

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

August 7, 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, Kathy Schwantes, Fernando Alvarado, Julie Asmus, Shawn Mueske, Andrew Plowman, and Rick Fagerlie. Present 9, Absent 0.

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

Proposed additions and deletions to the agenda included: Mayor Calvin requested the addition of updated job description for the Waste Treatment Plant Lab Technician position to the consent agenda. This item was brought forward from the Work Session held prior to this meeting.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of July 17, 2017
- B. Willmar Municipal Utilities Board Minutes of July 24, 2017
- C. Rice Hospital Minutes of July 26, 2017
- D. Planning Commission Minutes of July 26, 2017
- E. Application to Conduct Excluded Bingo—Pennock Lions Club
- F. Application for Exempt Permit—West Central Ducks Unlimited
- G. **Resolution No. 17-84 Approving The Blizzard, LLC (Willmar Warhawks) Lease Agreement**
- H. **Resolution No. 17-85 Approving Civic Center Roof Replacement Change Order 1 and 2**
- I. **Resolution No. 17-86 Accepting Project No. 1405 and Authorize Final Payment**
- J. **Resolution No. 17-87 Accepting Project No. 1510 and Authorize Final Payment**
- K. ~~Proclamation—“Celebrate Art! Celebrate Coffee! Days”~~
- L. Building Report for the Month of July 2017
- M. Fire Department Statistics Report for the Month of July 2017
- N. Police Department Statistics Report for the Month of July 2017
- O. Accounts Payable Report through August 2, 2017

Mayor Calvin pulled the Proclamation - “Celebrate Art! Celebrate Coffee! Days from the agenda to read aloud and thanked all involved in the upcoming event to be held September 16, 2017.

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Donna Serbus, 1302 Southwest 7<sup>th</sup> Street, spoke during Open Forum. Ms. Serbus, a nurse at Rice Hospital, expressed her concerns with the continued CentraCare/Rice Hospital/ACMC integrated health care system proposal, and urged the Mayor, City Council, and City Officials to advocate for the employees.

Mayor Calvin welcomed State Representative Dave Baker who was present to provide a brief update to the Council on the 2017 House Legislative Session. He conveyed this was his third session and he is continuing to learn a lot. He stated he was very satisfied with the work that was accomplished during this last Session. He touched on some of the items that were accomplished during the Session, including: passing a budget bill, Health Care Premium Relief Act, tax relief bill that helped farmers, student loan changes, Social

Security changes, transportation plan, education bill, Real ID – enhanced drivers licenses, Prairie Lakes Detention Center School Funding, State Youth 16-Bed Hospital being built in Willmar, and the Glacial Lakes Bike Trail, and LGA funding. Mr. Baker stated that health care is a major expense facing the State of Minnesota. Mayor Calvin stressed the importance of Willmar receiving LGA, and thanked Representative Baker for his comments and his accessibility and support to Willmar.

Mayor Calvin recognized the Fire Department, and presented to them the 2017 Community Service Award. In 2017, the Fire Department participated in the American Red Cross smoke alarm campaign, and was nominated for this award by the American Red Cross. Mayor Calvin recognized the effort put forth by the Willmar Firefighters. He stated the last award received by the Fire Department was in 1991 for Fire Department of the Year.

Planning and Development Services Director Bruce Peterson presented the proposed amended land write-down policy and business subsidy policy as directed by Council at the July 17, 2017 meeting. Following discussion, Council Member Christianson offered a motion to approve the revised amendment as presented by staff. Council Member Asmus seconded the motion. Council Member Plowman offered an amended motion to leave the existing policy open until end of year 2017 to allow companies that submit a letter of intent and a purchase agreement by December 31, 2017, with work completed by December 31, 2018, to follow the current policy. Council Member Schwantes seconded the motion which carried. The original motion then carried on a roll call vote of Ayes 7, Noes 1. Council Member Nelsen cast the “no” vote.

Public Works Director Sean Christensen presented a request to approve SCADA system upgrades and surveillance improvements and software upgrades at the Wastewater Treatment Plant. Following discussion, Council Member Christianson introduced **Resolution No. 17-88 Awarding the Contract for the SCADA System Upgrades and Surveillance Improvements Project to In-Control, Inc. in the Amount of \$152,172.00.** Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 8, Noes 0. Council Member Nelsen introduced **Resolution No. 17-89 Awarding the Contract for the SCADA Software Upgrades and Surveillance Software Project to GS Systems, Inc. and Affiliates in the Amount of \$95,878.00.** Council Member Christianson seconded the motion which carried.

City Administrator Ike Holland stated the Council and staff held a work session on July 22, 2017 at which time priorities were established. The three areas of priority noted in order were: facilities, storm water management, and parks. Mr. Holland asked that these findings be formally acknowledged by the City Council. Following discussion, Council Member Plowman introduced **Resolution No. 17-90 A Resolution by The Mayor and City Council of the City of Willmar Supporting the Consensus of the July 22, 2017 Strategy Work Session.** Council Member Mueske seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Community Education and Recreation Director Steve Brisendine presented a request to approve the Rice Park alternates in an effort to move the project forward. Following discussion, Council Member Nelsen offered a motion to approve alternates 1, 2, 4, 5, and 6 as recommended by staff, and introduced **Resolution No. 17-91 Amending the Contract for the Rice Park Improvements to Include the Approved Alternates.** Council Member Schwantes seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Community Education and Recreation Director Steve Brisendine presented a request to approve the Miller Park Tennis Court/Playground Project and direct staff to move forward with bidding the tennis court project in its entirety, which includes four new lit tennis courts and new playground equipment. Following discussion, Council Member Nelsen introduced **Resolution No. 17-92 Approving Final Plans and Specifications and Authorizing Publication of the Advertisement for Bids for the Miller Park Tennis Court and Playground Project.** Council Member Asmus seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Following further discussion, Council Member Mueske offered a motion to reallocate from the 2017 CIP Budget the withheld Federal Airport Funds and Swanson Concession Stand funds in the amount of \$457,000 to the capital priorities of the completion of Rice Park, Miller Park tennis courts, the Western

Interceptor, and the additional money be put back into neighborhood playground equipment, and introduced **Resolution No. 17-93 Reallocating 2017 CIP Budget Funds in the Amount of \$457,000.00**. Council Member Plowman seconded the motion which carried on a roll call vote of Ayes 6, Noes 0. Council Members Christianson and Fagerlie abstained from voting.

Planning and Development Services Director Bruce Peterson presented a request from Kwik Trip, Inc. for vacation of a utility easement. Council Member Christianson offered a motion to approve staff's recommendation, and introduced **Resolution No. 17-94 Setting a Public Hearing for August 21, 2017 at 7:01 p.m. to Consider a Petition to Vacate a Utility Easement (Eastgate Addition)**. Council Member Plowman seconded the motion which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Ike Holland asked Council for further direction on the proposed new City Office project and obtaining some hard numbers for the project. It was the consensus of the Council that the project should move forward and present hard numbers as they are obtained in order to hold further discussion and make a more educated decision.

City Administrator Ike Holland also presented, to the Mayor and Council, a proposed schedule of upcoming meetings and possible agenda items and urged everyone to review and advise the City Clerk or himself of any changes necessary. Mr. Holland noted the following: thanked all who attended the recent employee pool party; the record number attending the recent Rockin' Robbins concert; recognized our Fire Department this evening and will continue to recognize our employees for their hard work; and referenced an email sent today stating there will be financial and public works updates monthly to keep all informed.

Mayor Marv Calvin stated the VFW tournament will be held August 9 – 12 in Willmar, with a banquet being held on the 9<sup>th</sup> at the Convention Center; the County fair is being held this week; and the last Rockin' Robbins concert for 2017 will be held August 8<sup>th</sup> at Robbins Island.

Council Member Asmus stated she received several complaints in regard to the recent Stingers fireworks display that occurred at 12:30 a.m.

Council Member Fagerlie stated the recently painted signal boxes look very good and urged everyone to take notice of them; and reminded people there is no smoking in the City parks.

Council Member Nelsen commented on the recent Stingers fireworks display and offered a suggestion that if a game goes into extra innings perhaps they could have the fireworks display after the 9<sup>th</sup> inning and continue the game after the display.

Council Member Christianson also stated he had inquiries about the fireworks display; inquired about the recent status of the CentraCare discussions; and reminded veterans that admission to the County fair is free on August 10<sup>th</sup> until 2:00 p.m.

Council Member Nelsen also stated there was a document regarding recent discussions from the CEO's of the hospital, APMC, and CentraCare that was supposed to be shared with the employees and the City Council and that communications are being received.

Council Member Schwantes thanked the Council for the good work, discussion and progress that was made at the recent Council retreat.

Council Member Alvarado noted the recently painted snowplow blade that is on display at the Public Works garage and urged everyone to view.

Mayor Calvin stated there were representatives from San Diego who were recently in Willmar for business and noted our painted utility boxes. They took pictures to take back to their community as San Diego is well known for their art.

Park and Recreation Director Steve Brisendine stated he will look into the Ordinance regarding smoking in City parks.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion, which carried. The meeting adjourned at 9:10 p.m.

\_\_\_\_\_  
MAYOR

Attest:

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

**RESOLUTION NO. 17-84**

**A RESOLUTION APPROVING THE BLIZZARD, LLC LEASE AGREEMENT**

Motion By: Mueske

Second By: Fagerlie

WHEREAS the City of Willmar desires to enter into a Lease Agreement with The Blizzard, LLC d/b/a the (Team) and Chris Canavati and Mitri Canavati, Individually (Tenant) for the rent of ice time and certain related facilities of the Willmar Civic Center Arena for (Team) hockey games, including administrative office space and locker room facilities; and

WHEREAS an agreement has been prepared detailing the terms of the lease;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

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

s/s Marv Calvin  
\_\_\_\_\_  
Mayor

Attest:

s/s Judy Thompson  
\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 17-85**

**A RESOLUTION APPROVING CHANGE ORDER NOS. 1 AND 2 FOR THE CIVC CENTER ROOF REPLACEMENT AND REAPPROPRIATION OF FUNDS.**

Motion By: Mueske

Second By: Fagerlie

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 of the City of Willmar are hereby authorized to amend the contract for the Civic Center roof replacement between the City of Willmar and Weather Pro Exteriors, LLC by Change Order No. 1 in the amount of \$9,062.85 and Change Order No. 2 in the amount of \$6,339.50.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget from the DOAC CIP budget from the water heater purchase and the Civic Center CIP budget from the restroom remodel project to the Civic Center roof replacement project.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-86**

**A RESOLUTION ACCEPTING PROJECT NO. 1405 AND AUTHORIZING FINAL PAYMENT.**

Motion By: Mueske Second By: Fagerlie

IMPROVEMENT: Project No. 1405 – Construction of the Industrial Park: 4<sup>th</sup> Addition

CONTRACTOR: R&R Excavating, Inc.

DATE OF CONTRACT: November 3, 2014

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

1. The said City of Willmar Project No. 1405 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$3,657,690.57
Change Order No. 1	\$5,800.00
Change Order No. 2	\$6,015.70
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$3,669,506.27
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$3,669,345.82
Less Previous Payments	\$3,481,964.91
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$187,380.91</b>

Dated this 7th day of August, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-87**

**A RESOLUTION ACCEPTING PROJECT NO. 1510 AND AUTHORIZING FINAL PAYMENT**

Motion By: Mueske Second By: Fagerlie

IMPROVEMENT: Project No. 1510 – Country Club Drive Lift Station

CONTRACTOR: Quam Construction

DATE OF CONTRACT: March 21, 2016

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

1. The said City of Willmar Project No. 1510 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$458,398.70
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$458,398.70
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$436,870.10
Less Previous Payments	\$401,119.36
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$35,750.74</b>

Dated this 7th day of August, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-88**

**A RESOLUTION AWARDING THE CONTRACT FOR THE SCADA SYSTEM UPGRADES AND SURVEILLANCE IMPROVEMENTS PROJECT TO IN-CONTROL, INC. IN THE AMOUNT OF \$152,172.00.**

Motion By: Christianson                      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 In-Control, Inc. for the SCADA System upgrade and surveillance improvements at the Wastewater Treatment Facility 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 \$152,172.00.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-89**

**A RESOLUTION AWARDING THE CONTRACT FOR THE SCADA SOFTWARE UPGRADES AND SURVEILLANCE SOFTWARE PROJECT TO GS SYSTEMS, INC. AND AFFILIATES IN THE AMOUNT OF \$95,878.00.**

Motion By: Nelsen                      Second By: Christianson

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the bid of GS Systems, Inc. and Affiliates for the SCADA software upgrade and surveillance software at the Wastewater Treatment Facility 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 \$95,878.00.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-90**

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

Motion By: Plowman

Second By: Mueske

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

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

**WHEREAS**, the following summary of capital priorities was reached:

Facilities:

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

Stormwater Management:

1. Western Interceptor (design 2017, construction 2018)
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

Parks:

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

**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

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk



**RESOLUTION NO. 17-91**

**A RESOLUTION AMENDING THE CONTRACTS FOR THE RICE PARK IMPROVEMENTS TO INCLUDE THE APPROVED ALTERNATES**

Motion By: Nelsen

Second By: Schwantes

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 of the City of Willmar are hereby authorized to amend the contract for the Rice Park Improvements for the approved alternates as follows:

Alternate 1: Shade Structure	\$19,530.25
Alternate 2: Tennis Court Removal	\$18,500.00
Alternate 4: Concrete Seat Walls	\$38,900.00
Alternate 5: South Concrete Walk	\$5,900.00
Alternate 6: Landscaping/Irrigation	\$22,800.00

Dated this 7th day of August, 2017.

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-92**

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING PUBLICATION OF THE ADVERTISEMENT FOR BIDS FOR THE MILLER PARK TENNIS COURT AND PLAYGROUND PROJECT.**

Motion By: Nelsen

Second By: Asmus

WHEREAS consultant firm SRF Consulting has presented plans and specifications for the Miller Park Tennis Court/Playground project for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7th day of August, 2017

s/s Marv Calvin  
Mayor

Attest:

s/s Judy Thompson  
City Clerk

**RESOLUTION NO. 17-93**

**A RESOLUTION AUTHORIZING REALLOCATION OF FUNDS FROM THE 2017 CIP TO THE MILLER PARK TENNIS COURT PROJECT, WESTERN INTERCEPTOR AND PLAYGROUND EQUIPMENT.**

Motion By: Mueske 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 Finance Director be authorized to amend the Capital Improvement Budget from the Swansson Field Concession Stand project in the amount of \$330,000 and \$127,000 from the available Airport Capital Project for a total of \$457,000. The funds to be distributed as follows:

\$116,200 to the Rice Park Project,  
\$150,000 (of which \$40,000 is for playground equipment) to the Miller Park Project,  
\$100,000 to the Western Interceptor Storm Water Project, and  
\$90,800 for playground equipment purchases at various City parks

Dated this 7th day of August, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 17-94**  
**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A**  
**PETITION TO VACATE A UTILITY EASEMENT (EASTGATE ADDITION)**

Motion By: Christianson Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:01 p.m. on Monday, August 21, 2017, in the Council Chambers at the Municipal Utilities Commission Building, 700 Litchfield Ave. SW, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a utility easement vacation initiated by City of Willmar described as follows:

a 15' utility easement along the south property line of Lot 4, Block Two, Eastgate Addition AND a 15' utility easement along the north property line of Lots 5, 6, 7 and 8, Block Two Eastgate Addition EXCLUDING the easterly 10' utility easement as it currently exists on Lots 4 and 5, Block Two Eastgate Addition;

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 August, 2017.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK