIN FITTINGS	1804.00	POUND	\$15.00	\$27,060.00
73	ADJUST VALVE BOX	28.00	EACH	\$350.00	\$9,800.00
SUBTOTAL WATERMAIN:					\$841,955.56
5% CONTINGENCY:					\$42,100.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$884,055.56</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$176,811.11
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,060,866.68</b>
SUBTOTAL:					\$3,679,428.35
5% CONTINGENCY:					\$183,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$3,863,408.35</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$772,681.67
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$4,636,090.01</b>

# ENGINEER'S PRELIMINARY ESTIMATE

23RD STREET SE AREA  
CITY PROJECT NO. 2303  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127955



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	1	LUMP SUM	\$60,000.00	\$60,000.00
2	REMOVE CURB AND GUTTER	3970	LIN FT	\$3.50	\$13,895.00
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	110	SQ YD	\$7.00	\$770.00
4	MILL BITUMINOUS SURFACE	69135	SQ YD	\$3.00	\$207,405.00
5	RECLAIM BITUMINOUS PAVEMENT (P)	10065	SQ YD	\$4.00	\$40,260.00
6	SUBGRADE EXCAVATION (EV)	131	CU YD	\$16.00	\$2,096.00
7	SELECT GRANULAR BORROW (CV)	131	CU YD	\$18.00	\$2,358.00
8	TYPE SP 12.5 NON-WEARING COURSE MIX (2,B)	1425	TON	\$85.00	\$121,125.00
9	TYPE SP 9.5 WEARING COURSE MIX (2,B)	6600	TON	\$90.00	\$594,000.00
10	CONCRETE DRIVEWAY PATCH	111	SQ YD	\$70.00	\$7,770.00
11	CONCRETE CURB & GUTTER DESIGN B618	100	LIN FT	\$24.00	\$2,400.00
12	CONCRETE SURMOUNTABLE CURB	3870	LIN FT	\$22.00	\$85,140.00
13	ADJUST FRAME AND RING CASTING	50	EACH	\$300.00	\$15,000.00
14	REPLACE FRAME AND RING CASTING	13	EACH	\$800.00	\$10,400.00
15	ADJUST VALVE BOX	30	EACH	\$400.00	\$12,000.00
16	REPLACE VALVE BOX	15	EACH	\$800.00	\$12,000.00
17	TRAFFIC CONTROL	1	LUMP SUM	\$20,000.00	\$20,000.00
18	INLET PROTECTION	60	EACH	\$100.00	\$6,000.00
19	COMMON TOPSOIL BORROW (LV)	150	CU YD	\$30.00	\$4,500.00
20	TURF ESTABLISHMENT	890	SQ YD	\$2.50	\$2,225.00
SUBTOTAL STREET & RESTORATION:					\$1,219,344.00
5% CONTINGENCY:					\$60,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,280,314.00</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$256,062.80
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$1,536,376.80</b>

# ENGINEER'S PRELIMINARY ESTIMATE

PARKING LOTS AND PATHS IMPROVEMENTS  
 CITY PROJECT NO. 2304  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. OW1.127956



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	1	LUMP SUM	\$30,000.00	\$30,000.00
2	REMOVE CURB AND GUTTER	915	LIN FT	\$4.00	\$3,660.00
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	57	SQ YD	\$7.00	\$399.00
4	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	387	SQ YD	\$7.00	\$2,709.00
5	RECLAIM BITUMINOUS TRAIL 11"	2645	SQ YD	\$5.00	\$13,225.00
6	REMOVE HYDRANT	1	EACH	\$450.00	\$450.00
7	SALVAGE SIGN	4	EACH	\$45.00	\$180.00
8	REMOVE BITUMINOUS PAVEMENT	2207	SQ YD	\$3.00	\$6,621.00
9	REMOVE CONCRETE WALK	3053	SQ YD	\$5.00	\$15,265.00
10	COMMON EXCAVATION (P)	735	CU YD	\$16.00	\$11,760.00
11	SUBGRADE EXCAVATION (EV)	147	CU YD	\$18.00	\$2,646.00
12	GEOTEXTILE FABRIC TYPE V	2207	SQ YD	\$2.00	\$4,414.00
13	AGGREGATE BASE (CV) CLASS 5	735	CU YD	\$34.00	\$24,990.00
14	BITUMINOUS STREET PATCH	115	SQ YD	\$130.00	\$14,950.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	187	TON	\$95.00	\$17,765.00
16	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	312	TON	\$90.00	\$28,080.00
17	10' WIDE BITUMINOUS PATH	8457	SQ YD	\$45.00	\$380,565.00
18	4" CONCRETE WALK	20	SQ YD	\$7.50	\$150.00
19	6" CONCRETE WALK (PEDESTRIAN RAMP)	285	SQ YD	\$12.00	\$3,420.00
20	BITUMINOUS DRIVEWAY PATCH	400	SQ YD	\$50.00	\$20,000.00
21	6" CONCRETE DRIVEWAY PATCH	75	SQ YD	\$65.00	\$4,875.00
22	CONCRETE CURB & GUTTER DESIGN B618	375	LIN FT	\$16.00	\$6,000.00
23	CONCRETE CURB & GUTTER SURMOUNTABLE	537	LIN FT	\$14.00	\$7,518.00
24	HYDRANT	1	EACH	\$6,500.00	\$6,500.00
25	6" GATE VALVE	1	EACH	\$2,600.00	\$2,600.00
26	6" SLEEVE	1	EACH	\$1,000.00	\$1,000.00
27	6" C900 WATERMAIN	10	LIN FT	\$70.00	\$700.00
28	INSTALL SIGN PANEL (HANDICAP PARKING)	4	EACH	\$360.00	\$1,440.00
29	TRUNCATED DOMES	175	SQ FT	\$55.00	\$9,625.00
30	TRAFFIC CONTROL	1	LUMP SUM	\$3,300.00	\$3,300.00
31	STORM DRAIN INLET PROTECTION	1	EACH	\$160.00	\$160.00
32	4" SOLID LINE WHITE PAINT	810	LIN FT	\$1.50	\$1,215.00
33	PAVEMENT MESSAGE WHITE (HANDICAP SYMBOL)	4	EACH	\$70.00	\$280.00
34	COMMON TOPSOIL BORROW	652	CU YD	\$30.00	\$19,560.00
35	TURF ESTABLISHMENT, HYDROMULCH	3800	SQ YD	\$3.50	\$13,300.00

SUBTOTAL STREET & RESTORATION: \$659,322.00

5% CONTINGENCY: \$32,970.00

**TOTAL ESTIMATED CONSTRUCTION COST: \$692,292.00**

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$138,458.40

**TOTAL ESTIMATED STREET & RESTORATION COST: \$830,750.40**

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
CITY PROJECT NO. 2301-A  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.55	LUMP SUM	\$270,000.00	\$148,120.90
2	CLEARING	50	TREE	\$350.00	\$17,500.00
3	GRUBBING	50	TREE	\$130.00	\$6,500.00
4	SALVAGE MAILBOX	21	EACH	\$75.00	\$1,575.00
5	SALVAGE SIGN	33	EACH	\$45.00	\$1,485.00
6	REMOVE CURB AND GUTTER	12992	LIN FT	\$3.00	\$38,976.00
7	REMOVE BITUMINOUS PAVEMENT	23083	SQ YD	\$3.50	\$80,790.50
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	1684	SQ YD	\$7.00	\$11,788.00
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	436	SQ YD	\$7.00	\$3,052.00
10	REMOVE BITUMINOUS PATH	1638	SQ YD	\$8.00	\$13,104.00
11	REMOVE CONCRETE WALK	2429	SQ YD	\$5.00	\$12,145.00
12	COMMON EXCAVATION (P)	17136	CU YD	\$16.00	\$274,176.00
13	SUBGRADE EXCAVATION (EV)	1501	CU YD	\$18.00	\$27,018.00
14	SELECT GRANULAR BORROW (CV)	9010	CU YD	\$16.00	\$144,160.00
15	GEOTEXTILE FABRIC TYPE V	22524	SQ YD	\$2.00	\$45,048.00
16	AGGREGATE BASE (CV) CLASS 5	6798	CU YD	\$34.00	\$231,132.00
17	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2223	TON	\$90.00	\$200,070.00
18	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	4520	TON	\$85.00	\$384,200.00
19	10-FT WIDE BITUMINOUS PATH	5163	SQ YD	\$45.00	\$232,335.00
20	4" CONCRETE WALK	8390	SQ FT	\$7.50	\$62,925.00
21	6" CONCRETE WALK (PEDESTRIAN RAMPS)	450	SQ FT	\$12.00	\$5,400.00
22	TRUNCATED DOMES	140	SQ FT	\$55.00	\$7,700.00
23	CONCRETE CURB & GUTTER DESIGN B618	12992	LIN FT	\$16.00	\$207,872.00
24	6" CONCRETE DRIVEWAY PAVEMENT	1129	SQ YD	\$65.00	\$73,385.00
25	8" CONCRETE DRIVEWAY PAVEMENT	579	SQ YD	\$85.00	\$49,215.00
26	AGGREGATE SURFACING	15	CU YD	\$38.00	\$570.00
27	BITUMINOUS DRIVEWAY PAVEMENT	190	SQ YD	\$50.00	\$9,500.00
28	5" EDGE DRAIN	12992	LIN FT	\$9.00	\$116,928.00
29	5" DRAIN CLEANOUT	22	EACH	\$275.00	\$6,050.00
30	SUMP PUMP DRAINLINE SERVICE	45	EACH	\$400.00	\$18,000.00
31	INSTALL SIGN	33	EACH	\$600.00	\$19,800.00
32	REINSTALL MAILBOX	21	EACH	\$100.00	\$2,100.00
33	TEMPORARY ACCESS ROAD - FLOOR TO CEILING	1	LUMP SUM	\$5,000.00	\$5,000.00
34	TRAFFIC CONTROL	1	LUMP SUM	\$9,199.29	\$9,199.29
35	TEMPORARY MAILBOX	1	LUMP SUM	\$5,000.00	\$5,000.00
36	EROSION CONTROL	1	LUMP SUM	\$15,000.00	\$15,000.00

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
CITY PROJECT NO. 2301-A  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
37	STRIP, SALVAGE, SCREEN & RESPREAD TOPSOIL	1	LUMP SUM	\$30,000.00	\$30,000.00
38	COMMON TOPSOIL BORROW (LV)	2400	CU YD	\$30.00	\$72,000.00
39	TURF ESTABLISHMENT	14365	SQ YD	\$1.50	\$21,547.50
40	RRFB INSTALLATION (INTERSECTION OF CR 5 & GORTON AVENUE)	1	LUMP SUM	\$35,000.00	\$35,000.00
SUBTOTAL STREET & RESTORATION:					\$2,645,367.19
5% CONTINGENCY:					\$132,270.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$2,777,637.19</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$555,527.44
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$3,333,164.63</b>

## Storm Sewer

41	MOBILIZATION	0.13	LUMP SUM	\$270,000.00	\$34,918.11
42	REMOVE STORM SEWER PIPE (12" & LARGER)	3202	LIN FT	\$16.00	\$51,232.00
43	REMOVE STORM MANHOLE OR CATCH BASIN	32	EACH	\$600.00	\$19,200.00
44	CONNECT TO EXISTING STORM PIPE	4	EACH	\$1,500.00	\$6,000.00
45	CONNECT TO EXISTING STORM STRUCTURE	5	EACH	\$2,500.00	\$12,500.00
46	12" RC PIPE SEWER CLASS V	920	LIN FT	\$65.00	\$59,800.00
47	15" RC PIPE SEWER CLASS V	183	LIN FT	\$70.00	\$12,810.00
48	18" RC PIPE SEWER CLASS III	360	LIN FT	\$80.00	\$28,800.00
49	21" RC PIPE SEWER CLASS III	328	LIN FT	\$85.00	\$27,880.00
50	30" RC PIPE SEWER CLASS III	1801	LIN FT	\$120.00	\$216,120.00
51	CONSTRUCT DRAINAGE STRUCTURE, DES G	88	LIN FT	\$550.00	\$48,400.00
52	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	45	LIN FT	\$650.00	\$29,250.00
53	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	25	LIN FT	\$850.00	\$21,250.00
54	CASTING ASSEMBLY (STORM)	34	EACH	\$950.00	\$32,300.00
55	INTERIOR LINING OF CATCH BASIN RINGS	22	EACH	\$800.00	\$17,600.00
56	ADJUST FRAME AND RING CASTING (STORM)	11	EACH	\$500.00	\$5,500.00
SUBTOTAL STORM SEWER:					\$623,560.11
5% CONTINGENCY:					\$31,180.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$654,740.11</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$130,948.02
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$785,688.13</b>

## Sanitary Sewer

57	MOBILIZATION	0.09	LUMP SUM	\$270,000.00	\$23,265.09
58	TELEWISE SANITARY SEWER MAIN	3753	LIN FT	\$1.50	\$5,629.50
59	REMOVE SANITARY MANHOLE	15	EACH	\$1,000.00	\$15,000.00
60	CONNECT TO EXISTING SANITARY SEWER MAIN	7	EACH	\$2,000.00	\$14,000.00
61	8"x4" PVC WYE, SDR 26	37	EACH	\$600.00	\$22,200.00

# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
 CITY PROJECT NO. 2301-A  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
62	4" PVC SANITARY SERVICE PIPE, SDR 26	1202.5	LIN FT	\$40.00	\$48,100.00
63	8" PVC PIPE SEWER, SDR 35	3022	LIN FT	\$60.00	\$181,320.00
64	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	116.12	LIN FT	\$650.00	\$75,478.00
65	CASTING ASSEMBLY (SANITARY)	13	EACH	\$800.00	\$10,400.00
66	ADJUST FRAME AND RING CASTING (SANITARY)	13	EACH	\$400.00	\$5,200.00
67	SANITARY SEWER BYPASS	1	LUMP SUM	\$15,000.00	\$15,000.00
SUBTOTAL SANITARY SEWER:					\$415,592.59
5% CONTINGENCY:					\$20,780.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$436,372.59</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$87,274.52
<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>					<b>\$523,647.11</b>

## Watermain

68	MOBILIZATION	0.23	LUMP SUM	\$270,000.00	\$62,080.77
69	REMOVE WATERMAIN	7451	LIN FT	\$5.00	\$37,255.00
70	REMOVE HYDRANT	21	EACH	\$450.00	\$9,450.00
71	TEMPORARY WATER SERVICE	1	LUMP SUM	\$30,000.00	\$30,000.00
72	CONNECT TO EXISTING WATERMAIN	13	EACH	\$2,000.00	\$26,000.00
73	HYDRANT	19	EACH	\$6,500.00	\$123,500.00
74	6" GATE VALVE AND BOX	23	EACH	\$2,600.00	\$59,800.00
75	8" GATE VALVE AND BOX	17	EACH	\$3,500.00	\$59,500.00
76	CASTING ASSEMBLY SPECIAL - CURB STOP	12	EACH	\$350.00	\$4,200.00
77	1" CORPORATION STOP & SADDLE	55	EACH	\$750.00	\$41,250.00
78	1" CURB STOP & BOX	47	EACH	\$900.00	\$42,300.00
79	1" PE WATER SERVICE PIPE	2275	LIN FT	\$37.00	\$84,175.00
80	6" C900 PVC WATERMAIN	1636	LIN FT	\$55.00	\$89,980.00
81	8" C900 PVC WATERMAIN	6232	LIN FT	\$60.00	\$373,920.00
82	8" C900 WATERMAIN - TRENCHLESS	100	LIN FT	\$350.00	\$35,000.00
83	WATERMAIN FITTINGS	3064	POUND	\$15.00	\$45,960.00
84	ADJUST VALVE BOX	36	EACH	\$350.00	\$12,600.00
SUBTOTAL WATERMAIN:					\$1,136,970.77
5% CONTINGENCY:					\$56,850.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,193,820.77</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$238,764.15
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,432,584.92</b>

**ESTIMATED BASE BID TOTAL: \$6,075,084.79**



# ENGINEER'S PRELIMINARY ESTIMATE

GORTON AVENUE NW IMPROVEMENTS  
 CITY PROJECT NO. 2301-A  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127952



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>ADD ALTERNATE A (BITUMINOUS PAVEMENT - 19TH STREET TO WEST WCS ACCESS)</b>					
A.1	COMMON EXCAVATION (P)	4234	CU YD	\$16.00	\$67,744.00
A.2	SUBGRADE EXCAVATION (EV)	363	CU YD	\$18.00	\$6,534.00
A.3	SELECT GRANULAR BORROW (CV)	2177	CU YD	\$24.00	\$52,248.00
A.4	GEOTEXTILE FABRIC TYPE V	5443	SQ YD	\$2.50	\$13,607.50
A.5	AGGREGATE BASE (CV) CLASS 5	1663	CU YD	\$32.00	\$53,216.00
A.6	TYPE SP 9.5 WEARING COURSE MIX (2,B)	597	TON	\$90.00	\$53,730.00
A.7	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	1195	TON	\$85.00	\$101,575.00
<b>ESTIMATED ADD ALTERNATE TOTAL:</b>					<b><u>\$348,654.50</u></b>
<b>ADD ALTERNATE B (CONCRETE PAVEMENT - 19TH STREET TO WEST WCS ACCESS)</b>					
B.1	COMMON EXCAVATION (P)	3629	CU YD	\$16.00	\$58,064.00
B.2	SUBGRADE EXCAVATION (EV)	363	CU YD	\$18.00	\$6,534.00
B.3	SELECT GRANULAR BORROW (CV)	1875	CU YD	\$24.00	\$45,000.00
B.4	GEOTEXTILE FABRIC TYPE V	5443	SQ YD	\$2.00	\$10,886.00
B.5	AGGREGATE BASE (CV) CLASS 5	1331	CU YD	\$32.00	\$42,592.00
B.6	6-INCH CONCRETE PAVEMENT	4806	SQ YD	\$85.00	\$408,510.00
<b>ESTIMATED ADD ALTERNATE TOTAL:</b>					<b><u>\$571,586.00</u></b>
<b>ESTIMATED PROJECT TOTAL (BASE + ALTERNATE B):</b>					<b><u>\$6,703,829.39</u></b>
SUBTOTAL:					<u>\$5,393,076.66</u>
5% CONTINGENCY:					<u>\$269,659.30</u>
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b><u>\$5,662,735.96</u></b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					<u>\$1,132,547.19</u>
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b><u>\$6,795,283.15</u></b>

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.45	LUMP SUM	\$300,000.00	\$135,198.85
2	CLEARING	117	TREE	\$350.00	\$40,950.00
3	GRUBBING	117	TREE	\$130.00	\$15,210.00
4	SALVAGE MAILBOX	22	EACH	\$75.00	\$1,650.00
5	SALVAGE FENCE	16	LIN FT	\$25.00	\$400.00
6	SALVAGE SIGN	34	EACH	\$45.00	\$1,530.00
7	REMOVE CURB AND GUTTER	10218	LIN FT	\$3.50	\$35,763.00
8	REMOVE BITUMINOUS PAVEMENT	26575	SQ YD	\$3.00	\$79,725.00
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	63	SQ YD	\$7.00	\$441.00
10	REMOVE CONCRETE DRIVEWAY	1821	SQ YD	\$7.00	\$12,747.00
11	REMOVE CONCRETE WALK	2545	SQ YD	\$5.00	\$12,725.00
12	COMMON EXCAVATION (P)	19107	CU YD	\$16.00	\$305,712.00
13	SUBGRADE EXCAVATION (EV)	2085	CU YD	\$18.00	\$37,530.00
14	SELECT GRANULAR BORROW (CV)	12506	CU YD	\$16.00	\$200,096.00
15	GEOTEXTILE FABRIC TYPE V	31266	SQ YD	\$2.00	\$62,532.00
16	AGGREGATE BASE (CV) CLASS 5	5732	CU YD	\$34.00	\$194,888.00
17	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2570	TON	\$90.00	\$231,300.00
18	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	4285	TON	\$85.00	\$364,225.00
19	4" CONCRETE WALK	20595	SQ FT	\$7.50	\$154,462.50
20	6" CONCRETE WALK (PEDESTRIAN RAMPS)	2045	SQ FT	\$12.00	\$24,540.00
21	TRUNCATED DOMES	340	SQ FT	\$55.00	\$18,700.00
22	CONCRETE CURB & GUTTER DESIGN B618	10218	LIN FT	\$16.00	\$163,488.00
23	BITUMINOUS DRIVEWAY PAVEMENT	63	SQ YD	\$50.00	\$3,150.00
24	6" CONCRETE DRIVEWAY	1821	SQ YD	\$60.00	\$109,260.00
25	5" EDGE DRAIN	12787	LIN FT	\$9.00	\$115,083.00
26	5" DRAIN CLEANOUT	42	EACH	\$275.00	\$11,550.00
27	SUMP PUMP DRAINLINE SERVICE	90	EACH	\$400.00	\$36,000.00
28	REINSTALL MAILBOX	22	EACH	\$100.00	\$2,200.00
29	REINSTALL FENCE	16	LIN FT	\$50.00	\$800.00
30	INSTALL SIGN	34	EACH	\$600.00	\$20,400.00
31	TRAFFIC CONTROL	1	LUMP SUM	\$7,500.00	\$7,500.00
32	TEMPORARY MAILBOXES	1	LUMP SUM	\$4,500.00	\$4,500.00
33	EROSION CONTROL	1	LUMP SUM	\$15,000.00	\$15,000.00
34	STRIP, SALVAGE, SCREEN & RESPREAD TOPSOIL	1	LUMP SUM	\$30,000.00	\$30,000.00

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
35	COMMON TOPSOIL BORROW (LV)	2599	CU YD	\$30.00	\$77,970.00
36	TURF ESTABLISHMENT	14711	SQ YD	\$1.50	\$22,066.50
37	LANDSCAPING ALLOWANCE	1	LUMP SUM	\$10,000.00	\$10,000.00
SUBTOTAL STREET & RESTORATION:					\$2,559,292.85
5% CONTINGENCY:					\$127,960.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$2,687,252.85</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$537,450.57
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$3,224,703.42</b>

## Storm Sewer

38	MOBILIZATION	0.20	LUMP SUM	\$300,000.00	\$59,299.85
39	REMOVE STORM SEWER PIPE (12" & LARGER)	3506	LIN FT	\$16.00	\$56,096.00
40	REMOVE STORM MANHOLE OR CATCH BASIN	50	EACH	\$600.00	\$30,000.00
41	CONNECT TO EXISTING STORM PIPE	11	EACH	\$1,500.00	\$16,500.00
42	CONNECT TO EXISTING STORM STRUCTURE	1	EACH	\$2,500.00	\$2,500.00
43	12" RC PIPE SEWER CLASS V	1309	LIN FT	\$65.00	\$85,085.00
44	15" RC PIPE SEWER CLASS V	1432	LIN FT	\$65.00	\$93,080.00
45	18" RC PIPE SEWER CLASS III	737	LIN FT	\$75.00	\$55,275.00
46	27" RC PIPE SEWER CLASS III	1472	LIN FT	\$95.00	\$139,840.00
47	30" RC PIPE SEWER CLASS III	16	LIN FT	\$100.00	\$1,600.00
48	33" RC PIPE SEWER CLASS III	57	LIN FT	\$125.00	\$7,125.00
49	48" RCP PIPE SEWER CLASS III	1077	LIN FT	\$150.00	\$161,550.00
50	CONSTRUCT DRAINAGE STRUCTURE, DES G	199.5	LIN FT	\$550.00	\$109,725.00
51	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	76	LIN FT	\$650.00	\$49,400.00
52	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	10	LIN FT	\$850.00	\$8,500.00
53	CONSTRUCT DRAINAGE STRUCTURE, DES 72-4020	14.83	LIN FT	\$1,300.00	\$19,279.00
54	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4020	6.92	LIN FT	\$1,600.00	\$11,072.00
55	CONSTRUCT DRAINAGE STRUCTURE, DES 96-4020	5	LIN FT	\$2,300.00	\$11,500.00
56	CONSTRUCT DRAINAGE STRUCTURE, DES 108-4020	15.22	LIN FT	\$3,000.00	\$45,660.00
57	CONSTRUCT DRAINAGE STRUCTURE, DES 120-4020	6	LIN FT	\$4,000.00	\$24,000.00
58	CASTING ASSEMBLY (STORM)	77	EACH	\$950.00	\$73,150.00
59	INTERIOR LINING OF CATCH BASIN RINGS	51	EACH	\$800.00	\$40,800.00
60	ADJUST FRAME AND RING CASTING (STORM)	43	EACH	\$500.00	\$21,500.00
SUBTOTAL STORM SEWER:					\$1,122,536.85
5% CONTINGENCY:					\$56,130.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,178,666.85</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$235,733.37
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$1,414,400.23</b>

# ENGINEER'S PRELIMINARY ESTIMATE

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Sanitary Sewer</b>					
61	MOBILIZATION	0.16	LUMP SUM	\$300,000.00	\$48,758.46
62	REMOVE TRUNK SANITARY SEWER	1040	LIN FT	\$40.00	\$41,600.00
63	REMOVE SANITARY MANHOLE	19	EACH	\$1,000.00	\$19,000.00
64	CONNECT TO EXISTING TRUNK SANITARY SEWER	2	EACH	\$5,000.00	\$10,000.00
65	CONNECT TO EXISTING SANITARY SEWER MAIN	10	EACH	\$2,000.00	\$20,000.00
66	8"x4" PVC WYE, SDR 26	90	EACH	\$600.00	\$54,000.00
67	4" PVC SANITARY SERVICE PIPE, SDR 26	2700	LIN FT	\$40.00	\$108,000.00
68	8" PVC PIPE SEWER, SDR 35	4140	LIN FT	\$60.00	\$248,400.00
69	10" PVC PIPE SEWER, SDR 35	39	LIN FT	\$65.00	\$2,535.00
70	15" PVC PIPE SEWER, SDR 35	179	LIN FT	\$80.00	\$14,320.00
71	24" PVC PIPE SEWER, SDR 26	44	LIN FT	\$350.00	\$15,400.00
72	27" PVC PIPE SEWER, SDR 26	1063	LIN FT	\$150.00	\$159,450.00
73	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	172.81	LIN FT	\$650.00	\$112,326.50
74	CASTING ASSEMBLY (SANITARY)	16	EACH	\$800.00	\$12,800.00
75	ADJUST FRAME AND RING CASTING (SANITARY)	16	EACH	\$400.00	\$6,400.00
76	SANITARY SEWER BYPASS	1	LUMP SUM	\$50,000.00	\$50,000.00
				SUBTOTAL SANITARY SEWER:	\$922,989.96
				5% CONTINGENCY:	\$46,150.00
				<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>	<b>\$969,139.96</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$193,827.99
				<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>	<b>\$1,162,967.95</b>
<b>Watermain</b>					
77	MOBILIZATION	0.19	LUMP SUM	\$300,000.00	\$56,742.83
78	REMOVE WATERMAIN	6725	LIN FT	\$5.00	\$33,625.00
79	REMOVE HYDRANT	13	EACH	\$450.00	\$5,850.00
80	TEMPORARY WATER SERVICE	1	LUMP SUM	\$30,000.00	\$30,000.00
81	CONNECT TO EXISTING WATERMAIN	15	EACH	\$2,000.00	\$30,000.00
82	HYDRANT	13	EACH	\$6,500.00	\$84,500.00
83	6" GATE VALVE AND BOX	13	EACH	\$2,600.00	\$33,800.00
84	8" GATE VALVE AND BOX	17	EACH	\$3,500.00	\$59,500.00
85	12" GATE VALVE AND BOX	3	EACH	\$6,000.00	\$18,000.00
86	1" CORPORATION STOP & SADDLE	90	EACH	\$750.00	\$67,500.00
87	1" CURB STOP & BOX	90	EACH	\$900.00	\$81,000.00
88	1" PE WATER SERVICE PIPE	2700	LIN FT	\$37.00	\$99,900.00
89	6" C900 PVC WATERMAIN	367	LIN FT	\$55.00	\$20,185.00

**ENGINEER'S PRELIMINARY ESTIMATE**

13TH ST SW, GRACE AVE SW, RICE AVE SW IMPROVEMENTS  
CITY PROJECT NO. 2301-B  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127953



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
90	8" C900 PVC WATERMAIN	5606	LIN FT	\$60.00	\$336,360.00
91	12" C900 PVC WATERMAIN	785	LIN FT	\$80.00	\$62,800.00
92	WATERMAIN FITTINGS	2948	POUND	\$15.00	\$44,220.00
93	ADJUST VALVE BOX	29	EACH	\$350.00	\$10,150.00
SUBTOTAL WATERMAIN:					\$1,074,132.83
5% CONTINGENCY:					\$53,710.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,127,842.83</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$225,568.57
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,353,411.40</b>
SUBTOTAL:					\$5,678,952.50
5% CONTINGENCY:					\$283,950.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$5,962,902.50</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$1,192,580.50
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$7,155,483.00</b>

# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
CITY PROJECT NO. 2301-C  
CITY OF WILLMAR, MN  
BMI PROJECT NO. OW1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	0.47	LUMP SUM	\$200,000.00	\$93,608.64
2	CLEARING	100.00	TREE	\$350.00	\$35,000.00
3	GRUBBING	100.00	TREE	\$130.00	\$13,000.00
4	SALVAGE MAILBOX	36.00	EACH	\$75.00	\$2,700.00
5	SALVAGE SIGN	13.00	EACH	\$45.00	\$585.00
6	REMOVE CURB AND GUTTER	8090.00	LIN FT	\$4.00	\$32,360.00
7	REMOVE BITUMINOUS PAVEMENT	15543.00	SQ YD	\$3.00	\$46,629.00
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	1423.89	SQ YD	\$7.00	\$9,967.22
9	REMOVE CONCRETE WALK	1573.78	SQ YD	\$5.00	\$7,868.89
10	COMMON EXCAVATION (P)	11030.00	CU YD	\$16.00	\$176,480.00
11	SUBGRADE EXCAVATION (EV)	1059.00	CU YD	\$18.00	\$19,062.00
12	SELECT GRANULAR BORROW (CV)	6354.00	CU YD	\$16.00	\$101,664.00
13	GEOTEXTILE FABRIC TYPE V	15884.00	SQ YD	\$2.00	\$31,768.00
14	AGGREGATE BASE (CV) CLASS 5	4368.00	CU YD	\$39.00	\$170,352.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1278.00	TON	\$90.00	\$115,020.00
16	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	2131.00	TON	\$85.00	\$181,135.00
17	4" CONCRETE WALK	24810.00	SQ FT	\$7.50	\$186,075.00
18	6" CONCRETE WALK (PEDESTRIAN RAMPS)	1940.00	SQ FT	\$12.00	\$23,280.00
19	TRUNCATED DOMES	380.00	SQ FT	\$55.00	\$20,900.00
20	CONCRETE CURB & GUTTER DESIGN B618	8090.00	LIN FT	\$16.00	\$129,440.00
21	BITUMINOUS DRIVEWAY PAVEMENT	7.33	SQ YD	\$50.00	\$366.67
22	6" CONCRETE DRIVEWAY PAVEMENT	1423.89	SQ YD	\$65.00	\$92,552.78
23	5" EDGE DRAIN	8090.00	LIN FT	\$12.00	\$97,080.00
24	5" DRAIN CLEANOUT	18.00	EACH	\$275.00	\$4,950.00
25	SUMP PUMP DRAINLINE SERVICE	92.00	EACH	\$400.00	\$36,800.00
26	REINSTALL MAILBOX	36.00	EACH	\$100.00	\$3,600.00
27	INSTALL SIGN	1.00	EACH	\$600.00	\$600.00
28	TRAFFIC CONTROL	1.00	LUMP SUM	\$9,199.29	\$9,199.29
29	TEMPORARY MAILBOXES	2.00	LUMP SUM	\$3,500.00	\$7,000.00
30	EROSION CONTROL	1.00	LUMP SUM	\$2,500.00	\$2,500.00
31	STRIP, SALVAGE, SCREEN, & RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	\$25,000.00	\$25,000.00
32	COMMON TOPSOIL BORROW (LV)	654.00	CU YD	\$30.00	\$19,620.00
33	TURF ESTABLISHMENT	10645.33	SQ YD	\$1.50	\$15,968.00

# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
CITY PROJECT NO. 2301-C  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
34	LANDSCAPING ALLOWANCE	1.00	LUMP SUM	\$10,000.00	\$10,000.00
SUBTOTAL STREET & RESTORATION:					\$1,722,131.49
5% CONTINGENCY:					\$86,110.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,808,241.49</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$361,648.30
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$2,169,889.79</b>
<b>Storm Sewer</b>					
35	MOBILIZATION	0.087	LUMP SUM	\$200,000.00	\$17,362.97
36	REMOVE STORM SEWER PIPE (12" & LARGER)	1581.00	LIN FT	\$16.00	\$25,296.00
37	REMOVE STORM MANHOLE OR CATCH BASIN	21.00	EACH	\$600.00	\$12,600.00
38	CONNECT TO EXISTING STORM PIPE	11.00	EACH	\$1,500.00	\$16,500.00
39	12" RC PIPE SEWER CLASS V	526.00	LIN FT	\$65.00	\$34,190.00
40	15" RC PIPE SEWER CLASS V	1518.00	LIN FT	\$70.00	\$106,260.00
41	CONSTRUCT DRAINAGE STRUCTURE, DES G	56.00	LIN FT	\$550.00	\$30,800.00
42	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	52.60	LIN FT	\$700.00	\$36,820.00
43	CASTING ASSEMBLY (STORM)	22.00	EACH	\$950.00	\$20,900.00
44	INTERIOR LINING OF CATCH BASIN RINGS	14.00	EACH	\$800.00	\$11,200.00
45	ADJUST FRAME AND RING CASTING (STORM)	15.00	EACH	\$500.00	\$7,500.00
SUBTOTAL STORM SEWER:					\$319,428.97
5% CONTINGENCY:					\$15,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$335,398.97</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$67,079.79
<b>TOTAL ESTIMATED STORM SEWER COST:</b>					<b>\$402,478.76</b>
<b>Sanitary Sewer</b>					
46	MOBILIZATION	0.22	LUMP SUM	\$200,000.00	\$43,262.83
47	REMOVE TRUNK SANITARY SEWER	740.00	LIN FT	\$40.00	\$29,600.00
48	REMOVE SANITARY MANHOLE	16.00	EACH	\$1,000.00	\$16,000.00
49	CONNECT TO EXISTING TRUNK SANITARY SEWER	1.00	EACH	\$5,000.00	\$5,000.00
50	CONNECT TO EXISTING SANITARY SEWER MAIN	16.00	EACH	\$2,000.00	\$32,000.00
51	8"x4" PVC WYE, SDR 26	92.00	EACH	\$600.00	\$55,200.00
52	4" PVC SANITARY SERVICE PIPE, SDR 26	2790.00	LIN FT	\$40.00	\$111,600.00
53	8" PVC PIPE SEWER, SDR 35	3713.00	LIN FT	\$60.00	\$222,780.00
54	24" PVC PIPE SEWER, SDR 26	740.00	LIN FT	\$150.00	\$111,000.00
55	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007	185.03	LIN FT	\$650.00	\$120,269.50
56	CASTING ASSEMBLY (SANITARY)	16.00	EACH	\$800.00	\$12,800.00
57	ADJUST FRAME AND RING CASTING (SANITARY)	16.00	EACH	\$400.00	\$6,400.00

# ENGINEER'S PRELIMINARY ESTIMATE

IRENE AVE, AUGUSTA AVE, AND MARY AVE SE IMPROVEMENTS  
 CITY PROJECT NO. 2301-C  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. 0W1.127954



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
58	SANITARY SEWER BYPASS	1.00	LUMP SUM	\$30,000.00	\$30,000.00
SUBTOTAL SANITARY SEWER:					\$795,912.33
5% CONTINGENCY:					\$39,800.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$835,712.33</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$167,142.47
<b>TOTAL ESTIMATED SANITARY SEWER COST:</b>					<b>\$1,002,854.79</b>
<b>Watermain</b>					
59	MOBILIZATION	0.23	LUMP SUM	\$200,000.00	\$45,765.56
60	REMOVE WATERMAIN	4564.00	LIN FT	\$5.00	\$22,820.00
61	REMOVE HYDRANT	9.00	EACH	\$450.00	\$4,050.00
62	TEMPORARY WATER SERVICE	1.00	LUMP SUM	\$25,000.00	\$25,000.00
63	CONNECT TO EXISTING WATERMAIN	14.00	EACH	\$2,000.00	\$28,000.00
64	HYDRANT	9.00	EACH	\$6,500.00	\$58,500.00
65	6" GATE VALVE AND BOX	9.00	EACH	\$2,600.00	\$23,400.00
66	8" GATE VALVE AND BOX	20.00	EACH	\$3,500.00	\$70,000.00
67	1" CORPORATION STOP & SADDLE	92.00	EACH	\$750.00	\$69,000.00
68	1" CURB STOP & BOX	92.00	EACH	\$900.00	\$82,800.00
69	1" PE WATER SERVICE PIPE	2790.00	LIN FT	\$37.00	\$103,230.00
70	6" C900 PVC WATERMAIN	262.00	LIN FT	\$55.00	\$14,410.00
71	8" C900 PVC WATERMAIN	4302.00	LIN FT	\$60.00	\$258,120.00
72	WATERMAIN FITTINGS	1804.00	POUND	\$15.00	\$27,060.00
73	ADJUST VALVE BOX	28.00	EACH	\$350.00	\$9,800.00
SUBTOTAL WATERMAIN:					\$841,955.56
5% CONTINGENCY:					\$42,100.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$884,055.56</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$176,811.11
<b>TOTAL ESTIMATED WATERMAIN COST:</b>					<b>\$1,060,866.68</b>
SUBTOTAL:					\$3,679,428.35
5% CONTINGENCY:					\$183,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$3,863,408.35</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$772,681.67
<b>TOTAL ESTIMATED PROJECT COST:</b>					<b>\$4,636,090.01</b>



# ENGINEER'S PRELIMINARY ESTIMATE

23RD STREET SE AREA  
CITY PROJECT NO. 2303  
CITY OF WILLMAR, MN  
BMI PROJECT NO. 0W1.127955



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	1	LUMP SUM	\$60,000.00	\$60,000.00
2	REMOVE CURB AND GUTTER	3970	LIN FT	\$3.50	\$13,895.00
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	110	SQ YD	\$7.00	\$770.00
4	MILL BITUMINOUS SURFACE	69135	SQ YD	\$3.00	\$207,405.00
5	RECLAIM BITUMINOUS PAVEMENT (P)	10065	SQ YD	\$4.00	\$40,260.00
6	SUBGRADE EXCAVATION (EV)	131	CU YD	\$16.00	\$2,096.00
7	SELECT GRANULAR BORROW (CV)	131	CU YD	\$18.00	\$2,358.00
8	TYPE SP 12.5 NON-WEARING COURSE MIX (2,B)	1425	TON	\$85.00	\$121,125.00
9	TYPE SP 9.5 WEARING COURSE MIX (2,B)	6600	TON	\$90.00	\$594,000.00
10	CONCRETE DRIVEWAY PATCH	111	SQ YD	\$70.00	\$7,770.00
11	CONCRETE CURB & GUTTER DESIGN B618	100	LIN FT	\$24.00	\$2,400.00
12	CONCRETE SURMOUNTABLE CURB	3870	LIN FT	\$22.00	\$85,140.00
13	ADJUST FRAME AND RING CASTING	50	EACH	\$300.00	\$15,000.00
14	REPLACE FRAME AND RING CASTING	13	EACH	\$800.00	\$10,400.00
15	ADJUST VALVE BOX	30	EACH	\$400.00	\$12,000.00
16	REPLACE VALVE BOX	15	EACH	\$800.00	\$12,000.00
17	TRAFFIC CONTROL	1	LUMP SUM	\$20,000.00	\$20,000.00
18	INLET PROTECTION	60	EACH	\$100.00	\$6,000.00
19	COMMON TOPSOIL BORROW (LV)	150	CU YD	\$30.00	\$4,500.00
20	TURF ESTABLISHMENT	890	SQ YD	\$2.50	\$2,225.00
SUBTOTAL STREET & RESTORATION:					\$1,219,344.00
5% CONTINGENCY:					\$60,970.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$1,280,314.00</b>
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:					\$256,062.80
<b>TOTAL ESTIMATED STREET &amp; RESTORATION COST:</b>					<b>\$1,536,376.80</b>

# ENGINEER'S PRELIMINARY ESTIMATE

PARKING LOTS AND PATHS IMPROVEMENTS  
 CITY PROJECT NO. 2304  
 CITY OF WILLMAR, MN  
 BMI PROJECT NO. OW1.127956



NOVEMBER 2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>Street &amp; Restoration</b>					
1	MOBILIZATION	1	LUMP SUM	\$30,000.00	\$30,000.00
2	REMOVE CURB AND GUTTER	915	LIN FT	\$4.00	\$3,660.00
3	REMOVE CONCRETE DRIVEWAY PAVEMENT	57	SQ YD	\$7.00	\$399.00
4	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	387	SQ YD	\$7.00	\$2,709.00
5	RECLAIM BITUMINOUS TRAIL 11"	2645	SQ YD	\$5.00	\$13,225.00
6	REMOVE HYDRANT	1	EACH	\$450.00	\$450.00
7	SALVAGE SIGN	4	EACH	\$45.00	\$180.00
8	REMOVE BITUMINOUS PAVEMENT	2207	SQ YD	\$3.00	\$6,621.00
9	REMOVE CONCRETE WALK	3053	SQ YD	\$5.00	\$15,265.00
10	COMMON EXCAVATION (P)	735	CU YD	\$16.00	\$11,760.00
11	SUBGRADE EXCAVATION (EV)	147	CU YD	\$18.00	\$2,646.00
12	GEOTEXTILE FABRIC TYPE V	2207	SQ YD	\$2.00	\$4,414.00
13	AGGREGATE BASE (CV) CLASS 5	735	CU YD	\$34.00	\$24,990.00
14	BITUMINOUS STREET PATCH	115	SQ YD	\$130.00	\$14,950.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	187	TON	\$95.00	\$17,765.00
16	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	312	TON	\$90.00	\$28,080.00
17	10' WIDE BITUMINOUS PATH	8457	SQ YD	\$45.00	\$380,565.00
18	4" CONCRETE WALK	20	SQ YD	\$7.50	\$150.00
19	6" CONCRETE WALK (PEDESTRIAN RAMP)	285	SQ YD	\$12.00	\$3,420.00
20	BITUMINOUS DRIVEWAY PATCH	400	SQ YD	\$50.00	\$20,000.00
21	6" CONCRETE DRIVEWAY PATCH	75	SQ YD	\$65.00	\$4,875.00
22	CONCRETE CURB & GUTTER DESIGN B618	375	LIN FT	\$16.00	\$6,000.00
23	CONCRETE CURB & GUTTER SURMOUNTABLE	537	LIN FT	\$14.00	\$7,518.00
24	HYDRANT	1	EACH	\$6,500.00	\$6,500.00
25	6" GATE VALVE	1	EACH	\$2,600.00	\$2,600.00
26	6" SLEEVE	1	EACH	\$1,000.00	\$1,000.00
27	6" C900 WATERMAIN	10	LIN FT	\$70.00	\$700.00
28	INSTALL SIGN PANEL (HANDICAP PARKING)	4	EACH	\$360.00	\$1,440.00
29	TRUNCATED DOMES	175	SQ FT	\$55.00	\$9,625.00
30	TRAFFIC CONTROL	1	LUMP SUM	\$3,300.00	\$3,300.00
31	STORM DRAIN INLET PROTECTION	1	EACH	\$160.00	\$160.00
32	4" SOLID LINE WHITE PAINT	810	LIN FT	\$1.50	\$1,215.00
33	PAVEMENT MESSAGE WHITE (HANDICAP SYMBOL)	4	EACH	\$70.00	\$280.00
34	COMMON TOPSOIL BORROW	652	CU YD	\$30.00	\$19,560.00
35	TURF ESTABLISHMENT, HYDROMULCH	3800	SQ YD	\$3.50	\$13,300.00

SUBTOTAL STREET & RESTORATION: \$659,322.00

5% CONTINGENCY: \$32,970.00

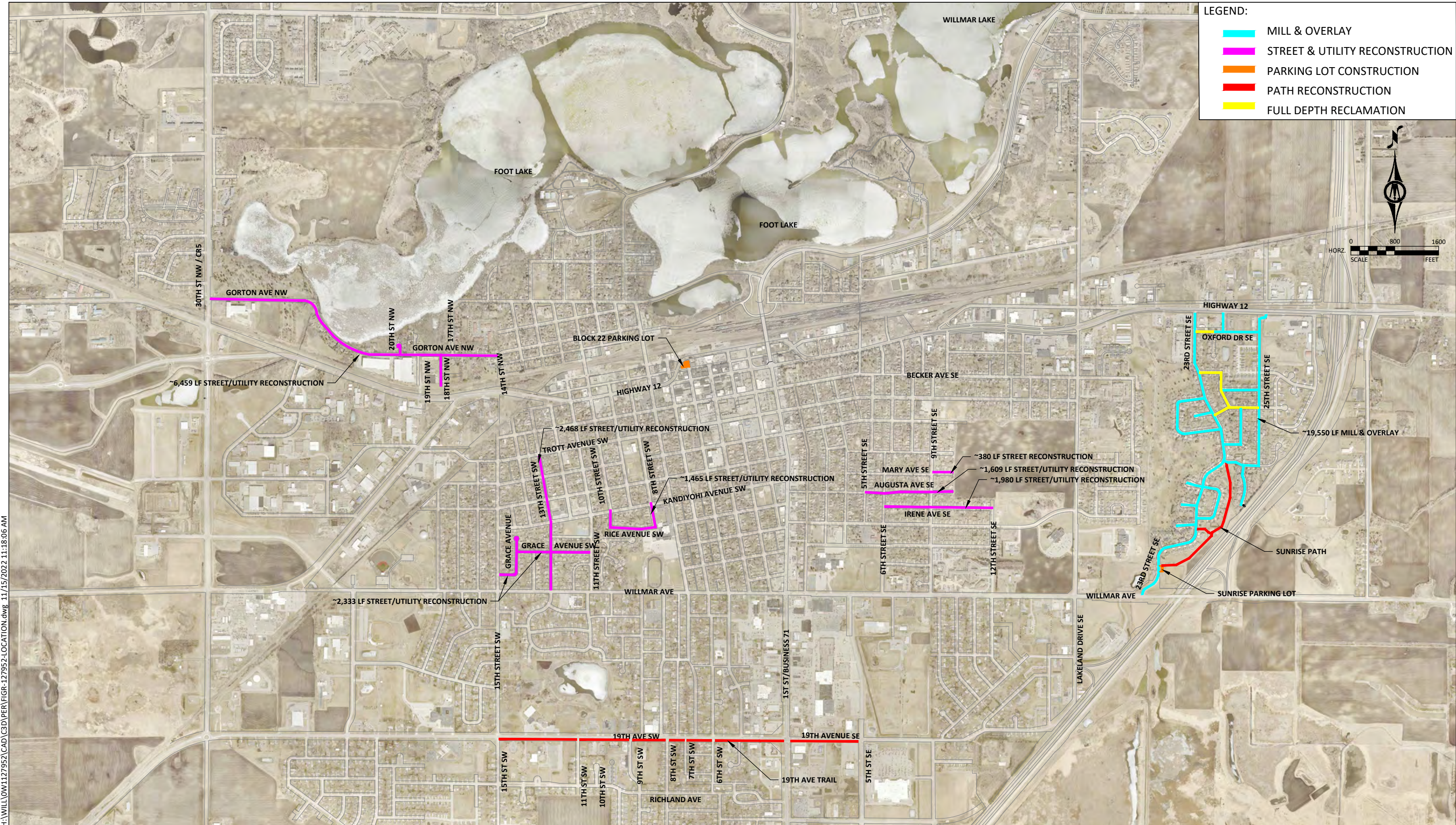
**TOTAL ESTIMATED CONSTRUCTION COST: \$692,292.00**

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$138,458.40

**TOTAL ESTIMATED STREET & RESTORATION COST: \$830,750.40**

## Appendix B: Figures





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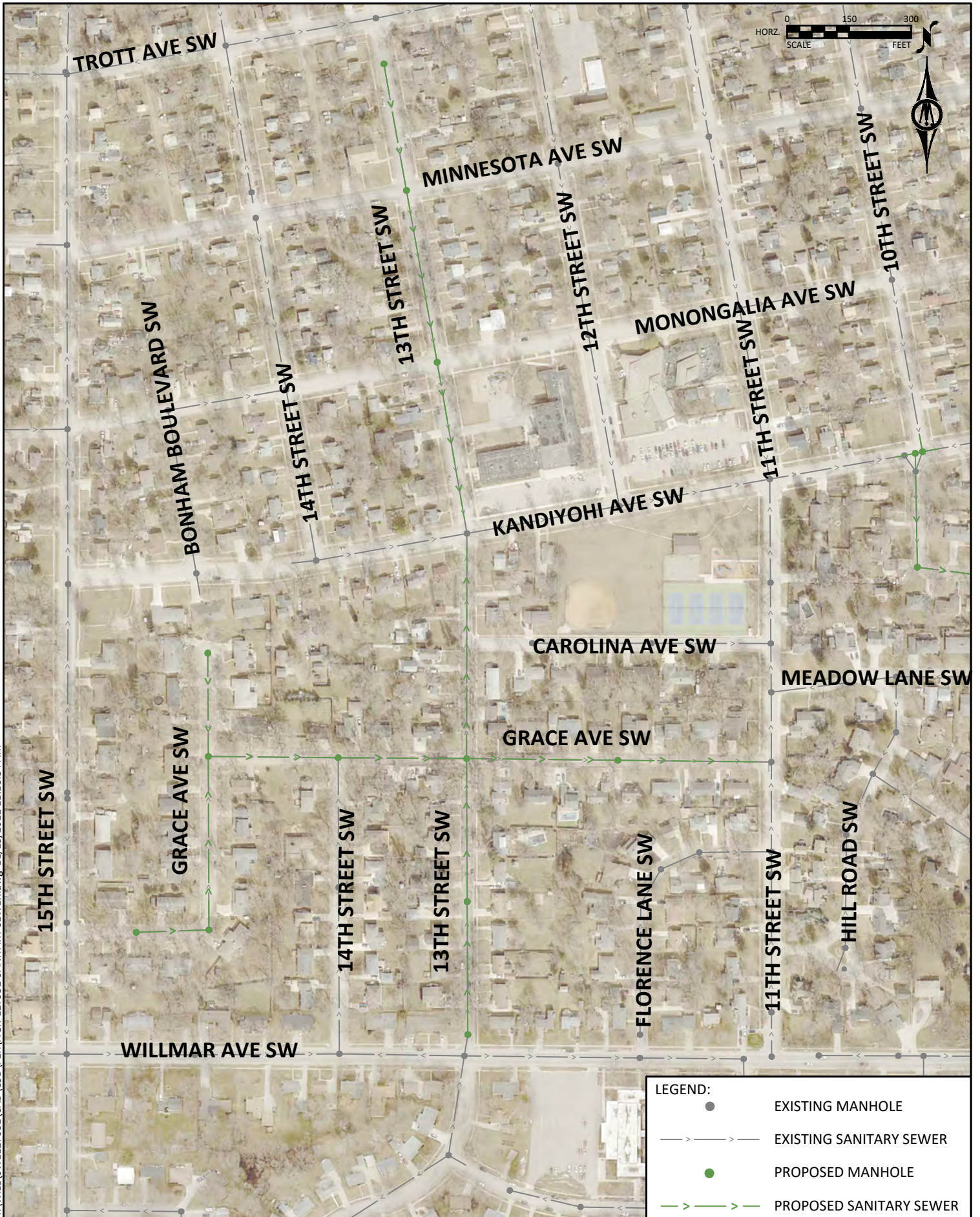
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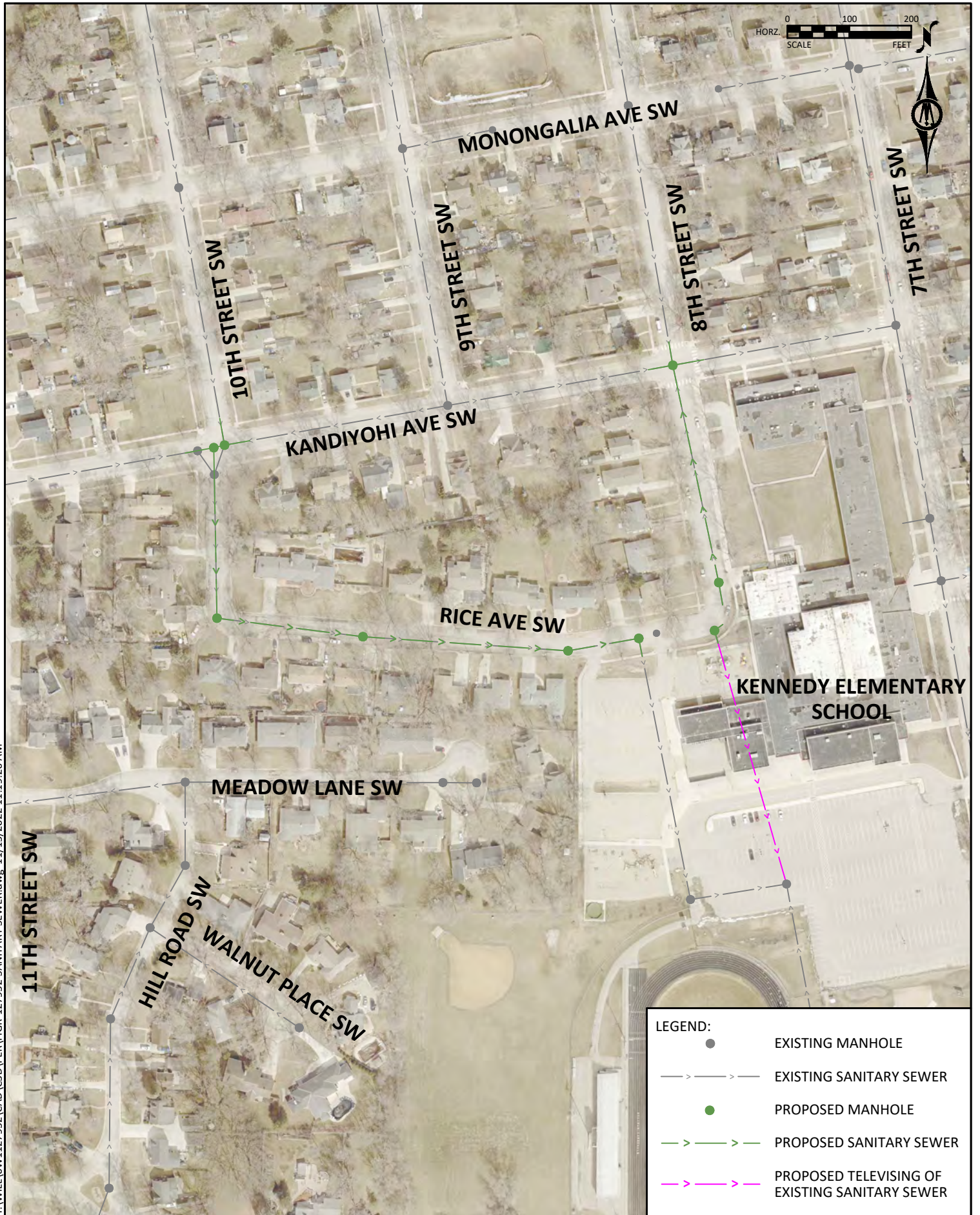




# 2023 Construction Projects Figure 8: 8th St, 10th St & Rice Ave SW Sanitary Sewer

City of Willmar

November 2022



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LEGEND:	
■	EXISTING CATCH BASIN
●	EXISTING MANHOLE
▲	EXISTING APRON
— >> —	EXISTING STORM SEWER
■	PROPOSED CATCH BASIN
●	PROPOSED MANHOLE
▲	PROPOSED APRON
— >> —	PROPOSED STORM SEWER

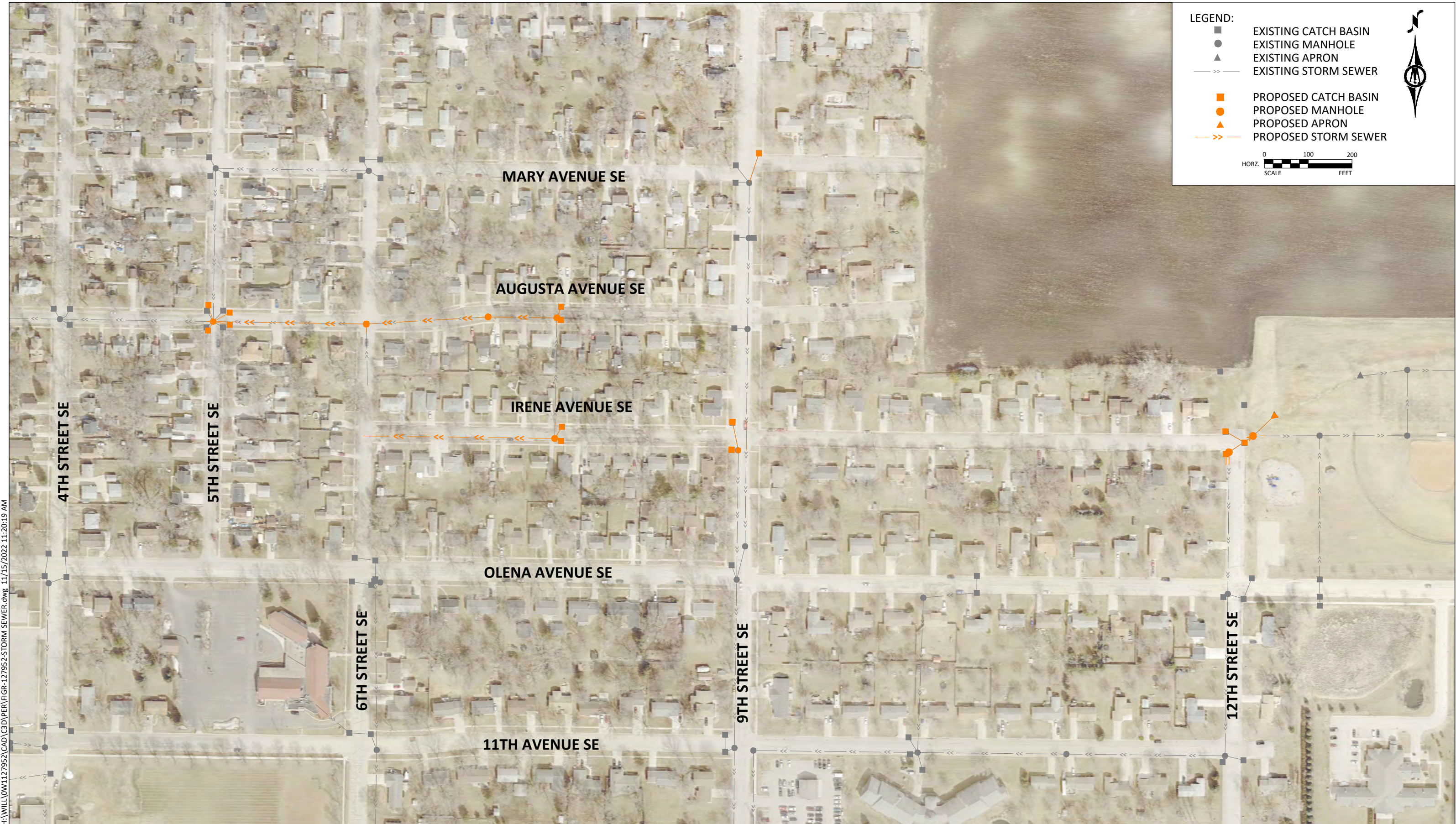






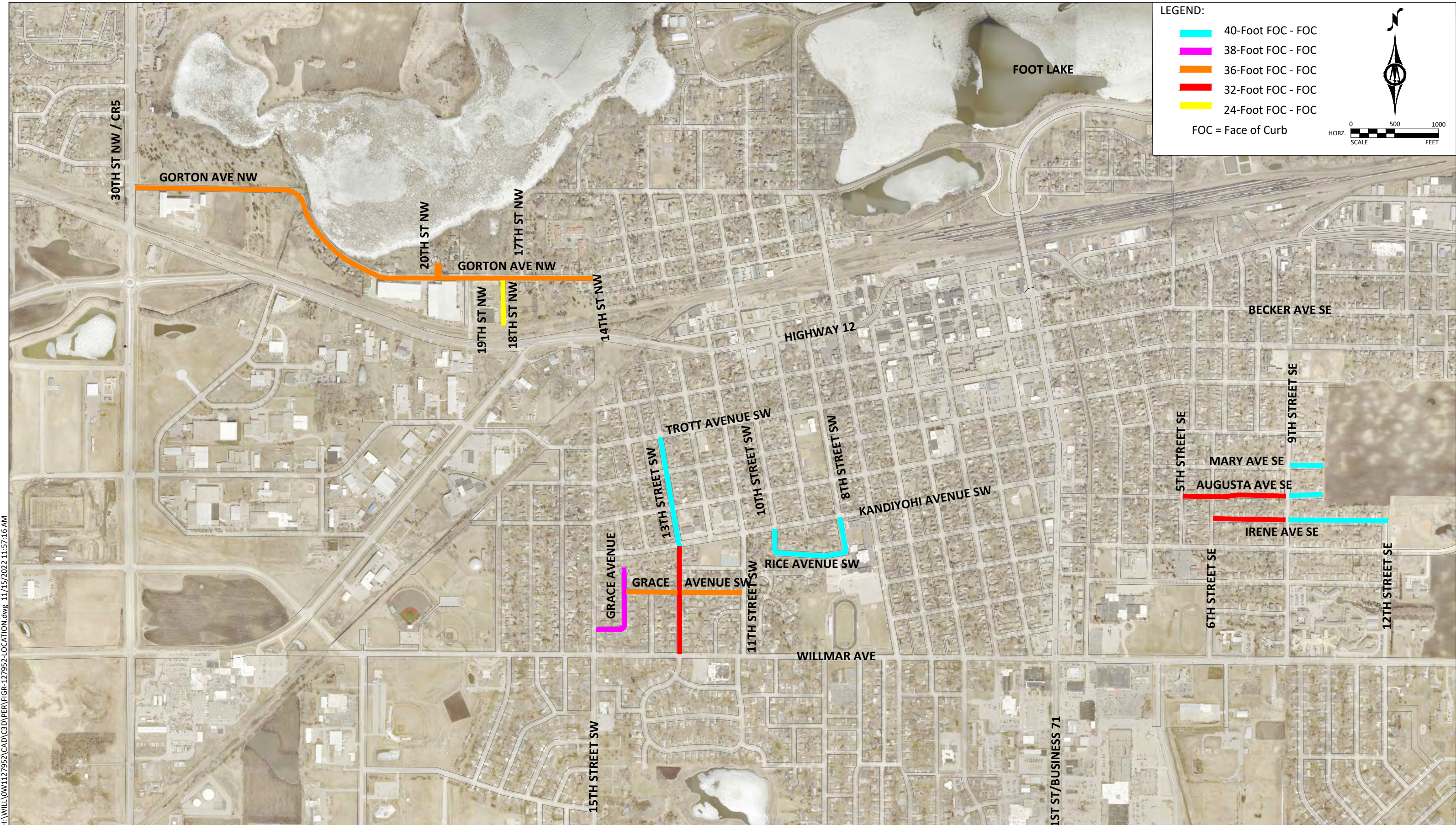






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LEGEND:

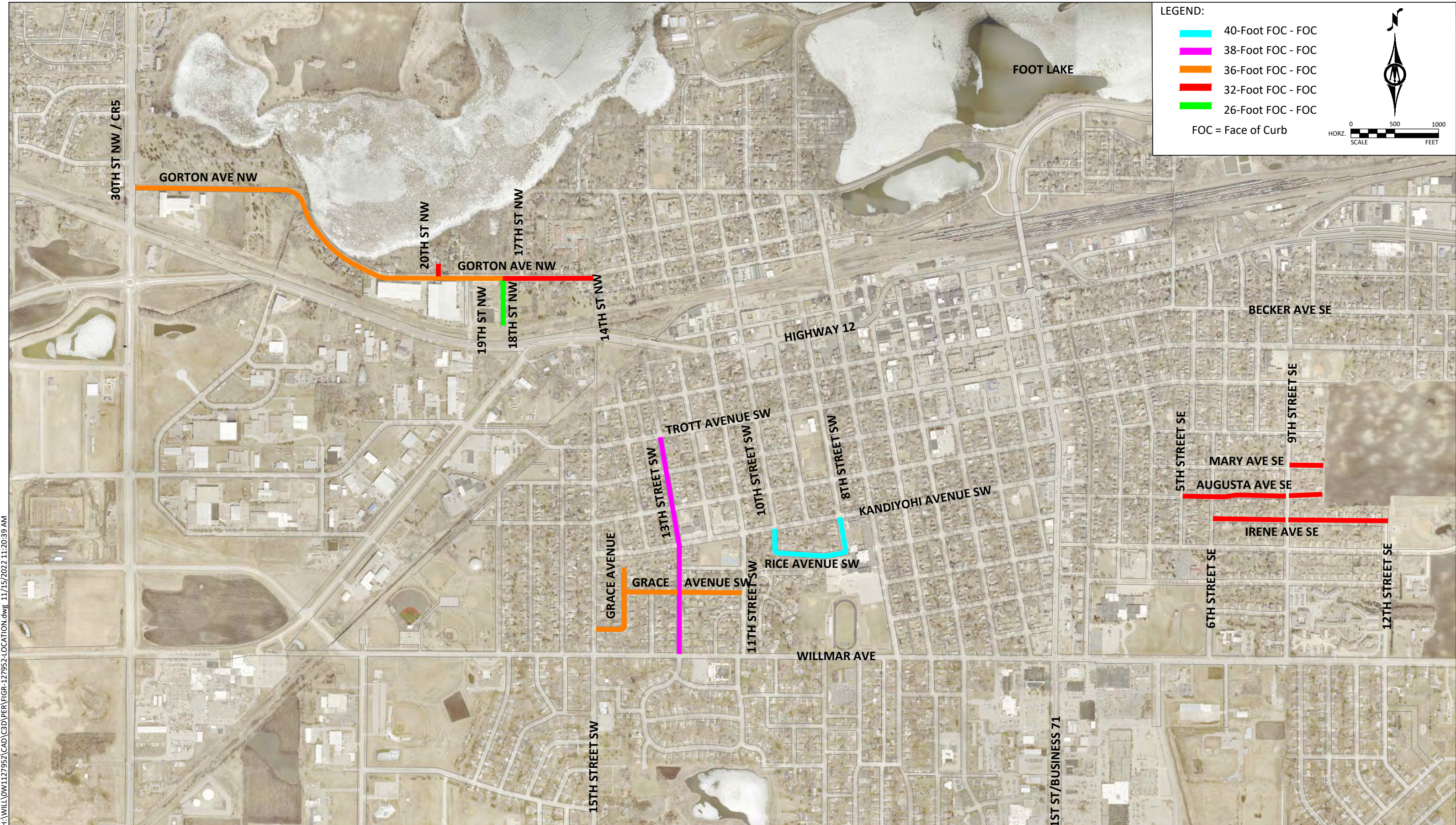
- 40-Foot FOC - FOC
- 38-Foot FOC - FOC
- 36-Foot FOC - FOC
- 32-Foot FOC - FOC
- 24-Foot FOC - FOC

FOC = Face of Curb

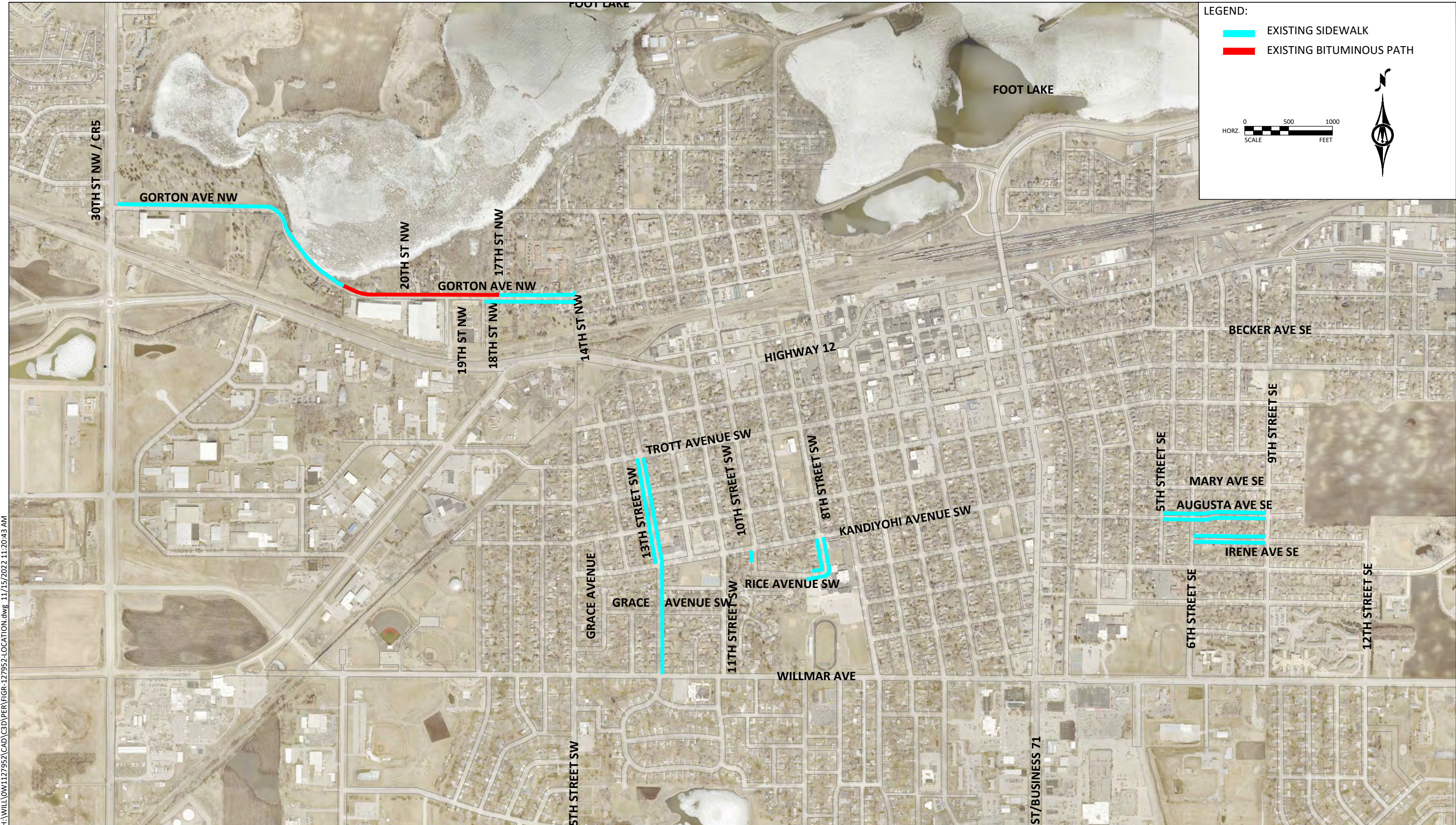
HORZ. SCALE 0 500 1000 FEET

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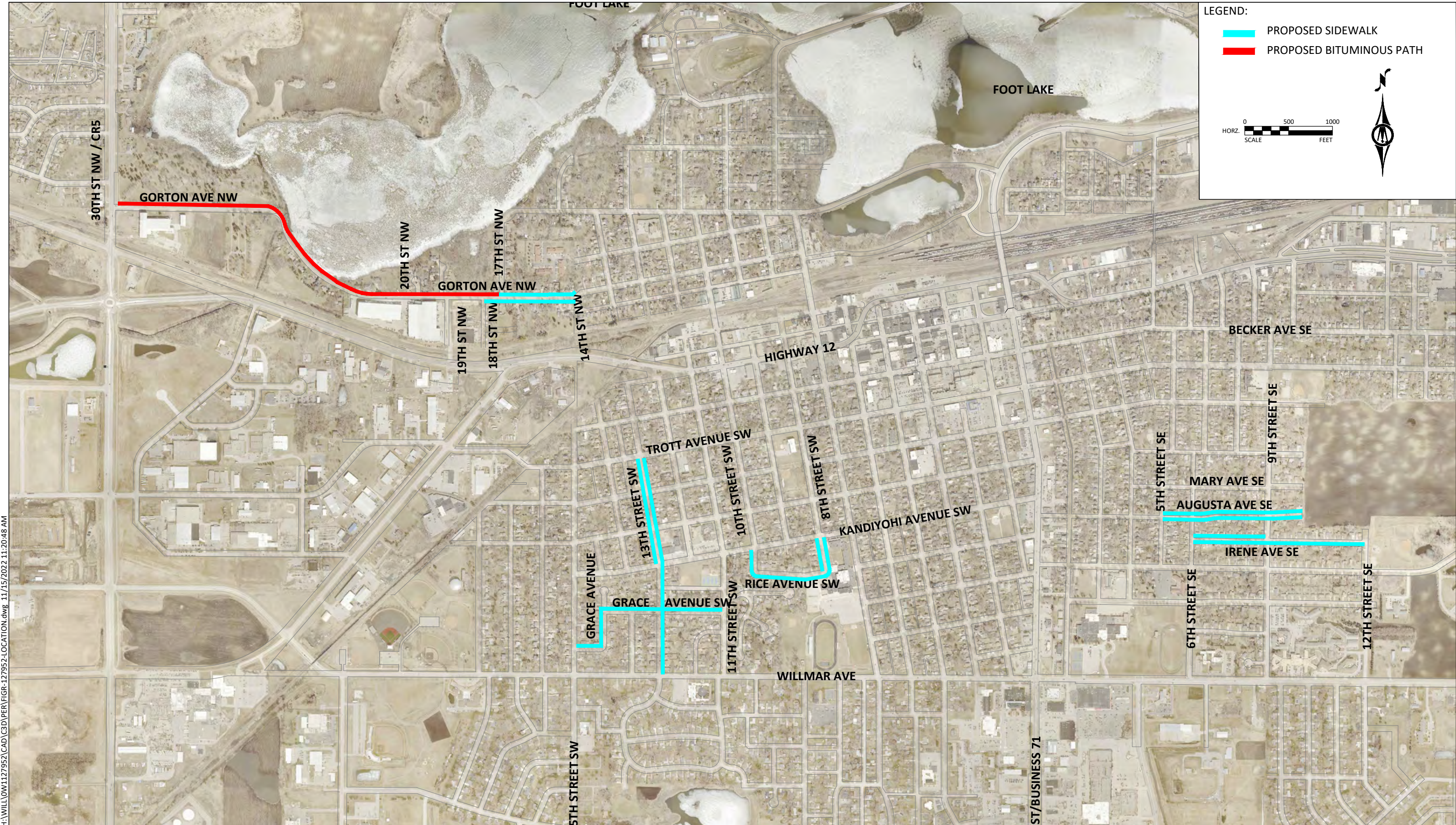






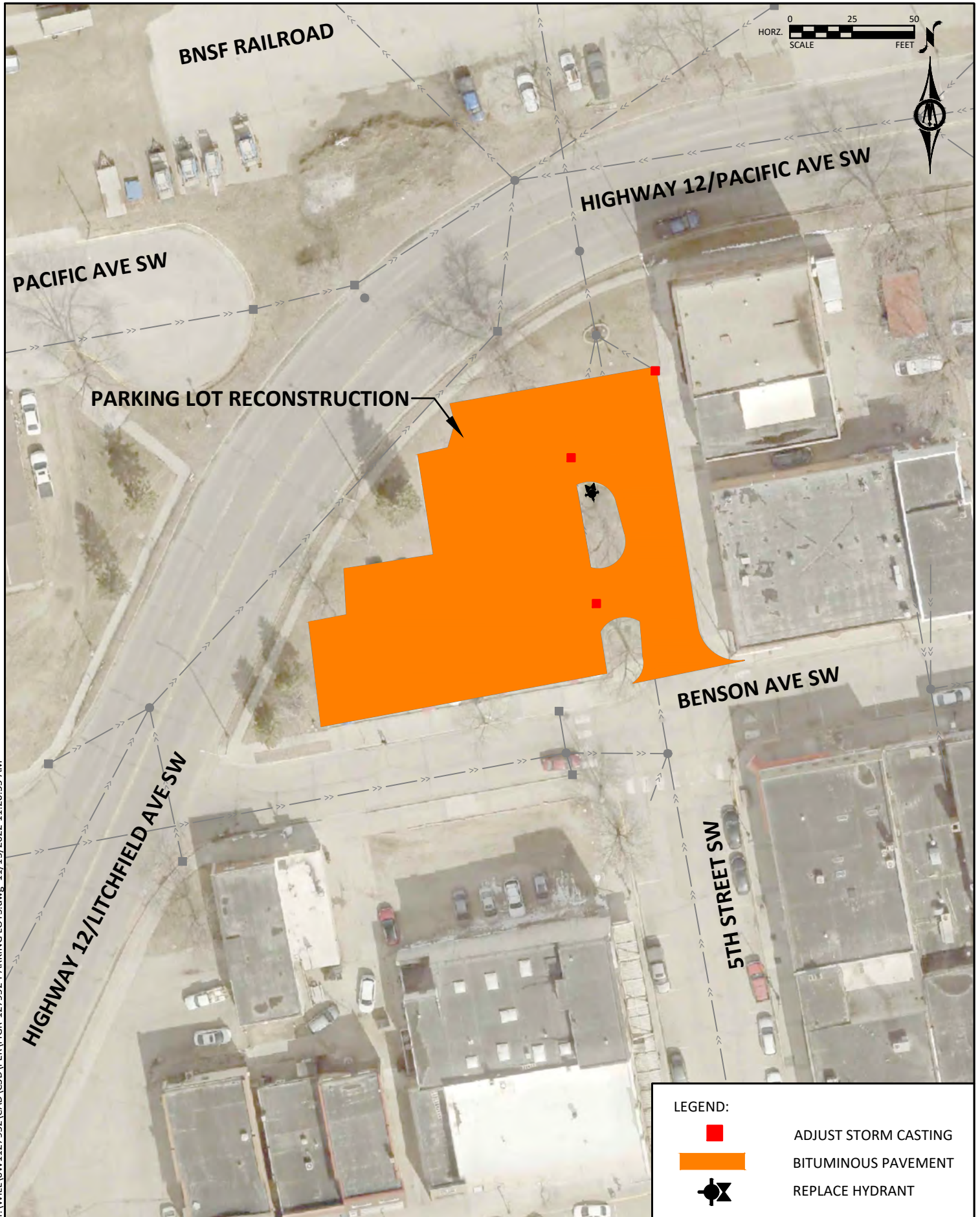
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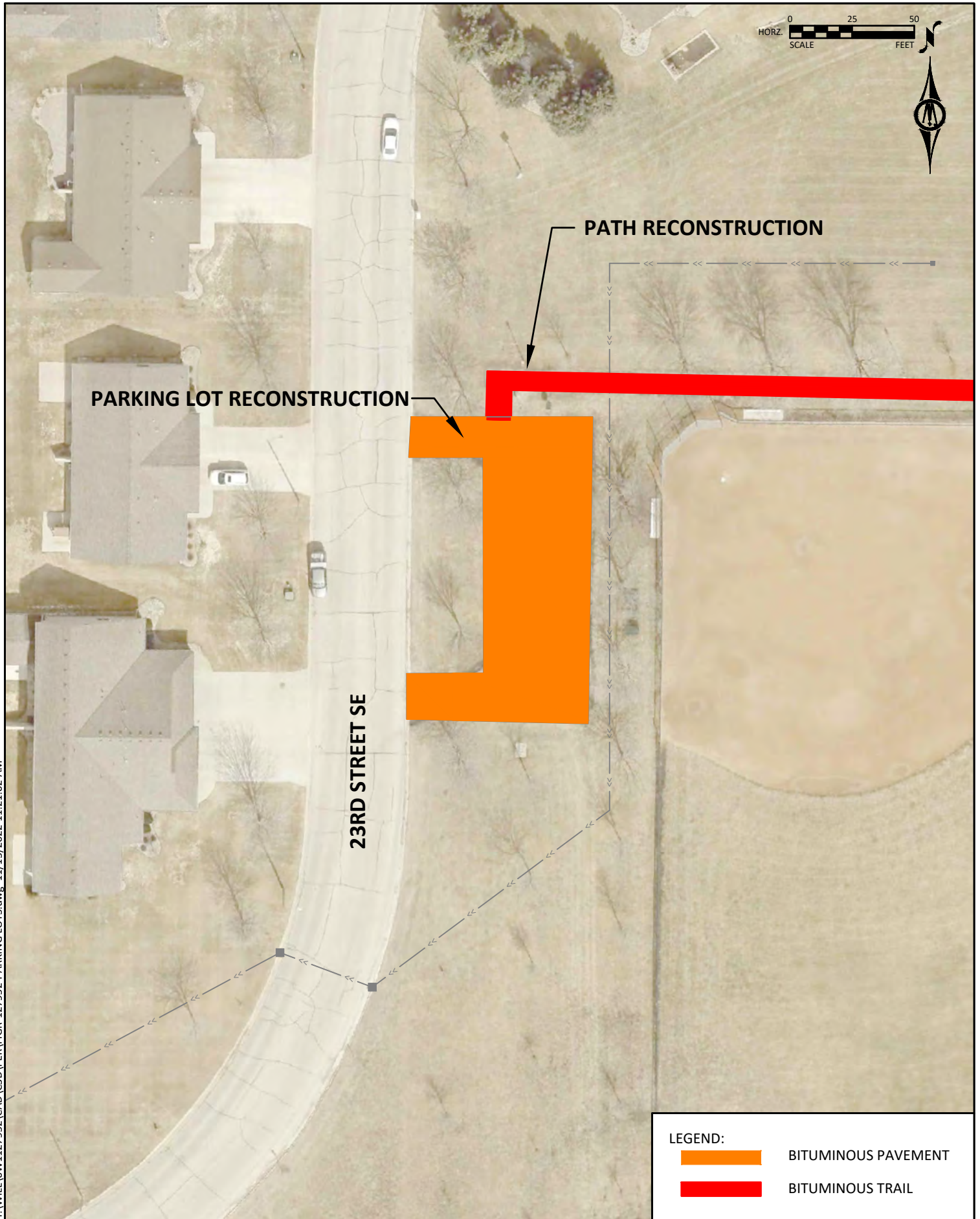


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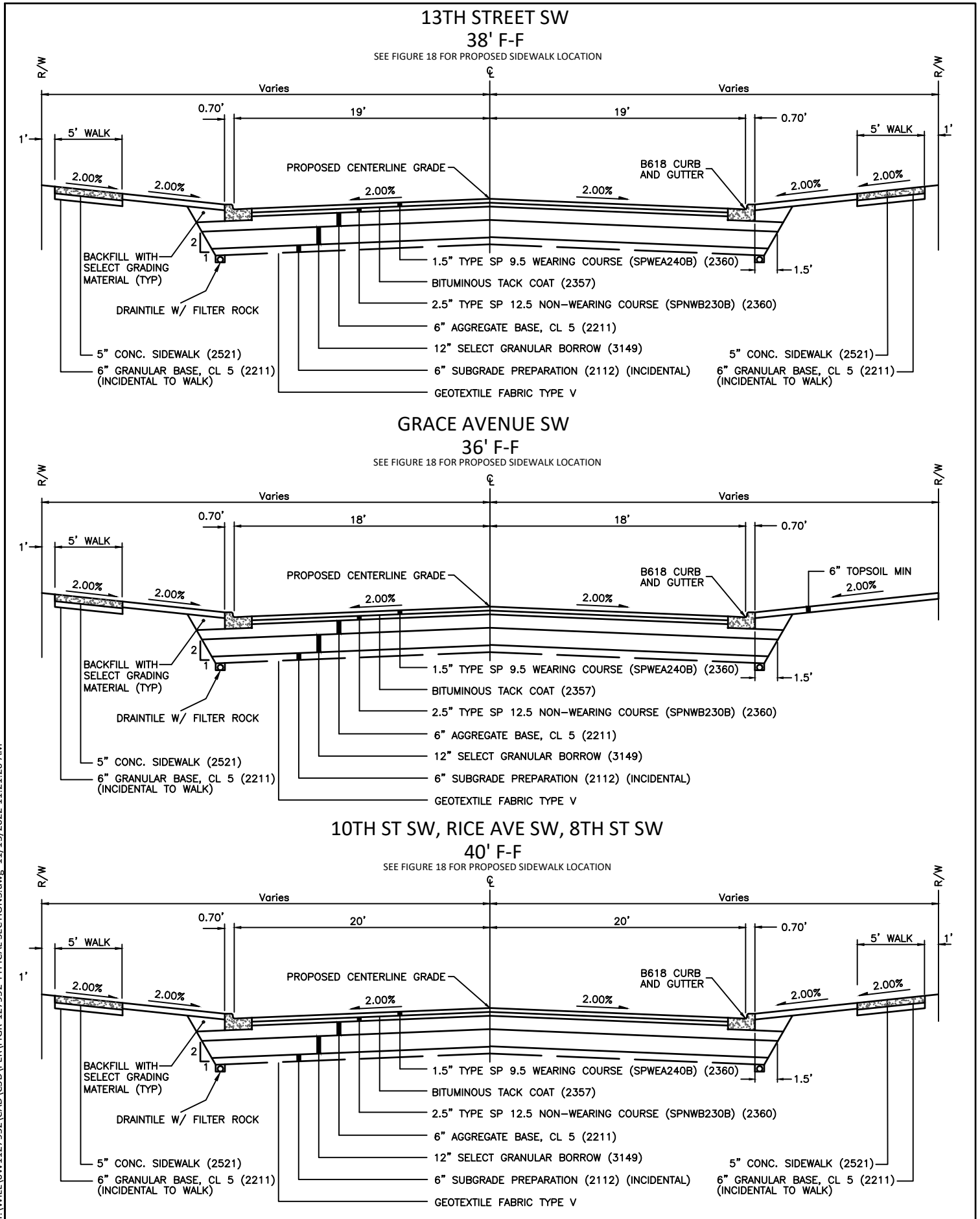




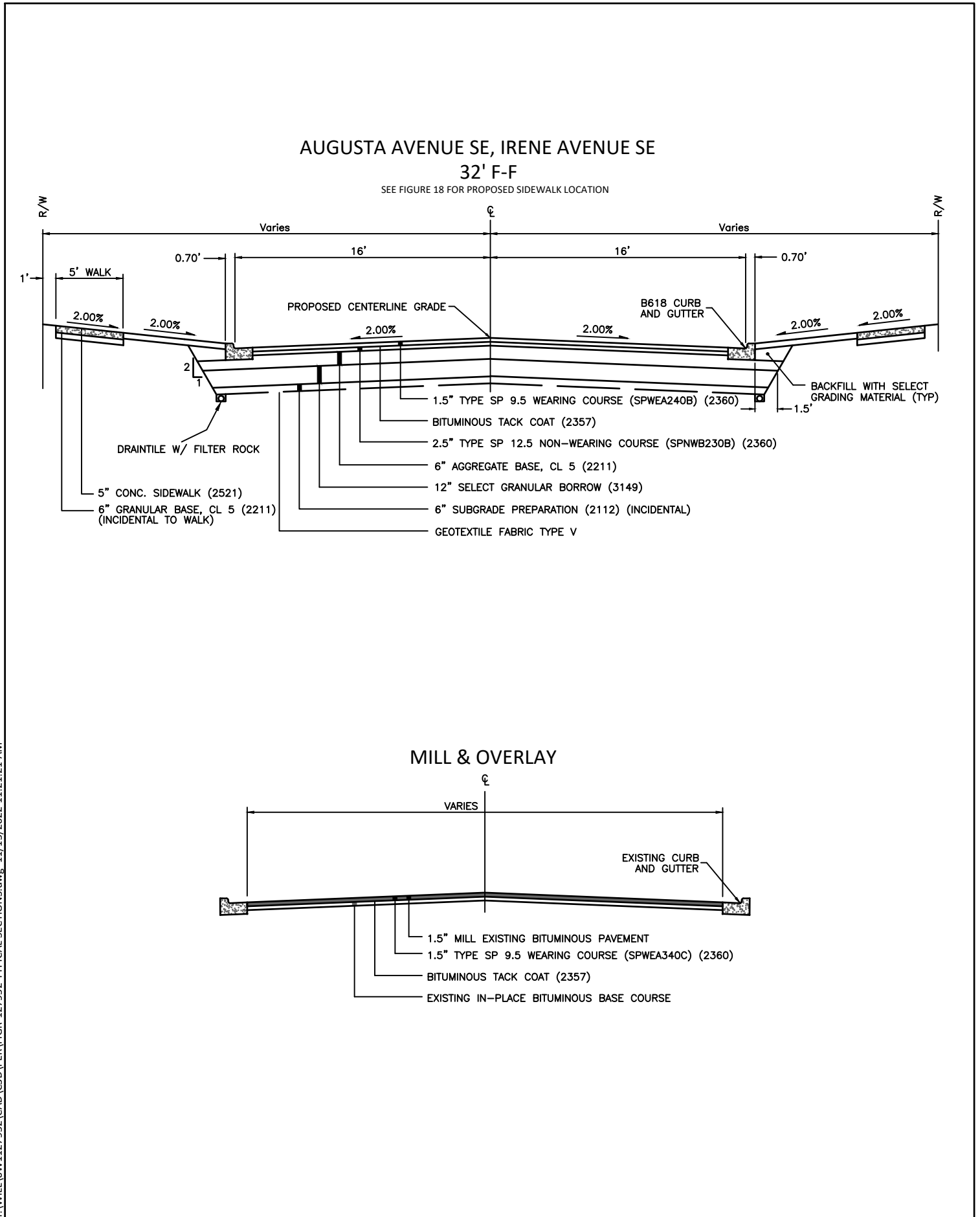








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## 5 Year Street Plan

### Reconstruction

### Overlay

2024
Street
Eagle Ridge Drive West:37th Ave NE-County 41
34th Avenue NE: Eagle Ridge Dr W-DE Cul-De-Sac
32nd Avenue NE: Eagle Ridge Dr W-DE
Technology Drive NE: Civic Center Dr-23rd St NE
Transportation Drive NE: Civic Center Dr-WSH DE
Arena Drive NE: Civic Center Dr-Transportation Dr
Fairway Drive NE: County Rd 24-DE North
7th Avenue SE: Lakeland Dr-19th St
8th Avenue SE: 17th St-19th St
17th Street SE: 7th Ave-8th Ave
Becker Avenue SE: Lakeland Dr-19th St
19th Street SE: Becker Ave-8th Ave
7th Avenue NW: County Rd 5-33rd St NW
29th Street NW: 6th Ave-8th Ave
8th Avenue NW: County Rd 5-DE East
20th Avenue SW: 21st St-25th St
21st Avenue SW: 21st St-25th St
22nd Street SW: 19th Ave-20th Ave
24th Street SW: 19th Ave-20th Ave
25th Street SW: 20th Ave-Williams Pkwy
Willmar Avenue SW (County): Total scope unknown
Civic Center Parking Lot

2025
Street
12th Avenue NW: 30th St-27th St
13th Avenue NW: 28th St-26th St
14th Avenue NW: 27th St-29th St
29th Street NW: 12th Ave-14th Ave
28th Street NW: 13th Ave-12th Ave
27th Street NW: 15th Ave-DE South
24th Street NW: 15th Ave-DE South
26th Street NW: 13th Ave-12th Ave
Westwood Court NW: 15th Ave-DE
4th Street SW: Trott Ave-Willmar Ave
Trott Avenue SE: Julii St-Lakeland Dr
16th Street SW: Trott Ave-Willmar Ave
Highway 12: 11th St-6th St SE (MnDOT Project)

2026
Street
12th Avenue NE: Hwy 71 Service Dr-16th St
13th Avenue NE: Hwy 71 Service Dr-DE East
14th Avenue NE: Hwy 71 Service Dr-Lakeland Dr
16th Street NE: 12th Ave-13th Ave
10th Street SW: Willmar Ave-DE South
14th Avenue SW: 8th Street-10th Street
13th Avenue SW: 11th St-9th St
15th Avenue SW: 9th Street - 11th Street
Olaf Avenue NW: 7th St-12th St
11th Street NW: Olaf Ave-Park Ave
5th Street SE: Becker Ave-Minnesota Ave
10th Street SW: Richland Ave-28th Ave
9th Street SW: Richland-28th Ave
24th Avenue Cul-De-Sac: East of 9th St
25th Avenue SW: 8th Street-10th Street
Pleasantview Drive: 19th Ave-12th St
10th Street SE: Willmar Avenue-Pleasantview Dr.
11th Street SE: Willmar Ave-Pleasantview Dr
Dana Drive SE: 19th Avenue-15th Street
15th Street SE: 14th Avenue-19th Avenue
14th Avenue SE: 15th Street-Lakeland Dr
20th Avenue SE: 9th Street-DE East

2027
Street
Litchfield Ave SE: 1st Street-DE
Litchfield Ave SE: Hwy 12-County PW Office
17th Street SE: Litchfield Ave-2nd Ave
Ann Street SE: Becker Avenue-Johanna Avenue
Julli Street SE: Becker Avenue-Johanna Avenue
Gay Street SE: Hwy 12-Rail Yard
1st Street: Willmar Avenue-County Rd 24

Block 50 Parking Lot

2028
Street
Benson Avenue SE: 6th St-Hwy 12
Dolson Avenue SE: Hwy 12-Benson Ave
8th Street SW: Willmar Ave-19th Ave
16th Avenue SW: 8th Street-9th Street
Quincy Avenue SW: 13th St-11th St
Ramblewood Avenue SW: 13th St-11th St
13th Avenue SW: 13th St-11th St
11th Street SW: Willmar Ave-15th Ave
13th Street SW: Willmar Ave-DE South
Trott Avenue SW: 28th St-Industrial Dr
22nd Street SW: 19th Ave-Willmar Ave
Richland Avenue SW: 15th St-8th St
8th Street SW: 19th Ave-Richland Ave
10th Street SW: Richland- North Cul-De-Sac
11th Street SW: Richland Ave-19th Ave
Richland Drive: South of Richland Ave
28th Avenue SW: 10th St-1st St



### City Council Action Request

<b>Council Meeting Date:</b>	11/21/2022	<b>Agenda Item Number:</b>	11
<b>Agenda Section:</b>	General	<b>Originating Department:</b>	Human Resources
<b>Resolution</b>	Y/N	<b>Prepared by:</b>	LuAnn Sietsema, Human Resource Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	1	<b>Presented By:</b>	LuAnn Sietsema, Human Resource Director
<b>Item:</b>	Approval to contract with David Drown & Associates for Job Classification and Scoring		

**RECOMMENDED ACTION:**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize Human Resource Director LuAnn Sietsema to contract with David Drown & Associates to update Job Descriptions, complete Scoring and recommend job Classification updates for the City of Willmar

**OVERVIEW:**

The City currently has in place a job evaluation and compensation system that was reviewed and updated in 2017-2018, with implementation in 2018. As part of that previous study we need to look at our internal job descriptions and have them scored for internal equity purposes. 5 Proposals were received. We are asking contract with David Drown & Associates to review and update our current job descriptions, scoring & classification system.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

Assistance is needed to compile updated information for Pay Equity reporting.

**BUDGETARY/FISCAL ISSUES:**

The cost for this project is no more than \$30,000. The cost for this is 2023 City budget. There is a 3-year additional maintenance/implementation offered if needed at a cost of \$10,500 annually.

**ATTACHMENTS:**

Request for Proposal submitted by David Drown & Associates.  
Matrix of deliverable from 5 proposals received



# CITY OF WILLMAR

JOB CLASSIFICATION AND SCORING Proposal

Submitted by DDA Human Resources, Inc.



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

Prepared by:  
Mark Goldberg  
Principal Consultant  
612-920-3320 x114  
[markg@daviddrown.com](mailto:markg@daviddrown.com)

October 18, 2022

LuAnn Sietsema  
Human Resource Manager. City of Willmar  
333 6th Street SW  
Willmar, MN  
P: 320-214-5180 | F: 320-235-4970  
Email: lsietsema@willmarmn.gov

**RE: Proposal for Job Classification and Scoring Study**

Dear Ms. Sietsema:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the City of Willmar. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, staff members assigned to your study, a detailed description of services to be provided and various levels of project scope per market analysis. The cost for each option is as follows:


1. Full Class and Comp Study, no job descriptions: \$30,000
2. Ongoing Maintenance: \$10,500

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver to you practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid, one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing a full-service program to maintain classification and compensation systems – and we find that over half of our study clients now opt for this ongoing service.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,



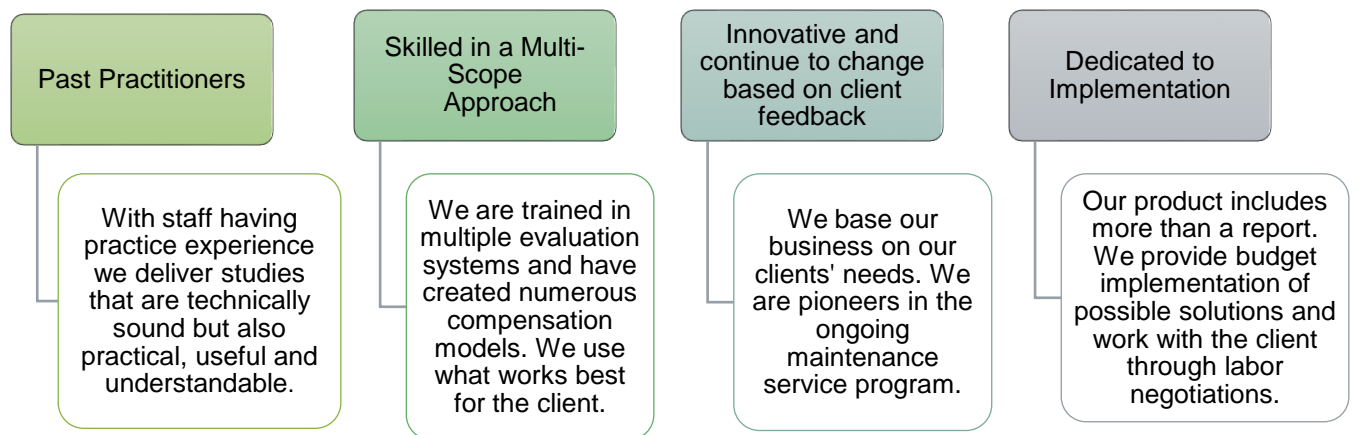
Mark Goldberg, Principal Consultant  
DDA Human Resources, Inc.

## CONTENTS OF THIS PROPOSAL

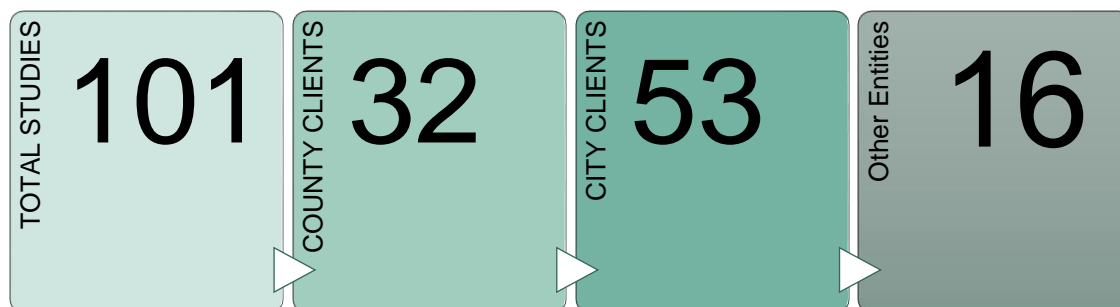
- Our Firm and Qualifications
- Our Service Team
- References
- Our Philosophy for Classification Studies
- Proposed Services
- Fees
- Timeline
- Our Clients

## OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc., has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as four employees to as large as 1,500 employees. Our completed studies include:



## OUR SERVICE TEAM

---

DDA HR maintains a staff of 11 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

### **Dr. Tessia Melvin –Department Head**

Tessia heads the compensation and classification (C&C) services area of DDA HR. Over the past six-years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



### **Mark Goldberg, MA-HRR – Principal Consultant**

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations, and the University of Minnesota. In addition, Mr. Goldberg has over six years of experience consulting with major public sector organizations around the country with a focus on projects in Minnesota such as Koochiching County, the city of Red Wing, and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College.



**Mr. Goldberg will be the Project manager for this study.**

### **David Drown – Technical Support**

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

### **Kelly Jones – Technical Support**

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA HR team with any ongoing project needs.

**Mr. Jones will be assigned to provide technical support for this study.**



## Tom Blakesley – Technical Support

Tom is the newest member of the DDA HR team. Prior to joining DDA HR, Tom worked extensively in client/customer relations. He also brings experience in working with and analyzing business data in the private sector. He will be primarily working on data collection and analysis, and providing a great deal of the initial groundwork and research for classification and compensation studies.

## SUPPORTING TEAM MEMBERS (*Our Bench*)

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### Melanie Ault

Melanie Ault brings to DDA HR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDA HR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

### George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private, and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

## REFERENCES

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**Reference #1:**           **City of Harmony, MN**

Contact:                   Devin Swanberg, City Administrator  
507-886-8122  
[administrator@harmony.mn.us](mailto:administrator@harmony.mn.us)

Contract dated:        April – November 2021

Scope of Services:    *In 2021, DDA HR worked with the City to complete a full classification and Compensation Study including the design of a new salary structure and costing for several years.*

**Reference #2: City of Fridley, MN**

Contact: Becca Hellegers, Employee Resources Manager  
763-572-3507  
[Becca.Hellegers@FridleyMN.gov](mailto:Becca.Hellegers@FridleyMN.gov)

Contract Dated: February 2020 – December 2020; they have entered an ongoing maintenance contract with us

Scope of Services: *DDA HR was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

**Reference #3: City of Preston, MN**

Contact: Joe Hoffman, City Administrator & Utility General Manager  
507-765-2153  
[jhoffman@prestonmn.org](mailto:jhoffman@prestonmn.org)

Contract Dated: August 2021 – January 2022

Scope of Services: *DDA HR worked with the City to complete a full classification and Compensation Study including the design of a new salary structure, completion of their Pay Equity reporting and costing for several years.*

**Reference #4: Town of Thomson, MN**

Contact: Rhonda Peleski, Clerk/Treasurer  
218-879-9719  
[rpeleski@townofthomson.com](mailto:rpeleski@townofthomson.com)

Contract Dated: August 2021 – January 2022

Scope of Services: *DDA HR worked with the City to complete a full class and comp study that included a comparison of benefits, the design of a new salary structure, costing for several years, and the implementation of a new job evaluation system.*

## OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

<b>Compensation and Benefits</b>	<b>Internal Equity</b>	<b>Positive and Transparent</b>	<b>Customized</b>
<ul style="list-style-type: none"><li>• Competitive to hire, retain, and motivate qualified employees</li></ul>	<ul style="list-style-type: none"><li>• Ensure the positions are aligned properly internally</li></ul>	<ul style="list-style-type: none"><li>• Be open and fair to employees, managers, and unions</li></ul>	<ul style="list-style-type: none"><li>• Establish a pay philosophy based on your organization</li></ul>

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**. We do this through customizing your competitive pay philosophy.

### WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
  - We will help create a list that matches your demographics, service level, tax capacity, employee numbers, and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

## PROPOSED SERVICES

### Introduction and Project Orientation

- Project Initiation Meeting: Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system, and (3) to identify possible barriers to implementing and maintaining change.
- Information Collection: Organization and salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- Project Administration: Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- Define Communication Strategy: Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools. DDA HR will partner with the City to create any communication pieces required.
- Employee Orientation Sessions (optional): Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- Job Description Review: We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements.

### Rewrite Job Descriptions *(included with On-going Maintenance but we can do jobs as needed for \$150/each)*

- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Position Analysis Questionnaire (PAQ): DDA HR will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA HR will use it to create the job descriptions and to evaluate all positions.
- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.
- Final job descriptions will be submitted for final approval by department heads, the Project Team, and governing board.
- Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- DDA HR will review appeals and work with Project Team and employees to create consistent results.

## Job Evaluation

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization. The best practice that we have used effectively across the State is to create a Project Team, comprised of key members of both union and management representatives, to ensure that any recommendations on the design of the system have support across the City.

- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- DDA HR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system.
- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions:
  - Experience and Education needed for the position. This includes licenses and certifications.
  - Decision Making and its impact on the job, division, department, and organization.
  - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
  - Mental and Physical Effort of the Job
  - Relationships and Communications
  - Conditions and Hazards of the job
- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
  - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
  - DAR then examines the complexity of the duties performed compared to other substantially similar positions.
  - Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.
- Appeal of Assigned Grade: DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to use for these appeals with all appeal decisions reviewed by Council. Best practice is to have employees appeal the grade assigned NOT the salary and to provide the specific reason that the

appeal is being submitted. This appeal should be approved by the supervisor and possibly by HR or a department head before being sent to DDA HR.

- Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

### **Market Analysis** *(included in all options)*

- MN Data: DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees, and others as directed by the Project Team
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- For the benefits information, we will either contact the organizations directly or go through publicly available data to gather information on such areas as holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, and deferred compensation,
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees.

### **Pay Grid Calibration** *(We will make recommendations for all, but for the full study, market calibration and ongoing maintenance, we will provide 2 alternative options with implementation costs)*

- Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression, and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and

outside the organization that are workable within a union and non-union environment.

- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

**Predict Payroll Cost Implementation** *(We will make recommendations for all, but for the full study, market calibration and ongoing maintenance, we will provide 2 alternative options with implementation costs)*

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

**Final Report** *(Included in all options)*

- Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team.
- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan. This report will provide an overview of the organizations surveyed, methodology used to evaluate the positions, a description of how the structure was created, the financial impact, and any next steps that may be necessary.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Final Presentation: DDA HR presents study findings and recommendations to officials.

## ONGOING MAINTENANCE

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This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every four to six years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDA HR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update, and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.

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- We will complete and submit a pay equity report every three years or when otherwise required.
  - If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analyses of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.



## PROJECT TIMELINE

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Key Milestones	Completion Week of
Introduction and Project Orientation; collect organizational information (roster, org charts, policies, etc.)	11/14/2022
Discuss compensation philosophy	11/14/2022
Creation of communication strategy	11/14/2022
Develop list of comparable organizations	11/14/2022
Finalize list of comparable organizations	11/21/2022
Kickoff Presentation to Staff	11/28/2022
Collection and verification of data	12/5/2022
Competitive analysis performed	12/12/2022
Initial Review of market data	12/5/2022
Finalization of market data	12/19/2022
Begin discussion of existing job evaluation method and alternative options	11/14/2022
In depth review of options for job evaluation methods	11/28/2022
Selection of appropriate job evaluation method for the City	12/12/2022
DDA HR evaluates jobs using structured job evaluation tool	12/19/2022
Finalization of job evaluation with review from organization	1/2/2023
Development of new structure of grades and ranges	1/16/2023
Transition options and next steps/costs outlined	1/23/2023
Finalization of new structure	2/13/2023
System testing for equity and fairness	2/20/2023
Presentation to staff and leadership	3/6/2023
System Adoption/Presentation to City Council	3/13/2023

## PROPOSED FEE FOR SERVICES

Our fees below are based on a study with 53 job descriptions. The fees quoted in this proposal are valid for ninety (90) days following the submission deadline.

Scope of Work	Full Class and Compensation	Ongoing Maintenance
General Project Setup and Administration		Included
Market Analysis		Included
Review and Rewrite Job Descriptions	Individual job descriptions as needed with additional cost	Included (typically 1/3 each year)
Classify Job Descriptions	Included	Included (typically 1/3 each year)
Calibrate Pay Structure	2 costing models developed	Included as needed on an annual basis
Final Report		Included
Budget Implementation		Included
Total Cost	\$30,000	\$10,500

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position
- Market Wage Analysis \$100 base fee plus \$150 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

## OUR CLIENTS

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### 53 City Classification and Compensation Study Clients

Aitkin	Harmony	Olivia
Audubon	Hawley	Pequot Lakes
Brainerd	Howard Lake	Pierz
Breezy Point	Kasson	Pillager
Caledonia	Lake Elmo	Preston
Cannon Falls	Lake Park	Rochester
Clarks Grove	Lakefield	Rockville
Crosby	Lanesboro	Royalton
Detroit Lakes	Little Canada	St. Augusta
Dundas	Mahnomen	St. Paul Park
East Grand Forks	Mankato	Staples
Eyota	Mantorville	Thief River Falls
Fairfax	Mayer	Victoria
Fridley	Medford	Warroad
Gaylord	Medina	Watertown
Glyndon	Minneota	Waverly
Golden Valley	New Ulm	Zumbrota
Granite Falls	North St. Paul	

### 30 County Classification and Compensation Study Clients

Benton County	Goodhue County	Olmsted County
Big Stone County	Houston County	Polk County
Brown County	Hubbard County	Rice County
Clay County	Jackson County	Rock County
Cook County	Koochiching County	St. Louis County
Chippewa County	Le Sueur County	Swift County
Dodge County	Mahnomen County	Wadena County
Douglas County	Morrison County	Waseca County
Fillmore County	Mower County	Wilkin County
Freeborn County	Murray County	Yellow Medicine County

### 16 Other Government Classification and Compensation Study Clients

Brainerd Utilities	New Ulm Utilities
Counties Providing Technology	Rice and Steele 911 Center
Detroit Lakes Utilities	Southlake Minnetonka Police Department
East Regional Development Commission	Tri-Cap
Headwaters Regional Development Commission	Tri-County Community Corrections
MN Prairie County Alliance	Upper Valley Regional Development Center
MN Multi Housing Authority	Washington County Conservation District
Mower County Soil/Water Conservation District	
Murray County Hospital	

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this 7<sup>th</sup> of November (“Effective Date”) by and between David Drown Associates Inc., a Minnesota corporation with a Minnesota registered office at 5029 Upton Avenue South Minneapolis, MN 55410 (“Consultant”), and the City of Willmar located at 333 6th Street SW Willmar, MN (the “Client”):

### RECITALS

- A. Consultant is engaged in the business of providing professional human resources consulting services.
- B. The Client desires to hire Consultant to perform the following work:
  - The Consultant will perform the following services:
    - a. Full Classification and Compensation Study with no job descriptions written

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the Client and Consultant agree as follows:

### AGREEMENT

1. **Services to be Provided.** Consultant agrees to provide the Client with professional human resources consulting services as described in the attached **Exhibits A and B** (the “Services”). **Exhibits A and B** shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
2. **Time for Completion.** This Agreement shall remain in force and effect commencing from the effective date and continuing until the completion of the project, unless terminated by the Client or amended pursuant to the Agreement. The Services shall be completed according to the deadlines set forth in the attached **Exhibit A**, provided that the parties may extend the stated deadlines upon mutual written agreement.
3. **Consideration.** The consideration, which the Client shall pay to Consultant, shall not exceed \$30,000. The consideration shall be for both the Services performed by Consultant and the expenses incurred by Consultant in performing the Services. The Client shall make progress payments to Consultant as follows:
  - a. \$30,000 upon completion of the implementation stage, as described in Exhibit B

The Client shall pay Consultant within thirty (30) days after Consultant’s statements are submitted.

4. **Expense Reimbursement.** Consultant shall not be compensated separately for necessary incidental expenses. All expenses of Consultant shall be built into Consultant’s fixed compensation rate, unless reimbursement is provided for an expense that received the prior written approval of the Client, which approval may be provided via electronic mail.
5. **Approvals.** Consultant shall secure the Client’s written approval before making any expenditures, purchases, or commitments on the Client’s behalf beyond those listed in the Services. The Client’s approval may be provided via electronic mail.

6. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time;
- b. Consultant may terminate this Agreement in the event of a breach of the Agreement by the Client upon providing thirty (30) days' written notice to the Client;
- c. The Client may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- d. The Client may terminate this Agreement immediately upon Consultant's failure to have in force any insurance required by this Agreement.

In the event of a termination, the Client shall pay Consultant for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

7. **Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

8. **Remedies.** In the event of a termination of this Agreement by the Client because of a breach by Consultant, the Client may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the Client for breach of this Agreement by Consultant shall not be exclusive. The Client shall be entitled to exercise any one or more other legal or equitable remedies available because of Consultant's breach.

9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Consultant agrees that the books, records, documents, and accounting procedures and practices of Consultant, that are relevant to the contract or transaction, are subject to examination by the Client and the state auditor or legislative auditor for a minimum of six years. Consultant shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify, and hold-harmless the Client and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Consultant's negligence or the Consultant's performance or failure to perform its obligations under this Agreement. The Consultant's indemnification obligation shall apply to the Consultant's subcontractors, or anyone directly or indirectly employed or hired by the Consultant, or anyone for whose acts the Consultant may be liable. The Consultant agrees this indemnity obligation shall survive the completion or termination of this Agreement.

11. **Insurance.** Consultant shall maintain reasonable insurance coverage throughout this Agreement. Consultant agrees that before any work related to the approved project can be performed, Consultant shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, section 176.181; Business Auto Liability in an amount not less than \$1,000,000.00 per occurrence; Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$2,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$2,000,000.00 per occurrence for property damage. To meet the Commercial General Liability and Business Auto Liability requirements, Consultant may use a combination of Excess and Umbrella coverage. Consultant shall provide the Client with a current certificate of insurance including the following language: "The City of Hawley is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the Client as an additional insured and

contain a statement that such policies of insurance shall not be canceled or amended unless 30 days written notice is provided to the Client, or 10 days written notice in the case of non-payment.

12. **Subcontracting.** Neither the Client nor Consultant shall assign, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of the Services required by this Agreement. Any instrument in violation of this provision is null and void.

13. **Assignment.** Neither the Client nor Consultant shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.

14. **Independent Contractor.** Consultant is an independent contractor. Consultant's duties shall be performed with the understanding that Consultant has special expertise as to the services which Consultant is to perform and is customarily engaged in the independent performance of the same or similar services for others. Consultant shall provide or contract for all required equipment and personnel. Consultant shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the Client. The parties agree that this is not a joint venture and the parties are not co-partners. Consultant is not an employee or agent of the Client and has no authority to make any binding commitments or obligations on behalf of the Client except to the extent expressly provided in this Agreement. All services provided by Consultant pursuant to this Agreement shall be provided by Consultant as an independent contractor and not as an employee of the Client for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

15. **Compliance with Laws.** Consultant shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Consultant agrees to provide the Services. Consultant's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the Client's policies prohibiting sexual harassment and tobacco, drug, and alcohol use as defined on the Client's Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on Client property, at all times while performing duties pursuant to this Agreement. Consultant agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the Client.

16. **Entire Agreement.** This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the Client and Consultant, and supersedes any other written or oral agreements between the Client and Consultant. This Agreement may only be modified in a writing signed by the Client and Consultant. If there is any conflict between the terms of this Agreement and the referenced or attached items, the terms of this Agreement shall prevail. If there is any conflict between Exhibits A and B, the terms of Exhibit B shall prevail.

17. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Kandiyohi County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

19. **Conflict of Interest.** Consultant shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the Client. In the event of a conflict of interest, Consultant shall advise the Client and, either secure a waiver of the conflict, or advise the Client that it will be unable to provide the requested Services.

20. **Work Products and Ownership of Documents.** All records, information, materials, and work product, including, but not limited to the completed reports, data collected from or created by the Client or the Client's employees or agents, raw market data, survey data, market analysis data, and any other data, work product, or reports prepared or developed in connection with the provision of the Services pursuant to this Agreement shall become the property of the Client, but Consultant may retain reproductions of such records, information, materials and work product. Regardless of when such information was provided or created, Consultant agrees that it will not disclose for any purpose any information Consultant has obtained arising out of or related to this Agreement, except as authorized by the Client or as required by law. Notwithstanding the foregoing, nothing in this Agreement shall grant or transfer any rights, title or interests in any intellectual property created by Consultant prior to the effective date of this Agreement; however, to the extent Consultant generates reports or recommendations for the Client using proprietary processes or formulas, Consultant shall provide the Client (1) factual support for such reports and recommendations; (2) a detailed explanation of the method used and data relied upon to arrive at the recommendation; and (3) a detailed explanation of the rationale behind the methodology used. All of the obligations in this paragraph shall survive the completion or termination of this Agreement.

