



**WILLMAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 20, 2021 AT 6:00 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 September 7, 2021
    - B. Willmar Municipal Utilities Commission Minutes of September 13, 2021
    - C. Accounts Payable Report for August 27 through September 14, 2021
    - D. Application for Exempt Permit – Willmar Hockey Association
    - E. Miscellaneous Finance Reports
    - F. Resolution Declaring Surplus Equipment for Sale at Public Auction
    - G. Information on Joint Structure Burn Training with Pennock Fire
    - H. Consider Willmar Warhawks Rental and Advertising Lease Agreements
    - I. Fire Department Vehicle Purchase
  - Accept:
    - J. Building Report for the Month of August, 2021
    - K. Board of Zoning Appeals Minutes of August 12, 2021
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (individuals limited to three (3) minutes)
9. Hearings:
  - 6:01 p.m. – Certifying Unpaid Weed/Grass Charges to County Auditor for Collection
  - 6:02 p.m. – Vacation of Right-of-Way, Drainage, Utility and Other Easements in Willmar Industrial Park Fourth Addition
10. Introduction of Ordinance to Rezone Certain Unplatted Industrial Park Property from Government Industrial to Limited Industry and Set a Public Hearing for October 4, 2021
11. Consideration of Pattison Parcel Minor Subdivision for Construction of Tidal Wave Auto Spa
12. Presentation – 2020 Audit Findings (David Euerle of Westberg & Eischens) and Policy Update
13. Receive Testimony for Liquor License Violations
14. Consideration of Approval of Willmar Pedestrian and Bike Route System for City
15. Consideration of Professional Services Contract with Marcus Construction

16. Resolution Ordering Preparation of 2022 Improvement Report
17. Consideration of Approving Job Offer for Planning and Development Services Director
18. Presentation – 2022 Mayor’s Proposed Budget
19. “Community Pride” Announcements
20. Adjourn



# **CITY OF WILLMAR**

## **MISSION STATEMENT**

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

## **COMMUNITY VALUES**

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

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

Motion By: Plowman

Second By: Mueske

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

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

WHEREAS, the following summary of capital priorities was reached:

Facilities:

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

Stormwater Management:


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

Parks:

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

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

Dated this 7<sup>th</sup> day of August, 2017

  
Mayor

Attest:

  
City Clerk

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

September 7, 2021  
6:00 p.m.

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

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, Finance Director Steve Okins, Interim Public Works Director Gary Manzer, City Clerk Judy Thompson, and City Attorney Robert Scott.

The following additions/deletions were made to the agenda: Council Member Butterfield asked that a discussion of moving Council meetings back to Willmar Municipal Utilities building be added to the agenda.

Council Member Plowman moved to approve the agenda, as amended. Council Member O'Brien seconded the motion which carried, on a roll call vote of Ayes 6, Noes 1. Council Member Nelsen voted "no".

Mayor Calvin read a proclamation proclaiming the week of September 10, 2021 as Welcoming Week 2021 in the City of Willmar.

Mayor Calvin read a proclamation proclaiming September 7, 2021 as Overdose Awareness Day in the City of Willmar.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of August 16, 2021
- B. Willmar Municipal Utilities Commission Minutes of August 23, 2021
- C. Park and Recreation Board Minutes of July 21, 2021
- D. Accounts Payable Report for August 7 through 26, 2021
- E. Application for Exempt Permit – Willmar Hockey Boosters/Blue Line Club
- F. Application for Exempt Permit – Knights of Columbus
- G. Application for Exempt Permit – Church of St. Mary
- H. Temporary On-Sale Liquor License Permit for Foxhole Brewhouse Inc.
- I. **Resolution No. 2021-181** Purchase Kubota All-terrain Vehicle from State Contract Included in 2021 Capital Improvement Program
- J. **Resolution No. 2021-182** Purchase Kubota Zero Turn Mower from State Contract Included in 2021 Capital Improvement Program
- K. Invest in Willmar Board Minutes of March 10, 2021

Council Member Plowman offered a motion to introduce **Resolution No. 2021-180 Approving Consent Agenda Items**. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

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

At 6:11 p.m. Mayor Calvin opened the public hearing for proposed property tax abatement for tax abatement bonds to finance certain public improvements. BakerTilly Representative Doug Green presented pertinent information regarding said abatement bonds.

There being no one present to speak for or against said abatement bonds, Mayor Calvin closed the public hearing at 6:16 p.m. and opened it up for discussion by the Council. Following discussion, Council

Member Plowman introduced **Resolution No. 2021-183 Approving Property Tax Abatements**. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

At 6:17 p.m. Mayor Calvin opened the public hearing for an ordinance authorizing the sale of land to Ruedeusch Development & Construction (RDC) National, Inc. Kandiyohi County and City of Willmar Economic Development Commission (EDC) Executive Director Aaron Backman presented pertinent information regarding said ordinance.

There being no one present to speak for or against said ordinance, Mayor Calvin closed the public hearing at 6:19 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Asmus offered a motion to adopt, assign a number, and publish **Ordinance No. 1470 An Ordinance Authorizing Sale of Real Property to RDC National, Inc.** Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

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

Kandiyohi County and City of Willmar EDC Business Development Manager Sarah Swedburg presented a request to approve a resolution setting a public hearing on September 20, 2021 at 6:02 p.m. for the vacation of right-of-way, drainage, utility and other easements in Blocks Two and Three of the Willmar Industrial Park Fourth Addition plat.

**Resolution No. 2021-184 Setting a Public Hearing to Consider a Vacation of Right-of-Way, Drainage, Utility, and Other Easements** was introduced by Council Member Asmus. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Kandiyohi County and City of Willmar EDC Executive Director Aaron Backman presented, to the Mayor and Council, the proposed 2022 budget for the EDC.

Council Member Asmus offered a motion to approve the proposed 2022 budget for the EDC as presented. Council Member Davis seconded the motion which carried, unanimously.

BakerTilly Representative Doug Green presented a request to adopt a resolution awarding the sale of \$2.9M G.O. Improvement and Abatement Bonds, Series 2021B to Robert W. Baird & Co. Incorporated.

Following discussion, **Resolution No. 2021-185 Awarding the Sale of \$2,900,000 General Obligation Improvement and Abatement Bonds, Series 2021B Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

BakerTilly Representative Doug Green presented a request to adopt a resolution awarding the sale of \$13,715,000 G.O. Sales Tax Revenue Bonds, Series 2021C to Piper Sandler & Co. to finance the recreation fields and event center.

Following discussion, **Resolution No. 2021-186 Awarding the Issuance and Sale of \$13,715,000 General Obligation Sales Tax Revenue Bonds, Series 2021C Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment** was introduced by Council Member Nelsen. Council Member Ask seconded by the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Interim Public Works Director Manzer presented a request to adopt a resolution entering into an agreement with Bolton & Menk, Inc. for professional services related to the 2022 construction projects (6th Street SW, 13th Street SW, and Litchfield Avenue SW) in the amount of \$391,748.

Following discussion, **Resolution No. 2021-187 Awarding the Engineering Professional Services: 6th Street SW, 13th Street SW and Litchfield Avenue SW to Bolton and Menk, Inc. in the Amount of \$391,748** was introduced by Council Member Asmus. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson presented a request to set a public hearing for 6:01 p.m. on September 20, 2021 for the proposed special assessments for unpaid weed/grass mowing removal charges.

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

Council Member Butterfield opened the discussion regarding moving Council meetings back to the Municipal Utilities building due to the recent technical issues experienced.

Following discussion, consensus of the Council was to place this item on the agenda for the upcoming Council retreat.

City Administrator Valiant presented a request to update/change the City's logo to reflect the one developed for the City's website.

Following a lengthy discussion, Council Member Nelsen offered a motion to stay with the current "red wavy W" logo as adopted by Council for the official logo. Council Member Butterfield seconded the motion which failed, on a roll call vote of Ayes 2, Noes 5. Council Members Asmus, O'Brien, Ask, Davis, and Plowman voted "no".

City Administrator Valiant asked that this issue be addressed through the Planning Department over the next year to coincide with the updated comprehensive plan.

City Administrator Valiant asked for a motion to remove the construction of new City Hall/Community Center from the table for further discussion. Council Member Plowman offered a motion to remove the City Hall/Community Center from the table for future discussion. Council Member Asmus seconded the motion which carried, unanimously.

Council Member Nelsen asked Council receive the information as to why this was tabled, and a review of minutes and information shared at that time, as part of planning to move this item forward.

Following a lengthy discussion, Council Member Plowman offered a motion directing staff to consult with legal staff regarding the current status of the contracts. Council Member Nelsen seconded the motion which carried, unanimously.

Consensus of the Council was to have funding options to fund this project, the legal status of contracts, and the minutes and pertinent information available prior to the upcoming retreat.

City Administrator Valiant asked Council to direct staff to proceed with finalization of date, facilitator and facility for a Council/Staff Retreat.

Following discussion, Council Member O'Brien offered a motion to proceed with finalizing plans for the retreat. Council Member Nelsen seconded the motion which carried, unanimously.

Mayor Calvin offered the following comments: Saturday, September 11th there are several events happening in Willmar – Flags of Honor Dedication at 11:00 a.m.; Lions Breakfast at the Community Center; Touch-a-Truck event downtown; and Presbyterian Church is also having an event.

Council Member Butterfield offered the following comment: the MMA event held recently was successful.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 7:59 p.m.

\_\_\_\_\_  
MAYOR

Attest:

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

**RESOLUTION NO. 2021-180**  
**APPROVING CONSENT AGENDA ITEMS**

Motion By: Plowman

Second By: Asmus

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

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the September 7, 2021 City Council meeting be approved as presented.

Dated 7th day of September, 2021

\_\_\_\_\_  
/s/ Marv Calvin  
MAYOR

Attest:

\_\_\_\_\_  
/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-181**  
**A RESOLUTION APPROVING THE PURCHASE OF A 2021 KUBOTA RTV-X1100CWL-H ALL-TERRAIN VEHICLE IN THE AMOUNT OF \$34,781.28.**

Motion By: Plowman

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2021 Kubota RTV-X1100CWL-H is accepted through Sourcewell Contract

No. 031121, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$34,781.28.

Dated this 7th day of September, 2021

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2021-182**

**A RESOLUTION APPROVING THE PURCHASE OF A 2021 KUBOTA ZD 1211L-3-72 ZERO TURN MOWER  
IN THE AMOUNT OF \$5,020.69.**

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2021 Kubota ZD 1211L-3-72 zero turn mower with attachments from Haug Kubota is accepted through Sourcewell Contract No. 062117, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of \$5,020.69.

Dated this 7th day of September, 2021

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**CITY OF WILLMAR  
COUNTY OF KANDIYOHI  
STATE OF MINNESOTA**

**RESOLUTION NO. 2021-183**

**RESOLUTION APPROVING PROPERTY TAX ABATEMENTS**

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED By the City Council of the City of Willmar, Kandiyohi County, Minnesota (the "City") as follows:

Section 1. Recitals.

(a) The City proposes to (i) undertake various public improvements, including without limitation the City's shared use path project 1904, (the "Project") with tax abatement bonds authorized by Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Act") and (ii) authorize a property tax abatement with respect to various parcels of land that benefit from such public improvements. The City proposes to use property tax abatement pursuant to the Act to finance the Project. The proposed term of the abatement will be for up to 10 years in an estimated not to exceed \$600,000. The abatement will apply to the City's share of the property taxes (the "Abatement") derived from the property described by property identification numbers on the attached **Exhibit A** (the "Property").

(b) On the date hereof, the Council held a public hearing on the question of the Abatement, and said hearing was preceded by published notice thereof in accordance with the Abatement Law.

Section 2. Findings for the Abatement. The City Council hereby makes the following findings:

(a) The Council expects the benefits to the City of the Abatement to at least equal the costs to the City thereof.

(b) Granting the Abatement is in the public interest because it will help finance the acquisition and construction of public facilities in the City; preserve the tax base; finance public infrastructure; benefit the Property by providing amenities and alternative transit options to those who live and work in the City thereby improving City-based employers' ability to attract workers; and protect the general health and welfare of the community by maintaining public infrastructure and facilities.

(c) The Property will not be located in a tax increment financing district.

(d) In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed the greater of 10% of the net tax capacity of the City or \$200,000.

Section 3. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for a up to a 10-year period and shall apply to the taxes payable in the years 2022 through 2031, inclusive.

(b) The City will abate the City's share of the property tax amount which the City receives from the Property, in an amount not to exceed \$600,000.

(c) The maximum amount of Abatement authorized under this resolution is \$600,000. The maximum principal amount of bonds to be secured by Abatement under this resolution will not exceed the estimated sum of Abatement from the Property for the term authorized under this resolution.

(d) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

Approved this 7th day of September, 2021 by the City Council of the City of Willmar, Minnesota.



/s/ Marv Calvin  
Mayor

ATTEST:

/s/ Judy Thompson  
City Clerk

**Exhibit A**  
**Parcel ID Numbers for the "Property"**

95-505-1000	95-831-0110	95-831-0400	95-831-0320
95-505-0010	95-831-0120	95-831-0410	95-831-0310
95-913-1028	95-831-0130	95-831-0420	95-831-0300
95-367-0010	95-831-0140	95-831-0430	95-831-0270
95-367-0030	95-831-0150	95-831-0440	95-831-0260
95-445-0010	95-831-0160	95-831-0460	95-831-0250
95-445-0020	95-831-0170	95-831-1010	95-831-0460
95-445-0030	95-831-0180	95-831-0350	95-831-0450
95-913-0997	95-831-0190	95-831-0340	95-831-0440
95-831-0100	95-831-0200	95-831-0330	

**RESOLUTION NO. 2021-184**  
**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A**  
**VACATION OF RIGHT-OF-WAY, DRAINAGE, UTILITY, AND OTHER EASEMENTS**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 6:02 p.m. on Monday, September 20, 2021, in the County Board Room at the Kandiyohi County Health and Human Building, 2200 23<sup>rd</sup> St NE, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a vacation of right-of-way, drainage, utility, and other easements initiated by City of Willmar described as follows:

- a. 32<sup>nd</sup> Street Southwest right-of-way between the southerly right of way line of Trott Avenue Southwest and the northerly right of way line of Willmar Avenue Southwest within the Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, together with all utility easements for any utilities (including those presently existing) therein;

together with:

- b. All drainage, utility and other easements lying on, over, under and across Lots 1, 2, and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block Three, Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, previously dedicated, conveyed or granted on the recorded plat of Willmar Industrial Park Fourth Addition, excepting the portion of that certain electric transmission utility easement in favor of Willmar Municipal Utilities dated April 5, 2005, and recorded in the office of the Kandiyohi County Recorder as Document No. 536171, as the same was amended by instrument dated March 14, 2011, that lies over Lots 1, 2, and 3 of Block Two, Willmar Industrial Park Fourth Addition, which electric transmission utility easement shall be retained by the City in favor of Willmar Municipal Utilities.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 7th day of September 2021.

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-185**

**A RESOLUTION AWARDING THE SALE OF  
\$2,900,000 GENERAL OBLIGATION  
IMPROVEMENT AND ABATEMENT BONDS, SERIES 2021B  
FIXING THEIR FORM AND SPECIFICATIONS;  
DIRECTING THEIR EXECUTION AND DELIVERY;  
AND PROVIDING FOR THEIR PAYMENT**

Motion By: Nelsen

Second By: Plowman

BE IT RESOLVED By the City Council of the City of Willmar, Kandiyohi County, Minnesota (the "City") as follows:

Section 1. Background.

1.01 The City is authorized by Minnesota Statutes, Chapters 429 and Minnesota Statutes, Chapter 475, as amended (collectively, the "Improvement Act") to provide financing for various public improvement projects in the City (the "Assessable Improvements").

1.02 The City is authorized by Minnesota Statutes, Chapter 475 and Sections 469.1812 through 469.1815, as amended (collectively, the "Abatement Act") to utilize property tax abatements on specified parcels in order to finance certain public purposes, including without limitation the City's shared use path project 1904 (the "Abatement Improvements").

1.04. On this same date the City held a public hearing regarding, and adopted a resolution (the "Abatement Resolution") approving, property tax abatements pursuant to the Abatement Act.

1.05 The City is authorized by Minnesota Statutes, Section 475.60, subdivision 2(9) to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and the City's municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

Section 2. Sale of Bonds.

2.01 Authorization. It is hereby determined that it is necessary to provide financing for the Assessable Improvements and the Abatement Improvements and to finance those improvements through the issuance of the City's \$2,900,000 General Obligation Improvement and Abatement Bonds, Series 2021B (the "Bonds").

2.02. Award to the Purchaser and Interest Rates. The proposal of Robert W. Baird & Co., Incorporated, Milwaukee, Wisconsin (the "Purchaser") to purchase the Bonds of the City described in the

Official Terms of Proposal thereof is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$3,454,981.55 (par amount of \$2,900,000.00, plus a premium of \$577,435.60, less underwriter's discount of \$22,454.05), for Bonds bearing interest as follows:

<u>Year of Maturity</u>	<u>Interest Rate</u>	<u>Year of Maturity</u>	<u>Interest Rate</u>
2023	5.00%	2028	5.00%
2024	5.00	2029	5.00
2025	5.00	2030	5.00
2026	5.00	2031	3.00
2027	5.00	2032	3.00

2.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be credited to the Debt Service Fund hereinafter created, or deposited in the accounts in the Construction Fund hereinafter created, as determined by the City Finance Director upon consultation with the City's municipal advisor. The City Finance Director is directed to retain the good faith check of the Purchaser, pending completion of the sale of the Bonds. The Mayor and City Clerk are authorized to execute a contract with the Purchaser on behalf of the City, if requested by the Purchaser.

2.04. Terms and Principal Amount of Bonds. The City will forthwith issue and sell the Bonds pursuant to the Improvement Act and the Abatement Act (together, the "Act"), in the total principal amount of \$2,900,000, originally dated as of the date of delivery, in fully registered form in denominations of \$5,000 each or any integral multiple thereof, numbered No. R-1 and upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$195,000	2028	\$300,000
2024	245,000	2029	315,000
2025	255,000	2030	330,000
2026	275,000	2031	345,000
2027	285,000	2032	355,000

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

\$2,900,000 of the Bonds (the "Assessable Improvement Bonds") maturing in the amounts and on the dates set forth below are being issued to finance the cost of the Assessable Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$160,000	2028	\$250,000
2024	205,000	2030	265,000
2025	215,000	2031	280,000
2026	230,000	2031	290,000
2027	240,000	2032	300,000

\$460,000 of the Bonds (the “Abatement Bonds”) maturing in the amounts and on the dates set forth below are being issued to finance the cost of the Abatement Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$30,000	2028	\$50,000
2024	40,000	2030	50,000
2025	40,000	2031	50,000
2026	45,000	2031	55,000
2027	45,000	2032	55,000

2.05. Optional Redemption. The City may elect on February 1, 2030, and on any day thereafter to prepay Bonds maturing on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

### Section 3. Registration and Payment.

3.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof is payable by check or draft issued by the Registrar described herein.

3.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing August 1, 2022, to the registered owners thereof of record as of the close of business on the 15<sup>th</sup> day of the immediately preceding month, whether or not that day is a business day.

3.03. Registration. The City will appoint, and will maintain, a bond registrar, transfer agent, authenticating agent and paying agent (the “Registrar”). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar will keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15<sup>th</sup> day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate

principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is at any time registered, as of the applicable record date, in the bond register as the absolute owner of such Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to the Registrar that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to the Registrar and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, written notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) at least 30 days prior to the redemption date to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

3.04. Appointment of Initial Registrar. The City appoints U.S. Bank National Association, St. Paul, Minnesota, as the initial Registrar. The Mayor and the City Clerk are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further

order of this Council, the City Finance Director must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

3.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed and authenticated, the City Clerk will deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

3.06. Form of Bond. The Bonds will be printed or typewritten in substantially the form set forth in **Exhibit B** attached hereto.

3.07. Approving Legal Opinion. The City Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and to cause the opinion to be printed on or accompany each Bond.

#### Section 4. Funds and Accounts; Security; Payment.

4.01. Debt Service Fund and Accounts Maintained Therein. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, and to provide adequate and specific security for the Purchaser and holders from time to time of the Bonds, there is hereby created a special fund to be designated the "General Obligation Improvement and Abatement Bonds, Series 2021B Debt Service Fund (the "Debt Service Fund"). The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Debt Service Fund will be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. The City will maintain the following accounts in the Debt Service Fund: the "Assessable Improvements Account," and the "Abatement Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Assessable Improvement Bonds, and amounts in the Abatement Account are irrevocably pledged to the Abatement Bonds.

(a) Assessable Improvements Account. To the Assessable Improvements Account in the Debt Service Fund there is hereby pledged and irrevocably appropriated and there will be credited: (i) proceeds of the ad valorem taxes levied under Section 4.03(a) or hereafter levied (the "Taxes") and special assessments levied or to be levied against the property specially benefited by the Improvements (the "Assessments"), which ad valorem taxes and Assessments are pledged to the Assessable Improvements Account; (ii) capitalized interest financed from the proceeds of the Assessable Improvement Bonds, if any; (iii) a pro rata portion of the amount over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 2.03 hereof; (iv) all investment earnings on amounts in the Assessable Improvements Account of the Debt Service Fund; and (v) any other funds appropriated for the payment of principal or interest on the Assessable Improvement Bonds. The Finance Director must report to the City Council any current or anticipated deficiency in the Assessable Improvements Account in the amount necessary to pay principal of and interest on all of the Assessable Improvement Bonds when due. If a payment of principal or interest on the Assessable Improvement Bonds becomes due when there is not sufficient money in the Assessable Improvements Account in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest

from the general fund of the City, and the general fund will be reimbursed for the advances out of the proceeds of Taxes and Assessments when collected.

(b) Abatement Account. The Finance Director shall timely deposit in, and there are pledged and appropriated to, the Abatement Account of the Debt Service Fund hereby created, (i) proceeds of general taxes herein or hereafter levied and tax abatements in accordance with the Abatement Resolution (the "Abatements"), (ii) a pro rata portion of any amount over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 2.03 hereof, (iii) all investment earnings on funds in the Abatement Account of the Debt Service Fund; and (iv) any and all other moneys which are properly available and are appropriated by the City Council to the Abatement Account of the Debt Service Fund. The Finance Director must report to the City Council any current or anticipated deficiency in the Abatement Account in the amount necessary to pay principal of and interest on all of the Abatement Bonds when due. If a payment of principal or interest on the Abatement Bonds becomes due when there is not sufficient money in the Abatement Account in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for the advances out of the proceeds of Taxes when collected.

4.02. Construction Fund. The City hereby creates the General Obligation Improvement and Abatement Bonds, Series 2021B Construction Fund (the "Construction Fund") to be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Construction Fund: the "Assessable Improvements Account," and the "Abatement Account." Amounts in the Assessable Improvements Account will be used to construct the Assessable Improvements, and amounts in the Abatement Account will be used to construction the Abatement Improvements.

(a) Assessable Improvements Account. Proceeds of the Assessable Improvement Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the Assessable Improvements and the Assessments and Taxes collected during the construction of the Assessable Improvements, will be deposited in the Assessable Improvements Account of the Construction Fund to be used solely to defray expenses of the Assessable Improvements and the payment of principal of and interest on the Assessable Improvement Bonds prior to the completion and payment of all costs of the Assessable Improvements. Any balance remaining in the Assessable Improvements Account after the Assessable Improvements are completed and the cost thereof have been paid may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council. Thereafter, the Assessable Improvements Account of the Construction Fund is to be closed and any balance remaining therein and any subsequent collections of the Assessments and Taxes for the Assessable Improvements are to be deposited in the Assessable Improvements Account of the Debt Service Fund.

(b) Abatement Account. Proceeds of the Abatement Bonds, less the appropriations made in Section 4.01(b) hereof, together with any other funds appropriated for the Abatement Improvements, will be deposited in the Abatement Account of the Construction Fund to be used solely to defray expenses of the Abatement Improvements and the payment of principal of and interest on the Abatement Bonds prior to the completion and payment of all costs of the Abatement Improvements. Any balance remaining in the Abatement Account after the Abatement Improvements are completed and the costs thereof have been paid may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council. Thereafter, the Abatement Account is to be closed and any balance remaining therein is to be deposited in the Abatement Account of the Debt Service Fund.

4.03. Tax Levy.

(a) For the purpose of paying the principal of and interest on the Assessable Improvement Bonds, there is hereby levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which Taxes will be spread upon the tax rolls and collected with and as part of other general

taxes of the City. Such Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts as set forth in **Exhibit C**. The tax levy herein provided will be irrevocable until all of the Assessable Improvement Bonds are paid, provided that the Finance Director may annually, at the time the City makes its tax levies, certify to the County Auditor of the County the amount available in the Improvement Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the Assessable Improvement Bonds, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

(b) For the purpose of paying the principal of and interest on the Abatement Bonds, there is hereby levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which Taxes will be spread upon the tax rolls and collected with and as part of other general taxes of the City. Such Taxes will be credited to the Abatement Account of the Debt Service Fund above provided and will be in the years and amounts as set forth in **Exhibit D**. The tax levy herein provided will be irrevocable until all of the Abatement Bonds are paid, provided that the Finance Director may annually, at the time the City makes its tax levies, certify to the County Auditor of the County the amount available in the Abatement Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the Abatement Bonds, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

4.04. City Covenants with Respect to the Assessable Improvement Bonds. It is hereby determined that the Assessable Improvements will directly and indirectly benefit abutting and other benefited property, and the City hereby covenants with the holders from time to time of the Assessable Improvement Bonds as follows:

(a) The City has caused or will cause the Assessments for the Assessable Improvements to be promptly levied so that the first installment will be collectible not later than 2022 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Assessable Improvement Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Assessable Improvement Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in the Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Assessable Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least 20% of the cost to the City of the Assessable Improvements described herein has been or will be specially assessed against benefited properties.

4.05 Registration of Resolution. The City Clerk is authorized and directed to file a certified copy of this resolution with the County Auditor of Kandiyohi County and to obtain the certificate required by Section 475.63 of the Act.

4.06. Abatement Pledge. It is determined that the principal amount of the Abatement Bonds does not exceed the estimated sum of the Abatements for the years authorized under the Abatement Resolution.

4.07 Debt Service Coverage. It is hereby determined that the estimated collection of the foregoing Taxes levied under Section 4.03(a) and the Assessments herein pledged will produce at least 5% in excess of the



amount needed to pay when due, the principal and interest payments on the Assessable Improvement Bonds, and the Abatements herein pledged and foregoing Taxes levied under Section 4.03(b) will produce at least 5% in excess of the amount needed to pay when due, the principal and interest payments on the Abatement Bonds.

4.08. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

#### Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, City Clerk and Finance Director or any of them are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is, as of the date thereof, a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. The Mayor, City Finance Director and City Clerk, or any of them, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor and the City Clerk, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the City Clerk shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Electronic Signatures. The electronic signature of the Mayor, City Finance Director and/or the City Clerk, or any of them, to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

#### Section 6. Tax Covenants.

6.01 Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees, or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds. To that end, the City will comply with all requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including

without limitation requirements relating to temporary periods for investments, and limitations on amounts invested at a yield greater than the yield on the Bonds.

6.02. Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation (1) requirements relating to temporary periods for investments, (2) limitations on amounts invested at a yield greater than the yield on the Bonds, and (3) the rebate of excess investment earnings to the United States unless the Bonds qualify for an exception to the rebate requirement under the Code and related Treasury Regulations.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. No Designation of Qualified Tax-Exempt Obligations. The Bonds have not been designated as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

#### Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 2.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (DTC). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar,) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bonds, for the purpose of registering transfers with respect to such Bond, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Finance Director of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.,” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Clerk will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which will govern payment of principal of, premium, if

any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

#### Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Clerk and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate will not be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When the Bonds (or all of either the Assessable Improvement Bonds or Abatement Bonds portion thereof) and all accrued interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution (with respect to the Assessable Improvement Bonds or Abatement Bonds portion of the Bonds, as the case may be) to holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds (or all of either the Assessable Improvement Bonds or Abatement Bonds portion thereof) which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

Passed and adopted this 7th day of September, 2021.

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Plowman, and upon vote being taken thereon, the following voted in favor thereof: Council Members Julie Asmus, Thomas Butterfield, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA                    )  
  )  
COUNTY OF KANDIYOHI                ) SS.  
  )  
CITY OF WILLMAR                        )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Kandiyohi County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Tuesday, September 7, 2021, with the original minutes on file in my office on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of \$2,900,000 General Obligation Improvement and Abatement Bonds, Series 2021B of the City.

WITNESS My hand of the City this 8th day of September, 2021.

/s/ Judy Thompson  
City Clerk  
City of Willmar, Minnesota

**EXHIBIT A**

**PROPOSALS**



\$3,495,000\*

City of Willmar, Minnesota

General Obligation Improvement and Abatement Bonds, Series 2021B

Moody's Rating: Aa3

Sale Date: September 7, 2021

BBI: 2.14%

Average Maturity: 5.890 Years

Bidder	TIC
Robert W. Baird & Co., Incorporated	1.0407%
Piper Sandler & Co.	1.0547%
The Baker Group	1.0736%
FHN Financial Capital Markets	1.1835%

Winning Bidder Information	Maturity	Interest Rate	Reoffering Yield	Reoffering Price
ROBERT W. BAIRD & CO., INCORPORATED	2/01/2023	5.00%	0.15%	106.376%
	2/01/2024	5.00%	0.23%	111.014%
C.L. King & Associates, Inc.	2/01/2025	5.00%	0.31%	115.463%
Colliers Securities LLC	2/01/2026	5.00%	0.46%	119.381%
Edward Jones	2/01/2027	5.00%	0.58%	123.107%
Fidelity Capital Markets	2/01/2028	5.00%	0.75%	126.170%
Davenport & Company LLC	2/01/2029	5.00%	0.85%	129.377%
Loop Capital Markets, LLC	2/01/2030	5.00%	0.97%	132.123%
Northland Securities, Inc.	2/01/2031	3.00%	1.10%	115.059%
Country Club Bank	2/01/2032	3.00%	1.20%	114.205%
Crews & Associates, Inc.				
Sierra Pacific Securities, LLC				
Isaak Bond Investments				
Wintrust Investments, LLC				
SumRidge Partners, LLC				
Oppenheimer & Co. Inc.				
Midland Securities Limited				
FMS Bonds, Inc.				
First Southern Securities, LLC				
Commerce Bank				
Dinosaur Securities, LLC				
First Bankers' Banc Securities Inc.				
Mountainside Securities LLC				
StoneX Financial Inc.				

Purchase Price: \$4,141,941.90\*

Net Interest Cost: \$239,072.27\*

TIC: 1.0407%\*

\* Subsequent to bid opening, the par amount decreased to \$2,900,000; and the price, net interest cost, and true interest cost have changed to \$3,454,981.55, \$217,151.78, and 1.0694%, respectively.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly US, LLP, an accounting firm. Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2021 Baker Tilly Municipal Advisors, LLC

**EXHIBIT B  
FORM OF BOND**

No. R-\_\_\_\_\_ UNITED STATES OF AMERICA \$\_\_\_\_\_  
STATE OF MINNESOTA  
COUNTY OF KANDIYOHI  
CITY OF WILLMAR  
GENERAL OBLIGATION IMPROVEMENT AND  
ABATEMENT BONDS SERIES 2021B

Rate	Maturity	Date of Original Issue	CUSIP
	February 1, 20____	October 7, 2021	

Registered Owner: Cede & Co.

The City of Willmar, Minnesota, a duly organized and existing municipal corporation in Kandiyohi County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum set forth above on the Maturity Date specified above, unless called for earlier redemption, with interest thereon from the date hereof at the annual Rate specified above (calculated on the basis of a 360-day year of twelve 30-day months), payable February 1 and August 1 in each year, commencing August 1, 2022, to the person in whose name this Bond is registered at the close of business on the 15th day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank National Association, St. Paul, Minnesota, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2030, and on any date thereafter to prepay Bonds due on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of \$2,900,000, all of like original issue date and tenor, except as to number, maturity date, interest rate, denomination and redemption privilege, all issued pursuant to a resolution adopted by the City Council on September 7, 2021 (the "Resolution"), for the purpose of providing money in part for various street improvements and trail improvements pursuant to and in full conformity with the Constitution, laws of the State of Minnesota, including Minnesota Statutes, Chapters 429, 469 and 475. The principal hereof and interest hereon are payable from certain special assessments against property specially benefited by local improvements, tax abatements and from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments and ad valorem taxes pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

Bond is not a “qualified tax -exempt obligation” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”).

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner’s attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner’s attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed in regular and due form, time and manner, that prior to the issuance of this bond the City Council of the City has provided funds for the payment of principal and interest on the bonds of this issue as the same become due, but the full faith and credit of the City is pledged for their payment and additional taxes will be levied, if required for such purpose, without limitation as to the rate of amount; and that this bond, together with all other indebtedness of the City outstanding on the date of its issuance, does not exceed any constitutional, statutory or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Willmar, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Clerk and has caused this Bond to be dated as of the date set forth below.

Dated: October 7, 2021

CITY OF WILLMAR, MINNESOTA

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City Clerk

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Mayor

#### CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

U.S. BANK NATIONAL ASSOCIATION

By \_\_\_\_\_  
Authorized Representative

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM – as tenants in common	UNIF GIFT MIN ACT ____ Custodian ____ (Cust) (Minor)
TEN ENT – as tenants by entireties	under Uniform Gifts or Transfers to Minors
JT TEN – as joint tenants with right of survivorship and not as tenants in common	Act..... (State)

Additional abbreviations may also be used though not in the above list.

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ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

\_\_\_\_\_

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.



Name and Address: \_\_\_\_\_

\_\_\_\_\_  
(Include information for all joint owners  
if this Bond is held by joint account)

Please insert social security or  
other identifying number of assignee

\_\_\_\_\_

#### PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Registrar</u>
October 7, 2021	Cede & Co. Federal ID #13-2555119	

#### EXHIBIT C

##### ASSESSABLE IMPROVEMENT BONDS TAX LEVY

<u>Collection Year</u>	<u>Levy Amount</u>
2022	\$212,280.65
2023	208,976.64
2024	208,714.16
2025	213,176.66
2026	211,601.66
2027	209,501.64
2028	212,126.65
2029	213,964.15
2030	209,764.15
2031	211,129.16

#### EXHIBIT D

##### ABATEMENT BONDS TAX LEVY

<u>Collection Year</u>	<u>Levy Amount</u>
2022	\$30,256.00
2023	22,265.00
2024	20,165.00
2025	18,315.00
2026	15,952.50
2027	13,840.00
2028	11,215.00
2029	8,590.00
2030	6,215.00
2031	4,482.50

STATE OF MINNESOTA  
COUNTY OF KANDIYOHI

COUNTY AUDITOR'S  
CERTIFICATE AS TO  
TAX LEVY AND REGISTRATION

I, the undersigned County Auditor of Kandiyohi County, Minnesota, hereby certify that a certified copy of a resolution adopted by the governing body of the City of Willmar, Minnesota, on September 7, 2021, levying taxes for the payment of \$2,900,000 General Obligation Improvement and Abatement Bonds, Series 2021B, in the amount of \$2,900,000 dated October 7, 2021 has been filed in my office and said bonds have been registered on the register of obligations in my office and that such tax has been levied as required by law.

WITNESS My hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2021.

(SEAL)

\_\_\_\_\_  
County Auditor  
Kandiyohi County, Minnesota

\_\_\_\_\_  
Deputy

**RESOLUTION NO. 2021-186**

**A RESOLUTION AWARDED THE ISSUANCE AND SALE OF \$13,715,000  
GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2021C FIXING  
THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION  
AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT**

Motion By: Nelsen

Second By: Ask

BE IT RESOLVED By the City Council of the City of Willmar, Minnesota (the "City"), as follows:

Section 1. Findings, Determinations; Sale of Bonds.

1.01 It is hereby determined that:

(a) pursuant to Minnesota Statutes, Chapter 475 (the "Bond Act") Minnesota Laws 2019, First Special Session, Chapter 6, Article 6, Section 32 (the "Special Law" and together with Chapter 475, the "Act"), and pursuant to a referendum question duly approved by the electorate of the City on November 6, 2018, the City has been authorized to impose certain sales and use taxes (collectively, the "Sales Taxes") and to issue its general obligation bonds for various purposes, as specified in the Special Law; and

(b) the Council and the City have complied with Minnesota Statutes, Section 645.021, Subdivision 3, in approving the Special Law;

(c) it is necessary and expedient to the sound financial management of the affairs of the City to issue General Obligation Sales Tax Revenue Bonds, Series 2021C (the "Bonds"), in an aggregate principal amount of \$13,715,000, to provide financing for the purposes specified in the Special Law, including without limitation, for a new event/recreation center facilities and new athletic fields in the City as more specifically described in the Special Law (the "Project"); and

(d) the City is authorized by Minnesota Statutes, Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and the City's municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.02. Award to the Purchaser and Interest Rates. The proposal of Piper Sandler & Co., Minneapolis, Minnesota (the "Purchaser") to purchase the Bonds of the City described in the Official Terms of Proposal thereof is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$16,003,396.10 (the par amount of \$13,715,000.00, plus a premium of \$2,361,928.85, less underwriter's discount of \$73,532.75), for Bonds bearing interest as follows:

Year	Interest Rate	Year	Interest Rate
2023	5.00%	2029	5.00%
2024	5.00	2030	5.00
2025	5.00	2031	3.00
2026	5.00	2032	2.00
2027	5.00	2033	2.00
2028	5.00		

1.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be credited to the Debt Service Fund hereinafter created, or deposited in the Construction Fund hereinafter created, as determined by the City Finance Director upon consultation with the City's municipal advisor. The City Finance Director is directed to retain the good faith check of the Purchaser pending completion of the sale of the Bonds. The Mayor and City Clerk are authorized to execute a contract with the Purchaser on behalf of the City, if requested by the Purchaser.

1.04. Terms and Principal Amount of Bonds. The City will forthwith issue and sell the Bonds pursuant to the Act, in the total principal amount of \$13,715,000, originally dated as of the date of delivery, in fully registered form, in denominations of \$5,000 each or any integral multiple thereof, numbered No. R-1 and upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

Year	Amount	Year	Amount
2023	\$815,000	2029	\$1,320,000
2024	1,035,000	2030	1,385,000
2025	1,085,000	2031	1,455,000
2026	1,140,000	2032	1,500,000
2027	1,195,000	2033	1,530,000
2028	1,255,000		

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

1.05. Optional Redemption. The City may elect on February 1, 2030, and on any day thereafter to prepay Bonds maturing on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option

of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

Section 2.       Registration and Payment.

2.01.   Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02.   Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing August 1, 2022, to the registered owners thereof of record as of the close of business on the 15th day of the immediately preceding month, whether or not that day is a business day.

2.03.   Registration. The City will appoint, and will maintain, a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a)       Register. The Registrar will keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b)       Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15th day of the month preceding each interest payment date and until that interest payment date.

(c)       Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d)       Cancellation. All Bonds surrendered upon any transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e)       Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f)       Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is at any time registered, as of the applicable record date, in the bond register as the absolute owner of such Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to

a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees, and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee, or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen, or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to the Registrar that the Bond was destroyed, stolen, or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance, and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, written notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) at least 30 days prior to the redemption date to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints U.S. Bank National Association, St. Paul, Minnesota as the initial Registrar. The Mayor and the City Clerk are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of this Council, the City Finance Director must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication, and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed and authenticated, the City Clerk will deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

2.06. Form of Bond. The Bonds will be printed or typewritten in substantially the form set forth in **Exhibit B** attached hereto.

2.07. Approving Legal Opinion. The City Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and to cause the opinion to be printed on or accompany each Bond.

Section 3. Payment; Security; Funds; Pledges and Covenants.

3.01. Debt Service Fund. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, and to provide adequate and specific security for the Purchaser and holders from time to time of the Bonds, there is hereby created a special fund to be designated the General Obligation Sales Tax Revenue Bonds, Series 2021C Debt Service Fund (the "Debt Service Fund"). The Debt Service Fund shall be administered and maintained by the City Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Debt Service Fund will be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. There will be deposited in the Debt Service Fund from time to time sufficient amounts of revenues generated by the Sales Tax to pay principal of and interest on the Bonds when due, and the City Finance Director must report any current or anticipated deficiency in the Debt Service Fund to the City Council. If a payment of principal or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for the advances out of the revenues generated by the Sales Tax and other taxes when collected. There is appropriated to the Debt Service Fund (i) any amount over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03; (ii) the accrued interest paid by the Purchaser upon closing and delivery of the Bonds, if any; (iii) all investment earnings on amounts in the Debt Service Fund; and (iv) any other funds appropriated for the payment of principal or interest on the Bonds.

3.02. Construction Fund. The proceeds of the Bonds, less the appropriations made in Section 3.01, together with any other funds appropriated for the Project, will be deposited in a separate fund of the City (the "Construction Fund"), hereby created. Amounts in the Construction Fund will be disbursed to (i) pay costs of the Project and costs of issuance of the Bonds; and (ii) pay any capitalized interest financed with the proceeds of the Bonds during or after construction of the Project. Any balance remaining in the Construction Fund after completion of the Project may be used as provided in Minnesota Statutes, section 475.65, under the direction of the City Council and in accordance with the Special Law. Thereafter, the Construction Fund is to be closed and any balance remaining therein is to be deposited in the Debt Service Fund.

3.03. Debt Service Coverage. Pursuant to Subdivision 1 of the Special Law, the City has imposed the Sales Tax. The revenues received from the Sales Tax are hereby pledged to the payment of the principal of and interest on the Bonds. It is determined that the estimated revenues of the Sales Tax authorized by the Special Law for the payment of principal and interest on the Bonds will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Bonds and that no tax levy is needed at this time.

3.04. General Obligation. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are irrevocably pledged. If the Sales Tax appropriated and pledged to the payment of principal and interest on the Bonds, together with other funds irrevocably appropriated to the Debt Service Account herein established, shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as it becomes due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds payable therefrom, the deficiency shall be promptly paid out of any other accounts of the City which are available for such purpose, and such other funds may be reimbursed without interest from the Debt Service Account when a sufficient balance is available therein

3.05. Registration of Resolution. The City Clerk is authorized and directed to file a certified copy of this resolution with the County Auditor/Treasurer of Kandiyohi County, Minnesota, and to obtain the certificate required by Section 475.63 of the Act.

Section 4. Authentication of Transcript.

4.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits, and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

4.02. Certification as to Official Statement. The Mayor, City Clerk and Finance Director or any of them are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is, as of the date thereof, a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

4.03. Other Certificates. The Mayor, City Finance Director and City Clerk, or any of them, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor and the City Clerk, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the City Clerk shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

4.04 Electronic Signatures. The electronic signature of the Mayor, City Finance Director and/or the City Clerk, or any of them, to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 5. Tax Covenants.

5.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees, or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds. To that end, the City will comply with all requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments and limitations on amounts invested at a yield greater than the yield on the Bonds.

5.02. Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation (1) requirements relating to temporary periods for investments, (2) limitations on amounts invested at a yield greater than the yield on the Bonds, and (3) the rebate of excess investment earnings to the

United States unless the Bonds qualify for an exception to the rebate requirement under the Code and related Treasury Regulations.

5.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

5.04. No Designation of Qualified Tax-Exempt Obligations. The Bonds have not been designated as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code.

5.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

#### Section 6. Book-Entry System; Limited Obligation of City.

6.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.03 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

6.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Finance Director of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.,” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Clerk will promptly deliver a copy of the same to the Registrar and Paying Agent.

6.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

6.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability



through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

6.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 7. Continuing Disclosure.

7.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Clerk and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

7.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate will not be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 8. Defeasance. When the Bonds and all accrued interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

Passed and adopted this 7th day of September, 2021.

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Ask, and upon vote being taken thereon, the following voted in favor thereof: Council Members Julie Asmus, Thomas Butterfield, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

#### **EXHIBIT A**

#### **PROPOSALS**



**\$16,000,000\***  
**City of Willmar, Minnesota**  
**General Obligation Sales Tax Revenue Bonds, Series 2021C**  
**Moody's Rating: Aa3**

**Sale Date: September 7, 2021**

**BBI: 2.14%**  
**Average Maturity: 6.419 Years**

<b>Bidder</b>	<b>TIC</b>
Piper Sandler & Co.	1.0856%
The Baker Group	1.1253%
Jefferies LLC	1.1288%
Robert W. Baird & Co., Incorporated	1.1404%
Fifth Third Securities, Inc.	1.1847%
J.P. Morgan Securities LLC	1.1883%
Hilltop Securities Inc.	1.2425%
FHN Financial Capital Markets	1.2444%
Keybank Capital Markets	1.3534%

<b>Winning Bidder Information</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Reoffering Yield</b>	<b>Reoffering Price</b>
PIPER SANDLER & CO.	2/01/2023	5.00%	0.15%	106.376%
(No Syndicate Members)	2/01/2024	5.00%	0.20%	111.088%
	2/01/2025	5.00%	0.30%	115.499%
	2/01/2026	5.00%	0.50%	119.192%
	2/01/2027	5.00%	0.60%	122.989%
	2/01/2028	5.00%	0.80%	125.819%
	2/01/2029	5.00%	0.95%	128.559%
	2/01/2030	5.00%	1.05%	131.377%
	2/01/2031	3.00%	1.10%	115.059%
	2/01/2032	2.00%	1.20%	106.313%
	2/01/2033	2.00%	1.30%	105.500%

**Purchase Price: \$18,644,592.06\***  
**Net Interest Cost: \$1,221,647.94\***  
**TIC: 1.0856%\***

\* Subsequent to bid opening, the par amount decreased to \$13,715,000; and the price, net interest cost, and true interest cost have changed to \$16,003,396.10, \$1,146,458.07, and 1.1177%, respectively.

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**EXHIBIT B**

No. R-\_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF KANDIYOHI

\$\_\_\_\_\_

CITY OF WILLMAR, MINNESOTA  
GENERAL OBLIGATION SALES TAX REVENUE BOND  
SERIES 2021C

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	February 1, 20__	October 7, 2021	

Registered Owner: Cede & Co.

The City of Willmar, Minnesota, a duly organized and existing municipal corporation in Kandiyohi County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum set forth above on the Maturity Date specified above, unless called for earlier redemption, with interest thereon from the date hereof at the annual Rate specified above (calculated on the basis of a 360-day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing August 1, 2022, to the person in whose name this Bond is registered at the close of business on the 15th day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank National Association, St. Paul, Minnesota, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2030, and on any date thereafter to prepay Bonds due on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of \$13,715,000 all of like original issue date and tenor, except as to number, maturity date, interest rate, denomination and redemption privilege, all issued pursuant to a resolution adopted by the City Council on September 7, 2021 (the "Resolution"), for the purpose of providing money to aid in financing the cost of the certain capital projects, including a new event/recreation center facilities and new athletic fields in the City, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, and Minnesota Laws, 2021, 1st Special Session Chapter 6, Article 6, Section 17 (the "Special Law"). The principal hereof and interest hereon are payable primarily from sales and use tax revenues of the City authorized by the Special Law, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy ad valorem taxes on all taxable property in the City in the event of any deficiency, which additional taxes may be levied without

limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The Bond is not a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code").

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee, or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Willmar, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Clerk and has caused this Bond to be dated as of the date set forth below.

Dated: October 7, 2021

**CITY OF WILLMAR, MINNESOTA**

\_\_\_\_\_  
(Facsimile)  
Mayor

\_\_\_\_\_  
(Facsimile)  
City Clerk

\_\_\_\_\_

## CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

### U.S. BANK NATIONAL ASSOCIATION

By \_\_\_\_\_  
Authorized Representative

## ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

\_\_\_\_\_ Custodian \_\_\_\_\_

TEN ENT -- as tenants by entireties

(Cust) \_\_\_\_\_ (Minor)

under Uniform Gifts or Transfers to Minors Act,  
State of \_\_\_\_\_

JT TEN -- as joint tenants with right of  
survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

## ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

\_\_\_\_\_  
NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Include information for all joint owners if this Bond is held  
by joint account.)

Please insert social security or other identifying  
number of assignee

\_\_\_\_\_

\_\_\_\_\_

#### **PROVISIONS AS TO REGISTRATION**

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner

Signature of  
Registrar

October 7, 2021

Cede & Co.  
Federal ID #13-2555119

\_\_\_\_\_

STATE OF MINNESOTA                 )  
COUNTY OF KANDIYOHI             ) SS.  
CITY OF WILLMAR                   )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota (the “City”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on September 7, 2021, with the original minutes on file in my office, and the extract is a full, true, and correct copy of the minutes insofar as they relate to the issuance and sale of the City’s General Obligation Sales Tax Revenue Bonds, Series 2021C, in the original aggregate principal amount of \$13,715,000.

WITNESS My hand and official seal this 8th day of September, 2021.

/s/ Judy Thompson  
City Clerk  
Willmar, Minnesota

(SEAL)



STATE OF MINNESOTA  
COUNTY OF KANDIYOHI

CERTIFICATE OF COUNTY AUDITOR/TREASURER  
AS TO REGISTRATION WHERE NO  
AD VALOREM TAX LEVY

I, the undersigned County Auditor/Treasurer of Kandiyohi County, Minnesota, hereby certify that a resolution adopted by the City Council of the City of Willmar, Minnesota (the "City"), on September 7, 2021, relating to the City's \$13,715,000 City of Willmar, Minnesota General Obligation Sales Tax Revenue Bonds, Series 2021C, dated October 7, 2021, has been filed in my office and said obligations have been registered on the register of obligations in my office.

WITNESS My hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
County Auditor/Treasurer  
Kandiyohi County, Minnesota

(SEAL)

By \_\_\_\_\_  
Deputy

**RESOLUTION NO. 2021-187**

**A RESOLUTION AWARDING THE ENGINEERING PROFESSIONAL SERVICES: 6<sup>TH</sup> STREET SW, 13<sup>TH</sup> STREET SW & LITCHFIELD AVENUE SW TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$391,748.**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the professional services of the 6<sup>th</sup> Street SW, 13<sup>th</sup> Street SW and Litchfield Avenue SW street construction projects is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$391,748.

Dated this 7th day of September, 2021

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES – SEPTEMBER 13, 2021**  
**11:45 AM – WMU AUDITORIUM**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, September 13, 2021, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Bruce DeBlieck, Cole Erickson, and Shawn Mueske. Absent were Commissioners Kerry Johnson and Nathan Weber.

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

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

**RESOLUTION NO. 46**

“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 August 23, 2021 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20211056 to No. 20211790 and associated wire transfers inclusive in the amount of \$1,371,108.50.

Dated this 12<sup>th</sup> day of September 2021.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

Commissioner DeBlieck (PC Chair) reviewed with the Commission the minutes from the August 24<sup>th</sup> WMU Planning Committee meeting (see attached). Following review, Commissioner DeBlieck offered a motion to approve the minutes of the August 24, 2021 WMU Planning Committee meeting as presented. Commissioner Mueske seconded the motion which carried by a vote of five ayes and zero nays.

Following approval of the minutes, two additional items were being recommended for approval by the WMU Planning Committee. The first item presented for consideration was the proposed 2022 WMU Budget. Finance & Office Services Supervisor Prekker and General Manager Harren reviewed with the Commission the proposed 2022 WMU Budget (including Operations & Maintenance Budget and Capital Budget). Harren noted that among the capital projects and costs effecting the proposed budget were Water Treatment Plant construction, Power Plant site cleanup, line distribution projects, and building project. The recommended 2022 WMU Budget was set at \$37,930,094 with the largest budgeted cost item being purchased power estimated at \$15,378,860. Prekker presented a status update of the Capital Budget in the amount of \$17,466,223. It was noted that the Intergovernmental Transfer to the City of Willmar would be set at \$2,136,842 for 2022. The Statement of Cash Flows: Ten-Year Capital Improvement Plan (2022-2031), including both the Electric and Water Divisions, was presented for review. Harren noted that staff continues to

monitor the grant application process at both the federal and state levels for funding assistance for upcoming water treatment projects. Following review and discussion, Commissioner Mahboub offered a resolution to approve the 2022 WMU Budget which includes both the O&M and Capital Budgets as presented. Commission DeBlieck seconded.

#### **RESOLUTION NO. 47**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2022 WMU Budget including the Operating & Maintenance Budget and Capital Budget be approved as presented.”

Dated this 12<sup>th</sup> day of September 2021.

---

President

Attest:

---

Secretary

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

The second item being recommended for approval by the WMU Planning Committee was for revisions to the Water Service Policy relating to multi-unit dwellings (apartments, mobile home parks, etc.). The proposed modifications regarding meter services/meter charges would provide clarification and equality among WMU customers. Upon approval, staff will disburse notifications to all property owners/landlords/mobile home parks impacted by this change to assist with budgetary planning for the upcoming year. The proposed changes would go into effect January 1, 2022. Following review and discussion, Commissioner Mueske offered a resolution to accept the proposed changes to the Water Service Policy effective January 1, 2022. Commissioner Erickson seconded.

#### **RESOLUTION NO. 48**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed revisions to the Water Service Policy of the *WMU Operations Policy Manual* relating to multi-dwelling units be approved as presented effective January 1, 2022.”

Dated this 12<sup>th</sup> day of September 2021.

---

President

Attest:

---

Secretary

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

Finance & Office Services Supervisor Prekker presented the Commission with the July 2021 Financial Reports along with a recap of the July 31, 2021, Investment Portfolio. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2020/2021 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Facilities & Maintenance Supervisor Marti presented the Commission with the August 2021 Wind Turbine Report. Turbine availabilities for the month of July were at 70% (Unit #3) and 100% (Unit #4) with a total monthly production of 400,452 kilowatt hours.

Commissioner DeBlieck and General Manager Harren presented the Commission with a recap of their recent attendance at the 2021 MMUA Summer Conference (Commissioner Johnson also attended). Topics of discussion included: APPA's national perspective, transmission vision for Upper Midwest including \$10-\$30 billion required for future transmission projects for renewable energy, energy conservation, 5% dues increase for 2022, capacity reduction from wind and solar projects which could affect grid stability, MPCA water presentation (challenges with PFAS), state legislative developments, and changes in MMUA leadership. Karleen Kos has been selected as MMUA's the new CEO, effective Sept. 27<sup>th</sup>. Ms. Koss will replace outgoing CEO Jack Kegel who is retiring after 28+ years of service. DeBlieck and Harren expressed their appreciation to the Commission for allowing them the opportunity to attend the informational conference and highly encourage Commissioners to attend in the future.

General Manager Harren informed the Commission that a meeting of the WMU Labor Committee will be held on September 14<sup>th</sup> beginning at 12:00 pm. Agenda items will include the Emergency Succession Plan and clothing policy. Additional committee meetings will be forthcoming. Tentative agenda items for the Labor Committee will include General Manager pay equity/compensation and clothing policy. Tentative agenda items for discussion by the Planning Committee will include NISC software, Time of Use electric rates, and water treatment plant.

For information: Upcoming meetings/events to note include:

- 2021 MRES Fall Meeting: Nov. 9 & 10 (Sioux Falls Convention Center)

There being no further business to come before the Commission, Commissioner DeBlieck 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 12:55 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

---

Beth Mattheisen  
Executive Secretary

ATTEST:

---

Abdirizak Mahboub, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**MUC Planning Committee Meeting Minutes**  
**Tuesday, August 24, 2021**  
**12:00 pm – WMU Conference Room**

Attendees: Commissioners Bruce DeBlieck, Kerry Johnson & Shawn Mueske, General Manager John Harren, Finance & Office Services Supervisor Andrea Prekker, HR/Compliance Manager Janell Johnson, and Executive Secretary Beth Mattheisen.

Commissioner DeBlieck (PC Chair) called the meeting to order at 12:00 pm.

.....

**1. Proposed 2022 WMU Budget:** *(Finance & Office Services Supervisor Prekker and General Manager Harren)*

General Manager Harren opened discussion with the Planning Committee by presenting background information regarding the budgetary process followed to establish the annual WMU Budget.

Finance & Office Services Supervisor Prekker presented the Committee with the proposed 2022 WMU Budget for review and discussion. Departmental analysis and data included within the electric, water, and combined divisions reflect anticipated revenues, expenses, income, and retained earnings to create the 2022 WMU Budget. Included in the data were the Operating Budgets, Capital Budgets, and Statement of Cash Flows for the years 2022-2031. Prekker and Harren reviewed each of the individual categories along with an overview of Capital Budget items. Questions by the Committee regarding specific items were addressed with clarifications provided by staff. The following is a recap of points of discussion regarding the proposed 2022 WMU Budget:

- 1) Total Projected Revenues: \$37.9 million
- 2) Total Operating Expenses: \$29.3 million
  - a) Largest Operating Expense is Purchased Power: \$15.4 million
  - b) Intragovernmental Transfer to the City: \$2.2 million
  - c) Additional expenses for water main responsibilities
  - d) Increase of 10% in health insurance costs
- 3) Total 2022 Capital Budget: \$17.5 million
  - a) Largest five Capital Projects are:
    - i) Water Plant Construction (NEWTP): \$10.3 million
    - ii) Power Plant Cleanup: \$2.2 million
    - iii) Line Dept. Construction: \$1.4 million
    - iv) Building Project: \$1 million
    - v) Water Main Replacement: \$715,000
- 4) Statement of Cash Flows: (2022 projected year-end Net Cash Balances)
  - a) Electric: \$20.5 million
  - b) Water: \$16.5 million (includes bond funds)
  - c) Combined: \$37 million

**Additional items to note:**

- Net Cash Balance threshold/goal is set at 50% of total revenues.
  - Electric: 50% goal is met throughout the 10-year Cash Flow.
  - Water: 50% goal is not met beginning in 2024 (due to additional water treatment plant)
- 10-year projections are based on varying factors including community growth, revenue, and expense assumptions.
- Additional allocations are being utilized to appropriate funds between divisions (electric vs water) along with simplifying expense tracking (budgeted vs actual).
- Explanation of EAA was presented (mechanism available to offset unforeseen costs associated with purchased power). EAA is not being utilized at this time.

- Efforts continue to seek potential grant funding assistance at both state and federal levels for major capital project (NEWTP).
- Cost of Service & Rate Study is scheduled for 2023. Anticipate additional water rate increases to be required due to significant capital projects (NE & SW Water Treatment Projects).
- Last electric rate increase was 2015.

**Recommendation:**

Following a thorough review and discussion, it was a consensus of the WMU Planning Committee to accept the proposed 2022 WMU Budget as presented and to recommend approval by the Commission at the September 13<sup>th</sup> MUC meeting.

**2. Proposed Water Rate Policy Change:** *(HR/Compliance Manager Johnson and General Manager Harren)*

The Planning Committee had previously directed staff to modify the current water billing policy and define the logistics to provide equality among WMU's customers. The proposed change to the current Water Service Policy addresses multi-unit apartments, dwelling units, and mobile home parks. HR/Compliance Manager Johnson provided an explanation of the proposed changes that would better reflect charges per unit rather than per dwelling (water services to a building consisting of 2 or more apartments or dwelling units). Johnson further added that staff will prepare notifications to be sent to property owners/landlords/mobile parks impacted by this change to assist them in planning for the upcoming year. The proposed policy change would go into effect January 1, 2022.

The Committee further discussed implementing the policy change in January 2022 or waiting for completion of the next Rate Study. With the additional number of apartments that are being constructed and proposed to be constructed, it was the consensus to implement the policy effective January 1, 2022.

**Recommendation:**

Following review and discussion, it was a consensus of the Planning Committee to adopt the recommended revisions to the current Water Rate Policy, and to request approval by the Commission at the September 13<sup>th</sup> MUC meeting. Furthermore, notifications will be prepared for distribution in anticipation of MUC approval.

**3. Miscellaneous:**

With the need to address future rate adjustments, General Manager Harren requested the Planning Committee to consider rescheduling the next Cost of Service & Rate Study. The Rate Study is currently budgeted for 2023. However, with the need for funding of capital projects (significantly NE and SW Water Treatment Plants), this raises the question of rescheduling the Study to 2022. Decision to move the study up would be further discussed upon receiving notice of any federal or state grant dollars.

Following discussion, it was the recommendation of the Committee to maintain a budgetary placeholder for a possible Rate Study in 2022. This will also allow time to determine funding levels for the upcoming water projects.

**4. Adjournment:**

There being no further business to come before the WMU Planning Committee, Commissioner DeBlick declared the meeting adjourned at 1:38 pm.

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Report Selection:

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

INCLUSIONS:

Fund & Account. thru

Check.. Date..... 08/27/2021 thru 09/14/2021

Source Codes..... thru

Journal Entry Dates..... thru

Journal Entry Ids..... thru

Check.. Number..... thru

Project..... thru

Vendor..... thru

Invoice..... thru

Purchase Order..... thru

Bank..... thru

Totals Only?..... N

1099 Vendors Only?.....

Lower Dollars Limit.....

Create Excel file & Download N

Run Instructions:

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

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ALEX AIR APPARATUS INC 002061										
	62909	09/14/21	FIREFIGHTER BOOTS	113.78		INV-44077		D -	SUBSISTENCE OF P	101.42412.0227
	62909	09/14/21	FIREFIGHTER BOOTS	113.78		INV-44078		D -	SUBSISTENCE OF P	101.42412.0227
	62909	09/14/21	FIREFIGHTER BOOTS	970.13		INV-44283		D -	SUBSISTENCE OF P	101.42412.0227
	62909	09/14/21	FIREFIGHTER BOOTS	330.00		INV-44287		D -	SUBSISTENCE OF P	101.42412.0227
	62909	09/14/21	PARTICULATE HOODS	709.97		INV-44287		D -	SUBSISTENCE OF P	101.42412.0227
	62909	09/14/21	PANTS ALTERATIONS	72.59		INV-44469		D -	SUBSISTENCE OF P	101.42412.0337
	62909	09/14/21	PRESSURE REGULATOR/PARTS	150.00		4492		D -	MTCE. OF EQUIPME	101.42412.0224
	62909	09/14/21	COMP. AIR QUALITY TEST	140.00		4492		D -	PROFESSIONAL SER	101.42412.0446
	62909	09/14/21	BAUER COMPRESSER SERVICE	745.40		4492		D -	PROFESSIONAL SER	101.42412.0446
				3,345.65	*CHECK	TOTAL				
			VENDOR TOTAL	3,345.65						
AMAZON CAPITAL SERVICES 003557										
	62910	09/14/21	ADD'L COMPUTER MEMORY	89.25		1166-LXL6-1VMD		D -	SMALL TOOLS	101.41409.0221
	62910	09/14/21	USB DRIVES	62.67		14GN-HNKN-FK44		D -	GENERAL SUPPLIES	101.42411.0229
				151.92	*CHECK	TOTAL				
			VENDOR TOTAL	151.92						
AMERICAN WELDING & GAS I 000057										
	62911	09/14/21	FIRE EXT. REFILL	19.96		07971014		D -	MTCE. OF EQUIPME	101.42411.0334
	62911	09/14/21	WELDING GAS	97.86		07971483		D -	GENERAL SUPPLIES	101.45433.0229
	62911	09/14/21	HYDROTEST FIRE EXT.	35.95		07995494		D -	MTCE. OF EQUIPME	101.42411.0334
	62911	09/14/21	REPL. O-RING	13.80		07998350		D -	MTCE. OF EQUIPME	101.45001.0224
	62911	09/14/21	FIRE EXT. INSPECTION	136.00		07998350		D -	MTCE. OF EQUIPME	101.45001.0334
	62911	09/14/21	FIRE EXT. INSPECTION	443.65		08002606		D -	MTCE. OF EQUIPME	101.42412.0334
	62911	09/14/21	WELDING WIRE/TIPS	590.72		08006791		D -	MTCE. OF EQUIPME	101.43425.0224
	62911	09/14/21	WELDING GAS	80.80		08025115		D -	GENERAL SUPPLIES	101.43425.0229
				1,418.74	*CHECK	TOTAL				
			VENDOR TOTAL	1,418.74						
ANDERSON LAW OFFICES 002954										
	62912	09/14/21	LEGAL SERVICES-AUG	17,079.54		2107		D N 01	PROFESSIONAL SER	101.41406.0446
APPLIED CONCEPTS INC 001525										
	62913	09/14/21	RADAR REPAIR-PARTS	170.00		389772		D -	MTCE. OF EQUIPME	101.42411.0224
	62913	09/14/21	RADAR REPAIR-LABOR	65.00		389772		D -	MTCE. OF EQUIPME	101.42411.0334
				235.00	*CHECK	TOTAL				
			VENDOR TOTAL	235.00						
ARAMARK 000051										
	62914	09/14/21	UNIFORM RENTAL	70.02		256000014763		D -	RENTS	101.43425.0440
	62914	09/14/21	UNIFORM RENTAL	12.81		256000014778		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	85.65		256000017227		D -	RENTS	101.43425.0440
	62914	09/14/21	UNIFORM RENTAL	9.82		256000017257		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	66.87		256000019664		D -	RENTS	101.43425.0440
	62914	09/14/21	UNIFORM RENTAL	9.82		256000019682		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	78.65		256000022116		D -	RENTS	101.43425.0440



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ARAMARK			000051							
	62914	09/14/21	UNIFORM RENTAL	12.81		256000022138		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	70.02		256000024643		D -	RENTS	101.43425.0440
	62914	09/14/21	UNIFORM RENTAL	9.82		256000024659		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	8.89		2801296894		D -	RENTS	101.42412.0440
	62914	09/14/21	UNIFORM RENTAL	8.89		2801299377		D -	RENTS	101.42412.0440
				444.07						
			VENDOR TOTAL	444.07		*CHECK TOTAL				
ASCAP			001253							
	62915	09/14/21	2021 MUSIC LICENSE FEE	380.95		500578878/21		D -	LICENSES AND TAX	101.45433.0445
ASPEN MILLS			003008							
	62916	09/14/21	VIERLING-UNIFORM	1,359.40		279200		D -	SUBSISTENCE OF P	101.42411.0227
AT&T MOBILITY			000075							
	62917	09/14/21	PHONE SERV-AUG	1,228.27		X09032021		D -	COMMUNICATIONS	101.41409.0330
AUSTIN INCORPORATED			003610							
	62918	09/14/21	SEPTIC PUMPING	190.00		19536		D -	OTHER SERVICES	101.43425.0339
	62918	09/14/21	SEPTIC PUMPING	190.00		20107		D -	OTHER SERVICES	230.43430.0339
				380.00						
			VENDOR TOTAL	380.00		*CHECK TOTAL				
BACKES TECHNOLOGY SERVIC			000087							
	62919	09/14/21	5 SECURITY CAMERAS	3,550.33		19357		D -	SMALL TOOLS	101.43425.0221
	62919	09/14/21	INST. SECURITY CAMERAS	1,515.00		19357		D -	MTCE. OF STRUCTU	101.43425.0335
	62919	09/14/21	PHONE SERVICE	153.26		19518		D -	COMMUNICATIONS	101.45433.0330
				5,218.59						
			VENDOR TOTAL	5,218.59		*CHECK TOTAL				
BACKING THE BLUE LINE			.03108							
	62903	09/09/21	CONV. BID FULFILLMENT	100.00		090121		D -	OTHER CHARGES	208.45008.0449
BAKER PRINTING INK			002534							
	62920	09/14/21	FALL ACTIVITIES BOOKLET	729.00		0821/145		D -	PRINTING AND PUB	101.45432.0331
BAKER TILLY US LLP			003566							
	62921	09/14/21	CITY ADMIN. SEARCH	2,957.08		BT1879996		D -	PROFESSIONAL SER	101.41400.0446
BARN THEATRE/THE			000090							
	62922	09/14/21	FACILITY RENTAL FEE	75.00		090221		D -	RENTS	101.41400.0440
BATTERY WHOLESALE INC			002860							
	62923	09/14/21	L.S. UPS BATTERIES	36.80		176344WIL		D -	MTCE. OF EQUIPME	651.48487.0224
	62923	09/14/21	L.S. UPS BATTERIES	49.18		177294WIL		D -	MTCE. OF EQUIPME	651.48487.0224
	62923	09/14/21	L.S. UPS BATTERIES	49.18		177585WIL		D -	MTCE. OF EQUIPME	651.48485.0224
	62923	09/14/21	BATTERIES FOR KNOX BOX	17.94		177948WIL		D -	GENERAL SUPPLIES	101.42412.0229
				153.10						
			VENDOR TOTAL	153.10		*CHECK TOTAL				

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BENNETT OFFICE TECHNOLOG 000099	62924	09/14/21	PRINT/PAGE COUNT	63.94		319682		D -	OFFICE SUPPLIES	101.41405.0220
BENSON LAUNDRY 003377	62925	09/14/21	CLEANING SUPPLIES	40.04		356580		D -	CLEANING AND WAS	101.45433.0228
	62925	09/14/21	CLEANING SUPPLIES	12.60		357789		D -	CLEANING AND WAS	101.45433.0228
				52.64	*CHECK	TOTAL				
			VENDOR TOTAL	52.64						
BROMAN/AMANDA .03111	62926	09/14/21	GIRLS SOCCER CAMP	405.00		080921		D -	PROFESSIONAL SER	101.45432.0446
BSE 001980	62927	09/14/21	PLANT SUPPLIES	51.08		922598923		D -	GENERAL SUPPLIES	651.48484.0229
	62927	09/14/21	DUCT SEAL	12.04		922640073		D -	GENERAL SUPPLIES	651.48484.0229
	62927	09/14/21	BATTERIES	19.20		922656570		D -	GENERAL SUPPLIES	101.42412.0229
				82.32	*CHECK	TOTAL				
			VENDOR TOTAL	82.32						
BSN SPORTS LLC 003001	62928	09/14/21	YOUTH FOOTBALLS	244.89		913456853		D -	GENERAL SUPPLIES	101.45432.0229
B32 ENGINEERING GROUP IN 003455	62929	09/14/21	GRC REFRIG SYSTEM DESI	2,970.00		1751		D -	PROFESSIONAL SER	456.45456.0446
	62929	09/14/21	GRC REFRIG SYSTEM DESIGN	990.00		1774		D -	PROFESSIONAL SER	456.45456.0446
				3,960.00	*CHECK	TOTAL				
			VENDOR TOTAL	3,960.00						
CAPITAL ONE 003647	62930	09/14/21	1ST AID KIT/SUPPLIES	32.21		072021		D -	GENERAL SUPPLIES	101.45432.0229
	62930	09/14/21	BOTTLED WATER	7.96		072621		D -	SUBSISTENCE OF P	101.42411.0227
	62930	09/14/21	COFFEE/FILTERS	42.85		073021		D -	GENERAL SUPPLIES	101.42411.0229
	62930	09/14/21	BOTTLED WATER	18.98		080321		D -	SUBSISTENCE OF P	101.42411.0227
				102.00	*CHECK	TOTAL				
			VENDOR TOTAL	102.00						
CARD SERVICES 002552	62931	09/14/21	CONCESSION SUPPLIES	26.43		082810		D -	GENERAL SUPPLIES	101.45433.0229
	62931	09/14/21	CONCESSION SUPPLIES	16.62		082819		D -	GENERAL SUPPLIES	101.45433.0229
				43.05	*CHECK	TOTAL				
			VENDOR TOTAL	43.05						
CARRANZA/NOE 002547	62932	09/14/21	INTERPRETED 09/04/21	120.00		345		D N 01	PROFESSIONAL SER	101.42411.0446
CARRANZA/NORMA I 002542	62933	09/14/21	INTERPRETED 07/13/21	120.00		332		D N 01	PROFESSIONAL SER	101.42411.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARREON/AUDELIA .03113	62934	09/14/21	CANC. SHLTR RESERVATION	110.00		091321		D -	REFUNDS AND REIM	101.41428.0882
CARRIS HEALTH - RICE HOS 001166	62935	09/14/21	DRAW CHG-CASE 21010753	37.96		16571		D -	PROFESSIONAL SER	101.42411.0446
	62935	09/14/21	DRAW CHG-CASE 21011451	37.96		16571		D -	PROFESSIONAL SER	101.42411.0446
				75.92	*CHECK	TOTAL				
			VENDOR TOTAL	75.92						
CENTERPOINT ENERGY 000467	62936	09/14/21	NATURAL GAS-AUG	15.00		6038773/8-21		D -	UTILITIES	101.43425.0332
	62936	09/14/21	NATURAL GAS-AUG	62.39		6048932/8-21		D -	UTILITIES	651.48484.0332
	62936	09/14/21	NATURAL GAS-AUG	68.44		6061271/8-21		D -	UTILITIES	101.45433.0332
	62936	09/14/21	NATURAL GAS-AUG	15.00		6069198/8-21		D -	UTILITIES	101.43425.0332
	62936	09/14/21	NATURAL GAS-JUL	103.43		6072309/7-21		D -	UTILITIES	101.45437.0332
	62936	09/14/21	NATURAL GAS-AUG	43.56		6072309/8-21		D -	UTILITIES	101.45437.0332
	62936	09/14/21	NATURAL GAS-AUG	60.37		6084836/8-21		D -	UTILITIES	101.45435.0332
	62936	09/14/21	NATURAL GAS-AUG	1,576.86		6085332/8-21		D -	UTILITIES	101.45433.0332
	62936	09/14/21	NATURAL GAS-AUG	15.00		6093527/8-21		D -	UTILITIES	101.43425.0332
	62936	09/14/21	NATURAL GAS-JUN	8.61CR		6236671/6-21		D -	UTILITIES	230.43430.0332
	62936	09/14/21	NATURAL GAS-JUL	24.19		6236671/7-21		D -	UTILITIES	230.43430.0332
	62936	09/14/21	NATURAL GAS-AUG	24.45		6236671/8-21		D -	UTILITIES	230.43430.0332
				2,000.08	*CHECK	TOTAL				
			VENDOR TOTAL	2,000.08						
CENTRAL COUNTIES COOPERA 001259	62937	09/14/21	WEED KILLER	360.10		17203		D -	GENERAL SUPPLIES	101.43425.0229
	62937	09/14/21	WEED KILLER	2,092.48		17385		D -	GENERAL SUPPLIES	101.43425.0229
				2,452.58	*CHECK	TOTAL				
			VENDOR TOTAL	2,452.58						
CHAPPELL CENTRAL INC 000156	62938	09/14/21	SERVICED A/C UNIT-LABOR	97.20		00020053		D -	MTCE. OF STRUCTU	651.48485.0335
	62938	09/14/21	SERVICED A/C UNIT-LABOR	194.40		00020054		D -	MTCE. OF STRUCTU	651.48485.0335
				291.60	*CHECK	TOTAL				
			VENDOR TOTAL	291.60						
CHARTER COMMUNICATIONS .03072	62939	09/14/21	ADMIN SUBPOENA-21010956	50.00		21-161795		D -	PROFESSIONAL SER	101.42411.0446
CHARTER COMMUNICATIONS 000736	62940	09/14/21	PHONE SERV-SEP	1,983.01		0009126082221		D -	COMMUNICATIONS	101.41409.0330
	62940	09/14/21	INTERNET SERVICE-SEP	184.97		0438138090221		D -	COMMUNICATIONS	101.41409.0330
				2,167.98	*CHECK	TOTAL				
			VENDOR TOTAL	2,167.98						
CODE 4 SERVICES INC 002984	62941	09/14/21	#213808-INST. EMERG LT	3,518.20		6456		D -	MACHINERY AND AU	450.42412.0553

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CODE 4 SERVICES INC 002984										
62941 09/14/21			LAPTOP/PRINTER/STAND	4,063.50		6473		D -	SMALL TOOLS	101.42411.0221
62941 09/14/21			INST. SQUAD COMP/PRNTR	30.88		6560		D -	MTCE. OF EQUIPME	101.42411.0224
62941 09/14/21			INST. SQUAD COMP/PRNTR	237.50		6560		D -	MTCE. OF EQUIPME	101.42411.0334
				7,850.08						
			VENDOR TOTAL	7,850.08		*CHECK TOTAL				
COLEPAPERS INC 000170										
62942 09/14/21			CLEANING SUPPLIES	88.32		10027028		D -	CLEANING AND WAS	101.41408.0228
COMMUNITY GIVING .02932										
62943 09/14/21			COMM. FOUNDATION AWARDS	800.00		W-AD862021		D -	OTHER SERVICES	101.41401.0339
CROW CHEMICAL & LIGHTING 000186										
62944 09/14/21			TOILET TISSUE/SUPPLIES	169.58		21769		D -	GENERAL SUPPLIES	101.43425.0229
62944 09/14/21			WIPES/SUPPLIES	126.60		21894		D -	GENERAL SUPPLIES	101.43425.0229
62944 09/14/21			PLANT SUPPLIES	182.05		21898		D -	GENERAL SUPPLIES	651.48484.0229
62944 09/14/21			CLEANING SUPPLIES	68.90		21996		D -	CLEANING AND WAS	101.43425.0228
62944 09/14/21			NITRILE GLOVES	275.00		21996		D -	GENERAL SUPPLIES	101.43425.0229
				822.13						
			VENDOR TOTAL	822.13		*CHECK TOTAL				
DAN'S SHOP INC 002212										
62945 09/14/21			FILTERS	223.99		112446		D -	INVENTORIES-MDSE	101.125000
62945 09/14/21			FILTERS	38.93		112479		D -	INVENTORIES-MDSE	101.125000
62945 09/14/21			FILTERS	13.80		112980		D -	INVENTORIES-MDSE	101.125000
62945 09/14/21			FILTERS	79.72		113087		D -	INVENTORIES-MDSE	101.125000
				356.44						
			VENDOR TOTAL	356.44		*CHECK TOTAL				
DEPT OF HUMAN SERVICES 002914										
62946 09/14/21			ECPN PAYMENT-OCT	11,033.72		00000668186		D -	OTHER CHARGES	101.41428.0449
DESIGN ELECTRIC INC 000203										
62947 09/14/21			SIGNAL REPAIR-PARTS	2,702.84		14994		D -	MTCE. OF OTHER I	421.48451.0226
62947 09/14/21			SIGNAL REPAIR-PARTS	1,038.50		14994		D -	MTCE. OF OTHER I	421.48451.0336
				3,741.34						
			VENDOR TOTAL	3,741.34		*CHECK TOTAL				
DOOLEY'S PETROLEUM INC 000212										
62948 09/14/21			196 GALLONS UNLEADED	560.32		814725		D -	MOTOR FUELS AND	651.48484.0222
DUININCK CONCRETE 000151										
62949 09/14/21			CONCRETE-FLAGS OF HONO	1,300.00		106304		D -	MTCE. OF OTHER I	101.43425.0226
62949 09/14/21			FOOTINGS-RAINBOW PARK	910.00		106798		D -	MTCE. OF OTHER I	101.43425.0226
				2,210.00						
			VENDOR TOTAL	2,210.00		*CHECK TOTAL				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DUININCK CONCRETE CONST 003245										
	62950	09/14/21	20" CONCRETE FORM TUBE	235.71		2108-649494		D -	MTCE. OF OTHER I	101.43425.0226
	62950	09/14/21	CONCRETE ACID WASH	74.15		2108-650208		D -	GENERAL SUPPLIES	101.43425.0229
	62950	09/14/21	SIDEWALK SEALER	457.29		2108-650265		D -	GENERAL SUPPLIES	101.43425.0229
				767.15						
			VENDOR TOTAL	767.15		*CHECK TOTAL				
DUININCK INC 000222										
	62894	09/02/21	FEDERAL PATH PROJECT	14,067.60		1904/EST. 3		D -	MTCE. OF OTHER I	400.48451.0336
	62894	09/02/21	9TH ST RECONSTRUCTIO	124,948.51		2001A/EST. 6		D -	MTCE. OF OTHER I	400.48451.0336
				139,016.11						
						*CHECK TOTAL				
	62951	09/14/21	EAGLE RIDGE DR ST CO	236,942.62		2101-B/EST. 1		D -	MTCE. OF OTHER I	421.48452.0336
	62951	09/14/21	1ST ST MILL & OVERLA	402,134.19		2103-A/EST. 1		D -	MTCE. OF OTHER I	421.48451.0336
	62951	09/14/21	ASPHALT	5,809.64		547684		D -	MTCE. OF OTHER I	101.43425.0226
	62951	09/14/21	SAND FOR RAINBOW PARK	983.64		547714		D -	MTCE. OF OTHER I	101.43425.0226
	62951	09/14/21	ASPHALT	5,677.76		547823		D -	MTCE. OF OTHER I	101.43425.0226
	62951	09/14/21	TACK	900.00		547825		D -	GENERAL SUPPLIES	101.43425.0229
	62951	09/14/21	WINTER SAND	1,916.64		547959		D -	GENERAL SUPPLIES	101.43425.0229
	62951	09/14/21	TOPSOIL/SAND	1,008.78		548101		D -	MTCE. OF OTHER I	101.43425.0226
	62951	09/14/21	WINTER SAND	556.38		548101		D -	GENERAL SUPPLIES	101.43425.0229
	62951	09/14/21	ASPHALT	7,527.96		548129		D -	MTCE. OF OTHER I	101.43425.0226
				663,457.61						
			VENDOR TOTAL	802,473.72		*CHECK TOTAL				
ED'S SERVICE CENTER & SA 000231										
	62952	09/14/21	TOWING CHARGES-AUG	245.66		STMT/8-21		D -	OTHER SERVICES	101.42411.0339
	62952	09/14/21	#183429-LFT FROM BOULDER	62.50		139781		D -	OTHER SERVICES	101.42411.0339
				308.16						
			VENDOR TOTAL	308.16		*CHECK TOTAL				
FASTENAL COMPANY 001188										
	62953	09/14/21	EL #5 PARTS	82.45		MNWIL197591		D -	MTCE. OF EQUIPME	651.48487.0224
FELT *PETTY CASH/JIM 000723										
	62954	09/14/21	REIMB. PETTY CASH	21.07		091321		D -	OFFICE SUPPLIES	101.42411.0220
	62954	09/14/21	REIMB. PETTY CASH	18.00		091321		D -	MOTOR FUELS AND	101.42411.0222
	62954	09/14/21	REIMB. PETTY CASH	5.81		091321		D -	MTCE. OF EQUIPME	101.42411.0224
	62954	09/14/21	REIMB. PETTY CASH	34.69		091321		D -	SUBSISTENCE OF P	101.42411.0227
	62954	09/14/21	REIMB. PETTY CASH	56.69		091321		D -	GENERAL SUPPLIES	101.42411.0229
				136.26						
			VENDOR TOTAL	136.26		*CHECK TOTAL				
FERGUSON ENTERPRISES INC 000810										
	62955	09/14/21	PLUMBING PARTS	1,305.00		8660709		D -	MTCE. OF STRUCTU	101.43425.0225
	62955	09/14/21	IRRIGATION PARTS	56.18		8708832		D -	MTCE. OF OTHER I	101.43425.0226
				1,361.18						
			VENDOR TOTAL	1,361.18		*CHECK TOTAL				

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FLAHERTY & HOOD P.A. 001449										
	62956	09/14/21	LEGAL SERVICES-AUG	13,209.47		16551		D N 01	PROFESSIONAL SER	101.41406.0446
	62956	09/14/21	LABOR/EMPL. CONSULT-AU	4,311.25		16611		D N 01	PROFESSIONAL SER	101.41406.0446
				17,520.72	*CHECK	TOTAL				
			VENDOR TOTAL	17,520.72						
FLEXIBLE PIPE TOOL CO 000273										
	62957	09/14/21	SWITCHES FOR VAC TRUCK	131.00		26555		D -	MTCE. OF EQUIPME	651.48485.0224
	62957	09/14/21	SEAL/GSKT FOR VAC TRUCK	149.40		26562		D -	MTCE. OF EQUIPME	651.48485.0224
				280.40	*CHECK	TOTAL				
			VENDOR TOTAL	280.40						
FORUM COMMUNICATIONS COM 002269										
	62958	09/14/21	AD FOR BIDS PROJ 2101-A	119.84		CL01770621		D -	ADVERTISING	421.48452.0447
	62958	09/14/21	AD FOR BIDS PROJ 2101-B	119.84		CL01770624		D -	ADVERTISING	421.48451.0447
	62958	09/14/21	AD FOR BIDS-CANC. PROJ	111.28		CL01770927		D -	ADVERTISING	101.43417.0447
	62958	09/14/21	AD FOR BIDS PROJ 2103-A	119.84		CL01771314		D -	ADVERTISING	421.48451.0447
	62958	09/14/21	AD FOR BIDS PROJ 2110-A	107.00		CL01771874		D -	ADVERTISING	651.48485.0447
	62958	09/14/21	HRNG ON ASSESSMENTS	547.84		CL01772656		D -	ADVERTISING	421.48452.0447
	62958	09/14/21	HRNG-PRPTY TAX ABATEMENT	154.08		CL01775723		D -	PRINTING AND PUB	421.48451.0331
	62958	09/14/21	ORD. AUTH SALE OF PRPTY	68.48		CL01775998		D -	PRINTING AND PUB	101.41402.0331
	62958	09/14/21	REQ. TO SUBDIVIDE PRPTY	102.72		CL01776426		D -	PRINTING AND PUB	101.41402.0331
	62958	09/14/21	HRNG-PROPOSED REZONING	94.16		CL01776428		D -	PRINTING AND PUB	101.41402.0331
				1,545.08	*CHECK	TOTAL				
			VENDOR TOTAL	1,545.08						
FP MAILING SOLUTIONS 001791										
	62959	09/14/21	FEDEX SHIPPING	30.00		RI105005051		D -	POSTAGE	101.42411.0223
	62959	09/14/21	POSTAGE MTR RENT-4TH QTR	174.21		RI105025858		D -	RENTS	101.42411.0440
				204.21	*CHECK	TOTAL				
			VENDOR TOTAL	204.21						
FRAMEWORK INC 003459										
	62960	09/14/21	WEBSITE HOSTING	199.00		001942		D -	PROFESSIONAL SER	208.45005.0446
GAME TIME 001103										
	62961	09/14/21	PLAY EQUIP REPAIR-PARTS	166.56		PJI-0166010		D -	MTCE. OF OTHER I	101.43425.0226
GENERAL MAILING SERVICES 000293										
	62962	09/14/21	POSTAGE	46.55		58435		D -	POSTAGE	101.42411.0223
	62962	09/14/21	SPEEDEE DELIVERY	12.61		58445		D -	POSTAGE	101.42412.0223
	62962	09/14/21	POSTAGE	46.82		58489		D -	POSTAGE	208.45006.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	1.60		58517		D -	POSTAGE	101.41401.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	28.35		58517		D -	POSTAGE	101.41402.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	34.25		58517		D -	POSTAGE	101.41403.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	21.75		58517		D -	POSTAGE	101.41405.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	15.00		58517		D -	POSTAGE	101.41408.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	1.95		58517		D -	POSTAGE	101.42412.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	8.80		58517		D -	POSTAGE	101.43425.0223
	62962	09/14/21	POSTAGE 08/23-08/27/21	1.30		58517		D -	POSTAGE	101.45001.0223

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GENERAL MAILING SERVICES 000293	62962	09/14/21	POSTAGE 08/23-08/27/21	1.95		58517		D -	POSTAGE	101.45437.0223
				220.93						
			VENDOR TOTAL	220.93						
GIRARD'S BUSINESS MACHIN 002481	62963	09/14/21	FOLDING MACHINE	4,420.00		93859		D -	SMALL TOOLS	101.41410.0221
GRAINGER INC 000786	62964	09/14/21	LABEL TAPE CARTRIDGE	38.82		9032635238		D -	GENERAL SUPPLIES	651.48484.0229
GREENSPRING MEDIA GROUP 001504	62965	09/14/21	MN MONTHLY AD SEP/OCT	2,520.00		2021CI-3150		D -	OTHER CHARGES	208.45010.0449
HAUG-KUBOTA LLC 002609	62966	09/14/21	MOWER DECK WHEEL ASSY	76.06		18011		D -	MTCE. OF EQUIPME	651.48484.0224
	62966	09/14/21	LAWNMOWER GRASS GUARD	88.17		18064		D -	MTCE. OF EQUIPME	651.48484.0224
				164.23						
			VENDOR TOTAL	164.23						
HAWKINS INC 000325	62967	09/14/21	FERRIC CHLORIDE	5,824.63		6004845		D -	GENERAL SUPPLIES	651.48484.0229
	62967	09/14/21	SODIUM HYPOCHLORITE	918.64		6008095		D -	GENERAL SUPPLIES	651.48484.0229
				6,743.27						
			VENDOR TOTAL	6,743.27						
HEIMAN FIRE EQUIPMENT IN 000330	62968	09/14/21	SUSPENDERS	39.95		0901591-IN		D -	SUBSISTENCE OF P	101.42412.0227
HIGH POINT NETWORKS INC 002299	62969	09/14/21	UPS BATTERIES FOR SCA	12,304.99		187945		D -	MTCE. OF EQUIPME	651.48484.0224
	62969	09/14/21	2022 SOFTWARE SUPPORT	1,333.44		187973		D -	PREPAID EXPENSES	101.128000
	62969	09/14/21	2021 SOFTWARE SUPPORT	444.51		187973		D -	MTCE. OF EQUIPME	101.41409.0334
	62969	09/14/21	FIREWALL SUBSCRIP.-SEP	1,954.00		188499		D -	SUBSCRIPTIONS AN	101.41409.0443
	62969	09/14/21	PD BACKUP/RETENTION	259.00		188514		D -	SUBSCRIPTIONS AN	101.41409.0443
	62969	09/14/21	ANTIVIRUS SUBSCRIP.-AUG	819.00		188825		D -	SUBSCRIPTIONS AN	101.41409.0443
				17,114.94						
			VENDOR TOTAL	17,114.94						
HILLYARD\HUTCHINSON 000333	62970	09/14/21	TOILET TISSUE/HAND TWLS	232.85		604454530		D -	GENERAL SUPPLIES	101.42412.0229
HOME DEPOT CREDIT SERVIC 000058	62971	09/14/21	SHOP VAC FILTER	78.38		2513022		D -	GENERAL SUPPLIES	101.43425.0229
	62971	09/14/21	PADLOCK	12.92		6525123		D -	GENERAL SUPPLIES	101.42411.0229
				91.30						
			VENDOR TOTAL	91.30						

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HORIZON COMMERCIAL POOL 003075	62972	09/14/21	REPL. POOL UMBRELLAS	318.39		210803032-ER		D -	MTCE. OF EQUIPME	101.45437.0224
INCLUSION SOLUTIONS LLC 003446	62895	09/02/21	14 FLAGS/14 FLAG STAND	3,860.00		141932		D -	GENERAL SUPPLIES	101.41424.0229
INDEPENDENT TESTING TECH 002152	62973	09/14/21	MAT'L TESTING 2103-A	1,690.00		39696		D -	PROFESSIONAL SER	421.48451.0446
	62973	09/14/21	MAT'L TESTING 2101-A	170.00		39785		D -	PROFESSIONAL SER	421.48452.0446
	62973	09/14/21	MAT'L TESTING 2101-B	1,705.00		39786		D -	PROFESSIONAL SER	421.48453.0446
				3,565.00						
			VENDOR TOTAL	3,565.00		*CHECK TOTAL				
JOHANNECK WTR CONDITIONI 003355	62974	09/14/21	COOLER RENTAL	1.00		CR1711-3-097		D -	RENTS	651.48484.0440
	62974	09/14/21	COOLER RENTAL	2.00		CR1711-3-109		D -	RENTS	651.48484.0440
	62974	09/14/21	R.O. SYSTEM RENTAL	39.00		ER1801-3-044		D -	RENTS	101.41408.0440
	62974	09/14/21	COOLER RENTAL	2.00		ER1801-3-044		D -	RENTS	101.41408.0440
	62974	09/14/21	DRINKING WATER	34.00		83661		D -	GENERAL SUPPLIES	651.48484.0229
	62974	09/14/21	DRINKING WATER	18.00		83822		D -	GENERAL SUPPLIES	651.48484.0229
	62974	09/14/21	DRINKING WATER	30.00		83942		D -	GENERAL SUPPLIES	651.48484.0229
	62974	09/14/21	DRINKING WATER	28.00		84207		D -	GENERAL SUPPLIES	651.48484.0229
	62974	09/14/21	DRINKING WATER	24.00		84461		D -	GENERAL SUPPLIES	651.48484.0229
				178.00						
			VENDOR TOTAL	178.00		*CHECK TOTAL				
JOHNSON CNTRLS FIRE PROT 003404	62975	09/14/21	FIRE ALARM SYS. REPAIR	902.32		88022137		D -	MTCE. OF STRUCTU	651.48484.0225
	62975	09/14/21	FIRE ALARM SYS. REPAIR	732.72		88022137		D -	MTCE. OF STRUCTU	651.48484.0335
	62975	09/14/21	FIRE ALARM SYS. REPAIR	625.65		88073815		D -	MTCE. OF STRUCTU	651.48484.0335
				2,260.69						
			VENDOR TOTAL	2,260.69		*CHECK TOTAL				
KANDI LAND FARM .03109	62904	09/09/21	MARKETING SPONSORSHIP	1,000.00		083121		D -	OTHER CHARGES	208.45010.0449
KANDIYOHI CO AUDITOR 000376	62976	09/14/21	INTERPRETING SERVICES	9.48		090821		D -	PROFESSIONAL SER	101.42411.0446
	62976	09/14/21	LANDFILL CHARGES-AUG	28.15		459044		D -	CLEANING AND WAS	101.43425.0338
	62976	09/14/21	LANDFILL CHARGES-AUG	40.35		459981		D -	CLEANING AND WAS	101.43425.0338
				77.98						
			VENDOR TOTAL	77.98		*CHECK TOTAL				
KANDIYOHI CO TREASURER 000385	62905	09/09/21	#229397-LICENSE	52.00		082421		D -	LICENSES AND TAX	101.43425.0445
	62905	09/09/21	#229396-LICENSE	52.00		082421		D -	LICENSES AND TAX	101.43425.0445
	62905	09/09/21	#229397-TAX	5,270.98		082421		D -	MACHINERY AND AU	450.43425.0553
	62905	09/09/21	#229396-TAX	5,075.98		082421		D -	MACHINERY AND AU	450.43425.0553
				10,450.96						
			VENDOR TOTAL	10,450.96		*CHECK TOTAL				



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KRISS PREMIUM PRODUCTS I	002122									
	62977	09/14/21	COOLING TOWER TREATMENT	952.57		173473		D -	GENERAL SUPPLIES	101.45433.0229
KRONOS	003457									
	62978	09/14/21	WORKFORCE READY SFTWRE	2,513.70		11798966		D -	SUBSCRIPTIONS AN	101.41420.0443
	62978	09/14/21	WORKFORCE READY SFTWRE	2,655.47		11812104		D -	PROFESSIONAL SER	101.41420.0446
				5,169.17						
			VENDOR TOTAL	5,169.17						
					*CHECK TOTAL					
KRUSE ALTITUDE LLC	003668									
	62979	09/14/21	EDITED DRONE VIDEO	700.00		1033-002		D -	PROFESSIONAL SER	101.41409.0446
LAKESIDE PRESS	001646									
	62980	09/14/21	BUSINESS CARDS	120.00		10553		D -	OFFICE SUPPLIES	101.41402.0220
LEAGUE OF MN CITIES	000412									
	62981	09/14/21	OKINS-FALL FORUM REGIS.	69.00		347390		D -	TRAVEL-CONF.-SCH	101.41405.0333
	62981	09/14/21	2022 MEMBERSHIP DUES	12,278.00		347966		D -	PREPAID EXPENSES	101.128000
	62981	09/14/21	2021 MEMBERSHIP DUES	6,139.00		347966		D -	SUBSCRIPTIONS AN	101.41401.0443
				18,486.00						
			VENDOR TOTAL	18,486.00						
					*CHECK TOTAL					
LESS LETHAL LLC	.03090									
	62982	09/14/21	PEPPER BALLS	884.00		IN5412		D -	GENERAL SUPPLIES	101.42411.0229
LINDAHL/JASON	001400									
	62983	09/14/21	MILEAGE 7/1-8/30/21	106.96		090321		D -	TRAVEL-CONF.-SCH	651.48484.0333
LIPPERT/DANIEL	.03110									
	62906	09/09/21	VEHICLE FORFEITURE BON	7,416.00		090621		D -	DEPOSITS-PD INTE	800.230003
LOCAL GOV'T INFORMATION	003226									
	62984	09/14/21	MONTHLY SUBSCRIP.-SEP	2,213.00		50862		D -	SUBSCRIPTIONS AN	101.41409.0443
LOFFLER COMPANIES	002593									
	62985	09/14/21	CONTRACT USAGE-AUG	241.97		3812206		D -	MTCE. OF EQUIPME	101.41405.0334
LOU'S GLOVES	003038									
	62986	09/14/21	NITRILE GLOVES	438.00		042856		D -	SUBSISTENCE OF P	651.48484.0227
M-R SIGN CO INC	000424									
	62896	09/02/21	BIKE SIGNS	2,817.08		213598		D -	MTCE. OF EQUIPME	101.45432.0224
	62987	09/14/21	STREET SIGNS	76.11		213536		D -	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	2,893.19						
MACQUEEN EMERGENCY	003615									
	62988	09/14/21	HELMET/EYE PROTECTION	1,887.11		P00791		D -	SUBSISTENCE OF P	101.42412.0227

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MACQUEEN EMERGENCY 003615										
	62988	09/14/21	HELMET FRONTS	193.34		P00896		D -	SUBSISTENCE OF P	101.42412.0227
	62988	09/14/21	FREIGHT CHARGES	11.30		P00964		D -	POSTAGE	101.42412.0223
	62988	09/14/21	REPL. SCBA HOSE-PARTS	173.15		W00119		D -	MTCE. OF EQUIPME	101.42412.0224
	62988	09/14/21	REPL. SCBA HOSE-LABOR	68.75		W00119		D -	MTCE. OF EQUIPME	101.42412.0334
	62988	09/14/21	SCBA FACEPIECE ADJ.	195.00		W00277		D -	MTCE. OF EQUIPME	101.42412.0224
	62988	09/14/21	SCBA FACEPIECE ADJ.	250.00		W00277		D -	MTCE. OF EQUIPME	101.42412.0334
	62988	09/14/21	SCBA FLOW TEST	3,900.00		W00277		D -	PROFESSIONAL SER	101.42412.0446
				6,678.65	*CHECK	TOTAL				
			VENDOR TOTAL	6,678.65						
MACQUEEN EQUIPMENT INC 000427										
	62989	09/14/21	#201663-BROOMS	1,310.51		P36905		D -	INVENTORIES-MDSE	101.125000
MALLORY SAFETY AND SUPPL 003659										
	62990	09/14/21	UNIFORM SHORTS	405.19		5133866		D -	SUBSISTENCE OF P	101.42412.0227
	62990	09/14/21	UNIFORM SHORTS	707.70		5133867		D -	SUBSISTENCE OF P	101.42412.0227
				1,112.89	*CHECK	TOTAL				
			VENDOR TOTAL	1,112.89						
MARCO TECHNOLOGIES LLC 000437										
	62991	09/14/21	SHREDDING SERVICE	27.08		INV9058487		D -	PROFESSIONAL SER	101.41403.0446
MARCO TECHNOLOGIES LLC 001838										
	62897	09/02/21	COPIER LEASE-AUG	135.31		450180898		D -	RENTS	101.42411.0440
	62992	09/14/21	COPIER LEASE-SEP	136.18		451181689		D -	RENTS	101.45432.0440
	62992	09/14/21	COPIER LEASE-AUG	159.77		451607667		D -	RENTS	101.42412.0440
	62992	09/14/21	COPIER LEASE-SEP	159.77		451607667		D -	RENTS	101.42412.0440
	62992	09/14/21	COPIER LEASE-SEP	188.50		451607949		D -	RENTS	651.48484.0440
				644.22	*CHECK	TOTAL				
			VENDOR TOTAL	779.53						
MARCUS CONSTRUCTION CO I 000438										
	62898	09/02/21	RECREATIONAL FIELDS	35,322.40		12870		D -	PROFESSIONAL SER	420.45502.0446
MATTHYS/LUCAS .03112										
	62993	09/14/21	CANC. SHLTR RESERVATION	110.00		090821		D -	REFUNDS AND REIM	101.41428.0882
MENARDS 000449										
	62994	09/14/21	RAID/TERRO ANT KILLER	8.47		22390		D -	GENERAL SUPPLIES	101.45437.0229
	62994	09/14/21	DOOR ENTRY KNOB	18.41		22590		D -	MTCE. OF STRUCTU	101.45435.0225
	62994	09/14/21	DOG FOOD	61.99		22685		D -	SUBSISTENCE OF P	101.42411.0227
	62994	09/14/21	WASHERS/SCREWS	6.99		22913		D -	GENERAL SUPPLIES	236.45436.0229
	62994	09/14/21	PLANT SUPPLIES	106.63		22925		D -	GENERAL SUPPLIES	651.48484.0229
	62994	09/14/21	SHELF BRACKETS	11.77		22944		D -	MTCE. OF STRUCTU	101.45435.0225
	62994	09/14/21	FIRE EXT. MOUNTING MAT'L	84.76		22987		D -	GENERAL SUPPLIES	651.48484.0229
	62994	09/14/21	SHOOTING CAGE MATERIALS	73.92		23019		D -	MTCE. OF EQUIPME	899.45433.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS			000449							
	62994	09/14/21	2 GAL. TANK SPRAYER	14.97		23050		D -	SMALL TOOLS	101.43425.0221
	62994	09/14/21	SHOOTING CAGE MATERIALS	37.90		23073		D -	MTCE. OF EQUIPME	899.45433.0224
	62994	09/14/21	MARKING PAINT	38.88		23158		D -	GENERAL SUPPLIES	101.43425.0229
	62994	09/14/21	SUPPL. FOR FLOODING RINK	12.55		23273		D -	GENERAL SUPPLIES	101.45433.0229
	62994	09/14/21	SHELF BRACKETS	48.64		23297		D -	MTCE. OF STRUCTU	101.45435.0225
	62994	09/14/21	WINDOW BLINDS	37.94		23298		D -	MTCE. OF STRUCTU	101.41408.0225
	62994	09/14/21	SHOP SUPPLIES	43.72		23299		D -	GENERAL SUPPLIES	651.48484.0229
	62994	09/14/21	1 GAL. TANK SPRAYER/BRSH	22.96		23348		D -	SMALL TOOLS	101.43425.0221
	62994	09/14/21	SIMPLE GREEN CLEANER	16.94		23348		D -	CLEANING AND WAS	101.43425.0228
	62994	09/14/21	WINDOW BLINDS	21.97		23361		D -	MTCE. OF STRUCTU	101.41408.0225
	62994	09/14/21	IRRIGATION PARTS	6.39		23364		D -	MTCE. OF OTHER I	101.43425.0226
	62994	09/14/21	SHOP SUPPLIES	24.48		23434		D -	GENERAL SUPPLIES	651.48484.0229
	62994	09/14/21	DRAIN COVERS	45.48		23514		D -	MTCE. OF STRUCTU	101.42412.0225
	62994	09/14/21	BOTTLED WATER	33.60		23514		D -	GENERAL SUPPLIES	101.42412.0229
	62994	09/14/21	2 8' FOLDING TABLES	179.76		23515		D -	SMALL TOOLS	651.48484.0221
	62994	09/14/21	DETAIL BRUSH SET	2.69		23515		D -	SMALL TOOLS	651.48484.0221
	62994	09/14/21	LED LIGHT BULBS	11.99		23515		D -	MTCE. OF STRUCTU	651.48484.0225
	62994	09/14/21	WATERPROOF CONNECTORS	12.97		23613		D -	MTCE. OF STRUCTU	101.43425.0225
	62994	09/14/21	RUST PREVENION MAT'L	4.82		23613		D -	GENERAL SUPPLIES	101.43425.0229
	62994	09/14/21	RETURNED DRAIN COVERS	39.99CR		23690		D -	MTCE. OF STRUCTU	101.42412.0225
	62994	09/14/21	SUPPLIES FOR FLOOR ICE	90.68		23756		D -	GENERAL SUPPLIES	101.45433.0229
	62994	09/14/21	RATCHET TIE DOWNS	34.98		23762		D -	SMALL TOOLS	101.43425.0221
	62994	09/14/21	FILTER FOR SHOP VAC	39.98		23762		D -	GENERAL SUPPLIES	101.43425.0229
	62994	09/14/21	BOTTLED WATER	5.12		23802		D -	GENERAL SUPPLIES	101.43425.0229
	62994	09/14/21	SINK REPAIR-PARTS	18.98		24048		D -	MTCE. OF STRUCTU	101.45435.0225
	62994	09/14/21	ZEP DEGREASER	14.96		24358		D -	GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	1,156.30		*CHECK TOTAL				
				1,156.30						
MIKE'S LAWN CARE			003192							
	62995	09/14/21	BROADLEAF CONTROL	225.00		3563		D -	PROFESSIONAL SER	101.42412.0446
MILLS AUTOMOTIVE GROUP			000432							
	62996	09/14/21	#207110-TAIL LIGHT	260.89		5420661		D -	INVENTORIES-MDSE	101.125000
	62996	09/14/21	#165719-TRANS. COOLER	116.20		5445561		D -	INVENTORIES-MDSE	101.125000
	62996	09/14/21	#165719-TRANSMISSION	5,045.67		5445570		D -	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	5,422.76		*CHECK TOTAL				
				5,422.76						
MINI BIFF LLC			001805							
	62997	09/14/21	TOILET RENTALS	86.96		A-125940		D -	RENTS	101.43425.0440
	62997	09/14/21	TOILET RENTALS	86.96		A-125941		D -	RENTS	101.43425.0440
	62997	09/14/21	TOILET RENTALS	86.96		A-126305		D -	RENTS	101.43425.0440
	62997	09/14/21	TOILET RENTALS	86.96		A-126325		D -	RENTS	101.43425.0440
	62997	09/14/21	TOILET RENTALS	346.38		A-126497		D -	RENTS	101.43425.0440
			VENDOR TOTAL	694.22		*CHECK TOTAL				
				694.22						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF TRANSPORTATIO 000497	62998	09/14/21	MATERIAL SAMPLE TESTS	415.36		P00013560		D -	PROFESSIONAL SER	101.43425.0446
MN MAYORS ASSN 000502	62999	09/14/21	2022 MEMBERSHIP DUES	20.00		090821		D -	PREPAID EXPENSES	101.128000
	62999	09/14/21	2021 MEMBERSHIP DUES	10.00		090821		D -	SUBSCRIPTIONS AN	101.41401.0443
				30.00						
			VENDOR TOTAL	30.00						
MN PEIP 003450	63000	09/14/21	HEALTH INSURANCE-OCT	3,281.58		1118956		D -	COBRA INS PREMIU	101.120001
	63000	09/14/21	HEALTH INSURANCE-OCT	2,105.48		1118956		D -	EMPLOYER INSUR.	101.41400.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	3,843.14		1118956		D -	EMPLOYER INSUR.	101.41402.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	2,670.96		1118956		D -	EMPLOYER INSUR.	101.41403.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	6,105.04		1118956		D -	EMPLOYER INSUR.	101.41405.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	1,526.26		1118956		D -	EMPLOYER INSUR.	101.41408.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	3,263.92		1118956		D -	EMPLOYER INSUR.	101.41409.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	1,526.26		1118956		D -	EMPLOYER INSUR.	101.41420.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	381.56		1118956		D -	EMPLOYER INSUR.	101.41424.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	4,616.10		1118956		D -	RETIRED EMPLOYEE	101.41428.0818
	63000	09/14/21	HEALTH INSURANCE-OCT	55,579.56		1118956		D -	EMPLOYER INSUR.	101.42411.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	6,105.04		1118956		D -	EMPLOYER INSUR.	101.42412.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	2,868.61		1118956		D -	EMPLOYER INSUR.	101.43417.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	30,746.74		1118956		D -	EMPLOYER INSUR.	101.43425.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	1,526.26		1118956		D -	EMPLOYER INSUR.	101.45001.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	4,210.96		1118956		D -	EMPLOYER INSUR.	101.45432.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	3,052.52		1118956		D -	EMPLOYER INSUR.	101.45433.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	926.76		1118956		D -	EMPLOYER INSUR.	101.45435.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	289.61		1118956		D -	EMPLOYER INSUR.	101.45437.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	14,431.40		1118956		D -	EMPLOYER INSUR.	651.48484.0114
	63000	09/14/21	HEALTH INSURANCE-OCT	1,526.26		1118956		D -	EMPLOYER INSUR.	651.48485.0114
				150,584.02						
			VENDOR TOTAL	150,584.02						
MN PETROLEUM SERVICE 002167	63001	09/14/21	HOIST INSPECTION	723.00		0000095480		D -	MTCE. OF STRUCTU	101.43425.0335
MOBOTREX INC .02752	63002	09/14/21	SIGNAL PARTS	856.00		253221		D -	MTCE. OF OTHER I	101.43417.0336
MORRIS ELECTRONICS 003199	63003	09/14/21	FIREWALL CHANGES	64.00		20163022		D -	PROFESSIONAL SER	101.41409.0446
MOTOR SPORTS OF WILLMAR 000873	63004	09/14/21	#192651-FILTERS	45.98		2111973		D -	INVENTORIES-MDSE	101.125000
MUNICIPAL UTILITIES 000541	63005	09/14/21	UTILITIES FOR AUG	3,063.60		8/21		D -	UTILITIES	101.41408.0332
	63005	09/14/21	UTILITIES FOR AUG	5,997.42		8/21		D -	UTILITIES	101.43425.0332
	63005	09/14/21	UTILITIES FOR AUG	432.18		8/21		D -	UTILITIES	101.45001.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES			000541							
	63005	09/14/21	UTILITIES FOR AUG	1,923.74		8/21		D -	UTILITIES	101.45427.0332
	63005	09/14/21	UTILITIES FOR AUG	16.05		8/21		D -	UTILITIES	101.45432.0332
	63005	09/14/21	UTILITIES FOR AUG	11,426.04		8/21		D -	UTILITIES	101.45433.0332
	63005	09/14/21	UTILITIES FOR AUG	1,422.06		8/21		D -	UTILITIES	101.45435.0332
	63005	09/14/21	UTILITIES FOR AUG	2,820.33		8/21		D -	UTILITIES	101.45437.0332
	63005	09/14/21	UTILITIES FOR AUG	60.31		8/21		D -	UTILITIES	420.45506.0332
	63005	09/14/21	UTILITIES FOR AUG	880.08		8/21		D -	UTILITIES	651.48484.0332
	63005	09/14/21	UTILITIES FOR AUG	4,898.71		8/21		D -	UTILITIES	651.48485.0332
				32,940.52						
			VENDOR TOTAL	32,940.52						
MVTL LABORATORIES INC			000544							
	63006	09/14/21	LAB TESTING	46.00		1103723		D -	PROFESSIONAL SER	651.48484.0446
	63006	09/14/21	LAB TESTING	46.00		1104569		D -	PROFESSIONAL SER	651.48484.0446
	63006	09/14/21	LAB TESTING	46.00		1105804		D -	PROFESSIONAL SER	651.48484.0446
				138.00						
			VENDOR TOTAL	138.00						
MVTV WIRELESS			003372							
	62899	09/02/21	AIRPORT INTERNET-SEP	162.95		11699-20210901		D -	COMMUNICATIONS	101.41409.0330
NAT'L LEAGUE OF CITIES			000555							
	63007	09/14/21	2022 MEMBERSHIP DUES	651.25		173406		D -	PREPAID EXPENSES	101.128000
	63007	09/14/21	2021 MEMBERSHIP DUES	911.75		173406		D -	SUBSCRIPTIONS AN	101.41401.0443
				1,563.00						
			VENDOR TOTAL	1,563.00						
NELSON INTERNATIONAL			000568							
	63008	09/14/21	#022446-INST. TIRES	32.75		R101028462:01		D -	MTCE. OF EQUIPME	101.42412.0224
	63008	09/14/21	#022446-INST. TIRES	219.00		R101028462:01		D -	MTCE. OF EQUIPME	101.42412.0334
	63008	09/14/21	#062633-TIRES	2,827.30		R101028563:01		D -	MTCE. OF EQUIPME	101.42412.0224
	63008	09/14/21	#062633-INST. TIRES	356.00		R101028563:01		D -	MTCE. OF EQUIPME	101.42412.0334
	63008	09/14/21	#159115-HORN	47.95		X101087218:01		D -	INVENTORIES-MDSE	101.125000
	63008	09/14/21	#052444-U BOLTS/HARDWARE	352.08		X101087250:01		D -	INVENTORIES-MDSE	101.125000
				3,835.08						
			VENDOR TOTAL	3,835.08						
NELSON SANITATION & RENT			003502							
	63009	09/14/21	TELEVISED SEWERS	1,713.66		B-69202		D -	OTHER SERVICES	651.48485.0339
NORTH CENTRAL REFRIGERAT			001770							
	63010	09/14/21	ICE MACHINE REPAIR-LABOR	100.00		00006965		D -	MTCE. OF EQUIPME	101.42412.0334
NORTHERN BUSINESS PRODUC			002322							
	63011	09/14/21	OFFICE SUPPLIES	57.58		596820-0		D -	OFFICE SUPPLIES	101.45432.0220
	63011	09/14/21	STORAGE CABINET	470.60		605864-0		D -	MTCE. OF STRUCTU	101.42412.0225
	63011	09/14/21	OFFICE SUPPLIES	18.74		606839-0		D -	OFFICE SUPPLIES	101.45432.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NORTHERN BUSINESS PRODUC			002322											
	63011	09/14/21	OFFICE SUPPLIES	93.70		606839-1		D	-				OFFICE SUPPLIES	101.45432.0220
	63011	09/14/21	OFFICE SUPPLIES	31.98		611430-0		D	-				OFFICE SUPPLIES	101.45432.0220
				672.60										
			VENDOR TOTAL	672.60										
						*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	63012	09/14/21	SANDING BELT	16.51		10-594825		D	-				MTCE. OF EQUIPME	101.45435.0224
	63012	09/14/21	NUTS/BOLTS	38.29		10-594888		D	-				MTCE. OF EQUIPME	101.45433.0224
	63012	09/14/21	PLAY EQUIP REPAIR-PARTS	6.08		10-595008		D	-				MTCE. OF OTHER I	101.43425.0226
	63012	09/14/21	BATTERIES	5.99		10-595046		D	-				GENERAL SUPPLIES	101.43425.0229
	63012	09/14/21	BANDSAW BLADES	23.96		10-595166		D	-				SMALL TOOLS	101.43425.0221
	63012	09/14/21	PLIERS	29.31		10-595240		D	-				SMALL TOOLS	101.43425.0221
	63012	09/14/21	NUTS/BOLTS	10.97		10-595242		D	-				MTCE. OF EQUIPME	101.45433.0224
	63012	09/14/21	MARKING PAINT	55.81		10-595250		D	-				GENERAL SUPPLIES	101.43417.0229
	63012	09/14/21	GREASE GUN	393.60		10-595505		D	-				SMALL TOOLS	101.43425.0221
	63012	09/14/21	HI-VISIBILITY JACKET	136.30		1530851		D	-				SUBSISTENCE OF P	101.43425.0227
	63012	09/14/21	GRINDER MUFFS	132.58		1532592		D	-				SUBSISTENCE OF P	101.43425.0227
	63012	09/14/21	BOLTS	6.24		1532716		D	-				MTCE. OF EQUIPME	101.43425.0224
				855.64										
			VENDOR TOTAL	855.64										
						*CHECK TOTAL								
O'REILLY AUTOMOTIVE INC			000650											
	63013	09/14/21	FLOOR DRY	51.92		1528-352451		D	-				GENERAL SUPPLIES	101.42412.0229
	63013	09/14/21	#121380-REPAIR PARTS	176.73		1528-352930		D	-				INVENTORIES-MDSE	101.125000
				228.65										
			VENDOR TOTAL	228.65										
						*CHECK TOTAL								
OASIS AERO INC			003286											
	63014	09/14/21	AIRPORT MGMT CNTRCT-AU	4,000.00		4114		D	-				PROFESSIONAL SER	230.43430.0446
	63014	09/14/21	TOILET TISSUE	57.13		4115		D	-				GENERAL SUPPLIES	230.43430.0229
				4,057.13										
			VENDOR TOTAL	4,057.13										
						*CHECK TOTAL								
OFFICE SERVICES			000589											
	63015	09/14/21	OFFICE SUPPLIES-AUG	319.99		STMT/8-21		D	-				OFFICE SUPPLIES	101.41410.0220
OVERHEAD HOIST & CRANE S			003667											
	63016	09/14/21	SHOP HOIST/CRANE INSP.	500.00		2930		D	-				MTCE. OF STRUCTU	101.43425.0335
PAPER & THREADS LLC			002895											
	63017	09/14/21	EXPLORER CLTHNG/LOGOS	583.00		082321		D	-				SUBSISTENCE OF P	101.42411.0227
PAT'S GRAPHICS			002543											
	63018	09/14/21	TRUCK/EQUIPMENT DECALS	326.46		12412		D	-				MTCE. OF EQUIPME	101.43425.0224
PERKINS LUMBER CO INC			000604											
	63019	09/14/21	REBAR	167.76		2108-120487		D	-				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PERKINS LUMBER CO INC 000604										
63019 09/14/21 CONCRETE MIX				17.16		2108-121947		D -	MTCE. OF OTHER I	101.43425.0226
63019 09/14/21 20 LOUNGE CHAIRS				1,259.80		2108-121994		D -	SMALL TOOLS	101.45437.0221
63019 09/14/21 SCREWS				32.50		2108-122989		D -	MTCE. OF EQUIPME	101.43425.0224
				1,477.22						
				1,477.22						
			VENDOR TOTAL							
PEST PRO II 001968										
63020 09/14/21 PEST CONTROL SERVICES				37.00		32818		D -	PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE 000608										
63021 09/14/21 CARRUTHERS-SAFETY BOOTS				175.00		213204		D -	SUBSISTENCE OF P	101.43425.0227
POHLMEIER/RICH 003531										
62900 09/02/21 SOFTBALL UMPIRE				1,400.00		080921		D N 01	PROFESSIONAL SER	101.45432.0446
PRO WATER SOLUTIONS 003529										
63022 09/14/21 COOLING TOWER TANK FLOAT				94.00		2633		D -	MTCE. OF EQUIPME	101.45433.0224
QUICK SIGNS 001093										
63023 09/14/21 FOOTBALL HELMET DECALS				38.85		178488		D -	GENERAL SUPPLIES	101.45432.0229
63023 09/14/21 SIGNS FOR TEMP. EVENTS				693.00		178565		D -	GENERAL SUPPLIES	420.45506.0229
				731.85						
				731.85						
			VENDOR TOTAL							
R & R SPECIALTIES INC 000636										
63024 09/14/21 REPL. ZAMBONI BATTERIE				9,295.00		0073322-IN		D -	MTCE. OF EQUIPME	101.45433.0224
RILEY BROS CONSTRUCTION 000653										
63025 09/14/21 MIX FOR STREET PATCHIN				1,675.00		P31751		D -	MTCE. OF OTHER I	101.43425.0226
RUNNING'S SUPPLY INC 001418										
63026 09/14/21 HOOKS				8.29		5419610		D -	MTCE. OF OTHER I	101.43425.0226
63026 09/14/21 HIGH PRESSURE SPRAY GUN				24.99		5419985		D -	SMALL TOOLS	101.43425.0221
63026 09/14/21 KEYS FOR BLDG				23.88		5422288		D -	MTCE. OF STRUCTU	101.43425.0225
63026 09/14/21 ADAPTER				29.97		5424465		D -	MTCE. OF EQUIPME	101.43425.0224
63026 09/14/21 DOG FOOD				55.99		5427066		D -	SUBSISTENCE OF P	101.42411.0227
63026 09/14/21 RODENT TRAPS				12.98		5428767		D -	SMALL TOOLS	101.43425.0221
63026 09/14/21 PARTS FOR SPRAYER				14.99		5432435		D -	MTCE. OF EQUIPME	101.45433.0224
63026 09/14/21 SHOP SUPPLIES				29.16		5437278		D -	GENERAL SUPPLIES	651.48484.0229
				200.25						
				200.25						
			VENDOR TOTAL							
SCHAEFBAUER/SAMUEL 003210										
63027 09/14/21 EMPLOYEE EDUCATION PRG				2,603.57		091421		D -	TRAVEL-CONF.-SCH	101.42411.0333
SCHWEGMAN'S CLEANERS 000682										
63028 09/14/21 PANTS ALTERATIONS				15.10		641854		D -	SUBSISTENCE OF P	101.42412.0337

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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							
	63029	09/14/21	EQUIPMENT REPAIR-PARTS	210.20		STMT/8-21		D -	MTCE. OF EQUIPME	101.42411.0224
	63029	09/14/21	EQUIPMENT REPAIR-PARTS	719.78		STMT/8-21		D -	MTCE. OF EQUIPME	101.43425.0224
				929.98	*CHECK	TOTAL				
			VENDOR TOTAL	929.98						
SHERWIN WILLIAMS CO			000690							
	63030	09/14/21	PAINT FOR PARK EQUIP.	81.00		2127-2		D -	MTCE. OF OTHER I	101.43425.0226
	63030	09/14/21	PAINT THINNER/SUPPLIES	54.59		6614-5		D -	GENERAL SUPPLIES	101.43425.0229
	63030	09/14/21	PAINT FOR HR OFFICE	75.56		6902-4		D -	MTCE. OF STRUCTU	101.41408.0225
	63030	09/14/21	PAINTING SUPPLIES	9.18		7139-2		D -	GENERAL SUPPLIES	101.41408.0229
	63030	09/14/21	PAINT FOR GRAFFITI	194.95		7217-6		D -	MTCE. OF OTHER I	101.43425.0226
				415.28	*CHECK	TOTAL				
			VENDOR TOTAL	415.28						
SOUND IMAGE			001069							
	63031	09/14/21	STADIUM SOUND SYS REPA	1,997.00		23561		D -	MTCE. OF OTHER I	101.43425.0226
	63031	09/14/21	STADIUM SOUND SYS REPAIR	949.00		23561		D -	MTCE. OF OTHER I	101.43425.0336
				2,946.00	*CHECK	TOTAL				
			VENDOR TOTAL	2,946.00						
SOUTH 71 VETERINARY CLIN			000699							
	63032	09/14/21	K-9 WELLNESS EXAM	408.52		2272337		D -	PROFESSIONAL SER	101.42411.0446
SPORTSFIELD SPECIALTIES			003669							
	63033	09/14/21	4 GOAL POSTS	18,933.00		40443		D -	SMALL TOOLS	899.45432.0221
STERLING WATER-MINNESOTA			000188							
	63034	09/14/21	SOFTENER RENTAL-SEP	19.45		315X02758109		D -	RENTS	101.41408.0440
SUMMIT FIRE PROTECTION			002555							
	63035	09/14/21	FIRE ALARM TESTING	430.50		150004819		D -	MTCE. OF STRUCTU	101.43425.0335
SUN LIFE FINANCIAL			003460							
	63036	09/14/21	LIFE/LTD/VISION-SEP	15.30		M363		D -	COBRA INS PREMIU	101.120001
	63036	09/14/21	LIFE/LTD/VISION-SEP	53.54		M363		D -	EMPLOYER INSUR.	101.41400.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	174.17		M363		D -	EMPLOYER INSUR.	101.41402.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	47.22		M363		D -	EMPLOYER INSUR.	101.41403.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	116.70		M363		D -	EMPLOYER INSUR.	101.41405.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	23.49		M363		D -	EMPLOYER INSUR.	101.41408.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	47.58		M363		D -	EMPLOYER INSUR.	101.41409.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	67.16		M363		D -	EMPLOYER INSUR.	101.41420.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	5.59		M363		D -	EMPLOYER INSUR.	101.41424.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	132.02		M363		D -	INS. PASS THROUG	101.41428.0819
	63036	09/14/21	LIFE/LTD/VISION-SEP	1,106.55		M363		D -	EMPLOYER INSUR.	101.42411.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	111.20		M363		D -	EMPLOYER INSUR.	101.42412.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	85.01		M363		D -	EMPLOYER INSUR.	101.43417.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	544.42		M363		D -	EMPLOYER INSUR.	101.43425.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	25.15		M363		D -	EMPLOYER INSUR.	101.45001.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	97.49		M363		D -	EMPLOYER INSUR.	101.45432.0114



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SUN LIFE FINANCIAL			003460							
	63036	09/14/21	LIFE/LTD/VISION-SEP	48.84		M363		D -	EMPLOYER INSUR.	101.45433.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	36.76		M363		D -	EMPLOYER INSUR.	101.45435.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	11.88		M363		D -	EMPLOYER INSUR.	101.45437.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	274.91		M363		D -	EMPLOYER INSUR.	651.48484.0114
	63036	09/14/21	LIFE/LTD/VISION-SEP	22.78		M363		D -	EMPLOYER INSUR.	651.48485.0114
				3,047.76	*CHECK	TOTAL				
			VENDOR TOTAL	3,047.76						
SWANK MOTION PICTURES IN			003176							
	63037	09/14/21	MOVIES IN THE PRK 8/20	450.00		DB 3064186		D -	RENTS	899.45432.0440
SWANSON RENTAL LLC			003656							
	63038	09/14/21	STORAGE CONTAINER RNTL	160.00		47		D -	RENTS	101.45433.0440
	63038	09/14/21	STORAGE CONTAINER RNTL	160.00		68		D -	RENTS	101.45432.0440
	63038	09/14/21	STORAGE CONTAINER RNTL	336.00		73		D -	RENTS	101.45432.0440
				656.00	*CHECK	TOTAL				
			VENDOR TOTAL	656.00						
SYSCO WESTERN MINNESOTA			000161							
	63039	09/14/21	CONCESSION SUPPLIES	551.46		153985442		D -	GENERAL SUPPLIES	101.45433.0229
	63039	09/14/21	CONCESSION SUPPLIES	434.29		153994746		D -	GENERAL SUPPLIES	101.45432.0229
				985.75	*CHECK	TOTAL				
			VENDOR TOTAL	985.75						
TERWISSCHA CONSTRUCTION			000032							
	63040	09/14/21	R.I. PROJECTS-PHASE	161,176.01		EST. 3		D -	MTCE. OF OTHER I	420.45503.0336
	63040	09/14/21	R.I. PROJECTS-PHASE	116,095.59		EST. 4		D -	MTCE. OF OTHER I	420.45503.0336
				277,271.60	*CHECK	TOTAL				
			VENDOR TOTAL	277,271.60						
THOMPSON *PETTY CASH/JU			003273							
	63041	09/14/21	REIMB. PETTY CASH	3.30		090921		D -	PROFESSIONAL SER	101.41402.0446
	63041	09/14/21	REIMB. PETTY CASH	4.00		090921		D -	PROFESSIONAL SER	101.41403.0446
	63041	09/14/21	REIMB. PETTY CASH	34.50		090921		D -	LICENSES AND TAX	101.42411.0445
				41.80	*CHECK	TOTAL				
			VENDOR TOTAL	41.80						
TORKELSON'S LOCK SERVICE			002583							
	63042	09/14/21	INST. DESK CABINET LOCK	35.00		8201631		D -	MTCE. OF EQUIPME	101.41408.0224
	63042	09/14/21	INST. DESK CABINET LOCK	80.00		8201631		D -	MTCE. OF EQUIPME	101.41408.0334
	63042	09/14/21	PRO-LOK LATCH GUARD	34.00		8201930		D -	MTCE. OF STRUCTU	101.45427.0225
	63042	09/14/21	KEYS FOR BLDG	68.00		8201930		D -	MTCE. OF STRUCTU	101.45433.0225
				217.00	*CHECK	TOTAL				
			VENDOR TOTAL	217.00						
ULTIMATE SAFETY CONCEPTS			000165							
	63043	09/14/21	FIRE EXTINGUISHER	65.78		195836		D -	SMALL TOOLS	101.42412.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
UNCOMMON USA INC			001286											
	63044	09/14/21	FLAGS FOR TRUCKS	100.00		1158976-IN		D	-				GENERAL SUPPLIES	101.42412.0229
	63044	09/14/21	US FLAG	28.00		1160419-IN		D	-				GENERAL SUPPLIES	101.45433.0229
				128.00	*CHECK	TOTAL								
			VENDOR TOTAL	128.00										
UNITED WAY OF WEST CENTR			001287											
	62901	09/02/21	DELEEUEW-SEMINAR REGIS.	800.00		081621		D	-				TRAVEL-CONF.-SCH	101.43425.0333
	62907	09/09/21	HUYCK-SEMINAR REGIS.	800.00		081621		D	-				TRAVEL-CONF.-SCH	101.41402.0333
			VENDOR TOTAL	1,600.00										
US BANK EQUIPMENT FINANC			003143											
	62902	09/02/21	COPIER LEASE-AUG	157.00		449982362		D	-				RENTS	101.42411.0440
VEARRIER/JEREMY			003312											
	63045	09/14/21	STREET SURVIVAL TRNG	90.00		072721		D	-				TRAVEL-CONF.-SCH	101.42411.0333
VFW			002416											
	62908	09/09/21	CONV. BID FULFILLMENT	250.00		WLACVB 090321		D	-				OTHER CHARGES	208.45008.0449
VINNA HUMAN RESOURCES			003635											
	63046	09/14/21	HR SERVICES-AUG	632.50		401		D	-				PROFESSIONAL SER	101.41420.0446
WEST CENTRAL COMMUNICATI			000796											
	63047	09/14/21	PAGER REPAIR-LABOR	17.50		092075S		D	-				MTCE. OF EQUIPME	101.42412.0334
	63047	09/14/21	RADIO REPAIR-PARTS	41.00		092132S		D	-				MTCE. OF EQUIPME	101.42411.0224
	63047	09/14/21	RADIO REPAIR-LABOR	93.75		092132S		D	-				MTCE. OF EQUIPME	101.42411.0334
				152.25	*CHECK	TOTAL								
			VENDOR TOTAL	152.25										
WEST CENTRAL INDUSTRIES			000801											
	63048	09/14/21	LAWN MTCE 08/01-08/31	132.00		7348		D	-				MTCE. OF OTHER I	101.45437.0336
WEST CENTRAL SANITATION			000805											
	63049	09/14/21	RECYCLING-OCT	43.46		12147389		D	-				CLEANING AND WAS	101.41408.0338
	63049	09/14/21	RECYCLING-OCT	43.46		12148778		D	-				CLEANING AND WAS	651.48484.0338
				86.92	*CHECK	TOTAL								
			VENDOR TOTAL	86.92										
WILLMAR AUTO VALUE			002689											
	63050	09/14/21	FAN CLUTCH WRENCH	80.99		22403760		D	-				SMALL TOOLS	101.43425.0221
	63050	09/14/21	NO SLIP PULLEY TOOL	72.99		22403761		D	-				SMALL TOOLS	101.43425.0221
	63050	09/14/21	#070455-IDLER PULLEY	31.99		22403901		D	-				INVENTORIES-MDSE	101.125000
	63050	09/14/21	#185284-BATTERY	46.86		22404028		D	-				INVENTORIES-MDSE	101.125000
	63050	09/14/21	#185284-BATTERY	56.86		22404029		D	-				INVENTORIES-MDSE	101.125000
	63050	09/14/21	#185284-CORE RETURN	10.00CR		22404035		D	-				INVENTORIES-MDSE	101.125000
	63050	09/14/21	#185284-HOOD SHOCKS	31.98		22404209		D	-				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE			002689							
	63050	09/14/21	CARB. CLEANER	38.99		22404287		D -	GENERAL SUPPLIES	651.48484.0229
	63050	09/14/21	PARTS RETURN	16.98	CR	22404956		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	HYD. FITTINGS	378.37		22405117		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#19DH2A-BELT	12.99		22405789		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	SHOP SUPPLIES	24.96		22406059		D -	GENERAL SUPPLIES	101.43425.0229
	63050	09/14/21	TAIL LIGHT FOR L.S. TRK	3.49		22406120		D -	MTCE. OF EQUIPME	651.48485.0224
	63050	09/14/21	#121380-TIE ROD END	47.98		22406691		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#107170-AXLE O RING KIT	23.98		22406841		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#107170-SEALS	21.98		22406842		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#107170-BRAKE PARTS	268.97		22406843		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	RETURNED O-RING PARTS	11.99	CR	22407001		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#185284-HYD. HOSE	79.98		22407316		D -	INVENTORIES-MDSE	101.125000
	63050	09/14/21	#022446-LAMPS	16.90		22407347		D -	MTCE. OF EQUIPME	101.42412.0224
	63050	09/14/21	#070455-BATTERY	111.76		22407347		D -	MTCE. OF EQUIPME	101.42412.0224
				1,313.05						
			VENDOR TOTAL	1,313.05						
						*CHECK TOTAL				
WILLMAR CHAMBER OF COMME			000812							
	63051	09/14/21	PHONE SERVICE-JUL	201.45		52816		D -	COMMUNICATIONS	208.45005.0330
	63051	09/14/21	OFFICE 365 SUBSCRIP.	7.54		52816		D -	COMMUNICATIONS	208.45005.0330
	63051	09/14/21	PHONE SERV-CVB MAIN LINE	14.00		52816		D -	COMMUNICATIONS	208.45005.0330
	63051	09/14/21	STAFF MEETING-MEALS	31.00		52816		D -	TRAVEL-CONF.-SCH	208.45005.0333
	63051	09/14/21	LEISURE COMMITTEE LNCHS	102.77		52816		D -	TRAVEL-CONF.-SCH	208.45005.0333
	63051	09/14/21	CARD FOR COMMITTEE MBR	5.38		52816		D -	AWARDS AND INDEM	208.45005.0442
	63051	09/14/21	GOOGLE ADVERTISING	233.52		52816		D -	OTHER CHARGES	208.45005.0449
	63051	09/14/21	TRIPOD FOR OWL WEBCAM	37.58		52816		D -	SMALL TOOLS	208.45008.0221
	63051	09/14/21	FACEBOOK ADVERTISING	44.98		52816		D -	OTHER CHARGES	208.45010.0449
	63051	09/14/21	LUCKY DUCK TOUR	24.70		52816		D -	OTHER CHARGES	208.45010.0449
	63051	09/14/21	DIRECTOR SALARY	6,184.36		52817		D -	SALARIES-REG. EM	208.45005.0110
	63051	09/14/21	ASSISTANT SALARY	1,558.48		52817		D -	SALARIES-REG. EM	208.45005.0110
	63051	09/14/21	FICA & INSURANCE	2,050.60		52817		D -	EMPLOYER PENSION	208.45005.0113
	63051	09/14/21	IRA CONTRIBUTION	217.19		52817		D -	EMPLOYER PENSION	208.45005.0113
	63051	09/14/21	PHOTO COPIES-AUG	2.96		52817		D -	OFFICE SUPPLIES	208.45005.0220
	63051	09/14/21	PAYROLL/FLEX FEE	119.07		52817		D -	OTHER SERVICES	208.45005.0339
	63051	09/14/21	OFFICE RENT-SEP	689.06		52817		D -	RENTS	208.45005.0440
	63051	09/14/21	MAIL PICKUP-AUG	20.00		52818		D -	POSTAGE	208.45005.0223
	63051	09/14/21	INTERNET 07/18-08/17	34.99		52818		D -	COMMUNICATIONS	208.45005.0330
	63051	09/14/21	RECYCLING-AUG	5.30		52818		D -	CLEANING AND WAS	208.45005.0338
	63051	09/14/21	MANAGED IT 07/12-08/11	66.66		52818		D -	PROFESSIONAL SER	208.45005.0446
				11,651.59						
			VENDOR TOTAL	11,651.59						
						*CHECK TOTAL				
WILLMAR CONFERENCE CENTE			003266							
	63052	09/14/21	CVB BOARD MTG LUNCHES	14.24		E04750		D -	TRAVEL-CONF.-SCH	101.41403.0333
	63052	09/14/21	CVB BOARD MTG LUNCHES	14.24		E04750		D -	TRAVEL-CONF.-SCH	101.45433.0333
	63052	09/14/21	CVB BOARD MTG LUNCHES	85.44		E04750		D -	TRAVEL-CONF.-SCH	208.45005.0333
				113.92						
			VENDOR TOTAL	113.92						
						*CHECK TOTAL				

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VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME ACCOUNT
WILLMAR TDC		003520										
63053	09/14/21	YOUTH WRESTLING CAMPS	3,825.00		13		D	-				PROFESSIONAL SER 101.45432.0446
WINDSTREAM		002100										
63054	09/14/21	PHONE SERV-AUG	233.76		STMT/8-21		D	-				COMMUNICATIONS 101.41409.0330
63054	09/14/21	PHONE SERV-AUG	155.12		STMT/8-21		D	-				COMMUNICATIONS 230.43430.0330
63054	09/14/21	PHONE SERV-AUG	86.49		STMT/8-21		D	-				COMMUNICATIONS 651.48484.0330
63054	09/14/21	PHONE SERV-SEP	71.68		STMT/9-21		D	-				COMMUNICATIONS 101.45432.0330
			547.05									
		VENDOR TOTAL	547.05		*CHECK TOTAL							
100 YARD CLUB		003522										
63055	09/14/21	YOUTH FB TRYOUTS/EVAL.	600.00		403		D	-				PROFESSIONAL SER 101.45432.0446
5 STAR WALT'S LLC		000790										
63056	09/14/21	CHAIN SAW GAS	41.97		WILCIT/8-21		D	-				MOTOR FUELS AND 101.43425.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,592,421.76										

RECORDS PRINTED - 000502

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CITY OF WILLMAR  
GL060S-V08.15 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	378,887.28
208	CONVENTION & VISITORS BUREAU	15,852.85
230	WILLMAR MUNICIPAL AIRPORT	4,442.28
236	BIKE SHARE PROGRAM	6.99
400	S.A.B.F. - 2020	139,016.11
420	LOCAL OPT SALES TAX PROJECTS	313,347.31
421	S.A.B.F. - #2021B	647,444.59
450	CAPITAL IMPROVEMENT FUND	13,865.16
456	CURLING FACILITY	3,960.00
651	WASTE TREATMENT	48,688.37
800	LAW ENFORCEMENT FORFEITURE	7,416.00
899	DONATION FUND (AGENCY)	19,494.82
TOTAL ALL FUNDS		1,592,421.76

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,592,421.76
TOTAL ALL BANKS		1,592,421.76

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Willmar Hockey Association Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 23-7087204

Mailing Address: PO Box 445

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

Name of Chief Executive Officer (CEO): Alan Setrum

CEO Daytime Phone: 320-905-3346 CEO Email: Setty.mn@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Mary.larue@hotmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Oaks at Eagle Creek

Physical Address (do not use P.O. box): 1000 26th Ave NE, Willmar, MN 56201

Check one:  
☒ City: Willmar Zip: 56201 County: Kandiyohi  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): Oct. 6, 2021

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

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



# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

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

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

Print City Name: City of Willmar

Signature of City Personnel:

Judy R. Thompson

Title: City Clerk Date: 9-7-2021

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

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

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

### TOWNSHIP (if required by the county)

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Alan Setrum Date: 8-30-21

(Signature must be CEO's signature; designee may not sign)

Print Name: Alan Setrum

## REQUIREMENTS

### Complete a separate application for:

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

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

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

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

An equal opportunity employer





# City of Willmar

## City Council Action Request

<b>Council Meeting Date:</b>	09/20/2021	<b>Agenda Item Number:</b>	5.E.
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution</b>	No	<b>Prepared by:</b>	Finance Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	N/A
<b>No. of Attachments</b>	3	<b>Presented By:</b>	Consent Agenda
<b>Item:</b>	Miscellaneous Finance Reports		

**RECOMMENDED ACTION:** For Information Only

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:** None

### OVERVIEW:

- 1) **Local Option Sales Tax Revenues Received** - Total revenues received from the State of Minnesota from inception of the Program through September 10, 2021, is \$3,928,142.16 (see attached). Also attached is the chart reflecting monthly receipts through June, 2021, as well as the to-date monthly average of \$188,217.78.
  - A. \$219,168.42 is a 34% increase over the \$164,111.85 amount for the same month last year.
- 2) **A. 08/31/2021 Report on Capital Improvements, General Fund, Waste Treatment Fund** - See attached report on the status of Capital Expenditures through August 31, 2021, as well as Operating Revenues and Expenditures in the General Fund and the Waste Treatment Plant Fund.
  - B. Council Questions on Capital Purchases not budgeted –**
    1. Boiler replacement approved at January 20, 2021, Public Works Committee. Due to value recorded in Capital, not operating budget.
    2. Pressure Washer approved by City Administrator per Purchasing Policy on January 20, 2021.
    3. Trailer for Skid Loader covered by amount budgeted under Vehicles, shown separately due to coding classification.
  - C. Notable Differences between actuals and budget to date –**
    1. Licenses and Permits Revenue is up due to the level of building permits issued to date.
    2. Overall revenues are lower than the 67% due to the timing of receipt of the Property Tax Settlement and Local Government Aid.
    3. Assessing Expenditure total is the annual payment made to the County.
    4. Legal Expenditures reflect the amount of activity to date.

### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

#### BUDGETARY/FISCAL ISSUES:

### ATTACHMENTS:

List of LOST Taxes Received through 09/10/21

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

08/31/2021 Report - Capital Expenditures and General Fund & WTP Revenues/Expenditures

**Local Option Sales/Use Taxes and Excise Taxes**  
**Allocation By Month and Year From Inception To Date**  
**Actuals Received As Of 09/10/2021**

	<u><b>Month</b></u>	<u><b>Sales Tax</b></u>	<u><b>Ave To Date</b></u>
<b>2019</b>	<b>Oct</b>	163,786.55	163,786.55
	<b>Nov</b>	179,479.60	171,633.08
	<b>Dec</b>	196,014.28	179,760.14
<b>2020</b>	<b>Jan</b>	152,605.42	172,971.46
	<b>Feb</b>	153,622.88	169,101.75
	<b>Mar</b>	163,546.71	168,175.91
	<b>Apr</b>	161,521.49	167,225.28
	<b>May</b>	188,759.98	169,917.11
	<b>Jun</b>	164,111.85	169,272.08
	<b>Jul</b>	240,899.62	176,434.84
	<b>Aug</b>	187,216.07	177,414.95
	<b>Sep</b>	196,222.50	178,982.25
	<b>Oct</b>	183,092.40	179,298.41
	<b>Nov</b>	188,870.57	179,982.14
	<b>Dec</b>	214,265.84	182,267.72
<b>2021</b>	<b>Jan</b>	179,075.85	182,068.23
	<b>Feb</b>	164,872.15	181,056.69
	<b>Mar</b>	223,724.41	183,427.12
	<b>Apr</b>	199,850.45	184,291.51
	<b>May</b>	207,435.12	185,448.69
	<b>Jun</b>	219,168.42	188,217.78
	<b>Jul</b>	184,000.00	
<b>Total Rcvd</b>		<b>\$ 3,928,142.16</b>	<b>\$3,710,733.67</b>

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

[illegible][illegible]



# City of Willmar

Financial Report  
As of August 31, 2021



# Capital Improvement Expenditures

## As Of August 31, 2021

<u>GENERAL FUND - VEHICLE REPLACEMENT</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
COMMUNITY DEVELOPMENT			
SUV	\$ 30,000	\$ 29,206.36	\$ 793.64
POLICE DEPARTMENT			
Squad Car Replacement (4)	220,000	192,626.87	27,373.13
FIRE DEPARTMENT			
Pickup	55,000	47,540.44	7,459.56
PUBLIC WORKS			
Dump Truck	220,000	159,184.00	60,816.00
Loader	220,000	-	220,000.00
Skid Loader	95,000	63,149.99	31,850.01
MTI Trackless	120,000	116,470.06	3,529.94
CIVIC CENTER			
Mower	18,000	-	18,000.00
Toro Skid Sprayer	55,000	-	55,000.00
	<u>\$ 1,033,000</u>	<u>\$ 608,177.72</u>	<u>\$ 424,822.28</u>
<u>WASTE TREATMENT - VEHICLE REPLACEMENT</u>			
WASTE TREATMENT			
Mower	\$ 30,000	\$ 22,714.68	\$ 7,285.32
1 Ton L.S. Truck	110,000	-	110,000.00
Flusher Truck	255,000	-	255,000.00
RTV Utility Cart	12,000	-	12,000.00
	<u>\$ 407,000</u>	<u>\$ 22,714.68</u>	<u>\$ 384,285.32</u>
<b>TOTAL CURRENT VEHICLE REPLACEMENT</b>	<b>\$ 1,440,000</b>	<b>\$ 630,892.40</b>	<b>\$ 809,107.60</b>
<u>THE FOLLOWING SHOWS VEHICLE CAPITAL PURCHASES MADE FROM USING PRIOR YEAR'S CIP</u>			
PUBLIC WORKS			
International Truck	\$ 220,000	\$ 199,576.48	\$ 20,423.52
WASTE TREATMENT			
Dodge Ram Truck	78,000	-	78,000.00
<b>TOTAL PRIOR YEAR'S VEHICLE REPLACEMENT</b>	<b>\$ 298,000</b>	<b>\$ 199,576.48</b>	<b>\$ 98,423.52</b>



# Capital Improvement Expenditures

## As Of August 31, 2021

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



# Capital Improvement Expenditures

## As Of August 31, 2021

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

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



# General Fund Revenue

## As Of August 31, 2021

	<u>2020 Actual Year-To-Date</u>	<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
<b><u>Revenues</u></b>				
General Property Taxes	\$ 6,017,870.50	\$ 6,430,290.00	\$ 3,462,986.23	53.85%
Licenses and Permits	406,188.97	505,710.00	395,625.31	78.23%
Intergovernmental	5,841,628.18 *	5,893,793.00	3,013,522.10	51.13%
Service Charges	613,398.74	752,510.00	509,223.28	67.67%
Fines and Forfeits	101,140.49	156,000.00	82,157.63	52.67%
Special Assessments	1,838.86	1,100.00	1,288.98 *	117.18%
Miscellaneous Revenue	981,482.29	1,150,450.00	439,495.25	38.20%
Other Financing Sources	2,457,342.00	2,764,079.00	1,072,834.56	38.81%
<b>Total Revenues</b>	<b>\$ 16,420,890.03</b>	<b>\$ 17,653,932.00</b>	<b>\$ 8,977,133.34</b>	<b>50.85%</b>



# General Fund Expenditures

## -General Government-

### As Of August 31, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>		<u>2021 Annual Budget</u>		<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
City Administrator	\$ 341,148.08	*	\$ 539,834.00		\$ 231,829.44	42.94%
Mayor and Council	146,295.75		162,700.00		112,384.95	69.07%
Planning/Development Services	633,161.59	*	780,740.00		468,741.20	60.04%
City Clerk	220,217.02		228,339.00		147,839.64	64.75%
Assessing	115,701.00		122,522.00		121,603.00	99.25%
Finance Department	482,410.25		619,470.00		322,691.99	52.09%
Legal	316,677.49	*	250,000.00		241,730.89	96.69%
City Hall	137,023.39		171,410.00		104,075.07	60.72%
Information Technology	592,568.79		609,742.00		431,119.84	70.71%
Office Services	29,133.66		31,600.00		9,710.04	30.73%
Human Resources	150,667.97		178,609.00		108,960.96	61.01%
Elections	134,945.65		28,465.00		13,706.06	48.15%
Non-Departmental/Gen.Gov't.	424,064.39		1,190,988.00		539,269.61	45.28%
Sub-Total General Gov't.	3,724,015.03		4,914,419.00		2,853,662.69	58.07%



# General Fund Expenditures (Con't)

## –Public Safety and Streets/Highways–

### As Of August 31, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>		<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
Police Department	5,116,088.71	*	5,196,316.00	3,508,477.87	67.52%
Fire Protection	784,931.20		881,465.00	571,474.76	64.83%
Non-Departmental/Pub.Safety	9,201.25		19,500.00	13,281.89	68.11%
Sub-Total Public Safety	5,910,221.16		6,097,281.00	4,093,234.52	67.13%
Transit System	20,500.00		17,500.00	-	0.00%
Engineering	723,749.90	*	716,217.00	410,630.01	57.33%
Storm Water	51,284.41		75,750.00	7,378.51	9.74%
Public Works	2,857,546.84		3,017,468.00	2,102,562.87	69.68%
Non-Departmental/Pub.Works	-		1,000.00	-	0.00%
Sub-Total Streets/Highways	3,653,081.15		3,827,935.00	2,520,571.39	65.85%



# General Fund Expenditures (Con't)

## –Culture/Recreation and Transfers–

### As Of August 31, 2021

<u>Expenditures</u>	<u>2020 Actual Year-To-Date</u>	<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
WRAC	111,730.84	130,704.00	82,358.41	63.01%
Library	494,201.13	549,332.00	385,890.00	70.25%
Auditorium	41,352.81	123,001.00	27,736.88	22.55%
Non-Departmental/Culture-Recr.	42,607.00	93,643.00	95,142.60	* 101.60%
Parks & Recreation	529,543.01	556,648.00	412,874.68	74.17%
Civic Center	557,196.81	657,862.00	377,988.86	57.46%
Community Center	169,488.19	189,726.00	122,344.00	64.48%
Aquatic Center	112,597.26	249,499.00	205,082.47	82.20%
Sub-Total Culture/Recreation	2,058,717.05	2,550,415.00	1,709,417.90	67.03%
Transfers	2,492,032.00	1,290,914.00	-	0.00%
<b>Total Expenditures</b>	<b>\$ 17,838,066.39</b>	<b>\$ 18,680,964.00</b>	<b>\$ 11,176,886.50</b>	<b>59.83%</b>

\* Indicates Over Budget



# Waste Treatment Plant Revenues and Expenditures As Of August 31, 2021

	<u>2020 Actual Year-To-Date</u>	<u>2021 Annual Budget</u>	<u>2021 Actual Year-To-Date</u>	<u>% of 2021 Budget</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 99,405.23	* \$ 75,000.00	\$ 34,500.84	46.00%
Service Charges	10,060,753.98	10,031,416.00	5,837,413.83	58.19%
Miscellaneous Revenue	199,644.79	108,000.00	35,995.01	33.33%
<b>Total Revenues</b>	<b>\$ 10,359,804.00</b>	<b>\$ 10,214,416.00</b>	<b>\$ 5,907,909.68</b>	<b>57.84%</b>
<b><u>Expenditures</u></b>				
Waste Treatment - Treatment	\$ 5,094,741.81	\$ 11,069,346.00	\$ 6,430,928.33	58.10%
Waste Treatment - Collections	250,076.48	591,427.00	285,008.65	48.19%
Waste Treatment - Biosolids	177,827.77	* 370,325.00	69,817.75	18.85%
Waste Treatment - Eagle Lake	43,086.50	* 62,650.00	34,553.80	55.15%
<b>Total Expenditures</b>	<b>\$ 5,565,732.56</b>	<b>\$ 12,093,748.00</b>	<b>\$ 6,820,308.53</b>	<b>56.40%</b>

\* Indicates Over Budget



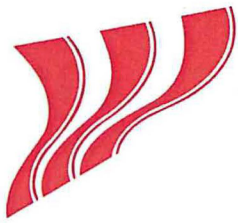
# Investment and Cash Balances

## As Of August 31, 2021

	As of 12/31/2020		As of 08/31/2021	
	Percentage of Booked Market Value	Booked Market Value	Percentage of Booked Market Value	Booked Market Value
4M	28.7020%	\$ 15,014,706.40	28.2194%	\$ 15,016,345.86
Bremer Bank	17.5171%	\$ 9,163,601.08	7.8255%	\$ 4,164,155.96
Bremer Wealth Mgmt	12.4121%	\$ 6,493,077.55	10.5710%	\$ 5,625,119.51
Multi-Bank Securities	0.9513%	\$ 497,668.50	0.9304%	\$ 495,105.80
UBS Financial Services	5.7377%	\$ 3,001,542.96	5.6415%	\$ 3,001,992.83
Wells Fargo Advisors	34.6797%	\$ 18,141,804.35	46.8123%	\$ 24,910,162.43
<b>Total Investments</b>	<b>100.0000%</b>	<b>\$ 52,312,400.84</b>	<b>100.0000%</b>	<b>\$ 53,212,882.39</b>
Heritage Bank	Cash	\$ 5,794,800.00	Cash	\$ 1,932,937.25
Bremer Wealth Mgmt	Cash	\$ 1,046,795.81	Cash	\$ 431,502.49
<b>Total Investments &amp; Cash</b>		<b>\$ 59,153,996.65</b>		<b>\$ 55,577,322.13</b>



# Questions?



## City of Willmar

### Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	5.F.
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	City Clerk
<b>Resolution</b>	YES	<b>Prepared by:</b>	Judy Thompson City Clerk
<b>Ordinance</b>	N/A	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Judy R. Thompson, City Clerk
<b>Item:</b>	Consideration of Resolution Declaring Surplus Equipment and Authorizing Sale at Public Auction		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to Approve the Resolution Declaring Surplus Equipment and Authorizing Sale at Public Auction

**OVERVIEW:**

This resolution declares certain equipment and items listed on Exhibit A to the resolution to be surplus to the City's needs, and authorizes the sale of such listed items at the City's semi-annual public auction. Sale of such surplus items at a public auction is consistent with the Uniform Municipal Contracting Law, Minn. Stat. § 471.345.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

Do not adopt the resolution and consider alternative method of disposing of surplus items.

**BUDGETARY/FISCAL ISSUES:** N/A

**ATTACHMENTS:** 2

**RESOLUTION NO.**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA DECLARING  
SURPLUS SUPPLIES, MATERIALS, AND EQUIPMENT AND AUTHORIZING THE SALE THEREOF**

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

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

**WHEREAS**, the City of Willmar ("City") is permitted to sell City-owned surplus supplies, materials, and equipment pursuant to Minnesota Statutes Section 471.345, subdivision 17; and

**WHEREAS**, the City has determined that it owns a surplus of supplies, materials, and equipment, as specified in Exhibit A, which is attached and incorporated herein; and

**WHEREAS**, the City wishes to hold a public auction on October 6, 2021 ("Public Auction") at which the surplus supplies, materials, and equipment may be sold.

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

1. The City Council finds and declares that all surplus supplies, materials, and equipment listed in Exhibit A is City-owned surplus supplies, materials, and equipment and is authorized to be sold at the Public Auction.

Adopted by the City Council of the City of Willmar on September 20, 2021.

Approved:

\_\_\_\_\_  
Mayor

Attested:

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



PURCHASE OF SURPLUS SUPPLIES, MATERIALS, OR EQUIPMENT,  
ACKNOWLEDGMENT AND RELEASE AGREEMENT

The City of Willmar, a Minnesota municipal corporation (hereinafter "City"), and  
(name) \_\_\_\_\_, legal bidder number \_\_\_\_\_  
(hereinafter "Buyer"), hereby agree as follows:

1. **Purchase.** Pursuant to Minn. Stat. § 471.345 subdivision 17, City agrees to sell the supplies, materials, or equipment listed in Exhibit A, which is attached and incorporated herein (the "equipment") to the Buyer, and the Buyer accepts the equipment from the City pursuant to the terms and conditions of acceptance set forth below.
2. **Purchase Price.** Buyer agrees to purchase the equipment from the City for a total amount of \$\_\_\_\_\_ (the "purchase price"). Buyer agrees to pay the purchase price on **October 6, 2021**.
3. **Possession of Equipment.** Upon execution of this Agreement, Buyer shall be entitled to sole possession of the equipment purchased under this Agreement. It shall be the sole responsibility of Buyer to arrange for any transportation of the equipment to the Buyer's location. The equipment purchased under this agreement must be removed from the public auction site by **October 6, 2021**.
4. **Training.** Buyer acknowledges that Buyer shall be responsible for training its employees, representatives and agents regarding proper use of the equipment, and that the City undertakes no obligation to provide such training as part of the sale of the equipment to Buyer.
5. **As-Is.** The equipment is being sold to Buyer in an "as is" and with "all faults" condition. Buyer hereby acknowledges that Buyer has had adequate opportunity to inspect the equipment prior to purchase. Buyer's acceptance of the equipment shall represent Buyer's acknowledgment and agreement that, except as expressly set forth herein: (i) City has not made any written or oral representation or warranty of any kind with respect to the equipment (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose), (ii) Buyer has not relied on any written or oral representation or warranty made by City, its agents or employees with respect to the condition or value of the equipment, (iii) Buyer has had an adequate opportunity to inspect the condition of the equipment and to inspect documents applicable thereto, and Buyer is relying solely on such inspection, and (iv) the condition of the equipment is fit for Buyer's intended use. Buyer agrees to accept all risk of claims (including without limitation all claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the equipment, known or unknown, contemplated or un contemplated, suspected or unsuspected.

**6. Release and Indemnity.**

- a. Buyer assumes full responsibility and all risks and liabilities related to the possession and use of the equipment as of the date hereof;
- b. Buyer fully and forever releases, waives and discharges the City, its officers, employees, agents, and elected officials, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from the purchase or use of the equipment;
- c. Buyer agrees to indemnify, defend, and hold harmless the City, its officers, employees, agents, and elected officials, and to pay any damages, costs or attorney's fees, as a result of any action brought by or against the City, its officers, employees, agents, and elected officials, for any acts, omissions or conduct by Buyer of whatever kind or nature whatsoever, pertaining to the equipment from and after the date hereof.

7. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Photocopies and facsimile and email transmissions of scanned executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

Dated this 6<sup>th</sup> day of October, 2021.

\_\_\_\_\_, BUYER

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

Its: \_\_\_\_\_

CITY OF WILLMAR, MINNESOTA

\_\_\_\_\_  
Judy R. Thompson,

Its: City Clerk

**EXHIBIT A**  
**2021 City Auction Items-Fall**

**Civic Center**

Kaivac combo power washer w/ vacuum cleaning system  
12- 6' x 2' orange wall padding sections

**Police Department**

Year	Make	Style	License Number	Serial Number
2005	Chev	Impala	766RBC	2G1WH52K359288259
2000	Ford	Ranger	BXE192	1FTYR14V4YTA64024
2013	Hyundai	Sonata	ALP773	5NPEB4AC9DH546966
1996	Olds	Aurora	DPA729	1G3GR62C0T4113247
2003	Ford	Focus	MDH260	1FAFP38303W172686
1988	GMC	Jimmy	260JRF	1GKCT18R4J8509853
1999	Audi	A6	FTZ018	WAUBA24BXXN010963
2001	Chev	Impala	DSH221	2G1WH55K019207188
2004	Chev	Malibu	FVA726	1G1ZU54824F142631
2002	Ford	Escape	783UWL	1FMYU04102KD66926
2000	Honda	Accord	DKV622	1HGCG1648YA035885
1996	Buick	Regal	579NWL	2G4WB52M7T1431666
2004	Chrysler	300M	EPB680	2C3AE66G14H685838
2002	Toyota	Corolla	959XVC	1NXBR12E32Z569137
2006	Ford	Explorer	EPB463	1FMEU73E36UA53119
2007	Saturn	Aura	AUZ867	1G8ZS57NX7F165264
2008	Honda	Accord	621XPX	JHMCP26348C016278
1996	Pontiac	Bonneville	865TLH	1G2HZ5210TH213584
1998	Plymouth	Breeze	MLP935	1P3EJ46C2WN119773
2007	Saturn	Ion	CXE278	1G8AJ55F97Z170255
2009	Chev	Impala	713WVE	2G1WB57N491260639
2014	Ford	Explorer	EVC748	1FM5K8AR5EGA09279
2010	Chev	Impala	062WTH	2G1WA5EK5A1153762
2017	Ford	Explorer		1FM5K8AR9HGA71174



## City Council Action Request

<b>Council Meeting Date:</b>	September 7, 2021	<b>Agenda Item Number:</b>	5.G.
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Fire
<b>Resolution</b>	No	<b>Prepared by:</b>	Administration
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	None	<b>Presented By:</b>	Frank Hanson, Fire Chief
<b>Item:</b>	Joint Structure Burn Training with Pennock Fire		

### RECOMMENDED ACTION:

FYI

### OVERVIEW:

The Willmar Fire Department was approached by Pennock Fire to conduct a joint training of a structure burn. The house structure is located at 600 – 60<sup>th</sup> Street NW, Pennock, MN. The burn training is scheduled for September 23<sup>rd</sup> from 6:00 – 10:00 p.m.

### HISTORY:

The fire department conducts training burns from time to time.

### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

NA

### FINANCIAL:

NA

### ATTACHMENTS:

NA



### Council Action Request

<b>Council Meeting Date:</b>	September, 20 <sup>th</sup> 2021	<b>Agenda Item Number:</b>	5.H. <del>2021-2022</del>
<b>Agenda Section:</b>	<b>Consent</b>	<b>Originating Department:</b>	Parks and Recreation
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Rob Baumgarn, Parks and Recreation Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Rob Baumgarn Parks and Recreation Director
<b>Item:</b>	Willmar Warhawks Rental and Advertising Agreement		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve the lease and advertising agreement for the Willmar Warhawks for the 2021-2022 hockey season.

**OVERVIEW:** The Willmar Warhawks are requesting to renew their lease and advertising agreement with the City of Willmar for the 2021-2022 hockey season. Each lease for the past 6 years has been one-year agreements.

The City of Willmar will receive \$40,057.76 for ice rental, locker room use and office space. Due to the construction at the Civic Center, the Warhawk office area has been relocated into the Blue Arena. The rental rate was reduced by \$4442.24 from the 2020-2021 lease due to smaller office and storage space.

The City of Willmar will also receive an additional \$8000.00 from the Willmar Warhawks for the advertising rights for the in-ice logos, wall signs and dasher board signs. The advertising agreement is a separate agreement from their lease agreement and is also a one-year agreement.

The Parks and Recreation board will review the lease on the Sept 15<sup>th</sup> board meeting.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

Don't renew the lease  
Adjust rental rates  
Seek longer lease agreement

**BUDGETARY/FISCAL ISSUES:**

None

**ATTACHMENTS:**

2021-2022 Lease and Advertising Agreement  
Resolution

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

**RESOLUTION APPROVING THE LEASE AND ADVERTISEMENT AGREEMENT WITH THE WILLMAR  
WARHAWKS FOR THE 2021-2022 HOCKEY SEASON**

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

BE IT RESOLVED by the City Council of the City of Willmar to approve the lease and advertising agreement with the Willmar Warhawks for the 2021-2022 hockey season.

Dated this 20th day of September, 2021

\_\_\_\_\_  
MAYOR

Attest:

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

## **LEASE AGREEMENT**

**THIS RENTAL AGREEMENT** is made this 13<sup>th</sup> day of SEPTEMBER, 2021, between the City of Willmar (Owner) and The Blizzard, LLC d/b/a the (Team) and Chris Canavati and Mitri Canavati, Individually (Tenant).

### **PREAMBLE**

**WHEREAS**, the City of Willmar is the owner of the Willmar Civic Center in the City of Willmar, Minnesota, and

**WHEREAS**, Tenant desires to rent ice time and certain related facilities of the Willmar Civic Center Arena for (Team) hockey games, including administrative office space, and locker room facilities.

**NOW, THEREFORE**, it is agreed as follows:

### **ARTICLE I.** **Premises**

Owner will rent to Tenant the herein defined facilities of the Willmar Civic Center at the defined times and for the amounts as more fully described herein.

### **ARTICLE II.** **Term of Agreement**

The terms and conditions of this agreement shall be binding upon the parties for a period of one year commencing June 1, 2022, and for each year thereafter until terminated by either party, upon giving in writing, at least ninety (90) days' notice. The ice season will be from September until March with office/storage space for the whole calendar year.

### **ARTICLE III.** **Office Space**

Owner agrees to lease to Tenant such other office space as may be designated by Owner prior to the term of this lease agreement, or any renewal thereof, provided that the designated space is of adequate size and agreed to by the Tenant. The use of the office will be for the calendar year of June 1, 2021-May 31, 2022. All office space equipment and technology needs will be the responsibility of the Tenant.

**ARTICLE IV.**  
**Spectator Suite**

The suite area will be available for public use upon arrangement between the Owner and Tenant, excluding Willmar Warhawk games and other events sponsored by the Tenant and scheduled with the Owner.

**ARTICLE V.**  
**Locker Room Facilities**

Owner shall provide Tenant with the use of one team locker room located within the Willmar Civic Center Arena for the exclusive use of the Tenant as designated by Owner prior to the commencement of this lease term or any renewal thereof, provided that the designated space is adequate in size and agreed to by the Tenant. For each home game, Owner will provide Tenant with a visiting team locker room, and an official's room during the (Team) season from September 1, 2020 through April 1, 2021. Storage beyond the season in these areas will be addressed in the rent section of this document.

**ARTICLE VI.**  
**Ice Time**

Owner agrees to rent to Tenant and Tenant shall be obligated to pay for ice time as follows:

1. Approximately 200 hours of ice time each annual lease term at the ice rink designated by the Owner's manager during non-prime ice rental hours (between 5:00 am and 2:45 pm) for use as hockey practice times. The 200 hours of practice time provided for in this agreement is to be used between Monday-Friday September 1, 2021 through March 30, 2022. Weekend ice times for practice are available for the Tenant at the discretion of the Owner and must be pre-scheduled.
2. The ice time at the main (Cardinal) ice rink, together with associated facilities, to accommodate up to 22 home hockey games, (estimated to consist of four (4) hours for each game). In the event there are postponements of scheduled hockey games and Tenant agrees that it will use reasonable diligence in rescheduling hockey games so as not to conflict with other scheduled Willmar Civic Center Arena activities. City provides a Zamboni driver and 2 maintenance staff for all home games. The Tenant provides staff for other areas including but not limited to security, scoreboard operators and game support staff. Game times will be 7:30 pm with the Tenant having access to the ice 40 minutes before game time.
3. If play-offs are added to the schedule the fee of \$750.00 per playoff game will



be charge back to the lessee.

The scheduling of ice time usage shall at all times and under all circumstances be coordinated by and between Owner, acting through it's the facility coordinator and the designated person in charge of scheduling for Tenant.

## **ARTICLE VII.**

### **Rent**

Tenant covenants and agrees to pay to Owner for the office facility, locker room facility, and the ice time defined in Article VI, 1 and 2 the amount of \$40,057.76 for the period June 1, 2021 thru May 31, 2022. Separate agreement for advertising.

In the event (Team) is eligible for home playoff games, (Team shall pay additional rent in amount consistent with agreed upon regular season home game).

NOTICE must be given by April 15, 2022 if tenant has any changes to this lease. Tenant must put his changes in writing and must be in before April 15, 2022.

It is agreed that the tenant and the Willmar Civic Center Arena will meet yearly during the month of April to review this contract.

## **ARTICLE VIII.**

### **Payment of Rent**

The rent payments for ice time, office space, locker room, the spectator suite, or any other rent contemplated within this lease agreement shall be paid in installments as follows:

1. September 1, 2021 thru March 31, 2022 – 8 equal payments of \$5,007.22

Tenant shall also be permitted to charge admission to its ice related events and home games and Tenant shall retain all gate receipts from such events and be obligated to pay all sales tax thereon.

## **ARTICLE IX.**

### **Use of Premises**

Tenant shall use the premises for the operation of a Junior "A" Tier III hockey team, its office, locker room, regular season and playoff games, tryouts and associated activities. No part of the rented premises shall be used by Tenant for any other purpose without the prior express written consent of Owner. Tenants will be billed for any maintenance issues related directly to their uses beyond normal wear and tear of the facility as used for normal purposes

related to this agreement. The reimbursement rate for the use of Owner Staff will be \$25.00 per hour. The owner will have a service request form to be filled out for any maintenance requests.

Tenant shall use and occupy the rented premises in a careful, safe and responsible manner. Tenant shall comply with all laws, ordinances and regulations affecting the rented premises. Tenant agrees to defend, indemnify and hold Owner harmless from any and all loss, claim, liability or damage incurred as a result of Tenant's failure to comply with such laws, ordinances or regulations, or though Tenant's failure to occupy the rental premises in a careful, safe and responsible manner.

#### **ARTICLE X.**

##### **Assigning and Subletting**

Tenant may not assign, sublet, or mortgage this lease or any right hereunder without the express written consent of Owner.

#### **ARTICLE XI.**

##### **Maintenance, Responsibilities of Owner and Tenant**

Owner shall be responsible for general building maintenance, janitorial services, ice resurfacing, and routine operation and maintenance of the Willmar Civic Center Arena during the rental times subject to this agreement. Owner shall keep the foundation, exterior walls, roof and other items which may be considered structural in nature in good repair but shall not be otherwise obligated to repair or replace any parts of the Willmar Civic Center Arena. Owner shall furnish electricity, water, heat and other utilities at Owner's expense, except for telephone to the Tenant's office which shall be Tenant's responsibility.

Tenant will not deface, injure or damage the premises and will not do or permit to be done on the premises or adjoining ways anything that would constitute a nuisance. Tenant shall, at its own expense, keep the portions of the premises over which they have exclusive use during the term of the lease period, including equipment, fixtures, and appliances located thereon in good repair and in good sanitary condition. If Tenant does not repair or replace any portions of the premises as required by this lease, Owner may repair the same at its discretion, after having given written notice of such need to Tenant. In such event, Tenant shall pay the Owner the cost of such repairs as additional rent.

Tenant shall be responsible for providing necessary ticket sellers, ticket takers, announcers, parking lot attendants, officials as needed, goal judges, scorekeepers, plus not less than one supervisory person on duty for all activities conducted during the times subject to this agreement. Tenant shall be responsible for the sound system and playing of all music before, during and after home games.

#### **ARTICLE XII.**

##### **Concessions and Hospitality**

Owner shall operate a concession stand in the lobby of facility during all (Team) home games. Owner and tenant agree that profits from sale of concessions shall be shared with 50% of net profit going to WCCA and 50% net profit going to (Team). Owner agrees to grant tenant the right to operate Merchandise and sell alcoholic beverages. Tenants have the right to keep all profits from all sales of Merchandise and Alcoholic beverages. Tenant shall have the right to operate a hospitality area with the ability to provide food, beverages, and alcoholic beverages. During a (Tenant) home game there should be no other concessions or vending machines in operation in the Cardinal Arena.

### **ARTICLE XIII.**

#### **Sales of Alcoholic Beverages**

Alcohol may be sold during (Team) games by an establishment that has obtained the necessary liquor license. Tenant shall not allow the consumption of any alcoholic beverages in the Willmar Civic Center, except in accordance with such liquor license and subject to all conditions thereof and applicable Willmar ordinances and state laws. Tobacco products may not be advertised, sold or used on the premises.

Tenant agrees that it or the licensed establishment will, at all times when it is engaged in liquor sales on the premises, maintain in full force and effect a "dram shop" insurance policy meeting the requirements of the State of Minnesota for an on-sale intoxicating liquor license, written by a company licensed to do business in the State of Minnesota, and shall name the City an additional insured on the policy.

Security and signage related to the sale of alcohol is the responsibility of the Tenant, the staffing should be sufficient to deter any negative behaviors by the users of the facility. No alcohol will be allowed outside the Cardinal Arena at any time.

### **ARTICLE XIV.**

#### **Insurance**

Tenant, at its expense, shall obtain and keep in force during the term of this Agreement, the following insurance coverages in at least the listed minimum amounts:

- A. Worker's Compensation coverage in statutorily required amounts.
- B. Employees Liability coverage in limits of One Hundred Thousand Dollars (\$100,000.00) per employee.
- C. Comprehensive General Liability coverage in limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence for personal bodily injury and death, and limits of Two Million Dollars (\$2,000,000.00) for leased premises damages liability. Such liability insurance shall additionally cover:

1. Public liability, including premises and operations coverage.
2. Independent contractors—protective contingent liability.
3. Personal injury.
4. Owned, non-owned and hired vehicles.
5. Contractual liability covering the indemnity obligations set forth herein.
6. Dram Shop liability, if applicable under Article XIII.

All policies listed above shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per occurrence" basis.

With the exception of the Worker's Compensation policies, all policies listed above shall insure the defense and indemnity obligations assumed by Tenant under this Agreement, and shall name Owner as an additional insured under the policy.

All policies listed above shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to Owner.

## **ARTICLE XV.**

### **Indemnity**

- A. Indemnification of Owner. Tenant shall indemnify, protect, save, hold harmless and insure Owner, and its respective officers, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by Tenant or its agents, employees, contractors or subcontractors with respect to Tenant's performance of its obligations under this Agreement or its presence on or use of the Premises, or that of Tenant's employees, members, board, officers, agents, volunteers, clients and invitees. Tenant shall defend Owner against the foregoing, or litigation in connection with the foregoing, at Tenant's expense, with counsel reasonably acceptable to Owner. Owner, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of Owner. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- B. Assumption of Risk. Tenant knows, understands and acknowledges the risks and hazards associated with using the Premises for the purposes stated herein and hereby assumes any and all risks and hazards associated therewith. Tenant hereby

irrevocably waives any and all claims against the Owner or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by Tenant as a result of Tenant's use of the Premises, and hereby irrevocably releases and discharges the Landlord and any of its officials, employees or agents from any and all claims of liability.

#### **ARTICLE XVI.**

##### **Alterations**

Tenant shall make no alterations, changes, or improvements to the rental premises without the written consent of Owner's representative (Willmar Civic Center Manager).

#### **ARTICLE XVII.**

##### **Security**

Tenant shall provide security for all games sufficient to maintain order and provide adequate safety for all people attending games.

#### **ARTICLE XVIII.**

##### **Damage to Willmar Civic Center Arena**

Any damage to the Willmar Civic Center Arena, interior or exterior, occurring as a result of Tenant's use of the premises will be repaired at the expense of Tenant unless caused solely by the negligence of Owner.

#### **ARTICLE XIX.**

##### **Damage or Destruction**

If the Willmar Civic Center Arena shall be destroyed or damaged by fire or other casualty to any extent which prevents the WCCA from being used for the purposes intended by this agreement, Owner may elect to rebuild/repair or give notice terminating this lease. Owner shall give written notice to Tenant of its election within thirty (30) days after damage or destruction. If Tenant is unable to use WCCA facilities, a proportionate part of the rent shall be abated for any time during which Tenant is unable to utilize the rental premises.

In the event of damage by fire or other casualty resulting in damage to Tenant's property, Tenant shall be obligated to fully repair or replace all its exterior or interior signs, trade fixtures, furniture, equipment, display cases, advertising and other personal property and improvements originally installed by Tenant at its expense.

## **ARTICLE XX.**

### **Liens**

Tenant shall not permit any mechanic's or other lien against the rental property or the Owner arising out of any act or omission of Tenant. Tenant may contest the validity or amount of any lien if Tenant shall give Owner security required by Owner to insure payment or prevent any forfeiture of the property. Tenant shall pay any judgments and have all liens released or judgments satisfied at Tenant's expense.

## **ARTICLE XXI.**

### **Default**

If Tenant shall default on any of the provisions of this lease, or if Tenant shall make an assignment for the benefit of creditors, enter bankruptcy, receivership or insolvency, Owner, at its election, may give notice to Tenant in writing specifying the default. Tenant shall have thirty (30) days after notice is sent to cure the default. If default continues thereafter, Owner may declare the term of this lease ended and re-enter the premises and the lease shall thereupon terminate. In such event, Owner may, either with or without process of law, enter the premises and expel Tenant and all other persons on the premises using such force as may be necessary to repossess and enjoy the premises without prejudice to any other remedy which might be available.

If Owner is in default under this lease, Tenant, at its election, may give notice to Owner in writing specifying the default. Owner shall have thirty (30) days after notice is sent to cure default.

In the event of a catastrophic failure, Owner agrees to discuss possible solutions with Tenant to cure default. Owner also notifies Tenant that Owner has no insurance coverage for Tenants loss of revenue due to catastrophic failure.

Owner requires a copy of Certificate of Renter's Insurance or letter declining such insurance.

## **ARTICLE XXII.**

### **Non-Waiver**

No waiver by Owner of any breach by Tenant of its obligations hereunder shall be a waiver of any other subsequent or continuing breach. Forbearance by Owner to seek a remedy for any breach by Tenant shall not be a waiver of its rights or remedies with respect to the breach.

### **ARTICLE XXIII.**

#### **Surrender**

At the termination of this lease for any reason, Tenant shall quit and surrender the premises in a good condition as when received, reasonable wear and tear and damages by the elements or causes beyond Tenant's control excepted.

Tenant may remove its trade fixtures, equipment and other personal property owned by Tenant at its expense, provided it shall repair all damage caused by removal.

### **ARTICLE XXIV.**

#### **Obligation of Parties**

The agreements in this lease shall be binding upon and enforceable by the parties, personal representatives, successors and assigns.

### **ARTICLE XXV.**

#### **Relationship of Parties**

Nothing contained in this lease shall be construed to create a relationship of principal and agent, partnership, joint venture or association between Owner and Tenant. Neither the method of computing rent nor any act of the parties, shall create any relationship between the parties other than the relationship of Landlord and Tenant.

### **ARTICLE XXVI.**

#### **Advertising**

Tenant, with Owner's consent, may place advertising within the rental premises as more fully specified within a separate agreement made between Owner and Tenant, and any separate agreement allowing Tenant to place advertising within the rental premises shall be made a part of this lease by reference.

### **ARTICLE XXVII.**

#### **Attorney's Fees**

In the event either party hereto institutes legal action or proceedings arising out of or in any way connected with this lease agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable expenses incurred in connection therewith, including

attorney fees and costs.

**ARTICLE XXVIII**  
**Catastrophic Failure**

In the event of catastrophic failure, owner agrees to discuss possible solutions with tenant to cure default.

**ARTICLE XXIX**  
**Modification of Agreement**

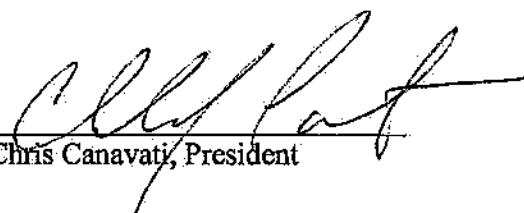
Any agreement made between the parties shall be ineffective in changing, modifying, or discharging this lease agreement in whole or in part unless the agreement is in writing and signed by the party against whom enforcement of the change, modification, or discharge is sought. An oral agreement for the modification of the lease agreement in any manner shall be void and of no force and effect.

**IN WITNESS WHEREOF**, the Owner, acting through the Willmar Civic Center Arena, and Tenant have caused this agreement to be signed as of the date and year first above written.

CITY OF WILLMAR,  
WILLMAR CIVIC CENTER ARENA

THE BLIZZARD, LLC  
D/B/A THE BLIZZARD

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

By \_\_\_\_\_  
Chris Canavati, President

By \_\_\_\_\_  
Leslie Valiant, Administrator

By \_\_\_\_\_  
Mitri Canavati, Vice-President



AGREEMENT FOR THE DELEGATION OF ADVERTISING SALES  
AT THE WILLMAR CIVIC CENTER ARENA

THIS AGREEMENT, is made this 13<sup>th</sup> day of SEPTEMBER, 2021  
between the City of Willmar (Owner of the Willmar Civic Center Arena (WCCA)), and  
The Blizzard, LLC d/b/a/ the Blizzard and Chris Canavati, and Mitri Canavati,  
Individually (Blizzard).

PREAMBLE

WHEREAS, its primary tenant is the Blizzard, LLC d/b/a/ the Blizzard, and

WHEREAS, the Blizzard desires to arrange for and manage more efficiently the  
sale of advertising in the Main Cardinal Rink portion of the Willmar Civic Center Arena  
which is rented by the Blizzard for its yearlong lease agreement from June 1, 2021 until  
May 31, 2022.

WHEREAS, the Willmar Civic Center Arena finds it desirable to delegate to the  
Blizzard specific authority to serve as the WCCA's agent for the purpose of arranging the  
sale of advertising space for the portion of the facility known as the "Cardinal Rink", to  
be sold on the walls, the in-ice logos floors and dasher boards, and the viewing area in the  
Cardinal Rink of the Willmar Civic Center Arena.

NOW THEREFORE, it is agreed as follows:

SECTION I.  
ADVERTISING RIGHTS

In consideration of the benefits recited herein, the City of Willmar delegates and  
gives authority to the Blizzard, the right to arrange for, promote and sell advertising space  
within the Cardinal Rink of the Willmar Civic Center Arena upon the walls, the floors,  
the ice surface, and dasher boards for the Cardinal Rink. This agreement expressly

includes and reserves to the City of Willmar all rights to sell and arrange for advertising upon the scoreboards in the Cardinal Rink and the equipment operated by the WCCA in the Cardinal Rink. Game day signs (1-game) may be put up, but must be removed by 8:00 am the following morning. Installation may need to be at pre-game time depending on schedule of rink.

## SECTION II. TERM OF AGREEMENT

This agreement shall be in full force and effect for one (1) years starting June 1, 2021 until May 31, 2022. Termination by either party is needed in writing at least ninety (90) days prior to June 1<sup>st</sup> of each year.

## SECTION III. SCOPE OF AUTHORITY DELEGATED

The City of Willmar delegates to the Blizzard the right to sell, arrange for, and contract for the advertising defined herein in the Cardinal Rink during the term of this agreement.

## SECTION IV. RESERVED RIGHTS

The City of Willmar reserves the right to specifically approve all ice rink advertising sold by the Blizzard during the term of this agreement. The parties agree that the City of Willmar, in permitting the Blizzard to sell and install advertising at the Cardinal Rink, is not creating a forum for public speech protected by the United States or Minnesota constitutions. In furtherance of the City of Willmar's objectives of minimizing chances of abuse, appearance of favoritism, and risk of imposing on a captive

audience, Owner hereby reserves the right to reject any banner, sign, or other advertising media that it deems inappropriate or offensive, and expressly prohibits the display of political signage in any portion of the Cardinal Rink, the Civic Center, or its grounds. This prohibition includes any materials endorsing or promoting or otherwise related to candidates for political office or political parties.

## SECTION V INSTALLATION

No advertising signs shall be erected or placed until approval from Parks and Recreation Director has been given permission.

## SECTION VI PAYMENT

In consideration of the privileges delegated by this agreement, the Blizzard will pay to the City of Willmar a base fee in the sum of \$8,000. Payment of the \$4,000 fee shall be made by the Blizzard to the City of Willmar on or before November 15<sup>th</sup> for each season and payment of \$4,000 shall be made by the Blizzard to City of Willmar on or before February 15<sup>th</sup> of each season.

The Blizzard shall be responsible for and pay all costs for design, fabrication and preparation of all advertising signs, placards, and images to be installed or placed in the Cardinal Rink at the Willmar Civic Center Arena.

## SECTION VII INSTALLATION AND REMOVAL OF ADVERTISING

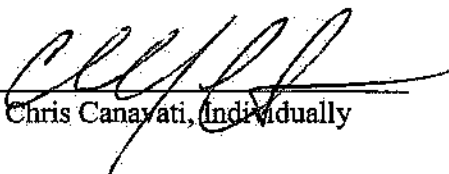
The City of Willmar shall reserve authority to approve and specific placement of all advertising during the term of this agreement and shall be responsible for installation, removal, and return to the Blizzard of all advertising at the expiration of this agreement.

IN WITNESS WHEREOF, the City of Willmar and the Blizzard have caused this agreement to be signed as of the date and year first above written.

CITY OF WILLMAR,  
WILLMAR CIVIC CENTER ARENA

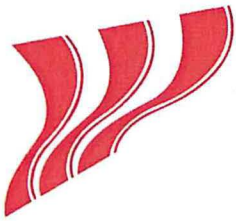
THE BLIZZARD, LLC  
D/B/A THE BLIZZARD

By \_\_\_\_\_  
Marv Calvin, Mayor

By  \_\_\_\_\_  
Chris Canavati, Individually

By \_\_\_\_\_  
Leslie Valiant, City Administrator

By \_\_\_\_\_  
Mitri Canavati, Individually



### City Council Action Request

<b>Council Meeting Date:</b>	09-20-2021	<b>Agenda Item Number:</b>	5.I.
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Fire Department
<b>Resolution</b>	YES	<b>Prepared by:</b>	Frank Hanson, Fire Chief
<b>Ordinance</b>	NO	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	4	<b>Presented By:</b>	Frank Hanson, Fire Chief
<b>Item:</b>	It is the staff recommendation that the City of Willmar purchase a 2022 Ford Explorer from Atwater Ford for \$28,445.38 plus tax and title fees.		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution approving the purchase of a 2022 Ford Explorer from Atwater Ford of Atwater in the amount of \$28,445.38 plus tax and title and additional equipment not to exceed the total amount of \$55,000.00.

**OVERVIEW:** Staff is requesting that this vehicle be purchased to be used by the Deputy Fire Chief. Currently, Deputy Chief Grave is using a 2007 Ford F-150 which was scheduled to be replaced this year. The requested vehicle will be an added vehicle to the fire department fleet. Deputy Chief Grave responds directly to most fire calls and emergencies. Therefore, he is in need of a reliable vehicle. The 2007 Ford F-150 has many mechanical issues which has caused it to become unreliable. The propose vehicle was originally in the 2021 Vehicle Replacement budget to be added but due to unknown local aid at that time it was moved to a “standby” list by the previous City Administrator. This vehicle was placed on the 2022 vehicle replacement list but if purchased this year, it would be removed from the 2022 budget requests.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

Purchase this vehicle from Atwater Ford.

**BUDGETARY/FISCAL ISSUES:**

This vehicle was placed on the 2021 Vehicle Replacement “standby” list. The money for the purchase of the vehicle will come from unspent funds from the fire department CIP budget, unspent funds from the 2021 Vehicle Replacement budget from the fire department, police department and the civic center. We have received two quotes. The first quote is from Atwater for a 2022 Ford Explorer for \$35,445.38 not including a \$7,000 trade in for the 2007 Ford F-150 (total price \$28,445.38). The second quote is from National Auto Fleet Group (cooperative purchasing group) for \$41,801.22, they do not accept trade-ins.

**ATTACHMENTS:**

Resolution

Approved Vehicle Replacement request form

Quotes from Atwater Ford and National Auto Fleet Group.

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

**AUTHORIZATION APPROVING THE PURCHASE OF A 2022 FORD EXPLORER FROM ATWATER FORD OF  
ATWATER FOR THE AMOUNT OF \$28,445.38 PLUS TAX AND TITLE AND ADDITIONAL EQUIPMENT  
NOT TO EXCEED THE TOTAL AMOUNT OF \$55,000.00.**

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

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

**BE IT RESOLVED**, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2022 Ford Explorer from Atwater Ford of Atwater, Minnesota with tax and license added at a later date, for the amount of \$28,445.38 plus tax and title and additional equipment not to exceed the total amount of \$55,000.00.

Dated this 20th day of September, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

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



# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-6572 • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

1/8/2021

Quote ID: **26479**

Order Cut Off Date: **6/25/2021**

Frank Hanson  
City Of Willmar  
Fire

515 2nd St SW

Willmar, Minnesota, 56201

Dear Frank Hanson,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2021 Ford Police Interceptor Utility (K8A) AWD, )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$47,720.00	\$41,801.22	12.403 %	\$5,918.78
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
<b>Total</b>		<b>\$41,801.22</b>		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497



# 2021 Fleet/Non-Retail Ford Police Intercept Utility AWD

## WINDOW STICKER

2021 Ford Police Intercept Utility AWD		
CODE	MODEL	MSRP
K8A	2021 Ford Police Intercept Utility AWD	\$40,845.00
	<b>OPTIONS</b>	
UM	AGATE BLACK	\$0.00
—	STANDARD PAINT	\$0.00
F6	CHARCOAL BLACK, UNIQUE HD CLOTH FRONT BUCKET SEATS W/CLOTH REAR, -inc: driver 6-way power track (fore/aft, up/down, tilt w/manual recline, 2-way manual lumbar) and passenger 2-way manual track (fore/aft, w/manual recline)	\$60.00
—	3.73 AXLE RATIO, (STD)	\$0.00
67H	READY FOR THE ROAD PACKAGE, -inc: Whelen Cencom light controller head w/dimmable back light, Whelen Cencom relay center/siren/amp w/traffic advisor control (mounted behind 2nd row seat), light controller/relay Cencom wiring (wiring harness) w/additional input/output pigtailed, high current pigtail, Whelen specific WECAN cable (console to cargo area) connects Cencom to control head and grille linear LED lights (red/blue) harness, Front Headlamp Lighting Solution, LED low beam/high beam headlamp, wig-wag function and (2) red/blue/white LED side warning lights in each headlamp (factory configured: driver's side white/red/passenger side white/blue), Wiring and LED lights included (in headlamps only; grille lights not included), Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring, 100 Watt Siren/Speaker w/Bracket & Pigtail, Tail Lamp Lighting Solution, LED lights plus (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps, LED lights only, Wiring and controller not included, Rear Lighting Solution, (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open), LED lights only, Wiring and controller not included, Hidden Door-Lock Plunger, rear-door controls inoperable (locks, handles and windows), Note: Can manually remove window or door disable plate w/special tool, Note: Locks/windows operable from driver's door switches, Rear Console Plate, Contours through 2nd row; channel for wiring	\$3,595.00
47A	POLICE ENGINE IDLE FEATURE, -inc: This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle, Allows the key to be removed from ignition while vehicle remains idling	\$260.00
19K	H8 AGM BATTERY (850 CCA/92-AMP)	\$110.00
52T	CLASS III TRAILER TOW LIGHTING PACKAGE, -inc: 4-pin and 7-pin connectors and wiring	\$80.00
549	HEATED SIDEVIEW MIRRORS	\$60.00
153	FRONT LICENSE PLATE BRACKET	\$0.00
16D	BADGE DELETE, -inc: Deletes the Police Intercept badging on rear liftgate and the Intercept badging on front hood (EcoBoost)	\$0.00
66A	FRONT HEADLAMP LIGHTING SOLUTION, -inc: LED low beam/high beam headlamp, wig-wag function and (2) red/blue/white LED side warning lights in each headlamp (factory configured: driver's side white/red/passenger side white/blue), Wiring and LED lights included (in headlamps only; grille lights not included), Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring	INC
66B	TAIL LAMP LIGHTING SOLUTION, -inc: LED lights plus (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps, LED lights only, Wiring and controller not included	INC
66C		INC



	REAR LIGHTING SOLUTION, -inc: (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open), LED lights only, Wiring and controller not included	
942	DAYTIME RUNNING LAMPS, -inc: (Permanently on - cannot be turned off or reprogrammed)	\$45.00
18X	100 WATT SIREN/SPEAKER W/BACKET & PIGTAIL	INC
52P	HIDDEN DOOR-LOCK PLUNGER, -inc: rear-door controls inoperable (locks, handles and windows), Note: Can manually remove window or door disable plate w/special tool, Note: Locks/windows operable from driver's door switches	INC
18D	GLOBAL LOCK/UNLOCK FEATURE, -inc: Door-panel switches will lock/unlock all doors and rear liftgate, Eliminates overhead console liftgate unlock switch and 45-second timer, Also eliminates the blue liftgate release button if ordered w/remote keyless entry	\$0.00
96W	FRONT INTERIOR VISOR LED LIGHT BAR, -inc: Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner - fully programmable, (Red/red or blue/blue operation, White take down and scene capabilities)	\$1,145.00
76R	REVERSE SENSING SYSTEM	\$275.00
60A	GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING	INC
85R	REAR CONSOLE PLATE, -inc: Contours through 2nd row; channel for wiring	INC
500A	ORDER CODE 500A	\$0.00
Please note selected options override standard equipment		
	<b>SUBTOTAL</b>	<b>\$46,475.00</b>
	Advert/ Adjustments	\$0.00
	Manufacturer Destination Charge	\$1,245.00
	<b>TOTAL PRICE</b>	<b>\$47,720.00</b>
Est City: N/A MPG Est Highway: N/A MPG Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

## Frank Hanson

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**From:** Matthew Grave  
**Sent:** Monday, August 23, 2021 4:04 PM  
**To:** Frank Hanson  
**Subject:** FW: Interceptor & F-150

**From:** Nick Rossell <nick.rossell@gmail.com>  
**Sent:** Tuesday, August 17, 2021 9:54 AM  
**To:** Matthew Grave <mgrave@willmarmn.gov>  
**Subject:** Re: Interceptor & F-150

Hi Matt,

The updated pricing on a copy of B84888 is now at \$35,445.38. Let me know if you have any questions.

Thanks again,

Nick Rossell

2007 FORD F150 TRADE-IN VALUE = \$7,000.00



320-974-8811  
320-894-7478

On Mon, Aug 16, 2021 at 10:54 AM Matthew Grave <mgrave@willmarmn.gov> wrote:

Nick,

Thanks for getting back to me!! I know we have bounced back and forth with two different builds over the last 8 months. I know the last one you sent me (last Friday) was from our original build in January. We have talked with the company who does our wiring of lights and other accessories and he has notified us that it is actually better to not add that stuff in the factory build. So, could you give me a second quote off of the build you quoted me in May? With the VIN ending in B84888 from the end of 2019. That is what the Willmar PD orders and they take their vehicles to the same place to get outfitted with accessories.

Thanks and hopefully we are getting closer!!!

VIRTC1DP 

CNGP530

VEHICLE ORDER CONFIRMATION

08/24/21 12:17:09

==&gt;

Dealer: F58505

2022 EXPLORER 4-DOOR

Page: 1 of 2

Order No: 0001 Priority: L3 Ord FIN: QH124 Order Type: 5B Price Level: 215

Ord Code: 500A Cust/Flt Name: WILLMAR

PO Number:

	RETAIL		RETAIL
K8A 4DR AWD POLICE	\$40980	47A ENGINE IDLE	\$260
.119" WHEELBASE		51T SPT LAMP DR LED	420
UM AGATE BLACK		55B BLIND SPOT INFO	545
9 CLTH BKTS/VNL R		55F KEYLESS - 4 FOB	340
6 EBONY		60A GRILL WIRING	50
500A EQUIP GRP		76D DEFLECTOR PLATE	335
.AM/FM STEREO		76R REVERSE SENSING	275
99B 3.3L V6 TI-VCT (3450)		85R RR MOUNT PLATE	45
44U 10SPD AUTO TRAN	NC		
FLEET SPCL ADJ	NC	TOTAL BASE AND OPTIONS	41230
17T CARGO DOME LAMP	50	TOTAL	41230
18D GBL LOCK/UNLOCK	NC	*THIS IS NOT AN INVOICE*	
19K H8 AGM BATTERY	110	* MORE ORDER INFO NEXT PAGE *	
425 50 STATE EMISS	NC	F8=Next	
43D COURTESY DISABL	25	F3/F12=Veh Ord Menu	
F1=Help	F2=Return to Order		
F4=Submit	F5=Add to Library		
S006 - MORE DATA IS AVAILABLE.		QC09227	

V1DP0338

2,6

VIRTC1DP 

CNGP530

VEHICLE ORDER CONFIRMATION

08/24/21 12:17:25

==&gt;

Dealer: F58505

2022 EXPLORER 4-DOOR

Page: 2 of 2

Order No: 0001 Priority: L3 Ord FIN: QH124 Order Type: 5B Price Level: 215

Ord Code: 500A Cust/Flt Name: WILLMAR

PO Number:

RETAIL

RETAIL

FLEX-FUEL

153 FRT LICENSE BKT NC

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1245

TOTAL BASE AND OPTIONS 41230

TOTAL 41230

\*THIS IS NOT AN INVOICE\*

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09227

V1DP0338

2,6

# FIRE DEPT

## VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):		<input checked="" type="checkbox"/>	
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):		<input type="checkbox"/>	
Replacement - (To be replaced by another vehicle):		<input type="checkbox"/>	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		<input type="checkbox"/>	
Re-assignment - (Transfer to another City Dept.):		<input type="checkbox"/>	
Fixed Asset Number:		Reminder to Attach Photo	
Vehicle Number:		Replacement Cost:	\$55,000.00
Vehicle Year:		Vehicle Model:	
Mileage:	OR	Hours on vehicle:	

(Comments): NEED TO ADD VEHICLE FOR THE DEPUTY CHIEF

THE DC RESPONDS TO FIRE CALLS DIRECTLY FROM HOME. ALSO FOR FIREFIGHTERS TO TAKE TO TRAINING.  
THIS WOULD BE A COMMAND UNIT

Initial EH

Operator or Supervisor (comments if applicable):

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---



---

Initial

Mechanic (comments if applicable):

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Initial

☒ APPROVED

☐ DENIED

Vehicle/Equipment Committee

8-11-2020  
Date

☐ APPROVED

☒ DENIED

Brian Gramentz  
City Administrator

12-16-2020  
Date

Possible to be funded in 2021 by budget amendment. This document was last reviewed and approved on April 18, 2014

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

Printed: 9/2/2021

Page: 1

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030213	8/2/2021	Moyers/Michael S & Suzanne M 1312 Lake Ave NW	95-009-0430 Block 127 Second Addition To Willmar	Alteration Residential Add/Alter	Rooftop Solar Array	\$20,173.00	\$504.68
WI030561	8/18/2021	Wal-Mart Stores, Inc 700 19th Ave SE	95-841-1000 Lot 1, Block 1 Water View Business Park(The)	Commercial/Ind Replace	Replace Walk- in Box Freezer	\$86,700.00	\$910.35
WI030584	8/17/2021	Buchanan/Ron 908 13th Ave SW	95-922-7150	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$31.75
WI030605	8/13/2021	The Preserve on 24th of Willmar LLLP 401 24th Ave SE	95-691-0010 Lot 5, Block 1 Water View Business Park(The)	New Apartment	Construct - 36 Unit Apartment Building	\$3,330,000.00	\$65,633.59
WI030612	8/13/2021	The Preserve on 24th of Willmar LLLP 401 24th Ave SE	95-691-0010 Lot 5, Block 1 Water View Business Park(The)	New Garage/Shed	Construct 2 Detached Garages	\$170,000.00	\$2,126.46
WI030619	8/13/2021	The Preserve on 24th of Willmar LLLP 401 24th Ave SE	95-691-0010 Lot 1, Block 1 Water View Business Park(The)	Multi Family Apts/Condos New	Commercial Plumbing - 36 Unit Apartment Building	\$0.00	\$2,319.00
WI030620	8/13/2021	The Preserve on 24th of Willmar LLLP 401 24th Ave SE	95-691-0010 Lot 1, Block 1 Water View Business Park(The)	Multi Family Apts/Condos New	Commercial HVAC - 36 Unit Apartment Building	\$150,000.00	\$1,575.00
WI030621	8/13/2021	The Preserve on 24th of Willmar LLLP 201 24th Ave SE	95-691-0020 Lot 2, Block 1 Water View Business Park(The)	New Apartment	Construct 36 Unit Apartment Building	\$3,330,000.00	\$61,065.69
WI030622	8/13/2021	The Preserve on 24th of Willmar LLLP 201 24th Ave SE	95-691-0020 Lot 2, Block 1 Water View Business Park(The)	New Garage/Shed	Construct 2 Detached Garages	\$170,000.00	\$1,631.56

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

## City of Willmar Monthly External Permits Report

Printed: 9/2/2021

Page: 2

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030623	8/13/2021	The Preserve on 24th of Willmar LLLP 201 24th Ave SE	95-691-0020 Lot 2, Block 1 Water View Business Park(The)	Multi Family Apts/Condos New	Commercial Plumbing - 36 Unit Apartment Building	\$0.00	\$2,319.00
WI030624	8/13/2021	The Preserve on 24th of Willmar LLLP 201 24th Ave SE	95-691-0020 Lot 2, Block 1 Water View Business Park(The)	Multi Family Apts/Condos New	Commercial HVAC - 36 Unit Apartment Building	\$150,000.00	\$1,575.00
WI030640	8/11/2021	Espinoza/Rudy 500 Johanna Ave SE	95-250-0340 Lot 14, Block 2 Glarum's Addition To Willmar	Siding Residential Add/Alter	Residential Reside	\$14,318.00	\$57.16
WI030647	8/19/2021	Twc Properties, Llp 1520 Willmar Ave SE	95-441-1020 Lot 3, Block 1 Lakeland Business Park	Alteration Commercial Add/Alter	Revised Plans for Interior Alteration	\$285,000.00	\$2,453.06
WI030648	8/16/2021	Twc Properties, Llp 1520 Willmar Ave SE	95-441-1020 Lot 3, Block 1 Lakeland Business Park	Commercial/Ind Alt/Remodel	Commercial HVAC - Interior Remodel	\$44,000.00	\$462.00
WI030649	8/17/2021	Twc Properties, Llp 1520 Willmar Ave SE	95-441-1020 Lot 3, Block 1 Lakeland Business Park	Commercial/Ind Alt/Remodel	Commercial Plumbing - Interior Remodel	\$0.00	\$109.00
WI030659	8/9/2021	Ind. School Dist. #347 2701 30th St NE	95-901-0100	New Commercial New	Construct New Greenhouse	\$175,000.00	\$1,665.31
WI030660	8/4/2021	Palmquist/Brian E & Megan M 1309 11th St SE	95-670-0830 Lot 3, Block 4 Pleasant View Addition	Deck Residential Add/Alter	Residential Deck	\$1,600.00	\$85.56
WI030661	8/5/2021	Johnson/Isak/& Leah Sawyer 117 Litchfield Ave SE	95-012-0110  Third Addition To Willmar	Single Family Replace	A/C Replacement	\$10,800.00	\$1.00
WI030662	8/5/2021	Prouty Properties, LLC 1600 6th St SW	95-922-6700	Reroofing Residential Add/Alter	Residential Reroof/Siding	\$15,000.00	\$87.50
WI030663	8/2/2021	Meis/Jeremy J & Samantha M 1801 8th Ave SE	95-843-0450 Lot 5, Block 5 Welshire Addition	Siding Residential Add/Alter	Residential Reside	\$20,000.00	\$60.00

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

Printed: 9/2/2021

Page: 3

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030664	8/4/2021	Htoo/La K 1021 16th St SW	95-042-0300 Block 1 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI030665	8/2/2021	Lanctot/Reuben D & Hannah L 413 33rd St NW	95-833-1270 Lot 17, Block 7 Valley Brook Estates	Reroofing Residential Add/Alter	Residential Reroof	\$4,500.00	\$32.25
WI030666	8/2/2021	Atlas Of West Central Minn 504 19th Ave SW	95-922-6950	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$76.25
WI030667	8/4/2021	Meinert/Christopher & Pamela 3306 Eagle Ridge Dr W	95-149-0010 Lot 1, Block 1 Eagles Landing Twin Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI030668	8/20/2021	A & B Properties, Llc 1800 Shady Lane NE	95-828-3000 Lot 1, Block 1 Trentwood Estates	New New Single-Family Dwelling		\$212,320.00	\$2,502.37
WI030669	8/20/2021	A & B Properties, Llc 1800 Shady Lane NE	95-828-3000 Lot 1, Block 1 Trentwood Estates	Single Family New		\$212,320.00	\$107.16
WI030670	8/20/2021	A & B Properties, Llc 1800 Shady Lane NE	95-828-3000 Lot 1, Block 1 Trentwood Estates	Single Family New		\$212,320.00	\$163.00
WI030671	8/4/2021	Thompson/Joe & Kay M 3302 Eagle Ridge Dr W	95-149-0020 Lot 2, Block 1 Eagles Landing Twin Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI030672	8/4/2021	Rumney Rev Trusts/Dwayne & S 3240 Eagle Ridge Dr W	95-148-1280 Block 3 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI030673	8/4/2021	Winckler/Zachary D & Kaisa J 228 Terrace Dr SW	95-330-0110 Lot 11, Block 1 Hillside Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00	\$34.50
WI030674	8/4/2021	Pitzen/Edward J & Rose G 619 9th St SE	95-840-0080 Lot 6 Welch's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50



Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

Printed: 9/2/2021

Page: 4

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030675	8/16/2021	Haines/Donna 604 Oak Lane NW	95-300-0160 Lot 16 Harris Subd. Of Seminary	Single Family Replace	A/C Replacement	\$3,984.00	\$26.00
WI030676	8/5/2021	Soriano/Salvador & Angelica 609 13th St SW	95-006-7420 Lot 12, Block 112 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI030677	8/5/2021	Vallecillo/Dunia 725 4th St SE	95-250-0080 Lot 8, Block 1 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$1.75
WI030678	8/9/2021	Asmus/Stephanie L 618 12th St SW	95-006-7350 Block 112 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$30,000.00	\$190.00
WI030679	8/10/2021	Maldonado/Geraldo 814 Northwood Court NW	95-555-0080 Block 1 Northwood Court	Reroofing Residential Add/Alter	Residential Reroof	\$1,800.00	\$31.00
WI030680	8/9/2021	Lozano/Jesus & Maria I 816 Northwood Court NW	95-555-0070 Block 1 Northwood Court	Reroofing Residential Add/Alter	Residential Reroof	\$1,800.00	\$31.00
WI030681	8/16/2021	Bowen/Lee M & Christopher 317 10th St NW	95-003-0390 Block 4 Willmar, Town Of (Original)	Single Family Replace	A/C Replacement	\$3,900.00	\$26.00
WI030682	8/9/2021	Aguilar/Orestes & Edy 421 14th St SE	95-184-0390 Lot 9, Block 3 Erickson's Third Addition	Siding Residential Add/Alter	Residential Reside	\$4,000.00	\$52.00
WI030683	8/10/2021	Willmar Leased Hsg Assoc Iv 420 30th St NW	95-909-0160 Dana Heights	Reroofing Apartment	Commercial Reroof	\$55,000.00	\$633.50
WI030690	8/10/2021	Anderson/Donna M 2014 Prairie Lane SW	95-697-0210 Lot 1, Block 3 Richland Estates	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI030692	8/10/2021	Coborns, Inc, Leasee 1300 5th St SE	95-231-0100 Lot 1, Block 1 Gesch Acres	Commercial/Ind Alt/Remodel	Commercial Plumbing - Cash Wise Foods Remodel	\$0.00	\$235.00

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030693	8/11/2021	Centennial Square 1109 9th St SE	95-055-0120 Lot 3, Block 1 Bethesda Nursing Home Add	Window Replacement Apartment	Commercial Window Replacement	\$65,185.00	\$707.34
WI030694	8/11/2021	Capistrant/Daivd & Kelsey 512 36th St NW	95-833-0150 Lot 5, Block 2 Valley Brook Estates	Deck Residential Add/Alter	Residential Deck	\$5,000.00	\$167.09
WI030695	8/13/2021	Epitopix, Llc 360 45th St NW	95-907-1010	Alteration Commercial Add/Alter	Add on to Existing Mezzanine	\$17,890.00	\$441.66
WI030696	8/12/2021	Evangelical Free Church 1305 19th Ave SW	95-922-7610	Reroofing Commercial Add/Alter	Commercial Reroof	\$88,667.00	\$862.83
WI030697	8/13/2021	State Of Minn-Higher Ed Brd 2101 15th Ave NW	95-909-0070	Commercial/Ind Alt/Remodel	Replace interior AHU's with RTU's	\$141,900.00	\$1,489.95
WI030698	8/23/2021	Viewpoint 75 Resources, Llc 714 2nd St SW	95-006-3990 Block 85 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,200.00	\$2.10
WI030699	8/16/2021	Gilbertson/Thomas G & Ashley A 1917 Country Club Dr NE	95-465-0040 Lot 4, Block 1 First Addition To Lakewood On Willmar Lake	Single Family Replace	A/C Replacement	\$7,980.00	\$26.00
WI030702	8/17/2021	West Central Minn Yfc 106 Litchfield Ave SW	95-003-2850 Block 27 Willmar, Town Of (Original)	New Commercial New	Open Accessory Shelter or Shed	\$22,000.00	\$11.00
WI030703	8/17/2021	Milani/Rahim B & Marsha L 1002 Hill Road SW	95-600-0640 Block 4 Orchard Hill, Nursery Add	Deck Residential Add/Alter	Residential Deck	\$10,000.00	\$302.71
WI030704	8/17/2021	Powers/Kelly L 1106 Par Lane SE	95-836-0270	Townhouse Units Replace	Gas Furnace Replacement	\$3,400.00	\$31.00
WI030705	8/23/2021	Divine House Properties Llp 609 25th St SE	95-668-4720 Lot 2, Block 1 Pheasant Run	Deck Residential Add/Alter	Residential Deck	\$7,000.00	\$209.34

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

# City of Willmar

## Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030706	8/17/2021	Heitke/Adam J & Sarah E 1609 Monongalia Ave SW	95-042-0500 Block 1 Barnstad's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,200.00	\$34.10
WI030707	8/17/2021	Stewart/Michael/& L Batzlaff 905 5th St SW	95-280-0330 Lot 13, Block 2 Hanson's Addition To Willmar	Alteration Residential Add/Alter	Insulate and Finish Existing Attic	\$1,200.00	\$1.00
WI030709	8/25/2021	Plowman/Gregory A & Brenda C 516 Mary Ave SE	95-250-0420 Block 3 Glarum's Addition To Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$7,200.00	\$56.00
WI030710	8/25/2021	Bos/Kendall & Traci 1600 Country Club Dr NE	95-467-0050 Lot 5, Block 1	Single Family Replace	Gas Furnace & A/C Replacement	\$8,300.00	\$56.00
WI030711	8/25/2021	Marcus/Duane L & Lynn 2704 10th St SW	95-687-0060 Lot 6, Block 1 Prairie View West	Single Family Replace	A/C Replacement	\$3,982.00	\$26.00
WI030712	8/18/2021	Porttiin/Bruce P & Rita M 1041 Willmar Ave SW	95-612-0040 Lot 4, Block 1 Palm's Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,991.00	\$34.50
WI030714	8/20/2021	Mejia/Juan 119 5th St SW	95-003-2460 Block 23 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	Grocery Store Interior Remodel Phase 2	\$32,250.00	\$16.13
WI030715	8/20/2021	Mejia/Juan 119 5th St SW	95-003-2460 Block 23 Willmar, Town Of (Original)	Commercial/Ind Alt/Remodel	Mechanical Update	\$27,750.00	\$13.88
WI030716	8/20/2021	Collins/Michael J & Mary L 901 Cottonwood Dr NE	95-828-0260 Lot 7, Block 2 Trentwood Estates	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50
WI030717	8/25/2021	Buchanan/Ron&Mary 908 13th Ave SW	95-922-7150	Single Family Alt/Remodel	Add 2nd Bathroom on Main Floor	\$3,500.00	\$71.00
WI030718	8/25/2021	Buchanan/Ron&Sharon 908 13th Ave SW	95-922-7150	Alteration Residential Add/Alter	Add 2nd Bathroom on Main Floor	\$3,000.00	\$76.25

Issued Dates: 8/1/2021 to 8/31/2021

Report Name: Monthly External Permits Report

Permit Type(s): Building, Mechanical, Plumbing

## City of Willmar Monthly External Permits Report

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Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030719	8/24/2021	Elizondo/Patricia 324 Litchfield Ave SE	95-310-0030  Highland Addition To Willmar	Alteration Residential Add/Alter	Floor Joist Header& 4 Stabilizers with Footings	\$5,200.00	\$2.60
WI030720	8/24/2021	Salazar/Jesus E/& M D Uvalle 715 14th St SW	95-006-7860 Block 116 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	\$5,000.00	\$52.50
WI030721	8/25/2021	Wood/Deanna 511 Ann St SE	95-222-0330 Lot 3, Block 3 Ferrings 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00	\$1.00
WI030723	8/25/2021	Vallecillo/Dunia 725 4th St SE	95-250-0080 Lot 8, Block 1 Glarum`s Addition To Willmar	Siding Residential Add/Alter	Residential Reside	\$3,000.00	\$51.50
WI030724	8/25/2021	Behm Rev Liv Trusts/K M & A E 2217 Country Club Dr NE	95-137-0122 Block 1 Country Club Terrace	Single Family Replace	A/C Replacement	\$3,750.00	\$26.00
WI030725	8/26/2021	Fatty Daddy Properties, Llc 401 Benson Ave SE	95-630-0210 Block 2 Paulson & Sunde`s Subd Of Lot D Eastern Ad	Reroofing Commercial Add/Alter	Install Acrylic Roof Coating	\$16,940.00	\$8.47
WI030726	8/26/2021	Evangelical Free Church 1305 19th Ave SW	95-922-7610	Reroofing Commercial Add/Alter	Install Acrylic Roof Coating	\$17,425.00	\$270.96

Count: 71

**Totals: \$9,302,445.00 \$154,148.36**

**Year-to-Date Summary** (1/1/2021 through 8/31/2021)

Count: 485

**YTD Totals: \$43,291,905.00 \$314,147.63**

**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
THURSDAY, AUGUST 12, 2021**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Thursday, August 12, 2021, at 7:00 pm in Conference Room #1 of City Hall.

\*\* Members Present: Christopher Frank, Joshua Monson, and Dan Reigstad.

\*\* New Members Present: Carol Laumer and Dylan Erickson-Thoemke

\*\* Members Absent: Andy Engan

\*\* Others Present: Kayode Adiatu – Planner

2. MINUTES OF FEBRUARY 23, 2021 MEETING

Chairperson Frank acknowledged the minutes from February 23, 2021.

3. NEW MEMBERS

New members Carol Laumer and Dylan Erickson-Thoemke were welcomed to the Board.

4. OVERCOMERS INTERNATIONAL FELLOWSHIP VARIANCE – FILE NO. 21-03:

The Public Hearing opened at 7:03 pm. Staff presented a request from Overcomers International Fellowship on behalf of Michael Laidlaw to split the current parcel legally described as Lot 13 & 14, Block 61. First Addition to the Town of Willmar (619 & 621 Trott Ave SW).

Michael Laidlaw is requesting a variance to split the parcel into two lots so that each would have an individual parcel number. Chairperson Frank stated with this split each parcel would have approximately 7500 square feet each and the City of Willmar Zoning Ordinance requires a minimum lot size of 8500 square feet. The Planning Commission has conditionally approved a Conditional Use Permit on May 19, 2021. Chairperson Frank read out loud the City Ordinance allowing the granting of variances. Planner Adiatu informed the board members that a “Notice of Hearing” was sent to all property owners within 350 feet from the subject property as well as to the press. Chairperson Frank stated that no one from the public or Overcomers Internal Fellowship was present to speak for or against the request. Ms. Laumer asked for clarification as to if the buildings were going to be torn down or if the board was only voting on the splitting of the parcels. Chairperson Frank stated that the applicant is seeking approval because each lot size would be under the required minimum lot size after splitting the parcel, as required by the City’s Zoning Ordinance.

Planner Adiatu stated that the Planning Commission Board had asked that Overcomers International Fellowship remove a shed overlapping between the two properties. Chairperson Frank pointed out that if the Board of Zoning Appeals chooses to approve the variance, it will be on the condition that the shed is removed or moved completely to one of the parcels.

Vice Chairperson Reigstad asked if any of the neighboring property owners have contacted the City about this split. Planner Adiatu noted that he has not heard from anyone in regards to this variance application. .

Mr. Erickson-Thoemke asked what the process would be if the owners plan to alter the building(s). Planner Adiatu responded that they would need a plan review done. Vice Chairperson Reigstad expressed concern about the number of people that would be living in each home and wondered if that would meet the requirements for square footage per person for licensing.

While Chairperson Frank read the conditions for approval of the variance, he raised a concern about if these homes are to be continued to be used as they have been, will sex offenders be living in these shelters. Planner Adiatu responded that sex offenders are zoned separately. Mr. Monson pointed out that with two houses on this parcel, this split makes sense based on the requirements for approval and regardless of what the intention will be for future use.

The Board of Zoning Appeals reviewed and made affirmative findings of facts as per Zoning Ordinance Section 9.D.3.a.1-4.

Chairperson Frank made a motion, seconded by Mr. Monson to approve the zoning variance as requested by Overcomers International Fellowship.

The motion carried.

Chairperson Frank stated that the approval includes the condition that the shed is removed or relocated to one of the parcels in its entirety. Mr. Reigstad expressed his concern about the usage of the property and the population of the facility. Planner Adiatu responded that further information on the use and population of the facility would be available to the Board before final approval.

No one appeared to speak for or against the request, and the Public Hearing closed at 7:28 pm.

## 6. MISCELLANY

Planner Adiatu asked how Board members feel about the meeting time of this Board. Board members all agreed Tuesdays thru Thursday between 5 and 6 pm would work.

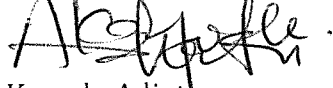


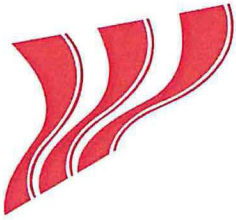
Planner Adiatu states he will offer scheduling options for Board members to choose from.

Chairperson Frank recommended to Planner Adiatu that in the future when sending out the Agenda packet to include the findings of facts and that it has been a frequent practice by the former City Planner. Planner Adiatu agreed and thanked him for the information.

5. There being no further business to come before the Board, the meeting adjourned at 7:39 pm.

Respectfully submitted,

  
Kayode Adiatu  
Planner



# City of Willmar

## Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	9.A.
<b>Agenda Section:</b>	Hearing	<b>Originating Department:</b>	City Clerk
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Judy Thompson City Clerk
<b>Ordinance</b>		<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>	Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ to Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Removal Charges to the County Auditor for Collection in 2022

### OVERVIEW:

Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and the City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-740-1330	Johnathan Adler	416 Trott Avenue SE	\$349.26
95-222-0440	Kevin J. & Jay M. Halliday	500 Charlotte Street SE	\$349.26
95-665-0290	Blair D. Hoiland	1005 Olena Avenue SE	\$438.71
95-480-0060	Leonard E. Marson & Jill Carlson	500 13 <sup>th</sup> Avenue SW	\$496.79
95-540-0010	Betty Palm	804 Olaf Avenue NW	\$349.26

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

**BUDGETARY/FISCAL ISSUES:** \$1,983.28

**ATTACHMENTS:** 1

**RESOLUTION NO.**

**A RESOLUTION CERTIFYING UNPAID WEED/GRASS SPECIAL ASSESSMENTS**

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

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,983.28 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2022 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

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

1. Parcel No. 95-740-1330 \$349.26  
  
Located at 416 Trott Avenue SE; and  
Described as Section 14, Township 119, Range 35, Block 9  
SPICER'S ADDITION TO WILLMAR  
WEST 50 FEET OF EAST 100 FEET OF LOTS 1 & 2 AND OF NORTH 40 FEET OF  
LOT 3
2. Parcel No. 95-222-0440 \$349.26  
  
Located at 500 Charlotte Street SE; and  
Described as Section 14, Township 119, Range 35, Lot 14, Block 3  
FERRINGS 2ND ADDITION
3. Parcel No. 95-665-0290 \$438.71  
  
Located at 1005 Olena Avenue SE; and  
Described as Section 14, Township 119, Range 35, Lot 19, Block 2  
PERKINS FIFTH ADDITION
4. Parcel No. 95-480-0060 \$496.79  
  
Located at 500 13<sup>th</sup> Avenue SW; and  
Described as Section 22, Township 119, Range 35, Block 1  
LEARY'S ADDITION TO WILLMAR  
LOT 6 & 7

5. Parcel No. 95-540-0010

\$349.26

Located at 804 Olaf Avenue NW; and  
Described as  
ERICK NILSONS ADDITION TO THE VILLAGE OF WILLMAR  
(NELSON'S ADDITION TO THE VILLAGE OF WILLMAR)  
WEST 71 FEET OF LOT 1, BLOCK 1 OF NELSONS ADDITION &  
WEST 71 FEET OF SOUTH 3 FEET OF LOT 2, BLOCK 3,  
THORPE & LIEN'S ADDITION

Dated this 20th day of September, 2021

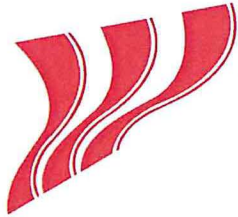
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Mayor

Attest:

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City Clerk



## City of Willmar

### Council Action Request

<b>Meeting Date:</b>	09/20/2021	<b>Agenda Item Number:</b>	9.B.
<b>Agenda Section:</b>	Hearing	<b>Originating Department:</b>	Planning & Development Services
<b>Resolution</b>	Yes	<b>Prepared By:</b>	Kandiyohi County & City of Willmar EDC
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Sarah Swedburg, EDC Business Development Manager
<b>Item:</b>	Public Hearing for the vacation of right-of-way, drainage, utility, and other easements in the Willmar Industrial Park Fourth Addition.		

#### RECOMMENDED ACTIONS:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution approving the vacation of right-of-way, drainage, utility, and other easements in Blocks Two and Three of the Willmar Industrial Park Fourth Addition plat.

#### COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Planning Commission reviewed the initiation of the vacation of easements from City Council on September 1 and recommends approval with contingencies and an updated legal description of the easements to be vacated, as found in the attached resolution forwarded by the Commission.

#### OVERVIEW:

Ruedeusch Development & Construction (RDC) National, Inc. intends to build a logistics facility of approximately 217,000 SF in Willmar's Industrial Park Fourth Addition. The project is estimated to cost approximately \$25M. A purchase agreement between the City of Willmar and RDC National, Inc. was approved on August 16, 2021, after which the City Council began the process for the formal vacation of right-of-way, drainage, utility, and other easements situated in Blocks Two and Three of the Willmar Industrial Park Fourth Addition. The vacation will be conditioned upon the Developer dedicating adequate replacement easements to the City through the major subdivision (replat) process. The final step in this process is to hold a public hearing.

#### PRIMARY ALTERNATIVES TO CONSIDER:

Option A: Adopt the resolution

Option B: Decline the adoption of the resolution

Option C: Request more information

#### BUDGETARY/FISCAL ISSUES:

As negotiated in the purchase agreement, RDC National Inc will reimburse the City \$140,000 for the relocation of the existing water main located in 32<sup>nd</sup> Street SW and \$11,000 to remove and reinstall the street lights located along 32<sup>nd</sup> Street SW. RDC National, Inc will be responsible for all other costs associated with the relocation and capping of other existing utilities within easements being vacated.

#### ATTACHMENTS:

Resolution Approving the Vacation of Easements

Map of Easements to be Vacated

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

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

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

**VACATING RIGHT-OF-WAY, DRAINAGE, UTILITY AND OTHER EASEMENTS**

WHEREAS, the Willmar City Council (“Council”), at the request of developer RDC National, Inc. (“RDC”) in connection with RDC’s proposed logistics facility development within the Willmar Industrial Park Fourth Addition plat and adjacent unplatted property, adopted Resolution No. 2021-179, dated August 16, 2021, initiating and referring to the Willmar Planning Commission the vacation of certain right-of-way, drainage, utility and other easements situated in the City of Willmar, Kandiyohi County, Minnesota more particularly described therein, including the 32<sup>nd</sup> Street Southwest right-of-way between Trott Avenue Southwest and Willmar Avenue Southwest and all drainage utility and other easements located within Lots 1, 2, and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block Three of the recorded plat of Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota (the “proposed vacations”): and

WHEREAS, the Willmar Planning Commission considered the proposed vacations pursuant to Charter Section 9.01, subdivision 3, and adopted Resolution 21-01, dated September 1, 2021, recommending that the Council proceed with the proposed vacations with certain revisions to the descriptions of the interests to be vacated and upon certain conditions specified therein; and

WHEREAS, a public hearing on the proposed vacations was ordered by Willmar City Council in its Resolution No. 2021-184, dated September 7, 2021, and thereafter conducted by the Willmar City Council on September 20, 2021, pursuant to Subdivision 6 of Section 9.01 of the Willmar City Charter; and

WHEREAS, mailed notice of the public hearing on the proposed vacation was sent to all record owners of real property located within 600 feet of the Property on September 9, 2021, as evidenced by the Affidavit of Mailing attached hereto as Exhibit A, and notice of the public hearing on the proposed vacation was published in the City’s official newspaper on September 11, 2021 and September 18, 2021, as evidenced by the Affidavit of Publication attached hereto as Exhibit B, both in satisfaction of the requirements of Subdivision 6 of Section 9.01 of the Willmar City Charter; and

WHEREAS, the City Council of Willmar finds that it is in the best interest of the City of Willmar to vacate the right-of-way and easements legally defined below, subject to the terms and conditions of vacation set forth herein.

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

1. The right-of-way, drainage, utility and other easements legally described as follows are hereby vacated, subject to the condition set forth in Paragraph 2 below:

- a. 32<sup>nd</sup> Street Southwest right-of-way between the southerly right-of-way line of Trott Avenue Southwest and the northerly right-of-way line of Willmar Avenue Southwest within the Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, together with all utility easements for any utilities (including those presently existing) therein;

together with:

- b. All drainage, utility and other easements lying on, over, under and across Lots 1, 2, and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block Three, Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, previously dedicated, conveyed or granted on the recorded plat of Willmar Industrial Park Fourth Addition, excepting the portion of that certain electric transmission utility easement in favor of Willmar Municipal Utilities dated April 5, 2005, and recorded in the office of the Kandiyohi County Recorder as Document No. 536171, as the same was amended by instrument dated March 14, 2011, that lies within such right-of-way, which electric transmission utility easement shall be retained by the City in favor of Willmar Municipal Utilities.
2. The vacations referenced in Paragraph 1 above be made subject to the following conditions:
    - a. All other land use, land sale, and associated agreements and authorizations for RDC's proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
    - b. RDC or its successors or assigns shall successfully close on its purchase of real property that is the subject of that certain Commercial Property Purchase Agreement between RDC and the City of Willmar, dated August 22, 2021, as the same may be amended, and the quit claim deed evidencing such conveyance shall be recorded with the Kandiyohi County Recorder.
    - c. RDC's proposed major subdivision (formally initiated by the City Council) shall be approved by the Planning Commission and City Council and Developer shall record the approved final plat dedicating replacement easements to the satisfaction of the City Engineer and Willmar Municipal Utilities with the Kandiyohi County Recorder.



Dated this 20th day of September 2021.

---

MAYOR

Attest:

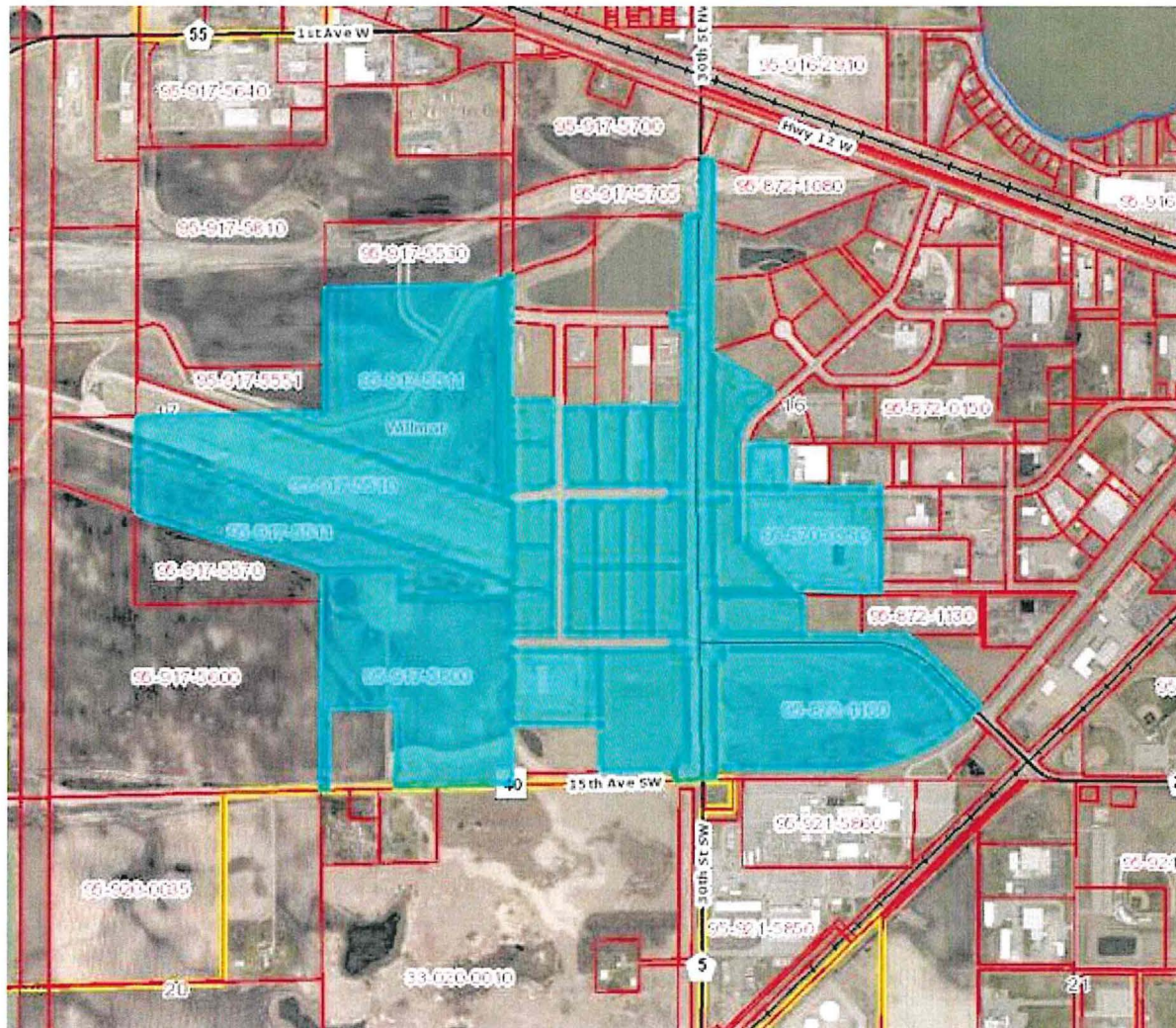
---

CITY CLERK

Property Owners within 600-foot Radius of Subject Property  
(Most property owned by City of Willmar)

NAME	NAME	TAXADDRESS	CITY	PIN
WEST CENTRAL, INC	C/O CHS - MS 164	PO BOX 64089	ST PAUL	95-872-0190
MILLS PROPERTY INVESTMENTS,LLC	ATTN: MARISA M MILLS	14858 DELLWOOD DR	BAXTER	95-870-0350
GM DEVELOPMENT, LLP	3000 7TH AVE N	P O BOX 2023	FARGO	95-872-2000
DOOLEY INVEST & PROP CO,LLP		3101 3RD AVE SW	WILLMAR	95-872-2360

Map of Properties within 600-foot of Subject Property  
(Most property owned by City of Willmar)



**AFFIDAVIT OF PUBLICATION**

STATE OF MINNESOTA

ss.

COUNTY OF KANDIYOHI

Molly Jasperse, being first duly sworn, on oath states as follows: 1. I am the publisher of the *West Central Tribune*, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: *Saturday, September 11, 2021.*

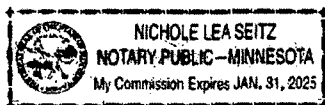
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: *\$13 per column inch.*

5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Kandiyohi County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Dated this 14th day of September, 2021.

*Molly P. Jasperse*  
Legals Clerk

*Nichole Lea Seitz*  
Notary Public



RESOLUTION NO. 2021-184  
RESOLUTION SETTING A  
PUBLIC HEARING TO  
CONSIDER A  
VACATION OF RIGHT-OF-  
WAY, DRAINAGE, UTILITY, AND  
OTHER EASEMENTS

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 6:02 p.m. on Monday, September 20, 2021, in the County Board Room at the Kandiyohi County Health and Human Building, 2200 23rd St NE, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a vacation of right-of-way, drainage, utility, and other easements initiated by City of Willmar described as follows:

a. 32nd Street Southwest right-of-way between the southerly right of way line of Trott Avenue Southwest and the northerly right of way line of Willmar Avenue Southwest within the Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, together with all utility easements for any utilities (including those presently existing) therein;

together with:  
b. All drainage, utility and other easements lying on, over, under and across Lots 1, 2, and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block Three, Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, previously dedicated, conveyed or granted on the recorded plat of Willmar Industrial Park Fourth Addition, excepting the portion of that certain electric transmission utility easement in favor of Willmar Municipal Utilities dated April 5, 2005, and recorded in the office of the Kandiyohi County Recorder as Document No. 536171, as the same was amended by instrument dated March 14, 2011, that lies over Lots 1, 2, and 3 of Block Two, Willmar Industrial Park Fourth Addition, which electric transmission utility easement shall be retained by the City in favor of Willmar Municipal Utilities.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

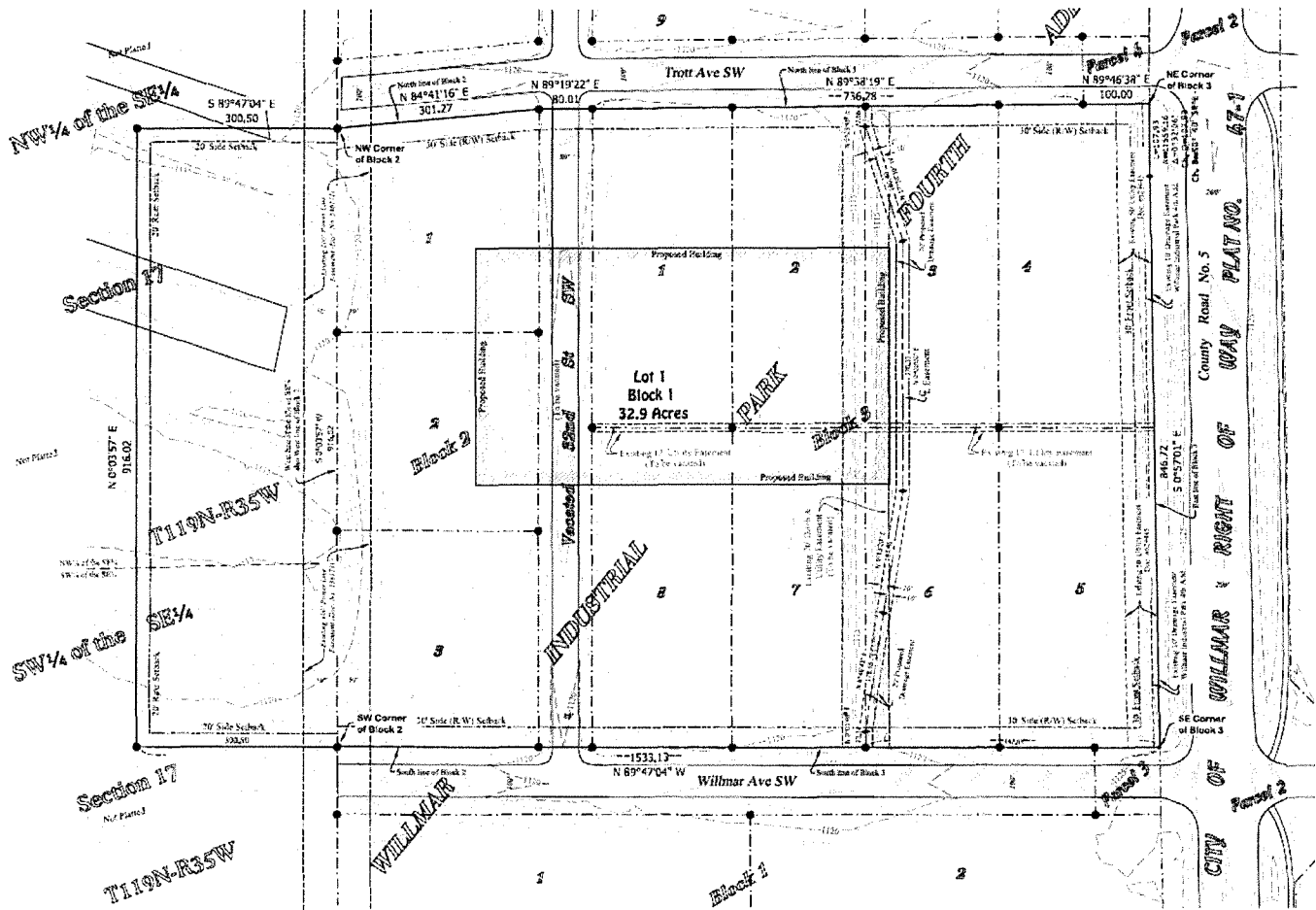
Dated this 7th day of September 2021.

ss/Marv Calvin  
MAYOR

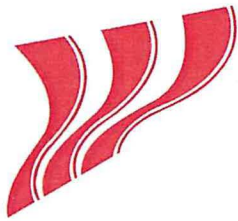
Attest:  
ss/Judy Thompson  
CITY CLERK  
(Sept. 11, 2021)

2903911

# Map of Easements to be Vacated







# City of Willmar

## Council Action Request

<b>Meeting Date:</b>	09/20/2021	<b>Agenda Item Number:</b>	10.
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Planning & Development Services
<b>Resolution</b>	No	<b>Prepared By:</b>	Kandiyohi County & City of Willmar EDC
<b>Ordinance</b>	Yes	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	3	<b>Presented By:</b>	Sarah Swedburg, EDC Business Development Manager
<b>Item:</b>	Introduction of the rezoning of certain unplatted Industrial Park property and Willmar Industrial Park Fifth Addition Major Subdivision.		

### RECOMMENDED ACTIONS:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to introduce an ordinance to rezone certain unplatted Industrial Park property from G (Government/Institution) to I-1 (Limited Industry) and set a public hearing for October 4, 2021.

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve the Willmar Industrial Park Fifth Addition Major Subdivision with the following conditions:

- A. Park Dedication or Cash in Lieu shall be paid or dedicated prior to recording of final plat, as formalized in a Development Agreement between the City of Willmar and RDC National, Inc.
- B. All comments from the Fire Marshall, Police Chief, Willmar Municipal Utilities (WMU) and Kandiyohi County Engineer as submitted to the Planning Commission shall be met, adhered to or amendments approved by City Staff, and additional information supplied as requested prior to issuance of building permits.
- C. All other land use, land sale, and associated agreements or authorizations for RDC National Inc's proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
- D. Developer shall successfully close on its purchase of real property from the City and record the quit claim deed evidencing such conveyance with the Kandiyohi County Recorder.
- E. The final plat shall be submitted to City Staff and approved prior to recording.

### COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Planning Commission held a public hearing and reviewed both the rezoning and major subdivision of certain Industrial Park property on September 15, 2021. The Commission recommends approval of both land use requests with conditions to the major subdivision approval as stated above.

### OVERVIEW:

Ruedebusch Development & Construction (RDC) National, Inc. intends to build a logistics facility of approximately 217,000 SF in Willmar's Industrial Park Fourth Addition. The project is estimated to cost approximately \$25M. A purchase agreement between the City of Willmar and RDC National, Inc. was approved on August 16, 2021, after which the City Council began the process for the formal land use approvals related to the project.

The next step in the approval process is to introduce an ordinance to rezone the unplatted area of the project

site from G (Government/Institution) to I-1 (Limited Industry). Currently platted Willmar Industrial Park Fourth Additional Property is all zoned I-1. Additionally, a Major Subdivision combining 11 platted lots, a vacated portion of 32<sup>nd</sup> St SW, and 6.3 acres of unplatted property into one parcel will create the project site. This area is currently vacant property and intended for industrial development.

**PRIMARY ALTERNATIVES TO CONSIDER:**

Option A: Introduce the rezoning and approve the major subdivision

Option B: Decline the introduction of the rezoning and/or the major subdivision

Option C: Request more information

**BUDGETARY/FISCAL ISSUES:**

Costs associated with this project have been negotiated in the purchase agreement or in the forthcoming development agreement.

**ATTACHMENTS:**

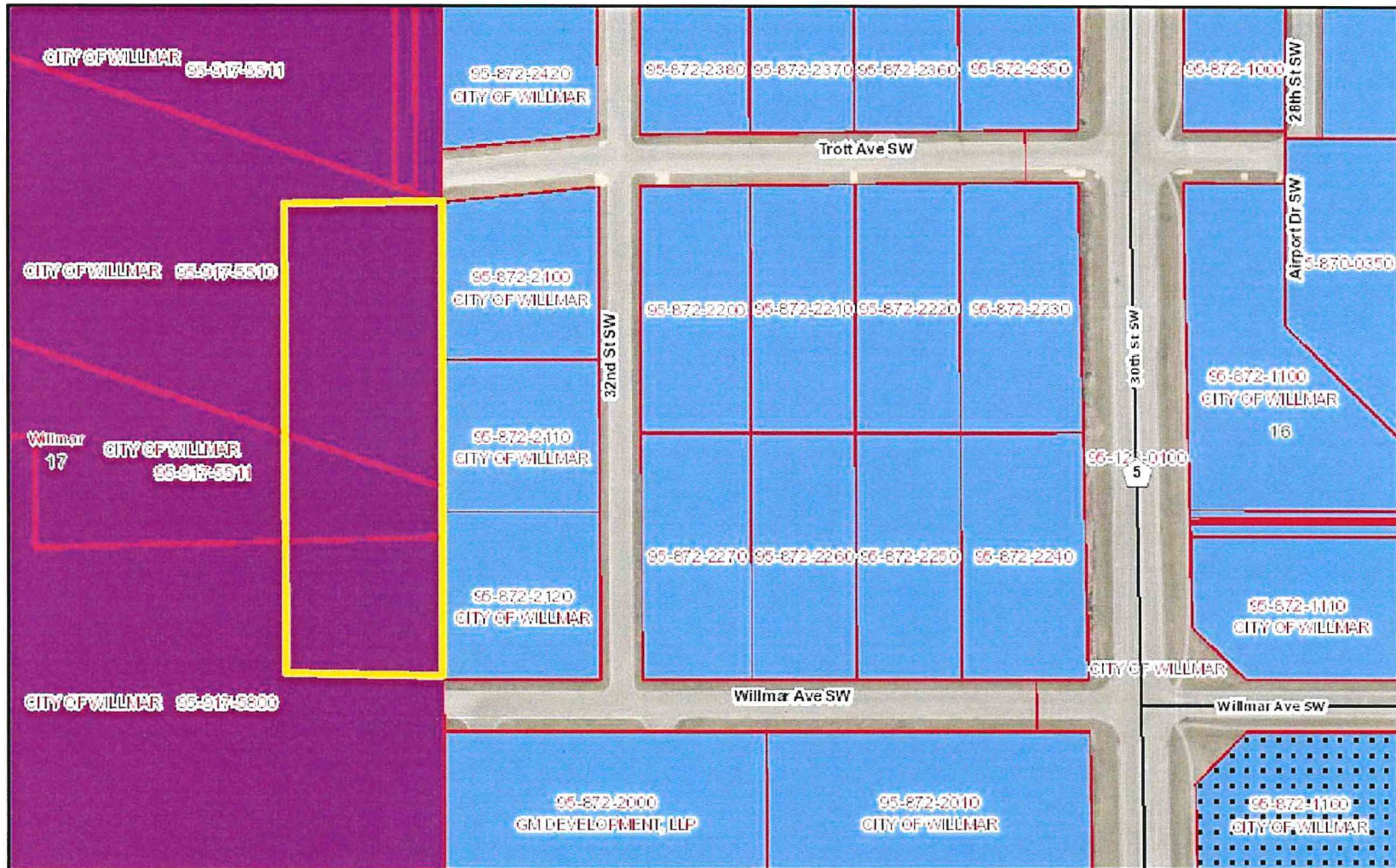
Rezoning Map

Ordinance to Rezone Property G to I-1

Willmar Industrial Park Fifth Addition Major Subdivision



# RDC National Inc Map Amendment Rezone G to I-1



8/26/2021, 3:22:40 PM

Railroad Township Roads Township County Gravel US & State Highways City Limits  
 City US County Gravel County US Lines  
 State County County State Labels

1:4,514  
 0 0.03 0.06 0.11 mi  
 0 0.04 0.09 0.17 km

City of Willmar  
 This is not an Official map or survey



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

**AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE**

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from G Government/Institution to I-1 Limited Industry:

That part of the Southeast Quarter of Section 17, Township 119 North, Range 35 West of the Fifth Principal Meridian, Kandiyohi County, Minnesota described as follows: Beginning at the northwest corner of Block 2, of record plat entitled Willmar Industrial Park Fourth Addition, on file in the office of the Kandiyohi County Recorder; thence on an assumed bearing of South 00 degrees 03 minutes 57 seconds West, along the west line of said Block 2, a distance of 916.02 feet to the southwest corner of said Block 2; thence on a bearing of North 89 degrees 47 minutes 04 seconds West a distance of 300.50 feet; thence on a bearing of North 00 degrees 03 minutes 57 seconds East a distance of 916.02 feet; thence on a bearing of South 89 degrees 47 minutes 04 seconds East a distance of 300.50 feet to the point of beginning.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

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: \_\_\_\_\_

**Preliminary Plat of:**

***WILLMAR INDUSTRIAL PARK FIFTH ADDITION***



This drawing prepared by:

**Bonnema Runke Stern Inc.**

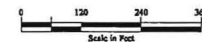
Professional Land Surveyors

4366 Hwy 71 NE - Suite 1

WILSON, AN 54307  
ONE—CITY OF NEW YORK

For (202) 233-2827

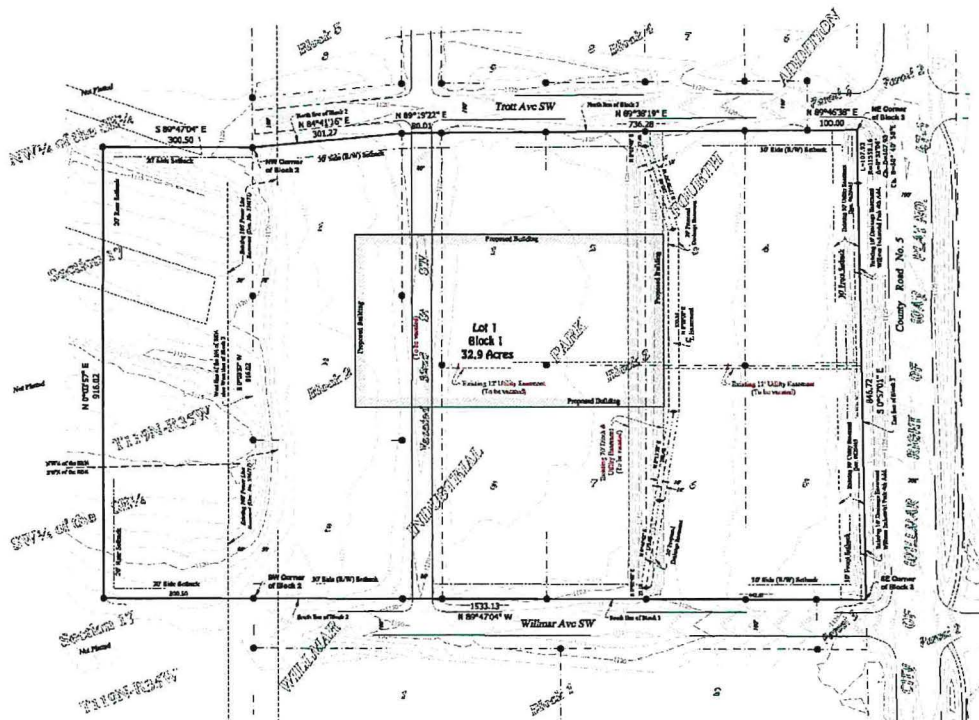
Owner: City of Wilmer  
Developer: Reedlusch Development & Construction  
c/o Dave Hall



### LEGEND

- Found Iron Monument from Former Survey
- Bonterra Rums Stone Inc. placed a † Iron Rod with a 46169-40171-14855 stamped Plastic Cap
- † Course Change - No Monument Set

The Orientation of this bearing system is assumed. The west line of Block 2 of WILLMAR INDUSTRIAL PARK FOURTH ADDITION is assumed to bear S 00°03'57" W





### City Council Action Request

<b>Council Meeting Date:</b>	09/20/2021	<b>Agenda Item Number:</b>	11.
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Planning & Development Services
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Kayode Adiatu, City Planner
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Kayode Adiatu, City Planner
<b>Consent Agenda Item:</b>	Pattison Parcel Minor Subdivision		

#### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ to approve the minor subdivision of Pattison Parcel for the construction of Tidal Wave Auto Spa facility. The property is located at 500 19<sup>th</sup> Ave SE

#### COMMITTEE/BOARD/COMMISSION RECOMMENDATION:

The Planning Commission on August 4, 2021 approved the preliminary plat with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, & shared driveway shall be submitted to Staff and recorded concurrently with plat for ease of tractability.
- B. A 10 ft. utility easement shall be added as requested by Willmar Municipal Utilities
- C. Park Dedication or Cash in Lieu shall be paid or dedicated prior to issuance of Building Permits
- D. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

#### OVERVIEW:

The property of interest is located at 500 19th Ave SE, and it is zoned GB (General Business). The Pattison Parcel Minor Subdivision allows for the construction of the Tidal Wave Auto Spa facility on the property described as NW ¼ of the SW ¼ located in Section 23, T119N-R35W. The applicant is John La Pointe of Tampa, FL. The property is a 1.7-acre site, and Mr. La Pointe is planning to use half of the property that fronts 24th Avenue SE. The other half of the site is an existing bowling alley and has closed for a significant and indefinite time. This proposed car wash business is a relatively high-end and sophisticated operation with a glass wall and nice curb appeal. The water source will be City supplied, and the business will only need a 2-inch water line. To contain traffic volume and access, the applicant coordinated with the City Engineer on the alignment of the curb cuts across the streets of both 5th Street and 24th Avenue SE. The Planning Commission on July 7, 2021, addressed most issues during the Plan Review. The Planning Commission also approved the minor subdivision on August 4, 2021, and recommended the City Council to approve the Preliminary Plat.

#### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

- Option A: Approve the preliminary plat  
Option B: Deny the preliminary plat  
Option C: Request more information

#### BUDGETARY/FISCAL ISSUES:

None, other than staff time and materials

#### ATTACHMENTS:

Preliminary Plat  
Resolution



Resolution N0.

**A RESOLUTION APPROVING THE MINOR SUBDIVISION OF PATTISON PARCEL  
LOCATED AT 500 19<sup>TH</sup> AVE SE.**

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

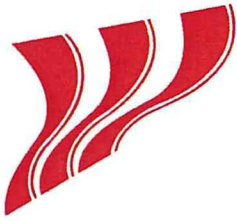
Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar to approve the minor subdivision of Pattison parcel to allow for the construction of the Tidal Wave Auto-Spa facility.

\_\_\_\_\_  
MAYOR

Attest:

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



## City Council Action Request

<b>Council Meeting Date:</b>	09/20/2021	<b>Agenda Item Number:</b>	12.
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Finance
<b>Resolution</b>	No	<b>Prepared by:</b>	Finance Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	N/A
<b>No. of Attachments</b>	2	<b>Presented By:</b>	David Euerle, Westberg & Eischens
<b>Item:</b>	2020 Audit Presentation and Procurement Policy Amendment		

**RECOMMENDED ACTION:** Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ to amend the City's Procurement Policy as presented per Auditor recommendation.

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:** None

**OVERVIEW:** The 2020 Audit has been completed by Westberg & Eischens. The attached Governance Communication Letter and overview of their audit will be presented by David Euerle, Partner at Westberg & Eischens.

Pursuant to this audit, there was one Finding, relative to the Federal Awards Program, CFDA 20.106 U.S. Department of Transportation Airport Improvement Program. The City of Willmar has documented procurement procedures, most recently updated in 2019 and last reviewed in 2020, but they do not include all the required components in accordance with Title 2 U.S. Code of Federal Regulations 200.318. As a result, there is an increased risk of noncompliance with federal program requirements. Westberg & Eischens is recommending that the City of Willmar revise the existing policies to include all procurement components of the Uniform Guidance.

Other items of interest to be reviewed include:

- A. As planned in the budget, the total Fund Balance in the General Fund and Capital Improvement Fund has decreased every year since 2016.
- B. As of 12/31/2020, the General Fund Balance was approximately 63% of the 2021 budgeted expenditures.
- C. Waste Treatment Fund Operating income is sufficient to cover debt payments and required replacement reserves.
- D. Waste Treatment Fund cash and investments as of 12/31/2020 was \$16.6 million and provide sufficient reserves against unexpected revenue or expense fluctuations.
- E. Waste Treatment Fund average annual debt service for 2021-2024 is \$4.7 million and increases to \$7.0 million in 2025.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

Westberg & Eischens Governance Communication Letter for the year ended 12/31/2020 and other points of interest  
Proposed Procurement Policy

**GOVERNANCE COMMUNICATION LETTER  
FOR THE YEAR ENDED  
DECEMBER 31, 2020**





August 13, 2021

To the City Council  
City of Willmar, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Willmar, Minnesota for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 1, 2021. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Willmar, Minnesota are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2020. We noted no transactions entered into by City of Willmar, Minnesota during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the pension and OPEB liabilities are based on actuarial valuations performed by consultants specializing in those areas. We evaluated the key factors and assumptions used to develop those estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

2630 1st Street S  
PO Box 362  
Willmar, MN 56201

phone 320.235.3727  
fax 320.235.1641

515 Highway 7 E  
PO Box 407  
Montevideo, MN 56265

phone 320.269.7380  
fax 320.269.8176

752 Prentice Street  
PO Box 179  
Granite Falls, MN 56241

phone 320.564.4811  
fax 320.564.4812

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 13, 2021.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Willmar, Minnesota's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Willmar, Minnesota's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Minnesota Compliance

### *Employee Recognition Events*

Statutory or home rule charter cities have the authority to establish a program of preventive health and employee recognition under Minnesota Statute § 15.46. The state auditor statement of position states the program should be in writing and approved by the council. Furthermore, the council must approve the amount that can be expended. We recommend the council adopt a written plan for employee recognition programs.

### *Electronic Funds Transfer*

The City has adopted an electronic funds transfer policy. As stated in the policy, the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer. This annual designation was not made in 2020. We recommend the council establish procedures to make this designation annually.

### Other Matters

We applied certain limited procedures to management's discussion and analysis, individual schedules of revenue, expenditures and changes in fund balances – budget and actual, schedules of proportionate share of net pension liability, schedules of employer contributions, and schedule of changes in the city's total OPEB liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report combining statements, individual fund statements, and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of City Council and management of City of Willmar, Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Westberg Eischens, PLLP*

Westberg Eischens, PLLP  
Willmar, Minnesota

**CITY OF WILLMAR  
PROPOSED JOURNAL ENTRIES  
12/31/2020**

**DR(CR)  
Proposed  
Adjustment**

**JE #1**

Supplies	16,000
101-125000 Inventory	(16,000)

**Garage supply, fuel and oil inventory**

101-242000 Unrealized revenue	16,391
101-117000 Assessment receivable	(16,391)

**Duplicate journal entry**

**JE #2**

205.34350.3006 Rental Income	27,598
205.120000 Accounts Receivable	(27,598)

**Boike land lease adjustment**

205.36320.0213 From MUC	75,556
205.120000 Accounts Receivable	(75,556)

**MUC credit for overpayment**

205-41001-0336 Mtce of other improvements	176,025
205-202000 Accounts Payable	(176,025)

**September invoice from MN Dept of Transportation**

**CITY OF WILLMAR, MINNESOTA**  
**AUDIT FINDINGS**  
**December 31, 2020**

**CITY OF WILLMAR, MINNESOTA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended December 31, 2020**

**FINDINGS – FEDERAL AWARDS PROGRAM**

**Finding 2020-001**

Uniform Guidance Written Procurement Policies and Procedures

**Program:**

CFDA 20.106 U.S. Department of Transportation Airport Improvement Program

**Criteria:**

As stated in Title 2 U.S. *Code of Federal Regulations* § 200.318, non-federal entities are required to use documented procurement procedures that are consistent with state, local, and tribal laws and regulations, provided the procedures conform with applicable federal laws and the standards identified in this regulation.

**Condition:**

City of Willmar has documented procurement procedures, but it does not include all the required components in accordance with Title 2 U.S. *Code of Federal Regulations* § 200.318.

**Questioned Costs:**

N/A

**Context:**

City of Willmar reviews and updates their policies on an annual basis to ensure compliance with Minnesota state statute requirements.

**Effect:**

There is an increased risk of noncompliance with federal program requirements.

**Cause:**

City of Willmar policies were updated in 2019 but the specific procurement requirements were not included.

**Recommendation:**

We recommend that City of Willmar revise the existing policies to include all procurement components of the Uniform Guidance.

**Views of Responsible Official:**

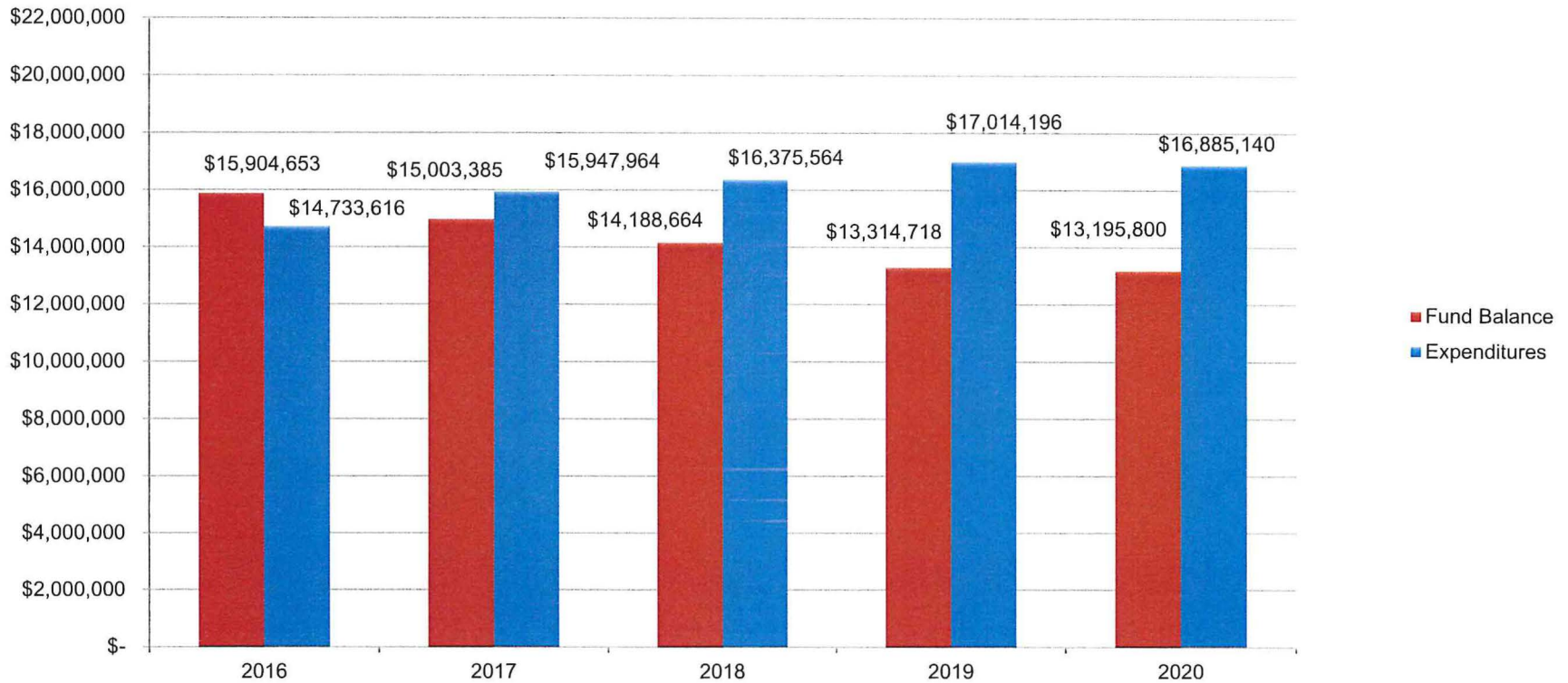
City of Willmar agrees with the finding and will adhere to the corrective action plan.

**CITY OF WILLMAR, MINNESOTA  
2020 TRENDS**



## CITY OF WILLMAR, MINNESOTA

### GENERAL FUND AND CAPITAL IMPROVEMENT FUND FUND BALANCE VS EXPENDITURES



#### Key Points:

As planned in the budget, the total fund balance has decreased every year.

At the end of 2020, the general fund balance was approximately 63% of the 2021 budgeted expenditures.

City of Willmar  
General Fund Balance Classifications

---

**General Fund**

**Nonspendable**

Prepays and inventory	\$ 361,644
-----------------------	------------

**Restricted**

Retiree vacation and sick	\$ 160,490
Retiree insurance buy-out	211,990
	<u>\$ 372,480</u>

**Committed**

Working capital	\$ 4,000,000
Self-insurance	1,000,000
Next year budget	1,000,000
Current year emergency	1,000,000
Year 2021	1,027,032
Year 2022	43,293
Petty cash	3,850
Current employees sick leave	1,665,034
Current employees vacation	556,943
	<u>\$ 10,296,152</u>

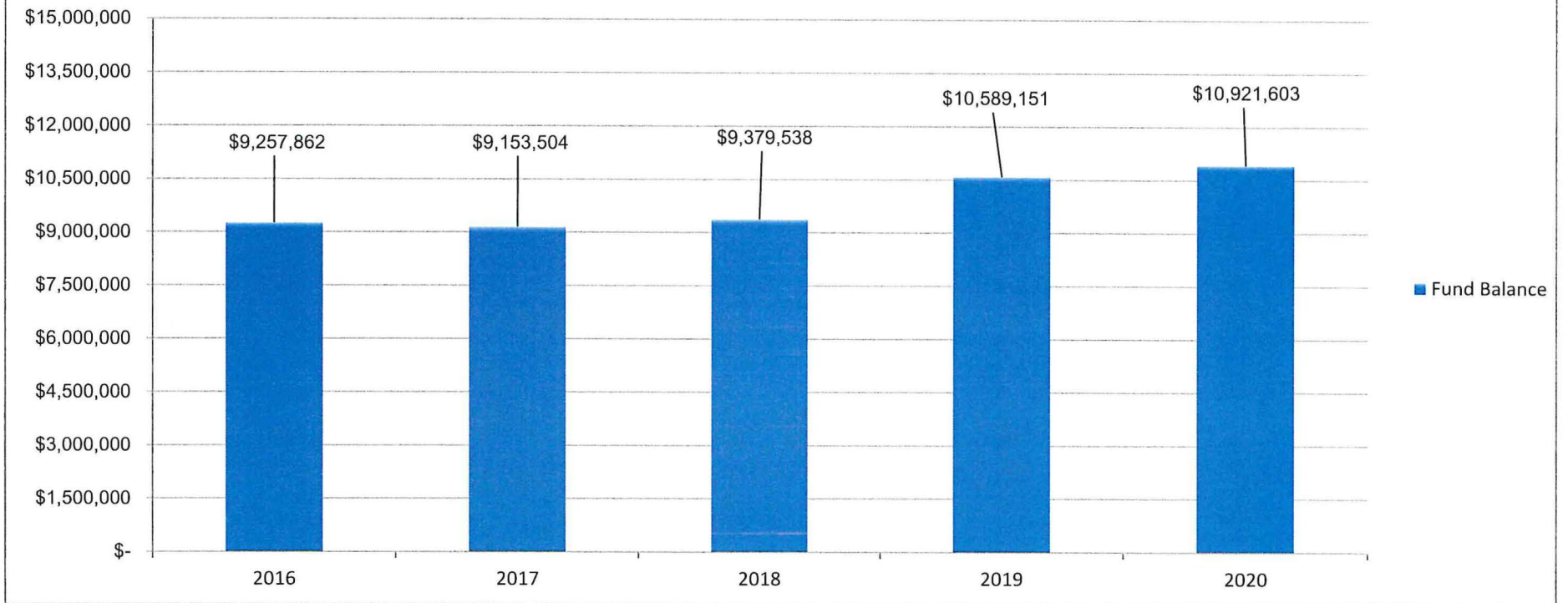
<b>Total Fund Balance</b>	<b><u>\$ 11,030,276</u></b>
---------------------------	-----------------------------

**Committed fund balance definition**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

## CITY OF WILLMAR, MINNESOTA

### COMMUNITY INVESTMENT FUND



#### Key Points:

The fund balance increases in 2019 and 2020 were due to transfers from closing out debt service funds

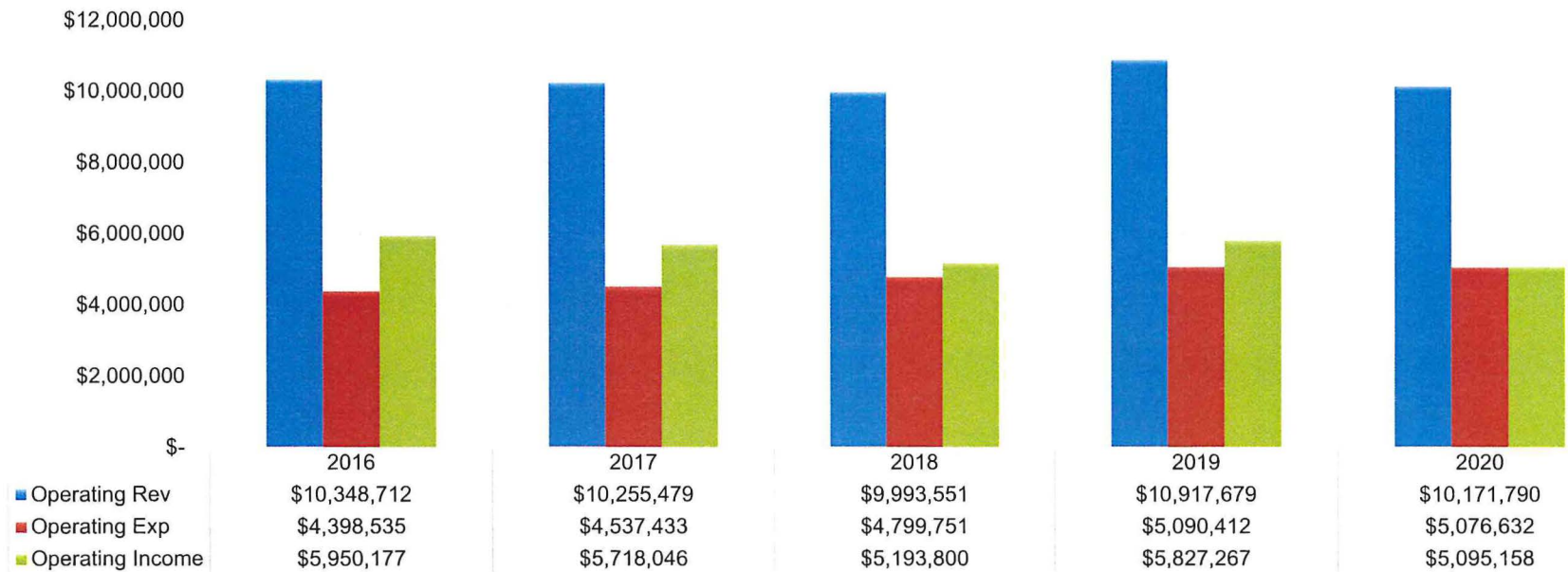
**City of Willmar**  
**Governmental Activities Outstanding Bonds**

	<b>Issue Date</b>	<b>Maturity</b>	<b>Bonds Issued</b>	<b>Fund</b>	<b>Debt Balance 12/31/2020</b>	<b>Fund Balance 12/31/2020</b>	<b>Over(Under)</b>
<b>Special Assessment Bonds</b>							
Ser 2010A	8/1/2010	2/1/2021	1,785,000	310	175,000	268,652	93,652
Ser 2011A	7/15/2011	2/1/2022	1,825,000	311	360,000	766,772	406,772
Ser 2012B	8/1/2012	2/1/2023	1,460,000	312	370,000	484,147	114,147
Ser 2013A	8/1/2013	2/1/2024	1,910,000	313	765,000	1,328,303	563,303
Ser 2014B	8/1/2014	2/1/2025	1,000,000	314	526,000	356,523	(169,477)
Ser 2015A	8/27/2015	2/1/2026	1,400,000	315	893,000	666,146	(226,854)
Ser 2016A	10/13/2016	2/1/2027	1,600,000	316	1,170,000	895,981	(274,019)
Ser 2017A	11/20/2017	2/1/2028	1,100,000	397	910,000	664,261	(245,739)
Ser 2018B	6/20/2018	2/1/2029	2,930,000	318	2,670,000	245,180	(2,424,820)
Ser 2019A	10/21/2019	2/1/2030	4,740,000	319	4,740,000	823,263	(3,916,737)
Ser 2020A	7/29/2020	2/1/2031	1,965,000	300	1,965,000	257,741	(1,707,259)
Ser 2018A	6/20/2018	2/1/2038	2,780,000	338	2,675,000	316,109	(2,358,891)
					17,219,000	7,073,078	(10,145,922)
<b>Airport</b>							
Ser 2004C	10/1/2004	1/1/2020	2,100,000	330	-	181,464	181,464
					<u>\$ 17,219,000</u>	<u>\$ 7,254,542</u>	<u>\$ (9,964,458)</u>

**Key Points:**

Bond funds maturing in years 2021 through 2024 have fund balances exceeding the debt balance

## City of Willmar Waste Treatment Fund



### Key Points:

Operating income is sufficient to cover debt payments and required replacement reserves.

Cash and investments at the end of 2020 was \$16.6 million and provide sufficient reserves against unexpected revenue or expense fluctuations.

Average annual debt service for 2021-2024 is \$4.7 million and increases to \$7.0 million in 2025

**City of Willmar  
Investments**

---

	<u>Fair Value</u>	<u>Investment Maturities</u>					
		<u>Less than 1</u>		<u>1-5 Years</u>		<u>6-10 Years</u>	
12/31/2020	\$ 52,312,401	\$ 31,795,700	<b>61%</b>	\$ 20,516,701	<b>39%</b>	\$ -	<b>0%</b>
12/31/2019	\$ 51,925,590	\$ 14,464,888	<b>28%</b>	\$ 15,639,555	<b>30%</b>	\$ 21,821,147	<b>42%</b>
12/31/2018	\$ 46,406,219	\$ 6,443,924	<b>14%</b>	\$ 7,891,065	<b>17%</b>	\$ 32,071,230	<b>69%</b>
12/31/2017	\$ 41,665,491	\$ 150,336	<b>0.4%</b>	\$ 6,680,549	<b>16%</b>	\$ 34,834,606	<b>84%</b>
12/31/2016	\$ 40,059,471	\$ 245,296	<b>0.6%</b>	\$ 7,605,796	<b>19%</b>	\$ 32,208,379	<b>80%</b>

**Key Points:**

Investment maturities have changed significantly from the prior year due to investments being called early.



# **CITY OF WILLMAR** **PURCHASING POLICY**

**Revised: September 7, 2021**

## **GENERAL PHILOSOPHY**

The City of Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

## **PURCHASING**

### **POLICY:**

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

### **SCOPE:**

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, purchase orders, and coding.

## **COMPETITIVE BIDDING**

The City follows Minnesota State Statute 471.345 Uniform Municipal Contracting Law.

The City also follows Federal Regulations per 2 CFR 200.318 General Procurement Standards, which states:

- 1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of



his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officer, employees, or agents of the non-Federal entity.

- 2) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also 2 CFR 200.214.
- 3) Methods of procurement to be followed per 2 CFR 200.320 relates, in part, to Small Purchase Procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, delivery costs, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

**Spending Not Requiring Council Action**

**AUTHORIZATION LIMITS**

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to \$ 25,000	up to \$ 25,000
Department Directors	up to \$ 5,000	up to \$ 5,000

Note: All payments for capital purchases in excess of \$25,000 must be preapproved by the City Council. Monthly reports for all approved capital expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

***Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:***

- Payroll and payroll related payments
  - Employee Expense reimbursements
  - Insurance Premiums
  - Routine Operations (utilities, supplies, cleaning services, etc.)
  - Emergency payments or other payments to avoid late fees or interest charges.
1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued the same time as Council authorized ones.
  2. Payments that require Council action will be issued after the approval.
  3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

## **PURCHASE ORDERS & CODING INVOICES**

It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$5,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

## **NEW VENDORS**

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.



# City of Willmar

## Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	13.
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	City Clerk
<b>Resolution</b>	N/A	<b>Prepared by:</b>	Judy R. Thompson, City Clerk
<b>Ordinance</b>	N/A	<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>	Receive Testimony for Liquor License Violations		

### RECOMMENDED ACTION:

Receive Testimony for Liquor License Violations for the following establishments – Applebee's, Barn Theatre, and American Legion Post 167

### OVERVIEW:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in four (4) violations of On-Sale Liquor License, On-Sale Wine, On-Sale Intoxicating 3.2% Liquor License, and an On-Sale Brewer's Taproom Liquor Licensed establishments.

- 1) A first violation for On-Sale Liquor License holders **Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar** and as such an appearance at a City Council Meeting is required to explain measures being taken to eliminate future violations.
- 2) A first violation for On-Sale Wine & On-Sale Intoxicating 3.2% Liquor License holder **Willmar Community Theatre Inc. dba The Barn Theatre** and as such an appearance at a City Council Meeting is required to explain measures being taken to eliminate future violations.
- 3) A second violation was for On-Sale Liquor License holder **American Legion 167 dba Austin F. Hanscom Post** as such per Municipal Code Sec. 3-10 a penalty of one thousand dollars (\$1,000) was requested to be paid to the City of Willmar or an option to appeal this penalty. Austin F. Hanscom Post has requested the option to appeal the penalty (see attached letter).

A second violation was given to the On-Sale Brewer's Taproom Liquor License holder **Foxhole Brewhouse Incorporated dba Foxhole Brewhouse** as such per Municipal Code Sec. 3-10 a penalty of one thousand dollars (\$1,000) was requested to be paid to the City of Willmar or an option to appeal this penalty. Foxhole Brewhouse has paid this penalty to the City of Willmar.

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

**BUDGETARY/FISCAL ISSUES:** \$1,000.00

**ATTACHMENTS:** 1

To The city of Willmar,

I Duwayne Underthun and Vicki Smith of the Willmar American legion are requesting a hearing before the city council of a alcohol compliance check from July 8<sup>th</sup> 2021

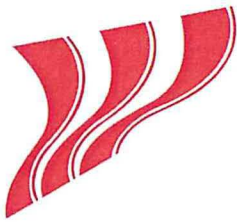
We are being fined \$1000.00 and we feel this is not a violation as the employees realized mistake and corrected before law enforcement came on scene. And no citation was given to the employee.

Sincerely,

Duwayne Underthun

Vicki Smith





## Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	14.
<b>Agenda Section:</b>	Action Item	<b>Originating Department:</b>	Parks and Recreation
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Rob Baumgarn, Parks and Recreation Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Rob Baumgarn, Parks and Recreation Director
<b>Item:</b>	Willmar pedestrian and bike route system for the City of Willmar		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution to approve the Willmar pedestrian and bike route system for the City of Willmar.

### OVERVIEW:

The Willmar Bikes group developed a featured pedestrian and bike route system for the City of Willmar that provides signage for users to inform and navigate walkers/bikers through the trail system. The current routes consist of 80-90% previously established biking/walking infrastructure in the City. The plan incorporates 10 new featured routes totaling 32 miles of the City's roughly 40 miles of walking and bike trails. The project is expected to start during the fall of 2021 with completion of two routes and the entire project expected by end of 2023. The total cost of signage (as of 08/25/21) was estimated at \$10,525.88.

A presentation was held at the Parks and Recreation board meeting in July to review the plan. It is the recommendation from the Parks and Recreation board to approve the pedestrian and bike route system for the City of Willmar. Staff has received funding from Kandiyohi-Renville County Statewide Health Improvement Partnership (SHIP) for the amount of \$2,817.08 for the first section on the system. Staff will continue to partner with SHIP for additional signage.

### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Don't approve the pedestrian and bike route system  
Suggest changes to the pedestrian and bike route system

### BUDGETARY/FISCAL ISSUES:

SHIP funding for the amount \$2,817.08 has been awarded for the first section of the system  
Staff will continue to work with SHIP on additional phases and seek other grant opportunities

### ATTACHMENTS:

Resolution  
Willmar Bike PowerPoint

RESOLUTION NO. \_\_\_\_

**RESOLUTION APPROVING THE WILLMAR PEDESTRIAN AND BIKE ROUTE SYSTEM FOR  
THE CITY OF WILLMAR**

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

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution approving the Willmar pedestrian and bike route system for the City of Willmar.

Dated this 20th day of September, 2021

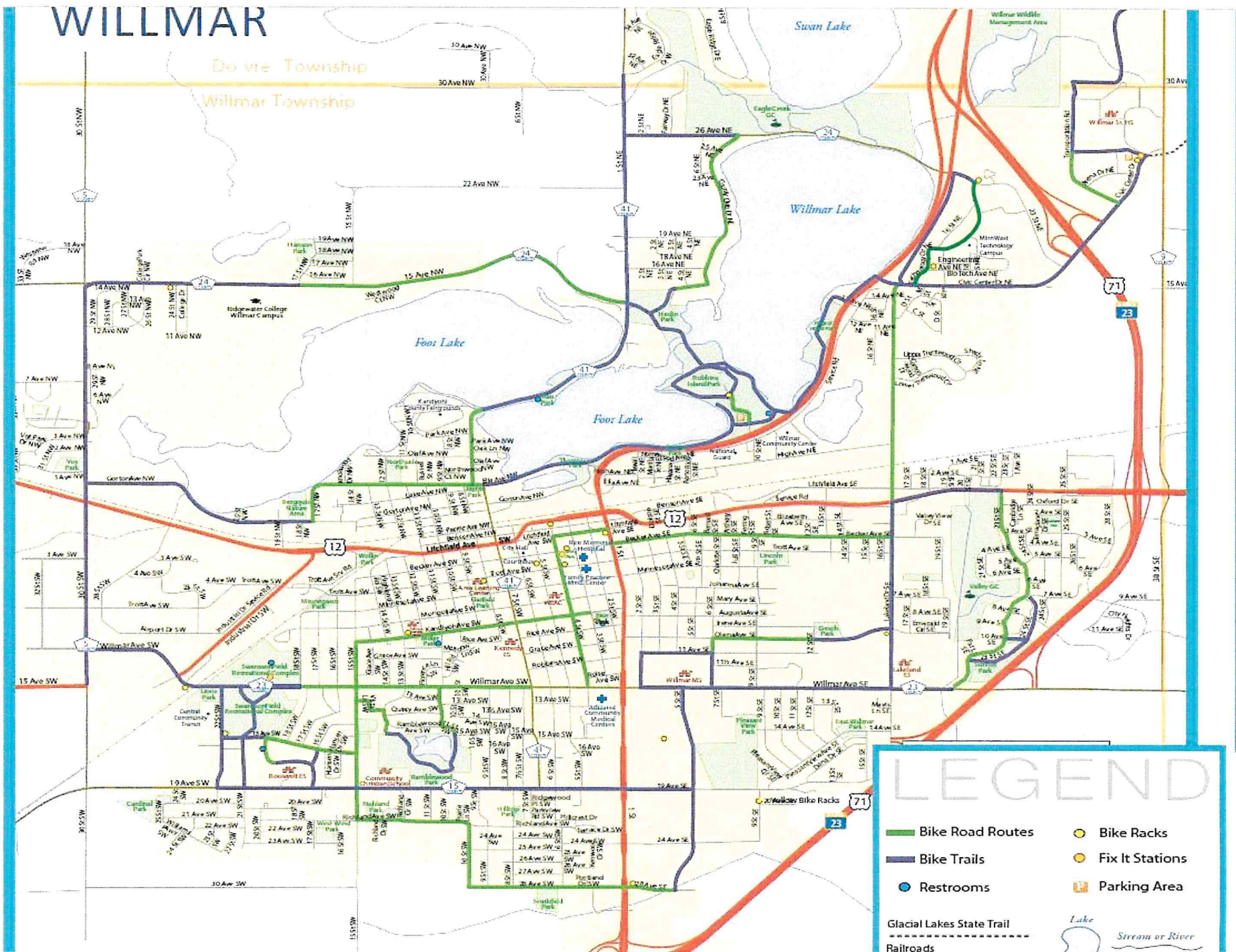
\_\_\_\_\_  
MAYOR

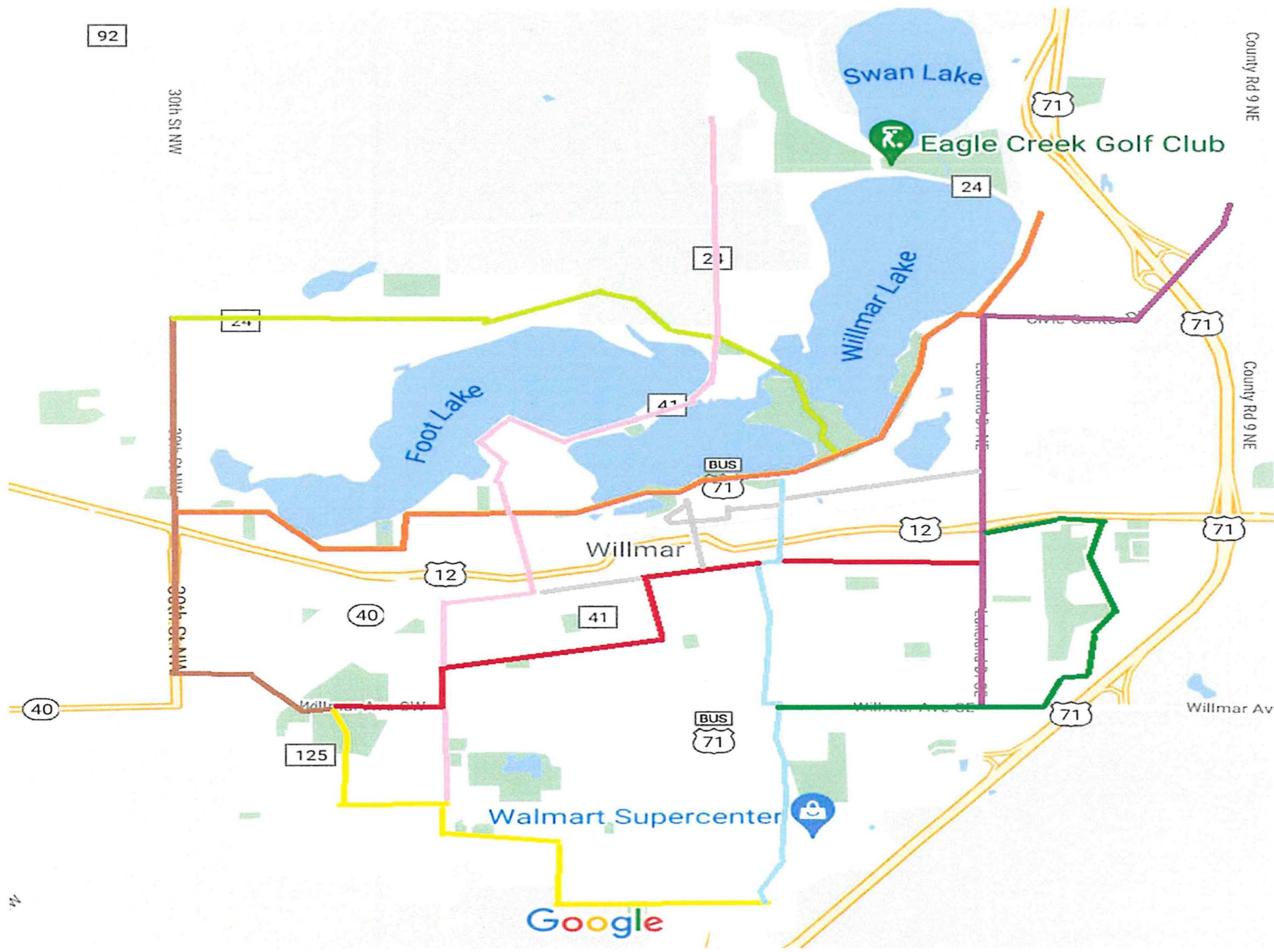
Attest:

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



# WILLMAR





County Rd 9 NE

County Rd 9 NE

Willmar Av

Swan Lake

Willmar Lake

Foot Lake

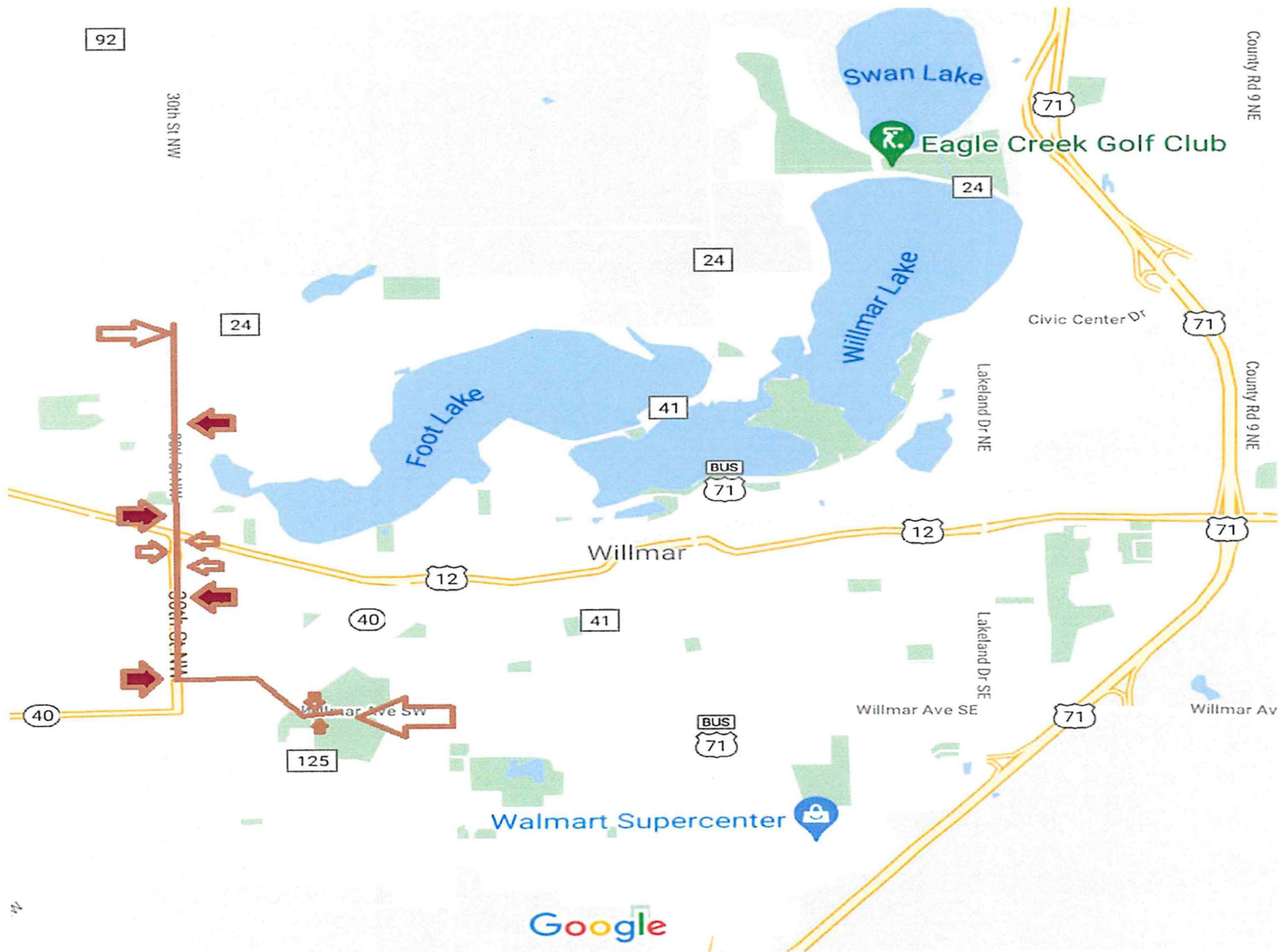
Eagle Creek Golf Club

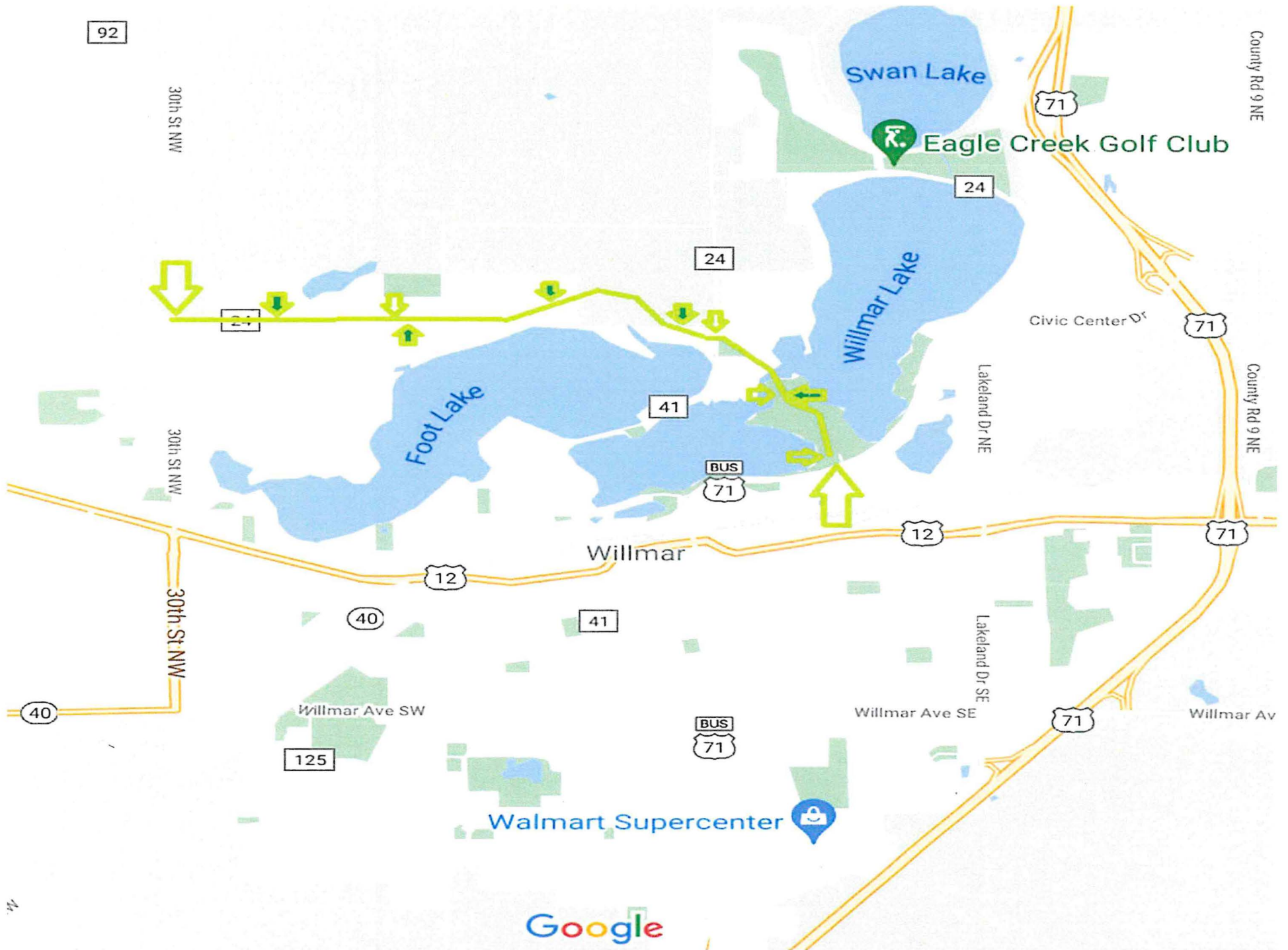
Willmar

Walmart Supercenter

Google





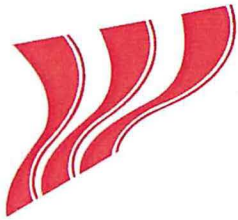


# Items and Cost

## Material Costs for Biking Routes Signage in Willmar

		Brown Turkey	Green Norway Pine	Yellow Stinger	Orange Fox	Grey Duck	Purple People Eater	Dark Green	Blue Ox	Red Cardinal	Pink Lady Slipper	Totals	Pricing Totals
Mileage		2.5	3	3	4.5	2.5	4	2.5	2	3	5	32	
12 X 18 Start/End Signs	\$ 8.62	4	4	4	4	4	4	4	4	4	4	40	\$ 344.80
6 x 12 Milage Signs	\$ 5.37	8	10	10	16	8	14	8	6	10	18	108	\$ 579.96
6 x 12 Wayfinding Signs	\$ 5.37	10	8	18	14	12	14	10	12	18	12	128	\$ 687.36
Bike Route Sign (Green)	\$ 27.14	7	7	11	16	12	16	11	11	15	18	124	\$ 3,365.36
BasePosts	\$ 18.15	11	11	16	17	12	16	11	11	16	22	143	\$ 2,595.45
Upright Post	\$ 17.65	11	11	16	17	12	16	11	11	16	22	143	\$ 2,523.95
Post Hardware	\$ 3.00	11	11	16	17	12	16	11	11	16	22	143	\$ 429.00
Shipping Cost													
Total Cost		\$ 747.92	\$ 747.92	\$ 1,104.18	\$ 1,289.42	\$ 933.16	\$ 1,239.88	\$ 856.48	\$ 856.48	\$ 1,212.74	\$ 1,537.70		\$ 10,525.88





## Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	15.
<b>Agenda Section:</b>	Action Item	<b>Originating Department:</b>	Parks and Recreation
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Rob Baumgarn, Parks and Recreation Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Rob Baumgarn, Parks and Recreation Director
<b>Item:</b>	Consider adoption of a resolution to enter into Professional Services Contract with Marcus Construction.		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution to enter into a contract with Marcus Construction for professional services related to the future city projects associated with the Invest in Willmar Projects not to exceed \$15,000.00.

**OVERVIEW:** The City of Willmar hired Marcus Construction to be Construction Manager at Risk in November of 2019 for the Invest in Willmar projects that included Swansson Fields, Recreation Fields and Events/Rec Center. Now that the projects are moving forward, some potential projects have arose during the construction timeframe. The Glacial Ridge Curling Center and the Civic Center roof renovation are two main projects that have recently risen. These two projects are considered out of the scope of the current contract the City of Willmar has with Marcus Construction.

With Marcus Construction having the complete history of current projects and the knowledge leading into future projects, staff's recommendation is to enter into a contract for professional services with Marcus Construction to provide consultation services for city staff when items arise. The professional service contract would be billed on an hourly basis as stated in the proposal from Marcus Construction. Funding would come out of the professional service budget of the Civic Center or Parks and Recreation operating budget not to exceed \$15,000.00.

When the project reaches the stage of development, it is staff's recommendation to retain Marcus Construction as the Construction Manager at Risk for future projects.

### BUDGETARY/FISCAL ISSUES:

Professional Service Agreement to be billed out on an hourly basis per Marcus Construction proposal. Funding provided from Civic Center or Parks and Recreation operating budgets.

### ATTACHMENTS:

Resolution  
Marcus Construction Proposal

RESOLUTION NO. \_\_\_\_

**A RESOLUTION TO ENTER INTO A CONTRACT WITH MARCUS CONSTRUCTION FOR PROFESSIONAL SERVICES THAT ARE ASSOCIATED WITH THE INVEST IN WILLMAR PROJECTS**

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

BE IT RESOLVED by the City Council of the City of Willmar to adopt a resolution to enter into a contract with Marcus Construction for professional services related to future city projects associated with the Invest in Willmar Projects on an hourly basis not to exceed \$15,000.00 based on the existing hourly contract fees offered by Marcus for their Invest in Willmar Proposal from 2019.

Dated this 20th day of September, 2021

\_\_\_\_\_  
MAYOR

Attest:

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





# YOUR BUILDING SOLUTION

*Since 1956 - A Rich Tradition of Exceptional Construction*

Prepared for:  
City of Willmar

Date:  
September 10<sup>th</sup>, 2021

<b>For:</b>	Professional Services
<b>Attn:</b>	Rob Baumgarn
<b>Reference:</b>	Marcus Proposal/City of Willmar 2019

### **Project Services:**

Marcus Construction is proposing pre-construction professional consult and estimating services to the City of Willmar for projects out of the current contracted scope of the Local Option Sales Tax projects. This professional service contract will allow the City of Willmar to approach Marcus Construction and ascertain necessary information for other projects being considered, prior to construction.

The professional service contract would be billed on an hourly basis not to exceed a cost determined by the City per month and match the existing hourly contract fees offered by Marcus to the City of Willmar in the Invest in Willmar Proposal from 2019.

### **Fee Schedule –**

- Project Principle - \$130.00 per hour.
- Sr. Project Engineer - \$120.00 per hour.
- Asst. Project Engineer - \$100.00 per hour.
- AIA Certified Architect - \$140.00 per hour.
- Estimator - \$80.00 per hour.
- Drafting Technician - \$80.00 per hour.

Marcus Construction offers a positive team approach with clients, contractors, when researching a project. The client, architects, designers, and subcontractor relationships developed over the years, pay dividends when it comes to completing projects at the highest standards. Marcus excels at working as a team with all parties involved and this will immensely further the success of the City of Willmar's projects.

**Marcus Construction Co., Inc.**

**City of Willmar**

**Signed:**

**Signed:**

\_\_\_\_\_

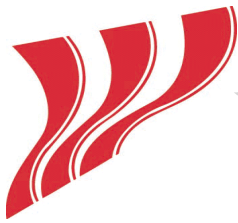
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**Date:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_



## City Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	16.
<b>Agenda Section:</b>	Action Item	<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>	1	<b>Presented By:</b>	Jared Voge, P.E. Interim City Engineer
<b>Item:</b>	City Engineering Department recommending adoption of resolution ordering Improvement Report for 2022 Street and Utility Improvements.		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt the resolution ordering the Improvement Report for the 2022 Street and Utility Improvements.

### OVERVIEW:

As stated in Minnesota State Statute Chapter 429, a report is required for the 2022 Street and Utility Improvements. The report is to contain a description of the proposed improvements, their location, the estimated cost, and an estimate of the impact of assessments to benefiting properties. The streets identified for improvement in 2022 include:

- 6<sup>th</sup> Street SW- 19<sup>th</sup> Avenue to Willmar Avenue (Reconstruction)
- Charlotte Street SE- Johanna Avenue to Becker Avenue (Reconstruction)
- Industrial Drive Boulevard SW (Reconstruction)
- 13<sup>th</sup> Street SW- Litchfield Avenue to Trott Avenue (Partial Reconstruction)
- Litchfield Avenue SW- 13<sup>th</sup> Street to 11<sup>th</sup> Street (Partial Reconstruction)
- 19<sup>th</sup> Avenue/Lakeland Drive SE- 1<sup>st</sup> Street to Willmar Avenue (Overlay)
- 1<sup>st</sup> Street NE- 13<sup>th</sup> Avenue to 23<sup>rd</sup> Street NE/26<sup>th</sup> Avenue NE (Overlay)

In addition, parking lot improvements have been identified for 2022. There are no assessments associated with the parking lot improvements. The parking lots include:

- Sperryville
- Fire Department
- 7<sup>th</sup> Street
- Civic Center

### BUDGETARY/FISCAL ISSUES:

Sources of funding for the 2022 Improvement Projects includes monies from the Willmar Municipal Utilities, assessments, state aid funds, and bond proceeds.

### ATTACHMENTS:

Resolution

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

**RESOLUTION ORDERING PREPARATION OF  
REPORT ON IMPROVEMENTS**

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

WHEREAS, it is proposed to construct the following improvements under the 2022 Improvement Projects:  
Grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement,  
sidewalk, service lines, storm sewer, sanitary sewer, and watermain.

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota  
Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

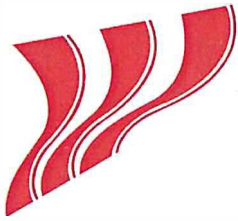
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the Interim City Engineer for study, and that he is instructed to  
report to the Council advising the Council in a preliminary way as to whether the proposed improvement is  
feasible, and as to whether it should be best be made as proposed or in connection with some other  
improvement, and the estimated cost of the improvement as recommended.

Dated this 20th day of September, 2021

\_\_\_\_\_  
Mayor

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



## City Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	17.
<b>Agenda Section:</b>	Regular	<b>Originating Department:</b>	Administration
<b>Resolution</b>	No	<b>Prepared by:</b>	Administration
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Leslie Valiant, City Administrator
<b>No. of Attachments</b>		<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Consider hiring of Planning and Development Director		

### RECOMMENDED ACTION:

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to authorize Human Resources Director Sietsema to extend an employment offer to fill the vacant Planning and Development Director position.

### OVERVIEW:

The position of Planning and Development Director recently became vacant due to an employee resignation. Subsequent to advertising, two applicants were interviewed by a group of three individuals including City Administrator Valiant, Human Resources Director Sietsema and Council Member O'Brien. It was the consensus of the group that one particular candidate be selected for consideration of employment.

Human Resources Director Sietsema would be the person to make the employment proposal and recommends the selected candidate be offered the mid-point of the position's salary range.

### PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

This position is essential to the function of the City's development and oversees the building inspection, rental and planning aspects of the community.

### BUDGETARY/FISCAL ISSUES:

The salary and benefits for this position are currently included in the City's 2021 budget.

### ATTACHMENTS:

Job Description

## DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

**Position Title:** Director of Planning and  
Development Services

**Department:** Planning and Development Services

**Immediate Supervisor:** City Administrator

**Pay Range:** 12 **FLSA Status:** Exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>January 2014</u>
REVISED:	<u>December 2018</u>
REVISED:	<u>August 5, 2021</u>

### Purpose

Serves as department director with primary responsibility for departmental administration, promoting/directing the City's economic development activities, and overseeing physical development within the City. Interacts with industry and business leaders, developers, and area economic development entities; establishes and reviews programs; and prepares and administers departmental budget. This position is responsible for making recommendations to the Administrator and City Council for matters affecting the Planning and Development Department, including many issues having a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, staff, City Council, Planning Commission, and other boards, commissions, committees, task forces and work groups;

*Externally* - Developers, contractors, engineers, architects, realtors, attorneys, utility companies, financial institutions, educational institutions, Main Street Willmar, Kandiyohi County/City of Willmar Economic Development Commission, Housing and Redevelopment Authority, Economic Development Association of MN, MN Planning Association, American Planning Association, League of MN Cities, State Planning Agency, MPCA, MN Department of Transportation, various local and state agencies/organizations, news media, and City and County residents.

Supervises: Planner, Building Official, Building Inspector, Building Permit Technician, Main Street Coordinator and periodic internships.

### Essential Functions

Working with the Economic Development Commission: negotiate industrial park and other city-owned land sales; create information materials for website, newspaper and radio; and follow-up with prospective developers.

Perform economic development business retention and expansion (BRE): visit local businesses to discuss growth plans and problems; follow-up on identified issues/concerns; and assist expanding companies with business planning in conjunction with the EDC.

Perform economic development deal structuring: negotiate development deals with developers; create financing packages with other involved entities; draft tax increment plans and agreements and perform financial analysis/feasibility studies; draft tax abatement plans.



## **DIRECTOR OF PLANNING & DEVELOPMENT SERVICES**

### **Essential Functions continued.....**

Act as economic development information resource: provide general technical assistance to businesses; provide responses to requests for economic development related information; give presentations to outside groups/organizations.

Prepare state reports for business subsidies, construction activities, and tax increment financing. Provide economic development staff support.

Promote physical development through comprehensive planning: lead the Planning Commission in the development, adoption and maintenance of the Willmar Comprehensive Plan, i.e. review the Plan, update background information, study development trends, forecast growth, develop policies, draft plans and maps.

Promote physical development through zoning administration: lead the Planning Commission in drafting the Zoning Ordinance and amendments; administer the Zoning Ordinance and Official Map; review development proposals and site plans for compliance; coordinate review with the Planning Commission; inspect development for compliance enforcing pertinent provisions; and perform some cartography/drafting.

Promote physical development through subdivision administration: lead the Planning Commission in drafting the Subdivision Ordinance and amendments; review plats/subdivision proposals; coordinate review with staff and the Planning Commission; and develop agreements for plat improvements and dedications.

Promote physical development through capital improvement programming: lead staff and committee in the preparation of the Capital Improvement Program and submit for Council consideration.

Promote physical development through annexations, vacations and dedications: coordinate annexation process with land owners, Town Boards, various City departments and the MN Municipal Board; process petitions for utility and r/w vacations; and secure needed dedications and easements from developers.

Act as information resource for physical development: provide general technical assistance to developers, contractors and other property owners; provide responses to requests for physical development related information; give presentations to outside groups/organizations.

Provide staff support for physical development: provide staff support to the City Council, Planning Commission, Board of Zoning Appeals, and Ad hoc groups as needed.

Head/coordinate special development projects.

Performs other job related duties as assigned or apparent.

### **Required Knowledge, Skills, and Abilities**

Knowledge of physical planning, zoning and subdivision practices.

Knowledge of economic development planning and development financing.

Knowledge of local, state and federal land use, planning and development laws, regulations and programs.

Knowledge of Civil Engineering practices.

## **DIRECTOR OF PLANNING & DEVELOPMENT SERVICES**

### **Required Knowledge, Skill and Abilities continued....**

Knowledge of government structure and practices.

Skill in performing financial analysis.

Skill in written and verbal communication.

Skill in reading maps, plans and blueprints.

Ability to organize, plan and direct the work of others.

Ability to work with the public and civic/citizen groups.

Ability to initiate and pursue specific projects.

### **Machines, Tools and Equipment Used**

Automobile, telephone, calculator, tablet, computer, two-way radio, copier and fax machines.

### **Minimum Qualifications**

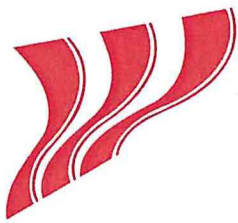
Bachelor's degree in Geography or Urban Studies **with** continuing education in areas of planning and zoning **and** five or more years of management experience in economic development, planning and zoning. An equivalent amount of training and experience may be considered.

### **Preferred Qualifications**

Experience in creating economic development strategies. Degree in Architecture, Planning or Urban Design and at least five years' work experience.

### **Working Conditions**

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.



### Council Action Request

<b>Council Meeting Date:</b>	September 20, 2021	<b>Agenda Item Number:</b>	18.
<b>Agenda Section:</b>	Regular	<b>Originating Department</b>	City Administrator
<b>Resolution</b>	YES	<b>Prepared by:</b>	Finance Director
<b>Ordinance</b>	NO	<b>Reviewed By:</b>	City Administrator
<b>No. of Attachments</b>	N/A	<b>Presented By:</b>	Mayor Calvin
<b>Item:</b>	Receive Mayor's Proposed Budget for 2022 and Consider Setting the Preliminary Property Tax Levy		

#### RECOMMENDED ACTION:

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to receive the Mayor's 2022 proposed budget and adopt a resolution to set the preliminary levy for 2022.

#### OVERVIEW:

Annually the City is required to certify a preliminary Property Tax Levy by September 30. Once the preliminary levy is certified the City can only lower the levy, not increase it. The amount certified will be used by the county to notify property owners in all taxing jurisdictions what their proposed property taxes for the upcoming year will be. The City will be required to take final action at the Truth in Taxation hearing scheduled for December 6<sup>th</sup>, 2021, adopting a final levy amount to be paid by taxable property within the corporate city limits.

The Willmar Charter provides that the Mayor submit a budget to the City Council for the ensuing fiscal year along with an accompanying message that explains the budget in fiscal terms, and work programs, outline financial policies, describe the important features of the budget, indicate any major changes from the current year, and summarize the City's debt position.

The current 2021 mill rate is 40.841. Projected 2022 mill rate would be set at 45.841. This rate applied to Willmar's estimated Tax Capacity the 2022 property values would generate approximately \$7,313,672. The proposed tax revenue would fund the following:

\$6,504,317 for 2022 General Operating Fund

\$ 323,742 for additional Street Imp. Debt of \$4.1 to \$4.2 million for 15 years

\$ 485,613 for Debt on \$10 million dollar City Hall for 30 years.

Tax Capacity is calculated by the County based on city assessed property values from existing property increasing in value (based upon property sales) and new construction that occurred in the year 2021.

**BUDGETARY/FISCAL ISSUES:**

Review the Mayor's 2022 Budget and determine the preliminary property tax levy.

**ALTERNATIVES:**

1. Set the Proposed Levy at a higher amount
2. Set the Proposed Levy at a lower amount

**ATTACHMENTS:**

Preliminary Property Tax Levy Resolution

Fund Narratives

Capital and Vehicle Replacement Schedules

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

**SETTING PRELIMINARY LEVY FOR 2022**

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

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

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$7,313,672;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminarily levied for the current year collectable in 2022 upon the taxable property in said City of Willmar for the following purposes:

General Fund                \$6,504,317

Street Improvements    \$ 323,742

City Hall Debt Service    \$ 485,613

Total Preliminary Levy   \$ 7,313,672

BE IT RESOLVED that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2022 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2022 proposed budget on December 6, 2021.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 20<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
Mayor

Attest:

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

***GENERAL***

***FUND***



2022

General Fund

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. It has more diverse sources than other funds, and includes property taxes, licenses, permits, fines and forfeits, intergovernmental revenues, service charges, rents and investment interest earnings. The fund's resources finance a wide range of functions including current operations of general government, public safety, public works and non-departmental general expenditures.

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 To Date 31-Aug</u>	<u>2021 Adopted</u>	<u>2022 Proposed</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned	11,511,134	10,663,085	10,003,243	10,003,243	9,066,300
Restricted	1,512,714	1,710,664	1,027,032	1,027,032	936,943
Revenues	16,504,277	16,420,890	8,977,133	17,653,932	17,737,239
Operating	(15,357,633)	(15,276,228)	(11,176,888)	(17,390,050)	(18,674,182)
Capital Transfers	(1,808,240)	(2,492,032)	0	(1,290,914)	0
Expenditures	(17,165,873)	(17,768,260)	(11,176,888)	(18,680,964)	(18,674,182)
Prior Adjust.	11,497	3,896	0		
Balance-Dec. 31	<u>12,373,749</u>	<u>11,030,275</u>	<u>8,830,520</u>	<u>10,003,243</u>	<u>9,066,300</u>

# SUMMARY OF REVENUE ACCOUNT

## GENERAL FUND

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>31-Aug</u> <u>2020</u> <u>To Date</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>	<u>Difference</u>	<u>Percentage</u> <u>Change</u>
<b>TAXES</b>							
CURRENT AD VALOREM	5,157,297	5,694,733	3,271,308	6,085,290	6,504,317	419,027	7%
DELINQUENT AD VALOREM	93,651	81,146	78,125	85,000	85,000	-	0%
FRANCHISE FEE	251,215	241,992	113,553	260,000	227,000	(33,000)	-13%
						-	
<b>LICENSES AND PERMITS</b>	574,492	406,189	395,625	505,710	414,020	(91,690)	-18%
						-	
<b>INTERGOVERNMENTAL</b>							
OTHER AIDS	921,825	935,766	487,318	841,386	899,660	58,274	7%
LOCAL GOVERNMENT AID	4,623,250	4,905,862	2,526,204	5,052,407	5,131,711	79,304	2%
						-	
<b>SERVICE CHARGES</b>	891,264	613,399	509,223	752,510	809,101	56,591	8%
						-	
<b>FINES AND FORFEITS</b>	148,902	101,140	82,158	156,000	141,000	(15,000)	-10%
						-	
<b>SPECIAL ASSESSMENTS</b>	1,721	1,839	1,289	1,100	1,700	600	55%
						-	
<b>MISCELLANEOUS REVENUE</b>	1,288,161	981,482	439,495	1,150,450	739,184	(411,266)	-36%
						-	
<b>OTHER FINANCING SOURCES</b>	2,552,499	2,457,342	1,072,835	2,764,079	2,784,546	20,467	1%
<b>EXTRAORDINARY ITEMS</b>	----	----	----	----	----		
<b>TOTAL</b>	<u>16,504,276</u>	<u>16,420,890</u>	<u>8,977,133</u>	<u>17,653,932</u>	<u>17,737,239</u>	<u>83,307</u>	0%

# SUMMARY OF EXPENDITURES BY FUNCTION

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>	<u>Difference</u>	<u>Percentage</u>
<b>GENERAL GOVERNMENT</b>							
CITY ADMINISTRATOR	314,553	333,173	231,829	539,834	455,355	\$ (84,479)	-16%
MAYOR & COUNCIL	166,750	146,296	112,385	162,700	169,175	\$ 6,475	4%
PLANNING & DEVELOPMENT	680,482	633,162	468,741	780,740	740,175	\$ (40,565)	-5%
CITY CLERK	211,609	220,217	147,840	228,339	257,196	\$ 28,857	13%
ASSESSING	112,325	115,701	121,603	122,522	122,522	\$ -	0%
FINANCE	454,535	482,410	322,692	619,470	636,589	\$ 17,119	3%
LEGAL	323,606	316,677	241,731	250,000	300,000	\$ 50,000	20%
CITY HALL	153,749	137,023	104,075	171,410	170,558	\$ (852)	0%
INFORMATION TECHNOLOGY	562,576	592,569	431,120	609,742	690,473	\$ 80,731	13%
OFFICE SERVICES	32,283	29,134	9,710	31,600	35,500	\$ 3,900	12%
HUMAN RESOURCES	140,090	150,668	108,961	178,609	181,949	\$ 3,340	2%
ELECTIONS	30,835	134,946	13,706	28,465	142,781	\$ 114,316	402%
NON-DEPARTMENTAL	527,096	424,064	539,270	1,190,988	536,000	\$ (654,988)	-55%
<b>TOTAL GENERAL GOV'T</b>	<b>3,710,488</b>	<b>3,716,040</b>	<b>2,853,663</b>	<b>4,914,419</b>	<b>4,438,273</b>	<b>\$ (476,146)</b>	<b>-10%</b>
<b>PUBLIC SAFETY</b>							
POLICE DEPARTMENT	4,819,980	5,116,089	3,508,478	5,196,316	6,003,469	\$ 807,153	16%
FIRE PROTECTION	685,437	784,931	571,475	881,465	940,641	\$ 59,176	7%
NON-DEPARTMENTAL	26,561	9,201	13,282	19,500	17,500	\$ (2,000)	-10%
<b>TOTAL PUBLIC SAFETY</b>	<b>5,531,978</b>	<b>5,910,221</b>	<b>4,093,235</b>	<b>6,097,281</b>	<b>6,961,610</b>	<b>\$ 574,290</b>	<b>9%</b>
<b>PUBLIC WORKS</b>							
TRANSIT SYSTEM	20,500	20,500	-	17,500	17,500	\$ -	0%
ENGINEERING	554,101	661,918	410,630	716,217	872,658	\$ 156,441	22%
STORM WATER	32,766	51,284	7,379	75,750	82,000	\$ 6,250	8%
PUBLIC WORKS	3,076,948	2,857,547	2,102,563	3,017,468	3,273,220	\$ 255,752	8%
NON-DEPARTMENTAL	0	-	-	1,000	1,000	\$ -	0%
<b>TOTAL PUBLIC WORKS</b>	<b>3,684,315</b>	<b>3,591,249</b>	<b>2,520,572</b>	<b>3,827,935</b>	<b>4,246,378</b>	<b>\$ 418,443</b>	<b>11%</b>

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>	<u>Difference</u>	<u>Percentage</u>
<b>CULTURE &amp; RECREATION</b>							
WRAC	120,250	111,731	82,358	130,704	130,712	\$ 8	0%
LIBRARY	542,512	494,201	385,890	549,332	551,332	\$ 2,000	0%
AUDITORIUM	94,051	41,353	27,737	123,001	225,618	\$ 102,617	83%
NON-DEPARTMENTAL	96,000	42,607	95,143	93,643	104,858	\$ 11,215	12%
PARKS AND RECREATION	582,290	529,543	412,875	556,648	729,988	\$ 173,340	31%
CIVIC CENTER	627,790	557,197	377,989	657,862	688,784	\$ 30,922	5%
Recreation/Event Center	0	-	-	-	103,000	\$ 103,000	#DIV/0!
COMMUNITY CENTER	159,163	169,488	122,344	189,726	213,694	\$ 23,968	13%
AQUATIC CENTER	208,796	112,597	205,082	249,499	279,935	\$ 30,436	12%
<b>TOTAL CULTURE/RECR</b>	<u>2,430,852</u>	<u>2,058,717</u>	<u>1,709,418</u>	<u>2,550,415</u>	<u>3,027,921</u>	<u>\$ 477,506</u>	<u>19%</u>
<b>OTHER FINANCING USES</b>							
TRANSFERS OUT	1,808,240	2,492,033	-	1,290,914	-	\$ (1,290,914)	-100%
<b>TOTAL OTHER FINANCING</b>	<u>1,808,240</u>	<u>2,492,033</u>	<u>0</u>	<u>1,290,914</u>	<u>0</u>	<u>\$ (1,290,914)</u>	<u>-100%</u>
<b>GRAND TOTAL</b>	<u>17,165,872</u>	<u>17,768,260</u>	<u>11,176,888</u>	<u>18,680,964</u>	<u>18,674,182</u>	<u>\$ (296,821)</u>	<u>-2%</u>

***SPECIAL***

***REVENUE***

***FUNDS***

2022

Park Dedicated Fund

This fund was created in 2018 by Ordinance No. 1426. The first activity occurred in 2021 with the two Projects of Unique Opportunities located on County Road 5 and Project Turnabout located on 7th street Northwest.

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>31-Aug 2021 To Date</u>	<u>2021 Adopted</u>	<u>2022 Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	0	0	10,371	10,371	10,371
Revenues	0	10,371	0	0	0
Expenditures	0	0	0	0	0
Prior Adjust.	<u>----</u>	<u>----</u>	<u>-----</u>	<u>----</u>	<u>----</u>
Balance-Dec. 31	<u>0</u>	<u>10,371</u>	<u>10,371</u>	<u>10,371</u>	<u>10,371</u>



2022

INDUSTRIAL DEVELOPMENT

The Industrial Development Fund was established for the systematic development of the City's Industrial Park. This fund still needs the Wye Project contract obligations of \$ 680,648 to be adjusted downward which could possibly free up to \$ 400,000 for other projects that are being presently worked on.

Anticipated activity in 2021 is the sale of land to a Logistics company, the Epitopix Water and Sewer project and the finalization of the Wye Project.

Logistics Project anticipated 2021 Adjustment; \$ 850,000 Sales of Land, Less \$140,000 Utility relocation \$11,000 Street Light relocation and \$450,000 for Traffic Signals netting out to the \$249,000

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Restricted Bal.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,680,648
Assigned Bal.	608,567	790,557	790,557	797,759	198,111
Revenues	246,655	193,184	18,604	81,000	31,100
Expenditures	(64,665)	(185,982)	(187,973)	0	0
Prior Adjust.	<u>0</u>	<u>0</u>	<u>249,000</u>	<u>0</u>	<u></u>
Balance-Dec. 31	<u>1,790,557</u>	<u>1,797,759</u>	<u>1,870,188</u>	<u>1,878,759</u>	<u>1,909,859</u>

2022

CONVENTION AND VISITOR'S BUREAU

The Convention and Visitor's Bureau Fund was established in 1990 and was funded by the establishment of a city wide Lodging Tax of 3%. A maximum of 5% of Lodging revenues is transferred to the City General Fund for Administrative purposes.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>31-Aug</u> <u>2021</u> <u>To Date</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	325,477	306,178	275,512	275,512	189,030
Revenues	313,805	268,867	148,673	228,500	285,000
Expenditures	(333,104)	(291,251)	(128,865)	(314,982)	(330,435)
Prior Adjust.		(8,282)		----	----
Balance-Dec. 31	<u>306,178</u>	<u>275,512</u>	<u>295,320</u>	<u>189,030</u>	<u>143,595</u>

2022

COMMUNITY DEVELOPMENT FUND

The Community Development Fund was established in 1975 to account for activities of the Community Development Block Grant Program, which provides communities with financial assistance so they can provide better housing, improve living conditions and encourage economic opportunities primarily for persons of low and moderate income. These grants are forwarded on, and administered through the Kandiyohi County HRA.

The Westwind Estates Townhomes Deferred Note thru March 23, 2040 is showned on the Balance sheet within this Fund for recording purposes only. The original note of \$350,000 will have a projected balance of \$376,250 with accumulated interest at maturity.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>31-Aug</u> <u>2021</u> <u>To Date</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	357,681	358,556	358,556	359,431	360,306
Revenues	0	643,790	8,891	875	875
Expenditures	0	(643,790)	(8,891)	0	0
Prior Adjust.	875	875		----	----
Balance-Dec. 31	<u>358,556</u>	<u>359,431</u>	<u>359,431</u>	<u>360,306</u>	<u>361,181</u>

2022

### American Recovery Program (ARP)

The American Recovery Program was created by the Federal Government in 2021 to support local governments due to COVID-19. These funds are only eligible for expenses determined by the Federal Government and must be appropriated by 2024 and expended by 2026. Examples of eligible expense include but are not limited to: housing, upgrading informational systems to promote remote working and provide better cybersecurity through the use of cloud based software systems. Water, sewer and storm water projects can also be funded through ARP funds.

The 2020 activity was from the Coronavirus Relief Program (CARES)

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>31-Aug 2021 To Date</u>	<u>2021 Adopted</u>	<u>2022 Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	0	0	0	0	1,051,239
Revenues	0	1,522,234	1,051,239	0	1,051,239
Expenditures	0	(1,522,234)	0	0	0
Prior Adjust.	----	----	----	0	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>1,051,239</u>	<u>0</u>	<u>2,102,478</u>

## 2022

### Local Option Sales Tax

Starting in October of 2019 the City of Willmar has implemented a Local Option Sales Tax of .5% and a \$20 Vehicle excess tax in order to fund the following \$ 30,000,000 in Projects:

1. Community Center Replacement	\$ 2,000,000
2. New Athletic Fields	\$ 6,000,000
3. Infrastructure Improvements Robbins Island Reg. Park	\$ 3,000,000
4. New Amenities at Swanson Field	\$ 2,000,000
5. Stormwater Management Infrastructure Improvements	\$ 7,000,000
6. New Recreation/Event Center	\$ 10,000,000

The Robbins Island & Swanson Field Projects have been authorized in 2020

and the Recreation/Event Center and Athletic Fields approved in 2021.

The Community Center Transfer of \$2,000,000 is planned for in 2022 with Storm Water projects to be funded thru the life of the Tax

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	0	402,773	862,338	862,338	2,609,338
Revenues	535,566	2,176,167	1,973,430	2,050,000	2,384,448
Expenditures	(132,793)	(1,716,602)	(18,292)	(303,000)	(2,958,617)
Prior Adjust.	0	----	----	----	----
Balance-Dec. 31	<u>402,773</u>	<u>862,338</u>	<u>2,817,476</u>	<u>2,609,338</u>	<u>2,035,169</u>

2022

### Airport Operations

The Willmar Municipal Airport currently has 53 base aircrafts. The Airport Operations Fund was created to comply with FAA and State aeronautics grant assurances. Federal and State grant programs fund a majority of capital investment expense. Local revenues generated through aircraft fuel sales and hanger rental fund support the day to day operations. Last payment for the 2004C debt service was paid in 2020.

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	217,527	111,704	133,853	133,853	108,640
Revenues	300,112	361,430	92,896	176,837	354,337
Expenditures	(405,936)	(339,281)	(116,059)	(202,050)	(196,050)
Prior Adjust.	1	----	----	----	----
Balance-Dec. 31	<u>111,704</u>	<u>133,853</u>	<u>110,690</u>	<u>108,640</u>	<u>266,927</u>



2022

LIBRARY IMPROVEMENT FUND

This fund was created in 2002 with excess sales tax proceeds,  
for the construction and remodeling of the Library Closed after 2020

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	162,193	163,728	171,518	0	0
Revenues	5,857	8,263	2,114	0	0
Expenditures	(4,322)	(473)	(173,632)	0	0
Prior Adjust.	<u>----</u>	<u>----</u>	<u>----</u>	<u>----</u>	<u>----</u>
Balance-Dec. 31	<u>163,728</u>	<u>171,518</u>	<u>0</u>	<u>0</u>	<u>0</u>

2022

Willmar Main Street

This fund was created in 2019 with a combination of General Fund dollars and a Grant from Main Street Minnesota.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>31-Aug</u> <u>2021</u> <u>To Date</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	0	15,324	3,193	3,193	0
Revenues	57,350	42,922	63,500	74,976	36,500
Expenditures	(42,026)	(55,053)	(18,339)	(86,300)	(36,500)
Prior Adjust.	<u>----</u>	<u>----</u>	<u>----</u>	<u>8,131</u>	<u>----</u>
Balance-Dec. 31	<u>15,324</u>	<u>3,193</u>	<u>48,354</u>	<u>0</u>	<u>0</u>

2022

Bike Share Program

This fund was created in 2019 with a combination of General Fund dollars and local Businesses

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>31-Aug</u> <u>2021</u> <u>To Date</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	0	9,600	7,884	7,884	7,884
Revenues	56,654	621	303	0	0
Expenditures	(47,054)	(2,337)	(554)	0	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>9,600</u>	<u>7,884</u>	<u>7,633</u>	<u>7,884</u>	<u>7,884</u>

2022

## COMMUNITY INVESTMENT

The Community Investment Fund was established in 1990 for the sole purpose of payment of capital costs for the general benefit to the City of Willmar.

Expenditures shall be made solely from accumulated investment earnings until 1995.

After 1995 and beyond, only from accumulated investment earnings whenever possible.

The projects are prioritized as follows:

First Priority: Projects which can be funded within the amount of available investment earnings.

Second Priority: Projects using principal funds which have the capacity to repay the principal.

Third Priority: Projects with no other reasonable funding source.

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	507,862	1,839,151	1,839,151	2,171,603	1,546,005
Restricted Bal.	8,750,000	8,750,000	8,750,000	8,750,000	8,750,000
Revenues	2,069,514	1,336,734	419,518	535,208	560,796
Expenditures	(862,646)	(1,004,282)	(28,384)	(1,160,806)	(1,173,421)
Prior Adjust.	124,421		----	----	----
Balance-Dec. 31	<u>10,589,151</u>	<u>10,921,603</u>	<u>10,980,285</u>	<u>10,296,005</u>	<u>9,683,380</u>

2022

## PUBLIC WORKS RESERVE

The Fund was established to accelerate and maintain/sustain Public Improvements.

Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

### Key Points

Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.

Program commits utility fund or portions thereof for a period of up to fifteen years.

Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

### Future Considerations

City should consider permanent financing for public works improvements through local option sales tax which expired in 2012.

No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	291,552	255,344	39,589	39,589	43,797
Revenues	464,625	468,965	0	439,416	432,000
Expenditures	(500,832)	(684,721)	0	(435,208)	(475,797)
Prior Adjust.	(1)	1	0	----	----
Balance-Dec. 31	<u>255,344</u>	<u>39,589</u>	<u>39,589</u>	<u>43,797</u>	<u>0</u>

***D E B T***

***S E R V I C E***

***F U N D S***

## Local Option Sales Tax Debt

Starting in October of 2019 the City of Willmar has implemented a Local Option Sales Tax of .5% and a \$20 Vehicle excess tax in order to fund the following \$ 30,000,000 in Projects:

1. Community Center Replacement	\$ 2,000,000
2. New Athletic Fields	\$ 6,000,000
3. Infrastructure Improvements Robbins Island Reg. Park	\$ 3,000,000
4. New Amenities at Swanson Field	\$ 2,000,000
5. Stormwater Management Infrastructure Improvements	\$ 7,000,000
6. New Recreation/Event Center	\$ 10,000,000

The two projects yet to be Financed thru Bonding or Sales Tax Collections transfers after 2021 are the Community Center \$2,000,000 and the remaining amount of Storm Water of approximately \$6,500,000.

	2019 <u>Actual</u>	2020 <u>Actual</u>	31-Aug 2021 <u>To Date</u>	2021 <u>Adopted</u>	2022 <u>Mayor Proposed</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	0	0	0	0	0
Revenues	0	0	4,896,075	8,000,000	958,617
Expenditures	0	0	(835,873)	(8,000,000)	(958,617)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>4,060,202</u>	<u>0</u>	<u>0</u>



2022

**DEBT SERVICE (SPECIAL ASSESSMENTS) FUNDS**

Principal and interest payments on special assessment bonds are paid from this fund.

Bonds are issued periodically in amounts necessary to meet expenditure requirements for special assessment projects.

Revenue consists of payments from property owners whose properties have been assessed for the improvements, interest earnings, interfund transfers and ad valorem taxes.

The outstanding balance as of 12/31/2020 was \$17,219,000 with \$1,846,000 paid and \$ 2,900,000 of additional Debt issued in 2021.

	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
Undesignated Bal. \$	0	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	7,077,661	7,327,574	6,852,686	6,836,161	6,836,161
Revenues	2,480,077	2,394,392	2,538,938	1,887,687	1,881,114
Expenditures	(2,230,232)	(2,847,448)	(2,555,463)	(2,352,945)	(2,405,160)
Prior Adjust.	68	(21,832)	----	----	----
Balance-Dec. 31	<u>7,327,574</u>	<u>6,852,686</u>	<u>6,836,161</u>	<u>6,370,903</u>	<u>6,312,115</u>

## SUMMARY OF REVENUES BY FUNCTION

### DEBT SERVICE FUNDS

	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Adopted</u>	2022 <u>Proposed</u>
<b>DEBT REDEMPTION</b>					
BOND FUND - 2004C	195,320	186,290	183,845	0	0
BOND FUND - 2007	8,292	0	0	0	0
BOND FUND - 2007B	6,145	1,824	0	0	0
BOND FUND - 2008	162,875	153,400	0	0	0
BOND FUND - 2009	30,917	37,942	6,241	0	0
BOND FUND - 2010	153,400	165,559	136,571	0	0
BOND FUND - 2011	188,230	190,334	150,011	136,123	135
BOND FUND - 2012	150,694	153,873	123,741	110,722	76,040
BOND FUND - 2013	224,079	244,352	179,412	146,159	140,088
BOND FUND - 2014	413,684	98,307	98,783	86,565	85,388
BOND FUND - 2015	171,110	182,745	171,280	147,457	145,091
BOND FUND - 2016	187,140	179,387	159,215	129,228	126,986
BOND FUND - 2017	382,254	156,177	115,053	91,414	88,616
BOND FUND - 2018A	38,670	208,103	366,547	198,668	195,218
BOND FUND- 2018B	167,267	170,846	344,279	329,662	329,208
BOND FUND- 2019	0	644,709	246,055	511,689	488,491
BOND FUND- 2020	0	0	257,905	0	205,853
BOND FUND- 2021	0	0	0	0	0
<b>TOTAL</b>	<u>2,480,077</u>	<u>2,773,848</u>	<u>2,538,938</u>	<u>1,887,687</u>	<u>1,881,114</u>

## SUMMARY OF EXPENDITURES BY FUNCTION

### DEBT SERVICE FUNDS

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>
<b>DEBT REDEMPTION</b>					
BOND FUND - 2004C	183,316	186,290	184,256	0	0
BOND FUND - 2007	346,895	569,491	0	0	0
BOND FUND - 2007B	201,504	377,252	0	0	0
BOND FUND - 2008	162,875	153,400	0	0	0
BOND FUND - 2009	9,080	1,119	414,734	0	0
BOND FUND - 2010	197,356	188,889	187,057	178,125	0
BOND FUND - 2011	214,986	199,057	193,880	188,060	183,065
BOND FUND - 2012	171,513	158,779	150,532	146,894	148,953
BOND FUND - 2013	244,032	224,455	213,073	210,600	204,900
BOND FUND - 2014	112,263	115,504	111,818	110,830	111,627
BOND FUND - 2015	167,496	163,233	164,911	161,117	161,416
BOND FUND - 2016	179,452	184,171	183,072	182,813	182,888
BOND FUND - 2017	37,364	127,902	129,883	130,418	130,054
BOND FUND - 2018A	1,050	98,737	197,424	198,668	195,218
BOND FUND - 2018B	1,050	97,384	338,779	340,500	337,475
BOND FUND - 2019	0	1,785	85,716	504,920	535,260
BOND FUND - 2020	0	0	164	0	214,304
BOND FUND - 2021	0	0	164	0	0
<b>TOTAL</b>	<b><u>2,230,232</u></b>	<b><u>2,847,448</u></b>	<b><u>2,555,463</u></b>	<b><u>2,352,945</u></b>	<b><u>2,405,160</u></b>

2022

PAY AS YOU GO

JENNIE-O TAX INCREMENT FUND

In 1982, the City sold \$850,000 of General Obligation Tax Increment Bonds at a net interest rate of 11.41% for the Downtown Development. In 1984, the City sold \$545,000 of General Obligation Tax Increment Bonds at a net interest rate of 8.85%. The proceeds were used to finance the Lakeland Hotel project. In 1988, the City sold \$365,000 of General Obligation Tax Increment Bonds at a net interest rate of 6.25%. The proceeds were used to finance the Somody Supply project. All other tax increment projects have been pay-as-you-go projects funded by the City pledging tax increment for the repayment of notes with the developers. Jennie-O Turkey Store Development District established a second Tax Increment District in 2015 with increment starting in 2016 to repay a note of \$594,304 thru Feb. 2024.

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	72,789	\$ 72,789
Assigned Bal.	58,700	0	49,241	49,241	0
Revenues	48,869	73,864	48,705	----	49,000
Expenditures	(107,570)	(24,621)	(25,157)	(49,241)	(121,789)
Prior Adjust.	----	(2)	----	----	----
Balance-Dec. 31	<u>(0)</u>	<u>49,241</u>	<u>72,789</u>	<u>72,789</u>	<u>0</u>

2022

PAY AS YOU GO

JH LLC Tax Increment Fund

In 2019 the City entered into a Tax Increment agreement with J.H. LLC to initially construct a three story, 72 unit apartment building on property it acquired in the District. In addition to the building construction, the project will include new access, parking improvements, lighting, utility extensions/relocations, soil corrections, and storm water controls. Work on the project is anticipated to begin in April 2019, with completion in 2020. The completed project is set to be assessed for the tax rolls in 2020 for the first increment collection in 2021. The Tax Increment financing program will be formalized in a Developers Agreement.

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Proposed</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	----	----	----	----	----
Revenues			5,608	108,682	97,742
Expenditures			(5,608)	(108,682)	(97,742)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2022

PAY AS YOU GO

G.M Tax Increment Fund

In 2017 the City entered into a Tax Increment agreement with GM Dev. LLC to initially construct a 14,000 square foot LTL terminal and office facility. In addition to the building construction, the project will include a new access, parking improvements, lighting, utility extensions/relocation, soil correction, and storm water controls. Work was completed in 2017. The real estate and Tax Increment Financing plan was formalized in a Development Agreement.

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	----	----	----	41,957	41,957
Revenues			49,450	24,732	24,732
Expenditures			(7,493)	(24,732)	(66,689)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>41,957</u>	<u>41,957</u>	<u>0</u>

2022

PAY AS YOU GO

Legacy on First Tax Increment Fund

In 2019 the City entered into a Tax Increment agreement with Legacy Group to initially construct a 7,600 square foot restaurant/retail/facility on property it is acquiring in the District. In addition to the building construction, the project was to include new access, parking improvements, lighting, utility extensions/relocation, soil correction, and storm water controls. Work on the project was completed in 2018. A second phase of 3,000 square feet of commercial space is anticipated. The Tax Increment financing program was finalized in a Development Agreement.

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	----	----	----	884	884
Revenues			8,744	9,606	9,606
Expenditures			(7,860)	(9,606)	(10,490)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>884</u>	<u>884</u>	<u>0</u>



2022

PAY AS YOU GO

15th Street Flats Tax Increment Fund

In 2016 the City entered into a Tax Increment agreement with 15th Street Flats, LLC to construct a 4-story, 47 unit apartment complex on property it is acquiring in the District. In addition to the building construction, the project included new access, parking improvements, lighting, utility extensions/relocate soil correction, and storm water controls. Work on the project was completed in 2019.

The Tax increment financing program was formalized thru a development agreement on file with the City.

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2022</u> <u>Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	----	----	----	----	----
Revenues			----	39,058	39,058
Expenditures			----	(39,058)	(39,058)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

***E N T E R P R I S E***

***F U N D S***

2022

WASTE TREATMENT PLANT FUND

The Waste Treatment Plant involves the operation, maintenance, collection, treatment of sewage for the City of Willmar and Eagle Lake Sewer District.

During 1983, improvements to the plant costing approximately \$10,000,000 were completed.

The City sold bonds totaling \$1,290,000 to pay for their share. These bonds will be paid through sewer charges. Due to the plant odor problem, the City, in 1988, sold \$3,250,000 worth of General Obligation Revenue Bonds with an increase in sewer rates to repay them.

In 1996 the City issued a Public Facilities note in the amount of \$4,300,000 for a sludge storage facility with the intent to repay the note with sewer rate increases. Starting in 2005 the City started the process to relocate the Treatment Plant approximately 4 miles west of the city at an estimated cost of \$86 million plus, funded by Grants, Loans and Fees.

Beginning in 2011, the new plant became fully operational and reserves will be set at one year debt service and six months of operational costs.

Capital Outlay	4,704,932	133,513	60,932	1,124,500	1,430,000
Debt Principal	3,288,000	3,108,000	3,082,700	3,089,000	3,175,000
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2021</u>	<u>2022</u>
	<u>Actual</u>	<u>Actual</u>	<u>To Date</u>	<u>Adopted</u>	<u>Proposed</u>
			<u>31-Aug</u>		
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	19,481,293	23,217,568	26,008,645	26,008,645	27,218,313
Revenues	11,578,253	10,359,804	5,907,910	10,214,416	10,195,500
Operating	(5,898,844)	(5,406,817)	(3,676,686)	(6,860,748)	(7,427,080)
Depreciation	<u>(1,937,896)</u>	<u>(2,161,910)</u>	<u>0</u>	<u>(2,144,000)</u>	<u>(2,244,000)</u>
Expenditures	(7,836,740)	(7,568,727)	(3,676,686)	(9,004,748)	(9,671,080)
Prior Adjust.	(5,238)	----	----	----	----
Balance-Dec. 31	<u>23,217,568</u>	<u>26,008,645</u>	<u>28,239,869</u>	<u>27,218,313</u>	<u>27,742,733</u>

2022

**Capital Improvement/Vehicle Replacement Fund**

This Fund is to account for the purchases and replacement of all Capital Improvements and Vehicles.

Capital Improvements are tangible assets greater than \$5,000 and have a useful life of more than 1 year.

Total requests for 2022 are as follows; (see schedules)

Vehicle Requests	\$1,012,000
Cash Requests	\$3,353,750
Bonding Requests	\$17,941,000
Funded Requests	\$4,541,250

The Mayor's proposal is to appropriate the full \$2,165,524 Fund Balance to balance the 2022 Budget.

The Mayor is requesting the Council to prioritize Capital Improvements and Vehicles purchases during the 2022 Budget process.

Requests of \$4,365,750 needs to be reduced by \$2,198,226 to maintain a Balance Budget.

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>31-Aug 2021 To Date</u>	<u>2021 Adopted</u>	<u>2022 Proposed</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	1,164,816	940,969	2,165,524	2,165,524	2,165,524
Revenues	1,502,033	2,883,000	0	10,432,243	0
Expenditures	(1,725,880)	(1,658,445)	(871,421)	(10,432,243)	(2,165,524)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>940,969</u>	<u>2,165,524</u>	<u>1,294,103</u>	<u>2,165,524</u>	<u>0</u>

City of Willmar 2022  
Proposed Capital Improvements Program

Score	Council Avg	Score Avg	Project	Budget	Cash	Bond	Sales Tax Bonds	WWTP Fund	State Aid/Federal
60	4	64	Community Center LOST Project	Community Center			Funded		
60	4	64	Molly Pond (near Pleasantview)	Stormwater			\$ 50,000		
51	7	58	Mobile and Portable Radio Replacement	Fire	\$ 90,000				
48	10	58	Street Improvement Program	Engineering		\$ 4,326,000			\$ 1,000,000
49	5	54	Swanson Field-light Softball	Parks and Rec	\$ 230,000				
46	8	54	Second Set of Turnout Gear	Fire		\$ 120,000			
45	7	52	BLA Insulation	Civic Center	\$ 350,000				
44	8	52	Eagle Lake No. 8; design, construction & CRS	WWTP				\$ 630,000	
44	8	52	Eagle Lake No. 7 LS; design, construction; CRS	WWTP				\$ 800,000	
43	7	50	Thermal Imaging Camera Replacement	Fire	\$ 8,000				
43	7	50	Backup Server	IT	\$ 12,000				
42	7	49	Roof & Gutter Replacement	Auditorium	\$ 375,000				
43	5	48	Civic Center Parking Lot Reconstruction & Expansion	Civic Center		\$ 1,500,000			
43	5	48	Sperry Parking Lot	Pavement Mang.		\$ 135,000			
43	5	48	Fire Station Parking Lots	Pavement Mang.		\$ 130,000			
43	5	48	7th St Parking Lot	Pavement Mang.		\$ 110,000			
40	8	48	Civic Center Roof Replacement	Civic Center	\$ 150,000				
40	7	47	Subsurface Water Penetration Repair	Auditorium	\$ 750,000				
39	6	45	Pool Heater	DOAC	\$ 50,000				
39	6	45	Cablecast Server	WRAC	\$ 12,000				
38	7	45	Electrical Remodel (Safety)	Auditorium	\$ 40,000				
39	5	44	Playground Equipment	Parks and Rec	\$ 160,000				
38	6	44	Downtown Streetlights	Engineering		\$ 250,000			
37	7	44	Building Door Security System	IT	\$ 16,000				
39	4	43	North Parking Lot Reconstruction at Fire Dept	Pavement Mang.		\$ 120,000			
34	5	39	Secure Garage	Police	\$ 50,000				
32	7	39	Tuck Pointing/Windows	Auditorium	\$ 525,000				
32	6	38	Auto Extrication Hydraulic Ram	Fire	\$ 10,000				
32	6	38	19th Avenue SW Path/5th E-15th W	Pavement Mang.		\$ 200,000			
34	3	37	Windows	City Hall	\$ 50,000				
34	3	37	Roof Replacement	City Hall	\$ 75,000				
34	3	37	Public Restrooms ADA/Remodel	City Hall	\$ 75,000				
31	5	36	Downtown Streetscape Project	Engineering		\$ 400,000			
30	6	36	Outdoor Covered Ice Rink Design	Civic Center	\$ 50,000				
28	6	34	Heaters for Shop	Public Works	\$ 50,000				
28	5	33	Signal Pole Painting	Public Works	\$ 70,000				
28	4	32	City Hall Conference Room Equipment	IT	\$ 20,000				
29	2	31	6th St Pedestrian Bridge over RR	Engineering		\$ 600,000			
21	3	24	Carpet	City Hall	\$ 17,000				
20	4	24	Bike and Walking Trails	Parks and Rec		\$ 50,000			
17	4	21	Diesel Exhaust Fluid (DEF), Oil & Waste Oil Storage Dispensing System	Public Works	\$ 75,000				
17	2	19	LED Lighting and Energy Remodel	City Hall	\$ 10,000				
	0	0	Swanson Field Pond Fountain	Parks and Rec	\$ 7,500				
	2	2	RR Quiet Zone						
	1	1	Storm Water Wetland/Control Structures						
	0	0	Airport Access Gate MALSR	Airport	\$ 26,250				\$ 61,250
	0	0	Community Center/City Hall	City Hall/Com.Ctr.		\$ 10,000,000	\$ 2,000,000		
					\$ 3,353,750	\$ 17,941,000	\$ 2,050,000	\$ 1,430,000	\$ 1,061,250



**City of Willmar**  
Department Inventory of Vehicles Currently Being Used

Location	City ID #	Year	Make/Model	Vehicle Type	Sub-type	Replacement Cycle (Years)	2021	2022	2023	2024	2025	2026	2027	Projected Replaceme
Civic Center	901147	1990	Cushman	Light Equipment	-	N/A	-	-	-	-	-	-	-	Never
Civic Center	044451	2015	Advanced Riding Floor Scrubber	Specialty Equipment	-	11	-	-	-	-	-	\$40,000	-	2037
Civic Center	128458	2012	Kubota	Light Equipment	Mower	7	\$18,000	-	-	-	-	-	-	2028
Civic Center	120152	2012	Ford - F-250, 4x4	Pickups (up to ¼ Ton)	-	10	-	-	\$40,000	-	-	-	-	2033
Civic Center	151174	2015	Zamboni Ice Resurfacer	Specialty Equipment	-	20	-	-	-	-	-	-	-	2035
Civic Center	078310	2007	Zamboni Ice Resurfacer	Specialty Equipment	-	20	-	-	-	-	-	-	\$180,000	2047
Civic Center	000359	2000	Toro, Workman Model 3200	Skid Sprayer	UTV	20	\$55,000	-	-	-	-	-	-	2041
Civic Center	2015	Bobcat - Toolcat	Specialty Equipment	-	10	-	-	-	-	\$55,000	-	-	-	2035
Civic Center	151660	2015	Jacobson Groom Master	Light Equipment	Other	N/A	-	-	-	-	-	-	-	Never
							\$73,000	\$0	\$40,000	\$0	\$55,000	\$40,000	\$180,000	

Community Development	142845	2014	Ford F-150	Pickup	Pickup - Under 1 ton	10	-	-	-	\$30,000	-	-	-	2034
Community Development	215384	2021	Chevrolet Silverado	Pickup	Pickup - Under 1 ton	10	\$30,000	-	-	-	-	-	-	2031
							\$30,000	\$0	\$0	\$30,000	\$0	\$0	\$0	

Engineering	117343	2011	Dodge Ram 2500	Pickup	Pickup - Under 1 ton	10	-	-	-	\$45,000	-	-	-	2032
Engineering	119487	2011	Ford Explorer XLT	SUV	SUV	10	-	-	-	\$45,000	-	-	-	2032
Engineering	169535	2016	Ford F-150	Pickup	Pickup - Under 1 ton	10	-	-	-	-	-	\$45,000	-	2036
Engineering	169534	2016	Ford F-150	Pickup	Pickup - Under 1 ton	10	-	-	-	-	-	\$45,000	-	2036
							\$0	\$0	\$0	\$90,000	\$0	\$90,000	\$0	

Fire	317270	1931	American La France	Fire Apparatus	Fire - Pumper	N/A	-	-	-	-	-	-	-	Never
Fire	973222	1997	Southwest Gulfstream Hazmat Trailer	Trailer	-	20	-	-	-	-	-	-	\$30,000	2047
Fire	100419	2010	CargoMate Trailer	Trailer	-	20	-	-	-	-	-	-	-	2030
Fire	062633	2005	Spartan Pumper/Tanker	Fire Apparatus	Fire - Tanker	25	-	-	-	-	-	-	-	2030
Fire	140522	2014	Rosenbauer 78 Viper	Fire Apparatus	Fire-Quint	25	-	-	-	-	-	-	-	2039
Fire	171950	2017	Rosenbauer Commander	Fire Apparatus	Fire - Pumper	25	-	-	-	-	-	-	-	2042
Fire	991481	1999	Pierce Ladder	Fire Apparatus	Fire - Aerial Truck	25	-	\$450,000	\$450,000	\$450,000	-	-	-	2049
Fire	022446	2002	Spartan Chassis	Fire Apparatus	Fire - Pumper	25	-	-	-	-	-	-	\$650,000	2052
Fire	68413	2006	Ford F-150	Pickup	Pickup - Under 1 ton	N/A	-	-	-	-	-	-	-	Never
Fire	171681	2017	Chevrolet Silverado	Truck	Grass Rig	15	-	-	-	-	-	-	-	2032
Fire	070455	2007	Ford F-150	Pickup	Pickup - Under 1 ton	10	\$55,000	-	-	-	-	-	-	2031
Fire	206090	2020	Chevrolet Tahoe	SUV	0	10	-	-	-	-	-	-	-	2030
Fire						10	-	\$55,000	-	-	-	-	-	2031
Fire	187740	2018	Polaris Ranger	UTV	UTV - Utility Task Vehicle	7	-	-	-	-	\$20,000	-	-	2032
							\$55,000	\$505,000	\$450,000	\$450,000	\$20,000	\$0	\$680,000	

Police	201302	2020	Stalker	Specialty Equipment	Message Board Trailer	15	-	-	-	-	-	-	-	2035
Police	141318	2014	Radar Trailer "Stalker Sam"	Specialty Equipment	Radar	15	-	-	-	-	-	-	-	2029
Police	161243	2016	Stalker	Specialty Equipment	Sign / Radar	15	-	-	-	-	-	-	-	2031
Police	112949	2011	Polaris Ranger	Light Equipment	UTV	7	-	-	-	\$20,000	-	-	-	2031
Police	992747	1999	Ford Eldorado Bus	Specialty Equipment	-	20	-	-	-	-	\$175,000	-	-	2046
Police	168301	2016	Ford Police Interceptor	SUV	Marked Squad	4	-	\$55,000	-	-	-	\$55,000	-	2029
Police	171173	2017	Ford Police Interceptor	SUV	Marked Squad	4	-	\$55,000	-	-	-	\$55,000	-	2029
Police	090639	2009	Chevrolet Impala	Car	Unmarked Squad	8	\$55,000	-	-	-	-	-	-	2029
Police	103762	2010	Chevrolet Impala	Car	Unmarked Squad	8	\$55,000	-	-	-	-	-	-	2029



Location	City ID #	Year	Make/Model	Vehicle Type	Sub-type	Replacement Cycle (Years)	2021	2022	2023	2024	2025	2026	2027	Projected Replaceme
Police	104928	2010	Chevrolet Impala	Car	Unmarked Squad	8		\$55,000						2030
Police	198302	2016	Ford Police Interceptor	SUV	Marked Squad	4		\$55,000				\$55,000		2030
Police	075799	2007	AM General	Hum-Vee		N/A								Never
Police	209115	2020	Ford Police Interceptor	SUV	Marked Squad	4				\$55,000				2028
Police	204887	2020	Ford Police Interceptor	SUV	Police - Marked Squad	4					\$55,000			2029
Police	121380	2012	Chevrolet Impala	Car	Marked Squad	8	\$55,000							2029
Police	170559	2017	Ford Police Interceptor	SUV	Police - Marked Squad	4			\$55,000				\$55,000	2031
Police	209114	2020	Ford Police Interceptor	SUV	Marked	4				\$55,000				2028
Police	183428	2018	Ford Police Interceptor	SUV	Unmarked Squad	5			\$55,000					2028
Police	186470	2018	Chevrolet Silverado	Pickup		N/A								Never
Police	183430	2018	Ford Police Interceptor	SUV	Marked- Squad	4			\$55,000				\$55,000	2031
Police	128479	2012	Aluma Trailer	Trailer	UTV Trailer	15							\$15,000	2042
Police	184109	2018	Ford Police Interceptor	SUV	Unmarked Squad	8						\$55,000		2034
Police	171174	2017	Ford Police Interceptor	SUV	Marked Squad	4	\$55,000				\$55,000			2029
Police	173236	2017	Ford Police Interceptor	SUV	Unmarked Squad	8					\$55,000			2033
Police	186835	2018	Ford Police Interceptor	SUV	Marked -K9 - Major	5				\$65,000				2029
Police	204888	2020	Ford Police Interceptor	SUV	Police - Marked Squad	4				\$55,000				2028
Police	162878	2016	Toyota Camry	Car	Forfeiture	N/A								Never
Police	170560	2017	Ford Police Interceptor	SUV	Marked Squad	4			\$55,000				\$55,000	2031
Police	209256	2020	Look Utility Trailer	Trailer	CERT	15								2035
Police	183429	2018	Ford Police Interceptor	SUV	CSO Vehicle	5	-		\$55,000					2028
Police	130712	2013	Ford Police Explorer	SUV	Unmarked Squad	8					\$55,000			2033
Police	186897	2018	Chevrolet Colorado	Pickup	CSO Vehicle	5	-		\$55,000					2028
Police	149279	2014	Ford Police Interceptor	SUV	Unmarked Squad	8				\$55,000				2032
Police	170074	2017	Ford Police Interceptor	SUV	Marked -K9 - Axel	5			\$65,000					2028
Police	134049	2013	Chevrolet Silverado	Pickup	Pickup	N/A	-	-	-	-				Never
							\$220,000	\$220,000	\$395,000	\$305,000	\$395,000	\$220,000	\$180,000	

Public Works	06Q394	2006	Ingersoll Rand 250 Air Compressor	Air Compressors	Air Compressor	20		-				\$80,000		2046
Public Works	073639	2007	SNOW-GO Blower	Snow Removal	Snow Blower	15	-		\$200,000					2038
Public Works	186883	2018	International	Truck	Dump Truck	10	-	-						2028
Public Works	163717	2016	International - 7400	Truck	Dump Truck	10						\$220,000		2036
Public Works	186884	2018	International MaxxForce	Truck	Dump Truck	10	-	-						2028
Public Works	088959	2008	International - 7400	Truck	Dump Truck	10	\$220,000							2031
Public Works	178515	2017	Vermeer BC 1500 Brush Chipper	Chipper	Other	15								2032
Public Works	118382	2011	International - 7400	Truck	Dump Truck	10	-	\$220,000						2032
Public Works	132486	2013	International	Truck	Dump Truck	10	-	-						2031
Public Works	132487	2013	International	Truck	Dump Truck	10	-	-						2033
Public Works	185284	2018	TORO- Groundsmaster 5910	Light Equipment	Mower	15	-							2033
Public Works	206575	2020	Ford F-450	Pickup	Pickup - 1 ton or greater	12								2032
Public Works	202812	2020	Sand Pro	Light Equipment	Other	10	-	-						2030
Public Works	152201	2015	Kubota -ZD331	Light Equipment	Mower	N/A								Never
Public Works	196189	2019	Kubota - ZD1211	Light Equipment	Zero Turn Mower	4	-		\$37,000				\$37,000	2031
Public Works	191276	2019	Kubota -ZD1211	Light Equipment	Zero Turn Mower	4	-		\$37,000				\$37,000	2031
Public Works	192651	2019	Kubota - F2690	Light Equipment	Front Mount Mower	4			\$37,000				\$37,000	2031
Public Works	192659	2019	Kubota - F2690	Light Equipment	Front Mount Mower	4			\$37,000				\$37,000	2031
Public Works	088709	2008	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	15		-				\$250,000		2041
Public Works	059968	2005	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	N/A		-						Never
Public Works	152243	2015	John Deere - 624K - Wheel Loader	Heavy Equipment	Loader	15	-							2030
Public Works	219105	2021	International HV	Truck	Dump Truck	10								2031
Public Works	114532	2011	John Deere - 524K - Loader	Heavy Equipment	Loader	15		-				\$220,000		2041
Public Works	126466	2012	John Deere Wheel Loader 624K	Heavy Equipment	Loader	15	-							2030
Public Works	133257	2013	John Deere - 624K - Front End Loader	Heavy Equipment	Loader	15	-	-						2031
Public Works	010410	2001	John Deere - 772CH - Grader	Heavy Equipment	Grader	20	-	-		\$225,000				2044
Public Works	092117	2009	Case - SV208 - Roller	Heavy Equipment	Roller	15	-	-		\$100,000				2039
Public Works	217810	2021	TORO- Groundsmaster 5910	Light Equipment	Mower	15								2036
Public Works	62312J	1962	International Tractor 140	Tractors	Utility Tractor	NA	-							Never
Public Works	058039	2005	John Deere - 6420 - Tractor	Tractors	Tiger Mower	20	-	-			\$120,000			2045
Public Works	151914	2015	MT - MTST - Trackless w/ Attachments	Light Equipment	Mt Trackless	8							\$140,000	2035



Location	City ID #	Year	Make/Model	Vehicle Type	Sub-type	Replacement Cycle (Years)	2021	2022	2023	2024	2025	2026	2027	Projected Replaceme
Public Works	101203	2010	MT - MT5 - Trackless w/ Attachments	Light Equipment	Mt Trackless	8	\$120,000	-						2029
Public Works	112619	2011	John Deere - 6430 - Tractor	Tractors	Tiger Mower	20	-	-						2031
Public Works	125025	2012	John Deere - 5085 - Tractor Loader	Tractors	Utility Tractor	20	-	-						2032
Public Works	040582	2004	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	N/A		-						Never
Public Works	042332	2004	Ford - F-350	Pickup	Pickup - 1 ton or greater	12		-		\$50,000				2036
Public Works	073219	2007	Ford - F-450, (Bucket)	Specialty Equipment	Bucket Truck	15	-	-	\$95,000					2038
Public Works	107170	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	12	-	-		\$60,000				2036
Public Works	107169	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	12	-	-		\$60,000				2036
Public Works	125794	2012	Ford - F-350	Pickup	Pickup - 1 ton or greater	12	-	-			\$80,000			2037
Public Works	125795	2012	Ford - F-350	Pickup	Pickup - 1 ton or greater	12	-	-			\$60,000			2037
Public Works	135285	2013	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	12	-	-			\$51,000			2037
Public Works	169051	2016	Ford - F-350	Pickup	Pickup - 1 ton or greater	12	-	-						2031
Public Works	067863	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	N/A		-						Never
Public Works	059005	2006	Wing and Reversible Snow Plow	Specialty Equipment	Plow	N/A								Never
Public Works	207110	2020	Chevrolet Silverado 1500	Pickup	Pickup - under 1 ton	10								2030
Public Works	184898	2018	Chevrolet Silverado 1500	Pickup	Pickup - under 1 ton	10								2028
Public Works	189679	2018	Chevrolet Silverado 1500	Pickup	Pickup - under 1 ton	10								2028
Public Works	185195	2018	Chevrolet Silverado 1500	Pickup	Pickup - under 1 ton	10								2028
Public Works	160774	2016	Ford - F-150 4x4	Pickup	Pickup - under 1 ton	10						\$37,000		2036
Public Works	068412	2006	Ford - F-150 4x4	Pickup	Pickup - under 1 ton	N/A								Never
Public Works	067863	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	12			\$55,000					2035
Public Works	165719	2016	Ford - F-350	Pickup	Pickup - 1 ton or greater	12								2028
Public Works	125503	2012	Ford - F-150 4x4 Extended cab	Pickup	Pickup - under 1 ton	10		\$37,000						2032
Public Works	133877	2013	Ford - F-15, 4x2	Pickup	Pickup - under 1 ton	10			\$37,000					2033
Public Works	192365	2019	Ford - F-450	Pickup	Pickup - 1 ton or greater	12								2031
Public Works	154576	2015	International MaxxForce	Truck	Plow Truck	10					\$220,000			2035
Public Works	154577	2015	International MaxxForce	Truck	Plow Truck	10					\$220,000			2035
Public Works	148179	2014	Ford F-150	Pickup	Pickup - under 1 ton	10				\$40,000				2034
Public Works	142781	2014	Bobcat- S590	Light Equipment	Skid Loader	10				\$60,000				2034
Public Works	151344	2015	Kubota B3350	Light Equipment	Mower	4								
Public Works	100666	2010	Toro Sand Pro	Light Equipment	Other	10			\$30,000					2033
Public Works	201663	2020	Street Sweeper	Heavy Equipment	Other	10								2030
Public Works	149115	2015	International	Specialty Equipment	Bucket Truck	15								2029
Public Works	147037	2014	Steep Tar Kettle			20								2034
Public Works	140826	2014	SNOW-GO Blower	Snow Removal	Snow Blower	15								2029
Public Works	141958	2014	John Deere Blade - 772G	Specialty Equipment		20								2034
Public Works	19DH2A	2020	Pro-patch Pothole Trailer	Trailer		15								2035
Public Works	130813	2013	John Deere - Gator	Light Equipment	UTV-Utility Task Vehicle	7		\$30,000						2029
Public Works	214495	2021	Bobcat -176	Light Equipment	Skid Loader	10								2031
Public Works	014025	2001	Wenger Showmobile	Specialty Equipment	Other	20	-	-						2033
Public Works	185168	2018	Case 500 Super NWT Backhoe	Heavy Equipment	Other	15								2033
Public Works	180605	2018	Portable Bleachers	Specialty Equipment	Bleachers	15								2033
Public Works	180607	2018	Portable Bleachers	Specialty Equipment	Bleachers	15								2033
Public Works	130012	2013	Elgin Sweeper	Heavy Equipment	-	10	-	-	\$220,000					2033
Public Works	214083	2021	Felling FT - 161T	Trailer	Tilt Trailer	15								2036
Public Works	163318	2016	Bobcat - Toolcat	Specialty Equipment	Other	10		-				\$65,000		2036
							\$340,000	\$287,000	\$785,000	\$595,000	\$731,000	\$872,000	\$288,000	

Year	2021	2022	2023	2024	2025	2026	2027
Total For All City Departments (Excluding Waste Water as they use different funding source)	\$663,044	\$1,012,000	\$1,670,000	\$785,192	\$1,201,000	\$1,222,000	\$1,328,000

Waste - Collector	75468	2007	Olympian Generator	Portable Trailer	Generator	15			-	-				2037
Waste - Collector	0	2017	Air Conveyance	Trailer	0	10	-		-	-			\$185,000	2037
Waste - Treatment	147837	2014	Kubota - F3680 F - Mower	Light Equipment	Mower	7	\$30,000							2035
Waste - Biosolids	0	2019	International - HV613- Semi/Tractor	Specialty Equipment	Semi Tractor	12		-	-	-				2031
Waste - Biosolids	0	2019	John Deere - 8345R	Tractor	0	10	-							2029
Waste - Collector	103516	2010	Dodge - Ram 5500, 4x4	Trucks (1 Ton)	0	10	\$110,000	-		-				2031



Location	City ID #	Year	Make/Model	Vehicle Type	Sub-type	Replacement Cycle (Years)	2021	2022	2023	2024	2025	2026	2027	Projected Replacement Year
Waste – Collector	119287	2011	International Sewer Cleaner Truck	Specialty Equipment	Flusher Truck	10	\$255,000	-	-	-	-	-	-	2031
Waste – Treatment	0	2019	Ziegler Portable Generator	Portable Trailer	0	15	-	-	-	-	-	-	-	2034
Waste – Treatment	0	2020	Chevrolet Silverado 2500 - Foreman	Pickup	Pickup - Under 1 ton	14	-	-	-	-	-	-	-	2034
Waste – Treatment	162835	2016	Ford – F-250 - Biosolids	Pickup	Pickup - Under 1 ton	10	-	-	-	-	-	\$50,000	-	2036
Waste – Treatment	0	2019	Ford – F-350 – Maintenance	Pickup	Pickup - 1 ton or greater	12	-	-	-	-	-	-	-	2031
Waste – Treatment	104969	2010	Ford – F-150, 4x4 - Plant	Pickup	Pickup - Under 1 ton	12	-	-	\$50,000	-	-	-	-	2033
Waste – Biosolids	0	2016	NUHN Honeywagon – 6000 gallons	Light Equipment	Tanker	10	-	-	-	-	-	\$95,000	-	2036
Waste - Collector		2019	Godwin Portable Pump	Specialty Equipment		15	-	-	-	-	-	-	-	2034
Waste – Biosolids	108390	2010	5500 Gallon Tanker	Heavy Equipment	Tanker	10	-	-	-	-	-	-	-	2038
Waste - Treatment	1445881	2014	Kubota RTV 500	Light Equipment	Utility Cart	7	-	-	-	\$12,000	-	-	-	2035
Waste – Treatment	0	2016	Polaris Ranger 900 UTV	Light Equipment	0	7	-	-	\$15,000	-	-	-	-	2030
							\$395,000.00	\$0	\$65,000	\$12,000	\$0	\$145,000	\$185,000	
							Year							
							2021	2022	2023	2024	2025	2026	2027	
Total For All City Departments (Including Waste Water Needs)							\$1,058,044	\$1,012,000	\$1,735,000	\$797,192	\$1,201,000	\$1,512,000	\$1,698,000	