

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

January 8, 2001  
7:00 p.m.

The Honorable Mayor Lester Heitke officiated the opening ceremonies of the biennial organizational meeting. In accordance with the Willmar City Charter, the Council must meet on the first Monday after the first Tuesday of each January following a General Election.

City Clerk Kevin Halliday, chief officer in charge of voting for the City of Willmar, presented to Council Members Denis Anderson, David Chapin, Nancy Houlahan, and Jim Dokken Certificates of Election. The Honorable Judge Donald Spilseth, Judge of District Court, officiated the Swearing-in Ceremonies of the four Council Members.

At this time Mayor Heitke called the meeting to order. Members present on a roll call were Mayor Heitke, Council Members Douglas Reese, Ron Christianson, Bruce DeBlicek, Denis Anderson, Nancy Houlahan, David Chapin, and Jim Dokken; Present 8, Absent 1 - Rick Fagerlie was excused from the meeting.

Also present were City Administrator Michael Schmit, City Attorney Richard Ronning, Planning and Development Services Director Bruce Peterson, Police Chief Jim Kulset, Finance Director Steven Okins, Fire Chief Marv Calvin, Community Education and Recreation Director Steve Brisendine, Public Works Director Mel Odens, and City Clerk Kevin Halliday.

Mayor Heitke called upon Bob Poe, Youth for Christ, to give the invocation. Upon completion of the invocation, Mayor Heitke presented to the City Council and those in attendance his message of the State of Affairs of the City of Willmar.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 20, Municipal Utilities Commission Minutes of December 28, and Planning Commission Minutes of December 21, 2000; applications for exempt permit for the Sertoma Club and Pheasants Forever; and Mayoral reappointments as follows: Municipal Utilities Commission - Mary Overcash, Planning Commission - Steve Martinka, and Pioneerland Library Board - Romona Berg-Perry. Council Member DeBlicek seconded the motion, which carried.

At 7:45 p.m. Mayor Heitke opened the hearing to consider the application received for a cable franchise. City Administrator Schmit informed the Mayor and Council that the City received an application from En-Tel Communications, LLC to construct a cable communications system to serve the City of Willmar. The applicant was in attendance to present details of their proposal to offer cable channels, pay-per-view options and a network that is capable of offering digital, video and internet access. Jeff Roiland, En-Tel Communications General Manager; Gene South, President and CEO; Bob Thompson, Controller; Daryl Westrom, Engineering Manager; Preston Pearson, Assistant Engineer of System Design; and

Mark Ayotte, from Briggs and Morgan law firm, discussed with the Mayor and Council the technical, financial and legal capabilities of the En-Tel proposal.

Beth Engel, District Manager of Charter Communications, appeared to voice concerns of Charter Communications. Ms. Engel stated that Charter simply desires equal treatment and since their renewal is forthcoming on July 7, 2002, they want to partner in the current franchise discussions and development. Upon hearing all those who wished to be heard, Mayor Heitke closed the hearing at 8:00 p.m.

Following a question and answer exchange with the representatives of En-Tel Communications, the Mayor informed the representatives that the matter would be

referred to legal counsel for further review of the legal, financial and technical capability of the proposal.

Mayor Heitke recognized Ms. Shirley Hulst, who had signed up for the Council's Public Forum. Ms. Hulst, President of the Senior Citizens Club, expressed concerns regarding the proposed Community/Senior Center Liaison position, the half-time proposal and the starting wage, as it relates to the known workload of the Center's activities under the prior part-time manager. These concerns were taken under advisement.

At 8:15 p.m. Mayor Heitke called for a recess and reconvened the meeting at 8:24 p.m.

The Public Works/Safety Committee Report of December 26, 2000, was presented to the Mayor and Council by Council Member Reese. There were three items for Council consideration.

Item No. 1 The Committee reviewed proposed plans and specifications to reroof the Civic Center, and was recommending to the Council approval as presented. Following discussion, Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the reroof of the Civic Center 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. Bids will be publicly opened and read at 1:30 p.m. on the 29<sup>th</sup> day of January, 2001, at the City Office Building, 333 Southwest 6<sup>th</sup> Street, Willmar, Minnesota.

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

Item No. 2 The Committee continued its discussion of the Airport Fixed Base Operator agreement as requested by the full Council at its regularly scheduled meeting on December 20, 2000. Following a brief review of the City's history with Airport FBO agreements, the Committee was recommending to the Council that staff be directed to continue negotiations with Willmar Air Service for an agreement extension, and that any agreement include consideration of rents paid for the main hangar, storage area and terminal building. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member Houlahan seconding the motion, which carried.

Item No. 3 Staff informed the Committee that Minnegasco (Reliant) has made a \$1,000 donation to the City for improvements at the Minnegasco Park located on Southwest 16<sup>th</sup> Street. The Committee was recommending to the Council that a resolution be adopted accepting the Minnegasco \$1,000 donation. Resolution No. 2 was introduced by Council Member Reese, seconded by Council Member Houlahan, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

WHEREAS, Reliant Energy has agreed to donate to the City of Willmar \$1,000 for the purpose of certain improvements at the Minnegasco Park located on Southwest 16<sup>th</sup> Street.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Reliant Energy and that the City Administrator be directed to express the community's appreciation for the donation.

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

The Labor Relations Committee Report of December 26, 2000, was presented to the Mayor and Council by Council Member Christianson. There were three items for Council consideration.

Item No. 1 The Committee considered a proposed position classification to create a liaison position at the Senior Center. It was noted the Community/Senior Center Liaison position would report to Community Education and Recreation Supervisor LeAnne Freeman, who would continue to supervise and provide programming services at the Center. Funding for the position was included in the 2001 budget, and it was acknowledged that additional funds may be needed or hours cut in order to accommodate the funding level of the new, permanent, full-time position. The Committee was recommending to the Council approval of the position classification as proposed.

Council Member Christianson moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconding the motion, which carried. Council Member Dokken moved to table the pay range. The motion died for the lack of a second.

Item No. 2 The Committee reviewed a proposal to adopt the Cable Access Technician position classification. The classification has been approved and funded in the 2001 budget and recommended by the Cable Access Committee. The Committee was recommending to the Council adoption of the Cable Access Technician position classification as presented. Council Member Christianson moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconding the motion, which carried.

Item No. 3 The Committee meeting was closed to conduct the City Administrator's annual evaluation and employment contract terms and conditions. Upon reopening the meeting, the Committee was recommending to the Council that Mr. Schmit's annual salary be increased from \$72,141 to \$75,748 and that he be granted a \$2,000 merit payment. Amounts for insurance and vehicle allowance would remain unchanged. Council Member Christianson moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconding the motion, which carried.

The Public Works/Labor Relations Committee Reports of December 26, 2000, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Reese, and carried.

The Mayor and Council considered Council reorganizational issues. Following discussion, Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Anderson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 1 - Council Member Christianson voted "No".

### RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 7:00 p.m. on the first and third Wednesdays of each month during the next two years and that the regular place of said meetings shall be in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue Southwest, Willmar, Minnesota; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member DeBlicek, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the West Central Daily Tribune of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State statutes for legal publications be accepted.

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Anderson, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2000 through 2001 Committee appointments for members of the Council shall be provided in the list of appointments as follows:

Labor Relations Committee:

Nancy Houlahan, Chair  
Denis Anderson, Vice Chair  
Doug Reese  
David Chapin  
Michael Schmit, City Administrator  
Steve Okins, Finance Director  
Municipal Utilities Commission  
Rice Hospital Board

Finance Committee:

Denis Anderson, Chair  
Rick Fagerlie, Vice Chair  
Jim Dokken  
David Chapin  
Michael Schmit, City Administrator  
Steve Okins, Finance Director  
Kevin Halliday, City Clerk-Treasurer

Community Development Committee: Bruce DeBlieck, Chair  
Jim Dokken, Vice Chair  
Ron Christianson  
Rick Fagerlie  
Michael Schmit, City Administrator  
Bruce Peterson, Director of Planning  
and Development Services

Public Works/Safety Committee: Doug Reese, Chair  
Ron Christianson, Vice Chair  
Nancy Houlahan  
Bruce DeBlieck  
Michael Schmit, City Administrator  
Dan Strootman, Public Safety Director  
Mel Odens, Public Works Director

Woodland Center: David Chapin

Mid-Minnesota Development Commission: Mayor Lester Heitke

Cable Communications: Doug Reese and David Chapin

Senior Citizens Council: Jim Dokken

Community Education and Recreation Board: Rick Fagerlie and Ron Christianson

Rice Hospital Board: Denis Anderson

Municipal Utilities Commission: Bruce DeBlieck

Convention and Visitors Bureau: Nancy Houlahan

Human Rights Commission: Jim Dokken

Allied Power Board: Bruce DeBlieck

Transit Joint Powers Board: Jim Dokken and Rick Fagerlie

Sister Cities: Doug Reese

Fire Code Appeals Board: Ron Christianson, Chair  
Denis Anderson, Vice Chair

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

Resolution No. 6 was introduced by Council Member Reese, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

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

That during the years 2001 and 2002, should the Mayor, the Honorable Lester Heitke, be absent or unable to act as such Mayor, that Council Member Doug Reese be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 8<sup>th</sup> day of January, 2001.

/s/ Lester J. Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: City Clerk-Treasurer

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, January 16; and Finance, January 17, 2001.

Mayor Heitke announced that there would be an Open House at the Law Enforcement Center on January 20 and 21, 2001.

Mayor Heitke presented to the Council for consideration the appointment of Grant Jansen to the Zoning Appeals Board. Council Member DeBlieck moved to approve of the appointment with Council Member Houlahan seconding the motion, which carried.

There being no further business to come before the Council, the meeting adjourned at 9:10 p.m. upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

Attest: \_\_\_\_\_  
MAYOR

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