21. **Agreement Not Exclusive.** The Client retains the right to hire other professional human resources consultant service providers for this or other matters, in the Client's sole discretion.

22. **No Discrimination.** Consultant agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Consultant agrees to comply with Americans with Disabilities Act as amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Consultant agrees to hold harmless and indemnify the Client from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Consultant or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, Consultant shall provide accommodation to allow individuals with disabilities to participate in all Services under this Agreement. Consultant agrees to utilize its own auxiliary aid or service in order to comply with ADA requirements for effective communication with individuals with disabilities.

23. **Authorized Agents.** The Client's authorized agent for purposes of administration of this contract is Luann Sietsema, the Human Resources Manager of the Client, or designee. Consultant's authorized agent for purposes of administration of this contract is Mark Goldberg, or designee who shall perform or supervise the performance of all Services.



24. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

CONSULTANT

David Drown Associates, Inc.  
5029 Upton Avenue South  
Minneapolis, MN 55410

THE CLIENT

City of Willmar  
333 6th Street SW  
Willmar, MN

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

28. **Publicity.** At the Client's request, the Client and Consultant shall develop language to use when discussing the Services. Consultant agrees that Consultant shall not release any publicity regarding the Services or the subject matter of this Agreement without prior consent from the Client. Consultant shall not use the Client's logo or state that the Client endorses its services without the Client's advanced written approval.

29. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

30. **Signatory.** Each person executing this Agreement ("Signatory") represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Consultant did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Consultant, described in this Agreement, personally.

31. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format ("pdf") and signatures appearing on electronic mail instruments shall be treated as original signatures.

32. **Recitals.** The Client and Consultant agree that the Recitals are true and correct and are fully incorporated into this Agreement.

IN WITNESS WHEREOF, the Client and Consultant have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

DDA HUMAN RESOURCES, INC:

CITY OF WILLMAR:

Name: \_\_\_\_\_

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

Title : \_\_\_\_\_

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

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

**EXHIBIT A  
TIMELINE OF DELIVERABLES**

<b>Key Milestones</b>	<b>Completion Week of</b>
Introduction and Project Orientation; collect organizational information (roster, org charts, policies, etc.)	11/14/2022
Discuss compensation philosophy	11/14/2022
Creation of communication strategy	11/14/2022
Develop list of comparable organizations	11/14/2022
Finalize list of comparable organizations	11/21/2022
Kickoff Presentation to Staff	11/28/2022
Collection and verification of data	12/5/2022
Competitive analysis performed	12/12/2022
Initial Review of market data	12/5/2022
Finalization of market data	12/19/2022
Begin discussion of existing job evaluation method and alternative options	11/14/2022
In depth review of options for job evaluation methods	11/28/2022
Selection of appropriate job evaluation method for the City	12/12/2022
DDA HR evaluates jobs using structured job evaluation tool	12/19/2022
Finalization of job evaluation with review from organization	1/2/2023
Development of new structure of grades and ranges	1/16/2023
Transition options and next steps/costs outlined	1/23/2023
Finalization of new structure	2/13/2023
System testing for equity and fairness	2/20/2023
Presentation to staff and leadership	3/6/2023
System Adoption/Presentation to City Council	3/13/2023

## **EXHIBIT B**

### **Proposed Services**

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#### **Introduction and Project Orientation**

- **Project Initiation Meeting:** Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system, and (3) to identify possible barriers to implementing and maintaining change.
- **Information Collection:** Organization and salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools. DDA HR will partner with the City to create any communication pieces required.
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- **Job Description Review:** We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements.
- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.

#### **Job Evaluation**

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization. The best practice that we have used effectively across the State is to create a Project Team, comprised of key members of both union and management representatives, to ensure that any recommendations on the design of the system have support across the City.

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- DDA HR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system.
- We will assign each position a numeric score, which reflects the relative importance of the job to the



organization.

- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions:
  - Experience and Education needed for the position. This includes licenses and certifications.
  - Decision Making and its impact on the job, division, department, and organization.
  - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
  - Mental and Physical Effort of the Job
  - Relationships and Communications
  - Conditions and Hazards of the job
- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
  - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
  - DAR then examines the complexity of the duties performed compared to other substantially similar positions.
  - Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.
- Appeal of Assigned Grade: DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to use for these appeals with all appeal decisions reviewed by Council. Best practice is to have employees appeal the grade assigned NOT the salary and to provide the specific reason that the appeal is being submitted. This appeal should be approved by the supervisor and possibly by HR or a department head before being sent to DDA HR.
- Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

## Market Analysis

- MN Data: DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project

Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees, and others as directed by the Project Team

- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- For the benefits information, we will either contact the organizations directly or go through publicly available data to gather information on such areas as holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, and deferred compensation,
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package effective and valuable to your employees.

### Pay Grid Calibration

- Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression, and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

### Predict Payroll Cost Implementation

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.

### Final Report

- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures

for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

- Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team.
- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan. This report will provide an overview of the organizations surveyed, methodology used to evaluate the positions, a description of how the structure was created, the financial impact, and any next steps that may be necessary.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Final Presentation: DDA HR presents study findings and recommendations to officials.

## ONGOING MAINTENANCE

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This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every four to six years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDA HR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update, and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analyses of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system
- We will provide budget support by:

**Additional Cost of \$10,500 per year over a 3-year period**

# Job Classification & Scoring Proposals

Submissions	Evaluate Jobs	Update Job Descriptions	Score All Job Descriptions	Place on BPS	Compensation	Identify Outliers	Plan to Implement	Timeframe	Cost	Ongoing Maintenance	Pay Equity Compliance
Abdo	X	X	X	X	X		X	4 months	\$30,000 +	Yes Extra Cost	X
DDA Human Resources, Inc.	X	X	X	X	X	X	X	4 months	\$30,000	\$10,500 Annually	X
Flaherty & Hood	X	X	X	X	X	X	X	6 months	\$25,000 +	Yes Extra Cost	X
Gallagher	X		X		X	X	X	6 months	\$60-\$67,000	Yes	X
Paypoint HR	X	X	X		X	X	X	4 months	\$37,500	Every 3 Years	





### City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	12
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Human Resources
<b>Resolution</b>	Y/N	<b>Prepared by:</b>	LuAnn Sietsema, Human Resource Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant & Kyle Box
<b>No. of Attachments</b>	1	<b>Presented By:</b>	LuAnn Sietsema, Human Resource Director, Rob Baumgarn, Director of Parks & Rec
<b>Item:</b>	Consider Approval of a new Facilities Coordinator job description for Parks & Recreation department.		

**RECOMMENDED ACTION:**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the job description for Facilities Coordinator

**OVERVIEW:**

With the completion of the new Event Center and additional fields at the Civic Center, the City needs to reorganize and reallocate certain duties to accommodate the increased space use and is requesting to add a fulltime position to coordinate facility use and new programming for all Recreation spaces.

Once the job description is approved, the city will begin the recruiting process, with this position projected to begin after 1/1/2023.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

The additional space and work to enhance programming for the Recreation department would not be optimal if this position is not approved.

**BUDGETARY/FISCAL ISSUES:**

The salary and benefits for this position is included in the 2023 City budget.

**ATTACHMENTS:**

Facilities Coordinator Job Description

## FACILITIES COORDINATOR

**Position Title:** Facilities Coordinator

**Department:** Parks and Recreation

**Department Head:** Parks and Recreation Director

**Immediate Supervisor:** Parks and Recreation Director

**Pay Range:** **FLSA Status:** Non-exempt

<i>APPROVED:</i> _____
<i>REVISED::</i> _____
<i>REVISED::</i> _____

### Purpose

Under the direction of the Parks and Recreation Director, the Facility Coordinator is responsible to manage the daily operations of the City's Facilities. Coordinates facility use with a wide variety of groups, responds to building equipment and mechanical needs, trains employees, prepares/monitors budget, and performs marketing/advertising activities. Operates machinery and performs some manual tasks for a minority of the time.

### Organizational Relationships

Communicates with: *Internally* –Recreation staff, Public Works staff, City Administrator, other City departments; *Externally* - numerous local sports and recreation groups, school officials, teachers and coaches, other facility users, various local suppliers/vendors, local media, and the general public.

### ESSENTIAL FUNCTIONS

- Coordinate facility schedules and preparations for ice/dry floor events, shelter rentals, and field activities.
- Meet with the user groups or individuals regarding facility usage, and set-up requests, and deal with concerns.
- Promote programs and events; create advertising layouts for newspapers and radio spots; work to expand existing events to create more opportunities for revenue, and create additional advertising concepts for revenue generation.
- Inspect grounds and facilities, assess problems, research solutions, and initiate appropriate remedies.
- Hire, train and schedule part-time employees to perform a wide variety of tasks.
- Set standards of cleanliness/sanitation and coordinate with staff on specific needs.
- Implement food safety code; inspect and ensure quality control measures are followed.
- Attend required health and safety meetings and other job-related training.

### Other Duties and Responsibilities

- Participate in committee/board meetings as needed.
- Operate machinery as needed; perform janitorial and concession tasks; perform emergency repairs on equipment and physical structure.
- Perform other related duties as assigned by Director, City Administrator, or as apparent.
- Attend all major events.

# FACILITIES COORDINATOR

## Required Knowledge, Skills, and Abilities

- Knowledge of various laws/rules/regulations/codes such as the County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, OSHA, ADA, City Safety Policy, and local fire and building codes. Certified Arena Management (CAM) course completed?
- Knowledge of building maintenance including the ability to understand heating, cooling, plumbing, electrical and structural matters.
- Knowledge of artificial turf, irrigation systems, and other natural turf maintenance.
- Knowledge of industrial refrigeration equipment for an indoor ice facility.
- Knowledge of food preparation and health codes.
- Skill in operating various machines and equipment.
- Skill in promoting, and advocating facility usefulness.
- Ability to maintain a positive and orderly work environment.
- Ability to coordinate activities during public events.
- Ability to communicate with various groups and interested parties.

**MACHINES, TOOLS, AND EQUIPMENT USED:** Pick up, ice resurfacers/edgers, field marking equipment, field maintenance equipment, computer, phone, and point of sales software.

## MINIMUM QUALIFICATIONS

High school degree or equivalent **with** post-secondary course work in sports and recreation/business administration, facility/operations management, marketing or related program, **and** five to seven years of facility operation.

## PREFERRED QUALIFICATIONS

Bachelor's degree in Sports and Recreation Management, Facility Management, or a related field

## WORKING CONDITIONS

Works at the City's multi-purpose facility for the majority of the time. Travels for meetings and other events. Sits and stands/walks for extended periods of time. Engages in some production/manual work tasks including operating the Zamboni, mower, or field maintenance equipment.



### City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	13
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Administration
<b>Resolution</b>	No	<b>Prepared by:</b>	Kyle Box City Operations Director
<b>Ordinance</b>	Yes	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Kyle Box City Operations Director
<b>Item:</b>	Consider the Introduction of an Ordinance Regulating the Removal of Snow, Ice, Dirt, and Rubbish from Public Sidewalks and Private Streets.		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_, to introduce an Ordinance Regulating the Removal of Snow, Ice, Dirt, and Rubbish from Public Sidewalks and Private Streets and set the public hearing date for Monday, December 5, 2022, at or after 6:30 PM.

**OVERVIEW:**

City staff has reviewed the current Ordinance regarding the removal of snow, ice, dirt, and rubbish and are recommending amendments to the ordinance to allow staff to respond to these items promptly. Additionally, a focus on public health and safety is emphasized in the ordinance amendment. Under current practice, any property violating the current ordinance is sent a letter informing the property owner of the violation and notifying them that if the nuisance is not removed in seven days, the city will abate and assess the property.

The proposed ordinance will reinforce the removal of these items and declare them as a public health and safety hazard instead of a nuisance. The abatement of these hazards can begin to be removed by staff or contracted service, starting 24 hours after snow, ice, dirt, or rubbish has ceased to fall or has been deposited.

The assessment process, including the hearing, will remain unchanged.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Ordinance



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REGULATING THE REMOVAL OF SNOW, ICE, DIRT, AND RUBBISH FROM PUBLIC SIDEWALKS AND PRIVATE STREETS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 13, STREETS, SIDEWALKS AND OTHER PUBLIC PROPERTY. Chapter 13, Article III – Sidewalks, of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 13-70. Removal of snow, ice, dirt, and rubbish on public sidewalks and private streets.**

- (a) *Declaration of a ~~nuisance~~ hazard.* All snow, ice, dirt, or rubbish remaining on a public sidewalk or private street more than twenty-four (24) hours after its deposit thereon is hereby declared to constitute a public health and safety hazard ~~be a public nuisance.~~
- (b) *Removal by owner.* The owner(s) ~~and the occupant~~ of any property abutting or surrounding public sidewalks or private streets must abate all snow, ice, dirt, or rubbish within 24 hours after any of the aforementioned items have ceased to fall or been deposited. ~~adjacent to a public sidewalk shall use due diligence to keep such walk safe for pedestrians. No such owner or occupant shall allow snow, ice dirt or rubbish to remain on the walk longer than twenty-four (24) hours after its deposit thereon.~~
- (1) *Private Streets.* Private streets within the city of Willmar must provide a minimum 16-foot clear drivable path on the street.
- (2) *Public Sidewalks.* No such owner shall allow snow, ice, dirt, or rubbish to remain on a public sidewalk longer than twenty-four (24) hours after its deposit thereon.
- (c) *City to remove.* The city may cause to be removed, or otherwise abated, from all public sidewalks and private streets, all snow, ice, dirt, or rubbish which may be discovered thereon, beginning twenty-four (24) hours after snow, ice, dirt, or rubbish has ceased to fall or is deposited. The city shall keep a record of the cost of such removal, or abatement, and the private property adjacent to, or surrounded by, which such accumulations were found and removed or otherwise abated.
- (ed) *Deposit on boulevards, public streets.* It shall be ~~unlawful, and a nuisance~~ prohibited by the terms of this section, for the owner, tenant, occupant or person in charge of any real property a misdemeanor for any person, not acting under a specific contract with the city, to move, transport, carry or otherwise cause to be moved any snow, ice, dirt, or rubbish accumulations from private property to or upon the boulevards, public streets, crosswalks or sidewalks of the city. This section shall not, however, prohibit the cleaning of public sidewalks of ice and

snow accumulations only, and the placing of such accumulations only, upon the boulevards of the city, and for areas within the central business district, from placing snow accumulations on sidewalks onto the public streets.

~~(de)~~ Removal by cityCost of Removal. ~~The city may remove snow, ice, dirt or rubbish remaining on a public sidewalk twenty four (24) hours after deposit thereon.~~ The cost incurred by the city in removing the snow, ice, dirt, or rubbish shall be billed to the property owner of the abutting or surrounding property. If such bill is not paid within 30 days, the City Administrator shall, upon the direction of the council after a public hearing, and on receipt of the information provided for in subsection (c) of this section, extend the cost of such removal or abatement of snow, ice, dirt, or rubbish as a special assessment against the property abutting public sidewalks, or surrounding private streets, which were cleared. Such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessments are certified and collected in accordance with applicable state statutes.~~If the property owner fails to reimburse the city for the costs incurred, the cost shall be certified to the county auditor, following fourteen (14) days notice and hearing, for collection as a special assessment.~~

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this \_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Judy Thompson, City Clerk

\_\_\_\_\_  
Marvin Calvin, Mayor

VOTE:        \_\_\_ PLOWMAN   \_\_\_ O'BRIEN   \_\_\_ DAVIS   \_\_\_ ASMUS  
              \_\_\_ FAGERLIE   \_\_\_ ASK        \_\_\_ BUTTERFIELD   \_\_\_ NELSEN

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



### City Council Action Request

<b>Council Meeting Date:</b>	November 21, 2022	<b>Agenda Item Number:</b>	14
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Administration
<b>Resolution</b>	No	<b>Prepared by:</b>	Kyle Box City Operations Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	0	<b>Presented By:</b>	Kyle Box City Operations Director
<b>Item:</b>	Consider Authorization for Staff to Apply for a Safe Routes to School Boost Grant		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_, to authorize staff to apply for a Safe Routes to School Boost Grant.

**OVERVIEW:**

Safe Routes to School Boost grants are intended to help boost Safe Routes to School efforts. Through these grant awards, the Minnesota Department of Transportation (MnDOT) will support communities with existing Safe Routes to School (SRTS) plans, or other comprehensive SRTS approaches, in advancing non-infrastructure strategies for schools that support making it safe, easy and fun for students to walk and bicycle to school.

Applications must be submitted online by 5 p.m. on Nov. 30, 2022.

**BUDGETARY/FISCAL ISSUES:**

This funding does not require any in-kind or matching funds. There is up to \$250,000 of State SRTS Funds available for this solicitation. Applications should be a minimum of a \$5,000 request and a maximum of a \$50,000 request. If awarded, the funding is available on a reimbursement basis with proper documentation and reporting and must be expended by June 30, 2023.

**ATTACHMENTS:**