

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

April 3, 2017
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, Ron Christianson, Rick Fagerlie, Kathy Schwantes, Fernando Alvarado, Andrew Plowman, Shawn Mueske and Julie Asmus. Present 9, Absent 0.

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

Proposed additions and deletions to the agenda included: Council Member Alvarado offered a motion to add setting a hearing for the tax increment financing district being proposed for Lots 3 through 6, Block 25, Original Town of Willmar to the agenda. Council Member Fagerlie seconded the motion which carried on a roll call vote of Ayes 7, Noes 0. Council Member Nelsen abstained from the discussion and vote. Council Member Fagerlie offered a motion to add setting a hearing for the tax increment finance district being proposed for Lots 1 and 2, Block 1, Willmar Industrial Park Fourth Addition to the agenda. Council Member Plowman seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson reviewed the consent agenda.

- A. City Council Minutes of March 20, 2017
- B. City Council Minutes of March 29, 2017
- C. Willmar Municipal Utilities Board Minutes of March 27, 2017
- D. Rice Hospital Board Minutes of March 20, 2017
- E. Planning Commission Minutes March 22, 2017
- F. Consider Approval of On-Sale Liquor License Special Event KWLM Spring Expo
- G. Consider **Resolution No. 17-27 Approving Purchase of Air Conveyance Unit**
- H. Consider Purchase of Use of Force Simulator
- I. ~~Consider Approval of Purchase of Water Heater for Dorothy Olson Aquatic Center~~
- J. Consider **Resolution No. 17-28 Approving Professional Services Agreement for Airport Master Plan**
- K. Accounts Payable Report through March 29, 2017
- L. Human Rights Commission Minutes of February 21, 2017
- M. Willmar Lakes Area CVB Board Minutes of February 21, 2017
- N. Willmar CER Joint Powers Board Minutes of March 24, 2017
- O. Central Community Transit Operations Board Minutes of February 28, 2017

Council Member Fagerlie offered a motion to approve the Consent Agenda. Council Member Christianson requested to pull Item I from the consent agenda for discussion. Council Member Nelsen seconded the motion to approve the consent agenda with the removal of Item I, which carried on a roll call vote of Ayes 8, Noes 0.

Community Education and Recreation Director Steve Brisendine gave a brief explanation in regard to Item I. Following the explanation, Council Member Christianson offered a motion to approve

Item I for the purchase of a water heater for Dorothy Olson Aquatic Center considering an option of a tankless water heater. Council Member Mueske seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

No one was present to speak during the Open Forum.

Sara Carlson and Rachael Skretvedt were present to give an update on the Destination Playground Project. At this time, May 16 through 25, 2017 are the designated build dates, with a grand opening scheduled for the Willmar Fests weekend in June. The committee is looking for volunteers to help build the playground and urged anyone interested to check the website for information. The estimated cost of the playground is around \$900,000. Site preparation will start once the road restrictions are lifted. Playground equipment is being ordered and some items are being custom built. Picket sales have closed with over 900 pickets sold. Twelve benches are available for purchase at \$1,000 each with engraving and currently, approximately one-half of the benches have been sold. In conclusion, they thanked everyone for their help throughout the project thus far.

Human Resource Director Bridget Buckingham presented the 2017 City of Willmar Policy for Department Heads/Salary Increases with the changes recommended by Council at the March 20, 2017 work session. Council Member Mueske offered a motion to approve the proposed policy as presented. Council Member Schwantes seconded the motion. Following discussion, Council Member Mueske recommended Article 14. Vehicle Allowance/Assignment, 14.1 be amended to read, "Effective January 1, 2017, current Department Heads shall receive a vehicle allowance at the discretion of the City Administrator in the amount of \$150 - \$350 based on the department heads travel expectations, except those Directors who are assigned vehicles for business use. Mileage pay will be given in addition to any department head when travel is outside of the Kandiyohi County limits". Council Member Schwantes offered a motion to approve the proposed policy, as amended. Council Member Nelsen seconded the motion which carried.

Human Resource Director Bridget Buckingham presented the 2017 City of Willmar Policy for Administrative Assistant to the City Administrator Annual Salary Increase with changes recommended by Council at the March 20, 2017 Council meeting. Council Member Mueske offered a motion to approve the proposed policy as presented. Council Member Christianson seconded the motion which carried.

Human Resource Director Bridget Buckingham presented the 2017 Supervisor Unit Contract with changes recommended at the March 29, 2017 closed session meeting of the City Council. Following discussion, Council Member Schwantes offered a motion to approve the proposed policy as presented. Council Member Mueske seconded the motion which carried.

Public Works Director Sean Christensen presented information regarding the surfacing product to be used at the destination playground, and presented a resolution to award a contract and enter into an agreement with Surface America, Inc. in the amount of \$181,000.00 for Destination Playground Surfacing. Following discussion, **Resolution No. 17-29 Awarding the Contract for the Destination Playground Surfacing to Surface America, Inc. in the Amount of \$181,010.00** was introduced by Council Member Mueske, seconded by Council Member Schwantes, and approved on a roll call vote of Ayes 8, Noes 0.

Community Education and Recreation Director Steve Brisendine presented information regarding a bid received for the Rice Park Project. Following discussion, **Resolution No. 17-30 Awarding the Contract for the Rice Park Improvement Project to Chester Contracting, Inc. in the Amount of \$427,000.00** was introduced by Council Member Asmus, seconded by Council Member Nelsen, and approved on a roll call vote of Ayes 6, Noes 2. Council Members Christianson and Fagerlie cast the "no" votes.

Community Education and Recreation Director Steve Brisendine presented information regarding a request designating "Rockin Robbins" as an official city festival. Following discussion, **Resolution No. 17-31 Designating "Rockin Robbins" as an Official Festival** was introduced by Council Member Christianson, seconded by Council Member Schwantes, and approved on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson requested the Council set a public hearing for the tax increment financing district proposed for Lots 3 through 6, Block 25, Original Town of Willmar for May 1, 2017 at 7:01 p.m. Council Member Plowman offered a motion to approve staff's recommendation. Council Member Mueske seconded the motion, which carried. Council Member Nelsen abstained.

Planning and Development Services Director Bruce Peterson requested the Council set a public hearing for the tax increment financing district proposed for Lots 1 and 2, Block 1, Willmar Industrial Park Fourth Addition for May 1, 2017 at 7:02 p.m. Council Member Plowman offered a motion to approve staff's recommendation. Council Member Christianson seconded the motion, which carried.

Mayor Calvin stated the new City Administrator will be starting April 26th, and Interim City Administrator Michael McGuire would be continuing with the City until mid-May.

Council Member Christianson reminded the public it is the time of year to have their sump pumps discharge outside.

Mayor Calvin stated the Local Board of Appeal and Equalization meeting will be held on Monday, April 17th at 12:00 at the City Office Building.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Alvarado seconding the motion, which carried. The meeting adjourned at 8:17 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RESOLUTION NO. 17-27

A RESOLUTION APPROVING THE PURCHASE OF ONE AIR CONVEYANCE UNIT IN THE AMOUNT OF \$115,614.00 FROM PIPE TOOL COMPANY.

Motion By: Fagerlie

Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Air Conveyance unit is accepted through State Contract #120851, 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 Pipe Tool Company for the terms and consideration of the contract in the amount of \$115,614.00.

Dated this 3rd day of April, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-28

AUTHORIZATION TO EXTEND MASTER PLAN AGREEMENT WITH BOLTON AND MENK FOR AIRPORT PLANNING, ENGINEERING, AND CONSTRUCTION SERVICES

Motion By: Fagerlie

Second By: Nelsen

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 Clerk be authorized to enter into a Master Plan Agreement extension with Bolton and Menk for Airport Planning, Engineering, and Construction Services from April 2017 through April 2020.

Dated this 3rd day of April, 2017.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
CITY CLERK

RESOLUTION NO. 17-29

A RESOLUTION AWARDING THE CONTRACT FOR THE DESTINATION PLAYGROUND SURFACING TO SURFACE AMERICA, INC. IN THE AMOUNT OF \$181,010.00.

Motion By: Mueske Second By: Schwantes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Surface America, Inc. for the playground surfacing for the Destination Playground is accepted, and 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 \$181,010.00.

Dated this 3rd day of April, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-30

A RESOLUTION AWARDING THE CONTRACT FOR THE RICE PARK IMPROVEMENT PROJECT TO CHESTER CONTRACTING, INC. IN THE AMOUNT OF \$427,000.00.

Motion By: Asmus Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of Chester Contracting, Inc. for the Rice Park Improvement Project is accepted, and 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 \$427,000.00.

Dated this 3rd day of April, 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

RESOLUTION NO. 17-31

A RESOLUTION DESIGNATING "ROCKIN ROBBINS" AS AN OFFICIAL FESTIVAL

Motion By: Christianson Second By: Schwantes

WHEREAS, the Willmar City Council wishes to acknowledge "Rockin Robbins" as an official community festival of this municipality.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR A MUNICIPAL CORPORATION OF THE STATE OF MINNESOTA, AS FOLLOWS:

That "Rockin Robbins" activities are hereby recognized as an official festival of the City.

Adopted by the City Council of the City of Willmar, Minnesota this 3rd day of April 2017.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk