

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

November 21, 2016  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Andrew Plowman, Shawn Mueske and Tim Johnson. Council Member Ron Christianson was excused from the meeting. Present 8, Absent 1.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included Council Member Johnson adding a proposal for a mural at the Willmar Community Center. Mayor Calvin removing the Charter Commission nominees from the consent agenda to be brought to a future Council meeting. Mayor Calvin adding two additional members to the Rice Hospital Board nominees to be considered at the next Council meeting. Mayor Calvin adding consideration for a license agreement for the Destination Playground Project.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of November 7, Finance/Full Council Minutes of November 15, Board of Canvass Minutes of November 14, Willmar Municipal Utilities Board Minutes of November 13 Mayoral Appointments as follows: Zoning Appeals Board – Jim Rudnick, Jeffery Kimpling and Jay Lawton, Rice Hospital Board – Jon Saunders, Community Education and Recreation Board – J. Pablo Obregon, Willmar Municipal Utilities Commission – Zach Machboub, Dan Holtz and Justin Mattern, Pioneerland Library Board – Mary Huesing, Planning Commission – Aaron Larson, Airport Commission – Don Cole and Richard Kacher, Human Rights Commission – Marlin Breems, Abdala Mohamed and Jill Benson, Human Rights Commission Minutes of October 18, Willmar Area Lakes CVB Board Minutes of October 25 and Accounts Payable Report through November 16, 2016. Council Member Mueske seconded the motion, which carried.

William Frye, 1504 Country Club Drive NE, spoke during the Open Forum. Mr. Frye was requesting that the Willmar Wye Project be revised from a single track to a double track to ensure that trains bypass Willmar, which was the main intent of the project. Mayor Calvin directed Interim City Administrator McGuire to have this item listed on the Public Works/Safety Committee agenda for a future meeting to address the Council's position and direction they would like Staff to take on this project.

The Public Works/Safety Committee Report for November 15, 2016 was presented to the Mayor and Council by Council Member Nelsen. There were two items for consideration.

Item No. 1 Citizen Stephen Deleski discussed with the Committee concerns at his business property with his sanitary sewer service underneath Highway 12 at 101 5<sup>th</sup> Street SW. Mr. Deleski had it previously televised and City staff has reviewed the video and concluded per ordinance it was not a City issue as it is a private sewer service. Following discussion, the Committee requested staff contact MnDOT to inquire about their responsibility for repairs.

The Council discussed the City's current policy for sanitary sewer service lines. Council Member Fagerlie suggested the current ordinance/policy be revisited and the information concerning Mr. Deleski's sewer service from the minutes be forwarded to Mn/DOT.

Item No. 2 Staff brought forth, for approval, the award of the 2017 Engineering/Surveying professional services agreement to Bolton & Menk. Staff solicited proposals from professional civil engineering firms to provide general engineering services, plan preparation, surveying, construction inspections and contract administration. Proposals were reviewed by a committee of four considering both a technical and price score.

Resolution No. 1 was introduced by Council Member Nelsen, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS the City of Willmar desires to retain a firm to provide engineering and surveying services for the 2017 Improvement Projects; and

WHEREAS a proposal has been made by the firm of Bolton & Menk, Inc.;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 21st day of November, 2016.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

The Public Works/Safety Committee Report for November 15, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Ahmann, which carried.

The Labor Relations Committee Report for November 16, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Human Resource Director Bridget Buckingham presented the information received from Springsted related to the Compensation/Classification Study of sixteen positions within the City's Supervisor/Confidential Group and the Unrepresented Employees. Ms. Buckingham informed the Committee that three of the positions fell below the minimum for their salary grade. The three positions and their amounts below the minimum are: Accounting Supervisor (\$4,762.47), Information Systems Coordinator (\$11,409.65) and Human Resource Director (\$1,489.02). The Committee discussed the implementation of the salary changes for the three positions, the effective date and the impact on the City's budget.

Human Resource Director Buckingham briefly overviewed the other aspects of the study received by Springsted noting some positions are within the range yet there are salary compression issues and future implementation of a salary schedule for the proposed grades. It was noted staff will be in contact with Labor Attorney Frank Madden to discuss implementation. It was the Committee's recommendation to the Council to implement, effective January 1, 2017, the entire amount of the noted salary increases for the Account Supervisor and Human Resource Director and that the salary increase for the Information Systems Coordinator be adjusted to the minimum in three segments annually starting January 1, 2017. Council

Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Council Member Nelsen inquired about the information that was handed out at the meeting and whether that is confidential or can be available to the full Council. Mayor Calvin directed Interim Administrator McGuire to research this matter with City Attorney Scott.

Item No. 3 Interim City Administrator Mike McGuire informed the Committee that will be an orientation for the newly-elected officials and tours offered on December 14<sup>th</sup>. All Council Members are invited to attend and details will follow. Chair Steve Ahmann requested staff check into a policy of how many boards and commissions a Council Member can serve on and report back at the next Committee meeting. The Council received this for information only.

Council Member Ahmann asked under Item No. 3, the minutes be corrected to read how many boards and commissions a non-Council member can serve on.

The Labor Relations Committee Report for November 16, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Community Development Committee Report for November 17, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff detailed the process used to achieve a mutually acceptable agreement between the City of Willmar and Oasis Aero. The new agreement was necessary due to the City's termination of the previous FBO. Following solicitation of proposals, Oasis Aero has been selected as the preferred FBO for the Willmar Municipal Airport.

The agreement, as proposed, provides for a higher level of service by the FBO, as well as increased revenue for the City. The Committee discussed the fuel pricing structure. Eric Rudningen of Oasis Aero explained how the FBO will offer fuel price options to be competitive. The Committee also discussed the need, for and availability of, courtesy cars at the airport. Mr. Rudningen said that they would welcome any retired City vehicles to use as courtesy cars. Finally, it was noted that Oasis Aero was named an authorized factory service center for Mooney aircraft. The previous FBO, Willmar Air Service, was also a Mooney Service Center. By reestablishing the service center at the Willmar Airport, it is hoped that traffic will increase, as well as the need for services. The Committee was recommending the Council adopt a resolution approving the FBO agreement and authorizing the Mayor and City Administrator to execute the agreement.

Council Member Ahmann made a motion to include an evaluation clause in the FBO agreement to insure everything is being handled appropriately. Council Member Fagerlie seconded the motion. Following discussion, Council Member Ahmann rescinded his motion and Council Member Fagerlie rescinded his second.

Resolution No. 2 was introduced by Council Member Fagerlie, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

APPROVAL OF, AND AUTHORIZATION TO EXECUTE,  
PRIMARY FIXED-BASE OPERATOR'S AGREEMENT  
BETWEEN THE CITY OF WILLMAR, MINNESOTA  
AND OASIS AERO, INC.

IT IS RESOLVED by the City of Willmar as follows:

1. That Primary Fixed-Base Operator's agreement between the City of Willmar, MN and Oasis Aero Inc. at the Willmar Municipal Airport is approved.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 21st day of November, 2016.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

Item No. 3 Staff presented a purchase agreement between the City of Willmar and ISCO, Inc. for the sale of Lot 4, Block 2, Willmar Industrial Park Third Addition. This property is across the street from the Buhler manufacturing facility. The purchase price of the land is just under \$330,000. The purchaser proposes to create at least an additional 33 jobs at its adjacent manufacturing facility over the next two years. Under the terms of the Industrial Land Write-Down Policy, this brings the net purchase price for the property to \$0.

Staff had recommended approval of the purchase agreement. The purchase agreement is the first step in the process. There will need to be a public hearing for an ordinance to sell the property, as well as a public hearing for a business subsidy agreement to recognize the incentives offered under the Industrial Land Write-Down Policy.

It was the Committee's recommendation to the Council that the City approve the purchase agreement and direct staff to proceed with the public hearing for the land sale and business subsidy agreement. Council Member Fagerlie moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 4 Staff presented updated figures on building construction, contrasting 2016 with the same time period of 2015. 2016 shows significant gains in all categories. The Council received this item for information only.

The Community Development Committee Report for November 17, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Anderson, and carried.

Interim City Administrator McGuire recommended with new Council Members elected, the Council consider holding a Council Retreat. Mr. McGuire was recommending the dates of January 13 and 14, 2017. Council Member Nelsen offered a motion to authorize Staff to pursue a facilitator and set up a retreat in early 2017. Council Member Mueske seconded the motion which carried. Mr. McGuire was directed to prepare a questionnaire and send to all newly-elected and current Council members to get their input on topics to discuss.

Public Works Director Christensen presented an updated storm water infrastructure report. Mr. Christensen described the history of past reports, the current surface water management plan, and the options available to correct the storm water issues for the City of Willmar, and the corrections made thus far. He stated it would cost approximately \$9 million to complete the corrections list. Following discussion, Mayor Calvin thanked Mr. Christensen for his report.

Council Member Johnson informed the Council that Ron Adams, a local artist is interested in painting a mural for the Willmar Community Center. The setting would be in a park, using a band shelter as the centerpiece. The mural would represent the diversity of our community, including all ages and people of various ethnic and racial backgrounds. It will be a celebration of our community. Upon completion of the mural, the Arts Council would donate the mural to the City of Willmar. The Willmar Community Center Board has voted in favor of the mural and was requesting support for the project from the Council.

Resolution No. 3 was introduced by Council Member Johnson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

**RESOLUTION NO. 3**

WHEREAS local artist Ron Adams is interested in painting a mural for the Willmar Community Center which would represent the diversity of our community; and

WHEREAS the Willmar Area Arts Council is willing to serve as the sponsor/fiscal agent for the project which has a budget of \$8,000 and the City of Willmar is not responsible for raising or handling any finances; and

WHEREAS the Willmar Area Arts Council wishes to donate the mural to the City of Willmar upon completion.

BE IT FURTHER RESOLVED that the City of Willmar supports the fundraising efforts.

Dated this 21st day of November, 2016.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

City Attorney Scott presented details of a license agreement with Duinick, Inc. for work to be done at Robbins Island Park for the Destination Playground Project. This is the first step of site preparation and request Council approve the license agreement as proposed and authorize the Mayor and Interim City Administrator to sign.

Resolution No. 4 was introduced by Council Member Johnson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0. Council Member Fagerlie abstained.

**RESOLUTION NO. 4**

**AUTHORIZATION TO EXECUTE  
LICENSE AGREEMENT TO USE PUBLIC PARK PROPERTY**

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a License Agreement to Use Public Property, specifically the Robbins Island Park and Recreation Area in connection with the Destination Playground Project, subject to approval of the City Engineer.

Dated this 21st day of November, 2016.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

Mayor Calvin stated that a City employee had recently found money and turned over to the Police Department. The money was never claimed and therefore was turned over to the City's coffers. Mayor Calvin stated that the Ministerial Association and the Mayor's Benevolence Fund recently presented the employee with a gift certificate as a gesture of thanks for being a good representative of the City.

Announcements for Council Committee meeting dates were as follows: Finance Committee, 4:45 p.m. at City Hall, November 30; Public Works/Safety, 4:45 p.m. at City Hall, November 29; Labor Relations Committee, 4:45 p.m. at City Hall, December 6;

Council Member Mueske offered a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried. The meeting adjourned at 8:43 p.m.

Attest:

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MAYOR

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